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AP.020.031 – ENTERING A REGULAR VOUCHER FOR NON-EMPLOYEE TRAVEL

Purpose	• To enter a Regular Voucher from a PO for non-employee travel.
Description	Per the Board of Regents Business Procedures Manual, non-employee travel should be charged to the following accounts: • 6501xx - Travel-Non Employee other than Mileage • 6505xx - Mileage-Non Employee • 752100 - Per Diem & Fees Reimbursable Expense • 752200 - Per Diem & Fees Direct Expense All non-employee travel will be processed through Payables on a Regular Voucher. These vouchers may be associated with a Purchase Order depending on whether the institution wishes to encumber these transactions. Since all non-employee Per Diem & Fee Travel Expenses (charged to accounts 752100 and 752200) are Continuous Audit - reportable, these accounts should be established as Open Item accounts using an Open Item Key of the Vendor ID. The 6501xx and 6505xx are not Continuous Audit - reportable, and therefore should not be established as Open Item accounts. Open Item accounting allows you to track a monetary account until there is a zero balance.

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:* • *Commitment Control Security Rule **BUDG_DT_AP** to allow updates to the Voucher Budget Date.* • *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	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.

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Procedure

Below are step by step instructions on how to enter a regular voucher for non-employee travel.

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**. ***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.*
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 Gross Invoice Amount in the **Total** field.

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Step	Action
13.	Freight Amounts and/or Misc. Charge Amounts may be entered and prorated for each voucher line/distribution. **Warning:** Prorating of freight may not be the appropriate option for prior year PO's. *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.*
14.	Navigate to the Copy From Source Document section and click the expand triangle.
15.	Enter the institution's business unit in the **PO Unit** field.
16.	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.*
17.	Click the **Copy PO** button.
18.	Navigate to the Distribution Lines section.
19.	In the **Open Item** field, enter the Open Item Key.
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.	Now that the voucher has been saved, it must be budget checked 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.