University of North Carolina at Chapel Hill

**Campus Vouchers**

**Exercise Workbook**

PeopleSoft Human Resources and Finance Implementation

***NEW* Campus Voucher 8-28-2014**

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Exercise #1

Creating a Campus Voucher – Pay a Vendor Invoice

Scenario

Our department purchased specialized easels that couldn’t be purchased via ePro vendor catalog. We received the easels and now need to create a campus voucher to pay the vendor’s invoice.

Reference

Refer tothe following for assistance in completing the exercise:

* Creating a Campus Voucher
	+ Finance Menu > Accounts Payable > Vouchers > Add/Update > Campus Voucher Entry

Required Data

This section provides the field data required to complete this exercise.

**INVOICE**

**Brame Specialty Company**

|  |  |  |  |
| --- | --- | --- | --- |
| PO Box 271 |  | INVOICE NO. | 103 |
| Durham, NC, 27702 |  | DATE | June 22, 2014 |
| 919-564-5689 | CUSTOMER ID | 872362 |
| Leroy@Brame.com |  |  |  |
|  |
| **TO** | UNC |  |  |  |
|  | Chapel Hill |  |  |  |
|  | Manning Building |  |  |  |
|  | Chapel Hill, NC, 27516 |  |  |  |
|  | 919-111-2222 |  |  |  |
| **SALESPERSON** | **JOB** | **PAYMENT TERMS** | **DUE DATE** |
|  Leroy Brown |   | Due upon receipt |   |
|   |   |   |   |   |   |
| **QUANTITY** | **DESCRIPTION** | **UNIT PRICE** | **LINE TOTAL** |
|  12 |  Ronco Specialty Easels |  $23.00 |  $276.00 |
|   |   |   |   |
|   |   |   |   |
|  | **SUBTOTAL** |  $276.00 |
| **SALES TAX** |   |
| **TOTAL** |  $276.00 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Category** | **Fund** | **Source** | **Account** | **Department** |
| <<search for Easel>> | 20152 | 12003 | 537210 | 318300 |

Tasks and Questions

Use the appropriate procedure and data provided to complete the following tasks and answer the following questions:

1. Initial Screen

|  |  |  |
| --- | --- | --- |
|  | Which is the best field to search for vendor? | Use the Short Vendor Name because the lookup has the most options for searching. |
|  | Do you have to enter all the values on the Add tab when creating the campus voucher? | No. But if you do they will default in the later screens. |

1. Campus Voucher Screen – Fill in the necessary values

|  |  |  |
| --- | --- | --- |
|  | What was the default address location and remit to for the vendor? Was this the same on the invoice? Why does this matter? | Each vendor has a default. Should be same as the invoice. *This question makes them pay attention to the vendor addresses.* This matters because remit to is where the payment gets sent. |
|  | What should you click on to recalculate the voucher totals? | Calculate button . |

1. Add Attachments and Comments

|  |  |  |
| --- | --- | --- |
|  | What type of electronic documents should you attach? | Invoice, scanned receipts for reimbursements. Basically anything necessary to get the voucher approved for payment. |
|  | How might you use the comments field? | Communicate information for approvers, Disbursement Services, or for historical reference. |

1. Invoice Lines

|  |  |  |
| --- | --- | --- |
|  | Is UNC Item ID required? How is it used? | Not required. Use it to do one of the following:* Look up and choose an ID that matches the good or service for the line item, if applicable. When you choose an option in this field, the system fills in the item description for you.
* If the vendor item is not available in the options, enter the vendor's identification number for the good or service.
* Leave the field blank. Not all goods or services have an item ID. If you leave this field blank, enter the item's description in the Description field.
 |
|  | What is the common unit of measure you’d use for a line item? | EA for each is the typical, common value. |

1. Distribution Lines

|  |  |  |
| --- | --- | --- |
|  | At a minimum, what are the five core chartfield accounting fields that must always be entered? | GL Unit, Fund, Source, Department, Account. Additionally Projects fields for contracts and grants, and/or program/cost codes for special dept. level tracking. |
|  | If you are entering vouchers for Office of Sponsored research expenditures, what’s the quickest way to enter chartfields? | Use speed charts. |

1. Final Steps:

|  |  |  |
| --- | --- | --- |
|  | What is a combo edit? When entering the campus voucher, what step prompts the system to perform a combo edit check? | Combo edit is the system check for valid combination of chartfield entries. The system does a combo edit check each time you **save**. |
|  | When you budget check, what is the system doing? | Looks and the chartfields and amounts and makes sure there is an existing budget for that combination, and that there are available funds for that chartfiled combination. |
|  | How should you handle a situation where a campus voucher is a work-in-progress, and not quite ready to be processed? | Make sure there are errors, otherwise automated system batch processes will budget check the voucher and if passed, will submit it into approval workflow. |

1. Log your voucher number.

|  |  |  |
| --- | --- | --- |
|  | What is the number of the campus voucher you created? | Answer will vary. |

Exercise #2

Running a Voucher Inquiry

Scenario

You forgot your voucher number and need to look for it. Use this inquiry to find and view your voucher detail.

Reference

Refer tothe following for assistance in completing the exercise:

* Running a Voucher Inquiry
	+ Finance Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Required Data

Use known data about the voucher you created in exercise #1 to find and view the voucher information.

Tasks and Questions

Use the appropriate procedure and data provided to complete the following tasks and answer the following questions:

1. Enter selection criteria and run the inquiry so that your voucher is displayed in the results.

|  |  |  |
| --- | --- | --- |
|  | What search criteria did you use to search for the voucher you created? | Answers may vary, elicit discussion and encourage sharing of strategies. |

1. View the results section and analyze results

|  |  |  |
| --- | --- | --- |
|  | How can you see approval info? Payment info? | Approval History link, payment links. |
|  | How can you personalize the column of results that display? | Click the Personalize link at the top of the results. |

Demonstration/ Exercise #3

Campus Voucher - Troubleshooting Combo Edit and Budget Errors

Scenario

The system performs combo edit checks and budget checks within the campus voucher. If there are errors, it is helpful to understand how to view and troubleshoot the errors.

Reference

Refer tothe following for assistance in completing the exercise:

* Creating a Campus Voucher
	+ Finance Menu > Accounts Payable > Vouchers > Add/Update > Campus Vouchers

Tasks and Questions

Use the appropriate procedure and data provided to complete the following tasks and answer the following questions:

1. View a campus voucher that has combo edit and/or budget check errors.

|  |  |  |
| --- | --- | --- |
|  | What where in the voucher can you view combo edit or budget errors? | Error Summary Tab : Combo EditSummary Tab: Budget Status |

Exercise #4

Campus Voucher Practice and Skill Check

Scenario

Using the invoice you brought to class, one that was provided to you, or the sample below, create a campus voucher to get the invoice paid. Here are some details you must consider:

* You’re not sure if this invoice has already been paid. Use the system to find out.
* Create a campus voucher for the invoice. Use realistic chartfields for your school/department.
* Allocate half the expense for one line item to another department, half to yours.

Reference

Refer tothe following for assistance in completing the exercise:

* Creating a Campus Voucher
	+ Finance Menu > Accounts Payable > Vouchers > Add/Update > Campus Vouchers

Required Data

This section provides the field data required to complete this exercise.

**INVOICE**

**Flyleaf Books**

|  |  |  |  |
| --- | --- | --- | --- |
| 752 MARTIN LUTHER KING JR BLVD |  | INVOICE NO. | 9898 |
| Chapel Hill NC 27514 |  | DATE | June 22, 2014 |
|  | CUSTOMER ID | 65456 |
|  |  |  |  |
|  |
| **TO** | UNC |  |  |  |
|  | Chapel Hill |  |  |  |
|  | Manning Building |  |  |  |
|  | Chapel Hill, NC, 27516 |  |  |  |
|  | 919-111-2222 |  |  |  |
| **SALESPERSON** | **JOB** | **PAYMENT TERMS** | **DUE DATE** |
|  Kent Hrbek |   | Due upon receipt |   |
|   |   |   |   |   |   |
| **QUANTITY** | **DESCRIPTION** | **UNIT PRICE** | **LINE TOTAL** |
| 10 | Book: Change the Easy Way |  $20.00 |  $200.00 |
| 10 | WorkBook: Change the Easy Way |  $10.00 |  100.00 |
|   |   |   |   |
|  | **SUBTOTAL** |  $300.00 |
| **SALES TAX** |   |
| **TOTAL** |  $300.00 |

Tasks and Questions

Use the appropriate procedure and data provided to complete the following tasks and answer the following questions:

1. Run a voucher inquiry to see if that invoice has already been paid.

|  |  |  |
| --- | --- | --- |
|  | Has a voucher been created for this invoice yet? If so, has it been paid? | Answers vary depending on data setup and/or if other students are creating the same voucher. |

1. Create a campus voucher for your invoice.

|  |  |  |
| --- | --- | --- |
|  | If there are multiple line items on the invoice, do you have to enter the accounting distribution for each line separately? | Yes. |

1. Log your voucher number.

|  |  |  |
| --- | --- | --- |
|  | What is the number of the campus voucher you created? | Answer will vary. |