AP2 - CREATE OFFICE REVOLVING FUND (ORF) VOUCHER FOR SALARY ADVANCE

Source Document: Salary Advance Request

Module: Accounts Payable(AP)

Roles: Vendor Processor
AP Processor
AP Approver 1/2

Revolving Fund checks may be issued to employees for salary advances in accordance with State Administrative Manual section 8595. A Salary Advance request is usually initiated by a department's Human Resources (HR) Office. In the following example, we will process a Salary Advance for an employee using the **Open Item Key** chartfield value by creating a Regular Voucher with Cash Type: Office Revolving Fund (ORF). The **Open Item Key** is an additional chartfield used to automatically link the employee's salary advance to the accounts receivable side of the equation.

Upon receipt of the Salary Advance request the AP Processor must first perform an inquiry in FI$Cal to obtain the employee's Supplier ID number. If the employee does not exist in the system, contact HR to obtain employee information that must be added to the master list of suppliers.
Note: This unique employee Supplier ID is the same as the Open Item Key number.

The **Vendor Processor** will obtain the employee's Vendor ID. Steps are:

    1 - Navigate to Suppliers > Supplier Information > Add/Update > Supplier

    2 - In the **Find an Existing Value** tab, enter the employee's name in the Short Supplier Name field.

    3 - Click Search. If the employee Supplier ID is setup, a new page will populate with the employee's Supplier ID number and proper name.

1

| Favorites ▾ | Main Menu ▾ | > | Suppliers ▾ | > | Supplier Information ▾ | > | Add/Update ▾ | > | Supplier |

Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ **Search Criteria**

SetID [= ▾] [STATE] 🔍

Supplier ID [begins with ▾] [ ]

Persistence [= ▾] [▾]

2 Short Supplier Name [begins with ▾] [JANEDOE] 🔍

Our Customer Number [begins with ▾] [ ] 🔍

Supplier Name [begins with ▾] [ ] 🔍

☐ **Include History**   ☐ **Case Sensitive**

3 [Search]   [Clear]   Basic Search 🔳 Save Search Criteria

The **Supplier Page** will display the employee's Supplier ID number and proper name in the Summary tab.

The **AP Processor** will create a new **Regular Voucher**. Steps are:

1 - Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry

2 - In the **Add a New Value** tab, enter your Business Unit

3 - Voucher ID: NEXT

4 - Voucher Style must be Regular Voucher

5 - Choose the correct supplier by looking up either Supplier ID or Short Supplier Name

1 | Favorites ▼ | Main Menu ▼ | > | Accounts Payable ▼ | > | Vouchers ▼ | > | Add/Update ▼ | > | Regular Entry

Voucher

Find an Existing Value | **Add a New Value**

2 Business Unit 8860 🔍

3 Voucher ID NEXT

4 Voucher Style Regular Voucher ▼

Supplier Name 🔍

Short Supplier Name 🔍

5 Supplier ID EMP1261234 🔍

The **AP Processor** will create a new **Regular Voucher**. Steps (cont'd):

6 - Select Supplier Location; MAIN (default value)

7 - Enter Invoice Number

8 - Enter Invoice Date

9 - Enter Gross Invoice Amount

10 - Check the Tax Exempt Flag

11 - Click Add

6 Supplier Location	MAIN 🔍
Address Sequence Number	1 🔍
7 Invoice Number	Salary_Advance_Mar2019
8 Invoice Date	03/05/2019 📅
9 Gross Invoice Amount	1700.00
Freight Amount	0.00
Sales Tax Amount	0.00
Misc Charge Amount	0.00
PO Business Unit	🔍
PO Number	🔍
10 Tax Exempt Flag	☑
Estimated No. of Invoice Lines	1

11 [Add]

The **AP Processor** will Update the Pay Terms. Steps are:

1 - After clicking Add on the previous page, the AP Processor will see the Invoice Information tab.

2 - On the Invoice Information tab, click on the "Pay Terms" ID lookup icon.

3 - Select 00 for Expedite.

4 - Click on "Transfer to Pay Terms Detail" icon.

In the Payments Terms screen, update the Basis Date, Basis Date Type, and the Payment Terms ID

6 - Verify Payment Terms ID displays: 00 (expedite)

7 - Verify Due Date Control displays: Terms

8 - Change Basis Date Type: User Date

9 - Change Basis Date: Date check request was received (defaults to current date)

10 - Click **Back to Invoice** link

| Favorites ▾ | Main Menu ▾ | > | Accounts Payable ▾ | > | Vouchers ▾ | > | Add/Update ▾ | > | Regular Entry |

Payment Terms

10 Back to Invoice

Business Unit 8860   **Invoice Number** Salary_Advance_Mar2019   **VAT Entity**

Voucher ID NEXT   **Supplier** 0000000001   EMP1261234   JANE DOE   **Invoice Date** 03/05/2019

6 *Payment Terms ID 00   🔍   Expedite

7 *Due Date Control Terms ▾

8 Basis Date Type User Date ▾

9 Basis Date 03/05/2019 📅

Discount Due Date

Due Date

*Discount Amount Control Terms ▾

Account At Gross ▾

Discount Amount   0.00

Basis Amt   1,700.00

From the Invoice Information tab, the **AP Processor** will add the invoice number as the description. The description will appear on reconciliation reports and helps to identify the activity. Steps are:

  1 - Copy the invoice number from the Invoice No. field (Note: The invoice number is automatically carried over from the Add/Update tab.)

  2 – In the Invoice Lines section, paste the invoice number in the Description field.

The **AP Processor** will enter the chartfield distributions in the Invoice Information tab. Steps are:

1 - In the GL Chart tab under Distribution Lines section, enter the following chartfields:
Fund: 000000<u>XXX</u> (XXX=Departmental General Checking/Rev Fund); ENY: Enactment Year;
Account: 1301300 – Salary Advances.

2 - Scroll to the right to locate the **Open Item Key.** The Open Item Key value should match the last seven digits of the Employee's Vendor ID number. The correct Open Item Key is crucial in tying the Salary Advance issued in Accounts Payable to the deposit made in Accounts Receivable.

The **AP Processor** will review and update the Payments tab:
- **1** – Pay Terms should display **00** (expedite)
- **2** - Change Cash Type: **Office Revolving Fund**

Scroll down and update the Payment Options:
- **3** - Bank Account should be **STATE**
- **4** - Account must be <u>XXX</u> (XXX=Departmental Agency Checking/ORF Account)
- **5** - Change Method to **CHK** (Check)
- **6** - Click Save. After saving the voucher, a unique Voucher ID Number will be assigned. The voucher will be Budget Checked, Approved, and Voucher Posted

The **AP Approver** will approve the Voucher. Refer to University of FI$Cal (UF) course AP123 - Voucher Workflow W2.

The FI$Cal Job Aids that provide additional information on this topic are:
- Job Aid .029 - Create an Employee Salary Advance 4.0
- Job Aid .012 - Creating an Employee Supplier 4.0

The following resources can be used for next steps:
- UF AP114 - Office Revolving Fund Process W2
- Job Aid 032 - Creating a Departmental Pay Cycle and Cancel a Payment 4.0