GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

AP.020.150 – CLEARING TRAVEL PRE-PAYMENTS FOR NON-EMPLOYEES

Purpose	• To clear Travel Pre-payments for non-employees.
Description	Prepaid Items are amounts paid in advance for travel. All travel prepayments for employees and non-employees will be processed through Payables. All other employee related travel transactions should be processed through the Travel and Expenses module. Employee prepaid items will be cleared from the employee prepaid account (132160) in the Expenses module. All non-employee travel prepayments will need to be cleared from the non-employee prepaid account (132170) by adjustment voucher or journal entry. 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 Vendor ID. Refer to query BOR_OI_TRANS_ID (Business Process GL.070.094) to review open item transactions for a specific vendor.
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 update 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. • All employee prepayment transactions will be cleared within the Expenses module.

Procedure

Below are step by step instructions on how to clear travel pre-payments for non-employees.

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 a New Value** tab.
8.	Click the **Voucher Style** list.
9.	Click the **Adjustments** list item.

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Step	Action
10.	Enter the Supplier ID in the **Supplier ID** field.
11.	Enter the Invoice Number in the **Invoice Number** field.
12.	Enter the Invoice Date in the **Invoice Date** field.
13.	Click the **Add** button
14.	Click the **Copy From Source Document** drop down.
15.	Enter the Voucher ID of the original pre-paid voucher the **Voucher ID** field.
16.	Click the **Copy to Voucher** button.
17.	Review and update the **Invoice Total**, **Pay Terms,** and **Due Now,** if needed. *Note: Often the original voucher amount copied in will need to be changed. It is important to verify the total. The total is often $0.00, as the user is moving money from one chartstring to another.*
18.	Review and update the **Invoice Line** amounts, if needed. *Note: The invoice line is usually negative for the original line copied in, as the user will add a second line with a positive amount to offset the original line.*
19.	Review and update chart strings, including Account, Open Item Key, and Budget Reference, if needed. *Note: Verify budget reference is correct.* **Security note**: Users must have the Commitment Control Security Rule BUDG_DT_AP associated to allow updating of the Budget Date. For more information, refer to KK.010.013 – Defining Budget Security – Associating Rules to User.
20.	Now insert the new voucher line to record the expense for this prepayment. Click the Plus (+) button to add a new Invoice line.
21.	Click the **OK** button.
22.	Enter a Description in the **Description** field.
23.	Enter an amount in the **Line Amount** field.
24.	Complete the entry of the voucher line, including Merchandise Amount, Account, Fund, Dept, Program, Class, Budget Reference, etc. Note: an open item key is not required for account 650100 since this is not a continuous audit reportable account.
25.	Click **Save** to save the voucher.

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