

Create Voucher Using a Voucher Upload Process

Purpose: Use this document as a reference to create a Voucher by using a Voucher Upload Process, commonly used for Net Pay.

Audience: AP Staff


 You must have at least one of these local college managed security roles:

- ZD_DS_QUERY_VIEWER

You must also set these User Preference Definitions:


- [User Preferences: Voucher Entry](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

 See the [QRG Importing a Journal Spreadsheet](#) as a reference for utilizing the Spreadsheet Import tool to create and import multi-line journal spreadsheet in ctcLink.

Creating a Voucher Using a Voucher Upload Process (the following example is to Relieve Net Pay)

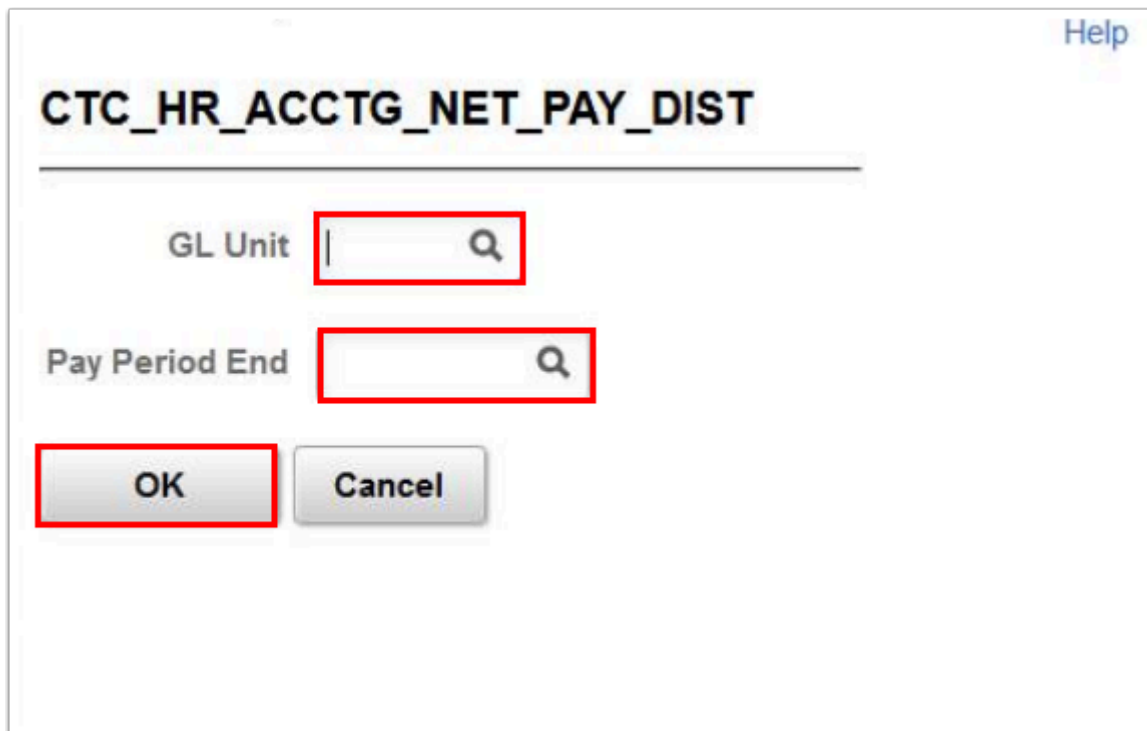
1. Navigate to HCM Query Viewer.
2. Enter in **CTC_HR_ACCTG_NET_PAY_DIST**.
3. Select the **Search** button.
4. The Query **CTC_HR_ACCTG_NET_PAY_DIST** search criteria displays.

 You may need to request this query from HCM Pillar if you do not have access to HCM Query Viewer.


5. Enter your **Business Unit**.
6. Enter the **Pay Period End** date.


7. Select **OK**.

! Note: Use the actual **Pay Period End** date, such as the 15th or the end of month.



CTC_HR_ACCTG_NET_PAY_DIST

GL Unit 

Pay Period End 

OK **Cancel**

8. The Query results will display.
9. Copy and paste the results into the Excel **Data Sheet** tab.
10. On the **Data Sheet** tab, enter the information to complete the spreadsheet like the **Invoice Date** and **Accounting Date**.

! The Template tab is for functionality purposes only. If you modify the template, the upload may not work successfully.

Record:	VCHR_HDR_STG	VCHR_HDR_STG	VCHR_HDR_STG	VCHR_HDR_STG	VCHR_HDR_STG	VCHR_HDR_STG	VCHR_HDR_STG	VCHR_HDR_STG	VCHR_HDR_STG	VCHR_HDR_STG	VCHR_HDR_STG
Record Type:	000	000	000	000	000	000	000	000	000	000	000
Field:	BUSINESS_UNIT	VOUCHER_ID	VOUCHER_STYLE	INVOICE_ID	INVOICE_DT	VENDOR_ID	VNDR_LOC	ADDRESS_SEQ_NUM	GRP_AP_ID	ORIGIN	OPRD
Label:	Business Unit	Voucher ID	Voucher Style	Invoice Number	Invoice Date	Supplier ID	Supplier Location	Address Sequence Number	Control Group ID	Origin	User ID
Field Type:	Character	Character	Character	Character-Mixed Case	Date	Character	Character	Number	Character	Character	Character-Mixed Case
Field Length:	5	8	4	30	10	10	10	3	10	3	30
Required:	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	No
Default Value:	Blank	NEXT	REG	Blank	Blank	Blank	Blank	Blank	Blank	P/R	Blank
Add to Data Sheet:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chartfield:	No	No	No	No	No	No	No	No	No	No	No

Update Data Sheet
 Set Password
 Hide Template
 Do Validations ☒

Available Staging Tables
 VCHR_HDR_STG
 VCHR_LINE_STG
 VCHR_DIST_STG
 VCHR_PYNT_STG

11. Verify the data.

	B	C	F	G	H	I	J	N	R	BK	DB	DH	GO	GG	GR	GS	GT	GU	GV	GX	
1	Generate XML and Post			Generate XML																	
2	990 Business Unit		990 Invoice Number	990 Invoice Date	990 Supplier ID	990 Supplier Location	990 Address Sequence Number	990 Accounting Date	990 Gross Invoice Amount	990 More Information	991 Voucher Line Number	991 Merchant Ref	992 Voucher Line Number	992 GL Business Unit	993 Operating Unit	992 Amount	992 Fund Code	992 Expense Index	992 Class Field	992 Department	992 Status
3	WA000		12/25/20NetPay	2020-12-25	V000009035	000		2	2020-12-25	665234.01			1	665234.01							
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14. Enter the following information;
 - a. Enter your **User ID** and Dynamic **Password** (this User ID & Password is assigned with the Security Role; ZZ Voucher Upload).
 - b. **Uncheck** the box of "Dedicated Integration Broker Gateway".
 - c. Enter Local Code **PSFT_EP**.
15. Select **OK**.

i The uploads use your Finance Pillar Portal password that can sometimes get out of sync with the PeopleSoft Tools Portal password. If that is the case the user's password will need to be reset/synced by your local IT Security, for ideally they should match.

- **Finance Pillar Portal:** <https://fsprd.ctclink.us/fsprd/signon.html>
- **PeopleSoft Tools Portal:** <https://ptprd.ctclink.us/psp/ptprd/?cmd=login>

The screenshot shows a 'Login' dialog box with the following fields and controls:

- User ID:** A text field with a yellow highlight.
- Password:** A text field with a yellow highlight.
- Address:** A text field containing 'https://fsprd.ctclink.us:443/'.
- Generate log file:** A checked checkbox.
- Dedicated Integration Broker Gateway:** An unchecked checkbox.
- Local Node:** A text field containing 'PSFT_EP'.
- OK:** A button highlighted with a red box.
- Cancel:** A button.

i Your DEST file will be created and save it to your computer. Following this process above will relieve the GL Account 2011015 - Net Pay Liability.

It is ready to upload into AP using the following QRG [9.2 Processing Payroll Vouchers](#).

16. Process complete.