



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:

[E-Services](#) [Class Schedule](#) [Webmail](#) [Blackboard](#) [Give to UHCL](#) [Pearland Campus](#)

Information For

Search

University of Houston Clear Lake

[Apply](#) [Request Info](#) [Visit](#) [Check Application](#) [Contact Us](#)

[Academics](#) [Admissions](#) [Costs and Aid](#) [Campus Life](#) [News and Events](#) [About UHCL](#) [Success and Outcomes](#)

[Home](#) / [About UHCL](#) / [Administrative Offices](#) / [Finance](#) / [PeopleSoft Finance Support](#) / [Training](#)

Training

Training

Year End

PeopleSoft Finance and Training

- [Access to PeopleSoft Finance and Training](#)
- [UHCL Finance System Access Form](#)
- [FSTST Training Logon](#)

1

1. Click the **FSTST Training Logon** hyperlink located on the Training page.



The sign on page for FSTST is displayed.

UNIVERSITY OF HOUSTON SYSTEM

User ID (User ID is your 7-digit ID Number)

2a

Password

2b

3

[Reset Password](#) | [Request My User ID](#)

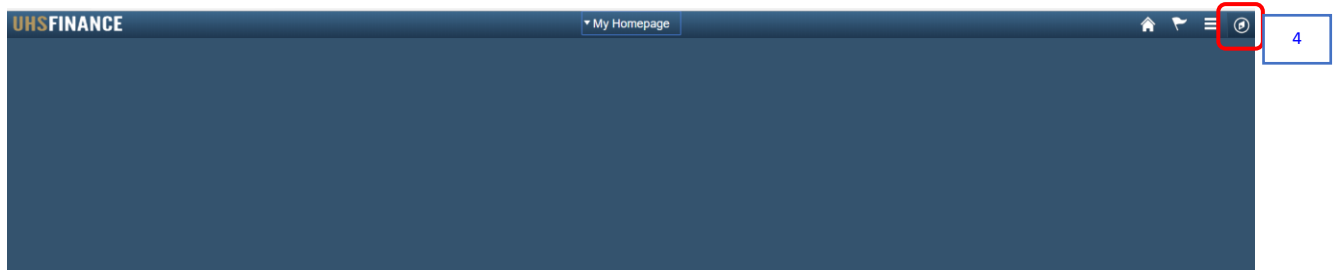
[List of supported browsers](#)




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

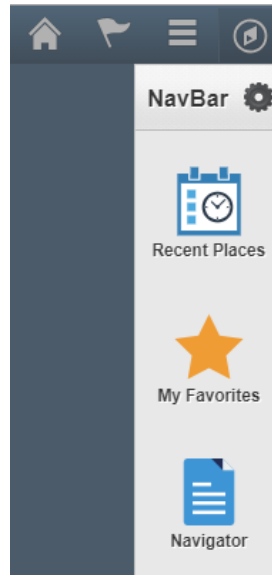
3. Click the **Sign In** button.

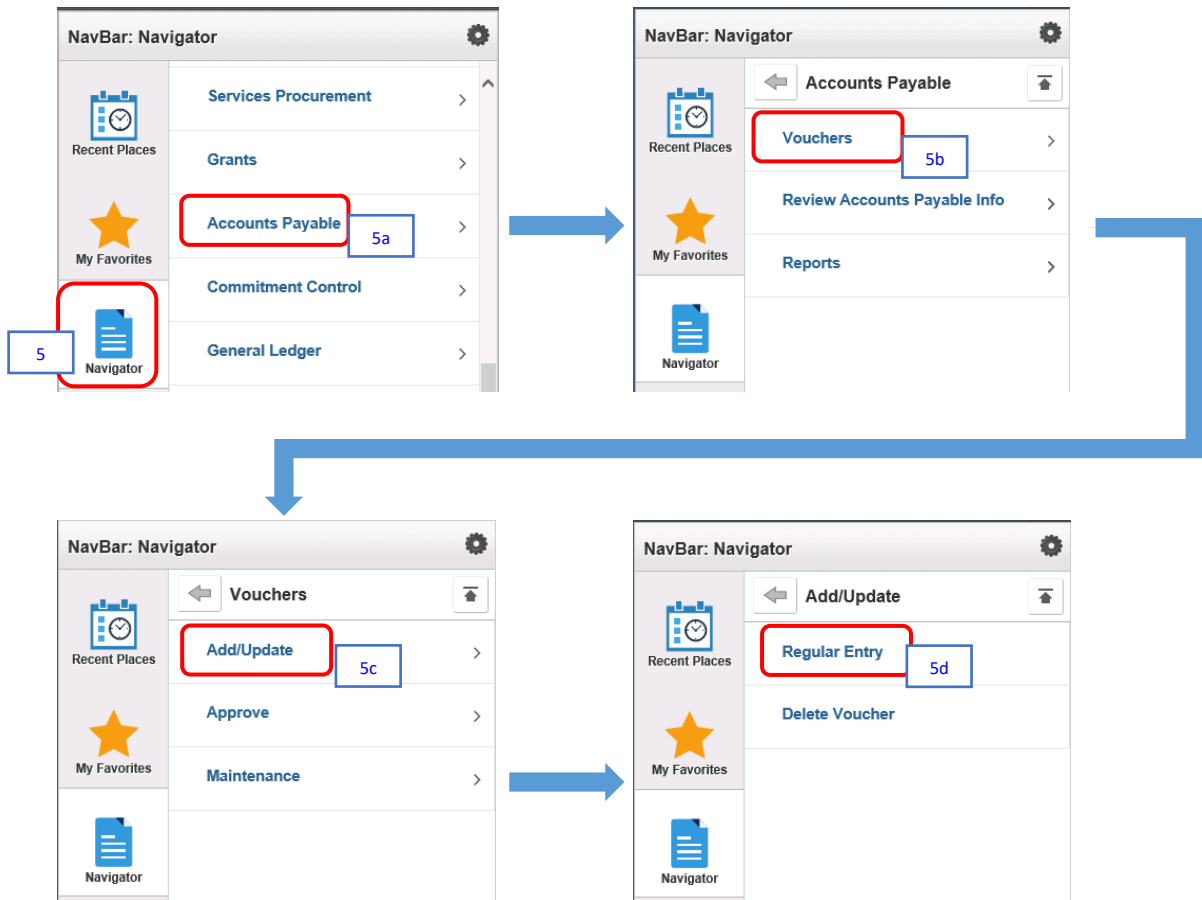
The PeopleSoft Finance home page is displayed.



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

The NavBar menu is displayed.





- From the NavBar menu, click on **Navigator**. 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.

Voucher

Find an Existing Value | **Add a New Value**

Business Unit: 00759
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number: 0
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00
Estimated No. of Invoice Lines: 1

6 | **Add**

[Find an Existing Value](#) | [Add a New Value](#)

6. Click the **Add** button.



The Voucher Data Entry page is displayed – defaulted to Invoice Information tab.

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

Business Unit: 00759 Invoice No: Action:

Voucher ID: NEXT Invoice Date:

Voucher Style: Regular Voucher Accounting Date: 10/10/2019

Run

Vendor ID:

ShortName: 7

Location:

*Address: Comments(0)

Advanced Vendor Search

Control Group: *Pay Terms: 30 Net 30

Invoice Lines: 0.00 Basis Date Type: Inv Date Calc Basis Date

*Currency: USD Pay Schedule: Other Non Transportation

Total: 0.00

Difference: 0.00 Calculate

Copy From Source Document

PO Unit:

PO Number:

Copy From: None Go

Invoice Lines Find | View All First 1 of 1 Last

Line: 1 Item: UOM:

*Distribute by: Amount Unit Price:

Ship To: Line Amount: 0.00 Quantity:

SpeedChart: Description:

One Asset

Calculate

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart | Exchange Rate | Statistics | Assets |

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Project
	1	0.00	<input type="text"/>	00759	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save | Notify | Refresh | Add | Update/Display

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

7. Click the magnifying glass icon on the *Vendor ShortName* field.



The Lookup Vendor ID page is displayed.

Look Up Vendor ID

SetID: 00797

Vendor ID: begins with

Short Vendor Name: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Vendor ID	Short Vendor Name	Name 1	Name 2	Our Customer Number	Old Vendor ID
-----------	-------------------	--------	--------	---------------------	---------------

Look Up Vendor ID

SetID: 00797

Vendor ID: begins with

Short Vendor Name: begins with ARAMARK

9 Look Up Clear Cancel Basic Lookup

8

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.

Look Up Vendor ID

SetID: 00797

Vendor ID:

Short Vendor Name:

Basic Lookup

Search Results

View 100 First 1-8 of 8 Last

Vendor ID	Short Vendor Name	Name 1	Name 2	Our Customer Number	Old Vendor ID
0000141046	ARAMARK-001	ARAMARK	(blank)	(blank)	(blank)
10 0000115941	ARAMARKCOR-001	ARAMARK CORPORATION	(blank)	(blank)	(blank)
0000120297	ARAMARKEDU-003	ARAMARK EDUCATIONAL SERVICES LLC	(blank)	(blank)	(blank)
0000002027	ARAMARKREF-001	ARAMARK REFRESHMENT SERVICE INC	(blank)	(blank)	12316734826
0000049962	ARAMARKSPO-002	ARAMARK SPORTS & ENTERTAINMENT SERVICES	(blank)	(blank)	(blank)
0000012343	ARAMARKUNI-001	ARAMARK UNIFORM & CAREER APPAREL INC	(blank)	(blank)	19530828839

- Click on the vendor name from the Search Results. For our example, click on **ARAMARK CORPORATION**.



The vendor information is populated on the voucher.

Invoice Information
UHS Data Line
Payments
Voucher Attributes
Documents
Approval Log

Business Unit: 00759

Voucher ID: NEXT

Voucher Style: Regular Voucher

Invoice No:

Invoice Date: BT

Accounting Date: BT

Action:

Vendor ID: 0000115941 Q ARAMARK CORPORATION

ShortName: ARAMARKCOR-001 Q PO BOX 7548

Location: V Q PHILADELPHIA, PA 19101

*Address: 1 Q

Advanced Vendor Search

Control Group: Q

Invoice Lines: 0.00

*Currency: Q

Total:

Difference:

*Pay Terms: Net 30

Basis Date Type: Inv Date

Pay Schedule:

Comments(0)

Calc Basis Date Withholding

Copy From Source Document

PO Unit: Q

PO Number: Q

Copy From: Go

Invoice Lines Find | View All | First 1 of 1 Last

Line: 1 Item: Q UOM: Q

*Distribute by: Amount Unit Price:

Ship To: Q Quantity:

SpeedChart: Q Line Amount:

Description:

One Asset

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Project
<input type="checkbox"/>	1	0.00	<input type="text"/>	00759 <small>Q</small>	<input type="text"/> <small>Q</small>	<input type="text"/> <small>Q</small>	<input type="text"/> <small>Q</small>	<input type="text"/> <small>Q</small>	<input type="text"/> <small>Q</small>

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



Invoice Information
UHS Data Line
Payments
Voucher Attributes
Documents
Approval Log

Business Unit: 00759
 Voucher ID: NEXT
 Voucher Style: Regular Voucher

Invoice No: CS-10102019
 Invoice Date:
 Accounting Date:

Action:

Vendor ID: ARAMARK CORPORATION
 ShortName: PO BOX 7548
 Location: PHILADELPHIA, PA 19101
 *Address: Comments(0)

Advanced Vendor Search

Control Group: *Pay Terms: Net 30
 Invoice Lines: Basis Date Type: Calc Basis Date
 *Currency: Pay Schedule:

Total:

Difference:

Copy From Source Document

PO Unit:

PO Number:

Copy From:

Invoice Lines Find | View All | First 1 of 1 Last

Line: Item: UOM:
 *Distribute by: Unit Price: Quantity:
 Ship To: Line Amount:
 SpeedChart: Description: One Asset

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Project
+	1	0.00		00759					

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.

Date Calculation

[Back to Invoice](#)

Date Calculation Basis:

Fed Pymnt Basis Date:

Invoice Receipt Date: Invoice Date:

Goods Receipt Date: Acceptance Date:

Project Service Dates

Edit Project Service Dates

Performance Start Date:

Performance End Date:

- **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.



Date Calculation

15 [Back to Invoice](#)

Date Calculation Basis:

Fed Pymnt Basis Date: 10/10/2019

13

14

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.

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

Business Unit: 00759 Invoice No: CS-10102019 Action:
 Voucher ID: NEXT Invoice Date: 10/10/2019
 Voucher Style: Regular Voucher Accounting Date: 10/10/2019 Run

Vendor ID: 0000115941 ARAMARK CORPORATION
 ShortName: ARAMARKCOR-001 PO BOX 7548
 Location: V PHILADELPHIA, PA 19101
 *Address: 1 **16** [Comments\(0\)](#)
 Advanced Vendor Search

Control Group: *Pay Terms: 30 Net 30
 Invoice Lines: 0.00 Basis Date Type: Inv Date [Calc Basis Date](#)
 *Currency: USD Pay Schedule: Other Non Transportation Withholding

Total: 0.00
 Difference: 0.00 Calculate

Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: None Copy PO Go

Invoice Lines Find | View All First 1 of 1 Last
 Line: 1 Item: UOM:
 *Distribute by: Amount Unit Price:
 Ship To: Line Amount: 0.00 Quantity:
 SpeedChart: Description:
 One Asset

Calculate
 Distribution Lines Personalize | Find | View All | First 1 of 1 Last
 GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Project
	1	0.00		00759					

 Save Notify Refresh Add Update/Display

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



The Voucher Comments page is displayed.

Voucher Comments

The screenshot shows a dialog box titled "Voucher Comments". It contains two text input fields: "Old Comment:" and "Comment:". Below the fields are three buttons: "OK", "Cancel", and "Refresh".

- 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

Voucher Comments

Old Comment:

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

18

OK Cancel Refresh

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.



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

Business Unit: 00759 Invoice No: CS-10102019 Action:

Voucher ID: NEXT Invoice Date: 10/10/2019

Voucher Style: Regular Voucher Accounting Date: 10/10/2019

Vendor ID: 0000115941 ARAMARK CORPORATION
 ShortName: ARAMARKCOR-001 PO BOX 7548
 Location: V PHILADELPHIA, PA 19101
 *Address: 1 Comments(0)

Advanced Vendor Search

Control Group: *Pay Terms: 30 Net 30
 Invoice Lines: 0.00 Basis Date Type: Inv Date Calc Basis Date
 *Currency: USD Pay Schedule: Other Non Transportation Withholding

Total: 19 100.00
 Difference: 0.00

Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: None Go

Invoice Lines Find | View All First 1 of 1 Last

Line: 1 Item: UOM:
 *Distribute by: Amount Unit Price: 21 100.00 Quantity:
 Ship To: Line Amount: 22 100.00
 SpeedChart: 20 15836 Description: 22 Search Committee Lunch One Asset

Distribution Lines Personalize | Find | View All First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Project
<input type="checkbox"/>	1	100.00		00759	54952	2078	C0153	F1087	NA

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 our example, enter “**15836.**” 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:

<https://employees.uhcl.edu/finance/handbooks/files/food-entertain-related-acct1-1-15.pdf>

21. Enter the Invoice Line #1 **amount** on the *Line Amount* field. For our example, enter “100.”

- If there is only one line on the invoice, the **Line Amount** should be equal to the **Total Amt** on the invoice.
- If there is more than one line on the invoice, the sum of all the **Line Amounts** should be equal to the **Total Amt** on the invoice.

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 Amt**s 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).



Invoice Information
UHS Data Line
Payments
Voucher Attributes
Documents
Approval Log

Business Unit: 00759 Invoice No: CS-10102019

Voucher ID: NEXT Invoice Date: 10/10/2019

Voucher Style: Regular Voucher Accounting Date: 10/10/2019

Action:

Vendor ID: 0000115941 ARAMARK CORPORATION

ShortName: ARAMARKCOR-001 PO BOX 7548

Location: V PHILADELPHIA, PA 19101

*Address: 1

Advanced Vendor Search

*Pay Terms: 30 Net 30

Basis Date Type: Inv Date

Pay Schedule: Other Non Transportation

Comments(0)

Calc Basis Date Withholding

Total: 100.00

Difference: 0.00

Copy From Source Document

PO Unit:

PO Number:

Copy From: None

Invoice Lines Find | View All First 1 of 1 Last

Line: 1 Item: UOM:

*Distribute by: Amount Unit Price:

Ship To: Line Amount: 100.00 Quantity:

SpeedChart: 15836 Description: Search Committee Lunch

One Asset

Distribution Lines Personalize | Find | View All First 1 of 1 Last

GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Project
<input type="button" value="+"/>	1	75.00		00759	54952	2078	C0153	F1087	NA

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:

dev.my.uh.edu:8139 says
Enter number of rows to add:
1
OK Cancel
27

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**.

Invoice Information
UHS Data Line
Payments
Voucher Attributes
Documents
Approval Log

Business Unit: 00759 Invoice No: CS-10102019

Voucher ID: NEXT Invoice Date: 10/10/2019

Voucher Style: Regular Voucher Accounting Date: 10/10/2019

Action:

Vendor ID: 0000115941 ARAMARK CORPORATION

ShortName: ARAMARKCOR-001 PO BOX 7548

Location: V PHILADELPHIA, PA 19101

*Address: 1

Control Group: *Pay Terms: 30 Net 30

Invoice Lines: 0.00 Basis Date Type: Inv Date

*Currency: USD Pay Schedule: Other Non Transportation

Total: 100.00

Difference: 0.00

Copy From Source Document

PO Unit:

PO Number:

Copy From: None

Invoice Lines Find | View All First 1 of 1 Last

Line: 1 Item: UOM: Quantity:

*Distribute by: Amount Unit Price: 100.00

Ship To: 15836 Line Amount: Search Committee Lunch

SpeedChart: Description: One Asset

▼ **Distribution Lines** Personalize | Find | View All First 1-2 of 2 Last

GL Chart	Exchange Rate	Statistics	Assets									
				Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Project
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>		1	75.00		00759	54952	2078	C0153	F1087	NA
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>		2	25.00		00759					

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



Invoice Information
UHS Data Line
Payments
Voucher Attributes
Documents
Approval Log

Business Unit: 00759
 Voucher ID: NEXT
 Voucher Style: Regular Voucher

Invoice No: CS-10102019
 Invoice Date: 10/10/2019
 Accounting Date: 10/10/2019

Action:

Vendor ID: 0000115941
 ShortName: ARAMARKCOR-001
 Location: V
 *Address: 1

Advanced Vendor Search

Control Group:
 Invoice Lines: 0.00
 *Currency: USD

ARAMARK CORPORATION
 PO BOX 7548
 PHILADELPHIA, PA 19101

Comments(0)

*Pay Terms: 30 Net 30
 Basis Date Type: Inv Date
 Pay Schedule: Other Non Transportation

Calc Basis Date
 Withholding

Total: 100.00
 Difference: 0.00

Copy From Source Document

PO Unit:
 PO Number:
 Copy From: None

Invoice Lines Find | View All First 1 of 1 Last

Line: 1 Item: UOM:
 *Distribute by: Amount Unit Price:
 Ship To: Line Amount: 100.00 Quantity:
 SpeedChart: 15836 Description: Search Committee Lunch

One Asset

▼ **Distribution Lines** Personalize | Find | View All | 1-2 of 2 | Last

GL Chart	Exchange Rate	Statistics	Assets										
				Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Dept	Program	Project
				<input type="checkbox"/>	1	75.00		0759	54952	2078	C0153	F1087	NA
				<input type="checkbox"/>	2	25.00		0759	54952	2078	C0062	F0613	NA

28

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

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:

<https://employees.uhcl.edu/finance/handbooks/files/food-entertain-related-acct1-1-15.pdf>

NOTE: To “copy” the cost center and account information from the first line, check the “Copy Down” box before clicking the sign.

Invoice Information
UHS Data Line
Payments
Voucher Attributes
Documents
Approval Log

Business Unit: 00759

Voucher ID: NEXT

Voucher Style: Regular Voucher

Invoice No: CS-10102019

Invoice Date: 10/10/2019

Accounting Date: 10/10/2019

Action: ▼

Run

Vendor ID: 0000115941

ShortName: ARAMARKCOR-001

Location: V

*Address: 1

Advanced Vendor Search

ARAMARK CORPORATION

PO BOX 7548

PHILADELPHIA, PA 19101

Comments(0)

Control Group:

Invoice Lines: 0.00

*Currency: USD

*Pay Terms: 30 Net 30

Basis Date Type: Inv Date

Pay Schedule: Other Non Transportation

Calc Basis Date

Withholding

Total: 100.00

Difference: 0.00

Calculate

Copy From Source Document

PO Unit:

PO Number:

Copy From: None

Copy PO Go

Invoice Lines Find | View All | First 1 of 1 Last

Line: 1

*Distribute by: Amount

Ship To:

SpeedChart: 15836

Item: UOM:

Unit Price: Quantity:

Line Amount: 100.00

Description: Search Committee Lunch

One Asset

Calculate

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart | Exchange Rate | Statistics | Assets

	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Project
+ -	1	75.00		00759	54952	2078	C0153	F1087	NA

Save Notify Refresh

Add Update/Display

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



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

Business Unit: 00759 Invoice No: CS-10102019 Action:

Voucher ID: NEXT Invoice Date: 10/10/2019

Voucher Style: Regular Voucher Accounting Date: 10/10/2019

Vendor ID: 0000115941 ARAMARK CORPORATION
 ShortName: ARAMARKCOR-001 PO BOX 7548
 Location: V PHILADELPHIA, PA 19101
 *Address: 1 Comments(0)

Advanced Vendor Search

Control Group: *Pay Terms: 30 Net 30 Calc Basis Date
 Invoice Lines: 0.00 Basis Date Type: Inv Date Withholding
 *Currency: USD Pay Schedule: Other Non Transportation

Total: 100.00

Difference: 0.00

Copy From Source Document

PO Unit:
 PO Number: Go
 Copy From: None

Invoice Lines Find | View All First 1 of 2 Last

Line: 1 Item: UOM:
 *Distribute by: Amount Unit Price: Quantity:
 Ship To: Line Amount: 100.00
 SpeedChart: 15836 Description: Search Committee Lunch One Asset

▼ Distribution Lines Personalize | Find | View All | First 1-2 of 2 Last

GL Chart | Exchange Rate | Statistics | Assets

	Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Dept	Program	Project
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>	1	75.00	0759	54952	2078	C0153	F1087	NA
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>	2	25.00	0759	54952	2078	C0062	F0613	NA

29. Click the **Payments** tab to go to the payments page.



The payments information is displayed.

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

Business Unit:	00759	Invoice No:	CS-10102019	Action:	
Voucher ID:	NEXT	Invoice Date:	10/10/2019		▼
Voucher Style:	Regular Voucher			<input type="button" value="Run"/>	
Total Amount:	100.00			<input type="button" value="Schedule Payments"/>	
Vendor Name:	ARAMARK CORPORATION	*Pay Terms:	30	IPAC	
			Net 30		

Payment Information
Find | View All | First | 1 of 1 | Last

Payment:	1	Schedule ID:			
*Remit to:	0000115941	Gross Amount:	0.00	USD	Payment Inquiry
Location:	V	Discount:	0.00	USD	<input type="checkbox"/> Discount Denied
*Address:	1	Due Date:			Late Charge
ARAMARK CORPORATION		Net Due:			Payment Comments(0)
PO BOX 7548		Discount Due:			
PHILADELPHIA, PA 19101		Accounting Date:			

Payment Options

*Bank:	BOAC	Pay Group:		Vendor Bank
*Account:	DISB	*Handling:	BP	Messages
*Method:	CHK	*Netting:	Not Applicable	<input type="checkbox"/> Hold Payment
L/C ID:		Hold Reason:		<input type="checkbox"/> Separate Payment
Message:				
Message will appear on remittance advice.		<input type="checkbox"/> Vendor Offset TOP		

Schedule Payment

*Action:	Schedule Payment	Payment Date:	
Pay:		Reference:	
Ref Voucher:		Ref Payment:	

|
 |

 |

[Invoice Information](#) |
 [UHS Data Line](#) |
 [Payments](#) |
 [Voucher Attributes](#) |
 [Documents](#) |
 [Approval Log](#)

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.

UHCL Voucher Workflow Training
Last Update Date: August 11, 2021

Last Review Date: August 11, 2021



31. Under the Payment Information section, click the magnifying glass  icon on the *Address* field.

The Lookup Address page is displayed.

Look Up Address x

[Help](#)

Remit Vendor: 0000115941

Remitting Address: =

Search Results

View 100 First 1-15 of 15 Last

Remitting Address	Description	Address Line 1	City	County	State	Country
1	R:DBA ARAMARK EDUCATIONAL SERV	PO BOX 7548	PHILADELPHIA	(blank)	PA	USA
2	R:ARAMARK CHICAGO LOCKBOX	ARAMARK CHICAGO LOCKBOX	CHICAGO	(blank)	IL	USA
3	R:DBA ARAMARK SERVICES	229 CN HILTON	HOUSTON	(blank)	TX	USA
4	R:DBA ARAMARK EDUCATIONAL SERV	PO BOX 7548	PHILADELPHIA	(blank)	PA	USA
5	R:DBA ARAMARK EDUCATIONAL SERV	PO BOX 7548	PHILADELPHIA	(blank)	PA	USA
6	R:DBA ARAMARK GLOBE FOOD & SUP	PO BOX 7548	PHILADELPHIA	(blank)	PA	USA
7	R:DBA ARAMARK SERVICES INC	DINING SERVICES	HOUSTON	(blank)	TX	USA
8	R:DBA ARAMARK/UHCL DINING SERV	ARAMARK CHICAGO LOCKBOX	CHICAGO	(blank)	IL	USA
9	R:DBA ARAMARK SERVICES	2700 BAY AREA BLVD	HOUSTON	(blank)	TX	USA
10	R:PO BOX 198532	PO BOX 198532	ATLANTA	(blank)	GA	USA
11	R:ARAMARK SERVICE INC	27310 NETWORK PLACE	CHICAGO	(blank)	IL	USA
12	R:ATTN JOHN LORENC ASSOCIATE V	ATTN JOHN LORENC ASSOCIATE VP	PHILADELPHIA	(blank)	PA	USA
13	R:DBA ARAMARK SERVICES	PO BOX 7548	PHILADELPHIA	(blank)	PA	USA
14	R:1800 CONGRESS ST	1800 CONGRESS ST	HOUSTON	(blank)	TX	USA
15	R:ATTN:ARAMARK CAMPUS SERVICES	Attn: Aramark Campus Services	Houston	Harris	TX	USA

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."



33

Invoice Information
UHS Data Line
Payments
Voucher Attributes
Documents
Approval Log

Business Unit:	00759	Invoice No:	CS-10102019		Action:
Voucher ID:	NEXT	Invoice Date:	10/10/2019		<input type="text"/>
Voucher Style:	Regular Voucher				<input type="button" value="Run"/>
Total Amount:	100.00				<input type="button" value="Schedule Payments"/>
Vendor Name:	ARAMARK CORPORATION	*Pay Terms:	30	Net 30	

IPAC

Payment Information
Find | View All
First
1 of 1
Last

Payment:	1	Schedule ID:			
*Remit to:	0000115941	Gross Amount:	0.00	USD	Payment Inquiry
Location:	V	Discount:	0.00	USD	<input type="checkbox"/> Discount Denied
*Address:	8	Scheduled Due:			Late Charge
ARAMARK CORPORATION		Net Due:			Payment Comments(0)
ARAMARK CHICAGO LOCKBOX		Discount Due:			
27310 NETWORK PLACE		Accounting Date:			
CHICAGO, IL 60673					

Payment Options

*Bank:	BOAC	Pay Group:		Vendor Bank
*Account:	DISB	*Handling:	BP	Messages
*Method:	CHK	*Netting:	Not Applicable	<input type="checkbox"/> Hold Payment
L/C ID:		Hold Reason:		<input type="checkbox"/> Separate Payment
Message:	<input type="text"/>			
Message will appear on remittance advice. <input type="checkbox"/> Vendor Offset TOP				

Schedule Payment

*Action:	Schedule Payment	Payment Date:	
Pay:		Reference:	
Ref Voucher:		Ref Payment:	

[Invoice Information](#) | [UHS Data Line](#) | [Payments](#) | [Voucher Attributes](#) | [Documents](#) | [Approval Log](#)

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.



Invoice Information
UHS Data Line
Payments
Voucher Attributes
Documents
Approval Log

Business Unit: 00759
 Voucher ID: NEXT
 Voucher Style: Regular Voucher

Invoice No: CS-10102019
 Invoice Date: 10/10/2019
 Accounting Date: 10/10/2019

Action:

Vendor ID: 0000115941
 ShortName: ARAMARKCOR-001
 Location: V
 *Address: 1

Advanced Vendor Search

Control Group:
 Invoice Lines: 0.00
 *Currency: USD

ARAMARK CORPORATION
 PO BOX 7548
 PHILADELPHIA, PA 19101

*Pay Terms: 30 Net 30
 Basis Date Type: Inv Date
 Pay Schedule: Other Non Transportation

Total: 100.00
 Difference: 0.00

Copy From Source Document

PO Unit:
 PO Number:
 Copy From: None

Invoice Lines Find | View All First 1 of 1 Last

Line: 1 Item: UOM:
 *Distribute by: Amount Unit Price: Quantity:
 Ship To: Line Amount: 100.00
 SpeedChart: 15836 Description: Search Committee Lunch

One Asset

Distribution Lines Personalize | Find | View All | 1-2 of 2 | Last

GL Chart	Exchange Rate	Statistics	Assets										
				Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Dept	Program	Project
				<input type="checkbox"/>	1	75.00		0759	54952	2078	C0153	F1087	NA
				<input type="checkbox"/>	2	25.00		0759	54952	2078	C0062	F0613	NA

34

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

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).



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

Business Unit: 00759
 Voucher ID: 00248993
 Voucher Style: Regular Voucher

Invoice No: CS-10102019
 Invoice Date: 10/10/2019
 Accounting Date: 10/10/2019

Action: ▼ 35
Run

Vendor ID: 0000115941
 ShortName: ARAMARKCOR-001
 Location: V
 *Address: 1

Advanced Vendor Search

ARAMARK CORPORATION
 PO BOX 7548
 PHILADELPHIA, PA 19101

Comments(0)

Control Group:
 Invoice Lines: 100.00
 *Currency: USD

*Pay Terms: 30 Net 30
 Basis Date Type: Inv Date
 Pay Schedule: Other Non Transportation

Calc Basis Date

Total: 100.00
 Difference: 0.00
Calculate

Copy From Source Document

PO Unit:
 PO Number:
 Copy From: None

Copy PO
Go

Invoice Lines

Find | View All | First 1 of 1 | Last

Line: 1
 *Distribute by: Amount
 Ship To:
 SpeedChart: 15836

Item:
 Unit Price:
 Line Amount: 100.00
 Description: Search Committee Lunch

UOM:
 Quantity:

One Asset

Calculate

Distribution Lines Personalize | Find | View 1 | First 1-2 of 2 | Last

GL Chart	Exchange Rate	Statistics	Assets										
				Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Project
+				<input type="checkbox"/>	1	75.00		00759	54952	2078	C0153	F1087	NA
+				<input type="checkbox"/>	2	25.00		00759	54952	2078	C0062	F0613	NA

Save Notify Refresh

Add Update/Display

Summary | Related Documents | Invoice Information | UHS Data Line | Payments | Voucher Attributes | Documents | Approval Log | 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 icon, on the Action box.



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

Business Unit: 00759 Invoice No: CS-10102019 Action: **Budget Checking** 36
 Voucher ID: 00248993 Invoice Date: 10/10/2019
 Voucher Style: Regular Voucher Accounting Date: 10/10/2019

Vendor ID: 0000115941 ARAMARK CORPORATION
 ShortName: ARAMARKCOR-001 PO BOX 7548
 Location: V PHILADELPHIA, PA 19101
 *Address: 1
 Comments(0)

Advanced Vendor Search
 Control Group: *Pay Terms: 30 Net 30
 Invoice Lines: 100.00 Basis Date Type: Inv Date
 *Currency: USD Pay Schedule: Other Non Transportation
 Calc Basis Date

Total: 100.00
 Difference: 0.00
 Calculate

Copy From Source Document
 PO Unit: PO Number: Copy PO
 Copy From: None Go

Invoice Lines Find | View All First 1 of 1 Last
 Line: 1 Item: UOM: Quantity: 100.00
 *Distribute by: Amount Unit Price: Line Amount: 100.00
 Ship To: SpeedChart: 15836 Description: Search Committee Lunch
 One Asset

Calculate
 Distribution Lines Personalize | Find | View 1 1-2 of 2 Last
 GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Project
<input type="checkbox"/>	1	75.00		00759	54952	2078	C0153	F1087	NA
<input type="checkbox"/>	2	25.00		00759	54952	2078	C0062	F0613	NA

Save | Notify | Refresh | Add | Update/Display

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

36. Select "**Budget Checking**" from the drop down menu.



Summary	Related Documents	Invoice Information	UHS Data Line	Payments	Voucher Attributes	Documents	Approval Log	Error Summary	
Business Unit:	00759	Invoice No:	CS-10102019		Action:		Budget Checking		
Voucher ID:	00248993	Invoice Date:	10/10/2019		Run		37		
Voucher Style:	Regular Voucher	Accounting Date:	10/10/2019						
Vendor ID:	0000115941	ARAMARK CORPORATION							
ShortName:	ARAMARKCOR-001	PO BOX 7548							
Location:	V	PHILADELPHIA, PA 19101							
*Address:	1		Comments(0)						
Control Group:		*Pay Terms:	30	Net 30	Calc Basis Date				
Invoice Lines:	100.00	Basis Date Type:	Inv Date						
*Currency:	USD	Pay Schedule:	Other Non Transportation						
Total:	100.00								
Difference:	0.00	Copy From Source Document							
Calculate		PO Unit:			Copy PO				
		PO Number:			Go				
		Copy From:	None						
Invoice Lines									
Line:	1	Item:			UOM:				
*Distribute by:	Amount	Unit Price:			Quantity:				
Ship To:		Line Amount:	100.00						
SpeedChart:	15836	Description:	Search Committee Lunch		One Asset				
Calculate									
Distribution Lines									
GL Chart	Exchange Rate	Statistics	Assets	Personalize Find View 1 1-2 of 2 Last					
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Project
<input type="checkbox"/>	1	75.00		00759	54952	2078	C0153	F1087	NA
<input type="checkbox"/>	2	25.00		00759	54952	2078	C0062	F0613	NA
Save	Notify	Refresh	Add			Update/Display			
Summary Related Documents Invoice Information UHS Data Line Payments Voucher Attributes Documents Approval Log Error Summary									

37. Click the **Run** button.



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

Message

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

38 Yes No

38. Click the **Yes** button.



39

Summary

Related Documents

Invoice Information

UHS Data Line

Payments

Voucher Attributes

Documents

Approval Log

Error Summary

Business Unit:	00759	Invoice No:	CS-10102019	Action:	
Voucher ID:	00248993	Invoice Date:	10/10/2019		▼
Voucher Style:	Regular Voucher	Accounting Date:	10/10/2019	<input type="button" value="Run"/>	

Vendor ID:	0000115941	ARAMARK CORPORATION	
ShortName:	ARAMARKCOR-001	PO BOX 7548	
Location:	V	PHILADELPHIA, PA 19101	
*Address:	1		Comments(1)

Invoice Lines:	100.00	*Pay Terms:	30 Net 30
*Currency:	USD	Basis Date Type:	Inv Date
		Pay Schedule:	Other Non Transportation

Total:	100.00	
Difference:	0.00	<input type="button" value="Calculate"/>

Copy From Source Document

PO Unit:

PO Number:

Copy From:

Invoice Lines Find | View All | First 1 of 1 Last

Line:	1	Item:	UOM:
*Distribute by:	Amount	Unit Price:	Quantity:
Ship To:		Line Amount:	100.00
SpeedChart:		Description:	Search Committee Lunch

One Asset

Distribution Lines Personalize | Find | View All | First 1 of 2 Last

<input type="button" value="GL Chart"/>	<input type="button" value="Exchange Rate"/>	<input type="button" value="Statistics"/>	<input type="button" value="Assets"/>	
---	--	---	---------------------------------------	--

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Project
+	-	1	75.00		00759	54952	2078	C0153	F1087	NA

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

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.

Summary	Related Documents	Invoice Information	UHS Data Line	Payments	Voucher Attributes	Documents	Approval Log
Business Unit:	00759	Invoice Date:	10/10/2019				
Voucher ID:	00248993	Invoice No:	CS-10102019				
Voucher Style:	Regular	Invoice Total:	100.00	USD			
Contract ID:							
Vendor Name:	ARAMARK CORPORATION PO BOX 7548 PHILADELPHIA, PA 19101	Pay Terms:	Net 30				
		Voucher Source:	Online				
Entry Status:	Postable	Origin:	ONL				
Match Status:	No Match	Created:	10/10/2019				
Approval Status:	Pending	Created By:	8006680				
Post Status:	Unposted	Modified:	10/10/2019				
		Modified By:	8006680				
Doc Tol Status:	Valid	ERS Type:	Not Applicable				
Budget Status:	Valid	Close Status:	Open				
Budget Misc Status:	Valid						
*View Related	Payment Inquiry	Go					

Save Return to Search Notify Refresh

Add Update/Display

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

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.

The screenshot shows the PeopleSoft Voucher Workflow interface. The 'Documents' tab is selected and highlighted with a red box and a blue callout '1'. Below the tabs, the voucher details are displayed: Business Unit: 00759, Invoice Number: CS-10102019, Voucher: 00248993, Vendor: ARAMARK CORPORATION, Invoice Date: 10/10/2019, ID: 0000115941, Post Status: Unposted, and Posting Date. Below the details, there are two sections: 'Voucher Coversheet' with a 'Print Voucher' button and an 'Include Approval History' checkbox, and 'Voucher Document Images' with a 'Display Active Documents Only' checkbox and an 'Add New Document' button. The 'Add New Document' button is circled in red and has a blue callout '2' next to it.

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Add](#) [Update/Display](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [UHS Data Line](#) | [Payments](#) | [Voucher Attributes](#) | [Documents](#) | [Approval Log](#) | [Error Summary](#)

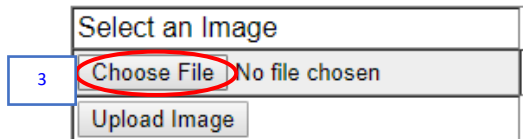
1. Go to the **Documents** tab.
2. Click the **Add a New Document** button.

The Document Upload box is displayed.

Voucher Id:VCHR_EXPRESS
Voucher Id:00248993

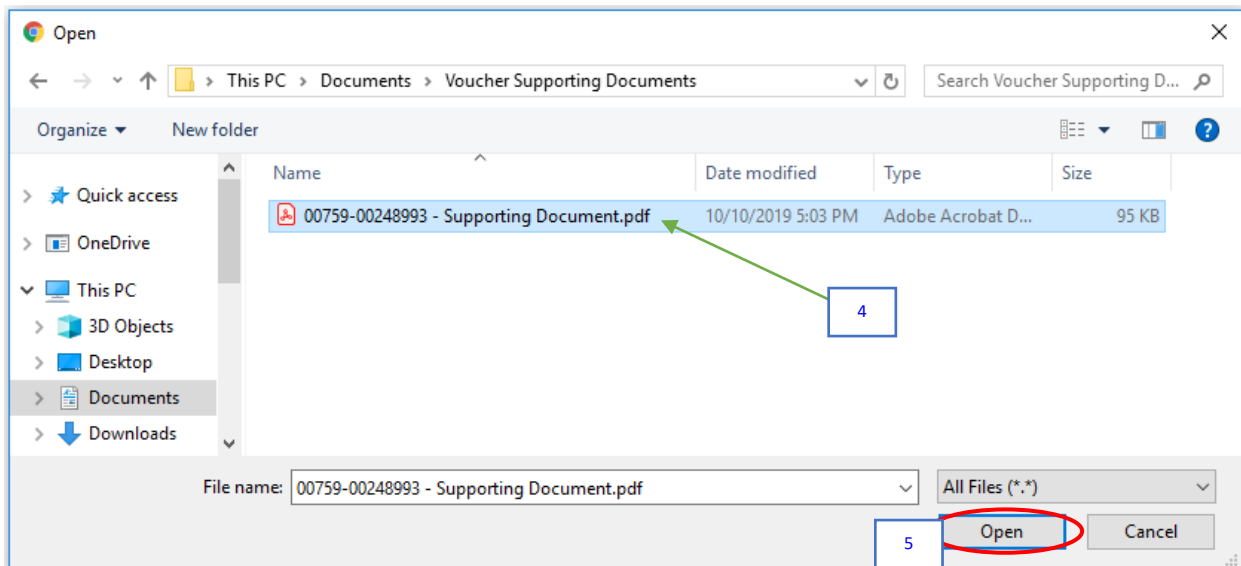
Instructions:

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**.

Select an Image

Choose File 00759-00248...cument.pdf

Upload Image

6

6. Click the **Upload Image** button.

The supporting documentation will be attached to the voucher.

Summary	Related Documents	Invoice Information	UHS Data Line	Payments	Voucher Attributes	Documents	Approval Log	Error Summary
Business Unit:	00759	Invoice Number:	CS-10102019					
Voucher:	00248993	Vendor:	ARAMARK CORPORATION					
Invoice Date:	10/10/2019	ID:	0000115941					
Post Status:	Unposted		Posting Date:					

Voucher Coversheet

Print Voucher Include Approval History

Voucher Document Images

Display Active Documents Only Add New Document

Find | View All First ◀ 1 of 1 ▶ Last

Secured Document

Document Status: Active Document Seq Nbr: 1

Created By: 8006680 Scardino, Maria Cecilia Entico

Created Date/Time: 10/10/19 5:01:42PM

Last Update User ID:


Last Update Date/Time:

Image Type

Save
Return to Search
Notify
Refresh
Add
Update/Display

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [UHS Data Line](#) | [Payments](#) | [Voucher Attributes](#) | [Documents](#) | [Approval Log](#) | [Error Summary](#)

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.

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

Business Unit: 00759 Invoice Number: CS-10102019
 Voucher: 00248993 Vendor: ARAMARK CORPORATION
 Invoice Date: 10/10/2019 ID: 0000115941
 Post Status: Unposted Posting Date:

Voucher Coversheet

Print Voucher Include Approval History

Voucher Document Images

Display Active Documents Only Add New Document

Find | View All First 1 of 1 Last Details

Secured Document

Document Status: Active
 Document Seq Nbr: 1
 Created By: Scardino, Maria Cecilia Entico
 Created Date/Time: PM
 Last Update User ID
 Last Update Date/Time
 Image Type

Save Return to Search Notify Refresh Add Update/Display

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [UHS Data Line](#) | [Payments](#) | [Voucher Attributes](#) | [Documents](#) | [Approval Log](#) | [Error Summary](#)



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

Summary	Related Documents	Invoice Information	UHS Data Line	Payments	Voucher Attributes	Documents	Approval Log	Error Summary
Business Unit:	00759	Invoice Number:	CS-10102019					
Voucher:	00248993	Vendor:	ARAMARK CORPORATION					
Invoice Date:	10/10/2019	ID:	0000115941					
Route to:		Initial By		Link To Approval Page				
*Please select the appropriate approval path: <input type="radio"/> Dept/Coll/Div - AP <input type="radio"/> Dept/Coll/Div - ContractGrant - AP <input type="radio"/> Dept/Coll/Div - Tax - AP <input type="radio"/> Dept/Coll/Div - Provost - AP		Dept: Source						
		Approval Information		Voucher Info				
		Appr Inst:		Inv Dt: 10/10/2019				
		Appr Stat: Pending		Inv Rcpt Dt: 10/10/2019				
				Good Rcpt Dt: 10/09/2019				
				Inspect Dt: 10/09/2019				
				Gross: \$100.00				
Comment History								
<div style="border: 1px solid gray; height: 30px;"></div>								
Comment								
<div style="border: 1px solid gray; height: 30px;"></div>								
Approval Log								
	Approval Step	Appr Stat	Appr Status	Date/Time Stamp	User ID	Name		
	1							
Await Approval From:								
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>			<input type="button" value="Add"/> <input type="button" value="Update/Display"/>					
Summary Related Documents Invoice Information UHS Data Line Payments Voucher Attributes Documents Approval Log Error Summary								

1. Click the **Approval Log** tab.
2. Click the **Link to Approval Page** hyperlink.



The Approval page is displayed.

Approval
Line Information
Charge Information
Documents

Business Unit: 00759

Voucher: 00248993

Invoice Date: 10/10/2019

Invoice Number: CS-10102019

Vendor: ARAMARK CORPORATION

ID: 0000115941

[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: C0129 8006680

Source: ACC - Accounting

Approval Information

Appr Inst: Pending

Status: Pending

Action: Approve

Apply

Voucher Info

Inv Dt: 10/10/2019

By Rcpt Dt: 10/10/2019

Doc Rcpt Dt: 10/09/2019

Dt: 10/09/2019

Inspect Dt: 10/09/2019

Gross: \$100.00

Comment History

Comment

Approval Log

Approval Step	Appr Stat	Appr Status	Date/Time Stamp	User ID	Name
1					

Details Personalize | Find | View All | First 1 of 1 Last

Remit SetID	Remit Vendor	Name 1	Name 2
00797	0000115941	ARAMARK CORPORATION	

Save
Return to Search
Notify

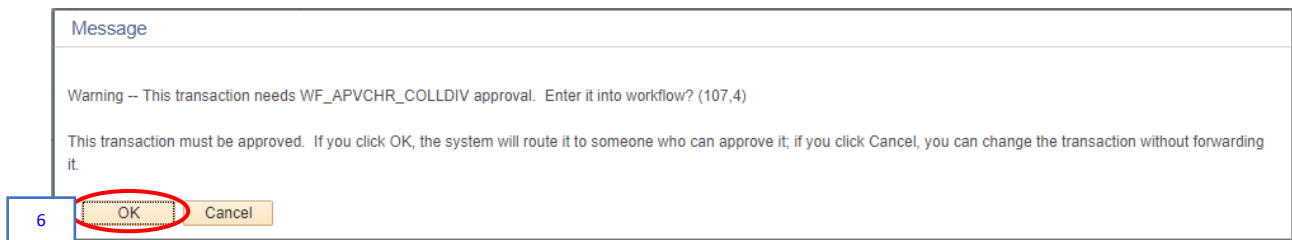
Approval | Line Information | Charge Information | Documents

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.

Approval
Line Information
Charge Information
Documents

Business Unit: 00759

Voucher: 00248993

Invoice Date: 10/10/2019

Invoice Number: CS-10102019

Vendor: ARAMARK CORPORATION

ID: 0000115941

[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: C0129 8006680

Source: ACC - Accounting ▼

Approval Information

Appr Inst: 3522745

Status: Pending

Action: Approve ▼

Apply

Voucher Info

Inv Dt: 10/10/2019

Inv Rcpt Dt: 10/10/2019

Good Rcpt Dt: 10/09/2019

Inspect Dt: 10/09/2019

Gross: \$100.00

Comment History

10-10-19 05:12 PM : Dept/Coll/Div - Payables Office : Approve: Scardino, Maria Cecilia Entico

Comment

Approval Log

Approval Step	Appr Stat	Appr Status	Date/Time Stamp	User ID	Name
1	I	Initiated	10/10/19 5:12:35PM	8006680	Scardino, Maria Cecilia Entico
2 Step 1	P	Pending	10/10/19 5:12:35PM		
3 Step 2	P	Pending	10/10/19 5:12:35PM		

Details Personalize | Find | View All | | | First 1 of 1 Last

Remit SetID	Remit Vendor	Name 1	Name 2
00797	0000115941	ARAMARK CORPORATION	

Save Return to Search Notify

[Approval](#) | [Line Information](#) | [Charge Information](#) | [Documents](#)


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.

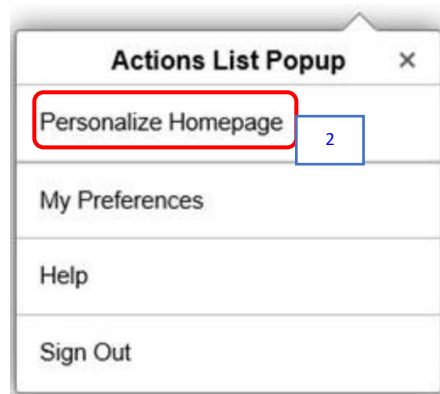
YOU DO NOT NEED TO SET UP YOUR WORKLIST IN THIS TRAINING AS THEY HAVE BEEN SETUP ALREADY. YOU WILL NEED TO SET UP YOUR WORKLIST ONCE IN PRODUCTION IN ORDER TO MONITOR ANY VOUCHERS THAT MAY BE RETURNED (DENIED) TO YOU.

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**.

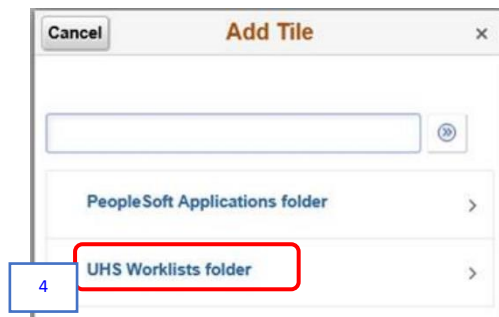


The Personalize Homepage is displayed.



3. Click the **Add Tile** button.

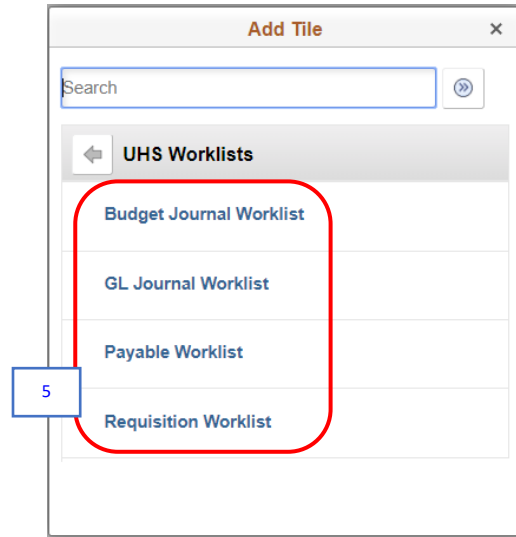
The Add Tile menu is displayed.



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

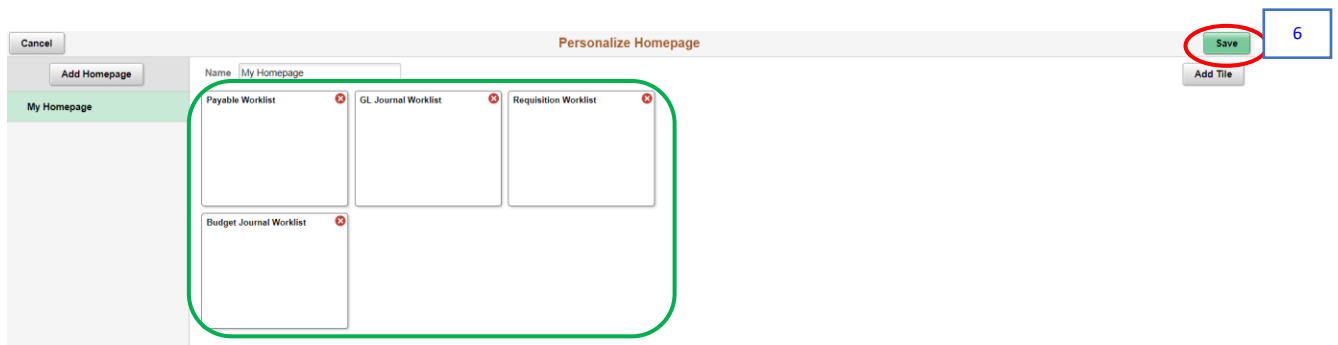
The available worklist tiles are displayed. These available worklist tiles depend on the transactions that you have access to.

- 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

Voucher

1 Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

2 Find an Existing Value Add a New Value

Business Unit: 00759

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Estimated No. of Invoice Lines: 1

Add

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 Add a New Value

▼ Search Criteria

Business Unit:	=	▼	00759	x	Q
Voucher ID:	begins with	▼			
Invoice Number:	begins with	▼			3
Invoice Date:	=	▼			31
Short Vendor Name:	begins with	▼			
Vendor ID:	begins with	▼			Q
Name 1:	begins with	▼			
Voucher Style:	=	▼			▼
Related Voucher:	begins with	▼			
Entry Status:	=	▼			▼
Voucher Source:	=	▼			▼

Case Sensitive

4 **Search** Clear Basic Search Save Search Criteria

3. Enter the **Voucher ID** or the **Invoice Number**, whichever is available.
4. Click the **Search** button.



Summary | **Related Documents** | Invoice Information | UHS Data Line | Payments | Voucher Attributes | **Documents** | 5 | Log | Error Summary

Business Unit: 00759 Invoice Number: CS-10102019
Voucher: 00248993 Vendor: ARAMARK CORPORATION
Invoice Date: 10/10/2019 ID: 0000115941
Post Status: Unposted Posting Date:

6 Voucher Coversheet
Print Voucher Include Approval History

Voucher Document Images

Display Active Documents Only [Add New Document](#)

Find | View All First 1 of 1 Last [Details](#)

Secured Document
Document Status: Active Document Seq Nbr: 1
Created By: 8006680 Scardino, Maria Cecilia Entico
Created Date/Time: 10/10/19 5:01:42PM
Last Update User ID
Last Update Date/Time

Image Type

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

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

5. Go to **Documents** tab.
6. Click the **Print Voucher** hyperlink.



The voucher opens in a new window.

Voucher

Business Unit: 00759
 Voucher ID: 00248993
 PO ID:

Vendor ID: 0000115941
 Name: ARAMARK CORPORATION DBA ARAMARK UHCL DINING SERVICES
 Address: 4 ARAMARK CHICAGO LOCKBOX 27310 NETWORK PLACE CHICAGO IL 60673 USA
 Vendor Class: Out-of-State Corp

Invoice ID: CS-10102019
 Contract ID:
 Invoice Receipt Date: 10/10/2019
 Goods Receipt Date: 10/09/2019
 Invoice Date: 10/10/2019
 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
 Source: ACC

Acct. Desc.	Fund	Dept.	Prog.	Bud. Ref.	Proj.	Chartfield 1	Amount	Description
54952 cdt-business meals	2078	C0133	F1087	BP2020	NA		72.00	Search Committee Lunch
54952 cdt-business meals	2078	C0062	F0613	BP2020	NA		25.00	Search Committee Lunch

Signatures _____

 PS Approval: _____
 Created By: 8006680 Scardino, Maria Cecilia Entico

Date _____

Date Printed: 10/10/2019

Acctg. Dt: 10/10/2019

7. Print the voucher into PDF.



Snapshot of Voucher in PDF file format:

10/10/2019

Voucher

Voucher

Business Unit: 00759 **PO ID:**
Voucher ID: 00248993

Vendor ID: 0000115941
Name: ARAMARK CORPORATION DBA ARAMARK/UHCL
 DINING SERVICES
Address: 8
 ARAMARK CHICAGO LOCKBOX
 27310 NETWORK PLACE
 CHICAGO IL 60673
 USA
Vendor Class: Out-of-State Corp

Invoice ID: CS-10102019
Contract ID:
Invoice Receipt Date: 10/10/2019 **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 **Source:** ACC
Budget Check: Valid

Acct./Desc.	Fund	Dept.	Prog.	Bud. Ref.	Proj.	Chartfield 1	Amount	Description
54952	2078	C0153	F1087	BP2020	NA		75.00	Search Committee Lunch
cdv-business meals								
54952	2078	C0062	F0613	BP2020	NA		25.00	Search Committee Lunch
cdv-business meals								

Signatures _____

Date _____

PS Approval: _____

Created By: 8006680 Scardino, Maria Cecilia Entico

Date Printed: 10/10/2019

Acctg. Dt.: 10/10/2019