



PeopleSoft Payables Training

Voucher Approval Framework (VAF) Workflow for LSUNO

Approver Guide

April 2017

VERSION CONTROL

Date	Task	Owner	Description
02/09/2017	Created	Danielle Burlison Barbara Doss	Created Document for Voucher Approval Framework (VAF) Workflow for LSUNO Approvers
03/15/2017	Updates	Barbara Doss	Draft Edits
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03/22/2017	Approve	Danielle Burlison	Document Approval
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03/23/2017	Update	Barbara Doss	After-review format clean-up. Add: Worklist note for dual approvers (requisitions and vouchers)
03/23/2017	Approve	Danielle Burlison	Document Approval
03/26/2017	Update	Barbara Doss	Update header from “Business Manager” to “Approver Guide”
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Overview

Voucher Approval Workflow

The electronic movement of vouchers and approval of invoices through PeopleSoft.

Benefits

- ✓ AP invoices and other related documentation imaged and stored with the voucher.
- ✓ Approvals also captured electronically and date stamped.
- ✓ Maximize all tools available in PeopleSoft.
- ✓ Move to a paperless environment.

Approvers

Similar to our existing email set-up, employees with invoice approval authority have been reviewed and approved by the department Business Manager and/or Department Head. Access to be able to approve/deny a voucher in PeopleSoft will be requested through information security (upon official go-live in PS, the AP “INV” email distribution lists will not be maintained).

Requests for signature authority memos will still be requested.

The routing rules are governed by the department id on the chartstring and/or account code.

Standard Approval Workflow

- ✓ A LSUNO PO voucher that is **not** a utility payment, sponsored project, professional service or capital improvement.
- ✓ Vouchers are routed to approvers assigned to department id on the chart-string.
- ✓ If there are two chart-strings with different department ids, all approvers will be notified via email; only one approval is required in PeopleSoft. .
- ✓ If you send an invoice of this type via email or fax stating or signed “approved”, the voucher will route through workflow and require your electronic approval.

To minimize this, **please have your suppliers send all PO related / AP invoices to 433 Bolivar Street or emailed to noacctacipay@lsuhsc.edu.**

Utility Invoices Auto approved

- ✓ Will be self-approved; these vouchers will not go into the electronic workflow approval process.

Professional Services Invoices

- ✓ Continue to route with ink signatures.
- ✓ Invoices and associated supporting documentation routed via campus mail or emailed to noacctacipay@lsuhsc.edu with signatures; documentation will be reviewed by AP for all required approval signatures and attached. If all required

signatures are confirmed, PeopleSoft Vouchers of this type will not require additional electronic approval.

Sponsored Projects Invoices

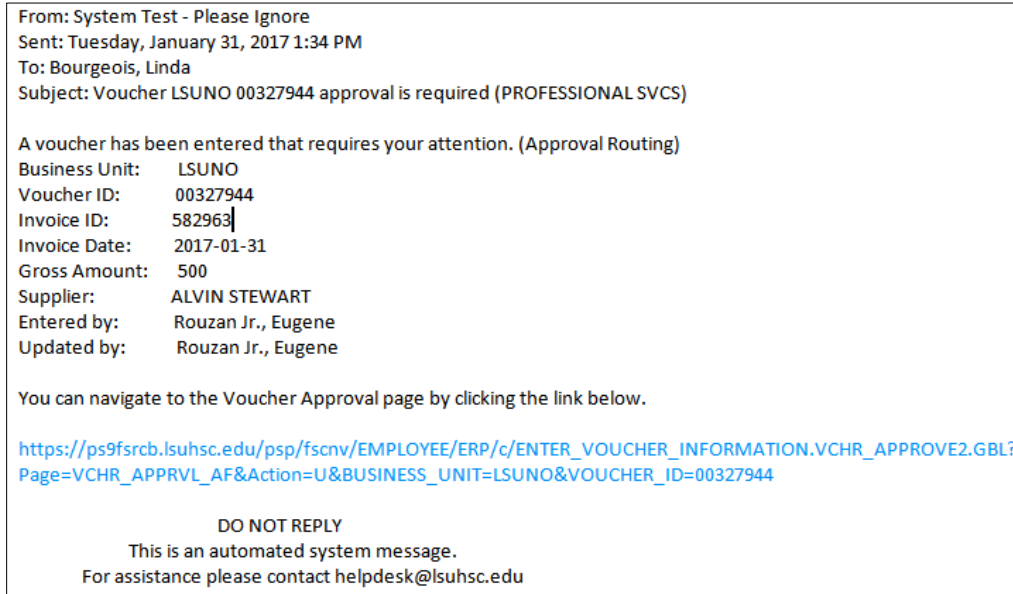
- ✓ Continue to route with ink signatures.
- ✓ Invoices and associated supporting documentation routed via campus mail or emailed to noacctacctpays@lsuhsc.edu with signatures; documentation will be reviewed by AP for all required approval signatures and attached in PeopleSoft. If all required signatures are confirmed, vouchers of this type will not require additional electronic approval.

Capital Improvements Invoices

- ✓ Routed to Facility Services for review and approval.
- ✓ This path uses a single or small group of approvers and will not require Department level (fiduciary) approval.

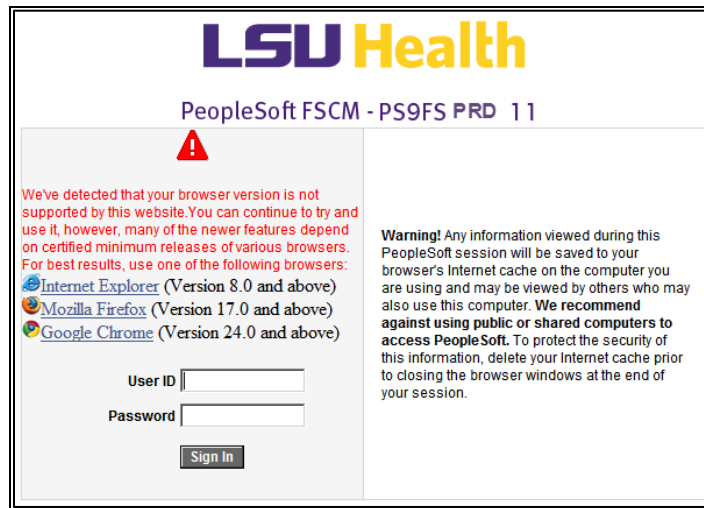
Approval via Email Notification

Once Accounts Payable creates a voucher, you will receive an email from **LSUHSC Accounts Payable-Invoice Approval**; like the one shown below, requesting approval.



Once you receive the email click on the link to view the voucher information.

If you are not logged in, you will be required to log-on to Citrix PeopleSoft.



Enter your **User ID** and **Password**.

Click 

The following page will appear.

Approval
Line Information
Charge Information

Business Unit LSUNO

Voucher 00334920

Invoice Date 02/01/2017

Invoice Number New Test VAF 1

Supplier HYATT HOTELS

ID 0000008635

Voucher Details

Transaction Currency USD	Terms Net 30 Days
Total 100.37	Approval Status Pending
Misc Amt 0.00	Added By BDOSS
Freight 0.00	Doss, Barbara A
Sales Tax 0.00	Attachments (0)
Use Tax 0.00	
Entered VAT 0.00	

Details Personalize | Find | View All | | First 1 of 1 Last

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
SHARE	0000008635	Remitting Address	03/07/2017	100.37	USD	HYATT HOT

<
>

Submit
Approve
Deny
Pushback
Add Comments
Hold

Return to Search
 Notify

Voucher Review

The voucher will open on the Approval page. You can spot check the invoice number, date, amount and supplier on this page. You may click on the “**Remitting Address**” link to verify the address. If the supplier is receiving a paper check, this is where the check will be mailed.

Click to view the supplier from the Invoice Information page of the voucher.

Approval | Line Information | Charge Information

Business Unit LSUNO Invoice Number New Test VAF 1
 Voucher 00334920 Supplier HYATT HOTELS
 Invoice Date 02/01/2017 ID 0000008635

Voucher Details

Transaction Currency USD Terms Net 30 Days
 Total 100.37 Approval Status Pending
 Misc Amt 0.00 Added By BDOSS
 Freight 0.00 Doss, Barbara A
 Sales Tax 0.00 Attachments (0)
 Use Tax 0.00
 Entered VAT 0.00

Details Personalize | Find | View All | First 1 of 1 Last

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
SHARE	0000008635	Remitting Address	03/07/2017	100.37	USD	HYATT HOT

Submit Approve Deny Pushback Add Comments Hold

Return to Search Notify

IMPORTANT: You may click on the **Remitting Address** link to see address the payment will be sent to.

Scroll to see the full Supplier payable name.

Details Personalize | Find | View All | First 1 of 1 Last

Gross Amt	Currency	Supplier Name	Additional Name
2635.42	USD	ACADIANA TUMOR REGISTRY	

Click the *Line Information* tab

Business Unit LSUNO Invoice Number New Test VAF 1
 Voucher 00334920 Supplier HYATT HOTELS
 Invoice Date 02/01/2017 ID 0000008635

Line Number From To Of 1

Line	Description	Quantity	Merchandise Amt
1	Direct bill account from July	1.0000	100.37

Review Line Description

Click the *Charge Information* tab

Business Unit LSUNO Invoice Number New Test VAF 1
 Voucher 00334920 Supplier HYATT HOTELS
 Invoice Date 02/01/2017 ID 0000008635

Line Number From To Of 1

Voucher Line 1 Quantity 1.0000
 Description Direct bill account from July Merchandise Amt 100.37

Merchandise Amt	GL Unit	Account	Operating Unit	Fund Code	Department	Program Code
100.37	LSUNO	537400		113	1497200	20001

Scroll to the right to view entire chart-string.

NOTE: Budget date MUST be viewed from Voucher Inquiry as it is not included on the approval page.

Voucher Approval

You can now complete one of the following tasks:

1. **Approve** – Approver should review attachments in the hyperlink prior to clicking approve. **Approved vouchers will be processed for payment.**
2. **Deny** – Comments are required prior to denial.
3. **Hold** – Comments are required prior to hold; prevents voucher from completing the workflow process.

Approve a Voucher

Approval

Line Information

Charge Information

Business Unit LSUNO

Voucher 00327963

Invoice Date 02/07/2017

Invoice Number 24240

Supplier UNIFORMS BY BAYOU

ID 0000003461

Voucher Details

Transaction Currency USD	Terms Net 30 Days
Total 35.00	Approval Status Pending
Misc Amt 0.00	Added By EROUZA
Freight 0.00	Rouzan Jr., Eugene
Sales Tax 0.00	Attachments (0)
Use Tax 0.00	
Entered VAT 0.00	

Details Personalize | Find | View All | First 1 of 1 Last

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
SHARE	0000003461	Remitting Address	03/09/2017	35.00	USD	UNIFORMS

Submit
Approve
Deny
Pushback
Add Comments
Hold

Return to Search
 Previous in List
 Next in List
 Notify

Approval | Line Information | Charge Information

- ✓ If it is ok to pay this voucher, click the Approve button.
- ✓ If there are issues with this voucher that require further review, proceed to the next step of *Deny a Voucher*.

Deny a Voucher

Reasons for Denials:

1. Department says the chart-string/account code is incorrect
 - a. AP cannot change chart-string information; if department is requesting account code and/or chart-string change, the denied voucher must be deleted/closed and the PO must be modified.
 - b. Voucher must be deleted or closed – AP Management only.

2. Incorrect amount/quantity on voucher
 - a. If the voucher has NOT gone through matching, doc tolerance, budget checking, AP can make this change on the voucher and resubmit for approval.
 - b. If processes have run against denied voucher, the voucher must be closed (AP Management only) and reentered.

3. Pricing on invoice is incorrect or does not match to PO
 - a. Contact buyer to adjust PO.
 - b. Contact supplier to send adjusted/correct invoice.
 - c. Voucher must be deleted or closed-AP Management only.

Before denying approval for a voucher, you will be required to add a comment.

The screenshot shows a web interface for voucher approval. At the top is a large, empty text input box. Below it is a row of six buttons: 'Submit' (grey), 'Approve' (orange), 'Deny' (orange with a red border), 'Pushback' (grey), 'Add Comments' (orange with a red border), and 'Hold' (orange). Below this row is another row of four buttons: 'Return to Search' (orange with a magnifying glass icon), 'Previous in List' (orange with an up arrow icon), 'Next in List' (orange with a down arrow icon), and 'Notify' (orange with an envelope icon). At the bottom left of the interface are three blue links: 'Approval | Line Information | Charge Information'.

✓ Enter your comment in the available text box.

This screenshot is identical to the previous one, but the text input box now contains the text 'Denied - Incorrect amount'.

✓ Click 

✓ Click

NOTE: Once you click **DENY**, an email notification will be sent back to the AP Tech for changes (if required) and resubmission into workflow.

From: LSUHSC Accounts Payable- Invoice Approval
Sent: Tuesday, February 07, 2017 11:31 AM
To: Doss, Barbara A.; Bourgeois, Linda; Nguyen, Thuy; Rouzan, Eugene
Subject: LSUNO Voucher 00327807 has been Denied. (STANDARD APPROVAL)

The following Voucher has been "Denied".

Business Unit: LSUNO
Voucher ID: 00327807
Invoice ID: TEST2-SEERPOC2016-03
Invoice Date: 2016-11-04
Gross Amount: 2,635.42
Supplier: ACADIANA TUMOR REGISTRY
Entered by: Keegan, John
Updated by: Keegan, John
Comment: <CommentHeader> Linda Bourgeois at <CommentDate>2017-02-07-11.31.07.000000
</CommentDate><StageNbr>1</StageNbr></CommentHeader><CommentBody>Denied - Incorrect amount</CommentBody>

DO NOT REPLY
This is an automated system message.
For assistance please contact helpdesk@lsuhsc.edu

Hold A Voucher

By selecting this option, the transaction is placed on hold until the approver takes further action on it. A voucher that is placed on hold will not be selected for payment.

- ✓ Enter your comments

- ✓ Click

Click

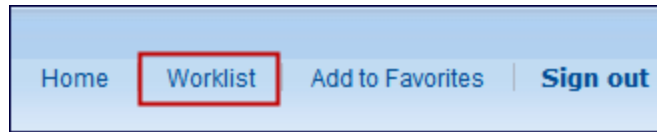
The following “Reminder” Message will appear.

- ✓ Click

NOTE: Vouchers placed on hold will be monitored and placed back into the workflow process if necessary.

Approval via Worklist

Click the Worklist link at the top right-hand corner of our PeopleSoft screen.



The following Worklist page appears.

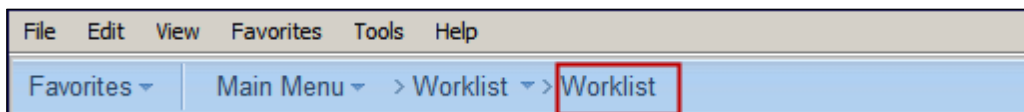
Worklist												
Worklist for LBOUR4: Bourgeois, Linda												
Detail View Worklist Filters: <input type="text"/> <input type="button" value="Feed -"/>												
From	Date From	Work Item	Priority	Worked By Activity	Business Process Name	Link	Mark Worked	Reassign	Timed Out Dttm	Previous User	Selected Dttm	Activity Name
Doss, Barbara A	03/08/2017 2:37:27PM	Approval Routing	<input checked="" type="checkbox"/>	Approval Workflow	EOAW_APPROVALS	VoucherApproval_1142 20151003 N 0 BUSINESS UNIT LSUNO VOUCHER ID:00027887 RDCRA.O.D.	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>			03/09/2017 9:45:27AM	EOAW_ROUTE
Doss, Barbara A	03/08/2017 11:00:46AM	Approval Routing	<input checked="" type="checkbox"/>	Approval Workflow	EOAW_APPROVALS	VoucherApproval_1131 20151003 N 0 BUSINESS UNIT LSUNO VOUCHER ID:00027886 RDCRA.O.D.	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>				EOAW_ROUTE
Doss, Barbara A	03/08/2017 10:57:10AM	Approval Routing	<input checked="" type="checkbox"/>	Approval Workflow	EOAW_APPROVALS	VoucherApproval_1127 20151003 N 0 BUSINESS UNIT LSUNO VOUCHER ID:00027883 RDCRA.O.D.	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>				EOAW_ROUTE
Doss, Barbara A	03/07/2017 12:54:29PM	Approval Routing	<input checked="" type="checkbox"/>	Approval Workflow	EOAW_APPROVALS	VoucherApproval_1112 20151003 N 0 BUSINESS UNIT LSUNO VOUCHER ID:00027879 RDCRA.O.D.	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>				EOAW_ROUTE

Click [Detail View](#)

Click [Date From](#) to sort by date.

Click the [Link](#) for the Voucher to be reviewed and approved/denied/placed on hold.

Once you are done with the selected voucher, you can return to the Worklist by clicking the [Worklist](#) link in your menu bar at the top of the page.



Note: As approvers of both requisitions and vouchers you have the potential to see both types listed on your worklist.

Approval via Approval Framework – Vouchers

Step 1: Menu Navigation:

Main Menu > Accounts Payable > Vouchers > Approve > Approval Framework – Vouchers

Step 2: Locate Pending Vouchers

Voucher Approval AF

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = [dropdown] [text field]

Voucher ID: begins with [dropdown] [text field]

Invoice Number: begins with [dropdown] [text field]

Short Supplier Name: begins with [dropdown] [text field]

Supplier ID: begins with [dropdown] [text field]

Supplier Name: begins with [dropdown] [text field]

Approval Status: = [dropdown] [text field]

Case Sensitive

Search Clear Basic Search Save Search Criteria

- Business Unit = **LSUNO**
- Search Options Include:
 - Voucher ID Number
 - Invoice Number
 - Short Supplier Name
 - Supplier ID Number
 - Supplier Name
 - Approval Status = **Pending**

NOTE: The following information should be reviewed

- Supplier information
- Invoice date
- Invoice amount
- GL account accurately reflect the item(s) purchased
- Invoice has appropriate approval signatures
- Goods/services are an official state expense

Proceed with your action of approval, denial or hold.





Approval – Timeouts

Escalation Schedule

Vouchers that are not approved, denied, or placed on hold will be subject to email reminders on a 7, 14, and 21-day schedule.

On the 28th day, an email is sent to AP Management regarding pending vouchers.

These vouchers will be identified as “**Approval Escalation**” in your worklist.

Worklist Items		Personalize Find View All  				First  1-25 of 65  Last
From	Date From	Work Item	Worked By Activity	Priority	Link	
Keegan, John	12/08/2016	Approval Escalation	Approval Workflow	<input type="text"/>	VoucherApproval_512 ZZ_VoucherApproval_LSUNO_2016-10-03_N_0 BUSINESS_UNIT_LSUNO VOUCHER_ID:00327888 RDC.ES.O.D.	<input type="button" value="Mark Worked"/> <input type="button" value="Reassign"/>

END OF PROCESS