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5. Voucher Create Shortcut
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/](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](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](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](http://www.uh.edu/fast/FAST-training.htm)
<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>ONLINE REFERENCES</strong></td>
<td></td>
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<tr>
<td><strong><a href="http://WWW.UH.EDU/FAST">WWW.UH.EDU/FAST</a></strong></td>
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<tr>
<td>1. Click on Internet Explorer</td>
<td></td>
</tr>
<tr>
<td>2. Type in U of H web address</td>
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<tr>
<td>3. Type in Fast behind the web address</td>
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<tr>
<td>4. Click on any of the link for information.</td>
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Fast Start  
Page 3  
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LOGGING INTO PEOPLESOFT

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

1. Double-click the UHS PeopleSoft Production Launcher icon located on your desktop.

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.

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.

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.
### KEYBOARD AND TOOLBAR

<table>
<thead>
<tr>
<th>FUNCTION KEYS</th>
<th>+ SHIFT</th>
<th>+ CTRL</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>Invokes Help Viewer/PeopleBooks</td>
<td>Invokes PeopleBooks</td>
</tr>
<tr>
<td>F2</td>
<td>Moves to previous panel in group</td>
<td>Move to previous panel in panel group</td>
</tr>
<tr>
<td>F4</td>
<td>Displays list of valid values</td>
<td>Displays partial list of valid values</td>
</tr>
<tr>
<td>F5</td>
<td>Inserts an image</td>
<td></td>
</tr>
<tr>
<td>F6</td>
<td>Moves to next panel in menu list</td>
<td>Moves to previous panel in menu list</td>
</tr>
<tr>
<td>F7</td>
<td>Inserts a row</td>
<td>Inserts a row at next higher level</td>
</tr>
<tr>
<td>F8</td>
<td>Deletes a row</td>
<td></td>
</tr>
<tr>
<td>F9</td>
<td>Moves to next row in list</td>
<td>Moves to previous row in list</td>
</tr>
<tr>
<td></td>
<td>Moves to next process (based on content)</td>
<td>Redisplays rows in list box</td>
</tr>
<tr>
<td></td>
<td>Moves to previous process (based on content)</td>
<td></td>
</tr>
</tbody>
</table>

### 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?

- Only one invoice?
  - Yes
  - Only one delivery date?
    - Yes
    - Only one payment needed?
      - Yes
      - All items to be paid from either local or state funds?
        - Yes
        - Need one voucher
          - End
        - No
        - Need more than one voucher
          - End
      - No
      - Need one voucher
        - End
    - No
    - Need more than one voucher
      - End
  - No
  - Need more than one voucher
    - End
Voucher Processing: The Voucher Life Cycle

Start

Department creates voucher in PeopleSoft

Dept clicks red X to exit voucher panels without saving

Continue?

No

Department saves voucher. Voucher number assigned. Voucher can still be changed.

Yes

Department budget checks voucher, which reduces budget immediately. Cannot change voucher lines.

Continue?

No

Department deletes voucher.

Yes

Department budget checks voucher again to return budget to cost center.

Continue?

No

Department deletes voucher.

Yes

Accounts Payable approves voucher

Payment is processed according to the Scheduled Due Date

End
## Creating a Voucher

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).**
4. Type name of vendor.
   Optional: type city, state, and/or postal to narrow search.

5. Click on Sparky the dog. A list of vendors will appear.

6. If necessary, increase Max Rows and click on Sparky again to view more vendor names.

7. Click checkmark of correct vendor name (i.e., the vendor name that has the correct remit to address).

8. 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.”

9. Type invoice received date.

10. Type invoice date.

11. Type goods receipt date (delivery date).

12. Type acceptance date (same as goods receipt date).

13. Click OK.
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.

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.
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.
Example of using UHS PCC 8:

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.

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.

   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.
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.
   a. **EN** = Enclosures
   b. **SH** = Special Handling
   c. 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.
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.
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.
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.

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)
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.
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.
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.

8. Click the Budget Check Deleted Voucher button.

9. Click Yes to refresh the panel.

The voucher is deleted. Deleting reverses the expense and removes the voucher from the current list of vouchers.
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)
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  lhoward@central.uh.edu
Eldrisha Lenor  x 38700  ellenor@central.uh.edu