

# VOUCHER - LOCAL 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/Finance/Forms/TravelRequest.xls>)
- **Mileage Reporting Form** (<http://www.uhv.edu/Finance/Forms/MileageReporting.xls>)

Textravel: <https://fmx.cpa.state.tx.us/fmx/travel/texttravel/index.php>

Access the Financial Production database:

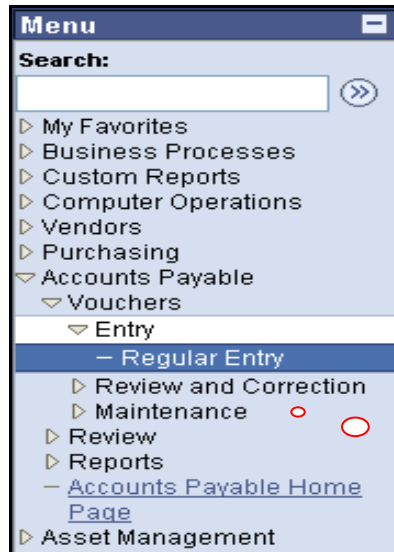
<https://my.uh.edu/psp/paprd/?cmd=login&languageCd=ENG&>

Remember to use ALL CAPS

## NAVIGATION

From the Menu select:

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




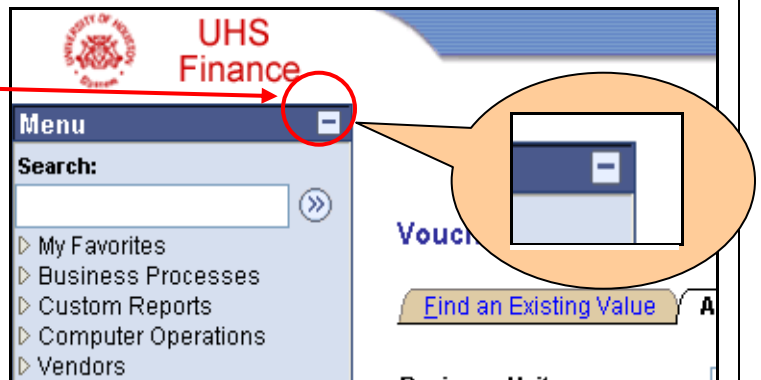
Use REGULAR voucher panels

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 - LOCAL 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 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:** URBISHL 

**Vendor ID:**  

**Vendor Location:**  

**Address Sequence Number:** 0 

**Invoice Number:**

**Invoice Date:**  


**Gross Invoice Amount:**  0.000

**Total Voucher Lines:** 1

[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
  - 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



**Name 1:** begins with

**Vendor ID:** begins with

**Classification:** =

[Basic Lookup](#)

**Search Results**

View All First  1 of 1  Last

Short Vendor Name	Name 1	Vendor ID	Classification
URBISHLIND-001	URBISH, LINDA	0000031644	Employee

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

➤ **Invoice Number:** Enter Travel Request # as invoice number: "T#####"

**Note:** If TR# is not available, please enter TRVL with last name, first initial, dash and the last date of travel (without slashes or dashes).  
**★** Ex. TRVL URBISH,L-032505

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

➤ **Invoice Amount:** from excel travel voucher form.

➤ Click  .

**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:** URBISHLIND-001

**Vendor ID:** 0000031644

**Vendor Location:** V

**Address Sequence Number:** 1

**Invoice Number:** T750611

**Invoice Date:** 03/25/05

**Gross Invoice Amount:** 194.60

**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 Chk'd    Post Status

Copy from a Source Document

**Voucher Comments**

Old Comment:


Comment:  
 "Enter purpose/benefit."

*This is for showing Voucher Comments from legacy vouchers*

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**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** = the date invoice or info was rec'd from the traveler.
- **Invoice Date** and **Goods Receipt Date** and **Acceptance Date** = last day of travel
- 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.

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**★ 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.

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**Option: Chartfield 1:**

This can be used if you wish to keep track of something when there is not an account number to do so. There will be over 260 chartfield codes available to use that are to be assigned by individual departments.

A screenshot of a data entry form. The 'Chartfield 1' field is circled in red. The form includes fields for Program (F0384), Bud Ref (BP2005), Project (NA), Chartfield 1, Chartfield 1 Value, Affiliate, and Fur.

**STEP 13: Save** to get a voucher ID.

➤ Click Save

*Processing* will appear in the top right corner.

A screenshot of the 'Save' button in the software interface, circled in red. The interface shows 'Invoice Lines' and 'Distribution Lines' sections. The 'Save' button is located at the bottom of the 'Distribution Lines' section.

➤ Record the voucher number, which is located at the top of the screen.

A screenshot of the 'Voucher ID' field in the software interface, circled in red. The field contains the value '00025706'. Other fields include 'Style: Regular', 'Entry Status: Postable', 'Group', and 'Budget Status: Valid'.

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

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## STEP 14: 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.

## STEP 15: 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**.

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

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## STEP 16: Enter Additional Distribution Line info.

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

Item	Description	Quantity	UOM	Unit Price	Extended Amt
1	URBISH,LT750611				194.60

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



Under the UHS Data Line tab:

## STEP 17: 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.

### Look Up UHS PCC

USAS UHS PCC Code:

[Basic Lookup](#)

**Search Results**

View All First 1-11 of 11 Last


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

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


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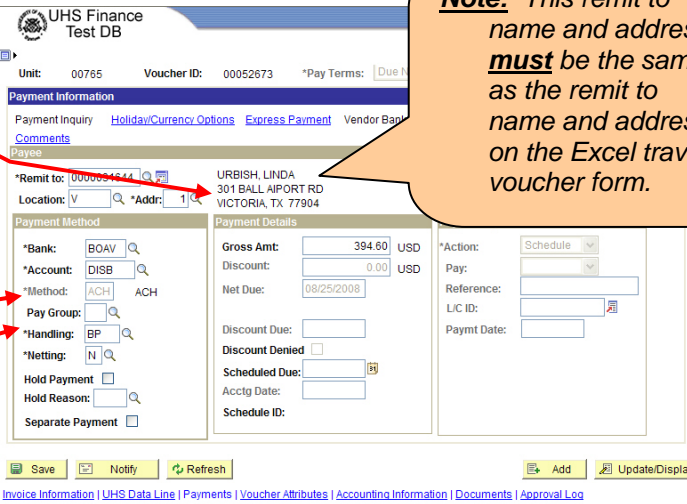
**Under the Payments tab:**

**STEP 18:** Verify vendor address:

- **Address:** If necessary, click on  in order to verify you have the correct address for the vendor.

**STEP 19:** Verify payment information:

- **Bank:** Verify information
- **Account:** Verify information
- **Handling:** Indicate specific instr. (default is BP.)  
Or click  for options and **Look Up Handling** panel comes up;

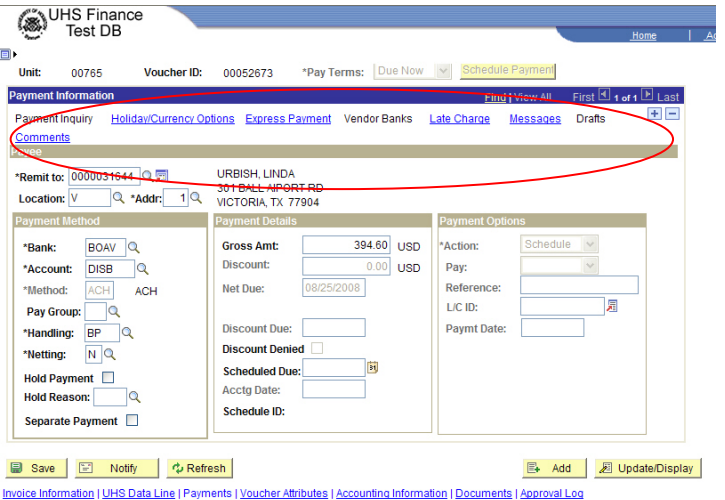


UHS Finance Test DB  
Unit: 00765 Voucher ID: 00052673 \*Pay Terms: [Due Now]  
Payment Information  
Payment Inquiry | Holiday/Currency Options | Express Payment | Vendor Banks  
Comments  
Payee  
\*Remit to: 0000051644 URBISH, LINDA  
Location: [V] [Q] \*Addr: [1] [Q] 301 BALL AIRPORT RD VICTORIA, TX 77904  
Payment Method  
\*Bank: BOAV [Q] \*Account: DISB [Q] \*Method: ACH [Q] ACH  
Pay Group: [Q] \*Handling: BP [Q] \*Netting: N [Q]  
Hold Payment [ ] Hold Reason: [ ] [Q] Separate Payment [ ]  
Payment Details  
Gross Amt: 394.60 USD  
Discount: 0.00 USD  
Net Due: 08/25/2008  
Discount Due: [ ] Discount Denied [ ] Scheduled Due: [ ] [B] Acctg Date: [ ] Schedule ID: [ ]  
\*Action: [Schedule] Pay: [ ] Reference: [ ] L/C ID: [ ] [Q] [Q] Paymt Date: [ ]  
[Save] [Notify] [Refresh] [Add] [Update/Display]  
[Invoice Information](#) | [UHS Data Line](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#) | [Documents](#) | [Approval Log](#)

**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 20:** Verify Payment Information section:

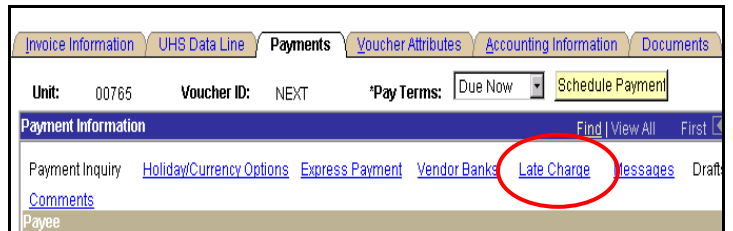
- **Late Charge:** Check information, if necessary (See Step 21.)
- **Messages:** Check/enter if necessary.
- **Comments:** Enter, if necessary (for any messages to the State Treasury Dept.; usually left blank unless you have any special handling instructions.)  
  
Select by clicking on the proper code and you will be returned to the **Payments** panel.



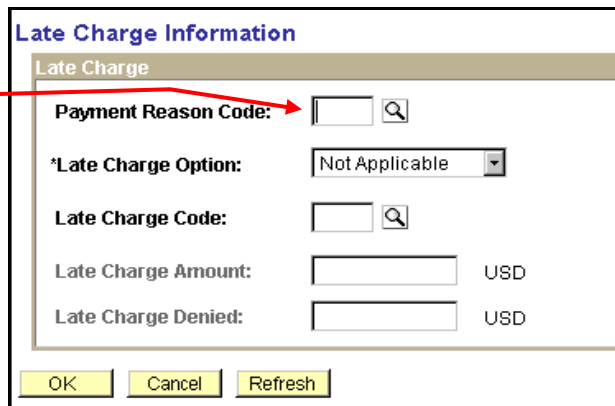
UHS Finance Test DB  
Unit: 00765 Voucher ID: 00052673 \*Pay Terms: [Due Now] [Schedule Payment]  
Payment Information  
Payment Inquiry | Holiday/Currency Options | Express Payment | Vendor Banks | **Late Charge** | Messages | Drafts  
Comments  
Payee  
\*Remit to: 0000051644 URBISH, LINDA  
Location: [V] [Q] \*Addr: [1] [Q] 301 BALL AIRPORT RD VICTORIA, TX 77904  
Payment Method  
\*Bank: BOAV [Q] \*Account: DISB [Q] \*Method: ACH [Q] ACH  
Pay Group: [Q] \*Handling: BP [Q] \*Netting: N [Q]  
Hold Payment [ ] Hold Reason: [ ] [Q] Separate Payment [ ]  
Payment Details  
Gross Amt: 394.60 USD  
Discount: 0.00 USD  
Net Due: 08/25/2008  
Discount Due: [ ] Discount Denied [ ] Scheduled Due: [ ] [B] Acctg Date: [ ] Schedule ID: [ ]  
Payment Options  
\*Action: [Schedule] Pay: [ ] Reference: [ ] L/C ID: [ ] [Q] [Q] Paymt Date: [ ]  
[Save] [Notify] [Refresh] [Add] [Update/Display]  
[Invoice Information](#) | [UHS Data Line](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#) | [Documents](#) | [Approval Log](#)

**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  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  
Payment Inquiry | Holiday/Currency Options | Express Payment | Vendor Banks | **Late Charge** | Messages | Drafts  
Comments  
Payee



**Late Charge Information**  
Late Charge  
Payment Reason Code: [ ] [Q]  
\*Late Charge Option: [Not Applicable]  
Late Charge Code: [ ] [Q]  
Late Charge Amount: [ ] USD  
Late Charge Denied: [ ] USD  
[OK] [Cancel] [Refresh]

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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

**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**.

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

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

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

# VOUCHER - LOCAL TRAVEL VOUCHER ENTRY

Under the Documents tab:

## STEP 23: PREVIEW COVER SHEET:

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

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

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

## 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 AND TRANSFER TO WORKFLOW FOR ELECTRONIC SIGNATURE.**

**Voucher Coversheet**

Business Unit: 00765 PO ID: 3454040738 001  
 Voucher ID: 00000118

Vendor ID: 0000031644  
 Name: LINDA URRISH  
 Address: 406 Watters Ave  
 Victoria TX 77901-3228  
 TX2A

Invoice ID: T750611  
 Contract ID:

PCC: 1  
 Blank: CHASZ  
 Scheduled Due Date: 04/12/2005  
 Gross Amount: \$194.60

Old Voucher Comments:  
 New Voucher Comments: TRAVEL REIMBURSEMENT FOR PEOPLESOFT TRAINING SPECIALIST LINDA URRISH TO ATTEND HRUG/BECHER EDUCATION USER GROUP 2005 CONFERENCE FOR PEOPLESOFT HELD ON 03/21-05 THROUGH 03/24/05 AT THE MGM GRAND HOTEL IN LAS VEGAS, NEVADA, TO BENEFIT THE UNIVERSITY FOR

Payment Comments:

Handling: BP  
 Budget Check: Valid Budget Check

Acct./Desc.	Fund	Dept.	Prog.	Bud. Ref.	Proj.	Charfield 1	Amount	Description
36113	2064	V0010	F0384	BP2005	NA		180.60	URRISH, L T750611
out of state-per diem m-td								
36115	2064	V0010	F0384	BP2005	NA		14.00	URRISH, L T750611
out of state-pub trans-employe								

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PS Approval: \_\_\_\_\_ Date Printed: 04/29/2005 Acctg. Dtl: 04/08/2005  
 Created By: Caylor,Kathleen M UHF

## VOUCHER - LOCAL TRAVEL VOUCHER ENTRY

### **STEP 25: DOCUMENT IMAGING:**

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\\_Voucher.aspx](http://www.uhv.edu/peoplesoft/Travel_Voucher.aspx)

### **STEP 26: SUBMIT VOUCHER TO WORKFLOW:**

Refer to Voucher Workflow job aid for requirements:

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