

In-State Travel Payments CORRECTION

Correcting error in how travel was coded (sub-object) when originally paid

Agency entered payment voucher to pay employee for in-state travel. Payment has been processed through AFNS, CAS and GHRIS. **However, the travel expenditure code (sub-object) used on payment voucher was incorrect and needs to be corrected.**

EXAMPLE - Original payment voucher has been entered and processed.

FUNCTION:		DOCID: PVQ XXX 2XXX0000001	
STATUS: ACCPT		BATID:	ORG: 001-001 OF 002
H- QUICK PAYMENT VOUCHER INPUT FORM			
DATE:	ACCT PRD:	BFY:	ACT: E
VENDOR CODE: 123456789 00		SCH PAY DATE:	
NAME: JANE DOE		OFF LIAB ACCT:	
ADDRESS: 123 EASY STREET		DOCUMENT TOTAL:	0.00
		CALC DOC TOTAL:	0.00
ANYTOWN		AL 35000	FA IND:
EFT IND: N APPLICATION TYPE:		SINGLE CHECK FLAG: Y CHECK CATEGORY: A1	
LN	COM		
NO REF CD/NUMBER/LN	LN	VI NUMBER/LN	DESCRIPTION

FUND	AGCY	ORG/SUB	APPR UNIT ACTV FUNC OBJ/SUB REV/SUB JOB NO RCAT BS ACCT

DISC TYPE	LINE	AMOUNT	I/D P/F QUANTITY I/D

01- 01			01/30-02/03
0123 XXX	4567	890	0300 01
		15.00	I

FUNCTION:		DOCID: PVQ XXX 2XXX0000001	
STATUS: ACCPT		BATID:	ORG: 002-002 OF 002
H- QUICK PAYMENT VOUCHER INPUT FORM			
DATE:	ACCT PRD:	BFY:	ACT: E
VENDOR CODE: 123456789 00		SCH PAY DATE:	
NAME: JANE DOE		OFF LIAB ACCT:	
ADDRESS: 123 EASY STREET		DOCUMENT TOTAL:	0.00
		CALC DOC TOTAL:	0.00
ANYTOWN		AL 35000	FA IND:
EFT IND: N APPLICATION TYPE:		SINGLE CHECK FLAG: Y CHECK CATEGORY: A1	
LN	COM		
NO REF CD/NUMBER/LN	LN	VI NUMBER/LN	DESCRIPTION

FUND	AGCY	ORG/SUB	APPR UNIT ACTV FUNC OBJ/SUB REV/SUB JOB NO RCAT BS ACCT

DISC TYPE	LINE	AMOUNT	I/D P/F QUANTITY I/D

01- 02			01/30-02/03
0123 XXX	4567		2098
		15.00	D

Payment voucher should have been coded to a different sub-object. To correct, another payment voucher will have to be processed to move the expenditure from the incorrect coding to the correct coding.

Note: If the travel expenditure needs to be moved between funds (sub-object used was correct), please enter a Journal Voucher transaction (offsetting entry, for each fund, will be cash) with an explanation keyed in the ‘Description’ field.

EXAMPLE ó Correcting Payment Voucher

- **Scenario 1** – Original Payment Voucher was coded to a nontaxable In-State travel sub-object (example 0300-01), but should have been coded to a taxable In-State travel sub-object (example 0300-09).

A new payment voucher needs to be entered, correcting the coding for the original processed payment voucher (referencing the incorrect travel expenditure coding).

LINE 01

FUNCTION:	DOCID: PVQ XXX 2XXX0000002		
STATUS: ACCTP	BATID:	ORG:	001-001 OF 003
H-	QUICK PAYMENT VOUCHER INPUT FORM		
DATE:	ACCT PRD:	BFY:	ACT: E
VENDOR CODE: 123456789 00	SCH PAY DATE:		
NAME: JANE DOE	OFF LIAB ACCT:		
ADDRESS: 123 EASY STREET	DOCUMENT TOTAL:	0.00	
	CALC DOC TOTAL:	0.00	
ANYTOWN	AL 35000	FA IND:	
EFT IND: N APPLICATION TYPE:	SINGLE CHECK FLAG: Y CHECK CATEGORY: A1		
LN	COM		
NO REF CD/NUMBER/LN	LN	VI NUMBER/LN	DESCRIPTION

FUND	AGCY	ORG/SUB	APPR UNIT ACTV FUNC OBJ/SUB REV/SUB JOB NO RCAT BS ACCT

DISC	TYPE	LINE	AMOUNT I/D P/F QUANTITY I/D

01-	01	01/30-02/03/XX	
	0123 XXX	4567	890 0300 01
			15.00 D

LINE 02

FUNCTION: DOCID: PVQ XXX 2XXX0000002
STATUS: ACCPT BATID: ORG: 002-002 OF 003
H- QUICK PAYMENT VOUCHER INPUT FORM
DATE: ACCT PRD: BFY: ACT: E
VENDOR CODE: 123456789 00 SCH PAY DATE:
NAME: JANE DOE OFF LIAB ACCT:
ADDRESS: 123 EASY STREET DOCUMENT TOTAL: 0.00
CALC DOC TOTAL: 0.00
ANYTOWN AL 35000 FA IND:
EFT IND: N APPLICATION TYPE: SINGLE CHECK FLAG: Y CHECK CATEGORY: A1
LN COM
NO REF CD/NUMBER/LN LN VI NUMBER/LN DESCRIPTION

FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB JOB NO RCAT BS ACCT

DISC TYPE LINE AMOUNT I/D P/F QUANTITY I/D

01- 02 01/30-02/03/XX
0123 XXX 4567 890 0300 09
15.00 I

LINE 03

FUNCTION: DOCID: PVQ XXX 2XXX0000002
STATUS: ACCPT BATID: ORG: 003-003 OF 003
H- QUICK PAYMENT VOUCHER INPUT FORM
DATE: ACCT PRD: BFY: ACT: E
VENDOR CODE: 123456789 00 SCH PAY DATE:
NAME: JANE DOE OFF LIAB ACCT:
ADDRESS: 123 EASY STREET DOCUMENT TOTAL: 0.00
CALC DOC TOTAL: 0.00
ANYTOWN AL 35000 FA IND:
EFT IND: N APPLICATION TYPE: SINGLE CHECK FLAG: Y CHECK CATEGORY: A1
LN COM
NO REF CD/NUMBER/LN LN VI NUMBER/LN DESCRIPTION

FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB JOB NO RCAT BS ACCT

DISC TYPE LINE AMOUNT I/D P/F QUANTITY I/D

01- 03 CORRECTION
0123 XXX 4567 2098
0.00

NOTES:

- The word “CORRECTION” must be keyed into the Description field of the BS 2098 line - allowing the \$0 line to integrate to CAS.
- If agency needs to modify the 2nd payment voucher down to zero and start over on a new payment voucher, please ensure the zeroed out payment voucher has an %H+(for hold) in the AFNS SCHD table Hold Ind field (this will keep the payment voucher from integrating to CAS).
- If agency needs to modify the 2nd payment voucher lines (for example incorrect coding . fund, organization, etc), if the line referencing BS 2098 has incorrect coding (fund, organization, etc), the line will need to be referenced on the payment voucher modification to change the Description field (from %CORRECTION+). This will keep the incorrect line from integrating to CAS.

- **Scenario 2** – Original Payment Voucher was coded to a taxable In-State travel sub-object (example 0300-09), but should have been coded to a nontaxable In-State travel sub-object (example 0300-01).

A *new* payment voucher needs to be entered, correcting the coding for the original processed payment voucher (referencing the incorrect travel expenditure coding).

LINE 01

FUNCTION:	DOCID: PVQ XXX 2XXX0000002		
STATUS: ACCPT	BATID:	ORG:	001-001 OF 003
H-	QUICK PAYMENT VOUCHER INPUT FORM		
DATE:	ACCT PRD:	BFY:	ACT: E
VENDOR CODE: 123456789 00	SCH PAY DATE:		
NAME: JANE DOE	OFF LIAB ACCT:		
ADDRESS: 123 EASY STREET	DOCUMENT TOTAL:	0.00	
	CALC DOC TOTAL:	0.00	
ANYTOWN	AL 35000	FA IND:	
EFT IND: N APPLICATION TYPE:	SINGLE CHECK FLAG: Y CHECK CATEGORY: A1		
LN	COM		
NO REF CD/NUMBER/LN	LN	VI NUMBER/LN	DESCRIPTION

FUND	AGCY	ORG/SUB	APPR UNIT ACTV FUNC OBJ/SUB REV/SUB JOB NO RCAT BS ACCT

DISC	TYPE	LINE AMOUNT	I/D P/F QUANTITY I/D

01- 01			01/30-02/03/XX
0123 XXX	4567	890	0300 09
		15.00	D

LINE 02

FUNCTION:	DOCID: PVQ XXX 2XXX0000002		
STATUS: ACCPT	BATID:	ORG:	002-002 OF 003
H-	QUICK PAYMENT VOUCHER INPUT FORM		
DATE:	ACCT PRD:	BFY:	ACT: E
VENDOR CODE: 123456789 00	SCH PAY DATE:		
NAME: JANE DOE	OFF LIAB ACCT:		
ADDRESS: 123 EASY STREET	DOCUMENT TOTAL:	0.00	
	CALC DOC TOTAL:	0.00	
ANYTOWN	AL 35000	FA IND:	
EFT IND: N APPLICATION TYPE:	SINGLE CHECK FLAG: Y CHECK CATEGORY: A1		
LN	COM		
NO REF CD/NUMBER/LN	LN	VI NUMBER/LN	DESCRIPTION

FUND	AGCY	ORG/SUB	APPR UNIT ACTV FUNC OBJ/SUB REV/SUB JOB NO RCAT BS ACCT

DISC	TYPE	LINE AMOUNT	I/D P/F QUANTITY I/D

01- 02			01/30-02/03/XX
0123 XXX	4567	890	0300 01
		15.00	I

LINE 03

FUNCTION:	DOCID: PVQ XXX 2XXX0000002		
STATUS: ACCPT	BATID:	ORG:	003-003 OF 003
H-	QUICK PAYMENT VOUCHER INPUT FORM		
DATE:	ACCT PRD:	BFY:	ACT: E
VENDOR CODE: 123456789 00	SCH PAY DATE:		
NAME: JANE DOE	OFF LIAB ACCT:		
ADDRESS: 123 EASY STREET	DOCUMENT TOTAL:	0.00	
	CALC DOC TOTAL:	0.00	
ANYTOWN	AL 35000	FA IND:	
EFT IND: N APPLICATION TYPE:	SINGLE CHECK FLAG: Y CHECK CATEGORY: A1		
LN	COM		
NO REF CD/NUMBER/LN	LN	VI NUMBER/LN	DESCRIPTION

FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB	JOB NO	RCAT	BS ACCT

DISC TYPE	LINE AMOUNT	I/D P/F	QUANTITY I/D

01- 03			CORRECTION
0123 XXX 4567			2098
	0.00		

NOTES:

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