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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	Voucher
	Find an Existing Value Add a New Value
	2 Business Unit 8860
	3Voucher ID NEXT
	4 Voucher Style Journal Voucher
	Supplier Name PITNEY BOWES RESERVE ACCOUNT
	Short Supplier Name PITNEYBOWE-002
	5 Supplier ID 000000776
	6 Supplier Location MAIN
	Address Sequence Number 1 Q
	7 Invoice Number Replenish Voucher 00009833
	8 Invoice Date 04/04/2019
)	Add
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Prepared by Department of Finance, Fiscal Systems and Consulting Unit

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

nvoice Information	Information				
Business Unit 8860 Voucher ID NEXT Voucher Style Journal Voucher Invoice Date 04/04/2019 Invoice Received 04/04/2019 PITNEY BOWES RESERVE ACCOUNT Supplier ID 0000000776 ShortName PTNEYBOWE-002 C Control Group Location MAIN C Related Voucher *Address 1 Related SCO Claim ID Save Save For Later .egal Authority and Reason For Request 254 characters remaining	Invoice No Replenish Voucha Accounting Date 04/08/2019 Pay Terms NET45 Basis Date Type Inv Date	PHI PHI Catchup JV/ Do n	Net 45	Invoice Total 0.00 *Currency USD Q Total 0.00 Difference 0.00 Look Up Related Voucher 0000000776 Business Unit 8860 Supplier ID 0000000776 Related Voucher 0000000776 Look Up Clear Cancel Basic Lool Search Results View 100 First () 1 of 1 0 1 () 1	Sales/Use Tax Summary Audit Communications Session Defaults Comments(0) Attachments (0) Template List Advanced Supplier Sear Kup Help
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Line 1 Copy Down SpeedChart *Distribute by Amount Item Description Quantity Packing Slip UOM Line Amount 0.00 Calculate	8860000001 Q				

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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 the one used in the ORF Advance)

Favorites - Main Menu - > Accounts Payable - > Vouchers - > Add/Update - > Regular Entry	
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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 <u>not</u> 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 top add.
- 3 Click OK

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Invoice information Payments Voucher Attributes Additional Voucher Information	
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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.

 Enter the Appropriation Reference, Fund (do <u>not</u> 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.

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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.

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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"

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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 - Vouchers - Accounts Payable - Vouchers - Accounts Payable - Accounts Paya	> Add/Update 👻 > Reg	ular Entry					
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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

Favorites - Main Menu - >	Accounts Payable -> Vouchers -> Add/Update -> Regular Entry	
Summary Related Documents Ir	Additional Voucher Information Payments Voucher Attributes Additional Voucher Information Error Summary	
Business Unit 8860	Invoice No Replanish Voucher 00009833	Sales/Use Tax Summary
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Distribution Lines		
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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.

Favorites 🗸	Ma	iin Menu 👻	> Accounts Payable	 Voucher 	rs 👻 > Add/Update 👻	> Regular Entry	
Summary	Relate	d Documents	Invoice Information	Payments	Voucher Attributes	Additional Voucher Information	Error Summary
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	SCO /	APPROVED	- 04/10/19				
	Return						
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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



You will now be taken to the Voucher Accounting Entries window. Click the "**Show All Columns**" icon 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.

Voucher Accounting Entries Business Unit 8860 Voucher ID 00009863 Invoice Number Replenish Voucher 00009833 *Accounting Line View Option Istandard Invoice Date 04/04/2019 Supplier Name PitTNEY BOWES RESERVE ACCOUNT Supplier Name PitTNEY BOWES RESERVE ACCOUNT Colspan="2">Colspan= 2000000776 Supplier Name PitTNEY BOWES RESERVE ACCOUNT Colspan= 2	Favorites 🗸 Mai	n Menu 👻 > 🛛 A	accounts Payable	e 🔹 > Vouchers	·▼ > Ac	id/Update 🔻 🚿 F	Regular Entry >	Accounting Entries											
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