

AP.020.030 – ENTERING A REGULAR VOUCHER FOR TRAVEL PAYMENTS

Purpose	<ul style="list-style-type: none"> To enter a Regular Voucher for pre-paid items.
Description	<p>Pre-paid items are amounts paid in advance for travel. All travel pre-payments for employees and non-employees are processed through Payables. All other employee related travel transactions (Travel Authorizations and Expense Reports) should be processed through the Travel and Expenses module.</p> <p>The employee pre-paid items are cleared from the employee pre-paid account (132160) in the Expenses module by processing the employee expense report. All non-employee travel pre-payments need to be cleared from the pre-paid account (132170) by journal entry/adjustment voucher.</p> <p>All travel prepaid accounts are now open item accounts that will require an open item key. For employees, the open item key is the Employee ID and for non-employees, the open item key is the Supplier ID.</p> <p>Open Item accounting allows you to track a monetary account until there is a zero balance.</p> <p>Refer to query BOR_OI_TRANS_ID (Business Process GL.070.094) to review open item transactions for a specific vendor.</p> <p>For more information, see Travel & Expenses Understanding Prepaid Expenses for detailed information on the interaction of pre-payments between Accounts Payable and Expenses.</p>

<p>Security Role</p>	<p>BOR_AP_VOUCHER_ENTRY</p> <p>User preferences are required to define the user’s authority for entry of each voucher style.</p> <p>Note: <i>AP users must have the following roles to take the listed actions:</i></p> <ul style="list-style-type: none"> • <i>Commitment Control Security Rule BUDG_DT_AP to allow updates to the Voucher Budget Date.</i> • <i>Security Rule OVRD_AP to allow Budget Override for AP budget check errors.</i> <p><i>For more information, see KK.010.013 – Defining Budget Security – Associating Rules to User.</i></p>
<p>Dependencies/ Constraints</p>	<p>All PeopleSoft delivered voucher styles appear in the list, but GeorgiaFIRST Financials supports only the following delivered Voucher Styles:</p> <ol style="list-style-type: none"> 1. Regular Voucher 2. Adjustment Voucher 3. Single Payment Voucher 4. Template Voucher
<p>Additional Information</p>	<ul style="list-style-type: none"> • 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. • All employee prepayment transactions will be cleared within the Expenses module.

Procedure

Below are step by step instructions on how to enter a regular voucher for Travel Pre-Payments.

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. The system navigates to the Voucher search page.
7.	Enter the Business Unit in the Business Unit .
8.	Enter the Supplier ID in the Supplier ID field.
9.	Enter the Invoice Number in the Invoice Number field.
10.	Enter the Invoice Date in the Invoice Date field.
11.	Click the Add button.
12.	Enter the Total in the Total field.
13.	Enter the Description in the Description field.
14.	Enter the Line Amount the Line Amount field.
15.	Enter the Account in the Account field.
16.	Enter the Fund in the Fund field.
17.	Enter the Open Item in the Open Item field.
18.	To add additional rows, click the (+) button.
19.	Click the OK button.
20.	Click the Save button.
21.	Return to the top of the Voucher page to confirm that the Voucher was successfully saved and a Voucher ID was assigned.
22.	<p>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.</p> <p>If required, 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.</p>