

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

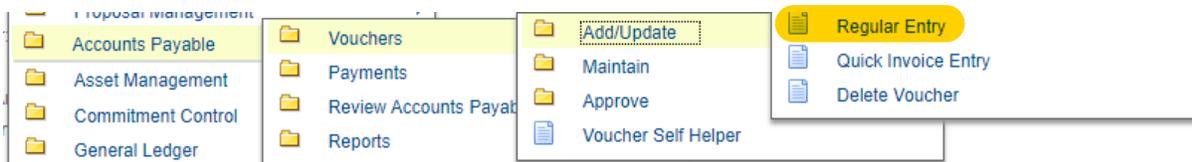
UHCL E-Services (Faculty Center) PeopleSoft CS P. A. S. S. PeopleSoft HR PeopleSoft Finance

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 

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 

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 
 Basis Date Type Inv Date
 Supplier ID 
 ShortName 
 Location
 *Address
 Control Group 
 Pay Schedule Other Non Transportation
 Incomplete Voucher
 Save Save For Later 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. Key fields include:

- Business Unit: 00759
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Invoice No: TEST 123
- Accounting Date: 02/01/2022
- *Pay Terms: 30 Net 30
- Basis Date Type: Inv Date
- Supplier: DS SERVICES OF AMERICA INC
- Supplier ID: 0000121171
- ShortName: DSSERVICES-001
- Location: V
- *Address: 1

 The 'Invoice Total' section shows:

- Line Total: 232.80
- *Currency: USD
- Total: 232.80
- Difference: 0.00

 A 'Copy From Source Document' section is visible with PO Unit 00759 and PO Number 0000045344.

 The 'Invoice Lines' section shows:

- Line 1: Copy Down, Distribute by Amount, Quantity 48.0000, UOM EA, Unit Price 4.85000, Line Amount 232.80
- SpeedChart, Ship To: CB0402A, Description: AS PER BID NUMBER IB-18-003 FO
- Packing Slip
- Purchase Order: 00759|0000045344|1|1 Associate Receiver(s)

 The 'Distribution Lines' table is as follows:

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	PC Bus Unit	Project
	1	100.0000	100.0000	232.80	48.0000	00759	53950	2078	C0053	D0492	00759	NA

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

Back to Invoice

Date Calculation Basis: Prompt Pay Basis

Fed Pymnt Basis Date

Invoice Receipt Date: 02/01/2022 Invoice Date: 02/01/2022

Goods Receipt Date: 02/01/2022 Acceptance Date: 02/01/2022

Buttons: Cancel, Calculate

Step 9: Click on “Comment” in the invoice information page and enter any necessary comments.

NOTE: COMMENTS ARE ONLY REQUIRED IF INVOICE IS PAID LATE

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 D.S. SERVICES OF AMERICA, INC. Control Group Pay Schedule Other Non Transportation	Invoice Total Line Total 232.80 *Currency USD Total 232.80 Difference 0.00	Comments(0) Basis Date Calculation Template List Advanced Supplier Search Supplier Hierarchy Supplier 360
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Action: Match, Doc Tol, Bdgt

▼ Copy From Source Document

PO Unit 00759 PO Number 0000045344 Copy PO Copy From None Go

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)

Step 13: Submit the voucher into workflow.

NOTE: BE SURE SOURCE IS ROUTED TO AAP - ACCOUNTS PAYABLE

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](#)

Route to:

*Please select the appropriate approval path:

- Dept/Coll/Div - AP
- Dept/Coll/Div - Contract & Grant - AP
- Dept/Coll/Div - Tax - AP
- Dept/Coll/Div - Provost - AP

Initial By

Dept: C0130 0144953
Source:

Approval Information	Voucher Info
Appr Inst:	Inv Dt: 02/01/2022
Status: Pending	Inv Rcpt Dt: 02/01/2022
Action: <input type="text" value="v"/>	Good Rcpt Dt: 02/01/2022
<input type="button" value="Apply"/>	Inspect Dt: 02/01/2022
	Gross: \$232.80

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