

AP.020.020 – ENTERING REGULAR VOUCHER FOR AN ASSET (WITHOUT PO)

Purpose	<ul style="list-style-type: none"> To select the appropriate area of the Voucher Identifying Information page to record Asset information. To enter several new fields on the voucher line relating to assets. To record asset information on the voucher which can be passed to Assets.
Description	In PeopleSoft Payables users can enter asset-related information on the voucher line. This information will then be available to the Assets Department.
Security Role	BOR_AP_VOUCHER_ENTRY
Dependencies/ Constraints	<p>Since most asset related vouchers will be created from a PO and receipt, this entry method should be the exception and only used in rare cases.</p> <p>The asset information must be loaded into the Asset Management module (see Asset Management Business Processes – Load asset information into the AM module) before that information is available in AM.</p> <p>In rare instances, items such as firearms that need to be tracked regardless of value, will be tagged as assets even if the cost is below \$3,000.</p> <p>GeorgiaFIRST Financials is only using the following PS delivered Voucher Styles:</p> <ol style="list-style-type: none"> 1.) Regular Voucher 2.) Adjustment Voucher 3.) Single Payment Voucher 4.) Template Voucher

	<p>All PeopleSoft delivered voucher styles will appear in the list but only these four voucher styles should be selected.</p> <p>Security note: AP Users must have Commitment Control Security Rule BUDG_DT_AP to allow updating of the Voucher Budget Date and Security Rule OVRD_AP to allow Budget Override for AP budget check errors. For more information, see KK.010.013 – Defining Budget Security – Associating Roles to User.</p>
Additional Information	Typically only those items costing more than \$3,000 are tagged as assets and fed to the AM module.

Procedure

Below are step by step instructions on how to enter a Regular Voucher for an asset without a purchase order.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Payable link.
4.	Click the Vouchers link.
5.	Click the Add/Update link.
6.	Click the Regular Entry link.
7.	Click the Add button.
8.	Enter the Business Unit .
9.	Enter the Voucher ID . ITS recommends using the “ NEXT ” value for Voucher ID so that the system will generate the Voucher ID number.
10.	Select “ Regular Voucher ” for the Voucher Style .
11.	Enter or search for the Supplier ID .
12.	Enter the Invoice Number .
13.	Enter the Invoice Date .
14.	Enter the Gross Invoice Amount .

Step	Action
15.	<p>Freight Amounts and/or Misc. Charge Amounts may be entered and prorated for each voucher line/distribution.</p> <p><i>Note: If users do not wish for these amounts to be prorated and want them charged to a specific account, enter voucher lines for these amounts using the appropriate account number.</i></p>
16.	Click the Distribute by list.
17.	Click the Quantity list item.
18.	Enter " Dell Laptop Computer " in the Description field.
19.	Enter " 1 " in the Quantity field.
20.	Enter " EA " in the UOM field.
21.	Enter " 5000.00 " in the Unit Price field.
22.	Enter " 1 " in the Quantity field.
23.	Click the Account button.
24.	Enter " 84 " in the Account field.
25.	Click the Look Up button.
26.	Click an entry in the Account column.
27.	Enter " 10000 " in the Fund field.
28.	Enter " 1020050 " in the Dept field.
29.	Enter " 11100 " in the Program field.
30.	Enter " 11000 " in the Class field.
31.	Click the Assets tab.
32.	Click the Asset checkbox.
33.	Enter " 36000 " in the Business Unit field.
34.	Click the Profile ID button.
35.	Click an entry in the Asset Profile ID column.
36.	Click the vertical scrollbar.
37.	<p>Click the Save button.</p> <p>Now that the voucher has been saved, it must be budget checked to be available for voucher posting and payment.</p> <p>Users will also need to run Document Tolerance Checking and Matching if applicable for the voucher prior to payment.</p>

Step	Action
38.	<ul style="list-style-type: none">- Asset information can be entered on the Voucher line.- It is not necessary for the asset to be part of a Purchase Order.- Several asset-specific fields can be populated on the Voucher line.- Asset information on vouchers can be sent to the Assets application.