



Holy Family
UNIVERSITY

Self-Service

Financial Management

Voucher Requests/Approvals

July 2022

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Purpose

The new features in the Financial Management module in Self-Service enable us to streamline our current Financial Obligation Form process to an electronic format. We will be able to request payment vouchers, upload the required documentation needed for approvals and approve the voucher request.

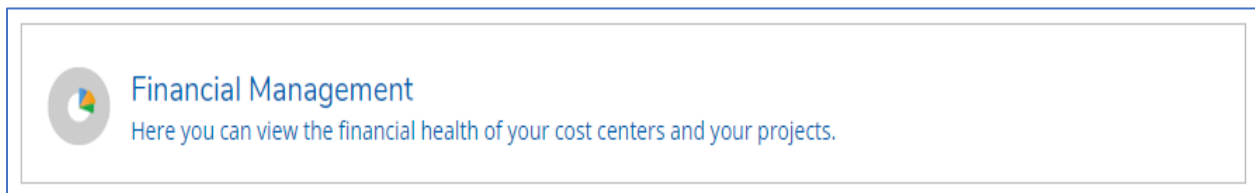
Authorization Limit for Approval

- Authorized up to & including \$2,500 – Budget officer/Dean
- Authorized up to & including \$10,000 – Vice-President
- Required on all invoices over \$10,000 – VP of Finance
- Required on all invoices over \$200,000 - President

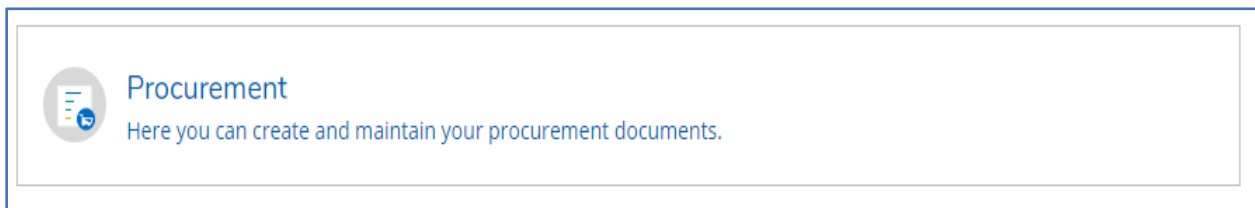
Creating a Payment Request

Before making a request for payment, make sure you have all necessary documents and information

Log into Self Service and click on Financial Management



Then click on Procurement



Click on Create to initiate your payment voucher. Fill out the required information designated by an *.

View **Create**

Document Type *
Payment Request

Request Date *
06/14/2021

Next Approver
Approval Date

Next Approvers
Next Approver Lookup

Internal Comments

Confirmation Email Address *
[Redacted]

Add email addresses separated by commas

Reimbursement Information
 Reimburse Myself

Vendor ID
Vendor Lookup

Miscellaneous Vendor
Misc Vendor

Address

Invoice Number *
[Empty]

Invoice Date
06/14/2021

AP Type
REG Accounts Payable Voucher

Tax Code 1
None

Tax Code 2
None

Tax Code 3
None

Items

Line Items	Description	Quantity	Price	Extended Price	
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Add Item

Cancel Save and Attach

Document Type – remains Payment Request

Request Date – enter the date of your request

Confirmation Email Address – enter your Holy Family email as the confirmation email is for internal use only.

Invoice Number – Most of the supporting documentation you will attach will have an invoice number and that is the number you'll put in this area, if one is not provided – please use the reimbursement for methods below.

- Reimbursement for a person – In the invoice number area you will put the last name and date of request
- Reimbursement for a company – In the invoice number area you will put the request date.

Needed by Date – Enter the date the check should be processed. Accounts Payable office will issue checks 2 weeks in advance of this date.

Approvers – enter the name of the approver(s). You can enter a partial name then click on magnifying glass for full information. To remove an approver – click the red button next to their name.

Internal Comments - Add comments for the approver regarding the invoice or attached documents. Example: Process as a paper check, automatic bank withdrawal, PO#.

Reimburse Myself - If payment is for reimbursement, click on Reimburse Myself. Your name will appear. Under Vendor ID your address will appear. Please update address if needed.

Vendor ID – enter the name of the Vendor then click on magnifying glass. This may give you several names to choose from – click on the vendor that you are paying. If a vendor is not listed, please contact the Accounts Payables office. If the vendor is new, please submit through paper process below.

New Vendors – (paper process)

- The requestor will send a W9 to payables@holysfamily.edu for any new vendors to be added. The updated W9 form is available on the [Accounts Payable](#) web page of Holy Family University.
- The Accounts Payable Processor will provide the requestor the Vendor ID. Once the Vendor ID is received, you can submit your payment requests electronically and paper requests are no longer needed.

ACH E-Check Payment Info – (paper process)

- The requestor will send an electronic payment form to any new vendors. Electronic payment form is available under [Vendor Information](#) on the Accounts Payable web page of Holy Family University.
- The Accounts Payable Processor will let the requestor know when the electronic payment is completed. Once completed, you can then submit your payment requests electronically and paper requests are no longer needed.

AP Type – remains REG Accounts Payable Vouchers

Tax Code – no need to fill in.

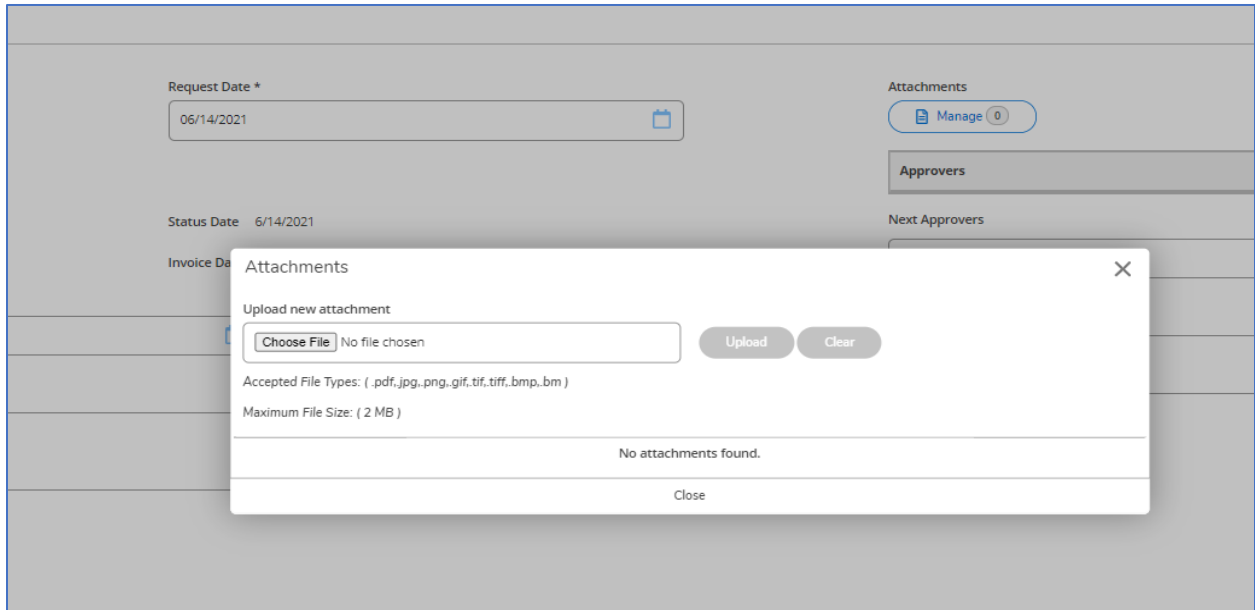
Items – click Add Item to enter the information necessary for payment processing. This includes description, quantity, price, GL Account #, project (if applicable) and total amount. To remove an item – click the red button next to that item. In the description box you should enter the Account#, Customer#, Project #, etc. If none of these are listed on the invoice you should then enter a SHORT description.

Note – If you do not know the entire GL number you can enter your 4-digit department number and a list will appear for you to pick the GL number payment is to be made from.

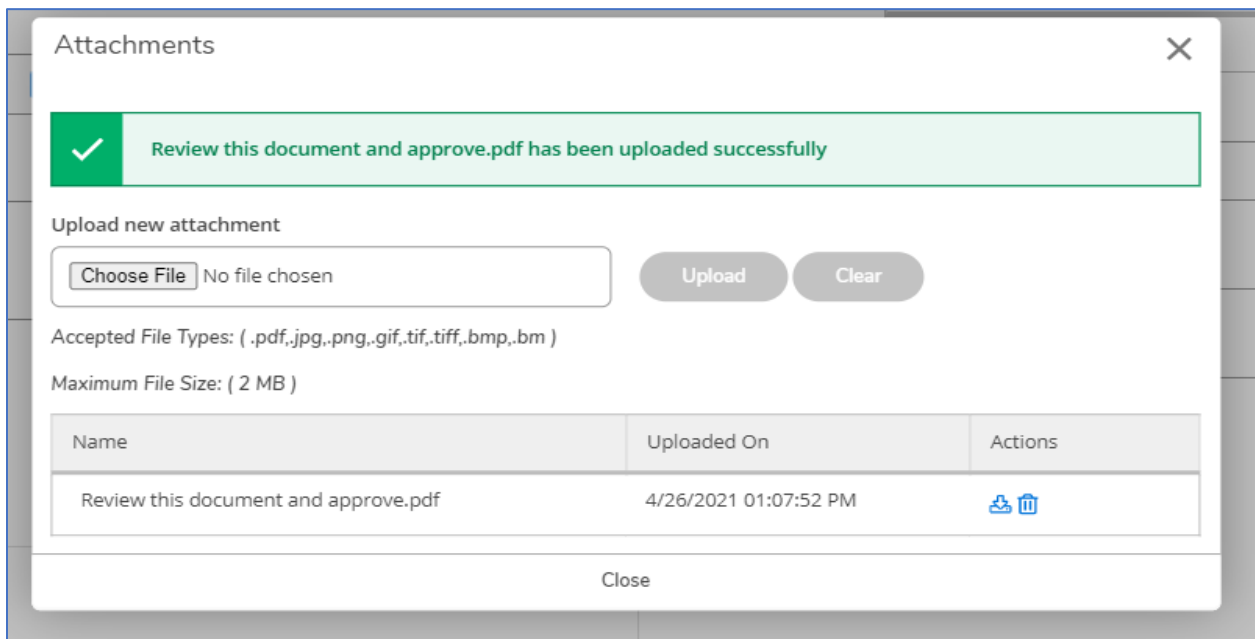
When complete, click Add Item. If you have another item for the same invoice, click Add Item and then repeat the above process. When you have entered all your information – click Save and Attach.

Save and Attach – your supporting documents can now be attached for your payment request. The accepted file types are (.pdf, .jpg, .png, .gif, .tif, .bmp, .bm).

*****Vouchers without supporting documents attached will not be approved*****



Once you have uploaded your documentation, you will see a message stating that it was successful. Under Attachments you will see Manage states one (1). There are now attachments. You can also delete the attachment if it is incorrect.



When finished entering and attaching all your items, a message will appear that your voucher was created. **Note:** under Attachments you will see Manage states one (1). There are now attachments. Attachments can be deleted if they are incorrect.

Daily Work · Financial Management · Procurement

Procurement

View **Modify**

Payment Request Number V0214377 Request Date* 06/14/2021

Payment Request Date 6/14/2021

Status **In Progress** Status Date 6/14/2021

Invoice Number None Invoice Date 6/14/2021

Attachments **Manage 1**

Approvers	Approval Date

Next Approvers

Next Approver Lookup

✓ Payment Request Number V0214377 (6/14/2021) is saved successfully
[View document](#)

✓ Payment Request Number V0214377 (6/14/2021) is saved successfully
[View document](#)

You will also receive a voucher confirmation and approval email.

rp3440@hollyfamily.edu
to me

Voucher Number V0209639
Voucher Status Not Approved

Requestor Name **Your Name**

Voucher Date 04/26/21
Due Date 05/05/21
Vendor ID and/or Name **0000000 Vendor Name**
AP Type REG Accounts Payable Vouchers
Voucher Total \$525.00

ITEM 1
Item Description consulting
Quantity 3.000
Price \$175.0000
Extended Price \$525.00
GL Distribution **10-UG-XXXX-51315-01 Department Name Professional Services: NEP**

COMMENTS

APPROVAL	DATE

NEXT APPROVALS

Approver's Name

Voucher Details

To attach the required documents for your approver and to see the progress of your voucher.

Overview

You can view the details of your payment request. This request is not approved and there are no attachments.

Voucher Details

[V0209639](#) | [Void](#)

Overview | Approvers | Line Items

Status	Not Approved
Vendor	Vendor
Amount	\$525.00
Maintenance Date	4/26/2021
Attachments	No Attachments

[Additional Details](#)

Comments

Additional Details

View more details about your voucher requests such as invoice number, check number and date vouchers was paid.


Additional Details

Request Date	6/9/2021
Status Date	6/10/2021
Due Date	6/9/2021
Invoice Number	0000000
Invoice Date	6/9/2021
Check Number	check # (e-check or paper check #)
Check Date	6/10/2021
AP Type	REG Accounts Payable Vouchers

Internal Comments

Approvers

To check the approval status of your voucher.

Voucher Details		X
V0209639 Void		
Overview	Approvers	Line Items
Approvers	Approval Date	
 Approver	Awaiting Approval	

Line Items

To review the line items entered for your voucher.

Voucher Details		X
V0209639 Void		
Overview	Approvers	Line Items
	Description	Extended Price
1	consulting	\$525.00

For Approvers Only

For approvers who need to approve voucher requests. Log into Self Service and click on Approve Documents.



You will see the Vouchers that need approval. Click on the voucher number hyperlink to see the information and required documentation about the voucher.

Daily Work Financial Management Approve Documents

Approve Documents

Requisitions

There are no requisitions that require your approval.

Purchase Orders

There are no purchase orders that require your approval.

Vouchers

Approve	Next Approver	Voucher / Vendor	Date	Total / Over Budget Amount	Override Budget?
<input type="checkbox"/>		V0209640 Vendor	4/26/2021	\$525.00	<input type="checkbox"/>

Journal Entries

There are no journal entries that require your approval.

[Submit](#)

Review all information about the voucher request. Click view to see any attachments pertaining to the request.

Daily Work Financial Management Approve Documents

Voucher V0209640

Status: Not Approved

Vendor: Vendor

Amount: \$175.00

Maintenance Date: 4/26/2021

Associated Document:

Attachments: [View](#)

Date: 4/26/2021

Due Date: 5/5/2021

Invoice Number: 1985

Invoice Date: 4/26/2021

Check Number:

Check Date:

AP Type: REG Accounts Payable Vouchers

Comments:

Approvers:

Approver	Approval Date
Approver	Awaiting Approval

Line Items	Description	Quantity	Price	Extended Price
1	help	1	\$175.0000	\$175.00

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Once you have completed reviewing the voucher request, click to approve and then submit.

Vouchers

Approve	Next Approver	Voucher / Vendor	Date	Total / Over Budget Amount	Override Budget?
<input checked="" type="checkbox"/>		V0209640 Vendor	4/26/2021	\$525.00	<input type="checkbox"/>

Journal Entries

There are no journal entries that require your approval.

[Submit](#)

An approval confirmation will show stating that you have approved the voucher request. If there is a next approver, they will then have to approve the request before payment can be made. Once all approvers have approved the voucher request, then payment to the vendor can be made.

Approval Confirmation

The following documents were updated or created.

Document Type	Document	Message
Voucher	V0209639	No additional approvals are required.

The following documents were not updated.

Document Type	Document	Message
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