

## How to create and approve Service Center 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  
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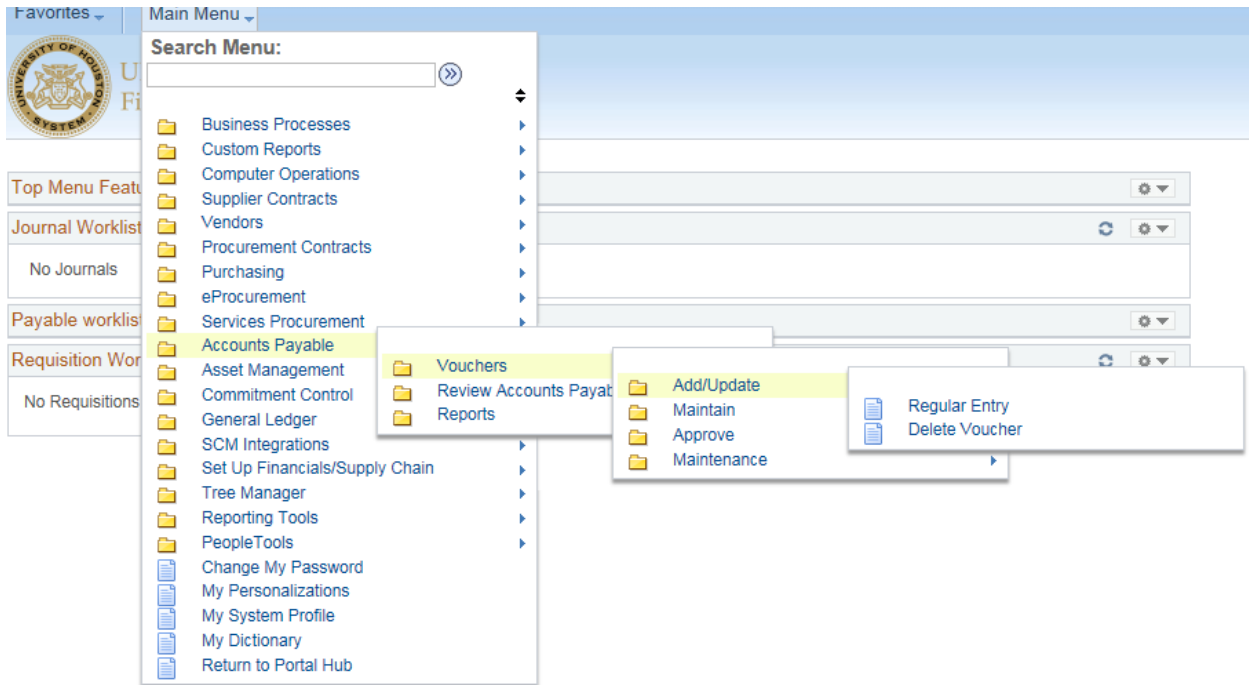


P.A.S.S. Human Resources  
Human Resources



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.

Find an Existing Value
Add a New Value

<b>Business Unit:</b>	<input style="width: 90%;" type="text" value="00784"/>
<b>Voucher ID:</b>	<input style="width: 90%;" type="text" value="NEXT"/>
<b>Voucher Style:</b>	<input style="width: 90%;" type="text" value="Regular Voucher"/>
<b>Short Vendor Name:</b>	<input style="width: 90%;" type="text"/>
<b>Vendor ID:</b>	<input style="width: 90%;" type="text"/>
<b>Vendor Location:</b>	<input style="width: 90%;" type="text"/>
<b>Address Sequence Number:</b>	<input style="width: 90%;" type="text" value="0"/>
<b>Invoice Number:</b>	<input style="width: 90%;" type="text" value="Test"/>
<b>Invoice Date:</b>	<input style="width: 90%;" type="text"/>
<b>Gross Invoice Amount:</b>	<input style="width: 90%;" type="text" value="0.00"/>
<b>Estimated No. of Invoice Lines:</b>	<input style="width: 90%;" type="text" value="2"/>

Add

The minimum number of invoice lines in an SC Voucher is 2. Debit and credit voucher accounting lines are recorded when creating a local SC Voucher. A debit is recorded to the

cost center of the department purchasing services from the Service Center and a credit is recorded to the Service Center's cost center which is listed in the vendor address.

**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

<b>Invoice Information</b>		UHS Data Line	Payments	Voucher Attributes	Documents	Approval Log
Business Unit:	00784	Invoice No:	<input type="text"/>	Action:		<input type="text"/>
Voucher ID:	NEXT	Invoice Date:	<input type="text"/>			<input type="text"/>
Voucher Style:	Regular Voucher	Accounting Date:	07/10/2015			<input type="button" value="Run"/>
Vendor ID:	<input type="text"/>					Comments(0)
ShortName:	<input type="text"/>					
Location:	<input type="text"/>					
*Address:	<input type="text"/>					
<b>Advanced Vendor Search</b>						
Control Group:	<input type="text"/>	*Pay Terms:	<input type="text" value="30"/> Net 30			Calc Basis Date
Invoice Lines:	0.00	Basis Date Type:	Inv Date			
*Currency:	USD	Pay Schedule:	Other Non Transportation			
Total:	<input type="text" value="0.00"/>					
Difference:	<input type="text" value="0.00"/>					
<input type="button" value="Calculate"/>		<b>Copy From Source Document</b>				
		PO Unit:	<input type="text"/>			<input type="button" value="Copy PO"/>
		PO Number:	<input type="text"/>			
		Copy From:	None			
						<input type="button" value="Go"/>

**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:

Fed Pymnt Basis Date: 11/05/2012

Invoice Receipt Date:

Invoice Date:

Goods Receipt Date:

Acceptance Date:

### 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:** For each voucher accounting line:

1. Enter the speed type in the **SpeedChart** field or cost center and account of the department purchasing services from the Service Center. (Debit)
2. Enter the speed type in the **SpeedChart** field or cost center and account listed on vendor's address for the SC Vendor. (Credit)
3. Enter the **Line Amount** and **Description** on the Invoice Line

Invoice Lines Find | View All First 1-2 of 2 Last

Line: 1 Item:  UOM:   
 \*Distribute by: Amount Unit Price:   
 Ship To:  Line Amount: 10.00 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	
<input type="checkbox"/>	1	10.00	<input type="text"/>	00784	53900	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Line: 4 Item:  UOM:   
 \*Distribute by: Amount Unit Price:   
 Ship To:  Line Amount: -10.00 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	
<input type="checkbox"/>	1	-10.00	<input type="text"/>	00784	55000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Verify the sum of all debits and credits equal zero in the **Total** field

### Advanced Vendor Search

Control Group:  \*Pay Terms:  Due Now  
 Invoice Lines: 0.00 Basis Date Type: Inv Date  
 Currency: USD Pay Schedule: Other Non Transportation

**Total: 0.00**

Save

**Step 8:** 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.

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

**Step 9:** 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

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

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

Yes No

**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.

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 11:** 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 12:** 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:	Initial By				
<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>Dept: D0006    1113074</p> <p>Source: <input type="text" value="HSS - Coll of Hum &amp; Soc Sc"/> ▼</p>				
	<table border="1"> <thead> <tr> <th>Approval Information</th> <th>Voucher Info</th> </tr> </thead> <tbody> <tr> <td> <p>Appr Inst:</p> <p>Status: Pending</p> <p>Action: <input type="text" value=""/> ▼</p> <p><input type="button" value="Apply"/></p> </td> <td> <p>Inv Dt: 05/22/2015</p> <p>Inv Rcpt Dt: 07/02/2015</p> <p>Good Rcpt Dt: 05/22/2015</p> <p>Inspect Dt: 05/22/2015</p> <p>Gross: \$2,062.54</p> </td> </tr> </tbody> </table>	Approval Information	Voucher Info	<p>Appr Inst:</p> <p>Status: Pending</p> <p>Action: <input type="text" value=""/> ▼</p> <p><input type="button" value="Apply"/></p>	<p>Inv Dt: 05/22/2015</p> <p>Inv Rcpt Dt: 07/02/2015</p> <p>Good Rcpt Dt: 05/22/2015</p> <p>Inspect Dt: 05/22/2015</p> <p>Gross: \$2,062.54</p>
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