

VOUCHER – STATE FUNDED 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&>

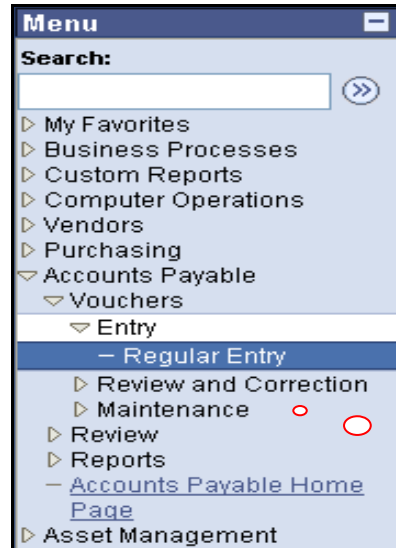
Or, See the [SignOn Financial Production job aid](#).

Remember to use ALL CAPS

NAVIGATION

From the Menu select:

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




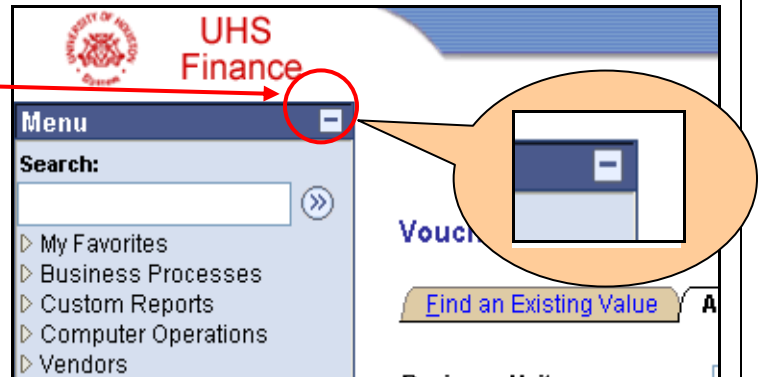
Use **REGULAR** voucher panels

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 – STATE FUNDED 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

VOUCHER – STATE FUNDED TRAVEL VOUCHER ENTRY

★ **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

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

★ **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 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

Voucher Comments


Old Comment:

Comment: "Enter purpose/benefit."

This is for showing Voucher Comments from legacy vouchers

VOUCHER – STATE FUNDED 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** = 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.

VOUCHER – STATE FUNDED 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 – STATE FUNDED TRAVEL VOUCHER ENTRY

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.

Program	Bud Ref	Project	Chartfield 1	Chartfield1 Value	Affiliate	Fur
F0384	BP2005	NA				

Now, select the Payments tab:

STEP 13: Verify vendor address:

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

STEP 14: Verify payment information:

- **Bank:** manually choose STATE (default is BOAV)
- **Account:** will default to TREA if STATE is chosen for Bank Code
- **Handling:** Indicate specific instr. (default is BP.)
Or click for options and **Look Up Handling** panel comes up;

UHS Finance

Unit: 00765 Voucher ID: NEX

Payment Information

Payee: URBISH, LINDA
301 BALL AIRPORT RD
VICTORIA, TX 77904

*Remit to: 0000031644

Location: V *Addr: 1

Payment Method

*Bank: STATE
*Account: TREA
*Method: ACH
Pay Group:
*Handling: BP
*Netting: N
Hold Payment
Hold Reason:
Separate Payment

Payment Details

Gross Amt: 0.00 USD
Discount: 0.00 USD
Net Due:
Discount Due:
Discount Denied
Scheduled Due:
Acctg Date:
Schedule ID:

Save Notify Refresh

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

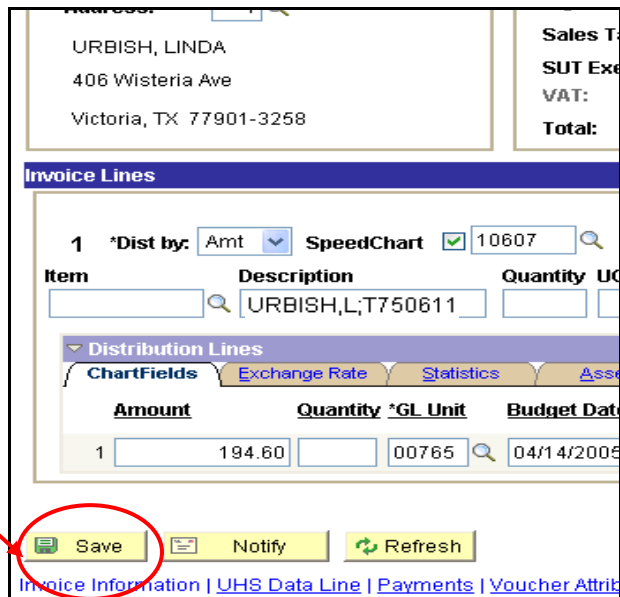
VOUCHER – STATE FUNDED TRAVEL VOUCHER ENTRY

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

➤ Click 

Processing will appear in the top right corner.

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



Address: URBISH, LINDA
406 Wisteria Ave
Victoria, TX 77901-3258

Sales Tax: SUT Ex
VAT:
Total:

Invoice Lines

1 *Dist by: Amt SpeedChart 10607

Item	Description	Quantity	UC
	URBISH,L;T750611		

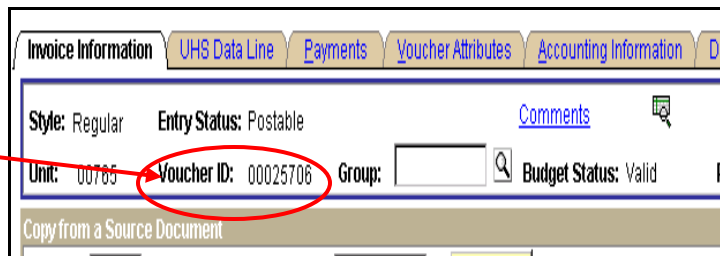
Distribution Lines

ChartFields Exchange Rate Statistics Ass

Amount	Quantity	GL Unit	Budget Date
194.60		00765	04/14/2009

Save Notify Refresh

Invoice Information | UHS Data Line | Payments | Voucher Attributes



Invoice Information UHS Data Line Payments Voucher Attributes Accounting Information

Style: Regular Entry Status: Postable Comments

Unit: 00785 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 – STATE FUNDED 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:

1

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:

1

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 – STATE FUNDED 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

Item	Description	Quantity	UOM	Unit Price	Extended Amt	SUT/VAT/Intrastal
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

★ **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.

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

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.

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

VOUCHER – STATE FUNDED TRAVEL VOUCHER ENTRY

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.

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

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

VOUCHER – STATE FUNDED TRAVEL VOUCHER ENTRY

<p>Make sure the following fields in <i>Late Charge Information</i> panel are as follows:</p> <ul style="list-style-type: none"> ➤ Late Charge Option: default, Not Applicable ➤ Late Charge Code: default, blank 	
<p>Then, back to the Invoice Information tab:</p> <p>STEP 22: BUDGET CHECK A VOUCHER:</p> <ul style="list-style-type: none"> ➤ Click to budget check voucher in upper right hand corner. <p>Processing will appear in the top right corner.</p> <p>Now Valid appears in Budget Status.</p> <div style="border: 1px solid black; padding: 5px; background-color: #f9e79f;"> <p>NOTE: Chartfields can still be changed after budget checking is complete.</p> <p>- The voucher must be VALID before sending to Workflow.</p> </div>	
<p>Next, select the Documents tab:</p> <p>STEP 23: PREVIEW COVER SHEET:</p> <ul style="list-style-type: none"> ➤ Click on Documents tab. ➤ Click Print Voucher Coversheet link <p>Processing will appear in the top right corner.</p> <p><i>Voucher coversheet will appear in its own window in PDF format.</i></p>	

VOUCHER – STATE FUNDED TRAVEL VOUCHER ENTRY

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: TNS: 2454047038 001
Voucher ID: 00000118

Vendor ID: 000003644
Name: LINDA URRISH
Address: 1
406 Winters Ave
Victoria TX 77901-3228
USA

Invoice ID: T750611
Contract ID:

PCC: 1
Bank: CHASBY
Scheduled Due Date: 04/12/2005
Gross Amount: \$184.60

Old Voucher Comments:
New Voucher Comments: TRAVEL REIMBURSEMENT FOR PEOPLESOFT TRAINING SPECIALIST LINDA URRISH TO ATTEND HRUG (HIGHER 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:

Amt./Disc.	Fund	Dept.	Prog.	Est. Inf.	Proj.	Charfield 1	Amount	Description
56113	2064	W0010	P0384	BP2005	NA		183.60	URRISH, L T750611
								out of state-per diem meals &
56115	2064	W0010	P0384	BP2005	NA		14.00	URRISH, L T750611
								out of state-pub trans-employee

Signature: _____ Date: _____
PS Approval: _____ Date Printed: 04/29/2005 Acctg. Dts: 04/08/2005
Created By: Caylor, Kathleen M UHV

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%20Voucher.asp>

STEP 26: SUBMIT VOUCHER TO WORKFLOW:

Refer to Voucher Workflow job aid for requirements:

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