

## AP.020.030 – ENTERING A REGULAR VOUCHER FOR TRAVEL PAYMENTS

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To enter a Regular Voucher for pre-paid items.</li> </ul>
<b>Description</b>	<p>Pre-paid items are amounts paid in advance for travel. All travel pre-payments for employees and non-employees are processed through Payables. All other employee related travel transactions (Travel Authorizations and Expense Reports) should be processed through the Travel and Expenses module.</p> <p>The employee pre-paid items are cleared from the employee pre-paid account (132160) in the Expenses module by processing the employee expense report. All non-employee travel pre-payments need to be cleared from the pre-paid account (132170) by journal entry/adjustment voucher.</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 Supplier ID.</p> <p>Open Item accounting allows you to track a monetary account until there is a zero balance.</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>For more information, see Travel &amp; Expenses Understanding Prepaid Expenses for detailed information on the interaction of pre-payments between Accounts Payable and Expenses.</p>

<p><b>Security Role</b></p>	<p><b>BOR_AP_VOUCHER_ENTRY</b></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"> <li>• <i>Commitment Control Security Rule <b>BUDG_DT_AP</b> to allow updates to the Voucher Budget Date.</i></li> <li>• <i>Security Rule <b>OVRD_AP</b> to allow Budget Override for AP budget check errors.</i></li> </ul> <p><i>For more information, see KK.010.013 – Defining Budget Security – Associating Rules to User.</i></p>
<p><b>Dependencies/ Constraints</b></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"> <li>1. Regular Voucher</li> <li>2. Adjustment Voucher</li> <li>3. Single Payment Voucher</li> <li>4. Template Voucher</li> </ol>
<p><b>Additional Information</b></p>	<ul style="list-style-type: none"> <li>• Many of the fields on a voucher are pre-populated based on established defaults.</li> <li>• Most default fields can be overridden with the proper user preferences.</li> <li>• All employee prepayment transactions will be cleared within the Expenses module.</li> </ul>

**Procedure**

Below are step by step instructions on how to enter a regular voucher for Travel Pre-Payments.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Accounts Payable</b> link.
4.	Click the <b>Vouchers</b> link.
5.	Click the <b>Add/Update</b> link.
6.	Click the <b>Regular Entry</b> link. The system navigates to the Voucher search page.
7.	Enter the Business Unit in the <b>Business Unit</b> .
8.	Enter the Supplier ID in the <b>Supplier ID</b> field.
9.	Enter the Invoice Number in the <b>Invoice Number</b> field.
10.	Enter the Invoice Date in the <b>Invoice Date</b> field.
11.	Click the <b>Add</b> button.
12.	Enter the Total in the <b>Total</b> field.
13.	Enter the Description in the <b>Description</b> field.
14.	Enter the Line Amount the <b>Line Amount</b> field.
15.	Enter the Account in the <b>Account</b> field.
16.	Enter the Fund in the <b>Fund</b> field.
17.	Enter the Open Item in the <b>Open Item</b> field.
18.	To add additional rows, click the (+) button.
19.	Click the <b>OK</b> button.
20.	Click the <b>Save</b> 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.	<p>Now that the voucher has been saved, it must be budget checked in order to be available for voucher posting and payment. For more information, see 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, see AP.030.070 – Running Document Tolerance and AP.030.010 – Running Matching.</p>