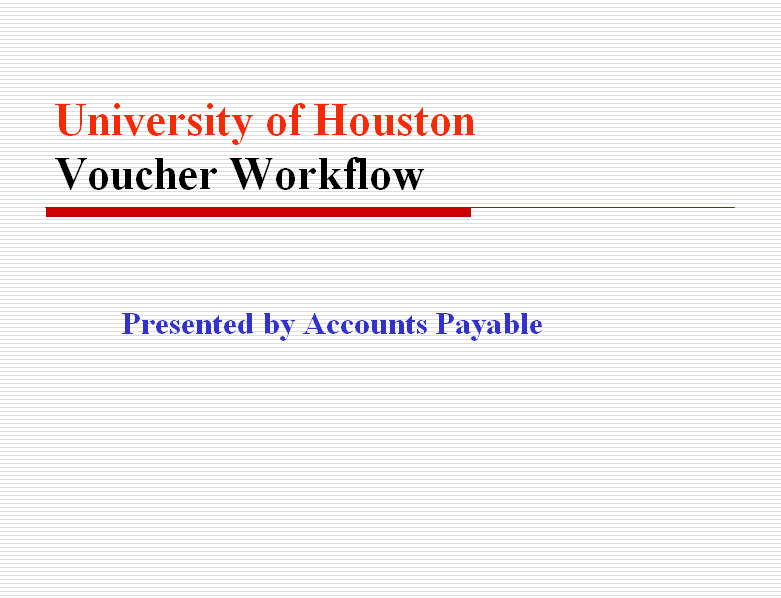
****

**Voucher Workflow – General Information**

**Definition**

Voucher Workflow is an electronic routing and approval process for Vouchers.

**Key Elements of Voucher Workflow**

Voucher Workflow will have the following impacts:

1. Voucher Coversheets are no longer required to be printed, signed, and mailed to AP.
2. Approvals by Voucher Creator, Department Approver (Certifying Signatory), Intermediate Approver (Financial Aid, Tax, or OCG), and Final Approver (Accounts Payable) are electronically captured in the Finance System. The approval history can be reviewed on the Approval page or Voucher Coversheet.
3. Once a voucher is placed in Workflow, the voucher can only be modified by the person who first approved the voucher (i.e., placed the voucher into workflow).
4. If additional approval is required per the department policy, the voucher coversheet/form/memo can be printed, signed, scanned, and uploaded to the voucher page.
5. Voucher information, including approval history and backup documents, can be obtained quickly from the Documents page.

**Voucher Workflow Roles**

You will be assigned to one of the following roles:

1. Voucher Creator

Create vouchers, select appropriate routes, and submit the vouchers into Workflow. The vouchers will be sent to the Department Approvers’ worklists.

1. Department Approver (Certifying Signatory)

Approve vouchers. Can also create vouchers and place them into Workflow. The vouchers will be sent to Intermediate Approvers’ worklists or Final Approvers’ worklists, depending on the approval route selected.

1. Intermediate Approver (Financial Aid, Tax, or OCG)

Approve vouchers as required by University Policy.

1. Final Approver (Accounts Payable)

Approve vouchers for payment in accordance with MAPP.

**Approval Routes (Paths)**

When you submit a voucher into Workflow, your must select an appropriate approval route (Path). You will have the following options:

1. Dept/Coll/Div – AP (don’t need Financial Aid, Tax, or OCG approval)
2. Dept/Coll/Div – Scholarships and Financial Aid – AP

Vouchers for the following accounts and payee classification:

|  |  |  |  |
| --- | --- | --- | --- |
| **Account** | **Account Description** | **Payee Classification** | **Workflow Path** |
| 50054 | COST REIMBURSEMENTS-NON-SPECIFIC | Student (Employee or Non-Employee) | Scholarships |
| 54812 | EMPLOYEE STIPENDS (Upload Foreign Natl. Info. Addendum w/Tax Approval) | Student Employee | Scholarships |
| 54819 | UH-NON-EMPLOYEE STIPENDS (Upload Foreign Natl. Info. Addendum w/Tax Approval) | Non-Employee Student | Scholarships |
| 54820 | UH-PARTICIPANT INSURANCE STIPEND | Student | Scholarships |
| 54821 | UH-NSF PARTICIPANT STIPEND (Upload Foreign Natl. Info. Addendum w/Tax Approval) | Student | Scholarships |
| 54823 | UH EMPLOYEE PARTICIPANT STIPEND (Upload Foreign Natl. Info. Addendum w/Tax Approval) | Student Employee | Scholarships |
| 54825 | NON-UH EMPLOYEE PARTICIPANT STIPEND (Upload Foreign Natl. Info. Addendum w/Tax Approval) | Non-Employee Student | Scholarships |
| 54900 | TUITION-REIMB, NOT JOB RELATED | Student | Scholarships |
| 54904 | UH-EMPLOYEE AWARDS (NON-CASH > $50) (Include Taxable Payments form on Finance Forms page w/Tax approval) | Student Employee | Scholarships |
| 54906 | TUITION REIMB, JOB RELATED | Student (Employee or Non-Employee) | Scholarships |
| 54907 | EMPLOYEE NON-TAX AWARDS | Student Employee | Scholarships |
| 54912 | STUDENT AWARDS (Upload Foreign National Information Addendum w/Tax Approval) | Student | Scholarships |
| 55300 | UH-SCHOLARSHIPS FROM UNIV OR ENTITLEMENT PROGRAM | Student | Scholarships |
| 55301 | UH-SCHLRSHP INDIRECT AWARD | Student | Scholarships |
| 55302 | UH-SCH-QUALIFIED-TUIT/FEES/BOOKS | Student | Scholarships |
| 55303 | UH-SCHOLAR-RES HALLS-NON-EXEMPT | Student | Scholarships |
| 55304 | UH-SCHOLAR RM/BOARD OFF CAMP NON-TAXABLE | Student | Scholarships |
| 55305 | UH-SCHOLARSHIP QUALIFIED TUITION & FEES - FUND 5 | Student | Scholarships |
| 55306 | UH-THESIS GRANTS | Student | Scholarships |
| 55307 | UH-ATH SCHOL FTB(M) | Student | Scholarships |
| 55308 | UH-ATH SCHOL BKT(M) | Student | Scholarships |
| 55309 | UH-ATH SCHOL BSB(M) | Student | Scholarships |
| 55310 | UH-ATH SCHOL GLF(M) | Student | Scholarships |
| 55311 | UH-ATH SCHOL TEN(M) | Student | Scholarships |
| 55312 | UH-ATH SCHOL TRK(M) | Student | Scholarships |
| 55313 | UH-ATH SCHOL C-C | Student | Scholarships |
| 55314 | UH-ATH SCHOL BKT(W) | Student | Scholarships |
| 55315 | UH-ATH SCHOL SWM(W) | Student | Scholarships |
| 55316 | UH-ATH SCHOL TEN(W) | Student | Scholarships |
| 55317 | UH-ATH SCHOL TRK(W) | Student | Scholarships |
| 55318 | UHATH SCHOL VOL(W) | Student | Scholarships |

|  |
| --- |
| **Student** - Refers to University of Houston students only |
| **w/Tax Approval** - Some vouchers sent to Scholarships also need Tax approval. Email Tax the voucher number. Tax puts their approval in Comments. Then route to SFA. |
| **Taxable Payments or Reimbursements Form -** Exhibit B from SAM 03.D.06 www.uh.edu/Finance/Forms/Taxable Payments or Reimbursements to Employees |
| **Foreign National Information Addendum -** www.uh.edu/Finance/TaxInformation |

1. Dept/Coll/Div – Tax – AP

Vouchers for the following accounts and payee classification:

|  |  |  |  |
| --- | --- | --- | --- |
| **Account** | **Account Description** | **Payee Classification** | **Workflow Path** |
| 52404 | LECTURERS AND ARTISTS (Upload Foreign National Information Addendum) | Non-Employee | Tax |
| 52405 | RECEIPTED EXPENSES-LECTURES & ARTISTS (Upload Foreign Natl. Info. Addendum) | Non-Employee | Tax |
| 53523 | ROYALTIES (Upload Foreign National Information Addendum) | All Classifications | Tax |
| 54802 | UH-CLUB MEMBERSHIP DUES | Employee | Tax |
| 54804 | KEY EMPLOYEE INSURANCE (Include Taxable Payments form on Finance Forms page) | Employee | Tax |
| 54806 | MOVING CO PAYMENT - NONTAXABLE (Refer to Tax Website for required forms) | Moving Company | Tax |
| 54810 | HUMAN SUBJECT TESTING (Include Taxable Payments form on Finance Forms page) | Employee | Tax |
| 54812 | EMPLOYEE STIPENDS (Upload Foreign National Information Addendum) | Non-Student Employee | Tax |
| 54814 | OTHER TAXABLE WAGE BENEFITS (Include Taxable Payments form on Finance Forms page) | Employee | Tax |
| 54815 | HOUSING ALLOWANCE (Include Taxable Payments form on Finance Forms page) | Third Party (Not Paid to Employee) | Tax |
| 54816 | EMPLOYEE DISCOUNT > 20% (Include Taxable Payments form on Finance Forms page) | Employee | Tax |
| 54817 | PARTICIPANT-TRAVEL EXPENSES (Upload Foreign National Information Addendum) | Non-Employee | Tax |
| 54819 | UH-NON-EMPLOYEE STIPENDS (Upload Foreign Natl. Info. Addendum) | Non-Employee and Non-Student | Tax |
| 54821 | UH-NSF PARTICIPANT STIPEND (Upload Foreign Natl. Info. Addendum) | Non-Student | Tax |
| 54823 | UH EMPLOYEE PARTICIPANT STIPEND (Upload Foreign National Information Addendum) | Non-Student Employee | Tax |
| 54825 | NON-UH EMPLOYEE PARTICIPANT STIPEND (Upload Foreign Natl. Info. Addendum) | Non-Employee and Non-Student | Tax |
| 54902 | UH-NON-EMPLOYEE AWARDS (Upload Foreign National Information Addendum) | Non-Employee and Non-Student | Tax |
| 54904 | UH-EMPLOYEE AWARDS (NON-CASH > $50) (Include Taxable Payments form on Finance Forms page) | Non-Student Employee | Tax |
| 56120 | MOVING-DIRECT EXPENSES NON-TAXABLE (Refer to Tax Website for required forms) | Employee (Current or Future) | Tax |
| 56121 | MOVING-NON-DIRECT EXPENSES TAXABLE (Refer to Tax Website for required forms) | Employee (Current or Future) | Tax |
| 56122 | MOVING-HOUSEHUNTING TAXABLE (Refer to Tax Website for required forms) | Employee (Current or Future) | Tax |
| 56123 | MOVING-STORAGE > 30 DAYS TAXABLE (Refer to Tax Website for required forms) | Employee (Current or Future) | Tax |
| 56129 | UH-PROSPECTIVE STUDENT TRAVEL (Upload Foreign National Information Addendum) | Prospective Student | Tax |
| 56132 | MOVING-STORAGE < 30 DAYS NON-TAXABLE (Refer to Tax Website for required forms) | Employee (Current or Future) | Tax |
| 56138 | UH-SPOUSAL TRAVEL NON-BUSINESS (Include Taxable Payments form on Finance Forms page) | Employee | Tax |

|  |  |
| --- | --- |
| **Student** - Refers to University of Houston students only |  |
| **w/Tax Approval** - Some vouchers sent to Scholarships also need Tax approval. Email Tax the voucher number. Tax puts their approval in Comments. Then route to SFA. |  |
| **Taxable Payments or Reimbursements Form -** Exhibit B from SAM 03.D.06 www.uh.edu/Finance/Forms/Taxable Payments or Reimbursements to Employees |  |
| **Foreign National Information Addendum -** www.uh.edu/Finance/TaxInformation |  |

1. Dept/Coll/Div – OCG – AP

Vouchers with sponsored project cost centers that are one of the following:

* + - 1. Expense reallocations from State to Local or from Local to State
      2. Capital equipment payments in the last 6 months of a federal grant
      3. Invoice payments after the federal grant end date
      4. Generally unallowed accounts charged to a federal grant (see Account List at <http://www.uh.edu/finance/pages/References.htm>)

**Approval Actions**

When you submit a voucher into Workflow or approve a voucher, you need to use the voucher approvals page. There are three approval actions:

1. Approve

Select “Approve” to send a voucher to the next approvers’ Worklist

1. Deny

Select “Deny” to send a voucher back to the person who placed it in Workflow

1. Recycle

Select “Recycle” to send a voucher back to the person who sent it to your Workflow

**Voucher Worklist**

1. Voucher Creator’s Worklist

Lists vouchers denied/recycled by Department Approvers, Intermediate Approvers, and Final Approvers.

1. Department Approver’s Worklist

Lists vouchers that need to be approved. Also, list their own vouchers that are denied/recycled by Intermediate/Final Approvers.

1. Intermediate Approver’s Worklist

Lists vouchers that need to be approved.

1. Final Approver’s Worklist

Lists vouchers that need to be approved.

**Voucher Worklist Functions**

Voucher Worklist can be filtered by the following columns:

1. Business Unit
2. Source
3. From

For example, if you want to review vouchers submitted by NSM only, you can select “Source”, enter “NSM”, and click on . Worklist will show NSM vouchers only.



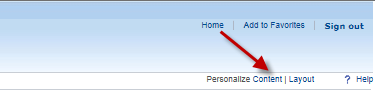
Also, Voucher Worklist can be sorted by each column.

**Source**

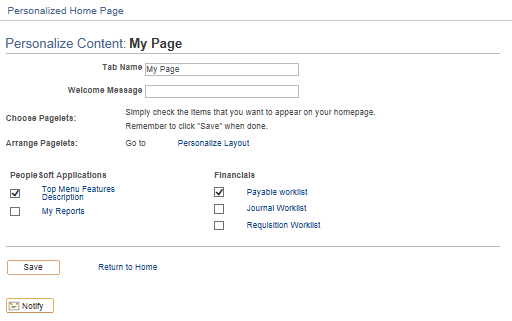
Source indicates College/Division. When voucher creators create vouchers, the voucher sources are defaulted to the College/Division they are employed. If a creator need to send a voucher to a different College/Division, they should go to the voucher approvals page and select the appropriate source on their voucher. Source determines to which Department Approvers’ worklist the vouchers are sent.

**HOW TO SETUP YOUR VOUCHER PAGELET**

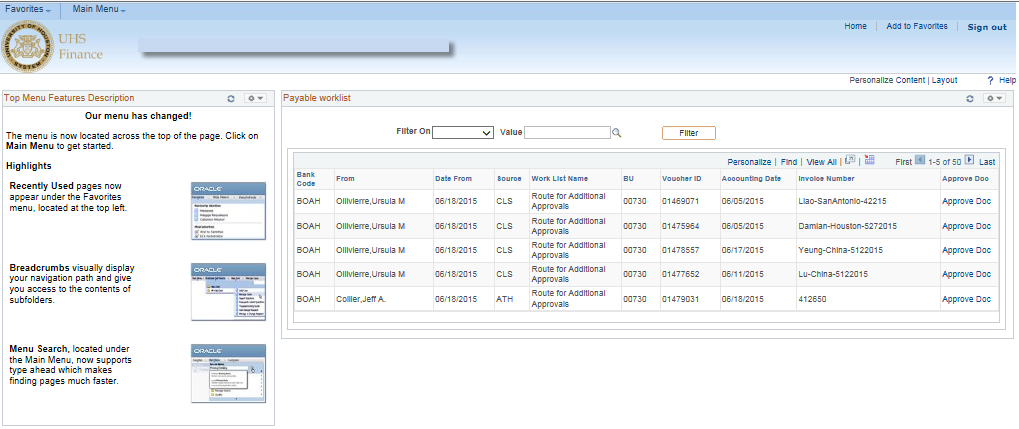
Step 1: Go to your Home Page. Then, Click on “Content” on your home page.



Step 2: The system displays the Personalize Content Page. Place a checkmark for Payable Worklist and click on .



Now the Pagelet is setup on your home page.

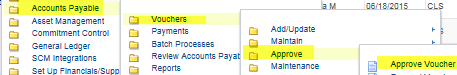


**HOW TO SUBMIT A VOUCHER INTO WORKFLOW**

**(VOUCHER CREATOR/DEPARTMENT APPROVER)**

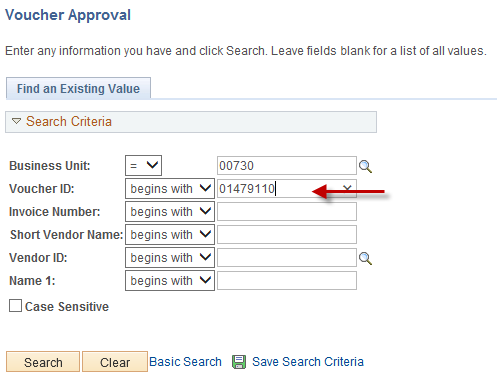
Step1: Go to the Voucher Approval page.

Navigation: Accounts Payable>Vouchers>Approval> Approve Voucher



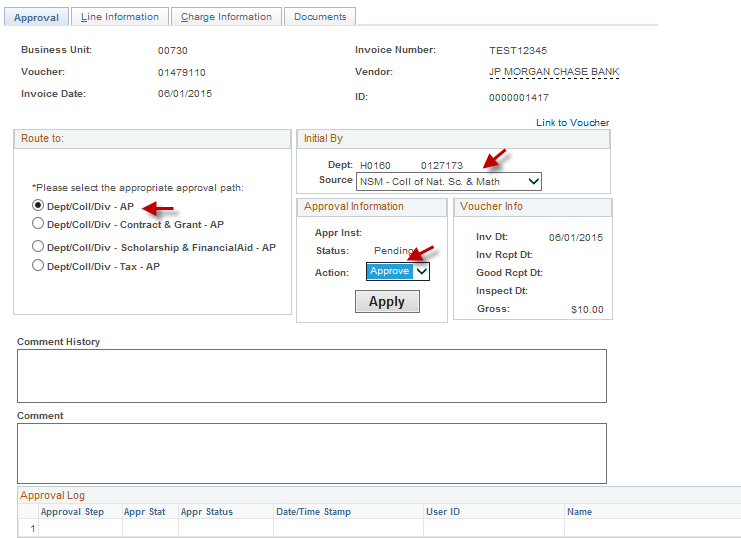
Step 2: The system displays the following screen:

Enter the voucher number and click on .

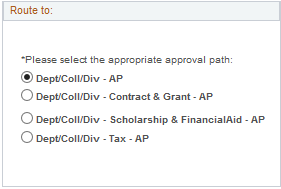


Step 3: The system displays the following screen:

Select the **Approval Route**, **Source**, and **Approval Action**.

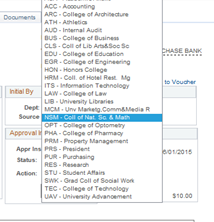


1. Select Approval Route

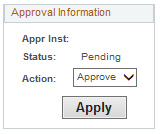


1. Review Source

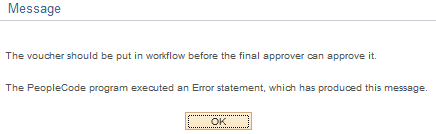
Source is defaulted to the College/Division of the person who created the voucher. If the voucher needs to be submitted to a different College/Division approver, select the appropriate College/Division.



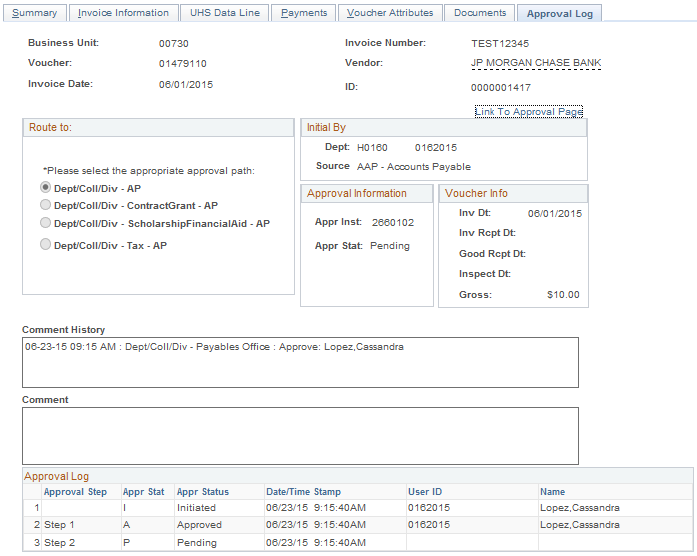
1. Select Approve for action and click on .



Step 4: The system displays the following message indicating that the voucher needs to be approved by the next approver. Click on .



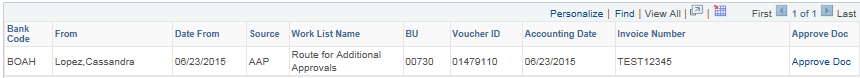
Step 5: Now the voucher is in Workflow. The Comment History and Approval Log sections will show your name/user ID indicating that the voucher was submitted to Workflow by you.



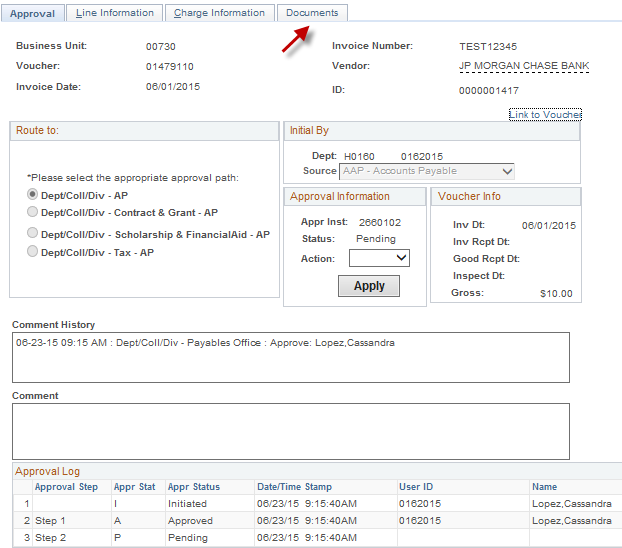
**HOW TO APPROVE/DENY A VOUCHER**

**(DEPARTMENT/INTERMEDIATE/FINAL APPROVER)**

Step 1: Go to your Home Page and review the Voucher Worklist. Select a voucher for review by clicking on the hyperlink Approve Doc.



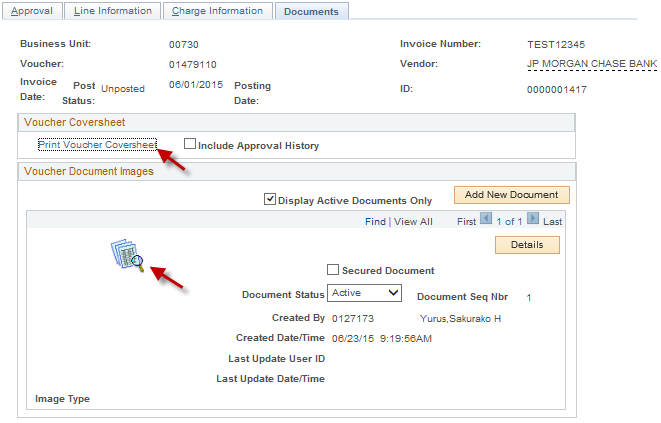
Step 2: The system displays the following page. Click on the “Documents” tab.



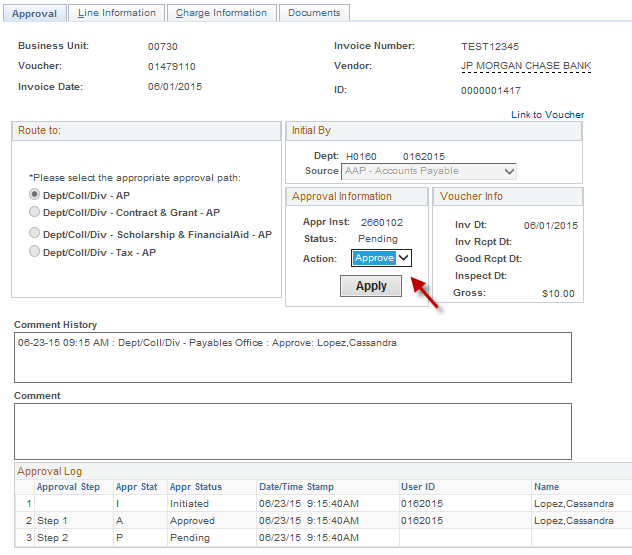
Step 3: The system displays the following page.

Click on the hyperlink Print Voucher Coversheet to review the voucher coversheet.

Click on  to review the backup documents.



Step 4: When you are ready to approve the voucher, click on the “Approval” tab. The system displays the following page. Select “Approve” or “Deny” for Action and click on .



Comments can be entered by anyone at anytime. Enter the comment then click on .

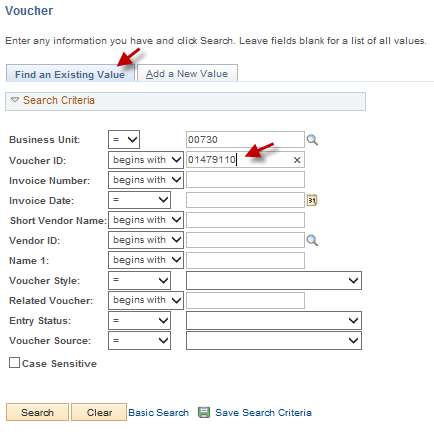
**HOW TO REVIEW VOUCHER STATUS**

Step1: Go to the voucher entry page:

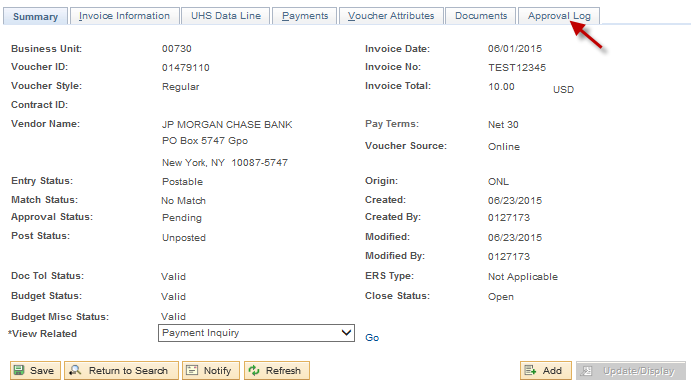
Navigation: Accounts Payable>Voucher>Voucher Entry



Step 2: The system displays the following page. Slick on “Find an Existing Value”, select Business Unit, and enter Voucher Number. Then click on 



Step 3: The system displays the Summary page. Click on the Approval Log tab.



Step 4: The system displays the approval information. The Comment History contains information about who approved/denied the voucher and when. The Approval Log records the most recent approve history (previous voucher deny actions are not recorded).

