

Download Details to Excel

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Summary

PeopleSoft's "Download Details to Excel" has improved functionality. The feature is available in Classic View and Certification pages for the following sections:

- Vouchers
- Travel Authorizations
- Cash Advances
- Expense Reports

Voucher Search Page

Navigation: Menu > Financials > Vouchers > Accounts Payable > Add/Update > Voucher Search >

Enter a voucher and select search.

Navigate to the Invoice Information tab and select “Download Details to Excel” under the Address field.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
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Business Unit UTSA1	Invoice No 2313515796
Voucher ID R1000291	Accounting Date 04/18/2024
Voucher Style Regular Voucher	*Pay Terms NET30 Net 30 Day
Invoice Date 04/17/2024	Basis Date Type Inv Date
Invoice Received 04/18/2024	

MPULSE HEALTHCARE & TECHNOLOGY, LLC

Supplier ID 0000116066	Pay Schedule Manual
ShortName MPULSE HEA-001	
Location UTSA-PW-1	
*Address 3	

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Invoice Total	
Line Total	169.19
*Currency	USD
Miscellaneous	
Freight	
Total	169.19
Difference	0.00

- Non Merchandise Summary
- Session Defaults
- Comments(0)
- Attachments (0)
- Basis Date Calculation
- Template List
- Advanced Supplier Search
- Supplier Hierarchy
- Custom Fields
- Supplier 360

Voucher Download Details Include (1)

- Business Unit
- Supplier Number
- Supplier Name
- Voucher Number
- Line
- Distribution Line
- Description
- Start Date
- End Date
- Merchandise Distribution Amount
- Merchandise Line Amount
- Quantity
- GL Business Unit
- Account
- Fund
- Department
- Cost Center
- Function

Voucher Download Details Include (2)

- Department
- Cost Center
- Function
- Program
- PC Business Unit
- Project
- Activity
- Affiliate
- Fund Affiliate
- Budget Date
- Budget Status
- Accounting Date
- PO Business Unit PO Number
- PO Line
- Schedule Number

Voucher Download Details Example

Voucher Details

Business Unit	Supplie	Supplier Name	Vouche	Line	Distribution Line	Descr	Start Date	End Date	Merchandise	Merchandise Line	Quantity	GL Business Unit	Account	Fun	Dept	Cost Center
UTSA1	11664	CITIBANK NA	300000	1	1	Description	5/4/2024	6/3/2024	350	1344.37	0	UTSA1	62304	4100	NEH402	AFH492
UTSA1	11664	CITIBANK NA	300000	1	2	Description	5/4/2024	6/3/2024	400.5	1344.37	0	UTSA1	62310	4100	NEH402	AFH492
UTSA1	11664	CITIBANK NA	300000	1	3	Description	5/4/2024	6/3/2024	296.76	1344.37	0	UTSA1	62312	4100	NEH402	AFH492
UTSA1	11664	CITIBANK NA	300000	1	4	Description	5/4/2024	6/3/2024	242.32	1344.37	0	UTSA1	62313	4100	NEH402	AFH492
UTSA1	11664	CITIBANK NA	300000	1	5	Description	5/4/2024	6/3/2024	54.79	1344.37	0	UTSA1	62313	4100	NEH402	AFH492
UTSA1	11664	CITIBANK NA	300000	2	1	Description	5/4/2024	6/3/2024	3	6277.63	0	UTSA1	62316	4100	NEH402	AFH492
UTSA1	11664	CITIBANK NA	300000	2	2	Description	5/4/2024	6/3/2024	4745.64	6277.63	0	UTSA1	62315	4100	NEH402	AFH492
UTSA1	11664	CITIBANK NA	300000	2	3	Description	5/4/2024	6/3/2024	29.99	6277.63	0	UTSA1	67112	5500	NEH402	AFH492
UTSA1	11664	CITIBANK NA	300000	2	4	Description	5/4/2024	6/3/2024	1499	6277.63	0	UTSA1	63661	4100	NEH402	AFH492

Function	Program	PC Business Unit	Project	Activity	Affiliate	Fund Affiliate	Budget Date	Budget Status	Accounting Date	PO Business Unit	Po	Line	Sched
500							6/18/2024	Valid	6/18/2024			0	0
500							6/18/2024	Valid	6/18/2024			0	0
500							6/18/2024	Valid	6/18/2024			0	0
500							6/18/2024	Valid	6/18/2024			0	0
500							6/18/2024	Valid	6/18/2024			0	0
500							6/18/2024	Valid	6/18/2024			0	0
500							6/18/2024	Valid	6/18/2024			0	0
500							6/18/2024	Valid	6/18/2024			0	0
500							6/18/2024	Valid	6/18/2024			0	0

Travel Authorization View Page

Navigation: Menu > Financials > Travel and Expenses > Travel Authorization > View >

Select the “Download Details to Excel” hyperlink located in the middle in between the View Printable Version and Notes hyperlinks:

Travel Authorization

New Window |

 Travel Authorization Details

Traveler Name

Actions

Business Purpose TRV-Attend Meeting, Conf, etc.

Default Location TX AMARILLO

Authorization ID 0000207651 Approved

Description Associate TA


Date From 05/09/2024

Date To 05/10/2024

Created 05/06/2024 Employee Name


Reference

Last Updated 05/06/2024 Employee Name

Totals 

 View Printable Version

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 Notes

Workflow History

Projected Expenses (1 Line) 111.00 USD

Denied Expenses 0.00 USD

Travel Authorization Download Details Include (1)

- Travel Auth ID
- Employee ID
- Employee Name
- Location
- Location Descr
- Line
- Distribution Line
- Transaction Date
- Expense Type
- Expense Type Description
- Line Comment
- Line Location
- Line Location Desc
- Distance Traveled
- Dist Type
- Distance Rate
- Payment Type
- Payment Type Description

Travel Authorization Download Details Include (2)

- Billing Type
- GL Unit
- Account
- Fund
- Dept
- Cost Center
- Function
- Program
- PC Bus Unit
- Project
- Activity
- Affiliate
- Fund Affil
- Budget Status
- Distribution Line Amount
- Currency
- Total Line Amount
- Currency

Travel Authorization Download Details Example

Travel Auth Details

Travel Auth	Employee ID	Employee Name	Location	Location Descr	Line	Distribution Line	Transaction Date	Expense Type	Expense Type	Line Comment	Line Location	Line Location
540211	6000000000	Employee Name	CH221	CH SHANGHAI	1	1	5/7/2024	NT00138	Registration Fees-	Estimate		
540211	6000000000	Employee Name	CH221	CH SHANGHAI	3	1	5/7/2024	TR00122	TR-Foreign-	Estimated ground		
540211	6000000000	Employee Name	CH221	CH SHANGHAI	4	1	5/15/2024	TR00114	TR-Foreign-	Estimated	CH221	CH SHANGHAI
540211	6000000000	Employee Name	CH221	CH SHANGHAI	5	1	5/16/2024	TR00114	TR-Foreign-	Estimated	CH221	CH SHANGHAI
540211	6000000000	Employee Name	CH221	CH SHANGHAI	6	1	5/17/2024	TR00114	TR-Foreign-	Estimated	CH221	CH SHANGHAI
540211	6000000000	Employee Name	CH221	CH SHANGHAI	7	1	5/18/2024	TR00114	TR-Foreign-	Estimated	CH221	CH SHANGHAI
540211	6000000000	Employee Name	CH221	CH SHANGHAI	8	1	5/19/2024	TR00114	TR-Foreign-	Estimated	CH221	CH SHANGHAI
540211	6000000000	Employee Name	CH221	CH SHANGHAI	9	1	5/20/2024	TR00114	TR-Foreign-	Estimated	CH221	CH SHANGHAI
540211	6000000000	Employee Name	CH221	CH SHANGHAI	10	1	5/21/2024	TR00114	TR-Foreign-	Estimated	CH221	CH SHANGHAI

Distance Traveled	Dist Type	Distance Rate	Payment Type	Payment Type	Billing Type	GL Unit	Accoun	Fun	Dept	Cost Center	Function	Program	PC Bus Unit	Project	Activity	Affiliate	Fund Affil
0		0	EMP	Paid By Employee	EXP	UTSA1	67645	3105	NEH402	AFH492	200						
0		0	EMP	Paid By Employee	EXP	UTSA1	62251	3105	NEH402	AFH492	200						
0		0	EMP	Paid By Employee	EXP	UTSA1	62251	3105	NEH402	AFH492	200						
0		0	EMP	Paid By Employee	EXP	UTSA1	62251	3105	NEH402	AFH492	200						
0		0	EMP	Paid By Employee	EXP	UTSA1	62251	3105	NEH402	AFH492	200						
0		0	EMP	Paid By Employee	EXP	UTSA1	62251	3105	NEH402	AFH492	200						
0		0	EMP	Paid By Employee	EXP	UTSA1	62251	3105	NEH402	AFH492	200						
0		0	EMP	Paid By Employee	EXP	UTSA1	62251	3105	NEH402	AFH492	200						
0		0	EMP	Paid By Employee	EXP	UTSA1	62251	3105	NEH402	AFH492	200						

Budget Status	Distribution Line	Currency	Total Line	Currency
V		300 USD	300 USD	
V		300 USD	300 USD	
V		100 USD	100 USD	
V		100 USD	100 USD	
V		100 USD	100 USD	
V		100 USD	100 USD	
V		100 USD	100 USD	
V		100 USD	100 USD	
V		100 USD	100 USD	

Cash Advance View Page

Navigation: Menu > Financials > Travel and Expenses > Cash Advance > View >

Select the “Download Details to Excel” hyperlink located under the Last Updated date field

Traveler Name

Business Purpose TRV-Attend Meeting, Conf, etc.

Advance Description Kansas-InstructureCon

Accounting Date 05/09/2024

Comment Financial Hardship to pay for hotel and food

Report 0000012000 Submitted for Approval

Reference 000020765000

Post State Not Applied


Created 05/09/2024 Employee Name

Last Updated 05/09/2024 Employee Name

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Cash Advance 

 User Defaults

 Workflow History

 View Printable Version

 Notes

 Attachments

Cash Advance Certification Page

Navigation: The Classic Certification Approval page for Expense Reports will need to be accessed via the Fluid Approval page after the cash advance (CA) is created and routed for Employee Certification.

Select the “Download Details to Excel” hyperlink located under the Last Updated date field:

Traveler Name

Business Purpose TRV-Attend Meeting, Conf, etc. Report 0000012895 Submitted for Approval

Advance Description Meals Reference

*Accounting Date 06/11/2024 Accounting Template Accounting Template

Comment Travel to Austin, Texas for TACUBO Conference March 1-3

Urgency: ●

Created 06/11/2024 Employee Name

Last Updated 06/11/2024 Employee Name

[Download Details to Excel](#)

Cash Advance

User Defaults Workflow History View Printable Version Notes Attachments

*Source	Description	*Amount	Currency
Payment	Meals	160.00	USD

Apply Tax

Accounting Details

Totals

Advance Amount	160.00	USD
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Withdraw Cash Advance Submitted On 06/11/2024 Submitted By Employee Name

Approval History

Submitted	Employee Certification	Supervisor Approval	Travel Approval (Pooled)	Payment
Traveler Name	Traveler Name			
Role	Name	Action	Date/Time	
Employee	Employee Name	Submitted	06/11/2024 8:29:28AM	

Cash Advance Download Details Include (1)

- Advance Id
- Employee ID
- Employee Name
- Business Purpose
- Business Purpose Description
- Reference
- Report ID
- Source
- Source Description
- Line Description
- Line
- Distribution Line
- GL Unit
- Account
- Fund
- Department
- Cost Center
- Function

Cash Advance Download Details Include (2)

- Project
- Affiliate
- Fund Affiliate
- Program
- Accounting Date
- Distribution Line Amount
- Currency
- Line Amount
- Currency

Cash Advance Download Details Example

Cash Advance Details

Advance Id	Employee ID	Employee Name	Business Purpose	Business Purpose	Reference	Report ID	Source	Source Description	Line Description	Line	Distribution Line
20000	60000000000	Employee Name	TR001	TRV-Attend	308789		CHK	Payment	Per Diem	1	1
20000	60000000000	Employee Name	TR001	TRV-Attend	308789		CHK	Payment	Transportation	2	1

GL Unit	Account	Fund	Department	Cost Center	Function	Project	Affiliate	Fund Affiliate	Program	Accounting	Distribution Line
UTSA1	11650	3100	NEH402	AFH492	400					3/5/2024	355.5
UTSA1	11650	3100	NEH402	AFH492	400					3/5/2024	100

Currency	Line Amount	Currency
USD	355.5	USD
USD	100	USD

Expense Report View Page

Navigation: Menu > Financials > Travel and Expenses > Expense Report > View >

Select the “Download Details to Excel” hyperlink located on the upper right corner under the Actions drop-down menu:

View Expense Report | New Window

Expense Details

Traveler Name Actions

Business Purpose TRV-Attend Meeting, Conf, etc. **Report** 0000360000 Approvals in Process

Description test **Created** 05/07/2024 Employee Name

Reference **Last Updated** 05/07/2024 Employee Name

Post State Not Applied

Totals View Printable Version View Analytics Workflow History Notes

Employee Expenses (1 Line)	10.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee	10.00 USD	Amount Due to Supplier	0.00 USD
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Expense Report Download Details Include (1)

- Report ID
- Employee ID
- Employee Name
- Trans
- Expense Type
- Expense Type Description
- Line Comments
- Location Description
- Distance
- Distance Type
- Mileage Distance Rate
- Payment Type Description
- Billing Type
- Reimbursable?
- No Receipt
- Line
- Distribution Line
- GL Unit

Expense Report Download Details Include (2)

- Account
- Fund
- Dept
- Cost Center
- Function
- Program
- PC Bus Unit
- Project
- Activity
- Affiliate
- Fund Affiliate
- Budget Status
- Distribution Line Amt
- Currency
- Total Line Amount
- Currency

Expense Report Download Details Example

Expense Details

Report ID	Employee ID	Employee Name	Trans Date	Expense Type	Expense Type Description	Line Comments	Location Description	Distance	Dist Type	Mileage Distance Rate	Payment Type Description	Billing Type	Reimbursable?	No Receipt	Line	Distribution Line
400000	6000000000	Employee Name	4/25/2024	TR00130	TR-In State-Mileage	Roundtrip from Seguin, Tx to San Antonio, Tx		71.6	M	0.67	Paid By Employee	EXP	N	N	1	1
400000	6000000000	Employee Name	4/25/2024	TR00131	TR-In State-Parking			0		0	Paid By Employee	EXP	N	N	3	1

GL Unit	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Project	Acti	Affiliate	Fund	Budg	Distribution	Curren	Total Line Amount	Currency	
JTSA1	62102	5300	NEH402		200	UTSSP		1000009192	1			V		47.97	USD	47.97	USD
JTSA1	62109	5300	NEH402		200	UTSSP		1000009192	1			V		12.8	USD	12.8	USD

Contact Us

If you have questions about this job aid, you can contact us at

Disbursements & Travel Services

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Thank you

The University of Texas at San Antonio

UTSA Financial Affairs

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