

**Financials**  
**Oracle/PeopleSoft 9.0**

**Travel Voucher Entry**

# Learning Objectives

---

- When to use a Travel Voucher
- How to Get to the Voucher Screen
- Overview of Travel Business Units
- How to Add a Travel Voucher

# Oracle 9.0 View a Voucher

---

## ORACLE® PEOPLESOFT ENTERPRISE

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p>	<p>Select a Language:</p> <table><tr><td><a href="#">English</a></td><td><a href="#">Español</a></td></tr><tr><td><a href="#">Dansk</a></td><td><a href="#">Deutsch</a></td></tr><tr><td><a href="#">Français</a></td><td><a href="#">Français du Canada</a></td></tr><tr><td><a href="#">Italiano</a></td><td><a href="#">Maqyar</a></td></tr><tr><td><a href="#">Nederlands</a></td><td><a href="#">Norsk</a></td></tr><tr><td><a href="#">Polski</a></td><td><a href="#">Português</a></td></tr><tr><td><a href="#">Suomi</a></td><td><a href="#">Svenska</a></td></tr><tr><td><a href="#">Čeština</a></td><td><a href="#">日本語</a></td></tr><tr><td><a href="#">한국어</a></td><td><a href="#">Русский</a></td></tr><tr><td><a href="#">ไทย</a></td><td><a href="#">简体中文</a></td></tr><tr><td><a href="#">繁體中文</a></td><td><a href="#">العربية</a></td></tr></table>	<a href="#">English</a>	<a href="#">Español</a>	<a href="#">Dansk</a>	<a href="#">Deutsch</a>	<a href="#">Français</a>	<a href="#">Français du Canada</a>	<a href="#">Italiano</a>	<a href="#">Maqyar</a>	<a href="#">Nederlands</a>	<a href="#">Norsk</a>	<a href="#">Polski</a>	<a href="#">Português</a>	<a href="#">Suomi</a>	<a href="#">Svenska</a>	<a href="#">Čeština</a>	<a href="#">日本語</a>	<a href="#">한국어</a>	<a href="#">Русский</a>	<a href="#">ไทย</a>	<a href="#">简体中文</a>	<a href="#">繁體中文</a>	<a href="#">العربية</a>
<a href="#">English</a>	<a href="#">Español</a>																						
<a href="#">Dansk</a>	<a href="#">Deutsch</a>																						
<a href="#">Français</a>	<a href="#">Français du Canada</a>																						
<a href="#">Italiano</a>	<a href="#">Maqyar</a>																						
<a href="#">Nederlands</a>	<a href="#">Norsk</a>																						
<a href="#">Polski</a>	<a href="#">Português</a>																						
<a href="#">Suomi</a>	<a href="#">Svenska</a>																						
<a href="#">Čeština</a>	<a href="#">日本語</a>																						
<a href="#">한국어</a>	<a href="#">Русский</a>																						
<a href="#">ไทย</a>	<a href="#">简体中文</a>																						
<a href="#">繁體中文</a>	<a href="#">العربية</a>																						
<p>To set trace flags, click <a href="#">here</a></p>																							

## Login to Oracle Financials

---

---

**ORACLE**

Personalize [Content](#) | [Layout](#)

**Menu**   

Search:  

- ▷ My Favorites
- ▷ CU CUSTOM
- ▷ Vendors
- ▷ Purchasing
- ▷ Accounts Payable
- ▷ Commitment Control
- ▷ General Ledger
- ▷ Set Up Financials/Supply Chain
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ PeopleTools
- [Budget Journals](#)
- [Journals](#)
- [Process Monitor](#)
- [Project Information](#)
- [Purchase Orders](#)
- [Vouchers](#)
- [Query](#)

Select the Vouchers Link from the menu

---

# Clemson University Business Units

**Voucher**

Find an Existing Value   **Add a New Value**

**Business Unit:** CU  

**Voucher ID:** NEXT

**Voucher Style:** Regular Voucher

**Look Up Business Unit**

**Business Unit:** begins with

**Description:** begins with

[Basic Lookup](#)

**Search Results**

View All   First  1-12 of 12  Last

Business Unit	Description
CU	Clemson University
CUF	Clemson University Foundation
CUFP	CUF Employee
CURF	Clemson Univ Research Foundat
CURFP	CURF Employee
EMPLY	Employee Reimbursement
FCECC	Continuing Edu Conference Comp
FCREF	Clemson Univ Real Estate Fdn
FCRFC	Clemson Research Facilities Co
FMREC	AMREC LLC
HR	HR/Payroll Vendor Pymts
STDNT	Student Payments

BU	Description
 CU	Used for Vendor Invoices, Vouchers paid from Funds 10-17, 19-23
EMPLY	Used for Payments to Clemson Employees, Vouchers paid from Funds 10-17, 19-23
 STDNT	Used for Student Payments, Vouchers paid from Funds 10-17, 19-23
 CUF	Used for Clemson Foundation Vendor Invoices, Vouchers paid from Funds 50-71
CUFP	Used for Payments to Clemson Employees, Vouchers paid from Funds 50-71
 CURF	Used for Payments to Clemson Research Foundation Vendor Invoices, Vouchers paid from Funds 80-81
CURFP	Used for Payments to Clemson Employees, Vouchers paid from Funds 80-81

Choose the appropriate Business Unit based on what type of funds the expense is posted to. Click the magnify icon to search. Click on the appropriate Business Unit to populate the business unit field.

## Voucher

[Find an Existing Value](#)

**Add a New Value**

Business Unit:	<input type="text" value="EMPLY"/>	← Use EMPLY, CUPF OR CURFP as Unit
Voucher ID:	<input type="text" value="NEXT"/>	← Leave Voucher ID as NEXT
Voucher Style:	<input type="text" value="Regular Voucher"/>	← Leave Voucher Style as Regular
Short Vendor Name:	<input type="text"/>	
Vendor ID:	<input type="text"/>	
Vendor Location:	<input type="text"/>	
Address Sequence Number:	<input type="text" value="0"/>	
Invoice Number:	<input type="text"/>	
Invoice Date:	<input type="text"/>	
Gross Invoice Amount:	<input type="text" value="0.000"/>	
Freight Amount:	<input type="text" value="0.000"/>	
Sales Tax Amount:	<input type="text" value="0.000"/>	
Misc Charge Amount:	<input type="text" value="0.000"/>	
Tax Exempt Flag	<input type="checkbox"/>	
Estimated No. of Invoice Lines:	<input type="text" value="1"/>	

Add

[Find an Existing Value](#) | [Add a New Value](#)

## Voucher

[Find an Existing Value](#) [Add a New Value](#)

Business Unit:

Voucher ID:

Voucher Style:

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number:

Invoice Number:

Invoice Date:

Gross Invoice Amount:

Freight Amount:

Sales Tax Amount:

Misc Charge Amount:

Tax Exempt Flag:

Estimated No. of Invoice Lines:

## Look Up Short Vendor Name

SetID:

Short Vendor Name:

Name 1:

Vendor ID:

Classification:

Persistence:

[Basic Lookup](#)

## Search Results

[View All](#) First

Short Vendor Name	Name 1	Vendor ID	Classification	Persis
<a href="#">SMITH CLA-001</a>	<a href="#">Smith Jr,Claude</a>	<a href="#">002711</a>	<a href="#">Employee</a>	<a href="#">Requ:</a>
<a href="#">SMITH DON-001</a>	<a href="#">Smith Jr,Donald B</a>	<a href="#">003823</a>	<a href="#">Employee</a>	<a href="#">Requ:</a>
<a href="#">SMITH DON-002</a>	<a href="#">Smith III,Donald Bishop</a>	<a href="#">034179</a>	<a href="#">Employee</a>	<a href="#">Requ:</a>
<a href="#">SMITH PAT-001</a>	<a href="#">Smith Jr,Patrick B</a>	<a href="#">001953</a>	<a href="#">Employee</a>	<a href="#">Requ:</a>
<a href="#">SMITH SAM-001</a>	<a href="#">Smith Jr,Samuel W</a>	<a href="#">009562</a>	<a href="#">Employee</a>	<a href="#">Requ:</a>
<a href="#">SMITHALE-001</a>	<a href="#">Smith,Alesia A</a>	<a href="#">007426</a>	<a href="#">Employee</a>	<a href="#">Requ:</a>
<a href="#">SMITHALP-001</a>	<a href="#">Smith,Alphonso C</a>	<a href="#">006785</a>	<a href="#">Employee</a>	<a href="#">Requ:</a>
<a href="#">SMITHALT-001</a>	<a href="#">Smith,Alton D</a>	<a href="#">007931</a>	<a href="#">Employee</a>	<a href="#">Requ:</a>
<a href="#">SMITHAND-002</a>	<a href="#">Smith,Andrew James</a>	<a href="#">044682</a>	<a href="#">Employee</a>	<a href="#">Requ:</a>
<a href="#">SMITHAND-010</a>	<a href="#">Smith,Andrew Warren</a>	<a href="#">045413</a>	<a href="#">Employee</a>	<a href="#">Requ:</a>
<a href="#">SMITHANN-001</a>	<a href="#">Smith,Ann B</a>	<a href="#">005388</a>	<a href="#">Employee</a>	<a href="#">Requ:</a>
<a href="#">SMITHASH-005</a>	<a href="#">Smith,Ashley Nicole</a>	<a href="#">034924</a>	<a href="#">Employee</a>	<a href="#">Requ:</a>

Type in vendor name, click on the magnify icon. Search results appear. Click on the appropriate employee.

## Voucher

[Find an Existing Value](#)

[Add a New Value](#)

Business Unit:	<input type="text" value="EMPLY"/>
Voucher ID:	<input type="text" value="NEXT"/>
Voucher Style:	<input type="text" value="Regular Voucher"/>
Short Vendor Name:	<input type="text" value="SMITH 000001"/>
Vendor ID:	<input type="text" value="000001"/>
Vendor Location:	<input type="text" value="000001"/>
Address Sequence Number:	<input type="text" value="1"/>
Invoice Number:	<input type="text"/>
Invoice Date:	<input type="text" value="31"/>
Gross Invoice Amount:	<input type="text" value="0.000"/>
Freight Amount:	<input type="text" value="0.000"/>
Sales Tax Amount:	<input type="text" value="0.000"/>
Misc Charge Amount:	<input type="text" value="0.000"/>
Tax Exempt Flag	<input type="checkbox"/>
Estimated No. of Invoice Lines:	<input type="text" value="1"/>

Vendor ID defaults when Vendor Name is selected on Search screen

Location always defaults to 000001

Add

[Find an Existing Value](#) | [Add a New Value](#)

## Voucher

[Find an Existing Value](#)

[Add a New Value](#)

Business Unit:	<input type="text" value="EMPLY"/>
Voucher ID:	<input type="text" value="NEXT"/>
Voucher Style:	<input type="text" value="Regular Voucher"/>
Short Vendor Name:	<input type="text" value="SMITH"/>
Vendor ID:	<input type="text" value="06211"/>
Vendor Location:	<input type="text" value="000001"/>
Address Sequence Number:	<input type="text" value="1"/>
Invoice Number:	<input type="text" value="CS 5365"/>
Invoice Date:	<input type="text" value="11/01/2010"/>
Gross Invoice Amount:	<input type="text" value="1025.00"/>
Freight Amount:	<input type="text" value="0.000"/>
Sales Tax Amount:	<input type="text" value="0.000"/>
Misc Charge Amount:	<input type="text" value="0.000"/>
Tax Exempt Flag	<input type="checkbox"/>
Estimated No. of Invoice Lines:	<input type="text" value="4"/>

Add

[Find an Existing Value](#) | [Add a New Value](#)

**Enter invoice information.**  
Invoice number = employee's initials and dept number (i.e. CS 5365)  
Invoice date = beginning date of trip (i.e. 11/01/10)  
Gross Invoice Amount = total amt of out of pocket expenses incurred by employee

Enter the number of lines for each expense type (i.e. meals, lodging, airfare, mileage)

Invoice Information

Payments

Voucher Attributes

Business Unit: EMPLY  
Voucher ID: NEXT  
Voucher Style: Regular

Invoice Number: CS 5365  
Invoice Date: 11/01/2010  
Action: [Dropdown] [Run] [Print Invoice]

Copy from a Source Document

PO Unit: [Field] [Search] Purchase Order: [Field] [Search] [Copy PO] Worksheet Copy Option: None [Dropdown]

Vendor: 002711 [Search]  
Name: SMITH CLA-001 [Search]  
Location: 000001 [Search]  
\*Address: 1 [Search] [Advanced Vendor Search](#)

\*Pay Terms: RCPT [Search] Due on Rec [Icon]  
Accounting Date: 11/30/2010 [Calendar]

Basis Dt Type Inv Date

[Comments\(0\)](#)

[Non Merchandise Summary](#)

[Sales/Use Tax Summary](#)

[Session Defaults](#)

Smith Jr, Claude  
413 Bel Arbor Lane  
Mauldin, SC 29662

Total: 1,025.000 [Calculate]

Packing Slip: [Field]

Gross amount to be reimbursed

Invoice Lines

Find | View All First 1 of 4 Last

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	[Field]	[Field]	[Field]	[Field]	[Field]	0.000

Ship To: NONTAXI [Search]  
SpeedChart: [Field] [Search]

Use One Asset ID

[Calculate]

[Sales/Use Tax](#)

Distribution Lines

Customize | Find | View All | First 1 of 1 Last

Copy Down	Amount	Quantity	Account	Fund	Dept	Program	Class	Project
[Field]	1 0.000	[Field]	[Field]	[Field]	[Field]	[Field]	[Field]	[Field]

Business Unit: EMPLY

Voucher ID: NEXT

[Print Invoice]

Balancing

Invoice Lines 0.000  
Misc Charge Amount [Field]  
Freight Amount [Field]  
Sales Tax Amount [Field]

Leave Blank

Business Unit: EMPLY Invoice Number: CS 5365  
Voucher ID: NEXT Invoice Date: 11/01/2010  
Voucher Style: Regular Action: Run Print Invoice

Copy from a Source Document  
PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 00000000000000000000 Name: SMITH, CLAUDE  
Location: 000001 Address: 1  
Advanced Vendor Search  
\*Pay Terms: RCPT Due on Rec  
Accounting Date: 11/30/2010  
Total: 1,025.000 Calculate  
Basis Dt Type Inv Date  
Comments(0)  
Non Merchandise Summary  
Sales/Use Tax Summary  
Session Defaults

Screen will open when you click on Comments. Enter trip information (i.e. purpose and destination, beginning date and time, and ending date and time). Click OK.

Invoice Lines  
+ - Line \*Dist  
1 Am  
Ship  
NO  
S  
Distribution Lines  
GL Chart  
Copy Down  
+ -

Voucher Comments (Maximum number of characters allowed for comments is 254)

ACC conference trip to Orlando for Comptroller's Office  
11/1/10 6:00AM - 11/5/10 11:00PM

OK Cancel

Business Unit: EMPLY  
Voucher ID: NEXT  
Print Invoice

Sales Tax Amount

# Invoice Lines

Find | View 1

First 1-4 of 4 Last



Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		Lodging in Orlando ACC C				525.000

Ship To: NONTAXAI  
SpeedChart:

Use One Asset ID

Calculate

[Sales/Use Tax](#)

## Distribution Lines

Customize | Find | View All | First 1 of 1 Last

Copy Down	Amount	Quantity	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1 525.000							



Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
2	Amount		Airfare to Orlando				300.00

Ship To: NONTAXAI  
SpeedChart:

Use One Asset ID

Calculate

[Sales/Use Tax](#)

## Distribution Lines

Customize | Find | View All | First 1 of 1 Last

Copy Down	Amount	Quantity	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1 300.00							

Enter the line items according to the expenses incurred. Each line item should reflect one specific travel expense.

Invoice Lines Find | View 1 First 1-4 of 4 Last

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		Lodging in Orlando ACC C				525.000

Ship To: NONTAXI      SpeedChart:

Use One Asset ID     

[Sales/Use Tax](#)

---

Distribution Lines Customize | Find | View All | First 1 of 1 Last

	Amount	Quantity	Account	Fund	Dept	Program	Class	Project
1	525.000		6012	15	5365	601	130	1500000

Click to add or delete a Distribution Line & the box below will pop up

**Explorer User Prompt** ✖

Script Prompt:

Enter number of rows to add:

Enter appropriate amount, acct #, fund, dept #, program, class, and project #. These distribution fields make up the General Ledger Chartfields. The Amount is the line amt charged to the Distribution #. Quantity can be left blank. Account is the acct # for the item or service being procured. Fund is the # associated with the source of funds. Department is the Organization/Dept ID #. Program is the source of Program Funds and Project Number is the **project the voucher is billed to**. Please note: the Fund and Project ID must agree in prefix. (i.e. If the Fund is 15, then the Project must begin with 15xxxxx).

**Distribution Lines** Customize | Find | View All | First 1 of 1 Last

GL Chart

Copy Down	Amount	Quantity	Account	Fund	Dept	Program	Class	Project
+	1	300.000	6015	15	5365	601	130	1500000

Line 3 \*Distribute by Item Description Quantity UOM Unit Price Extended Amount

3 Amount Ship To: NONTAXAI SpeedChart: Use One Asset ID Calculate

Sales/Use Tax

**Distribution Lines** Customize | Find | View All | First 1 of 1 Last

GL Chart

Copy Down	Amount	Quantity	Account	Fund	Dept	Program	Class	Project
+	1	150.000	6010	15	5365	601	130	1500000

Line 4 \*Distribute by Item Description Quantity UOM Unit Price Extended Amount

4 Amount Ship To: NONTAXAI SpeedChart: Use One Asset ID Calculate

Sales/Use Tax

**Distribution Lines** Customize | Find | View All | First 1 of 1 Last

GL Chart

Copy Down	Amount	Quantity	Account	Fund	Dept	Program	Class	Project
+	1	50.000	6017	15	5365	601	130	1500000

This screen shows lines 3 and 4 for additional expenses (i.e. meals and other expenses)

The arrows on the Distribution Line Header Row are used to move to the next or previous distribution for the shown line item. In this example there is only one distribution.

Copy Down	Amount	Quantity	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1 150.000		6010	15	5365	601	130	1500000

  

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
4	Amount		Other Expenses				50.000

Ship To: NONTAXI      SpeedChart:  Use One Asset ID     

[Sales/Use Tax](#)

▼ Distribution Lines      [Customize](#) | [Find](#) | [View All](#)      First 1 of 1 Last

GL Chart

Copy Down	Amount	Quantity	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1 50.000		6017	15	5365	601	130	1500000

Business Unit: EMPLY

Voucher ID: NEXT

**Balancing**

Invoice Lines 0.000

Misc Charge Amount

Freight Amount

Sales Tax Amount

---

(minus) Total

---

(equals)

[Non Merchandise Summary](#)

[Sales/Use Tax Summary](#)

Tax Exempt Flag

Use Tax 0.000

Use scroll bar to Save Voucher 

Click Save to save the voucher

Summary

Invoice Information

Payments

Voucher Attributes

Error Summary

Business Unit: EMLY  
Voucher ID: 00138926  
Voucher Style: Regular

Invoice Number: CS 5365  
Invoice Date: 11/01/2010  
Action: [dropdown] [Run] [Print Invoice]

Copy from a Source Document

PO Unit: [input] Purchase Order: [input] [Copy PO] Worksheet Copy Option: None [dropdown]

Vendor: 002711 [search]  
Name: SMITH CLA-001 [search]  
Location: 000001 [search]  
\*Address: 1 [search] [Advanced Vendor Search](#)

\*Pay Terms: RCPT [search] Due on Rec [calendar]

Basis Dt Type Inv Date

Accounting Date: 11/30/2010 [calendar]

Accounting Date is the current date at time of entry. If voucher is not approved during the accounting period it was entered, the accounting date will be brought forward to the next month.

Smith Jr, Claude  
413 Bel Arbor Lane  
Mauldin, SC 29662

Total: 1.025.000 [Calculate]  
Difference: 0.000

Difference must equal 0 or voucher will not be saved

Packing Slip: [input]

Invoice Lines

Find | View 1 First 1-4 of 4 Last

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	[input]	Lodging in Orlando	[input]	[input]	[input]	525.000

Ship To: NONTAXAI [search] SpeedChart: [input] [search]  Use One Asset ID [Calculate]

[Sales/Use Tax](#)

Distribution Lines

Customize | Find | View All | First 1 of 1 Last

Copy Down	Amount	Quantity	Account	Fund	Dept	Program	Class	Project
[checkbox]	525.000	[input]	6012 [search]	15 [search]	5365 [search]	601 [search]	130 [search]	1500000 [search]

[Summary](#)[Invoice Information](#)[Payments](#)[Voucher Attributes](#)[Error Summary](#)

Business Unit:	EMPLY	Invoice Date:	11/01/2010
Voucher ID:	00138926	Invoice No:	CS 5365
Voucher Style:	Regular	Invoice Total:	1,025.000 USD
Contract ID:			
Vendor Name:	Smith Jr, Claude 413 Bel Arbor Lane Mauldin, SC 29662	Pay Terms:	Due on Rec
		Voucher Source:	Online
Entry Status:	Postable	Origin:	K
Match Status:	No Match	Created:	
Approval Status:	Approved	Created By:	
Post Status:	Unposted	Modified:	
		Modified By:	
		ERS Type:	Not Applicable
Budget Status:	Not Chk'd	Close Status:	Open
Budget Misc Status:	Valid		

\*View Related



[Go](#)

[Print Voucher](#)

**Click the Print Voucher hyperlink to print the voucher.**

**\*Pop-Up Blockers must be turned off for the Voucher to appear.**

AP Business Unit	Prepared By:
Voucher ID #	Prepared Date:
Invoice #	Purchase Order#
Invoice Date	Exemption #
Voucher Total	Contract #
Sales Tax	Scheduled Pay Date
Use Tax	Payment Due Date
Freight	Payment Code
Vendor #	Payment Method
Vendor Information	Payment Message

“Printable” version of the voucher

Expense Justification:

No voucher HEADER found. Close this window, RESAVE page, and try again.

Line Summary:



Distribution Summary:

I certify the expenses listed herein were incurred and paid in the performance of my official duties and that this claim is true and correct in every material matter and conforms to the requirements of the State laws, rules and regulations. I understand any reimbursements by Clemson University are subject to terms of payment maintained by CU Payroll office. It is the responsibility of the payee to verify with his/her financial institution when funds are available.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby certify that the above items have been received or the services performed as stated and that the funds are available from the