

## Announcement

**TO:** PeopleSoft Financials Users  
**POSTED:** Friday, June 5, 2015  
**SUBJECT:** Voucher Approval and Processing Improvements

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**Announcement:** ITS will implement use of a new voucher approval batch submission process beginning Wednesday, June 10, 2015 that will submit all eligible vouchers (PO and non-PO) for approval as part of a new scheduled job. This new submission process and scheduled job will assist in streamlining voucher approval and processing and reduce the manual effort required.

Currently, all institutions have to manually submit vouchers for approval. Regular vouchers not associated with a PO/Receipt can only be submitted after saving the voucher and PO vouchers can only be submitted after they are successfully matched. This forces institutions to have to go back and submit each voucher manually.

This new scheduled job will run three times per day (10:00am, 3:00pm and 6:00pm) and will include the following AP processes:

- Matching
- Budget Check
- Document Tolerance
- Voucher Approval Batch Submission process (new)
- Voucher Post

Additional notes and reminders:

- Institutions are encouraged to allow vouchers to be processed in the scheduled job (10:00am, 3:00pm and 6:00pm) and only run manual AP processes when necessary. Once the scheduled job initiates, vouchers will be "In Process" and may not be available for further processing during this time.
- Vouchers that have budget check exceptions and/or match exceptions will not be eligible to be submitted for approval until the exceptions are cleared.
- Institutions will continue to have the ability to manually submit vouchers for approval as needed.
- Institutions will not have access to manually run the new batch submission process themselves. This process does not have an option to select a run for an individual business unit and will run for all institutions.

- There will be no changes in processing for vouchers created via voucher build. These will remain pre-approved and will not have to go through the approval process.

Please contact the ITS Helpdesk if you have any questions or need additional information about the plans for this new process.

**MORE INFORMATION AND SUPPORT:** For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services). (This service requires a user ID and password. E-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu) to obtain self-service login credentials.)

**ADDITIONAL RESOURCES:** For information about ITS maintenance schedules or Service Level Guidelines, please visit [http://www.usg.edu/customer\\_services/service\\_level\\_guidelines](http://www.usg.edu/customer_services/service_level_guidelines). For USG services status, please visit <http://status.usg.edu>.