Voucher Creation

For specific types of vouchers, see also the PO Voucher Creation instructions or the Reallocating Between Local and State Funds instructions (aka PCC 8 Voucher Creation instructions).

- To view or create a voucher, navigate in PeopleSoft Finance: Main Menu – Accounts Payable – Vouchers – Add/Update – Regular Entry.

- To find an existing voucher, click on the appropriate tab and enter the information that you know of the voucher. Click on the voucher when it comes up in the list below.
To add a new voucher, click on the appropriate tab and click Add.
**In the voucher, enter the following:**

- **Invoice No:** Invoice number
- **Invoice Date:** The date on the invoice
- **Supplier ID:** This is the new name for Vendor ID. When you populate the Supplier ID, much of the other information is auto-generated.
- **Under Invoice Total, in the Total field, add the total amount of the invoice.**
- **Under the Invoice Lines section, add your SpeedChart, Line Amount, and Account.**
- **Once you enter this basic information, and especially if you have a longer/complicated voucher, you may want to save the voucher as soon as you can. This will generate a Voucher ID.**
- **Add Invoice Lines or Distribution Lines. Most voucher processors simply use the Invoice Lines. The main difference between the Invoice Line and the Distribution Line is that the Invoice Line carries the Description that prints on reports, including the 1074.3 report. A distribution line in is meant to be for a separate cost center for the same invoice line, but in practice this is rarely used, because you can change the Line Description with each line, but each Distribution Line carries that same Line Description for the Invoice Line that it is under.**
- **To add or remove Invoice Lines, see below. NOTE: DO NOT REMOVE LINES OR DISTRIBUTIONS ON A PO VOUCHER.**
• To add or remove Distribution Lines, see below. NOTE: DO NOT REMOVE LINES OR DISTRIBUTIONS ON A PO VOUCHER.

• Add line descriptions, which will print on the 1074 for ease of use for reconcilers, cost center managers, and auditors.

• Save the voucher.
• Add your purpose and benefit:

• The purpose/benefit statement is best to begin immediately with a description. AP recommends you avoid basic language such as:
- Purpose/Benefit
- Payment for...
- Stipend for... (this is not clear as to whether services are provided, it is a gift, or it is a training incentive)
- Contract payment for...
- Original contract in purchasing...

- This basic language tends to make it difficult to quickly identify the nature of the expense and whether additional investigation is needed.
- It is important to indicate both a purpose for the expense and a benefit. In the case of research expenditures, this statement is very important. For additional information, see https://uh.edu/research/sponsored-projects/proc-pol-guide/costing-practices/.
- Click OK when your purpose/benefit statement is in place.

**Voucher Comments**

<table>
<thead>
<tr>
<th>Voucher Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Comment:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Comment:</td>
</tr>
<tr>
<td>Nitrogen gas needed for the clean room, benefits research for Professor X.</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

- Click on Basis Date Calculation to open the Date Calculation Screen:

- Complete the four dates and click Calculate.
• Save again
• Move to the Payments tab.
• On the Payments tab:
  o Change the address to match the remit address on the invoice.
  o Align the Bank with the funds you are using.
    ▪ If you are using fund codes that begin in 1, indicate STATE for the bank.
    ▪ If you are using non-1 fund codes, indicate BOAH for the bank.
  o Select the method of payment
    ▪ ACH: this is the preferred method
    ▪ Check
    ▪ Wire: this is for foreign payments only, and with prior approval may be made for some domestic payments.
- Change Handling if needed. If you change the handling, add a Payment Note.
- For Check payments, you can choose Special Handling and indicate in the Payment Note what handling is required. This is rarely used, but an option for necessary situations.
• Save again
• Return to the Invoice Information tab to Budget check:

• The Budget Status on the Summary tab will indicate whether the budget has not yet been checked, if it is valid (checked and good to go), or if it has Exceptions.
• If a voucher has budget Exceptions, use the How to check a budget error guide.
• Move to Documents

**Voucher**

- Business Unit: 00730
- Voucher ID: 02008059
- Vendor ID: 0000007471
- Name: MATHESON TRI GAS INC
- Address: 1 PO Box 845592 Dallas TX 75284-5502 USA
- Vendor Class: Texas Corporation
- Invoice ID: 2345
- Invoice Date: 09/11/2021
- Goods Receipt Date: 09/29/2021
- PCC: 9
- Bank: BOAH
- Scheduled Due Date: 11/04/2021
- Gross Amount: $10.00

**Old Voucher Comments:**
- Purchase nitrogen gas needed for the clean room, benefits research for Professor X.

**New Voucher Comments:**
- Treasury, please hold for department pickup by Pam Muscarella.

**Payment Comments:**

<table>
<thead>
<tr>
<th>Account/Desc.</th>
<th>Fund</th>
<th>Dept.</th>
<th>Prog.</th>
<th>Budget Ref.</th>
<th>Proj.</th>
<th>Charfield 1</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54002</td>
<td>2064</td>
<td>H0116</td>
<td>D1119</td>
<td>BF2022</td>
<td>NA</td>
<td></td>
<td>10.00</td>
<td>Nitrogen Gas</td>
</tr>
</tbody>
</table>
- Move to Approval Log tab
- Click Link to Approval Page
- To submit the voucher in workflow, select your approval path, select Approve for the Action and click Apply.
- Here you can also make comments to Accounts Payable.
- Note: these comments can be added regardless of what stage of workflow the voucher is in. Simply add a comment and save the voucher. However, if you have an action listed on the Approval Information area (when it is not grayed out), saving the voucher will automatically submit the voucher into workflow.