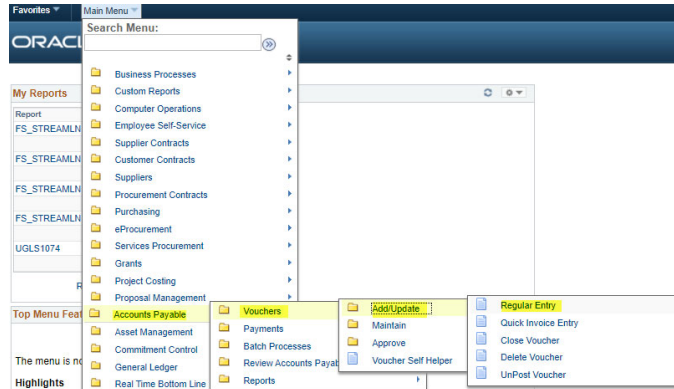


Voucher Creation

For specific types of vouchers, see also the PO Voucher Creation instructions or the Reallocating Between Local and State Funds instructions (aka PCC 8 Voucher Creation instructions).

- To view or create a voucher, navigate in PeopleSoft Finance: Main Menu – Accounts Payable – Vouchers – Add/Update – Regular Entry.



- To find an existing voucher, click on the appropriate tab and enter the information that you know of the voucher. Click on the voucher when it comes up in the list below.

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Search Criteria

Business Unit =

Voucher ID

Invoice Number

Invoice Date =

Short Supplier Name

Supplier ID

Supplier Name

Voucher Style =

Related Voucher

Entry Status =

Voucher Source =

Incomplete Voucher =

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

- To add a new voucher, click on the appropriate tab and click Add.

Voucher

Find an Existing Value

Add a New Value

Business Unit	<input type="text" value="00730"/>	
Voucher ID	<input type="text" value="NEXT"/>	
Voucher Style	<input type="text" value="Regular Voucher"/>	
Supplier Name	<input type="text"/>	
Short Supplier Name	<input type="text"/>	
Supplier ID	<input type="text"/>	
Supplier Location	<input type="text"/>	
Address Sequence Number	<input type="text" value="0"/>	
Invoice Number	<input type="text"/>	
Invoice Date	<input type="text"/>	
Gross Invoice Amount	<input type="text" value="0.00"/>	
PO Business Unit	<input type="text"/>	
PO Number	<input type="text"/>	
Estimated No. of Invoice Lines	<input type="text" value="1"/>	

Add

[Favorites](#) | [Main Menu](#) | [Accounts Payable](#) | [Vouchers](#) | [Add/Update](#) | [Regular Entry](#)

ORACLE FS92TST Refresh Date Fri, May 21, 2021

[Invoice Information](#) | [Payments](#) | [UHS Data Line](#) | [Voucher Attributes](#) | [Documents](#) | [Approval Log](#)

Business Unit: 00730 | Invoice No: | Invoice Total: Line Total 0.00
 Voucher ID: NEXT | Accounting Date: 11/04/2021 | *Currency: USD
 Voucher Style: Regular Voucher | *Pay Terms: 30 Net 30 | Basis Date Type: Inv Date
 Invoice Date: | Invoice Received: | Control Group:
Supplier = Vendor | Supplier ID: | ShortName: | Location: | *Address:
 Pay Schedule: Other Non Transportation | Incomplete Voucher:

[Copy From Source Document](#)

Invoice Lines | Find | View All | First | 1 of 1 | Last

Line 1 Copy Down | SpeedChart: | Ship To:
 *Distribute by: Amount | Description:
 Item: | Packing Slip:
 Quantity: | Unit Price: | Line Amount: 0.00

Distribution Lines | Personalize | Find | View All | First | 1 of 1 | Last

GL Chart	Exchange Rate	Statistics	Assets	*GL Unit	Account	Fund	Dept	Program	PC Bus Unit	Project	Activity
<input type="checkbox"/>				00730					00730		

[Invoice Information](#) | [Payments](#) | [UHS Data Line](#) | [Voucher Attributes](#) | [Documents](#) | [Approval Log](#)

- In the voucher, enter the following:
 - Invoice No: Invoice number
 - Invoice Date: The date on the invoice
 - Supplier ID: This is the new name for Vendor ID. When you populate the Supplier ID, much of the other information is auto-generated.
 - Under Invoice Total, in the Total field, add the total amount of the invoice.
 - Under the Invoice Lines section, add your SpeedChart, Line Amount, and Account.
 - Once you enter this basic information, and especially if you have a longer/complicated voucher, you may want to save the voucher as soon as you can. This will generate a Voucher ID.
 - Add Invoice Lines or Distribution Lines. Most voucher processors simply use the Invoice Lines. The main difference between the Invoice Line and the Distribution Line is that the Invoice Line carries the Description that prints on reports, including the 1074.3 report. A distribution line in is meant to be for a separate cost center for the same invoice line, but in practice this is rarely used, because you can change the Line Description with each line, but each Distribution Line carries that same Line Description for the Invoice Line that it is under.
 - To add or remove Invoice Lines, see below. NOTE: DO NOT REMOVE LINES OR DISTRIBUTIONS ON A PO VOUCHER.

Location V

*Address 3

Save Action Run Calculate

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down SpeedChart 17883

*Distribute by Amount Ship To

Item Description

Quantity Packing Slip

UOM

Unit Price

Line Amount 10.00

One Asset Calculate

Personalize Find View All First 1 of 1 Last

▼ Distribution Lines

Add multiple new rows at row 1 (Alt+7)

- To add or remove Distribution Lines, see below. NOTE: DO NOT REMOVE LINES OR DISTRIBUTIONS ON A PO VOUCHER.

Unit Price

Line Amount 10.00

Personalize Find View All First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	Fund Affil	ChartField 1	Chartfield1 Value	OpenItem	Entry Event	Budget Date
<input type="checkbox"/>	1	10.00							11/04/2021

Add multiple new rows at row 1 (Alt+7)

Line 2 Copy Down SpeedChart

Ship To

One Asset

- Add line descriptions, which will print on the 1074 for ease of use for reconcilers, cost center managers, and auditors.

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down SpeedChart

*Distribute by Amount Ship To

Item Description Nitrogen Gas

Quantity Packing Slip

UOM

Unit Price

Line Amount 10.00

One Asset Calculate

Personalize Find View All First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1	10.00		00730	54002	2064	H0116	D1119	00730	NA	

- Save the voucher.
- Add your purpose and benefit:

Summary Invoice Information Payments UHS Data Line Voucher Attributes Documents Error Summary Approval Log

Business Unit 00730 Invoice No 2345

Voucher ID 02008059 Accounting Date 10/01/2021

Voucher Style Regular Voucher *Pay Terms 30 Net 30

Invoice Date 09/11/2021 Basis Date Type Inv Date

Invoice Received 09/11/2021

MATHESON TRI GAS INC

Supplier ID 000007471

ShortName MATHESONTR-001

Location V

*Address 3

Pay Schedule Other Non Transportation

Save Action Run Calculate

Copy From Source Document

Invoice Total

Line Total	10.00
*Currency	USD
Total	10.00
Difference	0.00

Comments(0)

- Basis Date Calculation
- Template List
- Advanced Supplier Search
- Supplier Hierarchy
- Supplier 360

Click here to add Purpose/Benefit

- The purpose/benefit statement is best to begin immediately with a description. AP recommends you avoid basic language such as:

- Purpose/Benefit
- Payment for...
- Stipend for... (this is not clear as to whether services are provided, it is a gift, or it is a training incentive)
- Contract payment for...
- Original contract in purchasing...
- This basic language tends to make it difficult to quickly identify the nature of the expense and whether additional investigation is needed.
- It is important to indicate both a purpose for the expense and a benefit. In the case of research expenditures, this statement is very important. For additional information, see <https://uh.edu/research/sponsored-projects/proc-pol-guide/costing-practices/>.
- Click OK when your purpose/benefit statement is in place.

Voucher Comments

Voucher Comments

Old Comment:

Comment:

Nitrogen gas needed for the clean room, benefits research for Professor X.

OK
Cancel
Refresh

- Click on Basis Date Calculation to open the Date Calculation Screen:

The screenshot shows a software interface with the following elements:

- At the top, there are tabs for "Error Summary" and "Approval Log".
- Below the tabs, there is a dropdown menu currently showing "Net 30".
- In the center, there is a table titled "Invoice Total":

Line Total	10.00
*Currency	USD
Total	
Total	10.00
Difference	0.00
- On the right side, there is a list of options:
 - Comments(0)
 - Withholding
 - Basis Date Calculation** (highlighted in yellow)
 - Template List
 - Advanced Supplier Search
 - Supplier Hierarchy
 - Supplier 360
- At the bottom, there are two buttons: "Run" and "Calculate".

- Complete the four dates and click Calculate.

Date Calculation

[Back to Invoice](#)

Date Calculation Basis

Fed Pymnt Basis Date

Invoice Receipt Date

Invoice Date

Goods Receipt Date

Acceptance Date

Project Service Dates

Edit Project Service Dates

Performance Start Date

Performance End Date

Date Calculation

[Back to Invoice](#)

Date Calculation Basis

Fed Pymnt Basis Date

Invoice Receipt Date

Invoice Date

Goods Receipt Date

Acceptance Date

Project Service Dates

Edit Project Service Dates

Performance Start Date

Performance End Date

- Save again
- Move to the Payments tab.
- On the Payments tab:
 - Change the address to match the remit address on the invoice.
 - Align the Bank with the funds you are using.
 - If you are using fund codes that begin in 1, indicate STATE for the bank.
 - If you are using non-1 fund codes, indicate BOAH for the bank.
 - Select the method of payment
 - ACH: this is the preferred method
 - Check
 - Wire: this is for foreign payments only, and with prior approval may be made for some domestic payments.

Business Unit 00730 Invoice No 12345
 Voucher ID 02008059 Invoice Date 09/11/2021 Action
 Voucher Style Regular Voucher
 Total Amount 10.00 *Pay Terms 30 Net 30
 Supplier Name MATHESON TRI GAS INC IPAC

Payment Information Find | View All First 1 of 1 Last

Payment 1
 *Remit to 0000007471
 Location V
 *Address 10
 MATHESON TRI GAS INC
 909 Lake Carolyn Parkway Ste 1300
 Irving, TX 75039-4821

Schedule ID
 Gross Amount 10.00 USD
 Discount 0.00 USD
 Scheduled Due 11/04/2021
 Net Due 10/29/2021
 Discount Due
 Accounting Date

Payment Inquiry
 Discount Denied
 Late Charge
 Payment Comments(0)

Change to STATE for state funds.

Payment Options

*Bank BOAH
 *Account DRAW
 *Method ACH
 Message
 Supplier Offset TOP

Pay Group
 *Handling Basic Payments
 Hold Reason
 *Netting Not Applicable
 L/C ID
 Supplier Bank Messages
 Hold Payment
 Separate Payment

Change to Check to issue a system check or Wire to issue a Wire Transfer instead of ACH when necessary/approved.

Schedule Payment

*Action Schedule Payment
 Pay
 Ref Voucher
 Payment Date
 Reference
 Ref Payment

- Change Handling if needed. If you change the handling, add a Payment Note.
- For Check payments, you can choose Special Handling and indicate in the Payment Note what handling is required. This is rarely used, but an option for necessary situations.

Payment Information Find | View All First 1 of 1 Last

Payment 1
 *Remit to 0000007471
 Location V
 *Address 1
 MATHESON TRI GAS INC
 PO Box 845502
 Dallas, TX 75284-5502

Schedule ID
 Gross Amount 10.00 USD
 Discount 0.00 USD
 Scheduled Due 11/04/2021
 Net Due 10/29/2021
 Discount Due
 Accounting Date

Payment Inquiry
 Discount Denied
 Late Charge
 Payment Note(0)

Payment Options

*Bank BOAH
 *Account DISB
 *Method CHK Check
 Message
 Supplier Offset TOP

Pay Group
 *Handling Special Handling
 Hold Reason
 *Netting Not Applicable
 L/C ID
 Supplier Bank Messages
 Hold Payment
 Separate Payment

[Favorites](#) > [Main Menu](#) > [My Homepage](#) > [Regular Entry](#)

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Payment Note (Maximum number of characters allowed for comments is 254)

Business Unit 00730
 Voucher ID 02008059
 Payment Count 1

Payment Note:

Treasury, please hold for department pickup by Pam Muscarello. |

190 characters remaining

Note: Payment Note is for internal use only and will not appear on remittance advice.

- Save again
- Return to the Invoice Information tab to Budget check:

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

ORACLE FS92TST Refresh Date Fri, May 21, 2021

[Summary](#) | [Invoice Information](#) | [Payments](#) | [UHS Data Line](#) | [Voucher Attributes](#) | [Documents](#) | [Error Summary](#) | [Approval Log](#)

Business Unit 00730 Invoice No 12345
 Voucher ID 02008059 Accounting Date 10/01/2021
 Voucher Style Regular Voucher *Pay Terms 30 Net 30
 Invoice Date 09/11/2021 Basis Date Type Inv Date
 Invoice Received 09/11/2021
MATHESON TRI GAS INC
 Supplier ID 000007471 Control Group
 ShortName MATHESONTR-001 Pay Schedule Other Non Transportation
 Location V
 *Address 3

Invoice Lines Find | View All First 1 of 1 Last
 Line 1 Copy Down SpeedChart 17883

- The Budget Status on the Summary tab will indicate whether the budget has not yet been checked, if it is valid (checked and good to go), or if it has Exceptions.

[Summary](#) | [Invoice Information](#) | [Payments](#) | [UHS Data Line](#) | [Voucher Attributes](#) | [Documents](#) | [Error Summary](#) | [Approval Log](#)

Business Unit 00730 Invoice Date 09/11/2021
 Voucher ID 02008059 Invoice No 12345
 Voucher Style Regular Invoice Total 10.00 USD
 Supplier Name MATHESON TRI GAS INC
 2200 HOUSTON AVENUE
 HOUSTON, TX 77007-2948

Entry Status Postable Pay Terms Net 30
 Match Status No Match Voucher Source Online
 Origin ONL
 Approval Status Pending Created On 11/04/2021 2:37PM
 Post Status Unposted Created By 0087981
 Last Update 11/04/2021 2:56PM
 Modified By 0087981
 ERS Type Not Applicable
 Close Status Open

Doc Tol Status Valid
Budget Status Not Chk'd

Budget Misc Status Valid
 *View Related [Payment Inquiry](#) Go

- If a voucher has budget Exceptions, use the How to check a budget error guide.
- Move to Documents

[Favorites](#) > [Main Menu](#) > [My Homepage](#) > [Regular Entry](#)

ORACLE FS92TST Refresh Date Fri, May 21, 2021

[Summary](#) | [Invoice Information](#) | [Payments](#) | [UHS Data Line](#) | [Voucher Attributes](#) | **[Documents](#)** | [Error Summary](#) | [Approval Log](#)

Business Unit 00730 **Invoice Number** 2345
Voucher 02008059 **Supplier** MATHESON TRI GAS INC
Invoice Date 09/11/2021 **ID** 000007471

Post Status: Unposted **Posting Date:**
Click here to review your voucher details before submittal.

Voucher Coversheet

[Print Voucher](#) Include Approval History
Click here to attach your backup documentation.

Voucher Document Images

Display Active Documents Only [Add New Document](#)

- Attach backup documentation and self-audit your voucher

Voucher

Business Unit: 00730		PO ID:
Voucher ID: 02008059		
Vendor ID: 000007471		
Name: MATHESON TRI GAS INC		
Address: 1 PO Box 845502 Dallas TX 75284-5502 USA		
Vendor Class: Texas Corporation		
Invoice ID: 2345		
Contract ID:		
Invoice Receipt Date: 09/11/2021		Invoice Date: 09/11/2021
Goods Receipt Date: 09/29/2021		Acceptance Date: 09/29/2021
PCC: 9		
Bank: BOAH		
Scheduled Due Date: 11/04/2021		
Gross Amount: \$10.00		
Old Voucher Comments:		
New Voucher Comments: Purchase nitrogen gas needed for the clean room, benefits research for Professor X. Comments (Purpose/Benefit)		
Payment Comments: Treasury, please hold for department pickup by Pam Muscarello. Payment Note		
Handling: SH		
Budget Check: Not Budget Checked		
	Source:	

Acct./Desc.	Fund	Dept.	Prog.	Bud. Ref.	Proj.	Chartfield 1	Amount	Description
54002 gases	2064	H0116	D1119	BP2022	NA		10.00	Nitrogen Gas

- Save again

- Move to Approval Log tab
- Click Link to Approval Page
- To submit the voucher in workflow, select your approval path, select Approve for the Action and click Apply.
- Here you can also make comments to Accounts Payable.
- Note: these comments can be added regardless of what stage of workflow the voucher is in. Simply add a comment and save the voucher. However, if you have an action listed on the Approval Information area (when it is not grayed out), saving the voucher will automatically submit the voucher into workflow.

[Favorites](#) > [Main Menu](#) > [My Homepage](#) > [Regular Entry](#) > [Approve Voucher](#)
FS92TST Re

Approval
Line Information
Charge Information
Documents

Business Unit 00730	Invoice Number 2345
Voucher 02008059	Supplier <u>MATHESON TRI GAS INC</u>
Invoice Date 09/11/2021	ID 000007471

[Link to Voucher](#)

Route to:

*Please select the appropriate approval path:

Dept/Coll/Div - AP

Dept/Coll/Div - Contract & Grant - AP

Dept/Coll/Div - Scholarship & FinancialAid - AP

Dept/Coll/Div - Tax - AP

Initial By

Dept: H0160 0087981

Source: AAP - Accounts Payable

Approval Information

Appr Inst: Pending

Status: Pending

Action: Approve

Apply

Voucher Info

Inv Dt: 09/11/2021

Inv Rcpt Dt: 09/11/2021

Good Rcpt Dt: 09/29/2021

Inspect Dt: 09/29/2021

Gross: \$10.00

Comment History

Comment

Add your comments here, such as a note to Accounts Payable, if needed.