

AOSD User Flash #281: Deleted/Reused Voucher Issue, Budget Check Change, Cash Advance Liquidations, Credit Memos, and Billing Reminders

Deleting/Reusing Vouchers and their Potential Impact on Purchase Orders

The Controller's Office has become aware of an issue in which deleting or reusing vouchers *may* result in an overstatement of the underlying purchase order balance. The issue is related to the liquidation of replacement vouchers against the same purchase order.

[Please see the attached \(Click Here\) for more information.](#)

All staff involved with purchase orders and voucher payments must become familiar with the attachment, especially the recommendations on how to avoid the error.

Matching and Budget Check

To help prevent the error described in the previous section, the Controller's Office will be updating the budget checking criteria on vouchers. Starting Monday, April 9th, all PO vouchers must be in a matched status (either auto-matched or matched with an override) before going through the budget check process. A match error, specifically where the voucher or voucher line amount is greater than the PO amount, may indicate existence of a duplicate voucher. Departments must be sure to review and, if applicable, resolve the issue per the "recommendations" provided in the attachment referenced above.

Cash Advance Liquidations

When an employee only uses a partial amount of a cash advance, the department must complete two steps: (1) Reconcile the unspent cash advance amount in the SF Financials System (PeopleSoft); and (2) Process an A/R deposit when the reimbursement check is received from the employee.

When reconciling the cash advance ([Job Aid: Link](#)), the SF Financials System will create an entry to credit the cash advance account (100056) and debit a suspense account (230435).

When processing the A/R deposit from the employee, departments must be sure to debit their depository bank account and credit the suspense account (230435) used in the reconciliation; **not** the expenditure account from the expense report. This is to ensure that the suspense account is properly cleared and the expenditure account is not understated.

This issue only applies when the actual expenses are less than the advance. Please contact your fund accountant if you have any questions or require further clarification.

Cash Memorandums

The Controller's Office would like to remind departments to process credit memorandums when necessary. The policy on credit memos can be found in [Section 4.4.6 | Credit Memorandum](#) of the Citywide Accounting Policies & Procedures. For step-by-step instructions on how to process a credit memo in the SF Financials System, please refer to the [Adjustment Voucher Job Aid](#) in our User Support Knowledge Center.

Grant and Work Order Billings

As the 3rd quarter has completed, the Controller's Office would again like to remind departments to review their grant and interdepartmental service billings in a timely manner. These billings do not enter the Controller's approval path and it is essential that departments internally monitor all pending entries. If you have any questions, please contact your fund accountant directly.