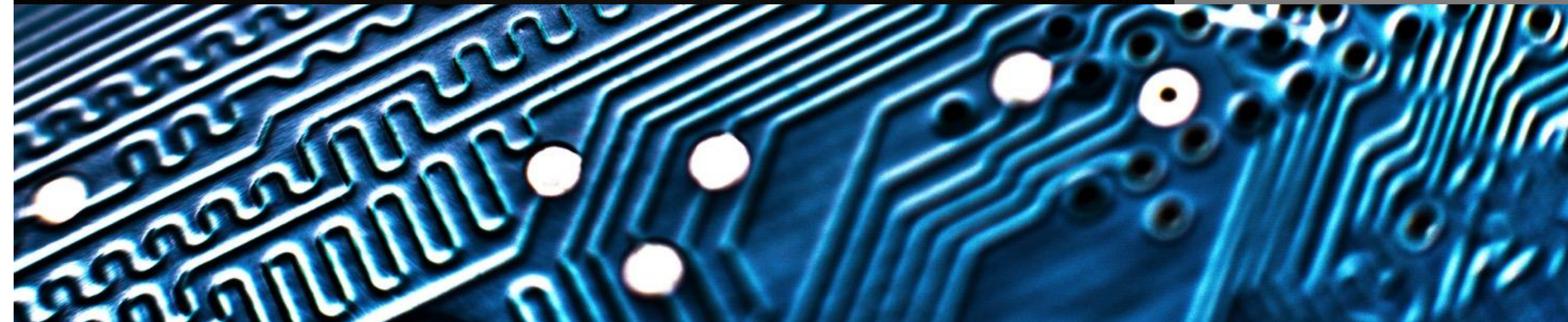


# Georgia *FIRST* Financials

Accounts Payable and Travel & Expenses  
Birds of a Feather Session

September 13,  
2023



# Accounts Payable & Travel and Expenses



## Open Discussion

# Accounts Payable

## Just a reminder to consider the effects of overriding a document tolerance error.

For example: This error referred to the voucher exceeding the purchase order by more than the allowable tolerance.

\*Overriding the error caused the PO encumbrance to not liquidate accurately. This line had a split distrib line. The voucher was only applied to one distrib line causing it to exceed the allowance. When additional vouchers were added to the PO, they could not be split according to the distribution on the PO because there was nothing encumbered for the 1<sup>st</sup> distrib line. The vouchers were tied to the PO, but they did not liquidate the encumbrance accurately.

**Doc Tolerance Override History**

Business Unit [REDACTED] Document Type Voucher ID [REDACTED]

Source line [REDACTED] | 1 of 1 | View All

Line 1 Sched Distrib 1

Exceptions [REDACTED] | 1 of 1 | View All

Rule ID E100 Description Document exceeds predecessor by more than allowable tolerance.  
User ID [REDACTED] DateTime 03/16/2023 4:38PM

**Details**

Predecessor Business Unit	[REDACTED]	Defined Tolerance Amount	500.00
Pred Doc ID	[REDACTED]	Defined Tolerance Percentage	10.00
Pred Line Nbr	2	Calculated Doc Tol Amt Amount	20500.00
Pred Sched Nbr	1	Calculated Doc Tol Percent Amt	22000.00
Pred Distin Num	1	Source Doc Monetary Amt	3930.09
Pred Doc Amt	20000.00	Source Doc Converted Amt	3930.09
Life-to-Date Liquidated Amt	31440.72	Predecessor GL Base Currency	USD
		Transaction Currency	USD

## Employee Meals Full Day / Meals Provided Update

# Travel and Expenses

## What's Different?

The PeopleSoft Expense Module will calculate the correct reimbursement amount for employees who have meals provided on their first and last day of travel.

To accomplish this, the procedure to claim meal per diems will begin with claiming the full day meals option, no matter what day of travel then adding a new line for a meal that was provided using our new 'meals provided' expense types.

Let's look at how this will work with the new meals provided expense types.

# Accounts Payable

## Match Exceptions and the Relationship Between Purchasing and AP

- Matching is the process used to compare Vouchers with Purchase Orders and, when required, with Receipts to ensure that your institution pays for only the goods and services that have been ordered and received.
- Two-Way Match: Voucher and Purchase Order
- Three-Way Match: Voucher, Purchase Order and Receipt
- Decisions made by one department can affect the other. Communication is important to resolve Match Exceptions the right way.



# Accounts Payable



## Accounts Payable Responsibilities

- Understand what a Match Exception means before deciding to override it and what the effect will be if the choice is to override.
- If necessary, request for the Purchasing Dept to adjust the PO Match requirements and/or Receiving settings.



# Accounts Payable

## To Override or Not to Override?

- PO Line set to Receiving Required
- No receipt exists

Match Rules

1-2 of 2

Rules Override Options

	Details	Match Rule	Voucher	Purchase Order	Receiver
		No receipts found	05355376	0000520984	
		Voucher line amt > Sum of received amount	390.03		0



# Accounts Payable

## To Override or Not to Override?

- Do not override this Match Exception if a receipt should be created.
- Determine:
  - Is it an item or a service? Asset?
  - Has the quantity/amount that you are vouchering been physically received?
- Ask the Purchasing Department to update the Receiving Requirement on the Purchase Order if it is incorrect so that you do not have to override the exception. Communication is key to avoid paying for something you don't yet have.
- If this type of Match Exception is overridden, the PO will **NOT** be eligible to be closed. The Purchasing dept will have to manually force it to close.

# Accounts Payable

## To Override or Not to Override?

- PO Qty = 5
- Voucher Qty = 5
- Receiving Required, but No Receipt created

Match Rules

1-2 of 2

Rules Override Options

	Details	Match Rule	Voucher	Purchase Order	Receiver
❌		No receipts found	05355419	0000521021	
❌		Voucher quantity does not equal sum of receipt qty	5	5	0

What are 2 ways to resolve this exception without overriding it?

# Accounts Payable

## To Override or Not to Override?

- If you override this exception, the PO Status will get updated to Matched, as expected.
- However, the PO will **NOT** be eligible to be closed. The Purchasing dept will have to manually force it to close.
- It is OK to leave a voucher with a Match Status of Exceptions. Once a receipt is created the voucher will be matched when the matching process is run.



# Accounts Payable

## To Override or Not to Override?

- PO Qty = 5, PO Unit Price = \$20.00
- Voucher Qty = 5, Voucher Unit Price = \$17.00 (Invoice came in with a lower unit price)
- Receiving NOT Required

Match Rules

1-1 of 1

Rules Override Options

	Details	Match Rule	Voucher	Purchase Order	Receiver
		Unit price does not equal PO unit price + % tol	17	20	

*What is the best way to resolve this Match Exception?*

# Accounts Payable

## To Override or Not to Override?

- This Match Exception will most likely require some research to determine the best way to resolve. The first thing to do is confirm you copied in the correct PO.
- Confirm the final invoice amount is correct.
- If you determine that the final invoice price is correct and is less than the PO price, it is ok to override this Match Exception.
- The PO Match Status is updated to MATCHED, since the full quantity was vouchered.
- The PO **WILL** be eligible to be closed, without further intervention.

# Accounts Payable

## To Override or Not to Override?

- PO Line Amount: \$31.40
- Voucher Line Amount: \$6.28
- Previously Vouchered Line Amount: \$31.40

Match Rules

1-2 of 2

Rules	Override Options				
Details	Match Rule	Voucher	Purchase Order	Receiver	
		Unit price does not equal PO unit price + % tol	6.28	31.4	
		Life to Date > Sched Amt + % ext tol	6.28	31.4	

*What is the best way to resolve this Match Exception?*

# Accounts Payable

## To Override or Not to Override?

- This Match Exception will most likely require some research in order to determine the best way to resolve.
- These Match Exceptions are telling us:
  - The voucher amount does not equal the PO amount.
  - The voucher amount EXCEEDS the PO tolerance amount (\$500 or 10%) because the full amount of the PO line was previously vouchered.
- Determine if there is a valid reason for exceeding the PO amount.
- Choose which action to take – Override, Correct the voucher amount, or Close/Delete the voucher if it is a duplicate.
- The PO will **NOT** be eligible to be closed and will need to be force closed.

# Accounts Payable

## To Override or Not to Override?

- PO is for an Asset
- Receiving is Required, but no receipt exists

Match Rules

1-3 of 3

Rules Override Options

	Details	Match Rule	Voucher	Purchase Order	Receiver
⊘		Receipt required for asset voucher	05355429	0000521029	
⊘		No receipts found	05355429	0000521029	
⊘		Voucher quantity does not equal sum of receipt qty	1	1	0

*What is the best way to resolve this Match Exception?*



# Accounts Payable

## To Override or Not to Override?

- This Match Exception cannot be overridden.
- Ask Purchasing/Receiving to create a receipt if the item has been physically received OR wait for a receipt to be created.
- It is OK to leave a voucher with a Match Status of Exceptions. Once a receipt is created the voucher will be matched when the matching process is run.

## Creating an Expense Report from an approved Travel Authorization Demonstration



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# Accounts Payable & Travel and Expenses



## Open Discussion

thank you!





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## Information Technology Services