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

<p>Purpose</p>	<ul style="list-style-type: none"> To clear Travel Pre-payments for non-employees.
<p>Description</p>	<p>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.</p> <p>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.</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 Vendor ID.</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>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: AP users must have the following roles to take the listed actions:</p> <ul style="list-style-type: none"> 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. <p>For more information, see KK.010.013 – Defining Budget Security – Associating Rules to User.</p>

Dependencies/ Constraints	<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
Additional Information	<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 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.
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

Step	Action
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: <i>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.</i>
18.	Review and update the Invoice Line amounts, if needed. Note: <i>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.</i>
19.	Review and update chart strings, including Account, Open Item Key, and Budget Reference, if needed. Note: <i>Verify budget reference is correct.</i> 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.
26.	Return to the top of the Voucher page to confirm that the Voucher was successfully saved and a Voucher ID was assigned.

Step	Action
27.	<p>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.</p> <p>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.</p>