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.

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eVoucher Business Flow Diagrams

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

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Non-Service or Service eVoucher?

- **Create Req**
  - Yes: Costs or Services
  - No: Over $5K?
    - Yes: Need PO?
      - No: Payroll Guidelines
        - For an employee, a voucher is either an EMPLOYEE or a VENDOR/CONTRACTOR. See [UI Purchasing](https://www.uiowa.edu/ap-purchasing) for more information.
        - For a non-employee, a voucher is either a VENDOR or a CONTRACTOR. See [UI Purchasing](https://www.uiowa.edu/ap-purchasing) for more information.
      - Yes: Payroll Guidelines
    - No: Over $5K?
      - Yes: Membership or Enrollment?
        - No: Payroll Guidelines
        - Yes: Payroll Guidelines
      - No: Over $5K?
        - Yes: Over $5K?
          - No: Payroll Guidelines
          - Yes: Payroll Guidelines
  - No: Over $5K?
    - Yes: Payroll Guidelines
    - No: Payroll Guidelines

Creating an eVoucher

- **Access the Finance System**
  - Log in to Self-Service Navigage to E-Pay

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Service or Non-Service?

- **One Stop Measurement**
  - Click on eVoucher
- **Vendor Information**
  - Complete Voucher Information
  - Complete Voucher Type Details
  - Complete Purchase Order Information

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Description of Services

- Complete Voucher Information

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Attachments

- Attach Documents
  - Yes: Attachments
  - No: Line Items

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Line Items

- Complete Items
  - Yes: Description of Services
  - No: Comments?

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Comments?

- Yes: Reviews Comments
  - No: Send to Workflow
- **Validate**
  - Yes: Make Corrections
    - Yes: Rejects Comments
    - No: Submit Voucher
  - No: Send to Workflow

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Payment Guidelines

- For an employee, a voucher is either an EMPLOYEE or a VENDOR/CONTRACTOR. See [UI Purchasing](https://www.uiowa.edu/ap-purchasing) for more information.
- For a non-employee, a voucher is either a VENDOR or a CONTRACTOR. See [UI Purchasing](https://www.uiowa.edu/ap-purchasing) for more information.
Accessing Services Voucher

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

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

Continue by clicking eVoucher

Click Create Services Voucher link on the Sidebar

Creating a Voucher

Step 1. Review Contact Information
For Service Vouchers only: Select if the individual works for a State of Iowa Agency, if “Yes” a Non-Services Voucher will need to be created to pay the State Agency, 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.

Individual Contractor Documentation

Does the individual work for a State of Iowa Agency? ☐ Yes ☐ No
(Some examples are Regents institution, Dept. of Human Resources, Iowa DOT, School for the blind, etc.)

Contact Information

Contact Name: Cami Jones
Dept: PURCHASING
Phone: +1 319 335 3914
Email: cami-jones@uiowa.edu

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

Processing Information

Type of Payment:

Services - Award
Services - Stipend
Services - Royalties
Services - Guest Speaker
Services - Transcription
Services - Consultant
Services - Honorarium
Services - Musician/Performer
Services - Peer Reviewer
Services - Miscellaneous

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** 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 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 **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**

  Payee Type:  
  Social Security Number:  
  Full Time Federal Employees?  
  Yes  No  
  Relative of Project Director?  
  Yes  No  
  Employee?  
  Yes  No  
  Student?  
  Yes  No  
  Additional information about the payee that approvers might find relevant.  
  
  Electronic Payment:  
  (Check here to set up payment by direct deposit. For existing vendors already set up for direct deposit, use the vendor number and location 002 in the section above.)

- **Individual/Non US Citizen:**

  Many times the payee is at the payment address temporarily. Please provide the Permanent Foreign Address for use in sending any necessary end of the year forms.
  
  [ ] Permanent Foreign Address is same as above.
  
  Payee Type:  
  Social Security Number:  
  Tax Residency Country:  
  Immigration Status:  
  The W-8BEN is required as an attachment when paying a nonresident. Print and complete necessary form(s) and attach as a part of the Services Voucher:  
  W-8BEN  link to IRS form  link to IRS instructions  
  Date of Birth: (mm/dd/yyyy)  
  Full Time Federal Employees?  
  Yes  No  
  Relative of Project Director?  
  Yes  No  
  Employee?  
  Yes  No  
  Student?  
  Yes  No  
  Additional information about the payee that approvers might find relevant.  
  
  Electronic Payment:  
  (Check here to set up payment by direct deposit. For existing vendors already set up for direct deposit, use the vendor number and location 002 in the section above.)

**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: | 02/25/2014 |  
| Invoice #: | P/000202014 |  
| 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:  

  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 button. Each Attachment is uploaded using the Filename associated to the document. If an Attachment is not needed, you can remove it by clicking the X.

Step 7. Comments
Add Comments to the Voucher as needed, either manually or using the Favorites button.

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
Choose Workflow Routing Initiate Workflow Process Workflow Routing Confirm Workflow Routing