UCONN
HEALTH

Apex Transfer Voucher Application

Revision 1.7

Contact Information

Name	Position	Phone Number	Email

Once signed, please email completed Transfer voucher to generalaccounting@uchc.edu for processing

Greg Gullen	Supervising Accountant	860-679-2071	gullen@uchc.edu
Jessica Priesing	Staff Accountant	860-679-2233	priesing@uchc.edu
Timothy Jobin	Business Systems Analyst	860-679-3939	jobin@uchc.edu
Adita Velic	Staff Accountant	860-679-3937	avelic@uchc.edu
Kelly Godreau	Staff Accountant	860-679-8807	kgodreau@uchc.edu
Nicole Baker	AVP of Finance	860-679-2780	nbaker@uchc.edu

Table of Contents

1. Introduction

The Apex Transfer Voucher application is replacing the current PDF Transfer Voucher form. The Apex application will have more controls on the creation of a Transfer Voucher which the current PDF form didn't have.   The controls are:

a.   The Debit/ Credit Approvers must have Signature authorizers.

b.   Transfer vouchers can't be prepared for the following fund levels 11,12,28, 29,93,94 and 95 c.

   FOAPAL's are still active in Banner.

d. If an Internal Account is used on one side of the Transfer, an Internal Account or Balance Sheet Account is required on the other side.

Once the Apex form has been completed, A PDF form will be generated and sent to the Preparer so they can obtain the Debit / Credit Approver signatures (Grant and Research Finance signature if required). After you print and route the PDF document for necessary signatures please submit the form to Finance just as the current process is.

The application has a Draft feature to allow the building of a Transfer Voucher for review/edits prior to creating the finalized Voucher

The remaining pages of this document explains the APEX tool and how to use it

Reminder: If changes are made on the final PDF document, all changes need to be approved and then Finance would make the actual edit on the PDF document in APEX.

2. Menu Choices

Three menu choices exist.

Menu choices	Description
Create Transfer Voucher	Used to create a New Transfer Voucher
Transfer Voucher Inquiry	Can be used to view and reprint a prior Transfer Voucher
DRAFT Transfer Voucher	Shows all Draft vouchers which can be selected, viewed and edited to create the finalized Transfer Voucher.

Transfer Vouchers

Create Transfer Voucher

Transfer Voucher Inquiry

DRAFT Transfer Voucher

3. Create Transfer Voucher

Screen below appears when creating a new Transfer Voucher. Each field is described in more detail below.

Form Fields

Fields (All are required)	Description
Prepared by	Name of individual creating Transfer Voucher
UConn Health Email to Send PDF	Email address of the Individual the PDF form will be sent to for printing and routing.
Additional Comments	Explain the purpose for the requested entry.
Grant Cost Transfer check box	Check this box if Grant Cost Transfer is related to Policy 2002-07
Amount	Transfer amount
Description	Limited to 26 characters This description will be what appears in Banner transaction detail
Debit/Credit Fund Fields	Enter or Select from the drop down list an active Fund. The Drop down list will list all the Active Acci Indexes. The Org and Program fields will be automatically populated based on the fund entered.
Debit/Credit Account	Account associated with the Transfer.
Debit/Credit Approver Name	Based on the Fund entered, Enter or select from the drop down list the individual that has signature authorization and will be signing the PDF Form.

Debit / Credit Fund Fields:

If you know the fund type it in the field and hit enter. If you don't know the fund or want to see all funds, click the Arrow icon to the right of the field to bring up a search window.

FUND_CODE	ORGN_CODE	PROG_CODE	CODE_TITLE
100002	10000	30	Burgdorf Medical Clinic
100002			GF Salary Support - Burgdorf
100003			SOM GF Support
100010	10000	40	Dean's of fice-Medical
100010	10040	40	Academic Affairs & Education
100010	10060	40	Medical Student Affairs
100010	10080	40	Educational Support Services
100010	10100	10	Community Medicine General Fund Adm
100010	10120	10	Laboratory Medicine
100010	10140	10	Medicine-Adminstration Salaries-SOM
100010	10141	10	Infect Diseases Admin Salaries-SOM
100010	10145	10	Endocrinology Admin Salaries-SOM
100010	10146	10	Gastroenterology Admin Salaries-SOM
100010	10147	10	General Medicine

If a Fund has multiple combinations then the screen below will pop up for you to select the Fund/Org/Prog combination for this Voucher.

-- Fund Codes --

| Search | FUND_CODE ∨ | 202026 | × | 🔍 | ← Page 1 → |

FUND_CODE	ORGN_CODE	PROG_CODE	CODE_TITLE
202026	10060	10	American Medical Students Associati
202026			American Medical Students Associati

DEPARTMENTS OF UCONN HEALTH ONLY FOR ENTERING CHARGES AGAINST OTH

Debit/Credit Approver Name Fields:

If you know the individuals name, just enter their last name and it will automatically populate the field.

If you don't know the individual click the up arrow right of the field and it will bring up a search box.

| characters) | Debit Foapal: | Fund 201536 ⊗ ⬆ | Org 10280 | Prog 10 | Acct 12501 | Debit Approver Name Baker, Nicole ⊗ ⬆ | |
| | Credit Foapal: | Fund ⊗ ⬆ | Org | Prog | Acct | Credit Approver Name: ⊗ ⬆ | Ac |

Approver search box

Debit Approver

| Search | USER_NAME ∨ | | 🔍 | ← Page 1 → |

USER_NAME	USER_ID
Agwunobi, Andrew	AGWUNOBI
Applegate, Karen	APPLEGATE
Baker, Nicole	NBAKER
Bianchi, Chad	BIANCHI
Clancy-Tenan, Bridget	CLANCY
Demetro, Melissa	DEMETRO
Geoghegan, Jeffrey	GEOGHEGAN
Gilman, Jenifer	GILMAN
Godreau, Kelly	KGODREAU
Hao, Bing	BHAO
Hernandez, Frances	HERNANDEZ
King, Stephen	KING

If you enter an individual's last name and multiple individuals have the same last name, the search box about will pop up were you can select the correct individual.

On a Voucher that has multiple lines the Debit and Credit approvers need to be the same for all lines.

Once you entered all the required data, click the "Add Voucher Line"

Reminder: The description field will be what appears in Banner when reviewing transactions on a FOAPAL. You want it to be helpful.

Once a voucher line is entered, if you need to make any modification, click the "Edit" icon on the report that will appear once a voucher line is created.

In the Voucher line edit mode you can modify any field for the voucher line then click "Update Voucher Line" button. If you want to delete the line from the Transfer click the "Delete Voucher Line" button.
Continue to enter as many voucher lines as needed, once completed, click the "Create Voucher" button in the upper right hand corner of the page. This will assign a Transfer Voucher number; it will also send a PDF to the email address entered on the form. Print the PDF so you can get the required signatures. Once signed, please email completed Transfer Vouchers to generalaccounting@uchc.edu for processing.
Transfer vouchers will not be entered into Banner until Finance received the signed PDF document.

Listed below are examples of possible error messages you may receive when creating a Transfer Voucher depending on the data entered.

Preparer Name Required
Preparer Email invalid or not found in Banner
Preparer Email Required
Debit Approver Required
Credit Approver Required
Comments Required
Line Description Required
Amount Required
Amount Can't be more than 500,000 per line.
Debit Account Required
Credit Account Required
Message if individual FOAPAL codes aren't active or validate anymore
Message if FOAPAL combination isn't active or validate anymore
Debit Acct an Internal Acct, Credit Acct needs to be an Internal of Balance Sheet Acct
Credit Acct an Internal Acct, Debit Acct needs to be an Internal of Balance Sheet Acct
Debit Approver doesn't have Signature Authorization for FOAPAL
Credit Approver doesn't have Signature Authorization for FOAPAL

Creating the Transfer Voucher:

The Voucher screen has two create voucher buttons

Create Voucher	If everything is correct on the Voucher, click this button to assign it a Transfer Voucher and have the PDF createdthat will need signatures prior to sending to Finance.
Create Draft Voucher	Click this button if you want to create a Draft version for further review. A PDF will still be emailed to you, but it will have no Voucher number or fields for signatures. Later in this document it has more details on how to view, modify and finalize a Draft voucher. Draft voucher will only stay in the system for 30 days.

4. Transfer Voucher Inquiry

Allows the inquiry of a created Transfer Voucher, you'll also be able to reprint the PDF if a new copy is required. Below is an example of what will appear.

Select the "Transfer Voucher Inquiry" link

Then the following will appear

To limit the number of records on the report, simply type in the Voucher Number, Partial Name or a date into the text box in the upper left side of the form. Then click "GO".

All columns are sortable by clicking the column headers.

The Status field will identify where in the process the Transfer Voucher is.

Status Type	Description
Open	Still open and hasn't been received or reviewed by Finance
Deleted	Deleted by Finance
Reviewed	Reviewed by Finance, but not posted to Banner yet
Posted	Transfer posted in Banner

To View the details of a Transfer Voucher, click on the Magnifying glass icon which will open a new form.

To reprint the PDF click the "Reprint Voucher PDF" button in the lower right of the form. The PDF by default will go the email address entered during the Transfer Voucher creation. To email the PDF to a different email address, enter a valid email address in the "UConn Health Email to Send PDF" text box, and then click "Reprint Voucher PDF".

5. Draft Voucher Review / Maintain

To review, change or delete a Draft Transfer Voucher click the "DRAFT Transfer Voucher:" menu option.

Transfer Vouchers

Create Transfer Voucher

Transfer Voucher Inquiry

DRAFT Transfer Voucher
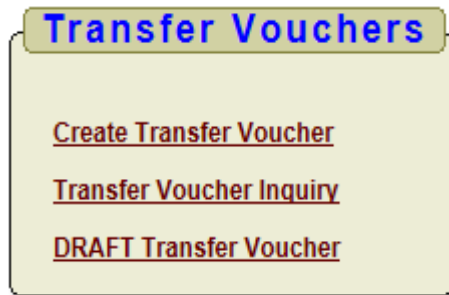
The Report below will appear, it will show all Draft vouchers, click the magnifying glass icon to open the voucher.

DRAFT VOUCHER REPORT

Back to Main Menu

[search box] Go   Actions

1 - 2 of 2

	Draft Number	Preparer Name	Preparer Date	Preparer Email	Debit Approver	Credit Approver
🔍	1	stacy poulos	10-JUL-2017	Poulos@uchc.edu	Adams, Douglas	Hoch, Jeffrey
🔍	2	Nicole Baker	12-JUL-2017	Poulos@uchc.edu	Baker, Nicole	Bianchi, Chad

1 - 2 of 2
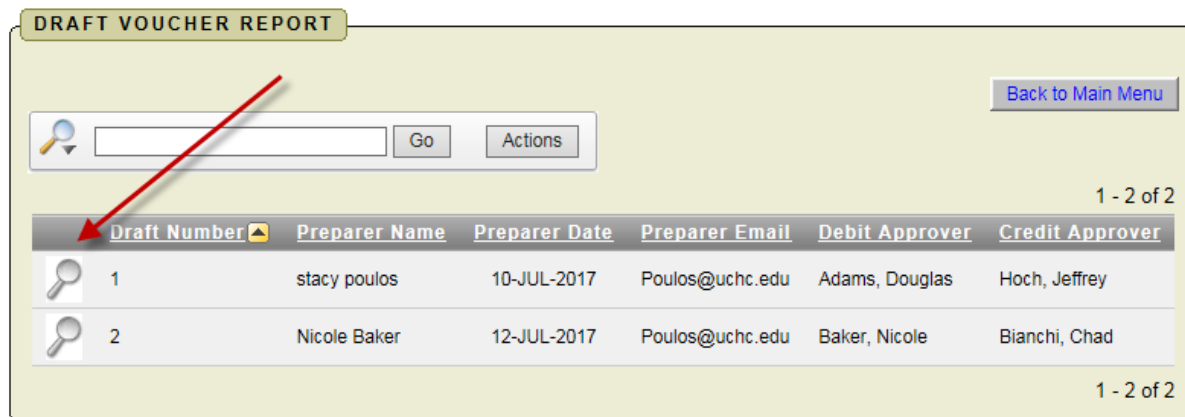
The screen below will appear which has the same functionality as when the Draft voucher was created.
Two new buttons are available now
  a. Delete Draft Voucher button which will delete the draft from the system.
  b. Reprint Draft Voucher PDF, which will email you the PDF if you want an updated version.

- The screen will allow voucher lines to be updated, added, and deleted.

Below is how a Draft PDF Transfer Voucher will appear. It will have no Voucher number or signature fields.

Page: 1

UConn Health
TRANSFER VOUCHER (DRAFT)

Preparer: stacy poulos   Date Prepared: 12-JUL-2017
Debit Approver: Baker, Nicole   Credit Approver: Bianchi, Chad

These Vouchers are for Departments of UConn Health only for Entering charges against other UConn Health Departments.

| |--------------- Debit ---------------| | | | Amount | Description | |--------------- Credit ---------------| | | |
Fund	Orgn	Prog	Acct			Fund	Orgn	Prog	Acct
200038	10040	40	12501	10.00	Line 1	300225	10060	30	12501

DRAFT

6. PDF and Email Examples

When a Transfer Voucher is created a PDF will be generated and sent to the UConn Health email address entered during the creation. Below is an example of the email sent and PDF that is generated. **Email**

PDF Document: Depending on which funds are on the Transfer Voucher different signature fields will appear. Below is an example of a Transfer Voucher with no Grant funds.

Below are an examples of different types of PDF's generated when Grant funds are involved. When Signature appears

Grant Signature	When Debit or Credit Fund starts with either a 3, 4, 5, 6, C, or U
Debit PI Signature	When Debit Fund starts with either a 5 or 6
Credit PI Signature	When Credit Fund starts with either a 5 or 6
RF Signature	When Debit or Credit Fund starts with either a 3 or 4.

Page: 1

UConn Health
TRANSFER VOUCHER

TV#: 600031
Date Prepared: 01-JUN-2017

Preparer: Stacy Poulos

Document:_____ (For Finance Use Only)

Debit Approver: Baker, Nicole

Credit Approver: ▓▓▓▓▓▓▓▓

Signature:_____

Signature:_____

Grants Signature:_____

RF Signature:_____

These Vouchers are for Departments of UConn Health only for Entering charges against other UConn Health Departments.

	--------------- Debit ---------------						--------------- Credit -------------			
Fund	Orgn	Prog	Acct	Amount	Description	Fund	Orgn	Prog	Acct
300569	20141	40	52001	101.00	Line 1	200024	10040	10	52001

Additional Comments: test

Page: 1

UConn Health
TRANSFER VOUCHER

TV#: 600012
Date Prepared: 05-APR-2017

Preparer: stacy.poulos

Document:_____ (For Finance Use Only)

Debit Approver: Nicole Baker

Credit Approver: Nicole Baker

Signature:_____

Signature:_____

Debit PI Signature:_____

Credit PI Signature:_____

Grants Signature:_____

RF Signature:_____

These Vouchers are for Departments of UConn Health only for Entering charges against other UConn Health Departments.

|--------------- Debit ---------------|					|--------------- Credit ---------------|		
Fund	Orgn	Prog	Acct	Amount	Description	Fund	Orgn	Prog	Acct
637799	62121	20	72511	1.00	test	637799	62121	20	72511
230006	20163	30	53001	100.00	test line 1	300526	20144	10	53001

Additional Comments: test

- End of Document -