

# VOUCHER – JPMORGAN CHASE TRAVEL VOUCHER ENTRY

**FORMS:** Navigation: <http://www.uhv.edu/>

Faculty/Staff  
Online Resources  
Forms

Click on **Travel** link at the bottom of the list.

- **Travel Request** (<http://www.uhv.edu/fin/forms/travelrequest.xls>)
- **Mileage Reporting Form** (<http://www.uhv.edu/fin/forms/mileagereporting.xls>)

TexTravel: <https://fm.x.cpa.state.tx.us/fmx/travel/texttravel/index.php>

State of Texas **Travel Voucher Form:** <https://fm.x.cpa.state.tx.us/fm/travel/index.php>

Under Forms:  
Travel Voucher (Excel)

Access the Financial Production database:  
<https://my.uh.edu/psp/paprd/?cmd=login&languageCd=ENG&>

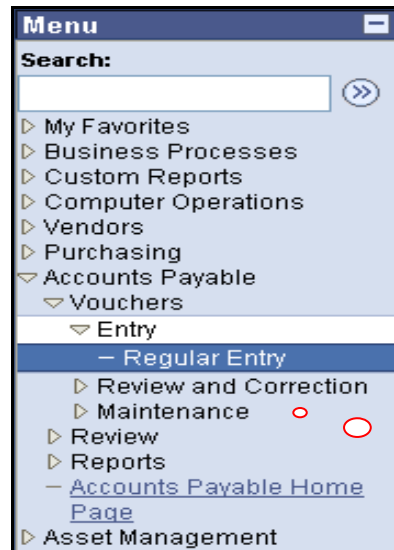
Or, See the [SignOn Financial Production job aid](#).

Remember to  
use ALL CAPS

## NAVIGATION

From the Menu select:

- ▶ Accounts Payable
  - ▶ Vouchers
    - ▶ Entry
      - ▶ Regular Entry




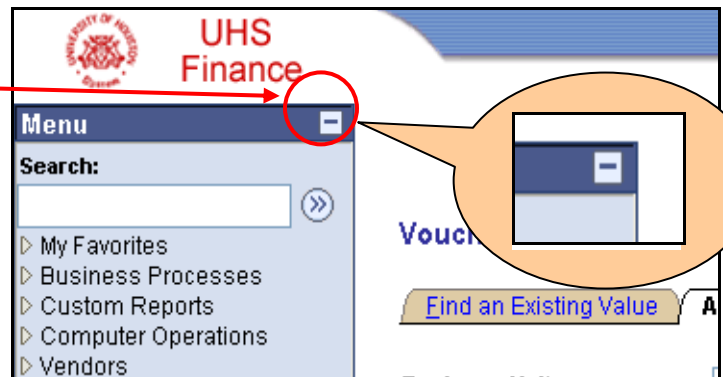
Use REGULAR  
voucher panels

Be sure to  
add to  
"Favorites"!

**Option:**

In order to have more viewing of Voucher panel, minimize the Menu by clicking on the red minus sign.

It will then appear as an *Expand* button  if needed again.




# VOUCHER – JPMORGAN CHASE TRAVEL VOUCHER ENTRY

## INSTRUCTIONS

(★d steps indicate items processed differently than a regular voucher.)

**STEP 1:** Under the **Add a New Value** tab, enter vendor information:

- **Business Unit:** 00765  
(Click  for options)
- **Voucher ID:** NEXT  
(Default; should always be NEXT)
- **Voucher Style:** Choose **Regular Voucher**
- **Short Vendor Name:** **OR**  
**Vendor ID** if known.


➤ if unknown, click  of the field used to go to **Step 2**.

➤ Otherwise, go to **Step 3**.

**NOTE:** DBAs will still need to be Searched or in the Vendor Search Query


### Voucher


Find an Existing Value | **Add a New Value**


Business Unit: 00765 


Voucher ID: NEXT


Voucher Style: Regular Voucher

Control Group ID:  


Short Vendor Name: JPMORGAN 

Vendor ID:  

Vendor Location:  

Address Sequence Number: 0 

Invoice Number:

Invoice Date:  

Gross Invoice Amount:  0.00


Total Voucher Lines:  1

**Add**

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

**STEP 2:** If Vendor Search needed continue, otherwise, Skip to Step 3.

In the **Look Up Short Vendor Name** panel:

- If the correct vendor appears in the list, click once anywhere along the line for that vendor.
- If further searching is needed, in any of the other fields at top:
  - Click on the  to change the option on how to search; choose your preference (suggestion: use "contains")
  - Enter the name/number (or any part of it)
  - Click on **Look Up**
  - Choose from the list that appears on bottom by clicking once anywhere along the line for that vendor.

Once you click on the proper vendor, you will be taken back to the Voucher panel with the information inserted for the vendor.

### Look Up Short Vendor Name

SetID: 00797

Short Vendor Name: begins with  JPMORGAN



Name 1: begins with

Vendor ID: begins with

Classification: =

**Look Up** **Clear** **Cancel** [Basic Lookup](#)

### Search Results

View All First  1-3 of 3  Last

Short Vendor Name	Name 1	Vendor ID	Classification
JPMORGANCH-001	JP MORGAN CHASE BANK	0000001417	Gov Entity
JPMORGANCH-002	JP MORGAN CHASE	0000050090	OS Corp
JPMORGANTR-001	JP MORGAN TRUST COMPANY	0000068499	OS Corp

# VOUCHER – JPMORGAN CHASE TRAVEL VOUCHER ENTRY

**★** **STEP 3:** Enter Invoice Information:

➤ **Invoice Number:** Enter the main card number and the last four digits of traveler's card:

**PLEASE USE ALL CAPS & NO SPACES!!!**

➤ **Invoice Amount:** Enter net charges from the credit card statement.

➤ Click

### Voucher

Business Unit: 00765

Voucher ID: NEXT

Voucher Style: Regular Voucher

Control Group ID:

Short Vendor Name: JPMORGANCH-00

Vendor ID: 0000001417

Vendor Location: V

Address Sequence Number: 1

Invoice Number: 12345678910111213:1234

Invoice Date:

Gross Invoice Amount: 100.00

Total Voucher Lines: 1

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

**★** **Under the Invoice Information tab:**

**STEP 4:** Insert Purpose/Benefit:

➤ **Comments:** Click on [Comments](#) link to enter P/B (Refer to [http://www.uhv.edu/peoplesoft/Travel\\_Voucher\\_Comments.asp](http://www.uhv.edu/peoplesoft/Travel_Voucher_Comments.asp) job aid for required wording for Comment section.) Should include "Who, What, When, Where, Why"

➤ Enter Purpose/Benefit for the voucher

➤ Click  when finished.

*This will take you back to the Invoice Information panel.*

Invoice Information | UHS Data Line | Payments | Voucher Attributes | Accounting Information | Documents

Style: Regular Entry Status: Open [Comments](#)

Unit: 00765 Voucher ID: NEXT Budget Status: Not Chkd Post Status

Copy from a Source Document

### Voucher Comments


Voucher Comments

Old Comment: *This is for showing Voucher Comments from legacy vouchers*

Comment: "Enter purpose/benefit:"

# VOUCHER – JPMORGAN CHASE TRAVEL VOUCHER ENTRY

**STEP 5:** Verify **Vendor Information**, including address.

➤if needed, click  next to **Address** in order to verify you have the correct address for the vendor.

**Note:** This remit to name and address **must** be the same as the remit to name and address on the Excel travel voucher form.

★ **STEP 6:** **Calc Basis Date** Click to enter dates.

In **Date Calculation** panel, enter appropriate dates:

- **Invoice Receipt Date** = Date when statement was received/stamped.
- **Invoice Date** and **Goods Receipt Date** and **Acceptance Date** = **Statement date**
- Click on **Back to Invoice** at top left of screen to return to the Invoice Information panel.

Just calculates the Payment Basis Date. This will automatically occur when you click on **Back to Invoice** link.

**Under the Invoice (voucher) Lines section:**

**STEP 7:** Enter **SpeedChart**  
(ie: SpeedType/SpeedCode)

- Check **Speedchart** box to get cursor in field.
- Enter it in the box to right of check mark;
- Press tab key and cost center will populate in chartfields of distribution line.

# VOUCHER – JPMORGAN CHASE TRAVEL VOUCHER ENTRY

**★**  
**STEP 8: Description** : Enter in the invoice line:  
 last name, first initial followed by the  
 department defined description (30  
 characters are allowed in this field).  
 e.g. "URBISH,L-T750611"  
 "URBISH,L-T750611-Baggage"  
 "URBISH,L-Baggage"  
 "URBISH,L-Mileage"

*Option:* after this can enter other's info to  
 show more detail on reports, such as,  
 destination

**NOTE:** Quantity, UOM, Unit Price is used  
 for PO's only so leave these fields  
 blank for a regular voucher.

**STEP 9: Extended Amount** should have populated  
 in the invoice line from Total.  
 Change if necessary.

*Under the Distribution Lines section:*

**STEP 10: Amount** should have populated from  
 Extended Amt.  
 Change if necessary.

**STEP 11: Account:** Enter.

**STEP 12:** Check **Bud Ref**; should have  
 populated with current FY

**NOTE:** For Project/Grants, this field will be blank.




# VOUCHER – JPMORGAN CHASE TRAVEL VOUCHER ENTRY

**STEP 15:** Go back to the Invoice Information tab and save the Voucher.

➤ Click  Save

*Processing* will appear in the top right corner.

\*Address:  

JP MORGAN CHASE BANK  
Commercial Card Settlement Activity  
Palatine, IL 60094-4016

Frght A  
Sales  
SUT Ex  
VAT:  
Total:

Invoice Lines URBISH,L;T750611





1 \*Dist by: Amt  SpeedChart

Item	Description	Quantity
<input type="text"/>	<input type="text" value="URBISH,L: T78900 -HOT"/>	<input type="text"/>

▼ Distribution Lines


ChartFields Exchange Rate Statistics As


Amount	Quantity	*GL Unit	Budget De
1	50.00	<input type="text" value="00765"/>	<input type="text" value="01/12/201"/>

 Save  Return to Search  Notify  Refresh

➤ The voucher number will generate automatically located at the top of the screen.

Invoice Information UHS Data Line Payments Voucher Attributes Accounting Information De

Style: Regular Entry Status: Postable [Comments](#) 

Unit: 00765 **Voucher ID: 00025706** Group:   Budget Status: Valid

Copy from a Source Document

**Note:** Read any warnings you may receive, make a note, and correct those items after voucher has saved.

# VOUCHER – JPMORGAN CHASE TRAVEL VOUCHER ENTRY

## STEP 16: Additional Invoice Lines, if needed:

➤ Click **+...** in order to add multiple invoice lines. (top right in Invoice Lines Section)

Prompt box will appear.

➤ Enter number of rows you need to add. (Default is to just add "1".)

➤ Click **OK**.

➤ Enter **Description** for other Invoice Lines :

➤ Check/Adjust **Extended Amount** if necessary.

Invoice Lines

Item	Description	Quantity	UOM	Unit Price	Extended Amt
1	URBISHL - T750611				194.60

Distribution Lines

Amount	Quantity	GL Unit	Budget Date	Entry Event	Account	OpenItem	Fund	Department
180.60		00765	04/14/2005		56113		2064	V0010

Explorer User Prompt

Script Prompt:  
Enter number of rows to add:

OK  
Cancel

Invoice Lines

Item	Description	Quantity	UOM	Unit Price	Extended Amt
1	URBISHL - T750611				14.00
2	URBISHL,T750611				14.00

Distribution Lines

Amount	Quantity	GL Unit	Budget Date	Entry Event	Account	OpenItem	Fund	Department
14.00		00765	04/14/2005					

## STEP 17: Additional Distribution Lines, if needed:

➤ Scroll to the right in the **Distribution Line** section.

➤ Click **+...** to add multiple distribution lines.

Prompt box will appear.

➤ Enter number of rows you need to add. (Default is to just add "1".)

➤ Click **OK**.

Distribution Lines

Amount	Quantity	GL Unit	Budget Date	Entry Event	Account	OpenItem	Fund	Department

Explorer User Prompt

Script Prompt:  
Enter number of rows to add:

OK  
Cancel

Invoice Lines

Item	Description	Quantity	UOM	Unit Price	Extended Amt
1	URBISHL - T750611				194.60
2	URBISHL,T750611				14.00

Distribution Lines

Amount	Quantity	GL Unit	Budget Date	Entry Event	Account	OpenItem	Fund	Department
180.60		00765	10/14/2005		56113		2064	
14.00		00765	10/14/2005		56113		2064	

**NOTE:** The Amount should have populated with the balance in the first added line.

# VOUCHER – JPMORGAN CHASE TRAVEL VOUCHER ENTRY

## STEP 18: Enter Additional Distribution Line info.

- Check **Amount** and adjust if necessary.
- Check/Adjust **account number**
- Check/Adjust **cost center** information

Amount	Quantity	GL Unit	Budget Date	Entry Event	Account	Open Item	Fund
180.60	1	00765	10/14/2005		56113		2064
14.00	1	00765	10/14/2005		56113		2064

## ★ Next, select the UHS Data Line tab:

## STEP 19: Check PCC Code MUST change to "1" (Default = 9)

- Click on to get to the **Look Up UHS PCC** screen.

The **Look Up UHS PCC** panel comes up. Click once on PCC Code for your voucher. You will then go back to the **UHS Data Line** panel with the proper code inserted.

USAS UHS PCC Code	Description
0	FRS ENTRY ONLY
1	TRAVEL VOUCHER
2	REIMBURSEMNT TRAVEL
4	PAYMENT CXL VOUCHER
5	PAYROLL REIMBURSE VC
5N	PAYROLL REIMBURSE NEGATIVE
6	INTERAGENCY PYMT VCHR
8	REIMBURSEMNT PURCHAS
9	PURCHASE VOUCHER
R2	REIMBURSEMNT TRAVEL
R8	REIMBURSEMNT PURCHAS



- If paying using **STATE FUND** change PCC to "**R2**" then fill in the following information:

Short Name: Look up Vendor name or   
 Vendor ID: Enter Vendor ID for the third party   
 Loc: default to V  
 Address: Choose address, click on icon

- Click again.

# VOUCHER – JPMORGAN CHASE TRAVEL VOUCHER ENTRY

**NOTE:** If you entered MORE THAN 1 INVOICE LINE, you WILL HAVE TO CHANGE THIS CODE ON EACH INVOICE LINE.

Invoice Information | UHS Data Line | Payments | Voucher Attributes | Accounting Information | Documents

Unit: 00765 Voucher: NEXT Lines: 2 Balance: 0.00

Scroll Area

2

TIN: 24540407038 001  
UHS PCC: [input]  
Description2: [input]  
RTB: [input] Delivered Date: [input]

3rd Party Vendor Info

[Save] [Query] [Refresh] [Add] [Update/Display]

**STEP 20:** Next, select **Payment's tab** to verify **Payment Information** section:

- **Late Charge:** Check information, if necessary (See Step 21.)
- **Messages:** Check/enter if necessary.
- **Comments:** Enter, if necessary (for any messages to the State Treasury Dept.; usually left blank unless you have any special handling instructions.)

Select by clicking on the proper code and you will be returned to the **Payments** panel.

Invoice Information | UHS Data Line | Payments | Voucher Attributes | Accounting Information | Documents

Unit: 00765 Voucher ID: NEXT \*Pay Terms: Due Now [Schedule Payment]

Payment Information Find | View All | First

Payment Inquiry Holiday/Currency Options Express Payment Vendor Banks **Late Charge** Messages Draft

Comments

Payee

**STEP 21:** Verify **Late Charge** link under Payment Information section is **None**:

- **Click** on the **Late Charge** link:

➤ **Payment Reason Code** will be blank; you need to change:

**Click** on [magnifying glass icon] to select code:

- ◆ **N-ER** for an employee of UHV;
- ◆ **N-AD** for a student of UHV

Invoice Information | UHS Data Line | Payments | Voucher Attributes | Accounting Information | Documents

Unit: 00765 Voucher ID: NEXT \*Pay Terms: Due Now [Schedule Payment]

Payment Information Find | View All | First

Payment Inquiry Holiday/Currency Options Express Payment Vendor Banks **Late Charge** Messages Draft

Comments

Payee

**Late Charge Information**

Late Charge

Payment Reason Code: [input] [magnifying glass icon]

\*Late Charge Option: Not Applicable [dropdown arrow]

Late Charge Code: [input] [magnifying glass icon]

Late Charge Amount: [input] USD

Late Charge Denied: [input] USD

[OK] [Cancel] [Refresh]

# VOUCHER – JPMORGAN CHASE TRAVEL VOUCHER ENTRY

Make sure the following fields in *Late Charge Information* panel are as follows:

- **Late Charge Option:** *default, Not Applicable*
- **Late Charge Code:** *default, blank*

### Look Up Payment Reason Code

SetID: 00797  
 Payment Reason Code: begins with

Look Up Clear Cancel Basic Lookup

### Search Results

View All First 1-11 of 11 Last

Payment Reason Code	Description
C-AI	Force-Automation Issue
C-DT	Force-Direct Pmt to Travel Vnd
N-AD	Refuse-Agency Discretion
N-AI	Refuse-Automation Issue
N-AP	Refuse-Advance Payment
N-DP	Refuse-Disputed Payment
N-ER	Refuse-Employee Reimbursement
N-FC	Refuse-Federal Contract
N-GE	Refuse-GSC Exception
N-MI	Refuse-Mailing Instructions
N-NI	Refuse-No Invoice Rcvd

### Late Charge Information

Late Charge

Payment Reason Code:

\*Late Charge Option: Not Applicable

Late Charge Code:

Late Charge Amount:  USD

Late Charge Denied:  USD

OK Cancel Refresh

**Then, back to the Invoice Information tab:**

**STEP 22: BUDGET CHECK A VOUCHER:**

- **Click** to budget check voucher in upper right hand corner.

**Processing** will appear in the top right corner.

Now **Valid** appears in **Budget Status**.

Invoice Information UHS Data Line Payments Voucher Attributes Accounting Information Documents

Style: Regular Entry Status: Postable **Comments**

Unit: 00785 Voucher ID: 00022173 Budget Status: Not Chkd Post Status: Unposted

Copy from a Source Document

Invoice Information UHS Data Line Payments Voucher Attributes Accounting Information Documents

Style: Regular Entry Status: Postable **Comments**

Unit: 00785 Voucher ID: 00022173 Group:  **Budget Status: Valid** Post Status:

Copy from a Source Document

**NOTE:** Chartfields can still be changed after budget checking is complete.

- The voucher must be **VALID** before sending to workflow.

# VOUCHER – JPMORGAN CHASE TRAVEL VOUCHER ENTRY

Next, select the Documents tab:

## STEP 23: PREVIEW COVER SHEET:

- Click on Documents tab.
- Click [Print Voucher](#) link

Processing will appear in the top right corner.

Voucher coversheet will appear in its own window in PDF format.

Invoice Information | UHS Data Line | Payments | Voucher Attributes | Accounting Information | Documents

Unit: 00765 Invoice: 12345678910111213:1234 Vendor: JP MORGAN CHASE BANK  
 Voucher: 00060499 Date: 01/05/2010 ID: 0000001417  
 Post Status: Unposted Posting Date:

Voucher Coversheet  
[Print Voucher](#)  Include Approval History

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

Save Notify Refresh

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

## STEP 24: CHECK VOUCHER:

Check the voucher contents, such as, Dates, Amount, Cost Center Information, Vendor Name and address, Comments, PCC code, and Account code.

**BE SURE TO ATTACH PROPER BACKUP.**

**Before the Voucher is completely processed, follow Step 26 for "Pay Terms" change.**

### Voucher

Business Unit: 00765 PO ID:  
 Vendor ID: 00060499

Vendor ID: 000001417  
 Name: JP MORGAN CHASE BANK  
 Address: Commercial Card Services Activity  
 Procurement Card Payments  
 PO Box: 7601  
 Chicago, IL 60679-7601  
 USA  
 Vendor Class: Governmental Entity (not TU)

Invoice ID: 12345678910111213:1234  
 Contract ID:  
 Invoice Receipt Date: 01/05/2010 Invoice Date: 01/05/2010  
 Goods Receipt Date: 01/05/2010 Acceptance Date: 01/05/2010

PCC: 81  
 Bank: BOA  
 Scheduled Due Date: 01/12/2010  
 Gross Amount: 150.00

Old Voucher Comments: New Voucher Comments: NO WHAT WHEN WHERE AND WHY  
 Payment Comments:

Handling: 50  
 Budget Check: Not Budget Checked Source:

Acct Desc	Fund	Dpt	Prog	Bud. Yr	Proj	Chartfield 1	Amount	Description
2642	204	1002	F015	02/2010	N/A		150.00	UBNSGL TRVL HOTEL CHARGE
-00-00 per dim-entd & lodgng								

Signatures \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PS Approval: \_\_\_\_\_  
 Created By: TRANV001 Date Printed: 01/12/2010 Acctg. Doc: 01/12/2010

## VOUCHER – JPMORGAN CHASE TRAVEL VOUCHER ENTRY

### **STEP 25: DOCUMENT IMAGING (BACK-UP ATTACHMENT):**

Scan backup documentation into PeopleSoft. Refer to the Document Imaging job aid for requirements:

<http://www.uhv.edu/peoplesoft/pdf/Vouchers/Document%20Imaging%20Attaching%20Documents.pdf>

Required Scanned Documents for Travel can be found at:

<http://www.uhv.edu/peoplesoft/Travel%20Voucher.aspx>

### **STEP 26: E-MAIL BEFORE SUBMITTING THE VOUCHER TO WORKFLOW:**

- a. E-mail the voucher number to Debbie Jozwiak at [JozwiakD@uhv.edu](mailto:JozwiakD@uhv.edu) or Melody Olsen [OlsenM@uhv.edu](mailto:OlsenM@uhv.edu) so they can change the Pay Terms to reflect Net 30 on the payment page.
- b. Once the creator has been notified by Debbie Jozwiak or Melody Olsen about the change in “Pay Terms”, the creator can continue to Step 27 for voucher workflow submission.

### **STEP 27: SUBMIT VOUCHER TO WORKFLOW:**

Refer to Voucher Workflow job aid for requirements:

<http://www.uhv.edu/peoplesoft/pdf/Vouchers/Voucher%20Workflow.pdf>