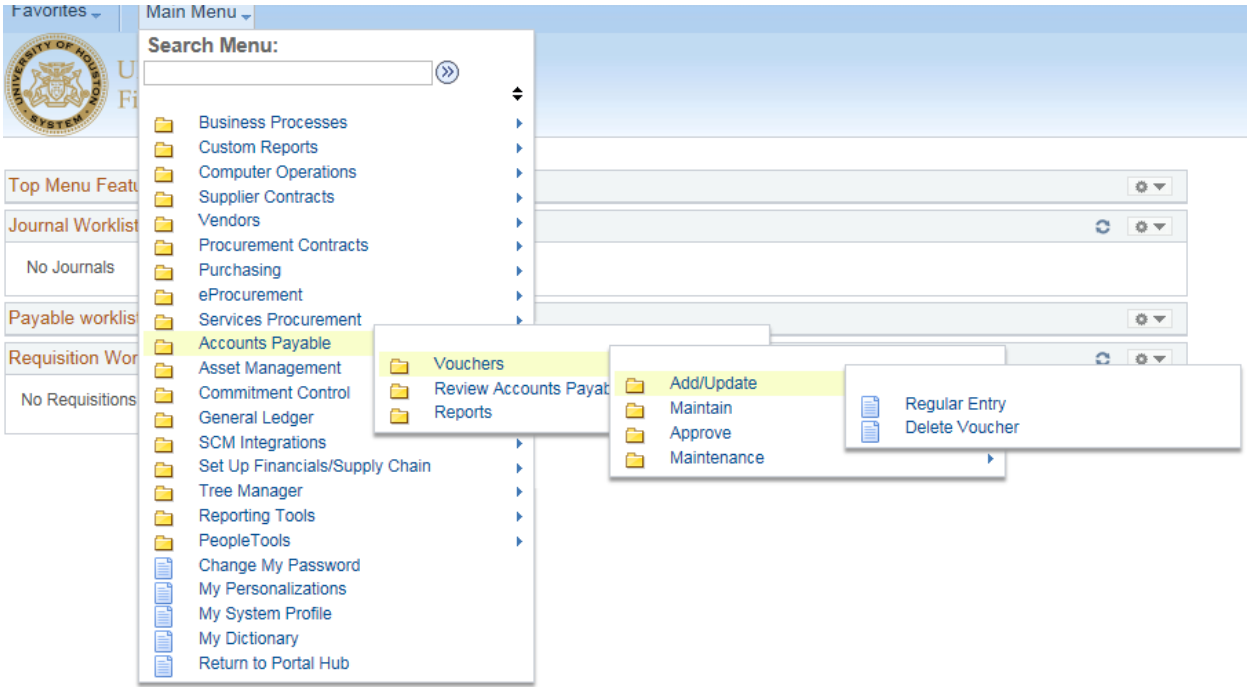
How to create and submit a Regular voucher

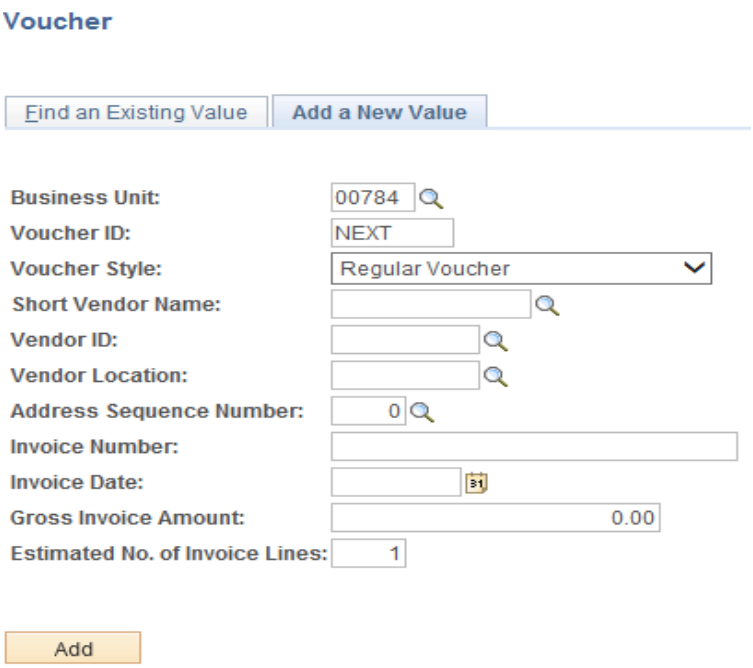
Step 1: Login to People soft through http://uonline.uhd.edu/?q=1u

Once logged in enter into PeopleSoft Finance Module

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



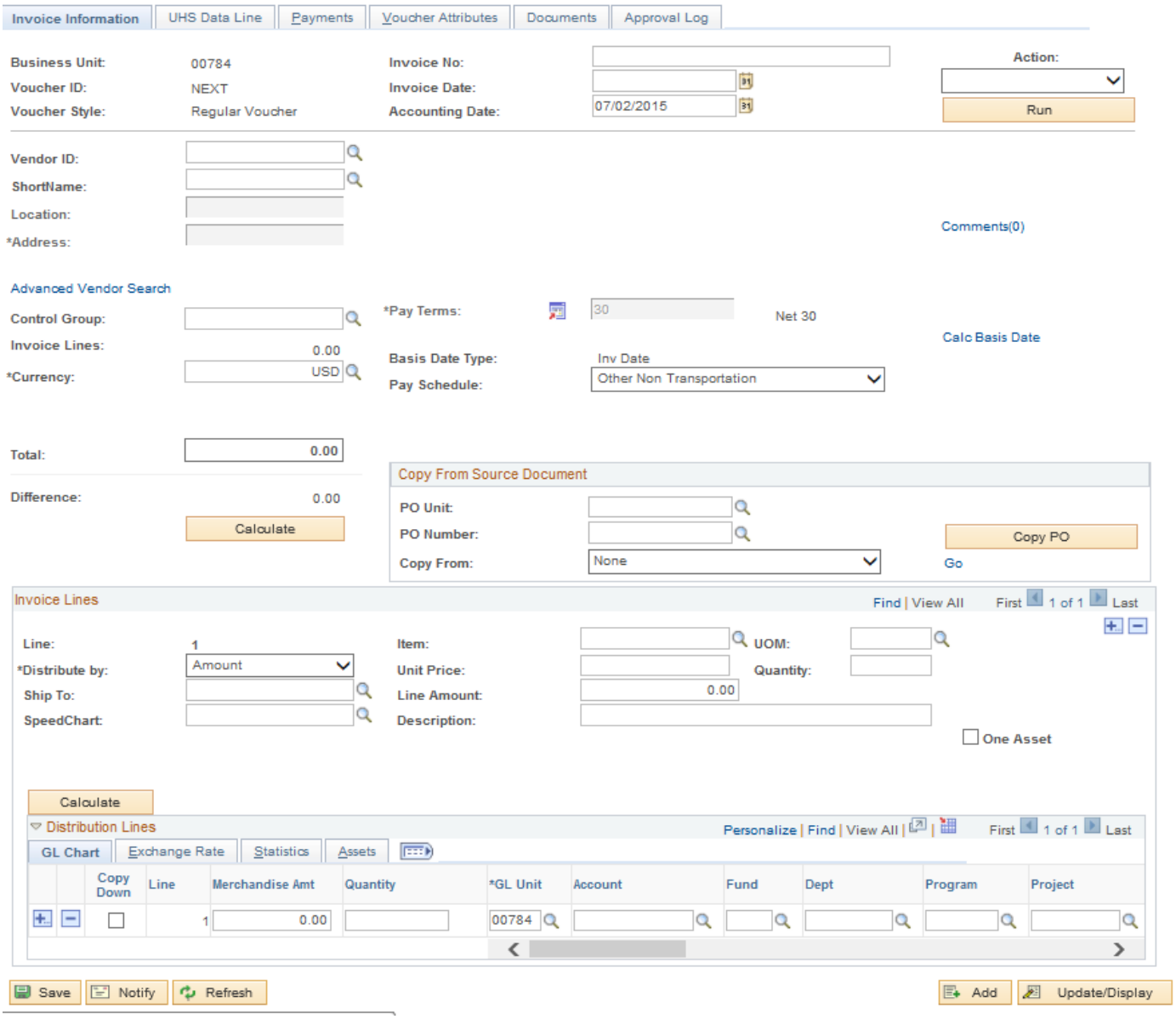
Step 3: The voucher Add a New Value page is displayed. You can either enter the voucher information or just click on the **Add** button. Any information that you enter here will be automatically transferred to the voucher invoice information page.



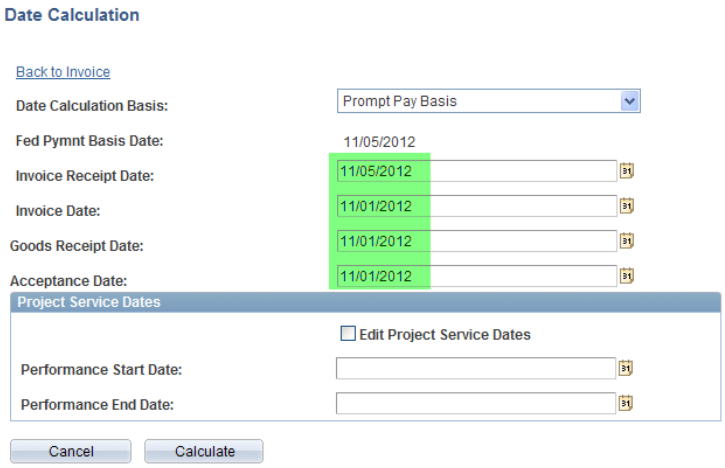
Step 4: The voucher information page is now displayed. The following information must be entered at this time:

Vendor ID
Vendor Name

Vendor Location
Vendor Address
Invoice No
Voucher Total
Voucher Line Amount
Merchandise Amount
Account
Cost Center

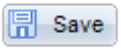


Step 5: Click on "Calc Basis Date" (see the red arrow indicated in step 4) in the invoice information page and enter the four dates that are required to calculate the payment basis date. Click on the Calculate button below, and then click on "Back to Invoice" to go back to the invoice information page.

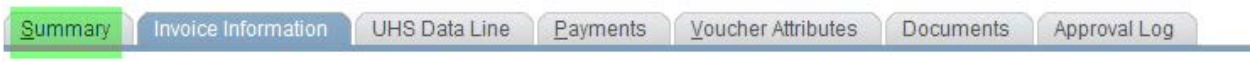


Step 6: Click on "Comment" in the invoice information page (see the red arrow indicated in Step 4) and enter the purpose/benefit for the expenditure. Then click on OK.

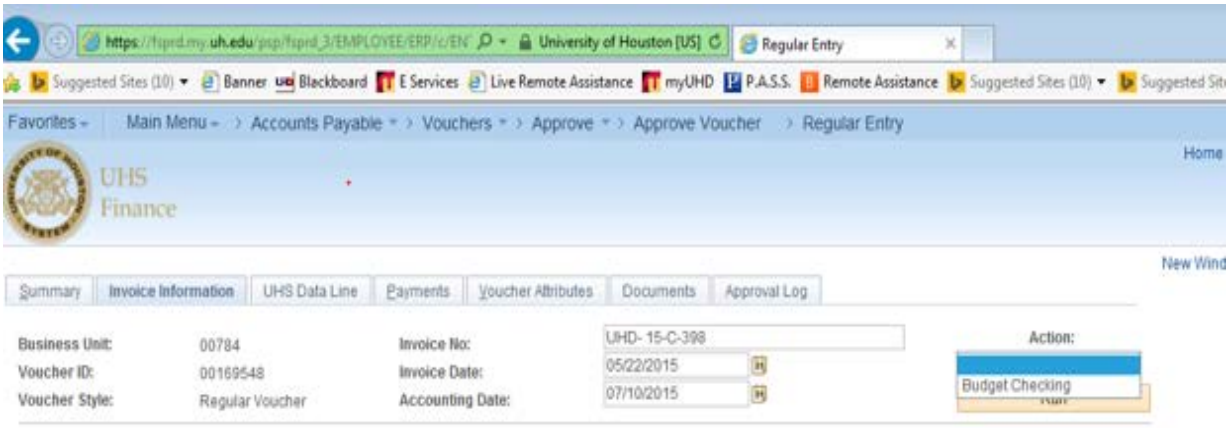
Step 7: The invoice information page is displayed again. Click on the Save button to save the voucher. The system assigns the voucher ID.



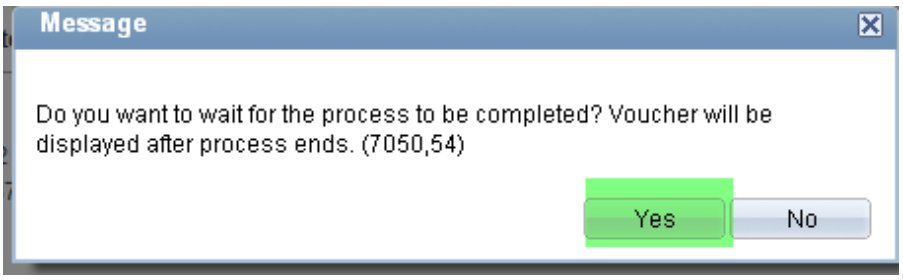
Note that the system now displays the summary tab.



Step 8: In the invoice information page, go to "Action" (upper right corner) and select "Budget Checking" from the drop down box. Then click on the Run button.

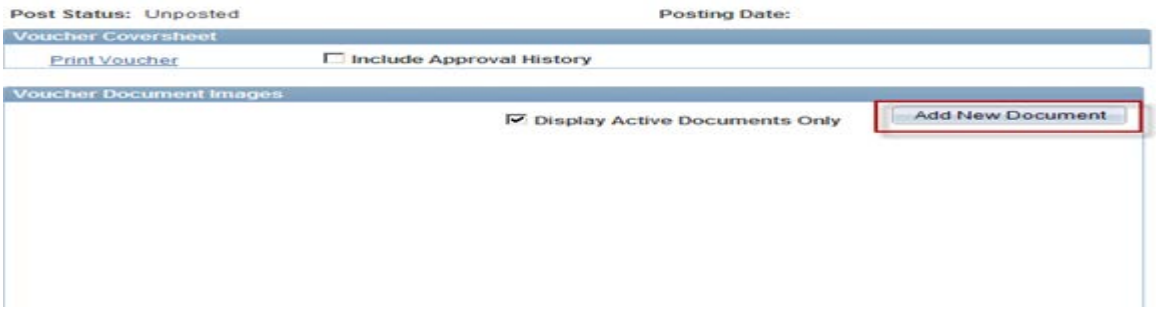


When the system asks if you want to wait for the budget checking process to be completed, click on Yes.

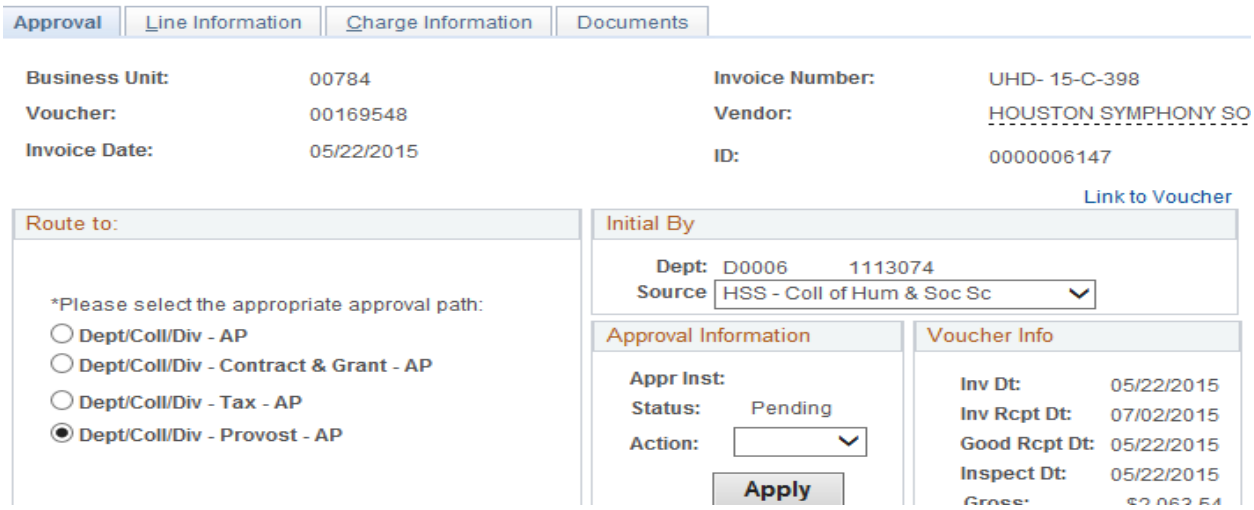


Step 9: During the budget checking process, the processing icon is displayed. Once it is completed, you will no longer see the icon. Go to the summary page to see the budget checking status.

Step 10: Go to the Document page and upload the backup document



Step 11: Submit the voucher into workflow



Payment Enquiry

Once the voucher is all approved and you want to see the payment details, go to voucher summary page a click on **Go.** Or you can view the payment details from the payments page