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.

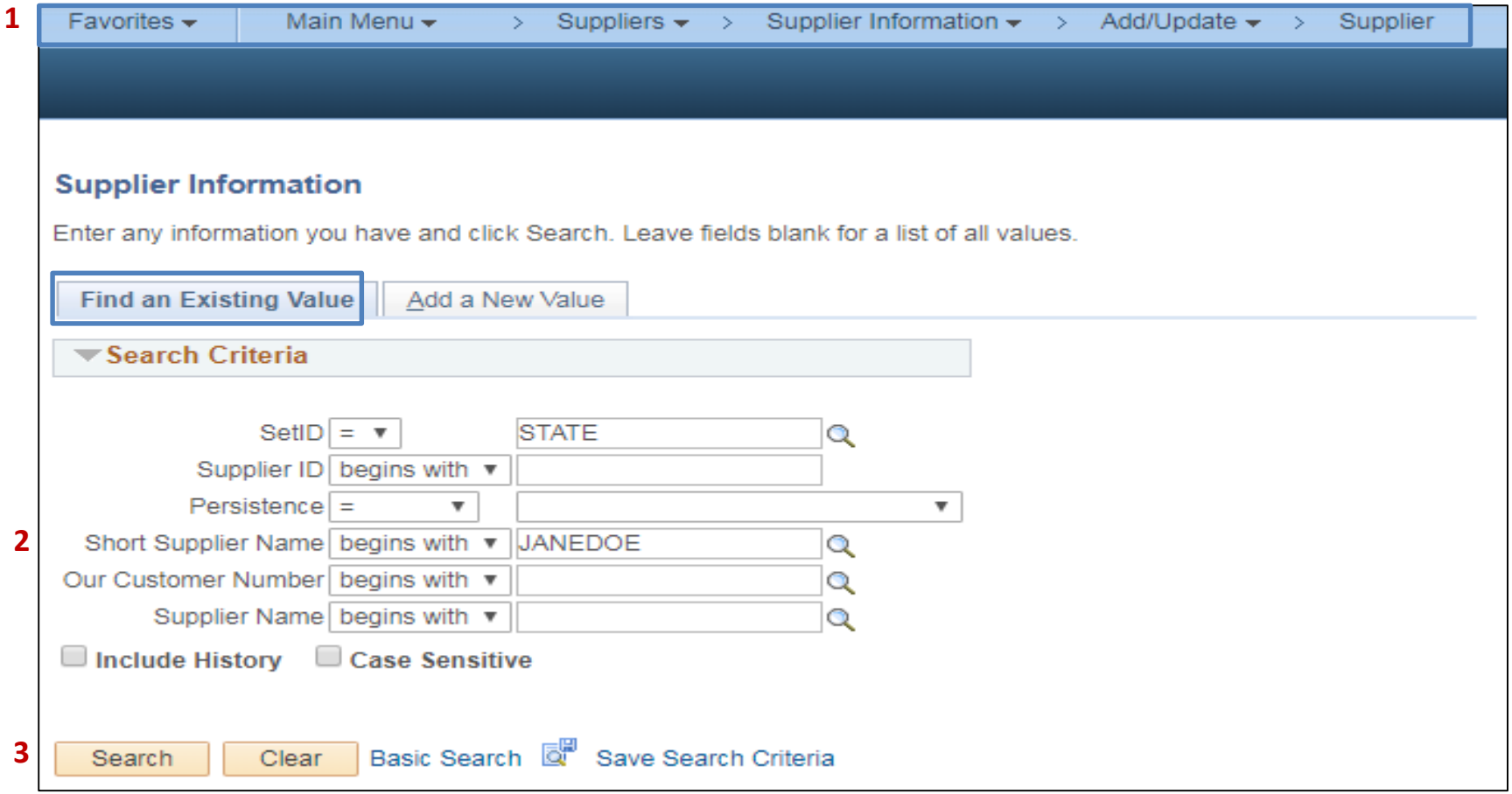
Upon receipt of the Salary Advance request the AP Processor must first perform an inquiry in FI$Cal to obtain the employee's Supplier ID number. If the employee does not exist in the system, contact HR to obtain employee information that must be added to the master list of suppliers.
Note: This unique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

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

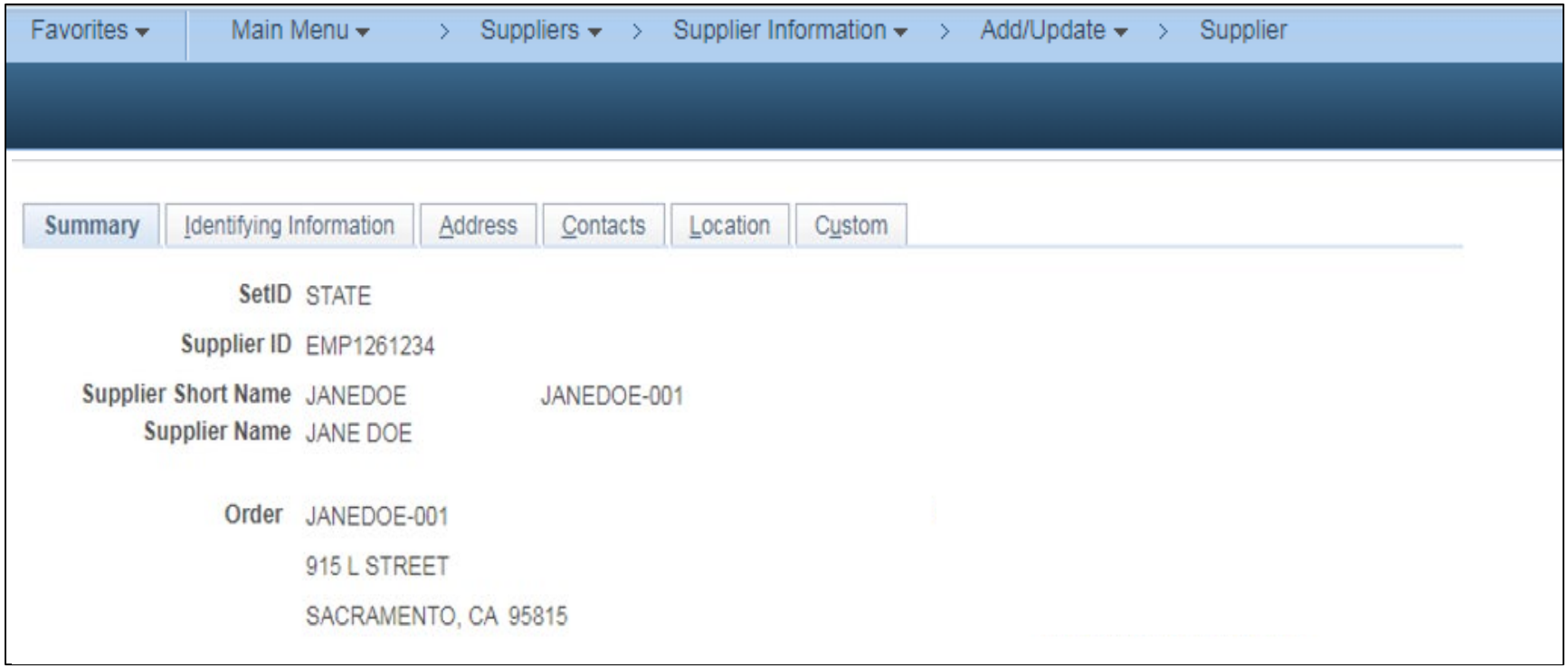
1 - Navigate to Suppliers > Supplier Information > Add/Update > Supplier

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.



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

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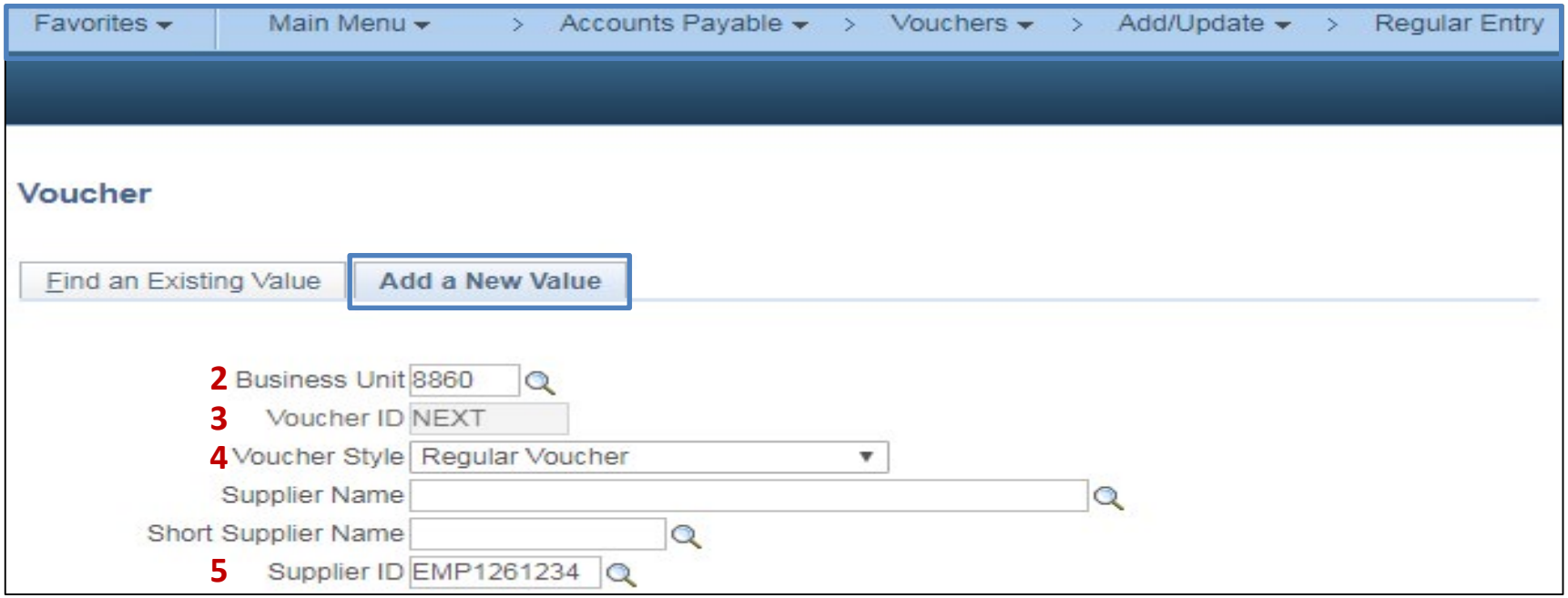
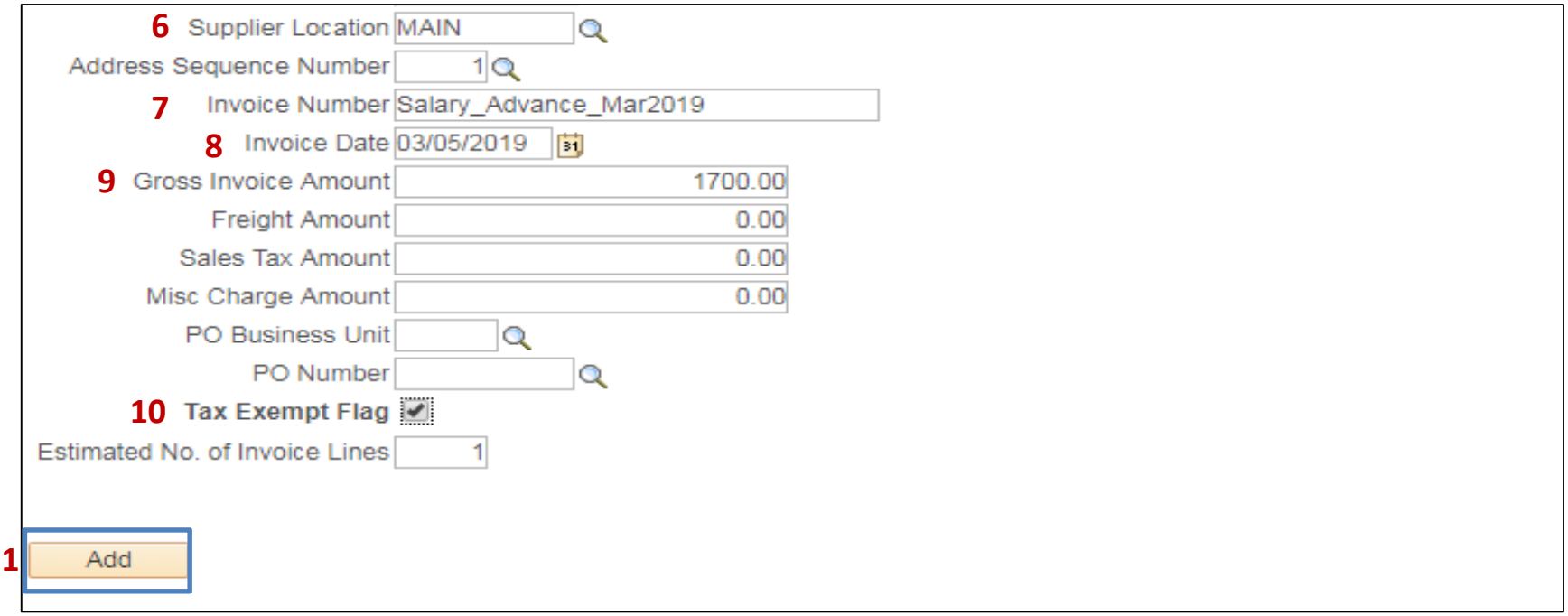


The **AP Processor** will create a new **Regular Voucher**. Steps (cont'd):

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



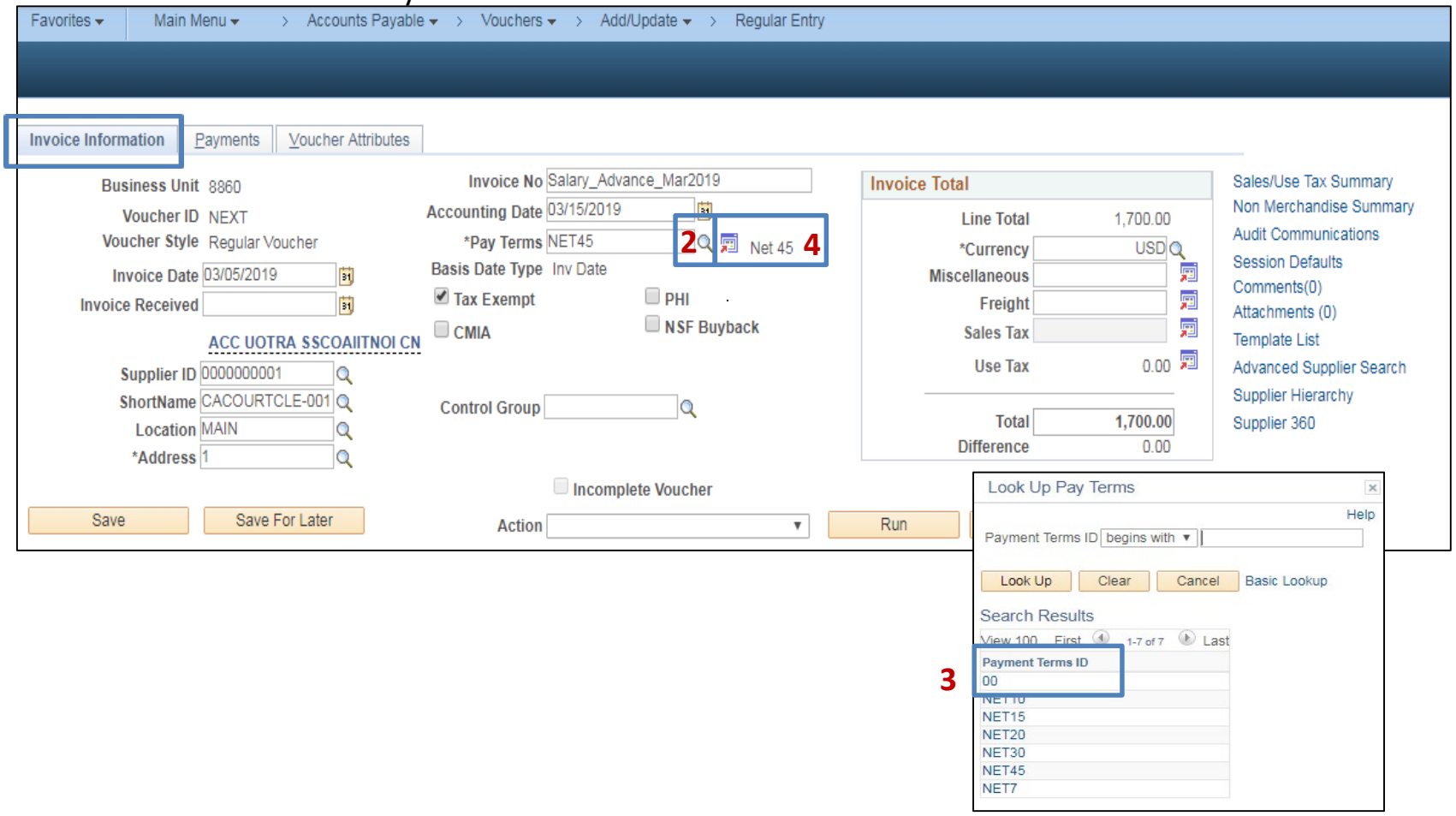
The **AP Processor** will Update the Pay Terms. Steps are:

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

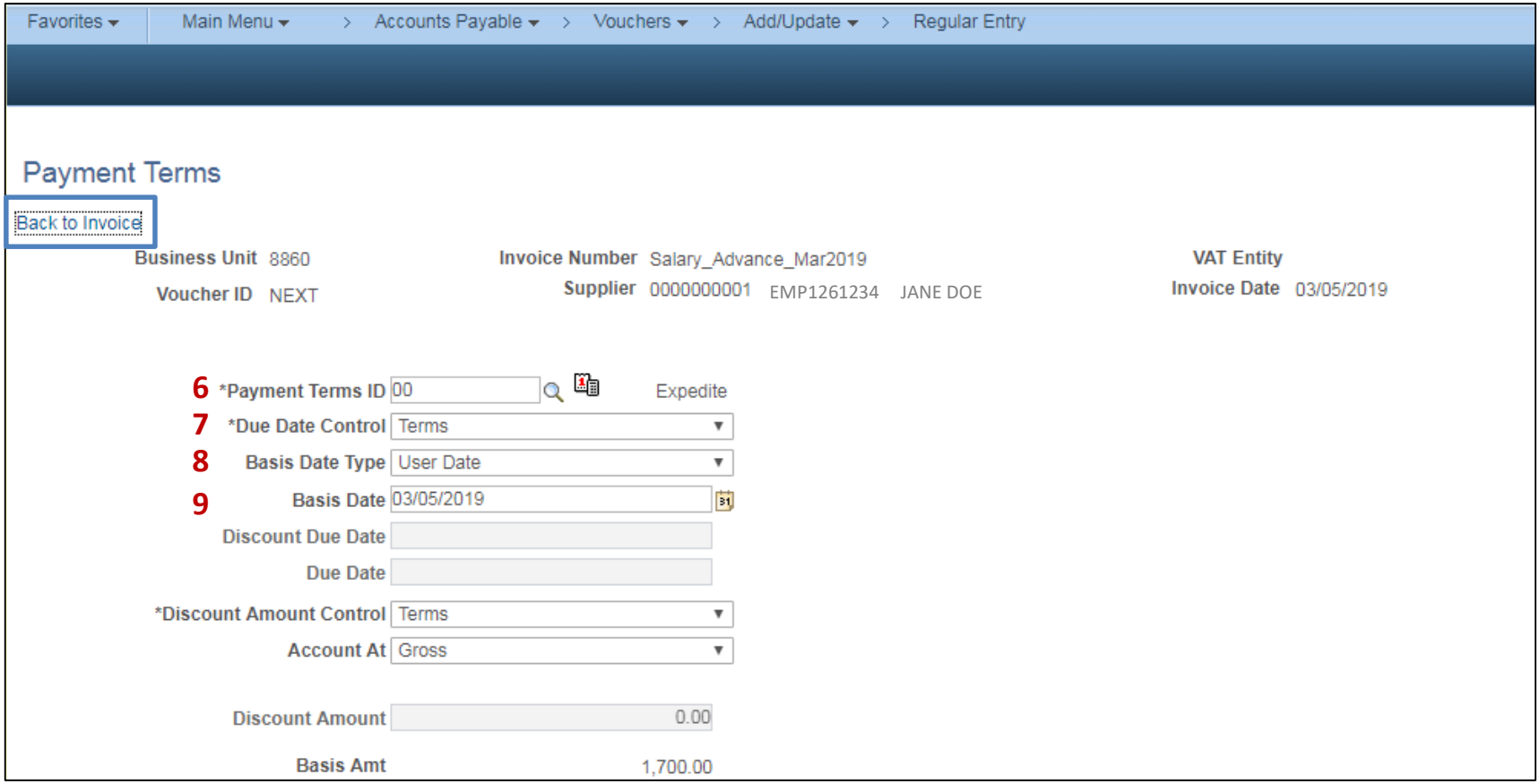
6 - Verify Payment Terms ID displays: 00 (expedite)

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)

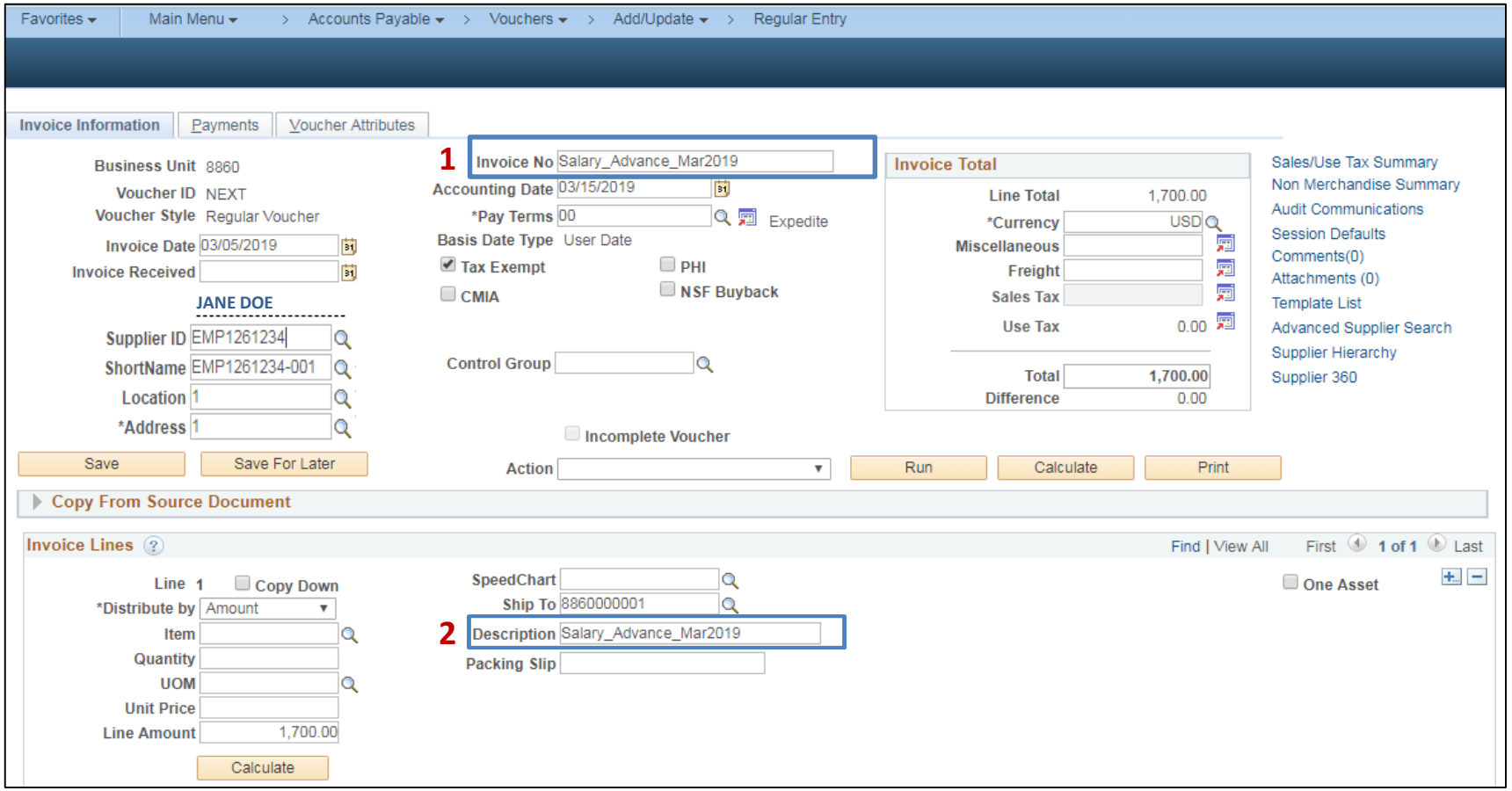
10 - Click **Back to Invoice** link



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.)

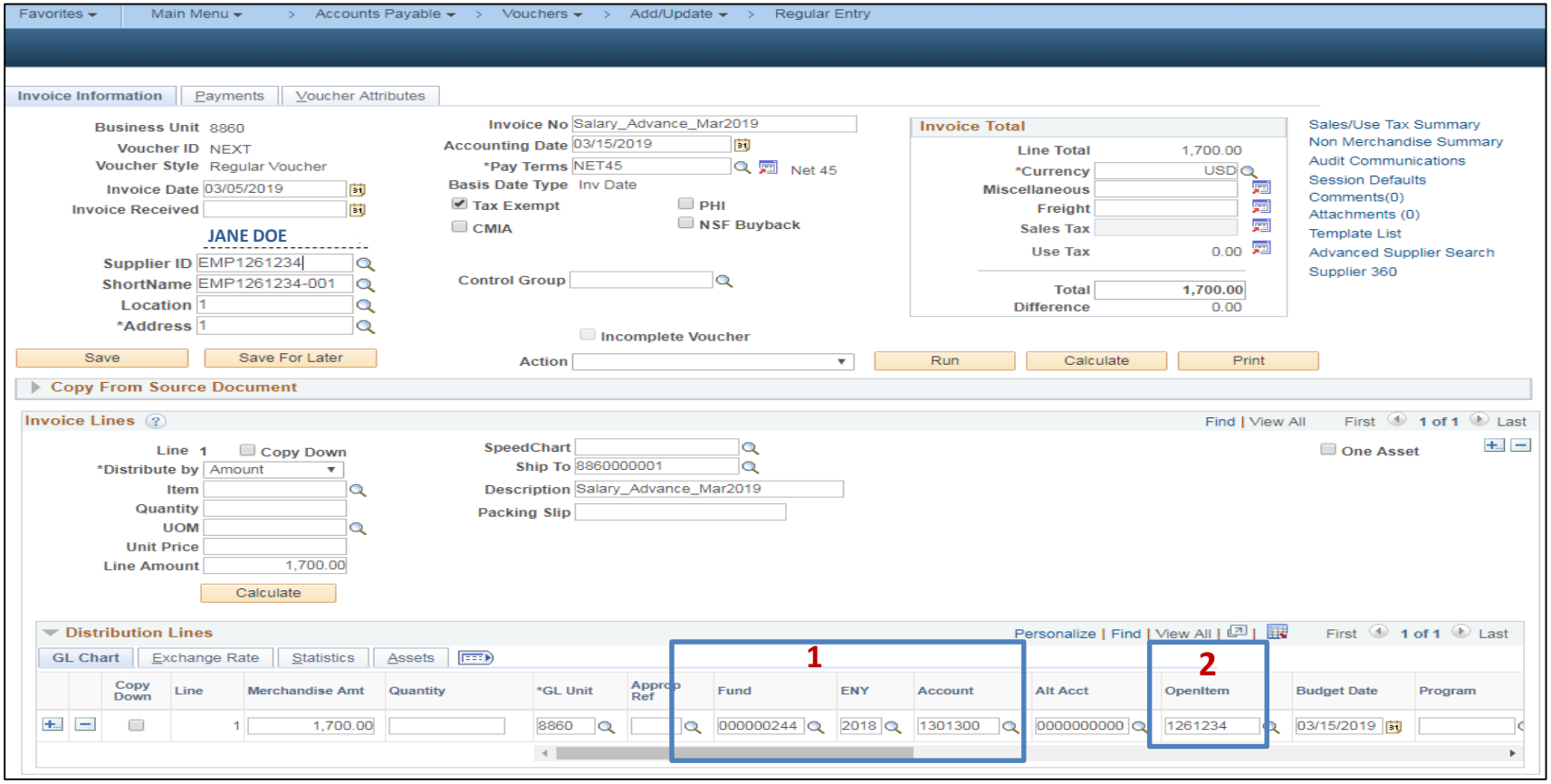
2 – In the Invoice Lines section, paste the invoice number in the Description field.



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: 000000XXX (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**

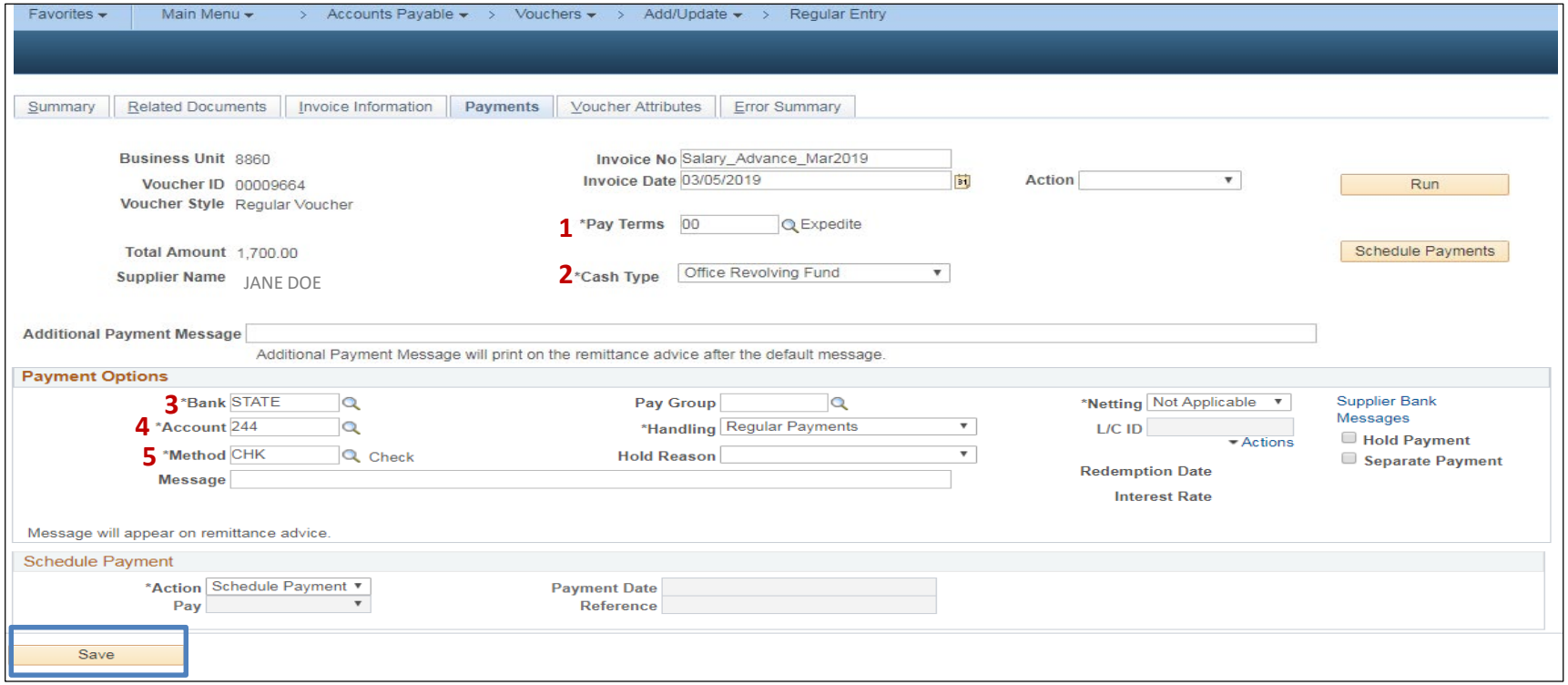
Scroll down and update the Payment Options:

3 - Bank Account should be **STATE**

4 - Account must be XXX (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