

Processing of Invoices higher than obligated tickets costs (Expired Budget)

Overview: Currently the Umoja Travel Solution does not have the functionality to enable the processing of ticket invoice that are billed higher than the booked tickets costs when the funding for the respective trip has expired. In other words, the below functionality is currently not available in the portal:

- Amend the travel requests to book the difference for the ticket invoice to a current valid budget period.

An enhancement is being built in the travel solution to provide the functionality to amend the travel requests for expired budget and charge the difference in costs to a current valid budget period.

Meanwhile, please use the below work-around solution until a time the functionality is available.

Scenario I: Billed Ticket Invoice is higher than Obligated Tickets Costs (within Tolerance)

1. A ticket invoice is booked for \$1,500 against an expired budget and posted automatically by the system

Doc Type	Db/Cr	GL Account/Vendor	Curr	Amount	Assignment	BP	Status
TI	Db	Expense (7*)	USD	1,500.00	Trip Number	B15	OK
	Cr	35401110	USD	1,500.00	Trip Number	B15	

2. A ticket invoice is billed to the UN \$50 higher than the original ticket costs but is within the established tolerance amount of \$100. Upload the invoice in the system ensuring that the trip number and index number for the ticket matches. The below posting entries occur

- 2.1. The ticket invoice is automatically uploaded in the matched tab and blocked for payment with the below posting schema.

Doc Type	Db/Cr	GL Account/Vendor	Curr	Amount	Assignment	BP	Status
TG	Db	35401110	USD	1,550.00	Trip Number	B15	OK
	Cr	Travel Agent Vendor	USD	1,550.00	Trip Number	B15	

- 2.2 The system at the same time attempts to expense the additional charge of \$50.00 to the ticket clearing account and expense account. However, it fails as the budget period has expired.

Doc Type	Db/Cr	GL Account/Vendor	Curr	Amount	Assignment	BP	Status
TI	Db	Expenses (7*)	USD	50.00	Trip Number	B15	Failed
	Cr	35401110	USD	50.00	Trip Number	B15	

The below adjusting entries has to processed manually using FV-50 to ensure the difference in charges are adjusted to the ticket clearing account and expense account as shown below.

Doc Type	Db/Cr	GL Account/Vendor	Curr	Amount	Assignment	BP
SA	Db	Expenses (7*)	USD	50.00	Trip Number	B17
	Cr	35401110	USD	50.00	Trip Number	B17

Scenario I: Billed Ticket Invoice is higher than Obligated Tickets Costs (Above Tolerance)

When the UN is billed for an invoice that is higher than the obligated amount plus the tolerance, such invoices are parked in the unmatched tab. To process these invoices where the funding for the trip is expired, proceed as below:

1. Obtain offline confirmation from the Travel Processing Office that these offices are legitimate and payable to the travel agent. Also obtain offline confirmation from the TSA on the new valid budget to charge the difference.
2. Adjust the invoice amount to match the booked ticket costs as in the travel requests. For example, if the booked ticket costs is \$5,000 and the billed invoice amount is \$7,000, upload the ticket invoice for \$5,000.

2.1. The below posting is generated upon approval and posting of the ticket costs

Doc Type	Db/Cr	GL Account/Vendor	Curr	Amount	Assignment	BP
TI	Db	Expense (7*)	USD	5,000.00	Trip Number	B15
	Cr	35401110	USD	5,000.00	Trip Number	B15

2.2. Once the invoice is adjusted to match the booked amount and is uploaded, the below postings will be generated for the ticket invoice payment

Doc Type	Db/Cr	GL Account/Vendor	Curr	Amount	Assignment	BP
TG	Db	35401110	USD	5,000.00	Trip Number	B15
	Cr	Travel Agent Vendor	USD	5,000.00	Trip Number	B15

3. Process the difference in the invoice i.e. \$2,000 directly in FI in two step process
 - a. Process a KH invoice with the below details

Doc Type	Db/Cr	GL Account/Vendor	Curr	Amount	Assignment	BP
KH	Db	Expenses (7*)	USD	2,000.00	Trip Number	B17
	Cr	Travel Agent Vendor	USD	2,000.00	Trip Number	B17