

AOSD Flash #279: Cash Balancing for Journal Vouchers & Reminder re Travel Authorizations

Journal Voucher

In the Accounts Payable module, when using a Journal Voucher to correct Chartfields that have different Departments, Funds, or Projects than the original Voucher, departments must manually include the corresponding cash balancing entries.

The Journal Voucher Job Aid has been updated to reflect instructions on how to add the cash balancing entries as necessary. The document can be found on the Knowledge Center at <https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/22000213896-accounts-payable-journal-vouchers>.

Reminder re Travel Authorizations

If your department uses Travel Authorization in PeopleSoft Financials and Procurement, and have included items directly paid by the City (e.g. registration fees, airfare, etc.) in the Travel Authorization, when making voucher payments to the suppliers, you must be sure to input 100102 (Prepaid Expense) in the Account field in the Voucher. Failure to do so will create duplicate expenditures for the city-paid portion.

Instructions regarding travel authorization payment can be found in [AOSD Flash #275: Travel Authorization for Items Paid by the City](#) (<http://sfcontroller.org/famis-home>).