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

UNIVERSITY OF HOUSTON SYSTEM

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

Password

Sign In

Reset Password | Request My User ID

List of supported browsers

Once logged in enter into PeopleSoft Finance Module

UNIVERSITY OF HOUSTON SYSTEM

Thu, Jul 2, 15   12:39 PM

CS Campus Solutions
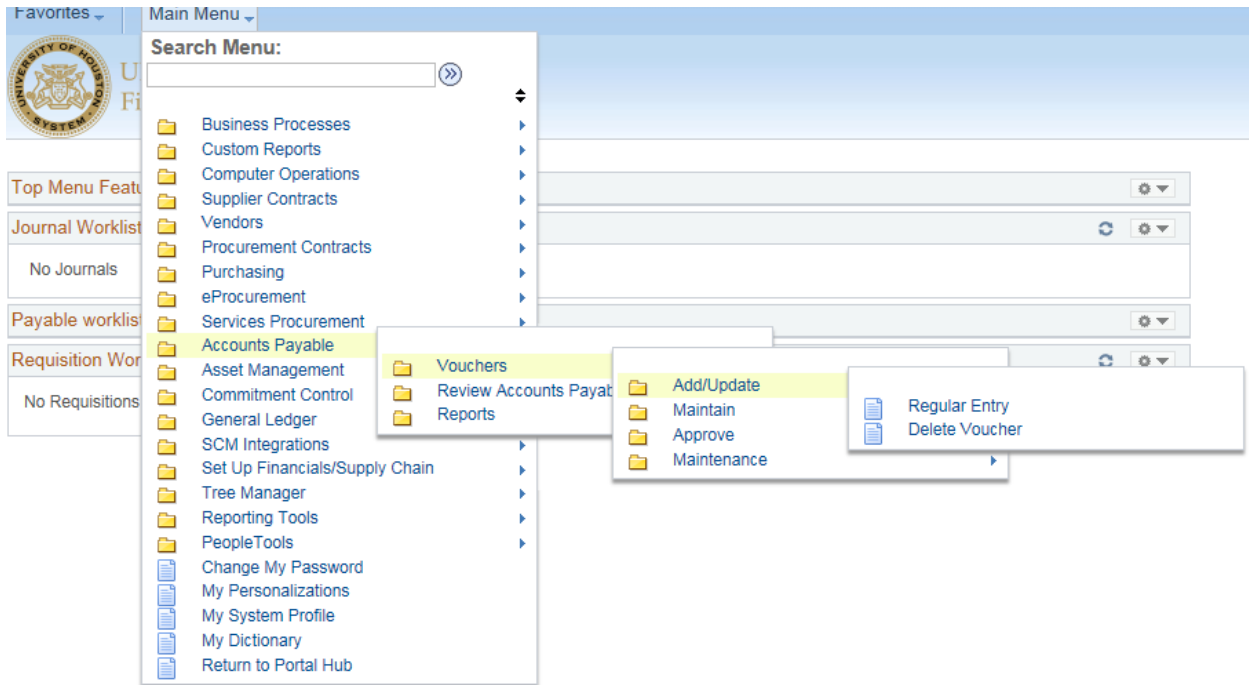Campus Solutions

P.A.S.S. Human Resources
Human Resources

$ UHS Finance
UHS Finance

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.

Voucher

Find an Existing Value	Add a New Value

Business Unit:	00784
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

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

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

Business Unit:	00784	Invoice No:			Action:
Voucher ID:	NEXT	Invoice Date:			
Voucher Style:	Regular Voucher	Accounting Date:	07/02/2015		Run

Vendor ID:
ShortName:
Location:
*Address:

Advanced Vendor Search

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

Total: 0.00

Difference: 0.00

Calculate

Copy From Source Document

PO Unit:
PO Number:
Copy From: None   Go

Copy PO

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

Line:	1	Item:		UOM:	
*Distribute by:	Amount	Unit Price:		Quantity:	
Ship To:		Line Amount:	0.00		
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		00784					

| 🖫 Save | 🗏 Notify | ⟳ Refresh | | ➕ Add | 📰 Update/Display |

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.

Date Calculation

Back to Invoice

Date Calculation Basis:	Prompt Pay Basis
Fed Pymnt Basis Date:	11/05/2012
Invoice Receipt Date:	11/05/2012
Invoice Date:	11/01/2012
Goods Receipt Date:	11/01/2012
Acceptance Date:	11/01/2012

Project Service Dates

☐ Edit Project Service Dates

Performance Start Date:	
Performance End Date:	

Cancel   Calculate

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.
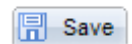
Voucher Comments

Voucher Comments

Old Comment:

Comment:

Purchase pens and note pads to be used in the Dean's business office. The office supplies are required for the business office daily operations.

OK   Cancel   Refresh

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

💾 Save

Note that the system now displays the summary tab.

Summary	Invoice Information	UHS Data Line	Payments	Voucher Attributes	Documents	Approval Log
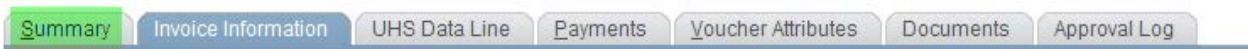
Step 8: In the invoice information page, go to "Action" (upper right corner) and select "Budget Checking" from the drop down box. Then click on the Run button.

When the system asks if you want to wait for the budget checking process to be completed, click on Yes.
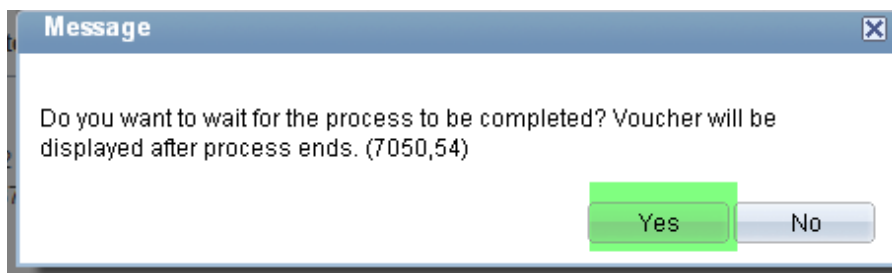
Step 9: During the budget checking process, the processing icon [icon] is displayed. Once it is completed, you will no longer see the icon. Go to the summary page to see the budget checking status.

Summary	Invoice Information	UHS Data Line	Payments	Vouch

Business Unit:	00784
Voucher ID:	00169548
Voucher Style:	Regular
Contract ID:	
Vendor Name:	HOUSTON SYMPHONY SOCIETY
	615 Louisiana St
	Houston, TX 77002-2715
Entry Status:	Postable
Match Status:	No Match
Approval Status:	Pending
Post Status:	Unposted
Doc Tol Status:	Valid
Budget Status:	Valid
Budget Misc Status:	Valid
*View Related	Payment Inquiry

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

Post Status: Unposted   Posting Date:

Voucher Coversheet

Print Voucher   ☐ Include Approval History

Voucher Document Images

☑ Display Active Documents Only   [Add New Document]

Step 11: Submit the voucher into workflow

| Approval | Line Information | Charge Information | Documents |

Business Unit:	00784	**Invoice Number:**	UHD- 15-C-398
Voucher:	00169548	**Vendor:**	HOUSTON SYMPHONY SO
Invoice Date:	05/22/2015	**ID:**	0000006147

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: D0006   1113074
Source HSS - Coll of Hum & Soc Sc   ▾

Approval Information

Appr Inst:
Status: Pending
Action: ▾

[Apply]

Voucher Info

Inv Dt: 05/22/2015
Inv Rcpt Dt: 07/02/2015
Good Rcpt Dt: 05/22/2015
Inspect Dt: 05/22/2015
Gross: $2,063.54

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

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

Business Unit:	00784	**Invoice Date:**	05/22/2015
Voucher ID:	00169548	**Invoice No:**	UHD- 15-C-398
Voucher Style:	Regular	**Invoice Total:**	2,063.54 USD
Contract ID:			
Vendor Name:	HOUSTON SYMPHONY SOCIETY	**Pay Terms:**	Net 30
	615 Louisiana St	**Voucher Source:**	Online
	Houston, TX 77002-2715		
Entry Status:	Postable	**Origin:**	ONL
Match Status:	No Match	**Created:**	07/09/2015
Approval Status:	Pending	**Created By:**	0848604
Post Status:	Unposted	**Modified:**	07/10/2015
		Modified By:	1113074
Doc Tol Status:	Valid	**ERS Type:**	Not Applicable
Budget Status:	Valid	**Close Status:**	Open
Budget Misc Status:	Valid		

'View Related   Payment Inquiry   ▾   Go