

AP.020.021 – ENTERING A REGULAR VOUCHER FOR AN ASSET

<p>Purpose</p>	<ul style="list-style-type: none"> • To enter a Regular Voucher for an asset. • To use the PO Copy feature to search for an asset by PO Unit, Vendor and PO number. • To populate the Voucher line with pertinent asset information.
<p>Description</p>	<p>The first step in loading an asset from Accounts Payable to Asset Management is creating a voucher in PeopleSoft Payables.</p> <p>In Accounts Payable users can enter asset-related information on the voucher line and several asset-specific fields can be populated on the Voucher line. This information will then be available to the Assets Department.</p> <p>It is not necessary for the asset to be part of a Purchase Order.</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><i>Note: AP Users must have the following roles to take the listed actions:</i></p> <ul style="list-style-type: none"> • <i>KK Security Rule BUDG_DT_AP to update 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>A receipt must have been previously entered into the system. GeorgiaFIRST Financial institutions are required to create the voucher from the Receipt or the PO Receipt instead of a Purchase Order only for all asset purchases.</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
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. • Typically only those items costing in excess of \$3,000 are tagged as assets and fed to the AM module. 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.

Procedure

Below are step by step instructions on how to enter a regular voucher for an asset.

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.

Step	Action
7.	Click on the Add a New Value tab. <i>Note: Users can populate Supplier ID, Invoice Number, Invoice Date, Gross Amount, Freight/Misc. Amounts, and the number of lines on the Add a New Value page or can enter the information after creating the voucher.</i>
8.	Enter the Business Unit . <i>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.</i> <i>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.</i> <i>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.</i>
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 ” as the Voucher Style .
11.	Click the Add button.
12.	Enter the Invoice Number .
13.	Enter the Invoice Date .
14.	Enter or search for the Supplier ID . <i>Note: Users may wish to enter the Vendor ID to limit your search results when searching from the Worksheet Copy Option on the Invoice Information page.</i>
15.	Navigate to the Copy From Source Document section and click the expand triangle. <i>Note: There are several ways to search for PO information while on the Identifying Information page of the voucher. Users can search for a PO receipt by Business Unit or PO Number. If the search results bring several PO receipts, users can select the one or several referred to on the vendor’s invoice.</i>
16.	Click the Copy From drop down.

Step	Action
17.	<p>Important: GeorgiaFIRST Financial institutions are required to copy in assets from a PO Receipt rather than from the Purchase Order only.</p> <p>Select “PO Receipt.”</p>
18.	Click the GO link. The system navigates to the Copy Worksheet page.
19.	On the Copy Worksheet page, Enter the PO Business Unit
20.	Enter the Business Unit in the Receipt Unit field.
21.	Enter the Receipt Number in the Receipt Number From field.
22.	Click Search button
23.	Click the Select checkbox next to the Receipt Lines you wish to voucher.
24.	Click the Copy Selected Lines button. The system navigates back to the Regular Entry page.
25.	Verify the voucher totals match the Invoice Details.
26.	<p>If needed, Freight Amounts and/or Misc. Charge Amounts may be entered and prorated for each voucher line/distribution.</p> <p>Warning: Prorating of freight may not be the appropriate option for prior year PO's.</p> <p>Note: <i>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>
27.	Once users copy the receipt, they can review the Asset information on the voucher by clicking on the Assets tab.
28.	Click the Save button.
29.	Return to the top of the Voucher page to confirm that the Voucher was successfully saved and a Voucher ID was assigned.
30.	Now that the voucher has been saved, users need to run Matching for the voucher before payment. For more information, AP.030.010 – Running Matching.
31.	After Matching runs, users run Doc Tolerance and Budget Checking in order for the voucher to be available for posting and payment. For more information, see AP. 030.070 – Running Document Tolerance and AP.030.020 – Budget Checking Payables.