

## 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 (<http://procurement.columbia.edu/accounts-payable/request-form/travel>). 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:

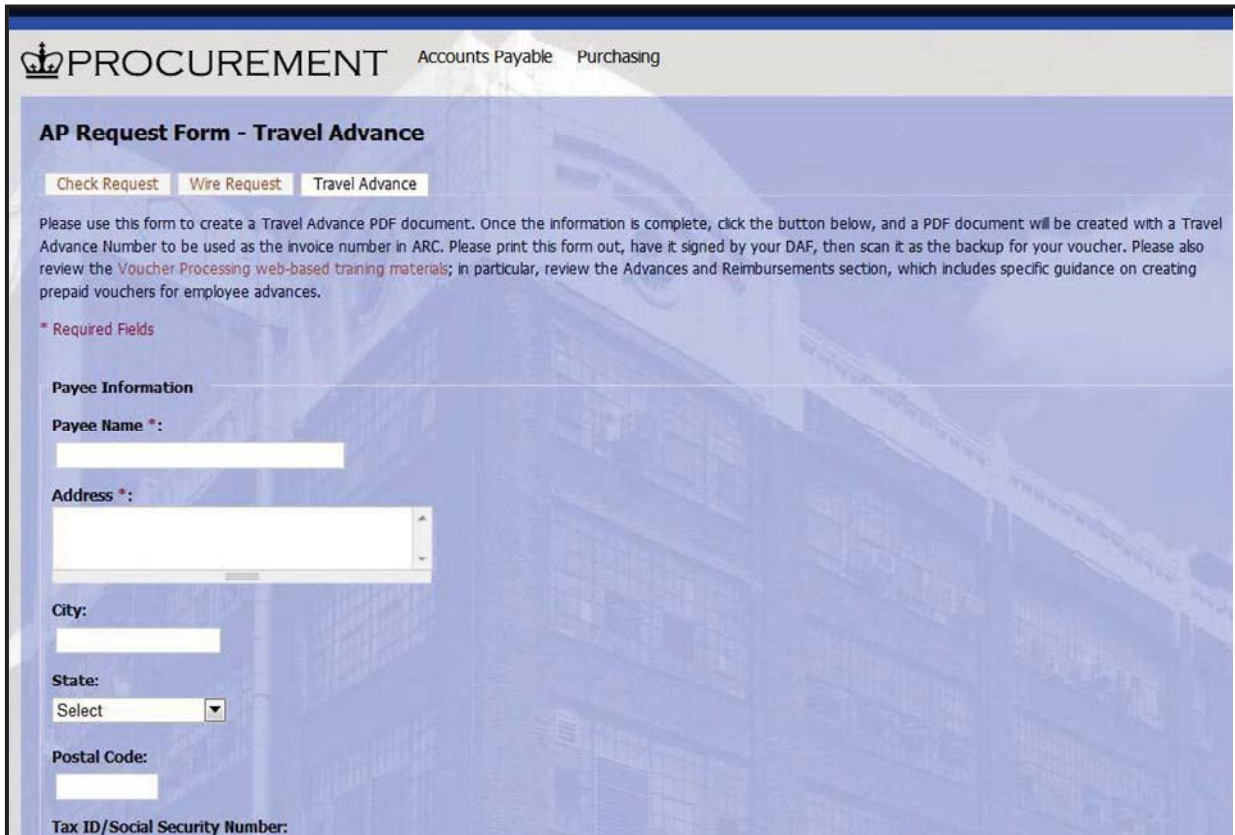
- a) The employee reimbursement is the same amount as the expense
- b) The employee reimbursement is more than the amount of the expense
- c) The employee reimbursement is less than the amount of the expense

# JOB AID

## I. Steps for Creating Prepaid Vouchers for Employee Advances

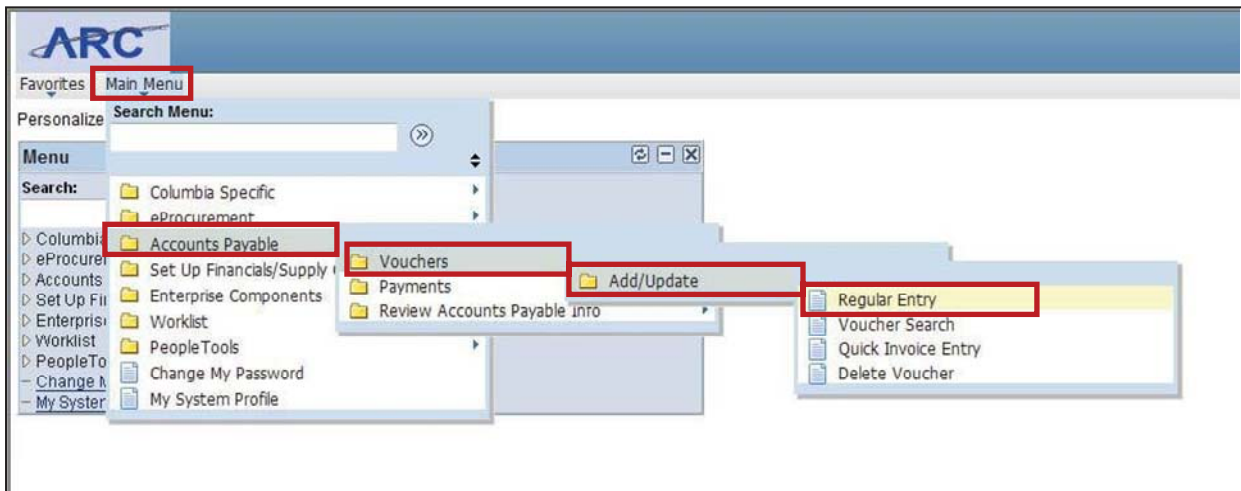
The first step of processing vouchers for travel and cash advances is to create a prepaid voucher. The process for creating a prepaid voucher is as follows:

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



2. Navigate to the voucher Regular Entry page:

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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.

**Voucher**

Find an Existing Value   Add a New Value

Business Unit: COLUM  
Voucher ID: NEXT  
Voucher Style: Prepaid Voucher  
Short Vendor Name: EMPLOYEE-001  
Vendor ID: T000000004  
Vendor Location: CHK-01  
Address Sequence Number: 1  
Invoice Number: T123456  
Invoice Date: 08/29/2012  
Gross Invoice Amount: 1000.00

Add

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- 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.

Note: 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.**

Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit	Project
1	1,000.00		COLUM	17110							

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

Line	Merchandise Amt	Quantity	*GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative
1	1,000.00		COLUM	17110	0102102	ENRL	AG00100	01	00000

# JOB AID



7. In the "Prepaid Ref" field enter the T-Number obtained from the Travel Advance form that is also your invoice number. Click "Save". Navigate back to the Invoice Information tab to submit the voucher for approval.

Voucher Processing

Accounting Instructions

Match Action

Transaction Currency

Tax Group

Letter of Credit

Prepayment

Save

Invoice Information

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

Summary

Business Unit: COLUM

Invoice No: T123456

Voucher ID: 00017733

Invoice Date: 08/29/2012

Voucher Style: Prepaid Voucher

Accounting Date: 08/29/2012

Vendor ID: T000000004

ShortName: EMPLOYEE-001

Location: CHK-01

\*Address: 1

EMPLOYEE VENDOR

3280 Broadway

New York, NY 10027

\*Date Dept Rec'd Invoice: 08/29/2012

\*Service Location: US

\*Voucher Type: Travel Advan

Control Group:

Invoice Lines: 1000.00

\*Currency: USD

Total: 1,000.00

\*Pay Terms: 00

Basis Date Type: Inv Date

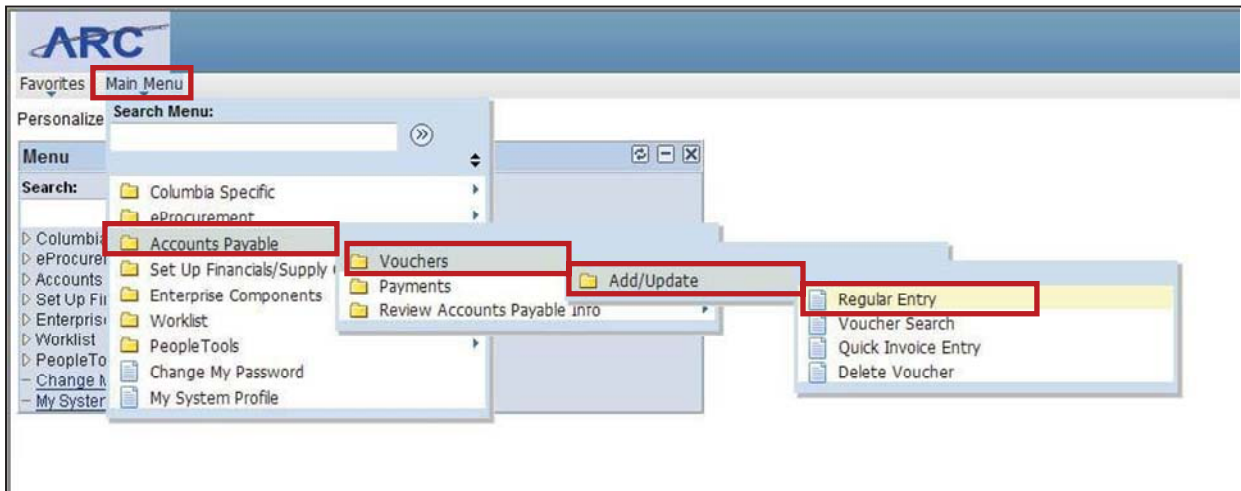
Print Invoice

Preview & Submit For Approval

## 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 equal to that of the advance:

1. Navigate to the voucher Regular Entry page:



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- 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.

- 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.

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4. Scroll down to complete the distribution 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.

The screenshot shows the 'Invoice Lines' application window. The 'Distribution Lines' table is highlighted with a red box, showing the following data:

Line	Merchandise Amt	Quantity	GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative
1	1,000.00		COLUM	65205	0102102	GENR	UR00467	01	27003

The 'Voucher Attributes' link is also highlighted with a red box.

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.

The screenshot shows the 'Voucher Processing' application window. The 'Prepaid Ref' field is highlighted with a red arrow, indicating the location where the T-Number should be selected.



# JOB AID



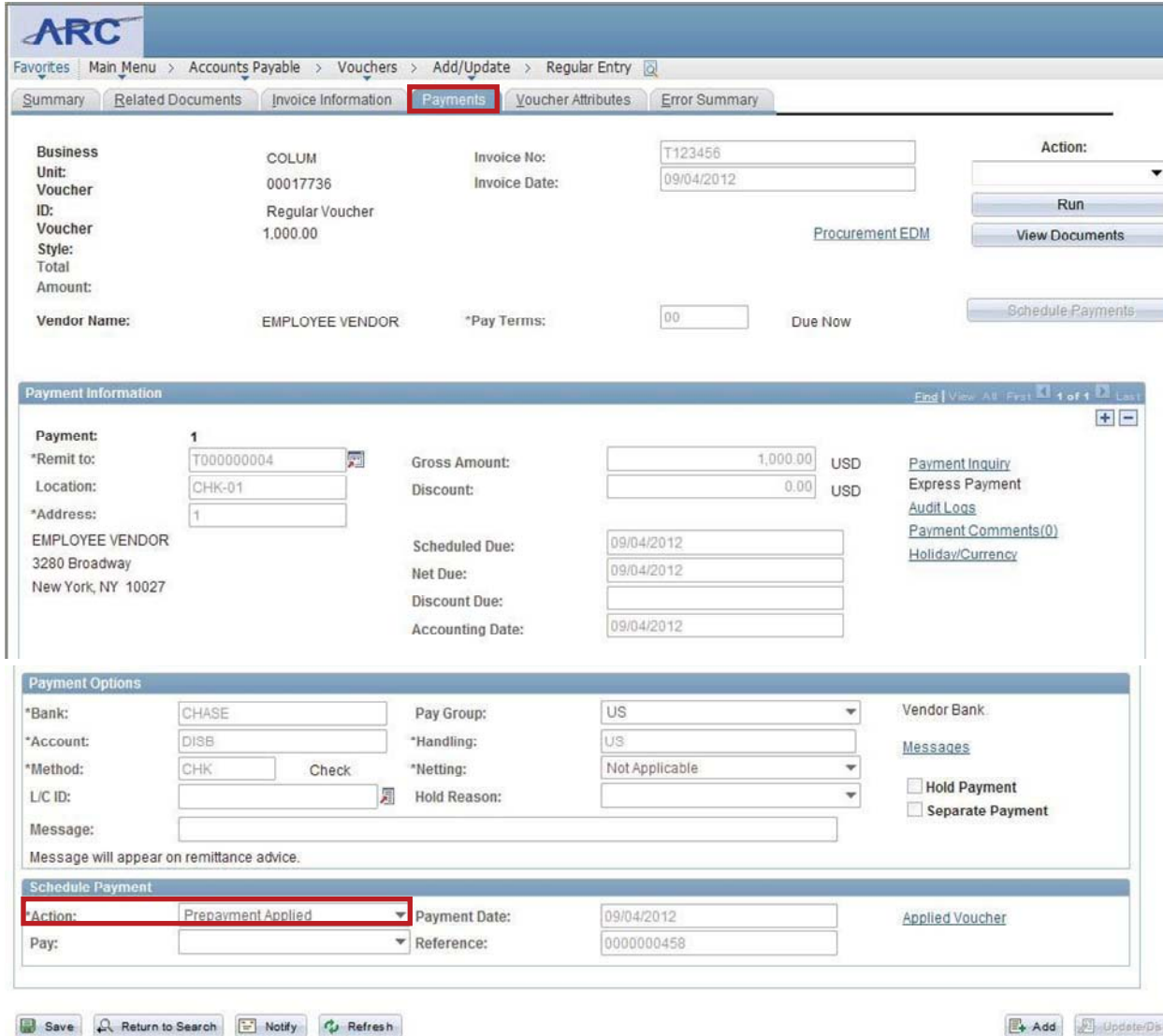
The screenshot shows a software interface for 'Voucher Processing'. A 'Look Up' dialog box is open, titled 'Look Up Prepaid Ref'. The dialog has a search field with 'Prepayment Reference: begins with' and a dropdown arrow. Below the search field are buttons for 'Look Up', 'Clear', and 'Cancel'. A 'Basic Lookup' link is also present. The 'Search Results' section shows a table with the following data:

Prepayment Reference
T100678
T1001240
T000583
T001240

A red arrow points from the 'Prepaid Ref:' field in the background form to the search results table.

# JOB AID

- 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.



**ARC**

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

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

Business Unit: COLUM Invoice No: T123456 Action:   
 Voucher: 00017736 Invoice Date: 09/04/2012 Run   
 ID: Regular Voucher Procurement EDM View Documents   
 Voucher: 1,000.00   
 Style:   
 Total:   
 Amount:   
 Vendor Name: EMPLOYEE VENDOR \*Pay Terms: 00 Due Now Schedule Payments

**Payment Information** End | View All First 1 of 1 Last

Payment: 1   
 \*Remit to: T000000004 Gross Amount: 1,000.00 USD   
 Location: CHK-01 Discount: 0.00 USD   
 \*Address: 1   
 EMPLOYEE VENDOR Scheduled Due: 09/04/2012   
 3280 Broadway Net Due: 09/04/2012   
 New York, NY 10027 Discount Due:   
 Accounting Date: 09/04/2012   
[Payment Inquiry](#)   
[Express Payment](#)   
[Audit Logs](#)   
[Payment Comments\(0\)](#)   
[Holiday/Currency](#)

**Payment Options**

\*Bank: CHASE Pay Group: US Vendor Bank:   
 \*Account: DISB \*Handling: US Messages   
 \*Method: CHK Check \*Netting: Not Applicable   
 L/C ID: Hold Reason:   
 Message:   
 Message will appear on remittance advice.   
 Hold Payment   
 Separate Payment

**Schedule Payment**

Action: Prepayment Applied Payment Date: 09/04/2012 Applied Voucher   
 Pay: Reference: 000000458

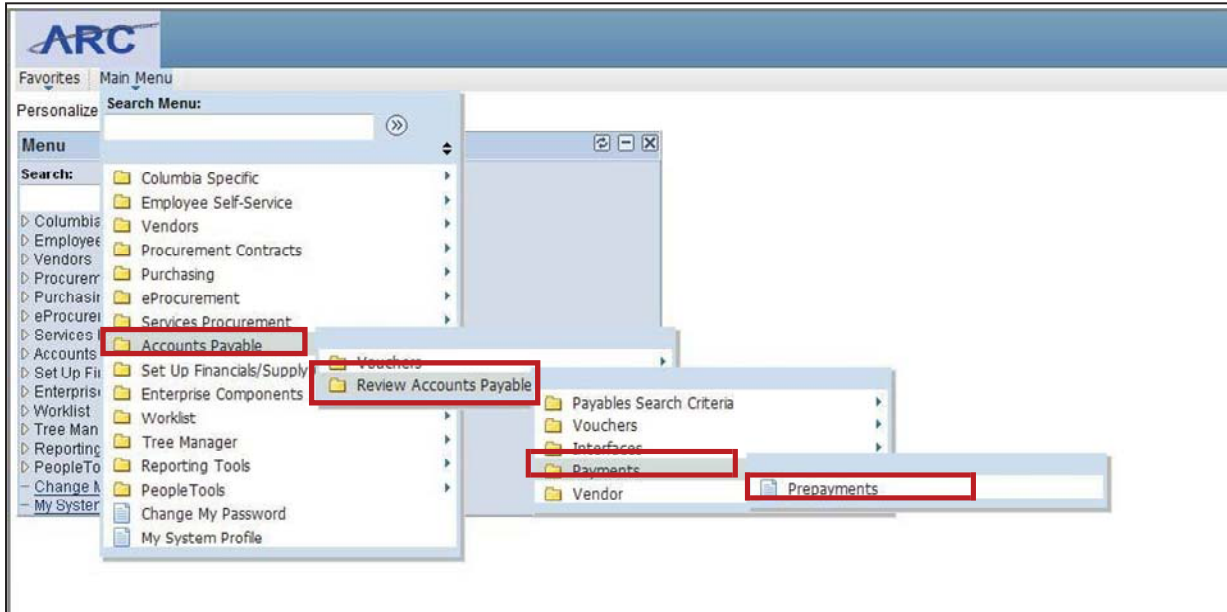
Save | Return to Search | Notify | Refresh | Add | Update/Display

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

**Note:** 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”.

# JOB AID

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



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

ARC

Favorites Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Prepayments

### Prepayment Inquiry

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

Find an Existing Value

Limit the number of results to (up to 300):

Business Unit: =

Voucher ID: begins with

Payments: =

[Basic Search](#)

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.



**Prepayment Inquiry**

**PrePaid Voucher**

Business Unit:	COLUM	Bank SetID:	CUSET	Currency:	USD
Voucher ID:	00017733	Bank Code:	CHASE	<b>Gross Amount:</b>	<b>1000.00</b>
Vendor ID:	T000000004	Bank Account:	DISB	Payment Date:	09/04/2012
		Reference:	0000000458	<b>Balance:</b>	<b>0.00</b>

**Applied Voucher**

**Applied Voucher Details**

Applied Business Unit	Applied Voucher	Currency	Gross Invoice Amount	Applied Amount	Reversal Posting Status
COLUM	00017736	USD	1000.00	1000.00	Posted

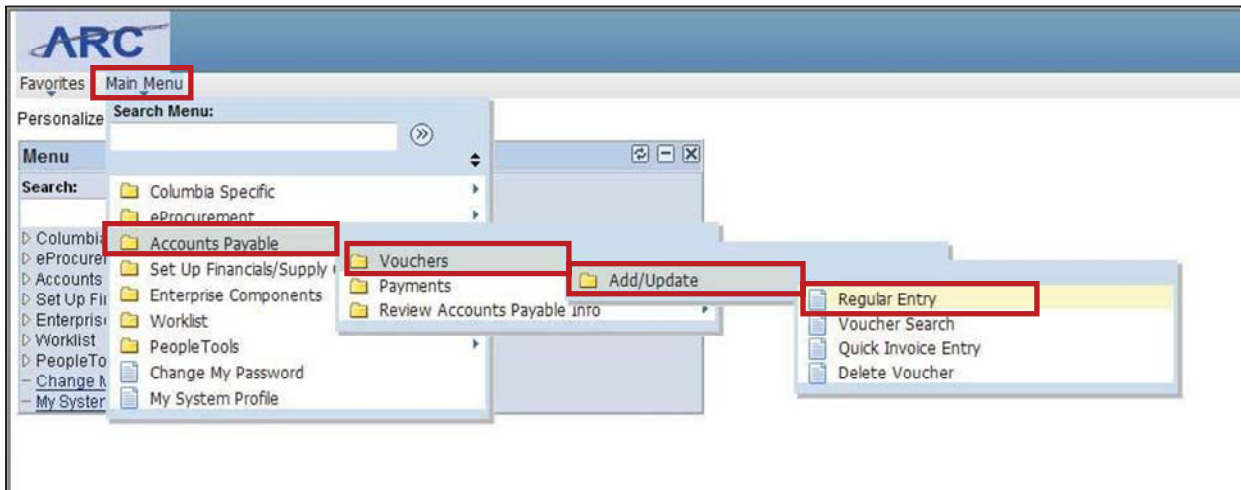
Return to Search    Notify

# JOB AID

## 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:



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.

# JOB AID

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 Favorites | Sign out  
 Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry  
 Related Content | New Window | Help | Customize Page | http

Invoice Information | Payments | Voucher Attributes

Business Unit: COLUM Invoice No: T012345  
 Voucher ID: NEXT Invoice Date: 11/05/2013  
 Voucher Style: Regular Voucher Accounting Date: 11/07/2013

Vendor ID: 00000  
 Short Name: CHK-01  
 Location: 1  
 Address: 1

\*Date Dept Rec'd Invoice: 11/07/2013  
 \*Service Location: US  
 \*Voucher Type: Advance Reconciliation

\*Pay Terms: 00 Due Now  
 Basis Date Type: Inv Date  
 Non Merchandise Summary

Date of First Expense: 11/04/2013 Date of Last Expense: 11/07/2013

Total: 1000  
 Difference: 0.00

Calculate

Copy From Source Document  
 PO Unit: [Red Box]  
 PO Number: [Red Box]  
 Copy From: [Red Box]

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.

Invoice Lines  
 Find | View All | First | 1 of 1 | Last

Line: 1 Item: [Red Box] UOM: [Red Box]  
 \*Distribute by: Amount Unit Price: [Red Box] Quantity: [Red Box]  
 Ship To: 615W131STS Line Amount: 1,200.00  
 SpeedChart: [Red Box] Description: [Red Box]

Calculate

Distribution Lines  
 Exchange Rate | Statistics | Assets | [Red Box]

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative
[Red Box]	1	1,200.00	[Red Box]	COLUM	65205	5502103	ENRL	ST001008	01	00000

Save | Notify | Refresh | Add | Update/Display

Invoice Information | Payments | Voucher Attributes

# JOB AID

- 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:     \*Template:

**Match Action**

Match Due Date:     \*Status:      Pay UnMatched

**Transaction Currency**

\*Source:     Rate Type:    
 \*Currency:     Exchange Rate:

**Tax Group**

Tax Group:   
 Tax Pymnt Type:

**Letter of Credit**

LC ID:

**Workflow Approval**

Approval:

**Self Billing Invoice**

\*SBI:    
 SBI Number:

**Prepayment**

Prepaid Ref:   ←     Automatically Apply Prepayment     Postpone Wthd

**Voucher Processing**

Post Voucher    Packing Slip:      Close Voucher  
 Revalue Voucher     Delete Voucher

**Accounting Instructions**

Account At:     \*Template:

**Match Action**

Match Due Date:     \*Status:      Pay UnMatched

**Transaction Currency**

\*Source:     Rate T:    
 \*Currency:     Excha:

**Tax Group**

Tax Group:   
 Tax Pymnt Type:

**Letter of Credit**

LC ID:

**Workflow Approval**

Approval:

**Self Billing Invoice**

\*SBI:    
 SBI Number:

**Prepayment**

Prepaid Ref:   ←

**Look Up**

**Look Up Prepaid Ref**

Prepayment Reference:

           Basic Lookup

**Search Results**

View 100    First    14 of 4    Last

Prepayment Reference
T100678
T1001240
T000583
T001240

Invoice Information | Payments | Voucher Attributes



- 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.

The screenshot displays the ARC system interface for a voucher. The breadcrumb trail is: Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The 'Payments' tab is selected and highlighted with a red box. The interface shows the following details:

Business Unit:	COLUM	Invoice No:	R0456	Action:	
Voucher ID:	00017730	Invoice Date:	08/29/2012	Run	
Voucher Style:	Regular Voucher			View Documents	
Total Amount:	1,200.00	Procurement EDM		Schedule Payments	
Vendor Name:	EMPLOYEE VENDOR	*Pay Terms:	00	Due Now	

Below the main form is a 'Payment Information' section with a table of payment rows. The first row is selected:

Payment	*Remit to	Location	Gross Amount	Discount	USD	USD	Payment Inquiry	Express Payment
1	T000000004	CHK-01	200.00	0.00	USD	USD	Payment Inquiry	Express Payment

The '1 of 2' navigation control in the Payment Information section is also highlighted with a red box.



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- 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 Information Find | View All | 1 of 2 | Last

**Payment:** 1

\*Remit to: T000000004 Gross Amount: 200.00 USD

Location: CHK-01 Discount: 0.00 USD

\*Address: 1

EMPLOYEE VENDOR Scheduled Due: 09/04/2012

3280 Broadway Net Due: 09/04/2012

New York, NY 10027 Discount Due:

Accounting Date: 09/04/2012

[Payment Inquiry](#)  
[Express Payment](#)  
[Audit Logs](#)  
[Payment Comments\(0\)](#)  
[Holiday/Currency](#)

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**Payment Options**

\*Bank: CHASE Pay Group: US

\*Account: DISB \*Handling: US

\*Method: CHK  Check \*Netting: Not Applicable

LIC ID: Hold Reason:

Message:

Message will appear on remittance advice.

Hold Payment  
 Separate Payment

---

**Schedule Payment**

\*Action: Schedule Payment Payment Date: 09/04/2012

Pay: Reference: 0000000461

- 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 Information Find | View All | First | 2 of 2 | Last

**Payment:** 2

\*Remit to: T000000004 Gross Amount: 1,000.00 USD

Location: CHK-01 Discount: 0.00 USD

\*Address: 1

EMPLOYEE VENDOR Scheduled Due:

3280 Broadway Net Due:

New York, NY 10027 Discount Due:

Accounting Date: 09/04/2012

[Payment Inquiry](#)  
[Express Payment](#)  
[Audit Logs](#)  
[Payment Comments\(0\)](#)  
[Holiday/Currency](#)

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**Payment Options**

\*Bank: CHASE Pay Group:

\*Account: DISB \*Handling: RE

\*Method: CHK  Check \*Netting: Not Applicable

LIC ID: Hold Reason:

Message:

Message will appear on remittance advice.

Hold Payment  
 Separate Payment

---

**Schedule Payment**

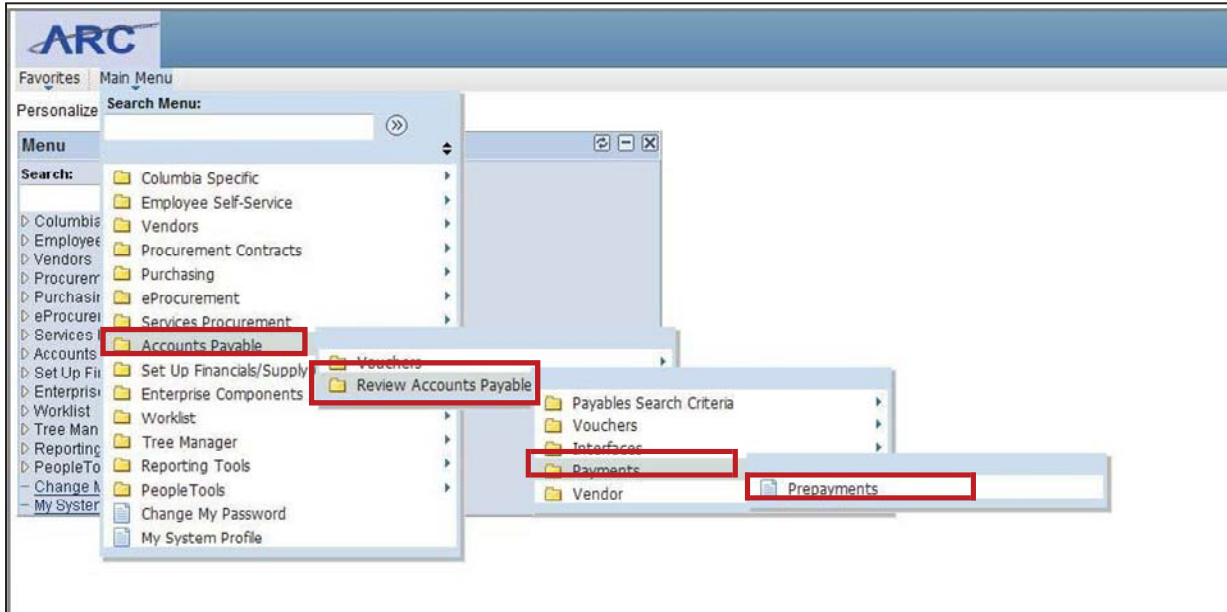
\*Action: Prepayment Applied Payment Date: 09/04/2012

Pay: Reference: 0000000459

[Applied Voucher](#)

# JOB AID

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



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

**Prepayment Inquiry**

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

Find an Existing Value

Limit the number of results to (up to 300):

Business Unit: =

Voucher ID: begins with

Payments: =

[Basic Search](#)

# JOB AID

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.



**Prepayment Inquiry**

**PrePaid Voucher**

Business Unit:	COLUM	Bank SetID:	CUSET	Currency:	USD
Voucher ID:	00017734	Bank Code:	CHASE	<b>Gross Amount:</b>	<b>1000.00</b>
Vendor ID:	T000000004	Bank Account:	DISB	Payment Date:	09/04/2012
		Reference:	0000000459	<b>Balance:</b>	<b>0.00</b>

**Applied Voucher**

Applied Business Unit	Applied Voucher	Currency	Gross Invoice Amount	Applied Amount	Reversal Posting Status
COLUM	<b>00017737</b>	USD	<b>1200.00</b>	<b>1000.00</b>	Posted

Return to Search | Notify

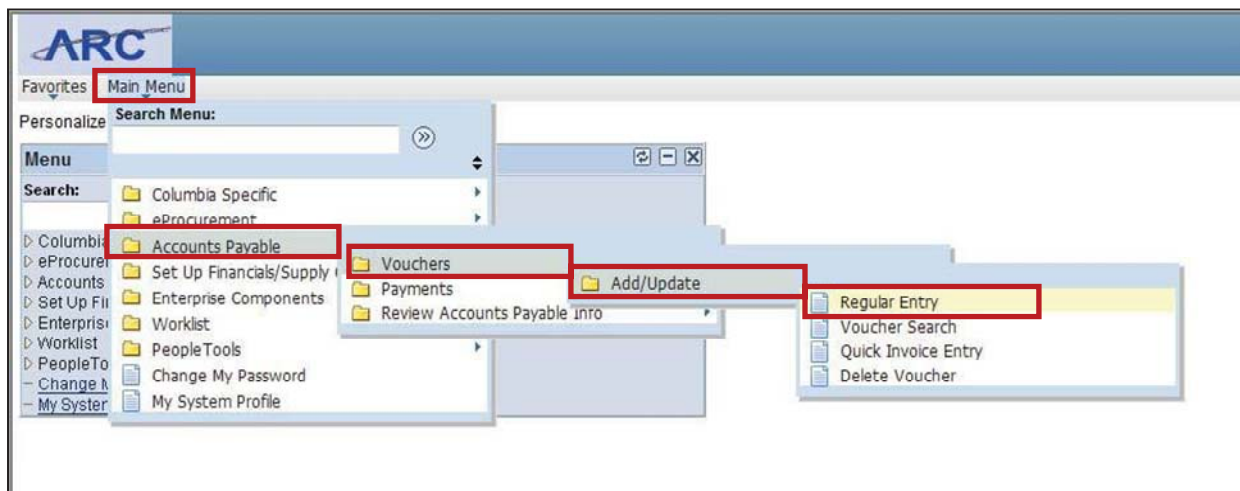
# JOB AID

## 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 **less than** 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:



# JOB AID

- 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.

**Voucher**

Find an Existing Value | Add a New Value

Business Unit: COLUM

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name: EMPLOYEE-001

Vendor ID: T000000004

Vendor Location: CHK-01

Address Sequence Number: 1

Invoice Number: T345678

Invoice Date: 09/04/2012

Gross Invoice Amount: 1000.00

Estimated No. of Invoice Lines: 1

Add

- 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 out

Related Content | New Window | Help | Customize Page

Invoice Information | Payments | Voucher Attributes

Business Unit: COLUM | Invoice No.: T012345

Voucher ID: NEXT | Invoice Date: 11/05/2013

Voucher Style: Regular Voucher | Accounting Date: 11/07/2013

Vendor ID: 00000 | Short Name: | Location: CHK-01 | Address: 1

Control Group: | Invoice Lines: 0.00 | Currency: USD

Pay Terms: 00 Due Now | Basis Date Type: Summary

\*Date Dept Rec'd Invoice: 11/07/2013 | \*Service Location: US | \*Voucher Type: Advance Reconciliation

View Documents

ACH Debit | Advance Reconciliation | Cash Advance | Check Request | Employee Reimbursement | Invoice

# JOB AID

- 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.

The screenshot shows the 'Invoice Lines' window. Line 1 is selected. The 'Line Amount' field is highlighted with a red box and contains the value '800.00'. The 'Description' is 'Travel Reimbursement'. Below the main form is a 'Distribution Lines' table with the following data:

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative
<input type="checkbox"/>	1	800.00		COLUM	65205	5502103	GENR	GT001006	01	00000

- 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.

The screenshot shows the 'Invoice Lines' window for Line 2. The 'Line Amount' field is highlighted with a red box and contains the value '200.00'. The 'Description' is 'Payment Owed to CU'. Below the main form is a 'Distribution Lines' table with the following data:

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative
<input type="checkbox"/>	1	200.00		COLUM	65399	5502103	ENRL	GT001008	01	00000

At the bottom of the window, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The 'Voucher Attributes' link is highlighted with a red box.

# JOB AID

- 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:     \*Template:

**Match Action**

Match Due Date:     \*Status:      Pay UnMatched

**Transaction Currency**

\*Source:     Rate Type:    
 \*Currency:     Exchange Rate:

**Tax Group**

Tax Group:   
 Tax Pymnt Type:

**Letter of Credit**

LC ID:

**Workflow Approval**

Approval:

**Self Billing Invoice**

\*SBI:    
 SBI Number:

**Prepayment**

Prepaid Ref:    Automatically Apply Prepayment     Postpone Wthd

**Look Up**

**Look Up Prepaid Ref**

Prepayment Reference:

           Basic Lookup

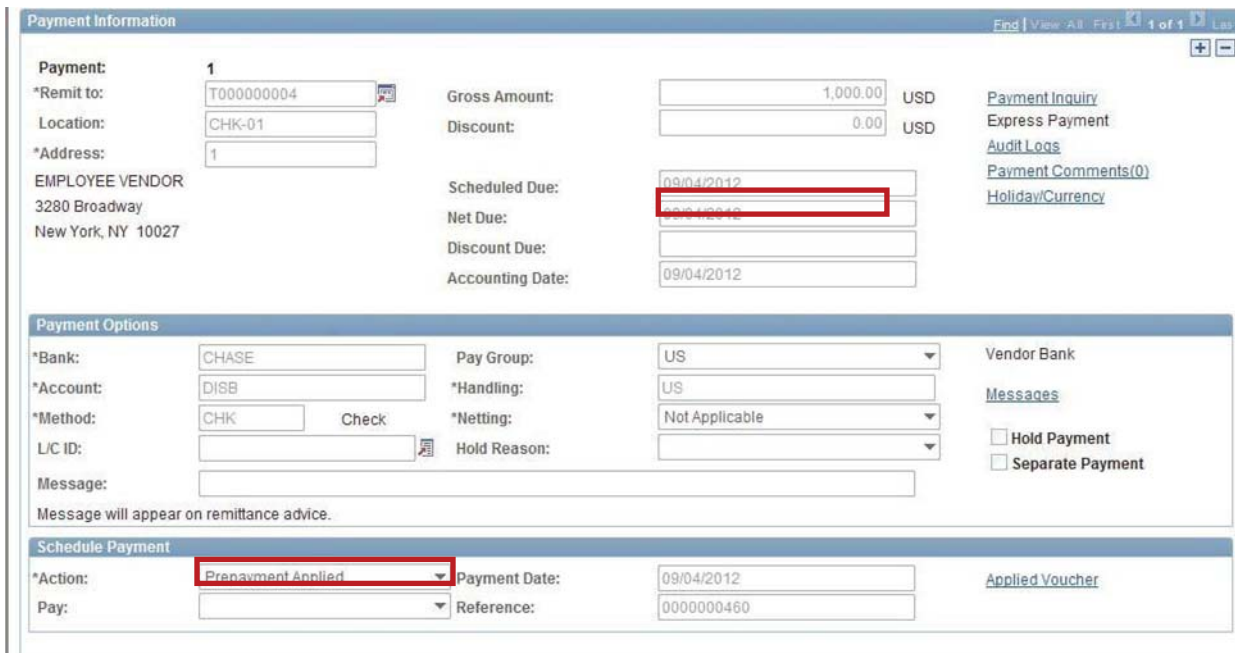
**Search Results**

View 100    First    14 of 4    Last

Prepayment Reference
T100678
T1001240
T000583
T001240

**Note:** 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.



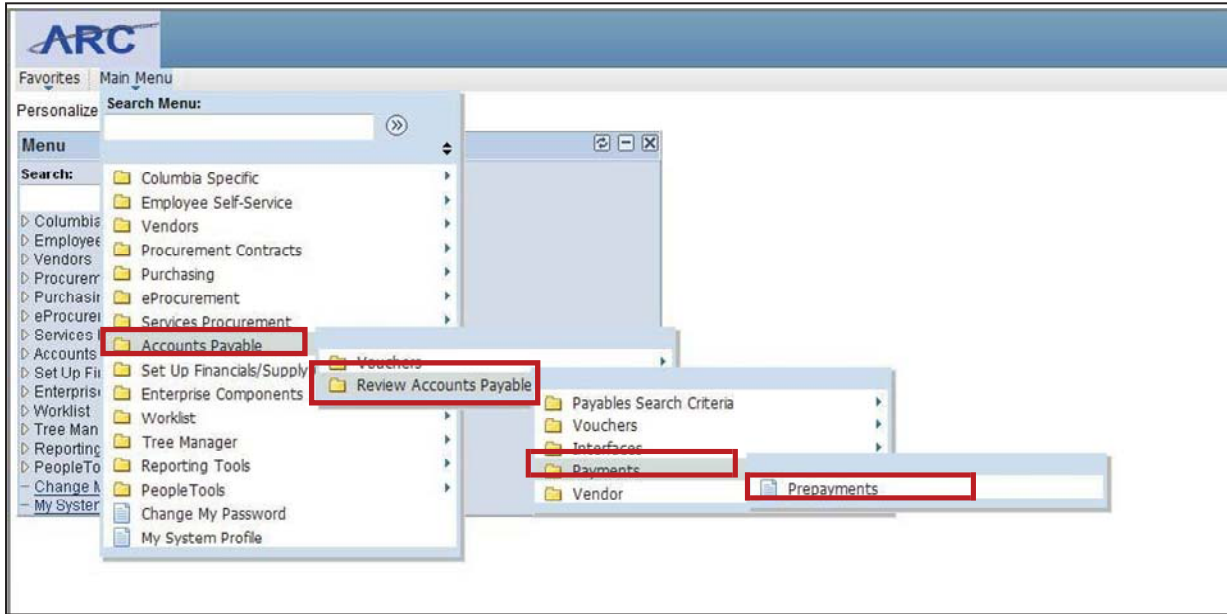
The screenshot shows a web-based payment information form. The 'Payment Information' section includes fields for Payment (1), Remit to (T000000004), Location (CHK-01), Address (1), and Vendor details (EMPLOYEE VENDOR, 3280 Broadway, New York, NY 10027). Financial fields show Gross Amount (1,000.00 USD), Discount (0.00 USD), Scheduled Due (09/04/2012), Net Due (0.00 USD), and Accounting Date (09/04/2012). The 'Payment Options' section includes Bank (CHASE), Account (DISB), Method (CHK - Check), and various dropdowns for Pay Group, Handling, Netting, and Hold Reason. The 'Schedule Payment' section shows Action (Prepayment Applied), Payment Date (09/04/2012), and Reference (0000000460). Red boxes highlight the 'Scheduled Due' date and the 'Prepayment Applied' action.

**Note:** 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”.



# JOB AID

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



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

ARC

Favorites Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Prepayments

**Prepayment Inquiry**

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

Find an Existing Value

---

Limit the number of results to (up to 300):

Business Unit: =

Voucher ID: begins with

Payments: =

[Basic Search](#)

# JOB AID

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.
- 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.
  - 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.



**Prepayment Inquiry**

**PrePaid Voucher**

Business Unit:	COLUM	Bank SetID:	CUSET	Currency:	USD
Voucher ID:	00017735	Bank Code:	CHASE	Gross Amount:	1000.00
Vendor ID:	T000000004	Bank Account:	DISB	Payment Date:	09/04/2012
		Reference:	0000000460	Balance:	0.00

**Applied Voucher**

Applied Business Unit	Applied Voucher	Currency	Gross Invoice Amount	Applied Amount	Reversal Posting Status
COLUM	00017738	USD	1000.00	1000.00	Posted

Return to Search | Notify