Lowell Business Procedure

**Procedure Frequency:** Daily

**Procedure Owner:** College/Area, Service Center, Procurement

**Procedure Narrative:**

Terms Used in This Procedures Document

Voucher Entry Resource - an end user in a college/area or service center who has the authority to enter non-purchase order (NPO) vouchers into PeopleSoft.

Requester - an individual who has submitted a payment voucher or disbursement voucher for processing; a requester can be faculty, staff, etc.

**College/Area or Service Centers**

Several resources have been identified in each college/area or service center to enter non-purchase order vouchers (NPO's). These resources will be responsible for entering an NPO into PeopleSoft for the college/area or service center they are part of. In order to be processed decentrally, NPO's must be non-state expenditures and not exceed $1000.

College/Areas or Service Centers will receive NPO requests for processing on either a Payment Voucher form or a Voucher Disbursement Form (multi-voucher form). Faculty/staff will submit these forms to the voucher entry resource, complete with chartfield information, and with the necessary approvals. The requester can ask the voucher entry resource to use the web-based crosswalk inquiry panels to find the appropriate chartfield string:

http://www.umassmed.edu/is/peoplesoft/uits/Crosswalk

Before creating a voucher, the voucher entry resource will verify that the payment voucher/disbursement voucher form and any supporting documentation (if applicable), are complete. The voucher entry resource will verify that a vendor exists in the PeopleSoft system. If a vendor does not exist, the voucher entry resource will follow the instructions for obtaining a new vendor. Campus vendor file maintainers are the only ones authorized to create new vendors. The voucher entry resource will enter either an express voucher or a standard voucher into PeopleSoft. Required information includes: the vendor name and vendor ID, the invoice date, the invoice number, the amount, and the chartfield information (speedcharts are not available in the AP module at this time). Budget checking can be performed at the time of voucher entry or as part of a nightly batch job (still to be determined).

Vouchers that pass budget checking will be picked up in the next scheduled check run. Weekly check runs are scheduled for Mondays and Thursdays. Checks will be mailed directly to vendors from the Central Treasurer’s office unless otherwise indicated.

The college/area or service center is required to keep the payment voucher/disbursement voucher forms that are processed in each area. Voucher ID’s should be noted on each voucher processed as well as the date it was entered into the system. Payment voucher/disbursement voucher forms should be...
filed by voucher number for ease of retrieval. It is very important that the forms, along with any supporting documentation, be retained as part of the quality assurance/post-audit review process.

Any state-funded non-po voucher or any voucher that exceeds $1000 should be submitted to Procurement (Dugan Hall) for processing.

**Job Aids:**
- Listing of PeopleSoft accounts and corresponding FRS object codes
- Listing of PeopleSoft department ID’s and descriptions
- Listing of voucher entry resources (including location and e-mail address) by college/area of service center

**Relevant Forms:**
- Payment Voucher Form
- Disbursement Voucher Form (multi-voucher form)