30.3 Enter and Process Vouchers

30.3.1 Process Vouchers

Start

1. Data to Load Vouchers/Invoices
2. Receive Inbound Voucher Data
3. Load Inbound Voucher Data
4. Run Voucher Build Process
   - Build Errors?
      - Yes
      - 5. Review/Correct/Delete Quick Invoice
      - No
6. Voucher Created
   - Passed Budget Check?
      - Yes
      - 9. Run Budget Check
          - Match Required?
              - Yes
              - 20.2-5 Run Matching Process
              - Approval Required?
                  - Yes
                  - 10. Initiate Approval Workflow
                  - No
                  - End
              - No
              - End
          - No
          - 20.2-5 Review Budget Check Errors
      - No
      - End

7. Receive Approved Invoice with Three Date Stamp
8. Enter/Update Voucher
9. Match Required?
   - Yes
   - 30.3.2-1 Run Matching Process
   - No
10. Initiate Approval Workflow
11. Approved Voucher
12. Post Voucher
13. Delete Voucher
   - Yes
   - End
   - No
   - 30.3.3-3 Deny Voucher

End

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30.3.2 Voucher Matching

1. Run Matching Process
2. Override Match Error
3. Initiate Approval Workflow
4. Resolve Voucher Match Error
   - No
   - Yes

5. Update/Delete Voucher
6. Notify Program for Dispute Resolution
   - Yes
   - No

Dispute Voucher?

Agency AP Processor

Agency AP Supervisor

Start

Matching Successful? No

Override? Yes

No

End

End

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30.3 Enter and Process Vouchers

30.3.3 Review and Approve Vouchers

**Flowchart Description**

1. **Start**
2. **Agency AP Approver**
   - **Review Voucher**
   - Approved? Yes → **Approve Voucher**
   - No → **Deny Voucher**
   - **30.3.1-13 Delete/Update Voucher**
3. **Agency F&A Approver**
   - **Review Voucher**
   - Approved? Yes → **Approve Voucher**
   - No → **Deny Voucher**
   - **30.3.1-13 Delete/Update Voucher**
4. **DFS Approver**
   - **Review Voucher**
   - Approved? Yes → **Approve Voucher**
   - No → **Deny Voucher**
   - **30.3.1-13 Delete/Update Voucher**
   - **Selected for Audit?**
     - Yes → **Post Voucher**
     - No → **End**

**NOTES**

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30.3 Enter and Process Vouchers

30.3.4 Process Travel Reimbursements

1. STMS Data
2. Receive Inbound Travel Data
3. Load Inbound Travel Data
4. Expense Established
5. Run Budget Check
6. Schedule Payments

Start

Load Errors? No

Passed Budget Check? Yes

Budget Resolution Required? Yes

Resolve Budget/Accounting Errors

Resolve Budget/Accounting Errors? No

Budget Resolution Required? Yes

20.2-5 Review Budget Check Errors

Budget Error Resolved? Yes

Update STMS

6. Update STMS

7. Monitor/Manage Budget Error Resolution

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