

AOSD User Flash #293: Journal Entry – Mismatched Accounting/Budget Dates, Manual Match Overrides, and \$0.00 Line Reminders

8/21/18

Update on Journal Entries - Mismatched Accounting Dates & Budget Dates

As a follow-up to [AOSD User Flash #292 re Copying FY18 Journal Entries](#), attached ([click here](#)) is an **updated** list of journal entries with mismatched Accounting Dates and Budget Dates. Please review and recreate your Department's journal entries and have them posted by August 23, 2018. For detailed instructions, please refer to the aforementioned [Flash #292](#).

Manual Match Overrides

As a reminder, Departments should **not** pay suppliers if they are marked as delinquent (DLQ). When the system creates a match exception due to supplier status (e.g. DLQ), those with the "AP Match Processor" role should **not** override the exception without review and verification. Please work with TTX and the Supplier Management Team to ensure the supplier has a valid status. For additional information, please refer to [AOSD User Flash #289: Office of Treasurer & Tax Collector F\\$P Business Classification - Explanation and Impacts](#).

\$0.00 Voucher – Distribution Lines vs Invoice Lines

When creating \$0.00 vouchers, the offsetting lines should be created at the *Distribution Line* level; not the *Invoice Line* level. When multiple invoice lines are created, the system will incorrectly process use tax on each voucher line, creating a tax payable liability imbalance.

Following is an illustration of the correct (i.e., through distribution lines) vs. incorrect (i.e., through invoice lines) ways of creating offsetting lines in a \$0.00 voucher.

The screenshot displays the AOSD system interface for creating a voucher. It is divided into several sections:

- Invoice Information:** Fields for Business Unit (SFGOV), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date, Invoice Received, Supplier ID, ShortName, Location, and Address.
- Invoice Total:** Summary of totals including Line Total (0.00), Currency (USD), Miscellaneous, Freight, Sales Tax, Use Tax (0.00), Total (0.00), and Difference (0.00).
- Invoice Lines:** A table for adding lines with fields for Line 1, Copy Down, Distribute by (Amount), Item, Quantity, UOM, Unit Price, Line Amount (0.00), SpeedChart, Ship To, Description, Packing Slip, Supplier ID, and Supplier Name.
- Distribution Lines:** A table for adding distribution lines with columns for GL Chart, Exchange Rate, Statistics, Assets, Copy Down, Line, Merchandise Amt, Quantity, *GL Unit, Account, Fund, Dept, Agency Use, Authority, PC Bus Unit, Project, Activity, and Sour.

Key annotations in the screenshot include a red circle with a slash over the "One Asset" checkbox in the Invoice Lines section and a green box highlighting the "+" and "-" buttons in the Distribution Lines table.

For additional information, please refer to the [Job Aid: \\$0.00 Regular Voucher](#) in the Knowledge Center.