

## How to create and approve PO Vouchers

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**

[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



Campus Solutions  
Campus Solutions

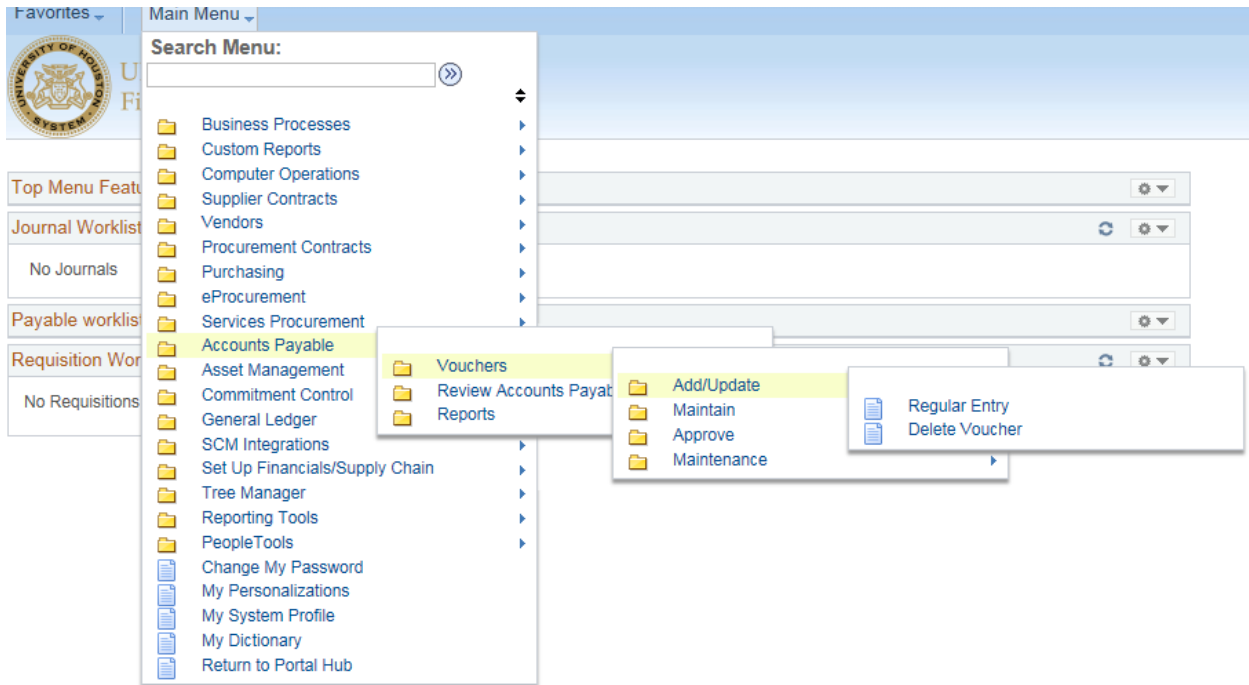


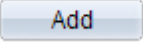
P.A.S.S. Human Resources  
Human Resources




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. Click on  .


### Voucher


**Business Unit:**  


**Voucher ID:**

**Voucher Style:**  


**Short Vendor Name:**  

**Vendor ID:**  

**Vendor Location:**  

**Address Sequence Number:**  

**Invoice Number:**

**Invoice Date:**  

**Gross Invoice Amount:**

**Estimated No. of Invoice Lines:**

**Step 4:** In the Invoice Information page, enter PO unit and PO number. Then, click on

The image shows a 'Copy PO' button at the top left. Below it is a form titled 'Copy From Source Document'. The form contains three input fields: 'PO Unit' with a search icon, 'PO Number' with a search icon, and 'Copy From' with a dropdown menu currently set to 'None'. To the right of these fields is a 'Copy PO' button and a 'Go' link.

**Step 5:** The system automatically copies the PO information (Vendor, PO Lines, Cost centers, etc.) to the voucher page.

**Step 6:** You should make sure that the following information are 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 7:** 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

The 'Date Calculation' form includes a 'Back to Invoice' link at the top left. The 'Date Calculation Basis' is set to 'Prompt Pay Basis'. The 'Fed Pymnt Basis Date' is 11/05/2012. The 'Invoice Receipt Date' is 11/05/2012, 'Invoice Date' is 11/01/2012, 'Goods Receipt Date' is 11/01/2012, and 'Acceptance Date' is 11/01/2012. Below these is a 'Project Service Dates' section with an 'Edit Project Service Dates' checkbox and two date fields: 'Performance Start Date' and 'Performance End Date'. At the bottom are 'Cancel' and 'Calculate' buttons.

**Step 8:** 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**

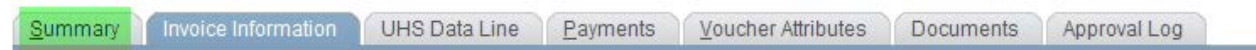
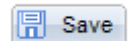
**Voucher Comments**

**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 9:** 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.

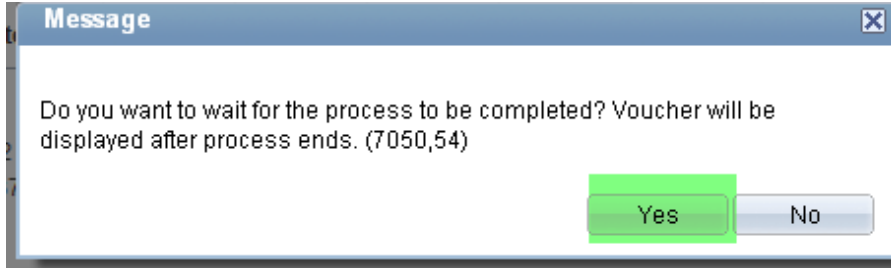
Business Unit: 00784 Invoice No: UHD-15-C-398


Voucher ID: 00169548 Invoice Date: 05/22/2015

Voucher Style: Regular Voucher Accounting Date: 07/10/2015

Action:  
Budget Checking

**Step 9:** When the system asks if you want to wait for the budget checking process to be completed, click on Yes.



**Step 10:** 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.

Summary	Invoice Information	UHS Data Line	Payments	Vouch
<b>Business Unit:</b>	00784			
<b>Voucher ID:</b>	00169548			
<b>Voucher Style:</b>	Regular			
<b>Contract ID:</b>				
<b>Vendor Name:</b>	HOUSTON SYMPHONY SOCIETY 615 Louisiana St Houston, TX 77002-2715			
<b>Entry Status:</b>	Postable			
<b>Match Status:</b>	No Match			
<b>Approval Status:</b>	Pending			
<b>Post Status:</b>	Unposted			
<b>Doc Tol Status:</b>	Valid			
<b>Budget Status:</b>	Valid			
<b>Budget Misc Status:</b>	Valid			
<b>*View Related</b>	Payment Inquiry <input type="button" value="v"/>			

**Step 11:** Go to the Document page and upload the backup document

<b>Post Status:</b> Unposted	<b>Posting Date:</b>
<b>Voucher Coversheet</b>	
<a href="#">Print Voucher</a>	<input type="checkbox"/> <b>Include Approval History</b>
<b>Voucher Document Images</b>	
<input checked="" type="checkbox"/> <b>Display Active Documents Only</b>	<input type="button" value="Add New Document"/>

**Step 12:** Submit the voucher into workflow

Approval | Line Information | Charge Information | Documents

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

[Link to Voucher](#)

<p><b>Route to:</b></p> <p>*Please select the appropriate approval path:</p> <p><input type="radio"/> Dept/Coll/Div - AP</p> <p><input type="radio"/> Dept/Coll/Div - Contract &amp; Grant - AP</p> <p><input type="radio"/> Dept/Coll/Div - Tax - AP</p> <p><input checked="" type="radio"/> Dept/Coll/Div - Provost - AP</p>	<p><b>Initial By</b></p> <p>Dept: D0006    1113074</p> <p>Source: <input type="text" value="HSS - Coll of Hum &amp; Soc Sc"/> ▼</p> <table border="1"> <thead> <tr> <th style="width: 50%;">Approval Information</th> <th style="width: 50%;">Voucher Info</th> </tr> </thead> <tbody> <tr> <td> <b>Appr Inst:</b>  <b>Status:</b> Pending  <b>Action:</b> <input type="text" value=""/> ▼                 </td> <td> <b>Inv Dt:</b> 05/22/2015  <b>Inv Rcpt Dt:</b> 07/02/2015  <b>Good Rcpt Dt:</b> 05/22/2015  <b>Inspect Dt:</b> 05/22/2015  <b>Gross:</b> \$2,062.54                 </td> </tr> </tbody> </table> <p style="text-align: center;"><b>Apply</b></p>	Approval Information	Voucher Info	<b>Appr Inst:</b> <b>Status:</b> Pending <b>Action:</b> <input type="text" value=""/> ▼	<b>Inv Dt:</b> 05/22/2015 <b>Inv Rcpt Dt:</b> 07/02/2015 <b>Good Rcpt Dt:</b> 05/22/2015 <b>Inspect Dt:</b> 05/22/2015 <b>Gross:</b> \$2,062.54
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