



Request for Expedited Imaging

Form User Quick Guide

August 2022

1) Vouchers are only imaged on a rush basis for requests forwarded from oa.ap@austin.utexas.edu, oa.travel@austin.utexas.edu, or oa.ic@austin.utexas.edu.

When you are forwarded to oa.rec (Imaging Team) from any member of a Processing Unit, that means your voucher requires imaging to the Image Retrieval System in order for it to be approved and payed. That's where the **Request for Expedited Imaging Form** comes in. Choose **Yes** for the first question if you have been forward to the Imaging team by any member of a Processing Unit, such as Accounts Payable.

1. Has a Processing Unit, such as Accounts Payable, indicated that your voucher needs to be **imaged** on a rush basis and/or have you received notification that your voucher has not been imaged? *

If you were forwarded to oa.rec@austin.utexas.edu by a Processing Unit, please choose Yes.

Yes ←

No

Next

2)

Choose which Processing Unit, based on who forwarded you to the Imaging Team. The Unit you choose will be included in the completed imaging email.

2. Which Processing Unit will need to be notified that your voucher is ready for review and payment approval? *

- Accounts Payable
- Travel Services
- Independent Contractors

Next

3)

Question 3 is for tracking purposes and will not affect the outcome of your request.

3. Do you need to submit an entire voucher or update an existing voucher that has already been submitted? *

Entire Voucher

Update Existing

4) If your voucher is complete and correct in the Image Retrieval System, then it has been imaged and the Imaging Team does not need to take any action. You will need to let the Processing Unit know that your document is ready to be approved.

If you are not sure if your voucher is already in the Image Retrieval System, you can use the provided link to double check.

Choose **No** if you need to have your document **imaged** before it can be approved.

4. Is the correct version of the document already in the Image Retrieval System?

If the document is already in the Image Retrieval System, but is incorrect and requires updating, please select "No"

If the document is **not** in the Image Retrieval System, please select "No".

You can verify that the voucher is not currently correct and complete in the IRS, using the below link.

https://utdirect.utexas.edu/acct/image/image_pdf.WBX

*

Yes

No



5) If **today** you have already uploaded your voucher(s) to one of the Imaging BOX folders you do not need to re-upload your voucher through this process. Your voucher will be imaged based on the usual turnaround time for the folder you uploaded to.

If you require a voucher to be **rushed** do not upload your voucher to a BOX folder for imaging. All rushes should go through the Request Form.

5. Have you already uploaded your voucher **today** to the Payment Processing folder or your departmental folder? *

Yes

No

6)

You must include the Doc IDs for your voucher(s). This information will be included in the email you receive when your vouchers are imaged.

6. What is(are) the Doc ID(s) requested to be rushed? *

Enter your answer

7)

Upload your voucher(s) for imaging.

Your request will be imaged soon!

Email oa.rec@austin.utexas.edu with any questions.

7. Please upload your voucher(s) here. (Non-anonymous question ⓘ) *

All vouchers must have a DEFINE coversheet in order for them to be imaged. If your voucher is lacking a coversheet it will be rejected.

All vouchers should be named with the Doc ID only. Example: 90VP12345789

The imaging software will only accept documents under 10MBs. If your voucher is more than 10MB please split it into parts (part 1, part 2, etc...).

Reach out to oa.rec@austin.utexas.edu for questions regarding file size errors.

↑ Upload file

File number limit: 10 Single file size limit: 10MB Allowed file types: PDF