Travel Purchase Order (PO) Instructions
Effective 09/01/2020

Important Information to Know Regarding Travel POs

A. Encumbering funds on a Travel PO must be done in the same fiscal year as the travel. Towards the end of a fiscal year, there are two additional scenarios that may occur:

1. If you have current fiscal year funds remaining and the travel is during September or October of the next fiscal year: You may encumber in the current year and use current fiscal year funds, but it must be encumbered prior to the second to last business day in August as PS Finance is not available on the last business day in August. Check the UHCL Year End Calendar for dates. Travel paid for with prior fiscal year funds can be for travel no later than October 31st.

2. Normally, during August, you can encumber next fiscal year travel with next fiscal year funds. Accounts Payable will send out a memorandum to inform CBAs/DBAs when new fiscal year encumbrances can be processed and will provide the instructions. (Contact the Travel Office if you need to reserve airfare or other travel related items for next fiscal year prior to August.)

B. The account codes in these instructions will be effective on Sept. 1, 2020. If encumbering with FY20 funds prior to 08/29/2020, contact the Travel Office for accounts codes to use.

C. Once a Travel PO has been approved and dispatched, an Encumbrance Adjustment form must be submitted to Procurement for:

1. any adjustments to the encumbrance (dollar amount, cost center and/or account code);

2. to cancel a PO; or

3. to finalize a PO to release the encumbrance.

D. UHCL employees must have a PeopleSoft Finance Security Access form on file with General Accounting as a “Buyer” with the “Creator” role to create Travel Purchase Orders. (PS Finance Security Access Form Instructions)

Pages 2 – 19 - Creating and Reviewing a Travel PO and submitting for Approval

E. CBA/DBAs should have PS Finance Security access as a “Buyer” with the “Creator/Approver” role.

Pages 20 – 28 - Reviewing, Approving, Budget Checking and Dispatching a Travel PO
Instructions – How to Create a Travel Purchase Order (PO)

1. Navigate to “Add/Update POs” in PeopleSoft Finance. Use the NavBar icon, at the top right of the page. The path is: Purchasing > Purchase Orders > Add/Update POs”. Save to your Favorites.

2. Click on the Add a New Value tab.

3. Click on the eyeglass to change the Business Unit to TR759. This is a very important step and must not be missed. If you mistakenly use 00759 and don’t notice until after the PO is dispatched, you will have to submit an Encumbrance Adjustment form to Procurement to have the PO canceled, then recreate the PO in TR759.

4. Click Add.
5. Enter **Vendor ID**. The Vendor ID is not the same as the PeopleSoft ID. See [Travel Office forms](#) for details for setting up a Vendor ID.

6. Click on **Header Details**.

7. Change “**GEN**” to “**TRA**” using the eyeglass. This designates the PO as a Travel PO. This is an important step.
8. Click **OK**.

9. Click on **PO Defaults**.
10. Enter **Speed Type**. Check to make sure the correct cost center populated the line.

11. Enter **Account** – use:
   - 56105 for “In State Travel”;
   - 56113 for “Out of State Travel”;
   - 56102 for “Texas Mileage”;
   - 56104 for “Texas Incidentals”;
   - 56118 for “Foreign Travel”;
   - 56119 for “Candidate-Interview Travel”;
   - 56124 for “Domestic Student Travel”;
   - 56139 for “Foreign Student Travel”;
   - For any others, call the Travel Office at 281-283-2270.

12. Click **OK**.
13. Enter **Description**:
   - For 56105 – enter “In State Travel”;
   - For 56113 – enter “Out of State Travel”;
   - For 56102 – enter “Texas Mileage”;
   - For 56104 – enter “Texas Incidentals”;
   - For 56118 – enter “Foreign Travel”;
   - For 56119 – enter “Candidate-Interview Travel”;
   - For 56124 – enter “Domestic Student Travel”;
   - For 56139 – enter “Foreign Student Travel”;
   - For any others, call the Travel Office at 281-283-2270.

14. Enter the **PO QTY**: 1 (always 1 for Travel).

15. Enter the **UOM**: LOT (always LOT for Travel).

16. Enter the **Category**: 96288 (always 96288 for Travel).

17. Enter the dollar amount the department will fund from this cost center.

18. Click on the **Attributes** tab.
19. Click on “Amount Only” box.

20. Click Yes.

21. Click Save.
22. Make a note of your **PO#** for future reference. Add it to the pdf of the approved Travel Authorization (TA) form.

If more lines are needed for a second or third cost center or a second account code on the same cost center, continue with **Step 23**, otherwise skip to **Page 15, Step 47**.

23. Click on the **Details** tab.
24. Click on the ![icon] icon at the end of the line.

25. Enter the number of lines you are adding, 1 per additional cost center/account code.

26. Click **OK**.
27. Enter **Description**:
   - For 56105 – enter “In State Travel”;
   - For 56113 – enter “Out of State Travel”;
   - For 56102 – enter “Texas Mileage”;
   - For 56104 – enter “Texas Incidentals”;
   - For 56118 – enter “Foreign Travel”;
   - For 56119 – enter “Candidate-Interview Travel”;
   - For 56124 – enter “Domestic Student Travel”;
   - For 56139 – enter “Foreign Student Travel”;
   - For any others, call the Travel Office at 281-283-2270.

28. Enter the **PO QTY**: 1 (always 1 for Travel).

29. Enter the **UOM**: LOT (always LOT for Travel).

30. Enter the **Category**: 96288 (always 96288 for Travel).

31. Enter the dollar amount the department will fund from this cost center/for this account code.

32. Repeat steps 27 through 31 for each line added.
33. Click on the **Schedule** icon on the line added.

34. Click on the **Distributions/Chartfields** icon.
35. This screen is where you can change the cost center and/or the account code as needed.

36. To change the cost center, enter the new **Speed Type**.

37. Enter the **Account** code (whether the same account code or a different one, an account code must be entered for each line).

38. Click **OK**.

39. If you added only one line, proceed with step **40**. If you added two or more lines, access the next line by clicking **View All** or the > arrow, then repeat steps **34** through **38** for each added line and then proceed with step **40** below.

40. Click **Save**.

41. Click **Return to Main Page**.
42. If you have more than one line, but don’t see them all, click on View All to see all of your lines.

43. Click on the Attributes tab.
44. Click on the **Amount Only** box.

45. Click **Yes**. (Repeat steps 44 and 45 for each line that you added.)
46. Click **Save**.

47. Click on the **Documents** tab.

48. Click on **File Copy**, then **View Report** to review the Travel PO for errors. (Sample Travel PO next page)
# PURCHASE ORDER

**Travel BU - UHCL**

2700 BAY AREA BLVD
HOUSTON TX 77058
USA

WILDER, LAURA J
1106 W FLAMINGO DR
SEABROOK TX 77586
USA

**Vendor:** 0000120198  **PO Type:** Travel Orders  **Contact:**

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept ID</th>
<th>Program</th>
<th>Project</th>
<th>Bdgt Ref</th>
<th>Chartfield</th>
<th>Dist Amt</th>
<th>Location</th>
<th>PO ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Line-achd</th>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>PO Price</th>
<th>Extended Amt</th>
<th>Due Date</th>
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<tbody>
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<td>LOT</td>
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<td>LOT</td>
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<tr>
<td>56402</td>
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<td>C0154 F1079</td>
<td>1.00</td>
<td>LOT</td>
<td>18.00</td>
<td>NOAA-1500</td>
<td>07/30/2020</td>
</tr>
</tbody>
</table>

**Total PO Amount:** $218.00
49. If you find errors, click on the **PO Form** tab.

50. Make corrections on the **PO Form** page or using the **Schedule** icon and the **Distributions/Chartfields** icon as needed to access the fields which need correcting.
51. When you have fixed the errors, **Save**, then review the Travel PO again using the **Documents** tab (steps 47 & 48).

52. If all is correct, it’s time to upload the approved TA and supporting documents. Be sure to have the approved TA and supporting documents (conference agenda, airfare/rental car/hotel reservations, per diem rate, google maps for mileage ...) all prepared in one pdf arranged in the correct orientation so that the pages are right side up.

53. Click **Add New Document** and follow the prompts to upload your pdf.

54. Once uploaded, open up the document to verify that you uploaded the correct document and that the pages are oriented correctly. Reupload if needed and inactivate the incorrect document using the dropdown menu.
55. When you are ready to seek approval, click **Notify**.

![Image of PO notification screen]

56. Enter your CBA/DBA’s email address to notify them that the Travel PO is ready for their review. Enter your email address in the CC field so that you receive a copy of the notification as a reminder to follow up to verify that it has been approved, budget checked and dispatched.

![Image of Send Notification dialog]

57. Enter a Priority, Subject and Message if you desire, but it isn’t necessary.

58. Click **OK**.

59. Your CBA/DBA will receive an email notification and will let you know when the Travel PO has been dispatched or if there are any issues or errors that you need to address/correct.

60. If there were any errors, correct them, then use the **Notify** feature again to notify your CBA/DBA that the Travel PO is ready for review.

61. Once approved and dispatched, a copy of the PO should be sent to the Traveler.

  *To adjust an encumbrance, cancel a PO, or finalize a PO to release the encumbrance, an Encumbrance Adjustment form must be submitted to Procurement.*
Instructions: Review, Approve, Budget Check, & Dispatch a Travel PO

1. Upon receiving the email notification that a Travel PO is ready for your review, you will click on the link in the email, logging in if necessary.

   Workflow Notification
   
   Priority: 2-Medium
   
   Date Sent: 2020-07-30
   
   Sent To: BautistaM@uhcl.edu
   
   cc: WilderL@uhcl.edu
   
   Please click on the link below to access this transaction:
   
   Page=po_lnk&business_unit=TR759&po_id=0000000918&Action=U
   
   Message Text:
   
   Please review the Travel PO, approve, budget check and dispatch if approved.

   (Your email may look different than this.)

2. You can also access the Travel PO by going into PS Finance > Main Menu > Purchasing > Purchase Orders > Add/Update Pos

3. Click on Find an Existing Value.
4. Change the **Business Unit** to TR759.

5. Enter the **PO ID #** (with leading zeros to make a total of 10 digits).

6. Click **Search**.

7. Review the Travel PO details.

8. Click **View All** to see all lines.

9. Click on the **Schedule** icon to see more details for that line.
10. Click on the **Distributions/Chartfields** icon to see more details.

11. Click **OK**.

12. Repeat steps 8 through 11 for each line.

13. To access the other lines either **Return to Main Page** or use > arrow.
14. After reviewing, click on **Return to Main Page**.

15. Another method to review is by clicking on the **Documents** tab.

16. Click on **File Copy** then **View Report**. A pdf should open up for your review. (Sample Travel PO next page.)
17. In addition to checking the Travel PO details, review the uploaded supporting documentation. Uploaded documents are located on the Documents tab.

18. After reviewing the Travel PO and supporting documents, if any corrections are needed, use the Notify feature to instruct the Creator to address the issues.

19. If no issues were found and you are ready to Approve the Travel PO, proceed to the next page.
Instructions: Approve, Budget Check & Dispatch a Travel PO

1. On the PO Form main page, click on the Green Check Mark icon to the right of the PO Status at the top right of the page.

2. Click Yes.
3. **PO Status** is now “Approved”.

4. **Budget Check** by clicking on the ![icon](image) icon.

5. **Budget Status** is now Valid.
6. If **Budget Check** fails, **Budget Status** will show **Error**. Click on it for more information and address issues.

7. If **Budget Status** is **Valid**, click on **Dispatch**.

8. Click **OK**.

9. Click **Yes** and wait for **Purchase Order** screen to return.
10. The Travel PO has been dispatched and the funds have been encumbered.

11. Use the Notify feature to notify the Creator that the Travel PO has been approved and dispatched.

For adjusting an encumbrance, canceling a PO, or finalizing a PO to release the encumbrance, an Encumbrance Adjustment form must be submitted to Procurement.