

# PEOPLESOFT FINANCIAL PROCEDURES

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**PEOPLESOFT FINANCIAL PROCEDURES**

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## PEOPLESOFT FINANCIAL PROCEDURES

The Accounts Payable, Purchasing, and General Ledger access forms have been combined into one document, the UH System Finance Access form, that will be used by all campuses. The new form is located on the Forms page of the UH Finance website, but information on how to fill out the forms and who to send them to, can be found on the UHV PeopleSoft website, under [SignUp Financials: http://www.uhv.edu/peoplesoft/Access\\_Fin.asp](http://www.uhv.edu/peoplesoft/Access_Fin.asp)

The Financial System Operator ID form, which is used to create, change, and inactivate operator Ids, will continue to be a separate form and is located on the same web page.

The instructions on the web for routing the Finance Access form apply to UH and UHSA users only. Employees at the other campuses may contact their security coordinator if they have questions about how to use the form.

UH Clear Lake: Jean Carr, carrj@cl.uh.edu

UH Downtown: Jackie Supensky, supenskyj@uhd.edu

UH Victoria: Debbie Jozwiak, jozwiakd@uhv.edu

### TO CREATE A NEW OR EDIT A COST CENTER:

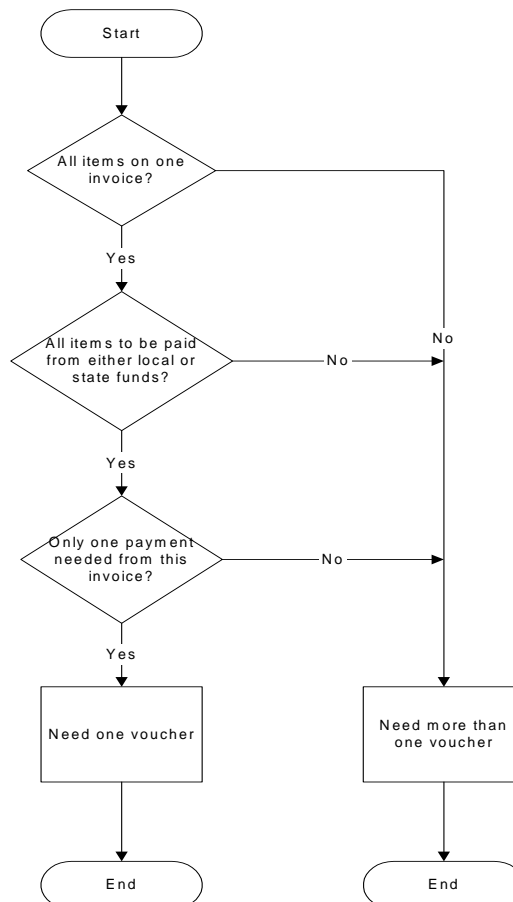
-For information on cost center makeup, see the job aid: [Cost Center Org.](#)

-To add/delete cost centers, please contact Toni Wyer, [wyert@uhv.edu](mailto:wyert@uhv.edu).

-Based on the change needed, you will need to fill out forms for each specific case. These forms and instructions are located on the UHV PeopleSoft website, under Information, [Cost Centers: http://www.uhv.edu/peoplesoft/cost\\_centers.asp](http://www.uhv.edu/peoplesoft/cost_centers.asp).

### Determining Number of Vouchers to Create

Do I need more than one voucher?



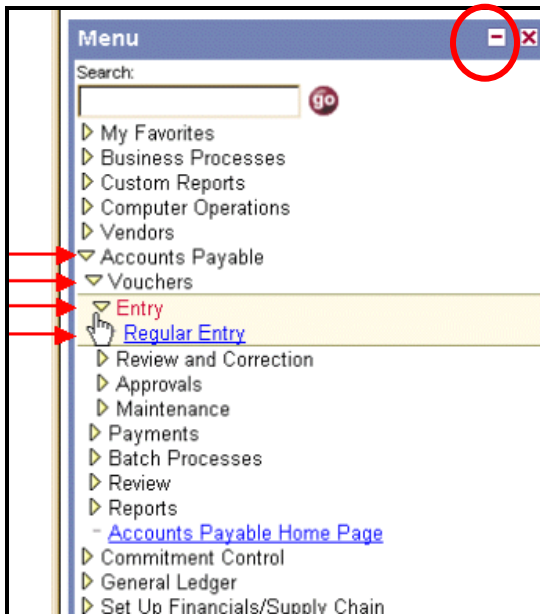
# PEOPLESOFT FINANCIAL PROCEDURES

## Creating a Regular Voucher (For PO Instructions, See Job Aid: Voucher Create PO)

Navigation:

From the Menu:

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



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

# PEOPLESOFT FINANCIAL PROCEDURES

The screenshot shows the 'Voucher' form with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. The form contains the following fields:

- Business Unit:** 00765 (with a search icon and callout 1)
- Voucher ID:** NEXT (with callout 2 and a red arrow pointing to it from callout 3)
- Voucher Style:** Regular Voucher (with callout 3)
- Control Group ID:** (empty)
- Short Vendor Name:** DELL (with a search icon and callout 4)
- Vendor ID:** (empty)
- Vendor Location:** (empty)
- Address Sequence Number:** 0 (with a search icon)
- Invoice Number:** (empty)
- Invoice Date:** (empty)
- Gross Invoice Amount:** 0.000
- Total Voucher Lines:** 1

At the bottom, there is an 'Add' button and two links: 'Find an Existing Value' and 'Add a New Value'.

I. Under the *Add a New Value* tab, enter information:

1. **Business Unit:** 00765 (*default*)


UH Victoria = 00765

Click  (for options) *OR* Can manually type in.

2. *Do not change or input a voucher number in Voucher ID field*  
*NOTE: a voucher number will be assigned by the system.*

3. **Voucher Style:** *Regular Voucher* (*default*)

4. **Short Vendor Name:** Type Vendor Name in ALL CAPS, *example: DELL*  
**OR Vendor ID** with leading 0's, if known.

If searching for vendor, then click  of the field used and the *Look Up Short Vendor Name* panel will appear with Search Results.

# PEOPLESOFT FINANCIAL PROCEDURES

**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 ◀ 1-8 of 8 ▶ Last

Short Vendor Name	Name 1	Vendor ID	Classification
DELLAGOGOL-001	DEL LAGO GOLF RESORT & CONFERE	0000009942	Partner
DELLAGORES-001	DEL LAGO RESORT & CONFERENCE	0000008356	OS Corp
DELLFINANC-001	DELL FINANCIAL SERVICES LP	0000007784	Other
DELLHEIMCH-001	DELLHEIM, CHARLES J	0000013357	Indiv Rec
DELLMARKET-001	DELL MARKETING LP	0000007592	Other
DELLNERJEN-001	DELLNER, JENNIFER J	0000013577	Indiv Rec
DELLOVAEVE-001	DELLOVA, EVELYNE	0000014657	Indiv Rec
DELLWAREDI-001	DELLWARE DIRECT LP	0000007679	Other

**NOTE:** DBA's will still need to be searched for using the Vendor Search Query.

**Look Up Short Vendor Name**

SetID: 00797

Short Vendor Name: begins with

Name 1: **contains**

Vendor ID: =

Classification: <

[Basic Lookup](#)

**Search Results**  
View All First ◀ 1-8 of 8 ▶ Last

Short Vendor Name	Name 1	Vendor ID	Classification
DELLAGOGOL-001	DEL LAGO GOLF RESORT & CONFERE	0000009942	Partner
DELLAGORES-001	DEL LAGO RESORT & CONFERENCE	0000008356	OS Corp
DELLFINANC-001	DELL FINANCIAL SERVICES LP	0000007784	Other
DELLHEIMCH-001	DELLHEIM, CHARLES J	0000013357	Indiv Rec
DELLMARKET-001	DELL MARKETING LP	0000007592	Other
DELLNERJEN-001	DELLNER, JENNIFER J	0000013577	Indiv Rec
DELLOVAEVE-001	DELLOVA, EVELYNE	0000014657	Indiv Rec

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 and you will be taken back to the Voucher panel with the vendor information inserted.

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.

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

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## Helpful hints in searching for vendor names:

- The word “THE” will never be used as the first word in a vendor name
- Due to heavy usage and length of the word, “UNIVERSITY OF” will be shortened to “UNIV OF” for all universities. No abbreviation will be used for companies with “UNIVERSITY” as their first name. (Ex: UNIVERSITY MICROFILMS).
- Other than the first word, the following are abbreviated as such: ASSOCIATION = ASSN, DEPARTMENT = DEPT, ASSOCIATES = ASSOC, NATIONAL = NATL and INTERNATIONAL = INTL.
- Acronyms should not be used for associations.
- Punctuation is not used in the vendor system and will affect the search.
- Numbers are spelled out as spoken.
- Search by individual’s last name with a coma. (Ex: “SMITH,” will display all individuals with the last name Smith)
- State agencies begin with the state’s name.

*HINT: You can type first name in also, but do not use any spaces!*

If still not found, the voucher cannot be entered at this time. Instructions for vendor not found:

If the University is paying for merchandise or services, the vendor **must** fill out and sign the UHS Accounts Payable and Purchasing Vendor Setup Form (or a W-9).

If the University is reimbursing a current/prospective employee or student, the UHS Accounts Payable Individual Setup Form will need to be filled out.

The forms and information on the process can be found on the UHV PeopleSoft website, under Information, Vendor Setup/Change: <http://www.uhv.edu/peoplesoft/Vendor.asp> . .

Once form is filled out, forward to the Finance Department. The Finance Department will fax the forms to UH vendor team for setup in PeopleSoft vendor system and Texas Identification Numbering System. Call the Finance Department if there are any questions.

Normally takes 2-4 days to setup vendors.

Once the vendor is selected, you will return to the **Voucher** panel, *Add a New Value* tab.

**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:** DELLMARKET-001

**Vendor ID:** 0000007592

**Vendor Location:** V

**Address Sequence Number:** 14

**Invoice Number:** 577485254

**Invoice Date:**

**Gross Invoice Amount:** 950.000

**Total Voucher Lines:** 1

**Add**

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

*HINT: Please use UPPERCASE when entering invoice numbers → this consistency makes it easier to search for any letters used in invoice numbers are usually CAPS.*

Note: **Vendor Location** field – always “V”. (It should not be changed.)

## PEOPLESOFT FINANCIAL PROCEDURES

5. Enter **Invoice Number**: Type **Invoice** number **exactly** as it appears on the invoice. If an invoice number is not provided, use the account number (30 characters max).

*NOTE: Optional to enter number of Voucher (Invoice), if known.*

Other items that can be used:

membership #,

date, MM/DD/YY

Travel Request #,

For reimbursements use: REIMB\_ MM/DD/YY

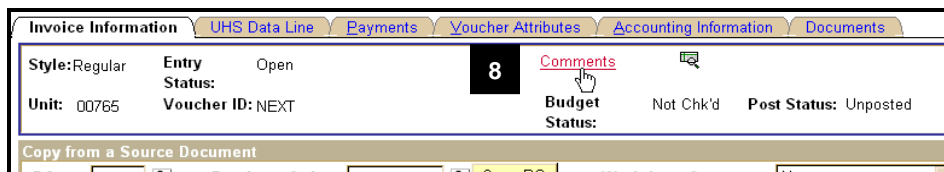
**Note: Only one invoice per voucher or receipt date.**

For Bank One: are now created using journals: *For more information on how to complete ProCard invoices, see the job aid: 84 Journal GL ProCard.*

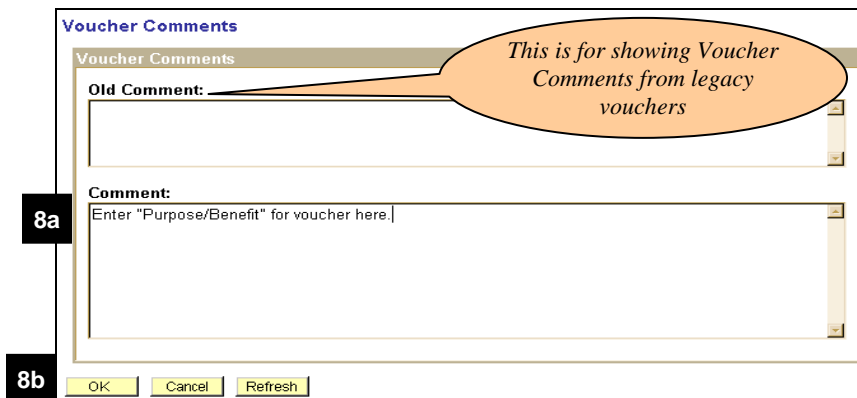
*Please see specific job aid for special vouchers for more information on what is required or may be used.*

6. **Gross Invoice Amount**: Enter total amount of invoice/voucher in **Gross Invoice Amount** field.
7. Click on **Add**. This takes you to the **Invoice Information** tab.

### II. In the **Invoice Information** panel:



8. Click on the **Comments** link to enter Purpose/Benefit for voucher.



- 8a. Enter Purpose/Benefit in **Voucher Comments** which include:

- \* Purpose and benefit statement(s).
- \* Justification for changing the Scheduled Payment Due date, if applicable.
- \* Additional information required for payment.

For more information, please see the job aid(s) Voucher Comments-Requirements,  
Or if a membership/registration/subscription: VoucherCommentsMbrshpRegisSubs Policy  
(Acronyms must be in full at least once, i.e., University of Houston-Victoria (UHV).)

- 8b. Click **OK** when finished.

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

# PEOPLESOFT FINANCIAL PROCEDURES

**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: Unposted

Copy from a Source Document  
 PO Unit:    Purchase Order:    Copy PO    Worksheet Copy Option: None

**Vendor**    [Advanced Vendor Search](#)

Vendor: 0000007592  
 Name: DELLMARKET-001  
 Location: V  
 \*Address: 14 **9a**  
 DELL MARKETING LP  
 PO Box 676021  
 Dallas, TX 75267-6021 **9**

**Invoice**

Invoice No: 577485254  
 Invoice Date: 02/15/2004    Calc Basis Date    Acctg Date: 07/12/2004  
 \*Pay Terms: Net 30    Pay Schedule: Other  
 Misc Amt:    Frght Amt:    Sales Tax:    SUT Exempt    Use Tax:    VAT:    Total: 995.00    \*Curr: USD    Balance: 0.00

9. Verify **Vendor** Information, including address.

9a. If need to change, Click next to **Address**. You will be shown a listing of all the current addresses for this vendor number.

**Look Up Address**

Cancel

**Search Results**  
 View All    First 1-8 of 8 Last

Vendor ID	Address Sequence Number	Description
0000007592	4	R:DBA DELL USA LP
0000007592	5	R:HI-ED & FED AFTERMARKET SALE
0000007592	9	O:2214 W BRAKER LANE STE D
0000007592	10	O:2111 WEST BRAKER LANE
0000007592	11	O:ONE DELL WAY
0000007592	13	R:DBA DELL USA LP
0000007592	14	R:PO BOX 676021 <b>9b</b>
0000007592	15	Withholding

Select the address that matches the remit to address on the invoice.

R: = Remit address

O: = Order address

R/O: = Remit/Order address

9b. Click once on the correct Remit-To address link. This will return you to the *Invoice Information* panel.

# PEOPLESOFT FINANCIAL PROCEDURES

<b>Invoice Information</b>		<a href="#">UHS Data Line</a>	<a href="#">Payments</a>	<a href="#">Voucher Attributes</a>	<a href="#">Accounting Information</a>	<a href="#">Documents</a>
<b>Style:</b> Regular	<b>Entry Status:</b> Open	<a href="#">Comments</a>				
<b>Unit:</b> 00765	<b>Voucher ID:</b> NEXT	<b>Budget Status:</b> Not Chk'd		<b>Post Status:</b> Unposted		
<b>Copy from a Source Document</b>						
<b>PO Unit:</b> <input type="text"/>	<b>Purchase Order:</b> <input type="text"/>	<input type="button" value="Copy PO"/>	<b>Worksheet Copy Option:</b> None			
<b>Vendor</b>			<b>Invoice</b>			
<a href="#">Advanced Vendor Search</a>						
<b>Vendor:</b> 0000007592			<b>Invoice No:</b> 577485254			
<b>Name:</b> DELLMARKET-001			<b>Invoice Date:</b> 02/15/2004	<a href="#">Calc Basis Date</a>	<b>Acctg Date:</b> 07/12/2004	
<b>Location:</b> V			<b>*Pay Terms:</b> Net 30	<b>10</b>	<b>Pay Schedule:</b> Other	
<b>*Address:</b> 14			<b>Misc Amt:</b>			
DELL MARKETING LP			<b>Frght Amt:</b>			
PO Box 676021			<b>Sales Tax:</b>			
Dallas, TX 75267-6021			<b>SUT Exempt</b> <input type="checkbox"/> <b>Use Tax:</b>	<a href="#">Non Merchandise Summary</a>		
			<b>VAT:</b>	VAT Summary		
			<b>Total:</b> 995.00	<b>*Curr:</b> USD	<b>Balance:</b> 0.00	

10. **Calc Basis Date:** Click on the [Calc Basis Date](#) hyperlink. The *Date Calculation* sub-panel will display. For all date fields on this panel: you can click on the (calendar) icon and a calendar will appear to select the proper date.

**Note:** The **Date Calculation Basis** field must always be "Prompt Pay Basis". This is information pulled from the vendor id.

**Date Calculation**

[Back to Invoice](#) **10d**

**Date Calculation Basis:** Prompt Pay Basis **Fed Pymnt Basis** **10e**

**Invoice Receipt Date:** **10a**

**Invoice Date:** **10b**

**Goods Receipt Date:**

**Acceptance Date:**

**10c**

10a. Enter actual **Invoice Receipt Date**. Please date-stamp all invoices and receipts—mailed or faxed—when they are received by university personnel.

**NOTE:** If the invoice's received date (10a) is prior to the Invoice Date (10b), use the Invoice Date as the Invoice Receipt Date (the Invoice Rec'd Date=Invoice Date).

10b. Enter **Invoice Date** from the invoice.

10c. Enter **Goods Receipt Date** and **Acceptance Date** (*always* the same as Goods Receipt Date). This is usually the date you received the item(s), or the date service, work, packing slip date, or travel was completed. Must be documented on the invoice, receipt, or receiving report—if not, use the Invoice Date.

For example, membership dues may be paid for a period of 04/01/04 through 03/31/05, the goods receipt date would be 03/31/05.

Same applies to subscriptions, maintenance periods, utility billing periods, phone service periods, etc.

Registration is the last day of the session.

Travel is the last day of travel.

(For more information on what to enter into date fields, see the specific job aids.)

## PEOPLESOFT FINANCIAL PROCEDURES

10d. Click on [Back to Invoice](#). This will take you back to the *Invoice Information* panel, and the invoice date will now appear.

10e. **FYI:** The **Fed Pymnt Basis Date** will be calculated based on the latest of the dates in 10a, 10b or 10c.

The screenshot shows the 'Invoice Information' panel in PeopleSoft. At the top, there are tabs for 'UHS Data Line', 'Payments', 'Voucher Attributes', 'Accounting Information', and 'Documents'. Below the tabs, the 'Style' is 'Regular' and 'Entry Status' is 'Open'. The 'Unit' is '00765' and 'Voucher ID' is 'NEXT'. The 'Budget Status' is 'Not Chk'd' and 'Post Status' is 'Unposted'. There is a 'Comments' link and a magnifying glass icon. Below this is a section 'Copy from a Source Document' with fields for 'PO Unit', 'Purchase Order', and 'Worksheet Copy Option' (set to 'None'). The main area is divided into 'Vendor' and 'Invoice' sections. The 'Vendor' section includes 'Advanced Vendor Search', 'Vendor' (0000007592), 'Name' (DELLMARKET-001), 'Location' (V), and '\*Address' (14). The 'Invoice' section includes 'Invoice No' (577485254), 'Invoice Date' (02/15/2004), '\*Pay Terms' (Net 30), 'Misc Amt', 'Frght Amt', 'Sales Tax', 'SUT Exempt', 'Use Tax', 'VAT', and 'Total' (995.00). The 'Acctg Date' is 07/12/2004 and 'Balance' is 0.00. A red dashed arrow points from the 'Back to Invoice' link in the text above to the 'Invoice Date' field. Numbered callouts 11, 12, and 13 highlight the 'Invoice No', 'Total', and 'Acctg Date' fields respectively.

### Note: Please leave these fields blank:

- Misc Amt
- Frght Amt (include in gross field)
- Sales Tax
- Use Tax

11. **Invoice Number:** *should have populated from "Add" panel.*

12. **Total:** *Invoice total should have populated from "Add" panel*

13. **Acctng Date:** will default to the date you are entering the voucher. This will play an important role at month-end and fiscal year end.

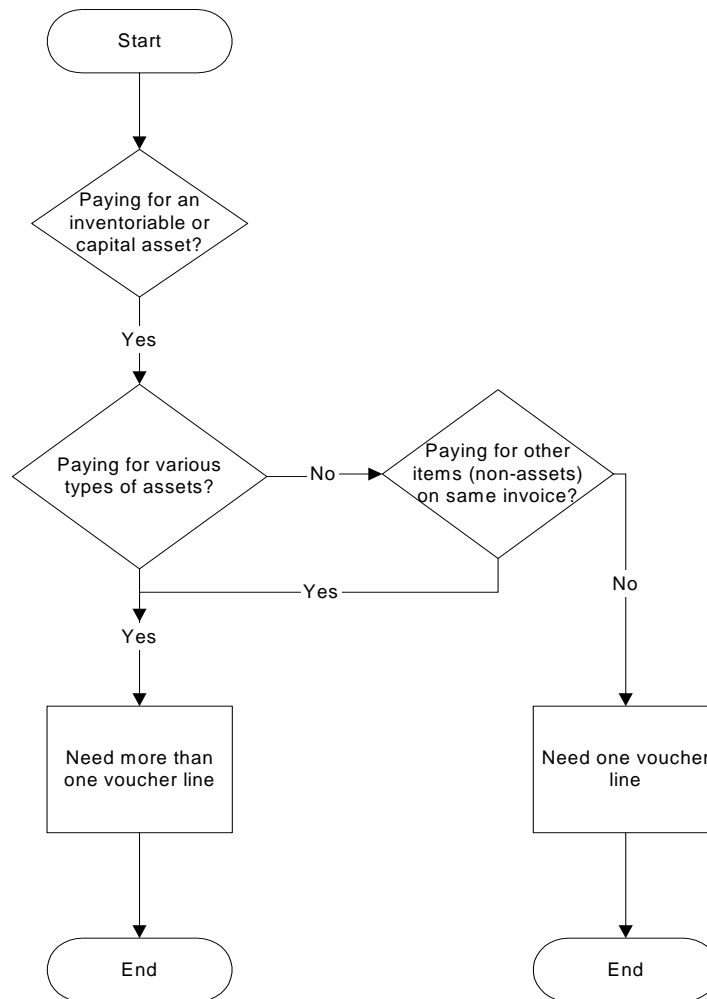
- Month-end: ONLY when notified by AP, can change this date to the first of the next month to keep this voucher from showing as a Soft Commitment & the processing of it from crossing over two months.
- Year-end: ONLY when notified by AP, follow year-end practices for entering next FY data in current FY. Use the information posted on the web as a guide which can be found on the UHV PeopleSoft website, under Information, [Year End](#): [http://www.uhv.edu/peoplesoft/year\\_end.asp](http://www.uhv.edu/peoplesoft/year_end.asp) , or the job aid that is labeled:

## **PEOPLESOFT FINANCIAL PROCEDURES**

*Vouchers\_Entering\_FY200X\_in\_FY200Y*, where X=next fiscal year and Y=current fiscal.

# PEOPLESOFT FINANCIAL PROCEDURES

Do I need more than one line on the voucher?



**Not working yet.**

Assets refer to inventoriable or capital assets that are tracked by property management. It does not refer to the type of PeopleSoft account, which might be classified as an asset or an expense. Questions should be directed to the UHV Property Manager.

A separate voucher line is needed for controlled or capital assets (i.e., items to receive a property tag).

The following list of accounts (as of August 20, 2001) must be placed on a separate voucher line.

- 54354-54356 Controlled Assets
- 58000-58907

-----INVOICE LINE LAYOUT-----

# PEOPLESOFT FINANCIAL PROCEDURES

Invoice Line header

Distribution Line(s)

The screenshot shows the 'Invoice Lines' window. At the top, there's a header section with fields for 'Dist by', 'Amt', 'SpeedChart', and a value '10586'. Below this is a table with columns: Item, Description, Quantity, UOM, Unit Price, and Extended Amt. The first row shows '1', an empty description, '995.00', and '995.00'. Below the table is a 'Distribution Lines' section with tabs for 'ChartFields', 'Exchange Rate', 'Statistics', and 'Assets'. Under 'ChartFields', there's a table with columns: Amount, Quantity, \*GL Unit, Budget Date, Entry Event, \*Account, OpenItem, Fund, Department, Program, Bud Ref, and Project. The first row shows values: 1, 995.00, 00765, 07/12/2004, an empty entry event, an empty account, an empty open item, 2064, V0012, F0357, BP2004, and NA.

14. Under the **Invoice Lines** section, enter **Cost Center Information**:

This screenshot is similar to the previous one but includes annotations. A black box labeled '14a1' points to the 'SpeedChart' checkbox. Another black box labeled '14a2' points to the '10586' value in the 'SpeedChart' field. A third black box labeled '14a3' points to the 'Fund', 'Department', 'Program', 'Bud Ref', and 'Project' fields in the 'Distribution Lines' table.

14a. Option 1-- Enter a **SpeedChart** (ie., *Speed Type/Speed Code*):

**NOTE:** If not using **SpeedChart**, skip to Step II, 14b, Option 2.

14a1. **Click** on box to select & bring cursor into the **SpeedChart** field

14a2. **Enter** the number, *or* look up the SpeedChart as follows:

**EITHER**

- 1 - using the Program code, use *Menu: Business Processes; GL; Cost Center Definition (instructions in 84 Search for CostCenter-SpeedType)* **or**
- 2 - if you don't know the Program code, look it up by description, using *Set up Financials/Supply Chain; Common Definitions; Design ChartFields; Define Values; ChartField Values (instructions in 84 Search for Chartfield by Description)*

**OR**

Use the query: **UHV\_COST\_CENTER\_BY\_DEPT** (To get a listing of all the cost centers & their speedtypes by department; instructions in 84 Search for SpeedType)

14a3. Press **tab** key once and all cost center information will populate in chartfields of distribution line *except* the **Account #**. (Fill in the Account # *after* entering the SpeedChart, otherwise this process will delete what was entered.)

**NOTE:** If you have used the SpeedChart process (Step II,14a), skip to Step II,15.

This screenshot shows the 'Distribution Lines' window with the 'ChartFields' tab selected. The table has columns: Amount, Quantity, \*GL Unit, Budget Date, Entry Event, \*Account, OpenItem, Fund, Department, Program, Bud Ref, and Project. The first row shows values: 1, 850.00, 00765, 07/12/2004, an empty entry event, an empty account, an empty open item, 2064, V0012, F0357, BP2004, and NA. Annotations 14b1 through 14b4 point to the Fund, Department, Program, and Bud Ref fields respectively.

# PEOPLESOFT FINANCIAL PROCEDURES

For numbers 14b1-14b4, the chartfield combinations must be correct or an error will occur.

14b. **Option 2: Type in** each cost center chartfield manually:

14b1. **Fund** or select from list (🔍). Tab.

14b2. **Dept ID** or select from list (🔍). Tab.

14b3. **Program** or select from list (🔍). Tab.

14b4. **Project** or select from list (🔍). Tab.

**Note:** **Bud Ref** will appear once the Project is entered. *(If it is a grant cost center, this field will not populate and will remain blank. Grants do not have Budget References.)*

15. **Description:** Enter in the invoice line header.



Type a short **Description** of item(s) (30 characters here, plus an additional 50 characters on *UHS Data Line* panel, See Step II, 49) *(This will appear on the voucher coversheet to the right of the cost center and on the transaction reports [i.e. 1074] you print for balancing the cost centers.)*

For reimbursements, type “REIMB” at the beginning of the description field, which will help ensure these payments are correctly classified for 1099 reporting.

For travel: last name,first initial);TR number; *Option: can also add destination info to show more detail on reports*

*Please see specific job aid for special vouchers for more information on what is required or may be used.*



For inventorable or capital assets, include specific name and model number in description that should appear in property management inventory.

16

18

16. **Extended Amt:**, in Invoice Line header section should have populated from *Total:* in *Invoice Section* above.

## PEOPLESOFT FINANCIAL PROCEDURES

17. Under *Distribution Lines* section: the **Amount** should have populated from *Extended Amt.* in the *Invoice Lines* Section. Notice the amount that automatically transferred from the *Extended Amt, Invoice Lines* section to both the *Voucher Lines* and the *Distribution Lines*. Notice that the '**Balance**' is 0. If no other lines to be added, do not change, and go to Step II, 22.

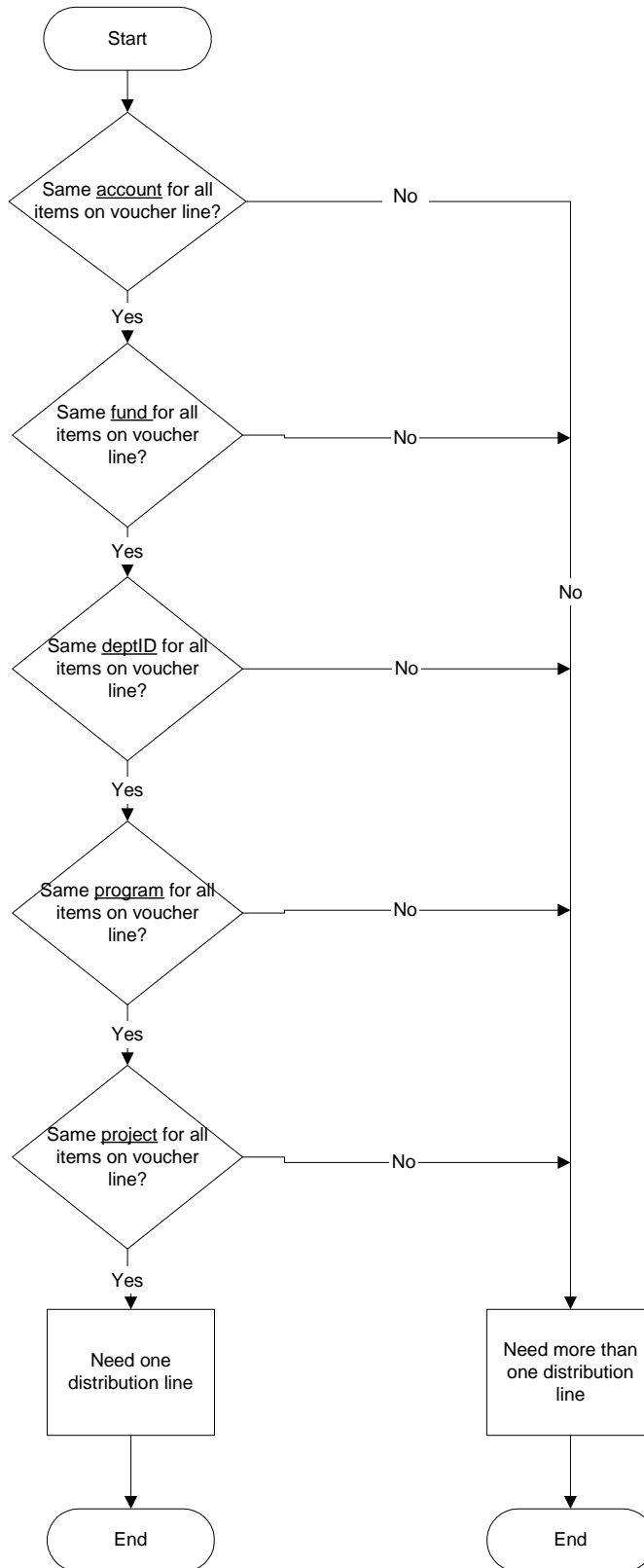
If more than one Voucher Line is needed, enter the **Amount** of the first voucher line.  
Tab to next field.

*In this example, they wanted to separate the items on the invoice so the amount was changed from \$955.00 to \$850.00.*

19. Notice that the '**Balance**' has now changed to the difference between this line item and the total invoice. The system also transferred this amount to the *Distribution Lines*.

# PEOPLESOFT FINANCIAL PROCEDURES

Do I need more than one distribution for a line on the voucher?



# PEOPLESOFT FINANCIAL PROCEDURES

Dallas, TX 75267-6021

Total: 995.00 \*Curr: USD Balance: 145.00

Invoice Lines Find | View All First 1 of 1 Last

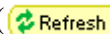
1 \*Dist by: Amt SpeedChart 10586

Item	Description	Quantity	UOM	Unit Price	Extended Amt	SUTWAT/Intrastat
	COMPUTER				850.00	<input type="checkbox"/> Use One Asset ID

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

ChartFields Exchange Rate Statistics Assets

Amount	Quantity	*GL Unit	Budget Date	Entry Event	*Account	OpenItem	Fund	Department	Program
20	850.00	21	00765	07/12/2004			2064	V0012	F0357

20. **Amount:** Initially, the amount for this distribution line will default from the *Invoice Lines Extended Amt*. If you change the *Distribution Lines Amount* above, click on the Refresh button () to populate the distribution line.

The amount should be the same as the voucher line, UNLESS more than one distribution is needed for the voucher line. Then change the amount for the first distribution.

(In this example, distribution amount was not changed (see Step II, 35 for adding distribution lines).

21. **Quantity:** Use only if paying for an asset: enter the quantity of assets. Otherwise leave blank.

In this example since a computer is an inventorable asset, the quantity was entered.

22. Type in **Account** number or select from list.

To look up long descriptions for an account – *Menu, Set up Financials/Supply Chain, Common Definitions, Design Chartfields, Define Values, Chartfield Values, Account*. Enter the account number or part of it in **Account:**, click **Search**; then, a list will appear in the bottom portion of the window. Now, select the account number you are looking for, Click once on that account number. Now, select the *Description* tab for the particular account and the long description will be displayed.

Not working yet.

## PEOPLESOFT FINANCIAL PROCEDURES

To select from list, click once on the account field. The following *Look Up Account* sub-panel will appear.

**Look Up Account**

SetID: 00797 **22a**

Account: begins with 543

**22b** Look Up Clear Cancel Basic Lookup

**Search Results**

View All First 1-24 of 24 La

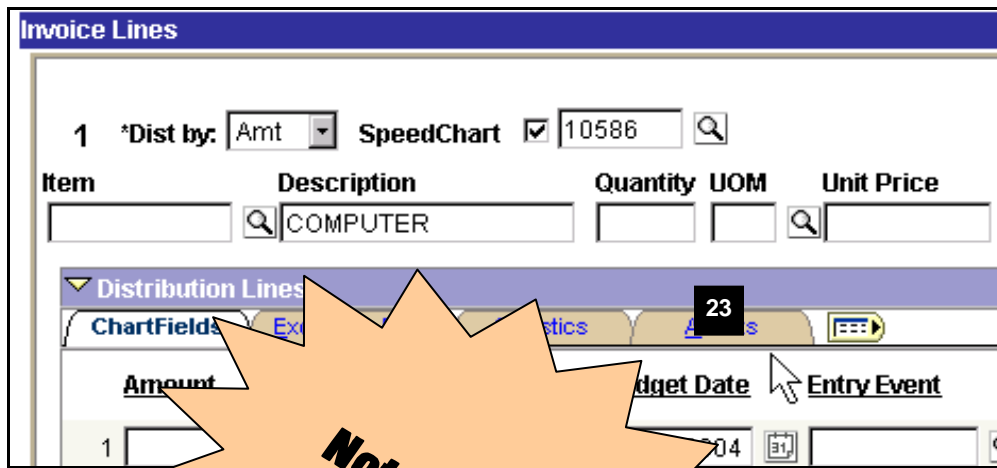
Account	Description	Account Type
54300	CLEANING & CUST SUPP	E
54301	MAINTENANCE HARDWARE	E
54302	AGRICULTURAL SUPPLIES	E
54303	PLANTS	E
54350	FUELS	E
54351	LIQUIFIED PETROLEUM GAS VEHICL	E
54352	LUBRICANTS	E
54353	REFRIGERANT GASES	E
54354	EQUIPMENT-STATE CONTROLLED ASS	E
54355	COMPUTER EQUIP-STATE CONTROL A	E
54356	TELECOM EQUIP-STATE CONTROL AS	E
54357	REPAIR PARTS - LABS & FACILITI	E
54358	COMPUTER EQUIPMENT - EXPENSED	E
54359	COMPUTER PARTS AND FURNISHINGS E	E
54360	TELECOMMUNICATION FURNISH & EQ	E

**22d** **22c**

Follow the steps below:

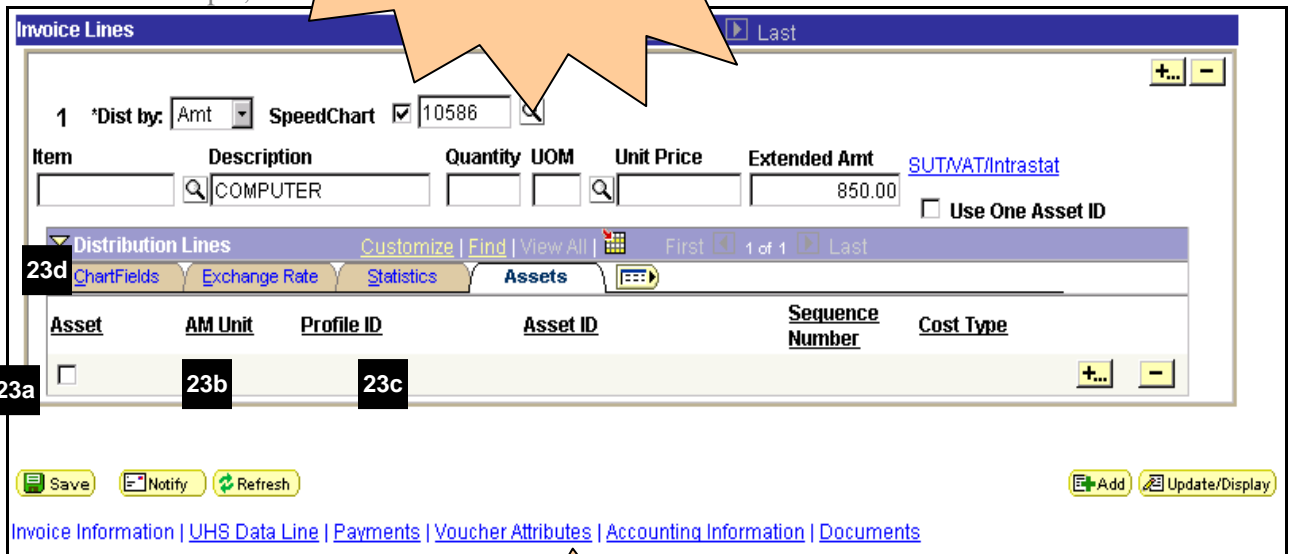
- 22a. Type the first one, two, or more numbers of the five-digit account.  
1XXXX = Asset  
2XXXX = Liability  
3XXXX = Fund Balance  
4XXXX = Revenue  
5XXXX = Expense
- 22b. Click **Look Up**.
- 22c. Scroll down the list until you find the correct account.
- 22d. Click once on the correct account and you will be taken back to the Invoice Lines with the account number inserted.

# PEOPLESOFT FINANCIAL PROCEDURES



23. If paying for an asset on a voucher line, click the Asset button.  
 If not, skip to Step 24.

In this example, the a



The panel displays in a different format than the previous one at the bottom.

23a. Click Asset box.

23b. Select appropriate AM Unit from the AM Unit list.

23c. Select appropriate Profile ID.

23d. Click on Chartfields tab to return to the Distribution Line Information panel.

# PEOPLESOFT FINANCIAL PROCEDURES

***NOTE:*** If not adding any Voucher lines to this voucher, skip to Step II, 36.

- 24. To insert another ‘voucher line’ on the voucher, click on the in upper righthand corner of **Invoice Lines** section.
- 24a. Explorer User Prompt window comes up, enter the number of rows you need to add in the prompt that will appear. (Default is to just add “1” row.)
- 24b. Click .

# PEOPLESOFT FINANCIAL PROCEDURES

**FYI:** All information from the first voucher line will automatically transfer when the new line appears: Amounts, Description, cost center chartfields, Account. Notice the '2' by the Voucher line Amount and the scroll bar has changed. The Balance is 0.00 again.

25. The **Extended Amount** that appears is the “balance” of the total invoice (from the *Invoice Information* tab) less Voucher Line 1. If *additional* voucher lines are needed, change the amount for this second voucher line. Otherwise, do not change the amount.

*In this example, no additional voucher lines were needed so the voucher line amount was not changed.*

26. Enter the **Description** for the second voucher line.

27. **Amount:** If the voucher line will have multiple distributions, change the distribution **Amount**.

*In this example, the distribution amount was changed from \$145.00 to \$100.00 because the book is to be charged to a different account than computer supplies.*

28. **Quantity:** If paying for an asset, enter the **Quantity**. Otherwise leave blank.

*In this example, skip quantity since we are not paying for an inventoriable or capital asset on this voucher line.*

29. **SpeedChart Option:** the SpeedChart code is a shortcut that will automatically fill in all the cost center numbers (chartfields) except the **Account #** (and it will erase anything put into this field, so suggest waiting to fill in until after speedchart used). If not using, skip to Step II, 31.

Click on box to select a SpeedChart & bring cursor into the **SpeedChart** field.

29a. Enter the number *or* look up the SpeedChart as follows:

Menu ► Business Processes ► GL ► FRS Account Definitions

Enter *Business Unit* and *FRS Account*; then, Click on .

## PEOPLESOFT FINANCIAL PROCEDURES

29b. **Tab** once and all the information will display in the proper fields.

# PEOPLESOFT FINANCIAL PROCEDURES

The screenshot displays the 'Invoice Lines' window in PeopleSoft. It shows two invoice lines. Line 1 is for 'COMPUTER' with an extended amount of 850.00. Line 2 is for 'BOOK & COMPUTER SU' with an extended amount of 145.00. Both lines have a distribution table with columns for Amount, Quantity, GL Unit, Budget Date, Entry Event, Account, Open Item, Fund, Department, Program, Bud Ref, and Project. The Account field in line 2 is highlighted with a black box and the number 30. The Fund field is highlighted with 31, Department with 32, Program with 33, Bud Ref with 35, and Project with 34.

30. Input **Account** or select from list (🔍). (See Step m. for more information on this process.)

**NOTE: If you have used the SpeedChart process (Step II, 29), skip to Step II, 36.**

(For more information on how to look up the following chartfields, see Step \_\_\_\_\_.)

31. Input **Fund** or select from list (🔍).

32. Input **Dept ID** or select from list (🔍).

33. Input **Program** or select from list (🔍).

34. Input **Projects** or select from list (🔍).

35. The **Bud Ref** will appear once the Project is entered. (If it is a grant cost center, this field will not populate and will remain blank.)

# PEOPLESOFT FINANCIAL PROCEDURES

The screenshot shows a PeopleSoft Financial interface. At the top, there are fields for 'Dist by', 'Amt', and 'SpeedChart'. Below this is a table with columns: Item, Description, Quantity, UOM, Unit Price, and Extended Amt. The first row shows 'BOOK & COMPUTER SU' with an extended amount of 145.00. Below the table is a 'Distribution Lines' section with a toolbar containing 'ChartFields', 'Exchange Rate', 'Statistics', and 'Assets'. A table below this section has columns: Amount, Quantity, GL Unit, Budget Date, Entry Event, Account, OpenItem, Fund, Department, Program, Bud Ref, Project, Chartfield 1, Chartfield 1 Value, Affiliate, and Fund Affil. The first row in this table has a value of 145.00 in the Amount column and '36' in the Fund Affil column. A red bracket and arrow point to the 'Distribution Lines' section, which is highlighted with a black box labeled 'Distribution Line'.

***NOTE:*** If not adding any Distribution lines to this voucher, skip to Step II, 44.

36. If another Distribution line is needed, click on the . Otherwise, skip to Step II, 44.

37. Click the insert row icon and a sub-panel, *Explorer User Prompt* pops up.

The screenshot shows a dialog box titled 'Explorer User Prompt' with a window ID of '37'. The dialog contains a 'Script Prompt:' label, an 'Enter number of rows to add:' label, and a text input field containing the number '1'. There are 'OK' and 'Cancel' buttons.

Enter the number of rows to add in the prompt that will appear (*number of rows to add*). (Default is to just add "1".) Then, click .

*In this example, another distribution line was added for the computer supplies.*

# PEOPLESOFT FINANCIAL PROCEDURES

FYI: All information from the first Distribution line will automatically transfer when the new line appears: Amount, cost center chartfields, Account. There will not be a SpeedChart option available.

The screenshot displays the PeopleSoft Financial Procedures interface. At the top, it shows 'Dallas, TX 73207-0021' and 'Total: 995.00 \*Curr: USD Balance: 0.00'. Below this is the 'Invoice Lines' section with a 'Find | View 1' button and a '1 of 2' indicator. The first distribution line (line 1) is for 'COMPUTER' with an amount of 850.00. The second distribution line (line 2) is for 'BOOK & COMPUTER SU' with an amount of 145.00. A table below the distribution lines shows the following data for line 2:

Amount	Quantity	GL Unit	Budget Date	Entry Event	*Account	OpenItem	Fund	Department	Program	Bud Ref	Project
145.00		00765	07/12/2004		53907		2064	V0012	F0357	BP2004	NA

At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'. A '45' callout points to the 'Save' button. At the very bottom, there is a '46' callout pointing to the 'UHS Data Line' hyperlink.

38. The **Amount** that appears is the “balance” of the Invoice Lines 1 less Distribution Lines 1. If *additional* distribution lines are needed, change the amount for this second distribution line. Otherwise, do not change the amount.

*In this example, the amount was not changed because this is the last item.*

39. Change **Account**, if needed. (See Step II, 22 for more information on this process.)

*In this example, the account was the only field changed.*

*(For more information on how to look up the following chartfields, see Step II, 12-15.)*

40. Change **Fund**, if needed.


41. Change **Department**, if needed.

42. Change **Program**, if needed.

43. Change **Projects**, if needed.

**Note:** **Bud Ref** will appear once the Project is entered. (If it is a grant cost center, this field will not populate and will remain blank.)

44. When all lines entered, verify voucher is balanced (**Balance** = 0.00). If not balanced, change appropriate Voucher line and/or Distribution line amounts.

45. You now can save the voucher so you do not lose any work you have already done. You will also get a voucher number. Click  at bottom of panel and **write down the new Voucher ID**.

46. Click on [UHS Data Line](#) hyperlink at bottom of panel or tab at top of panel.

# PEOPLESOFT FINANCIAL PROCEDURES

Unit: 00765 Voucher: 00022146 Lines: 2 Balance: 0.00

Scroll Area Find | View 1 First 1-2 of 2 Last

1 COMPUTER

Scroll Area Find | View All First 1 of 1 Last

1 TIN: 17426168054 055  
 \*UHS PCC: 9  47  
 Description2:   
 RTI:  Delivered Date:

3rd Party Vendor Info

---

2 BOOK & COMPUTER SUPPLIES

Scroll Area Find | View All First 1 of 1 Last

2 TIN: 17426168054 055  
 \*UHS PCC: 9   
 Description2:   
 RTI:  Delivered Date:

3rd Party Vendor Info

### III. Under *UHS Data Line* tab:

47. For each voucher line, type or click (🔍) for **UHS PCC**. If you click the Look Up button, the following *Look Up UHS PCC* sub-panel will appear. (See next page for more explanation.)

**Look Up UHS PCC**

USAS UHS PCC Code: begins with

[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

*Refer to next page for complete description.*

48

48. Click once on on the correct UHS PCC and you will return to the *UHS Data Line* panel.

# PEOPLESOFT FINANCIAL PROCEDURES

## Options/Reasons:

0 = Do not use on standard voucher. Use only on journal voucher entry.

1 = Travel reimbursement to employee or prospective member of staff.

2 = Move travel expense from state to local or local to state.

4 = Do not use. AP use only.

5 = Do not use. Payroll use only.

6 = Interagency payment with state funds (requires RTI).

8 = Move non-travel expense from state to local or local to state. Reimburse employee for non travel expense.

9 = Payment to vendor for non-travel expenses. Payment to ProCard vendor when using a local fund.

R2 = Payment to third party vendor for travel expense when using state funds.

R8 = Payment to ProCard vendor when using state fund.

The screenshot displays the 'UHS Data Line' tab in a PeopleSoft application. At the top, navigation tabs include 'Invoice Information', 'UHS Data Line', 'Payments', 'Voucher Attributes', 'Accounting Information', and 'Documents'. Below these, summary information shows: Unit: 00765, Voucher: 00022146, Lines: 2, Balance: 0.00. A 'Scroll Area' header contains 'Find | View 1' and navigation buttons for 'First', '1-2 of 2', and 'Last'. The main content area shows a line item '1 COMPUTER'. Below this is another 'Scroll Area' with 'Find | View All' and 'First 1 of 1 Last' buttons. The details for line item 1 include: TIN: 17426168054 055, \*UHS PCC: R8 (with a search icon), Description2: (empty field), RTI: (empty field), and Delivered Date: (empty field with a calendar icon). A section titled '3rd Party Vendor Info' contains fields for Short Name, Vendor ID, Loc, Addr, and 3rd Party TIN, each with a search icon. A black callout box on the right side of the form states: 'Required when UHS PCC 2, 8, R2 or R8 are selected.'

When using UH PCC 2, 8, R2, or R8, you must also select the third party vendor and address for that transaction. For instance, when reimbursing an employee for a purchase at Wal-Mart, you must select Wal-Mart as the third party vendor.


# PEOPLESOFT FINANCIAL PROCEDURES

The screenshot displays the 'Payments' tab within the PeopleSoft Financial Procedures interface. At the top, there are navigation tabs: 'Invoice Information', 'UHS Data Line', 'Payments' (highlighted), 'Voucher Attributes', 'Accounting Information', and 'Documents'. Below the tabs, the following information is shown: 'Unit: 00765', 'Voucher: 00022146', 'Lines: 2', and 'Balance: 0.00'. A 'Scroll Area' header is present with 'Find | View All' and 'First 1 of 2 Last' navigation options. The main content area shows a voucher line for 'COMPUTER' with the following fields: 'TIN: 17426168054 055', 'UHS PCC: 9', 'Description2:', 'RTI:', and 'Delivered Date:'. A '3rd Party Vendor Info' section is also visible. At the bottom, there is a toolbar with buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The interface also includes a '52' label in the top right and a '51' label in the bottom left.

49. Type additional **Description2** for payment (50 characters max) for each voucher line, if needed.

This is a continuation of the description on the *Invoice Lines* in *Invoice Information* tab (see Step II, 16).

50. **RTI:** For payments with State funds to another State of Texas agency, type the RTI number (six digits) provided by the other state agency.

51. Click the .

52. Click *Payments* tab.

# PEOPLESOFT FINANCIAL PROCEDURES

**54**

Unit: 00765 Voucher ID: 00022146 \*Pay Terms: Net 30 Schedule Payment

**55**

**NOTE:** The **Remit-To** on this screen **MUST** match the **Address:** on the **Invoice Information** tab. (This is where the payment will be sent.)

\*Method:  CHK Check  
 Pay Group:   
 \*Handling:  BP  
 \*Netting:  N  
 Hold Payment   
 Hold Reason:   
 Separate Payment

Net Due: 03/19/2004  
 Discount Due:   
 Discount Denied   
 Scheduled Due: 07/12/2004  
 Acctg Date:   
 Schedule ID:

Reference:   
 L/C ID:   
 Paymt Date:

**53** Save Return to Search Notify Refresh Add Update/Display

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

## IV. Under the *Payments* tab:

53. If you have not already done so, click the . This will calculate the **Scheduled Due** payment date for changing if needed.
54. If necessary, make note of the **Voucher** number.
55. **Vendor Address:** if necessary, click on the look up button next to **Address:** to select the appropriate address from list (same as in Step II, 9 on the *Invoice Information* panel). The following *Look Up Addr* sub-panel will appear.

**Look Up Addr**

Remit Vendor: 0000007592  
 Remitting Location: [=]

Look Up Clear Cancel Basic Lookup

**Search Results**  
 View All First 1-8 of 8 Last

Remitting Location	Description
4	R:DBA DELL USA LP
5	R:HI-ED & FED AFTERMARKET SALE
9	O:2214 W BRAKER LANE STE D
10	O:2111 WEST BRAKER LANE
11	O:ONE DELL WAY
13	R:DBA DELL USA LP
14	R:PO BOX 676021
15	Withholding

**55a**

Select the address that matches the remit to address on the invoice.

55a. Click once on the correct remit to address

# PEOPLESOFT FINANCIAL PROCEDURES

56. **Bank:** If necessary, change the **Bank** to match the fund type on the voucher. Enter or select from list (🔍). (1=State, all others=Local)  
 CHASV bank = local funds  
 STATE bank = state funds
57. **Account:** If necessary, enter the appropriate bank **Account** or select from the list (🔍).  
 For CHASV bank, always use DISB.  
 STATE bank will always be TREA (no other options)
58. **Scheduled Due:** Change the date (*formerly known as requested payment date*), **if appropriate.**  
 (See UHV Policies and Procedures F-6.)

To make payments in advance of 30 days:

- You would only change if reimbursing an employee, prospective employee or student.
- You would also change if paying invoices for utilities (such as electricity, gas, water, sewer, garbage), membership dues, subscriptions (no more than six weeks), registrations (no more than 42 days), telephones or cell phones.

State allowances:

- |                                |                            |   |
|--------------------------------|----------------------------|---|
| -Library material              | -rent and leases           | -subscriptions                          |
| -To State and Federal agencies | -tuition                   | -rental fee for meeting rooms or booths |
| -Annual maintenance agreements | -purchase of real property |   |
| -registrations                 |                            |   |

(*NOT FOR: supplies, materials, equipment, services*)

**NOTE:** If you change the **Schedule Due** date, you **MUST** enter a reason in the **Comments** section of the voucher. (See Step II, 8)

# PEOPLESOFT FINANCIAL PROCEDURES

59. **Handling:** if you have special handling instructions, such as an enclosure, click on (🔍). The following *Look Up Handling* sub-panel will appear:

SetID	Payment Handling	Description	Short Description	Sequence Number
00765	BP	Basic Payments	BasicPmt	5
00765	EN	Enclosures	Enclosures	3
00765	HD	High Dollar - \$50,000+	HighDollar	1
00765	SH	Special Handling	SpecHndlng	2
00765	SR	Student Refunds	StudRefund	4

**NOTE:** If using Enclosures or Special Handling, you MUST enter a reason in the Payment Comments section of the voucher. (See Step IV, 66)

Select the proper handling instructions as per invoice or procedures.

**EN** for: utilities, Telephone bills,  
Order forms, Registrations, Subscriptions, Memberships  
Proforma invoices

**NOT FOR:** travel or direct deposits to vendors paid with state funds

**SH** is for checks to be sent to a special address (please use discretion).

(NOTE: It is not necessary to choose HD or SR because the voucher will determine if these apply automatically.)

59a. Click once on the correct descripton and you will be taken back to the *Payments* tab.

60. **Separate Payment:** If needed, check the box to issue a separate check for this voucher. (Use for Cingular Wireless)

# PEOPLESOFT FINANCIAL PROCEDURES

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

Unit: 00765    Voucher ID: 00022146    \*Pay Terms: Net 30    Schedule Payment

**Payment Information**    Find | View All    First 1 of 1 Last

Payment Inquiry    Holiday/Currency Options    Express Payment    Vendor Banks    Late Charge    **Messages**    Drafts    +    -

Comments    **61**

Payee

\*Remit to: 0000007592    DELL MARKETING LP  
 Location: V    \*Addr: 14    PO Box 676021  
 Dallas, TX 75267-6021

**Payment Method**

\*Bank: CHASV    \*Account: DISB    \*Method: CHK    Check  
 Pay Group:    \*Handling: BP    \*Netting: N  
 Hold Payment    Hold Reason:    Separate Payment

**Payment Details**

Gross Amt: 995.00 USD  
 Discount: 0.00 USD  
 Net Due: 03/19/2004  
 Discount Due:    Discount Denied    Scheduled Due: 07/12/2004  
 Acctg Date:    Schedule ID:

**Payment Options**

\*Action: Schedule    Pay:    Reference:    L/C ID:    Paymt Date:

Save    Return to Search    Notify    Refresh    Add    Update/Display

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

61. **Payment Message:** click on [Messages](#) hyperlink under *Payment Information* Section to:
- type a message to the vendor *or*
  - to refuse or force interest on a payment.

The following *Payment Message* sub-panel will appear.

**Payment Message**

Payment Message:

**Additional Message**    Customize | Find | View All | First 1 of 1 Last

Message	Description	Order-By
1	<input type="text"/>	1

**61b**    OK    Cancel    Refresh

61a. Enter a **Payment Message** to the vendor that will appear on the check stub (optional).

61b. Click **OK** and you will be taken back to the *Payments* tab.

# PEOPLESOFT FINANCIAL PROCEDURES

62. Click on [Late Charge](#) link in the *Payments* tab, *Payment Information* Section and the *Late Charge Information* sub-panel will pop up.

The screenshot shows the 'Payment Information' section of the PeopleSoft Financial interface. The 'Late Charge' link is highlighted in blue. A black box labeled '62' is placed over the link. The interface also shows fields for Unit (00765), Voucher ID (00022146), and Pay Terms (Net 30).

62a. **Payment Reason Code:** will be blank.

The screenshot shows the 'Late Charge Information' dialog box. It contains the following fields:
 

- Payment Reason Code:** A text input field that is currently blank, with a search icon and a black box labeled '62a' next to it.
- Late Charge Option:** A dropdown menu set to 'Compute Charge', with a black box labeled '62b' next to it.
- Late Charge Code:** A text input field containing '12', with a search icon and a black box labeled '62c' next to it.
- Late Charge Amount:** A text input field followed by 'USD'.
- Late Charge Denied:** A text input field followed by 'USD'.

 At the bottom of the dialog are 'OK', 'Cancel', and 'Refresh' buttons. A black box labeled '62d' is positioned to the left of the 'OK' button.

Or if you need to change, click on (🔍) to select appropriate **Payment Reason Code** to refuse or force interest, if needed from the following *Look Up Payment Reason Code* sub-panel.

The screenshot shows the 'Look Up Payment Reason Code' sub-panel. It includes a search criteria section with 'SetID: 00797' and a 'Payment Reason Code' dropdown set to 'begins with'. Below this are 'Look Up', 'Clear', 'Cancel', and 'Basic Lookup' buttons. The 'Search Results' section shows a table with the following data:

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

A black box labeled '62a' is positioned to the left of the table.

62b. **Late Charge Option:** “Compute Charges”, default for forcing interest; if refusing interest, select “Not Applicable”.

62c. **Late Charge Code:** default is “12”; should be blank if refusing interest.

## PEOPLESOFT FINANCIAL PROCEDURES

**Note:** If changes are made to the Late Charge Option, you will need to enter the Payment Reason Code. The first digit on the Payment Reason Code should equal the first digit on the Late Charge Option. (ie., N-ER for UHV employees; N-AD for UHV students)

**NOTE:** If you change the Payment Reason Code or Late Payment Charge, you **MUST** include a reason in the Comments Section.

62d. Click  to return to the *Payments* panel.

63. Click on [Comments](#) hyperlink in *Payment Information* Section to enter payment comments and the *Internal Payment Comments* sub-panel pops up.

The screenshot shows the 'Payments' panel in the PeopleSoft Financial Procedures interface. The 'Payment Information' section is visible, with fields for Unit (00765), Voucher ID (00022146), and Pay Terms (Net 30). A 'Schedule Payment' button is present. The 'Comments' section is highlighted, and the 'Internal Payment Comments' sub-panel is open, displaying the text: 'Enclose UH Sales and Use Tax Exemption Certificate with check.' Below the text area are buttons for 'OK', 'Cancel', and 'Refresh'.

64. Type message to UHS Treasurer's Office in **Internal Payment Comments**, such as

- \* Request enclosure with check.
- \* Request to hold check or return check to department (provide complete department address).
- \* Any special handling procedures

65. Click  to go back to *Payments* tab.

66. Click *Invoice Information* tab.

# PEOPLESOFT FINANCIAL PROCEDURES

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

Style: Regular    Entry Status: Postable    [Comments](#)    **68**

Unit: 00765    Voucher ID: 00022146    Group:     Budget Status: Not Chk'd    Post Status: Unposted

Copy from a Source Document

PO Unit:     Purchase Order:     [Copy PO](#)    Worksheet Copy Option:

**Vendor**    [Advanced Vendor Search](#)

Vendor:     Name:     Location:     Address:

DELL MARKETING LP  
PO Box 676021  
Dallas, TX 75267-6021

**Invoice**

Invoice No:     Invoice Date:     Calc Basis Date    Acctg Date:  **67**

\*Pay Terms:     Pay Schedule:

Misc Amt:     Frght Amt:     Sales Tax:     SUT Exempt  Use Tax:

VAT:     VAT Summary

Total:  995.00    \*Curr: USD    Balance: 0.00

[Non Merchandise Summary](#)

**Invoice Lines**    Find | View 1    First 1-2 of 2 Last

1 \*Dist by:  Amt    SpeedChart

Item	Description	Quantity	UOM	Unit Price	Extended Amt	SUT/VAT/Intrastat
<input type="text"/>	<input type="text"/> COMPUTER	<input type="text"/>	<input type="text"/>	<input type="text"/>	850.00	<input type="text"/>

Use One Asset ID

V. Under the *Invoice Information* tab:

67. Do not change the **Accounting Date** unless instructed to do so by someone in Finance Department.
68. Must Budget check the voucher before sending to Finance. Notice the message “*Not Chk'd*”. Click on the **Budget Check** icon.
- 68a. **Processing** will appear in the top right corner. Then, *Valid* appears in **Budget Status**.  
(NOTE: Chartfields can be changed after budget checking is complete.)

**Invoice Information** | UHS Data Line | Payments | Voucher Attributes | Accounting Information | Docu

Style: Regular    Entry Status: Postable    [Comments](#)    **68a**

Unit: 00765    Voucher ID: 00022146    Group:     Budget Status: Valid    Post

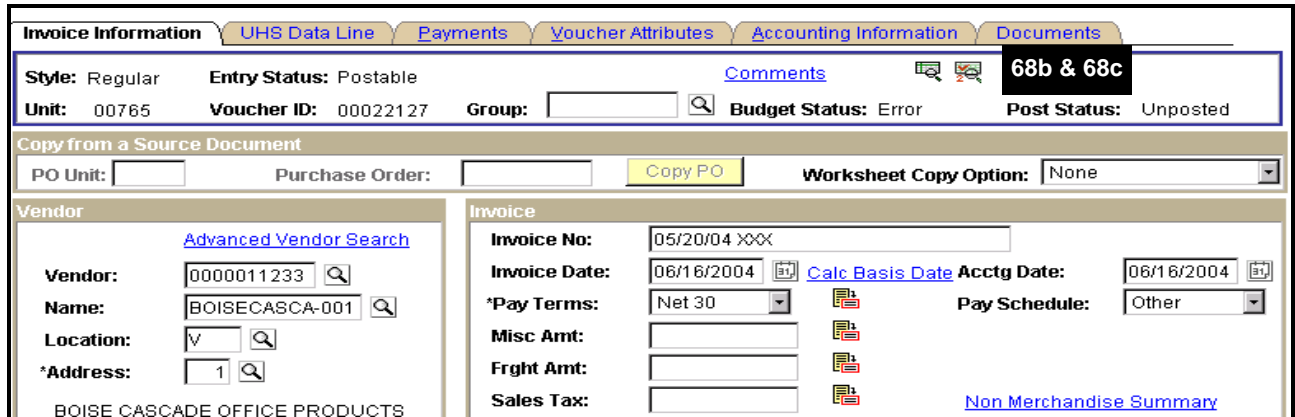
Copy from a Source Document

PO Unit:     Purchase Order:     [Copy PO](#)    Worksheet Copy Option:



# PEOPLESOFT FINANCIAL PROCEDURES

68b. If the budget failed, a  (*Voucher Budget Exception Icon*) will appear to the right of the  (*Budget Check icon*).

In this example, the budget did not pass.



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

Style: Regular    Entry Status: Postable    Comments      **68b & 68c**

Unit: 00765    Voucher ID: 00022127    Group:    Budget Status: Error    Post Status: Unposted

Copy from a Source Document

PO Unit:    Purchase Order:    Copy PO    Worksheet Copy Option: None

Vendor

Advanced Vendor Search

Vendor: 0000011233    Name: BOISECASCA-001    Location: V    \*Address: 1

BOISE CASCADE OFFICE PRODUCTS


Invoice

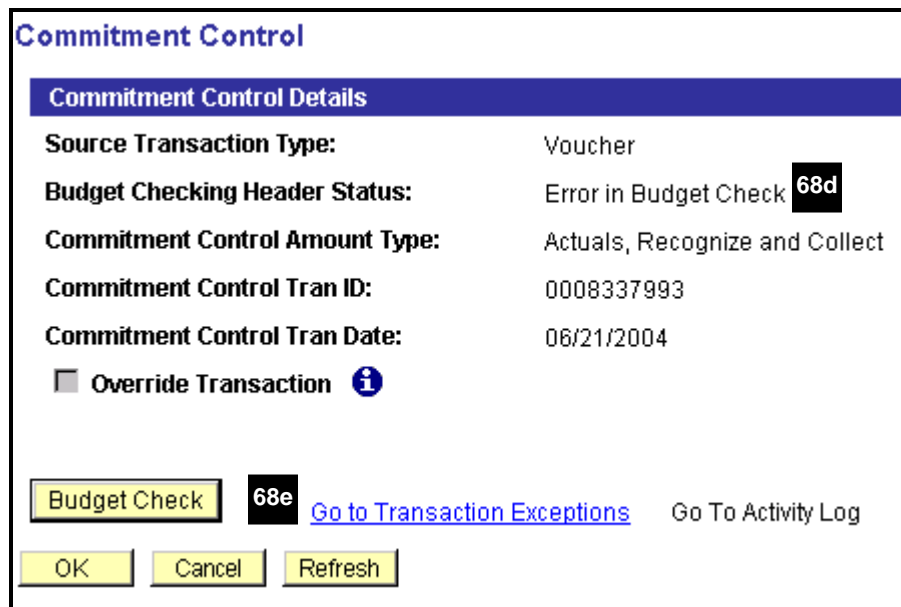
Invoice No: 05/20/04 XXX    Invoice Date: 06/16/2004    Calc Basis Date    Acctg Date: 06/16/2004

\*Pay Terms: Net 30    Pay Schedule: Other

Misc Amt:    Frght Amt:    Sales Tax:

[Non Merchandise Summary](#)

68c. Click on the  (*Budget Control Exception icon*) and *Commitment Control* sub-panel will appear.



**Commitment Control**

**Commitment Control Details**


Source Transaction Type: Voucher

Budget Checking Header Status: Error in Budget Check **68d**

Commitment Control Amount Type: Actuals, Recognize and Collect

Commitment Control Tran ID: 0008337993

Commitment Control Tran Date: 06/21/2004

Override Transaction 

**Budget Check** **68e** [Go to Transaction Exceptions](#) Go To Activity Log

OK Cancel Refresh

68d. The *Commitment Control* panel will display, and look at the **Budget Checking Header Status** line,

68e. Click on [Go to Transaction Exceptions](#) hyperlink,

# PEOPLESOFT FINANCIAL PROCEDURES

**Voucher Exceptions** Line Exceptions

**Business Unit:** 00765      **Voucher ID:** 00022127

\***Exception Type:** Error       **Override Transaction**

**Maximum Rows:** 100       **More Budgets Exist**      [Advanced Budget Criteria](#)

**Budgets with Exceptions**      [Customize](#) | [Find](#) | [View All](#) |      First ◀ 1-3 of 3 ▶ Last

**Budget Override** Budget Chartfields

	<b>Business Unit</b>	<b>Ledger Group</b>	<b>Override Budget</b>	<b>Transfer</b>	
1	00765	ORG	<input type="checkbox"/>	Go To ...	68f
2	00765	ORG	<input type="checkbox"/>	Go To ...	
3	00765	ORG	<input type="checkbox"/>	Go To ...	

68f. Now the *Voucher Exceptions* panel displays, click on (*View Related Links* icon) in the *Budget Override* section under *Budgets with Exceptions* section. A selection panel displays.

Please select one of the following links:

[Go to Budget Exceptions](#) 68g

[Go to Budget Inquiry](#)

Cancel

68g. Click on [Go To Budget Inquiry](#) to see the budget balance.

**Budget Details**

Business Unit	Ledger Group	Account	Fund Code	Department	Program Code	Project	Budget Reference
00765	ORG	B5009	2063	V0010	A0375	NA	BP2004

**Ledger Amounts**

<b>Budget:</b>	8,356.00	USD	<b>Max Rows</b> <span style="border: 1px solid black; padding: 2px;">100</span>
<b>Expense:</b>	9,792.00	USD	<a href="#">Attributes</a>
<b>Encumbrance:</b>	0.00	USD	Parent / Children
<b>Pre-Encumbrance:</b>	0.00	USD	Associated Budgets
<b>Associate Revenue:</b>	0.00	USD	

**Available Budget**

<b>Without Tolerance:</b>	-1,436.00	USD	<b>Percent:</b> (-17.19%)	<a href="#">Forecasts</a>
<b>With Tolerance:</b>	-1,436.00	USD	<b>Percent:</b> (-17.19%)	

**Budget Exceptions**

<b>Exception Errors:</b>	13	<b>Exception Warnings:</b>	5	<a href="#">Budget Exceptions</a>
--------------------------	----	----------------------------	---	-----------------------------------

[Return to Search](#) Notify

# PEOPLESOFT FINANCIAL PROCEDURES

69. Return to the voucher:

If you are in the **Budget Details** screen, click on the hyperlink, [Budget Exceptions](#) to go the the **Budget Exceptions** screen.

**Budget Details**

Business Unit	Ledger Group	Account	Fund Code	Department	Program Code	Project	Budget Reference
00765	ORG	B5009	2063	V0010	A0375	NA	BP2004

**Ledger Amounts**


<b>Budget:</b>	8,356.00	USD	<b>Max Rows</b>	100
<b>Expense:</b>	9,792.00	USD	<a href="#">Attributes</a>	
<b>Encumbrance:</b>	0.00	USD	Parent / Children	
<b>Pre-Encumbrance:</b>	0.00	USD	Associated Budgets	
<b>Associate Revenue:</b>	0.00	USD		

**Available Budget**

<b>Without Tolerance:</b>	-1,436.00	USD	<b>Percent:</b>	(-17.19%)	<a href="#">Forecasts</a>
<b>With Tolerance:</b>	-1,436.00	USD	<b>Percent:</b>	(-17.19%)	

**Budget Exceptions**

Exception Errors: 13    Exception Warnings: 5    [Budget Exceptions](#) 69

70. In the **Budget Exceptions** screen, go to the *Transactions with Budget Exceptions* section and click on  (*Show all columns* button).

**Budget Exceptions**

**Budget Type:** ORG                      ORG  
**Business Unit:** 00765  
**Account:** B5009                      L3-MAINTENANCE AND OPERATIONS  
**Department:** V0010                      ADMINISTRATION & FINANCE  
**Project:** NA                              NA

Chartfield	ChartField Value	Description
Account:	B5009	L3-MAINTENANCE AND OPERATIONS
Fund Code:	2063	DESIG-STUDENT FEES-OTHER
Department:	V0010	ADMINISTRATION & FINANCE
Program Code:	A0375	EXTENDED ACCESS & SUPPORT
Project:	NA	NA
Budget Reference:	BP2004	BP2004
Chartfield 1:		
Affiliate:		
Fund Affiliate:		

\*Exception Type: Error    Maximum Rows: 100     More Transactions Exist

[Advanced Transaction Criteria](#)    [Budget Detail](#)

**Transactions with Budget Exceptions**    Customize | Find | View All | First 1-10 of 13 Last

Date	Transaction Type	Exception	Amount	ID Name	ID Value
06/22/2004	AP_VOUCHER	Exceeds Budget Tolerance	500.00 USD	Voucher ID:	00022109

# PEOPLESOFT FINANCIAL PROCEDURES



Affiliate:  
Fund Affiliate:

\*Exception Type:  Maximum Rows:   More Transactions Exist

[Advanced Transaction Criteria](#) [Budget Detail](#)

Transactions with Budget Exceptions Customize | Find | View All | First 1-10 of 13 Last

Date	Transaction Type	Exception	Amount	ID Name	ID Value	Override Budget	Trans 71
06/22/2004	AP_VOUCHER	Exceeds Budget Tolerance	500.00 USD	Voucher ID:	00022109	<input type="checkbox"/>	<a href="#">Go To ...</a>
06/21/2004	AP_VOUCHER	Exceeds Budget Tolerance	75.00 USD	Voucher ID:	00022127	<input type="checkbox"/>	<a href="#">Go To ...</a>
06/21/2004	AP_VOUCHER	Exceeds Budget Tolerance	25.00 USD	Voucher ID:	00022127	<input type="checkbox"/>	<a href="#">Go To ...</a>
06/21/2004	AP_VOUCHER	Exceeds Budget Tolerance	400.00 USD	Voucher ID:	00022127	<input type="checkbox"/>	<a href="#">Go To ...</a>

71. Click on  and select the hyperlink, [Go to Source Entry](#) to go back to the voucher. If necessary, click on  to save the voucher again.

Please select one of the following links:

[Go to Trans Exceptions](#)

[Go to Source Entry](#) **71**

[Go to Source Inquiry](#)

# PEOPLESOFT FINANCIAL PROCEDURES

## Exceptions/Errors:

### Budget Translation CF Required

At the moment (10/10/01) only account 10100 is allowed to be entered w/o cost centers; meaning ALL memo banks will need chartfields (cost centers)

Error Messages on Budget Control Exceptions Panel (Partial List)	Meaning of Error Message	Possible Actions	Contact for Questions or Help with Action
Org Budget Data Not Found Project/Grant Data Not Found Revenue Est Data Not Found	A budget was not created for the budget node (pool) of the cost center that corresponds to the PeopleSoft account on the voucher distribution line	1. Change the cost center. 2. Submit a budget request to setup a budget 3. Delete the distribution line with the error message.	For grants, email Angela Hartmann at <a href="mailto:hartmanna@uhv.edu">hartmanna@uhv.edu</a>  For organization, project, or revenue estimate budgets, email Budget Office, Darlene Pullin at <a href="mailto:pullind@uhv.edu">pullind@uhv.edu</a>
Outside Proj/Grant Budget Date Invalid Project/Grant Date	The date of the voucher is not within the project/grant budget period or start and end dates of the project/grant.	1. Change the cost center. 2. Request a change to project/grant budget dates. 3. Delete the distribution line with the error message.	For grants, email Angela Hartmann at <a href="mailto:hartmanna@uhv.edu">hartmanna@uhv.edu</a>  For projects, email Budget Office, Darlene Pullin at <a href="mailto:pullind@uhv.edu">pullind@uhv.edu</a>
Insufficient Org Budget Insufficient Proj/Grant Budget Insufficient Appropriation	Insufficient funds exist in the cost center budget node that corresponds to the PeopleSoft account on the voucher distribution line.	1. Change the cost center. 2. The college/division administrator may request to override budget checking if expenditure or budget transfers to correct the cost center are in process (on a case by case basis). 3. Delete the distribution line with the error message.	For grants, email Angela Hartmann at <a href="mailto:hartmanna@uhv.edu">hartmanna@uhv.edu</a>  For organization, project budgets, email Budget Office, Darlene Pullin at <a href="mailto:pullind@uhv.edu">pullind@uhv.edu</a>
Not Budget Checked	This distribution line passed budget checking but one or more distribution lines on the same voucher did not. All distribution lines must pass budget checking in order for the voucher to be budget checked.	Review the error messages for the distribution lines that did not pass budget checking and take corrective action	For grants, email Angela Hartmann at <a href="mailto:hartmanna@uhv.edu">hartmanna@uhv.edu</a>  For organization, project, or revenue estimate budgets, email Budget Office, Darlene Pullin at <a href="mailto:pullind@uhv.edu">pullind@uhv.edu</a>

# PEOPLESOFT FINANCIAL PROCEDURES

## VI. To Print the Voucher Coversheet:

Invoice Information UHS Data Line Payments Voucher Attributes Accounting Information Documents **73**

Style: Regular Entry Status: Postable Comments  
Unit: 00765 Voucher ID: 00022146 Group: Budget Status: Valid Post Status: Unposted

Copy from a Source Document  
PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor Invoice

Advanced Vendor Search  
Vendor: 0000007592  
Name: DELLMARKET-001  
Location: V  
Address: 14

Invoice No: 577485254  
Invoice Date: 02/15/2004 Calc Basis Date Acctg Date: 07/12/2004  
Pay Terms: Net 30 Pay Schedule: Other  
Misc Amt:  
Frght Amt:

73. After returning to the **Voucher**, *Invoice Information* tab, click on *Documents* tab.

Invoice Information UHS Data Line Payments Voucher Attributes Accounting Information Documents **74**

Unit: 00765 Invoice: 577485254 Vendor: DELL MARKETING LP  
Voucher: 00022146 Date: 02/15/2004 ID: 0000007592

[Print Voucher Coversheet](#)

Assigned Images  
**No images have been assigned to this voucher**

74. Click on hyperlink, [Print Voucher Coversheet](#)

# PEOPLESOFT FINANCIAL PROCEDURES

**Voucher Coversheet**

**Business Unit:** 00765      **PO ID:**  
**Voucher ID:** 00022146      **TINS:** 17426168054 055

**Vendor ID:** 0000007592  
**Name:** DELL MARKETING LP  
**Address:** 14  
PO Box 676021  
Dallas TX 75267-6021  
USA


**Invoice ID:** 577485254  
**Contract ID:**

**PCC:** 9  
**Bank:** CHASV  
**Scheduled Due Date:** 07/12/2004  
**Gross Amount:** \$995

**Voucher Comments:**  
**Payment Comments:**

**Handling:** BP  
**Budget Check:** Valid Budget Check

Acct.	Fund	Dept.	Prog.	Bud. Ref.	Proj.	Chartfield 1	Amount	Description
54355	2064	W0012	F0357	BP2004	NA		850.00	COMPUTER
53907	2064	W0012	F0357	BP2004	NA		145.00	BOOK & COMPUTER SUPPLIES

75. It will pop up as a PDF file in a separate window. You may print by clicking on the  (printer icon). Close window when finished or just review the voucher.

76. Scan all documentations and attach to Voucher see [requirements for scanned documents](#).

77. Submit voucher for electronic approval- please see job aid for [voucher workflow](#)

## PEOPLESOFT FINANCIAL PROCEDURES

### HELP DESK CONTACTS:

UHV Processing Procedures: Debbie Jozwiak, [JozwiakD@uhv.edu](mailto:JozwiakD@uhv.edu)

Journal Entries

JP Morgan Chase/ProCard

Password/Security

PeopleSoft/Training: Vangie Kolesar, [Kolesarm@uhv.edu](mailto:Kolesarm@uhv.edu)

Reporting

Queries

Don't know where to start...

Purchasing: Brenda Zellmer, [ZellmerB@uhv.edu](mailto:ZellmerB@uhv.edu) and Ryan Belcik, [BelcikR@uhv.edu](mailto:BelcikR@uhv.edu)

Receiving: Cassandra Clark, [ClarkC@uhv.edu](mailto:ClarkC@uhv.edu)

Travel: Leslee Lee, [Leel@uhv.edu](mailto:Leel@uhv.edu) and Kathy Caylor, [CaylorK@uhv.edu](mailto:CaylorK@uhv.edu)

Budget: Krystal Murray, [MurrayK@uhv.edu](mailto:MurrayK@uhv.edu)

Contracts: Susie Motal, [MotalS@uhv.edu](mailto:MotalS@uhv.edu)

Payroll, PeopleSoft HR: Karen Pantel, [pantelk@uhv.edu](mailto:pantelk@uhv.edu)

# PEOPLESOFT FINANCIAL PROCEDURES

## Voucher Processing: The Voucher Life Cycle

