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.

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Below is a diagram that outlines the steps from beginning to end on processing eVouchers.
Accessing Non-Services Voucher

Sign In to Employee Self Service
https://hris.uiowa.edu/port

Go to the ADMINISTRATION tab > Systems box > E-Pro(E-Vouchers & PReqs)

Continue by clicking eVoucher

Click Create Non-Services Voucher link on the Sidebar

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.

Step 2. Processing Information
Select the Type of Expense from the drop-down menu.

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

- **Travel Related**
  
  **Traveler First/Last Name:**
  
  If the Traveler is a non-UI employee, enter "x" in the Employee ID field.
  
  **UI Employee ID:**
  
  **Destination:**
  
  **Trip Dates:**

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  If the Traveler is a non-UI employee, enter "x" in the Employee ID field.
  
  **UI Employee ID:**
  
  **Destination:**
  
  **Trip Dates:**
- **Refund**
  
  Is alcohol included in this expense? Yes ☐ 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.

  **Type of Reimbursement:**

<table>
<thead>
<tr>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
</tr>
<tr>
<td>Food and Alcohol</td>
</tr>
<tr>
<td>Computer (Desktop, laptop or printer)</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

  **Business Justification for This Purchase:**

  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.

  End User:

  Location:

  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 ☐ No ☐

  What was the event:

  Why was food required for this event:

  List the names and affiliations of the individuals who attended this event:

- **Food and Alcohol**
  
  Is alcohol included in this expense? Yes ☐ No ☐

  What was the event:

  Why was food required for this event:

  List the names and affiliations of the individuals who attended this event:

- **UI Sponsored Conf. Food & Beverage:** Select if Alcohol was included.
  
  Is alcohol included in this expense? Yes ☐ No ☐

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

  **Business Justification for This Purchase:**
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, Notify** 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**

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

- **Vendor/Business**

<table>
<thead>
<tr>
<th>Payee Type:</th>
<th>Vendor/Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxpayer ID Number (TIN):</td>
<td></td>
</tr>
</tbody>
</table>

- **Individual/US Citizen**

<table>
<thead>
<tr>
<th>Payee Type:</th>
<th>Individual/US Citizen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number:</td>
<td></td>
</tr>
<tr>
<td>or Employee HawkID:</td>
<td></td>
</tr>
</tbody>
</table>

- **Individual/Non US Citizen**

<table>
<thead>
<tr>
<th>Payee Type:</th>
<th>Individual/Non US Citizen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number:</td>
<td></td>
</tr>
<tr>
<td>or Employee HawkID:</td>
<td></td>
</tr>
<tr>
<td>Country of Citizenship:</td>
<td></td>
</tr>
<tr>
<td>Immigration Status:</td>
<td></td>
</tr>
</tbody>
</table>

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 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 ![Vendor address](image). 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](image). 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.

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.

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.

*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.
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.

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 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: 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**