

# RECORD PAYMENT FROM EMPLOYEE (TRAVEL ADVANCE REPAYMENT)

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Source Document: Department's Payment Batch Header  
Check Copy  
Travel Report with Outstanding Balance

Module: Accounts Receivable (AR)  
Accounts Payable (AP)

Roles: AR Payment Processor  
AR Payment Approver  
AP Processor  
AP Maintainer

**Purpose:** Training describes the recommended procedure for recording departmental cash receipts received from an employee used to clear an outstanding balance on a travel advance Prepaid Voucher.

In this example, an employee was issued a travel advance via a prepaid voucher and did not use the entire amount of the advance. The employee owes the department the unused travel advance balance. The employee has provided a personal check to offset the balance of the travel advance.

It is a three-step process to record the payment and clear the outstanding prepaid voucher. Here are the steps:

- Step 1 - AR Payment Processor/Approver records the payment in **AR Module** using the **Refunds Clearing** account. (Slides 1-17)
- Step 2 - AP Processor will need to create a regular voucher in the **AP Module** for the amount of the payment and offset **Refunds Clearing**. (Slides 18-21)
- Step 3 - AP Maintainer will link the voucher to the initial prepaid voucher to close the remaining balance. (Slides 22-27)

**Disclaimer:** The scenario presented in this eLearning is a guided reference created to provide the user with a step by step process to follow. However, please use appropriate detail (your agency's business unit, fund, CTS, appropriation, enactment year, account, program, etc.) when transacting in the FISCal system.

The department will follow their existing business processes to deposit cash receipts prior to posting in FI\$Cal. To record the deposit in FI\$Cal, the AR Payment Processor will use the Journal Directly function in the Accounts Receivables Module to record the cash receipt in the **Refunds Clearing** account.

The **Source Documents** for recording the travel advance payment are as follows:

1. Departments Payment Batch Header
2. Copy of check and deposit slip
3. Travel report with outstanding balance

### Step 1-AR Processor/Approver: Records Employee Payment

Here is an example of the Payment Batch Header that shows a cash receipt of \$140 posted to the Refunds Clearing account.

PAYMENT BATCH HEADER													
											DEPOSIT ID #		
											BATCH TOTAL	140.00	
											BATCH COUNT	2	
											FM	Aug-02	
<b>BANK DEPOSITS TO 244 CTS ACCOUNT</b>													
Pmt #	AMOUNT	TYPE	PAYMENT AND CASH	INV NO./OPEN ITEM KEY	PAYMENT PREDICTOR ?	FY	REPORTING UNIT	PROGRAM	ACCOUNT	PROJECT PC Bus. Unit: 8860	ACTIVITY	BUDGET DATE / ALT ACCT	REF & FUND / Comment
1	140.00	ORF - TRAVEL ADVANCE (Employee Pmt)	CHECK CHECK ORF CASH		<input type="checkbox"/>	2017			1200900 refunds clearing				000000244 agency bank acct
											140.00		
											ORF not posted		
											140.00	Total Deposit	
<b>AR Payment Processor Notes:</b>											<b>Bank Deposit Slip #</b>		2244001084
<b>BANK ACCT 244</b>											<b>Bank Deposit Date</b>		8/25/2017
											<b>Remittance Number</b>		
											<b>Remittance Date</b>		
<b>Validation after posting and AR module has been batch processed:</b>											<b>AR Payment Processor</b>		<b>DATE</b>
<a href="#">AR &gt; Payments &gt; Review Payments &gt; Incomplete Payments</a>											<b>AR Payment Approver</b>		<b>DATE</b>
Note: any incomplete item listed must be researched and resolved in the AR Module											N/A		
											<b>Remittance Processor</b>		<b>DATE</b>

The **AR Payment Processor** will record the deposit in the AR Module by following these steps:

- 1 - Navigate to Main Menu → Accounts Receivable → Payments → Online Payments → Regular Deposit
- 2 - Select the **Add a New Value** tab and enter your Business Unit
- 3 - Click **Add**

The screenshot shows the FI\$Cal web application interface. At the top, a navigation breadcrumb is highlighted with a red box and labeled '1'. The breadcrumb path is: Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. Below the breadcrumb is the FI\$Cal logo. The main heading is 'Regular Deposit'. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red box and labeled '2'. Below the tabs are two input fields: 'Deposit Unit: 8860' and 'Deposit ID: NEXT'. Both fields have search icons. A red arrow points from the 'Add a New Value' tab to the 'Deposit Unit' field. At the bottom left, there is an 'Add' button highlighted with a red box and labeled '3'.

On the **Totals** tab, the **AR Payment Processor** will enter the Deposit Header information in the following fields:

- 1 - Enter Accounting Date (Bank deposit date)
- 2 - Enter "STATE" for Bank Code
- 3 - Enter your agency's Centralized State Treasury (CTS) Bank Account
- 4 - Enter "R" for Regular Deposit
- 5 - Enter the STO Report of Deposit number for Bank Deposit Number
- 6 - Enter "USD" for Control Currency

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit

FISCAL

**Totals** Payments

Unit 8860 Deposit ID NEXT Delete Deposit

1 \*Accounting Date

2 \*Bank Code  State Bank

3 \*Bank Account  244

4 \*Deposit Type  Regular

5 Bank Deposit Number

6 Control Currency

Format Currency

Rate Type

Exchange Rate

Identifier

The **AR Payment Processor** will continue to enter values on the **Total** tab under the **Control Totals** section:


**7** - Enter the **Control Total Amount**

**8** - Enter **Count**

<b>Control Totals</b>			
<b>7</b>	<b>Control Total Amount</b>	<input type="text" value="140.00"/>	<b>8</b>
	<b>Count</b>	<input type="text" value="1"/>	
	<b>Entered Total Amount</b>	140.00	<b>Count</b>
			1
	<b>Difference Amount</b>	0.00	<b>Count</b>
			0
	<b>Posted Total Amount</b>	0.00	<b>Count</b>
			0
	<b>Journalled Total Amount</b>	0.00	<b>Count</b>
			0

9 - Click on the **Payments** tab at the top. The **Payments** page displays





Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit





Totals **Payments** 9

Unit 8860 Deposit ID NEXT Delete Deposit

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\*Accounting Date    
\*Bank Code   State Bank  
\*Bank Account   244  
\*Deposit Type   Regular  
Bank Deposit Number

Control Currency    
Format Currency   
Rate Type   
Exchange Rate    
Identifier



On the **Payments** tab, record payment details by entering or selecting values for the following fields:

- 1 - Enter **Payment ID** (user-defined value)
- 2 - Enter **Amount**
- 3 - Select the **Journal Directly** checkbox
- 4 - Select “**Check**” for Payment Method
- 5 - Under the **Additional Payment Information** section, select “**Check**” for Payment Method and **ORF Cash** for Cash Type
- 6 - Optional – document notes or relevant information in the Notes box
- 7 - Scroll down and click the **Save button**

The screenshot shows the 'Payments' tab in the iCal software. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The 'Payments' tab is selected and highlighted with a red box. Below the breadcrumb, there are fields for Unit (8880), Deposit ID (NEXT), Date (09/22/2017), and Balance (Balanced). The main form is titled 'Payment Information' and contains several sections:

- Payment Information:** Includes fields for Payment Seq (1), Amount (140.00), Rate Type (GRRNT), Currency (USD), Exchange Rate (1.00000000), and Accounting Date (08/25/2017). A red box highlights the \*Payment ID field with the value 'ORF-TVL ADV'. Another red box highlights the Journal Directly checkbox, which is checked.
- Additional Payment Information:** Includes fields for Payment Method (Check), Cash Type (ORF Cash), Check Date, Description, Reference Number, City Code, County Code, Tax Amount, Received by SCO, AP Business Unit, and Related ORF Advance. A red box highlights the Payment Method dropdown menu.
- Notes:** A text area containing the note 'Include remarks to clarify entry', highlighted with a red box.

At the bottom of the form, there are buttons for Save, Notify, and Refresh. The Save button is highlighted with a red box.

Using the scroll bar, scroll up to the top of the page:

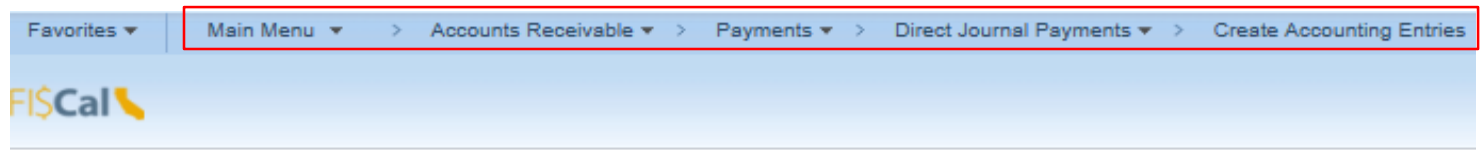
- 1 - After clicking Save, the NEXT functionality of FI\$Cal will assign a unique Deposit ID
- 2 - The deposit will show “Balanced” when the payments match the control totals

**NOTE:** At this point, the tasks for the AR Payment Processor are now complete. Forward the Payment Batch Header and supporting documents to the AR Payment Approver to review and approve the transaction. The AR Payment Approver will also enter the Accounting entries.

The screenshot displays the FI\$Cal software interface for recording a payment. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The FI\$Cal logo is visible in the top left. Below the breadcrumb trail, there are tabs for 'Totals' and 'Payments'. The main header area shows: Unit 8860, 1, Deposit ID 757, Date 09/22/2017, Balance Balanced, 2. The 'Payment Information' section includes fields for Payment Seq (1), Amount (140.00), Rate Type (CRRNT), Payment Method (Check), \*Payment ID (ORF-TVL ADV), Currency (USD), Exchange Rate (1.00000000), \*Accounting Date (08/25/2017), and checkboxes for Journal Directly (checked), Range of References, and Apply Payment. The 'Additional Payment Information' section includes fields for Payment Method (Check), Cash Type (ORF Cash), Check Date, Description, Reference Number, City Code, County Code, Tax Amount, Received by SCO, AP Business Unit, and Related ORF Advance. A 'Notes' field is located at the bottom of the form.

The **AR Payment Approver** will create the Accounting entries. The steps are:

- 1 - Navigate to Main Menu → Accounts Receivable → Payments → Direct Journal Payments → Create Accounting Entries
- 2 - Enter your Business Unit
- 3 - Enter the Deposit ID
- 4 - Click Search



### Create Accounting Entries

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

**Find an Existing Value**

**Search Criteria**

Deposit Unit	=	▼	8880	🔍
Deposit ID	begins with	▼	757	x 🔍
Payment Sequence	=	▼		
Payment ID	begins with	▼		
User ID	begins with	▼		
Assigned Operator ID	begins with	▼		

Case Sensitive

**4**

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

2  
3

On the **Accounting Entries** tab, the **AR Payment Approver** will enter or select values for the following fields to enter the coding information for the receipt.

- 1 - Enter **Amount** as a negative value (-)
- 2 - Enter **Fund** (Department’s General Checking Account)
- 3 - Enter **Account** (1200900 – Refunds Clearing)
- 4 - Click **Save**
- 5 - Click the **Lightning Bolt icon** to create the cash offsetting entry

The screenshot shows the 'Accounting Entries' tab in the FISCal system. The breadcrumb trail is: Favorites > Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries. The 'Accounting Entries' tab is active and highlighted with a red box. Below the breadcrumb, there are tabs for 'Accounting Entries' (active) and 'Deposit Control'. The main form displays the following information:

- Unit: 8880
- Deposit ID: 757
- Payment: ORF-TVL ADV
- Seq: 1

The 'Amount' field is set to 140.00 USD. A red box highlights the amount, and a red '5' is next to it. A lightning bolt icon is also highlighted with a red box. Below the amount field, there is a 'Complete' checkbox and an 'Entry Event' search field.

The 'Budget Status' section shows 'Distribution Lines' with a table:

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	*Account	Alt Acct	P
1	1 8880	Speed Type	-140.00	USD		000000244		1200900	0000000000	

The 'Total' section shows:

Lines	Total Debits	Currency	Total Credits	Currency	Net
0	0.00	USD	140.00	USD	-140.00

At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'. The 'Save' button is highlighted with a red box and a red '4' next to it. A lightning bolt icon is also highlighted with a red box and a red '5' next to it.

- 6 - The system will create the cash offsetting entry\* and display the distribution line for Account 1109300 – Pending Cash – AR
- 7 - The distribution lines net value should equal zero
- 8 - Click the **Save** button

\*See Note on Slide 17 regarding system generated entry

Accounting Entries | Deposit Control

Unit 8860      Deposit ID 757      Payment ORF-TVL ADV      Seq 1

Amount 140.00 USD

Complete      Entry Event

Budget Status

**Distribution Lines**

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bus Unit
1	1 8860	Speed Type	-140.00	USD		000000244		1200900	0000000000		
2	2 8860	Speed Type	140.00	USD		000000244		1109300	9999999999	6	

**Total**

Lines	2	Total Debits	140.00	Currency	USD	Total Credits	140.00	Currency	USD	Net	0.00
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8

**9** - Select the **Complete** box

**10** - Click the **Save** button

Accounting Entries | Deposit Control

Unit 8860      Deposit ID 757      Payment ORF-TVL ADV      Seq 1

Amount 140.00 USD

**9**  Complete      Entry Event

Budget Status

**Distribution Lines**

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	Account	Alt Acct	Proj
1	1 8860	<input type="text" value="Speed Type"/>	-140.00	USD		000000244		1200900	0000000000	
2	2 8860	<input type="text" value="Speed Type"/>	140.00	USD		000000244		1109300	9999999999	
<b>Total</b>										
Lines	2	Total Debits	140.00	Currency	USD	Total Credits	140.00	Currency	USD	Net


**10**

Accounting Entries | Deposit Control

**11** - Click the **Budget Check** icon and wait for the budget check process to complete

Accounting Entries | Deposit Control

Unit 8860      Deposit ID 757      Payment ORF-TVL ADV      Seq 1

Amount      140.00 USD       11

Complete      Entry Event

**Budget Status**

**Distribution Lines**

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	Account	Alt Acct	Program
1	1 8860	<input type="text" value="Speed Type"/>	-140.00	USD		000000244		1200900	0000000000	
2	2 8860	<input type="text" value="Speed Type"/>	140.00	USD		000000244		1109300	9999999999	

**Total**

Lines	Total Debits	Total Credits	Net
2	140.00	140.00	

Accounting Entries | Deposit Control

**12** - The **Budget Status** field display will read “Valid” once the budget check process has completed

**13** - Click the Save button

Accounting Entries | Deposit Control

Unit 8880      Deposit ID 757      Payment ORF-TVL ADV      Seq 1

Amount 140.00 USD

Complete      Entry Event

Budget Status **Valid** **12**

**Distribution Lines**

	Distribution Sequence	GL Unit	Line Amount	Currency	Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bus Unit	Project	Act
1		1 8880	-140.00	USD		000000244		1200900	0000000000				
2		2 8880	140.00	USD		000000244		1109300	9999999999				

**Total**

Lines	2	Total Debits	140.00	Currency	USD	Total Credits	140.00	Currency	USD	Net	0.00
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**13**

Accounting Entries | Deposit Control



**Note:** The system generated cash offsetting entry occurs during the nightly batch process and performs a cash reclass process to move the money from account 1109300 to the Revolving Fund cash account. Once completed, confirm the payment has posted to the appropriate general ledgers in FI\$Cal.

AR Payment Processor sends a copy of the employee check along with the travel report with outstanding balances to the Accounts Payable Processor, who can proceed with Step 2, creating a voucher to be applied to the original prepaid voucher.

## Step 2-AP Processor: Creates a Regular Voucher

**Login as an AP Processor** and Navigate to the voucher entry screen and enter the voucher information.

Main Menu → Accounts Payable → Vouchers → Add/Update → Regular Entry

- Supplier ID – Employee Supplier Records will begin with the abbreviation of “EMP”
- Invoice Number; Invoice Date Gross; Invoice Amount

(BU will default to your org code. Voucher ID will default to “NEXT.” Voucher Style will default to “Regular Voucher.”)

2. Ensure the “Tax Exempt Flag” checkbox is selected

3. Click “Add”

The screenshot shows a web-based form for entering voucher information. The form is divided into two main sections. The top section contains fields for Business Unit (8860), Voucher ID (NEXT), Voucher Style (Regular Voucher), Supplier Name (LESLIE WHITE), Short Supplier Name (LESLIEWHIT-001), Supplier ID (EMP1379922), Supplier Location (MAIN), Address Sequence Number (1), Invoice Number (Close TAF001692687), Invoice Date (8/29/2017), Gross Invoice Amount (140), Freight Amount (0.00), Sales Tax Amount (0.00), Misc Charge Amount (0.00), PO Business Unit, PO Number, and Estimated No. of Invoice Lines (1). The bottom section contains the Tax Exempt Flag checkbox, which is checked, and an Add button. Red annotations are present: a '1' next to the top section, a '2' next to the Tax Exempt Flag checkbox, and a '3' next to the Add button.

Business Unit	8860
Voucher ID	NEXT
Voucher Style	Regular Voucher
Supplier Name	LESLIE WHITE
Short Supplier Name	LESLIEWHIT-001
Supplier ID	EMP1379922
Supplier Location	MAIN
Address Sequence Number	1
Invoice Number	Close TAF001692687
Invoice Date	8/29/2017
Gross Invoice Amount	140
Freight Amount	0.00
Sales Tax Amount	0.00
Misc Charge Amount	0.00
PO Business Unit	
PO Number	
Tax Exempt Flag	<input checked="" type="checkbox"/>
Estimated No. of Invoice Lines	1

## XM1– Record Payment from Employee (Travel Advance Repayment) (cont'd)

You will be taken to the Invoice Information page.

1. Click on the magnifying glass icon next to the “Pay Terms” field and select “00 – Expedite”
2. Click on the “Attachments (0)” to add copies of your supporting documents to the voucher

**Invoice Information** | Payments | Voucher Attributes

Business Unit 8860  
Voucher ID NEXT  
Voucher Style Regular Voucher  
Invoice Date 08/29/2017  
Invoice Received  
Supplier ID EMP1379922  
ShortName LESLIEWHIT-001  
Location MAIN  
\*Address 1

Invoice No Close TAF001692687  
Accounting Date 08/29/2017  
\*Pay Terms 00 Expedite  
Basis Date Type Inv Date  
 Tax Exempt  ORF Replenishment  
Control Group  
 Incomplete Voucher

**Invoice Total**

Line Total	140.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
<b>Total</b>	<b>140.00</b>
Difference	0.00

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

Save Save For Later Action Run Calculate Print

Scroll down to the “Invoice Lines” section.

1. Enter a description for this voucher
2. Enter:
  - Fund – Department CTS Account ###
  - ENY
  - Account – 1200900 Refunds Clearing Account

**Note:** Because this regular voucher is closing the balance of a prepaid voucher and a deposit has been made that represents the offset, the Regular Voucher must have the same Chartfields as the deposit. In the example, the department user selects the Refunds Clearing Account 1200900 on the Voucher Distribution Line.

The screenshot shows the 'Invoice Lines' section of a software interface. The 'Line 1' section includes fields for 'SpeedChart', 'Ship To' (8860000001), 'Description' (Close Open Balance on TA), and 'Packing Slip'. The 'Line Amount' is 140.00. Below this is the 'Distribution Lines' section, which contains a table with columns for 'Copy Down', 'Line', 'Merchandise Amt', 'Quantity', '\*GL Unit', 'Approp Ref', 'Fund', 'ENY', 'Account', and 'Alt Acct'. The table has one row with values: Copy Down (checkbox), Line (1), Merchandise Amt (140.00), Quantity (empty), \*GL Unit (8860), Approp Ref (empty), Fund (000000244), ENY (20XX), Account (1200900), and Alt Acct (0000000000). The 'Fund', 'ENY', and 'Account' columns are highlighted with a red box, and a red '2' is placed to the right of this box.

## XM1– Record Payment from Employee (Travel Advance Repayment) (cont'd)

Click on the “Payments” tab and select the following:

1. Cash Type – Office Revolving Fund
2. Account – Department CTS Account ###  
Method – CHK-System Check

Click “Save”

After the voucher is budget checked it will need to be approved by the AP Approver(s).

The screenshot shows a software interface with three tabs: "Invoice Information", "Payments" (selected and highlighted with a red box), and "Voucher Attributes".

**Invoice Information:**

- Business Unit: 8860
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Total Amount: 140.00
- Supplier Name: LESLIE WHITE
- Invoice No: Close TAF001692687
- Invoice Date: 08/29/2017
- \*Pay Terms: 00 (with a search icon) Expedite
- \*Cash Type: Office Revolving Fund (dropdown menu, highlighted with a red box and labeled "1")

**Payment Information:**

- Payment 1
- \*Remit to: EMP1379922 (with search and calendar icons)
- Location: MAIN (with search icon)
- \*Address: 1 (with search icon)
- LESLIE WHITE  
915 L ST FL 7  
SACRAMENTO, CA 95814-3705
- Gross Amount: 0.00 USD
- Discount: 0.00 USD

**Payment Options:**

- \*Bank: STATE (with search icon)
- \*Account: 244 (with search icon, highlighted with a red box and labeled "2")
- \*Method: CHK (with search icon and "x" icon) Check
- Pay Group: (with search icon)
- \*Handling: Regular Payments (dropdown menu)
- Hold Reason: (dropdown menu)
- Message: (text input field)

### Step 3-AP Maintainer: Link the Regular Voucher to the Prepaid Voucher

**Note:** It is critical that the voucher is linked to the prepaid voucher immediately after it is approved. Otherwise the voucher will get picked up in the voucher posting process to be issued from ORF.

Log into FI\$Cal as an AP Maintainer and navigate to:

Main Menu → Accounts Payable → Payments → Manual Payment and Prepayment → Apply Vouchers to Prepayment

1. Search for the Prepaid Voucher under the Find an Existing Value tab
2. Click the Prepaid Voucher ID that needs to be closed

**1**

Search Criteria

Business Unit: 8860

Voucher ID: begins with %00006

Supplier ID: begins with

Transaction Currency: begins with

Search

Search Results

Business Unit	Voucher ID	Payments	Supplier SetID	Supplier ID	Transaction Currency	Invoice Number
8860	0000665	1	STATE	EMP1379922	USD	TAF000592519
8860	00006080	1	STATE	EMP1379922	USD	TAF001663193/TAF001692687

**2**

### Apply Vouchers to Prepayment

In this example, payments of \$360 have been made to the \$500 total travel advance, leaving a balance of \$140.00. This amount is the same as the balance used in the Regular Voucher created in Part 1 (and the amount of the deposit that was made to collect the balance.)

Click **Apply new vouchers to payment** to link the Prepaid Voucher to the Regular Voucher.

**Apply Vouchers to Prepayment**

**Prepayment**

Business Unit 8860  
 Voucher ID 0006080  
 Supplier EMP1379922 LESLIEWHIT-001  
 Prepayment Reference

**Prepaid Voucher**

Gross Amount	500.00 USD
Total applied	360.00 USD
Pending Application	0.00 USD
Available Amount	140.00 USD

**Applied Voucher**

Unit	Applied Voucher	Payment Count	Schedule Amount	Currency	Applied Amount	Currency	Select for Unapply	Reversal Posting Status
<p>Apply new vouchers to payment    Apply    Unapply    Audit Logs</p> <p>Save    Return to Search    Previous in List    Next in List    Notify    Refresh</p>								

Search for the Regular Voucher to apply:

1. In the Search Criteria, click the **look up** the Voucher ID
2. Next, select the **Regular Voucher ID** created in Part 1

The screenshot displays the FISCal system interface for applying vouchers to a prepayment. The main window shows search criteria and a table of results. A red box highlights the 'Voucher ID' field in the search criteria, with a red arrow pointing to the 'Look Up Voucher ID' dialog box. The dialog box shows the following search results:

Voucher ID	Short Vendor Name	Gross Invoice Amount	Currency Code	Invoice Number	Invoice Date
00006272	LESLIEWHIT-001	65.00	USD	Payment Posted	07/26/2017
00006273	LESLIEWHIT-001	295.00	USD	Payment Posted	07/26/2017
00006454	LESLIEWHIT-001	140.00	USD	Close Travel Adv	08/29/2017



Select a Regular Voucher to apply:

1. Click **Search** to bring up a list of Regular Vouchers that can be applied to this vendor
2. Check the checkbox under the **Select** column to select the Regular Voucher to link to the Prepaid Voucher; this will create the closure of the Prepaid Voucher
3. Click **Copy/Back** near the upper right hand corner of the page

Unit: 8860 Vendor: STATE EMP1379922 | LESLIEWHIT-001 Transaction Currency: USD

Search Criteria  
 Voucher ID: 00006454 Invoice: Invoice Date: \*Apply Method: Invoicing Vendor  
 Date From: Date To: **1** Search

Apply Voucher(s) to a prepayment Find | View All First 1 of 1 Last

Voucher ID: 00006454 Invoice: Close Balance Invoice Date: 08/29/2017  
 Gross Amt: 140.00 Entry Status: Postable Post Status: Unposted

Payment Information Personalize | Find | View All | First 1 of 1 Last

Select	Payments	Gross Amt	Discount	Status	Payment	Remit Vendor	Short Vendor Name	Bank	Account
<b>2</b> <input checked="" type="checkbox"/>	1	140.00		Not Selected for Payment	Regular payment	EMP137992	LESLIEWHIT-001	STATE	244

**3** Copy/Back

Save Return to Search Previous in List Next in List Notify Refresh

To apply the Regular Voucher:

1. Verify that this is the correct Regular Voucher to be applied
2. Click **Apply**
3. Then click **Save**

**Apply Vouchers to Prepayment**

**Prepayment**

Business Unit 8860  
 Voucher ID 00006080  
 Supplier EMP1379922; LESLIEWHIT-001  
 Prepayment Reference

**Prepaid Voucher**

Gross Amount 500.00 USD  
 Total applied 360.00 USD  
 Pending Application 0.00 USD  
 Available Amount 140.00 USD

**Applied Voucher**

Unit	Applied Voucher	Payment Count	Schedule Amount	Currency	Applied Amount	Currency	Select for Unapply	Reversal Posting Status
8860	00006272	1	65.00	USD	65.00	USD	<input type="checkbox"/>	Posted
8860	00006273	2	295.00	USD	295.00	USD	<input type="checkbox"/>	Posted
8860	00006454	1	140.00	USD	140.00	USD	<input type="checkbox"/>	Payment Not Applied


Apply new vouchers to payment **Apply** Unapply Audit Logs

**Save** Return to Search Previous in List Next in List Notify Refresh

## XM1– Record Payment from Employee (Travel Advance Repayment) (cont'd)

The Available Amount is now \$0.00. The outstanding balance on the Prepaid Voucher for a travel advance is closed.

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### Apply Vouchers to Prepayment

**Prepayment**

<b>Business Unit</b> 8860	<b>Prepaid Voucher</b>
<b>Voucher ID</b> 00006080	<b>Gross Amount</b> 500.00 USD
<b>Supplier</b> EMP1379922 <span style="border: 1px solid #ccc; padding: 2px;">LESLIEWHIT-001</span>	<b>Total applied</b> 500.00 USD
<b>Prepayment Reference</b>	<b>Pending Application</b> 0.00 USD
	<b>Available Amount</b> 0.00 USD

**Applied Voucher** Personalize | Find | View All |

Unit	Applied Voucher	Payment Count	Schedule Amount	Currency	Applied Amount	Currency	Select for Unapply	Reversal Posting Status
8860	00006272	1	65.00 USD	USD	65.00 USD	USD	<input type="checkbox"/>	Posted
8860	00006273	2	295.00 USD	USD	295.00 USD	USD	<input type="checkbox"/>	Posted
8860	00006454	1	140.00 USD	USD	140.00 USD	USD	<input type="checkbox"/>	Unposted

Apply new vouchers to payment


[Audit Logs](#)