

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)

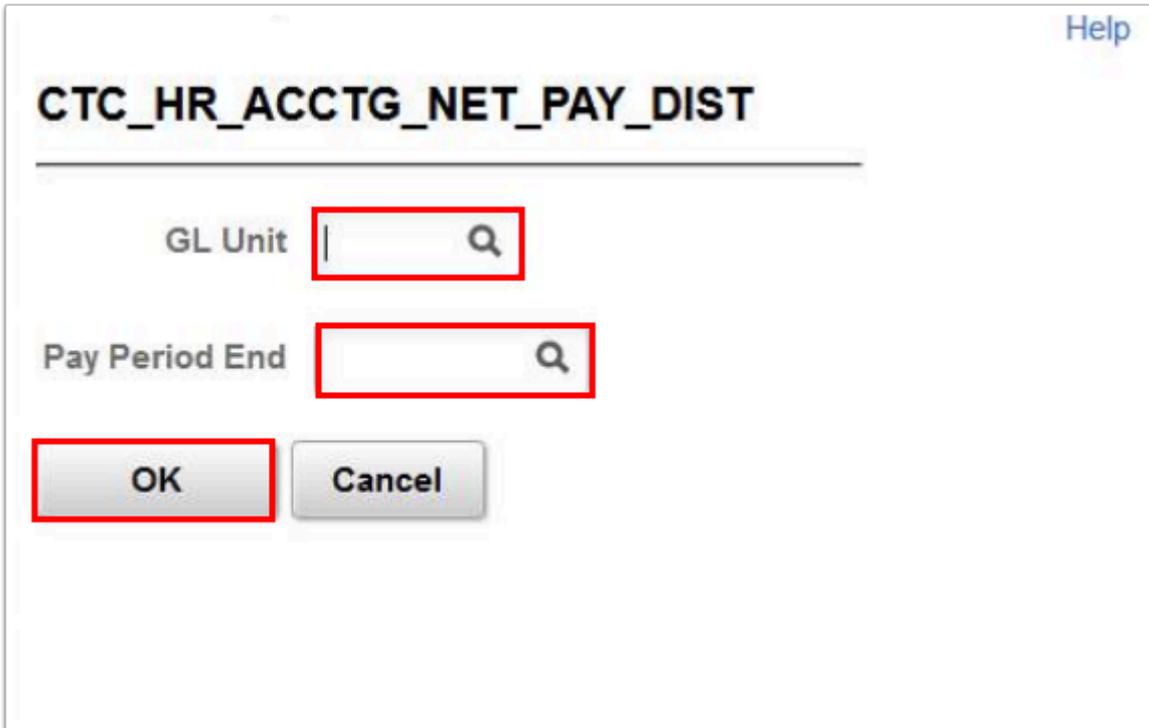
1. Navigate to HCM Query Viewer.
2. Enter in **CTC_HR_ACCTG_NET_PAY_DIST**.
3. Select the **Search** button.
4. The Query **CTC_HR_ACCTG_NET_PAY_DIST** search criteria displays.

 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

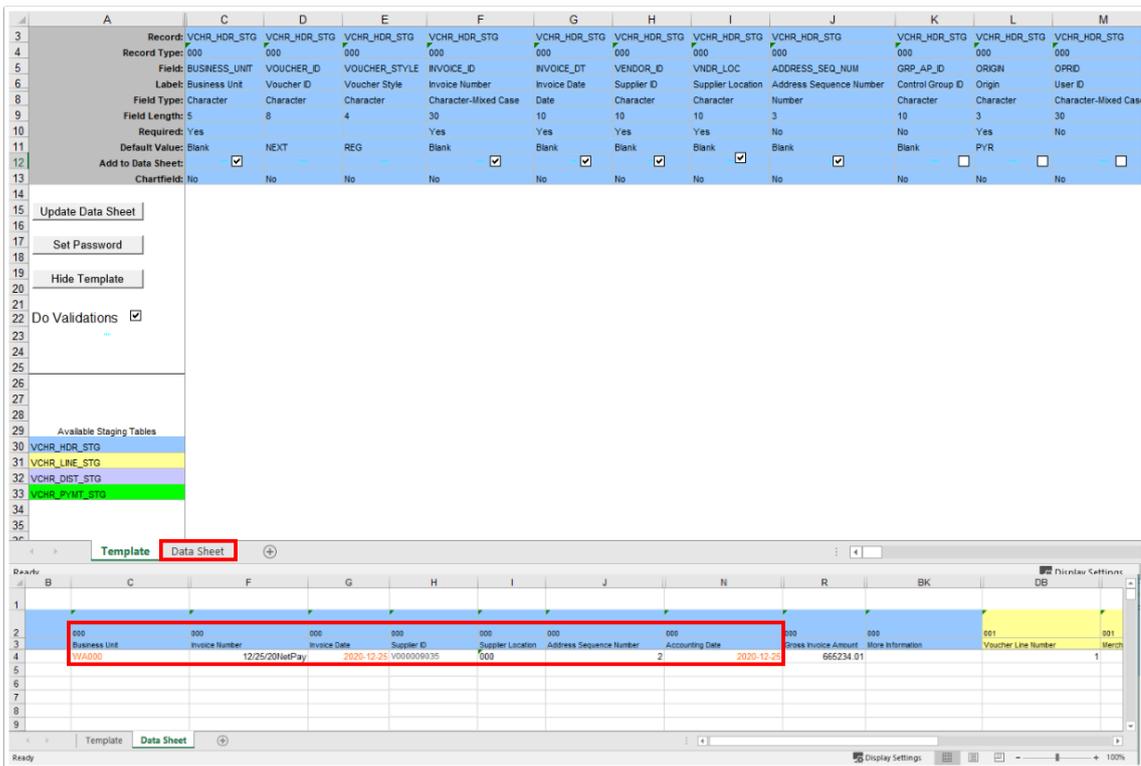
OK Cancel

8. The Query results will display.

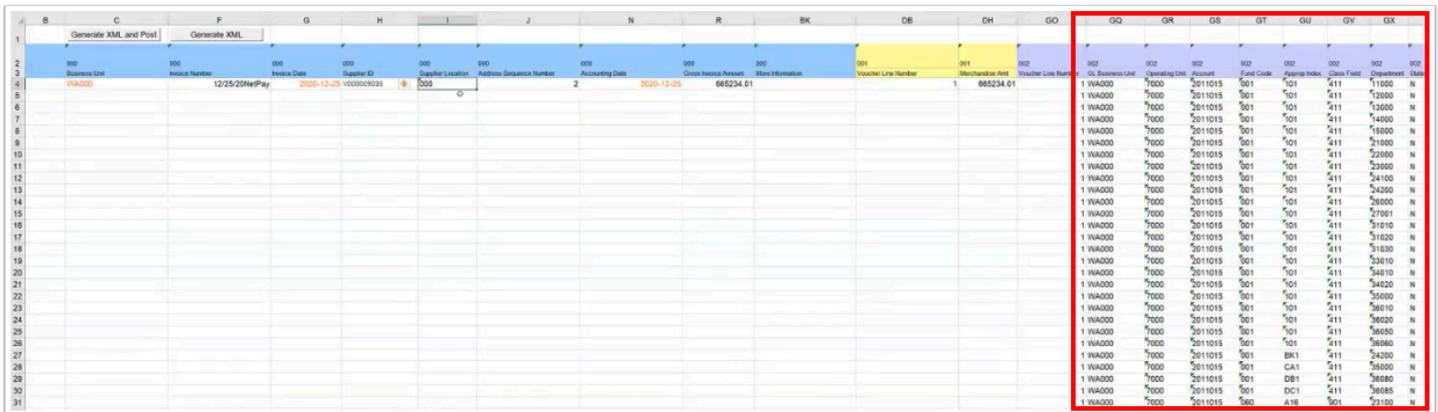
9. Copy and paste the results into the Excel **Data Sheet** tab.

10. On the **Data Sheet** tab, enter the information to complete the spreadsheet like the **Invoice Date** and **Accounting Date**.

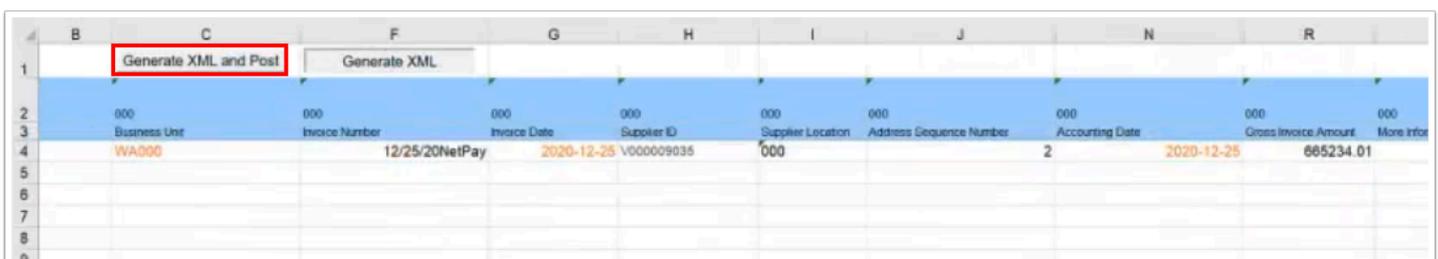
! The Template tab is for functionality purposes only. If you modify the template, the upload may not work successfully.



11. Verify the data.



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



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**.

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 input field with a yellow highlight and a red border.
- Password:** A password input field with a yellow highlight and a red border.
- Address:** A text input field containing 'https://fsprd.ctclink.us:443/'.
- Template:** A text label 'http(s)://<Integration Broker Gateway Server>:<port>/'.
- Generate log file:** A checked checkbox.
- Dedicated Integration Broker Gateway:** An unchecked checkbox.
- Local Node:** A text input field containing 'PSFT_EP' with a yellow highlight and a red border.
- OK:** A button with a yellow highlight and a red border.
- 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.