AP.020.022 – ENTERING A REGULAR VOUCHER FOR AN ASSET WITH TRADE-IN

Purpose	• To enter a Regular Voucher for an asset with a trade in. • To use the Worksheet Copy Option feature to search for an asset by Receiver ID. • To populate the Voucher line with pertinent asset information.
Description	The first step in loading an asset from Accounts Payables to PeopleSoft Asset Management is creating a voucher in PeopleSoft Payables. • Vouchers containing asset additions are loaded in AM after they are posted. • Users can search for Receiver information on the Voucher Identifying Information Page by Receiver Unit or Receiver ID. • Clicking the Copy PO Receipt (copy receiver) in the Worksheet Copy Option list populates the Voucher line with the asset information. Typically only those items costing in excess of $3,000 are tagged as assets and fed to the AM module. 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. For more information, see AP.020.021 – Entering a Regular Voucher for an Asset. In Accounts Payable users can enter asset-related information on the voucher line and several asset-specific fields can be populated on the Voucher line. This information will then be available to the Assets Department.
Security Role	**BOR_AP_VOUCHER_ENTRY** User preferences are required to define the user's authority for entry of each voucher style. ***Note***: *AP Users must have the following roles to take the listed actions:* • *KK Security Rule **BUDG_DT_AP** to update the Voucher Budget Date.*

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	• *Security Rule **OVRD_AP** to allow Budget Override for AP budget check errors.* For more information, see KK.010.013 – Defining Budget Security – Associating Rules to User

Dependencies/ Constraints	A receiver must have been previously entered into the system. Georgia*FIRST* Financial institutions are required to create the voucher from the Receiver instead of a Purchase Order for all asset purchases. For more information, see AP.020.021 – Entering a Regular Voucher for an Asset.
	
	All PeopleSoft delivered voucher styles appear in the list but Georgia*FIRST* Financials supports only the following delivered Voucher Styles:
	
	    1. Regular Voucher
	    2. Adjustment Voucher
	    3. Single Payment Voucher
	    4. Template Voucher

Additional Information	• Many of the fields on a voucher are pre-populated based on established defaults. • Most default fields can be overridden with the proper user preferences.

Procedure

Below are step by step instructions on how to enter a regular voucher for an asset with trade-in.

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.

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Step	Action
6.	Click the **Regular Entry** link.
7.	The system navigates to the Voucher search page where users can add a new value or click on **Find and Existing Value**. *Note: Users can populate Supplier ID, Invoice Number, Invoice Date, Gross Amount, Freight/Misc. Amounts, and the number of lines on the Add a New Value page or can enter the information after creating the voucher.*
8.	Enter the **Business Unit**. *Note: If users need to enter a voucher for a Supplier or Employee in the "B" SetID, select the Business Unit that ends with a "B" from the Business Unit look up field, for instance, "XXXXB" where "XXXX" is the first four digits of the Business Unit.* *The "B" Business unit is used to enter vouchers for employees of institutions not using the Travel and Expenses Module and payments that are ineligible to be included in payroll. Student reimbursements can also be made using the "B" Business Unit if they do not qualify as payments eligible through Banner.* *To access the "B" SetID the user will need the BOR_BU_xx00B security role. Contact the institution's local Security Administrator if "B" SetID access is needed.*
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.	Enter 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**.
15.	**Freight Amounts and/or Misc. Charge Amounts** may be entered and prorated for each voucher line/distribution. *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.*
16.	If known, enter the estimated number of **Invoice Lines.** *Note: Users can also add additional invoice lines on the Voucher page.*

Step	Action
17.	Click the **Save** button.
18.	Click the **Add** button.
19.	Navigate to the Copy From Source Document section and click the expand triangle.
20.	Enter the institution's business unit the **PO Unit** field.
21.	Enter or search for the purchase order number in the **PO Number** field. *Note*: *There are several ways to search for PO information while on the Identifying Information page of the voucher. For more information, see* [*AP.020.011 – Entering a Regular Voucher for an Asset*]().
22.	Click an entry in the **Purchase Order Number** column.
23.	Click the **Copy PO** button.
24.	Click the **Copy From** drop down.
25.	Click the **PO Receipt** list item.
26.	Click the **GO** button. The system navigates to the Copy Worksheet page.
27.	Enter the business unit in the **Receipt Unit** field.
28.	Click the **Search** button.
29.	Navigate to the Select Receiver Lines section.
30.	Click the **Select** checkbox.
31.	Click the **Copy Selected Lines** button.
32.	Enter the monetary amount of the trade-in into the **Unit Price** field.
33.	To add multiple new rows, click the plus **(+)** button and enter number of rows to add.
34.	Click the **OK** button.
35.	Enter "**Trade In Proceeds**" in the **Description** field.
36.	Enter "**-2000.00**" in the **Extended Amount** field.
37.	Enter "**-2000.00**" in the **Amount** field.
38.	Enter "**493100**" in the **Account** field.
39.	Enter "**10500**" in the **Fund** field.
40.	Enter "**9920121**" in the **Dept** field.
41.	Enter "**17200**" in the **Program** field.
42.	Enter "**11000**" in the **Class** field.
43.	Click the **Save** button.

Step	Action
44.	Return to the top of the Voucher page to confirm that the Voucher was successfully saved and a Voucher ID was assigned.
45.	Now that the voucher has been saved, it must be budget checked in order to be available for voucher posting and payment. For more information, see AP.030.020 – Budget Checking Payables. Also, users need to run Document Tolerance Checking and Matching if applicable for the voucher prior to payment. For more information, see AP. 030.070 – Running Document Tolerance and AP.030.010 – Running Matching.