# 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 process							
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**

Introduction	4
Menu Choices	4
Create Transfer Voucher	5
Transfer Voucher Inquiry	10
Draft Voucher Review / Maintain	12
PDF and Email Examples	14
	Menu Choices Create Transfer Voucher Transfer Voucher Inquiry Draft Voucher Review / Maintain

Page 3 of 14

#### 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.



# 3. Create Transfer Voucher

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

Transfer Voucher				
				Back to Main Menu
Droparad Dy UCa	nn Health Email To Send PDF:	Additional Comments:		
Prepared By UCo	nin Healur Einan To Senu PDF.			Grant cost transfer per Policy 2002-07
			1	
THESE VOUCHERS ARE TO BE USED BY DEP.	ARTMENTS OF UCONN H	HEALTH ONLY FOR ENTER	ING CHARGES AGAINST OTHE	
				Clear Voucher
Transfer Voucher Entries				
Amount Description (Limited to 26 characters)	Debit Fund	Org Prog Acct		
	Foapal: 🛛 🕄 🔿			0 0
	Credit Fund	Org Prog Acct		Add Voucher Line
	Foapal:			

#### 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.

INSIGI V	oucher Entries				/				
Amount	Description (Limited to 26 characters)	Debit	Fund	4	Org	Prog	Acct	Debit Approver Name	
		Foapal:	0	0					
		Credit	Fund		Org	Prog	Acct	Credit Approver Name:	Add Vousbact ins
		Foapal:	0	0					Add Voucher Line

- Fund Codes			
Search FU	ND_CODE		Page 1 →
FUND_CODE	ORGN_CODE	PROG_CODE	CODE_TITLE
00002	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.

Search FUN	D_CODE 🗸	202026	× $\bigcirc$ ← Page 1 →
UND_CODE	ORGN_CODE	PROG_CODE	CODE_TITLE
202026	10060	10	American Medical Students Associati
202026			American Medical Students Associati

#### **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	Fu	nd		Org	Prog	Acct	Debit Approver Name			
	Foapal:	201536	Θ	0	10280	10	12501	Baker, Nicole	8	0	
	Credit	Fur	nd		Org	Prog	Acct	Credit Approver Name:			
	Foapal:		Θ	0					0	0	Ac

#### Approver search box

Debit Approver	
Search USER_NAME	~ [
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.

Transfer Voucher							
						Ba	ck to Main Menu
		Additional Co	omments:				
	UConn Health Email To Send PDF Poulos@uchc.edu	test vouch	ler	^	Grant c	ost transfer per Policy 20	02-07
stacy poulos	Foulos@uchic.edu	1		V		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
THESE VOUCHERS ARE TO BE USED BY D	EPARTMENTS OF UCONN	HEALTH ON	NLY FOR ENTERIN	IG CHARGES AGAINST O	THER DEP	ARTMENTS OF UC	ONN HEALTH.
							Clear Voucher
Transfer Voucher Entries							
Amount Description (Limited to 26 charact	ters) <sub>Debit</sub> Fund	Org	Prog Acct	Debit Approver Name			
1 Line 1	Foapal: 201536 🔞 🕻		10 12501	Baker, Nicole	0 0	*	
	Credit Fund	Org	Prog Acct	Credit Approver Name:			
	Foapal: 800004 33 6		12501	Bianchi, Chad	× 8 0	Add Voucher Line	
L							

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.

0	Transfer Voucher		
		Back to Main Menu	Create Voucher
	Additional Comments: Prepared By UConn Health Email To Send PDF: test voucher		
	Stacy poulos @uchc.edu x		
	THESE VOUCHERS ARE TO BE USED BY DEPARTMENTS OF UCONN HEALTH ONLY FOR ENTERING CHARGES AGAINST OTHER DEF	PARTMENTS OF LIC	ΟΝΝ ΗΕΔΙ ΤΗ
			DRAFT Voucher
	Transfer Voucher Entries		
			1
	Amount Description (Limited to 26 characters) Debit Fund Org Prog Acct Debit Approver Name		
	Foqual: O O Baker, Nicole O O	<u>,                                     </u>	
	Credit Fund Org Prog Acct Credit Approver Name:	Add Voucher Line	
	Foapal: O O Bianchi, Chad O O		
1	Voucher Lines		
	Voucier Lines		
	Go Actions		
		1-10	of 1
	Linein 🗛 Debit Fund Debit Orgn Debit Prog Debit Acct Credit Fund Credit Orgn Credit Prog Credit Acct	Description Amour	ht
	Edit 1 201536 10280 10 12501 800004 12501	Line 1 \$1.0	00
		\$1.0	00

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 <u>generalaccounting@uchc.edu</u> for processing.

Transfer vouchers will not be entered into Banner until Finance received the signed PDF document.

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

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 Inquirv" link

Т		<b>ransfer</b> reate Transfe ransfer Voucl e following wi	er Voucher her Inquiry	ers						
Go       Actions    Click on the Magnifying glass icon to view the details of the Transfer Voucher								Back to Main Menu 1 - 15 of 32 (		
	<u>Voucher</u>	<u>Preparer Name</u>	Prenarer Date	<u>Preparer Email</u>	Debit Approver	<u>Credit Approve</u>	<u>r Document#</u>	<u>Comments</u>	<u>Status</u>	Delete Reasor
8	600031	stacy Poulos	01-JUN-2017	poulos@uchc.edu	Baker, Nicole	Chmielewski, Amy		test	Open	-
8	600030	Stacy Poulos	01-JUN-2017	poulos@uchc.edu	Agwunobi, Andrew	Baker, Nicole	ā.	testing	Open	5
9	600029	Stacy Poulos	01-JUN-2017	poulos@uchc.edu	Brigada, John	Martin, Annmarie	2	testing new program	Open	2
8	600028	Stacy Poulos	30-MAY-2017	poulos@uchc.edu	Boucher, Grace	Bell, Leslie		New Voucher	Open	•
8	600027	stacy poulos	02-MAY-2017	Poulos@uchc.edu	Nicole Baker	A Goldberg	7	test	Open	
9	600026	stacy.poulos	02-MAY-2017	Poulos@uchc.edu	Nicole Baker	A Goldberg	-	test	Open	
8	600025	stacy.poulos	02-MAY-2017	Poulos@uchc.edu	Nicole Baker	Courtney Gold	-	test	Open	5

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.

Voucher Lines

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".

	Back to Inquiry R
Voucher Number: 600043	
Prepared By standards	Preparer Date: 29-JUN-2017
UCHC Email To Send PDF: Memo@uchc.edu	Debit Approver: About accounter, A
	Credit Approver: Addression
Status: Open	
Finance Reviewer Id:	Finance Review Date:
Additional Comments: test	
	Reprint Voucher

			Go	Actions								
Vouche	<u>r Linein</u>	Debit Fund	Debit Orgn	Debit Acct	<u>Debit Prog</u>	<u>Amount</u>	<u>Description</u>	<u>Credit Fund</u>	<u>Credit Orgn</u>	Credit Acct	<u>Credit Prog</u>	<mark>1 - 1 of 1</mark> <u>Record Deleted</u>
600043	1	800004		12005		\$100.00	testing	240000	•	12005		N
						\$100.00						

# 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.

DRA	FT VOUCHER REP	ORT				
2		Go	Actions			Back to Main Menu
						1 - 2 of 2
-	Draft Number 🔺	<u>Preparer Name</u>	<u>Preparer Date</u>	<u>Preparer Email</u>	<u>Debit Approver</u>	<u>Credit Approver</u>
P	1	stacy poulos	10-JUL-2017	Poulos@uchc.edu	Adams, Douglas	Hoch, Jeffrey
P	2	Nicole Baker	12-JUL-2017	Poulos@uchc.edu	Baker, Nicole	Bianchi, Chad
						1 - 2 of 2

<u>Amount</u>

\$1.00

\$1.00

12005

test

10

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.

repared By tacy poulos	UConn Health Email	<u>ail To Send PDF:</u>	Additional C	omments:			G	rant co	Back to Main Menu st transfer per Policy 20	Create Vouc
IESE VOUCHERS ARE TO BE USED	) BY DEPARTMENTS	OF UCONN I	HEALTH O	NLY FOR	ENTERIN	IG CHARGES AGAIN:	ST OTHER			
Amount Description (Limited to 26	characters) Debit Foapal: Credit Foapal:	Fund CO Fund	Org Org	Prog Prog	Acct Acct	Debit Approver Name Credit Approver Name:			Add Voucher Line	

Linein A Debit Fund Debit Orgn Debit Prog Debit Acct Credit Fund Credit Orgn Credit Prog Credit Acct Description

201535

10280

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

12005

Page: 1	UConn Health TRANSFER VOUCHER (DRAFT)							
	Preparer: stacy poulos	Date Prepared: 12-JUL-2017						
	Debit Approver: Baker, Nicole	Credit Approver: Bianchi, Chad						

-

200002

-

1

Edit

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

	Debi	t					Crec	lit	
Fund	Orgn	Prog	Acct	Amount	Description	Fund	Crec 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. <u>Email</u>

From: To: Cc	Poulos,Stacy     Poulos,Stacy
Subject:	Transfer Voucher: 600013 (** DEVL **)
	TV_PDF_RPT_600013.PDF (2 KB)
Prepare Debit A	Number : 600013 d By : stacy.poulos Date : 05-APR-2017 pprover : Nicole Baker Approver : Nicole Baker
* Pleas	e print Emailed PDF and get required signtures prior to sending to Finance

**<u>PDF Document</u>**: 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.

Page: 1					UConn Health TRANSFER VOUCHER				Date	TV# Prepared	#: 600013 d: 05-APR-2017
Preparer: stacy.poulos Debit Approver: Nicole Baker					Document: Credit Approver: Nicole B				(For Finance Use Only) Baker		
	Debit Approver: Nicole Baker Signature:								-loi		
	ours are fo	r Dena	rtmont	s of UCo	opp Health op	ly for Entering cha	rges against s	ther III	Conn H	dealth D	opartmonts
	 Fund	Debi		l	Amount	Description		Cre	5-5-CN-91-1.00	]	
	100010			12501	123.00	tesat	100010		-	12501	
Additional Comment	100010			12501	123.00	tesat			-		
Additional Comment	100010			12501	123.00	tesat			-		
Additional Comment	100010			12501	123.00	tesat			-		

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 TRANSFER	UConn Health IRANSFER VOUCHER				TV#: 600031 Date Prepared: 01-JUN-201		
	Prepare	120				Docume	nt:(	For Finar	nce Use	Only)		
Debit Approver: Baker, Nicole						Credit Approver:						
	Signature					Signatur	re:					
Grants	Signature	:										
RF	Signature	e:										
	12	12	8 0				2 8				a 104	
These Vouche	ers are fo	or Depa	rtmen	ts of UCo	onn Health on	ly for Entering cha	rges against o	other U(	Conn H	lealth [	Departments.	
These Vouche		Deb	it					Cre	dit		Departments.	
These Vouche	 Fund	Deb Orgn	it Prog	Acct	Amount	Description	 Fund	Cre Orgn	dit Prog	Acct	Departments.	
	 Fund 300569	Deb	it					Cre	dit		Departments.	
	 Fund 300569	Deb Orgn	it Prog	Acct	Amount	Description	 Fund	Cre Orgn	dit Prog	Acct	Departments.	
	 Fund 300569	Deb Orgn	it Prog	Acct	Amount	Description	 Fund	Cre Orgn	dit Prog	Acct	Departments.	
	 Fund 300569	Deb Orgn	it Prog	Acct	Amount	Description	 Fund	Cre Orgn	dit Prog	Acct	Departments.	
	 Fund 300569	Deb Orgn	it Prog	Acct	Amount	Description	 Fund	Cre Orgn	dit Prog	Acct	Departments.	
	 Fund 300569	Deb Orgn	it Prog	Acct	Amount	Description	 Fund	Cre Orgn	dit Prog	Acct	Departments.	
	 Fund 300569	Deb Orgn	it Prog	Acct	Amount	Description	 Fund	Cre Orgn	dit Prog	Acct	Departments.	
	 Fund 300569	Deb Orgn	it Prog	Acct	Amount	Description	 Fund	Cre Orgn	dit Prog	Acct	Departments.	
	 Fund 300569	Deb Orgn	it Prog	Acct	Amount	Description	 Fund	Cre Orgn	dit Prog	Acct	Departments.	
These Vouche	 Fund 300569	Deb Orgn	it Prog	Acct	Amount	Description	 Fund	Cre Orgn	dit Prog	Acct	Departments.	

06/20/17

Page: 1					UConn TRANSFER				Date	TV#: 60 Prepared: 05	
P	reparer:	stacy.p	ooulos			Document: (For Finance Use					
Debit Ap	oprover:	Nicole Baker				Credit Approver: Nicole Baker					
Sig	gnature:_					Signature	;			-	
Debit PI Sig	gnature:_					Credit PI Signature	:			-8	
Grants Sig	nature:_										
RF Si	gnature:				v						
	200 H				24						
These Vouchers	ar <mark>e</mark> for	Depa	rtment	ts of UCo	onn Health on	ly for Entering charg	ges against o	ther UC	onn H	lealth Depa	rtment
		DebitI				100 Jac. 100		Crec	lit		
F			Prog		Amount	Description	Fund	Orgn	Prog	Acct	
		62121 20163	20 30	72511 53001	1.00 100.00	test test line 1	637799 300526	62121 20144	20 10	72511 53001	
23	30006										
23	30006										
23	30006										
23	30006										
23	30006										
23	30006										
23	30006										
23	30006										
23	30006										
	30006										

- End of Document -