Accounts Payable User Manual
Spectrum Plus

PeopleSoft Version 8.9 – Go Live Date, July 1, 2009
Statement of Validity
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Corrections, suggestions, comments:
Georgia State University
Office of Disbursements
P.O. Box 4030
Atlanta, Georgia 30302-4030
Phone 404.413.3040 ● Fax 404.413.3045
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Section 1
Listing of Disbursement Forms

Payment Request Form
Revised 07/01/2009

Additional Documentation Always Required

- Used to Request Payment to an Individual (not related to a purchase order). Questions such as Residency Status must be answered. Reimbursement requires the signature of the individual seeking reimbursement (if invoice/memo attached to the Payment/Request Form, signature “may” be omitted).
- Used to request travel related payments to non-employees (until further notice).
- Used to Request Payment to an Entity for a Special/Unique Purpose or for which additional information may be required.
- Used to request payment for Conferences, Hotel Pre-Payments, Memberships/Dues, etc.

Gift Card Control Log

This form provides documented proof for payments to project participants, etc. When a payment is made which relates to a cash or cash equivalent disbursement, a department must submit the Gift Card Control Log to the Office of Disbursements to account for the distribution.

A Signature log should remain on file in the Department, while the Gift Card Control Log should be submitted within 30 days after acquiring the Gift Cards, etc.
Common Industry Practices Checklist

Effective 07/01/2009

The form is required to be completed prior to hiring an independent contractor/consultant. One of the most basic, yet important decisions Georgia State University must make before hiring a worker is whether to classify the worker as an employee or an independent contractor. This checklist should be used as a tool to determine how someone should be paid. This form is the first step in the worker determination process.

Worker Classification Review Questionnaire

Effective 07/01/2009

The form is required to be completed prior to hiring an independent contractor/consultant. One of the most basic, yet important decisions Georgia State University must make before hiring a worker is whether to classify the worker as an employee or an independent contractor. This checklist should be used as a tool to determine how someone should be paid. If the services being provided are not listed on the Common Industry Practices Checklist, hiring departments should then complete this listing for submission to the Office of Disbursements where the worker classification determination will be made.

Consultant Agreement – Long Form

Form Revised 07/01/2009 (Office of Legal Affairs)

Hiring departments will prepare the Consultant Agreement - Long Form when contracting with Independent Contractors/Consultants other than State of Georgia Governmental Entities.
Consultant Agreement – Short Form
Form Revised 07/01/2009 (Office of Legal Affairs)
Hiring departments will prepare the Consultant Agreement - Short Form when contracting with Independent Contractor/Consultants relative to (non-Higher Education) State of Georgia Governmental Entities.

Contract Routing Form
Form Revised 07/01/2009 (Office of Legal Affairs)
The form ensures routing and proper signature approval when contracting with Independent Contractors/Consultants.

Form must accompany contracts submitted to Purchasing for review.

Consultant Payment Authorization Form
Effective 07/01/2009
The form must accompany requests for payments to Independent Contractors/Consultants when an Express Purchase Order has been entered for the engagement. The form requires signature approval for payment of the invoice against the Purchase Order. The form also provides information as to whether the invoice presented represents final or partial payment for the contract.

State of Georgia Exemption of the Local Hotel/Motel Excise Tax
University business travelers must present this form directly to the lodging establishment prior to or at the point of check-in, in order to receive exemption from County and Municipal Excise Tax on lodging. State/local sales and use taxes will be charged to the traveler; however, State/local sales and use taxes, if paid,
will be reimbursed to the traveler on submission of the Travel Expense Statement with applicable receipts.

State employees are not exempt from Sales Tax.

Lodging paid **directly** by the State or Local government is **exempt from taxation**.

**Travel Advance Request**

Students and Employees may request a Travel Advance (some restrictions apply, see [Travel Services](#) guide, Page 35 for details).

Departments must enter an Express Purchase Order for the estimated cost of travel arrangements (Travel Authorization-Employee/Travel Authorization – Student). On approval of the estimated travel expenses, departments may approve a Travel Advance for the estimated travel expenses. If the travel is being charged against a project, approval for the Travel Advance must also be provided by Research Financial Services (Project Accountant).

Effective 07/01/2009, an Express Purchase Order for the travel engagement must be entered in situations where a Travel Advance (includes a Study Abroad Travel Advance) is issued to cover estimated travel expenses.

**Study Abroad Cash Advance**

*(Use Travel Advance Form to request)*

Study Abroad Cash Advances are used for the purpose of study abroad. Study Abroad Cash Advances are requested using the Travel Advance Form. The Study Abroad Cash Advance Agreement must be attached to the Travel Advance when submitted for this purpose.
Employee Travel Authorization

Effective 07/01/2009

Authorization for business travel should be granted in advance of the travel engagement. The best practice is for departments to have travel engagements approved prior to travel using the Travel Authorization Form. The Travel Authorization Form provides documented pre-approval for the engagement, approval of the estimated travel expense, and pre-approval for project related travel expenses, when applicable. As a best practice, effective 07/01/2009, attach either a copy of the Travel Authorization or a copy of the signed Express Purchase Order, where applicable, to the Travel Expense Statement when submitted for payment/settlement processing. These attachments provide documented pre-approval for the travel engagement.

Student Travel Authorization

Effective 07/01/2009

Authorization for business travel should be granted in advance of the travel engagement. The best practice is for departments to have travel engagements approved prior to travel using the Travel Authorization Form. The Travel Authorization Form provides documented pre-approval for the engagement, approval of the estimated travel expense, and pre-approval for project related travel expenses, when applicable. As a best practice, effective 07/01/2009, attach either a copy of the Travel Authorization or a copy of the signed Express Purchase Order, where applicable to the Travel Expense Statement when submitted for payment/settlement processing. These attachments provide documented pre-approval for the travel engagement.
Travel Expense Statement – Employee and Student

Effective 07/01/2009

Approved travel expenditures incurred by Employees and Students are reported on the Travel Expense Statement within 30 days of return from travel. Travel Expense Statements require all applicable receipts to be attached, a memo of justification where applicable (form letters may be rejected), and a memo signed by management to explain Travel Expense Statements not submitted within 30 days of return from travel.

Non-Employee Travel is currently reported on the Payment Request Form, until further notice.

The updated Travel Expense Statement (on the web) contains expanded information regarding the roles of individuals involved in the processing of travel; the traveler, the department’s Business Manager, and approvers.

**Important Note:** The Statewide Travel Regulations require documented determination of advantageous use to ensure the most cost efficient means of travel as it relates to the mode of travel and related travel expenditures. There must be sufficient comparison of the modes of travel and related travel expenditures to ensure the most cost efficient means of travel, prior to the travel engagement.

Examples of appropriate signature approval on the Travel Expense Form

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Signature Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>Staff’s Manager/Director</td>
</tr>
</tbody>
</table>
Wire Transfer Request Form

Effective 07/01/2009

This form is available on request via GroupWise email to departmental representatives. Wire transfers are generally reserved for foreign payments (payments for which a payment by check or Electronic Funds Transfer would be inefficient), as well as other emergency type payments.

Effective July 1, 2009, Wire transfer requests must be submitted with sufficient payment documentation attached to the request. Examples may be a copy of a contract, a vendor’s invoice, a Memo of Understanding, or a memo of justification.

Also, effective July 1, 2009, payments by wire transfer will require the vendor be set-up in the Vendor file. Departments will provide the vendor’s Spectrum Plus vendor number when requesting the wire transfer.

The payment process for wire transfers may be initiated by a Business Manager; however, the wire transfer request form should bear the signature approval of a College Administrative Officer, Dean, or Department Chair.

It is important to contact Purchasing with questions regarding the need to bid some services, even in situations where a vendor may be paid with a wire transfer. The wire transfer request will not be processed until the expenditure is properly audited, as are other Accounts Payable payments.
Petty Cash Reimbursement

Effective 07/01/2009

Petty Cash reimbursements will be processed by the Office of Disbursements, effective 07/01/2009 (previously provided by the University cashier). Reimbursement will be made payable to the Custodian of the Petty Cash account, only. Proper receipts must be attached to the reimbursement request. Expenditures review for petty cash reimbursement will be the same as for other types of expenditures. An electronic funds transfer, payable to the Custodian, may be processed.

Reimbursement for expenditures not related to the source petty cash must be requested on the Payment Request Form.

Petty Cash Advances will no longer be issued by the Office of Disbursements, nor by the University Cashier.
Section II – Accounts Payable
What is Accounts Payable

Georgia State University operates under the oversight of the Board of Regents of the University System of Georgia. Refer to the Board of Regents Accounts Payable Policy at http://www.usg.edu/fiscal_affairs/bpm_acct/bpm-sect06.pdf.

A payable is a current liability owed to creditors and/or suppliers for goods and services obtained in the normal course of business. When an invoice is entered for payment, the entry will debit the expense account and credit accounts payable. When the invoice is paid, the transaction will debit accounts payable and credit cash in the bank.

Access to the Accounts Payable module is managed by the Spectrum Office. Payment transactions are initiated by authorized system users and approved through the electronic workflow process by authorized system approvers. Documented signature approval is required prior to payment processing.
The Payables Process in Spectrum Plus

Department Receives **Non-Po Related** Invoice
(Disbursements staff must input Voucher Entry for PO related invoices)

Department Enters Voucher Information

Department Saves Voucher (Editing Occurs on Save) → Department Budget Checks Voucher → Voucher Enters into Workflow for Departmental Approval

Disbursements Reviews Department’s Documentation for Voucher and Approves Voucher

Disburses Reviews Creates Payment for Voucher

System Posts Voucher during Nightly Batch Processing → Accounting Entries Created for General Ledger

Accounting Entries Created for General Ledger

General Ledger
Important First Considerations
Transactions with Vendors: Important First Steps

Before transacting any business with outside contractors, vendors, or suppliers on behalf of the University consider the following questions:

1. **May institutional funds be used to pay for the purchase of goods and services (either for direct payment to a vendor or for reimbursement after the purchase)?** When in doubt, contact the Unit Business Manager or College Administrative Officer to discuss the purchase and to obtain pre-approval for the purchase/transaction.

2. **Is a purchase order required?** Generally a purchase order is required when the expenditure is $5,000 or greater unless the purchase falls under an exemption provided by the Department of Administrative Services (DOAS) State Purchasing Division or Board of Regents. Visit the Purchasing Unit’s Web page for more information: [http://www2.gsu.edu/~wwwpch/fordepartments.htm](http://www2.gsu.edu/~wwwpch/fordepartments.htm).

3. **Is the expenditure allowed to be charged to a particular fund code?** When in doubt, contact the Unit Business Manager or College Administrative Officer.

4. **Must the expenditure be paid through an alternate payment process (other than through the Office of Disbursements)?** Except in cases where direct payment is made by the University Foundation, payment processing occurs in the Office of Disbursements. Record keeping and payment initiation may take place in other units. Inquiries regarding payments generated by other units should be directed to:
   - **Payroll Unit** – All Payroll related payments and reporting
   - **Student Accounts** – Student tuition/refunds and reporting
   - **Georgia State University Foundation**
5. **If the spending is allowable has it been determined if the funds are available to cover the expenditure?** When in doubt, contact the Unit Business Manager or College Administrative Officer.

6. **Has the purchase of goods and services been approved or pre-authorized through the proper approval channels?** When in doubt, contact the Unit Business Manager or College Administrative Officer.

7. **In the case of travel, has the travel been authorized or pre-approved through the proper approval channels?** Securing proper signature approval on the Travel Authorization is the best practice for documenting pre-approval for travel.

8. **In the case of travel, has there been sufficient comparison of the modes of travel and related travel expenditures to ensure the most cost efficient means of travel?** The Statewide Travel Regulations require documented determination of advantageous use to ensure the most cost effective means of travel as it relates to the mode of travel and related travel expenditures. Departments may be asked to provide documented cost comparisons.

9. **Is the purchase or service subject to the competitive bid process?**
   O.C.G.A. §50-5-69 requires competitive bidding for all goods and services anticipated to be $5,000 or more unless exempted by the State of Georgia Purchasing Statutes. Visit the Purchasing Unit’s Website for information.

10. **Is a contract required?** The need for a contract will depend on a number of factors. For example, the type goods or services, whether an existing agreement has already been executed by the State or University System of Georgia, liability or risks involved, etc. Visit the Purchasing Unit’s Website or contact Legal Affairs for more information.

11. **Is a Sole Source (no bid) agreement required?** If the cost of the goods or services is $5,000 or more and recommended as a sole source, a sole source form must be completed. All sole source acquisitions that are not exempt will require a posting to the DOAS Procurement Registry for at
least 5 business days. During this period, any vendor can file a Formal Protest for acquisitions of $100,000 and above or an Informal Compliant for acquisitions of between $5,000 and $99,999. Vendors Protest or Complaints must be answered. A part of this process may delay an order until the matter is resolved. Visit the Purchasing Unit’s Website for information.

12. **Can the purchase be made using the University Purchase Card (P-Card)?** The Purchase Card is a valuable tool for quickly and efficiently purchasing and paying for small dollar items without sacrificing control or cost. The card may be used to purchase goods and services valued at $4,999 or less, including shipping, handling charges, insurance, etc. Some cards, however, may have single transaction limits of less than $4,999 if requested by Department Head. There are certain items which may not be purchased using the Purchase Card. Visit the Purchasing Unit’s Web page for more information: http://www2.gsu.edu/~wwpch/faq.htm#q11.

13. **Can petty cash be used to pay for:**
   - Parking—“No”
   - Travel Expenses—“No”
   - Consulting Fees—“No”
   - Food—“No”

   Visit the Purchasing Unit’s Web page for additional information regarding Petty Cash: http://www2.gsu.edu/~wwpch/faq.htm#q8.

14. **Does the expenditure cover a period of time beyond the current fiscal year?** If so, the expenditure may require special handling. Contact the Office of Disbursements.

15. **Is there sufficient documentation available for payment processing?** Disbursements may delay payment processing until all applicable signatures of approval, receipts, copies of contracts, memos of justification, etc., are satisfactorily presented.
16. **Is the vendor a foreign national person/entity?** If so, the payment may be subject to withholding. Refer to the [Foreign Nationals Tax Analysis and Payments](#) documents.

17. **Is the vendor properly listed in the vendor file?** If so, is the vendor’s remittance address, as shown on the invoice, listed on the vendor’s profile? Disbursements must mail the check to the address on record. Contact the [Purchasing Unit](#) regarding vendor address changes/corrections.

18. **Was the vendor payment history reviewed to identify potential duplicate payments?** Requestors should review a vendor’s payment history prior to requesting payment to avoid duplicate payment. Also, refer to the [Duplicate Payments: Vendor Credits/Memos](#) procedure for details on the proper method for entering invoice numbers.
### AP Documentation Requirements

<table>
<thead>
<tr>
<th>Type of Payment</th>
<th>Payment Doc Req.</th>
<th>Disbursements Form</th>
<th>Additional Doc Req.</th>
<th>Important Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order-Invoice for Goods (Includes Rents)</td>
<td>Vendor's Invoice</td>
<td>None</td>
<td>Email from designated departmental representative, confirming receipt of items not received through Central Receiving: i.e. Software</td>
<td>Vendor to direct invoice to Disbursements: P.O. Box 4030, Atlanta, GA 30302</td>
</tr>
<tr>
<td>Purchase Order Invoice for Services</td>
<td>Vendor's Invoice</td>
<td>Consultant Payment Authorization (CPA)</td>
<td>Copy of Common Industry Practices Checklist or Worker’s Classification Review Questionnaire as approved by Disbursements</td>
<td>Department to confirm service performed satisfactorily-Department sends invoice to Disbursements, with CPA Form attached (form will indicate if final payment against PO).</td>
</tr>
<tr>
<td>Vendor's Invoice (Non-PO, Non-Individual, Non-Reimbursement)</td>
<td>Vendor's Invoice</td>
<td>None</td>
<td>Copy of contract, where applicable.</td>
<td>Original Invoice required. Best Practice: To denote receiving/approval of invoice, provide signature approval on invoice or print voucher summary page from Spectrum Plus and attach to the back of invoice (approval signature required)</td>
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<tr>
<td>Vendor's Invoice-Individual, (Non-PO, Non-Reimbursement)</td>
<td>Vendor's Invoice</td>
<td>Payment Request Form</td>
<td>Copy of Common Industry Practices Checklist or Worker Classification Review Questionnaire (as approved by Disbursements)</td>
<td>Department to confirm service performed satisfactorily; complete info on Payment Request Form. Provide full description of purpose/reason for payment.</td>
</tr>
<tr>
<td>Employee/Student Reimbursement</td>
<td>N/A</td>
<td>Payment Request Form</td>
<td>Original receipts; proof and method of payment. Attach memo of explanation/justification, where necessary.</td>
<td>Provide full description of purpose/reason for payment.</td>
</tr>
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<tr>
<td>Employee/Student Travel</td>
<td>N/A</td>
<td>Travel Expense Statement (TES)</td>
<td>All applicable receipts; receipts must show proof and method of payment. Attach memos of explanation/justification (with appropriate approval) whenever expenditures exceed state/federal per diem amounts.</td>
<td>If an Express PO is entered, note the Express PO number at the top of the Travel Expense Statement and indicate if requested payment is full or partial reimbursement. DO NOT ENTER REGULAR VOUCHER if PO entered. Deliver TES to Disbursements for entry. Provide Spectrum Plus voucher/journal numbers in the Summary of Reimbursement and Record Only sections of the Travel Expense Statement. If a regular voucher is entered (no PO), note the voucher number on front page of TES. Use Distribution for Regular Voucher Entry Section of TES to record voucher totals/distribution.</td>
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<tr>
<td>Employee/Student Travel Advance</td>
<td>N/A</td>
<td>Travel Advance Form. If cash advance is related to study abroad, attach the Study Abroad Cash Advance Agreement.</td>
<td>If advance project related - requires signature approval from Research Financial Services, Project Accountant. Study Abroad Cash Agreement Form to be submitted along with the Employee Travel Advance Form.</td>
<td>Advance must be &quot;settled&quot; within 30 days of return from engagement. Reference the Express Purchase Order number on the Travel Advance request. Submit the request to Disbursements. <strong>Disbursements will enter a voucher for the Travel Advance request.</strong></td>
</tr>
<tr>
<td>Project Advance/Imprest Account</td>
<td>Combined &quot;email&quot; approval from Comptroller/Accounting Services/Research Financial Services</td>
<td>Email to Disbursements from Accounting Services/ or Approved Project Advance Form</td>
<td>N/A</td>
<td>Panther Card ID Number/Name of Employee Required. <strong>Disbursements will enter the advance/Imprest request.</strong></td>
</tr>
<tr>
<td>Non-Employee Reimbursement</td>
<td>N/A</td>
<td>Payment Request Form</td>
<td>Original receipts; proof and method of payment. Attach memo of explanation/justification, where necessary.</td>
<td>Payment Request Form should be signed by the individual seeking reimbursement (whenever possible). Form should fully state what is being reimbursed, and the purpose for the expenditure.</td>
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<tr>
<td>Non-Employee travel expenditures</td>
<td>N/A</td>
<td>Use the Payment Request Form until further notice.</td>
<td>Original receipts; proof and method of payment. Attach memo of explanation/justification (with appropriate approval) whenever expenditures exceed state/federal per diem amounts.</td>
<td>Non-Employee travel expenditures subject to State of Georgia Travel Regulations. Departments will determine the method for pre-approval of travel expenditures.</td>
</tr>
<tr>
<td>Non-Employee Travel Advance - Not Allowed</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Employee/Student pre-payments for hotels</td>
<td>Vendor's Invoice (confirmation)</td>
<td>Payment Request Form</td>
<td>N/A</td>
<td>“Reporting” should occur within 30 days of return from engagement by the submission of a Travel Expense Statement. Prepayments directly to a 3rd party provider should be coded to the prepaid account.</td>
</tr>
<tr>
<td>Non-Employee pre-payments for hotels/airfare (not AAA)</td>
<td>Vendor's Invoice (confirmation)</td>
<td>N/A</td>
<td>N/A</td>
<td>Advance payment directly to a 3rd party provider is not advisable. Instead, use Direct Billing (Hotel) and booking airfare through AAA (GSU Account).</td>
</tr>
<tr>
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</tbody>
</table>
| Wire Transfers                  | Effective 7/1/2009  
Attach document to substantiate wire transfer; fully indicate the purpose for the wire transfer. | Wire Transfer Request Form         | Effective 07/01/2009 - The vendor must be set up as a vendor, through Purchasing.  
Attach vendor's invoice or other payment substantiating documentation to the Wire Transfer Request Form. | Effective 07/01/2009 – Vendor must be setup in vendor files. Departments may inquire on wire transfer payments through vendor inquiry. |
<p>| AAA Airfare - Employee/Non-Employee | Departmental approval | Required: Enter an Express PO for the estimated travel expenditures | Travel should be pre-approved.                                                      | Department will determine the best method for pre-approval of travel expenditures. |
| Incentives for participation/Gift Cards | Gift Card Control Log (until further notice) | Payment Request Form              | N/A                                                                                | Requires Strong Controls                                                        |
| Honorarium                      | Individual's Invoice / written statement | Payment Request Form              | Copy of the meeting/conference Agenda, where applicable.                           | Payment to a &quot;Professional&quot; for one-day service (fee not traditionally set).    |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Wireless Communication Devices-Employee Reimbursements</td>
<td>Vendor's Invoice (service provider) or approved log detailing business expenses</td>
<td>Payment Request Form</td>
<td>Reimbursement according to policy; within 60 days of incurring expense. Attach memo for explanation/justification, where necessary.</td>
<td>Wireless Communication Policy currently under revision.</td>
</tr>
<tr>
<td>Food Purchases</td>
<td>Vendor's Invoice, or receipt showing proof and method of payment</td>
<td>Payment Request Form</td>
<td>See BOR Food Policy: <a href="http://www.usg.edu/fiscal_affairs/bpm_acct/bpm-sect19.pdf">http://www.usg.edu/fiscal_affairs/bpm_acct/bpm-sect19.pdf</a> (begin at section 19.7)</td>
<td>Meeting agenda/listing of participants generally required. Payments not allowed with institutional funding may be considered for payment through the GSU Foundation.</td>
</tr>
<tr>
<td>Scholarships/Fellowships</td>
<td>Memo providing reason/justification for payment</td>
<td>Payment Request Form</td>
<td>Payment of Scholarship/Fellowship managed by the GSU Foundation and paid through Student Accounts.</td>
<td>Payments by Disbursements must be reviewed/pre-approved by the Tax Accountant. E-mail the Tax Accountant at <a href="mailto:finisi@langate.gsu.edu">finisi@langate.gsu.edu</a> in advance to discuss.</td>
</tr>
<tr>
<td>Awards</td>
<td>Memo containing reason/justification for payment</td>
<td>Payment Request Form</td>
<td>Employee awards are paid through Payroll/Foundation; <strong>Disbursements if non-employee only.</strong></td>
<td>Payments by Disbursements must be reviewed/pre-approved by the Tax Accountant.</td>
</tr>
<tr>
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<tr>
<td>Stipends</td>
<td>Important: Most likely payment from Payroll. Discuss in advance w/ Contact: Tax Accountant, <a href="mailto:finisi@langate.gsu.edu">finisi@langate.gsu.edu</a></td>
<td>Payment Request Form</td>
<td>Payments for stipends are generally paid through Payroll.</td>
<td>Payments by Disbursements must be reviewed/pre-approved by the Tax Accountant. E-mail the Tax Accountant at <a href="mailto:finisi@langate.gsu.edu">finisi@langate.gsu.edu</a> in advance to discuss.</td>
</tr>
</tbody>
</table>
General Information Regarding Voucher Payments

The Office of Disbursements is responsible for examining accounts, claims, demands against the University, and for making payment of the University’s legally incurred obligations for materials and services. The Office of Disbursements is responsible for timely payment of vendors. The Office monitors transactions for compliance with applicable state and federal laws and prepares disbursement transaction reports.

Prompt payment is most important in maintaining and promoting satisfactory credit standings with suppliers and frequently requires the cooperation of departmental representatives in identifying purchases to determine the status and location of materials or documents, and to prepare documents necessary for payment processing.

**Purchase order related invoices should not be entered by the department, but delivered promptly to Disbursements for entry and processing against the purchase order.** Vendors should be instructed to send invoices for goods ordered by purchase order directly to the Office of Disbursements for payment processing. The Office of Disbursements must verify that the goods were properly received, prior to payment processing.

Invoices that are *not* related to a purchase order should be entered into the accounts payable system by the requesting department and be subject to the electronic workflow approval process prior to delivery of the invoice and other required payment related documentation to the Office of Disbursements.
Voucher entry may be used to request vendor payments for any amount less than $5,000 (some exceptions apply). Generally, a purchase which totals $5,000 or more must be processed via a Purchase Order.

Generally, payments in advance are prohibited unless supported by a Purchase Order and accompanied by an invoice or other price supporting documentation. Exceptions may include: (1) conference registrations, which are most often paid in advance of the conference; (2) hotel pre-payments, which require the submission of a detailed confirmation along with the request for payment; (3) memberships/dues; and (4) subscriptions.

All accounts payable checks will be mailed to the payee at the address of record shown on the face of the check, within two (2) working days of the check date. Checks may be held for pickup from the Office of Disbursements, but only after the requesting department sends an e-mail request to hold the check for pick-up. Refer to the Check Hold Policy for instruction on how to request the hold.

Under normal circumstances, a payment request that is stamped as received in Disbursements will be processed for payment within five (5) working days. During peak volume times, generally from November through December, and again from May through June, payment processing may require ten (10) or more working days. Departments should make every effort to enter/approve and submit invoices in a timely manner to Disbursements in order to meet the Governor's directive for prompt payment of invoices.

**Important Note Related to the Purchase of Assets**

**It is advisable to enter a Purchase Order for assets which cost between $3,000 and $4,999.** Typically, a Purchase Order is not required until the purchase
total reaches $5,000 or more; however, it is most efficient to enter a Purchase Order for assets which cost between $3,000 and $4,999 as doing so ensures proper processing of the asset.

If the cost of a single item of equipment or furniture is $3,000 or more, the item must be inventoried by Property Control. Property Control will attach a GSU decal number to the item. Decal information is shared with the Asset Management system.
Important Information Regarding Payments to Independent Contractors or Consultants

Payments to Independent Contractors/Consultants are a function of the Office of Disbursements.

The guide, Payments to Independent Contractors/Consultants, is effective 07/01/09. Access information and forms through the following link: [http://www2.gsu.edu/~wwffas/FinancialOperation/consultingcontract_new.html](http://www2.gsu.edu/~wwffas/FinancialOperation/consultingcontract_new.html)

The guide provides information on the process for worker classification, contract/documentation processing, and payment of Independent Contractors/Consultants. The guide considers Internal Revenue Service regulations for the processing of payments to independent contractors.

A person is considered an independent contractor or consultant (used interchangeably herein) when the work is directed by the University only in regard to the results, and not the means of achieving them.

If a person meets the definition of an independent contractor, payment can be processed by the Office of Disbursements. The following exclusions apply:

- Faculty working, but who have pending faculty contracts (must be paid through Payroll as fee-based employees)
- Staff or students

Employees terminated within the past 30 days. Also, a terminated employee, paid by Payroll within the same calendar year, will be paid through Payroll as fee-based employee. The University prefers to issue either a W-2 or 1099 for services performed within the same calendar year.
The Common Industry Practices Checklist is initially used to determine if an individual may be classified as an independent contractor. If the services required are not listed as common to the industry, the service requestor must then complete the Worker Classification Review Questionnaire for submission to the Office of Disbursements. Disbursements will make the worker classification determination within 7 business days of receipt of the form.

Services which cost $5,000 or more must have a purchase order. A Consulting Agreement must be provided. (Services for less than $5,000 may be entered on an Express Purchase Order/contract, but this is not required). It is advisable that the hiring department prepare a memo to communicate and acknowledge the expectation of work to be performed, even in situations where the work will cost less than $5,000. The memo should be kept on file within the hiring department.

The Contract Routing Form must be used to ensure proper signature approval on contracts. Vice Presidents and Deans may delegate signature authority for routing forms or contracts. This delegation may be limited to specific types of contracts or to specific time periods. To delegate signature authority, the person charged with the signature authority must submit the information to the Office of the Vice President for Finance and Administration. A list of authorized signers will be sent to the Office of Legal Affairs and to all units of Finance and Administration who participate in the execution of contracts and agreements. Vice Presidents and Deans are encouraged to name a delegate to serve during any absence—including vacations—from their office.
Retirees

University System of Georgia retirees may be paid as independent contractors; however, some exclusion may apply. Refer to the general policies for all personnel in the Board of Regents Policy Manual

http://www.usg.edu/regents/policymanual/800.phtml

Retirees must complete a Retiree Information Form available through the Georgia State University Benefits Office, prior to any work being performed for Georgia State University. The Benefits Office will advise the hiring department if the retiree may provide service to the University.
Important Information Regarding Travel

Employees may be reimbursed for business related travel expenditures with prior approval. The University adheres to the Georgia Statewide Travel Regulations as a matter of policy on travel related business including payments and reimbursements. The University’s guidelines are detailed in the Travel Services document. (The travel services document will be updated in 2009 to reflect processing changes necessary for use in Spectrum Plus, 8.9, effective 07/01/09).

The subject of Employee Travel Advances is an area where the University’s policy is more strict than the Georgia Statewide Travel Regulations.

Non-employees may be reimbursed with prior approval for University related business travel expenditures. The guidelines for non-employee travel reimbursement are the same as employee travel reimbursement; however, the method for requesting payment or reimbursement differs. Until further notice, non-employee travel expenses may be reimbursed using the Payment Request Form.

Air travel arrangements may be booked through AAA—the University’s preferred provider for pre-authorized business related travel. AAA is the University’s preferred vendor for airfare arrangements.

**Note:** Only business related, pre-approved travel may be charged to the University.
Approved travel expenditures incurred by Employees and Students are reported on the Travel Expense Statement, within 30 days of return from travel. Travel Expense Statements require all applicable receipts be attached, a memo of justification where applicable (form letters may be rejected), and a memo signed by management to explain Travel Expense Statements not submitted within 30 days of return from engagement.

**Important Notes:**

- The Statewide Travel Regulations require **documented** determination of advantageous use to ensure the most cost efficient means of travel as it relates to the mode of travel and related travel expenditures. There must be sufficient comparison of the modes of travel and related travel expenditures to ensure the most cost efficient means of travel.

- Reimbursement for more than the allowable per diem will require the submission of a memo of justification for the additional cost. Attach the memo, with appropriate signature approval, to the Travel Expense Statement, prior to submission to the Office of Disbursements for processing.

- **Workflow approval** guarantees availability of funds for the travel expenditure. Workflow approval assumes the travel arrangements to be reasonable and justifiable based on cost comparisons of the means of travel.

- **Signature Approval** on the Travel Expense Statement provides approval for the travel engagement as it relates to the mission of the university.

- **Signature Approval provided by the Project Administrator** provides approval for the travel based on available project funding and how the travel enhances the overall mission of the University.
## Disbursements Contact Information

<table>
<thead>
<tr>
<th>Title</th>
<th>E-Mail</th>
<th>Telephone</th>
<th>Contact For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jean Pearson, Director</td>
<td><a href="mailto:finjmp@langate.gsu.edu">finjmp@langate.gsu.edu</a></td>
<td>404.413.3044</td>
<td>Management of Office of Disbursements, Accounts Payable Functions</td>
</tr>
<tr>
<td>Alvena Jefferson, Assistant Manager</td>
<td><a href="mailto:finajo@langate.gsu.edu">finajo@langate.gsu.edu</a></td>
<td>404.413.3048</td>
<td>Assistant Manager and Contact for Payments Related to Independent Contractors/Consultants; Public Works; and 1099 Reporting</td>
</tr>
<tr>
<td>Trenny Blackburn, Assistant Manager</td>
<td><a href="mailto:fintmb@langate.gsu.edu">fintmb@langate.gsu.edu</a></td>
<td>404.413.3054</td>
<td>Assistant Manager and Contact For Travel Payments/Reporting</td>
</tr>
<tr>
<td>Ivan Ivanov, Tax Accountant</td>
<td><a href="mailto:finisi@langate.gsu.edu">finisi@langate.gsu.edu</a></td>
<td>404.413.3056</td>
<td>Contact for Tax Analysis for Foreign Nationals Related to All University Payments</td>
</tr>
<tr>
<td>Sum Mei Ho, Accountant</td>
<td><a href="mailto:bussmh@langate.gsu.edu">bussmh@langate.gsu.edu</a></td>
<td>404.413.3057</td>
<td>Contact for Banking Coordination; EFT Problem Resolution; Payment Research; and Trouble Shooting</td>
</tr>
<tr>
<td>Bobb Johns, Accountant</td>
<td><a href="mailto:findrj@langate.gsu.edu">findrj@langate.gsu.edu</a></td>
<td>404.413.3055</td>
<td>Contact for Payments Related To Utilities; Payment Processing; and Voucher Maintenance</td>
</tr>
<tr>
<td>Rose Jones, Accountant</td>
<td><a href="mailto:finrmj@langate.gsu.edu">finrmj@langate.gsu.edu</a></td>
<td>404.413.3051</td>
<td>Contact for Purchase Order Invoice Payments and Wire Transfers</td>
</tr>
<tr>
<td>Name</td>
<td>Email</td>
<td>Phone</td>
<td>Contact for</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------</td>
<td>------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Razak Danmola, Accountant</td>
<td><a href="mailto:finrad@langate.gsu.edu">finrad@langate.gsu.edu</a></td>
<td>404.413.3052</td>
<td>Purchase Order Invoice Payments and Rents</td>
</tr>
<tr>
<td>Janet Harris, Sr. Accounting Assistant</td>
<td><a href="mailto:finjsh@langate.gsu.edu">finjsh@langate.gsu.edu</a></td>
<td>404.413.3049</td>
<td>Payments Related to Short-Term Independent Contractors/Consultants; Fellowships; Scholarships; Honorariums; and Participant Support Payments</td>
</tr>
<tr>
<td>Jimmie Swanson, Sr. Accounting Assistant</td>
<td><a href="mailto:finjrs@langate.gsu.edu">finjrs@langate.gsu.edu</a></td>
<td>404.413.3053</td>
<td>Payments Related to Travel and Registrations</td>
</tr>
<tr>
<td>Karima Alexander, Sr. Accounting Assistant</td>
<td><a href="mailto:finkea@langate.gsu.edu">finkea@langate.gsu.edu</a></td>
<td>404.413.3050</td>
<td>Non-Purchase Order Payments and Employee/Student Reimbursements (Non-Travel/Registrations)</td>
</tr>
<tr>
<td>Libby Roessler, Sr. Accounting Assistant</td>
<td><a href="mailto:finlxrx@langate.gsu.edu">finlxrx@langate.gsu.edu</a></td>
<td>404.413.3042</td>
<td>EFT Payment Distribution; Payment Research; and Customer Service</td>
</tr>
</tbody>
</table>
Other Accounts Payable Related Contact Information

Reasons for Contacting the Spectrum Office

- Access to Spectrum Systems (Accounts Payable Module)
- Spectrum/Spectrum Plus Training
- Workflow Issues (Set-Up and/or Training)
- Special Requests for Accounts Payable Query Access (Spectrum Plus users are advised to review delivered reports and queries after the July 1, 2009, Go-Live).

To view Spectrum Office hours and location visit:
http://www2.gsu.edu/~wwspsc/OfficeInfo/location.htm.

Reasons for Contacting the Purchasing Office

- When/How to Request a Purchase Order
- Purchase Order Encumbrance/Adjustment
- Purchase Order Change/Cancellation
- Questions Regarding Receiving (Central Receiving)
- The Competitive Bid Process
- Contracts (Contact Legal Affairs and/or Purchasing)
- How to Set Up a Vendor
- Address Corrections for Vendors or Students
- How to Enroll a Vendor for Electronic Funds Transfer (EFT)
- Questions Relating to Leases/Rental/Service
- Questions Relating to Service Maintenance Agreements
Refer to http://www2.gsu.edu/~wwwpch/faq.htm#q15 for more information on Service Maintenance Agreements

- Requests for Vendor Direct Billing and/or Credit Applications
- Payments Using the Purchase Card (P-Card)
  Use a department Purchase Card when advisable. Refer to http://www2.gsu.edu/~wwwpch/faq.htm#q11 for more information on P-Card purchases.
- Questions Related to Petty Cash Purchases
  Refer to http://www2.gsu.edu/~wwwpch/faq.htm#q8 for more information on petty cash purchases

The Purchasing Department is the official purchasing agent for Georgia State University. To find information on procedures for State procurement, visit the Purchasing Department’s Website: http://www2.gsu.edu/~wwwpch/.

**Reasons for Contacting Research Financial Services**

- Budget Check Errors when entering vouchers for project expenditures
- Payments to Subcontractors With or Without a Purchase Order
- Approval for Project Advance
- Imprest Accounts (When related to Projects)
- Settlement of a Project Advance
- Questions Regarding Project Participant Support Payments

For more information, visit the Research Financial Services Website: http://www.gsu.edu/research/awards_management.html.
Reasons for Contacting Accounting Services

- Petty Cash Account Setup
  Note: Effective 07/01/2009 reimbursement for expenditures paid for with Petty Cash Funds, must be requested through the Office of Disbursements.

- Project Advances/ Imprest Accounts
  (Approved by Accounting Services and Research Financial Services)

- Check Stop Payment Request/Void (With or Without Re-issue)
  Note: For EFT inquiries contact the Disbursements Office.

- Information regarding Agency Accounts and Study Abroad Agency Account Funds

Reasons for Contacting the Payroll Office

- Payments to Employees for Wages, Salary, Awards, Fees for Service (Fee-Based Payments), Stipends, Extra Compensation, or Awards

- Address Corrections for Employees

- EFT Account Changes/Corrections for Employees

- Check Stop Payment Requests for Payroll Payments

- Electronic Funds Transfer (EFT) Reversal/Retraction/Inquiry Requests

- Invoicing Payroll Payments

- W-2 Forms

For more information, visit the Payroll Office Website at:
http://www.gsu.edu/hr/payroll.html.

Reasons for Contacting the Office of Student Accounts

- Student Refunds Related to Tuition, Fees, or Financial Aid

- Student Account Checks Not Received – Stop Payment/Reissue Requests
• Student Account Electronic Funds Transfer (EFT) Inquiry
• 1098T Forms

For more information, visit the Office of Student Accounts Website at: http://www.gsu.edu/es/tuition_and_fees.html.

Reasons for Contacting Legal Affairs

• Contract Negotiations
• Contract Changes (Must be reviewed and approved by Legal Affairs)
• Questions regarding the employee/contractor relationship (Initially, contact the Office of Disbursements).

For more information, visit the Office of Legal Affairs Website at: http://www2.gsu.edu/~wwwola/.

Reasons for Contacting the Foundation

• Information on how to Process Scholarship/Fellowship Payments
• Payment of Moving Expenses
• Food Purchases Not Covered Under the Board of Regents Food Policy
• Expenditures not allowed to be paid with Institutional Funds
• Alcohol Purchases

For more information, visit the Georgia State University Website at: http://netcommunity.gsu.edu/NetCommunity/Page.aspx?pid=386&srcid=382.
Section III – Version 8.9
# Accounts Payable Changes (Version 7.5 to 8.9)

What will we do differently in version 8.9?

<table>
<thead>
<tr>
<th>Current Practice</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Express vouchers are entered by departments and routed through the workflow approval process.</td>
<td>Departments will enter either DRG or PRJ vouchers, which will be subject to workflow approval.</td>
</tr>
<tr>
<td>Disbursements audits and approves a department’s express voucher after the voucher has been approved through workflow. Corrections require notification to the department</td>
<td>Disbursements audits and approves a department’s DRG or PRJ vouchers after the voucher has been approved through workflow. If the vendor is incorrect-reject voucher e-mail/notify. If the payment amount is incorrect by $10 or less-accept, email/notify. If the payment amount is incorrect by greater than $10 reject-email/notify.</td>
</tr>
<tr>
<td>Duplicate Checks: Departments are instructed to contact the vendor to request either a check or credit memo. A resolution is noted in the voucher input panel.</td>
<td>Duplicate Checks: Departments are instructed to contact the vendor to request either a check or credit memo. Spectrum Plus allows for voucher entry of credit memos/credit invoices.</td>
</tr>
<tr>
<td>Vendor Credit Memo: Amount of</td>
<td>Vendor Credit Memo:</td>
</tr>
<tr>
<td>Current Practice</td>
<td>Change</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>credit must be netted against an open invoice. Version 7.5 cannot accept a credit invoice.</td>
<td>Departments will enter the credit memo as a regular voucher. The credit voucher will net against open payables.</td>
</tr>
<tr>
<td>Requisitions are entered then sourced to a Purchase Order.</td>
<td>Departments will enter an Express Purchase Order (no requisition in Version 8.9).</td>
</tr>
<tr>
<td>Advance payment to a hotel is charged directly to the expense account.</td>
<td>Advance payment to a hotel is charged directly to the expense account. (Pre-payments will be managed in Disbursements).</td>
</tr>
<tr>
<td>Travel vouchers are used to pre-approve travel and encumber funds.</td>
<td><strong>Travel vouchers will not be used to pre-approve travel.</strong> Travel Expense Statements may be entered by the department when travel engagements are completed, where no PO was entered (no encumbrance). Departments may enter an Express Purchase Order to encumber funds for travel.</td>
</tr>
<tr>
<td>Departments may requisition a purchase order to encumber funds for a single travel engagement.</td>
<td>Departments may enter an Express Purchase Order to encumber funds for a single travel engagement.</td>
</tr>
<tr>
<td>Departments may requisition a blanket purchase order to encumber funds for multiple trips by a single traveler.</td>
<td>Departments may enter a Blanket purchase order to encumber funds for multiple trips by a single traveler.</td>
</tr>
</tbody>
</table>
## Current Practice | Change
--- | ---
Wire transfers are processed by Disbursements. Funds are released by Accounting Services. | Departments must first set up the payee as a vendor. The request requires an invoice or other documentation to substantiate payment. The wire payment will be recorded as a manual check payment. Vendor history is retained within the AP Module.

<table>
<thead>
<tr>
<th>Payment Schedule</th>
<th>Payment Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checks: Every other day</td>
<td>Checks: Tuesdays and Fridays</td>
</tr>
<tr>
<td>EFT: Daily</td>
<td>EFT: Daily</td>
</tr>
<tr>
<td>GSURF: Thursdays</td>
<td>GSURF: Thursdays</td>
</tr>
</tbody>
</table>
Accounts Payable and its Integration with Other Modules

What is the purpose of the Accounts Payable Module?

- Create Vouchers
- Create Payments
- Post Vouchers and Payments
- Maintain Voucher/Vendor Payment Information
- Facilitate Accounts Payable Reporting

How does the Accounts Payable Module Interact with Other Modules?
The PeopleSoft Payables Module interacts with the Purchasing Module, Asset Management Module, Commitment Control Module, and the General Ledger Module in the following ways:

- **Purchasing Module**
  Vouchers can be constructed from purchasing source data, purchase orders, and receiving data when payment is made against a purchase order in the Accounts Payable Module. Purchase order information is extracted from the Purchasing Module.

- **Asset Management Module**
  Payables information related to assets flows from the Accounts Payable Module to the Asset Management Module. Asset information is captured when goods and materials are received and tagged by Central Receiving (related to purchases by PO). Generally, purchases must equal or exceed $5,000 before requiring a PO. However, assets valued between $3,000 and
$4,999 should be ordered via PO to ensure the purchase is recorded as an asset in the Assets Management Module.

- **Commitment Control**
  Data in the General Ledger and Commitment Control Modules facilitates the Edit and Budget Check process in the Accounts Payable Module.

- **General Ledger**
  Data in the General Ledger and Commitment Control Modules facilitates the Edit and Budget Check process in the Accounts Payable Module. Accounting entries are generated from Accounts Payable payment processing.
Departmental Voucher Styles
Overview

The following information relates to departmental voucher entry.

Regular voucher entry will be used by University departments to enter non-purchase order related invoices, payment requests, and travel related payments. Regular voucher entry will occur in University departments by designated departmental representatives. After a voucher is entered, it must be budget checked, posted, and approved through the electronic workflow process.

As of 7/1/2009, departments will enter Regular Vouchers only.

**Regular Voucher Entry** is the default setting for voucher entry. Regular describes the voucher style.
Workflow Overview

There are two types of workflow setup for electronic approval of vouchers by designated departmental representatives.

DRG

The term DRG (Department Regular) relates to workflow. Departments choose DRG as the TYPE for voucher entry not related to a purchase order.

A request for payment will be entered into the Spectrum Plus AP Module by a University department. The entry will produce a voucher. The voucher will be budget checked and approved according to the department’s DRG workflow setup.

PRJ

The Term PRJ (Project Related) relates to workflow. Departments choose PRJ as the entry TYPE for voucher entry not related to a purchase order.

A request for payment will be entered into the Spectrum Plus AP Module by a University department. The entry will produce a voucher. The voucher will be budget checked and approved according to the department’s PRJ workflow setup. Additional approval is required from a designated “Project” approver (or their designee) for PRJ voucher entry.
Processing Regular Vouchers

General Overview

University departments will process only Regular Vouchers. Regular Voucher Entry will be used by University departments for the following Voucher entries:

- Input Vendor Invoices
- Input Requests for Payment from a Payment Request Form (must have sufficient documentation attached)
- Input Vendor Credit Invoices or Credit Memos
- Input Travel Expense Vouchers from the Travel Expense Statement for Employees or Students (when not related to an Express Purchase Order)
- Input Travel Expense Vouchers for Non-Employee Travel (when not related to an Express Purchase Order)

Request for access to enter vouchers in the Spectrum Plus Accounts Payable Module must be made to the Spectrum Office.

Spectrum Plus Navigation

The basic navigation for Regular Voucher Entry by a department is as follows:

Accounts Payable → Vouchers → Add/Update → Regular Entry → Add New Value
The navigation will display the following:

![Diagram of Voucher](image)

Figure 1

The required fields on the *Add a New Page Value* page are:

- Business Unit
- Voucher ID
- Voucher Style
## Add a New Value Screen

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher Style</td>
<td>All departmental voucher entries will be processed using the Regular Entry Style.</td>
</tr>
<tr>
<td>Short Vendor Name</td>
<td>Choose either the Short Vendor Name field or the Vendor ID field (use Look-Up icons) to assist with locating the vendor.</td>
</tr>
<tr>
<td>Vendor ID</td>
<td>Choose either the Short Vendor Name field or the Vendor ID field (use Look-Up icons) to assist with locating the vendor.</td>
</tr>
<tr>
<td>Vendor Location</td>
<td>The vendor location information will default when the vendor is selected.</td>
</tr>
<tr>
<td>Address Sequence</td>
<td>The Address Sequence Number will appear when the vendor is selected. A vendor may have multiple addresses. Payments will be directed to the address chosen. Contact Purchasing to request an address update. Contact Payroll to request an employee address update.</td>
</tr>
<tr>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Invoice Number</td>
<td>Enter the invoice number from the payment documentation. Do <strong>not</strong> include dashes, spaces, or symbols. Payments without invoice numbers require that an invoice number be assigned. e.g. In the case of a reimbursement to an individual, create an invoice number that provides sufficient reference (i.e. ReimbSuppliesJul09).</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>Enter the date from the invoice or Request</td>
</tr>
</tbody>
</table>
### Add a New Value Screen

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>for Payment. Travel related entries will be the date the travel began.</td>
</tr>
<tr>
<td>Gross Invoice Amount</td>
<td>Enter the gross amount or total invoice amount due. If the invoice is a credit, enter the amount of the credit. For example, enter &lt;14.00&gt; when crediting an invoice/memo for &lt;$14.00&gt;. <strong>Note:</strong> GSU is exempt from paying Georgia State tax. Deduct Georgia State tax from the invoice, and then enter the “adjusted” gross invoice amount. If the invoice total payment is being adjusted for other reasons, clearly indicate the change on the document and enter the “adjusted” gross invoice amount into Spectrum Plus.</td>
</tr>
<tr>
<td>Freight Amount</td>
<td><strong>This field will not be used.</strong> Freight can be entered on a separate line with a description of freight or included in the price of goods.</td>
</tr>
<tr>
<td>Misc Charge Amount</td>
<td><strong>This field will not be used.</strong></td>
</tr>
<tr>
<td>Estimated No. of Invoice Lines</td>
<td>Estimate the number of lines to be entered on the voucher. This will eliminate the need to insert lines later. Additional lines can be inserted if the estimate is low. Likewise, an over-estimation of lines will be corrected (lines deleted) upon saving the voucher. You may add or delete lines during voucher entry. Refer to Adding/Deleting Invoice Lines of</td>
</tr>
</tbody>
</table>
### Add a New Value Screen

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution Lines.</td>
<td></td>
</tr>
<tr>
<td>Add (Button)</td>
<td>Click Add to display the Invoice Information page.</td>
</tr>
</tbody>
</table>
Regular Voucher Input – Regular Invoice

The following is an example of a typical invoice (non-Purchase Order related), which may be entered by a department.

Example: The Biology Department receives and invoice from A & K Office Products on 4/1/2009 for the purchase of four boxes of letter size folders. The cost per box is $15. The invoice number and date is 1234TEST and 3/25/2009 respectively. The total invoice is $60.

Navigation

Accounts Payable → Vouchers → Add/Update → Regular Entry → Add New Value

To Process a Regular Voucher Entry

1. The “Business Unit” field defaults to GSUFS.
2. The “Voucher ID” field defaults to Next. Do not change.
3. The “Voucher Style” defaults to Regular Voucher.
4. From the “Invoice Number” field, enter the invoice number (e.g. 1234TEST)
5. From the “Invoice Date field”, enter 3/25/2009.
6. The “Invoice Received Date” field is used by Disbursements to record the date the payment documentation is stamped as received by the Office of Disbursements. When entering a voucher from a Travel Expense Statement, the Invoice Received Date field will be used to indicate the date the traveler returned from the engagement.
7. In the “Type” field, enter DRG (indicates Department Regular workflow). If an expenditure is charged to a project, enter PRG (indicates project workflow).

8. From the “Org” field, select the department that corresponds with the department workflow. In this case, Biology, 110600000.

9. Click the Vendor Look-Up icon. Select vendor 000004661, A & K Office Products. The Name, Location, and Address fields will default when the vendor is selected.

10. The “Pay Terms” field will default to Due Now. Do not change.

11. The “Accounting Date” field will default to today’s date. Do not change.

12. “Currency” defaults to USD. Do not change.

13. In the “Total” field, enter the total amount due on the invoice, which is $60.

Invoice Lines

User may choose to enter the purchase details by quantity or amount.

Quantity

14. From the “Distribute by” field, select Quantity.
15. In the “Description and Type” field, enter Letter Size Boxes.
16. In the “Quantity” field, enter 4.00.
17. From the Look-Up icon near the UOM field, select Box.
18. In the “Unit Price” field, enter 15.
19. In the “SpeedChart” field, enter BIOLI.

Amount

14. From the “Distribute by” list box, select Amount (default option).
15. In the “Description” field, enter Letter Size Boxes.
16. In the “SpeedChart” field, enter BIOLI.
Note: After the SpeedChart is entered, the corresponding chartfield on the distribution lines become visible. However, the account number must be entered.

Distribution Lines

17. If you entered the line information by quantity, enter the quantity on the distribution line. In the “Quantity” field, enter 4. If you entered the line information by amount, skip the quantity line on the distribution.

18. In the “Account” field, enter the 6-digit expense account number 714100.

For more information, refer to the additional notes that follow on Distributions.

Balancing

19. Verify that the total for the payment is correct. The payment documentation total due and the system total should match. If the invoice amount is adjusted, both entries must reveal the invoice adjusted amount. These amounts must equal the total lines/distributions.

20. Click Calculate.

Distributions

Voucher Lines may have one Distribution as in this exercise. However, Voucher Lines may have two or more Distributions.

Example:

- Line 1- Letter Size Folders: May be charged to two different accounts (two different distributions).
- Distribution 1 may be coded to 714100, (Supplies and Materials), while Distribution 2 may be coded to 727139 (Other Operating Expense). In this example, distribution line 2 would be added be adding a line.
**Note:** Be sure to change the cost distribution (and/or quantity distribution if chosen) to reflect the proper expense allocation.

Vouchers may have multiple lines and multiple distributions. Vouchers may have two or more lines and two or more Distributions for each line.

**Example:**

We purchase Pens and Letter Size Folders.

- Line 1- Pens: May be charged to two different accounts (two different distributions). Distribution 1 may be coded to 714100, (Supplies and Materials), while Distribution 2 may be coded to 727139 (Other Operating Expense).

- Line 2- Letter Size Folders: May be charged to two different accounts (2 different distributions). Distribution 1 may be coded to 714100, (Supplies and Materials), while Distribution 2 may be coded to 727139 (Other Operating Expense). In this example, invoice lines and distribution lines 2 would be added be adding lines (+).

**Note:** Be sure to change the cost distribution (and/or quantity distribution if chosen) to reflect the proper expense allocation.

Refer to points C and D in Figure 2 on the next page.
Figure 2: The Regular Voucher Entry Screen

A. Click to enter your “Comments” relating to the voucher. Comments entered in this field are meant for the department’s reference. This information will remain in the voucher history.

B. Fields for voucher balancing are now at the bottom of the voucher. The Calculate button can be used to check if the voucher balances. However, voucher balancing is automatically checked at Save. After Save, any difference amount is revealed. A voucher must be balanced in order to be
created. Click **Calculate** to perform on-demand balancing calculations and check if the voucher is in or out of balance. The system displays an amount of 0.00 in the “Total” field when the voucher is in balance. These buttons are located at the header and line level and in the Balancing group box.

**C.** Add Invoice Lines or Distribution Lines by clicking on the “+” sign. Delete a line by clicking on the “—” (minus) sign. Adding Invoice Lines will allow multiple line descriptions for this invoice (i.e., splitting charges between SpeedCharts). Click the “+” (plus) sign to add a new row within the Distribution Lines grid.

**D.** Adding Invoice Lines or Distribution Lines will increase the record count. Figure 2 shows only one record. If you add two new lines, then the record count will show 1 of 3. By clicking **View All**, all three records would display on the page and the record count will change to 3 of 3.

**E.** When **Save** is activated, the following events occur:

- The Chartfield edits and processes occur automatically
- The Voucher ID number is assigned
- The validation checks are run to ensure completion of all fields. Some of those validations checks include: identification of duplicate invoice entry; invoice data entry completed; balancing of total payment with line/distribution; and verification of valid chartfield.

**F.** After the voucher is saved, select Budget Checking from the action list. Click the **Run** button to initiate the process.

Click the **Run** button to initiate the process.

**Reminder:** Record the Voucher ID after a successful budget check.
Summary Page

After the voucher has been saved, a new summary page is created. The summary page displays voucher status. From this page, (See View Related) you can also view Payment Inquiry, Accounting Entries, Purchase Order, or Voucher Inquiry from the drop-down menu.

![Summary Page Tab](image)

Figure 3: The Summary Page Tab
Payments Page

Always verify the remit to address is correct. This is the address that will be printed on the check.

Figure 4: The Payments Page Tab

Verify remit to address. Check will be mailed to this address.

If Payment Date & Reference boxes are blank, then the voucher has not been paid.
Voucher Attributes Page

This page is for informational purposes. No action is required.

Figure 5: The Voucher Attributes Tab
Error Summary

Voucher errors will be displayed on the Error Summary tab. If no errors occur, the message will read, “This Voucher does not have any errors”.

![Figure 6: The Error Summary Tab](image)

Entering a Voucher for Travel

Example: Marsha Aaron has completed her trip to Orlando, Florida. The purpose of the trip was for Marsha, a business manager, to attend a Business Manager’s Conference from March 23-27, 2009. Marsha’s total expense for the trip was $1,000. She has submitted all receipts and a copy of the approved Travel Authorization for reimbursement.

Navigation

Accounts Payable → Vouchers → Add/Update → Regular Entry → Add

New Value

1. The “Business Unit” field will default to GSUFS.
2. The “Voucher ID” field will default to Next. Do not change.
3. The Voucher Styles default to Regular Voucher. Do not change.
4. Click the Look-Up icon near the “Vendor ID” field to select the vendor name.
5. Press the Tab key to populate the vendor information.

6. Click the Add button.

7. In the “Invoice Number” field, enter the city and state (destination) for the travel. For this exercise, enter Orlando, FL.

8. In the “Invoice Date” field, enter the first date for the travel engagement. For this exercise, enter 03/23/2009.

9. In the “Inv Receive Date” field, enter the day the traveler returned from the engagement. For this exercise, enter 03/27/2009.

10. In the “Type” field, enter DRG (indicates Department Regular workflow). If the expenditure is charged to a project, enter PRG (indicates Project workflow).

11. From the “Org” field, select the corresponding department for workflow. In this case, Biology, 110600000.

12. Enter the total amount for the travel reimbursement. For this exercise, enter 1000.

13. In the “Extended Amount” field, enter the total amount.

14. Enter the SpeedChart. For this exercise, enter BIOLI.

15. Enter the account number. Use 640100 for employee travel or 650100 for student travel. Refer to the section titled, “Distribution” to insert additional lines/distributions.

   Note: Effective 07/01/2009, mileage reimbursements must be coded to the new mileage expense accounts.

16. Click Save.

17. Record the Voucher ID number.
Budget Checking Vouchers

Budget checking can be performed online or as a batch process. Access for Online Budget Checking is granted based on Security. If you have security rights to budget check, the option to budget check will be displayed on the Invoice Information screen. See screen shot below. Click the down arrow key next to the Run button. Select Budget Checking and click Run.

![Figure 7: Budget Checking Field](image)

Budget Checking Exceptions

If the Voucher Budget Check process results in an error, it must be resolved before the Voucher can be processed further. Voucher Budget Check exceptions may be reviewed using the Budget Status Exceptions hyperlink on Voucher Summary page. Typically, budget exceptions result from the budgets not existing or exceeding tolerance. Upon resolution of the budget checking error, either by updating the distribution line(s) which is causing the error or a budget journal being created by the Budget and Planning Department, the Voucher must be re-budget checked. After the Voucher has a Budget Check status of Valid, it can continue through the Voucher processing steps.

KK.050.006–Reviewing Budget Check Exceptions–Vouchers

Search by the Voucher ID number in order to determine the Status and Exception Type. Based on the Status and Exception Type you will then need to determine the best corrective action.
<table>
<thead>
<tr>
<th>#</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Click the vertical scrollbar to navigate to Commitment Control.</td>
</tr>
<tr>
<td>2</td>
<td>• Click the <strong>Commitment Control</strong> link.</td>
</tr>
<tr>
<td>3</td>
<td>• Click the <strong>Review Budget Check Exceptions</strong> link.</td>
</tr>
<tr>
<td>4</td>
<td>• Click the <strong>Accounts Payable</strong> link.</td>
</tr>
<tr>
<td>5</td>
<td>• Click the <strong>Voucher</strong> link.</td>
</tr>
<tr>
<td>6</td>
<td>• Enter more search criteria or click <strong>Search</strong> to review budget exceptions. Click the <strong>Search</strong> button.</td>
</tr>
</tbody>
</table>
| 7  | • If a transaction has a process status of **Warning**, it has been **Posted** to commitment control and the transaction requires no further action.  
   • If a transaction has a process status of **In Process**, the transaction is stuck and will be ignored by the budget checking process. Users must use the online **Reset** process to change the process status back to **None**.  
   • If a transaction has a process status of **Error**, the transaction has failed budget checking and must be corrected before it will post to commitment control ledgers and the general ledger. |
| 8  | • Click an entry in the **Voucher ID** column. |
| 9  | • To show the chartfield combinations that failed budget check, click the **Show All Columns** button. |
| 10 | Decision: Select the type of budget exception |
### Action

<table>
<thead>
<tr>
<th>#</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Exceeds Control Budget</td>
</tr>
<tr>
<td></td>
<td>• No Budget Exists</td>
</tr>
<tr>
<td></td>
<td>• Exceeds Non-Control Budget</td>
</tr>
<tr>
<td></td>
<td>• Budget is Closed</td>
</tr>
<tr>
<td></td>
<td>• Budget Date Out of Bounds</td>
</tr>
</tbody>
</table>

#### 11 Exceeds Control Budget

Means there isn’t sufficient funding to allow a transaction to post to commitment control. In most instances, this means APPROP or one of the project ledgers are underfunded. The most common correction actions are to:

- Perform a budget transfer and increase the funding
- Spread the charges over multiple budget years by changing the budget date
- Override the budget (security dependent)
- Change the chartfield strings to charge another cost center

#### 12

This step completes the Reviewing Budget Check Exceptions – Vouchers topic. Below is a summary of the key concepts of this topic:

- Budget exceptions can have three possible process statuses: Warning, In Process, and Error.
- A process status of Warning means the transaction will continue to process and the control budget will be updated by the transaction amount.
- A process status of In Process means the transaction is stuck and must be reset.
- A process status of Error means the transaction has failed budget checking and therefore the control budget will not
### # | Action
--- | ---
|  | be updated until corrections are made.
| • | The five most common Budget Exception errors are:
|  | Exceeds Control Budget, No Budget Exists, Exceeds Non-Control Budget, Budget is Closed, and Budget Date out of Bounds.
| • | Exceeds Control Budget means there are insufficient funds for the given ChartField combination.
| • | No Budget Exists means there is no posted budget for the given ChartField combination.
| • | Exceeds Non-Control Budget means there was insufficient budget for the given ChartField combination. However, the ledger definition is set to solely track transactions.
| • | Budget is closed means the budget period for the given transaction is closed.
| • | Budget Date Out of Bounds means the budget is still open, but the transaction budget date is outside of the ending date of the budget attributes or the ledger control ChartField definition.

### Action steps complete

13 No Budget Exists errors occur when the chartfield/budget year combination does not exist in commitment control. The most common corrective actions are to:

- Create a budget adjustment to include the new budget chartfield combination.
- Change chartfield strings to charge another cost center.

**Note:** This error must be corrected and cannot be overridden.
Voucher Approval Process/Workflow

Workflow routings will be based on the origin or source (TYPE) selected by the user on the document header; DRG or PRJ. The origin and department ID or project selected on the transaction header will determine the workflow approval routing for the transaction.

Users that are approvers will be assigned to an Approval Role. In addition, users will be assigned to individual departments and project IDs. These assignments will be maintained by the Workflow Administrator position.

The origin/source that will have workflow approval enabled is as follows:

- DRG – Department Regular
- PRJ – Project Regular

**Vouchers – DRG**
Department Approver 1
Department Approver 2

**Vouchers – PRG**
Project Approver 1
Project Administrator
Project Approver 2
Figure 8: Business Process Flowchart (Non-PO Voucher)
Voucher Maintenance

Deleting Vouchers

Requests for a Voucher to be deleted can be made to Disbursements. Include the voucher number, vendor name, and voucher amount in your email request. E-mail findrj@langate.gsu.edu to request a voucher deletion. Expect a confirmation of the deletion.

Vouchers can be deleted on an as needed basis. Vouchers are eligible for deletion if they meet the following requirements:

- Voucher is not posted
- Voucher is not selected for payment
- No partial payments have been made

When deleting vouchers, which have previously been budget-checked, the action of deletion will reverse the expense. Deleted vouchers are not visible in Spectrum Plus.
# Voucher Inquiry

## AP.060.010 Reviewing Voucher Information

<table>
<thead>
<tr>
<th>#</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Click the Accounts Payable link.</td>
</tr>
<tr>
<td>2</td>
<td>• Click the Review Accounts Payable Info link.</td>
</tr>
<tr>
<td>3</td>
<td>• Click the Voucher link.</td>
</tr>
<tr>
<td>4</td>
<td>• Click the Voucher link.</td>
</tr>
<tr>
<td>5</td>
<td>• Use the Voucher Inquiry search page to search for and review status of a voucher and related payment information. Enter the search criteria to create your request.</td>
</tr>
</tbody>
</table>
| 6 | • Enter a Business Unit or range of Business Units to be used in your search. A Business Unit is required for each search.  
  • If you search on a range of Business Units, then you cannot search on either a Voucher ID or an Invoice Number. |
| 7 | • Enter a Vendor Short Name or range of Vendor Short Names to be used in your search. Once a name is entered in the From Vendor Short Name field, the To Vendor Short Name field is populated and available for entry.  
  • Once you enter a name in the From Vendor Short Name field, both Vendor ID fields are populated, but are unavailable for entry.  
  • If you search for a range of Vendor Short Names, then you |
<table>
<thead>
<tr>
<th>#</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>cannot search on a Vendor Location in the same search.</td>
</tr>
</tbody>
</table>
| 8  | • Enter a Vendor ID or range of Vendor IDs to be used in your search. Once a number is entered in the From Vendor ID field, the To Vendor ID is populated and available for entry.  
  • To search on a range of Vendor ID numbers, use both fields. To search on one Vendor ID number, use the From Vendor ID field and leave the To Vendor ID field blank.  
  • Once you enter a Vendor ID in the From Vendor ID field, the Vendor Name fields are not populated, but become unavailable for entry.  
  • If you search for a range of Vendor IDs, then you cannot search on a Vendor Location in the same search. |
| 9  | • In this example, you want to search for Vouchers that relate to invoices for a specific date range. Enter a valid value. e.g. Enter 1/1/2009 in the Invoice Date field. |
| 10 | • Enter a valid value. e.g. Enter 1/31/2009 in the Choose a Date (Alt+5) field. |
| 11 | • In this example, you want to search for Vouchers that are greater than a specific dollar amount. Click the Amount Rule list.  
  Any  
  Greater than |
| 12 | • Click the Greater than list item.  
  Greater than |
<p>| 13 | • Click the vertical scrollbar. |
| 14 | • Enter a valid value. e.g. Enter 500 in the Amount field. |
| 15 | • Enter a valid value. e.g. Enter USD in the Currency field. |</p>
<table>
<thead>
<tr>
<th>#</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>• You can search for a specific Voucher Style. Options include Specific Voucher Styles, All Vouchers, All Vouchers Except Prepaid, and Single Pay Vouchers. In this example, use the default option <strong>All Vouchers</strong>.</td>
</tr>
<tr>
<td>17</td>
<td>• You can search for a specific Post Status. Options include: Not Applied, Posted, or Un-Posted. For this example, leave the field blank.</td>
</tr>
<tr>
<td>18</td>
<td>• You can search for a specific Approval Status. Options include: Approved, Denied, or Unapproved. In this example, leave the field blank.</td>
</tr>
<tr>
<td>19</td>
<td>• You can search for a specific Voucher Balance option. Options include: Balance Remains or No Balance Remains. In this example, leave the field blank.</td>
</tr>
<tr>
<td>20</td>
<td>• Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>21</td>
<td>• The search results are displayed below in the Voucher Inquiry Results grid. Click the vertical scrollbar.</td>
</tr>
<tr>
<td>22</td>
<td>• The results are sorted in ascending order based on Voucher ID (by default). You can change the sort criteria by using the fields in the Sort Criteria section or by double-clicking any column header.</td>
</tr>
<tr>
<td>23</td>
<td>• Use the Payment Information button to access the Payment Details page, which displays bank, payment date, and similar information about a Voucher payment. Click the <strong>Payment Information</strong> button.</td>
</tr>
<tr>
<td>24</td>
<td>• Click the <strong>Back to Voucher Inquiry</strong> link.</td>
</tr>
<tr>
<td>25</td>
<td>• Click the vertical scrollbar.</td>
</tr>
</tbody>
</table>
## Voucher Registry

### A.P.070.020 APY1010 Voucher Register

<table>
<thead>
<tr>
<th>#</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Click the <strong>Accounts Payable</strong> link.</td>
</tr>
<tr>
<td>2</td>
<td>• Click the <strong>Reports</strong> link.</td>
</tr>
<tr>
<td>3</td>
<td>• Click the <strong>Vouchers</strong> link.</td>
</tr>
<tr>
<td>4</td>
<td>• Click the <strong>Voucher Register</strong> link.</td>
</tr>
<tr>
<td>5</td>
<td>• Click the <strong>Add a New Value</strong> tab.</td>
</tr>
<tr>
<td>6</td>
<td>• Enter a valid value. e.g. Enter <strong>VCHR_REG</strong> in the Run Control ID field.</td>
</tr>
<tr>
<td>7</td>
<td>• Click the <strong>Add</strong> button.</td>
</tr>
<tr>
<td>8</td>
<td>• Enter a valid value. e.g. Enter <strong>3/01/2009</strong> in the From Date field.</td>
</tr>
<tr>
<td>9</td>
<td>• Enter a valid value. e.g. Enter <strong>3/31/2009</strong> in the Through Date field.</td>
</tr>
<tr>
<td>10</td>
<td>• Click the <strong>Print Voucher Line</strong> checkbox.</td>
</tr>
<tr>
<td>11</td>
<td>• Click the <strong>Run</strong> button.</td>
</tr>
<tr>
<td>12</td>
<td>• Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>13</td>
<td>• Click the <strong>Process Monitor</strong> link.</td>
</tr>
<tr>
<td>#</td>
<td>Action</td>
</tr>
<tr>
<td>----</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td><strong>Process Monitor</strong></td>
</tr>
<tr>
<td>14</td>
<td>• Click the <strong>Refresh</strong> button.</td>
</tr>
<tr>
<td></td>
<td>![Refresh]</td>
</tr>
<tr>
<td>15</td>
<td>• Click an entry in the Details column.</td>
</tr>
<tr>
<td></td>
<td>![Details]</td>
</tr>
<tr>
<td>16</td>
<td>• Click the <strong>View Log/Trace</strong> link.</td>
</tr>
<tr>
<td></td>
<td>![View Log/Trace]</td>
</tr>
<tr>
<td>17</td>
<td>• Click an entry in the Name Column.</td>
</tr>
<tr>
<td></td>
<td>![APY1010-4542.PDF]</td>
</tr>
<tr>
<td>18</td>
<td>• Review the report.</td>
</tr>
<tr>
<td></td>
<td>• Press <strong>Enter</strong>.</td>
</tr>
<tr>
<td>19</td>
<td>This step completes the <strong>APY1010 Voucher Register Report</strong> topic.</td>
</tr>
</tbody>
</table>

**Action steps complete**
How to Process Travel Expenditures

The University will migrate to the Spectrum Plus Financials System in July 2009. Georgia State University has made the decision not to use the Expenses Module for processing travel. Instead, we will use the Accounts Payable Module. This will require the following business process:

Step 1 – Pre-Approval for Travel and Estimated Travel Expenditures

Requirement
Travelers must have travel engagements approved prior to travel.

Best Practice
The Travel Authorization Form provides documented pre-approval of estimated travel expenses and for project related travel expenses, when applicable.

- The Travel Authorization Form should be approved by a signature approver who can ensure funding for the travel based on a realistic and cost efficient estimation of travel expenditures. The signature approver may be the department’s Business Manager.

- The Travel Authorization Form should also be approved by a signature approver who will evaluate the travel based on how the travel facilitates the overall mission of the University.

- The Travel Authorization Form should also be approved by a Project Administrator or their designee when the travel is charged (in part or whole) to a sponsored project or grant. The Project Administrator/designee should pre-approve the travel based on available funding and based on how the travel serves the overall mission of the University.
Travel Authorization Form
The form used to calculate the estimated cost for travel and to record proper signature approval for the travel

- Employee Travel Authorization:
  http://www2.gsu.edu/~wwwspc/Forms/TravelAuthorization-Employee.xls
- Student Travel Authorization:
  http://www2.gsu.edu/~wwwspc/Forms/TravelAuthorization-Student.xls

Step 2
Decision: Must an Express Purchase Order (PO) be entered for the travel engagement? If so, enter an Express Purchase Orders in the name of the traveler.

Requirement
Situations for which Express Purchase Orders must be entered for the travel engagement:

- AAA Airfare is purchased
- A travel advance is issued to cover the estimated travel expenses (includes Study Abroad Cash Advance)
- The estimated cost of the travel is $5,000 more
- When mandated by departmental management

If/when a travel PO is issued, what expenses should be included and to what accounts should those expenses be charged?

- Airfare (purchased with AAA)
- Airfare (not purchased with AAA
- Ground transportation
- Meals
- Lodging
- Parking
- Reimbursable Mileage
- Miscellaneous Expenses

<table>
<thead>
<tr>
<th>Travel Expenditure (Estimate listed on the Travel Authorization)</th>
<th>If Express PO entered, should expenditure be included in PO amount?</th>
<th>Account to Charge on PO</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA Airfare</td>
<td>Yes</td>
<td>640100-Employee 650100-Student 727142-Non-Employee</td>
</tr>
<tr>
<td>Airfare Not Purchased through AAA</td>
<td>Yes</td>
<td>640100-Employee 650100-Student 752100-Non-Employee</td>
</tr>
<tr>
<td>Ground Transportation</td>
<td>Yes</td>
<td>640100-Employee 650100-Student 752100-Non-Employee</td>
</tr>
<tr>
<td>Meals Per Diem</td>
<td>Yes</td>
<td>640100-Employee 650100-Student 752100-Non-Employee</td>
</tr>
<tr>
<td>Lodging</td>
<td>Yes</td>
<td>640100-Employee 650100-Student Non-Employee 727142 3rd Party or 752100 Direct Payment</td>
</tr>
<tr>
<td>Parking</td>
<td>Yes</td>
<td>640100-Employee 650100-Student 752100-Non-Employee</td>
</tr>
<tr>
<td>Mileage</td>
<td>Yes</td>
<td>640500-Employees 650500-Students 752100-Non-Employee</td>
</tr>
<tr>
<td>Pre-Approved Miscellaneous Expenses</td>
<td>Yes</td>
<td>640100-Employee 650100-Student 752100-Non-Employee</td>
</tr>
</tbody>
</table>
**Step 3**

If an Express Purchase Order for travel is required, enter an Express Purchase Order in the name of the traveler. The total estimated travel expenditure (calculated using the Travel Authorization Form) will be the total amount of the purchase order.

- **Employee Travel Authorization:**
  
  [http://www2.gsu.edu/~wwwspe/Forms/TravelAuthorization-Employee.xls](http://www2.gsu.edu/~wwwspe/Forms/TravelAuthorization-Employee.xls)

- **Student Travel Authorization:**
  
  [http://www2.gsu.edu/~wwwspe/Forms/TravelAuthorization-Student.xls](http://www2.gsu.edu/~wwwspe/Forms/TravelAuthorization-Student.xls)

The Express Purchase Order should contain two line entries, when applicable: One line for the total travel expense and another line for reimbursable mileage (when applicable).
Step 4: Payments for certain expenditures (Optional)

How will approved expenditures be processed for payment (in advance of travel)?

The following chart provides guidance on how to arrange advance payment for travel related expenditures and how to request reimbursement.

<table>
<thead>
<tr>
<th>Travel Expenditure</th>
<th>How Is This Expenditure processed for Payment?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare (AAA)</td>
<td>Provide AAA with the PO number and the traveler’s name. AAA airfare is charged directly to the University's Travel P-Card. Authorized departmental representatives should contact AAA to purchase/confirm air travel.</td>
</tr>
<tr>
<td>Airfare (Other)</td>
<td>May be reimbursed on the Travel Expense Statement upon return from travel or may be reimbursed on the Travel Expense Statement as a “Partial” reimbursement in advance of travel.</td>
</tr>
<tr>
<td>Hotel (Advance Payment)</td>
<td>Complete a Payment Request Form payable to the hotel/motel. Request checks at least 15 days in advance of lodging needs to ensure timely filing. Attach the hotel’s confirmation to the Payment Request Form. The confirmation must show the traveler’s name, dates of stay, and daily rate. Enter a Regular Voucher into Spectrum Plus for the Payment Request. Indicate the Regular Voucher number and the related Express PO number (when applicable) on the Payment Request Form and deliver the Payment Request Form to the Office of Disbursements for advance payment. Note: Travelers must submit the Exemption for Hotel/Motel Excise Tax Form, <a href="http://www2.gsu.edu/~wwspr/Forms/HotelTaxExempt.pdf">http://www2.gsu.edu/~wwspr/Forms/HotelTaxExempt.pdf</a> to the establishment when lodging in GEORGIA.</td>
</tr>
</tbody>
</table>
Travel Expenditure | How Is This Expenditure processed for Payment?
---|---
Travel Advance/Study Abroad Cash Advance | Deliver the completed Travel Advance Request Form to the Office of Disbursements for entry/payment processing after eligibility has been confirmed. If the advance is related to study abroad, attach the Study Abroad Cash Advance Agreement to the Travel Advance Request.

*Travel Advance Request Form*
[http://www2.gsu.edu/~wwwspc/Forms/traveladvancerequest.doc](http://www2.gsu.edu/~wwwspc/Forms/traveladvancerequest.doc)

*Program Director Cash Advance Agreement* (Study Abroad)
[http://www2.gsu.edu/~wwwspc/Forms/StudyAbroadCashAdvance.doc](http://www2.gsu.edu/~wwwspc/Forms/StudyAbroadCashAdvance.doc)

---

**Step 5**

**Prepare the Travel Expense Statement**

When a traveler returns from a travel engagement, a Travel Expense Statement must be submitted to the department for approval.

The Travel Expense Statement was revised effective July 1, 2009.

- **Travel Expense Statement – Employee/Student**
  [http://www2.gsu.edu/~wwwspc/Forms/TravelExpenseStatement_Eff010109.xls](http://www2.gsu.edu/~wwwspc/Forms/TravelExpenseStatement_Eff010109.xls)

- **Non-Employee** – Submit the **Payment Request Form** for Non-Employee Travel Expenditures until further notice.
  [http://www2.gsu.edu/~wwwspc/Forms/PaymentRequestForm.xls](http://www2.gsu.edu/~wwwspc/Forms/PaymentRequestForm.xls)

**ABOUT THE TRAVEL EXPENSE STATEMENT**

On the Travel Expense Statement, the following fields are used to record expenses which will count toward the TOTAL REIMBURSEMENT sought by the traveler:

- Daily Expenses/Per Diem
Reimbursement will be recorded in the **Summary of Reimbursement** section of the Travel Expense Report.

Advance Payments will be recorded/detailed in the **Record Only Section**.

The Department may use the **Distribution for Regular Voucher Entry Section** to summarize data when entering a Regular Voucher Entry in only those situations where an Express PO was NOT entered for the travel.

**Best Practice**

Attach a copy of the Travel Authorization or related Express Purchase Order.

**IMPORTANT:** *If an Express Purchase Order was entered for the travel engagement, the department will not enter a travel voucher.* Instead, the Travel Expense Statement will be submitted to the Office of Disbursements for entry against the Purchase Order.

**Traveler’s Role**

- Obtains documented pre-approval for the travel engagement and for estimated travel expenses.
- Compares (and documents) methods and modes of travel to ensure the most cost efficient means of travel for the engagement. Written justification for the travel arrangement choices may be required during the audit.
- Obtains written pre-approval for expenditures which exceed the per diem allowable reimbursement. The memo/e-mail may be written by the
traveler; however, the signature must be a higher authority. Attach the memo/e-mail to the Travel Expense Statement prior to submission.

• Airfare purchased for seating other than the standard/coach requires an official medical statement to be attached to the Travel Expense Statement. First class seating must be recommended for medical reasons.

• Submits an approved Travel Expense Statement to the area Business Manager for review immediately on return from the travel engagement. The Travel Expense Statement must be received by the Office of Disbursements within 30 days of return from travel. Statements not processed within 30 days will require a memo of explanation, signed by a higher authority.

• **Attaches receipts related to ALL expenses for which reimbursement is being requested (where applicable).** Receipts should be original and indicate method of payment. Receipts for airfare should verify seating arrangement.

• Attaches the program/agenda from a related conference/meeting to the Travel Expense Statement.

• Attaches documentation/receipts related to any prepayments made on behalf of the traveler.

• Deposit any overpayment with the University Cashier. If the amount of the reimbursement (as shown on the Travel Expense Statement) is a negative number then a travel advance was issued for more than the actual travel expenditures. Deposit the overpayment with the University Cashier and attach the deposit receipt to the Travel Expense Statement.

Deposit Remittance/Advance Closing Form:

http://www2.gsu.edu/~wwspsc/Forms/depositremit.doc
Step 6

Departmental Review

Departmental representatives should thoroughly review the Travel Expense Statement.

IMPORTANT: *If an Express Purchase Order was entered for the travel engagement, the department will not enter a travel voucher.* Instead, the Travel Expense Statement will be submitted to the Office of Disbursements for entry against the Purchase Order.

ABOUT THE TRAVEL EXPENSE STATEMENT

On the Travel Expense Statement, the following fields are used to record expenses which will count toward the TOTAL REIMBURSEMENT sought by the traveler:

- Daily Expenses/Per Diem
- Miscellaneous Expenses
- Mileage Record.

Reimbursement will be recorded in the Summary of Reimbursement section of the Travel Expense Report.

Advance Payments will be recorded/detailed in the Record Only Section.

The Department may use the Distribution for Regular Voucher Entry Section to summarize data when entering a Regular Voucher Entry in only those situations where an Express PO was NOT entered for the travel.
Department Business Manager’s Role

- Ensures proper documentation is attached to the Travel Expense Statement: receipts for expenses, deposit (when applicable), memos of justification/explanation, etc.
- Performs a thorough review of the Travel Expense Statement.
- Ensures proper signature approval on the Travel Expense Statement.
- Verifies the information provided in the Summary of Reimbursement and Record Only sections of the Travel Expense Statement.
- Provides Spectrum Plus voucher/journal numbers in the Record Only section of the Travel Expense Statement.
- Indicates the Express Purchase Order number (when issued) for the travel. Indicate if partial or final payment against the PO.
- Enters a Regular Voucher for the Travel Expense Statement where no Express Purchase Order was set up. Regular vouchers will be subject to electronic workflow approval.
- Submits the approved Travel Expense Statement to the Office of Disbursements for audit/payment processing.

Step 7

Approver’s Role

Approvers may not approve their own travel expenses.

- Provides approval for the travel expenditures (logistical).
  The department’s budgetary approver authorizes travel based on availability of funding for the engagement and based on a documented cost comparison of the method and means of travel arrangements to ensure the most cost effective travel arrangements (with consideration for the critical needs of the traveler).
- Provides approval for the travel engagement (mission based).
Generally, the person to whom the traveler reports will provide approval for the engagement based on how the travel enhances the overall mission of the University.

- Provides approval for travel expenditures to be charged to a project. The Project Administrator or their designee provides signature approval for the travel based on the mission and availability of funds for travel expenditures charged to a project. When the traveler is the Project Administrator, contact the College Administrative Officer to discuss appropriate approval.

**Step 8**

The department will submit the Travel Expense Statement to Disbursements for processing:

**Mailing Address:** P O Box 4030  Atlanta, GA  30302

**Customer Service:** (404) 413-3040
Section IV – Fiscal Year-End
# Fiscal Year-End 2009 Cut-Off Dates

## 2009 Fiscal Year-End Cut-Off Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 8-12</td>
<td>- To aid Disbursements ability to process payments by June 30, submit requests for payment by the week of June 8-12.</td>
</tr>
</tbody>
</table>
| June 15   | - Deadline to submit requests for payments for fiscal year 2009. Hand-deliver the documents to the Office of Disbursements prior to 5:00 P.M. Do not place items in interoffice mail because you may risk missing the deadline.  
            - Consultant and travel requisitions must be entered and approved in Spectrum by June 15.  
            - All purchase requisitions must be entered and approved in Spectrum by June 15.  
            - Express vouchers must be entered and approved through workflow, and vendor invoices delivered to the Office of Disbursements.  
            - Travel Expense Statements must be approved by signature and delivered to the Office of Disbursement by 5:00 P.M. |
| June 23   | - All cash and checks received by June 23, 2009 must be deposited with the University Cashier no later than 4:00 P.M. |
| June 30   | - Journal entries must be entered and submitted for approval.  
            - Journal entries must be approved by final department approver. |
2009 FISCAL YEAR-END CUT-OFF DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Disbursements will make the final payments for Fiscal Year (FY) 2009 expenditures.</td>
<td></td>
</tr>
<tr>
<td>July 10</td>
<td>• FY2009 Invoices Received after the Deadline. Forward all invoices received after the June 15 deadline (FY09 Expenditures) to Disbursements by July 10, 2009. These invoices will be paid in FY2010; however, the expenditure will be accounted for in FY2009. If the invoice was not encumbered in FY2009, the funding of the expenditure will be in the department’s FY2010 budget.</td>
</tr>
</tbody>
</table>

JUNE 2009

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Submit</td>
<td>Payment</td>
<td>Requests to</td>
<td>Disbursements</td>
<td>Office</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>5 P.M. Deadline</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
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<td>29</td>
<td>30</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Fiscal Year-End</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
May 1 – DEADLINE for purchase requisitions requiring bids (transactions between $5,000 and $100,000 including sole source/sole brand requests). IT approval and review of the license agreement or contract by Legal Affairs, if required, must be received prior to requisition submittal.

June 15 - DEADLINE for all other requisitions including consultant and travel requisitions.
# Accruals – The Importance of Managing Payables at Year-End

## Accruals

<table>
<thead>
<tr>
<th>Situation</th>
<th>Ideal</th>
<th>Acceptable</th>
<th>Least Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2009 expenditures paid in 2009</td>
<td>Funds encumbered in FY2009 to pay expenditures presented in FY2010</td>
<td>Funds not encumbered in FY2009 to pay expenditures in FY2010</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Ideal</th>
<th>Acceptable</th>
<th>Least Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>All requests for payments are delivered to Disbursements by 5:00 P.M. prior to the documentation submission deadline of June 15. Payments are processed in FY2009 or before June 30, 2009.</td>
<td>Requests for payment not received by the June 15 documentation submission deadline. Requisition entered and approved through workflow by 5:00 P.M. on June 15. Purchase Order created to encumber FY2009 funds to pay the invoice in FY2010 or later.</td>
<td>Requests for payment NOT received by the June 15 documentation submission deadline. Requisition NOT entered and approved through workflow by 5:00 P.M. on June 15. Purchase Order NOT created to encumber FY2009 funds to pay the invoice in FY2010 or later.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Does payment</th>
<th>Ideal</th>
<th>Acceptable</th>
<th>Least Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes (Funds)</td>
<td>No</td>
</tr>
<tr>
<td><strong>Accruals</strong></td>
<td><strong>Ideal</strong></td>
<td><strong>Acceptable</strong></td>
<td><strong>Least Acceptable</strong></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>transaction or encumbrance affect FY2009 budgets as anticipated?</td>
<td></td>
<td>Encumbered</td>
<td></td>
</tr>
<tr>
<td>Cash Dispensed for FY2009</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Cash Dispensed for FY2010</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>FY2009 Expenses Accrual Required? Accrual Cut-Off Date is July 10, 2009</td>
<td>No</td>
<td>Yes</td>
<td>Yes – Departments should enter, approve, and deliver (to Disbursements) documentation for FY2009 invoices by July 10, 2009.</td>
</tr>
</tbody>
</table>
Section V – Important Information
Important Information Available on the Disbursements Web Page

Payment Schedule
http://www2.gsu.edu/~wwwfas/FinancialOperation/PaymentCalendar.html

Disbursements Policies and Procedures
Will be posted in July, 2009

Travel Services
Answers to travel questions to be updated in 2009
http://www2.gsu.edu/~wwwfas/FinancialOperation/TravelServices.pdf

Independent Contractor Payments
Includes the entire process from worker classification through payment
Effective 07/01/09
http://www2.gsu.edu/~wwwfas/FinancialOperation/consultingcontract_new.html

Foreign National Tax Analysis and Payments
How to Process Payments to Foreign Nationals
http://www2.gsu.edu/~wwwfas/FinancialOperation/ForeignNationalTaxAnalysisandPayments.pdf

Check Hold Policy
How to Request a Check to be Held for Pick-Up
http://www2.gsu.edu/~wwwfas/FinancialOperation/CheckHoldPolicy.pdf

**Food Policy**

Georgia State University Abides by the Board of Regents Food Policy (Refer to sections 19.7 to 19.8.4)


**Wireless Communication Policy**

Policy currently under review. Abbreviated policy in effect.

http://www2.gsu.edu/~wwwfas/FinancialOperation/CellPhonePolicy.pdf

**Duplicate Payments/Credit Memos**

Will be updated in 2009 for 8.9.

http://www2.gsu.edu/~wwwfas/FinancialOperation/duplicatepaments.pdf

**Fiscal Year-End Processing (Disbursements)**

Closing Out Accounts Payable at Fiscal Year-End

Updated in May of each year – FY2009 document was posted on 5/12/2009
Important Communication by Email/Other

Expenses Email

Date Sent: 3/27/2009

From: Bruce Spratt, CPA
Assistant Comptroller

Re: PeopleSoft 8.9 Expense Module Update

As you may already know, Georgia State University will be going live with PeopleSoft Version 8.9 on July 1, 2009. During the past open forums, we have demonstrated the PeopleSoft 8.9 Expenditure Module for payment of employee travel and expenses. In light of some of the challenges we have encountered when using the Expenses Module, we have decided not to implement this module on July 1st.

Instead, on July 1st, all travel and employee expense reimbursements will be entered and paid through the Accounts Payable Module. Travel templates will be available for your use at that time.

Payment and management of travel may be handled in one of two ways:

- Departments may simply choose to enter a voucher when a Travel Expense Statement is submitted.
A Purchase Order may be created. A Blanket Travel Purchase Order may be used to encumber funds for multiple travel engagements for a single traveler or a Purchase Order may also be used to encumber funds for a single travel engagement.

In either situation, the pre-approved, signed hard copy of the Travel Authorization should be submitted as an attachment to the Travel Expense Statement.

Workflow for Travel and Expense Voucher entry will be the same as for other accounts payable voucher entry. However, Travel Expense Statement approval signatures may be different from workflow approval.

Thank You.