

University of Houston
**Accounts Payable Fast Start
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Checklist for Getting Started

- ❑ Bookmark the FAST website, which contains training schedules and materials, reference information, forms, and other information about PeopleSoft systems at UH. The FAST home page is located at: <http://www.uh.edu/fast/> Click on Finance for information about the General Ledger, Payables, or Purchasing.
- ❑ Subscribe to one or more of the FAST listservs to receive email updates on changes to the system, scheduled downtimes, training, and other up-to-the-minute announcements. The FAST-FINANCIAL listserv provides updates related to the General Ledger, Payables, and Purchasing. Instructions for joining the listservs can be found at: <http://www.uh.edu/fast/FAST-contact.htm>
- ❑ Complete the following forms located on the Reference and Forms page of the FAST Financial website (<http://www.uh.edu/fast/financial/FS-refandforms.htm>):
 - Request for Financial System Operator ID¹
 - Request for Financial System General Ledger Access²
 - Request for Financial System Accounts Payable Access²

¹ Mail the Operator ID form (including Confidentiality Statement) to Trisha Spinks at 713-743-1962.

² Mail the GL and AP Access forms to Catherine Chan at mailcode 0913 or fax to 713-743-8799.

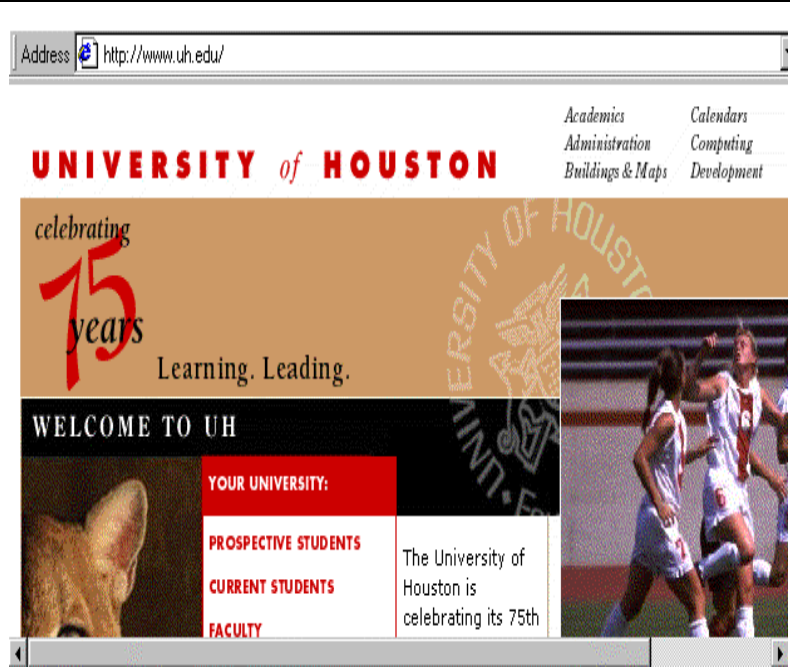
Your operator ID will be the first six letters of your last name, followed by your first and middle name initials. For example, the operator ID for Betty Jane Williams would be WILLIABJ. The operator ID for John Doe (no middle name) would be DOEJ. Once your operator ID is setup, you will be emailed a temporary password for the Financial database (GL, Payables, and Purchasing). Select Set Password when logging into PeopleSoft to change your password.

- ❑ Attend the following classes to become familiar with entering or viewing vouchers:
 - General Ledger Orientation (required to view the General Ledger)
 - FAST Start Payables (required to create vouchers in Payables)
 - Advanced Payables (take FAST Start Payables first)
 - Travel Requests and Vouchers (take FAST Start Payables first)

These and other training classes are listed at the following web address, where you can also register online: <http://www.uh.edu/fast/FAST-training.htm>

ONLINE REFERENCES

WWW.UH.EDU/FAST




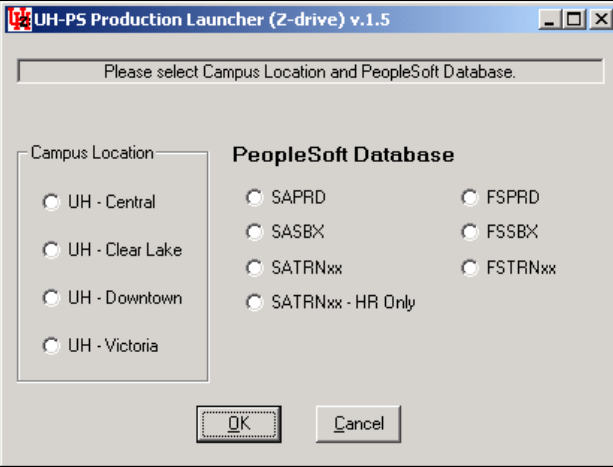
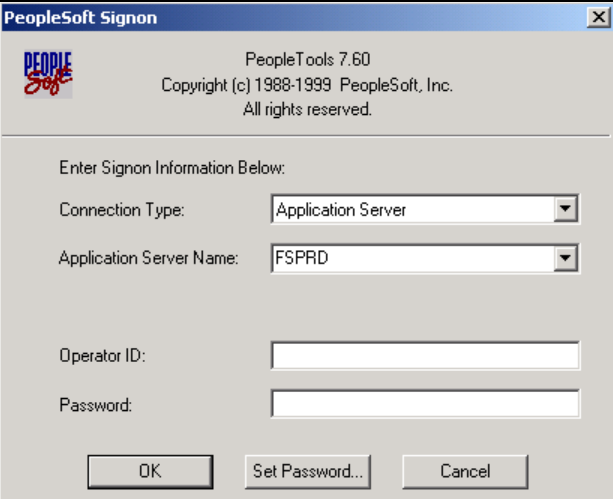
1. Click on Internet Explorer
2. Type in U of H web address
3. Type in Fast behind the web address






















4. Click on any of the link for information.

LOGGING INTO PEOPLESOFT

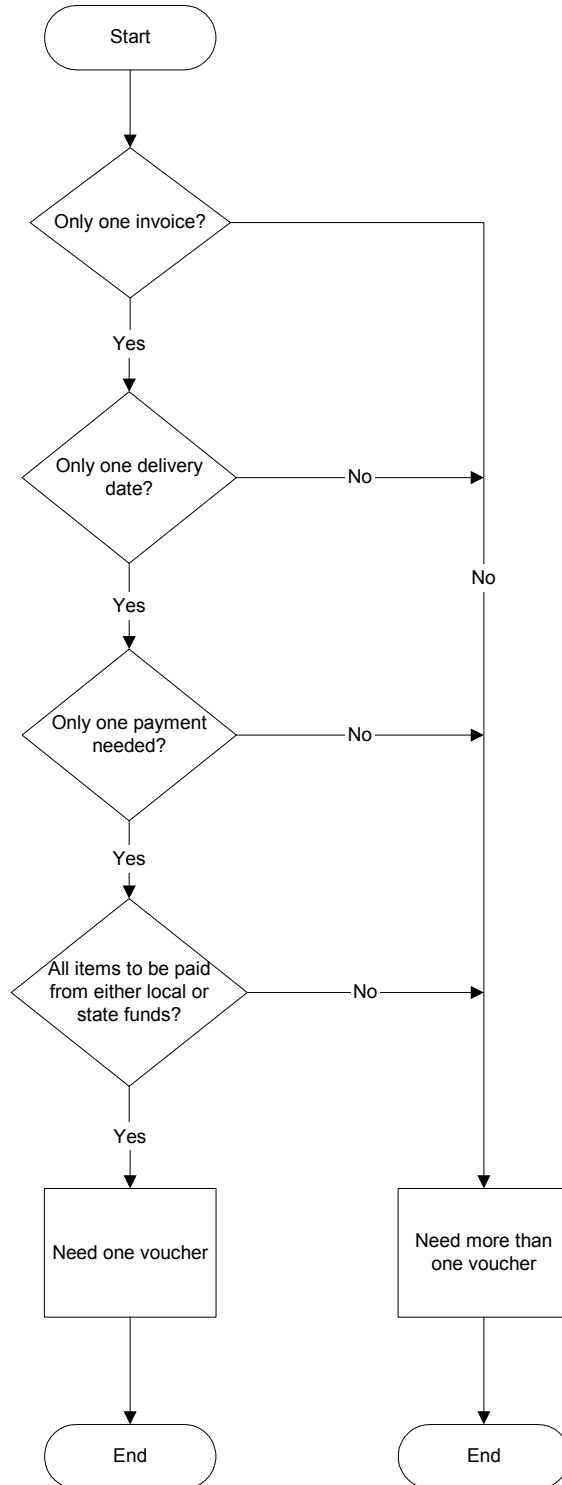
The steps for logging into the PeopleSoft database are as follows:

	<ol style="list-style-type: none"> 1. Double-click the UHS PeopleSoft Production Launcher icon located on your desktop.
	<ol style="list-style-type: none"> 2. Select the Campus Location by clicking on the appropriate radio button in the PeopleSoft Production Launcher window. 3. Select the appropriate database FSTRN. 4. Click the OK button.
	<ol style="list-style-type: none"> 5. A PeopleSoft Signon box appears. 6. Verify Connection Type: Application Server. 7. Verify the Application Server Name: FSPRD. 8. OperID: Your ID 9. Password: Your Password 10. Click the OK button. <p><i>Only those people who attended hands-on voucher entry training will be granted access to create or update vouchers. All others who submit an Accounts Payable access form will be given view-only access.</i></p>

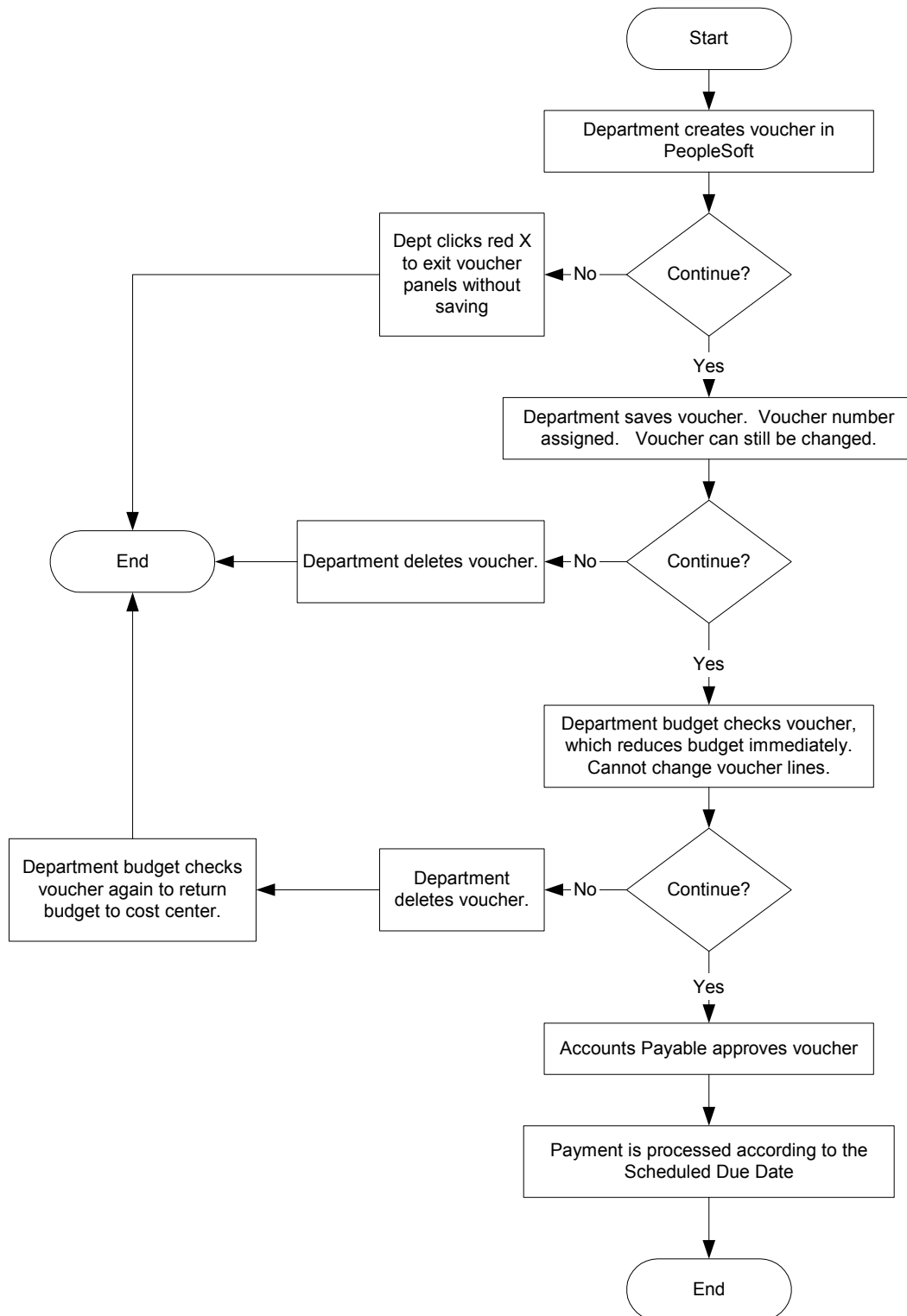
KEYBOARD AND TOOLBAR			
FUNCTION KEYS	+ SHIFT	+ CTRL	
F1	Invokes Help Viewer/PeopleBooks	Invokes PeopleBooks	
F2	 Moves to previous panel in group	 Move to previous panel in panel group	
F4	Displays list of valid values	Displays partial list of valid values	
F5	Inserts an image		
F6	 Moves to next panel in menu list	 Moves to previous panel in menu list	
F7	 Inserts a row	Inserts a row at next higher level	
F8	 Deletes a row		
F9	 Moves to next row in list	 Moves to previous row in list	 Redisplays rows in list box
	 Moves to next process (based on content)		
	 Moves to previous process (based on content)		
SPECIAL KEYS			
Tab	Moves cursor to next field		
End	Moves cursor to end of field		
Del	Deletes highlighted text		
Home	Moves cursor to beginning of field		
Spacebar	Turns on checkbox; activates pushbutton		
Enter	 Saves the panel		
Esc	 Closes the panel without saving		
	 Run a process for the first time		
	 Run a process after the first time with defaults		
	 Add		
	 Update/Display (update and display current information)		
	 Update/Display All (update current and display current and historical information)		
	 Correction (update current and historical information)		

Determining Number of Vouchers to Create

Do I need more than one voucher?



Voucher Processing: The Voucher Life Cycle



Creating a Voucher

Go Administer Procurement
 Enter Voucher Information

Use Voucher
 Invoice Header Information
 Add

1. Select Business Unit.

UH = 00730
 UH System = 00783

2. Click OK. Voucher number will be assigned by the system. Do not change or input a voucher number in Voucher ID.

3. Click on flashlight (Vendor Lookup).

Search Criteria

Name: dell 4
 City:
 State:
 Country: USA
 Postal:
 ShortName:
 Type:
 Class:
 Origin
 Add Vendor

Manage Search Results

Max Rows: 10
 6 5 1 to 10 of 21

Search Results

Select	Vendor ID	Address	Vendor Name	Detail
<input checked="" type="checkbox"/>	0000007592	1	DELL MARKETING L P	
<input checked="" type="checkbox"/>	0000007592	2	DELL MARKETING L P	
<input checked="" type="checkbox"/>	0000007592	3	DELL MARKETING L P	
<input checked="" type="checkbox"/>	0000007592	4	DELL MARKETING L P	
<input checked="" type="checkbox"/>	0000007592	5	DELL MARKETING L P	

- Type name of vendor.
 Optional: type city, state, and/or postal to narrow search.
- Click on Sparky the dog. A list of vendors will appear.
- If necessary, increase Max Rows and click on Sparky again to view more vendor names.
- Click checkmark of correct vendor name (i.e., the vendor name that has the correct remit to address).

Invoice Header Information

Unit: 00730 Voucher: NEXT **DO NOT CHANGE** Lines: 1 Balance: 0.00

Name: DELLMARKET-001 Loc: V **DO NOT CHANGE** DELL MARKETING L P
 DEPT 0747
 Vendor: 0000007592 Addr: 1 DALLAS, TX 753120001

Terms: 30 Gross: 0.00 USD Use: 0.00
 Date: **8** Invoice: **8** Freight: 0.00 VAT: 0.00 **SKIP** Schedule OTH

Contract ID: **TERMS DEFAULT FROM VENDOR - DO NOT CHANGE**

Go To: Match Mgr. Match Errors

- Click on calculator (Date Calculation Basis).
- Note: The following fields on the Invoice Header Information panel should not be changed:
- Loc (Location) – always “V”
 - Money Bag (Withholding)
 - Terms – defaults from vendor
 - Sales Tax – include in Gross
 - Freight – include in Gross
 - Use Tax – include in Gross
 - Schedule – always “OTH”

On the Date Calculation panel, the Date Calculation Basis must always be “Prompt Pay Basis.”

Date Calculation

MUST BE "PROMPT PAY BASIS" - DO NOT CHANGE

Date Calculation Basis: Prompt Pay Basis Basis Date: 08/17/2001

Invoice Receipt Date: 08/16/2001 **9** Invoice Date: 08/14/2001 **10**
 Goods Receipt Date: 08/17/2001 **11** Acceptance Date: 08/17/2001 **12**

OK **13** Apply Cancel

- Type invoice received date.
- Type invoice date.
- Type goods receipt date (delivery date).
- Type acceptance date (same as goods receipt date).
- Click OK.

The screenshot shows the 'Enter Voucher Information - Use - Voucher' window. The 'Invoice Header Information' tab is active. Key fields include: Unit: 00730, Voucher: NEXT, Lines: 1, Balance: 0.00. Name: DELLMARKET-001, Loc: Y, DELL MARKETING LP, DEPT 0747. Vendor: 0000007401, Addr: 1, PO BOX 120001, DALLAS, TX 753120001. Terms: 30, Gross: 15, 1,950.00 USD, Use: 0.00. Date: 08/14/2001, Sales: 0.00, Schedule: MAN. Invoice: P23432, Freight: 0.00, YAT: 0.00. Contract ID is empty. There are 'Match Mgr.' and 'Match Errors' buttons.

14. Type invoice number exactly as it appears on the invoice (30 characters max).

Note: Only one invoice per voucher.

15. Type total amount of voucher.

16. Click Line Information and Charges panel.

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
- 58000-58999 Capital Assets

17. Determine whether multiple voucher lines are needed.

The screenshot shows the 'Enter Voucher Information - Use - Voucher' window with the 'Line Information and Charges' tab active. The balance is 800.00. A table shows voucher line 1 with an amount of 1,050.00, item 18, and description 'Optiplex GS100 Computer'. A 'Distribute by: Amt' dropdown is set to 'Amt'. Below the table, the 'Distribution' section is populated with: Amount 1,050.00, Quantity, Entry Event, Account, Fund, DeptID, Program, Class, Bdgt Pd, Projects, SpeedChart, Asset, Stat, GL Unit 00730, Exch Rate, USD. Arrows point to the 'Voucher Line' and 'Distribution' sections.

18. If more than one voucher line is needed, enter the amount of the first voucher line. Otherwise, do not change Amount.

In this example, the amount for line 1 was changed from \$1,850.00 to \$1,050.00.

19. Type description of payment (30 characters + 50 characters on UHS Data Line panel).

For inventoriable or capital assets, include specific name and model number in Description that should appear in Property Management inventory.

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

SetID	Acct	Descr	Type
00797	54353	REFRIGERANT GASES	E
00797	54354	EQUIPMENT-STATE CONTROLLED ASS	E
00797	54355	COMPUTER EQUIP-STATE CONTROL A	E
00797	54356	TELECOM EQUIP-STATE CONTROL AS	E
00797	54357	REPAIR PARTS - LABS & FACILITI	E
00797	54358	COMPUTER EQUIPMENT - EXPENSED	E
00797	54359	COMPUTER PARTS AND FURNISHINGS	E
00797	54360	TELECOMMUNICATION FURNISH & EQ	E
00797	54361	TOOLS, FURNISHINGS & EQUIPMENT	E
00797	54362	FURNITURE	E
00797	54363	EQUIPMENT	E
00797	54364	ART-EXPENSED	E
00797	54365	ART ACQUISITION	E

20. Determine whether multiple distributions are needed for the voucher line
21. If more than one distribution is needed for the voucher line, change the amount for the first distribution.

In this example, distribution amount was not changed.

22. If paying for an asset, enter the quantity of assets. Otherwise, leave blank.

Since this computer is an inventoriable asset, the quantity was entered.

23. Type Account number or select from list.

To select from list, click on drop-down list box arrow beside Account box.

The sub-panel for Accounts will appear. Follow the steps below:

- A. Type the first one or two numbers of the five-digit account.

- 1XXXX = Asset
- 2XXXX = Liability
- 3XXXX = Fund
- 4XXXX = Revenue
- 5XXXX = Expense

- B. Click Search.
- C. Scroll down the list until you find the correct account.
- D. Double click on the correct account.

24. Type Fund or select from list.

25. Type Dept ID or select from list.

26. Type Program or select from list.

To select from list, type the first letter of the program (A-I) and select Search.

27. Click Projects. Projects Information sub-panel will appear.

28. Select from Project/Grant list or type "NA" (not applicable).

29. Click OK.

30. To insert another line on the voucher, click on the outside scroll bar.

31. Click on the Insert Row icon (or press F7).

31. If additional voucher lines are needed, change the amount for the second voucher line. Otherwise, do not change the amount. In this example, the amount was not changed.

33. Enter the Description for the second voucher line.

34. If the voucher line will have multiple distributions, change the distribution amount.

In this example, the distribution amount was changed from \$800.00 to \$50.00 because the book has a different account than computer supplies.

35. Skip Quantity since we are not paying for an inventoriable or capital asset on this line.

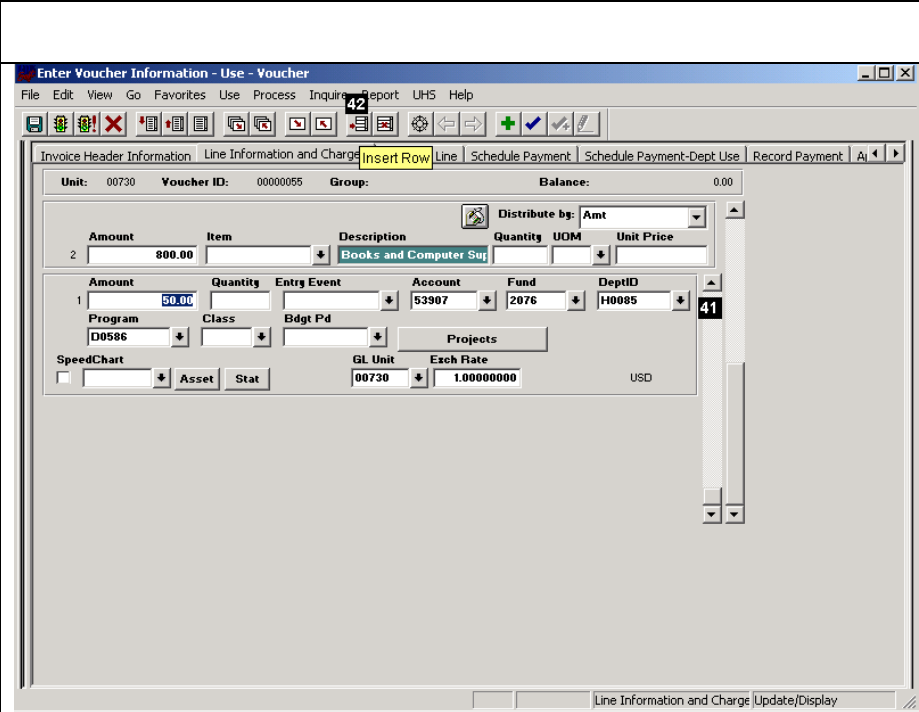
36. Input Account.

37. Input Fund.

38. Input DeptID.

39. Input Program.

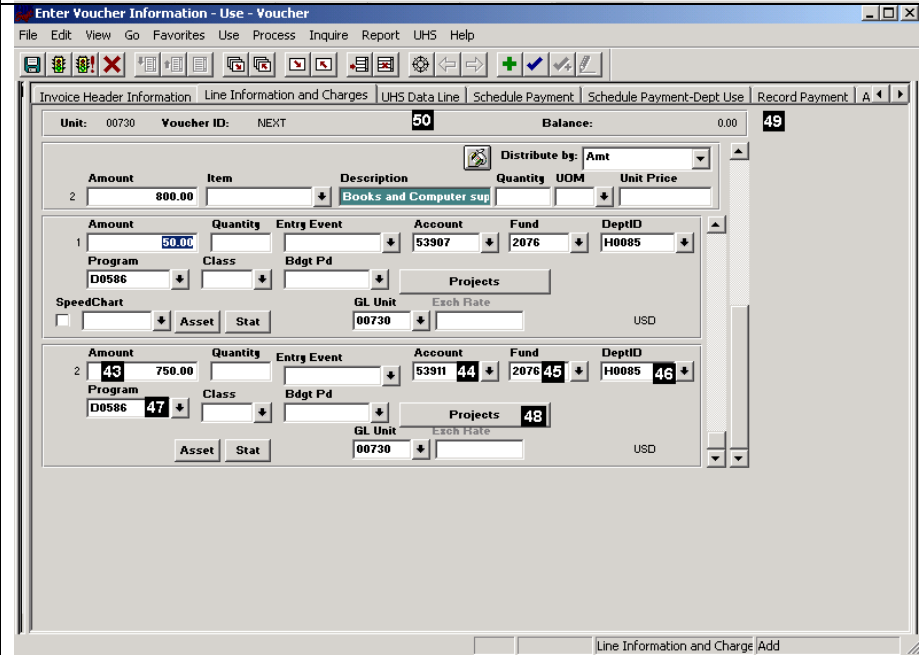
40. Input Project



41. To insert another distribution line, click on the inside scroll bar.

42. Click the Insert Row icon (or press F7).

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



43. Change distribution amount if additional distributions are needed. In this example, the amount was not changed.

44. Change Account, if needed. In this example the account was the only field changed.

45. Change Fund, if needed.

46. Change DeptID, if needed.

47. Change Program, if needed.

48. Change Projects, if needed.

49. Verify voucher is balanced (0.00). If not balanced, change appropriate distribution amounts.

50. Click on UHS Data Line.

51. Click the diskette (Save).
52. Make note of the voucher number.
53. For each voucher line, type or select UHS PCC from list. The most commonly used PCC codes are as follows:
 - 1 = Travel reimbursement to employee, prospective employee, or student.
 - 6 = Interagency payment with state funds (requires RTI number).
 - 8 = Move expense from state to local or local to state fund.
 - 9 = Payment to vendor or non-travel reimbursement to employee, or other payments.

Example of using UHS PCC 8:

- When using UH PCC 8, you must also select the third party vendor for that transaction.
54. Type additional description (50 characters max) for each voucher line, if needed.
 55. For interagency payment with state funds only, type RTI number (six digits) provided by the other state agency.
 56. Click Schedule Payment-Dept Use.

Scenario: Payment to WalMart originally charged to a local fund. If moving the expense to a state fund, the payee on the voucher will be University of Houston and the 3rd party vendor will be WalMart.

Valid Values

SetID: 00730 60c OK

SetID	Handling	Descr	Short Desc	Sequence
00730	BP	Basic Payments	BasicPaymt	5
00730	EN	Enclosures	Enclosures	3
00730	HD	High Dollar - \$50,000+	HighDollar	1
00730	SH	Special Handling Payments	SpecHndlng	2
00730	SR	Student Refunds	StudRefund	4

Cancel
Search

57. The default bank and bank account will be as follows:

Bus Unit 00730
 Bank: CHASH
 Acct: DISB

Bus Unit 00783
 Bank: FROST
 Acct: DISB

If using local funds, it is not necessary to change the bank. If paying from the imprest account, select IMPR under Account. (Only a few people have authority to use the imprest account.)

If using state funds, change the bank to STATE and the bank account to TREA.

58. Change Scheduled Due Date (Requested Pay Date), if needed.

In this example, the date was changed to September 4, 2001.

59. Check the Separate box to issue a separate check, if needed.

60. Select the Handling code, if needed.

- EN = Enclosures
- SH = Special Handling
- Click OK

In this example, SH was selected.

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

Unit: 00730 Invoice: P23432 Vendor: DELL MARKETING LP
 Voucher: 00000055 Date: 09/14/2001 ID: 0000007592 Pay Group:

Bank: CHASH Account: DISB Net Due: 09/17/2001
 Discount Due: Scheduled Due: 09/04/2001 Handling: SH

Payment Action: Schedule
 Gross Amt: 1,850.00 Discount: 0.00
 Separate With Hold
 Hold Reason: Schedule ID:

Payee
 Remit to: 0000007592 DELL MARKETING LP DEPT 0747
 Location: V Addr: 1 PO BOX 120001 DALLAS, TX 753120001

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61. Click on the drop-down list box for Address. Select appropriate address from list, which must match remit to address on invoice.

a. Select the appropriate address from the list.

Remit address = R
 Order address = O
 Remit/Order address = R/O

b. Click OK.

Remit Vendor: 0000007592
 Remitting Location:

Remit Vndr	Remitting	Descr
0000007592	1	R:DEPT 0747
0000007592	2	R:MELLON BANK-DALLAS LOCKBOX
0000007592	3	R:PO BOX 120001
0000007592	4	R:PO BOX 890680
0000007592	5	R:HI-ED & FED AFTERMARKET SALE
0000007592	6	R:PO BOX 120001 DEPT 0680
0000007592	7	R:1 DELL WAY
0000007592	8	R:PO BOX 120001
0000007592	9	O:2214 W. BRAKER LANE
0000007592	10	O:2111 WEST BRAKER LANE
0000007592	11	O:ONE DELL WAY

61a

62. Click magnifying glass (Payment Message) to type a message to the vendor or refuse or force interest payment.

In this example, the magnifying glass is selected

63. Enter a message to the vendor that will appear on the check stub (optional).

64. Click on arrow to open Payment Reason Code list.

65. Select appropriate Payment Reason Code to refuse or force interest, if needed.

66. Click OK to return to the Schedule Payment-Dept Use panel.

67. If refusing interest, select "N" for Not Applicable. If forcing interest, select "C" for Compute Late Charges.

Note: Anytime you change the Late Payment Charge, you must also select the corresponding Payment Reason Code. Otherwise, the Late Payment Charge may not work as expected.

68. Click OK Push Button.

SetID	Reason CD	Descr	Type
00797	C-AI	Force-Automation Issue	Late Payment Reaso
00797	C-DT	Force-Direct Travel Pmt to Vnd	Late Payment Reaso
00797	N-AD	Refuse-Agency Discretion	Late Payment Reaso
00797	N-AI	Refuse-Automation Issue	Late Payment Reaso
00797	N-AP	Refuse-Advance Payment	Late Payment Reaso
00797	N-DP	Refuse-Disputed Payment	Late Payment Reaso
00797	N-ER	Refuse-Employee Reimbursement	Late Payment Reaso
00797	N-FC	Refuse-Federal Funds Prohibit	Late Payment Reaso
00797	N-GE	Refuse-GSC Exception	Late Payment Reaso
00797	N-MI	Refuse-Mailing Instructions	Late Payment Reaso
00797	N-NI	Refuse-No Invoice Received	Late Payment Reaso

Unit: 00730 **Invoice:** P23432 **Vendor:** DELL MARKETING L P
Voucher: 00000055 **Date:** 08/14/2001 **ID:** 0000007592 **Pay Group:**

Payment Details
Bank: CHASH
Account: DISB
Net Due: 09/17/2001
Discount Due:
Scheduled Due: 09/17/2001
Handling: BP

Payment Action
Gross Amt: 1,850.00
Discount: 0.00
 Separate Withd Hold
 Hold Reason:
 Schedule ID:

Payee
Remit to: 0000007592
 DELL MARKETING L P
 PO BOX: 890680
 DALLAS, TX 753890680
Location: V **Addr:** 4

69. Once the payment is issued, click on the Payment Information icon for information about the check.

70. Click the Comments icon to go to the Comments panel.

Unit: 00730 **Invoice:** P23432 **Vendor:** DELL MARKETING L P
Voucher: 00000055 **Date:** 08/14/2001 **ID:** 0000007592 **Pay Group:**

Voucher Comments
 Purpose/Benefit: Computer, Books, and Computer Supplies for instruction in the Theater Department.
 Price discount]

Payment Comments
Payments: 1 Hold check for department pickup.

When typing payment comments, select SH for Handling on the "Schedule Payment - Dept Use" panel.

71. Type Voucher Comments, such as:

- Purpose/Benefit statement.
- Justification for requested payment date, if applicable.
- Additional information required for payment.

72. Type message to UHS Treasurer's Office in Payment Comments, such as

- Hold for department pickup
- Hold for vendor pickup
- Deliver to an on-campus address (for any check with a UH address)
- Mail check via overnight mail (provide overnight envelope and completed form)

73. Click Accounting Information.

- 74 Do not change the Accounting Date unless instructed to do so by someone in Finance.
- 75. Click on Budget Check.
- 76. A message will appear that indicates the voucher passed or failed the budget check.

If passed, click Yes to refresh panel.

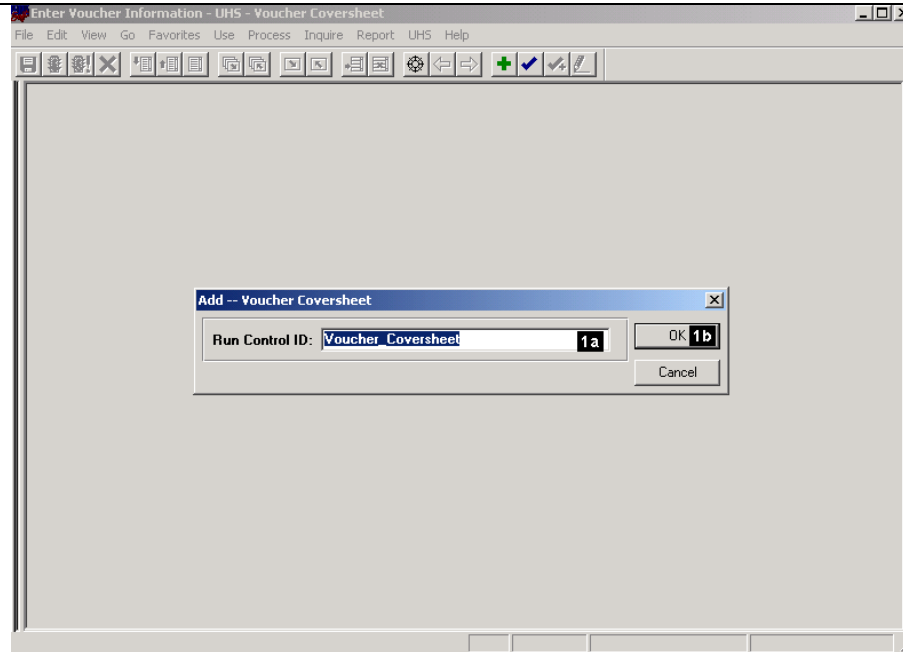
If failed, click Yes to see why the voucher failed budget check. Change the distribution, if necessary, and click Budget Check again.
- 77. Save the voucher before closing the voucher panel by clicking on the green diskette.
- 78. Make a note of the voucher number to print the voucher coversheet.
- 79. Attach invoice or other documentation to cover page, obtain required signatures, and forward to Accounts Payable.

Printing the Voucher Coversheet the FIRST TIME

Use the following navigation the FIRST time you print the coversheet.

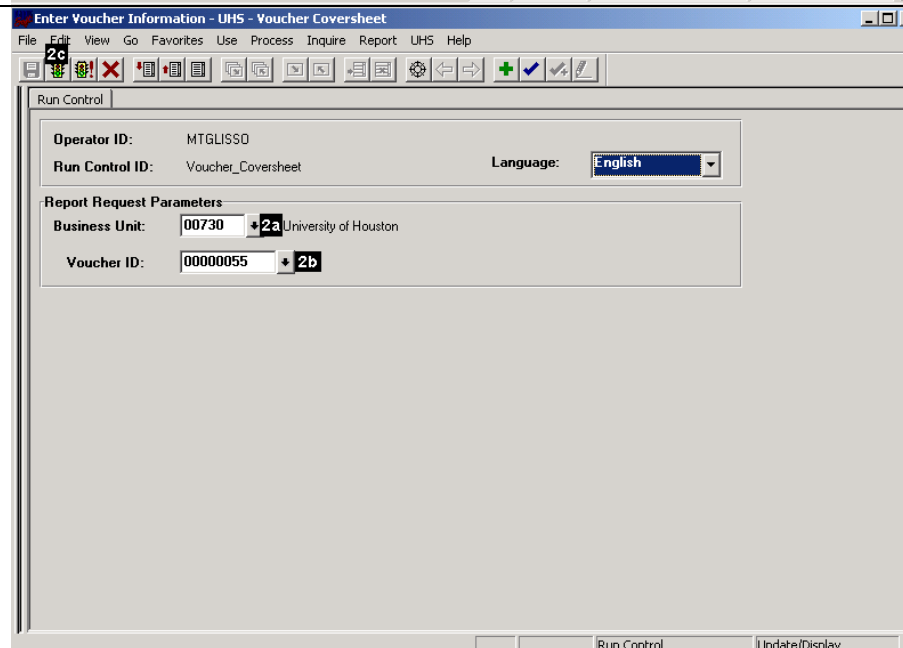
Go Administer Procurement
 Enter Voucher Information

UHS Voucher Coversheet
 Add



1. Add – Voucher Coversheet
 Dialog Box

- a. Type Run Control ID:
 Voucher_Coversheet
- b. Click OK.



2. Run Control Panel

- a. Business Unit: 00730
- b. Voucher ID: 00000055
 (Select from the drop-down list box or enter the voucher number)
- c. Click stoplight without
 exclamation point (Run)



Process Scheduler Request [X]

Operator ID: MTGLISSO Run Control ID: Voucher_Coversheet

Run Location: Client Server
3a server: [dropdown]

Output Destination: 3b
 File Printer Window
File/Printer: LPT1 3c 3d OK

Run Date/Time: Run Recurrence: [Cancel]

Date: [08/24/2001] [Once]
Time: **06:51:00 PM** Name:
[Reset to current Date/Time] [New] [View] [Delete]

Description	Name	Process Type Descr
AP Coversheet Print	UHSAPR01	SQR Report

3. Process Scheduler Request panel
 - a. Run Location: "Client"
 - b. Output Destination: "Printer"
 - c. File/Printer: type LPT1 (for local printer) or LPT5 (for network printer)
 - d. Click OK

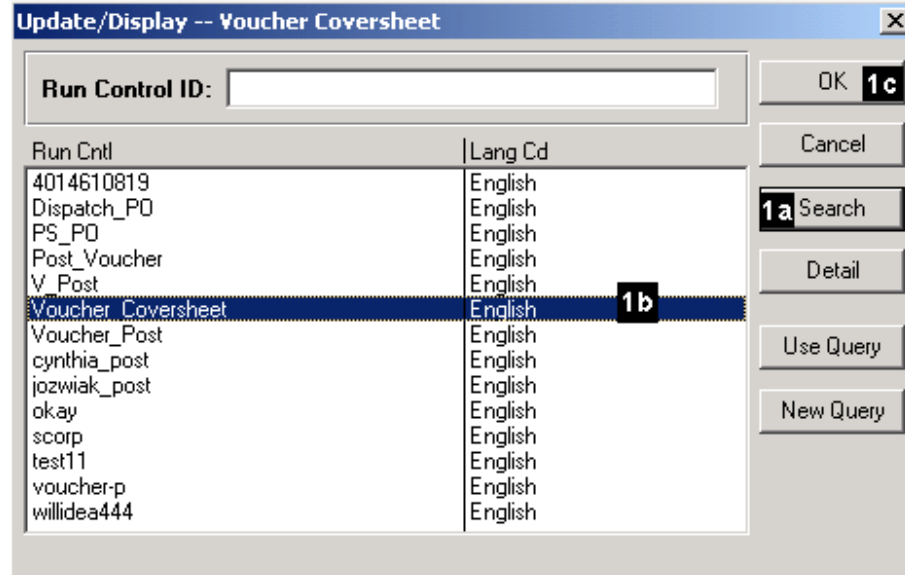
Note: Consult your technical support person if you need help with computer or printer setup or call Customer Services at 713-743-1411.

Printing the Voucher Coversheet the SECOND TIME and after

Use the following navigation the FIRST time you print the coversheet.

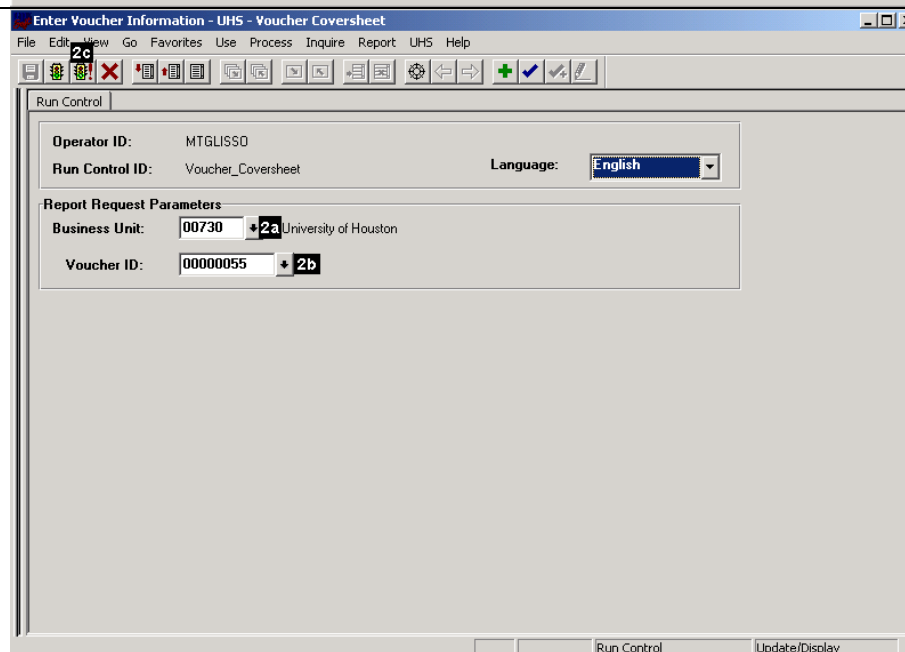
Go Administer Procurement
 Enter Voucher Information

UHS Voucher Coversheet
 Update/Display




1. Run Control ID Dialog Box

- a. Click Search
- b. Select: run control previously created: "Voucher_Coversheet"
- c. Click OK



2. Run Control Panel

- a. Business Unit: 00730 (UH); 00783 (UH system)
- b. Voucher ID: 00000055 (Select from the drop-down list box or enter the voucher number)
- c. Click stoplight with exclamation point (Run with Defaults) 

Determining Voucher Status

Go Administer Procurement
 Enter Voucher Information

Inquire Voucher Doc Status Inquiry

1. Enter business unit.
2. Enter voucher number.
3. Click OK.

Document Type	Document ID	Document Status	Unit	Amount	Currency Code	Date
PAYMENT	0007999999	Paid	00797	160.00	USD	06/25/2001

4. Select All.
 5. Click Sparky the dog.
- Voucher status and payment information will appear.

Deleting a Voucher

A voucher may be deleted after it is saved but before it is posted.

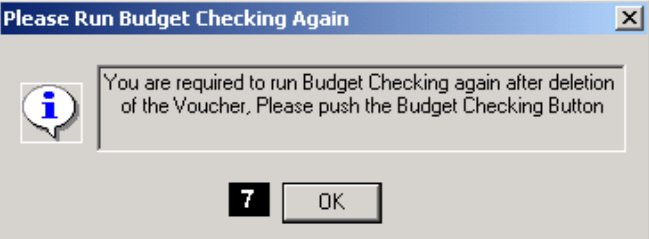
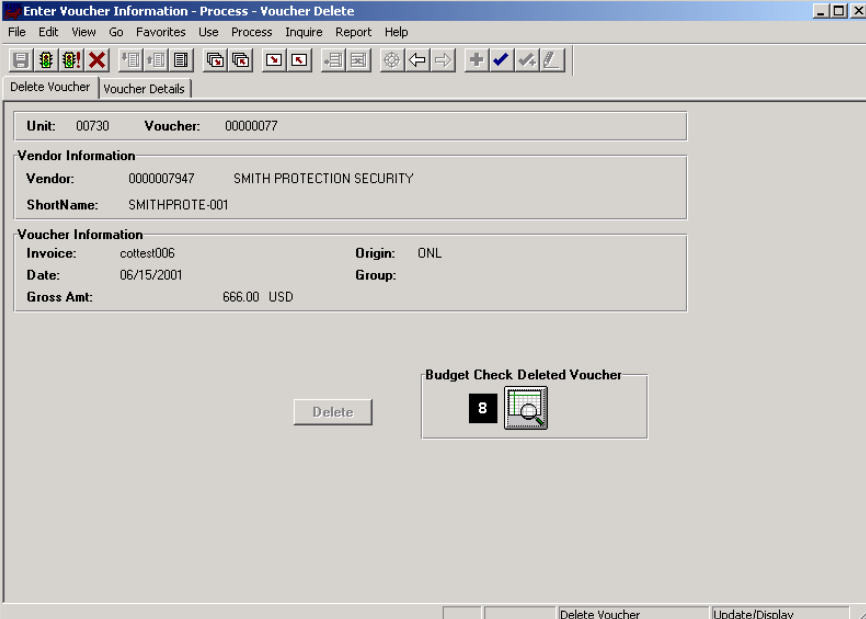
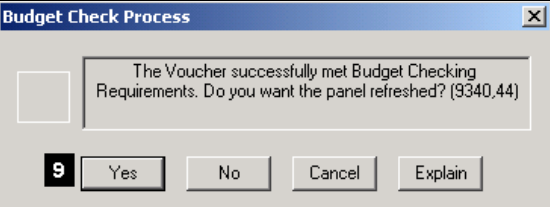
Go Administer Procurement
 Enter Voucher Information

Process Voucher Delete
 Delete Voucher

1. Enter business unit.
2. Enter voucher number.
3. Click OK.

4. Click on Voucher Details to verify this is the correct voucher to delete, if necessary.
5. Click Delete.

6. Click OK to confirm voucher will be deleted.

	<p>7. If the voucher was previously budget checked, a message will appear that instructs you to run budget checking after the voucher is deleted. This will reverse the expense.</p>
	<p>8. Click the Budget Check Deleted Voucher button.</p>
	<p>9. Click Yes to refresh the panel.</p> <p>The voucher is deleted. Deleting reverses the expense and removes the voucher from the current list of vouchers.</p>

Create a Voucher -- Shortcuts

Do not make any entry to or change any field, unless instructed. All steps below are required, unless noted.

1. Log into PeopleSoft

Double-click on PS Production Launcher
Select UH-Central under Campus Location
Select FSPRD under PeopleSoft Database
Click OK

Type Operator ID
Type Password
Click OK
2. Menu Navigation
Go
Administer Procurement
Enter Voucher Information

Use
Voucher
Invoice Header Information
Add
3. Add – Voucher Dialog Box
Business Unit: 00730 (UH) or 00783 (UH System)
Click OK
4. Invoice Header Information panel
Click flashlight (Vendor Lookup)
5. Vendor Search panel
Name: enter partial name of vendor (individual names are entered LastFirst--not case sensitive)
Click dog
Max Rows: enter number of rows you need to see and click dog again (if necessary)
Click checkmark of correct vendor name (i.e., remit to vendor)
6. Invoice Header Information panel
Click calculator next to Date (Date Calculation Basis)
7. Date Calculation subpanel
Invoice Receipt Date: invoice receipt date
Invoice Date: invoice date
Goods Receipt Date: goods receipt or services completed date
Acceptance Date: enter same date as goods receipt date
Click OK
8. Invoice Header Information panel
Invoice: invoice number exactly as it appears on the invoice (30 characters max)
Gross: total amount of voucher
Click Line Information and Charges panel
9. Line Information and Charges panel

- Amount (Voucher Line): if more than one voucher line is needed, change amount for first voucher line (otherwise, do not change); items to be tagged by Property Management require a separate voucher line.
- Description: description of voucher line (30 characters + 50 on UHS Data Line panel)
- For assets, type a very specific description, including model number.
 - For reimbursements, begin description with “REIMB”.
- Amount (Distribution): if using more than one cost center or account for the voucher line, change amount
- Quantity: if paying for an asset, type quantity of assets (otherwise, leave blank)
- Account: type or select from list by clicking on arrow (type first one or two digits of account to search)
- 1XXXX = Asset
 - 2XXXX = Liability
 - 3XXXX = Fund
 - 4XXXX = Revenue
 - 5XXXX = Expense
- Fund: type or select from list
- DeptID: type or select from list
- Program: type or select from list (type first letter of program, A-I, to search)
- Click on Projects
10. Projects Information subpanel
Project/Grant: select from list or type “NA”
Click OK
11. Line Information and Charges panel (to add another Distribution Line, if needed)
Click inside scroll bar
Press F7 or click Insert Row icon
Change appropriate information on new distribution line
12. Line Information and Charges panel (to add another Voucher Line, if needed)
Click outside scroll bar
Press F7 or click Insert Row icon
Description: enter description for Line 2
Enter distribution information (Account, Fund, etc.)
13. UHS Data Line panel (for voucher line 1)
UHS PCC: type or select from list. The most commonly used codes are as follows:
- 1 = Travel reimbursement to employee, prospective employee, or student.
 - 6 = Interagency payment with state funds (requires RTI number).
 - 8 = Move expense from local to state or state to local fund.
 - 9 = Payment to vendor, non-travel reimbursement to employee, or other payments.
- Description2: enter additional description for voucher line 1 (if needed)
- RTI: RTI number provided by state agency (for state interagency vouchers)
- Select vendor from Short Name list (if 3rd party vendor information appears)
- Select appropriate address from Address list
- Click Schedule Payment – Dept Use
16. Schedule Payment – Dept Use panel
Click green diskette (Save) and note voucher ID
Bank: if using a state fund, select STATE bank (default is the local bank)
Account: if the bank is changed to STATE, change the account to TREA (DISB is the default account)
Scheduled Due Date: change to a date before the Net Due Date, if necessary
Handling: if applicable, select EN for enclosure or SH for special handling (if SH, also complete Payment Comments on Comments panel)
Check the Separate box, if needed, to generate a separate check for the voucher (very limited use)

Payee Remit To Address: select the correct remit to address that matches the invoice
Click the magnifying glass (Payment Message)

17. Payment Message and Code subpanel

Payment Message: enter a message to the vendor, if needed, to appear on check stub (30 characters max)

Payment Reason Code: select the appropriate code from the list to indicate why you are refusing or forcing interest, if necessary

Late Payment Charge: select the appropriate code from the list to refuse or force interest, if necessary
Click OK Push Button

18. Comments panel

Voucher Comments: type information required to explain or justify voucher

- Purpose/benefit to the university
- Justification for changing Scheduled Due Date (one or two words)
- Additional information required for payment

Payment Comments: type a message to the UHS Treasurer's Office

- Hold for department pickup
- Hold for vendor pickup
- Deliver to an on-campus address (for any check with a UH address)
- Mail check via overnight mail (provide overnight envelope and completed form.

Click Accounting Information

19. Accounting Information panel (available to departments beginning September 1, 2001)

Accounting Date

- For vouchers entered prior to 9/1/01, the Accounting Date must be changed to 9/1/01. Otherwise, do not change, unless instructed to do so by Finance.

Click Budget Check

- If budget checking passed, click Yes to refresh the panel.
- If budget checking failed, click Yes to see why it failed, correct the problem, and click Budget Check again.

20. Print Voucher Coversheet the FIRST time

Go

Administer Procurement

Enter Voucher Information

UHS

Voucher Coversheet

Add

Add – Voucher Coversheet Dialog Box

Type a Run Control ID, such as Voucher_Coversheet

Click OK

Run Control panel

Select Business Unit (00730 = UH; 00783 = UH System)

Select Voucher ID

Click stoplight without exclamation point (Run)

Process Scheduler Request panel

Run Location should always be "Client"

Select "Printer" for Output Destination

In File/Printer, type LPT1 (for local printer) or LPT5 (for network printer)*
Click OK

* Note: consult your technical support person if you need help with computer or printer setup.

21. Printing Voucher Coversheet the SECOND time and afterwards

Go
Administer Procurement
Enter Voucher Information

UHS
Voucher Coversheet
Update/Display

Update/Display - Voucher Coversheet Dialog Box

Click Search

Select the run control you previously created (Voucher_Coversheet)

Click OK

Run Control panel

Select Business Unit (00730 = UH; 00783 = UH System)

Select Voucher ID

Click stoplight with exclamation point (Run with Defaults)

Voucher coversheets must be signed by the certifying signatory and forwarded to Accounts Payable along with invoices, receipts, and other backup.

Accounts Payable Help Desk for PeopleSoft-Related Questions

Linda Howard x38708 lfhoward@central.uh.edu

Eldrisha Lenor x 38700 ellenor@central.uh.edu

FAST

University of Houston System
FUTURE ADMINISTRATIVE SYSTEMS TEAM