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AVP for Business Affairs

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TO: Executive Committee Members, Assistant Vice Presidents, Chairs, Directors, Department Heads, Assistants to the Deans, and Vice Presidents, Departmental Administrators, ACEs and TSRs

FROM: Andrea M. Marks, MBA, CPA
Vice President and Chief Financial Officer

SUBJECT: Electronic Payment Requests Enabled by PeopleSoft Financial Upgrade

The upgrade from PeopleSoft Financials 9.0 to PeopleSoft version 9.2 will introduce new and improved functionality for the University to streamline payment processes and reduce paper. The most notable new feature will be the electronic Payment Request, to be available in Spring 2016.

The Payment Request allows departments to process electronic requests to pay for services and reimbursements, eliminating the paper Local/State Voucher form. The Payment Request includes workflow to facilitate creating, approving, and tracking a Payment Request all the way through payment. The Payment Request will benefit all university departments by effectively utilizing technology to automate and improve a high-volume, transactional process.

To prepare for using the Payment Request, departments need to complete two preliminary steps: (1) setting up role permissions, and (2) ensuring you have scanning capability to attach documentation to the Payment Request.

Setting up Payment Request Security Roles

1. Departments must grant **Requestor Roles** in PeopleSoft Security.
 - a. Identify individual(s) who require the requestor role to submit Payment Requests. At a minimum, the Requestor role should be granted to departmental employees who today are responsible for preparing paper Local/State Vouchers.
 - b. The departmental ACE should grant the Requestor role **now** in PeopleSoft 9.0. The roles will become active when PeopleSoft 9.2 goes live in Spring 2016.

2. Departments must grant **Approval Roles**.
 - a. Identify individuals who should have Project and Department approver roles for the Payment Request. At a minimum, these roles should be granted to departmental employees who today are responsible for approving paper Local/State Vouchers.
 - b. The departmental ACE should grant these approval roles now in PeopleSoft 9.0; the roles will become active when PeopleSoft 9.2 goes live in Spring 2016.
3. For specific instructions regarding how to grant the Requestor and Approver roles, the ACE should refer to the document "[Department ACEs selecting Payment Requestors/Approvers](#)" which can be found in the **FSCM V9.2 Training Resource** section on the DCATS web-site:
http://ims.uthscsa.edu/technology_support/dcats_finance.aspx
4. Assessment of the volume of requestors and approvers added is necessary now to properly assess training needs for the new Payment Request process; therefore, departments should complete the assignment of roles by March 15, 2016.

Ensure Scanning Capability for Attachments

1. Departments will need a scanner, a multi-function printer with scanning capability, or access to a copier with scanning capability.
2. All necessary documentation for the approval of a Payment Request must be scanned and attached electronically to the Payment Request. These attachments are the supporting documentation of the Payment Request.
3. PeopleSoft database will maintain the attachment records for the current year plus 3 fiscal years for departmental reference.
4. Department retention of necessary supporting documentation should adhere to the existing University policy pursuant to [HOP 6.1.10 Required Payment Request Documentation](#).
5. For specific information regarding scanner recommendations, please refer to the document "Scanner recommendations for Payment Request document attachments" which can be found in the **FSCM V9.2 Training Resource** section on the DCATS web-site:
http://ims.uthscsa.edu/technology_support/dcats_finance.aspx

For assistance regarding role setup or scanners, contact DCATS at 210-450-0090.

Additional communications, with directions on how to obtain information and training on the use of the Payment Request feature, will be forthcoming from Business Affairs as we approach the date of the actual PeopleSoft upgrade.