

Creating Vouchers for Cash and Travel Advances

Version: 03.13.2017

Entering Advances in ARC

Processing employee travel advances, employee cash advances, and vendor prepayments in ARC differs from how they were processed in AP/CAR. Advances in ARC are created using a 'Prepaid' Voucher Style. This is designated in ARC on the initial voucher create page from the Voucher Style drop down menu. You will also need to select a Voucher Type of Travel Advance, Cash Advance, or Prepayment depending on the type of advance. The designation of a Prepaid Voucher Style will trigger the system to auto-populate the appropriate prepaid advance account (17110) on the voucher distribution line. For all advances, the account used should always be 17110. You will also need to enter the T-Number in the Invoice Number field on the Invoice Information tab on the voucher and in the Prepaid Reference field found on the Voucher Attributes tab on the voucher. It is *critical* that the T-Number be enter in the Prepaid Reference field as this is how ARC will know to reconcile the advance with the expense voucher (i.e. reconciling employee reimbursement). The T-Number can be obtained from creating the Travel Advance Form which can be found on the Finance Gateway (<u>http://procurement.columbia.edu/accounts-payable/request-form/travel</u>). This form must be attached as supporting documentation when creating an advance.

Reconciling Advances in ARC

When reconciling advances in ARC, you will create an expense voucher using the 'Regular' Voucher Style with a Voucher Type of Advance Reconciliation for a travel advance, cash advance or prepayment to a vendor. The voucher entry process will change slightly depending on if the employee spent the exact amount of the advance, less than the advance, or more than the advance. As with the advance voucher, it is critical that you will also include the T-Number in the Prepaid Reference field found on the Voucher Attributes tab on the expense voucher. You will not need to reconcile the advance and the expense yourself. This will be done automatically, as the advance voucher and the expense voucher will be linked through the T-Number entered in the Prepaid Reference field on both the advance and expense vouchers. This indicates to the system that these two vouchers should be applied together. The Voucher Post process will automatically reconcile the expense voucher to the advance voucher after the expense voucher has been approved and budget checked.

This job aid provides step-by-step instructions on how to create employee reimbursement vouchers associated with travel advances for the following situations:

- a) The employee reimbursement is the same amount as the expense
- b) The employee reimbursement is more than the amount of the expense
- c) The employee reimbursement is less than the amount of the expense



I. Steps for Creating Prepaid Vouchers for Employee Advances

The first step of processing vouchers for travel and cash advances is to create a prepaid voucher. The process for creating a prepaid voucher is as follows:

1. Complete the Travel Advance form found on the Finance Gateway (<u>http://procurement.columbia.edu/accounts-payable/request-form/travel</u>) to generate a T-Number.

AP Request Form - Travel Advance	1 1 A
Check Request Vire Request Travel Advance	
Please use this form to create a Travel Advance PDF document. Once the information is complete, click the Advance Number to be used as the invoice number in ARC. Please print this form out, have it signed by you review the Voucher Processing web-based training materials; in particular, review the Advances and Reimbur prepaid vouchers for employee advances.	r DAF, then scan it as the backup for your voucher. Please also
* Required Fields	
Payee Information	None of the second seco
Payee Name *:	
Address *:	
·	Contraction of the second
City:	
State:	
Select	
Postal Code:	
Tax ID/Social Security Number:	

2. Navigate to the voucher Regular Entry page:





	Main Menu Search Menu:				
Personalize Menu	Search menu.		¢ – X		
Search:	Columbia Specific	2			
D Columbia D eProcurer D Accounts D Set Up Fin D Enterprise	Set Up Financials/Supply Enterprise Components	 Vouchers Payments Review Accounts Pay 	Add/Update	Regular Entry	
D Worklist D PeopleTo - Change M - My Syster	PeopleTools Change My Password My System Profile	,		Quick Invoice Entry Delete Voucher	

3. Select a Voucher Style of "Prepaid Voucher". Enter the vendor information, the invoice number (the T-Number obtained from the Travel Advance form), the invoice date, and the total amount of the advance. (Note: If Cash Advance is paid using Western Union, the Vendor Location should be "**Wire**".) Click Add.

Favorites Main Menu >	Accounts Payable > Vouchers > Add/Update > Regular Entry
Voucher	
Eind an Existing Value	Add a New Value
Business Unit:	COLUMQ
Voucher ID:	NEXT
Voucher Style:	Prepaid Voucher 🗸
Short Vendor Name:	EMPLOYEE-001
Vendor ID:	T00000004 Q
Vendor Location:	CHK-01 Q
Address Sequence Numb	ber: 1Q
Invoice Number:	T123456
Invoice Date:	08/29/2012
Gross Invoice Amount:	1000.00





4. On the Invoice Information tab, enter the T-Number obtained from the Travel Advance form as the Invoice Number. Then enter the Date the Dept Received the Invoice as well as the Voucher Type, which should be Travel Advance.

ARC							dr2916 Signed into FN92Pi
Summary Related Documents Invoice Information							New Window Personalize Page
Business Unit COLUM	Invoice No Ca-Ad_14243713		Invoice Tota	Ľ.		Comments(0)	
Voucher ID 02425344	Accounting Date 01/11/2017		1.1	Line Total	60,000.00	Attachments (0)	
Voucher Style Prepaid Voucher	*Pay Terms 00	Due Now		Currency	USD	Advanced Supplier Search	
Involce Date 01/11/2017	Basis Date Type Inv Date			Total	60.000.00	Approval History Supplier Hierarchy	
Invoice Received 01/11/2017	feeder Location 110	<u>.</u>		Difference	0.00	Supplier 360	ann
	Voucher Type Travel Advance					Procurement EDM	ducu
Supplier ID 0000033507	Non-kas						
ShortName 1						a Lyon	
Location ACH-01							
*Address 1							
				(and			
					Documents	-	
Save	Action		Run	Calculate	Print		

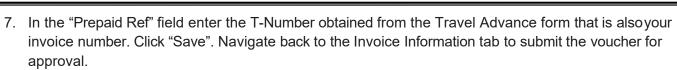
<u>Note:</u> The Voucher Type of Travel Advance and Cash Advance may only be selected to pay an employee or student. The Voucher Type of Prepayment should only be selected to pay a supplier or outside party vendor.

 Scroll down to view the distribution information. You will notice that the Account has pre-populated to the designated Prepaid Asset Account, which is 17110 – do not change this account code on advance vouchers.

	e by: AI	nount	3570	Unit Price:				Quantity:					- 11
Ship To:	61	5W131STS	Q	Line Amount	t:		1,000.00						
				Description:		Travel A	dvance						
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GL Cha	Merchandise Amt			Account	Q			Initiative		Function	PC Bus Unit	Project	•

6. Complete the remainder of the distribution information depending on your department. Then, click the Voucher Attributes link to navigate to the Voucher Attributes tab. (<u>Note:</u> SpeedCharts cannot be utilized on Prepaid Vouchers and only a single distribution line is allowed.)

		Exc	change Rat	te <u>S</u> tatis tics <u>A</u>	Assets	-							
		Copy Down	Line	Merchandise Amt	Quantity	"GL Unit	Account	Dept	Unit	Project	Activity		Initiative
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ansaction Currency							
ource:	Tables	•	Rate Type:	CRRNT	Q		
urrency:	USD	Q	Exchange Rate:				
x Group			Workflow Approval				
ax Group: ax Pymnt Type:			Approval:	Pre-Approved			
tter of Credit			Self Billing Invoice				
	1	QI	*SBI:	Individual Voucher	(Auto-Num)	*	
/C ID:	-						
IC ID:			SBI Number:				
	1	٩.		Individual Voucher	(Auto-Num)	•	

8. Click the "Preview & Submit For Approval" button the submit the voucher for approval.

			tion Payments You	cher	Attributes Erro	r Summar	DY	
Business Unit:	COLUM		Invoice No:		T123456			Action:
Voucher ID:	00017733		Invoice Date:		08/29/2012	31		-
oucher Style:	Prepaid Voucher		Accounting Date:		08/29/2012	31		Run
							Procurement EDM	View Documents
endor ID:	T00000004	Q	EMPLOYEE VENDOR			*Da	ate Dept Rec'd Invoice:	08/29/2012
hortName:	EMPLOYEE-001	Q	3280 Broadway			*Se	ervice Location:	US + Attachments (
ocation:	CHK-01	Q	New York, NY 10027			*v	oucher Type:	Travel Advar Comments(C
ddress:	1	Q						
dvanced Vendor Se	arch							
		a	*Pay Terms:		00	Q	Due Now	
ontrol Group:								





II. Creating an Employee Reimbursement for the Same Amount as a Travel Advance

The second step of processing vouchers for travel and cash advances is to create an employee reimbursement as a regular voucher to reconcile against the advance. The amount of the advance spent could be for an amount greater than, less than, or equal to the amount of the advance. The following scenario defines the process for creating an employee reimbursement regular voucher for an amount <u>equal to</u> that of the advance:

1. Navigate to the voucher Regular Entry page:

	(>>)	
enu	¢ © E X	
arch:	Columbia Specific	
eProcuren Accounts	Set Up Financiais/Supply Payments	
et Up Fir nterprisi /orklist	Worklist	Voucher Search
eopleTo hange N	Change My Password	Quick Invoice Entry Delete Voucher
y Syster	My System Profile	





2. From the "Regular Entry" page, select a Voucher Style of "Regular Voucher". Enter the vendor ID, invoice number (which should be the T-Number from the associated prepaid advance voucher), invoice date, and the amount of the reimbursement (it will match the amount of the advance). Click Add.

Favorites Main Menu > Acc	counts Payable >	Vouchers >	Add/Update	> R	egular Entry	Q
Voucher						
Eind an Existing Value	dd a New Vaiue					
Business Unit:	COLUMQ					
Voucher ID:	NEXT					
Voucher Style:	Regular Voucher		-			
Short Vendor Name:	EMPLOYEE-001	Q				
Vendor ID:	T00000004 Q					
Vendor Location:	СНК-01 Q					
Address Sequence Number:	10					
Invoice Number:	T123456					
Invoice Date:	09/04/2012					
Gross Invoice Amount:		1000.0	0			
Estimated No. of Invoice Lines	: 1					

3. On the Invoice Information tab, select a Voucher Type of "Advance Reconciliation". This will also trigger fields that will require you to complete the date of first expense and the date of the last expense.

avorites Main Menu >	Accounts Payable > Vouc	ners > Add/Update > Regu	ular Entry		Home Workils	
Invoice Information	ayments Voucher Attribute	15		Related Content	New Window ?	Help 📝 Customize Page 🛄
Business Unit: Voucher ID: Voucher Style:	COLUM NEXT Regular Voucher	Invoice No: Invoice Date: Accounting Date:	T012345 11/05/2013 11/07/2013 Procure	ment EDM View Documents		
Vendor ID: ShortName: Location: Address: Advanced Vendor Search	00000 Q. Q. CHK-01 Q. 1 Q.		*Date Dept R *Service Loc: *Voucher Ty	ation: US : Attachments (pe: Advance Rr : Comments/O ACH Debit Advance Reconclision	0)	
Control Group: Involce Lines: Currency: Total:	0.00 USD 1000	*Pay Terms: 2013 Basis Date Type: Non Merchandise Summary Date of First Expense:	00 Q Due Now Inv Date	Eneck Request Employee Reimbursement Invoice OGC		
Difference:	0.00 Calculate	Copy From Source Docume	ent	Prepayment Refund Stipend Travel Advance V-Pay		



4. Scroll down to complete the distrbution information. Enter the actual expense account the employee reimbursement to be charged to. Then, click the "Voucher Attributes" link to complete the Prepaid Reference field.

ne:	region	1 Amount		m:			Q UON	(Address)	Q		
stribute	e by:	615W131STS	0	it Price:	-	1.00	Qua	ntity:			
ip To: eedCha	art	17		e Amount: scription:	Trav	el Reimburser					
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Distrib	bution Line ri Excha Copy		Assets F: Quantity		Account	Dept	PC Bus	ustomize <u>Find</u> V Project			
Distrib GL Char	ti Excha Copy Down	nge Rate <u>S</u> tatistics <u>4</u> ine Merchandise Amt	Coloris and Coloris and Coloris	*GL Unit			PC Bus Unit	Project	ew At D H = F	711 C I 4	i of t
Distrib	bution Line ri Excha Copy	nge Rate Statistics	Coloris and Coloris and Coloris		65205 Q	Dept 0102102Q	PC Bus	Project	iew At 🏧 🎽 F		i of t D L

5. Finally, you must select the appropriate T-Number from the "Pre-paid Ref" field pull-down. This field links the PrePaid voucher to the travel advance voucher that you are reconciling against. Click "Save". Navigate to the Invoice Information tab to submit the voucher for approval.

Voucher Processing								
	Post Voucher		Packing Slip:				Close Voucher	
	Revalue Voucher						Delete Voucher	
Accounting Instructions								
Account At:	Gross	•	*Template:	STANDARD	Q			
Match Action								
Match Due Date:			*Status:	Not Applicable	•		Pay UnMatched	
Transaction Currency								
*Source:	Tables		Rate Type:	CRRNT	Q			
*Currency:	USD	_	Exchange Rate:		~			
Tax Group	Laurence		Workflow Approval					
Tax Group:			Approval:	Approval Framework				
Tax Pymnt Type:			Approval.	Арричанталеник				
Letter of Credit			Self Billing Invoice					
L/C ID:	Q	1	*SBI:	Individual Voucher (Auto-Nu	m)	•		
			SBI Number:					
Prepayment								
Prepaid Ref:				Automatically Apply Prepayment	nt		Postpone Wthd	
Save Notify	C Refresh						E+ Add	Update/Dis





	Post Vouc		Packing	Delete Voucher	
Accounting Instruction				Look Up 🛛	
Account At:	Gross		a) *Temple	TI MARINE SHOT N	
Match Action				Look Up Prepaid Ref	
Match Due Date:			*Status	Propayment Reference: begins with a	
Transaction Currency				Propayment Reference. Degins with +	
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"Currency:	USD	Q	Exchai		
Tax Group			Wo	Search Results	
Tax Group:				View 100 First 1-4 of 4 E Last	
Tax Pymnt Type:				Prepayment Reference [T100678]	
Letter of Credit		-	F	T1001240 T000583	
L/C ID:		QE	1	T001240	
		1	/		
Prepayment		1			
Prepaid Ref:		a			
Save Notify	C Refresh			Add State	Update/Displa
voice Information Pay		4000			





6. Once the employee reimbursement voucher has been approved, budget checked, and posted, you can navigate back to the voucher and click the "Payments" tab to confirm that the voucher was applied to the travel advance.

ummary <u>R</u> elated D	ocuments Invo	ice Information	Payments <u>V</u> oucher	Attributes Error Summary		
Business	COL	TIM.	Invoice No:	T123456		Action:
Unit: Voucher		17736	Invoice Date:	09/04/2012		
ID:	Reg	ular Voucher				Run
Voucher Style:	1.000	0.00			Procurem	ent EDM View Documents
Total						
Amount:						Schedule Rayments
Vendor Name:	EMPL	OYEE VENDOR	*Pay Terms:	00 D	Ie Now	
ayment Information						End View All First K 1 of 1 1 Last
-						* -
Payment: Remit to:	1 T00000004	2	Gross Amount:	1,000.0	USD	Deveration
Location:	CHK-01		Discount:	0.0	000	Payment Inquiry Express Payment
Address:	1		Discount		030	Audit Logs
EMPLOYEE VENDOR			Scheduled Due:	09/04/2012		Payment Comments(0)
3280 Broadway			Net Due:	09/04/2012	-	Holiday/Currency
New York, NY 10027			Discount Due:			
			Accounting Date:	09/04/2012		
ayment Options						
Bank:	CHASE		Pay Group:	US	*	Vendor Bank
account:	DISB		*Handling:	US		Messages
lethod:	СНК	Check	*Netting:	Not Applicable	*	Hold Payment
/C ID:		1	Hold Reason:		*	Separate Payment
Message:						
Message will appear o	n remittance advice					
Schedule Payment						
Action:	Prepayment Appli	ed	Payment Date:	09/04/2012		Applied Voucher
Pay:			Reference:	000000458		

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

<u>Note:</u> You will note that the gross amount of the payment is \$1000 and the "Action" field says "Prepayment Applied". This indicates this employee reimbursement voucher was applied to the Prepaid travel advance voucher. When there is no prepayment, this field normally says "Schedule Payment".



7. To view the prepayment details, navigate to the Prepayment Inquiry page using this navigation:

avorites	
^P ersonalize Menu	Search Menu:
 Employee Vendors Procurem Purchasin eProcurei Services I Accounts 	Purchasing Purchasing Purchasing Purchasing Purchasing Purchasing Purchasing Percourement Percourement Perc

8. Enter the Voucher ID for the Prepaid Voucher (the advance voucher) and click Search.

ARC prites Main	1 (S	counts Payable > Re	eview Accounts Payable Info > Payments > Prepayments	
repayment	Inquiry			
nter any inform	ation you hav	e and click Search. Le	eave fields blank for a list of all values.	
8	12.1	e and click Search. Le	eave fields blank for a list of all values.	
Find an Existin	g Value	e and click Search. Le	eave fields blank for a list of all values.	
Find an Existin	g Value		eave fields blank for a list of all values.	
Find an Existin mit the numbe susiness Unit:	g Value	(up to 300): 300		



- 9. The Prepayment Inquiry will show you the Gross Amount of the Prepaid Travel Advance voucher, as well as the balance remaining to be applied against.
 - a. The Applied Voucher information reflects the details of the employee reimbursement that was applied against the travel advance. Within the applied voucher information, you will see the applied voucher ID (employee reimbursement), the gross amount of the employee reimbursement voucher, and the amount of the employee reimbursement that was applied to the prepaid travel advance voucher.
 - b. In this scenario, the full amount of the employee reimbursement (\$1000) equaled the total amount of the prepaid travel advance voucher (\$1000), hence there is a balance of \$0 left to be applied/reconciled against the prepaid travel advance.

rites Main	Menu > Accoun	ILS PAYADIE	> Ke	New Accounts Pay	able Info > Payme	nts > Prepayments	
renavm	ent Inquiry						
rePaid Voud		,					
Business Un	iit: COLU	лм	Bank	SetID:	CUSET	Currency:	USD
Voucher ID:	0001	7733	Bank	Code:	CHASE	Gross Amount:	1000.00
Vendor ID:	T000	000004	Bank	Account:	DISB	Payment Date:	09/04/2012
			Refer	ence:	000000458	Balance:	0.00
pplied Vouc	her						
Applied Vo	ucher Details	_	_	_		Customize Find View	All 🔤 🚰 Fest 🖬 1 of 1 🕅 Las
Applied Business Unit	Applied Voucher	Curren	cy	Gross Invoice Amount	Applied Amount	Reversal Posting Status	
COLUM	00017736	USD		1000.00	1000.00	Posted	





III. Creating an Employee Reimbursement for More than the Associated Travel Advance

The second step of processing vouchers for travel and cash advances is to create an employee reimbursement as a regular voucher to reconcile against the advance. The amount of the advance spent could be for an amount greater than, less than, or equal to the amount of the advance. The following scenario defines the process for creating an employee reimbursement regular voucher for an amount greater than that of the advance:

1. Navigate to the voucher Regular Entry page:

	lain Menu Search Menu:	
rch:	Columbia Specific	
olumbia Procures counts et Up Fin hterprise orklist copleTo hange h y Syster		Regular Entry Voucher Search Quick Invoice Entry Delete Voucher

2. From the "Regular Entry" page, select a Voucher Style of "Regular Voucher". Enter the vendor information, the invoice number (which should be the same T-Number from the associated prepaid voucher), invoice date, and the **total amount of the employee reimbursement**. Click Add.

vorites Main Menu > Aco	counts Payable > Vouchers > Add/Update > Regular Entry 凤
oucher	
Eind an Existing Value	dd a New Value
Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher 👻
Short Vendor Name:	EMPLOYEE-001 Q
/endor ID:	T00000004 Q
Vendor Location:	СНК-01 Q
Address Sequence Number:	10
Invoice Number:	T234567
Invoice Date:	09/04/2012
Gross Invoice Amount:	1200.00
Estimated No. of Invoice Lines	s: 1



3. Select a Voucher Type of "Advance Reconciliation". This will trigger fields to enter the date of the first expense and the date of the last expense.

ARC						Home	Worklist	Add to Fevorites	Sign ou
Favorites Main Menu >	Accounts Payable > Vo	chers > Add/Update > Regi	ular Entry						
Invoice Information	ayments Voucher Attrib	ites			Related Content	New Window	? Help	Customize Pag	e til hi
Business Unit: Voucher ID: Voucher Style:	COLUM NEXT Regular Voucher	Invoice No: Invoice Date: Accounting Date:	T012345 11/05/2013 H 11/07/2013 H	Procurement EDM	View Documents				
Vendor ID: ShortName: Location:	000000 CHK-01		*Set	te Dept Rec'd Invoice: rvice Location: oucher Type:	US : Attachments (0)	<u>its</u>))			
*Address: Advanced Vendor Search	1				ACH Debit Advance Reconciliation Cash Advance	-			
Control Group: Invoice Lines: Currency: Total:	0.00 USD 1000	*Pay Terms: Basis Date Type: Non Merchandise Summary Date of First Expense:	Inv Date	Due Now at Expense: 11/07/201	Check Request Employee Reimbursement Invoice OGC				
Difference:	0.00	-			Prepayment Refund Stipend				
	Calculate	Copy From Source Docum PO Unit:	nent		Travel Advance V-Pay				
		PO Number: Copy From:	NOTE		Copy PO]			

4. Scroll down to see the distribution information and enter the ChartString associated with the expense account/department you want the employee reimbursement to be charged to. Click the Voucher Attributes link to enter the Prepaid Reference.

le:		1	Item:			QUO	WC .	Q		
stribute	by:	Amount	Unit Pr	rice:		Qua	antity:			
ip To:		615W131STS	Q Line A	mount:	1,2	00.00				
				iption:	<i>μ</i>			On	e Asset	
Calcu Distribu GL Chert	ution Line		sets (TTT)	ipuon:			<u>Customice</u> <u>Find</u> V			l of 1 🔟 L
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Distribu GL Chart	ution Line t <u>E</u> xcha Copy	inge Rate Statistics Ass	seb (TTT)	*GL Unit A	count Dept	PC Bus Unit	Project	m Al		Initiative





5. Finally, you must select the appropriate T-Number from the "Pre-paid Ref" field pull-down. This field links the PrePaid voucher to the travel advance voucher that you are reconciling against. Click "Save". Navigate to the Invoice Information tab to submit the voucher for approval.

Accounting Instructions	Post Voucher			17		
Accounting Instructions	Revalue Vouc		Packing Slip:			Close Voucher Delete Voucher
Account At:	Gross	٠	*Template:	STANDARD	Q	
Match Action						
Match Due Date:			*Status:	Not Applicable	٥	Pay UnMatched
Transaction Currency						
Source:	Tables	٥	Rate Type:	CRRNT	Q	
Currency:	USD	Q	Exchange Rate:			
fax Group			Workflow Approval			
Tax Group: Tax Pymnt Type:			Approval:	Approval Framework		
etter of Credit			Self Billing Involce			
L/C ID:		Q.1	*SBI: SBI Number:	Individual Voucher (Auto-N	um) <u>-</u>	l.
Propayment						
Prepaid Ref:	1	_ q ◀	_	Automatically Apply Prepayme	ent	Postpone Wthd
Waucher Processing	√ Post Voucher ✓ Revalue Voucher	Packir	g Silp:		se Voucher	
			Look Up	Del	ete Voucher	
Accounting Instructions	Gross	: *Templ	a new detactive and			
Account At:	Gross	1) (initial)	Look Up Prepaid R	Dof		
The second se						
Match Action		*Status	Loon op i repaid i			_
Match Action Match Due Date: Transaction Currency		*Statu	Prepayment Reference: bes			
Match Due Date:	Tables 5	*Status Rate T	Prepayment Reference: beg			_
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Match Due Date: Transaction Currency "Source:		Rate T	Prepayment Reference: bes Look Up Clear Ca Search Results	gins with +		=
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Match Due Date: Transaction Currency "Source: "Currency: Tax Group Tax Group:	USO Q	Rate T Excha	Prepayment Reference: beg Look Up Clear Co Search Results View 100 First # 14/074 Prepayment Reference T100/1240 T000583	gins with +		
Match Due Date: Transaction Currency *Source: *Currency: Tax Group: Tax Pymnt Type:		Rate T Excha	Prepayment Reference: beg Look Up Clear Co Search Results View 100 First 1 14 of 4 Prepayment Reference 11000766 11001240	gins with +		
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6. Once the employee reimbursement voucher has been approved, budget checked, posted, and paid you can navigate back to the voucher and click the "Payments" tab to confirm that the voucher was applied to the travel advance. There will be two payment rows; one for the amount that was applied to the prepaid travel advance and one that shows the payment made to the employee for the amount in excess of the prepaid travel advance amount.

ummary <u>R</u> elated Docum	nts Invoice Information	Payments Voucher Attributes	Error Summary		
Business	COLUM	Invoice No:	R0456		Action:
Unit: Voucher	00017730	Invoice Date:	08/29/2012		
ID:	Regular Voucher				Run
Voucher Style: Total	1,200.00		Pr	rocurement EDM	View Documents
Amount: Vendor Name:	EMPLOYEE VENDOR	*Pay Terms:	Due N	Vow	Schedule Payments
ayment Information				<u>Find</u> V	
Payment: 1			10 C C C C C C C C C C C C C C C C C C C		+ -
*Remit to: T00	000004	Gross Amount:		-	nt Inquiry Payment
Location: CHI		Discount:		LISD Express	





7. On the first Payment row, you will see that the gross amount for this payment is \$200 (the amount that the employee reimbursement exceeded the amount of the associated travel advance). You will also see that the Payment Action is "Schedule Payment" as opposed to "Prepayment Applied". This indicates that the excess amount on the employee reimbursement was paid to the employee. The payment date and payment number will be referenced as well. Click the arrow on the Payment Information tab to see the second payment row.

Payment	1				_	1
Remit to:	T000000004	F	Gross Amount:	200.0	USD	Payment Inquiry
Location:	CHK-01		Discount	0.0	USD	Express Payment
Address:	1					Audit Logs
EMPLOYEE VENDOR			Scheduled Due:	09/04/2012		Payment Comments(0) Holiday/Currency
3280 Broadway			Net Due:	09/04/2012		rividariouriditor
New York, NY 10027			Discount Due:			
			Accounting Date:	09/04/2012		
Bank:	CHASE		Pay Group:	US	*	Vendor Bank
Dallk.				Contraction of the second s		
	DISB		*Handling:	US		Messages
Account:		Check	1		•	
Account: Method:	DISB		*Handling:	US	•	Hold Payment
Account: Method: L/C ID:	DISB		*Handling: *Netting:	US	•	
"Account: "Method: L/C ID: Message:			*Handling: *Netting:	US		Hold Payment
'Account: 'Method: L/C ID: Message: Message will appear (*Handling: *Netting:	US	¥	Hold Payment
Account: *Account: *Method: L/C ID: Message: Message will appear of Schedule Payment *Action:]	*Handling: *Netting:	US		Hold Payment

8. The second page of payment information has a gross amount of \$1000 (the same amount of the travel advance). The payment action is "Prepayment Applied", indicating that the prepayment was applied for \$1000 of the employee reimbursement.

Payment:	2				+
*Remit to:	T00000004	5	Gross Amount:	1,000.00 USD	Payment Inquiry
Location:	CHK-01		Discount:	0.00 USD	Express Payment
Address:	1				Audit Logs
EMPLOYEE VENDO	OR		Scheduled Due:		Payment Comments(0) Holiday/Currency
3280 Broadway			Net Due:		Honday/Currency
New York, NY 1002	27		Discount Due:		
			Accounting Date:	09/04/2012	
Bank:	CHASE		Pay Group:		Vendor Bank
Account:	DISB		*Handling:	RE]
	1	Check	*Netting:	Not Applicable	Messages
			welling:	Mor Applicable	
Method:	GHK		Link Deserves		Hold Payment
Method: L/C ID:			Hold Reason:	· · · · · · · · · · · · · · · · · · ·	Hold Payment
Method: L/C ID:			Hold Reason:	· · · · · · · · · · · · · · · · · · ·	
Method: L/C ID: Message:	ear on remittance advice.		Hold Reason:	· · · · · · · · · · · · · · · · · · ·	
"Method: L/C ID: Message: Message will appe	ear on remittance advice.		Hold Reason:	· · · · · · · · · · · · · · · · · · ·	
*Method: L/C ID: Message:	ear on remittance advice.	<u>N</u>	Hold Reason:	09/04/2012	





9. To view the prepayment details, navigate to the Prepayment Inquiry page using this navigation:

avorites Main Menu				
Personalize Search Men				
	+			
Columbia Columbia Columbia Control Columbia Colum	ee Self-Service	ayable Payables Search Criteri Vouchers Interforce Payments Vendor	a	

10. Enter the Voucher ID for the Prepaid Voucher (the advance voucher) and click Search.

ARC rites Main		counts Payable > R	Review Accounts Payable Info > Payments > Prepayments
epayment	Inquiry		
ter any inform	ation you hav	e and click Search. L	Leave fields blank for a list of all values.
		e and click Search. L	Leave fields blank for a list of all values.
Find an Existin	g Value	e and click Search. L (up to 300): 300	Leave fields blank for a list of all values.
Find an Existin	g Value		Leave fields blank for a list of all values.
Find an Existin imit the numbe lusiness Unit:	g Value	(up to 300): 300	





- 1. The Prepayment Inquiry will show you the Gross Amount of the Prepaid Travel Advance voucher, as well as the balance remaining to be applied against.
 - a. The Applied Voucher information reflects the details of the employee reimbursement that was applied against the travel advance. Within the applied voucher information, you will see the applied voucher ID (employee reimbursement), the gross amount of the employee reimbursement voucher, and the amount of the employee reimbursement that was applied to the prepaid travel advance voucher.
 - b. In this scenario, the full amount of the employee reimbursement (\$1200) was greater than the total amount of the prepaid travel advance voucher (\$1000), hence there is a balance of \$0 left to be applied/reconciled against the prepaid travel advance. \$200 was paid to the employee for the amount that exceeded the prepaid travel advance.

ites Main	Menu > Accou	ints Payabl	e > Re	view Accounts Pays	able into > Payme	ents > Prepayments	
repaym	ent Inquir	y					
rePaid Vou	:her						
Business Un	iit: COL	.UM	Bank	SetID:	CUSET	Currency:	USD
Voucher ID:	000	17734	Bank	Code:	CHASE	Gross Amount:	1000.01
/endor ID:	T00	0000004	Bank	Account:	DISB	Payment Date:	09/04/2012
			Refer	ence:	000000459	Balance:	0.00
pplied Vouc	her						
Applied Vo	ucher Details	_				Customize Find View	At a for the start a s
Applied Business Unit	Applied Voucher	Curren	су	Gross Invoice Amount	Applied Amount	Reversal Posting Status	
COLUM	00017737	USD		1200.00	1000.00	Posted	

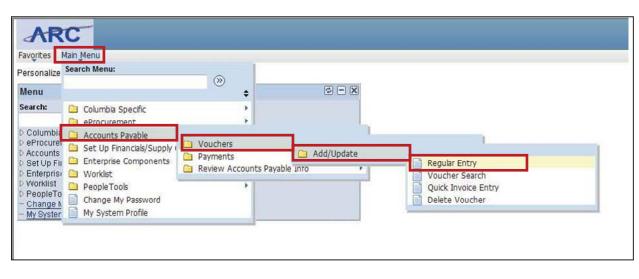




IV. Creating an Employee Reimbursement for Less than the Associated Travel Advance

The second step of processing vouchers for travel and cash advances is to create an employee reimbursement as a regular voucher to reconcile against the advance. The amount of the advance spent could be for an amount greater than, less than, or equal to the amount of the advance. The following scenario defines the process for creating an employee reimbursement regular voucher for an amount <u>less than</u> that of the advance.

NOTE: Before creating an employee reimbursement voucher for less than the associated travel advance, you will need to complete a deposit into FFE in USD currency for the difference between the employee reimbursement and the travel advance. For example, if a travel advance was for \$1000 and the employee only spent \$800, the deposit to FFE should be \$200. (**Recipients of Advances are responsible for converting any foreign currency into USD before depositing**). When completing the chartfield information on the deposit slip, you should use account number **65399**. After completing the deposit, you can follow this process:



1. Navigate to the voucher Regular Entry page:





2. On the Regular Entry page, select a Voucher Style of "Regular Voucher". Enter the vendor information, invoice number (which should be the T-Number from the associated prepaid travel voucher), invoice date, and **total amount of the employee reimbursement, to include the amount the employee owes back to the university**. Click Add.

ARC	
Favorites Main Menu > Acc	ounts Payable > Vouchers > Add/Update > Regular Entry 🧕
Voucher	
Eind an Existing Value	Id a New Value
Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher 👻
Short Vendor Name:	EMPLOYEE-001 Q
Vendor ID:	T00000004 Q
Vendor Location:	CHK-01 Q
Address Sequence Number:	1.0
Invoice Number:	T345678
Invoice Date:	09/04/2012
Gross Invoice Amount:	1000.00
Estimated No. of Invoice Lines	: 1
Add	

3. On the Invoice Information tab, select a Voucher Type of "Advance Reconciliation". This will trigger you to complete the date of first expense and date of last expense fields.

ARC								Home	Worklist	Add to Favorites	Sign ou
Favorites Main Menu >		uchers > Add/Update	> Regi	ular Entry			Related Conte	nt 🔊 New Window	? Help	Customize Page	in he
Business Unit: Voucher ID: Voucher Style:	COLUM NEXT Regular Voucher	Invoice No: Invoice Date: Accounting Date:		T012345 11/05/2013 11/07/2013	B						
	Togota Togota					Procurement EDM	View Documents		1		
Vendor ID: ShortName: Location:	00000 CHK-01	a a a			*5	ate Dept Rec'd Invoice ervice Location: oucher Type:	US : Attachment	ts (0)	•		
*Address: Advanced Vendor Search Control Group:	1	Q *Pay Terms:	7	00	Q	Due Now	ACH Debit Advance Reconciliation Cash Advance Check Request	-			
Involce Lines: Currency:	0.00 USD	Basis Date Type Non Merchandis Su		NY 0800			Invoice				





4. In the Invoice Lines section, change the Line Amount on Line 1 to equal the amount of the advance that the employee actually spent. Additionally, enter the distribution information. You will then need to create a second voucher line by clicking the "+" button to the far right of the page in the Invoice Lines section.

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5. On the second line, enter the amount of the advance the employee did not spend. In the distribution information, enter Account code 65399 (the same account code you used on your FFE deposit slip) along with the remaining distribution chartfields. Click the Voucher Attributes link to enter the Prepaid Reference.

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6. Finally, you must select the appropriate T-Number from the "Pre-paid Ref" field pull-down. This field links the PrePaid voucher to the travel advance voucher that you are reconciling against. Click "Save". Navigate to the Invoice Information tab to submit the voucher for approval.

	V Post Voud	ther					
	Revalue V		Packing Slip:			Close Voucher Delete Voucher	
ccounting Instructio							
Account At:	Gross		*Template:	STANDARD	Q		
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Match Due Date:			*Status:	Not Applicable	٥	Pay UnMatched	
ransaction Currency							
Source:	Tables	٥	Rate Type:	CRRNT	Q		
Currency:	USD	Q	Exchange Rate:				
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Tax Group:	[Approval:	Approval Framework			
Tax Pymnt Type:							
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			SBI Number:				
repayment							
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<u>Note:</u> Be sure to attach the deposit slip via the Procurement EDM link on the Invoice Information page to the voucher as supporting documentation that the deposit was made.

7. Once the employee reimbursement voucher has been approved, budget checked, and posted, you can navigate back to the voucher and click the "Payments" tab to confirm that the voucher was applied to the travel advance.

Payment:	1					C
*Remit to:	T00000004	F	Gross Amount:	1,000.00	USD	Payment Inquiry
Location:	CHK-01		Discount:	0.00	USD	Express Payment
*Address:	1					Audit Logs
EMPLOYEE VENDOR			Scheduled Due:	09/04/2012		Payment Comments(0) Holiday/Currency
3280 Broadway			Net Due:	00/01/2012		Honodification
New York, NY 10027			Discount Due:			
			Accounting Date:	09/04/2012		
Bank:	CHASE		Pay Group:	US	*	Vendor Bank
Bank:	CHASE		Pay Group:	US	*	Vendor Bank
Account:	DISB	Sector and the sector	*Handling:	US		Messages
Method:	СНК	Check	"Netting:	Not Applicable	*	Hold Payment
L/C ID:		2	Hold Reason:		*	Separate Payment
Message:						
Message will appear o	n remittance advice.					
Schedule Payment						
Action:	Prenavment Applied	1	▼ Payment Date:	09/04/2012		Applied Voucher
Pay:			▼ Reference:	000000460		

<u>Note:</u> You will note that the gross amount of the payment is \$1000 and the "Action" field says "Prepayment Applied". This indicates this employee reimbursement voucher was applied to the Prepaid travel advance voucher. When there is no prepayment, this field normally says "Schedule Payment".



8. To view the prepayment details, navigate to the Prepayment Inquiry page using this navigation:

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Personalize Menu	Search Menu:			
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9. Enter the Voucher ID for the Prepaid Voucher (the advance voucher) and click Search.

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Find an Existin	ng Value	o (up to 300): 300	





- 10. The Prepayment Inquiry will show you the Gross Amount of the Prepaid Travel Advance voucher, as well as the balance remaining to be applied against.
 - a. The Applied Voucher information reflects the details of the employee reimbursement that was applied against the travel advance. Within the applied voucher information, you will see the applied voucher ID (employee reimbursement), the gross amount of the employee reimbursement voucher, and the amount of the employee reimbursement that was applied to the prepaid travel advance voucher.
 - b. In this scenario, the full amount of the employee reimbursement (\$1000) equaled the total amount of the prepaid travel advance voucher (\$1000), hence there is a balance of \$0 left to be applied/reconciled against the prepaid travel advance.

ites Main	Menu > Acco	Junite Payabi	e > Ke	view Accounts Pay	able Info > Payme	nts > Prepayments	
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rePaid Vou	n <mark>ent Inqu</mark> Ther	ll y					
lusiness Ur	iit: CC	DLUM	Bank	SetID:	CUSET	Currency:	USD
oucher ID:	00	017735	Bank	Code:	CHASE	Gross Amount:	1000.00
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COLUM	00017738 USD		1000.00		1000.00	Posted	

