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.

| GL Unit | | | |
|----------------|--------|--|--|
| Pay Period End | ۹ | | |
| ок | 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.

| A | Α | С | D | E | F | G | Н | 1 | J | К | L | М |
|---|---|------------------------------------|---------------------------------|--|--|----------------------------|----------------|------------------------------|---|------------------|----------------------------|---|
| 3 | 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 |
| 4 | Record Type: | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 |
| 5 | Field: | BUSINESS_UNIT | VOUCHER_ID | VOUCHER_STYLE | INVOICE_ID | INVOICE_DT | VENDOR_ID | VNDR_LOC | ADDRESS_SEQ_NUM | GRP_AP_ID | ORIGIN | OPRID |
| 6 | Label: | Business Unit | Voucher ID | Voucher Style | Invoice Number | Invoice Date | Supplier ID | Supplier Location | Address Sequence Number | Control Group ID | Origin | UserID |
| 8 | Field Type: | Character | Character | Character | Character-Mixed Case | Date | Character | Character | Number | Character | Character | Character-Mixed Case |
| 9 | Field Length: | 5 | 8 | 4 | 30 | 10 | 10 | 10 | 3 | 10 | 3 | 30 |
| 10 | Required: | Yes | | | Yes | Yes | Yes | Yes | No | No | Yes | No |
| 11 | Default Value: | Blank | NEXT | REG | Blank | Blank | Blank | Blank | Blank | Blank | PYR | _ |
| 12 | Add to Data Sheet: | - · | | | - 🖌 | | | | ✓ | | - [] | - [] |
| 13 | Chartfield: | No | No | No | No | No | No | No | No | No | No | No |
| 14 | | | | | | | | | | | | |
| 15 | Update Data Sheet | | | | | | | | | | | |
| 16 | | | | | | | | | | | | |
| 1/ | Set Password | | | | | | | | | | | |
| 18 | | | | | | | | | | | | |
| 19 | Hide Template | | | | | | | | | | | |
| 20 | | | | | | | | | | | | |
| 22 | Do Validations | | | | | | | | | | | |
| 23 | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | |
| 29 | Available Staging Tables | | | | | | | | | | | |
| 30 | VCHR_HDR_STG | | | | | | | | | | | |
| 31 | VCHR_LINE_STG | | | | | | | | | | | |
| 32 | VCHR_DIST_STG | | | | | | | | | | | |
| 33 | VCHR_PYMT_STG | | | | | | | | | | | |
| 34 | | | | | | | | | | | | |
| 35 | | | | | | | | | | | | |
| -20 | Template Date | ta Sheet | (+) | | | | | | : 4 | | | |
| | . emplate Da | ALC: NOTE AND A DECK | | | | | | | | | | |
| Real | | | 0 | | | | | | · ـــــ | | | |
| | dv B C | F | 0 | G | н | J | | N | R | BK | DB | Display Settings |
| | Hv C | F | | G | н | J | | N | R | BK | DB | Dicnlay Settings |
| 1 | dv B C | F | | G | н | J | | N | R | ВК | DB | Dicnlay Settings |
| 1 | dv B C | F | 000 | G 000 | H I | J | 000 | N | R 000 000 | ВК | 001 | Disnlav Settings |
| 1 2 3 | dv B C | 000 hvoice Number | 000 Invaice D | G 000 ate Suppler | H I | 000 n Address Sequenc | e Number Accou | N Intring Date | R 000 000 000 Bross Invoice Amount More | BK | 001 Voucher Line Number | Dicnlay Settings |
| 1 2 3 4 | HV B C | F 000 Invoice Number 12/2 | 000 Invoice D | G 000 ste Suppler 2020-12-25 V00000 | H I 000 D Suppler Locate 9035 000 | 000 an Address Sequence | e Number Accou | N Inting Date 2020-12- | 000 000 Bross hvoice Amount More 25 665234.01 | BK | 001 Voucher Line Number | Display Settings |
| 1 2 3 4 5 6 | No B Business Unit V/A000 | 000 Invoice Number 12/2 | coe Invaice D 5/20NetPay | G 009 ate Suppler 2020-12-25 V00000 | H I 000 000 Suppler Locate 9035 000 | 000 n Address Sequenc | e Number Accou | N Inting Date 2020-12- | R 000 000 2ross Invoice Amount More 25 665234.01 | BK | 001 Voucher Line Number | Display Settings |
| 1 2 3 4 5 6 7 | B C | 000 Invoice Number 12/2 | cos Invaice D 5/20NetPay | G 000 ate Suppler 2020-12-25 V00000 | H I 000 5upterLecate 0035 000 | 000 n Address Sequenc | e Number Accou | N Inting Date 2020-12- | R 800 000 Gross Invoice Amount More 666234.01 | BK | 001 Voucher Line Numbr | Display Settings |
| 1 2 3 4 5 6 7 8 | B C | 000 Invoice Number 12/2 | cos Invaice D 5/20NetPay | G 909 ste Suppler 2020-12-25 V00000 | H I 000 3000ELLOCH | 000 n Address Sequenc | e Number Accou | N Inting Date 2020-12- | R 000 0008 Tyrolice Amount More 665234 01 | BK | 001 Voucher Line Numbr | Dicplay Settings |
| 1 2 3 4 5 6 7 8 9 | B C | P 900 Invoice Number 12/2 | 000 Invoice D 5/20NetPay | G ate Suppler 2020-12-25 V00000 | H I 500 500 Simpler Locate 9035 D00 | 000 In Address Sequence | e Number Accou | N Inting Date 2020-12- | R Brass Indice Amount More 665234.01 | BK | 001 Voucher Line Number | Dicnlav Settinoc 001 r Merch 1 |
| 1 2 3 4 5 6 7 8 9 | B C B B C B B C B B B B B B B B B B B B | 900 modice Number 12/2 @ | 000 invitice D 5/20NetPay | G ate 003 Suppler 2020-12-25 V00000 | H I D Suppler Lockt | 000 n Address Sequenc | e Number 2 | N rting Date 2020-12- | R 000 000 665234.01 | BK | 001 Voucher Line Number | Dicnlaw Cettions |

11. Verify the data.

| C | F | G | н | 1 | J | | N | R | BK | DB | DH | GO | GQ | GR | GS | GT | GU | GV | |
|-----------------------|-----------------|--------------|--------------|-------------------|-------------------------|-----------------|------------|----------------------|------------------|---------------------|------------------|-------------------|--------------------|--------------|-----------|-----------|--------------|------------|------|
| Generate XML and Post | di Generate XML | | | | | | | | | | | | | | | | | | |
| | | | | * | * | | | * | | - | | * | | * | | | | | |
| 900 | 100 | 000 | 000 | 000 | 660 | 000 | | 000 | 000 | 001 | 001 | 002 | 002 | 002 | 002 | 002 | 902 | 002 | |
| Dusiness Unit | Invoice Number | Invoice Date | Dupplier D | Supplier Location | Address Gequence Number | Accounting Date | | Gross Invoice Amount | Mare Information | Voucher Line Number | Merchandise Arts | Vescher Line Numb | r OL Business Unit | Operating Us | Account I | Fund Code | Approp Index | Class Frak | á. 7 |
| WADOO | 12/25/20NetPa | 2020-12-2 | 5 V000009035 | 000 | | 2 | 2020-12-25 | 5 665234.0 | | | 1 065234.0 | 1 | 1 WA000 | 7000 | 2011015 | 001 | 101 | 411 | |
| | | | | 0 | | | | | | | | | 1 WA000 | 7000 | 2011015 | 001 | 101 | 411 | |
| | | | | | | | | | | | | | 1 WA000 | 7000 | 2011015 | 001 | 101 | 411 | |
| | | | | | | | | | | | | | 1 WA000 | 7000 | 2011015 | 001 | 101 | 411 | |
| | | | | | | | | | | | | | 1 WA000 | 7000 | 2011015 | 001 | 101 | 411 | |
| | | | | | | | | | | | | | 1 WA000 | 7000 | 2011015 | 001 | 101 | 411 | |
| | | | | | | | | | | | | | 1 WA000 | 7000 | 2011015 | 001 | 101 | 411 | |
| | | | | | | | | | | | | | 1 WA000 | 7000 | 2011015 | 001 | 101 | 411 | |
| | | | | | | | | | | | | | 1 WA000 | 7000 | 2011015 | 001 | 101 | 411 | |
| | | | | | | | | | | | | | 1 WA000 | 7000 | 2011015 | 001 | 101 | 411 | |
| | | | | | | | | | | | | | 1 WA000 | 5000 | 5011015 | 001 | 101 | 411 | |
| | | | | | | | | | | | | | 1 WA000 | 7000 | 5011015 | 001 | 101 | 211 | |
| | | | | | | | | | | | | | 1 WA000 | 5000 | 5011015 | 001 | 501 | 611 | |
| | | | | | | | | | | | | | 1 WA000 | 5000 | 2011015 | 501 | 101 | 211 | |
| | | | | | | | | | | | | | 1 104000 | 5000 | 5011015 | 501 | 501 | 5411 | |
| | | | | | | | | | | | | | 1 104000 | 5000 | 5011015 | 001 | 101 | 511 | |
| | | | | | | | | | | | | | 1 1014/000 | 5000 | 5011015 | 501 | 501 | 5 | |
| | | | | | | | | | | | | | 1 1014-000 | 5000 | 5011015 | 501 | 501 | 544 | |
| | | | | | | | | | | | | | 1 104000 | 5000 | 5011015 | 501 | 501 | 544 | |
| | | | | | | | | | | | | | 1 1010000 | 5000 | 5011015 | 501 | 5.01 | 5 | |
| | | | | | | | | | | | | | 1 100000 | 5000 | 5011015 | 001 | 501 | See | |
| | | | | | | | | | | | | | 1 1104000 | 7000 | 2011015 | 5001 | 500 | See. | |
| | | | | | | | | | | | | | 1 114000 | 7000 | 2011015 | 001 | 101 | 411 | |
| | | | | | | | | | | | | | 1 WA000 | 7000 | 2011015 | 001 | 101 | 411 | |
| | | | | | | | | | | | | | 1 WA000 | 7000 | 2011015 | 001 | BK1 | 411 | |
| | | | | | | | | | | | | | 1 WA000 | 7000 | 2011015 | 001 | CA1 | 411 | |
| | | | | | | | | | | | | | 1 WA000 | 7000 | 2011015 | 001 | DB1 | 411 | |
| | | | | | | | | | | | | | 1 WA000 | 7000 | 2011015 | 001 | DC1 | 411 | |
| | | | | | | | | | | | | | 1 WA000 | 7000 | 2011015 | 060 | A16 | 901 | |

12. Once your data has been verified, select the **Generate XML and Post** button to create a **DEST** file.

| | В | C | F | G | н | 1 | J | N | R |
|---|---|-----------------------|----------------|--------------|-------------|-------------------|-------------------------|-----------------|--------------------------------|
| 4 | | Generate XML and Post | Generate XML | | | | | | |
| | | , | , | * | * | | , | | |
| 2 | | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 000 |
| 3 | | Business Une | Invoice Number | Invorce Date | Supplier ID | Supplier Location | Address Sequence Number | Accounting Date | Gross Invoice Amount More Info |
| 4 | | WA000 | 12/25/20NetPay | 2020-12-25 | V000009035 | 000 | | 2 2020-12-2 | 665234.01 |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 0 | | | | | | | | | |

13. A **Login** message will display.

- 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.**
 - 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

| Login | | × |
|------------|--|---|
| User ID | | |
| Password | | |
| Address | https://fsprd.ctdink.us:443/ | |
| | http(s):// <integration broker="" gateway="" server="">:<port>/</port></integration> | |
| | Generate log file | |
| | redicated Integration Broker Gateway | |
| Local Node | PSFT_EP | |
| | | |

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 **<u>9.2 Processing Payroll Vouchers</u>**.

16. Process complete.