
AP.020.020 – ENTERING REGULAR VOUCHER FOR AN ASSET (WITHOUT PO)

<p>Purpose</p>	<ul style="list-style-type: none"> • To select the appropriate area of the Voucher Identifying Information page to record Asset information. • To enter several new fields on the voucher line relating to assets. • To record asset information on the voucher which can be passed to Assets.
<p>Description</p>	<p>In PeopleSoft Payables users can enter asset-related information on the voucher line. This information will then be available to the Assets Department.</p>
<p>Security Role</p>	<p>BOR_AP_VOUCHER_ENTRY</p>

<p>Dependencies/ Constraints</p>	<p>Since most asset related vouchers will be created from a PO and receipt, this entry method should be the exception and only used in rare cases.</p> <p>The asset information must be loaded into the Asset Management module (see Asset Management Business Processes – Load asset information into the AM module) before that information is available in AM.</p> <p>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.</p> <p>GeorgiaFIRST Financials is only using the following PS delivered Voucher Styles:</p> <ol style="list-style-type: none"> 1.) Regular Voucher 2.) Adjustment Voucher 3.) Single Payment Voucher 4.) Template Voucher <p>All PeopleSoft delivered voucher styles will appear in the list but only these four voucher styles should be selected.</p> <p><i>User preferences are required to define the user's authority for entry of each of the voucher styles.</i></p> <p>Security note: AP Users must have Commitment Control Security Rule BUDG_DT_AP to allow updating of the Voucher Budget Date and Security Rule OVRD_AP to allow Budget Override for AP budget check errors. For more information, see KK.010.013 – Defining Budget Security – Associating Roles to User.</p>
<p>Additional Information</p>	<p>Typically, only those items costing more than \$3,000 are tagged as assets and fed to the AM module.</p>

Procedure

Below are step by step instructions on how to enter a Regular Voucher for an asset without a purchase order.

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 button.
8.	Enter the Business Unit .
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.	Select " Regular Voucher " for 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.	<p>Freight Amounts and/or Misc. Charge Amounts may be entered and prorated for each voucher line/distribution.</p> <p><i>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.</i></p>
16.	Click the Distribute by list.
17.	Click the Quantity list item.
18.	Enter " Dell Laptop Computer " in the Description field.
19.	Enter " 1 " in the Quantity field.
20.	Enter " EA " in the UOM field.
21.	Enter " 5000.00 " in the Unit Price field.
22.	Enter " 1 " in the Quantity field.
23.	Click the Account button.
24.	Enter " 84 " in the Account field.

Step	Action
25.	Click the Look Up button.
26.	Click an entry in the Account column.
27.	Enter " 10000 " in the Fund field.
28.	Enter " 1020050 " in the Dept field.
29.	Enter " 11100 " in the Program field.
30.	Enter " 11000 " in the Class field.
31.	Click the Assets tab.
32.	Click the Asset checkbox.
33.	Enter " 36000 " in the Business Unit field.
34.	Click the Profile ID button.
35.	Click an entry in the Asset Profile ID column.
36.	Click the vertical scrollbar.
37.	<p>Click the Save button.</p> <p>Now that the voucher has been saved, it must be budget checked to be available for voucher posting and payment.</p> <p>Users will also need to run Document Tolerance Checking and Matching if applicable for the voucher prior to payment.</p>
38.	<ul style="list-style-type: none"> - Asset information can be entered on the Voucher line. - It is not necessary for the asset to be part of a Purchase Order. - Several asset-specific fields can be populated on the Voucher line. - Asset information on vouchers can be sent to the Assets application.