

AP2 – CREATE OFFICE REVOLVING FUND (ORF) VOUCHER FOR SALARY ADVANCE

Source Document: Salary Advance Request

Module: Accounts Payable(AP)

Roles: AP Processor

Revolving Fund checks may be issued to employees for salary advances in accordance with State Administrative section 8595. A Salary Advance Request is usually initiated by a department's Human Resources (HR) Office. In the following example, we will process a Salary Advance for an employee using the **Open Item Key** chartfield value by creating a Regular voucher with Cash Type: Office Revolving Fund (ORF). The **Open Item Key** is an additional chartfield used to automatically link the employee's salary advance to the accounts receivable side of the equation.

Upon receipt of the Salary Advance Request the AP Processor must first perform an inquiry in FISCAL to obtain the Employee's Vendor ID number. If the Employee does not exist in the system, contact HR to obtain employee information that must be added to the master list of vendors. Note: this unique employee vendor ID is the same as the Open Item Key number.

The **AP Processor** will obtain the Employee's Vendor ID. Steps are:

- 1 – Navigate to Vendors>Vendor Information>Add/Update>Vendor
- 2 – In the **Find an Existing Value** tab, enter the employee's name
- 3 – Click Search. If the Employee Vendor ID is setup, a new page will populate with the Employee's Vendor ID number and proper name

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Vendors > Vendor Information > Add/Update > Vendor

Vendor Information

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

Find an Existing Value | Add a New Value

Search Criteria

SetID: = STATE

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with JANEDOE

Our Customer Number: begins with

Name 1: begins with

Include History Correct History Case Sensitive

3 Search Clear Basic Search Save Search Criteria

The **Vendor Page** will display the Employee's Vendor ID number and proper name in the Summary tab

Vendors > Vendor Information > Add/Update > Vendor

Summary	Identifying Information	Address	Contacts	Location	Custom
SetID:	STATE				
Vendor ID:	EMP1261234				
Vendor Short Name:	JANEDOE				
Vendor Name:	JANE DOE				

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

- 1 – Navigate to AP>Vouchers>Add/Update>Create/Regular Entry
- 2 – In the **Add a New Value** tab, enter your Business Unit
- 3 – Voucher ID: NEXT
- 4 - Voucher Style must be Regular Voucher
- 5 – Choose the correct vendor by looking up either Vendor ID or Short Vendor Name

1 Accounts Payable > Vouchers > Add/Update > Regular Entry

Voucher

Find an Existing Value **Add a New Value**

Business Unit: 2 8860 🔍

Voucher ID: 3 NEXT

Voucher Style: 4 Regular Voucher ▼

Short Vendor Name: 🔍

Vendor ID: 5 EMP1261234 🔍

- 6 – Select Vendor Location; Main (default value)
- 7 – Enter Invoice Number
- 8 – Enter Invoice Date
- 9 – Enter Gross Invoice Amount
- 10 - Check the Tax Exempt Flag
- 11 - Click Add

Accounts Payable > Vouchers > Add/Update > Regular Entry

6	Vendor Location:	MAIN	
	Address Sequence Number:	1	
7	Invoice Number:	Salary_Advance_Jan 2016	
8	Invoice Date:	01/14/2016	
9	Gross Invoice Amount:		1700.00
	Freight Amount:		0.00
	Sales Tax Amount:		0.00
	Misc Charge Amount:		0.00
10	Tax Exempt Flag	<input checked="" type="checkbox"/>	
	Estimated No. of Invoice Lines:	1	

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The **AP Processor** will Update the Pay Terms. Steps are:

- 1 – After clicking Add on the previous page, the AP Processor will see the Invoice Information tab.
- 2 – On the Invoice Information Tab, scroll down to Pay Terms
- 3 – Click on the “Transfer to Pay Terms Detail” icon and select Expedite

1 Accounts Payable > Vouchers > Add/Update > Regular Entry

2 Invoice Information | Payments | Voucher Attributes

Business Unit:	8860	Invoice No:	Salary_Advance_Jan 2016
Voucher ID:	NEXT	Invoice Date:	01/14/2016 
Voucher Style:	Regular Voucher	Accounting Date:	03/21/2016  <input checked="" type="checkbox"/> Tax Exempt

Vendor ID:	EMP1261234 	JANE DOE	Audit Communications
ShortName:	EMP1261234-001 	111 First Street	
Location:	MAIN 	Suite 100A	
*Address:	1 	SACRAMENTO, CA 95833-3200	

Advanced Vendor Search

Control Group:	<input type="text"/>	*Pay Terms: 3 	NET45  Net 45
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- 1 - In the Payments Terms screen, update the Basis Date Type and the Payment Terms ID
- 2 – Change Payment Terms ID: **00** (Expedite)
- 3 – Change Due Date Control: Terms
- 4 – Change Basis Date Type: User Date
- 5 – Change Basis Date: Date check request was received (defaults to current date)
- 6 – Click **Back to Invoice** link

1 Accounts Payable > Vouchers > Add/Update > Regular Entry

6 **Payment Terms**

6 **Back to Invoice**

Business Unit: 8860 Invoice Number: Salary_Advance_Jan 2016
 Voucher ID: NEXT Vendor: EMP1261234 JANE DOE

*Payment Terms ID: **2** 00 Expedite
 *Due Date Control: **3** Terms
 Basis Date Type: **4** User Date
 Basis Date: **5** 01/14/2016
 Discount Due Date:
 Due Date:
 *Discount Amount Control: Terms
 Account At: Gross
 Discount Amount: 0.00
 Basis Amt: 1,700.00

The **AP Processor** will enter the Chartfield Distributions in the Invoice Information tab. Steps are:

- 1 - Scroll to the Distribution Lines section
- 2 - Your GL Unit will appear
- 3 – Enter the following chartfields:
 Fund: 000000244 (Departmental General Checking/Rev Fund)
 ENY: Enactment Year
 Account: 1301300 – Salary Advances
- 4 – Scroll to the right to locate the **Open Item Key**. The Open Item Key value should match the last seven digits of the Employee’s Vendor ID number. The correct Open Item Key is crucial in tying the Salary Advance issued in Accounts Payable to the deposit made in Accounts Receivable

1 Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | Voucher Attributes

▼ Distribution Lines Personalize | Find | View All | [?] | [grid]

GL Chart | Exchange Rate | Statistics | Assets 2

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Approp Ref	Fund 3	ENY	Account	OpenItem 4
<input type="checkbox"/>	1	1,700.00		8860		000000244	2015	1301300	1261234

- 1 - The **AP Processor** will review and update the Payments tab:
- 2 – Payment Terms should display 00 (Expedite)
- 3 – Change Cash Type: Office Revolving Fund
- 4 – Click Save. After saving the voucher, a unique Voucher ID will be assigned, see page 12

Accounts Payable > Vouchers > Add/Update > Regular Entry

1

Invoice Information | **Payments** | Voucher Attributes

Business Unit:	8860	Invoice No:	Salary_Advance_Jan 2016
Voucher ID:	NEXT	Invoice Date:	03/22/2016
Voucher Style:	Regular Voucher		
Total Amount:	1,700.00		
Vendor Name:	Jane Doe	*Pay Terms:	2 00 Expedite
		*Cash Type:	3 Office Revolving Fund

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Save | Notify | Refresh

- 4 - In the Payments tab, scroll down and update the Payment Options
- 5 - Bank Account should be STATE
- 6 - Account must be 244 (Departmental Agency Checking/ORF Account)
- 7 - Change Method to CHK (Check)
- 8 - Click Save

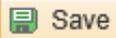
Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | **Payments** | Voucher Attributes

Payment Options 4

*Bank:	5	STATE	🔍	Pay Group:		▼	
*Account:	6	244	🔍	*Handling:	RP	🔍	
*Method:	7	CHK	✕ 🔍	Check	*Netting:	Not Applicable	▼
L/C ID:			📄	Hold Reason:		▼	

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 Save  Notify  Refresh

Click the Voucher Attributes tab:

- 1 – Scroll down to the Prepayment Section and Uncheck the Automatically Apply Prepayment box. By unchecking this box, the voucher will not be applied to offset any prepaid vouchers already associated with the employee.
- 2 – Click Save
- 3 – The system will assign a unique Voucher ID. Hand write the Voucher ID and Accounting Date on the Check Request. The voucher will be Budget Checked, Approved, and Posted

Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | **Voucher Attributes**

Business Unit:	8860	Invoice No:	Salary_Advance_Jan 2016
Voucher ID:	3 00003300	Invoice Date:	01/14/2016
Voucher Style:	Regular Voucher		
Total:	1,700.00		

Prepayment **1**

Prepaid Ref: Automatically Apply Prepayment

2

Save | Notify | Refresh

The **AP Approver** will approve the Voucher. Refer to FI\$Cal Training Academy (FTA) course AP123 – Voucher Workflow W2.

The FI\$Cal Job Aids that provide additional information on this topic are:

- Job Aid 029 - Create an Employee Salary Advance
- Job Aid 012 - Creating an Employee Vendor

The following resources can be used for next steps:

- FTA AP114 - Office Revolving Fund Process W2
- Job Aid 032 – Creating a Departmental Pay Cycle 1.1