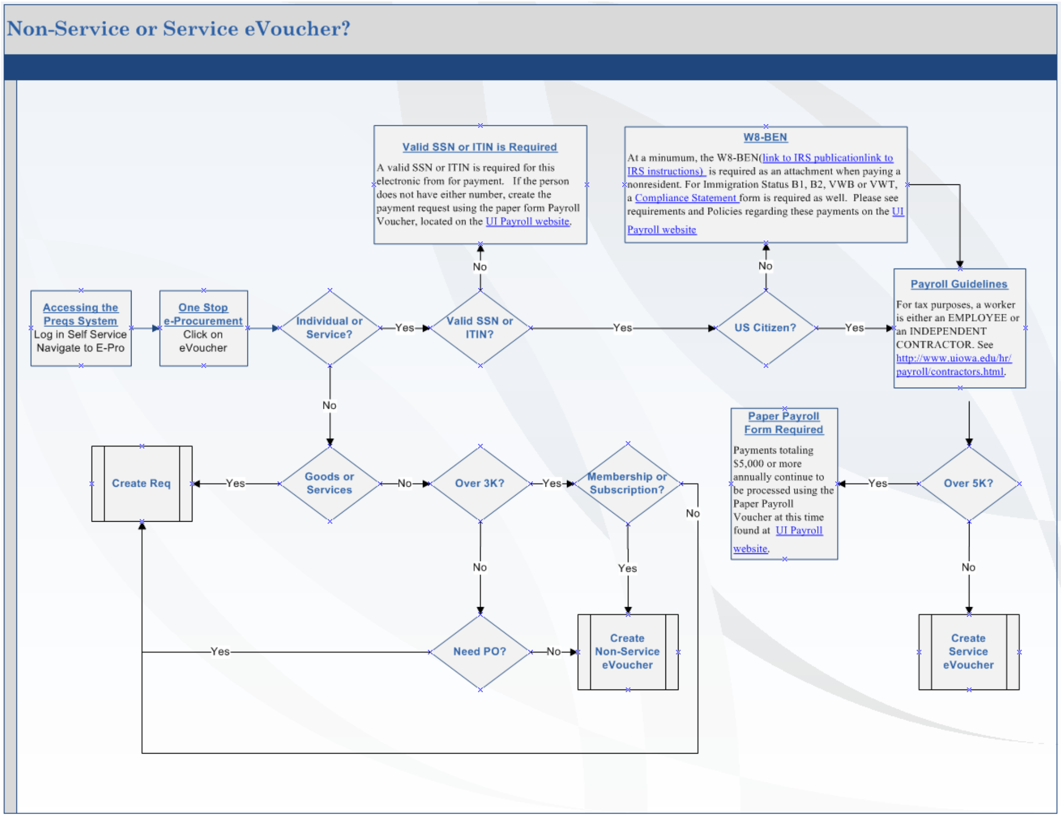
eVoucher - Services Guide

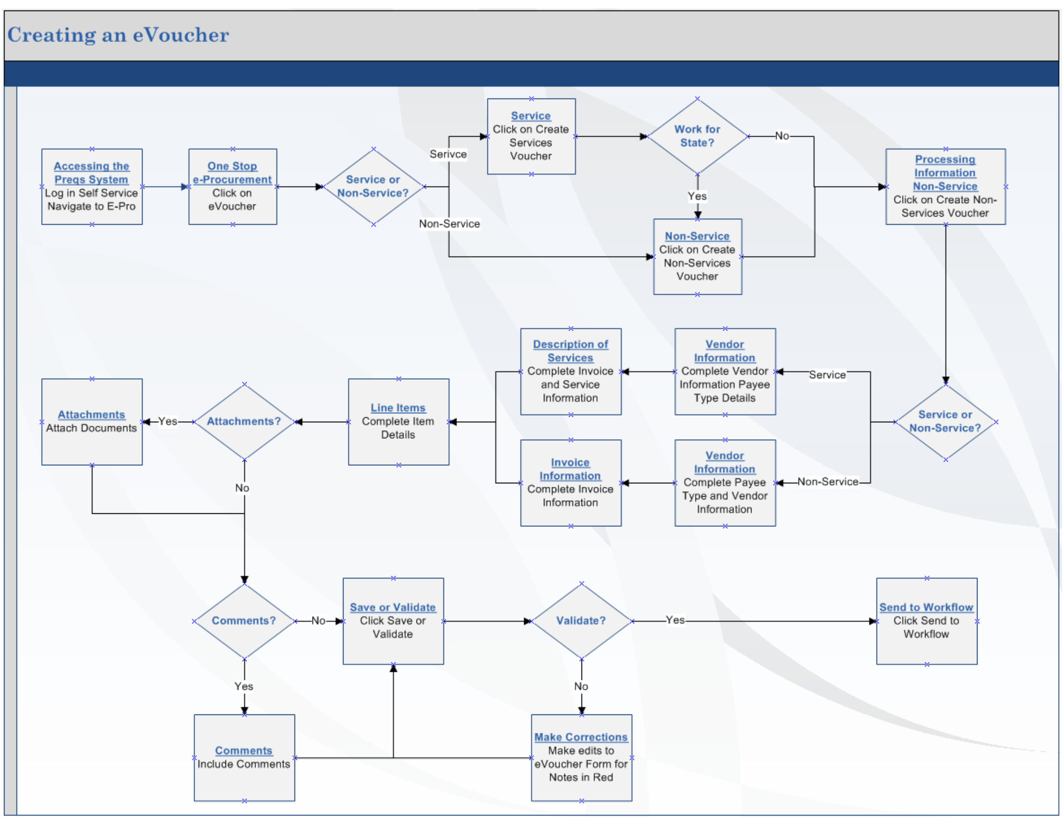
This guide outlines the steps to create a Non-Purchase Order Voucher for payment through the One Stop e-Procurement eVoucher application system. There are two types of Non-Purchase Order Vouchers; either a Services Voucher which includes payment types for Awards, Stipends, Royalties, Guest Speakers, 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 or Research Subjects. After an eVoucher form is completed, it will be submitted and approved through the Workflow system as predetermined by your Org, Department and Unit.

Contents

eVoucher Business Flow Diagrams

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





Accessing Services Voucher

How to Access ePro (eVouchers, PReqs/Receiving)

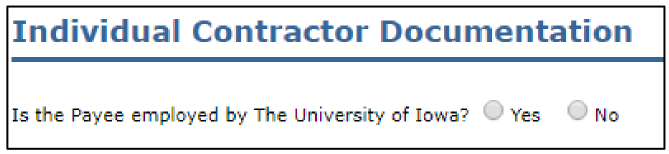
1. Sign in to **Employee Self-Service**.
2. Navigate to **Business & Financial Systems**.
3. Click **ePro (eVouchers, Preqs/Receiving)**.
4. You will land on the **One Stop-eProcurement Page**.
5. Click **eVoucher**.
6. Click **Create Services Voucher**.

If you need assistance with eVoucher, please send an email to: evoucher@uiowa.edu.

Creating a Voucher

Step 1. Review Contact Information

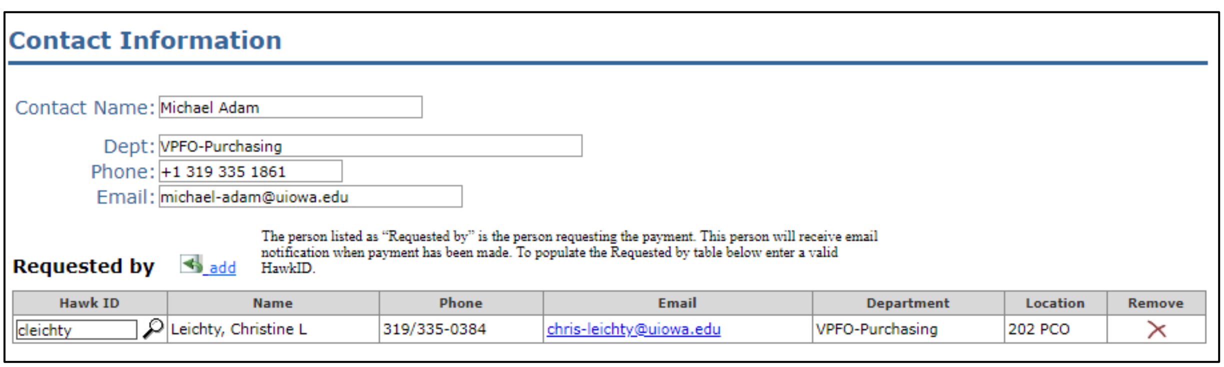
For **Service Vouchers** only: Select if the individual is employed by the University of Iowa, if “Yes” a message in red will provide more information from payroll with processing instructions, if “No” continue with form.



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.

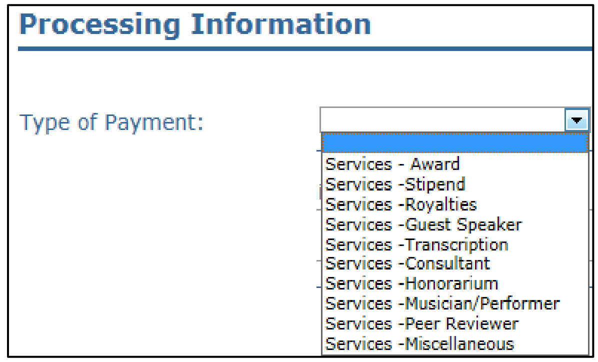
The **Requested By** will be populated from the previous order. The person listed as “Requested By” is the person requesting the payment. To populate the Requested by table enter a valid HawkID or use the Search functionality. Another option is to use the Requested By Favorites by clicking the icon.

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

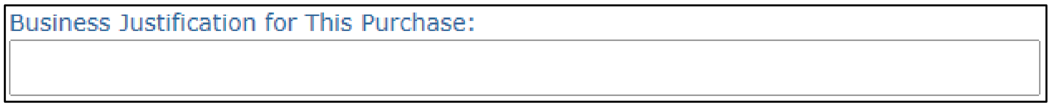


Step 2. Processing Information

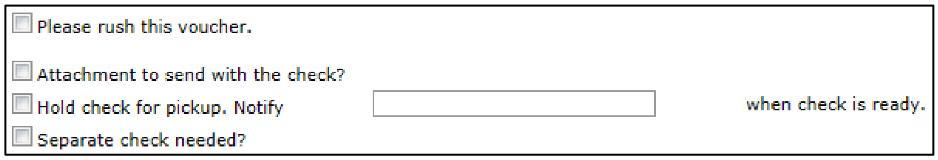
Select the **Type of Payment** from the drop-down menu.



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



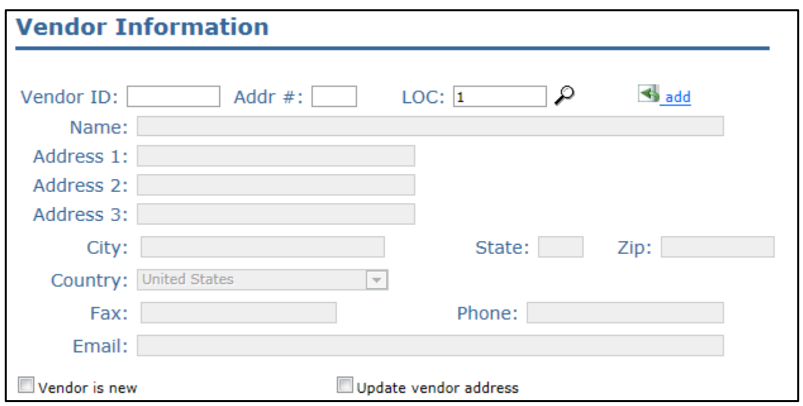
Additional options regarding voucher and payment include:



- 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.

Step 3. Vendor Information

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



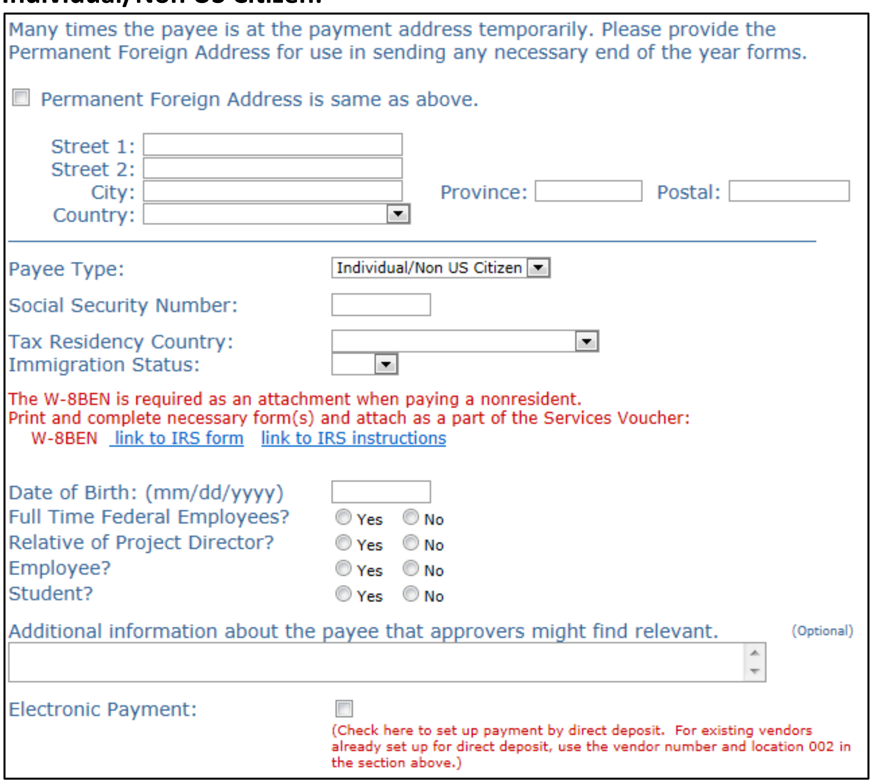
- **Vendor ID:** If you know the Vendor ID, you can enter in the first field. This will auto populate the default Address and Loc.
- **Vendor Favorites:** Another option is to use the Vendor Favorites by clicking the icon (see Favorites section for more details on this feature).
- **Vendor Search:** 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 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. Once 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.

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

- **Individual/US Citizen**

- **Individual/Non US Citizen:**



Step 4. Invoice Information/Description of Services

For a **Service Voucher**, complete the **Description of Services** section.

- The Invoice Date and the Invoice number will be filled in automatically. If you are processing a voucher for a payment that you do not want made right away, you can change the Invoice Date to a future date for a delayed payment. Complete the Beginning and Ending Date of Service fields.

Description of Service

Invoice Date:	02/20/2014		
Invoice #:	P/000/022014		
Beginning Date of Service:	03/03/2014	Ending Date of Service:	03/07/2014

Depending upon the **Type of Payment**, different descriptive fields will be required.

- **Award**

  Award Name:

  Stipend

  Reason for payment:

  Royalties

  Royalties paid for use of what?

  Guest Speaker

  Title of Event/Seminar/conference:
  Spoke to whom?
  Location:

  Transcription

  What was Transcribed?
  Where was it done?

  Consultant

  Description of Consulting Service:
  Where was it done?
  Who was it for? (ex: grant, project)

  Honorarium

  Description of Honorarium:
  What was it for? (ex:grant, project):

  Musician/Performer

  Event:
  Type of Performance:
  Location:

  Peer Reviewer

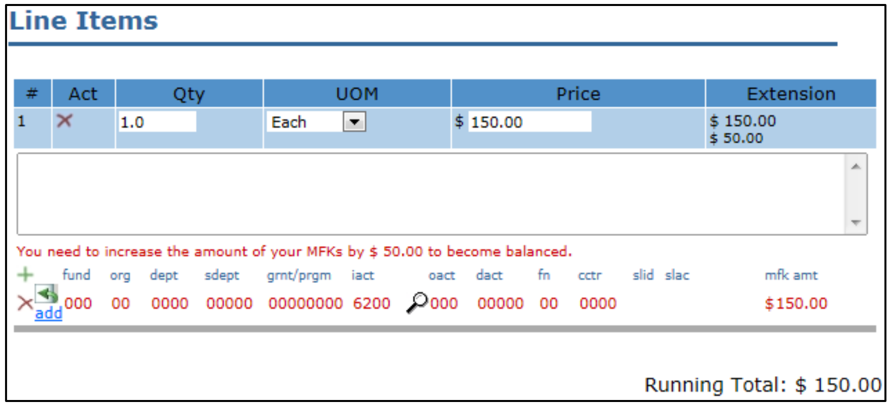
  What was reviewed?
  Where was it done?

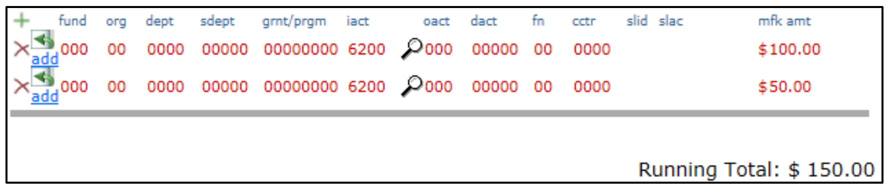
  Miscellaneous

  Please provide specific information about the services provided in the line description area below. (i.e. name and/or location of conference or project, honorarium for what type of service?, spoke to whom?, additional details regarding the service provided, etc.)

Step 5. Line Items

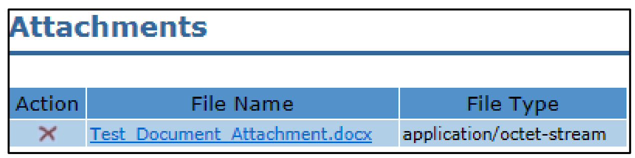
The **Qty** (Quantity) and **UOM** (Unit of Measure) defaults, however you can change them if needed. As you enter the **Price**, the Running Total will calculate automatically. If a portion of the **Description** defaults due to the Type of Expense or Payment, please add details following the text.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





Step 6. Attachments

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



Step 7. Comments

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

Ship To: Are not necessary for Services Vouchers.

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

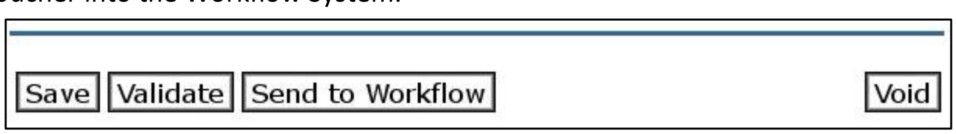
You have four options when completing the Voucher.

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

Workflow is the process of creating and approving various types of forms electronically. Based on predetermined Workflow Paths (as set by Org and Dept workflow administrators), these forms can be approved electronically and sent on to the next person in the approval path.