

AP8 – CREATE JOURNAL VOUCHER TO REPLENISH ORF

Source Document: Approved ORF Check Request
Approved Regular Voucher
Copy of ORF Check Issued

Module: Accounts Payable (AP)

Role: AP Processor

Vouchers are electronic transactions created in FI\$Cal for the processing of supplier invoices (goods or services), employee travel advances, employee salary advances, or adjustments previously referred to as “claim schedules”. In FI\$Cal, the Prepaid Voucher style is used to generate ORF payments (department checks) for employee travel advances and other immediate payment needs. The Regular Voucher style will be used for salary advances and supplier advances. For salary advances, it will utilize an Open Item key ChartField value to link the advance to the employee. ORF replenishment will occur differently depending on the type of ORF transaction generated. In this example we look at how to replenish a Regular Voucher ORF advance.

The Journal Voucher (JV) style is a type of voucher in FI\$Cal that can be used to replenish a Regular Voucher ORF advance. Only one JV can be linked to a voucher, therefore, the AP Processor must create one JV per regular voucher that needs replenishment. The JV will go through both departmental and SCO workflow approval.

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

- 1 - Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry. In the **Add a New Value** tab:
- 2 - Enter your Business Unit
- 3 - Voucher ID should be **"NEXT"**
- 4 - Select **"Journal Voucher"** as your voucher style
- 5 - Choose the supplier by entering the Supplier ID. Once the Supplier ID is entered, the Supplier Name, Short Supplier Name, Supplier Location, and Address Sequence Number fields populate automatically.
- 6 - Ensure the correct Address Sequence Number is selected by clicking the magnifying glass and selecting the appropriate address
- 7 - Enter the Invoice Number **"Replenish Voucher"** followed by the Voucher ID you are replenishing
- 8 - Enter the Invoice Date
- 9 - Click the **Add** button

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The screenshot shows the 'Voucher' form in the AP Processor. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The form has two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. The form fields are as follows:

- Business Unit: 8860
- Voucher ID: NEXT
- Voucher Style: Journal Voucher
- Supplier Name: PITNEY BOWES RESERVE ACCOUNT
- Short Supplier Name: PITNEYBOWE-002
- Supplier ID: 0000000776
- Supplier Location: MAIN
- Address Sequence Number: 1
- Invoice Number: Replenish Voucher 00009833
- Invoice Date: 04/04/2019

At the bottom of the form, there is an 'Add' button, which is highlighted with a red box and labeled with the number 9.

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After clicking Add on the previous page, the **Invoice Information** tab will appear with all of the voucher header information. The **AP Processor** will relate the JV replenishment to the original voucher to be replenished using the steps below:

- 1 - Click the look up magnifying glass next to the **Related Voucher** field
- 2 - The **“Look Up Related Voucher”** window will open. Click the Voucher that needs to be replenished

The screenshot displays the 'Invoice Information' tab in the AP Processor software. The main form contains fields for Business Unit (8860), Voucher ID (NEXT), Invoice No (Replenish Voucher 00009833), Accounting Date (04/08/2019), Pay Terms (NET45), Invoice Date (04/04/2019), and Invoice Received (04/04/2019). The 'Related Voucher' field is highlighted with a blue box and a red '1', with a magnifying glass icon next to it. A blue arrow points from this icon to a 'Look Up Related Voucher' dialog box. The dialog box shows search criteria: Business Unit (8860), Supplier ID (0000000776), and Related Voucher (begins with). The 'Search Results' table is highlighted with a blue box and a red '2', showing one result: Related Voucher 00009833, Invoice Number April 2019 Reserve Account, and Invoice Date 04/04/2019. The 'Invoice Lines' section at the bottom shows Line 1 with a 'Calculate' button.

| Related Voucher | Invoice Number | Invoice Date |
|-----------------|----------------------------|--------------|
| 00009833 | April 2019 Reserve Account | 04/04/2019 |

JVs must contain offsetting distribution lines that net to zero to reclassify any one distribution line within the original voucher. In this scenario, a JV is being created to replenish the ORF after a regular supplier ORF advance was issued.

- 1 - Enter a description for the Journal Voucher
- 2 - Enter the opposite (negative) amount to be replenished **(The subsequent lines will net the total journal voucher to a \$0 amount and post it to the appropriate expenditure account(s))**
- 3 - Enter the Fund **(Fund should be ORF Checking Account Number listed in the drop down)**, ENY **(Enactment Year)**, Account and Alternate Account **(the account must be the one used in the ORF Advance)**

Invoice Information

Business Unit: 8860
 Voucher ID: NEXT
 Invoice No: Replenish Voucher 00009833
 Accounting Date: 04/08/2019
 Invoice Date: 04/04/2019
 Invoice Received: 04/04/2019
 Supplier ID: 000000776
 ShortName: PITNEYBOWE-002
 Location: MAIN
 *Address: 1

Invoice Total

Line Total: 0.00
 *Currency: USD
 Total: 0.00
 Difference: 0.00

Invoice Lines

Line 1
 *Distribute by: Amount
 Description: Replenish Pit. Bow.-Resrv Acct
 Line Amount: 0.00

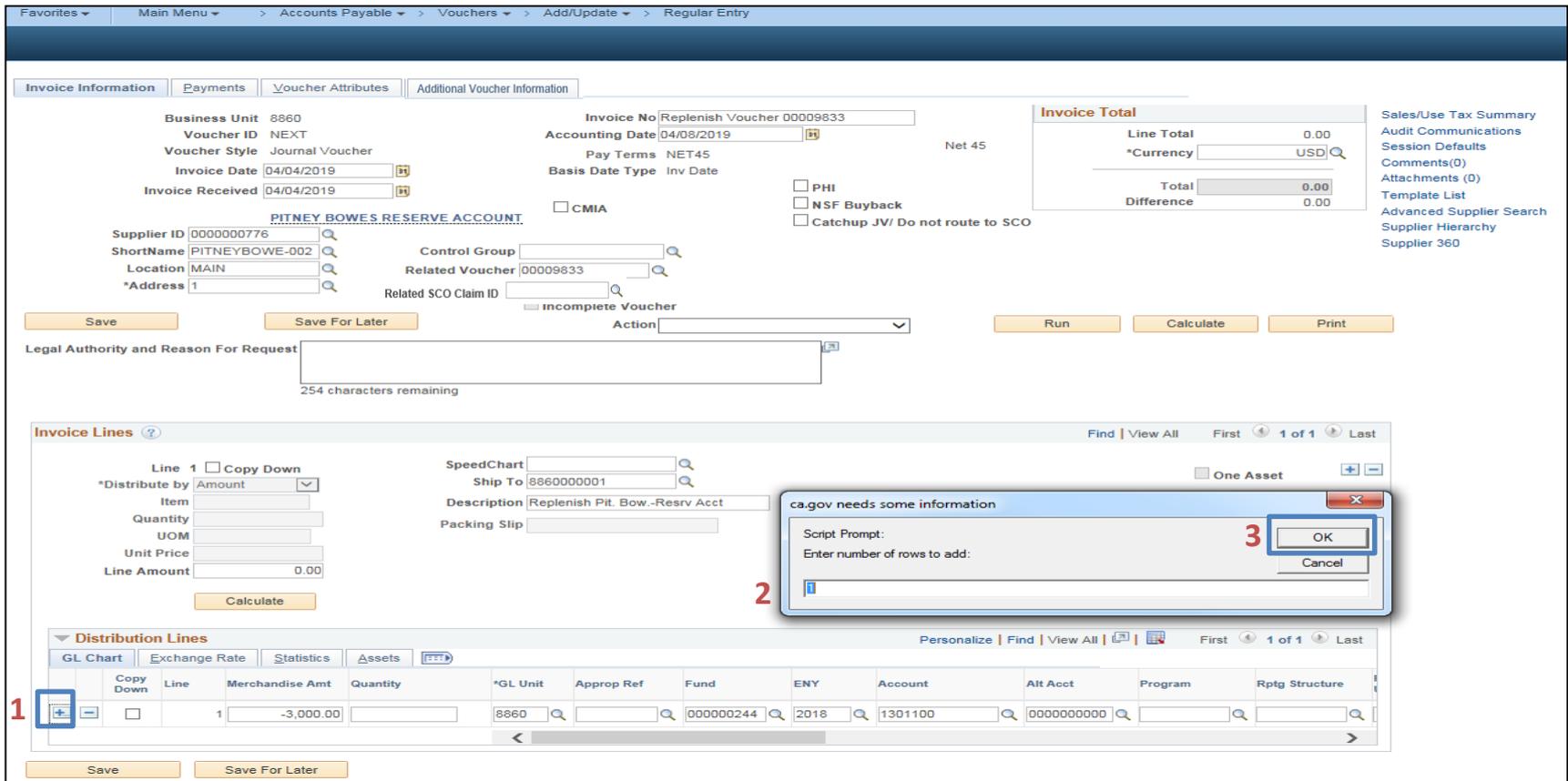
Distribution Lines

| GL Chart | Exchange Rate | Statistics | Assets | FFTD | *GL Unit | Approp Ref | Fund | ENY | Account | Alt Acct | Program | Rptg Structure |
|----------|---------------|------------|--------|------|----------|------------|----------|------|---------|-----------|---------|----------------|
| | | | | | 8860 | | 00000244 | 2018 | 1301100 | 000000000 | | |

AP8 - Create Journal Voucher to Replenish ORF (cont'd)

It is crucial to keep all debits and credits within the same line of the voucher. Although the JV as a whole will still net to \$0, if “Invoice Lines” are added and/or speed charts are used, the JV will **not** replenish the voucher. To break out the expenditures, add “Distribution Lines.”

- 1 – Click the plus  icon to add more distribution lines. Add as many lines as needed.
- 2 – Enter the amount of lines you want to add.
- 3 – Click OK



The screenshot displays the 'Accounts Payable' system interface for creating a journal voucher. The 'Invoice Information' tab is active, showing details for a 'Replenish Voucher 00009833' dated 04/08/2019. The 'Supplier' is identified as 'PITNEY BOWES RESERVE ACCOUNT'. Below this, the 'Invoice Lines' section is visible, with a 'Distribution Lines' table at the bottom. The table has columns for 'GL Chart', 'Copy Down', 'Line', 'Merchandise Amt', 'Quantity', '*GL Unit', 'Approp Ref', 'Fund', 'ENY', 'Account', 'Alt Acct', 'Program', and 'Rptg Structure'. A dialog box titled 'ca.gov needs some information' is open, asking for the number of rows to add. The dialog box has an 'OK' button and a 'Cancel' button. Red numbers 1, 2, and 3 are overlaid on the interface to indicate the steps: 1 points to the plus icon in the Distribution Lines table, 2 points to the input field in the dialog box, and 3 points to the OK button in the dialog box.

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Enter the necessary chartfields into the second distribution line. (Note: The following line(s) will contain expenditure accounts.) The amount will autofill with the positive value entered in Line 1.

- 1** - Enter the Appropriation Reference, Fund (do **not** enter the ORF Checking account), Enactment Year Account, Alternate Account (expenditure account), Program and Reporting Structure

If the replenishment is to be broken into multiple distribution lines the process will be the same for the subsequent lines. You will need to manually enter the amounts and ensure that the overall total nets to \$0.

Invoice Information | Payments | Voucher Attributes | Additional Voucher Information

Business Unit: 8860 | Invoice No: Replenish Voucher 00009833 | Accounting Date: 04/08/2019 | Pay Terms: NET45 | Basis Date Type: Inv Date

Voucher ID: NEXT | Voucher Style: Journal Voucher | Invoice Date: 04/04/2019 | Invoice Received: 04/04/2019

Supplier ID: 0000000776 | ShortName: PITNEYBOWE-002 | Location: MAIN | *Address: 1

PITNEY BOWES RESERVE ACCOUNT.

Control Group: | Related Voucher: 00009833 | Related SCO Claim ID: | Incomplete Voucher:

PHI: NSF Buyback: Catchup JV/ Do not route to SCO:

Invoice Total: Line Total: 0.00, *Currency: USD, Total: 0.00, Difference: 0.00

Legal Authority and Reason For Request: 254 characters remaining

Invoice Lines

Line 1: Copy Down *Distribute by: Amount, Description: Replenish Pit. Bow.-Resrv Acct

Line 2: Description: Replenish Pit. Bow.-Resrv Acct

| GL Chart | Exchange Rate | Statistics | Assets | FFR | | | | | | | |
|--------------------------|---------------|-----------------|----------|----------|------------|-----------|------|---------|-----------|---------|----------------|
| Copy Down | Line | Merchandise Amt | Quantity | *GL Unit | Approp Ref | Fund | ENY | Account | Alt Acct | Program | Rptg Structure |
| <input type="checkbox"/> | 1 | -3,000.00 | | 8860 | | 000000244 | 2018 | 1301100 | 000000000 | | |
| <input type="checkbox"/> | 2 | 3,000.00 | | 8860 | 001 | 0001 | 2018 | 5306200 | 000000000 | 9999 | 88609300 |

AP8 - Create Journal Voucher to Replenish ORF (cont'd)

Attach a scanned copy of the issued check, check request, and any supporting documentation to the JV.

- 1 - Click the “**Attachments**” link
- 2 - The Voucher Header Attachment window will open. Click the “**Add Attachment**” box.

The screenshot shows the 'Voucher Header Attachment' window. The window title is 'Voucher Header Attachment'. It displays 'Business Unit 8860' and 'Voucher ID NEXT'. Below this, there is a 'Details' section with a table. The table has columns: 'File Name', 'Show to Approver?', 'Description', 'User', 'Name', and 'Date/Time Stamp'. The 'View' row is selected, with a checkmark in the 'Show to Approver?' column. Below the table, there is a message: 'Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.' At the bottom of the window, there are buttons for 'Add Attachment', 'OK', 'Cancel', and 'Refresh'. A red '1' points to the 'Attachments (0)' link in the top right, and a red '2' points to the 'Add Attachment' button.

| File Name | Show to Approver? | Description | User | Name | Date/Time Stamp |
|-----------|-------------------------------------|-------------|------|------|-----------------|
| View | <input checked="" type="checkbox"/> | | | | |

AP8 - Create Journal Voucher to Replenish ORF (cont'd)

Attach a scanned copy of the issued check, check request, and any supporting documentation to the JV.

- 3 - Click "**Browse...**" and attach scanned copies of the ORF documents. Click "**Upload**"
- 4 - Enter a brief description of the attachment in the "**Description**" field
- 5 - Click "**OK**"

The screenshot displays the 'Voucher Header Attachment' dialog box in a software application. The dialog is titled 'Voucher Header Attachment' and shows 'Business Unit 8860' and 'Voucher ID NEXT'. It contains a 'Details' section with a table for attachments. A 'File Attachment' window is open over the dialog, showing a file path 'I:\FSCU\FISCAL Departmental Accounting\FISCAL Acco' and a 'Browse...' button highlighted with a red '3'. Below, the 'Voucher Header Attachment' dialog shows the file name 'Ck_Replenishment_Pitney_Bowes_V_8633.pdf' and a 'Description' field containing 'Check Replenishment', with a red '4' highlighting the description field. At the bottom, the 'OK' button is highlighted with a red '5'.

Save the JV by clicking the **Save** button.

Once the voucher has been saved, it will go through Budget Check and then sent to workflow for approval. The voucher will go through department level and SCO approval before replenishment can be processed.

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

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Additional Voucher Information | Error Summary

Business Unit 8860 Invoice No Replenish Voucher 00009833 Invoice Total
 Voucher ID 00009863 Accounting Date 04/08/2019 Line Total 0.00
 Voucher Style Journal Voucher Pay Terms NET45 Net 45 *Currency USD
 Invoice Date 04/04/2019 Basis Date Type Inv Date Total 0.00
 Invoice Received 04/04/2019 CMIA PHI ORF Replenishment Difference 0.00

PITNEY BOWES RESERVE ACCOUNT
 Supplier ID 0000000776
 ShortName PITNEYBOWE-002
 Location MAIN
 Address 1

Control Group
 Related Voucher 00009833
 Related SCO Claim ID
 Action

Legal Authority and Reason For Request
 254 characters remaining

Save Run Calculate Print

Invoice Lines Find | View All First 1 of 1 Last
 Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 0.00
 SpeedChart
 Ship To 8860000001
 Description Replenish Pit. Bow.-Resrv Acct
 Packing Slip
 One Asset

Calculate

Distribution Lines Personalize | Find | View 1 | First 1-2 of 2 Last
 GL Chart Exchange Rate Statistics Assets

| Copy Down | Line | Merchandise Amt | Quantity | *GL Unit | Approp Ref | Fund | ENY | Account | Alt Acct | Program | Rptg Structure |
|--------------------------|------|-----------------|----------|----------|------------|-----------|------|---------|------------|---------|----------------|
| <input type="checkbox"/> | 1 | -3,000.00 | | 8860 | | 000000244 | 2018 | 1301100 | 0000000000 | | |
| <input type="checkbox"/> | 2 | 3,000.00 | | 8860 | 001 | 0001 | 2018 | 5306200 | 0000000000 | 9999 | 88609300 |

Save

Once the JV is saved, an “ORF Replenishment” checkbox will appear indicating that this JV is an ORF replenishment.

Optional Step:

- 1 - Hand write the Voucher ID and Accounting Date on the check copy for reference

Navigation: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Additional Voucher Information | Error Summary

1 Business Unit 8860 Invoice No. Replenish Voucher 00009833

Voucher ID 00009863 Accounting Date 04/08/2019

Voucher Style Journal Voucher Pay Terms NET145

Invoice Date 04/04/2019 Basis Date Type Inv Date

Invoice Received 04/04/2019

PHI ORF Replenishment

CMIA NSF Buyback

PITNEY BOWES RESERVE ACCOUNT

Supplier ID 000000776

ShortName PITNEYBOWE-002

Location MAIN

*Address 1

Control Group

Related Voucher 00009833

Related SCO Claim ID

Action

Save Run Calculate Print

Legal Authority and Reason For Request

254 characters remaining

Invoice Total

| | |
|------------|------|
| Line Total | 0.00 |
| *Currency | USD |
| Total | 0.00 |
| Difference | 0.00 |

Sales/Use Tax Summary
Audit Communications
Session Defaults
Comments(0)
Attachments (1)
Template List
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Invoice Lines

Line 1 Copy Down

*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 0.00

Calculate

SpeedChart

Ship To 8860000001

Description Replenish Pit. Bow.-Resrv Acct

Packing Slip

One Asset

Distribution Lines

Save

AP8 - Create Journal Voucher to Replenish ORF (cont'd)

After the JV has been saved and submitted for approval it will show up on the AP Approver's workflow. Once the AP Approver reviews and approves the JV, it will be sent to SCO for review and approval.

The screenshot displays a software interface for managing Accounts Payable (AP) vouchers. The main window shows the following details:

- Business Unit:** 8860
- Voucher ID:** 00009863
- Voucher Style:** Journal
- Supplier Name:** PITNEY BOWES RESERVE ACCOUNT, PO BOX 223648, PITTSBURGH, PA 15250-2648
- Entry Status:** Postable
- Invoice Date:** 04/04/2019
- Invoice No:** Replenish Voucher 00009833
- Invoice Total:** 0.00 USD
- Pay Terms:** Net 45
- Voucher Source:** Online
- Origin:** ONL
- Created On:** 04/08/2019 11:28AM

An **Approval History** pop-up window is overlaid on the main interface. It shows the following information:

- Business Unit:** 8860
- Voucher ID:** 00009863
- Approval Status:** Approved
- Total:** 0.00
- Voucher Approval :: Warrant**
- BUSINESS_UNIT=8860, VOUCHER_ID=00009863:Approved**
- Voucher Approval :: Warrant**
- Approved** (Winnie Leung, Department AP Approver 1, 04/09/19 - 8:23 AM)
- Auto Approved** (Winnie Leung, Department AP Approver 2, 04/09/19 - 8:23 AM)
- SCO APPROVED - 04/10/19**
- Return** button

After SCO approves the JV and it is posted, you can review/validate the accounting entries:

- 1 - Navigate to Accounts Payable > Vouchers > Add/Update > Regular Entry and search for the JV using the Find an Existing Value tab function
- 2 - In the **Summary** tab, click the **View Related** drop down list and select “**Accounting Entries Inquiry**”
- 3 - Click **Go**

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The screenshot shows the 'Accounts Payable > Vouchers > Add/Update > Regular Entry' interface. The 'Summary' tab is selected. The interface displays various fields for a voucher, including Business Unit (8860), Voucher ID (00009863), Supplier Name (PITNEY BOWES RESERVE ACCOUNT), Invoice Date (04/04/2019), Invoice No (Replenish Voucher 00009833), and Invoice Total (0.00 USD). At the bottom, the 'View Related' dropdown menu is open, showing 'Accounting Entries Inquiry' selected. A 'Go' button is highlighted next to the dropdown. The interface also includes buttons for 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

AP8 - Create Journal Voucher to Replenish ORF (cont'd)

You will now be taken to the Voucher Accounting Entries window. Click the **“Show All Columns”** icon  to reveal all the data/chart field values.

From this screen, you will be able to review/validate all chartfields information such as the amount, ledger, budget status, accounting date, appropriation reference, fund, account, program, etc.

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

Voucher Accounting Entries

*Business Unit 
 Voucher ID 
 Invoice Number 

*Accounting Line View Option ▾
 Invoice Date
 Show Foreign Currency

Supplier ID
 *Sort By ▾

Supplier Name

Accounting Information

Posting Process
 GL Dist Status
 Posting Date



| Description | Monetary Amount | Currency Code | Ledger | GL Unit | Accounting Date | Tax Authority | Appropriation Reference | Fund | Year of Enactment | Account | Alternate Account | Program |
|--------------------------------|-----------------|---------------|----------|---------|-----------------|---------------|-------------------------|-----------|-------------------|---------|-------------------|---------|
| Accounts Payable | 3,000.00 | USD | MODACCRL | 8860 | 04/08/2019 | | | 000000244 | 2018 | 2000000 | 9999999999 | |
| Replenish Pit. Bow.-Resrv Acct | -3,000.00 | USD | MODACCRL | 8860 | 04/08/2019 | | | 000000244 | 2018 | 1301100 | 0000000000 | |
| Accounts Payable | -3,000.00 | USD | MODACCRL | 8860 | 04/08/2019 | | 001 | 0001 | 2018 | 2000000 | 9999999999 | 9999 |
| Replenish Pit. Bow.-Resrv Acct | 3,000.00 | USD | MODACCRL | 8860 | 04/08/2019 | | 001 | 0001 | 2018 | 5306200 | 0000000000 | 9999 |