

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.

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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.

[Favorites](#) ▾ |
 [Main Menu](#) ▾ >
 [Suppliers](#) ▾ >
 [Supplier Information](#) ▾ >
 [Add/Update](#) ▾ >
 [Supplier](#)

[Summary](#) |
 [Identifying Information](#) |
 [Address](#) |
 [Contacts](#) |
 [Location](#) |
 [Custom](#)

SetID STATE
Supplier ID EMP1261234
Supplier Short Name JANEDOE JANEDOE-001
Supplier Name JANE DOE

Order JANEDOE-001
 915 L STREET
 SACRAMENTO, CA 95815

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 screenshot shows the 'Voucher' form in the AP Processor. The breadcrumb navigation at the top reads: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. Below the breadcrumb, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a blue border. The form contains the following fields:

- 2** Business Unit: 8860
- 3** Voucher ID: NEXT
- 4** Voucher Style: Regular Voucher
- Supplier Name: (empty)
- Short Supplier Name: (empty)
- 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	<input checked="" type="checkbox"/>	
	Estimated No. of Invoice Lines	1	

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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.

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The screenshot displays the 'Invoice Information' tab in the AP Processor. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The 'Invoice Information' tab is active, with sub-tabs for 'Payments' and 'Voucher Attributes'. The main form contains the following fields and values:

- Business Unit: 8860
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Invoice Date: 03/05/2019
- Invoice Received: [Empty]
- Supplier ID: 000000001
- ShortName: CACOURTCLE-001
- Location: MAIN
- *Address: 1
- Invoice No: Salary_Advance_Mar2019
- Accounting Date: 03/15/2019
- *Pay Terms: NET45
- Basis Date Type: Inv Date
- Control Group: [Empty]
- Options: Tax Exempt, PHI, CMIA, NSF Buyback
- Buttons: Save, Save For Later, Action [Dropdown], Run

The 'Invoice Total' summary shows:

Line Total	1,700.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
Total	1,700.00
Difference	0.00

The 'Look Up Pay Terms' dialog box is open, showing a search for 'Payment Terms ID' that begins with 'N'. The search results list includes:

- 00
- NET10
- NET15
- NET20
- NET30
- NET45
- NET7

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

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[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

Payment Terms

[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 Expedite
7 *Due Date Control
8 Basis Date Type
9 Basis Date

Discount Due Date
 Due Date
 *Discount Amount Control
 Account At
 Discount Amount

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 screenshot displays the 'Regular Entry' window for creating an invoice. The 'Invoice Information' tab is active, showing fields for Business Unit (8860), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date (03/05/2019), and Invoice Received. The 'Invoice No.' field is highlighted with a red box and labeled '1', containing the text 'Salary_Advance_Mar2019'. Other fields include Accounting Date (03/15/2019), Pay Terms (00), Basis Date Type (User Date), and various checkboxes for Tax Exempt, CMIA, PHI, and NSF Buyback. An 'Invoice Total' summary shows a Line Total of 1,700.00 and a Total of 1,700.00. The 'Invoice Lines' section at the bottom shows a single line with a Description field highlighted by a red box and labeled '2', also containing 'Salary_Advance_Mar2019'. Other fields in this section include SpeedChart, Ship To (8860000001), and Packing Slip.

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 screenshot shows the 'Invoice Information' tab in the AP Processor software. The 'Invoice Information' section includes fields for Business Unit (8860), Invoice No (Salary_Advance_Mar2019), Accounting Date (03/15/2019), and Supplier ID (EMP1261234). The 'Invoice Total' section shows a Line Total of 1,700.00. The 'Distribution Lines' section is visible at the bottom, with a table containing the following data:

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Approp Ref	Fund	ENY	Account	Alt Acct	Openitem	Budget Date	Program
					1	1,700.00		8860		000000244	2018	1301300	0000000000	1261234	03/15/2019	

Two blue boxes highlight the 'Fund' field (000000244) and the 'Openitem' field (1261234) in the Distribution Lines table. The number '1' is placed above the Fund field, and the number '2' is placed above the Openitem field.

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 screenshot displays the 'Payments' tab of the AP Processor software. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. Below this, there are tabs for Summary, Related Documents, Invoice Information, Payments (selected), Voucher Attributes, and Error Summary.

Key fields and values shown include:

- Business Unit: 8860
- Voucher ID: 00009664
- Voucher Style: Regular Voucher
- Invoice No: Salary_Advance_Mar2019
- Invoice Date: 03/05/2019
- Total Amount: 1,700.00
- Supplier Name: JANE DOE

The 'Payment Options' section contains the following fields:

- *Pay Terms: 00 (Expedite) - marked with a red '1'
- *Cash Type: Office Revolving Fund - marked with a red '2'
- *Bank: STATE - marked with a red '3'
- *Account: 244 - marked with a red '4'
- *Method: CHK (Check) - marked with a red '5'
- Pay Group: [empty]
- *Handling: Regular Payments
- Hold Reason: [empty]
- *Netting: Not Applicable
- LJC ID: [empty]
- Redemption Date: [empty]
- Interest Rate: [empty]

Additional features include an 'Additional Payment Message' field, a 'Schedule Payments' button, and a 'Supplier Bank Messages' section with options for 'Hold Payment' and 'Separate Payment'. The 'Schedule Payment' section at the bottom has fields for *Action (Schedule Payment) and *Pay, along with Payment Date and Reference fields.

A red box highlights the 'Save' button at the bottom left, with a red '6' next to it.

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