# Table of Contents

What is Accounts Payable? ......................................................... 2  
The Payables Process In Spectrum Plus ....................................... 3  
Uses of Regular Vouchers ........................................................ 4  
Creating Regular Vouchers for Non-PO Related Invoices ........... 4  
  Creating a Regular Voucher for Vendor’s Invoice or Payment Request (Non-PO Related) .... 4  
  Creating a Regular Voucher for a Credit Invoice or Credit Memo ......................... 9  
  Creating a Regular Voucher for a Credit Invoice or Credit Memo .......................... 9  
Payment Processing ................................................................. 13  
  How to Process Travel Expenditures ....................................... 13  
  AP Documentation for Requested Payments ................................ 23  
Voucher Inquiries & Checklist .................................................. 30  
Delays in Payment ................................................................. 32  
Frequently Asked Questions .................................................... 34  
Troubleshooting Errors ........................................................... 38

# What is Accounts Payable?

Georgia State University operates under the oversight of the Board of Regents of the University System of Georgia. Refer to Board of Regents Accounts Payable Policy at [http://www.usg.edu/business_procedures_manual/bpm-sect06.pdf](http://www.usg.edu/business_procedures_manual/bpm-sect06.pdf).

A payable is a current liability owed to creditors and/or suppliers for goods and services obtained in the normal course of business. When an invoice is entered for payment, the entry will debit the expense account and credit accounts payable. When an invoice is paid, the transaction will debit accounts payable and credit cash in the bank.

Access to the Accounts Payable module is managed by the Spectrum Office. Payment transactions are initiated by authorized system users and approved through the electronic workflow process by authorized system approvers. Documented signature approval is required prior to payment processing.
The Payables Process In Spectrum Plus

Department Receives Non-Po Related Invoice (Disbursements staff must input Voucher Entry for PO related invoices)

Department Enters Voucher Information

Department Saves Voucher (Editing Occurs on Save)

Department Budget Checks Voucher

Voucher Enters into Workflow for Departmental Approval

Disbursements Reviews Department's Documentation for Voucher and Approves Voucher

System Posts Voucher during Nightly Batch Processing

Disbursements Creates Payment for Voucher

Accounting Entries Created for General Ledger

Accounting Entries Created for General Ledger

General Ledger
Uses of Regular Vouchers
Regular vouchers can be used to pay for supplies, subscriptions, memberships, conference registrations, third party payments, travel, consulting agreements, etc.

The regular voucher is used to generate a payment for Express Purchase.

Creating Regular Vouchers for Non-PO Related and Non P-card Related Invoices

Creating a Regular Voucher for Vendor’s Invoice or Payment Request (Non-PO Related and Non-Pcard)

Example: The Biology Department receives and invoice from A & K Office Products on 1/11/2011 for the purchase of four boxes of letter size folders. The cost per box is $15. The invoice number and date is 1234TEST and 1/3/2011 respectively. The total invoice is $60.

Navigation:

Accounts Payable → Vouchers → Add/Update → Regular Entry →Add New Value

1. The “Business Unit” field will default to GSUFS.
2. The “Voucher ID” field will default to Next.
3. The “Voucher Style” field will default to Regular Voucher.
4. Click the Short Vendor Name or Vendor ID Look-Up icons to aid in the selection of the vendor. Select “0000004661”.
5. The “Location” and “Address” fields will populate when the vendor is selected.
6. In the “Invoice Number” field, enter the invoice number “1234TEST”.
   - Omit dashes, spaces, and symbols
   - Enter the actual invoice number from a vendor’s invoice.
Accounts Payable End User Training Guide

Note: In the case of a reimbursement, payment to an individual, or payment to an entity where no invoice exists, create an invoice number that provides sufficient reference for the payment, i.e. ReimbSuppliesJul09, Registration: REGMFranklin01252011, Travel: AugustaGA02122011, Monthly Invoices: Customer Number + Month and Year of billing.

7. In the “Invoice Date” field, enter the invoice date as shown on the invoice “1/3/2011”.

Note: In the case of a reimbursement, payment to an individual, or payment to an entity where no invoice exists, choose an invoice date that provides sufficient reference to the payment. i.e. the date of the purchase.

8. Enter the Gross Amount for the payment “60.00”.

9. Leave the “Freight” field 0.00.

10. Leave the “Miscellaneous Charge” field 0.00.

11. Enter the estimated number of lines to be used during voucher input “1”.

12. Click Add.

**Voucher**

![Voucher Form]

- **Business Unit**: GSUFS
- **Voucher ID**: NEXT
- **Voucher Style**: Regular Voucher
- **Short Vendor Name**: ASKOFFICE-002
- **Vendor ID**: 0000004561
- **Vendor Location**: 000001
- **Address Sequence Number**: 1
- **Invoice Number**: 1234TEST
- **Invoice Date**: 1/3/2011
- **Gross Invoice Amount**: 60.00
- **Freight Amount**: 0.00
- **Misc Charge Amount**: 0.00
- **Estimated No. of Invoice Lines**: 1
Note: You will receive a notice requesting certification as to the accuracy and appropriateness of the payment request.

The Invoice screen appears. Many of the fields are pre-populated based on the entries from the Add a New Value screen.

13. The “Invoice Received Date” field is used by Disbursements to record the date the payment documentation is stamped as received by the Office of Disbursements.

14. The “Type” field indicates workflow: Use DRG for Department Regular and PRJ for Project Related. In the “Type” field, select “DRG”.
   - DRG prompts the user to enter the department which corresponds with the department’s workflow in the ORG field. Enter “110600000”.
   - PRJ prompts the user to enter the project workflow in the Prj field.

15. The “Pay Terms” field will default to Due Now.

16. Departments will not use the “Control Group” field.

17. The “Accounting Date” field will default to today’s date.

18. The “Currency” field will default to USD (U.S. Dollars).

19. In the “Total” field, Gross Amount entered in step 8 will default.

20. In the “Comments” field, enter any information which may be useful for the workflow approver. Departments can use this area to communicate details related to the voucher.

Quantity (Quantity is used when procuring goods)

21. In the “Distribute By” field, select Quantity.

22. In the “Description” field, enter “Letter Size File Folders” for the item purchased.

23. In the “Quantity” field, enter “4”.

24. From the “UOM” (Unit of Measure) field, use the Look-Up icon to choose the UOM “EA” for Each.

25. In the “Unit Price” field, enter 15 (for the price for each unit).
26. In the “SpeedChart” field, enter the SpeedChart “BIOLI”.

Amount (Amount is used when procuring services)

27. The “Distribute By” field will default to Amount.

28. In the “Description” field, enter “Letter Size File Folders” for the item purchased.

29. In the “Extended Amount” field, enter “60” for the amount for the line.

30. In the “SpeedChart” field, enter the SpeedChart “BIOLI”.

Note: After the SpeedChart is entered, the corresponding chartfields on the distribution lines become visible.
Distribution Lines

31. On the Distribution Line, enter “4” (the amount which corresponds with the line entry).

32. On the Distribution Line, enter “714100” (the 6-digit expense account lane which corresponds with the line entry).

Balancing

33. Verify that the total for the payment is correct. The payment documentation total due and the system total should match. If the invoice amount is adjusted, both entries must reveal the invoice adjusted amount. These amounts must equal the total lines/distributions.

34. Click Calculate (Calculate is Optional, Save also performs the calculate function)
35. Click Save (Required. You must click Save before you can budget check voucher.)

36. Budget-check the voucher. In the Action field, select Budget Checking.

37. Click Run.

Creating a Regular Voucher for a Credit Invoice or Credit Memo

The process is the same as for regular invoice entry except the amount will be preceded by a negative sign (—) to indicate a credit.

For example:

A vendor may issue a credit memo instead of issuing a check to the University to offset an overpayment. The credit may be for $14.00. In the amounts field of the voucher entry panels, enter -14.00.

When entering a credit, record as much detail as possible on the description line. This will help to identify the source of the credit.

Creating a Regular Voucher from Travel Expense Statement (Non-PO Related)

When a purchase order is not entered for the travel engagement, the department will enter a regular voucher for payment, based on the Travel Expense Statement when submitted by the traveler. The traveler will submit a Travel Expense Statement to the department representative on return from the engagement. The representative will enter a voucher for workflow approval and subsequent payment by Disbursements. Follow these steps for entering a regular voucher from a Travel Expense Statement.

Example: Marsha Aaron has completed her trip to Birmingham, Alabama. The purpose of the trip was for Marsha, a business manager, to attend a Business Manager’s Conference from
January 10-14, 2011. Marsha’s total expense for the trip was $1,000. She has submitted all receipts and a copy of the approved Travel Authorization for reimbursement.

Follow these steps for entering a regular voucher from a Travel Expense Statement when travel is not related to a Purchase Order entry.

1. The “Business Unit” field will default to GSUFS.
2. The “Voucher ID” field will default to Next.
3. The “Voucher Style” field will default to Regular Voucher.
4. Click the Short Vendor Name or Vendor ID Look-Up icons to aid in the selection of the vendor. Select “0000013298”.
5. The “Location” and “Address” fields will populate when the vendor is selected.
6. For travel vouchers only, the invoice number represents the traveler’s destination. In the “Invoice Number” field, enter the traveler’s destination e.g. BirminghamAL. To avoid duplicates, include the date e.g. BirminghamAL01102011
7. For travel vouchers only, the invoice date represents the first day of the travel. In the “Invoice Date” field, enter the beginning date for the travel e.g. if the travel began on 01/10/2011, enter 01102011.
8. Enter the Gross Amount for the travel reimbursement. Enter “1000.00”.
9. Leave the “Freight” field 0.00.
10. Leave the “Miscellaneous Charge” field 0.00.
11. Enter the estimated number of lines to be used during voucher input. Should you fail to enter the required lines on the Add a New Value page, you may add lines as needed on the Voucher information page. Note: There are two new accounts for FY2010: Employee Mileage and Student Mileage. Mileage cannot be combined with travel expenses. Mileage must be entered as a separate line item. For this exercise, enter “1”.
12. Click Add.

Note: The Invoice screen appears. Many of the fields are pre-populated based on the entries from the Add a New Value screen.
13. For travel vouchers only, the invoice received date represents the day the traveler returned from the travel engagement. In the “Invoice Received Date” field enter the traveler’s return date e.g. If the travel ended on 01/14/2011, enter 01142011.

14. The “Type” field indicates workflow: Use DRG for Department Regular and PRJ for Project Regular. In the “Type” field, select “DRG”.
   • DRG prompts the user to enter the department which corresponds with the department’s workflow in the ORG field. Enter “110600000”.
   • PRJ prompts the user to enter the project workflow in the Prj field.

15. The “Pay Terms” field will default to Due Now.

16. Departments will not use the “Control Group” field.

17. The “Accounting Date” field will default to today’s date.

18. The “Currency” field will default to USD (U.S. Dollars).

19. In the “Total” field, the amount entered on the previous screen “1000.00” will default.

20. In the “Comments” field, enter the purpose for the travel and include any information which may be useful during an audit or communication with an approver.

Invoice Lines

21. For travel voucher entries, in the Distribute By field, use the default “Amount”.

22. In the “Description” field, enter a description e.g. Meals, lodging, airfare, etc. Enter a line for each expense type or group all travel expenses together (with the exception of mileage) and enter as Travel Reimbursement.

Note: Mileage must be entered on a separate line and charged to the corresponding mileage account. New mileage accounts effective 7/1/2009 are 640500 (Employee Mileage) and 650500 (Student Mileage).

23. In the “Extended Amount” field, enter the amount for the line. Accept the amount that defaults “1000.00”.

24. In the “SpeedChart” field, enter the SpeedChart to be charged. Enter “BIOLI”.

Distribution Lines
25. On the Distribution Line, enter the amount.
26. On the Distribution Line, enter the 6-digit expense account number e.g.
   640100 Employee Reimbursement
   640500 Employee Mileage
   650100 Student Reimbursement
   650500 Student Mileage
27. Click Save.
29. Click Run.
Payment Processing

How to Process Travel Expenditures
Step 1 - Pre-Approval for Travel and Estimated Travel Expenditures

Requirement

Travelers must have travel engagements approved prior to travel.

Best Practice

The Travel Authorization Form provides documented pre-approval of estimated travel expenses and for project related travel expenses, when applicable.

- The Travel Authorization Form should be approved by a signature approver who can ensure funding for the travel based on a realistic and cost efficient estimation of travel expenditures. The signature approver may be the department’s Business Manager.

- The Travel Authorization Form should also be approved by a signature approver who will evaluate the travel based on how the travel facilitates the overall mission of the University.

- The Travel Authorization Form should also be approved by a Project Administrator or their designee when the travel is charged (in part or whole) to a sponsored project or grant. The Project Administrator/designee should pre-approve the travel based on available funding and based on how the travel serves the overall mission of the University.

Travel Authorization Form

The form used to calculate the estimated cost for travel and to record proper signature approval for the travel.

- Employee Travel Authorization: http://www2.gsu.edu/~wwwspc/Forms/TravelAuthorization-Employee.xls
- Student Travel Authorization: http://www2.gsu.edu/~wwwspc/Forms/TravelAuthorization-Student.xls
Step 2 Decision: Must an Express Purchase Order (PO) be entered for the travel engagement? If so, enter an Express Purchase Orders in the name of the traveler.

**Requirement**

Situations for which Express Purchase Orders must be entered for the travel engagement:

- AAA Airfare is purchased
- A travel advance is issued to cover the estimated travel expenses (includes Study Abroad Cash Advance)
- The estimated cost of the travel is $5,000 more
- When mandated by departmental management

If/when a travel PO is issued, what expenses should be included and to what accounts should those expenses be charged?

- Airfare (purchased with AAA)
- Airfare (not purchased with AAA
- Ground transportation
- Meals
- Lodging
- Parking
- Reimbursable Mileage
- Miscellaneous Expenses
### Travel Expenditure

<table>
<thead>
<tr>
<th>Travel Expenditure</th>
<th>If Express PO entered, should expenditure be included in PO amount?</th>
<th>Account to Charge on PO</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA Airfare</td>
<td>Yes</td>
<td>640100-Employee 650100-Student 727142-Non-Employee</td>
</tr>
<tr>
<td>Airfare Not Purchased through AAA</td>
<td>Yes</td>
<td>640100-Employee 650100-Student 752100-Non-Employee</td>
</tr>
<tr>
<td>Ground Transportation</td>
<td>Yes</td>
<td>640100-Employee 650100-Student 752100-Non-Employee</td>
</tr>
<tr>
<td>Meals Per Diem</td>
<td>Yes</td>
<td>640100-Employee 650100-Student 752100-Non-Employee</td>
</tr>
<tr>
<td>Lodging</td>
<td>Yes</td>
<td>640100-Employee 650100-Student Non-Employee 727142 3rd Party or 752100 Direct Payment</td>
</tr>
<tr>
<td>Parking</td>
<td>Yes</td>
<td>640100-Employee 650100-Student 752100-Non-Employee</td>
</tr>
<tr>
<td>Mileage</td>
<td>Yes</td>
<td>640500-Employees 650500-Students 752100-Non-Employee</td>
</tr>
<tr>
<td>Pre-Approved Miscellaneous Expenses</td>
<td>Yes</td>
<td>640100-Employee 650100-Student 752100-Non-Employee</td>
</tr>
</tbody>
</table>

Note: Do not include the travel advance or conference registration fee on the express purchase order when issued. (Enter the conference registration fee on the appropriate line of the Travel Authorization. This provides information for the approver as it relates to the overall travel expenditure. The conference registration fee is not included in the Express PO amount).
<table>
<thead>
<tr>
<th>Travel Expenditure (Estimate listed on the Travel Authorization)</th>
<th>If Express PO entered, should expenditure be included in PO amount?</th>
<th>Account to Charge on PO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Advance (includes study abroad cash advance)</td>
<td>No</td>
<td>640100-Employee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>650100-Student</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-Employee (Not Allowed)</td>
</tr>
<tr>
<td>Conference/Registration Fee</td>
<td>No</td>
<td>727101-Employee, Student, and Non-Employee</td>
</tr>
</tbody>
</table>

**Step 3**

If an Express Purchase Order for travel is required, enter an Express Purchase Order in the name of the traveler. The total estimated travel expenditure (calculated using the Travel Authorization Form) will be the total amount of the purchase order.

- **Employee Travel Authorization:**
  
  [http://www2.gsu.edu/~wwwspc/Forms/TravelAuthorization-Employee.xls](http://www2.gsu.edu/~wwwspc/Forms/TravelAuthorization-Employee.xls)

- **Student Travel Authorization:**
  
  [http://www2.gsu.edu/~wwwspc/Forms/TravelAuthorization-Student.xls](http://www2.gsu.edu/~wwwspc/Forms/TravelAuthorization-Student.xls)

The Express Purchase Order should contain two line entries, when applicable: One line for the total travel expense and another line for reimbursable mileage (when applicable).

**Step 4: Payments for certain expenditures (Optional)**

How will approved expenditures be processed for payment (in advance of travel)?
The following chart provides guidance on how to arrange advance payment for travel related expenditures and how to request reimbursement.

<table>
<thead>
<tr>
<th>Travel Expenditure</th>
<th>How Is This Expenditure processed for Payment?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare (AAA)</td>
<td>Provide AAA with the PO number and the traveler’s name. AAA airfare is charged directly to the University’s Travel P-Card. Authorized departmental representatives should contact AAA to purchase/confirm air travel.</td>
</tr>
<tr>
<td>Airfare (Other)</td>
<td>May be reimbursed on the Travel Expense Statement upon return from travel or may be reimbursed on the Travel Expense Statement as a “Partial” reimbursement in advance of travel.</td>
</tr>
</tbody>
</table>
| Hotel (Advance Payment)             | Complete a Payment Request Form payable to the hotel/motel. Request checks at least 15 days in advance of lodging needs to ensure timely filing. Attach the hotel’s confirmation to the Payment Request Form. The confirmation must show the traveler’s name, dates of stay, and daily rate.  
**Enter a Regular Voucher into Spectrum Plus for the Payment Request**  
Indicate the Regular Voucher number and the related Express PO number (when applicable) on the Payment Request Form and deliver the Payment Request Form to the Office of Disbursements for advance payment.  
Note: Travelers must submit the Exemption for Hotel/Motel Excise Tax Form, http://www2.gsu.edu/~wwwspc/Forms/HotelTaxExempt.pdf to the establishment when lodging in GEORGIA. |
| Travel Advance/Study Abroad Cash Advance | Deliver the completed Travel Advance Request Form to the Office of Disbursements for entry/payment processing after eligibility has been confirmed. If the advance is related to study abroad, attach the StudyAbroad Cash Advance Agreement to the Travel Advance Request.  
**Travel Advance Request Form**  
http://www2.gsu.edu/~wwwspc/Forms/traveladvancerequest.doc  
**Program Director Cash Advance Agreement (Study Abroad)**  
http://www2.gsu.edu/~wwwspc/Forms/StudyAbroadCashAdvance.doc |
Step 5

Prepare the Travel Expense Statement

When a traveler returns from a travel engagement, a Travel Expense Statement must be submitted to the department for approval.

The Travel Expense Statement was revised effective July 1, 2009.

- Travel Expense Statement - Employee/Student
  
  http://www2.gsu.edu/~wwwspc/Forms/TravelExpenseStatement_Eff010109.xls

- Non-Employee - Submit the Payment Request Form for Non-Employee Travel Expenditures until further notice.
  
  http://www2.gsu.edu/~wwwspc/Forms/PaymentRequestForm.xls

ABOUT THE TRAVEL EXPENSE STATEMENT

On the Travel Expense Statement, the following fields are used to record expenses which will count toward the TOTAL REIMBURSEMENT sought by the traveler:

- Daily Expenses/Per Diem
- Miscellaneous Expenses
- Mileage Record.

Reimbursement will be recorded in the Summary of Reimbursement section of the Travel Expense Report.

Advance Payments will be recorded/detailed in the Record Only Section.

The Department may use the Distribution for Regular Voucher Entry Section to summarize data when entering a Regular Voucher Entry in only those situations where an Express PO was NOT entered for the travel.

Best Practice

Attach a copy of the Travel Authorization or related Express Purchase Order.
IMPORTANT: If an Express Purchase Order was entered for the travel engagement, the department will not enter a travel voucher. Instead, the Travel Expense Statement will be submitted to the Office of Disbursements for entry against the Purchase Order.

Traveler’s Role

- Obtains documented pre-approval for the travel engagement and for estimated travel expenses.

- Compares (and documents) methods and modes of travel to ensure the most cost efficient means of travel for the engagement. Written justification for the travel arrangement choices may be required during the audit.

- Obtains written pre-approval for expenditures which exceed the per diem allowable reimbursement. The memo/e-mail may be written by the traveler; however, the signature must be a higher authority. Attach the memo/e-mail to the Travel Expense Statement prior to submission.

- Airfare purchased for seating other than the standard/coach requires an official medical statement to be attached to the Travel Expense Statement. First class seating must be recommended for medical reasons.

- Submits an approved Travel Expense Statement to the area Business Manager for review immediately on return from the travel engagement. The Travel Expense Statement must be received by the Office of Disbursements within 30 days of return from travel. Statements not processed within 30 days will require a memo of explanation, signed by a higher authority.

- Attaches receipts related to ALL expenses for which reimbursement is being requested (where applicable). Receipts should be original and indicate method of payment. Receipts for airfare should verify seating arrangement.

- Attaches the program/agenda from a related conference/meeting to the Travel Expense Statement.

- Attaches documentation/receipts related to any prepayments made on behalf of the traveler.

- Deposit any overpayment with the University Cashier. If the amount of the reimbursement (as shown on the Travel Expense Statement) is a negative
number then a travel advance was issued for more than the actual travel expenditures. Deposit the overpayment with the University Cashier and attach the deposit receipt to the Travel Expense Statement.
Deposit Remittance/Advance Closing Form:
http://www2.gsu.edu/~wwspc/Forms/depositremit.doc

Step 6
Departmental Review

Departmental representatives should thoroughly review the Travel Expense Statement.

IMPORTANT: If an Express Purchase Order was entered for the travel engagement, the department will not enter a travel voucher. Instead, the Travel Expense Statement will be submitted to the Office of Disbursements for entry against the Purchase Order.

ABOUT THE TRAVEL EXPENSE STATEMENT

On the Travel Expense Statement, the following fields are used to record expenses which will count toward the TOTAL REIMBURSEMENT sought by the traveler:

- Daily Expenses/Per Diem
- Miscellaneous Expenses
- Mileage Record.

Reimbursement will be recorded in the Summary of Reimbursement section of the Travel Expense Report.

Advance Payments will be recorded/detailed in the Record Only Section.

The Department may use the Distribution for Regular Voucher Entry Section to summarize data when entering a Regular Voucher Entry in only those situations where an Express PO was NOT entered for the travel.

Department Business Manager’s Role
• Ensures proper documentation is attached to the Travel Expense Statement: receipts for expenses, deposit (when applicable), memos of justification/explanation, etc.

• Performs a thorough review of the Travel Expense Statement.

• Ensures proper signature approval on the Travel Expense Statement.

• Verifies the information provided in the Summary of Reimbursement and Record Only sections of the Travel Expense Statement.

• Provides Spectrum Plus voucher/journal numbers in the Record Only section of the Travel Expense Statement.

• Indicates the Express Purchase Order number (when issued) for the travel. Indicate if partial or final payment against the PO.

• Enters a Regular Voucher for the Travel Expense Statement where no Express Purchase Order was set up. Regular vouchers will be subject to electronic workflow approval.

• Submits the approved Travel Expense Statement to the Office of Disbursements for audit/payment processing.

**Step 7**

**Approver’s Role**

Approvers may not approve their own travel expenses.

• Provides approval for the travel expenditures (logistical).

  The department’s budgetary approver authorizes travel based on availability of funding for the engagement and based on a documented cost comparison of the method and means of travel arrangements to ensure the most cost effective travel arrangements (with consideration for the critical needs of the traveler).

• Provides approval for the travel engagement (mission based).

Generally, the person to whom the traveler reports will provide approval for the engagement based on how the travel enhances the overall mission of the University.
• Provides approval for travel expenditures to be charged to a project. The Project Administrator or their designee provides signature approval for the travel based on the mission and availability of funds for travel expenditures charged to a project. When the traveler is the Project Administrator, contact the College Administrative Officer to discuss appropriate approval.

**Step 8**

The department will submit the Travel Expense Statement to Disbursements for processing:

Mailing Address: P O Box 4030

Atlanta, GA 30302

Customer Service: (404) 413-3040
# AP Documentation for Requested Payments

<table>
<thead>
<tr>
<th>Type of Payment</th>
<th>Payment Doc Req.</th>
<th>Disbursements Form</th>
<th>Additional Doc Req.</th>
<th>Important Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order Invoice for Goods (Includes Rents)</td>
<td>Vendor’s Invoice</td>
<td>None</td>
<td>Email from designated departmental representative, confirming receipt of items not received through Central Receiving: i.e. Software</td>
<td>Vendor to direct invoice to Disbursements: P.O. Box 4030, Atlanta, GA 30302</td>
</tr>
<tr>
<td>Purchase Order Invoice for Services</td>
<td>Vendor’s Invoice</td>
<td>Consultant Payment Authorization(CPA)</td>
<td>Copy of Common Industry Practices Checklist or Worker’s Classification Review Questionnaire as approved by Disbursements</td>
<td>Department to confirm service performed satisfactorily-Department sends invoice to Disbursements, with CPA Form attached (form will indicate if final payment against PO).</td>
</tr>
<tr>
<td>Vendor’s Invoice (Non-PO, Non-Individual, Non-Reimbursement)</td>
<td>Vendor’s Invoice</td>
<td>None</td>
<td>Copy of contract, where applicable.</td>
<td>Original Invoice required. Best Practice: To denote receiving/approval of invoice, provide signature approval on invoice or print voucher summary page from Spectrum Plus and attach to the back of invoice (approval signature required)</td>
</tr>
<tr>
<td>Type of Payment</td>
<td>Payment Doc Req.</td>
<td>Disbursements Form</td>
<td>Additional Doc Req.</td>
<td>Important Notes</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------</td>
<td>---------------------</td>
<td>--------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Vendor’s Invoice- Individual, (Non-PO, Non-Reimbursement)</td>
<td>Vendor’s Invoice</td>
<td>Payment Request Form</td>
<td>Copy of Common Industry Practices Checklist or Worker Classification Review Questionnaire (as approved by Disbursements)</td>
<td>Department to confirm service performed satisfactorily; complete info on Payment Request Form. Provide full description of purpose/reason for payment.</td>
</tr>
<tr>
<td>Employee/Student Reimbursement</td>
<td>N/A</td>
<td>Payment Request Form</td>
<td>Original receipts; proof and method of payment. Attach memo of explanation/justification, where necessary.</td>
<td>Provide full description of purpose/reason for payment.</td>
</tr>
<tr>
<td>Employee/Student Travel</td>
<td>N/A</td>
<td>Travel Expense Statement (TES)</td>
<td>All applicable receipts; receipts must show proof and method of payment. Attach memos of explanation/justification (with appropriate approval) whenever expenditures exceed state/federal per diem amounts.</td>
<td>If an Express PO is entered, note the Express PO number at the top of the Travel Expense Statement and indicate if requested payment is full or partial reimbursement. DO NOT ENTER REGULAR VOUCHER if PO entered. Deliver TES to Disbursements for entry. Provide Spectrum Plus voucher/journal numbers in the Summary of Reimbursement and Record Only sections of the Travel Expense Statement. If a regular voucher is entered (no PO), note the voucher number on front page of TES. Use Distribution for Regular Voucher Entry Section of TES to record voucher totals/distribution.</td>
</tr>
<tr>
<td>Type of Payment</td>
<td>Payment DocReq.</td>
<td>Disbursements Form</td>
<td>Additional DocReq.</td>
<td>Important Notes</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Employee/Student Travel Advance</td>
<td>N/A</td>
<td>Travel Advance Form. If cash advance in related to study abroad, attach the Study Abroad Cash Advance Agreements</td>
<td>If advance project related- requires signature approval from Research Financial Services, Project Accountant. Study Abroad Cash Agreement Form to be submitted along with the Employee Travel Advance Form.</td>
<td>Advance must be “settled” within 30 days of return from engagement. Reference the Express Purchas Order number on the Travel Advance request. Submit the request to Disbursements. Disbursements will enter a voucher for the Travel Advance request.</td>
</tr>
<tr>
<td>Project Advance/Imprest Account</td>
<td>Combined “email” approval from Comptroller/Accounting Services/Research Financial Services</td>
<td>Email to Disbursements from Accounting Services/ or Approved Project Advance Form</td>
<td>N/A</td>
<td>Panther Card ID Number/Name of Employee Required. Disbursements will enter the advances/Imprest request.</td>
</tr>
<tr>
<td>Non-Employee Reimbursement</td>
<td>N/A</td>
<td>Payment Request Form</td>
<td>Original receipts; proof and method of payment. Attach memo of explanation/justification where necessary.</td>
<td>Payment Request Form should be signed by the individual seeking reimbursement (whenever possible). Form should fully state what is being reimbursed, and the purpose for the expenditure.</td>
</tr>
<tr>
<td>Type of Payment</td>
<td>Payment Doc Req.</td>
<td>Disbursements Form</td>
<td>Additional Doc Req.</td>
<td>Important Notes</td>
</tr>
<tr>
<td>---------------------------------------</td>
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<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Non-Employee travel expenditures</td>
<td>N/A</td>
<td>Use the <strong>Payment Request Form</strong> until further notice.</td>
<td>Original receipts; proof and method of payment. Attach memo of explanation/justification (with appropriate approval) whenever expenditures exceed state/federal per diem amounts.</td>
<td>Non-Employee travel expenditures subject to State of Georgia Travel Regulations. Departments will determine the method for pre-approval of travel expenditures.</td>
</tr>
<tr>
<td>Non-Employee Travel Advance – <strong>Not Allowed</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Employee/Student pre-payments for hotels</td>
<td>Vendor’s Invoice (confirmation)</td>
<td>Payment Request Form</td>
<td>N/A</td>
<td>“Reporting” should occur within 30 days of return from engagement by the submission of a Travel Expense Statement.</td>
</tr>
<tr>
<td>Non-Employee pre-payments for hotels/airfare (not AAA)</td>
<td>Vendor’s Invoice (confirmation)</td>
<td>N/A</td>
<td>N/A</td>
<td>Advance payment directly to a 3rd party provider is not advisable. Instead, use Direct Billing (Hotel) and booking airfare through AAA (GSU Account).</td>
</tr>
<tr>
<td>Type of Payment</td>
<td>Payment Doc Req.</td>
<td>Disbursements Form</td>
<td>Additional Doc Req.</td>
<td>Important Notes</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------------------------------------------------</td>
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<td>------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Wire Transfers</td>
<td>Effective 7/1/2009 Attach document to substantiate wire transfer; fully indicate the purpose for the wire transfer</td>
<td>Wire Transfer Request Form</td>
<td>Effective 01/01/2009 – The vendor must be set-up as a vendor, through Purchasing.</td>
<td>Effective 07/01/2009 – Vendor must be setup in vendor files. Departments may inquire on wire transfer payments through vendor inquiry.</td>
</tr>
<tr>
<td>AAA Airfare-Employee/Non Employee</td>
<td>Departmental Approval</td>
<td>Required: Enter an Express PO for the estimated travel expenditures</td>
<td>Travel should be pre-approved.</td>
<td>Department will determine the best method for pre-approval of travel expenditures.</td>
</tr>
<tr>
<td>Incentives for participation/Gift Cards</td>
<td>Gift Card Control Log (until further notice)</td>
<td>Payment Request Form</td>
<td>N/A</td>
<td>Requires Strong Controls</td>
</tr>
<tr>
<td>Honorarium</td>
<td>Individual’s Invoice/written statement</td>
<td>Payment Request Form</td>
<td>Copy of the meeting/conference agenda, where applicable.</td>
<td>Payment to a “Professional” for one-day service (fee not traditionally set).</td>
</tr>
<tr>
<td>Type of Payment</td>
<td>Payment Doc Req.</td>
<td>Disbursements Form</td>
<td>Additional Doc Req.</td>
<td>Important Notes</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
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<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Wireless Communication Devices-Employee Reimbursements</td>
<td>Vendor’s Invoice (service provider) or approved log detailing business expenses.</td>
<td>Payment Request Form</td>
<td>Reimbursement according to policy; within 60 days of incurring expense. Attach memo for explanation/justification, where necessary.</td>
<td>Wireless Communication Policy currently under revision.</td>
</tr>
<tr>
<td>Food Purchases</td>
<td>Vendor’s Invoice, or receipt showing proof and method of payment</td>
<td>Payment Request Form</td>
<td>See BOR Food Policy: <a href="http://www.usg.edu/business_procedures_manual/bpm-sect19.pdf">http://www.usg.edu/business_procedures_manual/bpm-sect19.pdf</a> (begin at section 19.7)</td>
<td>Meeting agenda/listing of participants generally required. Payments not allowed with institutional funding may be considered for payment through the GSU Foundation.</td>
</tr>
<tr>
<td>Scholarships/Fellowships</td>
<td>Memo providing reason/justification for payment.</td>
<td>Payment Request Form</td>
<td>Payment of Scholarship/Fellowship managed by the GSU Foundation and paid through Student Accounts</td>
<td>Payments by Disbursements must be reviewed/pre-approved by the Tax Accountant. E-mail the Tax Accountant at <a href="mailto:finisi@langate.gsu.edu">finisi@langate.gsu.edu</a></td>
</tr>
<tr>
<td>Awards</td>
<td>Memo containing reason/justification for payment</td>
<td>Payment Request Form</td>
<td>Employee awards are paid through Payroll/Foundation; <strong>Disbursements if non-employee only.</strong></td>
<td>Payments by Disbursements must be reviewed/pre-approved by the Tax Accountant.</td>
</tr>
</tbody>
</table>
### Type of Payment | Payment Doc Req. | Disbursements Form | Additional Doc Req. | Important Notes
--- | --- | --- | --- | ---
Stipends | Important: Most likely payment from Payroll. Discuss in advance with Tax Accountant, finisi@langate.gsu.edu | Payment Request Form | Payments for stipends are generally paid through Payroll. | Payments by Disbursements must be reviewed/pre-approved by the Tax Accountant. E-mail the Tax Accountant at finisi@langate.gsu.edu in advance to discuss.
Voucher Inquiry & Checklist

Before submitting any documentation to Disbursements for vouchers, please verify the following actions:

1. Ensure Voucher has a Valid Budget Check. If not, correct the error.

   **Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry**
   - Click on Find an Existing Value page
   - Voucher ID: Enter Voucher Number i.e. 01255835
   - Press Search
   - Click on Summary page (At bottom of page, Budget Status should say ‘Valid’. If not, click on **Exceptions** link to find budget error.
   
   OR

   **Navigation: Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher**
   - Voucher ID: Enter Voucher Number i.e. 01255835
   - Press Search
   - Move vertical scrollbar to bottom of page to view voucher statuses
   - Click on ‘Show All Columns’ icon located to the right of More Details tab

2. Ensure Voucher has been approved at the Department Level. (DRG requires 2 levels of approvals and PRJ requires 3 levels of approvals)

   **Navigation: GSU > GSU Reports > Workflow Approval History**
   - Business Unit: GSUFS
   - Transaction Type: Voucher
   - Transaction ID: Voucher Number

   Click on Workflow Approval History tab, the Instance Status for Step 1 & 2 should have ‘Approved’ for DRG. For PRJ, the Instance Status for Step 1, 2 & 3 should have ‘Approved’ and the Role User should be populated with the Approver’s Name.
Click on Worklist History tab, the Instance Status should have ‘Worked’ for your Department Level Approvers for DRG or PRJ.

If you do not know who the approvers are for DRG or PRJ, please run one of the following queries:

- **GSU_WF_Workflow_Audit_Dept** (Requires DRG department # (9 digits))
- **GSU_WF_Workflow_Audit_Proj** (Requires PRJ routing (10 digits), i.e. department or project depending upon what unit you are in.)

You can use Workflow Approval History to determine if a voucher has been approved by Disbursements. For DRG, the Instance Status will display ‘Approved’ for Step 3. For PRJ, the Instance Status will display ‘Approved’ for Step 4.

On the Worklist History tab, there are four Auditors listed in the Operator ID column for Disbursements (KAlexander, Sho3, DJohns or TBlackburn). When Disbursements has approved your voucher transaction, one of these names will appear in the Operator ID column and the Instance Status will display ‘Worked’.

3. If a voucher has been approved and you want to find the check number, check date, and/or if the check has cleared the bank, then run one of the queries listed below:

   - GSU_AP_Pay_Status_By_UserID
   - GSU_AP_Pay_Status_ByChartfield
   - GSU_AP_Pay_Status_By_Vchr
   - GSU_AP_Pay_Status_By_Vendor

**Important Reminders:**

- After a voucher has been budget checked, please **DO NOT CHANGE** the WORKFLOW on voucher. If the workflow was entered incorrectly, email Bobb Johns to delete voucher and enter a new voucher with the correct workflow.

- On the Invoice Information page, ensure that the Location field is the same as the Address field. Double check the address shown on the Invoice Information page to the address shown on the Payment
Information section on the Payments page. The addresses should match. If not, it will delay the payment of the voucher process.

- Please DO NOT DENY a voucher in WORKFLOW. If changes are needed on the voucher, contact the initiator to make changes. If the voucher needs to be deleted, contact Bobb Johns in Disbursements via email. Include in the email the voucher number, vendor number, gross amount of voucher, invoice number and invoice date.

**DELAYS IN THE PAYMENT PROCESS OFTEN RESULT FROM:**

1. Project expenditures which are entered using DRG workflow routing, instead of PRJ workflow routing. Disbursements will advise the department to delete voucher and to enter a new voucher using the correct workflow.

2. Departments should ensure that each voucher entry is "fully" approved through workflow prior to delivery of the payment document to the Office of Disbursements. Items not fully approved will be set aside to be checked at a later date. This creates a delay in the payment process.

3. Unresolved Budget Checking Errors. Disbursements will email a department for advisement of a budget checking error on a voucher. Departments should email Disbursements as soon as the budget check is valid. Items not reported as "valid" create delays in the payment process.

4. Payment to an individual not submitted on a Payment Request Form. All payments to individuals (not related to a Purchase Order) must be requested using a Payment Request Form.

5. Lack of information presented on the Payment Request Form and/or during voucher entry. Each voucher entry should provide enough payment information to satisfy questions regarding the payment, questions that may be asked during the audit process.

6. Original receipts and proof of method of payment not provided with requests for reimbursement. A receipt should clearly indicate what was purchased and the method of payment used for the purchase. In rare situations, a receipt may not be available. In
this situation, the requestor must provide a brief memo of explanation from the highest level approver, explaining the lack of receipts.

7. Vendor’s name and/or address do not match the name and/or address listed on the request for payment/invoice. Checks and EFTs (direct deposits) may only be processed when the vendor’s information in Spectrum Plus is correct. Users should email Purchasing (attn: Frankie “Faye” Dumas and Sonia Tharpe) with vendor update requests. Vendor information must be correct before payment will be processed.

8. Payment Request Forms and/or Travel Expense Statements are submitted without proper signature approval, or the signatures are illegible.

9. Payment requested for food (excluding food for resale) violates the BOR Food Policy, and/or the requests are submitted with insufficient documentation or detail relating to the expenditure.

10. Reimbursement request for wireless communication devices/services violates the (general) Wireless communication and Cell Phone Policy, the request lacks sufficient detail or rationale required for reimbursement, or the charges are greater than 60 days old.

11. Stipends, Fellowship, Scholarship payment requests are mis-directed, mis-labeled and/or miscoded, and lack sufficient explanation for the payment.

12. Payments are requested more than 30 days after the return from travel (Travel Expense Statement), or more than 30 days after the date of the invoice. Outdated requests require a brief memo, signed by the highest level approver, explaining the delay in requesting the payment. The Office of Disbursements strives to ensure payments are processed within 30 days of invoice date.

13. Vouchers are entered for purchases or service which require the issuance of a Purchase Order. With few exceptions, purchases or services totaling $5,000 or more require the issuance of a Purchase Order. Departments are advised to check the requirement for a PO prior to conducting business with a vendor.
SUGGESTIONS FOR DEPARTMENTAL MANAGEMENT OF REQUESTED PAYMENTS

1. Retain a copy of each voucher submitted for payment. Copy all receipts, etc. Note the “exact” date the voucher is delivered to the Office of Disbursements.

2. Departments who need to know the exact date a document is delivered to Disbursements, should prepare a short memo: a.) list each voucher submitted on the memo b.) date the memo, c.) hand-deliver the memo and the related documents to the Disbursements Window and d.) ask the representative to check off each document and sign the memo as proof of delivery.

3. After 10 business days have passed, note the check or EFT number on your copy and file your copy for future reference. If the item remains unpaid after 10 business days have passed, email Disbursements, requesting payment status.

4. Technical questions should be directed to the Spectrum Office. Check Spectrum Plus for answers (queries), before calling Disbursements. Share information with other Business Managers in your college. Check with your College Administrative Officer regarding more complex payment issues.

Frequently Asked Questions

Where can I find more information regarding travel?

The Office of Disbursements has published a Travel Services Guide available through the following link:

http://www2.gsu.edu/~wwwfas/FinancialOperation/TravelServices.pdf

Is the Travel Authorization required?

All travel engagements must be pre-authorized/pre-approved. The recommended best practice for documented pre-approval of travel is the use of the Travel Authorization Form. The form is designed to aid a traveler in trip planning.
Selecting the Method of Travel

The Statewide Travel Regulations require documented comparison of the modes and means of travel to ensure business is conducted at a minimum cost.

Calculating the Estimated Travel Expenditure

To determine how much will be spent on the travel engagement estimate the cost of the expenditures.

For example, based on the number of travel days, what is the expected cost of meals for the published per diem rates for reimbursement? What is the expected cost for lodging?

Must I complete a Travel Authorization if an Express Purchase Order is being created for the travel engagement?

Use of the Travel Authorization Form will provide the estimated travel expenses when entering the Express Purchase Order.

Must I attach a copy of the approved Travel Authorization or the approved Expense (Travel) Purchase Order to the Travel Expense Statement upon return from the travel?

Best practice suggests that departments provide documented pre-approval for the travel along with the Travel Expense Statement. This may be a copy of the signed Travel Authorization or a copy of the signed Express Purchase Order attached to the Travel Expense Statement.

When must a traveler submit a Travel Expense Statement?

• Within 30 days of return from the travel engagement

• No later than 60 days of return from the travel engagement (IRS regulation)

Travel Expense Statements submitted more than 30 days after the return from the travel engagement should include a memo explaining why the expense report was submitted late. The memo must be signed by the traveler’s boss.

Travel expense reports submitted more than 60 days after the return from the travel engagement may require special handling.
Is the Express (Travel) Purchase Order required for travel?

Each College should establish a written policy regarding whether to enter an Express Purchase Order for travel in situations other than those required.

Situations for which Express Purchase Orders must be entered:

- AAA Airfare is purchased
- A travel advance is issued for the travel engagement
- The estimated cost of the travel based on Travel Authorization is $5,000 or more
- When mandated by departmental management

When is written justification required, as it relates to travel expenditures that exceed the published per diem reimbursement rate for lodging?

Occasionally, travelers may be faced with lodging or other expenses in excess of the published reimbursement rate. In these unavoidable situations, travelers should request a pre-approved authorization (written memo of justification) from a department head for the amount of the expenditure that exceeds the published per diem rate. The memo must be attached to the Travel Expense Statement upon submission to the Office of Disbursements.

Will the department always enter a Regular Voucher for payment of a Travel Expense Statement?

No. Some Colleges may decide that the majority of travel arrangements will require an Express Purchase Order. Exceptions may apply for day trips.

A department will enter a Regular Voucher only when an Express (Travel) Purchase Order was NOT entered.

When entering a Regular Voucher for payment of a Travel Expense Statement, will a department use a travel template?

No. When entering a Regular Voucher for payment of a Travel Expense Statement, follow the instructions listed in this guide for “Travel Voucher Entry - Travel Expense Statement”.
When will a template voucher entry be used?

It is NOT advisable to use templates for voucher entry. It is more efficient to enter the data into each required field as opposed to entering the voucher using a template. However, if a department chooses to use a template for voucher entry, the template can be set up by the Office of Disbursements upon request.

Where should information be entered that needs to appear on a check stub?

On the Payments tab, during Regular Voucher Entry, enter the remittance information for the vendor, in the Payment Note area. Disbursements staff will place the information on the Payment Message line during the audit process.

When entering a Regular Voucher for an advance payment to a hotel/motel for lodging, departments should enter the traveler’s name and dates of lodging in the Payment Note area of the Payments tab. This information will print out on the check.

It is recommended that departments enter the purpose for the travel in the “Comments” field available through the link shown on the Invoice Information tab of the Regular Voucher Entry panel.

How do I enter an Express (Travel) Purchase Order?

Follow the instructions for Express Purchase Order Entry found in the Express Purchase Order User Manual. The manual is published by the Business Services/Purchasing Unit.

Is non-employee travel handled in the same manner as employee/student travel?

The procedure for non-employee business travel is similar to the procedure for employee/student business travel. The State of Georgia Travel Regulations is used as a guide for processing travel. For non-employee travel expenditures, use the Payment Request Form until further notice.
Troubleshooting Errors

Listed below are some common warning/error messages:

Warning – Duplicate invoice detected – see voucher 01368109 for Business Unit GSUFS. (27001, 10)

The invoice number entered has already been used in another voucher. Before proceeding, carefully review previous vouchers/invoices entered to ensure the voucher/invoice you are attempting to process is not a duplicate. Duplicate identification is provided for informational purposes only. Voucher may be saved, budget checked and posted.

Duplicate invoice detected—see voucher 01372859 for Business Unit GSUFS. Voucher entry is rejected. (7030, 22)

A duplicate invoice has been detected, according to criteria established for the current voucher’s Business Unit, voucher, origin, control group, or vendor. Refer to the indicated voucher to inspect duplicate entry values. The current voucher cannot be entered or saved until duplicate values are resolved.

Budget Status Error

If the Budget Check process results in an error, it must be resolved before the Voucher can be processed further. Voucher Budget Check exceptions may be reviewed using the Voucher Budget Status Error hyperlink. Typically, budget exceptions result from the budgets not existing or exceeding the budget tolerance. To view the budget error in detail, click OK, and then click on the Budget Status Error link.

You may resolve the budget checking error in three (3) ways:

- Updating the distribution lines on a Voucher
- Adjusting the Voucher amount
- Requesting a budget amendment to transfer funds to the required distribution
<table>
<thead>
<tr>
<th>Exception</th>
<th>Description</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeds Non-Cntrl Budget</td>
<td><strong>Warning</strong>: occurs when the expense exceeds the Non-Control (Tracking with Budget) budget amount.</td>
<td>This exception is not an error. The system will budget check the transaction successfully and take the budget balance negative. If appropriate, contact your college/unit administrative officer to request a budget adjustment to offset the negative balance.</td>
</tr>
<tr>
<td>Exceeds Budget Tolerance</td>
<td><strong>Error</strong>: occurs when the amount of the expense exceeds the Control budget amount.</td>
<td><strong>Option 1</strong> - Change the chartfields on the transaction to a budget with funding.&lt;br&gt;<strong>Option 2</strong> - Contact your college/unit administrative officer to request a budget adjustment.</td>
</tr>
<tr>
<td>No Budget Exists</td>
<td><strong>Error</strong>: occurs when the budget chartfield strings do not exist.</td>
<td><strong>Option 1</strong> - Change the chartfields on the transaction to an established budget.&lt;br&gt;<strong>Option 2</strong> - Contact your college/unit administrative officer to request a budget adjustment.</td>
</tr>
<tr>
<td>Budget Date out of Bounds</td>
<td><strong>Error</strong>: occurs when the Budget Date on the transaction is later than the Project End date on the Budget Definition.</td>
<td>Contact the appropriate office to update the end date on the project: Accounting Services (ConEd &amp; Residuals), URSA (Research), Budget and Planning (Capital).</td>
</tr>
<tr>
<td>Translation Tree Error</td>
<td><strong>Error</strong>: occurs when a chartfield value does not exist in a Budget Translate Tree, or is not at the tree level that corresponds to the transaction.</td>
<td>Contact the Help Desk with the specific transaction information so that the appropriate contact receives notice of the error.</td>
</tr>
</tbody>
</table>