Voucher training is done in FSTST environment. In this training exercise, we will create a voucher to pay for one item with two cost centers.

To proceed with the training, follow the steps below:

1. Click the **FSTST Training Logon** hyperlink located on the Training page.
The sign on page for FSTST is displayed.

2. Enter the following information provided by your training administrator:
   a. **User ID**
   b. **Password** (password is case sensitive)

3. Click the **Sign In** button.
The PeopleSoft Finance home page is displayed.

4. Click the **NavBar** icon on the upper right hand side of the home page.

The NavBar menu is displayed.
5. From the NavBar menu, click on **Navigator> Classic Home**. Then navigate to (5a) **Accounts Payable** > (5b) **Vouchers** > (5c) **Add/Update** > (5d) **Regular Entry**.
The Voucher – Add/Search page is displayed – defaulted to Add a New Value tab. The navigation is shown on top of the page.

6. Click the **Add** button.
The Voucher Data Entry page is displayed – defaulted to Invoice Information tab.

7. Click the magnifying glass icon on the Vendor ShortName field.
8. Enter a **portion of the vendor name** in the *Short Vendor Name* field. For our example, enter “ARAMARK.”

9. Click the **Look Up** button.
The Search Results is displayed.

10. Click on the vendor name from the Search Results. For our example, click on **ARAMARK CORPORATION**.
The vendor information is populated on the voucher.
11. Enter the **Invoice Number** to the **Invoice No** field. The invoice number must be unique because PeopleSoft validates to make sure the same invoice number is not paid twice.

If the voucher is for an employee reimbursement, enter **REIMB + EMPLOYEE INITIALS + DATE** for the invoice number. Additional information that might be helpful can be added.

For our example, enter **your initial – today’s date (i.e. CS-10102019)**. Take note of the Invoice Number as this value will be used later to search for the voucher.
12. Click the **Calc Basis Date** hyperlink.

The Date Calculation page is displayed.

- **Invoice Receipt Date** – This date is when the university received the invoice. It is important to date stamp the invoice when it comes into your office.
- **Invoice Date** – The invoice date is the date printed on the invoice.
- **Goods Receipt Date** – This is the date the items were received.
- **Acceptance Date** – This date must be the same as the **Goods Receipt Date**.

There are instances where all four dates could be the same such as an employee reimbursement for a business meal.
13. Enter all four dates. For our example:
   - Invoice Receipt Date – enter today’s date
   - Invoice Date - enter today’s date
   - Goods Receipt Date - enter yesterday’s date
   - Acceptance Date - enter yesterday’s date

   **TIP:** Click the calendar icon for calendar lookup next to the date field to choose your dates.

14. Click the Calculate button. The system will calculate 30 days from the Invoice Receipt Date and start charging late interest to the cost center on this voucher if this voucher is not paid by that date. A state law called the Prompt Payment Law requires this.

15. Click the Back to Invoice hyperlink.
The *Invoice Date* field is populated based on the value entered on the Calc Basis Date page.

16. Click the **Comments** hyperlink to enter the purpose or justification for the expense.

The Voucher Comments page is displayed.
Enter the **Purpose** or **Justification** for the expenditure. This needs to include the **WHO**, 
**WHAT**, **WHEN**, **WHERE**, **WHY** and the **benefit to UHCL or the business purpose**.

- If the voucher is for a Membership or a Subscription, list the beginning and ending dates.
- If the items purchased on this voucher are to be delivered to the Pearland Campus, 
  enter the Pearland Campus delivery information.
- Enter special instructions for vouchers that have Enclosures or Special Handling that are 
  not paid from State Funds.
### Voucher Comments

**Comment:**

```
PAYMENT TO ARAMARK FOR LUNCH FOR THE GENERAL ACCOUNTING TEAM SEARCH COMMITTEE FOR SENIOR ACCOUNTANT IN THE VPAF CONFERENCE ROOM ON 10/09/2019. FUNDED $75 BY THE GENERAL ACCOUNTING OFFICE AND $25 BY THE VPAF OFFICE.
ATTENDEES: USHA MATHEW, BOBBY KEGRESSE, KRISTA BUCKMINSTER, CINDY LAMB AND CHRIS ROSS.
PURPOSE: TO REVIEW THE FINAL COMMENTS FROM THE INTERVIEWS AND PREPARE RECOMMENDATION FOR HIRE.
SPECIAL HANDLING: PLEASE CALL KRISTA BUCKMINSTER x2050 WHEN CHECK IS READY FOR PICKUP.
```

17. For our example, enter:

```
"PAYMENT TO ARAMARK FOR LUNCH FOR THE GENERAL ACCOUNTING TEAM SEARCH COMMITTEE FOR SENIOR ACCOUNTANT IN THE VPAF CONFERENCE ROOM ON 10/09/2019. FUNDED $75 BY THE GENERAL ACCOUNTING OFFICE AND $25 BY THE VPAF OFFICE.

ATTENDEES: USHA MATHEW, BOBBY KEGRESSE, KRISTA BUCKMINSTER, CINDY LAMB AND CHRIS ROSS.

PURPOSE: TO REVIEW THE FINAL COMMENTS FROM THE INTERVIEWS AND PREPARE RECOMMENDATION FOR HIRE.

SPECIAL HANDLING: PLEASE CALL KRISTA BUCKMINSTER x2050 WHEN CHECK IS READY FOR PICKUP."
```

18. Click the **OK** button.
19. Enter the **total amount** of the invoice on the **Total** field. For our example, enter “100.”

The information for each line of the invoice is entered on the Invoice Lines section.

20. Enter the **Speed Type** of the first cost center that will pay for Invoice Line #1 on the **SpeedChart** field. For viewing example, we are using “15979.” The **Fund, Department, Program, and Project** fields on Line 1 under Distribution Lines section will be automatically populated.

Check the “UH System Fund Restrictions on Food and Entertainment Related Accounts” spreadsheet to see if this item can be purchased using these funds entered in the voucher. You can view the spreadsheet on this link:


21. Enter the Invoice Line #1 **amount** on the **Line Amount** field. For our example, enter “100.”
22. Enter a brief item description of Invoice Line #1 on the Description field. For our example, enter “Search Committee Lunch.”

The cost center information for each Invoice Line number is entered on the Distribution Lines section. Distribution Line #1 has already been populated with the cost center when the SpeedChart was entered on Step #20.

23. For Distribution Line #1, enter the amount to be paid from this cost center on the Merchandise Amt field. For our example, enter “100.”
   - If there is only one cost center that will pay the Invoice Line, the Merchandise Amt should be equal to the corresponding Line Amount.
   - If there are multiple cost centers that will pay the Invoice Line, the sum of all the Merchandise Amts should be equal to the corresponding Line Amount.

24. Enter the Account for Distribution Line #1 on the Account field. For our example, enter “54952.”

At this point, if there is only one distribution (cost center), skip to Step #29. For our example, we are going to add a second distribution (cost center).
25. Change the **Merchandise Amt** on the Distribution Line #1 to reflect how much will be paid from the first cost center. For our example, change the amount to “**75.00**.” The remaining $25.00 will be paid from a second cost center.

26. Click the **+** icon to add another distribution line.

A message box pops up asking how many lines to add:
27. We are only adding 1 line, which is the default value. Click the OK button to continue.

The **Merchandise Amt** for Distribution Line #2 is automatically calculated, where the sum of both **Merchandise Amts** from Distribution Lines #1 & 2 add up to the **Invoice Line Amount**.
28. Enter the **second distribution** (cost center) and **Account** on the second line. For our example, the account will stay the same but the cost center will change. Enter: “**54952**” for the **Account** and “**2078-C0062-F0613-NA**” for the **cost center**.

Check the “UH System Fund Restrictions on Food and Entertainment Related Accounts” spreadsheet to see if this item can be purchased using these funds entered in the voucher. You can view the spreadsheet on this link:

NOTE: To “copy” the cost center and account information from the first line, check the “Copy Down” box before clicking the sign.
29. Click the Payments tab to go to the payments page.
The payments information is displayed.

The cost center entered on Invoice Information tab determines if the voucher is to be paid from state funds or not. For our example, our voucher will not be paid from state funds.

30. Under Payment Options, check the payment method on the *Method* field.

- If the payment method is “**ACH**,” then it is a direct deposit vendor and the Payment Address does not need to be checked. Skip Steps #31 and #32, and proceed to Step #33.
- If the payment method is “**CHK**,” then the vendor is paid by check thus the Payment Address needs to be checked. This is to ensure that the check payment will be mailed to the correct remittance address. For our example, the value is “**CHK**” so we will check the Payment Address.
31. Under the Payment Information section, click the magnifying glass icon on the Address field.

The Lookup Address page is displayed.

32. The Remittance Address is the address preceded with “R.” This address is where the check will be mailed. For our example, choose Remitting Address “8.”
If the voucher is being paid from state funds, change the Bank field to “STATE,” Account field to “TREA,” and Method field to “ACH.”

33. Click the Invoice Information tab to go back to the invoice page.
34. Click the *Save* button.

A Voucher ID will then be assigned. Notice the new tabs added to the Voucher component (i.e., Summary, Related Documents, and Error Summary).
The voucher is now ready for budget checking. Budget checking checks if there is enough fund to pay the voucher. If the budget check result is successful or valid, the fund is then taken from the cost center.

35. Click the drop down arrow icon, on the Action box.
36. Select “Match, Doc, Tol, Bdgt” from the drop down menu.
37. Click the **Run** button.

A message box pops up asking whether to wait on the voucher budget check process to complete or not.

38. Click the **Yes** button.
39. Click the **Summary** tab.
The Budget Status must be “Valid” before the voucher can be entered into workflow. If the Budget Status is “Error”, contact your Business Coordinator for resolution.

The voucher is now ready to have supporting documentation electronically attached. This process is called “Document Imaging”.

FOR TRAINING PURPOSES, YOU WILL READ THIS NEXT SECTION ONLY BECAUSE THE UPLOAD PROCESS DOES NOT WORK IN THE TRAINING ENVIRONMENT.
HOW TO UPLOAD SUPPORTING DOCUMENTATION

READ ONLY:

These instructions assume the supporting documentation has already been saved to your computer. When scanning the back up and saving it to the computer, please check each page for correct orientation. Documentation that is not oriented correctly, with the ability to read top down and left-to-right, is subject to denial of the voucher.

1. Go to the Documents tab.

2. Click the Add a New Document button.
The Document Upload box is displayed.

Voucher Id:VCHR_EXPRESS
Voucher Id:00248993

**Instructions:**
1. Select an image file for this transaction by clicking the **browse button** below.
2. Upload the selected file by clicking the **upload image button.**

3. Click the **Choose File** button.

The Choose File dialogue box is displayed.

4. Navigate to where the supporting documentation is saved and select it.

5. Click the **Open** button.
The file name of the supporting documentation is placed in the “Select an Image” section of the Document Upload box.

Voucher Id: VCHR_EXPRESS
Voucher Id: 00248993

**Instructions:**
1. Select an image file for this transaction by clicking the **browse button** below.
2. Upload the selected file by clicking the **upload image button**.

6. Click the **Upload Image** button.
The supporting documentation will be attached to the voucher.

**NOTE:**

- Always open the attachment by clicking the 📂 icon to make sure it is viewable. The auditors will examine the image when they are performing an audit. Also, make sure the document is oriented correctly so it is readable.
- Limit the documents uploaded to what is required.
- Also, if any security sensitive information is uploaded to the voucher, the voucher will be denied so it can be deleted. Example of security sensitive information includes social security number, credit card number, and checking account number. A new voucher will need to be created in its place.
- Good document types for uploading are .pdf, .xls, .doc, .rtf. While bad document type for uploading is .txt, .tif.
Uploaded documents cannot be deleted. They can only be made inactive on the Document Status field.
Before entering the voucher into workflow, the following items need to be reviewed and verified. Otherwise, it will be denied by the approver.

**Reasons for Voucher Denial**
(not all inclusive)

1. The purchase is over $5000 and a PO was not done.
2. The invoice must be obtained. A quote is not acceptable.
3. Only one invoice number should be created per voucher.
4. The invoice or other supporting documentation does not agree with the voucher.
5. The Invoice number or invoice date is wrong.
6. There is no justification for invoice date that is 60 days or older.
7. The address is wrong or does not match the invoice particularly when paying by check.
8. The amount on receipts do not match voucher. If different, a reason must be stated.
9. The dates are incorrect or missing i.e. Goods receipt & acceptance dates should be the same.
10. No comments written or the voucher justification of five W's (who, what, where, when and why) is not sufficient.
11. The number of attendees is not listed if for entertainment purpose. Names must be included if there are ten or less attendees.
12. Memberships and subscriptions must have beginning and end dates.
13. Benefit statement is not added to voucher.
14. A statement is needed as to why paying late.
15. The source of funds and/or account is not appropriate for the items being purchased ie. Restricted fund is used.
16. Account code is incorrect.
17. The voucher is claiming/paying for state sales tax.
18. Required approvals and/or signatures are missing.
19. Print names if the signature is illegible.
20. The Division Business Administrator approving the voucher doesn’t have cost center authority.
21. Computer related items need prior approval from UCT. Exceptions to Computer related items pre-approval are:
   - blank CD/DVDs
   - cases for laptops/tablets
   - desktop sit/stand stations (e.g. Varidesks)
   - ergonomic keyboard and mouse arm rests
   - jump drives
   - keyboard trays (mounts to a desk)
   - monitor arm mounts
   - mouse pads
   - printer ink and/or toner
22. Brand Guide approval needed when ordering merchandise with UHCL logo.
23. HR approval is needed for employment ads.
24. If person attending business meal is the signature authority, their supervisor must also sign the voucher.
25. Person reimbursed did not sign voucher coversheet.
26. Person getting reimbursed does not have supervisor signature.
27. Proof/method of payment for reimbursements is not uploaded.
28. Reimbursement for gift cards must have the Gift Card request form approved prior to purchase.
29. Food Waiver form must be uploaded when purchasing food over $100 off campus ($500 for Pearland).
30. Vendor hold status for purchases over $500 is not uploaded.
31. No itemized receipts on meals.
32. No back up is uploaded or wrong documentation is uploaded.
33. The documentation is not adequate to support the payment.
34. The supporting documentation is illegible.
35. Sensitive information has not been redacted.
36. The documentation is not oriented correctly, with the ability to read top down and left-to-right.
37. The wrong path has been chosen ie. Grant funds should be routed through OSP.

Once everything is reviewed and verified, the voucher is now ready to be entered into workflow.

NEXT, WE WILL PREPARE TO ENTER THE VOUCHER INTO WORKFLOW. PLEASE CONTINUE READING ABOUT HOW THE VOUCHER WORKFLOW PROCESS WORKS AND THEN YOU WILL ENTER THE VOUCHER YOU CREATED INTO WORKFLOW.

Voucher workflow is an electronic routing and approval process for vouchers. After a voucher is created, it is entered into workflow and moves to the next approval level electronically. Once the voucher reaches the final approval level, which is Accounts Payable and is approved by them, a check is produced in the next check cycle so the vendor can be paid.
Key Elements of Voucher Workflow

- Once a voucher is placed in workflow, only the person who put the voucher into workflow can change it.
- Approvals by the:
  - voucher creator, college/division approver (Business Coordinator),
  - intermediate approver (Contracts Grants, Tax, Provost)
  - final approvers (Accounts Payable)
  are electronically captured in the PeopleSoft Finance system. The approval history can be reviewed on the Approval page.
- If additional approval is required, the voucher should be printed and signatures obtained. Then scan and upload the signed voucher to the electronic voucher as supporting documentation.
- Voucher information, including approval history and backup documentation, can be obtained from the Documents page.

Voucher Workflow Security Roles

You will be assigned with one of the following security roles:

1. Voucher Creator – Create vouchers, select the appropriate route, and submit the voucher into workflow. The voucher will be sent to the College/Division approver worklist.
2. College/Division Approver (Business Coordinator) – Approve vouchers. The College/Division approver can also create vouchers and place them into workflow. The vouchers will be sent to the Intermediate Approvers’ worklist or the Final Approvers’ worklist depending upon the Approval Route selected.
3. Intermediate Approver (Tax, Research Office, Provost Office) – Approve vouchers as required by university policy.
4. Final Approver (Accounts Payable) – Approver vouchers for payment.
Approval Routes (Paths)
When a voucher is submitted into workflow, an appropriate approval route (path) must be chosen. The available routes (paths) are:

1. Dept/Coll/Div – AP
   - Choose this path for Vouchers that do not require approval of the Tax, Research, or Provost Office.

2. Dept/Coll/Div – Contract & Grant – AP
   - Choose this path for Vouchers with grant cost centers.

3. Dept/Coll/Div – Tax – AP
   - Choose this path for Vouchers that have tax implications. NOTE: Contact the Director of Accounts Payable before processing these vouchers. If the voucher contains any of the following accounts, it may have tax implications:

   Account Description of Payment/Reimbursement
   - 52404 Lecturers and Artists
   - 54802 Club membership (Personal Use)
   - 54804 Insurance Premium (Key employee)
   - 54806 Moving (Direct payment to moving company)
   - 54812 Non-student employees only
   - 54814 Other taxable wage benefits
   - 54815 Housing allowance (paid to 3rd party/provided by component university)
   - 54816 Employee discount>20%
   - 54819 Non-employee stipends
   - 54900 Tuition Reimbursement (not job related) – Non-student employees only
   - 54904 Employee Awards/Prizes/Gifts – Non-cash>$50 or cash equiv of any amt
   - 54906 Tuition reimbursement (Job related) – Non-student employees only
   - 56120 Moving (non-taxed travel while moving)
   - 56121 Moving (taxable non-direct expenses)
   - 56122 House hunting
   - 56123 Moving (temporary storage > 30 days)
   - 56132 Moving (temporary storage for the first 30 consecutive days)
   - 56138 Spousal travel (non-business)

4. Dept/Coll/Div – Provost – AP
   - Choose this path for Vouchers where Provost funds (C0061) are being spent. Change the “Source” to PRV, so the Voucher will go to the Business Coordinator for the Provost and then on to the Intermediate Approver.
Approval Actions
Use the Voucher Approval page when a voucher is submitted into workflow or needs to be approved. There are three approval actions:

1. Approve – select “Approve” to send the voucher to the next approvers worklist.
2. Deny – select “Deny” to send the voucher back to the person who originally put it into workflow.
3. Recycle – select “Recycle” to send the voucher back to the person who sent it to your worklist.

Voucher Worklist
1. Voucher Creator’s worklist – lists the vouchers denied/recycled by the College/Division approver, Intermediate Approver, or Final Approver.
2. College/Division worklist – lists the vouchers that need to be approved. Also, lists their own vouchers that have been denied/recycled by Intermediate or Final Approvers.
3. Intermediate Approvers worklist – lists the vouchers that need to be approved. Also, lists their own vouchers that have been denied/recycled by the Final Approvers.
4. Final Approvers worklist – lists vouchers that need to be approved.

Source
Source is a three-character value assigned to a Department ID. The source defaults in when a voucher is created based upon the Department ID on the Job Record of the employee that is creating the voucher. The Source determines which College/Division Approver’s worklist the voucher is sent to. If the voucher is to be redirected to another College/Division approver, it is done by changing the Source on the voucher.

THIS IS THE END OF THE “READ ONLY” SECTION. WE ARE NOW READY TO ENTER THE VOUCHER INTO WORKFLOW.
ENTERING THE VOUCHER INTO WORKFLOW

1. Click the Approval Log tab.

2. Click the Link to Approval Page hyperlink.
The Approval page is displayed.

3. Select the **Approval Path**. For our example, choose the first path “Dept/Coll/Div – AP.”
4. Change the **Source ONLY IF** the voucher is being redirected for approval of a different College/Division approver. For our example, **DO NOT** change the **Source**.

5. Select the **Approval Action**. For our example, select “**APPROVE**.”

6. Click the **Apply** button.

A message box pops up indicating the voucher needs to be approved by the next Approver.

7. Click **OK** button.
The voucher is now in workflow. The Comment History and Approval Log sections show your name/user ID indicating the voucher was submitted by you into workflow.
YOUR VOUCHER HAS NOW BEEN ENTERED INTO WORKFLOW.

NOTE: If your voucher is denied because the cost center and/or account need to be changed, you must make the change and re-budget check the voucher. Once you have a “Valid” Budget Status, enter the voucher into workflow again.

YOU DO NOT NEED TO SET UP YOUR WORKLIST IN THIS TRAINING AS THEY HAVE BEEN SETUP ALREADY. YOU WILL NEED TO SET UP YOUR WORKLIST ONCE IN PRODUCTION IN ORDER TO MONITOR ANY VOUCHERS THAT MAY BE RETURNED (DENIED) TO YOU.

FOR YOUR REFERENCE, HERE ARE THE STEPS ON HOW TO PLACE WORKLIST ON THE HOMEPAGE.

1. Click the **Actions List** icon on the upper right hand side of the page.

The Actions List menu is displayed.

2. Click on **Personalize Homepage**.
The Personalize Homepage is displayed.

3. Click the Add Tile button.

The Add Tile menu is displayed.

4. Click on **UHS Worklists folder**.

The available worklist tiles are displayed. These available worklist tiles depend on the transactions that you have access to.

- Vouchers – Payable Worklist
- GL Journals – GL Journal Worklist
- Requisition – Requisition Worklist
- Budget Journal – Budget Journal Worklist
5. Select all the worklists.

   The selected worklists are displayed on the Personalize Homepage.

6. Click the **Save** button.
The worklists are now displayed on your Homepage.

NOW YOU ARE GOING TO FIND AND PRINT OUT THE VOUCHER YOU JUST ENTERED INTO WORKFLOW.

HOW TO FIND AND PRINT THE VOUCHER

1. Navigate to Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry.
2. Click the Find an Existing Value tab.

The Find an Existing Value tab is displayed.

**Voucher**

Enter any information you have and click Search. Leave fields blank for a list of all values.

![Find an Existing Value tab](image)

3. Enter the Voucher ID or the Invoice Number, whichever is available.

4. Click the Search button.
5. Go to Documents tab.

6. Click the Print Voucher hyperlink.
The voucher opens in a new window.

### Voucher

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Fund</th>
<th>Dept</th>
<th>Proj</th>
<th>Sub Proj</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZH570</td>
<td>2750</td>
<td>C123</td>
<td>3456</td>
<td>72035</td>
<td>7000 Printed Check</td>
<td>75.00</td>
</tr>
<tr>
<td>ZH570</td>
<td>2750</td>
<td>C123</td>
<td>3457</td>
<td>72035</td>
<td>7001 Check</td>
<td>75.00</td>
</tr>
</tbody>
</table>

7. Print the voucher into PDF.
Snapshot of Voucher in PDF file format:

Voucher

Business Unit: 00759
PO ID:

Vendor ID: 0000119841

Name:
ARAMARK CORPORATION DBA ARAMARK/UHCL DINING SERVICES

Address:
ARAMARK CHICAGO LOCKBOX
27338 NETWORK PLACE
CHICAGO IL 60673
USA

Vendor Class:
Out-of-State Corp

Invoice ID: CS-10102019
Invoice Date: 10/10/2019

Goods Receipt Date: 10/09/2019
Acceptance Date: 10/09/2019

PCC: 9
Bank: BOAC

Scheduled Due Date: 10/10/2019
Gross Amount: $100.00

Old Voucher Comments:

New Voucher Comments:

Payment Comments:

Handling: BP
Budget Check: Valid

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>54052</td>
<td>2078</td>
<td>C0832</td>
<td>F087</td>
<td>BP2020</td>
<td>N/A</td>
<td>N/A</td>
<td>75.00</td>
<td>Search Committee Lunch</td>
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<tr>
<td>54052</td>
<td>2078</td>
<td>C0862</td>
<td>F0613</td>
<td>BP2020</td>
<td>N/A</td>
<td>N/A</td>
<td>25.00</td>
<td>Search Committee Lunch</td>
</tr>
</tbody>
</table>

csb-business meals
csb-business meals

Signatures

Date

PS Approval:

Created By: 800688 Scardino Maria Cecilia Enrico
Date Printed: 10/10/2019
Acctg. Dt.: 10/10/2019