

# eVoucher – Non Services Guide

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eVouchers are used to make payments for transactions without the issuance of a Purchase Order. Payments are typically for things like memberships and certification fees, subscriptions, refunds, reimbursements, research subjects and utilities.

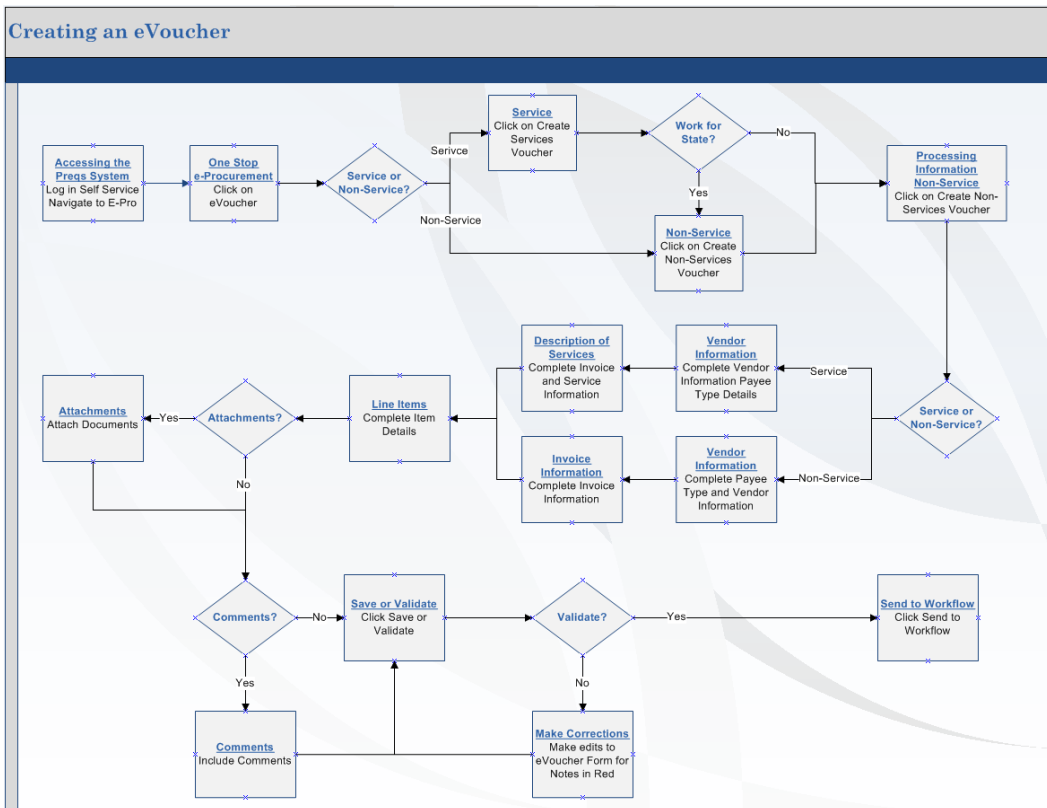
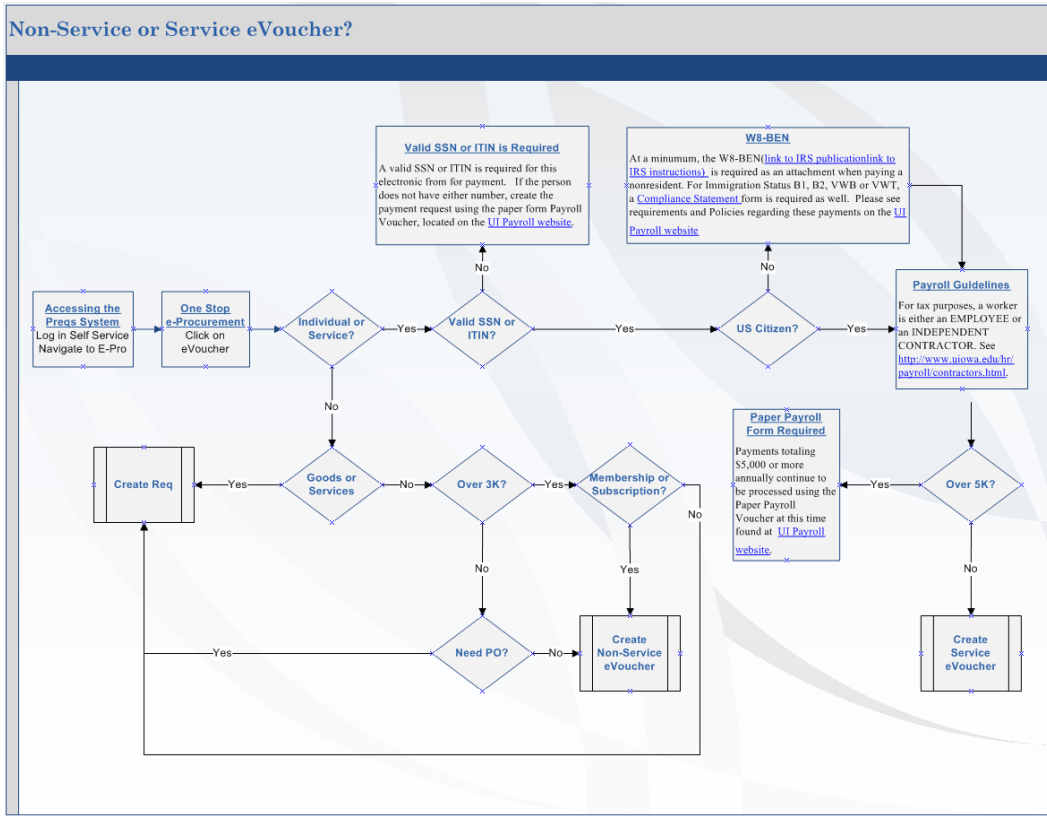
This guide outlines the steps to create a Non-Purchase Order Voucher for payment through the One Stop e-Procurement eVoucher application system. There are two types of Non-Purchase Order Vouchers; either a Services Voucher which includes payment types for Awards, Stipends, Royalties, Guest Speakers, Transcription, Consultant, Musician, Performer or Peer Reviewer or a Non-Services Voucher which includes payment types for Memberships, Prepayments under \$3,000, Reimbursements, Utilities, Refunds, Subscriptions, Travel, Food, Food and Alcohol or Research Subjects. After an eVoucher form is completed, it is submitted and approved through the Workflow system as predetermined by your Org, Department and Unit. Alcohol requires Dean, DEO, Budget Officer Approval (no delegates). An eVoucher will not generate a Purchase Order.

## Contents

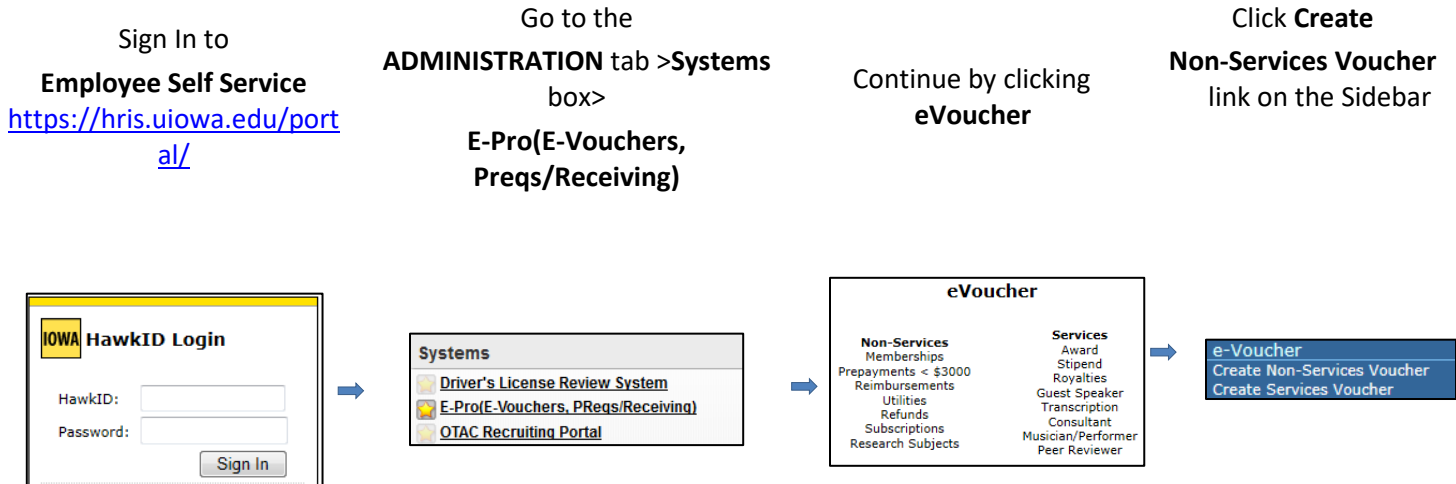
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# eVoucher Business Flow Diagrams

Below is a diagram that outlines the steps from beginning to end on processing eVouchers.



# Accessing Non-Services Voucher



## Creating a Voucher

### Step 1. Review Contact Information

The **Contact Information** will be populated with the Initiator’s Name, Department, Phone and Email. This is the information that Accounts Payable will use to make contact with any questions they have. The Initiator can edit these fields if necessary.

The **Requested By** will be populated from the previous order. The person listed as “Requested By” is the person requesting the payment. To populate the Requested by table enter a valid HawkID or use the Search functionality. Another option is to use the Requested By Favorites by clicking the icon.

The Contact Name and Requested By person(s) will receive an email when payment has been made.

### Contact Information

Contact Name:

Dept:

Phone:

Email:

**Requested by** [add](#)

The person listed as “Requested by” is the person requesting the payment. This person will receive email notification when payment has been made. To populate the Requested by table below enter a valid HawkID.

Hawk ID	Name	Phone	Email	Department	Location	Remove
<input type="text" value="cleichty"/>	Leichty, Christine L	319/335-0384	<a href="mailto:chris-leichty@uiowa.edu">chris-leichty@uiowa.edu</a>	VPFO-Purchasing	202 PCO	

## Step 2. Processing Information

Select the **Type of Expense** from the drop-down menu.

The screenshot shows a form titled "Processing Information". The "Type of Expense:" label is followed by a dropdown menu. The menu is open, showing a list of options: Travel Related, Refund, Reimbursement, Subscription/Membership, Miscellaneous, Utilities/Rent, Food, Food and Alcohol, UI Sponsored Conf. Food & Beverage, Freight, Medical Services, Research Subject, Vendor Awards, Prepaid Cards, and Prepaid Cards - Research Subjects.

For **Non-Service Vouchers**, Type of Expense selections that required additional information are:

- **Travel Related**

The screenshot shows the "Travel Related" form fields. It includes: "Traveler First/Last Name:" with two text input boxes; a red instruction: "If the Traveler is a non-UI employee, enter 'x' in the Employee ID field."; "UI Employee ID:" with a text input box; "Destination:" with a text input box and a checkbox labeled "On-site Conference Hotel"; and "Trip Dates:" with two date pickers and a "to" label.

- **Refund**

The screenshot shows the "Refund" form field: "Is alcohol included in this expense?" with radio buttons for "Yes" and "No".

- **Reimbursement**

If Food or Food and Alcohol is selected it will take you to the appropriate questions. A clear University business justification is required as well as an itemized receipt.

The screenshot shows the "Reimbursement" form. The "Type of Reimbursement:" dropdown menu is open, showing options: Food, Food and Alcohol, Computer (Desktop, laptop or printer), and Other. The "Business Justification for This" label is partially visible next to a text input box.

The screenshot shows the "Reimbursement" form for the "Computer (Desktop, laptop or printer)" selection. It includes: "Type of Reimbursement:" dropdown menu; a red instruction: "Computers (Desktops and laptops), iPads, tablets, external hard drives and printers should be procured using the University's campus-wide vendor contracts including direct purchases through the University Bookstore. Please provide an explanation of why it was critical to procure this item in this manner." followed by a large text input box; "End User:" with a text input box; and "Location:" with a text input box. At the bottom, there is a note: "Since The University is reimbursing the individual for this equipment, the equipment will be considered University property and must be retained by the department should the individual leave the University. At the end of its useful life, the equipment should be turned over to UI Surplus."

- **Food**

Is alcohol included in this expense? Yes <input type="radio"/> No <input type="radio"/>	
What was the event:	<input type="text"/>
Why was food required for this event:	<input type="text"/>
List the names and affiliations of the individuals who attended this event:	<input type="text"/>

- **Food and Alcohol**

Is alcohol included in this expense? Yes <input checked="" type="radio"/> No <input type="radio"/>	
What was the event:	<input type="text"/>
Why was food required for this event:	<input type="text"/>
List the names and affiliations of the individuals who attended this event:	<input type="text"/>

- **UI Sponsored Conf. Food & Beverage:** Select if Alcohol was included.

Is alcohol included in this expense? Yes <input checked="" type="radio"/> No <input type="radio"/>
--

Provide additional comments regarding reason for purchase for the **Business Justification**.

<b>Business Justification for This Purchase:</b>
<input type="text"/>

Additional options regarding voucher and payment include:

- If you need a payment by a specific date, check the **Please rush this voucher** and complete the Date field.
- If you want an attachment to go with the check, check the **Attachment to send with the check?**
- If you want to pick up the check rather than having it mailed, check the **Hold check for pickup** and complete the Notify field with the contact person’s email address.
- If you don’t want this payment to be included on the same check with other vouchers to the same vendor, click the **Separate check needed?**
- If you have any other payment processing requests, please include in the Internal Comments.

<input type="checkbox"/> Please rush this voucher.	
<input type="checkbox"/> Attachment to send with the check?	
<input type="checkbox"/> Hold check for pickup. Notify <input type="text"/>	when check is ready.
<input type="checkbox"/> Separate check needed?	

### Step 3. Vendor Information

**Payee Type** for **Non-Service Vouchers**, select from one of the following:

- **Vendor/Business**

Payee Type:	<input type="text" value="Vendor/Business"/>
Taxpayer ID Number (TIN):	<input type="text"/>


- **Individual/US Citizen**



Payee Type:	Individual/US Citizen
Social Security Number: or Employee HawkID:	<input type="text"/>


- **Individual/Non US Citizen**

Payee Type:	Individual/Non US Citizen
Social Security Number: or Employee HawkID:	<input type="text"/>
Country of Citizenship:	<input type="text"/>
Immigration Status:	<input type="text"/>

There are a variety of ways to Add or Edit Vendor information.

- **Vendor ID:** If you know the Vendor ID, you can enter it in the first field. This will auto populate the default Address and Loc.
- **Vendor Favorites:** Another option is to use the Vendor Favorites by clicking the  icon (see Favorites section for more details on this feature).
- **Vendor Search:** Or if you do not know the Vendor ID or do not have it saved in your Favorites you can use the Vendor Search option to

Vendor Information			
Vendor ID:	<input type="text"/>	Addr #:	<input type="text"/>
		LOC:	1 
	 <a href="#">add</a>		
Name:	<input type="text"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
Country:	United States	Zip:	<input type="text"/>
Fax:	<input type="text"/>	Phone:	<input type="text"/>
Email:	<input type="text"/>		
<input type="checkbox"/> Vendor is new		<input type="checkbox"/> Update vendor address	

search by Name, Address, City, State, Zip, Phone or TIN by clicking the .

- **Update Vendor Address:** If you find the Vendor, but the address does not match what you have listed, you can edit by selecting  [Update vendor address](#). This will open the Vendor Address fields to be editable and once the Voucher is received in Accounts Payable, the new information will be reviewed prior to payment.
- **Vendor is New:** If the Vendor you are searching for is not available, select  [Vendor is new](#). This will open the Vendor Information fields to be editable. A vendor application is required for all new Vendors and if not received by Accounts Payable the Voucher will not be processed for payment. If you provide an Email for the Vendor, the system will automatically send the Vendor Application to the user for completion. If not, the Vendor Application will be handled manually. When you validate the Voucher, the Vendor Information will be checked against our current Vendor file. If the system finds any potential matches, you will receive a message in the Vendor section to verify if it is a duplicate.

#### Step 4. Invoice Information/Description of Services

The true **Invoice Date** and **Invoice Number** should be entered if one exists. Otherwise, use the Date of the Transaction for the Invoice Date and format the Invoice # with Amount/Date, eg. \$260.15 on 02/20/2014 would be entered as *26015/022014*.

Invoice Information	
Invoice Date:	02/20/2014 
Invoice #:	26015/022014

If Reimbursement for Computer was selected for Expense Type, there will be additional fields to complete regarding Total Merchandise Amount and Totals Sales Tax Amount.

Total Merchandise Amount:	0.00
Total Sales Tax Amount:	0.00

For **Food**, **Food and Alcohol** and **UI Sponsored Conf Food & Beverage** Voucher types, there will be additional fields. In each case, the portion entered in the fields will default into the Line Item amount.

- For **Food**, complete the fields with information on the total expense and the number of persons. The average will be computed for you.
- For **Food and Alcohol**, complete the fields with information on the total expense and the number of persons for food and for alcohol. The average for each will be computed for you. If you have no food expense, check the box for **No food expenses are included** and the first Line Item will automatically be removed.

Total food expense <small>(Exclude tax and tip)</small>	<input type="text" value="0.00"/>	# of persons	<input type="text" value="0"/>	Avg food/person	<input type="text" value="0.00"/>
Tax & Tip for Food	<input type="text" value="0.00"/>				

No food expenses are included

Total food expense <small>(Exclude tax and tip)</small>	<input type="text" value="0.00"/>	# of persons	<input type="text" value="0"/>	Avg food/person	<input type="text" value="0.00"/>
Tax & Tip for Food	<input type="text" value="0.00"/>				
Total alcohol expense <small>(Exclude tax and tip)</small>	<input type="text" value="0.00"/>	# of persons	<input type="text" value="0"/>	Avg alcohol/person	<input type="text" value="0.00"/>
Tax & Tip for Alcohol	<input type="text" value="0.00"/>				

*Alcohol can only be paid from an agency fund of 950-997 or from a gift fund of 520.*




- For **UI Sponsored Conf Food & Beverage**, enter the portion of the expense which is for alcohol.


Total alcohol expense for this voucher <small>(Exclude tax and tip)</small>	<input type="text" value="0.00"/>
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## Step 5. Line Items



The **Qty** (Quantity) and **UOM** (Unit of Measure) defaults, however you can change them if needed. As you enter the **Price**, the Running Total will calculate automatically. If a portion of the **Description** defaults due to the Type of Expense or Payment, please add details following the text.

*Note: The first thirty characters of the Description will print on the check.* The **IACT** will initially default based on the Type of Expense or Payment but can still be modified, please verify accuracy. The remaining MFK fields need to be applied and can be





added manually or by using a Favorites . If the Line amount needs to be split across multiple MFKs, click the  to add and the  to remove. The Org and Dept on the first MFK determines which approval routing path the Initiator can choose in Workflow.

#	Act	Qty	UOM	Price	Extension
1		<input type="text" value="1.0"/>	Each	<input type="text" value="\$ 150.00"/>	\$ 150.00 \$ 50.00

You need to increase the amount of your MFKs by \$ 50.00 to become balanced.

	fund	org	dept	sdept	grnt/prgm	iact	oact	dact	fn	cctr	slid	slac	mfk amt
	000	00	0000	00000	00000000	6200		000	00000	00	0000		\$ 150.00


Running Total: \$ 150.00


	fund	org	dept	sdept	grnt/prgm	iact	oact	dact	fn	cctr	slid	slac	mfk amt
	000	00	0000	00000	00000000	6200		000	00000	00	0000		\$ 100.00
	000	00	0000	00000	00000000	6200		000	00000	00	0000		\$ 50.00

Running Total: \$ 150.00


For **Non-Service Vouchers** you can **Add a New Line** by clicking the [Add LineItem](#) link.

## Step 6. Attachments

Any document type or any number of documents can be uploaded as **Attachments** to the voucher. Start by clicking the  button and searching for your document. Select the document and click the . Each Attachment is uploaded using the Filename associated to the document. If an Attachment is not needed, you can remove by clicking the .

Attachments		
Action	File Name	File Type
	Test Document Attachment.docx	application/octet-stream

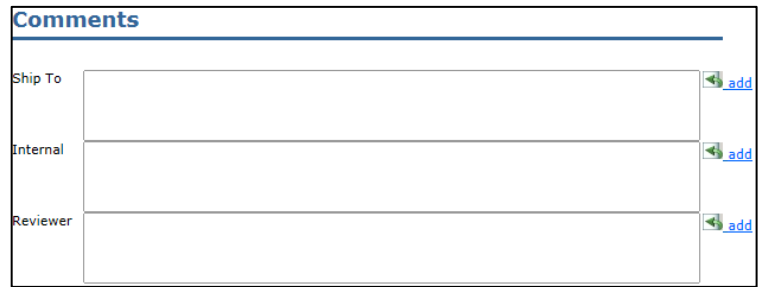
## Step 7. Comments

Add Comments to the Voucher as needed, either manually or using the Favorites .

**Ship To:** Can be useful for providing Ship To Information to the Vendor when it is not included on documentation. For example, a mailing address for a magazine subscription.

**Internal:** Are for the Initiator to use to communicate information about the Voucher to those approving and to the Accounts Payable Department.

**Reviewer:** Are for the Accounts Payable Department to note information about handling of the voucher.



## Step 8. Finalize Voucher

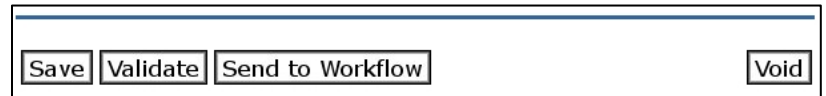
You have four options when completing the Voucher.

**Save:** This saves the Voucher and assigns a Voucher number and you can return to edit at a later time.

**Validate:** This validates the MFK and all required fields are complete. If a Voucher is not valid, it will not allow you to Send to Workflow and will require updates as noted on the Voucher in red for correction.

**Send to Workflow:** This will submit the Voucher into the Workflow System.

**Void:** Allows the Initiator to void a Voucher that has been saved or validated but not sent to Workflow.



Once submitted to Workflow these Vouchers are assigned an ID that begins with "V" and are loaded into PeopleSoft for Payment.

## Step 9. Workflow

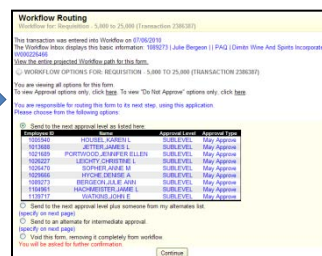
### Choose Workflow Routing

### Initiate Workflow Process

### Workflow Routing

### Confirm Workflow Routing





Workflow ID	Workflow Name	Approval Level	Approval Type
101540	HODGEL, JAMES L.	SUBLEVEL	May Approve
101480	JONES, JAMES R.	SUBLEVEL	May Approve
101180	HORTON, JAMES R. ELLEN	SUBLEVEL	May Approve
102627	LEACH, CHRISTOPHER L.	SUBLEVEL	May Approve
102420	SONNER, JAMES M.	SUBLEVEL	May Approve
102660	MYCHE, DEBBIE A.	SUBLEVEL	May Approve
102070	BRIDGEMAN, JAMES	SUBLEVEL	May Approve
114841	HANCRICHTER, JAMES L.	SUBLEVEL	May Approve
118177	HANCRICHTER, JAMES L.	SUBLEVEL	May Approve



Workflow ID	Workflow Name	Approval Level	Approval Type
101540	HODGEL, JAMES L.	SUBLEVEL	May Approve
101480	JONES, JAMES R.	SUBLEVEL	May Approve
101180	HORTON, JAMES R. ELLEN	SUBLEVEL	May Approve
102627	LEACH, CHRISTOPHER L.	SUBLEVEL	May Approve
102420	SONNER, JAMES M.	SUBLEVEL	May Approve
102660	MYCHE, DEBBIE A.	SUBLEVEL	May Approve
102070	BRIDGEMAN, JAMES	SUBLEVEL	May Approve
114841	HANCRICHTER, JAMES L.	SUBLEVEL	May Approve
118177	HANCRICHTER, JAMES L.	SUBLEVEL	May Approve