

How to Process PO Voucher

Step 1: Go to the Finance system log on page and log on.

Students Faculty and Staff

E-Services / HRMS / PASS Login

1. Select Application

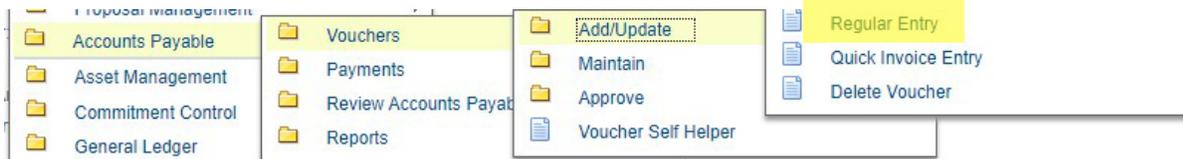
UHCL E-Services (Faculty Center) PeopleSoft CS PeopleSoft HR PeopleSoft Finance

2. Sign In

User ID:

Password:

Step 2: On the main menu, bring the cursor to Accounts Payable, Vouchers, Add/Update, and then click on Regular Entry.



Step 3: The voucher Add a New Value Page is displayed. Click on

Add

Voucher

Business Unit:
 Voucher ID:
 Voucher Style:
 Supplier Name:
 Short Supplier Name:
 Supplier ID:
 Supplier Location:
 Address Sequence Number:
 Invoice Number:
 Invoice Date:
 Gross Invoice Amount:
 PO Business Unit:
 PO Number:
 Estimated No. of Invoice Lines:

Step 4: On the Invoice Information Tab, expand on

Copy From Source Document

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

ORACLE

Invoice Information | Payments | UHS Data Line | Voucher Attributes | Documents | Approval Log

Business Unit 00759 Invoice No
 Voucher ID NEXT Accounting Date 02/01/2022
 Voucher Style Regular Voucher *Pay Terms 30 Net 30
 Invoice Date
 Invoice Received
 Supplier ID
 ShortName
 Location
 *Address
 Control Group
 Pay Schedule Other Non Transportation
 Incomplete Voucher
 Action

Invoice Total
 Line Total 0.00
 *Currency USD
 Total 0.00
 Difference 0.00

Comments(0)
 Basis Date Calculation
 Template List
 Advanced Supplier Search
 Supplier Hierarchy
 Supplier 360

Step 5: Enter PO Unit and PO Number, then click on Copy PO.

Copy From Source Document
 PO Unit PO Number Copy From

Step 6: The system automatically copied the PO information (Supplier, PO Lines, Cost centers etc.) to the voucher page.

Step 7: You should make sure that the following information are entered at this time:

- Invoice No
- Voucher Total
- Voucher Line Amount
- Merchandise Amount

The screenshot displays the 'Invoice Information' page in the Accounts Payable system. The 'Invoice Information' tab is active, showing fields for Business Unit (00759), Voucher ID (NEXT), Invoice No (TEST 123), Accounting Date (02/01/2022), and Pay Terms (30). The 'Invoice Total' section shows a Line Total of 232.80 and a Total of 232.80. The 'Distribution Lines' table below shows a single line with a Merchandise Amt of 232.80 and a Quantity of 48.0000. The 'Purchase Order' section shows details for PO 00759. Two red arrows point to the 'Basis Date Calculation' link in the right-hand menu.

Step 8: Click on “Basis Date Calculation” in the invoice information page and enter the four dates that are required to calculate the payment basis date. Click on the Calculate button, and then click on “Back to Invoice” to go back to the invoice information page.

Date Calculation

The 'Date Calculation' dialog box is shown, with a 'Back to Invoice' link at the top. The 'Date Calculation Basis' is set to 'Prompt Pay Basis'. Four date fields are present: 'Fed Pymnt Basis Date', 'Invoice Receipt Date' (02/01/2022), 'Invoice Date' (02/01/2022), 'Goods Receipt Date' (02/01/2022), and 'Acceptance Date' (02/01/2022). 'Cancel' and 'Calculate' buttons are at the bottom.

Step 9: Click on “Comment” in the invoice information page and enter any necessary comments.
 Enter BOTH purpose and benefit of the payment in the voucher comment section

Voucher Comments

Voucher Comments

Old Comment:

Comment:

Delay in payment due to items lost in transit

Step 10: Go to the Document tab and upload the required backup documentation:

1. Invoice
2. Receiving Report
3. PO Status Report

Step 11: The invoice information page is displayed again. Click on the Save button to save the voucher.
 The system assigned the voucher ID.

Step 12: In the invoice information page, go to “Action: (center of page above copy from source document)” and select “Match, Doc Tol, Bdgt” from the drop-down box. Then click on the Run button.

Summary Related Documents Invoice Information Payments UHS Data Line Voucher Attributes Documents Error Summary Approval Log		
Business Unit 00759 Voucher ID 00269284 Voucher Style Regular Voucher Invoice Date 02/01/2022 Invoice Received 02/01/2022 Supplier ID 0000121171 ShortName DSSERVICES-001 Location V *Address 1	Invoice No TEST 123 Accounting Date 02/01/2022 *Pay Terms 30 Net 30 Basis Date Type Inv Date Control Group Pay Schedule Other Non Transportation	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Invoice Total Line Total 232.80 *Currency USD Total 232.80 Difference 0.00 </div> <div style="font-size: small;"> Comments(0) Basis Date Calculation Template List Advanced Supplier Search Supplier Hierarchy Supplier 360 </div>
<input type="button" value="Save"/>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Action Match, Doc Tol, Bdgt </div>	<input type="button" value="Run"/> <input type="button" value="Calculate"/>
<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Copy From Source Document </div> <div style="display: flex; justify-content: space-between; align-items: center;"> PO Unit 00759 PO Number 0000045344 Copy PO Copied From None Go </div>		

When the system asks if you want to wait for the budget checking process to be completed, click on Yes.

Message

Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)

Yes

No

Step 13: Submit the voucher into workflow.

NOTE: BE CONFIRM WITH YOUR DBA/CBA REGARDING YOUR SOURCE

Summary | Related Documents | Invoice Information | Payments | UHS Data Line | Voucher Attributes | Documents | Error Summary | **Approval Log**

Approval | Line Information | Charge Information | Documents

Business Unit 00759

Invoice Number TEST 123

Voucher 00269284

Supplier DS SERVICES OF AMERICA INC

Invoice Date 02/01/2022

ID 0000121171

[Link to Voucher](#)

LINK TO VOUCHER

Route to:	Initial By														
<p>*Please select the appropriate approval path:</p> <p><input checked="" type="radio"/> Dept/Coll/Div - AP</p> <p><input type="radio"/> Dept/Coll/Div - Contract & Grant - AP</p> <p><input type="radio"/> Dept/Coll/Div - Tax - AP</p> <p><input type="radio"/> Dept/Coll/Div - Provost - AP</p>	<p>Dept: C0130 0144953</p> <p>Source <input type="text" value="AAP - Accounts Payable"/></p>														
	<table border="1"><tr><td>Approval Information</td><td>Voucher Info</td></tr><tr><td>Appr Inst:</td><td>Inv Dt: 02/01/2022</td></tr><tr><td>Status: Pending</td><td>Inv Rcpt Dt: 02/01/2022</td></tr><tr><td>Action: <input type="text"/></td><td>Good Rcpt Dt: 02/01/2022</td></tr><tr><td><input type="button" value="Apply"/></td><td>Dt:</td></tr><tr><td></td><td>Inspect Dt: 02/01/2022</td></tr><tr><td></td><td>Gross: \$232.80</td></tr></table>	Approval Information	Voucher Info	Appr Inst:	Inv Dt: 02/01/2022	Status: Pending	Inv Rcpt Dt: 02/01/2022	Action: <input type="text"/>	Good Rcpt Dt: 02/01/2022	<input type="button" value="Apply"/>	Dt:		Inspect Dt: 02/01/2022		Gross: \$232.80
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Appr Inst:	Inv Dt: 02/01/2022														
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<input type="button" value="Apply"/>	Dt:														
	Inspect Dt: 02/01/2022														
	Gross: \$232.80														

****Please Note: An upload of a signed coversheet is NOT required.****