

Entering Freight in 8.8

Most campuses add the freight as a separate line of coding on a voucher. If you do this, you will enter the freight as part of the total.

Summary		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	UWPLT	Invoice Number:	14276662						
Voucher ID:	00142453	Invoice Date:	10/12/2005						
Voucher Style:	Regular								
Vendor:	0000014399	Misc. Amount:							
Name:	THOMSONGALE-00	Freight Amount:							
Location:	01								
*Address:	1								
THOMSON GALE		Total:		143.00					
PO BOX 95501		Balance:		0.00					

For those campuses that prorate the freight (In 7.5 this was UWGBY, UWPLT and UWMIL) between the distribution lines, you will handle freight in the following way.

Regular Entry - Microsoft Internet Explorer provided by UW System Administration

PeopleSoft.

Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out

Invoice Information | Payments | Voucher Attributes

Business Unit: UWPLT **Invoice Number:** 01p999

Voucher ID: NEXT **Invoice Date:** 10/15/2005

Voucher Style: Regular

Vendor: 000000238 **Misc. Amount:** [Non Merchandise Summary](#)

Name: ANDERSONMA-00 **Freight Amount:** [Comments](#)

Location: 000001

***Address:** 1

ANDERSON, MAX L
735 LUTHERAN ST

PLATTEVILLE, WI 53818
[Advanced Vendor Search](#)

Pay Terms: DUR **Accounting Date:** 10/25/2005 **Action:** **Run**

***Currency:** USD

Control Group:

Copy from a Source Document

Done

Start | Draft - PO... | Regula... | Misc Chg... | SFS - Re... | Untitled... | Documen... | Microsoft... | Regular E... | Draft - PO... | 10:28 AM

Click on the icon next to the freight

The following screen will appear.

The screenshot shows the PeopleSoft Regular Entry interface. At the top, the browser title is "Regular Entry - Microsoft Internet Explorer provided by UW System Administration". The address bar shows the URL: https://sfs.services.wisc.edu/ppp/sf89gd/EMPLOYEE/ERP/c/ENTER_VOUCHER_1. The PeopleSoft logo is in the top left, and navigation links like "Home", "Worklist", "MultiChannel Console", "Performance Trace", "Add to Favorites", and "Sign out" are in the top right. Below the logo, there are links for "New Window", "Help", and "Customize Page".

The main content area is titled "Freight Charges". It displays the following information:

- Unit: UWPLT
- Voucher ID: NEXT
- Vendor: 000000238
- Invoice: 0lp999
- Gross Amt: ANDERSON, MAX L
- Freight Amount: 0.00

Below this information is a table with columns: "Prorate", "Charge Type", and "Charge". The "Prorate" column has a checkbox. The "Charge Type" column has a search icon (magnifying glass) and a dropdown arrow. The "Charge" column has a plus sign and a minus sign. At the bottom of the table area are "OK", "Cancel", and "Refresh" buttons.

Click the magnifying glass next to the Charge Type.

The screenshot shows the "Look Up Charge Type" dialog box in the PeopleSoft Regular Entry interface. The browser title and address bar are the same as in the previous screenshot. The PeopleSoft logo and navigation links are also present.

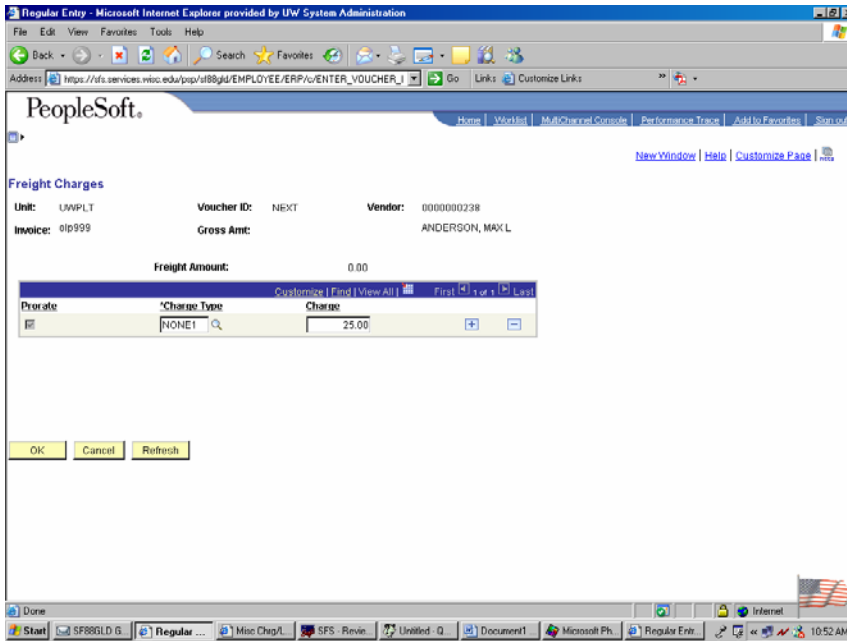
The dialog box has the following fields and controls:

- SetID: UWPLT
- Miscellaneous Charge: begins with [dropdown]
- Description: begins with [dropdown]
- Buttons: "Look Up", "Clear", "Cancel", and "Basic Lookup".

Below the dialog box is the "Search Results" section. It shows a table with columns: "Miscellaneous Charge Description", "NONE1", and "Freight Expense". The results are:

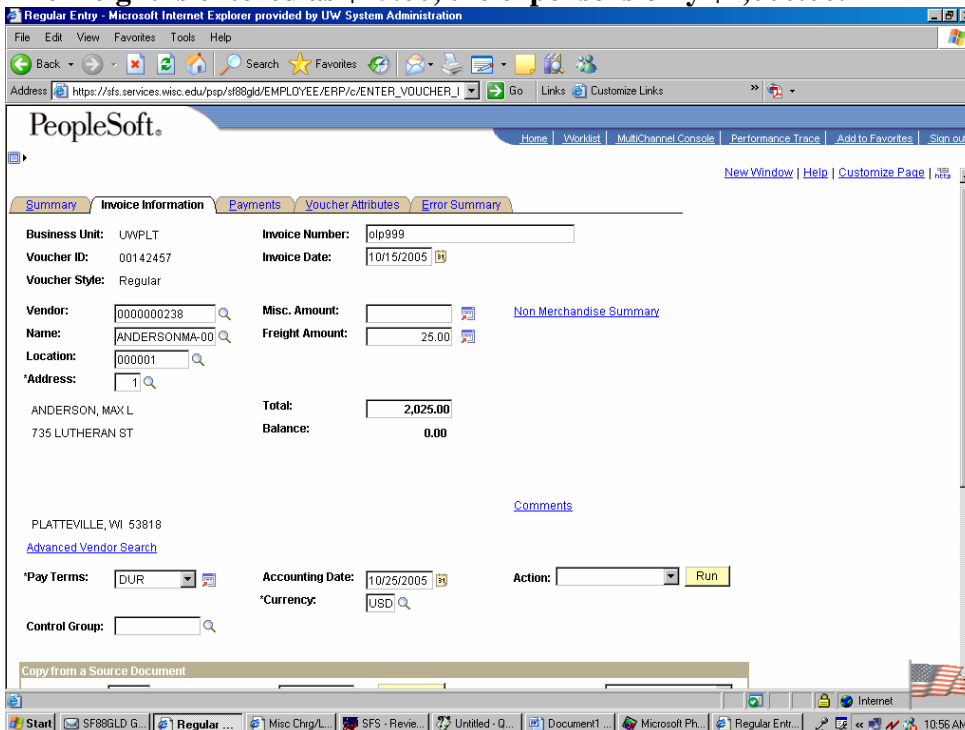
Miscellaneous Charge Description	NONE1	Freight Expense
NONE2		(blank)

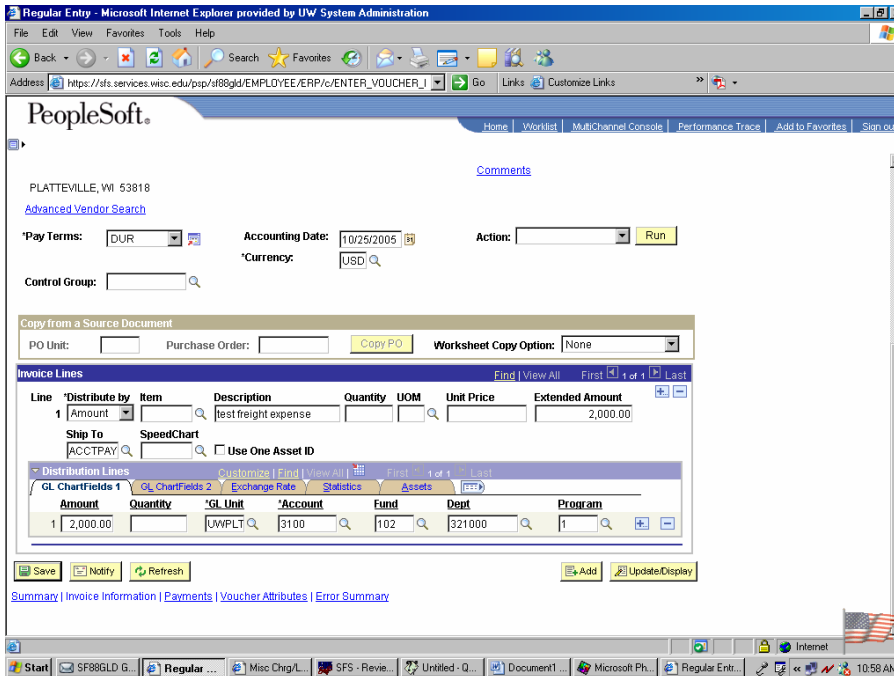
Select Freight Expense



Then fill in the amount of the charge and click OK.

Include the freight in the total amount of the voucher and only the expense in the detail of the voucher. (In the below example, the total with freight is \$2,025.00). The freight is entered as \$25.00, the expense is only \$2,000.00.





Budget check and post the voucher. If you navigate to Accounting Entries (Accounts Payable/Review Accounts Payable Info/Vouchers/Accounting Entries) Search on the voucher you just entered. You will see that the freight was added to the distribution line.

