MARS ADVANTAGE

User's Reference - Documents

Commonwealth of Kentucky

MARS

Management Administrative and Reporting System

TABLE OF CONTENTS

About This Manual

The MARS ADVANTAGE *User's Reference* provides detailed descriptions for each field on every window in the system. It also provides a description and sample of each report.

Organization

This manual is arranged alphabetically by document, table, or report name into four separate books: *User's Reference - Documents*, *User's Reference - Tables* (*Volume 1)* covering tables named between A and N, *User's Reference - Tables (Volume 2)* covering the remaining tables, and *User's Reference - Reports*.

Typographical Conventions

The following typographical conventions are used in this document:

- "Double quotes" indicate either a chapter or paragraph title.
- *Italic*s indicates a book title
- ***Bold/Italic*** indicates specific data to be entered into a field (e.g., "Enter ***Monthly*** to indicate the invoice is sent once a month.").
- **Bold** indicates fields where data is entered (e.g, "Enter the Vendor code in **Vendor**.")

Related Information

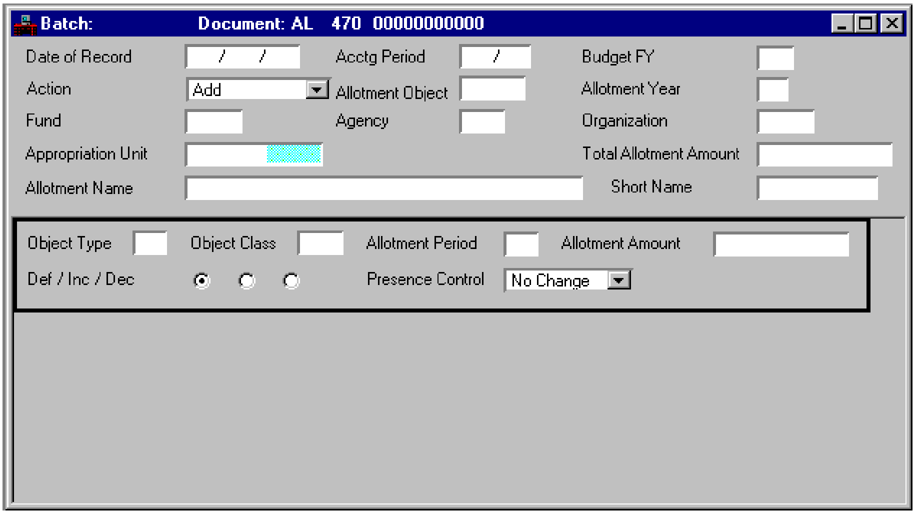
You can find related information about MARS ADVANTAGE in the following sources.

- *Getting Started* provides information about logging on and off, using the MARS ADVANTAGE Desktop, navigating through the system, entering data into MARS, and performing inquiries.

- *User's Guide* explains how to set up and use MARS in specific financial management areas (e.g., budgeting, expenditure accounting, and revenue accounting).
- *System Administration Guide* describes processing cycles and jobs, special functions, and maintenance.

DOCUMENTS

ALLOTMENT (EXTENDED) (AL)



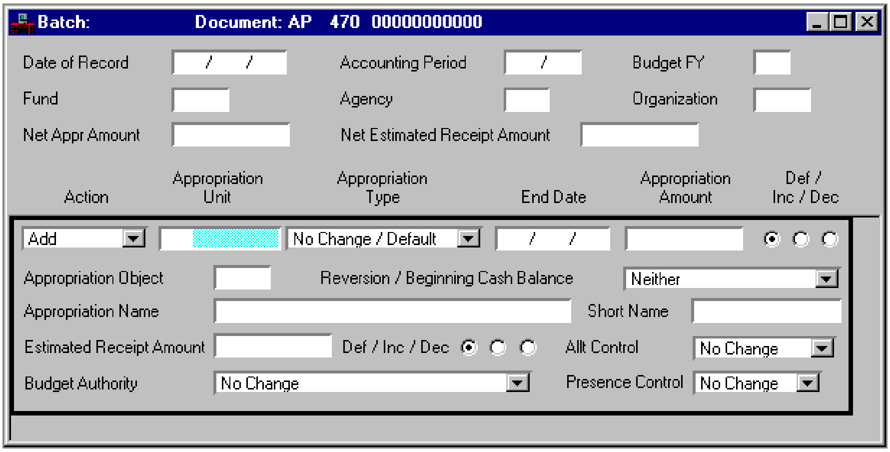
The Allotment (AL) document records allotments for an appropriation. One allotment per document is allowed. This document also modifies existing allotments.

Field	Description
Date of Record	Default is the date the document is accepted. Enter the date (*mm dd yy*) that you want to associate with this document, usually the current date.
Acctg Period	Default is the accounting period associated with the **Date of Record**. If you want this entry recorded in a different accounting period, you must enter an open period (*mm yy*). You cannot enter a future accounting period.
Budget FY	Required. Enter the last two digits of the desired open fiscal year.

Field	Description
New/Reactivate/ Modify [Action]	Default is ***Add [A]***. Valid values are: ***Add [A]*** Indicates a new allotment period or reactivates an allotment. ***Modify [C]*** Modifies appropriation period or appropriation amounts.
Allotment Object	Enter the allotment object code. See Budget Object (BOBJ) table for valid values.
Allotment Year	Required. Enter the allotment year. You cannot use an allotment year that is prior to the budget fiscal year.
Fund	Required. Enter the fund for the allotment. If you are modifying an allotment, this field must match the fund on the original allotment. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency for the allotment. If you are modifying an allotment, this field must match the agency on the original allotment. See Agency Index (AGCY) for valid values.
Organization	Conditional. Required if **Allotment Organization Option** is ***Required on Budget and Accounting [Y]*** on Fund Agency (FGY2); otherwise, leave blank. Enter the organization for the appropriation. If you are modifying an allotment, this field must match the organization on the original allotment. See Organization Index (ORGN) for valid values.
Appropriation Unit	Required. Enter an Appropriation Program and Allotment Program. See Program Reference Alternate Table (PRFA) for valid values.
Total Allotment Amount	Required. Enter the total of the amount column; this is a net amount. Do not enter cents.
Allotment Name	Optional. Enter the description of the allotment as you want it to appear on reports. If you enter a new name for a previously defined code, the system adopts the new name.

Field	Description
Short Name	Optional. Enter the name that you want to appear on the reports when not enough space is available for the full name. If you enter a name for a previously defined code, the system adopts the new name.
Object Type	Enter the allotment object type code. See Object Type (OTYP) for valid values.
Object Class	Enter the allotment object class code. See Object Class (OCLS) for valid values.
Allotment Period	Required. Enter a valid allotment period.
Allotment Amount	Conditional. If adding a new allotment, enter the full amount of the allotment. If modifying a previously entered allotment, enter the amount of increase or decrease. If **Allotment Control Option** is ***Full [C]*** on Fund (FUN2), the amount entered in this field cannot be less than the amount already obligated against this unit of appropriation. Enter amounts in whole dollars.
Def/Inc/Dec	Default is ***Default [blank]***. If adding or changing allotment lines, select ***Increase [I]*** or ***Decrease [D]***.
Presence Control	Default is ***No Change [blank]***. Select ***Yes [Y]*** for presense control to prevail over full or cumulative control when available. Indicate ***No [N]*** for Fund Allotment Control to prevail.

Appropriation (Extended) (AP)



The Appropriation (AP) document records appropriations. Each document can record multiple appropriations per fund. This document also modifies existing appropriations.

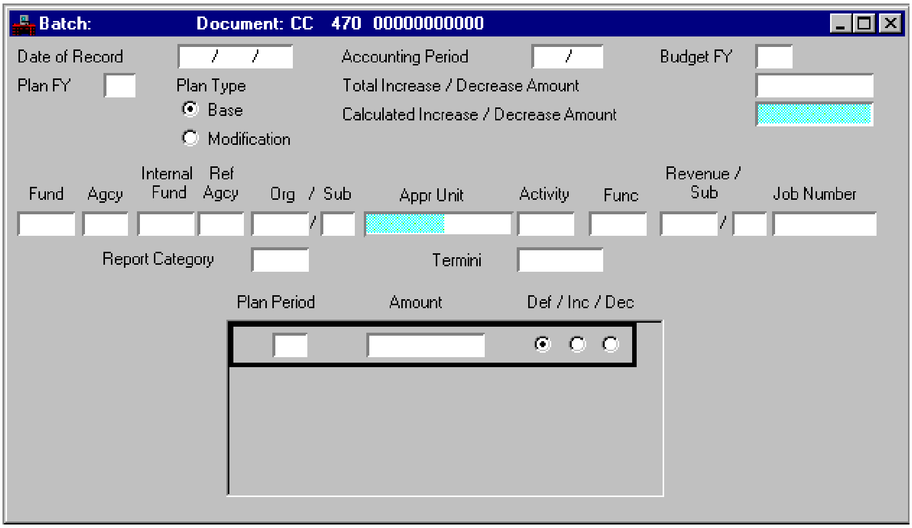
Field	Description
Date of Record	Default is the date the document is accepted. Enter the date (*mm dd yy*) that you want to associate with this document, usually the current date.
Accounting Period	Default is inferred from **Date of Record**. If you want this entry recorded in a different accounting period, you must enter an open period (*mm yy*). You cannot enter a future accounting period.
Budget FY	Required. Enter the last two digits of the desired open fiscal year.
Fund	Required. Enter the fund for the appropriation. See Fund Index (FUND) for valid values.

Field	Description
Agency	Required. Enter the agency for the appropriation. See Agency Index (AGCY) for valid values.
Organization	Optional. Required if **Appropriation Organization Option** is ***Required on Budget and Accounting [Y]*** on Fund Agency (FGY2); otherwise, leave blank. Enter the organization for the appropriation. Refer to Organization Index (ORGN) for valid values.
Net Appr Amount	Conditional. Required if adding or modifying appropriation lines. Enter the total of each of the amounts columns. Do not enter cents.
Net Estimated Receipt Amount	Conditional. Required if adding or modifying receipt amounts. Enter the total of each of the amounts columns. Do not enter cents.
Action	Default is ***Add [A]***. Valid values are: ***Add [A]*** Adds a new appropriation to your system, or re-activates an inactive unit of appropriation. ***Modify [C]*** Modifies the appropriation period or the appropriation amounts. ***Deactivate [D]*** Deactivates a unit of appropriation (you cannot process any additional obligations against the appropriation). Inactive lines are deleted from next year's budget by the new year initialization program.
Appropriation Unit	Required. Enter an Appropriation Program code. See Program Reference Alternate Table (PRFA) for valid values.
Appropriation Type	Default is ***Regular [01]***. Valid values are: ***Regular [01]***, ***Continuing [02]***, ***Supplemental [03]***, and ***Special [04]***.
End Date	Default is the date that the fiscal year ends. Required if the date that the appropriation ends is other than the end of the fiscal year. You cannot spend the funds in this appropriation after this date.

Field	Description
Appropriation Amount	Conditional. Required if adding or changing appropriation amounts. When adding an appropriation, enter the original appropriation amount in this field. When changing an appropriation, enter the revised appropriation amount in this field. If **Appropriation Control Option** is ***C*** (full control) on Fund Index (FUND), you cannot enter a revised appropriation amount for a change that is less than the amount already obligated against this appropriation. Do not enter cents; round to the nearest whole number.
Def/Inc/Dec	Default is ***Default [blank]***. Required if **Appropriation Amount** is modified. Valid values are ***Increase [I]*** or ***Decrease [D]***.
Appropriation Object	Enter the appropriation object code. Entry will be validated against the Budget Object (BOBJ) table when processed.
Reversion/ Beginning Cash Balance	Conditional. Default is ***Neither [blank]***. Required if **Appropriation Amount** represents a reversion of funds or an adjustment to beginning cash balance; otherwise, select ***Neither [blank]***. Valid values are: ***Reversion [R]*** Reverts the amount. ***Beginning Cash Balance [B]*** Indicates the amount is used to update the appropriation's beginning cash balance.
Appropriation Name	Optional. Enter the description of the appropriation as you want it to appear on reports. If you enter a new name for a previously defined code, the system adopts the new name.
Short Name	Optional. Enter the name that you want to appear on the reports when not enough space is available for the full name. If you enter a name for a previously defined code, the system adopts the new name.
Estimated Receipt Amount	Optional. Enter an estimated receipt amount.

Field	Description
Def/Inc/Dec	Default is ***Default [blank]***. Required if **Estimated Receipt Amount** is modified. Valid values are ***Increase [I]*** or ***Decrease [D]***.
Allt Control	Default is ***No Change***. Indicate how allotment program budgets will be controlled by selecting ***Object Type***, ***Object Class***, or ***Neither***
Budget Authority	Default is ***Appropriation Only [N]***. Required if you want to include estimated or actual receipts in the calculation of budget authority. Valid values are: ***Appropriation Only [N]*** The spending limit is the current modified appropriation amount, as it exists on Appropriation Inquiry (Extended) (EAP2). ***Actual Receipts [A]*** The spending limit is the appropriation amount plus the actual receipts received against the appropriation. ***Estimated Receipts [E]*** The spending limit is the appropriation amount plus the estimated receipts received against the appropriation. ***Greater of Actual or Estimated Receipts [G]*** The spending limit is the appropriation amount plus the greater of the actual or estimated receipts. ***Lesser of Actual or Estimated Receipts [L]*** The spending limit is the appropriation amount plus the lesser of the actual or estimated receipts.
Presence Control	Default is ***No Change [blank]***. Select ***Yes*** [***Y***] for presense control to prevail over full control when available. Indicate ***No*** [***N***] for Fund Appropriation Control to prevail.

CASH COLLECTION PLAN (CC)



The Cash Collection Plan (CC) document establishes collection targets by planning periods within user-defined planning units. It is also used to modify existing plans.

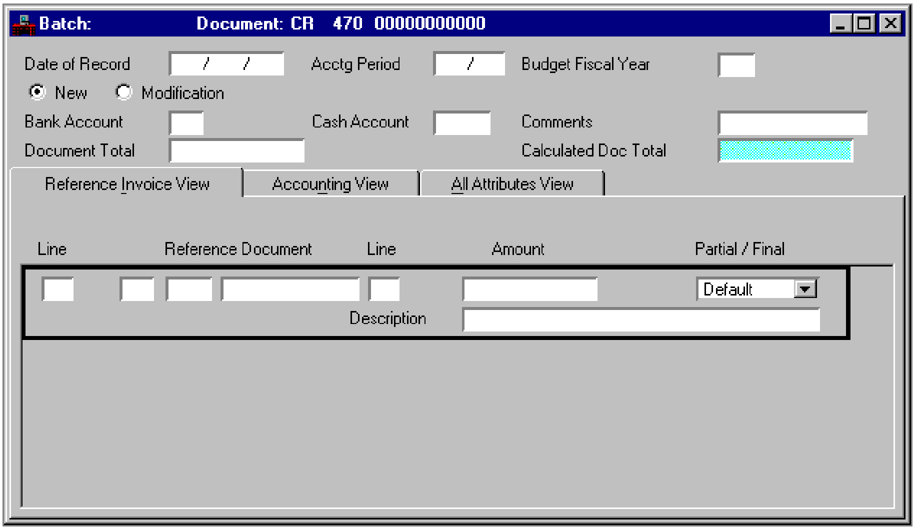
Field	Description
Date of Record	Default uses the date it accepts the document. Enter the date (*mm dd yy*) that you want to associate with this document, usually the current date.
Accounting Period	Default is inferred from **Date of Record**. If you want this document recorded in another accounting period, enter the open desired period (*mm yy*). You cannot enter a future period.
Budget FY	Required. Enter the last two digits of the fiscal year to which this document applies.

Field	Description
Plan FY	Default is inferred from **Budget Fiscal Year**. Enter the plan fiscal year. The plan year is never less than the budget fiscal year.
Plan Type	Optional. Select the appropriate value depending on which plan type you are creating, adding to, or changing. Valid values are ***Base [B]*** and ***Modification [M]***. All changes made to the base plan are reflected in the modified (current) plan.
Total Increase/ Decrease Amount	Required. Enter the unsigned total of the increase/decrease amount column.
Calculated Increase/ Decrease Amount	Display only. This field is calculated by the system and displays the total of all line amounts.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document.
Agency	Required. Enter the agency for which this document applies (the buyer if internal). See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values. If you are modifying a previous entry, this field must match the agency originally entered.
Internal Ref Fund, Agency	Conditional. Required if planning for internal purchases and sales. Enter the fund and agency of the seller. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values in both the planning and the budget fiscal years. If you are modifying a previous entry, these fields must match the fields originally entered.
Org/Sub	Optional. Refer to Organization Index (ORGN) and Sub-Organization (SORG) for valid values.

Field	Description
Appr Unit	Required if **Appropriation Control Option** is ***C*** (full control) or ***P*** (presence control) on Fund Index (FUND). Also required when the transaction is entered with a closed budget fiscal year. The appropriation must be open and must be applicable to the budget fiscal year entered for the transaction. See Appropriation Inquiry (Extended) (EAP2) for valid values.
Activity	Default is inferred from Organization (ORG2). If you want to override the value on Organization (ORG2), enter a valid activity from Activity Index (ACTV).
Function	Conditional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered in Organization (ORG2). Refer to Function (FUNC) for valid values.
Revenue/Sub	Optional. Refer to Revenue Source Index (RSRC) and Sub-Revenue Source (SREV) for valid values.
Job Number	Optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number. If your system does not include job cost or project accounting, enter a general code.
Report Category	Optional. Refer to Reporting Category (RCAT) for valid values. Ensure the reporting category is valid within the agency.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.

Field	Description
Plan Period	Required. Enter the two-digit period that this line represents. Valid values depend on the value of **Plan Frequency** on Fund Agency Index (FAGY). Valid values are: ***01*** Enter this value if **Plan Frequency** is ***Y*** (yearly). ***01, 02, 03 or 04/1, 2, 3, or 4*** Enter this value if **Plan Frequency** is ***Q*** (quarterly). ***01...13/1...13*** Enter this value if **Plan Frequency** is ***M*** (monthly).
Amount	Required. Enter the unsigned amount of change being made to the plan. If you are establishing a new line, this is the original amount of this line. Enter amounts in whole dollars.
Def/Inc/Dec	Defaults to ***Def [blank]***. Required if making changes to existing lines. Valid values are ***Inc [I]*** and ***Dec [D]***.

CASH RECEIPT (CR)



The Cash Receipt (CR) document records all monies collected and deposited manually. This includes collections against outstanding accounts receivables, cash basis revenue, and non-revenue-related receipts (for example, refunds posted to objects of expenditures and deposits into trust funds). You can enter this document as a stand-alone or it can reference Receivable (RE) documents.

Field	**Description**
Date of Record	Default is the date the document is accepted. Enter the date (*mm dd yy*) that you want to associate with this document, usually the current date.
Acctg Period	Default is inferred from **Date of Record**. If you want this document recorded in another accounting period, enter the open, desired period (*mm yy*). You cannot enter future periods.

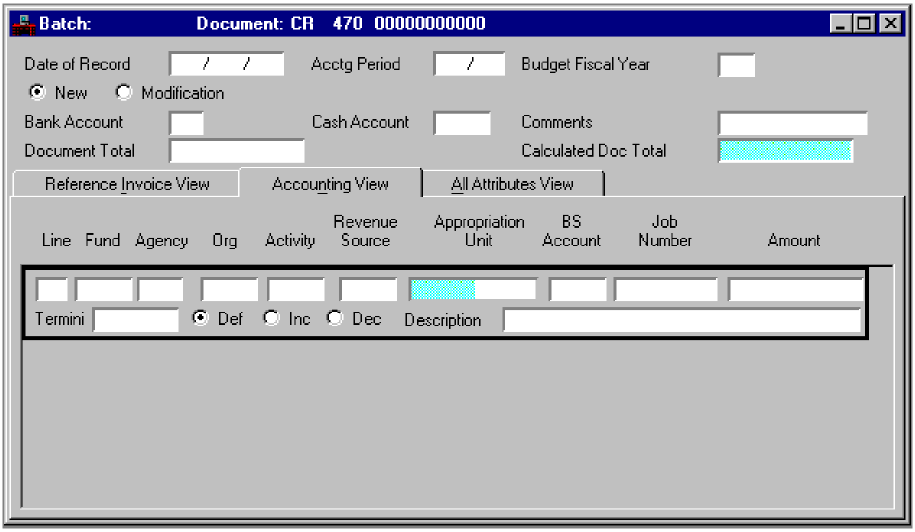
Field	Description
Budget Fiscal Year	Default is inferred from **Date of Record**. If you want this document recorded in another fiscal year, enter the desired, open fiscal year. You cannot enter future budget fiscal years.
New/ Modification [Action]	Default is ***New [E]***. Valid values are: ***New [E]*** This is a new document. ***Modification [M]*** This document is modifying a previously accepted document. This allows you to add lines to a previous document, change the amounts on existing lines (not codes), or cancel a line (decrease a line amount to zero). To change codes in an existing line, you must cancel that line and reenter a new line. You can recorded both these lines on the same document by selecting ***Modification [M]***.
Bank Account	Required. All lines recorded on a cash receipt must be deposited to the same bank account. See Bank Account (BANK) for valid values.
Cash Account	Default offset cash accounts are inferred from Bank Account (BANK). Enter an offset cash account if: The system does not use the default offset cash account on Bank Account (BANK). You want to override the account recorded on Bank Account (BANK). The offset cash account code represents the account debited as a result of this document. If you enter an account code, you are overriding the offset cash account for *all* lines on the document.
Comments	Optional. Enter a descriptive note.

Field	Description
Document Total	Required. Enter the unsigned net amount of all lines on the document. To compute this amount: 1. Add all the increase amounts, 2. Add all the decrease amounts, and 3. Subtract the smaller of these amounts from the larger and enter that amount.
Calculated Doc Total	Display only. This amount is system-computed and displays the total of the line amount.

Reference Invoice View

Field	Description
Line	Optional. Enter a unique number for each document line.
Reference Document	Conditional. Required for revenue documents and vendor refunds. Also required for balance sheet documents if **Reporting Category** is entered. Enter the transaction code, agency and number of the referenced Receivable (RE), or Payment Voucher (PV) number to which the cash will be applied.
Line	Optional. Specify the reference line number where you want to apply the cash. If this field is blank, cash is applied to the referenced document lines in sequential order.
Amount	Required. If this is a new line, enter the dollar amount of the item(s) described on this line. If this line is a modification to a previous line, enter the amount of the change over (under) the previous amount. Do not enter a negative/positive sign. The decimal point is optional, but you must enter two digits for cents.
Partial/Final	This field is automatically set using the short and overpayment tolerances from Revenue Option by Agency and Revenue Source (ROAR) if agencies have set up this option. Otherwise, this field is set using the short and overpayment tolerances from Revenue Options (ROPT).
Description	Optional. Enter a descriptive note about this line.

Accounting View

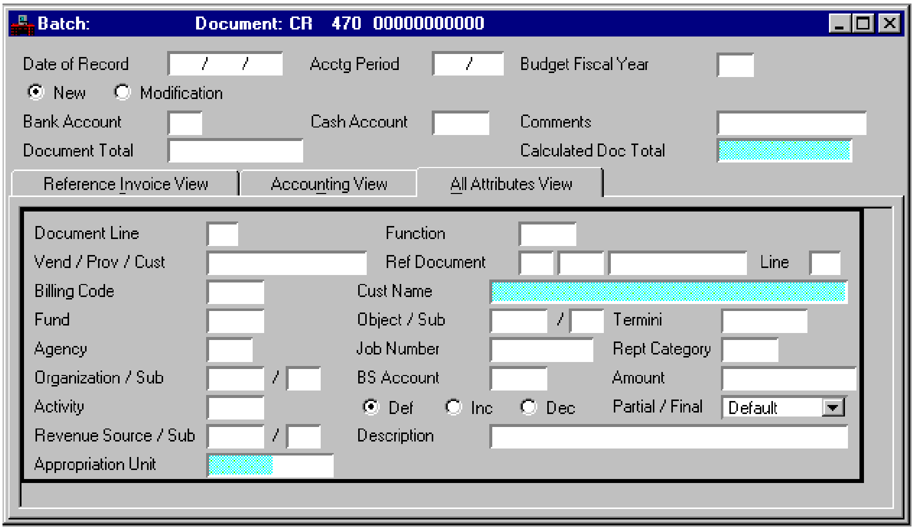


Field	Description
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. See the Fund Index (FUND) for valid values.
Agency	Required. Enter the agency receiving the revenue. Refer to Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org	Conditional. **Organization** is required on revenue documents if **Revenue Budget Organization Option** is ***Y*** (required on budget and accounting) on Fund Agency Index (FAGY) for this line's fund/agency combination. If this line is a vendor refund, it is controlled by **Expense Budget Organization Option** on Fund Agency Index (FAGY). Otherwise, this field is optional and used for reporting purposes only. Refer to Organization Index (ORGN) for valid values.

Field	Description
Activity	Conditional. Required on revenue documents if **Revenue Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). If this line is a vendor refund, it is controlled by **Expense Budget Activity Option** on Fund Agency Index (FAGY). See Activity Index (ACTV) for valid values.
Revenue Source	Conditional. Required on all documents except balance sheet documents and vendor refunds. On balance sheet documents, enter the balance sheet account or the object on vendor refunds. Refer to Revenue Source Index (RSRC) for valid values.
Appropriation Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
BS Account	Conditional. Required if this line is a balance sheet document. Enter a deferred revenue account if the line is recording a cash advance. If this account is a type 23, ensure that it is a non-cash asset account. See Balance Sheet Account Index (BACC) for valid values.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.

Field	Description
Def/Inc/Dec	Default is ***Default [blank]***. Required if modifying a line. Valid values are ***Decrease [D]*** and ***Increase [I]***.

All Attributes View

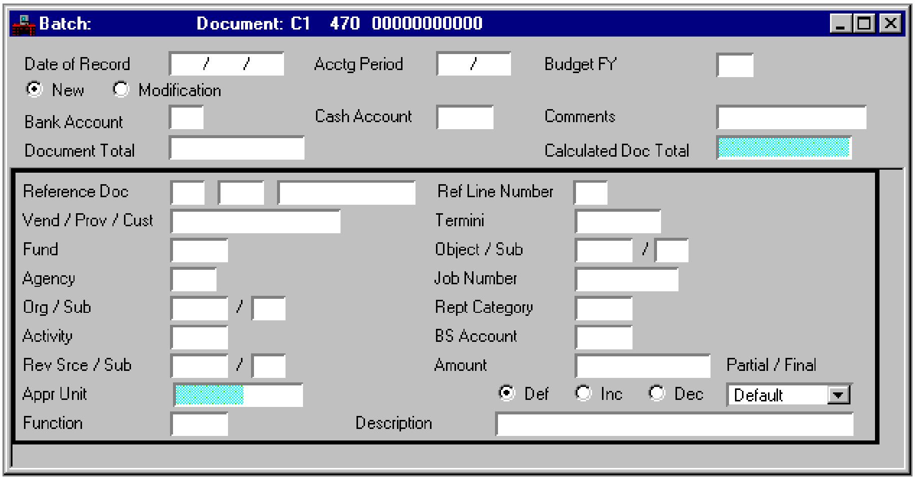


Field	Description
Vend/Prov/Cust	Conditional. Required if cash is applied to a customer account. Enter the customer from whom you are receiving payment. If a receivable is referenced, this field is inferred from the Receivable (RE) document. Refer to Customer (CUST) for valid values. Required on vendor refunds if **Vendor Control Option** on System Control Options (SOPT) is ***Yes [Y]***. See Vendor Index (VEND) for valid values.
Billing Code	Conditional. Required if cash is being applied to a customer account. Enter the billing code that identifies the billing profile for the customer account application. Refer to Billing Profile (BPRO) for valid values.

Field	Description
Sub-Organization	Conditional. Required on vendor refunds if **Sub-Organization Required on Spending** on Organization (ORG2) is ***Required [Y]***, or ***Required on Expenditure Transactions [3]***. Required on revenue documents if **Sub-Organization Required on Revenue** on Organization (ORG2) is ***Required [Y]*** . Otherwise, this field is optional. Refer to Sub-Organization (SORG) for valid values. You must enter an organization before you can enter a sub-organization.
Sub-Revenue Source	Conditional. **Sub-Revenue Source** is required if **Sub-Revenue Source Required** on Revenue Source (RSR2) is ***Yes [Y]*** for the revenue source used. Otherwise, this field is optional. Refer to Revenue Source Index (RSRC) for valid values. You must enter a revenue source before you can enter a sub-revenue source.
Function	Conditional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered in Organization (ORG2). If this line is a vendor refund, it is controlled by **Expense Budget Function Option** on Fund Agency Index (FAGY). Refer to Function (FUNC) for valid values.
Cust Name	Display only. This value corresponds with **Vendor/Provider/ Customer**. If a vendor code is entered, then the corresponding vendor name is displayed.
Object/Sub	Conditional. **Object** is required on vendor refunds. Otherwise, this field is blank. Refer to Object Index (OBJT) for valid values. **Sub-Object** is required on vendor refunds if **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (Extended) (EEX2). Otherwise, this field is optional on vendor refunds. This field should be blank when object is not entered. Refer to Sub-Object (SOBJ) for valid values.

Field	Description
Rept Category	Conditional. Required on vendor refunds if **Reporting Category** on Agency (AGC2) is ***Required on Expenditure Transactions [3]***. Required on revenue documents if **Reporting Category Required on Revenue Transaction** is ***Yes [Y]*** on Agency (AGC2). Required on balance sheet documents if **Reporting Category Option** on Balance Sheet Account Index (BACC) is ***Y*** (required on documents) for the balance sheet account entered. Otherwise, this field is optional. Refer to Reporting Category (RPTG) for valid values.

Cash Receipt Electronic Deposit (C1)



The Cash Receipt Electronic Deposit (C1) document records all monies collected and deposited directly to the bank electronically. This includes collections against outstanding accounts receivables, cash basis revenue, and non-revenue-related receipts (for example, refunds posted to objects of expenditures and deposits into trust funds). You can enter this document as a stand-alone or it can reference Receivable (RE) documents.

Field	Description
Date of Record	Default is the date the document is accepted. Enter the date (*mm dd yy*) that you want to associate with this document, usually the current date.
Acctg Period	Default is inferred from **Date of Record**. If you want this document recorded in another accounting period, enter the open, desired period (*mm yy*). You cannot enter future periods.

Field	Description
Budget FY	Default is inferred from **Budget Fiscal Year**. If you want this document recorded in some other fiscal year, enter the desired, open fiscal year. You cannot enter future budget fiscal years.
New/ Modification [Action]	Default is ***New [E]***. Valid values are: ***New [E]*** Indicates that this is a new document. ***Modification [M]*** Indicates that this document is modifying a previously accepted document. This allows you to add lines to a previous document, change the amounts on existing lines (not codes), or cancel a line (decrease a line amount to zero). To change codes in an existing line, you must cancel that line and reenter a new line. You can recorded both these lines on the same document by selecting ***Modification [M]***.
Bank Account	Required. All lines recorded on a cash receipt must be deposited to the same bank account. See Bank Account (BANK) for valid values.
Cash Account	Default offset cash accounts are inferred from Bank Account (BANK). Enter an offset cash account if: The system does not use the default offset cash account in Bank Account (BANK). You want to override the account recorded in Bank Account (BANK). The offset cash account code represents the account debited as a result of this document. If you enter an account code, you are overriding the offset cash account for *all* lines on the document.
Comments	Optional. Enter a descriptive note.

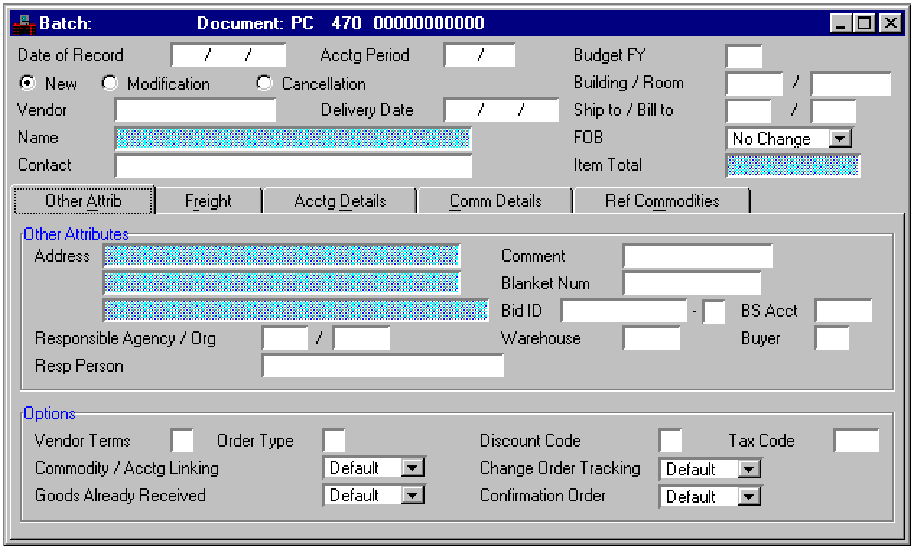
Field	Description
Document Total	Required. Enter the unsigned net amount of all lines on the document. To compute this amount: 1. Add all the increase amounts, 2. Add all the decrease amounts, 3. Subtract the smaller of these amounts from the larger, and enter that amount.
Calculated Doc Total	Display only. This amount is system-computed and displays the total of the line amount.
Reference Doc	Conditional. It is required for revenue documents and vendor refunds. Also required for balance sheet documents if **Reporting Category** is entered. Enter the transaction code, agency and number of the referenced Receivable (RE) document to which the cash will be applied.
Ref Line Number	Optional. Enter a unique number for each document line.
Vend/Prov/Cust	Conditional. Required on vendor refunds if **Vendor Control Option** on System Control Options (SOPT) is ***Yes [Y]***. Refer to Vendor (VEN2) for valid vendor codes. If the **Advanced Receivables Option** on System Control Options (SOP2) is ***Yes [Y]***. Refer to the Customer Information (CUST) or Provider (PROV) table for valid values.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Enter the fund receiving the revenue. Refer to Fund Index (FUND) for valid values.
Agency	Required. Enter the agency receiving the revenue. Refer to Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.

Field	Description
Org/Sub	Conditional. **Organization** is required on revenue documents if **Revenue Budget Organization Option** is ***Y*** (required on budget and accounting) on Fund Agency Index (FAGY) for this line's fund/agency combination. If this line is a vendor refund, it is controlled by the **Expense Budget Organization Option** on Fund Agency Index (FAGY). Refer to Organization Index (ORGN) for valid values. **Sub-Organization** is controlled by the **Sub- Organization Required on Spending** option or the **Sub- Organization Required on Revenue** option on Organization (ORG2). Otherwise, this field is optional and used for reporting purposes only. Refer to Sub-Organization (SORG) for valid values. You must enter an organization before you can enter a sub- organization.
Activity	Conditional. Required on revenue documents if **Revenue Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). If this line is a vendor refund, it is controlled by **Expense Budget Activity Option** on Fund Agency Index (FAGY). Enter a valid activity from Activity Index (ACTV).
Rev Srce/Sub	Conditional. **Revenue Source** is required on all documents except balance sheet documents or vendor refunds. Refer to Revenue Source Index (RSRC) for valid values. **Sub-Revenue** is required if **Sub-Revenue Source Required** on Revenue Source (RSR2) is ***Yes [Y]*** for the revenue source used. Otherwise, this field is optional. Refer to Revenue Source Index (RSRC) for valid values. You must enter a revenue source before you can enter a sub-revenue source.
Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.

Field	Description
Function	Conditional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered on Organization (ORG2). Required on revenue documents if **Revenue Budget Function Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). If this line is a vendor refund, it is controlled by **Expense Budget Function Option** on Fund Agency Index (FAGY). Refer to Function (FUNC) for valid values.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Object/Sub	Conditional. **Object** is required on vendor refunds. Otherwise, leave this field blank. Refer to Object Index (OBJT) for valid values. **Sub-Object** is required on vendor refunds if the **Sub-Object Required** is selected ***[Y]*** on Expense Budget Inquiry (Extended) (EEX2). Otherwise, this field is optional on vendor refunds. This field should be blank when object is not entered. Refer to Sub-Object (SOBJ) for valid values.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.

Field	Description
Rept Category	Conditional. Required on vendor refunds if **Reporting Category** on Agency (AGC2) is: ***Required [Y]*** or ***Required on Expenditure Transactions [3]***. Required on revenue documents if **Reporting Category Required on Revenue Transaction** is ***Yes [Y]*** on Agency (AGC2). Required on balance sheet documents if **Reporting Category** on Balance Sheet Account (BAC2) is ***Required on Documents [Y]*** for the balance sheet account entered. Otherwise, this field is optional. Refer to Reporting Category (RPTG) for valid values.
BS Account	Conditional. Required if this line is a balance sheet document. Enter a deferred revenue account if the line is recording a cash advance. If this account is a type 23, ensure that it is a non-cash asset account. See Balance Sheet Account Index (BACC) for valid values.
Amount	Required. If this is a new line, enter the dollar amount of the item(s) described on this line. If this line is a modification to a previous line, enter the amount of the change over (under) the previous amount. The decimal point is optional, but you must enter two digits for cents.
Def/Inc/Dec	Default is ***Default [blank]***. Required if modifying **Amount**. Valid values are ***Decrease [D]*** and ***Increase [I]***.
Partial/Final	This field is automatically set using the short and overpayment tolerances from Revenue Option by Agency and Revenue Source (ROAR) if agencies have set up ROAR. Otherwise, this field is set using the short and overpayment tolerances from Revenue Options (ROPT).
Description	Optional. Enter a descriptive note.

Centralized Purchase Order (PC)



The Centralized Purchase Order (PC) encumbers the funds necessary to pay for the order. This document is typically submitted by the central purchasing department to order goods from outside vendors requested by agencies using requisition documents.

Select **Additional Description** to display Purchasing Text (PTEX) when the **Text** indicator is ***Standard [S]***, ***Reference [R]***, or ***Custom [Y]***.

Field	Description
Date of Record	Defaults to date that the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with the transactions, usually the current date. Future dates are not valid.

Field	Description
Acctg Period	Default is inferred from **Date of Record**. If you want this transaction recorded in another accounting period, enter the desired open period (*mm yy*). The only valid future period is the first period of the future year.
Budget FY	Default is the current fiscal year. If you want this transaction recorded in another budget year, enter the desired open year.
New/ Modification/ Cancellation [Action]	Defaults to ***New [E]***. Valid values are: ***New [E]*** This is a new document (new entry). ***Modification [M]*** This document is modifying a previously entered document. ***Modification [M]*** allows you to add lines, change the amounts of existing lines (but not the codes), or cancel a line (decrease a line amount to zero). On a modification transaction, all codes must match the original document. ***Cancellation [X]*** This document is canceling an existing document. You cannot have referenced the document you want canceled in any way; for example, a Receiver (RC) or Vendor Invoice (VI). Note: To change codes for an existing line, you must cancel the existing line and enter a new line. You can record both these lines on the same document by selecting ***Modification [M]***.
Building/Room	Optional. Enter the building and room number to which the order is delivered.
Vendor	Required. Enter the vendor with whom this purchase order is placed. You cannot enter a miscellaneous vendor on this document. See Vendor Index (VEND) for valid values.
Delivery Date	Default is the current date. Enter the date (*mm dd yy)* when you must receive the order.

Field	Description
Ship to/Bill to	**Ship to** is required. Enter the code that represents the receiving location. See Shipping Address (SHIP) for valid values. **Bill to** is required. Enter the code that represents the billing location. See Billing Address (BILL) for valid values.
Name	Display only. The name of the vendor is inferred from Vendor (VEN2).
FOB	Required. Select ***Destination [D]*** or ***Shipping [S]*** to designate the freight on board point for a new transaction. Select ***Destination [D]***, ***Shipping [S]***, or ***No Change [blank]*** on a modification transaction.
Contact	Defaults to the vendor contact listed on Vendor (VEN2). Enter the name of an individual representing the vendor.
Item Total	Display only. The field displays the net total cost of all the commodity lines entered on this document.

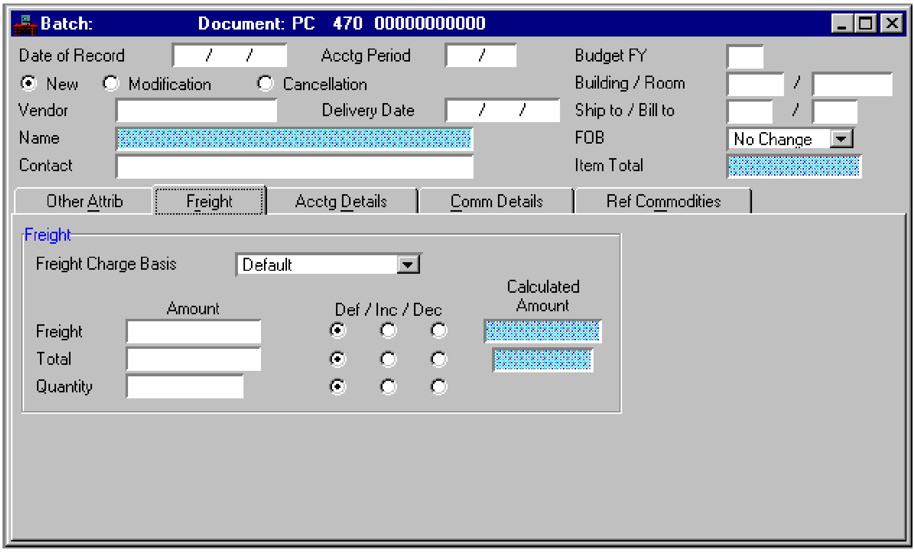
Other Attrib View

Field	Description
Other Attributes	
Address	Display only. The vendor address is inferred from Vendor (VEN2).
Comment	Optional. Enter any notation you want associated with this order.
Blanket Num	Optional. Enter the number of the blanket agreement with the vendor which governs the terms of this order. This number is used for reporting purposes only.
Bid ID	Optional. Enter the number and suffix corresponding to the bid for the order. This field is used in conjunction with **Vendor** to look up the record on Bid Tracking Header (BIDH) so that the system can bring the delivery date and freight on board point to this order.
BS Acct	Optional. Enter if **Consumption Method** is selected ***[Y]*** on Warehouse Management (WHS2) or if this document concerns a fixed asset commodity. See Balance Sheet Account Index (BACC) for valid values.
Responsible Agency/Org	**Responsible Agency** defaults to the agency entering the transaction. Enter the agency that is requesting this order. See Agency Index (AGCY) for valid values. **Responsible Organization** is required. Enter organization within the responsible agency. See Organization Index (ORGN) for valid values.
Warehouse	Optional. Enter the warehouse where goods on this order are shipped. See Warehouse Management Index (WHSE) for valid values. This field is used by the Inventory Control Subsystem to validate the commodity/item combination (stock item) within the warehouse.
Buyer	Optional. Enter the buyer submitting this order. See Buyer (BUYT) for valid values.

Field	Description
Organization Name	Display only. The name of the responsible organization is inferred from Organization (ORG2).
Resp Person	Enter the person to whom you want questions addressed about the order.
Options	
Vendor Terms	Optional. Enter the discount type associated with vendor terms for payment. A valid value will have the **PO Discount Flag** set to ***N*** on Discount Type (DISC).
Order Type	Optional. Enter ***S*** (shipping) if you want shipping or special instructions, as entered in Special Instruction (SPIS), printed on the purchase order that is sent to the vendor. You must enter the special instruction code in **Comment**. Enter ***R*** to cancel the purchase order and reopen a referenced requisition. This option is only valid if every line on the Centralized Purchase Order (PC) contains a referenced requisition document. Other than ***S*** and ***R,*** which are reserved as described above, this is a user-defined field. You can use any alphanumeric value to define various types of purchase orders; for example, contract, sub-contract, work order, service order.
Discount Code	Optional. To use this field, **Commodity/Accounting Linking** must be ***Yes [Y]***. Enter a valid discount code to apply a percent of discount to this purchase order. This percent applies to all commodity lines that do not contain a discount code or discount amount. A valid value will have the **PO Discount Flag** set to ***Y*** on Discount Type (DISC).
Tax Code	Default is inferred from Vendor Index (VEND) or EPS System Control Options (ESOP). To use this field, **Commodity/Accounting Linking** must be ***Yes [Y]***. Enter the code representing the tax rate used to calculate tax on any lines where line tax codes are not entered or inferred. See Tax Code (TAXT) for valid values.

Field	Description
Commodity/ Acctg Linking	Optional. This field defaults to ***Yes [Y]*** when the **Extended Purchasing** option on System Control Systems (SOP2) is ***Installed with Linking [L]***. If you have installed EPS with linking, select ***No [N]*** to turn off the linking between accounting and commodity lines for this document only. Otherwise, select ***Default [blank]***. If the **Extended Purchasing** option on System Control Systems (SOP2) is ***Installed [Y]***, the only valid value for this field is ***Default [blank]***.
Change Order Tracking	Conditional. On a new entry, this field is inferred from EPS System Control Options (ESOP) and you cannot override that value. On a modification entry, this field is only used if **Change Order Tracking** is selected ***[Y]*** on EPS System Control Options (ESOP); otherwise, select ***Default [blank]***. Open Purchase Order Header Inquiry (OPPH) indicates the date of the last modification and the number of modifications made to the order. Select ***Yes [Y]*** to track this change to this purchase order, or ***No [N]*** if you do not want to track this modification.
Goods Already Received	Defaults to ***Default [blank]***. Select ***Yes [Y]*** if you have received the goods and want the system to generate a Receiver (RC). The system generates the Receiver (RC) based on the Automatic Document Numbering (ADNT) entry, and schedules it for offline processing. If your site requires approvals for Receiver (RC) documents, you must ensure that the approvals are applied.
Confirmation Order	Defaults to ***Default [blank]***. If this is a confirming order, select ***Yes [Y]***; otherwise, select ***No [N]*** or ***Default [blank]***.

Freight View

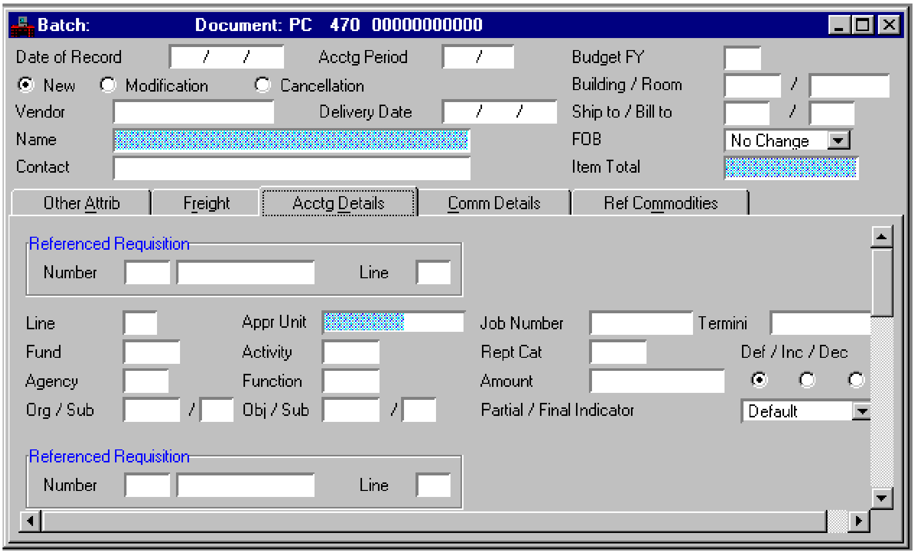


Field	Description
Freight Charge Basis	To use this field, **Commodity/Accounting Linking** must be ***Yes [Y]***. Select a value to indicate whether or not freight charges influence the total cost of this order and what method the system should use to calculate those charges. Valid values are: ***Default [blank]*** If this purchase order references another document with a freight indicator value, this field defaults to ***By Commodity [C]***. Otherwise, freight is not included on this transaction. ***By Quantity [Q]*** Prorate the freight total for the current transaction across all commodity lines by quantity. ***By Line [D]*** Prorate the freight total for the current transaction across all commodity lines by pre-tax amount. ***By Commodity [C]*** Allow users the option of entering freight on individual commodity lines.

Field	Description
	No Freight Allowed [N] Do not include freight on this transaction or any future document that references this transaction. Freight is not inferred if another document is referenced. ***No Change [blank]*** If this is a modification transaction, there are no freight charge changes.
Freight (Amount)	Conditional. To use this field, **Commodity/Accounting Linking** must be ***Yes [Y]***. If **Freight Charge Basis** is ***By Quantity [Q]*** or ***By Line [D]***, enter the total freight charge for this document; otherwise, leave this field blank. When the **Freight Charge Basis** is ***By Commodity [C]*** and this field is blank, the system calculates the freight amount. If you enter a value, regardless of the freight indicator, it must equal the sum of all commodity line freight amounts.
Freight (Def/Inc/Dec)	Defaults to ***Default [blank]***. Required when modifying **Freight Amount**; otherwise, select ***Default [blank]***. Select ***Decrease [D]*** if the freight amount is decreasing or ***Increase [I]*** if it is increasing.
Total (Amount)	Conditional. Required if **Freight Charge Basis** is ***By Line [D]***; leave blank if the freight charge basis is anything else. Enter the total cost of all commodity lines on this document before tax and freight, but after discounts are factored in.
Total (Def/Inc/Dec)	Defaults to ***Default [blank]***. Required when modifying **Total Amount**; otherwise, select ***Default [blank]***. Select ***Increase [I]*** if you are increasing the amount or ***Decrease [D]*** if you are decreasing the amount.
Total (Calculated Amount)	Display only. The pre-tax, pre-freight, and post-discount total amount for the document is displayed. This field is used to verify that **Total Amount** is correct and is only calculated if **Freight Charge Basis** is ***By Line [D]***.

Field	Description
Quantity (Amount)	Conditional. If **Freight Charge Basis** is ***By Quantity [Q]***, enter the total quantity for this purchase order; otherwise, leave this field blank.
Quantity (Def/Inc/Dec)	Defaults to ***Default [blank]***. Required when modifying **Quantity Amount**; otherwise, select ***Default [blank]***. Select ***Decrease [D]*** if the quantity amount is decreasing or ***Increase [I]*** if it is increasing.
Quantity (Calculated Amount)	Display only. The system calculated total quantity for the purchase order is displayed. This field is used to verify that **Quantity Amount** is correct and is only calculated if **Freight Charge Basis** is ***By Quantity [Q]***.

Acctg Details View



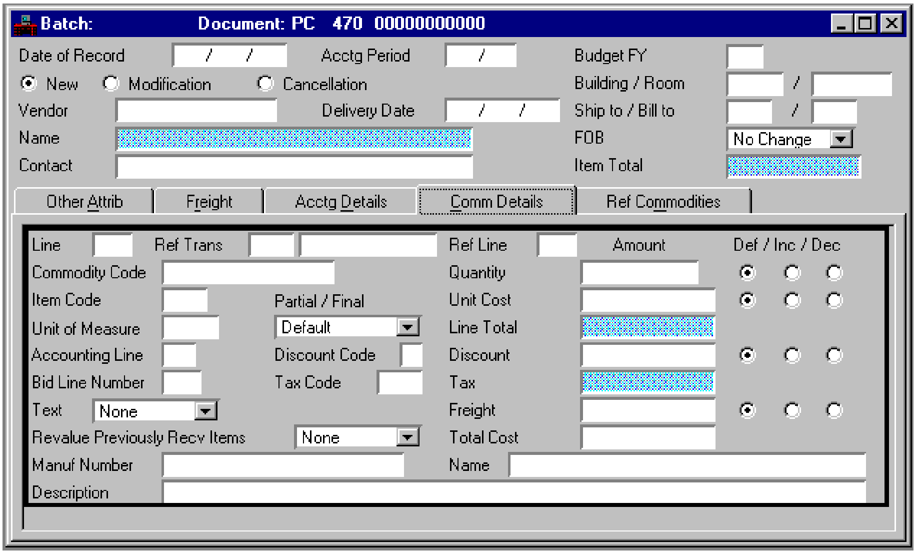
Field	Description
Referenced Requisition	
Ref Trans Number	Conditional. Required if this purchase order concerns items previously recorded on a requisition; leave blank otherwise. Enter the requisition number of the referenced document.
Line	Conditional. Required if a requisition is referenced. Enter a two-digit number for the line that you are referencing.
Line	Required. Enter a different number for each line on the document. Numbers from ***01*** to ***99*** are valid as line numbers. This number is used later on either a payment voucher or manual warrant document to reference this purchase order line.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency purchasing the item named on this line. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.

Field	Description
Org/Sub	Conditional. **Organization** is required if **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting); otherwise, it is used for reporting purposes only. Enter the organization purchasing the item named on this line. See Organization Index (ORGN) for valid values. **Sub-Organization** is required if **Sub-Organization Required On Spending** on Organization (ORG2) is: ***Required [Y],*** ***Required on Encumbrance Transactions [2], or*** ***Required on Expenditure Transactions [3].*** Otherwise, this field is optional. Enter the sub-organization purchasing the item named on this line. See Sub-Organization (SORG) for valid values. You must enter an organization before you can enter a sub-organization.
Appr Unit	Required if the **Appropriation Control Option** is ***C*** (full control) or ***P*** (presence control) on Fund Index (FUND). Enter the program budget which will be charged for the items in this accounting line. Refer to Program Reference Table (PRFT) for valid values.
Activity	Conditional. Default is inferred from Organization (ORG2). Required if the **Expense Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). Enter the activity related to this purchase order. See Activity Index (ACTV) for valid values.
Function	Conditional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered on Organization (ORG2). Required if the **Expense Budget Function Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). Enter the function code related to this purchase order. See Function (FUNC) for valid values.

Field	Description
Obj/Sub	**Object** is conditional. If **Consumption Method** is selected ***[Y]*** on Warehouse Management (WHS2), this field is optional; otherwise, it is required. Enter the object from Object Index (OBJT) that best describes the item named on this line. You cannot enter a personal services object. **Sub-Object** is required if **Sub-Object Required** is selected ***[Y]*** on Expense Budget Inquiry (EXP2 or EEX2); otherwise, this field is optional. Enter the sub-object from Sub-Object (SOBJ) that best describes the item named on this line.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.
Rept Cat	Conditional. Required if **Reporting Category** on Agency (AGC2) is: ***Required on Encumbrance Transactions [2], or*** ***Required on Expenditure Transactions [3].*** Otherwise, it is optional. See Reporting Category (RPTG) for valid values within the agency.
Amount	Conditional. If linking is turned on, the system automatically calculates this field based on the amounts entered on the commodity lines. If linking is not used, the sum of the accounting lines must equal to sum of the commodity lines. Enter the cost charged to this accounting distribution.
Def/Inc/Dec	Defaults to ***Default [blank]***. Required when modifying **Amount**; otherwise, select ***Default [blank]***. Select ***Increase [I]*** if you are increasing the amount or ***Decrease [D]*** if you are decreasing the amount.

Field	Description
Partial/Final Indicator	Defaults to ***Default [blank]***. If referencing a requisition, select ***Partial [P]*** if this order partially fills the item ordered on the requisition line. Select ***Final [F]*** for a final order or if you want to close the referenced requisition line.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.

Comm Details View



Field	Description
Line	Required. Enter a three-digit commodity line number. Valid values are ***000*** - ***999***.
Ref Trans	Conditional. Required if this document concerns commodities previously recorded on a requisition; otherwise, leave blank. Enter the transaction code and document number of the requisition being referenced.
Ref Line	Conditional. Required if a requisition is referenced in **Reference Transaction**; otherwise, leave blank. Enter the commodity line number you want to reference on the requisition.
Commodity Code	Required. Enter the commodity code that identifies the goods or services ordered. See Commodity Index (COMM) for valid values.
Item Code	Optional. Enter a user-defined code to identify the item ordered. Used by the Inventory Control Subsystem to identify a commodity/item combination (stock item) in the warehouse. See Inventory (INV3) for valid item/commodity combinations.

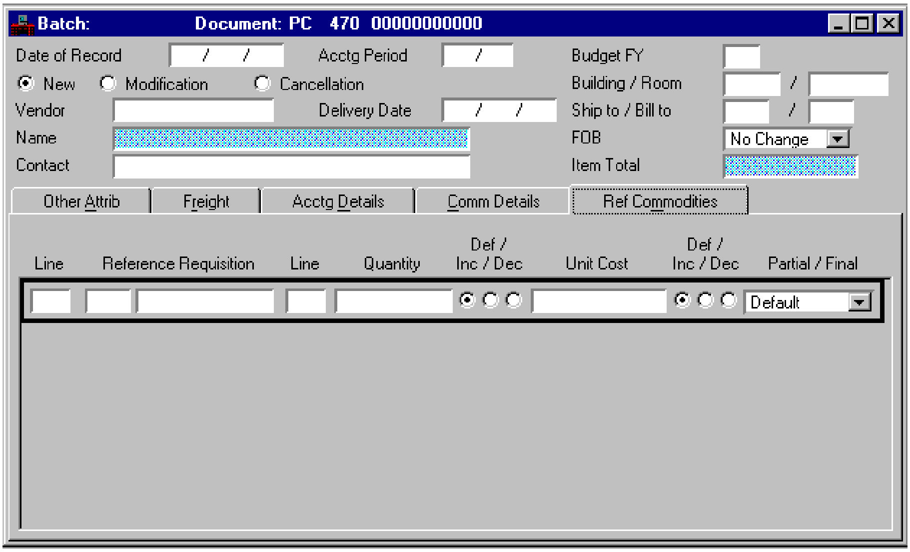
Field	Description
Unit of Measure	Required. Enter the unit of measure for the ordered goods; for example, box, each, dozen. See Unit of Measure (UNIT) for valid values.
Partial/Final	Defaults to ***Default [blank]***. If referencing a requisition, select ***Partial [P]*** if this order partially fills the item ordered on the requisition line. Select ***Final [F]*** for a final order or if you want to close the referenced requisition line.
Accounting Line	Defaults to ***01***if linking is turned on; if linking is not used on this document, leave blank. Enter a valid accounting line number to associate this commodity line with an accounting line.
Discount Code	Optional. To use this field, linking must be turned on. Enter a discount code to apply a percent of discount to just this commodity line. A valid value will have **PO Discount Flag** set to ***Y*** on Discount Type (DISC). This value overrides **Discount Code** (on the **Other Attributes View**).
Bid Line Number	Optional. Enter the line number of the bid for this order line.
Tax Code	To use this field, linking must be turned on. Enter the code representing the tax rate used for only this line. See Tax Code (TAXT) for valid values. The tax type must match the tax type of the code used in **Tax Code** (on the **Other Attributes View**) and all other line tax codes.

Field	Description
Text	Defaults to ***None [blank]***. If you want to associate additional text with this transaction, select the appropriate text type, place your cursor in any field on the line, then select **Additional Description**. The text window associated with the document type displays. Enter the additional description text, then select **Modify:Add**. Valid values for this field are: ***Standard [S]*** The text entered on Standard Specification (STDS) for this commodity is used. ***Reference [R]*** The **Text** indicator on the requisition referenced on this commodity line determines the text associated with this purchase order. ***Custom [Y]*** The text entered on Purchasing Text (PTEX) is used. Select **Additional Description** to leaf to the Purchasing Text (PTEX) entry for this transaction. ***No Change [blank]***
Revalue Previously Recv Items	Defaults to ***None [blank]***. Select ***Yes [Y]*** if you want to revalue previously received goods at the revised unit cost.
Manuf Number	Optional. Enter the number of the manufacturer for this commodity code.
Description	Optional. Defaults to description on Commodity (COMT). Enter a description of this line.
Quantity	Required. Enter the quantity of units being purchased.
Def/Inc/Dec	Defaults to ***Default [blank]***. Required when modifying the **Quantity**; otherwise, select ***Default [blank]***. Select ***Increase [I]*** if you are increasing the amount or ***Decrease [D]*** if you are decreasing the amount.
Unit Cost	Required. Enter the cost per unit of the goods ordered, up to six decimal points. A whole number defaults to six decimal places.

Field	Description
Def/Inc/Dec	Defaults to ***Default [blank]***. Required when modifying the **Unit Cost**; otherwise, select ***Default [blank]***. Select ***Increase [I]*** if you are increasing the amount or ***Decrease [D]*** if you are decreasing the amount.
Line Total	Display only. The cost for the commodity line before any discounts, taxes, or freight charges are factored in is displayed. This amount is calculated by the system by multiplying the quantity for this line by the unit cost.
Discount	To use this field, linking must be turned on. If you have entered **Discount Code** (on the **Other Attributes View** or the **Commodity Details View**), this field is calculated by the system. If you enter this field and **Discount Code** is entered, this amount must equal the amount calculated by the system.
Def/Inc/Dec	Default is ***Default [blank]***. Required if modifying **Discount**; otherwise, select ***Default [blank]***. Select ***Increase [I]*** if the amount is increasing or ***Decrease [D]*** if the amount is decreasing.
Tax	Display only. If linking is turned on, the system calculates the tax amount for this line from quantity, discounted unit cost, and the tax rate associated with the tax code applied to this line.
Freight	Conditional. To use this field, linking must be turned on. If **Freight Charge Basis** is ***By Quantity [Q]*** or ***By Line [D]***, enter the total freight charge for this document; otherwise, leave this field blank. When the **Freight Charge Basis** is ***By Commodity [C]*** and this field is blank, the system calculates the freight amount. If you enter a value, regardless of the freight indicator, it must equal the sum of all commodity line freight amounts.
Def/Inc/Dec	Defaults to ***Default [blank]***. Required when modifying **Freight**; otherwise, select ***Default [blank]***. Select ***Increase [I]*** if the amount is increasing or ***Decrease [D]*** if the amount is decreasing.

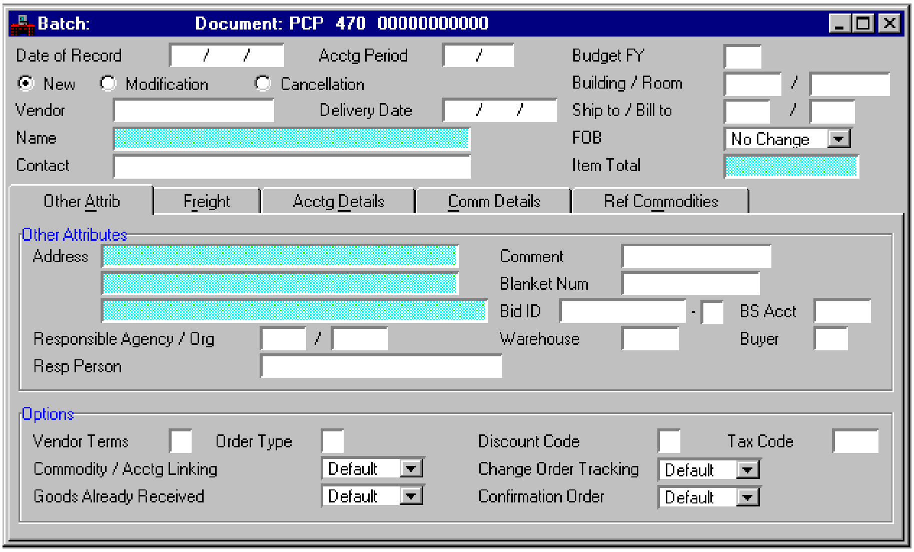
Field	Description
Total Cost	Optional. The total cost is calculated by multiplying discounted unit cost by quantity plus the tax amount and freight charges.
Name	Optional. Enter the name of the manufacturer for this commodity.

Ref Commodities View



Note: The fields on this view were described in previous views of this window.

Centralized Purchase Order from Procurement Desktop (PCP)



The Centralized Purchase Order from Procurement Desktop (PCP) encumbers the funds necessary to pay for the order. This document is typically submitted by the central purchasing department using Procurement Desktop to order goods from outside vendors requested by agencies using requisition documents.

Select **Additional Description** to display Purchasing Text (PTEX) when the **Text** indicator is ***Standard [S]***, ***Reference [R]***, or ***Custom [Y]***.

Field	Description
Date of Record	Defaults to date that the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with the transactions, usually the current date. Future dates are not valid.

Field	Description
Acctg Period	Default is inferred from **Date of Record**. If you want this transaction recorded in another accounting period, enter the desired open period (*mm yy*). The only valid future period is the first period of the future year.
Budget FY	Default is the current fiscal year. If you want this transaction recorded in another budget year, enter the desired open year.
New/ Modification/ Cancellation [Action]	Defaults to ***New [E]***. Valid values are: ***New [E]*** This is a new document (new entry). ***Modification [M]*** This document is modifying a previously entered document. ***Modification [M]*** allows you to add lines, change the amounts of existing lines (but not the codes), or cancel a line (decrease a line amount to zero). On a modification transaction, all codes must match the original document. ***Cancellation [X]*** This document is canceling an existing document. You cannot have referenced the document you want canceled in any way; for example, a Receiver (RC) or Vendor Invoice (VI). Note: To change codes for an existing line, you must cancel the existing line and enter a new line. You can record both these lines on the same document by selecting ***Modification [M]***.
Building/Room	Optional. Enter the building and room number to which the order is delivered.
Vendor	Required. Enter the vendor with whom this purchase order is placed. You cannot enter a miscellaneous vendor on this document. See Vendor Index (VEND) for valid values.
Delivery Date	Default is the current date. Enter the date (*mm dd yy)* when you must receive the order.

Field	Description
Ship to/Bill to	**Ship to** is required. Enter the code that represents the receiving location. See Shipping Address (SHIP) for valid values. **Bill to** is required. Enter the code that represents the billing location. See Billing Address (BILL) for valid values.
Name	Display only. The name of the vendor is inferred from Vendor (VEN2).
FOB	Required. Select ***Destination [D]*** or ***Shipping [S]*** to designate the freight on board point for a new transaction. Select ***Destination [D]***, ***Shipping [S]***, or ***No Change [blank]*** on a modification transaction.
Contact	Defaults to the vendor contact listed on Vendor (VEN2). Enter the name of an individual representing the vendor.
Item Total	Display only. The field displays the net total cost of all the commodity lines entered on this document.

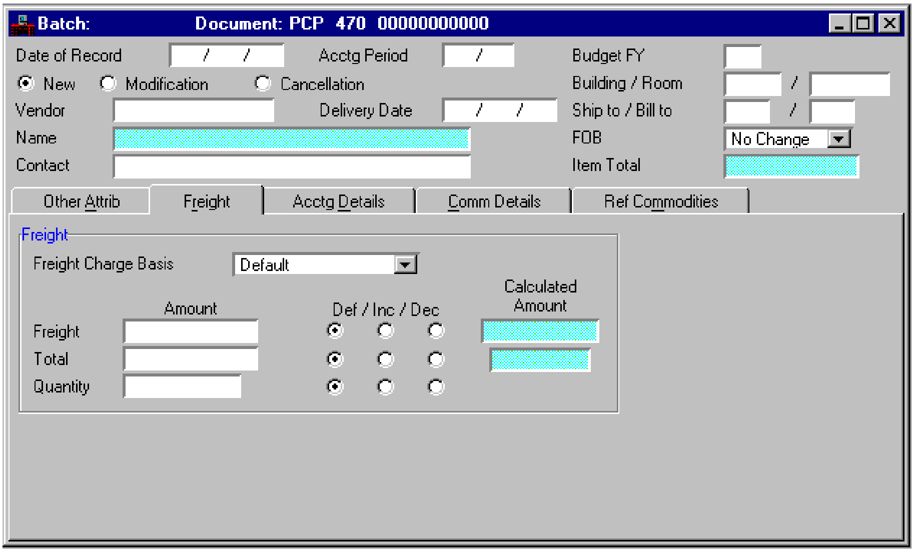
Other Attrib View

Field	Description
Other Attributes	
Address	Display only The vendor address is inferred from Vendor (VEN2).
Comment	Optional. Enter any notation you want associated with this order.
Blanket Num	Optional. Enter the number of the blanket agreement with the vendor which governs the terms of this order. This number is used for reporting purposes only.
Bid ID	Optional. Enter the number and suffix corresponding to the bid for the order. This field is used in conjunction with **Vendor** to look up the record on Bid Tracking Header (BIDH) so that the system can bring the delivery date and freight on board point to this order.
BS Acct	Optional. Enter if **Consumption Method** is selected ***[Y]*** on Warehouse Management (WHS2) or if this document concerns a fixed asset commodity. See Balance Sheet Account Index (BACC) for valid values.
Responsible Agency/Org	**Responsible Agency** defaults to the agency entering the transaction. Enter the agency that is requesting this order. See Agency Index (AGCY) for valid values. **Responsible Organization** is required. Enter organization within the responsible agency. See Organization Index (ORGN) for valid values.
Warehouse	Optional. Enter the warehouse where goods on this order are shipped. See Warehouse Management Index (WHSE) for valid values. This field is used by the Inventory Control Subsystem to validate the commodity/item combination (stock item) within the warehouse.
Buyer	Optional. Enter the buyer submitting this order. See Buyer (BUYT) for valid values.

Field	Description
Organization Name	Display only. The name of the responsible organization is inferred from Organization (ORG2).
Resp Person	Required. Enter the person to whom you want questions addressed about the order.
Options	
Vendor Terms	Optional. Enter the discount type associated with vendor terms for payment. A valid value will have the **PO Discount Flag** set to ***N*** on Discount Type (DISC).
Order Type	Optional. Enter ***S*** (shipping) if you want shipping or special instructions, as entered in Special Instruction (SPIS), printed on the purchase order that is sent to the vendor. You must enter the special instruction code in **Comment**. Enter ***R*** to cancel the purchase order and reopen a referenced requisition. This option is only valid if every line on the Centralized Purchase Order (PC) contains a referenced requisition document. Other than ***S*** and ***R,*** which are reserved as described above, this is a user-defined field. You can use any alphanumeric value to define various types of purchase orders; for example, contract, sub-contract, work order, service order.
Discount Code	Optional. To use this field, **Commodity/Accounting Linking** must be ***Yes [Y]***. Enter a valid discount code to apply a percent of discount to this purchase order. This percent applies to all commodity lines that do not contain a discount code or discount amount. A valid value will have the **PO Discount Flag** set to ***Y*** on Discount Type (DISC).
Tax Code	Default is inferred from Vendor Index (VEND) or EPS System Control Options (ESOP). To use this field, **Commodity/Accounting Linking** must be ***Yes [Y]***. Enter the code representing the tax rate used to calculate tax on any lines where line tax codes are not entered or inferred. See Tax Code (TAXT) for valid values.

Field	Description
Commodity/ Acctg Linking	Optional. This field defaults to ***Yes [Y]*** when the **Extended Purchasing** option on System Control Systems (SOP2) is ***Installed with Linking [L]***. If you have installed EPS with linking, select ***No [N]*** to turn off the linking between accounting and commodity lines for this document only. Otherwise, select ***Default [blank]***. If the **Extended Purchasing** option on System Control Systems (SOP2) is ***Installed [Y]***, the only valid value for this field is ***Default [blank]***.
Change Order Tracking	Conditional. On a new entry, this field is inferred from EPS System Control Options (ESOP) and you cannot override that value. On a modification entry, this field is only used if **Change Order Tracking** is selected [***Y***] on EPS System Control Options (ESOP); otherwise, select ***Default [blank]***. Open Purchase Order Header Inquiry (OPPH) indicates the date of the last modification and the number of modifications made to the order. Select ***Yes [Y]*** to track this change to this purchase order, or ***No [N]*** if you do not want to track this modification.
Goods Already Received	Defaults to ***Default [blank]***. Select ***Yes [Y]*** if you have received the goods and want the system to generate a Receiver (RC). The system generates the Receiver (RC) based on the Automatic Document Numbering (ADNT) entry, and schedules it for offline processing. If your site requires approvals for Receiver (RC) documents, you must ensure that the approvals are applied.
Confirmation Order	Defaults to ***Default [blank]***. If this is a confirming order, select ***Yes [Y]***; otherwise, select ***No [N]*** or ***Default [blank]***.

Freight View

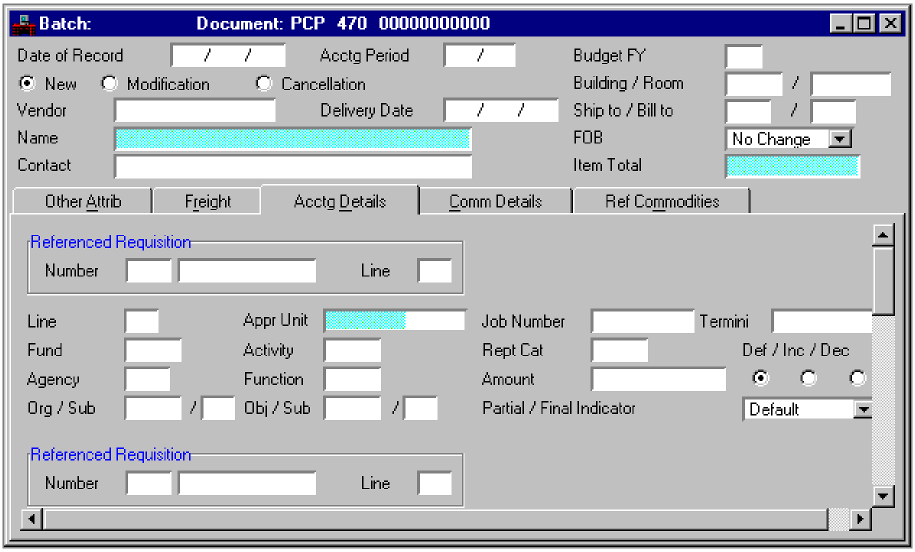


Field	Description
Freight Charge Basis	To use this field, **Commodity/Accounting Linking** must be ***Yes [Y]***. Select a value to indicate whether or not freight charges influence the total cost of this order and what method the system should use to calculate those charges. Valid values are: ***Default [blank]*** If this purchase order references another document with a freight indicator value, this field defaults to ***By Commodity [C]***. Otherwise, freight is not included on this transaction. ***By Quantity [Q]*** Prorate the freight total for the current transaction across all commodity lines by quantity. ***By Line [D]*** Prorate the freight total for the current transaction across all commodity lines by pre-tax amount. ***By Commodity [C]*** Allow users the option of entering freight on individual commodity lines.

Field	Description
	No Freight Allowed [N] Do not include freight on this transaction or any future document that references this transaction. Freight is not inferred if another document is referenced. ***No Change [blank]*** If this is a modification transaction, there are no freight charge changes.
Freight (Amount)	Conditional. To use this field, **Commodity/Accounting Linking** must be ***Yes [Y]***. If **Freight Charge Basis** is ***By Quantity [Q]*** or ***By Line [D]***, enter the total freight charge for this document; otherwise, leave this field blank. When the **Freight Charge Basis** is ***By Commodity [C]*** and this field is blank, the system calculates the freight amount. If you enter a value, regardless of the freight indicator, it must equal the sum of all commodity line freight amounts.
Freight (Def/Inc/Dec)	Defaults to ***Default [blank]***. Required when modifying **Freight Amount**; otherwise, select ***Default [blank]***. Select ***Decrease [D]*** if the freight amount is decreasing or ***Increase [I]*** if it is increasing.
Total (Amount)	Conditional. Required if **Freight Charge Basis** is ***By Line [D]***; leave blank if the freight charge basis is anything else. Enter the total cost of all commodity lines on this document before tax and freight, but after discounts are factored in.
Total (Def/Inc/Dec)	Defaults to ***Default [blank]***. Required when modifying **Total Amount**; otherwise, select ***Default [blank]***. Select ***Increase [I]*** if you are increasing the amount or ***Decrease [D]*** if you are decreasing the amount.
Total (Calculated Amount)	Display only. The pre-tax, pre-freight, and post-discount total amount for the document is displayed. This field is used to verify that **Total Amount** is correct and is only calculated if **Freight Charge Basis** is ***By Line [D]***.

Field	Description
Quantity (Amount)	Conditional. If **Freight Charge Basis** is ***By Quantity [Q]***, enter the total quantity for this purchase order; otherwise, leave this field blank.
Quantity (Def/Inc/Dec)	Defaults to ***Default [blank]***. Required when modifying **Quantity Amount**; otherwise, select ***Default [blank]***. Select ***Decrease [D]*** if the quantity amount is decreasing or ***Increase [I]*** if it is increasing.
Quantity (Calculated Amount)	Display only. The system calculated total quantity for the purchase order is displayed. This field is used to verify that **Quantity Amount** is correct and is only calculated if **Freight Charge Basis** is ***By Quantity [Q]***.

Acctg Details View



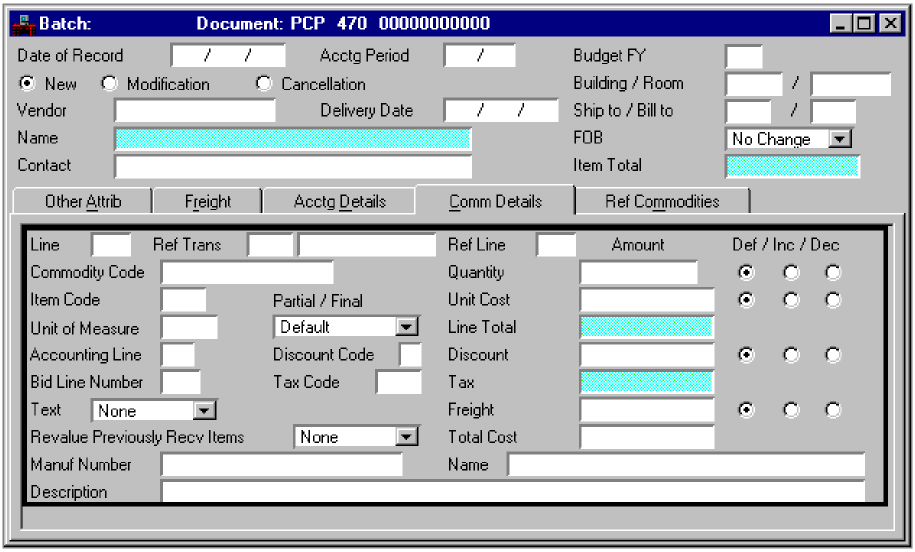
Field	Description
Referenced Requisition	
Ref Trans Number	Conditional. Required if this purchase order concerns items previously recorded on a requisition; leave blank otherwise. Enter the requisition number of the referenced document.
Line	Conditional. Required if a requisition is referenced. Enter a two-digit number for the line that you are referencing.
Line	Required. Enter a different number for each line on the document. Numbers from ***01*** to ***99*** are valid as line numbers. This number is used later on either a payment voucher or manual warrant document to reference this purchase order line.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency purchasing the item named on this line. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.

Field	Description
Org/Sub	Conditional. **Organization** is required if **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting); otherwise, it is used for reporting purposes only. Enter the organization purchasing the item named on this line. See Organization Index (ORGN) for valid values. **Sub-Organization** is required if **Sub-Organization Required On Spending** on Organization (ORG2) is: ***Required [Y],*** ***Required on Encumbrance Transactions [2], or*** ***Required on Expenditure Transactions [3].*** Otherwise, this field is optional. Enter the sub-organization purchasing the item named on this line. See Sub-Organization (SORG) for valid values. You must enter an organization before you can enter a sub-organization.
Appr Unit	Required if the **Appropriation Control Option** is ***C*** (full control) or ***P*** (presence control) on Fund Index (FUND). Enter the program budget which will be charged for the items in this accounting line. Refer to Program Reference Table (PRFT) for valid values.
Activity	Conditional. Default is inferred from Organization (ORG2). Required if the **Expense Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). Enter the activity related to this purchase order. See Activity Index (ACTV) for valid values.
Function	Conditional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered on Organization (ORG2). Required if the **Expense Budget Function Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). Enter the function code related to this purchase order. See Function (FUNC) for valid values.

Field	Description
Obj/Sub	**Object** is conditional. If **Consumption Method** is selected ***[Y]*** on Warehouse Management (WHS2), this field is optional; otherwise, it is required. Enter the object from Object Index (OBJT) that best describes the item named on this line. You cannot enter a personal services object. **Sub-Object** is required if **Sub-Object Required** is selected ***[Y]*** on Expense Budget Inquiry (EXP2 or EEX2); otherwise, this field is optional. Enter the sub-object from Sub-Object (SOBJ) that best describes the item named on this line.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.
Rept Cat	Conditional. Required if **Reporting Category** on Agency (AGC2) is: ***Required on Encumbrance Transactions [2], or*** ***Required on Expenditure Transactions [3].*** Otherwise, it is optional. See Reporting Category (RPTG) for valid values within the agency.
Amount	Conditional. If linking is turned on, the system automatically calculates this field based on the amounts entered on the commodity lines. If linking is not used, the sum of the accounting lines must equal to sum of the commodity lines. Enter the cost charged to this accounting distribution.
Def/Inc/Dec	Defaults to ***Default [blank]***. Required when modifying **Amount**; otherwise, select ***Default [blank]***. Select ***Increase [I]*** if you are increasing the amount or ***Decrease [D]*** if you are decreasing the amount.

Field	Description
Partial/Final Indicator	Defaults to ***Default [blank]***. If referencing a requisition, select ***Partial [P]*** if this order partially fills the item ordered on the requisition line. Select ***Final [F]*** for a final order or if you want to close the referenced requisition line.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.

Comm Details View



Field	Description
Line	Required. Enter a two-digit commodity line number. Valid values are ***000*** - ***999***.
Ref Trans	Conditional. Required if this document concerns commodities previously recorded on a requisition; otherwise, leave blank. Enter the transaction code and document number of the requisition being referenced.
Ref Line	Conditional. Required if a requisition is referenced in **Reference Transaction**; otherwise, leave blank. Enter the commodity line number you want to reference on the requisition.
Commodity Code	Required. Enter the commodity code that identifies the goods or services ordered. See Commodity Index (COMM) for valid values.
Item Code	Optional. Enter a user-defined code to identify the item ordered. Used by the Inventory Control Subsystem to identify a commodity/item combination (stock item) in the warehouse. See Inventory (INV3) for valid item/commodity combinations.

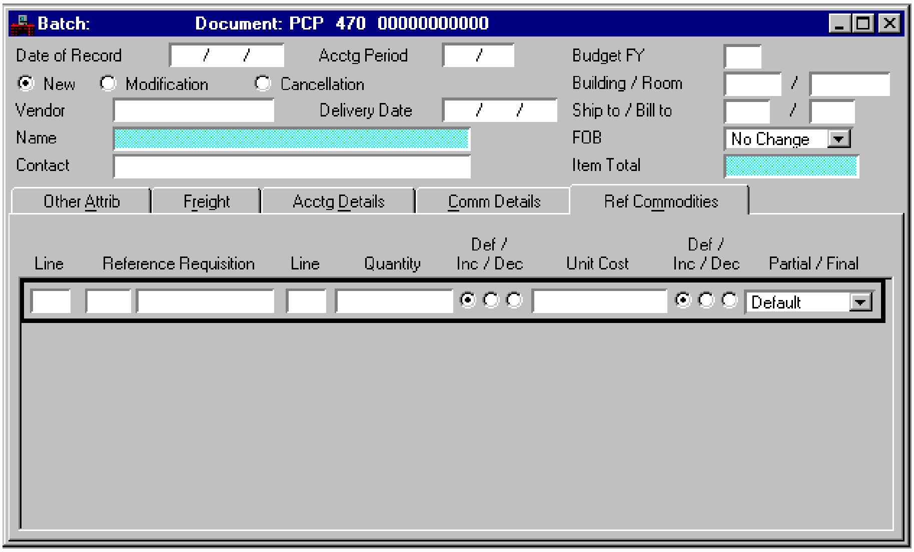
Field	Description
Unit of Measure	Required. Enter the unit of measure for the ordered goods; for example, box, each, dozen. See Unit of Measure (UNIT) for valid values.
Partial/Final	Defaults to ***Default [blank]***. If referencing a requisition, select ***Partial [P]*** if this order partially fills the item ordered on the requisition line. Select ***Final [F]*** for a final order or if you want to close the referenced requisition line.
Accounting Line	Defaults to ***01***if linking is turned on; if linking is not used on this document, leave blank. Enter a valid accounting line number to associate this commodity line with an accounting line.
Discount Code	Optional. To use this field, linking must be turned on. Enter a discount code to apply a percent of discount to just this commodity line. A valid value will have **PO Discount Flag** set to ***Y*** on Discount Type (DISC). This value overrides **Discount Code** (on the **Other Attributes View**).
Bid Line Number	Optional. Enter the line number of the bid for this order line.
Tax Code	To use this field, linking must be turned on. Enter the code representing the tax rate used for only this line. See Tax Code (TAXT) for valid values. The tax type must match the tax type of the code used in **Tax Code** (on the **Other Attributes View**) and all other line tax codes.

Field	Description
Text	Defaults to ***None [blank]***. If you want to associate additional text with this transaction, select the appropriate text type, place your cursor in any field on the line, then select **Additional Description**. The text window associated with the document type displays. Enter the additional description text, then select **Modify:Add**. Valid values for this field are: ***Standard [S]*** The text entered on Standard Specification (STDS) for this commodity is used. ***Reference [R]*** The **Text** indicator on the requisition referenced on this commodity line determines the text associated with this purchase order. ***Custom [Y]*** The text entered on Purchasing Text (PTEX) is used. Select **Additional Description** to leaf to the Purchasing Text (PTEX) entry for this transaction. ***No Change [blank]***
Revalue Previously Recv Items	Defaults to ***None [blank]***. Select ***Yes [Y]*** if you want to revalue previously received goods at the revised unit cost.
Manuf Number	Optional. Enter the number of the manufacturer for this commodity code.
Description	Optional. Defaults to description on Commodity (COMT). Enter a description of this line.
Quantity	Required. Enter the quantity of units being purchased.
Def/Inc/Dec	Defaults to ***Default [blank]***. Required when modifying the **Quantity**; otherwise, select ***Default [blank]***. Select ***Increase [I]*** if you are increasing the amount or ***Decrease [D]*** if you are decreasing the amount.
Unit Cost	Required. Enter the cost per unit of the goods ordered, up to six decimal points. A whole number defaults to six decimal places.

Field	Description
Def/Inc/Dec	Defaults to ***Default [blank]***. Required when modifying the **Unit Cost**; otherwise, select ***Default [blank]***. Select ***Increase [I]*** if you are increasing the amount or ***Decrease [D]*** if you are decreasing the amount.
Line Total	Display only. The cost for the commodity line before any discounts, taxes, or freight charges are factored in is displayed. This amount is calculated by the system by multiplying the quantity for this line by the unit cost.
Discount	To use this field, linking must be turned on. If you have entered **Discount Code** (on the **Other Attributes View** or the **Commodity Details View**), this field is calculated by the system. If you enter this field and **Discount Code** is entered, this amount must equal the amount calculated by the system.
Def/Inc/Dec	Default is ***Default [blank]***. Required if modifying **Discount**; otherwise, select ***Default [blank]***. Select ***Increase [I]*** if the amount is increasing or ***Decrease [D]*** if the amount is decreasing.
Tax	Display only. If linking is turned on, the system calculates the tax amount for this line from quantity, discounted unit cost, and the tax rate associated with the tax code applied to this line.
Freight	Conditional. To use this field, linking must be turned on. If **Freight Charge Basis** is ***By Quantity [Q]*** or ***By Line [D]***, enter the total freight charge for this document; otherwise, leave this field blank. When the **Freight Charge Basis** is ***By Commodity [C]*** and this field is blank, the system calculates the freight amount. If you enter a value, regardless of the freight indicator, it must equal the sum of all commodity line freight amounts.
Def/Inc/Dec	Defaults to ***Default [blank]***. Required when modifying **Freight**; otherwise, select ***Default [blank]***. Select ***Increase [I]*** if the amount is increasing or ***Decrease [D]*** if the amount is decreasing.

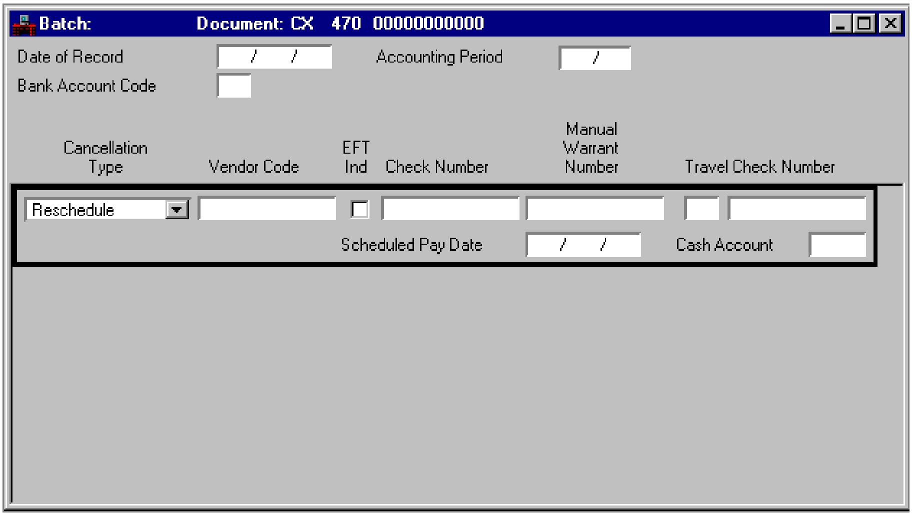
Field	Description
Total Cost	Optional. The total cost is calculated by multiplying discounted unit cost by quantity plus the tax amount and freight charges.
Name	Optional. Enter the name of the manufacturer for this commodity.

Ref Commodities View



Note: The fields on this view were described in previous views of this window.

*C*HECK *C*ANCELLATION *(CX)*



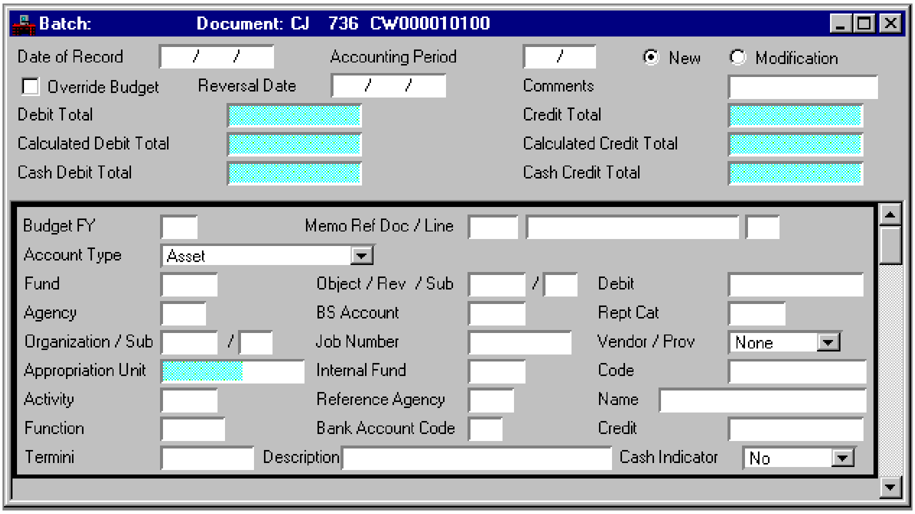
The Check Cancellation (CX) cancels checks or warrants written against a payment voucher. This document allows you to reschedule, leave unscheduled, leave closed, or cancel payment vouchers.

Field	**Description**
Date of Record	Default is the current date. Enter the date (*mm dd yy*) associated with these records.
Accounting Period	Default is inferred from **Date of Record**. Enter the accounting period (*mm yy*) you want to associate with this record.
Bank Account Code	Required. Enter the bank account that the check or manual warrant was originally drawn against. See Open Check Header Inquiry (OPCH) for valid values.

Field	Description
Cancellation Type	Default is ***Reschedule [1]***. Enter the type of cancellation you want applied to this check or manual warrant. Valid values are: ***Reschedule [1]*** Cancel the check and reschedule the payment voucher. ***Unschedule [2]*** Cancel the check and put the payment voucher on hold. ***Cancel [3]*** Cancel the check, leave the payment voucher closed, and record the liability in the cancel voucher payable account established on System Special Accounts (SPEC). Note: The following value cannot be used to cancel a travel document: ***Close [4]*** Cancel the check and back out the payment voucher; disallow cancellation of a partial payment check.
Vendor Code	Required. Enter the same vendor code used for the check or manual warrant being canceled.
EFT Ind	Default is cleared ***[N]***. Select ***[Y]*** when the check you want canceled was processed through Electronic Funds Transfer (EFT).
Check Number	Conditional. Required if you are cancelling a check. Enter the number of the check that you want to cancel.
Manual Warrant Number	Conditional. Required if you are cancelling a manual warrant; otherwise, leave blank. Enter the document number of the manual warrant that you want to cancel.

Field	Description
Travel Check Number	Conditional. Required if you are cancelling a Travel Check (TC). Also required if you are cancelling an Automated Disbursement (AD) or Electronic Funds Transfer (EFT) that was created as a result of employee travel; otherwise, leave blank. Enter the transaction code and document number of the check that you want to cancel.
Scheduled Pay Date	Optional. If **Cancellation Type** is ***Reschedule [1]***, enter the rescheduled payment date (*mm dd yy*) for the check.
Cash Account	Optional. Used only for manual warrants. If you want to override the account used on the manual warrant, enter the override account. See Balance Sheet Account Index (BACC) for valid values.

Check Writer Journal Voucher (CJ)



The Check Writer Journal Voucher (CJ) document records accounting events resulting from processing the check writer files. The Check Writer Journal Voucher (CJ) document will be loaded into the Suspense File (SUSF), and will be processed during the nightly cycle. The Check Writer Journal Voucher (CJ) document will post to the ledgers as a Journal Voucher (JV) document.

Field	**Description**
Date of Record	Default is the date the system accepts the document. Enter the date (*mm dd yy*) you want to associate with this document, usually the current date.
Accounting Period	Default is inferred from **Date of Record**. Enter the accounting period you want associated with these lines (it must be open). Do not enter a future accounting period .

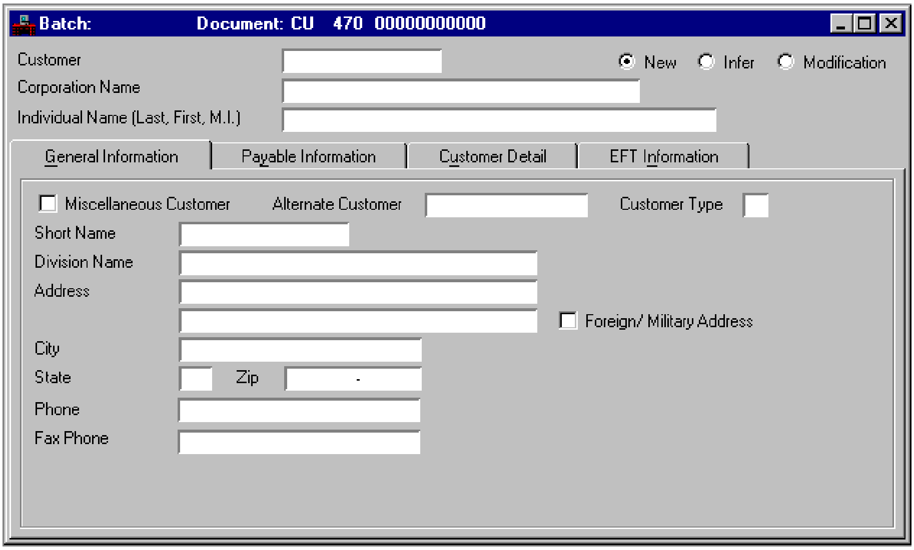
Field	Description
New/ Modification [Action]	Default is ***New [E]***. Use ***Modification [M]*** if you want to reuse a journal voucher number in the same accounting period. This groups the documents together on the Trial Balance by Accounting Distribution (A611) report.
Override Budget	Default is cleared ***[N]***. Select ***[Y]*** to override the pre-approved budgeted amount. For more information, refer to the *User's Guide*.
Reversal Date	Optional. Enter only if you want this journal voucher automatically reversed. Enter the date (*mm dd yy*) when you want the reversal to take place. When this date is entered, the last character of the journal voucher document number must be ***E***.
Comments	Optional. Enter a descriptive note about this document.
Debit Total	Required. Enter the total amount of the debit lines on this document. This field must equal **Credit Total**, or the document is rejected.
Credit Total	Required. Enter the total amount of the credit lines on this document. This field must equal **Debit Total**, or the document is rejected.
Calculated Debit Total	Display only. The system automatically calculates the total amount of debit lines on this document. This field must equal **Calculated Credit Total**, or the document is rejected.
Calculated Credit Total	Display only. The system automatically calculates the total amount of credit lines on this document. This field must equal **Calculated Debit Total**, or the document is rejected.
Cash Debit Total	Display only. The system automatically calculates the total of debits for those lines affecting cash control.
Cash Credit Total	Display only. The system automatically calculates the total of credits for those lines affecting cash control.
Budget FY	Default is inferred from **Date of Record**. If you want these lines recorded in another fiscal year, enter the desired fiscal year. Enter an open year that is not a future fiscal year.

Field	Description
Memo Ref Doc/ Line	Optional. Enter the transaction code, agency, and number of the document related to this journal voucher.
Account Type	Conditional. Select the account type associated with this journal voucher transaction. The journal voucher document has multiple uses. For more information on entering this field, refer to the *User's Guide*. Valid values are: ***Asset [01]*** ***Liability [02]*** ***Fund Balance [03]*** ***Asset Offset to Expenses [11]*** ***Encumbrance [21]*** (only allowed under certain circumstances.) ***Expense/Expenditure [22]*** ***Expenditure [23]*** ***Expense [24]*** ***Revenue [31]***
Fund	Required. Enter a Fund code valid on FUN2. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Enter the fund if you want to override the default. See Fund Index (FUND) for valid values. The Fund code cannot be a Capital Project Fund code.
Agency	Required. Enter the agency used on this journal voucher. See Agency Index (AGCY) for valid values.
Organization/ Sub	Required. Enter the organization and sub-organization (if desired) used on this journal voucher. See Organization Index (ORGN) and Sub-Organization (SORG).
Appropriation Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Activity	Conditional. Enter the activity used on this journal voucher. See Activity Index (ACTV) for valid values.

Field	Description
Function	Conditional. Enter the function used on this journal voucher. See Function (FUNC) for valid values.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Object/Rev/Sub	Conditional. Enter the object and sub-object associated with this journal voucher OR the revenue source and sub-revenue source associated with the journal voucher. See Object Index (OBJT) and Sub-Object (SOBJ) or Revenue Source Index (RSRC) and Sub-Revenue Source (SREV) for valid values.
BS Account	Conditional. Enter the balance sheet account associated with this journal voucher. See Balance Sheet Account Index (BACC) for valid values.
Job Number	Conditional. Enter the job number associated with this journal voucher. See Job Index (JOBT) for valid values.
Internal Fund	Conditional. If clearing out due to accounts, enter the seller's fund. If clearing out due from accounts, enter the buyer's fund. See Fund Index (FUND) for valid values.
Reference Agency	Conditional. If clearing out due to accounts, enter the reference agency for the seller. If clearing out due from accounts, enter the agency for the buyer. See Agency Index (AGCY) for valid values.
Bank Account Code	Conditional. Enter the bank account associated with this journal voucher. See Bank Account (BANK) for valid values. The journal voucher document has multiple uses. For more information on entering this field, refer to the *User's Guide*.
Description	Optional. Enter a description for this journal voucher line.
Debit	Enter amounts on the debit side if you are reclassifying expenditures, revenue or balance sheet accounts.

Field	Description
Rept Cat	Conditional. Enter the reporting category associated with this journal voucher. See Reporting Category (RPTG) for valid values.
Vendor/Prov	Default is ***None [blank]***. Required if **Vendor Name** is ***Required [Y]*** on System Control Options (SOP2). This field indicates if the value entered in **Code** is valid on Vendor (VEN2) or Provider (PROV). Valid values are: ***Vendor [V]*** ***Provider [P]*** ***Quantity [Q]*** ***None [N]***
Code	Conditional. Enter the vendor or provider associated with this journal voucher. See Vendor Index (VEND) or Provider (PROV) for valid values. The journal voucher document has multiple uses. For more information on entering this field, refer to the *User's Guide*.
Name	Default is inferred from Vendor (VEN2) or Provider (PROV) depending on the value in **Code**. Enter the name of the vendor or provider for reference purposes. The journal voucher document has multiple uses. For more information on entering this field, refer to the *User's Guide*.
Credit	Enter amounts on the credit side if you are reclassifying expenditure, revenue or balance sheet accounts.
Cash Indicator	Conditional. Required if **JV Cash Indicator Required** is ***Yes [Y]*** on System Control Options (SOP2); otherwise, select ***Default [blank]***. Valid values are: ***Yes [Y]*** This document updates the **Collected** fields on Agency Project Inquiry (AGPR). ***No [N]*** This document updates the **Accrued** fields on Agency Project Inquiry (AGPR).

CUSTOMER (CU)



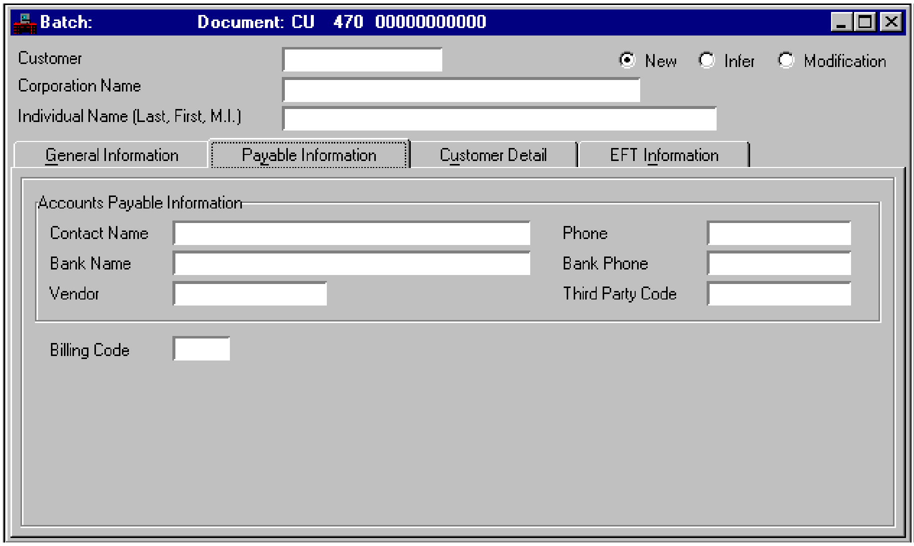
The Customer (CU) document is the primary customer window used to enter specific customer information. All customers must be entered on this window before they are used. The Customer (CU) document updates Customer Information (1 of 2) (CUST), Customer Information (2 of 2) (CUS2), and Customer Electronic Funds Transfer (CEFT).

Field	**Description**
Customer	Key field. Enter the customer/client. The last two characters will be used as the address indicator used to identify multiple locations for the customer.
New/Infer/ Modification [Action]	Blank defaults to ***New [E]*** for new entry. Select ***Modification [M]*** to indicate modification of a previously entered document.

Field	Description
Corporation Name	Conditional. Required if **Individual Name** is blank. If the customer is a company or government, enter the customer name here.
Individual Name (Last, First, MI)	Conditional. Required if **Corporation Name** is blank. Enter the name of the customer if the customer is an individual.

Field	Description
Miscellaneous Customer	Default is cleared ***[N]***. Select ***[Y]*** to identify miscellaneous one-time or summary customers.
Alternate Customer	Optional. Enter an alternate identifier for the customer/client.
Customer Type	Optional. Enter the type of customer. Valid values are: ***Individual [I]*** ***Incorporated [C]*** ***Partnership [P]***
Short Name	Required. Enter the corresponding customer short name.
Division Name	Optional. Enter the corporation division, department or other additional name information.
Address, City, State, Zip	Required. Enter the customer’s street address, city, state and zip code. The first five characters of the zip code are required and the last four are optional. Not required if **Foreign/ Military Address** indicator is selected.
Foreign Military Address	If selected ***[Y]***, State and Zip Codes not required.
Phone	Optional. Enter the customer's telephone number.
Fax Phone	Optional. Enter the telephone number for the customer's fax machine.

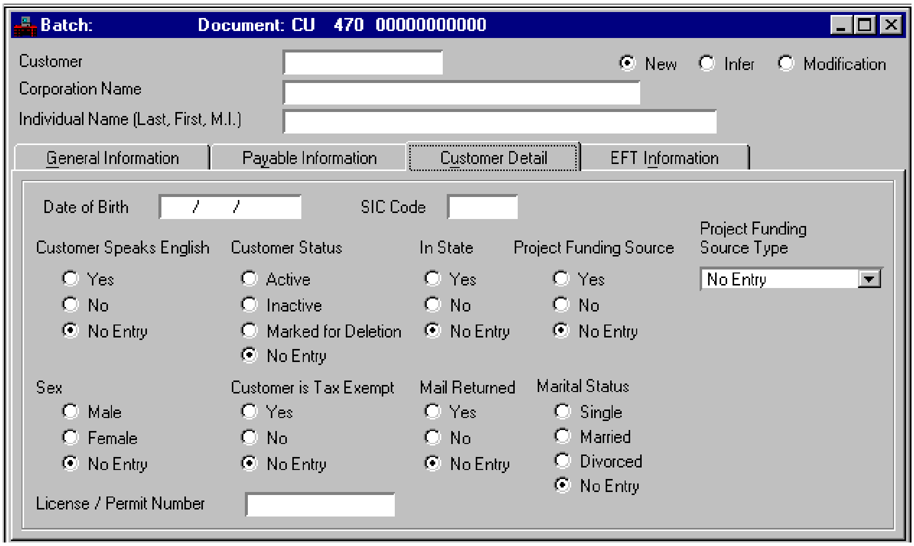
Payable Information View



Field	Description
Accounts Payable Information	
Contact Name	Optional. Enter the name of the contact in the customer's accounts payable department.
Phone	Optional. Enter the telephone number for the accounts payable contact.
Bank Name	Optional. Enter the bank with which the customer does business.
Bank Phone	Optional. Enter the telephone number at the customer's bank listed above.
Vendor	Optional. Enter the vendor code cross-reference to Vendor (1 of 2) (VEN2) if this customer is also a vendor with the Commonwealth.
Third Party Code	Optional. Enter the third party that is used for billing the customer. See Third Party Billing (TPAR) for valid values.

Field	Description
Billing Code	Optional. Enter a billing profile for the customer. See Billing Profile (BPRO) for valid values.

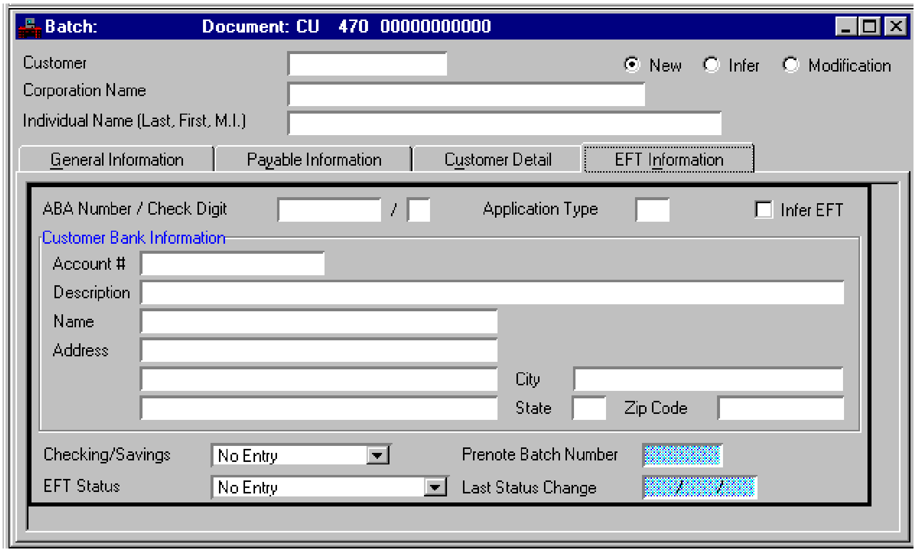
Customer Detail View



Field	**Description**
Date of Birth	Optional. Enter the customer's date of birth (*mm dd ccyy*).
SIC Code	Required if **Customer Type = C**. Enter the standard industry code for this customer.
Customer Speaks English	Optional. Defaults to ***No Entry [blank].*** Select the appropriate value. Valid values are ***Yes [Y]***, ***No [N]***, and ***No Entry [blank]***.
Customer Status	Default is ***Active [A]***. Valid values are ***Active [A]***, ***Inactive [I]*** or ***Marked for Deletion [D]***.
In-State	Default ***[Y]***. Select ***[N]*** if the customer is not located In-State.
Project Funding Source	Defaults to ***No Entry [blank]***. If this customer is associated with a project fund, select ***Yes [Y]***. Valid values are ***Yes [Y]***, ***No [N]***, and ***No Entry [blank]***.

Field	Description
Project Funding Source Type	Conditional. **Project Funding Source** must be ***Yes [Y]*** to enter a value other than ***No Entry [blank]***. Select the value that best describes the type of project fund. Valid values are ***Federal [F]***, ***State [S]***, ***Bond [B]***, and ***Other [O]***.
Sex	Defaults to ***No Entry [blank]***. Valid values are ***No Entry [blank]***, ***Female [F]*** and ***Male [M]***.
Customer is Tax Exempt	Defaults to ***No Entry [blank]***. Valid values are ***Yes [Y]***, ***No [N]***, and ***No Entry [blank]***.
Mail Returned	Defaults to ***No Entry [N]***. Select ***Yes [Y]*** if the customer's address is no longer valid. Valid values are ***Yes [Y]***, ***No [N]***, and ***No Entry [N]***.
Marital Status	Defaults to ***No Entry [blank]***. Valid values are ***Single [S]***, ***Married [M]***, ***Divorced [D]***, or ***No Entry [blank]***.
License/Permit Number	Optional. Enter the license or permit number with which the customer is associated.

EFT Information View



The information on this panel is only required if it is necessary to establish the customer as an electronic funds transfer customer. Otherwise, do not enter information on this panel.

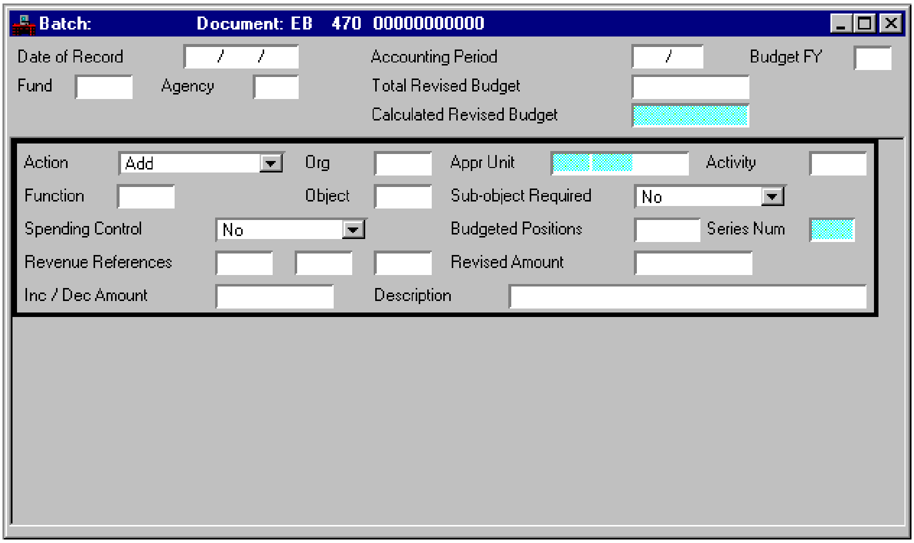
Field	Description
ABA Number/ Check Digit	Required. Enter the ABA routing number and check digit found on the lower left-hand corner of the customer's check.
Application Type	Optional. Enter a default electronic funds transfer application value. Refer to Electronic Funds Transfer Type (EFTA) for valid values.
Infer EFT	Optional. If you wish to change any EFT information from the customer file, check this box and perform **Process:Edit**. Then, make the changes.

Customer Bank Information

Account #	Required. Enter the customer's bank account number from the check.
Description	Optional. Enter the customer's bank account description.

Field	Description
Name	Required. Enter the customer’s bank name.
Address, City, State, Zip Code	Required. Enter the street address, city, state, zip code of the customer’s bank.
Checking/ Savings [Type of Account]	Required. Select ***Checking [C]*** or ***Savings [S]***. This field indicates the type of account to which you want the funds transferred.
Prenote Batch Number	Display only. Displays the batch number of the customer’s prenote processing tape that was sent to the bank.
EFT Status	Display only. The customer’s electronic funds transfer status is displayed. Valid entries include: ***Not Eligible for EFT [N]*** Not eligible for electronic funds transfer. Defaults to ***Not Eligible for EFT [N]*** when the customer is added to the Customer Electronic Funds Transfer window (CEFT). ***Active [A]*** Currently using electronic funds transfer. ***Hold [H]*** Electronic funds transfer is on hold for this customer. ***Prenote Processing Begun [P]*** Prenote processing has begun.
Last Status Change	Display only. Displays the last date the customer’s status was changed, either on this window or through prenote processing.

Expense Budget (EB)



The Expense Budget (EB) document establishes and maintains line item expense budgets. If you are using the **Allotment Amount Defaulted** feature on System Control Options (SOP2), the amounts you enter for each unit of appropriation will be distributed across the remaining allotment periods.

Field	Description
Date of Record	Default is the date the system accepts the document. Enter the date (*mm dd yy*) that you want associated with these records, usually the current date. Do not enter a future date.
Accounting Period	Default is inferred from **Date of Record**. If you want this document recorded in another accounting period, enter the desired, open period (*mm yy*). You cannot enter future periods.
Budget FY	Required. Enter the last two digits of the budget fiscal year to which this document applies.

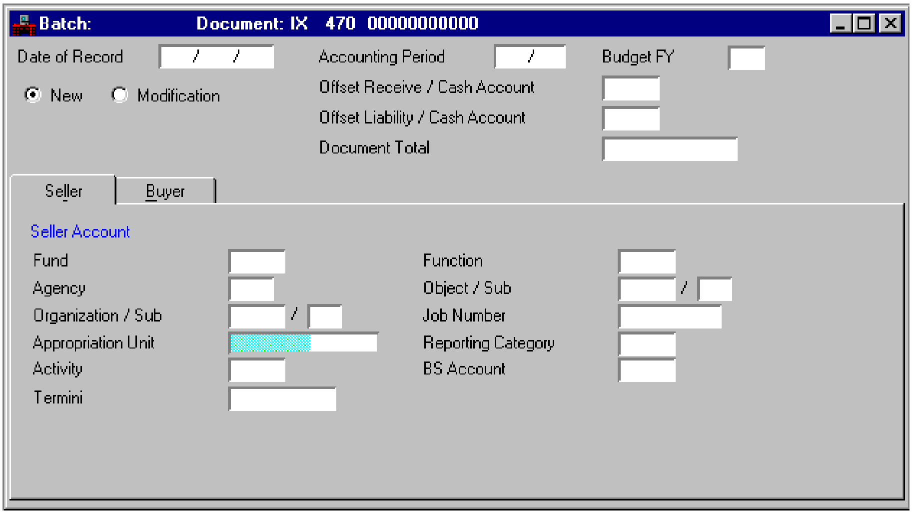
Field	Description
Fund	Required. Enter the fund budgeted to pay for the objects entered in this document. See Fund Index (FUND) for valid values. If you are modifying existing lines, this field must match the fund originally entered. If units of appropriation are entered on the lines, this fund must match the funds assigned to the appropriation.
Agency	Required. Enter the agency budgeted to buy the objects listed in this document. Refer to Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values. Ensure that these values are valid for the budget fiscal year. If you are modifying existing lines, this field must match the agency originally entered. If units of appropriation are entered on the lines, this agency must match the agency assigned to the appropriations.
Total Revised Budget	Required. Enter the total of all **Revised Amounts** in whole dollars.
Calculated Revised Budget	Display only. This field displays the system-computed revised amount budget.
Action	Required. Valid values are: ***Add [A]*** Add new lines to the budget or reactivate an inactive line. ***Modify [C]*** Change the budgeted positions, description, or the two amount columns in active lines. ***Deactivate [D]*** Deactivate a line so that you cannot make any further obligations against it. The line is then deleted from the next year's budget by the new year initialization program. ***Full Modify [S]*** Change description, revenue source references, budgeted positions, spending control indicator, sub-object option, amounts, or series number.

Field	Description
Org	Conditional. Required if **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting). Leave this field blank if the **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***N*** (optional on accounting). Leave this field blank if both the **Expense Budget Organization Option** and the **Appropriation Organization Option** on Fund Agency (FGY2) are ***Optional on Accounting [N]***. Refer to Organization Index (ORGN) for valid values. If you are modifying existing lines, this organization code must match the organization code that was originally entered.
Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Activity	Conditional. Can only be entered if **Expense Budget Activity Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting). Enter a valid activity from Activity Index (ACTV).
Function	Conditional. Required if **Expense Budget Function Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) for this fund/ agency combination. Otherwise this field must be left blank. The function entered must be valid on Function (FUNC). If you are changing an existing line, this code must match the previously assigned function.
Object	Required. Enter the object being budgeted for. Refer to Object Index (OBJT) for valid values within the budget fiscal year.

Field	Description
Sub-Object Required	Default is ***No [N]***. Select ***Yes [Y]*** if you want to require sub-object codes on accounting documents that are recording expenditures against this budget line. (Sub-objects provide more detail for reporting purposes.) Use default if you do not want to require sub-objects on accounting documents. On a previously entered line, to change to ***Yes [Y]***, select ***Full Modify [S]*** in **Action** and select ***Yes [Y]*** in this field. To change from ***Yes [Y]*** to ***No [N]***, select ***Full Modify [S]*** in **Action** and select ***Reset to No [*]***. If you are reactivating a line, enter this field as described above.
Spending Control	Default is ***No [N]***. Enter ***Yes [Y]*** if you want to override **Expense Budget Control Option** on Fund Index (FUND) for this line only. ***Yes [Y]*** means that even though the fund is not subject to budget control, spending for the object defined in this line is restricted to the revised budget amount. To change a previously entered line to ***Yes [Y]***, select ***Full Modify [S]*** or ***Modify [C]*** in **Action** and select ***Yes [Y]*** in this field. To change from ***Yes [Y]*** to ***No [N]***, select ***Full Modify [S]*** in **Action** and select ***Reset to No [*]***. If you are reactivating a line, enter this field as described above.
Budgeted Positions	Optional. For reporting purposes only. Applies to personal services lines only. Enter the number of job positions budgeted for in this line. Up to six digits can be entered and the system assumes two decimals. For example, to enter 5 positions, you must enter ***500***. To change a previous entry, select ***Full Modify [S]*** in Action. To change a previous entry to blank, select ***Full Modify [S]*** in **Action** and enter an asterisk (*******) in this field. If you are reactivating a line, enter these fields as described above.
Series Number	Not used in MARS.

Field	Description
Revenue References	Optional. For reporting purposes only. Enter up to three revenue source codes. Refer to Revenue Source Index (RSRC) for valid values. To change a previous entry, select ***Full Modify [S]*** in **Action**. To change a previous entry to blank, select ***Full Modify [S]*** in **Action** and enter an asterisk (*****) in this field. If you are reactivating a line, enter these fields as described above.
Revised Amt	Conditional. Required if adding a new line or modifying an amount. Otherwise this field is optional. Enter amounts in whole dollars. If a negative budget is desired for a reimbursable object, enter the negative amount using the minus sign followed by the amount; for example, - *00*. For negative budgets, enter ***RE*** in this field; do not use the minus sign. If modifying a previous entry and **Expense Budget Control Option** on Fund Index (FUND) is ***C*** (full control), the new **Revised Amount** cannot be less than the amount currently obligated against the budget line.
Inc/Dec Amount	Conditional. Required if **Revised Amount** is filled in. Enter the unsigned difference between the revised budget amount and the existing amount. (You can get the existing amount from Expense Budget Inquiry (Extended) (EEX2)). On new lines, this amount is equal to the revised amount entered. Enter amounts in whole dollars. Otherwise, leave this field blank.
Description	Optional. If blank when adding a new line, the system uses the description entered on Object (OBJ2). To modify a previous entry, select ***Modify [C]*** or ***Full Modify*** [***S***] in **Action** and enter the new description exactly the way you want it to appear on reports. To modify a previous entry to blank, select ***Full Modify [S]*** in **Action** and enter an asterisk (*****) in this field. If you are reactivating a line, enter this field as described above.

EXPENSE TRANSFER (IX)



The Expense Transfer (IX) document records an internal purchase or sale. It differs from the Internal Voucher (II) in that the seller records reduction to expense rather than revenue. In this way, expense is transferred from seller to buyer.

Although this document is not stored in the open payment voucher tables, it can be modified. To change the results of a previously entered internal transaction, enter a new modified payment voucher document. For reporting purposes, the transaction number should be the same as the previous payment voucher.

Note: Once the Expense Transfer (IX) is accepted by the system, it is posted to the ledgers and tables as a type 4 Payment Voucher (PV).

Field	Description
Date of Record	Default is the date the document is accepted. Enter the date (*mm dd yy*) that you want to associate with this document, usually the current date. You cannot enter a future date.

Field	Description
Accounting Period	Default is inferred from **Date of Record**. If you want these transactions recorded in another accounting period, enter the desired open period, using fiscal month and fiscal year. You cannot enter future periods.
Budget FY	Default is the current fiscal year. If you want these transactions recorded in another fiscal year, enter the desired open fiscal year. You cannot enter future budget fiscal years.
New/ Modification [Action]	Default is ***New [E]***. Valid values are: ***New [E]*** Indicates that this is a new entry (new document). ***Modification [M]*** This allows you to add lines to a previous document, change the amounts on existing lines (not codes), or cancel a line (decrease a line amount to zero). To change codes in an existing line, you must cancel that line and reenter a new line. You can record both these lines on the same document by entering ***Modification [M]***.
Offset Receive/ Cash Account	Default account used depends on the value of **Internal Cash Voucher Option** on System Control Options (SOPT). If the field is ***Yes [Y]***, the balance sheet account is inferred from the seller's fund and bank account. If the field is ***No [N]***, the system uses **Due From Fund** on System Special Accounts (SPEC). Enter an account only if you want to override the default account. See Balance Sheet Account Index (BACC) for valid values.

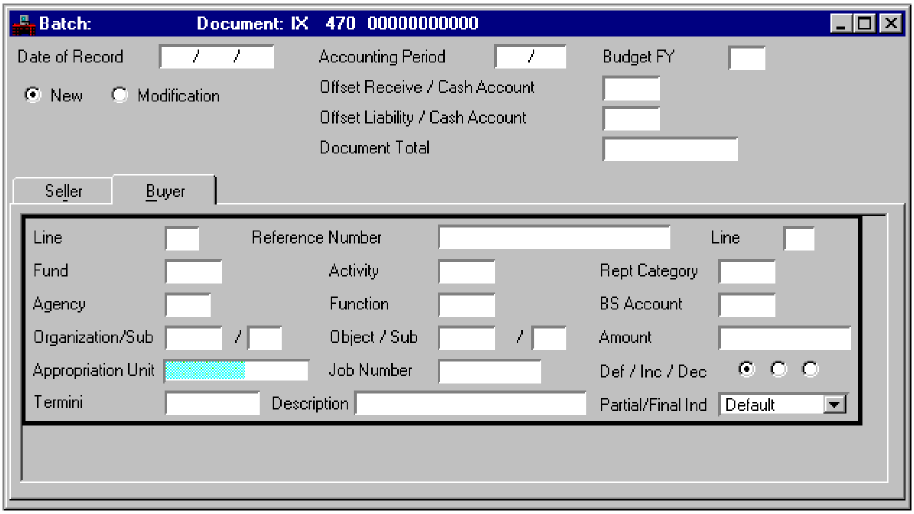
Field	Description
Offset Liability/ Cash Account	Default assigns an account code according to the following: *Vouchers involving two different funds.* The code used depends on the value entered in **Internal Cash Voucher** on System Control Options (SOPT). If the value is ***Yes [Y]***, the system uses the balance sheet account inferred from the fund and bank account codes. If the value is ***No [N]***, the system uses the value entered in **Due to Fund** on System Special Accounts (SPEC). *Vouchers that are within the same fund.* No account code is used because you cannot create a liability within the same fund. Enter the balance sheet account you want credited for the liability created by this voucher. See Balance Sheet Account Index (BACC) for valid values.
Document Total	Required. Enter the net amount of all lines on the document. To compute this amount: 1. Add all the increase amounts. 2. Add all the decrease amounts. 3. Subtract the smaller of these amounts from the larger. 4. Enter that amount.

Seller View

Field	Description
Seller Account	
Fund	Required. Enter the seller fund for the goods or services. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document.
Agency	Required. Enter the agency that is selling the goods or services listed in this document. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Organization/ Sub	Conditional. **Organization** may be required, depending on the **Revenue Budget Organization Option** on Fund Agency Index (FAGY). For transactions that require a balance sheet account code, this field is optional. See Organization Index (ORGN) for valid values. **Sub-Organization** is required if an organization is entered and **Sub-Organization Required on Revenue** is ***Required [Y]*** on Organization (ORG2). See Sub-Organization (SORG) for valid values.
Appropriation Unit	Enter the program budget unit selling the goods or services listed in this document. See Program Reference Table (PRFT) for valid values.
Activity	Conditional. Default is inferred from Organization (ORG2), if it is included there. May be required, depending on the **Revenue Budget Activity Option** on Fund Agency Index (FAGY). See Activity Index (ACTV) for valid values.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.

Field	Description
Function	Conditional. May be required, depending on the **Revenue Budget Function Option** on Fund Agency Index (FAGY). Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function is not entered in Organization (ORG2). See Function (FUNC) for valid values.
Object/Sub	**Object** is required. Enter the object code for the item being sold. See Object Index (OBJT) for valid values. **Sub-Object** is optional. Enter a sub-object if further description is needed. See Sub-Object (SOBJ) for valid values.
Job Number	Conditional. May be required, depending on the **Job Number Required on Spending** option on Organization (ORG2).
Reporting Category	Conditional. May be required on revenue transactions, depending on the **Reporting Category Required on Revenue Transaction** option on Agency (AGC2). Enter the reporting category of the seller. See Reporting Category (RPTG) for valid values.
BS Account	Optional. Enter the balance sheet account affected by this sale. See Balance Sheet Account Index (BACC) for valid values.

Buyer View



Field	Description
Line	Required. Enter a different two-digit number for each line on the document. Numbers ***00*** to ***99*** are valid.
Reference Number	Conditional. Required if this line concerns items previously recorded on another transaction; otherwise, leave blank. Enter the document code, agency and number of the document being referenced. Note: If a prior year purchase order is referenced, ensure that all values in the accounting distribution are valid for the prior year as well as for the current year.
Line	Conditional. Required if this line concerns items previously recorded on a purchase order; leave blank for requisition documents. Enter the purchase order line number, from the purchase order document, of the item being referenced.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Enter the fund paying for the item on this line. See Fund Index (FUND) for valid values.

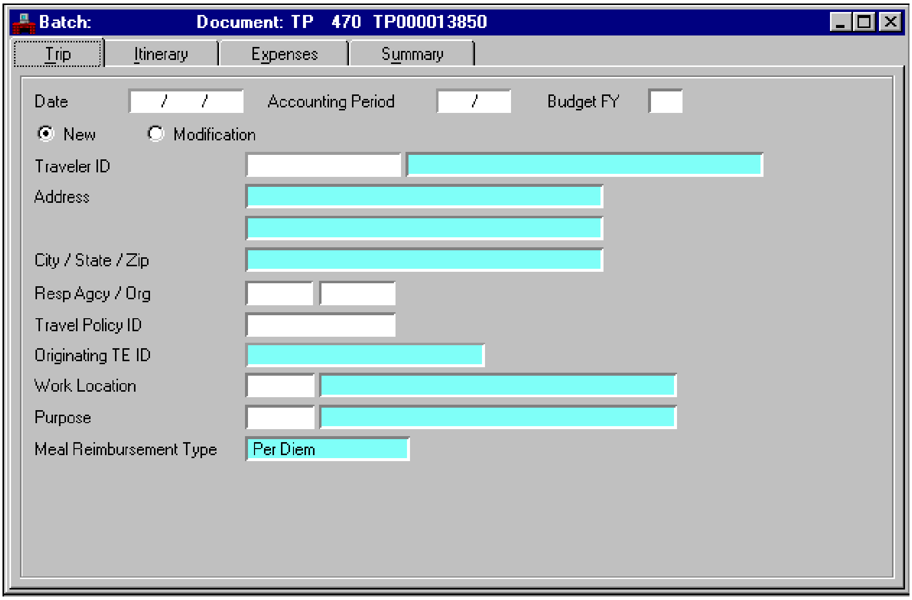
Field	Description
Agency	Required. Enter the agency paying for the item on this line. For transactions that require a balance sheet account code, Agency is optional if **Reporting Category** is blank; otherwise, it is required. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Organization/ Sub	**Organization** may be required, depending on the **Expense Budget Organization Option** on Fund Agency Index (FAGY). **Sub-Organization** is required if **Sub-Organization Required on Spending** on Organization (ORG2) is: ***Required [Y], or*** ***Required on Expenditure Transactions [3].*** For transactions that require a balance sheet account code, these fields are optional. See Organization Index (ORGN) and Sub-Organization (SORG) for valid values.
Appropriation Unit	Conditional. Required if the **Appropriation Control Option** is ***C*** (full control) or ***P*** (presence control) on Fund Index (FUND). Enter the program budget unit for the items listed on this voucher. See Program Reference Table (PRFT) for valid values.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Activity	Conditional. Default is inferred from Organization (ORG2), if it is included there. May be required, depending on the **Expense Budget Activity Option** on Fund Agency Index (FAGY). For transactions that require a balance sheet account code, this field is optional. See Activity Index (ACTV) for valid values.

Field	Description
Function	Conditional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function is not entered in Organization (ORG2). May be required, depending on the **Expense Budget Function Option** on Fund Agency Index (FAGY). See Function (FUNC) for valid values.
Object/Sub	**Object** is required. Enter the object that best describes the item named on this line. For transactions that require a balance sheet account code, this field is optional. For internal refunds, this field must be blank. See Object Index (OBJT) for valid values. **Sub-Object** is conditional. Enter the sub-object on expenditure documents if **Sub-Object Required** is selected ***[Y]*** on Expense Budget Inquiry (Extended) (EEX2). See Sub-Object (SOBJ) for valid values.
Job Number	Conditional. Required if **Job Number Required on Spending** on organization (ORG2) is: ***Required on Expenditure Transactions [3] or Required if Job Number Spending is Required on Activity [A]*** and **Job Number Spending** on Activity (ACT2) is: ***Required [Y], or*** ***Required on Expenditures [3]*** Otherwise this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. If **Job Cost** is ***No [N]***, enter a project number. If your installation does not use job cost or project accounting, you may enter a general reporting category code.
Description	Optional. Enter a description for this voucher line.

Field	Description
Rept Category	Conditional. Required on expenditure transactions if **Reporting Category** on Agency (AGC2) is ***Required on Expenditure Transactions [3].*** For transactions that require a balance sheet account code, this field is required if **Reporting Category Option** is ***Y*** (required) on Balance Sheet Account Index (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) for valid values.
BS Account	Conditional. If this line references an EPS purchase order that contains a warehouse code, default is inferred from Warehouse (WHS2). Required if this is an expense transaction (fixed assets, consumption-based inventories, pre-paid items) or if this transaction transfers funds between two balance sheet accounts. If the latter is the case, **Object** must be blank. See Balance Sheet Account Index (BACC) for valid values. You cannot enter a balance sheet account that is used as a default account on System Special Accounts (SPEC). However, you can enter the default fund balance account.
Amount	Required. Enter the dollar amount of the item(s) described on this line. Record two digits for cents; the decimal point is optional. Do not enter dollar signs or commas.
Def/Inc/Dec	Defaults to ***Default [blank]***. Select ***Decrease [D]*** to record credit memos.

Field	Description
Partial/Final Ind	Defaults to ***Default [blank]***. This field is used only when a purchase order is referenced. Valid values are: ***Default [blank]*** This will leave this field blank. ***Partial [P]*** This value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount). ***Final [F]*** If the total amount expensed equals the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Select ***Final [F]*** if the total amount expensed is *less than* the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is *more than* the purchase order amount (the item cost more than expected). A maximum limit exists for how much the total amount expensed can exceed the purchase order amount. (See discussion of purchase orders in the *User's Guide*.)

Expense Voucher (TP)



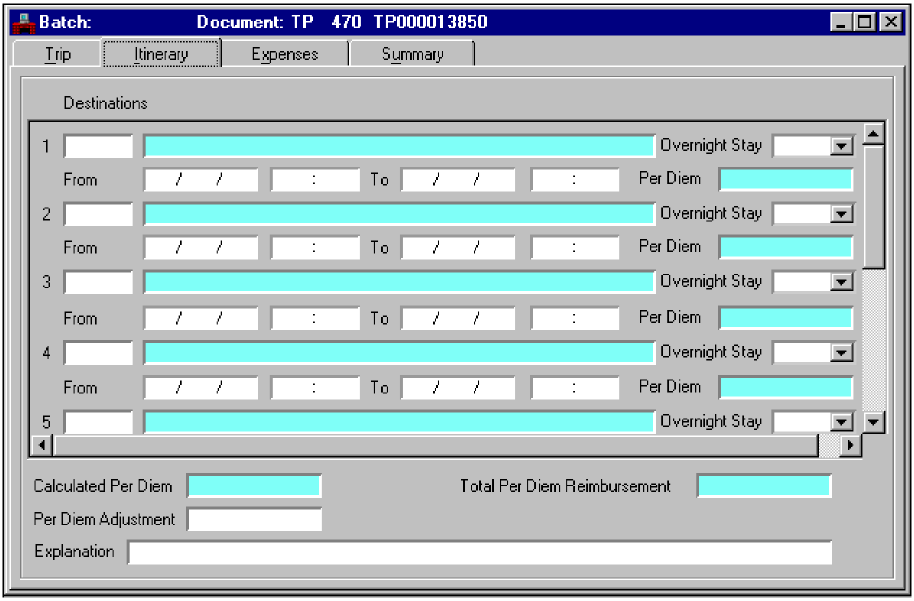
The Expense Voucher (TP) is used to request reimbursement for travel expenses when a traveler has returned from a business related trip. The Expense Voucher (TP) reflects the actual cost of the trip.

Trip View

Field	Description
Date	Default is the system date (usually the current date). Enter the date (*mm dd yy*) of this Expense Voucher.
Accounting Period	Default is the current accounting period. If this transaction should be recorded in another accounting period, enter the desired, open period (*mm yy*). Future accounting periods cannot be entered.
Budget FY	Default is the current budget fiscal year. If these documents should be recorded in another fiscal year, enter the open, desired fiscal year. Future budget fiscal years cannot be entered.
New/ Modification [Action]	Required. Valid values are: ***New [E]*** This document is new. ***Modification [M]*** This document is modifying a previous document.
Traveler ID	Required. Enter the employee ID or the vendor code of the person taking the trip. See Vendor Index (VEND) for valid values.
Name	Display only. The traveler’s name is inferred from Vendor (VEN2) based on the value entered in the Traveler ID field.
Address	Display only. The traveler’s address is inferred from Vendor (VEN2) based on the value entered in the Traveler ID field.
City/State/Zip	Display only. The traveler’s city is inferred from Vendor (VEN2) based on the value entered in the Traveler ID field.
Resp Agcy/Org	Required. Enter a responsible agency code and organization code. These fields allow users to decentralize billing for travel documents and provide higher security by establishing an audit trail. See Agency Index (AGCY) and Organization Index (ORGN) for valid values.

Field	Description
Travel Policy ID	Required. This field determines the travel policy regulating this trip. See Travel Policy (TVPL) for valid values.
Originating TE ID	Display only. The Travel Authorization (TE) ID for this trip is derived from the TPGN screen if a TE is referenced on TPGN. Entering a valid TE ID on TPGN will reference a trip record already created.
Work Location	Required. Enter the work location of the traveler. See Destination Functionality (DEST) for valid values.
Work Location Description	Display only. This field identifies the work location of the traveler and is inferred from Destination Functionality (DEST) based on the value provided in the Work Location Code field.
Purpose	Required. Enter the reason for the trip. See Travel Purpose (PURP) for valid values.
Purpose Description	Display only. This field identifies the reason for the trip and is inferred from Travel Purpose (PURP) based on the value provided in the Purpose Code field.
Meal Reimbursement Type	Display only. This value is inferred from Travel Policy (TVPL). ***Per Diem*** - the travel policy the employee is traveling under requires per diem reimbursement for certain expenses. ***Actual and Necessary*** - the travel policy the traveler is traveling under does not require per diem reimbursement for any expenses.

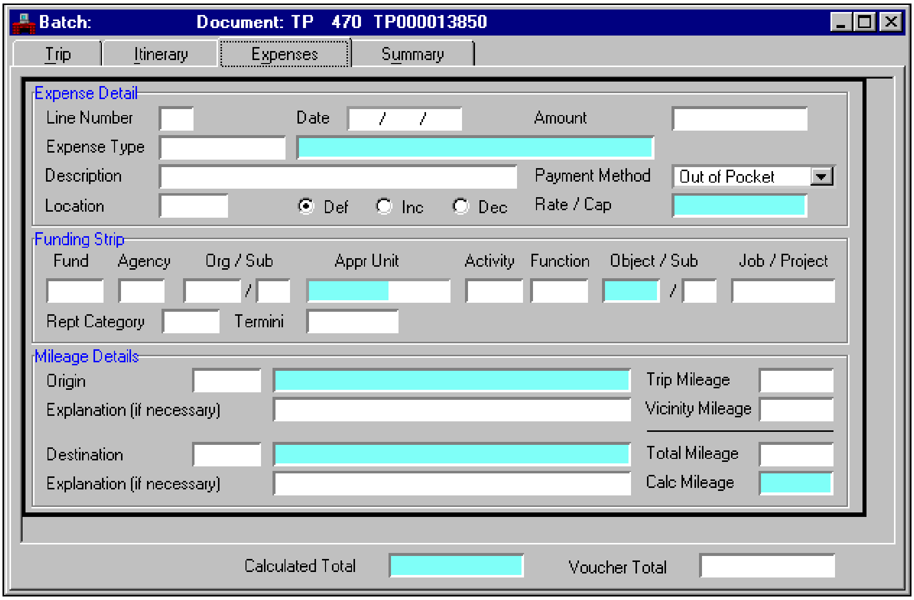
Itinerary View



Field	Description
Destination 1	Required. Enter the code for the appropriate first destination of the trip. This field will be used in calculating per diem reimbursement amounts for the traveler. See Destination Functionality (DEST) for valid values.
Destination (2-10)	Optional. Enter any additional codes describing the destinations on this trip. See Destination Functionality (DEST) for valid values.
Destination Description (1-10)	Display only. The appropriate name of the destination is inferred from Destination Functionality (DEST) based on the value entered in the Destination Code field.
Overnight Stay Indicator	Optional. Select ***Yes*** if the traveler paid for an overnight accommodation at this destination. This will be used in computing eligible per diem reimbursement if indicated by the traveler.

Field	Description
From (1-10)	Conditional. Required if the Per Diem option button is selected. Enter the date the traveler will arrive at this destination for this leg of the trip. This field will be used in calculating per diem reimbursement amounts for the traveler.
From Time (1-10)	Conditional. Enter the time (*hh mm*) that travel begins.
To (1-10)	Conditional. Required if the Per Diem option button is selected. Enter the date the traveler will leave this destination for this leg of the trip. This field will be used in calculating per diem reimbursement amounts for the traveler.
To Time (1-10)	Conditional. Enter the time (*hh mm*) that travel ended.
Per Diem	Display Only. The amount of Per Diem reimbursement calculated for this destination is displayed.
Calculated Per Diem	Display only. This is the per diem reimbursement amount calculated by the system from the Destination information. First Day Travel Total + Full Days Travel Total + Last Travel Days = Calculated Per Diem Reimbursement.
Total Per Diem Reimbursement	Display only. The Calculated Per Diem + any Per Diem Adjustment amounts.
Per Diem Adjustment	Enter any adjustments (+/-) to the Calculated Per Diem.
Explanation	Optional. Enter any explanation for the Per Diem Adjustment amount.

Expenses View



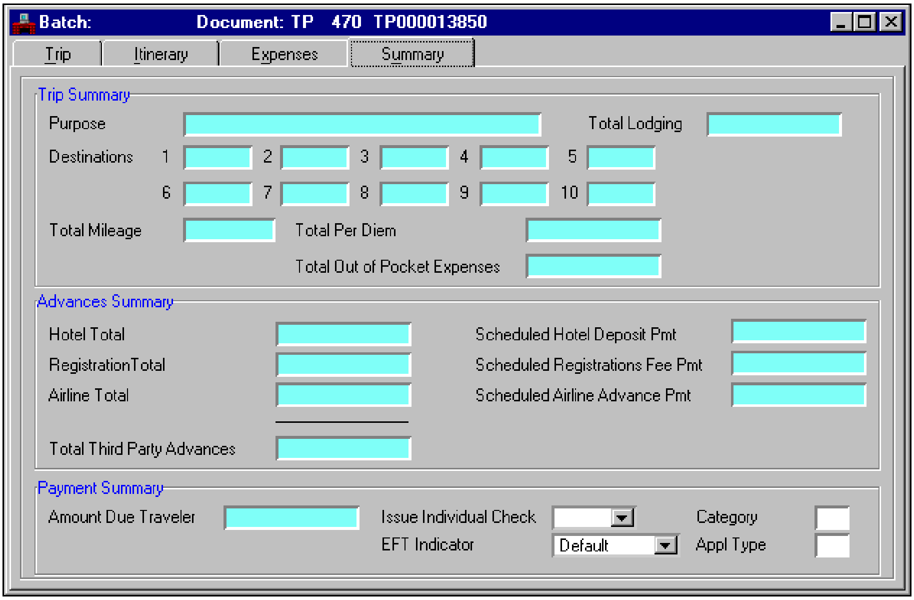
Field	Description
Expense Detail	
Line Number	Required, key field. Enter unique number for the expense line. This value must be two digits.
Date	Default is the system date. Enter the date (*mm dd yy)* that the expense occurred.
Amount	Required. Enter the amount of the expense (in dollars).
Expense Type	Required. Enter the type of expense. See Expense Type Code (EXTC) for valid values.
Expense Type Name	Display only. This field indicates the name of the given Expense Type based on the value entered in the Expense Type Code field.
Description	Conditional. Required if the Expense Type Indicator is ***Y*** on EXTS. If required, enter descriptive information about the incurred expense.

Field	Description
Payment Method	Required. Select the payment method of the expense line. Default is ***Out of Pocket*** except for Internal Resource expenses (State Parks and Motor Pool). Selecting ***Internal Bill*** will not include the amount in the “Amount Due Traveler” field. This amount will be recorded in OTLT with other trip expenses, but will not be reimbursed to the traveler. Valid values are Airline Advances, Registration Advances, Hotel Advances, Internal Bill, Per Diem, and Out of Pocket.
Location	Enter the location where the expense was incurred. See Destination Functionality (DEST) for valid values.
Def/Inc/Dec	Default is ***[Default]***. Required on modified documents if **Advance Amount** field has been altered. If increasing the amount of the advance, select ***Inc***; if decreasing, select ***Dec***.
Rate/Cap	Display only. This field identifies either the mileage rate or expense cap depending on expense type selected. Both mileage rate and expense cap are inferred from Travel Policy (TVPL) and the related Rate Schedule (RTSC) table.
Funding Strip	
Fund	The default value is inferred from Organization (ORG2). Enter the fund that will pay for this trip. See Fund Index (FUND) for valid values.
Agency	Enter the Agency that is paying for this trip. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org	Conditional. Organization is required if **Expense Budget Organization** option is ***Y*** (required on budget and accounting) on Fund Agency Index (FAGY); otherwise, field is optional and used for reporting purposes only. See Organization Index (ORGN) for valid values.
Sub-Org	Optional. Enter a sub-organization if desired. See Sub-Organization (SORG) for valid values.

Field	Description
Appr Unit	Required. Enter the last four bytes of the Appropriation Unit. The last four bytes represent the Program Budget Unit. The first five bytes are display only.
Activity	The default value is inferred from Organization (ORG2). However, values entered on documents override the values entered in Organization (ORG2). See Activity Index (ACTV) for valid values.
Function	Conditional. Required if **Expense Budget Function** option is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY); otherwise, field is optional. See Function (FUNC) for valid values.
Object	Enter the code that describes the resource being requisitioned. See Object Index (OBJT) for valid values.
Sub-Object	Conditional. Sub-Object is required if **Sub-Object Required** is ***Y*** on Expense Budget Inquiry (EXP2) or Expense Budget Inquiry (Extended) (EEX2); otherwise, field is optional. See Function (FUNC) for valid values.
Job/Project	Enter the Job or Project Code valid for this Fund Agency combination. If entering Project (5 characters), the Sub-Project (2 characters) and Project Phase (1 character) must also be provided. See Job Table (JOBT) for valid Jobs and Project Budget Line Table (PRBL) for valid Project, Sub-Project, and Project Phase values.
Rept Category	Enter a Reporting Category that is valid within the agency. See Reporting Category (RPTG) for valid values.
Termini	Optional. This field is used by the Department of Transportation to record termini or bridge identifiers for DOT projects. This is an unedited field.
Mileage Details	
Origin	Conditional. Required if expense type is “POV Mileage”. Enter the destination code of the of the starting location for the POV Mileage expense. This will be validated against DEST.

Field	Description
Origin Description	Display only. This field is inferred from the Destination Functionality (DEST) table based on the value entered in the Origin Code field.
Trip Mileage	Optional. Required if the expense type is “POV Mileage”. This value is the actual mileage between Origin and Destination on the expense line.
Explanation (if necessary)	Optional. Free text explanation of the origin may be entered if necessary.
Vicinity Mileage	Optional. Entered by the user, this value is the difference between the mileage calculated by a mileage calculator tool and the actual mileage incurred by the traveler.
Destination	Conditional. Required if expense type is “POV Mileage”. Enter the destination code of the ending location for POV Mileage. This will be validated against DEST.
Destination Description	Display only. This field is inferred from the Destination Functionality (DEST) table based on the value entered in the Destination Code field.
Total Mileage	Entered by the user, this field identifies the sum of the Trip and Vicinity mileages entered on this expense line.
Explanation (if necessary)	Optional. Free text explanation of the destination may be entered if necessary.
Calc Mileage	Display only. This field identifies the official mileage between destinations, inferred from Point-to-Point (PTOP).
Voucher Total	Enter the Total of all the expense lines on the document to verify the system calculates this value which includes all trip expenses on this Expense Voucher.
Calculated Total	Display only. The amount calculated by the system for the transaction.

Summary View

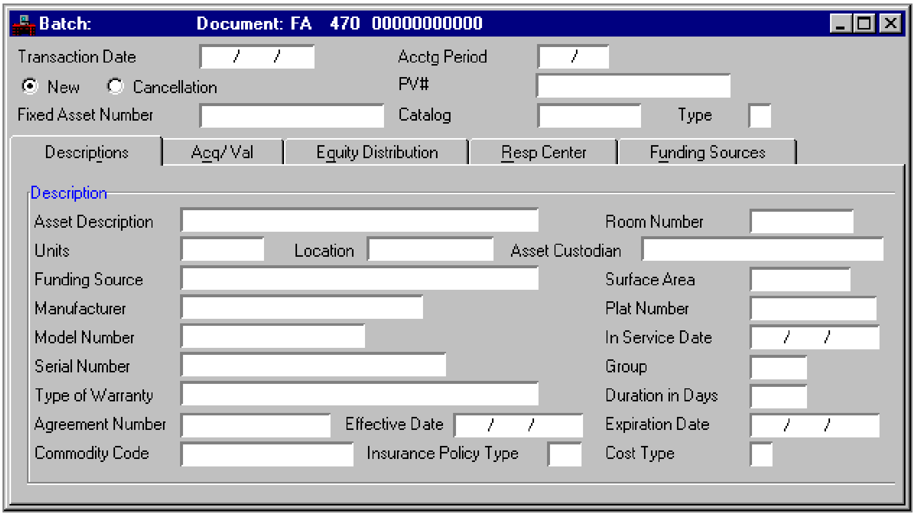


Field	Description
Trip Summary	
Purpose	Display only. This field is inferred from the Purpose Description field on the Trip Tab.
Total Lodging	Display Only. The sum of all lodging expenses on the document is displayed.
Destinations (1-10)	Display only. This field is inferred from the Destination Description fields on the Trip Tab.
Total Mileage	Display only. This field is the total mileage as entered on the Expenses Tab.
Total Per Diem	Display only. This field is inferred from the Total Per Diem Reimbursement field on the Per Diem Tab.
Total Out of Pocket Expenses	Display only. The system calculates this value which includes all trip expenses on this Expense Voucher

Field	Description
Advances Summary	
Hotel Total	Display only. This field is inferred from Hotel Advance Amount on Open Trip Header Inquiry (2 of 3) (OTH2) if referencing a Travel Authorization (TE).
Scheduled Hotel Deposit Pmt	Display only. This field is inferred from Hotel Advance Schedule Payment Amount on Open Trip Header Inquiry (2 of 3) (OTH2) if referencing a Travel Authorization (TE).
Registration Total	Display only. This field is inferred from Registration Fee Amount on Open Trip Header Inquiry (2 of 3) (OTH2) if referencing a Travel Authorization (TE).
Scheduled Registration Fee Pmt	Display only. This field is inferred from Registration Fee Scheduled Payment Amount on Open Trip Header Inquiry (2 of 3) (OTH2) if referencing a Travel Authorization (TE).
Airline Total	Display only. This field is inferred from Airline Advance Amount on Open Trip Header Inquiry (2 of 3) (OTH2) if referencing a Travel Authorization (TE).
Scheduled Airline Advance Pmt	Display only. This field is inferred from Airline Advance Scheduled Payment Amount on Open Trip Header Inquiry (2 of 3) (OTH2) if referencing a Travel Authorization (TE).
Total Third Party Advances	Display only. Calculated field. This value is the sum of the Hotel Total, Registration Total, and Airline Total fields.
Payment Summary	
Amount Due Traveler	Display only. This field indicates the amount due the traveler calculated by the system.
Issue Individual Check	Select ***Yes [Y]*** if a separate check is to be issued for this amount. Select ***No [N]*** to add this amount together with other advances for the same recipient to produce a combined check.

Field	Description
Category	Optional. Enter the check category associated with this document. See Check Category (CCAT) for valid values. If the user leaves this value blank, the system will default the check category to the value default check category defined in the Travel Special Accounts (TSPC) table.
Amount Due Org	Display only. This field indicates the amount due the organization calculated by the system.
EFT Indicator	Defaults to ***Default [blank]***. Required if you want the current payment voucher paid by Electronic Funds Transfer (EFT). Select ***Yes [Y]*** and enter a valid application type to select this voucher for electronic funds payment. If ***Default [blank]*** is selected, this field defaults to ***Yes [Y]*** when **EFT Status** is ***Active [A]*** on Vendor (VEN2); otherwise, this field defaults to ***No [N]***.
Appl Type	Default is inferred from Electronic Funds Transfer (EFTT). Enter the application type for this electronic funds transfer. See Electronic Funds Transfer Type (EFTA) for valid values.

*F*IXED *A*SSET *A*CQUISITION (FA)



The Fixed Asset Acquisition (FA) document records newly acquired assets with both financial and descriptive information. When reversing a fixed asset acquisition, you can only enter data in **Transaction Date**, **Accounting Period**, **Fixed Asset Number**, **Type**, **New/Cancellation** [Action], and **Purchasing Authority**. Upon processing, this reversing transaction backs out the table and ledger updates that occurred upon entry of the original fixed asset.

Field	Description
Transaction Date	Defaults to the current date. Enter the effective date (*mm dd yy*) of the document.
Acctg Period	Defaults to the period in which the **Transaction Date** falls. Enter the accounting period to which the transaction is posted.

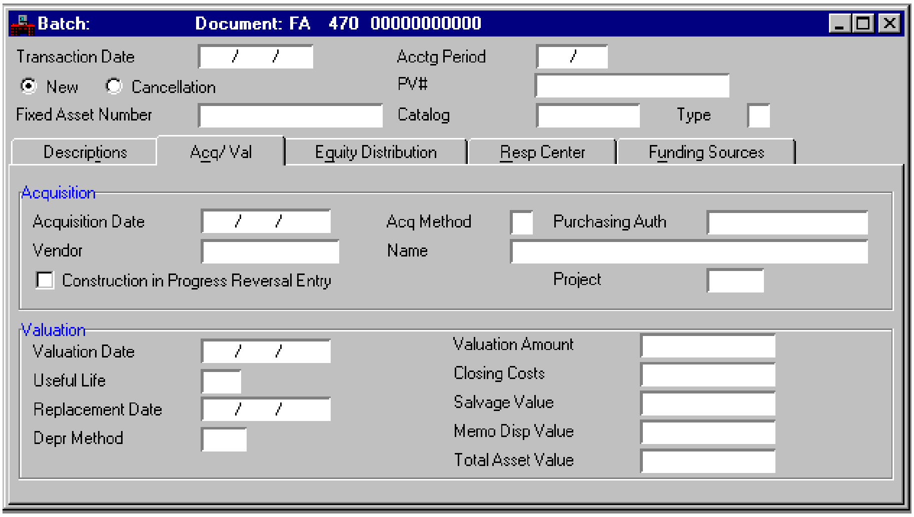
Field	Description
New/ Cancellation [Action]	Defaults to ***New [E]***. Valid values are: ***New [E]*** You are entering a new fixed asset. ***Cancellation [X]*** You are reversing an incorrectly entered fixed asset.
PV#	Required. Enter the payment voucher document number. See Open Payment Voucher by Document (OPVD) for valid values. Enter ***None*** if the asset is donated or confiscated.
Fixed Asset Number	Required. In combination with **Type**, this forms the unique identifier of the fixed asset.
Catalog	Optional. Enter the catalog code of commonly used assets. See Fixed Asset Catalog (FCLG) for valid values.
Type	Default is inferred from Fixed Asset Catalog (FCLG) if **Catalog** is entered. Otherwise, enter a valid type for this fixed asset. See Cost Type (CTYP) for valid values.

Descriptions View

Field	Description
Description	
Asset Description	Default is inferred from Fixed Asset Catalog (FCLG) if **Catalog** is entered, or from the payment voucher if this Fixed Asset Acquisition (FA) is created automatically by a payment voucher document. Otherwise, enter a description of the fixed asset.
Room Number	Optional. Enter the room number associated with the fixed assets.
Units	Default is ***1***. This field allows you to capitalize several identical fixed assets acquired at the same time in one entry. Enter the number of fixed assets recorded in this transaction.
Location	Required. Enter the location of the fixed asset. See Fixed Asset Location Inquiry (FALC) for valid values.
Asset Custodian	Optional. Enter the employee’s name or the position number. If left blank, this field defaults to “None.”
Funding Source	Optional. Enter a description of the funding source.
Surface Area	Conditional. Optional if **Type** is ***L*** (land), ***B*** (buildings), ***I*** (improvements) or ***C*** (construction). Enter the area (for example: 200 sq. ft.). Leave this field blank for all other types of fixed assets.
Manufacturer	Conditional. Optional if **Type** is ***E*** (equipment) or ***V*** (vehicle). Enter the manufacturer. Leave this field blank for all other types of fixed assets.
Plat Number	Conditional. Optional if **Type** is ***L*** (land), ***B*** (buildings), ***I*** (improvements) or ***C*** (construction). Enter the plat number. Leave this field blank for all other types of fixed assets.
Model Number	Conditional. Optional if **Type** is ***E*** (equipment) or ***V*** (vehicle). Enter the model number. Leave this field blank for all other types of fixed assets.

Field	Description
In Service Date	Optional. Enter the date (*mm dd ccyy*) that the fixed asset was entered into service used to determine the start date of depreciation. If blank, depreciation will start on the acquisition date..
Serial Number	Conditional. Optional if **Type** is ***E*** (equipment) or ***V*** (vehicle). Enter the serial number. Leave this field blank for all other types of fixed assets.
Group	Conditional. Required only for agencies using the asset hierarchy. Default is inferred from Fixed Asset Catalog (FCLG) if **Catalog** is entered. Otherwise, enter the fixed asset group. See Fixed Asset Group (FGRP) for valid values.
Type of Warranty	Optional. Enter the type of warranty obtained when the asset was acquired.
Duration in Days	Optional. Enter the duration in days of the warranty.
Agreement Number	Optional. Enter the maintenance number.
Effective Date	Optional. Enter the date on which the agreement goes into effect (*mm dd ccyy*).
Expiration Date	Optional. Enter the date on which the agreement expires (*mm dd ccyy*).
Commodity Code	Required. Enter the commodity code of the fixed assets. Data will carry over from Procurement Desktop (PD). If the FA Document is being generated, users must enter the Commodity Code or “None.”
Insurance Policy Type	Required. Enter the insurance policy type of the fixed assets. See Insurance Policy Type (ITYP) table for valid values.
Cost Type	Required. Enter the cost type for the fixed assets. See Cost Type (CTYP) Table for valid values.

Acquisition/Valuation View

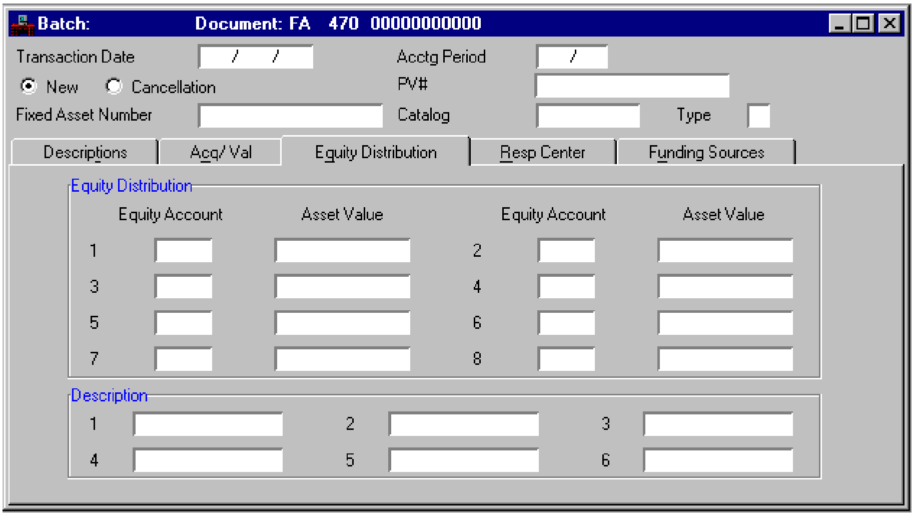


Field	Description
Acquisition	
Acquisition Date	Required. Enter the date (*mm dd ccyy*) when the fixed asset was acquired. For depreciable assets, this is the date the depreciation process recognizes as the first day of the asset's useful life when the in service date is blank.
Acq Method	Required. Enter the method of acquisition. See Acquisition/ Disposition (FADM) for valid values.
Purchasing Auth	Required. Enter the purchase order number used to purchase the fixed asset.
Vendor	Optional. Enter the vendor from whom the fixed asset was purchased. See Vendor Index (VEND) for valid values.
Name	Default is inferred from Vendor Inquiry (VEN2). Optional when miscellaneous vendor code is used.
Construction in Progress Reversal Entry	Default is cleared ***[N]***. Select ***[Y]*** if the system needs to make a Construction In Progress (CIP) reversal entry to the project's Construction In Progress (CIP) balance sheet account for the proprietary, internal service, or enterprise fund.

Field	Description
Project	Not used in MARS.
Valuation	
Valuation Date	Optional. Enter the date (*mm dd ccyy*) that the fixed asset was valued.
Valuation Amount	Conditional. Required if **Valuation Date** was entered; otherwise, leave this field blank. Enter the insurance or estimated value of the fixed asset.
Useful Life	Default is inferred from Fixed Asset Catalog (FCLG), if **Catalog** is entered. Required if **Depreciation Indicator** on FATP is set to ***[Y]*** and **Type** is *NOT* ***L*** (land) or ***C*** (construction); otherwise, leave this field blank. Enter the useful life of the fixed asset in years. This number is used by the depreciation process.
Closing Costs	Optional. If **Type** is ***E*** (equipment) or ***V*** (vehicle), leave this field blank. Otherwise, enter the portion of the acquisition cost that is associated with legal fees, commissions, etc.
Replacement Date	Optional. If a depreciation method is specified (SL, SY, DD, MC), enter the expected replacement date (*mm dd ccyy*) of the fixed asset.
Salvage Value	Optional. If **Type** is ***L*** (land) or ***C*** (construction), leave this field blank. Enter the salvage value of the asset. This number is used by the depreciation process.

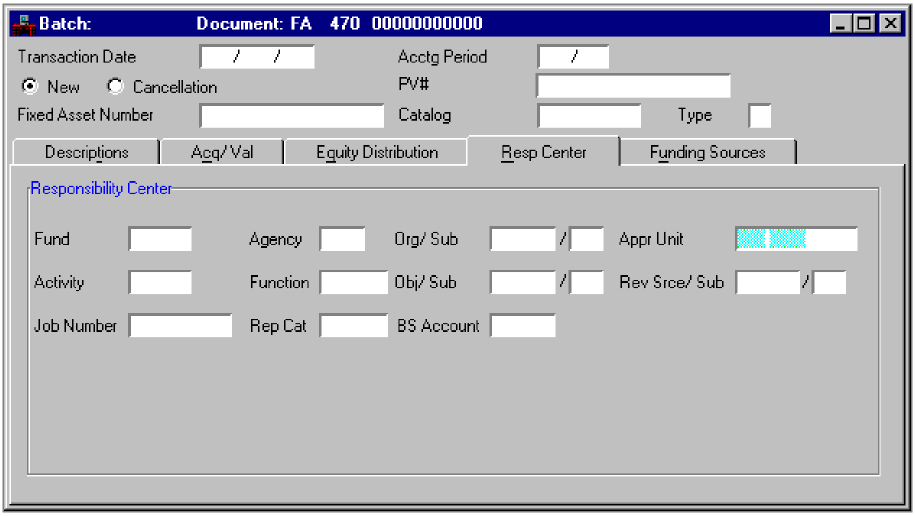
Field	Description
Depr Method	Default is inferred from Fixed Asset Catalog (FCLG), if **Catalog** is entered. Required if **Depreciation Indicator** on FATP is set to ***[Y]*** and **Type** is not ***L*** (land) or ***C*** (construction), leave this field blank. If the ***Depreciation Indicator*** is set to ***[Y]***, the default is 'Straight Line'. Enter the depreciation method that is used by the depreciation process. Valid values are: ***SL*** Straight Line ***SY*** Sum of the Years Digits ***DD*** Double Declining Balance ***MC*** Manually Computed ***NA*** Not Applicable. If this field is blank, this field defaults to ***NA***. *nnn* Where *nnn* is a declining balance rate (for example: 200 for a double declining balance rate)
Memo Disp Value	Optional. Enter the estimated value of the asset when it is disposed.
Total Asset Value	Required. Enter the sum of the asset values on the next screen.

Equity Distribution View



Field	Description
Equity Distribution	
Equity Account (1)	If the Fund on the Responsibility Center Panel is established on Fund (FUN2) with a **Fund Type** of ***I,E,N,A***, or ***P***, then the **Retained Earnings** account from System Special Accounts (SPEC) is inferred. Otherwise, the **Investments in General Fixed Assets** account is inferred from System Special Accounts (SPEC).
Equity Account (2-8)	Enter a balance sheet account representing the ownership of the asset. Ensure that this account is valid on Balance Sheet Account Index (BACC) and has an account type of ***03*** (fund balance).
Asset Value (1-8)	Required. Enter the proportion of the total asset value in dollars associated with each equity account.
Description (1-5)	Optional. Enter descriptive text in the description fields.
Description (6)	Optional. Enter the vehicle plate number or agency internal ID/tag number.

Responsibility Center View

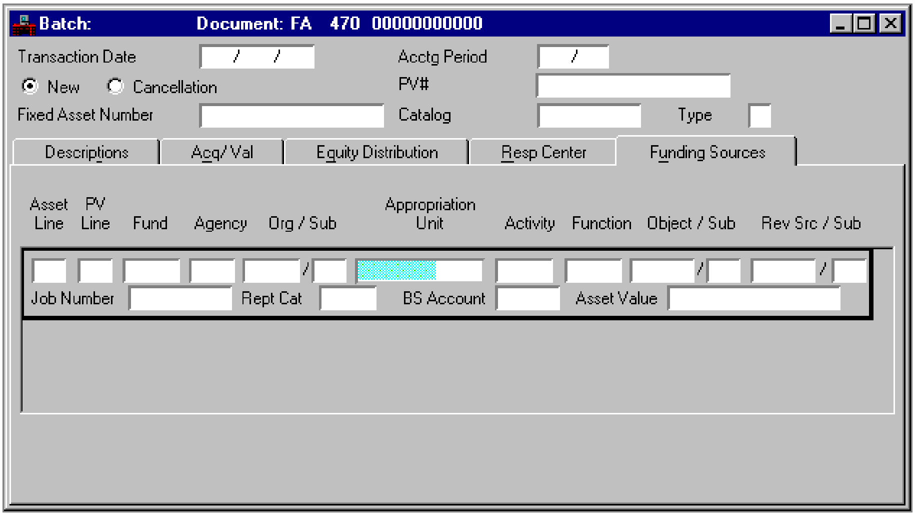


Field	Description
Responsibility Center	
Fund	Required. Enter the appropriate proprietary or governmental fund. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency that is primarily responsible for the fixed asset. See Agency Index (AGCY) for valid values.
Org/Sub	Required. The agency/organization/fiscal year combination must exist on Organization (ORG2). **Sub-Organization** can only be entered if **Organization** is entered; otherwise it is blank. See Sub-Organization (SORG) for valid values.
Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Activity	Optional. Enter the activity that is primarily associated with the fixed asset. See Activity Index (ACTV) for valid values.

Field	Description
Function	Optional. See Function (FUNC) for valid values. If left blank, it is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered on Organization (ORG2).
Obj/Sub	Enter the object code on the acquisition, otherwise leave blank. See Object (OBJ2) for valid values. **Sub-Object** can only be entered if Object is entered; otherwise it is blank. See Sub-Object (SOBJ) for valid values.
Rev Srce/Sub	Conditional. Enter a revenue source on an internal refund transaction; otherwise, leave blank. When revenue source is entered, **Object** and **Balance Sheet Account** must be blank. See Revenue Source Index (RSRC) for valid values. Enter a sub-revenue source if **Revenue Source** is entered and **Sub-Revenue Source Required** is ***Yes [Y]*** on Revenue Source (RSR2). If **Sub-Revenue Source Required** is ***No [N]***, sub-revenue source is optional. See Sub-Revenue Source (SREV) for valid values.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.
Rept Cat	Conditional. This field required on expenditure transactions if **Reporting Category** on Agency (AGC2) is ***Required on Expenditure Transactions [3]***. This field is required on revenue transactions if **Reporting Category Required on Revenue Transactions** is ***Required [Y]***. For transactions that require a balance sheet account code, this field is required if **Reporting Category Option** is ***Y*** (required) on Balance Sheet Account Index (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) for valid values.

Field	Description
BS Account	Conditional. Enter a balance sheet account if this is an expense transaction (fixed assets) or if this transaction transfers funds between two balance sheet accounts. If the latter is the case, **Object** must be blank. See Balance Sheet Account Index (BACC) for valid values. You cannot enter a balance sheet account that is used as a default account on System Special accounts (SPEC). However, you can enter the default fund balance account.

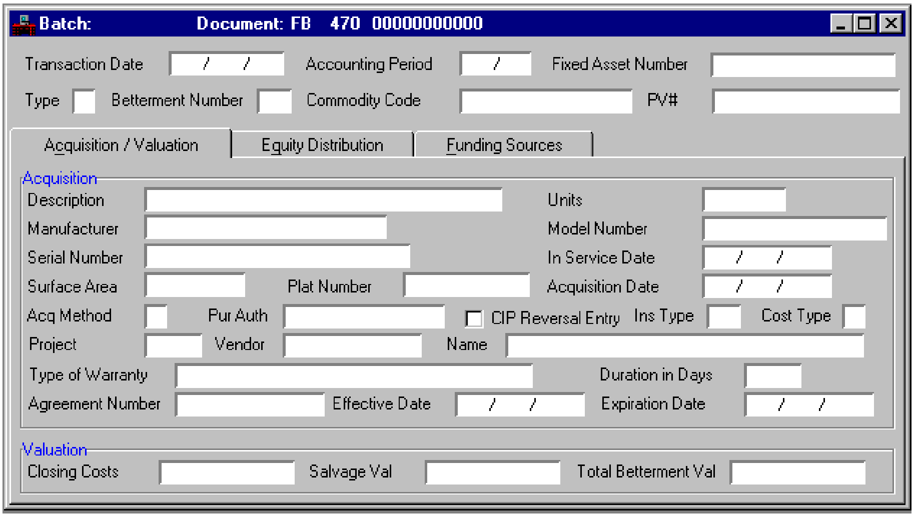
Funding Source View



Field	Description
Funding Source View	
Asset Line	Required. Enter the appropriate line number.
PV Line	Optional. Enter the line number of the referenced Payment Voucher. The line number must be a valid Payment Voucher line number. If the payment voucher is ***None***, leave this field blank.
Fund	Required. Enter the appropriate fund. A maximum of 99 funding sources are allowed. See Fund Index (FUND) for valid values.
Agency	Required. Enter the code of the agency whose funds were used to purchase the asset listed in this document. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org/Sub	Optional. If entered, the agency/organization/fiscal year combination must exist on Organization (ORG2). **Sub-Organization** can only be entered if **Organization** is entered; otherwise it is blank. See Sub-Organization (SORG) for valid values.

Field	Description
Appropriation Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Activity	Optional. Enter the activity that is primarily associated with the fixed asset. See Activity Index (ACTV) for valid values.
Function	Optional. See Function (FUNC) for valid values. If left blank, it is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered on Organization (ORG2).
Object/Sub	Enter the object code on the acquisition, otherwise leave blank. When **Object** is entered, **Rev Srce** and **BS Acct** must be blank. See Object (OBJ2) for valid values. **Sub-Object** can only be entered if Object is entered; otherwise it is blank. See Sub-Object (SOBJ) for valid values.
Rev Srce/Sub	Conditional. Enter a revenue source on an internal refund transaction; otherwise, leave blank. When revenue source is entered, **Object** and **Balance Sheet Account** must be blank. See Revenue Source Index (RSRC) for valid values. Enter a sub-revenue source if **Revenue Source** is entered and **Sub-Revenue Source Required** is ***Yes [Y]*** on Revenue Source (RSR2). If **Sub-Revenue Source Required** is ***No [N]***, sub-revenue source is optional. See Sub-Revenue Source (SREV) for valid values.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.

Field	Description
Rept Cat	Conditional. This field required on expenditure transactions if **Reporting Category** on Agency (AGC2) is ***Required on Expenditure Transactions [3]***. This field is required on revenue transactions if **Reporting Category Required on Revenue Transactions** is ***Required [Y]***. For transactions that require a balance sheet account code, this field is required if **Reporting Category Option** is ***Y*** (required) on Balance Sheet Account Index (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) for valid values.
BS Account	Conditional. Enter a balance sheet account if this is an expense transaction (fixed assets, consumption-based inventories, pre-paid items) or if this transaction transfers funds between two balance sheet accounts. If the latter is the case, **Object** must be blank. See Balance Sheet Account Index (BACC) for valid values. You cannot enter a balance sheet account that is used as a default account on System Special accounts (SPEC). However, you can enter the default fund balance account.
Asset Value	Required. Enter the proportion of the total asset value in dollars associated with each equity account. This value must equal **Asset Value** on the Acquisition/Valuation panel.



The Fixed Asset Betterment (FB) document records betterments to existing, recorded assets. It records both financial and descriptive information.

Field	Description
Transaction Date	Default is the current date. Enter the effective date (*mm dd yy*) of the document.
Accounting Period	Default is the accounting period in which the transaction date falls. Enter the accounting period to which the transaction is posted.
Fixed Asset Number	Required. Enter the fixed asset number of the fixed asset with which the betterment is associated.
Type	Required as input or inference from fixed asset catalog. To input, enter the appropriate type for this fixed asset. See Cost Type (CTYP) for valid values.

Field	Description
Betterment Number	Required. Enter a number between ***01*** and ***99***. This number, along with Fixed Asset Acquisition (FA) type and number, uniquely identify each betterment. Note: Always enter a two-digit number; for example, 05, 08, 12.
Commodity Code	Required. Enter the commodity code of the fixed assets. Data will carry over from Procurement Desktop (PD). If the FA Document is being generated, users must enter the Commodity Code or ***None***.
PV#	Conditional. Enter the document number when adding a new funding source line. See Open Payment Voucher by Document (OPVD) for valid values. Leave blank when modifying an existing funding source line. Enter ***None*** if the asset is donated or confiscated.

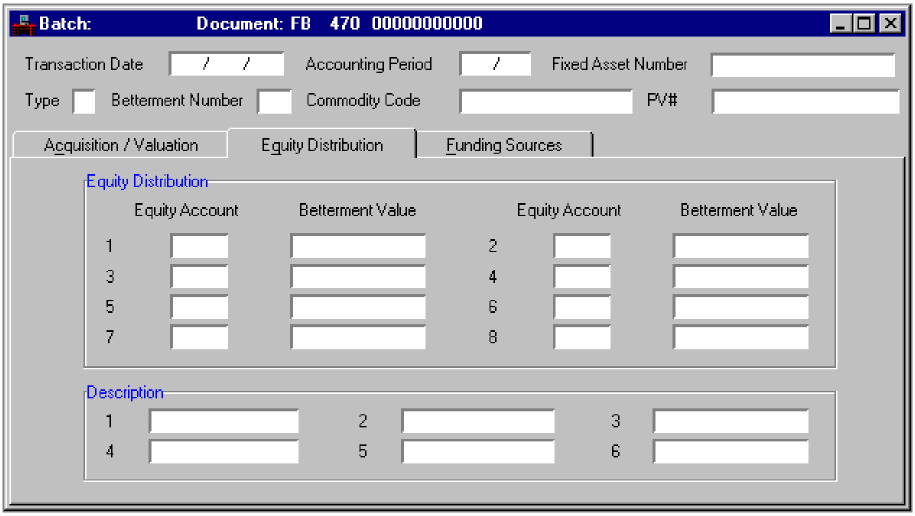
Field	Description
Acquisition	
Description	Optional. Enter a description of the betterment.
Units	Defaults to ***1***. This field allows you to capitalize several identical betterments acquired at the same time in one entry. Enter the number of betterments recorded in this document.
Manufacturer	Conditional. Optional for a betterment with a type of ***E*** (equipment) or ***V*** (vehicle). Enter the manufacturer. Leave this field blank for all other types of betterments.
Model Number	Conditional. Optional for a betterment with a type of ***E*** (equipment) or ***V*** (vehicle). Enter the model number. Leave this field blank for all other types of betterments.
Serial Number	Conditional. Optional for a betterment with a type of ***E*** (equipment) or ***V*** (vehicle). Enter the serial number. Leave this field blank for all other types of betterments.
In Service Date	Optional. Enter the date (*mm dd ccyy*) that the betterment was put into service.
Surface Area	Conditional. Optional for a betterment with a type of ***L*** (land), ***B*** (buildings), ***I*** (improvements), or ***C*** (construction). Enter the area (for example: 200 sq. ft.). Leave this field blank for all other types of betterments.
Plat Number	Conditional. Optional for a betterment with a type of ***L*** (land), ***B*** (buildings), ***I*** (improvements), or ***C*** (construction). Enter the plat number. Leave this field blank for all other types of betterments.
Acquisition Date	Required. Enter the date (*mm dd ccyy*) when the betterment was acquired. For depreciable assets, this is the date the depreciation process recognizes as the first day of the betterment's useful life.
Acq Method	Required. Enter the method of acquisition. See Acquisition/ Disposition (FADM) for valid values.

Field	Description
Pur Authority	Required. Enter the purchase order number used to purchase the betterment.
CIP Reversal Entry	Default is cleared ***[blank]***. Select ***[Y]*** if the system should make a Construction In Progress (CIP) reversal entry to the project's Construction In Progress (CIP) balance sheet account for the proprietary, internal service, or enterprise fund.
Ins Type	Required. Enter the insurance policy type for the fixed assets. See Insurance Policy Type (ITYP) Table for valid values.
Cost Type	Required. Enter the cost type for the fixed assets. See Cost Type (CTYP) Table for valid values.
Project	Not used in MARS.
Vendor	Optional. Enter the vendor code of the vendor from which the betterment was purchased. See Vendor Index (VEND) for valid values.
Name	Conditional. Required if **Vendor** was entered and **Miscellaneous Indicator** is ***Y*** on Vendor Index (VEND). Enter a vendor name. If **Miscellaneous Indicator** on Vendor Index (VEND) is ***N***, the vendor name from the vendor record is brought forward to the screen. If **Vendor** was not entered, this field is blank.
Type of Warranty	Optional. Enter the type of warranty obtained when the asset was acquired.
Duration in Days	Optional. Enter the duration in days of the warranty.
Agreement Number	Optional. Enter the maintenance number.
Effective Date	Optional. Enter the date on which the agreement goes into effect (*mm dd ccyy*).
Expiration Date	Optional. Enter the date on which the agreement expires (*mm dd ccyy*).

Valuation

Field	Description
Closing Costs	Optional. For a betterment with a type of ***E*** (equipment) or ***V*** (vehicle), leave this field blank. Enter the portion of the acquisition cost that is associated with legal fees, commissions, etc.
Salvage Val	Optional. For a betterment with a type of ***L*** (land) or ***C*** (construction), leave this field blank. Enter the salvage value of the betterment. This number is used by the depreciation process.
Total Betterment Val	Required. Enter the sum of the betterment values on the next screen.

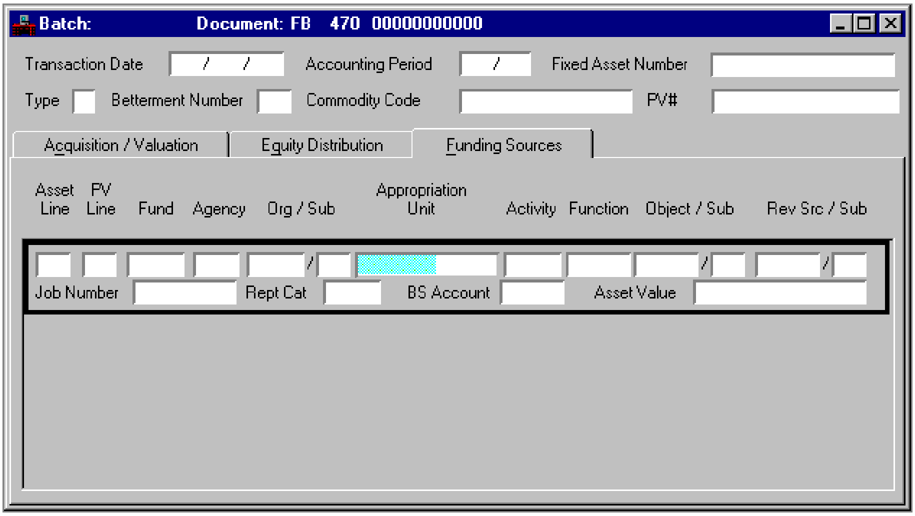
Equity Distribution View



Field	Description
Equity Distribution	
Equity Account (1)	If the **Fund** on the Responsibility Center Panel is established on Fund (FUN2) with a **Fund Type** of ***I,E,N,A***, or ***P***, then the **Retained Earnings** account from System Special Accounts (SPEC) is inferred. Otherwise, the **Investments in General Fixed Assets** account is inferred from System Special Accounts (SPEC).
Equity Account (2-8)	Enter a balance sheet account representing the ownership of the betterment. Ensure that it is valid on Balance Sheet Account Index (BACC) and has an account type of 03. Note: Once an equity account line is used, if it is referenced again, the equity account on that line is the same. For example, if betterment 00 has equity account 1234 on line 3, then on all other betterments using line 3, the equity account is 1234.
Betterment Value (1-8)	Conditional. Required if the equity account was entered. Otherwise optional. Enter the proportion of the total betterment value associated with each equity account.

Field	Description
Description (1-6)	Optional. You can enter up to twelve characters of descriptive text in six description fields.

Funding Source View

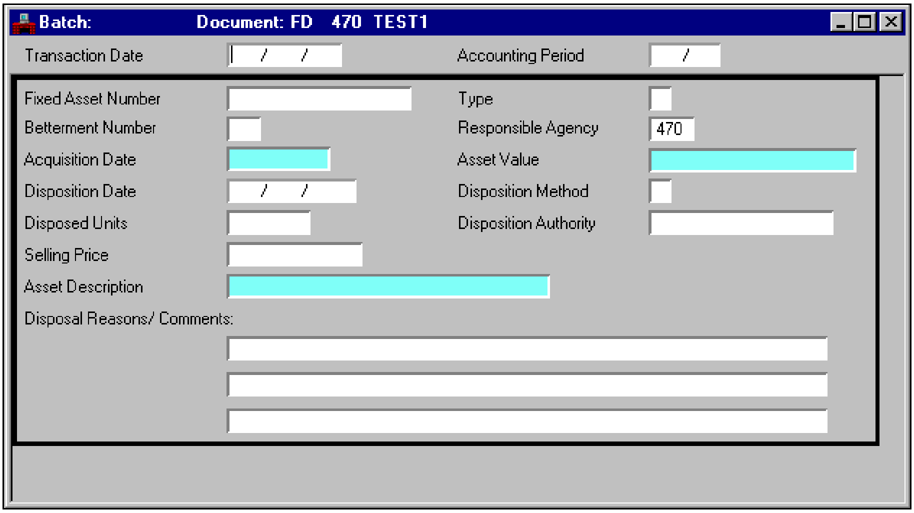


Field	Description
Funding Source View	
Asset Line	Required. Enter the appropriate line number.
PV Line	Optional. Enter the line number of the referenced Payment Voucher. The line number must be a valid Payment Voucher line number.
Fund	Required. Enter the appropriate fund. See Fund Index (FUND) for valid values.
Agency	Required. Enter the code of the agency whose funds were used to purchase the asset listed in this document. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org/Sub	Optional. If entered, the agency/ organization/ fiscal year combination must exist on Organization (ORG2). **Sub-Organization** can only be entered if **Organization** is entered; otherwise it is blank. See Sub-Organization (SORG) for valid values.

Field	Description
Appropriation Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Activity	Optional. Enter the activity that is primarily associated with the fixed asset. See Activity Index (ACTV) for valid values.
Function	Optional. See Function (FUNC) for valid values. If left blank, it is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered on Organization (ORG2).
Object/Sub	Enter the object code on the betterment, otherwise leave blank. When **Object** is entered, **Rev Srce** and **BS Acct** must be blank. See Object (OBJ2) for valid values. **Sub-Object** can only be entered if Object is entered; otherwise it is blank. See Sub-Object (SOBJ) for valid values.
Rev Srce/Sub	Conditional. Enter a revenue source on an internal refund transaction; otherwise, leave blank. When revenue source is entered, **Object** and **Balance Sheet Account** must be blank. See Revenue Source Index (RSRC) for valid values. Enter a sub-revenue source if **Revenue Source** is entered and **Sub-Revenue Source Required** is ***Yes [Y]*** on Revenue Source (RSR2). If **Sub-Revenue Source Required** is ***No [N]***, sub-revenue source is optional. See Sub-Revenue Source (SREV) for valid values.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.

Field	Description
Rept Cat	Conditional. This field required on expenditure transactions if **Reporting Category** on Agency (AGC2) is ***Required on Expenditure Transactions [3]***. This field is required on revenue transactions if **Reporting Category Required on Revenue Transactions** is ***Required [Y]***. For transactions that require a balance sheet account code, this field is required if **Reporting Category Option** is ***Y*** (required) on Balance Sheet Account Index (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) for valid values.
BS Account	Conditional. Enter a balance sheet account if this is an expense transaction (fixed assets, consumption-based inventories, pre-paid items) or if this transaction transfers funds between two balance sheet accounts. If the latter is the case, **Object** must be blank. See Balance Sheet Account Index (BACC) for valid values. You cannot enter a balance sheet account that is used as a default account on System Special accounts (SPEC). However, you can enter the default fund balance account.
Asset Value	Required. Enter the proportion of the total asset value associated with each equity account. This value must equal **Asset Value** on the Acquisition/Valuation panel.

FIXED ASSET DISPOSITION (FD)

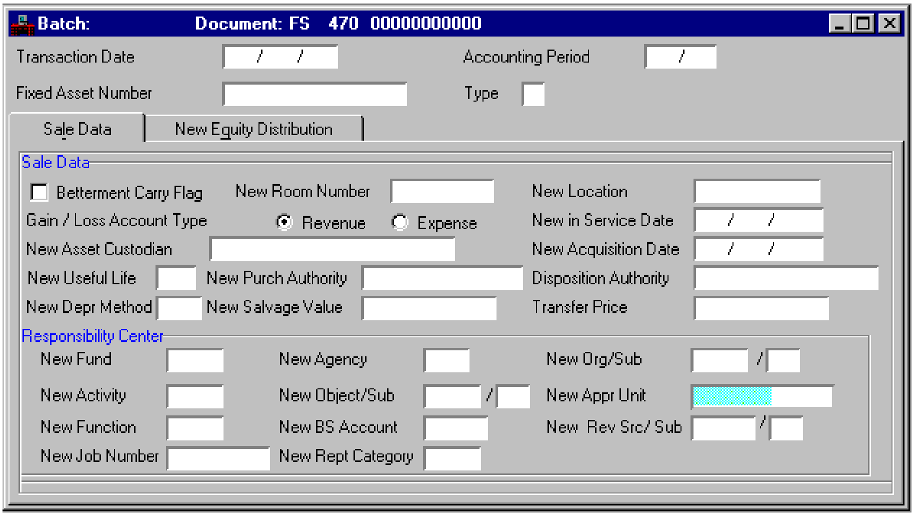


The Fixed Asset Disposition (FD) document records the disposition of assets. This results from a sale, destruction, obsolescence, etc. of an asset.

Field	**Description**
Transaction Date	Conditional. Enter the effective date (*mm dd ccyy*) of the document. If blank, the default is the current date.
Accounting Period	Conditional. Enter the accounting period to which the document is posted. If blank, the default is the accounting period in which the transaction date falls.
Fixed Asset Number	Required. Enter the fixed asset number of the fixed asset that is disposed.
Resp Agency	Required. Enter the agency number that is responsible for the disposition.

Field	Description
Type	Required. Enter the fixed asset type of the fixed asset that is disposed.
Betterment Number	Conditional. Enter a number between ***01*** and ***99*** to dispose of an individual betterment. This field must be blank to dispose of the asset. This number, along with the Fixed Asset Acquisition (FA) type and number, uniquely identify each betterment. Note: Always enter a two-digit number; for example, 05, 08, 12.
Acquisition Date	Display only. This field shows the date when the acquisition was acquired.
Asset Value	Display only. This field displays the value of the fixed asset that is disposed.
Disposition Date	Required. Enter the date (*mm dd ccyy*) that the fixed asset is disposed.
Disposition Method	Required. Enter the method of disposition. See Acquisition/ Disposition (FADM) for valid values.
Disposed Units	Optional. Enter the number of units disposed.
Disposition Authority	Required. Enter the disposition authorization.
Selling Price	Required. Enter the selling price of the fixed asset. This number is used to calculate a gain or loss.
Asset Description	Display only. Text describing the asset is displayed.
Disposal Reasons/ Comments	Required. Enter comments regarding the disposition of the fixed assets.

FIXED ASSET INTERNAL SALE (FS)



The Fixed Asset Internal Sale (FS) document records the sale or transfer of an asset within your entity.

Field	Description
Transaction Date	Conditional. Enter the effective date (*mm dd yy*) of the document. If blank, the default is the current date.
Accounting Period	Default is the accounting period in which the transaction date falls. Enter the accounting period to which the document is posted.
Fixed Asset Number	Required. Enter the fixed asset number of the fixed asset that is sold.
Type	Required. Enter the fixed asset type of the fixed asset that is sold.

Sale Data View

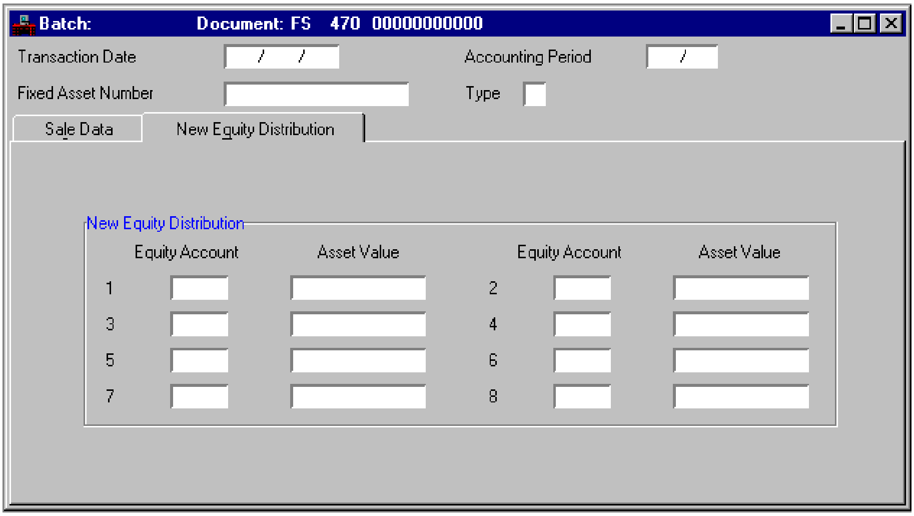
Field	Description
Sale Data	
Betterment Carry Flag	Default is cleared ***[N]***. Select ***[Y]*** if the betterment records associated with this asset are not deleted. All amount fields on these records; however, are set to zero. Otherwise, leave cleared ***[N]*** so the betterment records associated with this asset are deleted.
New Room Number	Optional. Enter the room number associated with the fixed assets.
New Location	Required. Enter the new location of the fixed asset. See Fixed Asset Location Inquiry (FALC) for valid values.
Gain/Loss Account Type	Defaults to ***Revenue [blank]***. ***Expense [E]*** is only valid if the selling fund is proprietary. Select ***Expense [E]*** if the gain/loss is posted to an expense account in **Gain/Loss Account/ Object** on System Special Accounts (SPEC).
New in Service Date	Optional. Enter the new in-service date (*mm dd ccyy*).
New Asset Custodian	Optional. Enter the employee's name or the position number. If left blank, this field defaults to "None."
New Acquisition Date	Required. Enter the new date (*mm dd ccyy*) of acquisition for this fixed asset.
New Useful Life	Conditional. Required if a ***Depreciation Indicator*** in FATP is set to ***[Y]***; otherwise, leave it blank. For a fixed asset with a type of ***L*** (land) or ***C*** (construction), leave this field blank. Enter the useful life of the fixed asset. This number is used by the depreciation process.
New Purch Authority	Required. Enter the purchase order number used to purchase the fixed asset.
Disposition Authority	Required. Enter the disposition authorization from the old owner.

Field	Description
New Depr Method	Conditional. Required if a ***Depreciation Indicator*** in FATP is set to ***[Y]*** - the default is 'Straight Line'; otherwise, leave it blank. For a fixed asset with a type of ***L*** (land) or ***C*** (construction), leave this field blank. Enter the depreciation method that is used by the depreciation process. Valid values are: ***SL*** Straight line ***SY*** Sum of the years digits ***DD*** Double declining balance ***MC*** Manually computed ***NA*** Not applicable. If this field is blank, this field defaults to ***NA***. *nnn* where *nnn* is a declining balance rate (for example, 200 for a double declining balance rate).
New Salvage Value	Optional. For a fixed asset with a type of ***L*** (land) or ***C*** (construction), leave this field blank. Enter the salvage value of the asset. This number is used by the depreciation process.
Transfer Price	Required. Enter the selling or transfer price of the fixed asset. Ensure that it is equal to the sum of the asset values at the bottom of this screen.

Field	Description
Responsibility Center	
New Fund	Required. Enter the appropriate proprietary or governmental fund. If this is a modification to a previously entered document, fund is inferred from the original document. See Fund Index (FUND) for valid values.
New Agency	Required. Enter the agency that is primarily responsible for the fixed asset. See Agency Index (AGCY) for valid values.
New Org/Sub	Required. The agency/organization/fiscal year combination must exist on Organization (ORG2). **Sub-Organization** can only be entered if **Organization** is entered; otherwise it is blank. See Sub-Organization (SORG) for valid values.
New Activity	Optional. Enter the activity that is primarily associated with the fixed asset. See Activity Index (ACTV) for valid values.
New Object/Sub	Enter the object code on the internal sale, otherwise leave blank. When **Object** is entered, **Rev Srce** and **BS Acct** must be blank. See Object (OBJ2) for valid values. **Sub-Object** can only be entered if Object is entered; otherwise it is blank. See Sub-Object (SOBJ) for valid values.
New Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
New Function	Optional. See Function (FUNC) for valid values. If left blank, it is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered on Organization (ORG2).

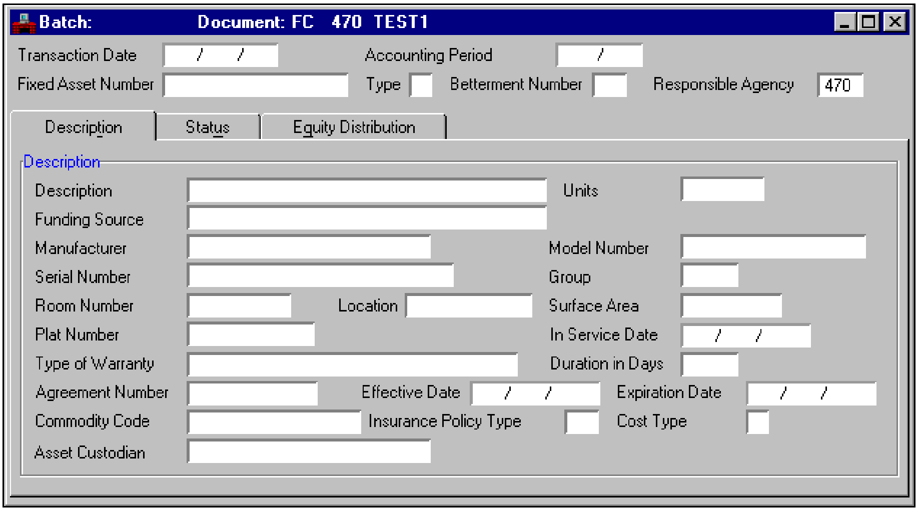
Field	Description
New BS Account	Conditional. Enter a balance sheet account if this is an expense transaction (fixed assets) or if this transaction transfers funds between two balance sheet accounts. If the latter is the case, **Object** must be blank. See Balance Sheet Account Index (BACC) for valid values. You cannot enter a balance sheet account that is used as a default account on System Special accounts (SPEC). However, you can enter the default fund balance account.
New Rev Srce/ Sub	Conditional. Enter a revenue source on an internal refund transaction; otherwise, leave blank. When revenue source is entered, **Object** and **Balance Sheet Account** must be blank. See Revenue Source Index (RSRC) for valid values. Enter a sub-revenue source if **Revenue Source** is entered and **Sub-Revenue Source Required** is ***Yes [Y]*** on Revenue Source (RSR2). If **Sub-Revenue Source Required** is ***No [N]***, sub-revenue source is optional. See Sub-Revenue Source (SREV) for valid values.
New Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.
New Rept Category	Conditional. This field required on expenditure transactions if **Reporting Category** on Agency (AGC2) is ***Required on Expenditure Transactions [3]***. This field is required on revenue transactions if **Reporting Category Required on Revenue Transactions** is ***Required [Y]***. For transactions that require a balance sheet account code, this field is required if **Reporting Category Option** is ***Y*** (required) on Balance Sheet Account Index (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) for valid values.

New Equity Distribution View



Field	Description
New Equity Distribution	
Equity Account (1)	If the Fund on the Responsibility Center Panel is established on Fund (FUN2) with a Fund Type of ***I,E,N,A***, or ***P***, then the **Retained Earnings** account from System Special Accounts (SPEC) is inferred. Otherwise, the **Investments in General Fixed Assets account** is inferred from System Special Accounts (SPEC).
Equity Account (2-8)	Enter a balance sheet account representing the ownership of the asset. Ensure that this account is valid on Balance Sheet Account Index (BACC) and has an account type of ***03*** (fund balance).
Asset Value (1-8)	Conditional. Required if the equity account was entered. Otherwise optional. Enter the proportion of the total asset value associated with each equity account.This value must equal **Asset Value** on the Acquisition/Valuation panel.

Fixed Asset Modification (FC)



The Fixed Asset Modification (FC) records changes or adjustments to existing assets at the individual betterment level.

Since the depreciation process uses the information on this document, changing any of these fields affects the next depreciation run.

Field	**Description**
Transaction Date	Defaults to the current date. Enter the effective date (*mm dd yy*) of the document.
Accounting Period	Defaults to the period in which the transaction date falls. Enter the accounting period when the document is posted.
Fixed Asset Number	Required. Enter the fixed asset number of the betterment that is being modified.
Type	Required. Enter the appropriate type for this fixed asset.

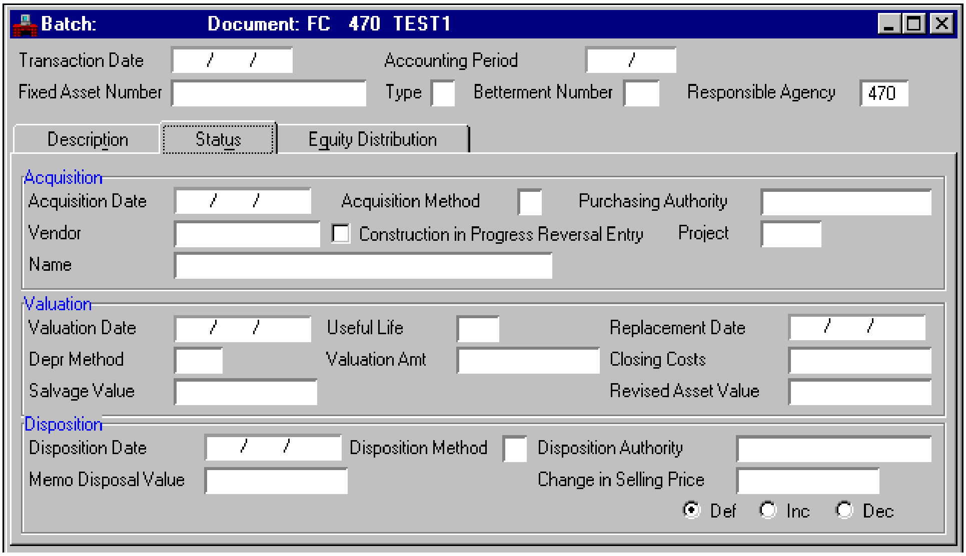
Field	Description
Betterment Number	Required. Enter the number of the betterment that is being modified. Note: If the original asset is modified, then enter the betterment number as ***00***.
Resp Agency	Required. Enter the agency number that is responsible for modification.

Description View

Field	Description
Description	
Description	Optional. Enter the new description.
Units	Optional. Enter the new number of items recorded in this betterment record.
Funding Source	Optional. Enter the new funding source.
Manufacturer	Conditional. Optional if **Type** is ***E*** (equipment) or ***V*** (vehicle). Enter the new manufacturer. Leave this field blank for all other types of fixed assets.
Model Number	Conditional. Optional if **Type** is ***E*** (equipment) or ***V*** (vehicle). Enter the new model number. Leave this field blank for all other types of fixed assets.
Serial Number	Conditional. Optional if **Type** is ***E*** (equipment) or ***V*** (vehicle). Enter the new serial number. Leave this field blank for all other types of fixed assets.
Group	Conditional. Required only for agencies using the asset hierarchy. Enter the new fixed asset group. See Fixed Asset Group (FGRP) for valid values.
Room Number	Optional. Enter the room number associated with the fixed assets.
Location	Optional. Enter the new location of the fixed asset. See Fixed Asset Location (FLOC) for valid values.
Surface Area	Conditional. Optional if **Type** is ***L*** (land), ***B*** (buildings), ***I*** (improvements), or ***C*** (construction). Enter the area (for example: 200 sq. ft.). Leave this field blank for all other types of betterments.
Plat Number	Conditional. Optional if **Type** is ***L*** (land), ***B*** (buildings), ***I*** (improvements), or ***C*** (construction). Enter the plat number. Leave this field blank for all other types of betterments.

Field	Description
In Service Date	Optional. Enter the new in-service date (*mm dd ccyy*).
Type of Warranty	Optional. Enter the type of warranty obtained when the asset was acquired.
Duration in Days	Optional. Enter the duration in days of the warranty.
Agreement Number	Optional. Enter the maintenance number.
Effective Date	Optional. Enter the date on which the agreement goes into effect (*mm dd ccyy*).
Expiration Date	Optional. Enter the date on which the agreement expires (*mm dd ccyy*).
Commodity Code	Optional. Enter the new commodity code of the fixed asset.
Insurance Policy Type	Optional. Enter the insurance policy type of the fixed assets. See Insurance Policy Type (ITYP) table for valid values.
Cost Type	Optional. Enter the cost type for the fixed assets. See Cost Type (CTYP) table for valid values.
Asset Custodian	Optional. Enter the employee’s name or the position number. If left blank, this field defaults to “None.”

Status View

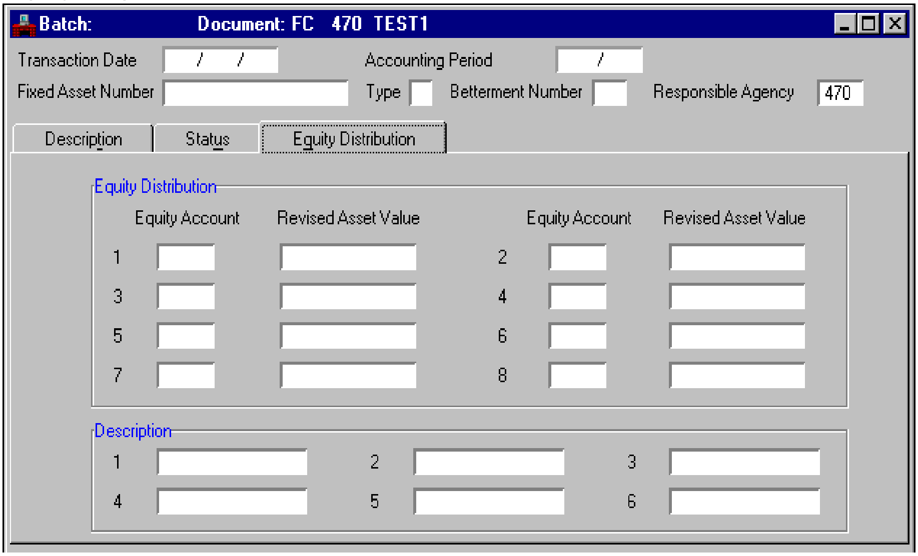


Field	Description
Acquisition	
Acquisition Date	Optional. Enter the new acquisition date (*mm dd ccyy*) of the betterment.
Acquisition Method	Optional. Enter the new acquisition method. See Acquisition/ Disposition (FADM) for valid values.
Purchasing Authority	Optional. Enter the purchase order number.
Vendor	Optional. Enter the new vendor code. See Vendor Index (VEND) for valid values.
Construction in Progress Reversal Entry	Default is cleared ***[blank]***. Select ***[Y]*** if the system should make a Construction In Progress (CIP) reversal entry to the project's Construction In Progress (CIP) balance sheet account for the proprietary, internal service or enterprise fund.
Project	Not used in MARS.
Name	Default is inferred from Vendor Inquiry (VEN2). Optional when miscellaneous vendor code is used.

Field	Description
Valuation	
Valuation Date	Optional. Enter the new valuation date (*mm dd ccyy*).
Useful Life	Optional. Enter the new useful life.
Replacement Date	Optional. Enter the expected replacement date (*mm dd ccyy*) of the fixed asset.
Depr Method	Optional. Enter the new depreciation method.
Valuation Amt	Required if a new valuation date was entered; otherwise, leave this field blank. Enter the insurance or estimated value of the fixed asset.
Closing Costs	Optional. If **Type** is ***E*** (equipment) or ***V*** (vehicle), leave this field blank. Enter the portion of the acquisition cost that is associated with legal fees, commissions, etc.
Salvage Value	Optional. If **Type** is ***C*** (construction) or ***L*** (land), leave this field blank. Enter the salvage value of the asset.
Revised Asset Value	Required. Enter the sum of the asset values on the next screen. If any of the equity accounts or asset values change, you must enter this field; otherwise, leave this field blank.
Disposition	
Disposition Date	Optional. Enter the new disposition date. You can only enter this field if the asset was disposed.
Disposition Method	Optional. Enter the new disposition method. See Acquisition/ Disposition (FADM) for valid values. You can only enter this field if the fixed asset was disposed.
Disposition Authority	Optional. Enter the new disposition authorization. You can only enter this field if the asset was disposed.
Memo Disposal Value	Optional. Enter the new estimated value of the asset at the time of disposal.

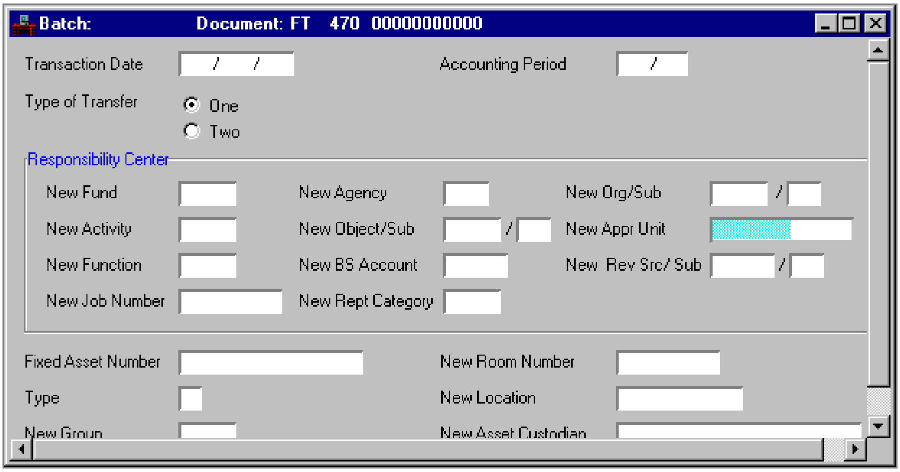
Field	Description
Change in Selling Price	Optional. Enter the change in selling price. You can only enter this field if the asset was disposed.
Def/Inc/Dec	Default is ***Default [blank]***. Required if a change in selling price was entered. Valid values are ***Increase [I]*** or ***Decrease [D]***.

Equity Disposition View



Field	Description
Equity Distribution	
Equity Account (1)	If the Fund on the Responsibility Center Panel is established on Fund (FUN2) with a Fund Type of ***I,E,N,A***, or ***P***, then the **Retained Earnings** account from System Special Accounts (SPEC) is inferred. Otherwise, the **Investments in General Fixed Assets** account is inferred from System Special Accounts (SPEC).
Equity Account (2-8)	Enter the equity account from the changed betterment record. If the equity account is added to the distribution, follow the instructions for the Fixed Asset Acquisition (FA) Document.
Revised Asset Value (1-8)	Required if the asset value is revised on the status tab. Enter the new asset value.
Description (1-6)	Optional. Enter descriptive text in the description fields.

*F*IXED *A*SSET *T*RANSFER (FT)



The Fixed Asset Transfer (FT) document transfers ownership (represented by accounting codes) of assets. It also transfers construction-in-process to the completed asset account.

Note: If one of the accounting attributes is changed, you must enter the entire accounting distribution. For example, if you enter a new object, then you also need to enter a new fund, new agency, new organization, and new activity.

Field	**Description**
Transaction Date	Defaults to the current date. Enter the effective date (*mm dd yy*) of the document.
Accounting Period	Defaults to the period in which the transaction date falls. Enter the accounting period to which the transaction is posted.

Field	Description
Type of Transfer	Required. Valid values are: ***One [1]*** A fixed asset in construction to either a building or an improvement. Only **Fixed Asset Number**, **Type**, and **New Group** are entered on this document. ***Two [2]*** A fixed asset from one account code to another within the same proprietary fund or between two entity funds. Leave **New Group** blank, **New Location** is optional, and all other fields are required.

Responsibility Center

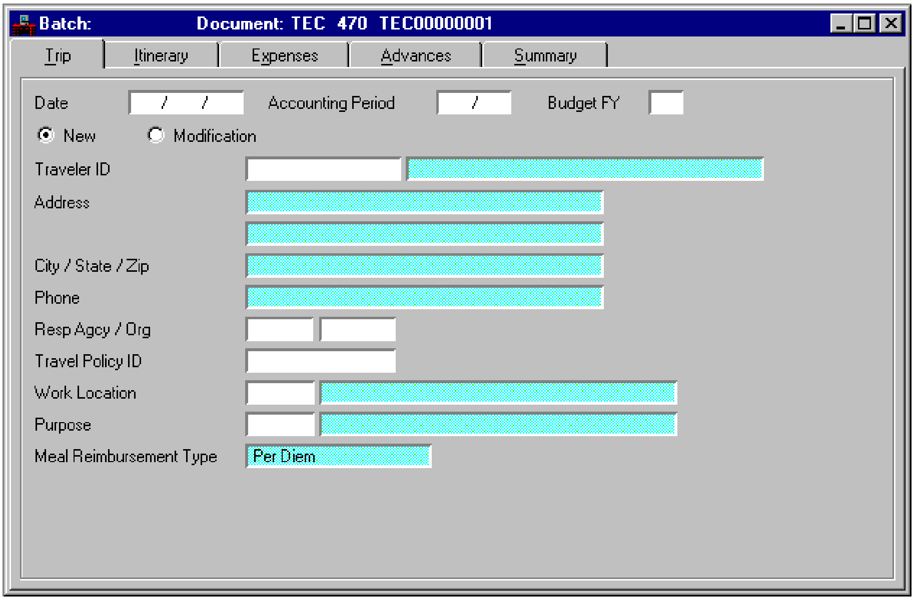
Field	Description
New Fund	Conditional. Leave blank if **Type of Transfer** is ***One [1]*;** required for a type ***Two [2]***. Enter the new fund that is primarily responsible for the fixed asset. If the new fund is an entity fund, then ensure that the old fund was an entity fund. You cannot transfer proprietary type funds. Use the Fixed Asset Internal Sale (FS) document to transfer between proprietary funds. See Fund Index (FUND) for valid values.
New Agency	Conditional. Leave blank if **Type of Transfer** is ***One [1]*;** required for a type ***Two [2]***. Enter the new agency that is primarily responsible for the fixed asset. See Agency Index (AGCY) for valid values.
New Org/Sub	Conditional. Leave blank if **Type of Transfer** is ***One [1]*;** required for a type ***Two [2]*** if the Expense Budget Organization option on Fund Agency (FAGY) is ***Y*** or ***A***. See Organization Index (ORGN) for valid values.**Sub-Organization** can only be entered if **Organization** is entered; otherwise it is blank. See Sub-Organization (SORG) for valid values.
New Activity	Conditional. Leave blank if **Type of Transfer** is ***One [1]*;** optional for a type ***Two [2]*** if the Expense Budget Activity option on Fund Agency (FAGY) is ***Y*** or ***A***. See Activity Index (ACTV) for valid values.

Field	Description
New Object/Sub	Conditional. Leave blank if **Type of Transfer** is ***One [1]*;** required for a type ***Two [2]***. Enter the new object that is primarily associated with the fixed asset. See Object Index (OBJT) for valid values.**Sub-Object** can only be entered if Object is entered; otherwise it is blank. See Sub-Object (SOBJ) for valid values.
New Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
New Function	Optional. See Function (FUNC) for valid values. If left blank, it is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered on Organization (ORG2).
New BS Account	Conditional. Enter a balance sheet account if this is an expense transaction (fixed assets, consumption-based inventories, pre-paid items) or if this transaction transfers funds between two balance sheet accounts. If the latter is the case, **Object** must be blank. See Balance Sheet Account Index (BACC) for valid values. You cannot enter a balance sheet account that is used as a default account on System Special accounts (SPEC). However, you can enter the default fund balance account.
New Rev Src/ Sub	Conditional. Enter a revenue source on an internal refund transaction; otherwise, leave blank. When revenue source is entered, **Object** and **Balance Sheet Account** must be blank. See Revenue Source Index (RSRC) for valid values. Enter a sub-revenue source if **Revenue Source** is entered and **Sub-Revenue Source Required** is ***Yes*** [***Y***] on Revenue Source (RSR2). If **Sub-Revenue Source Required** is ***No*** **[*N*]**, sub-revenue source is optional. See Sub-Revenue Source (SREV) for valid values.

Field	Description
New Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.
New Rept Category	Conditional. This field required on expenditure transactions if **Reporting Category** on Agency (AGC2) is ***Required on Expenditure Transactions*** [***3***]. This field is required on revenue transactions if **Reporting Category Required on Revenue Transactions** is ***Required*** [***Y***]. For transactions that require a balance sheet account code, this field is required if **Reporting Category Option** is ***Y*** (required) on Balance Sheet Account Index (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) for valid values.
Fixed Asset Number	Required. Enter the fixed asset number of the fixed asset that is transferred.
New Room Number	Optional. Enter the room number associated with the fixed assets.
Type	Required. If **Type of Transfer** is ***One [1]***, this is the new fixed asset type, either ***B*** (building) or ***I*** (improvement). If **Type of Transfer** is ***Two [2]***, this is the fixed asset type of the fixed asset that is getting a new accounting distribution.
New Location	Conditional. Leave blank if **Type of Transfer** is ***One [1]*;** optional for a type ***Two [2]***. Enter the new location of the fixed asset. See Fixed Asset Location Inquiry (FALC) for valid values.
New Group	Conditional. Required if **Type of Transfer** is ***One [1]*;** leave blank for a type ***Two [2]***. Enter the new fixed asset group. See Fixed Asset Group Location Inquiry (FAGL) for valid values.

Field	Description
New Asset Custodian	Optional. Enter the employee’s name or the position number. If left blank, this field defaults to “None.”

Foreign Travel Authorization (TEC)



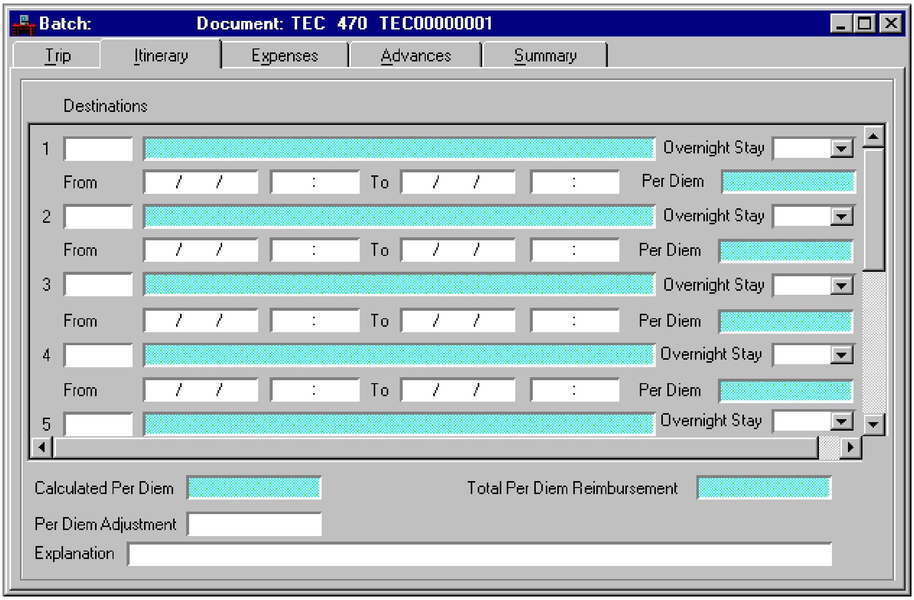
A Foreign Travel Authorization (TEC) is used to request approval for a business-related trip out of the country. In this document, the traveler indicates trip destination(s), purpose, and dates of travel and requests advance checks. In response, the TEC records trip information and schedules advance checks. Third-party travel advances are divided into three categories: hotel deposits, registration fees, and airline advances.

There is one Travel Authorization document for each type of travel. These documents are TE, TEO, and TEC, representing In-State, Out-of-State, and Foreign Travel Authorizations respectively.

Field	Description
Date	Default is the system date (usually the current date). Enter the date (*mm dd yy*) the travel was authorized.
Accounting Period	Default is the current accounting period (*mm yy*). If this document is to be recorded in another accounting period, enter a valid, open period. Future periods cannot be entered.
Budget FY	Defaults to the current budget fiscal year. If this document is to be recorded in another accounting period, enter a valid, open period. Future periods cannot be entered.
New/ Modification [Action]	Required. Valid values are: ***New [E]*** This document is new. ***Modification [M]*** This document is modifying a previous document.
Traveler ID	Key field. Enter the employee ID or the vendor code that identifies the traveler. See Vendor Index (VEND) for valid values.
Traveler Name	Display only. The traveler name is inferred from Vendor (VEN2) based on the value entered in the Traveler ID field.
Address	Display only. The traveler’s street address is inferred from Vendor (VEN2).
City/State/Zip	Display only. The traveler’s city, State and Zip Code is inferred from Vendor (VEN2).
Phone	Display only. The traveler’s phone number is inferred from Vendor (VEN2).
Resp Agcy/Org	Required. Enter a responsible agency code and organization code. These fields allow users to decentralize billing for travel documents and provide higher security by establishing an audit trail. See Agency Index (AGCY) and Organization Index (ORGN) for valid values.

Field	Description
Travel Policy ID	Required. Enter the identification number of the appropriate travel policy to regulate this trip. See Travel Policy (TVPL) for valid values.
Work Location	Required. Enter the valid destination code for the traveler's work location. See Destination Functionality (DEST) for valid values.
Work Location Description	Display only. This field identifies the traveler's work location, inferred automatically from Destination Functionality (DEST), based on the value entered in the Work Location Code field.
Purpose	Required. Enter the code that corresponds to the reason for the trip. See Travel Purpose (PURP) for valid values.
Purpose Description	Display only. This field identifies the name of the reason for the trip, inferred from Travel Purpose (PURP) based on the value entered in the Purpose Code field.
Meal Reimbursement Type	Default is inferred from Travel Policy (TVPL). Valid values are: ***Per Diem*** ***Actual and Necessary***

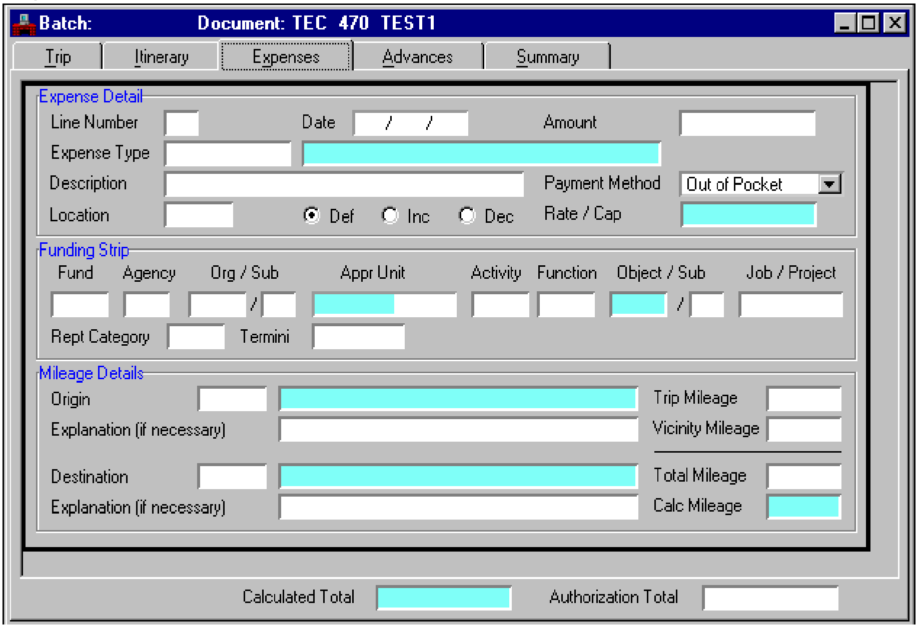
Itinerary View



Field	Description
Itinerary Details	
Destination 1	Required. Enter the code for the appropriate first destination of the trip. This field will be used in calculating per diem reimbursement amounts for the traveler. See Destination Functionality (DEST) for valid values.
Destination (2-10)	Optional. Enter any additional codes describing the destinations on this trip. See Destination Functionality (DEST) for valid values.
Destination Description (1-10)	Display only. The appropriate name of the destination is inferred from Destination Functionality (DEST).
Overnight Stay	Optional. Select ***Yes*** if an overnight stay at this destination is anticipated. Select ***No*** if no overnight stay is anticipated.

Field	Description
From (1-10)	Conditional. Required if the Per Diem option button is selected. Enter the date the traveler will arrive at this destination for this leg of the trip. This field will be used in calculating per diem reimbursement amounts for the traveler.
From Time (1-10)	Conditional. Enter the time (*hh mm*) the travel began.
To (1-10)	Conditional. required if the Per Diem option button is selected. Enter the date the traveler will leave this destination for this leg of the trip. This field will be used in calculating per diem reimbursement amounts for the traveler.
To Time (1-10)	Conditional. Enter the time (*hh mm*) that travel ended.
Per Diem	Display Only. The amount of Per Diem reimbursement calculated for this destination is displayed.
Calculated Per Diem	Display only. This is the per diem reimbursement amount calculated by the system from the Destination information. First Day Travel Total + Full Days Travel Total + Last Travel Days = Calculated Per Diem Reimbursement.
Total Per Diem Reimbursement	Display only. The Calculated Per Diem + any Per Diem Adjustment amounts.
Per Diem Adjustment	Enter any adjustments (+/-) to the Calculated Per Diem.
Explanation	Optional. Enter any explanation for Per Diem Adjustment amount.

Expenses View



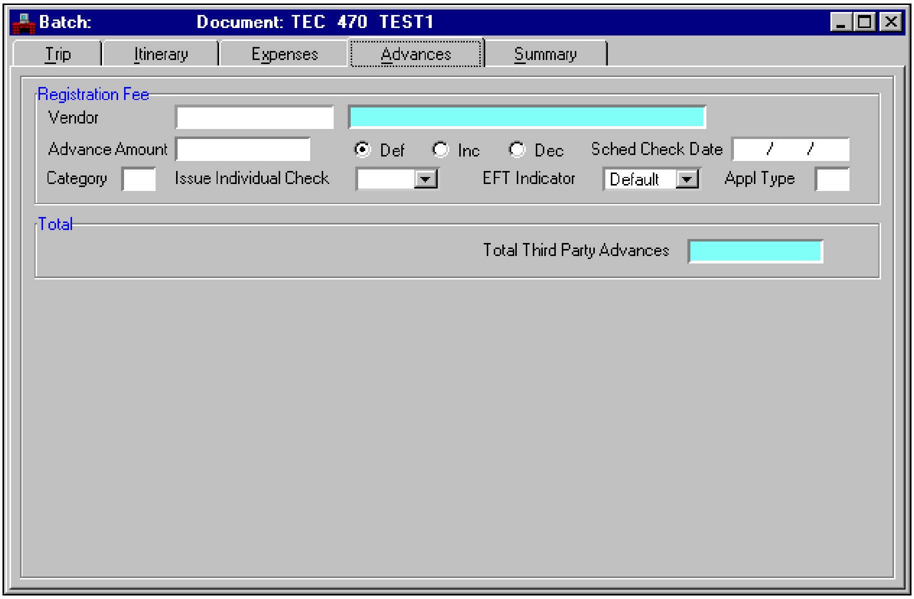
Field	Description
Expense Detail	
Line Number	Required, key field. Enter unique number for the expense line. This value must be two digits.
Date	Default is the system date. Enter the date (*mm dd yy)* that the expense occurred.
Amount	Required. Enter the amount of the expense (in dollars).
Expense Type	Required. Enter the type of expense. See Expense Type Code (EXTC) for valid values.
Expense Type Name	Display only. This field indicates the name of the given Expense Type based on the value entered in the Expense Type Code field.
Description	Conditional. Required if the Expense Type Indicator is ***Y*** on EXTS. If required, enter descriptive information about the incurred expense.

Field	Description
Payment Method	Required. Select the payment method of the expense line. Default is ***Out of Pocket*** except for Internal Resource expenses (State Parks and Motor Pool). Selecting ***Internal Bill*** will not include the amount in the "Amount Due Traveler" field. This amount will be recorded in OTLT with other trip expenses, but will not be reimbursed to the traveler. Valid values are Airline Advances, Registration Advances, Hotel Advances, Internal Bill Per Diem Out of Pocket.
Location	Enter the location where the expense was incurred. See Destination Functionality (DEST) for valid values.
Def/Inc/Dec	Default is ***[Default]***. Required on modified documents if **Advance Amount** field has been altered. If increasing the amount of the advance, select ***Inc***; if decreasing, select ***Dec***.
Rate/Cap	Display only. This field identifies either the mileage rate or expense cap depending on expense type selected. Both mileage rate and expense cap are inferred from Travel Policy (TVPL) and the related Rate Schedule (RTSC) table.
Funding Strip	
Fund	The default value is inferred from Organization (ORG2). Enter the fund that will pay for this trip. See Fund Index (FUND) for valid values.
Agency	Enter the Agency that is paying for this trip. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org	Conditional. Organization is required if **Expense Budget Organization** option is ***Y*** (required on budget and accounting) on Fund Agency Index (FAGY); otherwise, field is optional and used for reporting purposes only. See Organization Index (ORGN) for valid values.
Sub-Org	Optional. Enter a sub-organization if desired. See Sub-Organization (SORG) for valid values.

Field	Description
Appr Unit	Required. Enter the last four bytes of the Appropriation Unit. The last four bytes represent the Program Budget Unit. The first five bytes are display only.
Activity	The default value is inferred from Organization (ORG2). However, values entered on documents override the values entered in Organization (ORG2). See Activity Index (ACTV) for valid values.
Function	Conditional. Required if **Expense Budget Function** option is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY); otherwise, field is optional. See Function (FUNC) for valid values.
Object	Enter the code that describes the resource being requisitioned. See Object Index (OBJT) for valid values.
Sub-Object	Conditional. Sub-Object is required if **Sub-Object Required** is ***Y*** on Expense Budget Inquiry (EXP2) or Expense Budget Inquiry (Extended) (EEX2); otherwise, field is optional. See Function (FUNC) for valid values.
Job/Project	Enter the Job or Project Code valid for this Fund Agency combination. If entering Project (5 characters), the Sub-Project (2 characters) and Project Phase (1 character) must also be provided. See Job Table (JOBT) for valid Jobs and Project Budget Line Table (PRBL) for valid Project, Sub-Project, and Project Phase values.
Rept Category	Enter a Reporting Category that is valid within the agency. See Reporting Category (RPTG) for valid values.
Termini	Optional. This field is used by the Department of Transportation to record termini or bridge identifiers for DOT projects. This is an unedited field.
Mileage Details	
Origin	Conditional. Required if expense type is “POV Mileage”. Enter the destination code of the of the starting location for the POV Mileage expense. This will be validated against DEST.

Field	Description
Origin Description	Display only. This field is inferred from the Destination Functionality (DEST) table based on the value entered in the Origin Code field.
Trip Mileage	Optional. Required if the expense type is “POV Mileage”. This value is the actual mileage between Origin and Destination on the expense line.
Explanation (if necessary)	Optional. Free text explanation of the origin may be entered if necessary.
Vicinity Mileage	Optional. Entered by the user, this value is the difference between the mileage calculated by a mileage calculator tool and the actual mileage incurred by the traveler.
Destination	Conditional. Required if expense type is “POV Mileage”. Enter the destination code of the ending location for POV Mileage. This will be validated against DEST.
Destination Description	Display only. This field is inferred from the Destination Functionality (DEST) table based on the value entered in the Destination Code field.
Total Mileage	Entered by the user, this field identifies the sum of the Trip and Vicinity mileages entered on this expense line.
Explanation (if necessary)	Optional. Free text explanation of the destination may be entered if necessary.
Calc Mileage	Display only. This field identifies the official mileage between destinations, inferred from Point-to-Point (PTOP).
Authorization Total	Enter the total amount of the travel authorization, including per diem estimates and all expense estimate lines. This value is validated against the sum of all the lines to ensure that all information was entered.
Calculated Total	Display only. The system calculated total for the transaction is displayed.

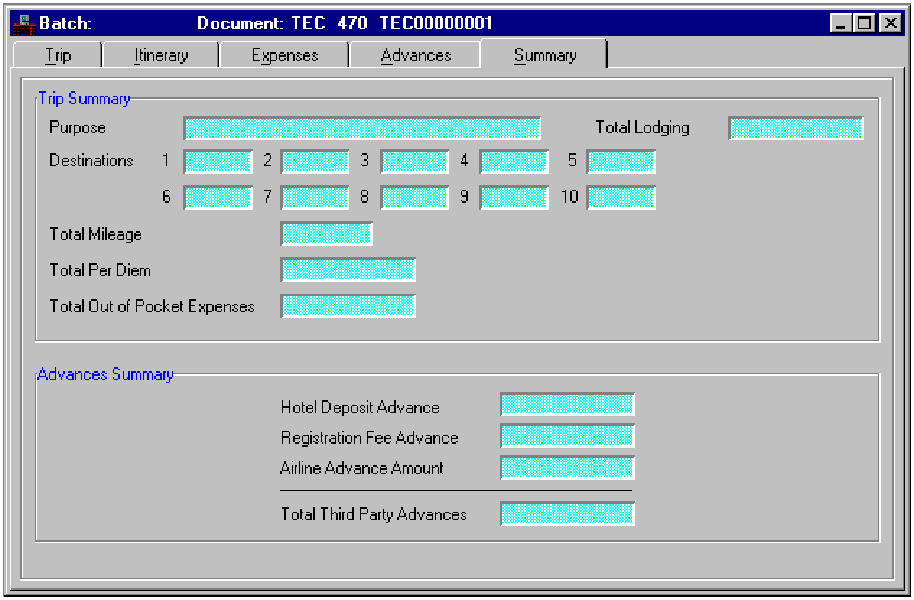
Advances View



Field	Description
Registration Fee	
Vendor	Required. Enter the appropriate code for the vendor to whom payment will be made. See Vendor Index (VEND) for valid values.
Vendor Name	Display only. Default is inferred from Vendor Index (VEND) based on the value in **Vendor Code**. Required if a miscellaneous vendor code was entered.
Advance Amount	Optional. If an advance is required, enter the amount in dollars and cents.
Def/Inc/Dec	Default is ***[Default]***. Required on modified documents if **Advance Amount** field has been altered. If increasing the amount of the advance, select ***Inc***; if decreasing, select ***Dec***.
Sched Check Date	Default is the system date. Enter the date the advance check is to be written.

Field	Description
Category	Optional. Enter the check category associated with this document. See Check Category (CCAT) for valid values. If the user leaves this field blank, the system will default the check category to the default check category defined in the Travel Special Accounts (TSPC) table.
Issue Individual Check	Select ***Yes*** if a separate check should be issued for this amount. Select ***No*** to add this advance amount together with other advances for the same vendor to produce a combined check.
EFT Indicator	Default is inferred from Vendor (VEN2). Select ***Yes*** if the cash advance is to be paid by Electronic Funds Transfer (EFT). An **Application Type** must be entered if ***Yes*** is selected.
Appl Type	Default is inferred from Electronic Funds Transfer (EFTT). Enter the application type for this electronic funds transfer. See Electronic Funds Transfer Type (EFTA) for valid values.
Total Third Party Advances	Display only. This value, calculated by the system, is the sum of the Hotel Deposit Advance Amount, the Registration Fee Advance Amount, and the Airline Advance Amount.

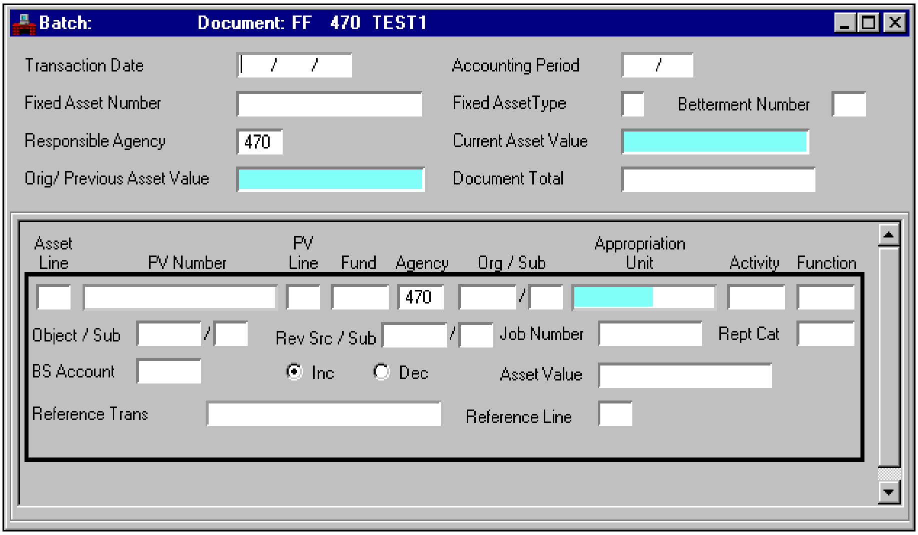
Summary Tab



Field	Description
Trip Summary	
Purpose	Display only. This field is inferred from the Purpose Description field on the Trip Tab.
Total Lodging	Display Only. The sum of all lodging expenses on the document is displayed.
Destinations (1-10)	Display only. This field is inferred from the Destination Description fields on the Trip Tab.
Total Mileage	Display only. This field is the total mileage as entered on the Expenses Tab.
Total Per Diem	Display only. This field is inferred from the Total Per Diem Reimbursement field on the Per Diem Tab.
Total Out of Pocket Expenses	Display only. The system calculates this value which includes all trip expenses on this Travel Authorization.

Field	Description
Advances Summary	
Hotel Deposit Advance	Display only. This field is inferred from the Hotel Deposit **Advance Amount** field on the Advances Tab.
Registration Fee Advance	Display only. This field is inferred from the Registration Fee **Advance Amount** field on the Advances Tab.
Airline Advance	Display only. This field is inferred from the Airline **Advance Amount** field on the Advances Tab
Total Third Party Advances	Display only. This field identifies the sum of all third party advances on this Travel Authorization.

Funding Source Modification (FF)



The Funding Source Modification (FF) allows changes to the funding strip, redistribute the funding sources, or change apportionment of asset values on the funding panel of the Fixed Asset Acquisition (FA) document and the Fixed Asset Betterment (FB) document.

Field	**Description**
Transaction Date	Enter the date on which the transaction is processed. Default is current date.
Accounting Period	Enter the accounting period on which the transaction is processed. Default is current accounting period
Fixed Asset Number	Required. Enter the number of the fixed asset.
Fixed Asset Type	Required. Enter the type of the fixed asset. See Cost Type (CTYP) for valid values.

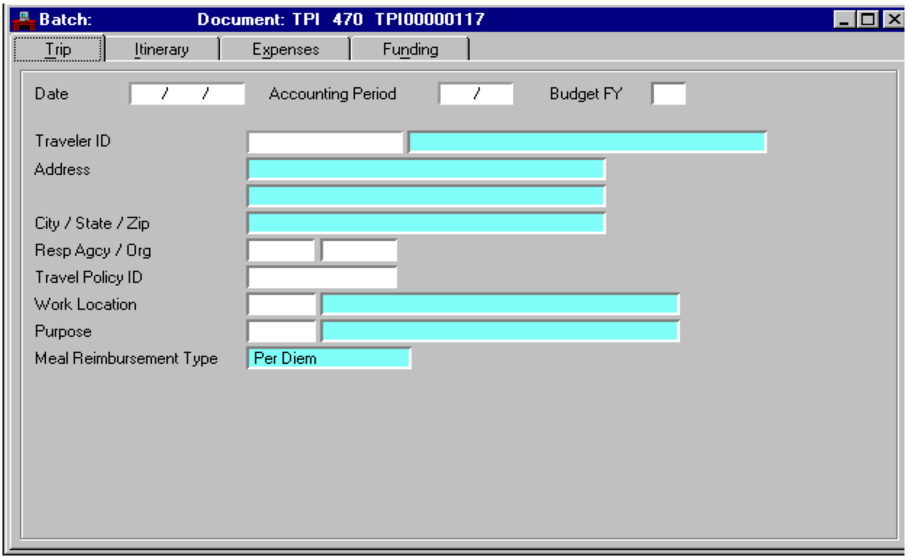
Field	Description
Betterment Number	Required. Enter a number between 00 and 99. This number, along with Fixed Assets Acquisition (FA) type and number, uniquely identify each betterment.
Resp Agency	Required. Enter the agency number that is responsible for modification.
Current Asset Value	The current value of the fixed asset (after the Fixed Asset Modification (FC) is processed) is displayed. This value is inferred from the Fixed Asset Betterment Inquiry (FBT1) table.
Orig/Previous Asset Value	The original/previous value of the fixed asset (before the Fixed Asset Modification (FC) is processed) is displayed. This value is inferred from the Fixed Asset Betterment Inquiry (FBT1).
Document Total	Required. Enter the value of the funding source. Note this value must equal the difference between the **Current Asset Value** and the **Orig/ Previous Asset Value**.
Asset Line	Required. This is a line number count for the document. Enter a valid two-digit number beginning with 01. The maximum number of lines for this document is 99.
PV Number	Conditional. Enter the document number when adding a new funding source line. See Open Payment Voucher by Document (OPVD) for valid values. Leave blank when modifying an existing funding source line. Enter ***None*** if the asset is donated or confiscated.
PV Line	Conditional. Enter the line number of the referenced Payment Voucher when adding a new funding source line. Otherwise, leave blank.
Fund	Conditional. Enter the appropriate fund when adding a new funding source line. Otherwise, leave blank. See Fund Index (FUND) for valid values.

Field	Description
Agency	Conditional. Enter the code of the agency that is selling the goods or services listed in this document when adding a new funding source line. Otherwise, leave blank. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org/Sub	Conditional. Required when adding a new funding source line. Otherwise, leave blank. If entered, the agency/organization/ fiscal year combination must exist on Organization (ORG2). **Sub-Organization** can only be entered if **Organization** is entered; otherwise it is blank. See Sub-Organization (SORG) for valid values.
Appropriation Unit	Conditional. Required when adding a new funding source line. Otherwise, leave blank. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Activity	Optional. Enter the activity that is primarily associated with the fixed asset. See activity Index (ACTV) for valid values.
Function	Optional. See Function (FUNC) for valid values. If left blank, it is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered on Organization (ORG2).
Obj/Sub	Enter the object code on the funding source modification, otherwise leave blank. When **Object** is entered, **Rev Srce** and **BS Acct** must be blank. See Object (OBJ2) for valid values. **Sub-Object** can only be entered if Object is entered; otherwise it is blank. See Sub-Object (SOBJ) for valid values.
Rev Src/Sub	Conditional. When revenue source is entered, **Object** and **Balance Sheet Account** must be blank. See Revenue Source Index (RSRC) for valid values. Enter a sub-revenue source if **Revenue Source** is entered and **Sub-Revenue Source Required** is ***Yes*** [***Y***] on Revenue Source (RSR2). If **Sub-Revenue Source Required** is ***No*** **[*N*]**, sub-revenue source is optional. See Sub-Revenue Source (SREV) for valid values.

Field	Description
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.
Rept Cat	Conditional. This field required on expenditure transactions if **Reporting Category** on Agency (AGC2) is ***Required on Expenditure Transactions*** [***3***]. This field is required on revenue transactions if **Reporting Category Required on Revenue Transactions** is ***Required*** [***Y***]. For transactions that require a balance sheet account code, this field is required if **Reporting Category Option** is ***Y*** (required) on Balance Sheet Account Index (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) for valid values.
BS Account	Conditional. Enter a balance sheet account if this is an expense transaction (fixed assets, consumption-based inventories, pre-paid items) or if this transaction transfers funds between two balance sheet accounts. If the latter is the case, Object must be blank. See Balance Sheet Account Index (BACC) for valid values. You cannot enter a balance sheet account that is used as a default account on System Special accounts (SPEC). However, you can enter the default fund balance account.
Inc/Dec	Required. Indicate whether the asset value is being increased or decreased.
Asset Value	Required. Enter the adjustment amount by fund. Note: This must equal **Asset Value** on the Fixed Asset Betterment Inquiry (1 of 2) (FBT1).

Field	Description
Reference Trans	Required. Enter either the Journal Voucher document (JV) that is being processed to redistribute the funds, the Payment Voucher document (PV) that is being modified, or ***None*** for confiscated or donated items.
Reference Line	Required. Enter the line number of the reference document that supports this funding source change.

In-State Quick Expense Voucher (TPI)

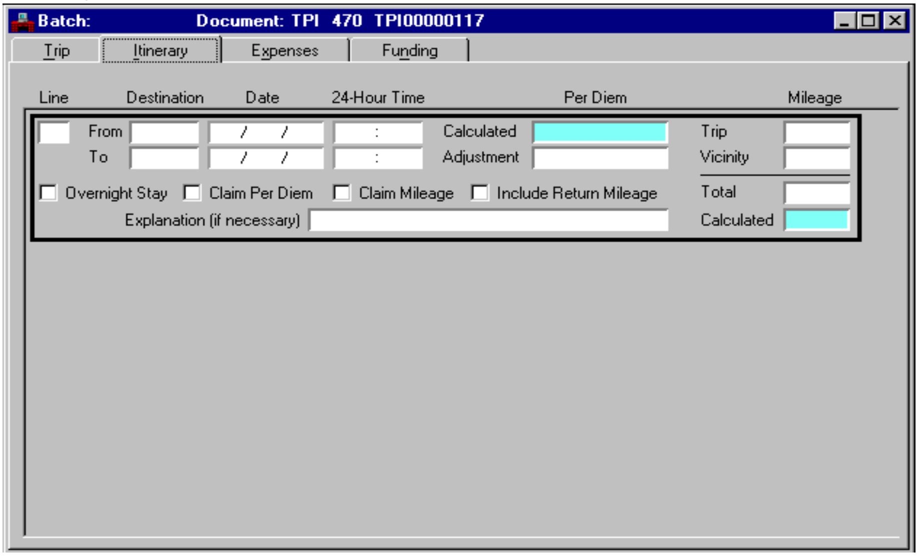


The In-State Qucik Expense Voucher (TPI) document allows entering multiple lines for different expense types using the same funding strip. This voucher will only be allowed for in-state travel, so the object code used will relate to a generic object for in-state travel.

Field	Description
Date	Default date is the date the document is accepted by MARS. Enter the date (*mm dd yy*) that is to be associated with this document (usually the current date). Future dates cannot be entered.
Accounting Period	Default is inferred from **Date of Record**. If these transactions should be recorded in another accounting period, enter the desired open period, using fiscal month and year. Future periods cannot be entered.

Field	Description
Budget FY	Default is the current fiscal year. If these transactions should be recorded in a different fiscal year, enter the desired open fiscal year. Future budget fiscal years cannot be entered.
Traveler ID	Enter the employee number for the employee for whom this transaction is being created. Valid values are on VEN2.
Employee Name	Display only. Inferred from VEN2.
Employee Address	Display only. The addres of the employee entered is inferred from VEN2.
City/State/Zip	Display only. The addres of the employee entered is inferred from VEN2.
Resp Agcy/Org	Enter the agency the employee is associated with.
Travel Policy ID	Enter the Travel Policy Id for the expense.
Work Location	Enter the work location code for the trip.
Work Location Description	Display only. The work location description is inferred based on the location code entered.
Purpose	Enter the purpose code of the trip.
Purpose Description	Display only. The purpose description is inferred based on the purpose code entered.
Meal Reimbursement Type	Display only. The meal reimbursement type is displayed.

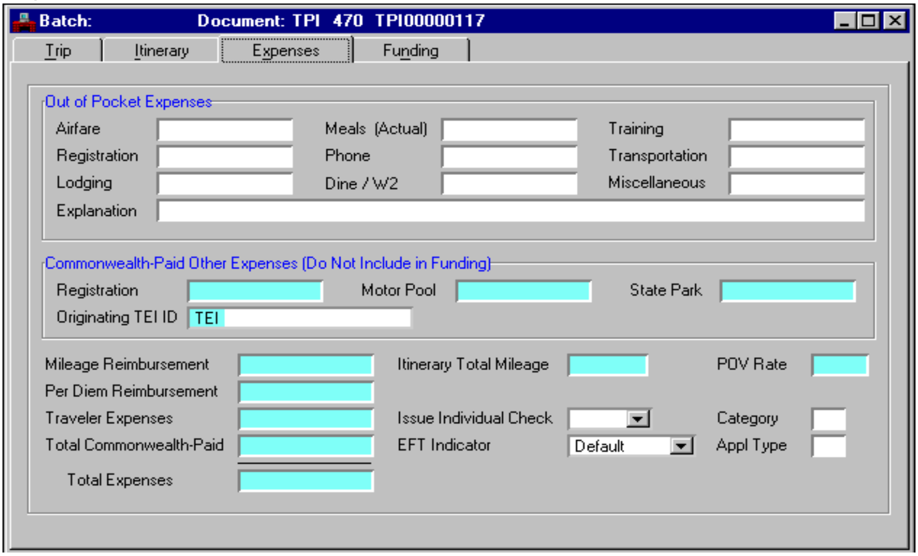
Itinerary View



Field	Description
Line	Required. Enter a different two-digit number for each line on the document. Valid values are ***00*** to ***99.***
From Destination	Enter the destination from which the trip begins.
From Date	Enter the date on which the trip begins.
24-Hour Time	Enter the time on which the trip begins. The time is entered in 24-hour increments (i.e., 13:00 = 1:00 PM, 21:30 = 9:30 PM, 06:30 = 6:30 AM, etc.)
To Destination	Enter the destination to which the trip ends.
To Date	Enter the date on which the trip ends.
24-Hour Time	Enter the time on which the trip ends. The time is entered in 24-hour increments (i.e., 13:00 = 1:00 PM, 21:30 = 9:30 PM, 06:30 = 6:30 AM, etc.)
Calculated Per Diem	Display only. The amount of per diem calculated by the system is displayed.

Field	Description
Adjustment Per Diem	Enter any adjustments to the per diem amount.
Trip Mileage	Enter the mileage for the trip.
Vicinity Mileage	Enter the mileage for the vicinity.
Total Mileage	Enter the total mileage.
Calculated Mileage	Display only. The total mileage calculated by the system.
Claim Per Diem	Select if claiming per diem.
Claim Mileage	Select if claiming mileage.
Include Return Mileage	Select if including return mileage.
Overnight Stay	Select if an overnight stay was necessary.
Explanation (if necessary)	Enter an explanation regarding the trip, information on the voucher or other infomration, if necessary.

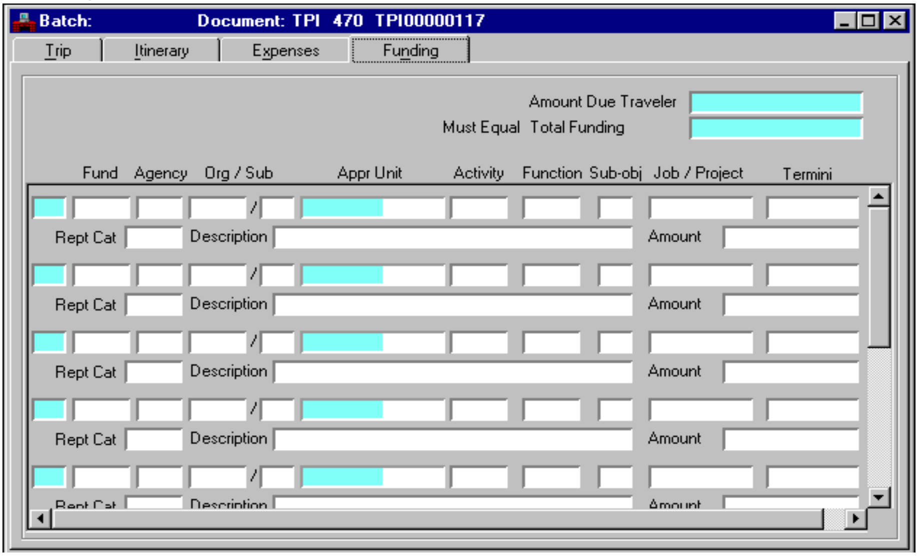
Expenses View



Field	Description
Out 0f Pocket Expenses	
Airfare	Enter the amount of the airfair expense.
Meals	Enter the amount of the meals expenses.
Training	Enter the amount of tranining expenses.
Registration	Enter the amount of the registration expense.
Phone	Enter the amount of phone charge expenses.
Transportation	Enter the amount of transporation expenses.
Lodging	Enter the amount of lodging expenses.
Taxable Meals	Enter the amount of taxable meals expenses.
Miscellaneous	Enter the amount of miscellaneous expenses.
Explanation	Enter an explanation of expenses entered.
Commonwealth-Paid Other Expenses (Not Included in Fudning)	

Field	Description
Registration	Display only. The amount of Commonwealth-Paid registration fees is displayed.
Motor Pool	Display only. The amount of Commonwealth-Paid motor pool fees is displayed.
State Park	Display only. The amount of Commonwealth-Paid state park fees is displayed.
Mileage Reimbursement	Display only. The amount of mileage reimbursed is displayed.
Itinerary Total Miles	Display only. The total mileage from the itinerary is displayed.
POV Rate	Display only. The rate for use of POV is displayed.
Per Diem Reimbursment.	Display only. The amount of per diem reimbursed is displayed.
Total Expenses	Display only. The total amount of expenses paid by traveler.
Issue Individual Check	Select if a single check is to be issued for this voucher's expenses.
Category	Enter the category of the check.
Total Commonwealth-Paid	Display only. The amount of total expenses paid by the Commonwealth is displayed.
EFT Indicator	Select if the expenses are to be paid via EFT.
Appl Type	Enter the application type.
Total expenses	Display only. The total amount of expensed paid is displayed. This is the amount calculated by the system.

Funding View



Field	Description
Funding Line Number	Display only. The funding line numbe is displayed.
Amount Due Traveler	Dispaly only. The amount to be paid to the traveler is displayed.
Total Funding	Display only. The amount calculated by the system. This amount must equal the Amount Due Traveler.

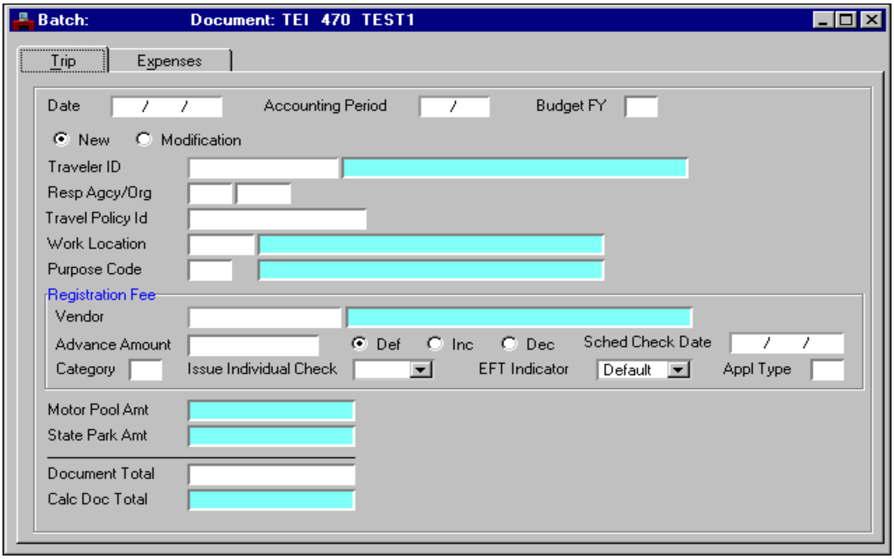
NOTE: There are 10 funding lines on the Funding Tab.

Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Enter the fund paying for the item on this line. See Fund Index (FUND) for valid values.
Agency	Required. Enter the Agency paying for the item on this line. For transactions that require a balance sheet account code, an agency must be entered if **Reporting Category** is entered; otherwise, agency is optional on balance transactions. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.

Field	Description
Organization	Conditional. Organization may be required depending on the **Revenue Budget Organization Option** on Fund Agency Index (FAGY). For transactions that require a balance sheet account code, this field is optional. See Organization Index (ORGN) for valid values.
Sub-Organization	Conditional. Sub-Organization is required if the **Sub-Organization Required on Revenue** option is ***Required [Y]*** on Organization (ORG2). Otherwise, this field is optional. Enter the sub-organization paying for the resource named on this line. See Sub-Organization (SORG) for valid values.
Appropriation Unit	Conditional for Extended Budgeting. Program Budget Unit may be required depending on the **Appropriation Control Option** on Fund Index (FUND). Required when the transaction is entered with a closed budget fiscal year. The appropriate must be open and must be applicable to the budget fiscal year entered for the transaction. See Appropriation Inquiry (Extended) (EAP2) for valid values.
Activity	Conditional. Default is inferred from Organization (ORG2), if it is included there. Activity may be required, depending on the **Revenue Budget Activity Option** on Fund Agency Index (FAGY). For transactions that require a balance sheet account code, this field is optional. See Activity Index (ACTV) for valid values.
Function	Optional. Default is inferred from Organization (ORG2), or from Activity (ACT2) if a function is not entered in Organization (ORT2). See Function (FUNC) for valid values.
Object	Required. Enter the object that best describes the resource named on this line. For transactions that require a balance sheet account code, this field is optional. For internal refunds, this field must be blank.
Sub-Object	Optional. Enter a sub-object if more description is necessary. See Sub-Object (SOBJ) for valid values.
Job/Project	Conditional. Job Number may be required depending on the **Job Number Required on Spending** option on Organization (ORG2).

Field	Description
Termini	Optional. This field is used by the Department of Transportation to record termini or bridge identifiers for DOT projects.
Rept Category	Conditional. Reporting Category is required on expenditure transactions if the **Reporting Category** option on Agency (AGC2) is ***Required on Expenditure Transactions [3]***. For transactions that require a balance sheet account code, this field is required if the **Reporting Category Option** is ***Y*** (required) on Balance Sheet (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) for valid values.
Description	Optional. This is a free text field for a short description of the internal bill expense.
Amount	Required. Enter the dollar amount of the resource(s) described on this line. Record two digits for cents; the decimal point is optional. Do not enter dollar signs or commas.

In-State Travel Authorization (TEI)



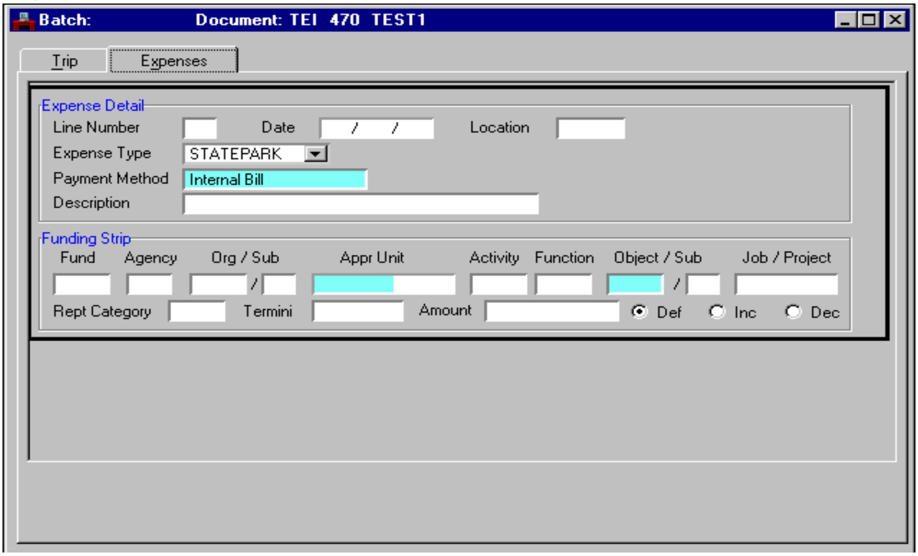
The In-State Travel Authorization (TEI) is a travel document which handles state park and motor pool reservations as well as payments of registraionfee advance for internal state travel.

Field	Description
Date	Default date is the date the document is accepted by MARS. Enter the date (*mm dd yy*) that is to be associated with this document (usually the current date). Future dates cannot be entered.
Accounting Period	Default is inferred from **Date of Record**. If these transactions should be recorded in another accounting period, enter the desired open period, using fiscal month and year. Future periods cannot be entered.

Field	Description
Budget FY	Default is the current fiscal year. If these transactions should be recorded in a different fiscal year, enter the desired open fiscal year. Future budget fiscal years cannot be entered.
New/ Modification [Action]	Default is **New**; indicates this is a new document.
Traveler ID	Required. Enter the traveler ID number. Valid values reside on VEN2.
Employee Name	Display only. Inferred from VEN2 when Traveler ID is entered.
Resp Agcy/Org	Required. Enter the travelers agency and organization code.
Travel Policy ID	Enter the travel policy ID associated with this travel.
Work Location	Enter the travelers work location.
Work Location Description	Display only. The work location description is inferred based on the work location.
Purpose Code	Enter the purpose code that coincides which necessitates travel.
Purpose Description	Display only. The purpose description is inferred based on the purpose code entered.
Registration Fee	
Vendor	Enter the vendor code of the vendor to which the registration fee is to be paid.
Advance Amount	Enter the registration fee amount.
Def/Inc/Dec	Defaults to ***Default [blank]***. Select ***Decrease*** to record credit.
Sched Check Date	Enter the scheduled check date. Date is entered in (mm/dd/yy) format.

Field	Description
Category	Enter the check category for the registration fee.
Issue Individual Check	Enter how the check should be issued.
EFT Indicator	Select whether or not payment is to be made via EFT.
Appl Type	Enter the appropriate application type.
Motorpool Amt	Display only. The amount of the motorpool reservation is displayed.
Statepark Amt	Display only. The amount of the statepark reservation is displayed.
Authorized Total	Enter the total amount authorized for the traveler.
Calc Doc Total	Display only. The total that the system calculated is displayed.

Expenses View

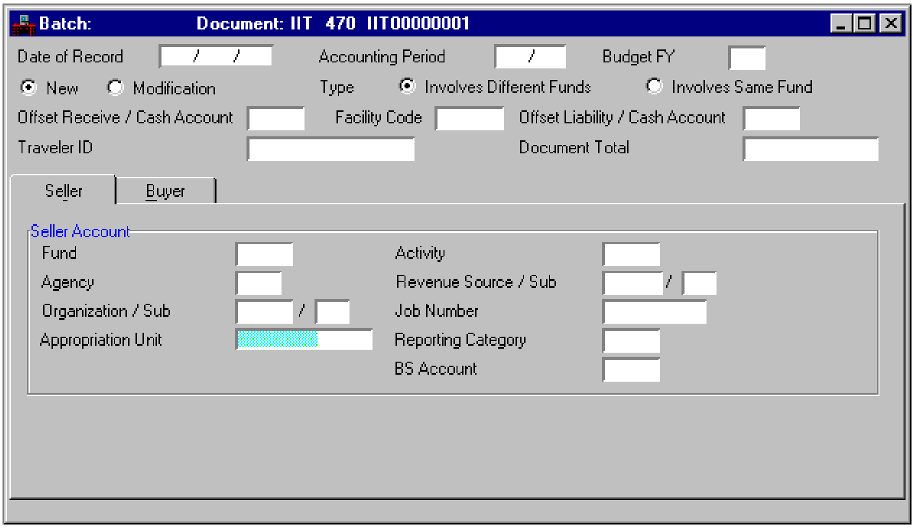


Field	Description
Expense Detail	
Line Number	Required. Enter a different two-digit number for each line on the document. Valid values are ***00*** to ***99.***
Date	Default date is the date the document is accepted by MARS. Enter the date (*mm dd yy*) that is to be associated with this document (usually the current date). Future dates cannot be entered.
Location	Enter the location associated with the travel.
Expense Type	Enter the expense type for this transaction.
Payment Method	Display only. The payment method associated with this travel is displayed.
Description	Enter the description associated with this transaction.
Funding Strip	

Field	Description
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Enter the fund paying for the item on this line. See Fund Index (FUND) for valid values.
Agency	Required. Enter the Agency paying for the item on this line. For transactions that require a balance sheet account code, an agency must be entered if **Reporting Category** is entered; otherwise, agency is optional on balance transactions. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Organization	Conditional. Organization may be required depending on the **Revenue Budget Organization Option** on Fund Agency Index (FAGY). For transactions that require a balance sheet account code, this field is optional. See Organization Index (ORGN) for valid values.
Sub-Organization	Conditional. Sub-Organization is required if the **Sub-Organization Required on Revenue** option is ***Required [Y]*** on Organization (ORG2). Otherwise, this field is optional. Enter the sub-organization paying for the resource named on this line. See Sub-Organization (SORG) for valid values.
Appropriation Unit	Conditional for Extended Budgeting. Program Budget Unit may be required depending on the **Appropriation Control Option** on Fund Index (FUND). Required when the transaction is entered with a closed budget fiscal year. The appropriate must be open and must be applicable to the budget fiscal year entered for the transaction. See Appropriation Inquiry (Extended) (EAP2) for valid values.
Activity	Conditional. Default is inferred from Organization (ORG2), if it is included there. Activity may be required, depending on the **Revenue Budget Activity Option** on Fund Agency Index (FAGY). For transactions that require a balance sheet account code, this field is optional. See Activity Index (ACTV) for valid values.
Function	Optional. Default is inferred from Organization (ORG2), or from Activity (ACT2) if a function is not entered in Organization (ORT2). See Function (FUNC) for valid values.

Field	Description
Object	Display only. The object that best describes the resource named on this line is displayed.
Sub-Object	Optional. Enter a sub-object if more description is necessary. See Sub-Object (SOBJ) for valid values.
Job / Project	Conditional. Job Number may be required depending on the **Job Number Required on Spending** option on Organization (ORG2).
Rept Category	Conditional. Reporting Category is required on expenditure transactions if the **Reporting Category** option on Agency (AGC2) is ***Required on Expenditure Transactions [3]***. For transactions that require a balance sheet account code, this field is required if the **Reporting Category Option** is ***Y*** (required) on Balance Sheet (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) for valid values.
Termini	Optional. This field is used by the Department of Transportation to record termini or bridge identifiers for DOT projects.
Amount	Required. Enter the dollar amount of the resource(s) described on this line. Record two digits for cents; the decimal point is optional. Do not enter dollar signs or commas.
Def/Inc/Dec	Defaults to ***Default [blank]***. Select ***Decrease*** to record credit memos.

INTERNAL TRAVEL VOUCHER (IIT)



The Internal Travel Voucher (IIT) is a travel document which facilitates the transfer of funds between internal buyers and sellers (e.g. internal entities which are part of the Commonwealth of Kentucky enterprise). On the seller side, IIT updates the revenue accounts. On the buyer side, IIT updates the expense accounts. The buyer is the traveler, and the sellers are the State Motor Pool and State Parks. The IIT updates Employee Travel Summary (ETSM) and Open Trip Expense Line Inquiry (OTLT) and validates against Travel Special Accounts (TSPC).

The accounting office personnel may access a web page and create an IIT form online. Information is transferred from the State Park/Motor Pool Authorization form to the IIT document. The IIT document is routed through a minimum number of approval levels and is posted as an II document. The IIT document posts the revenue in the State Park or Motor Pool accounts and posts the expense in the traveler's account

Field	Description
Date of Record	Default date is the date the document is accepted by MARS. Enter the date (*mm dd yy*) that is to be associated with this document (usually the current date). Future dates cannot be entered.
Accounting Period	Default is inferred from **Date of Record**. If these transactions should be recorded in another accounting period, enter the desired open period, using fiscal month and year. Future periods cannot be entered.
Budget FY	Default is the current fiscal year. If these transactions should be recorded in a different fiscal year, enter the desired open fiscal year. Future budget fiscal years cannot be entered.
New/ Modification [Action]	Default is **New**; indicates this is a new document.
Type	Required. Valid values are: ***Involves Different Funds [2] -*** this document concerns an internal purchase/sale that involves different funds. ***Involves Same Fund [3]*** - this document concerns an internal purchase/sale that involves the same fund for the buyer and seller.
Offset Receive/ Cash Account	Default account used depends on the value of **Internal Cash Voucher Option** on System Control Options (SOPT). If the field is ***[Y] Yes***, the balance sheet account is inferred from the seller's fund and bank account. If the field is ***[N] No***, the system uses **Due from Fund** on System Special Accounts (SPEC).
Facility Code	Required. Enter the facility where the internal expense occurred. See DEST for valid values.
Offset Liability/ Cash Account	Default assigns an account code according to the value in the **Type** field.

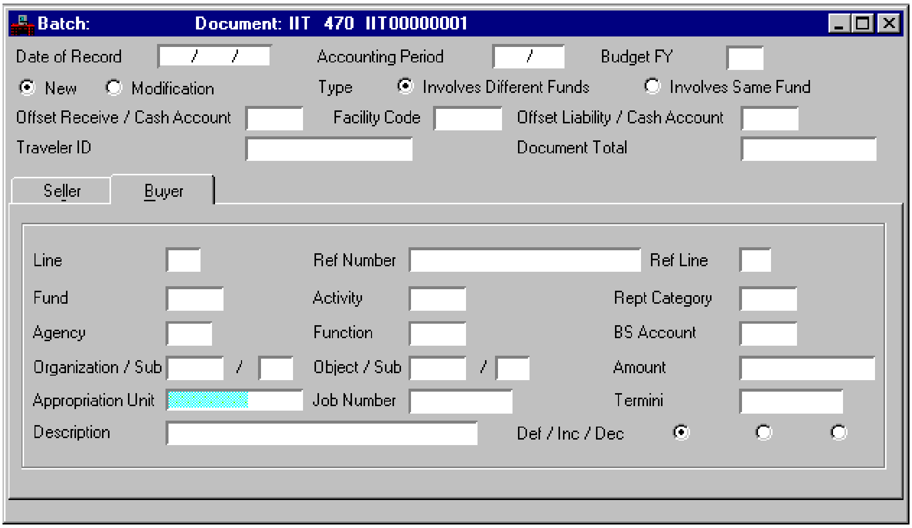
Field	Description
Traveler ID	Conditional. Required if facility type on IRBS is “High Security”. Enter the Traveler ID of the traveler that incurred the expense. See VEND for valid values.
Document Total	Required. Enter the net amount of all lines on the document. To compute this amount: 1. Add all increase amounts. 2. Add all decrease amounts. 3. Subtract the smaller of these amounts from the larger. 4. Enter that amount.

Seller View

Field	Description
Seller Account	
Fund	Required. Enter the seller fund for the resources. Default is inferred from Organization (ORG2) based on the Agency and Organization entered on this document. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency selling the resources listed in this document. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Organization	Conditional. Organization may be required, depending on **Revenue Budget Organization Option** on Fund Agency Index (FAGY). For transactions that require a balance sheet account code, this field is optional. See Organization Index (ORGN)
Sub-Organization	Conditional. Sub-Organization is required if the **Sub-Organization Required on Revenue** option ***Required [Y]*** on Organization (ORG2). See Sub-Organization (SORG) for valid values.
Appropriation Unit	Conditional for Extended Budgeting. Program Budget Unit may be required depending on the **Appropriation Control Option** on Fund Index (FUND). Required when the transaction is entered with a closed budget fiscal year. The appropriate must be open and must be applicable to the budget fiscal year entered for the transaction. See Appropriation Inquiry (Extended) (EAP2) for valid values.
Activity	Conditional. Default is inferred from Organization (ORG2), if it is included there. Activity may be required, depending on the **Revenue Budget Activity Option** on Fund Agency Index (FAGY). For transactions that require a balance sheet account code, this field is optional. See Activity Index (ACTV) for valid values.
Revenue Source	Optional. Either a Revenue Source or Seller BS Account may be entered, but not both. See Revenue Source Index (RSRC) for valid values.

Field	Description
Sub-Revenue Source	Sub-Revenue may be required, depending on the **Sub-Revenue Source Required Option** on Revenue Source (RSR2). See Sub-Revenue Source (SREV) for valid values.
Job Number	Conditional. Job Number may be required, depending on **Job Number Required on Spending** option on Organization (ORG2).
Reporting Category	Conditional. Reporting Category may be required, depending on the Reporting Category Required on Revenue Transaction option on Agency (AGC2). Enter the reporting category of the seller. See Reporting Category (RPTG) for valid values.
BS Account	Optional. Either a Revenue Source or Seller BS Account may be entered, but not both. The BS Account must be type (01) and non-cash account.

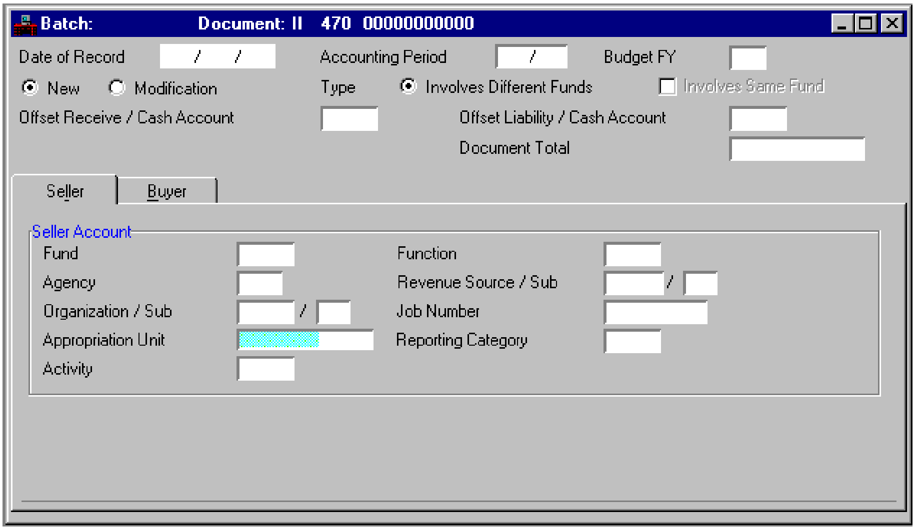
Buyer View



Field	Description
Line	Required. Enter a different two-digit number for each line on the document. Valid values are ***00*** to ***99.***
Ref Number	Conditional. Required if this line concerns items previously recorded on a TE authorization; otherwise leave blank. Enter the document code, agency and number of the document being referenced.
Ref Line	Used to identify an individual line within the TE document.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Enter the fund paying for the item on this line. See Fund Index (FUND) for valid values.
Agency	Required. Enter the Agency paying for the item on this line. For transactions that require a balance sheet account code, an agency must be entered if **Reporting Category** is entered; otherwise, agency is optional on balance transactions. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.

Field	Description
Organization	Conditional. Organization may be required depending on the **Revenue Budget Organization Option** on Fund Agency Index (FAGY). For transactions that require a balance sheet account code, this field is optional. See Organization Index (ORGN) for valid values.
Sub-Organization	Conditional. Sub-Organization is required if the **Sub-Organization Required on Revenue** option is ***Required [Y]*** on Organization (ORG2). Otherwise, this field is optional. Enter the sub-organization paying for the resource named on this line. See Sub-Organization (SORG) for valid values.
Appropriation Unit	Conditional for Extended Budgeting. Program Budget Unit may be required depending on the **Appropriation Control Option** on Fund Index (FUND). Required when the transaction is entered with a closed budget fiscal year. The appropriate must be open and must be applicable to the budget fiscal year entered for the transaction. See Appropriation Inquiry (Extended) (EAP2) for valid values.
Description	Optional. This is a free text field for a short description of the internal bill expense.
Activity	Conditional. Default is inferred from Organization (ORG2), if it is included there. Activity may be required, depending on the **Revenue Budget Activity Option** on Fund Agency Index (FAGY). For transactions that require a balance sheet account code, this field is optional. See Activity Index (ACTV) for valid values.
Function	Optional. Default is inferred from Organization (ORG2), or from Activity (ACT2) if a function is not entered in Organization (ORT2). See Function (FUNC) for valid values.
Object	Required. Enter the object that best describes the resource named on this line. For transactions that require a balance sheet account code, this field is optional. For internal refunds, this field must be blank.
Sub-Object	Optional. Enter a sub-object if more description is necessary. See Sub-Object (SOBJ) for valid values.

Field	Description
Job Number	Conditional. Job Number may be required depending on the **Job Number Required on Spending** option on Organization (ORG2).
Rept Category	Conditional. Reporting Category is required on expenditure transactions if the **Reporting Category** option on Agency (AGC2) is ***Required on Expenditure Transactions [3]***. For transactions that require a balance sheet account code, this field is required if the **Reporting Category Option** is ***Y*** (required) on Balance Sheet (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) for valid values.
BS Account	Optional. See BACC for valid values.
Amount	Required. Enter the dollar amount of the resource(s) described on this line. Record two digits for cents; the decimal point is optional. Do not enter dollar signs or commas.
Termini	Optional. This field is used by the Department of Transportation to record termini or bridge identifiers for DOT projects.
Def/Inc/Dec	Defaults to ***Default [blank]***. Select ***Decrease*** to record credit memos.



The Internal Voucher (II) document acts as an invoice for the seller and a payment voucher for the buyer for an internal purchase or sale. An internal purchase/sale is one in which the seller is an organizational entity within the institution, rather than an outside vendor.

Although this document is not stored in the open payment voucher tables, it can be modified. To change the results of a previously entered internal transaction, enter a new modified payment voucher document. For reporting purposes, the transaction number should be the same as the previous payment voucher.

Note: Once this document is accepted by the system, it is posted as a type 2 or type 3 Payment Voucher (PV). See the *User's Guide* for information about how the system determines posting of the Internal Voucher (II).

Field	Description
Date of Record	Default is the date the document is accepted. Enter the date (*mm dd yy*) that you want to associate with this document, usually the current date. You cannot enter a future date.
Accounting Period	Default is inferred from **Date of Record**. If you want these transactions recorded in another accounting period, enter the desired open period, using fiscal month and fiscal year. You cannot enter future periods.
Budget FY	Default is the current fiscal year. If you want these transactions recorded in another fiscal year, enter the desired open fiscal year. You cannot enter future budget fiscal years.
New/ Modification [Action]	Default is ***New [E]***. Valid values are: ***New [E]*** Indicates that this is a new entry (new document). ***Modification [M]*** This allows you to add lines to a previous document, change the amounts on existing lines (not codes), or cancel a line (decrease a line amount to zero). To change codes in an existing line, you must cancel that line and reenter a new line. You can record both these lines on the same document by entering ***Modification [M]***.
Type	Required. Valid values are: ***Involves Different Funds [2]*** This document concerns an internal purchase/sale, involving different funds. ***Involves Same Fund [3]*** This document concerns an internal purchase/sale that involves the same fund for the buyer and seller.

Field	Description
Offset Receive/ Cash Account	Default assigns an account code according to value in the **Type** field. If **Type** is ***Involves Different Funds [2]***, the code used depends on the value entered in **Internal Cash Voucher** on System Control Options (SOPT). If the value is ***Yes [Y]***, the system uses the balance sheet account inferred from the seller’s fund and bank account codes unless a valid cash account code is entered in this field. If the value is ***No [N]***, the system uses the value entered in **Due From Fund** on System Special Accounts (SPEC) unless a valid receivable account is entered in this field. If **Type** is ***Involves Same Fund [3]***, no account code is used because within same fund vouchers do not create a receivable. However, cash entries will be generated for Type ***[3]*** vouchers when **Internal Cash Voucher** on System Control Options (SOPT) is ***Yes [Y]***.Enter the receivable account code to override the **Due From Fund** on System Special Accounts (SPEC) or enter the cash account code to override the cash account code inferred from the seller’s fund and bank account. See Balance Sheet Account Index (BACC) for valid values.

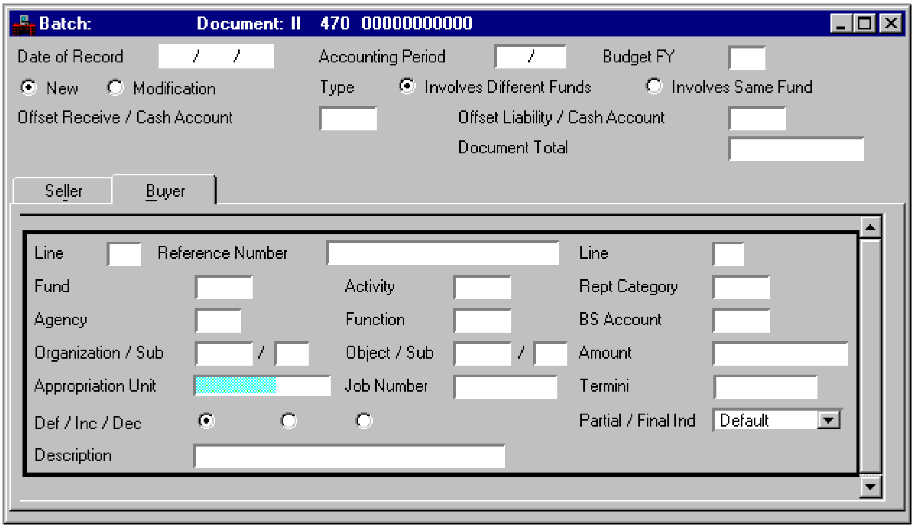
Field	Description
Offset Liability/ Cash Account	Default assigns an account code according to value in the **Type** field. If **Type** is ***Involves Different Funds [2]***, the code used depends on the value entered in **Internal Cash Voucher** on System Control Options (SOPT). If the value is ***Yes [Y]***, the system uses the balance sheet account inferred from the buyer's fund and bank account codes unless a valid cash account code is entered in this field. If the value is ***No [N]***, the system uses the value entered in **Due to Fund** on System Special Accounts (SPEC) unless a valid liability account is entered in this field. If **Type** is ***Involves Same Fund [3]***, no account code is used because within same fund vouchers do not create a liability. However, cash entries will be generated for Type ***[3]*** vouchers when **Internal Cash Voucher** on System Control Options (SOPT) is ***Yes [Y]***. Enter the liability account code to override the **Due to Fund** on System Special Accounts (SPEC) or enter the cash account code to override the cash account code inferred from the buyer's fund and bank account. See Balance Sheet Account Index (BACC) for valid values.
Document Total	Required. Enter the net amount of all lines on the document. To compute this amount: 1. Add all the increase amounts. 2. Add all the decrease amounts. 3. Subtract the smaller of these amounts from the larger. 4. Enter that amount.

Seller View

Field	Description
Seller Account	
Fund	Required. Enter the seller fund for the goods or services. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency that is selling the goods or services listed in this document. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Organization/ Sub	Conditional. **Organization** may be required, depending on the **Revenue Budget Organization Option** on Fund Agency Index (FAGY). See Organization Index (ORGN) for valid values. **Sub-Organization** is required if the **Sub-Organization Required on Revenue** option is ***Required [Y]*** on Organization (ORG2). See Sub-Organization (SORG) for valid values.
Appropriation Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Activity	Conditional. Default is inferred from Organization (ORG2), if it is included there. May be required, depending on the **Revenue Budget Activity Option** on Fund Agency Index (FAGY). See Activity Index (ACTV) for valid values.
Function	Conditional. May be required, depending on the **Revenue Budget Function Option** on Fund Agency Index (FAGY). Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function is not entered in Organization (ORG2). See Function (FUNC) for valid values.

Field	Description
Revenue Source/ Sub	Required. See Revenue Source Index (RSRC) for valid values. **Sub-Revenue** may be required, depending on the **Sub-Revenue Source Required Option** on Revenue Source (RSR2). See Sub-Revenue Source (SREV) for valid values.
Job Number	Conditional. May be required, depending on the **Job Number Required on Spending** option on Organization (ORG2).
Reporting Category	Conditional. May be required, depending on the **Reporting Category Required on Revenue Transaction** option on Agency (AGC2). Enter the reporting category of the seller. See Reporting Category (RPTG) for valid values.

Buyer View



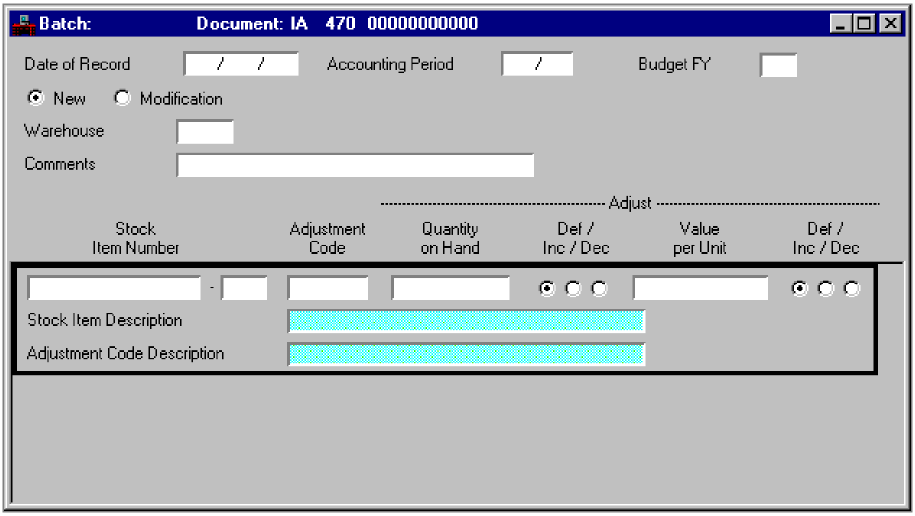
Field	Description
Line	Required. Enter a different two-digit number for each line on the document. Numbers ***00*** to ***99*** are valid.
Reference Number	Conditional. Required if this line concerns items previously recorded on another transaction; otherwise, leave blank. Enter the document code, agency and number of the document being referenced If a prior year purchase order is referenced, ensure that all values in the accounting distribution are valid for the prior year as well as for the current year.
Line	Conditional. Required if this line concerns items previously recorded on a purchase order; leave blank for requisition documents. Enter the purchase order line number, from the purchase order document, of the item being referenced.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Enter the fund paying for the item on this line. See Fund Index (FUND) for valid values.

Field	Description
Agency	Required. Enter the agency paying for the item on this line. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Organization/ Sub	Conditional. **Organization** may be required, depending on the **Revenue Budget Organization Option** on Fund Agency Index (FAGY). See Organization Index (ORGN) for valid values. **Sub-Organization** is required if **Sub-Organization Required on Revenue** on Organization (ORG2) is ***Required [Y]***. Otherwise, this field is optional. Enter the sub-organization paying for the item named on this line. See Sub-Organization (SORG) for valid values.
Appropriation Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Activity	Conditional. Default is inferred from Organization (ORG2), if it is included there. May be required, depending on the **Revenue Budget Activity Option** on Fund Agency Index (FAGY). For transactions that require a balance sheet account code, this field is optional. See Activity Index (ACTV) for valid values.
Function	Optional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function is not entered in Organization (ORG2). See Function (FUNC) for valid values.
Object/Sub	**Object** is required. Enter the object that best describes the item named on this line. For transactions that require a balance sheet account code, this field is not allowed. **Sub-Object** is optional. Enter a sub-object if more description is needed. See Sub-Object (SOBJ) for valid values.

Field	Description
Job Number	Conditional. May be required depending on the **Job Number Required on Spending** option on Organization (ORG2). If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. If **Job Cost** is ***No [N]***, enter a project number. If your installation does not use job cost or project accounting, you may enter a general reporting category code.
Rept Category	Conditional. Required on expenditure transactions if the **Reporting Category** option on Agency (AGC2) is ***Required on Expenditure Transactions [3]***. For transactions that require a balance sheet account code, this field is required if the **Reporting Category Option** is ***Y*** (required) on Balance Sheet Account Index (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) for valid values.
BS Account	Conditional. Enter a balance sheet account if this is an expense transaction (fixed assets, consumption-based inventories, pre-paid items) or if this transaction transfers funds between two balance sheet accounts. If the latter is the case, **Object** must be blank. See Balance Sheet Account Index (BACC) for valid values. You cannot enter a balance sheet account that is used as a default account on System Special Accounts (SPEC).
Amount	Required. Enter the dollar amount of the item(s) described on this line. Record two digits for cents; the decimal point is optional. Do not enter dollar signs or commas.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Def/Inc/Dec	Defaults to ***Default [blank]***. Select ***Decrease [D]*** to record credit memos.

Field	Description
Partial/Final Ind	Defaults to ***Default [blank]***. This field is used only when a purchase order is referenced. Valid values are: ***Default [blank]*** This will leave this field blank. ***Partial [P]*** This value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount). ***Final [F]*** If the total amount expensed equals the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Select ***Final [F]*** if the total amount expensed is *less than* the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is *more than* the purchase order amount (the item cost more than expected). A maximum limit exists for how much the total amount expensed can exceed the purchase order amount. (See discussion of purchase orders in the *User's Guide*.)
Description	Optional. Enter a description for this voucher line.

INVENTORY ADJUSTMENT (IA)



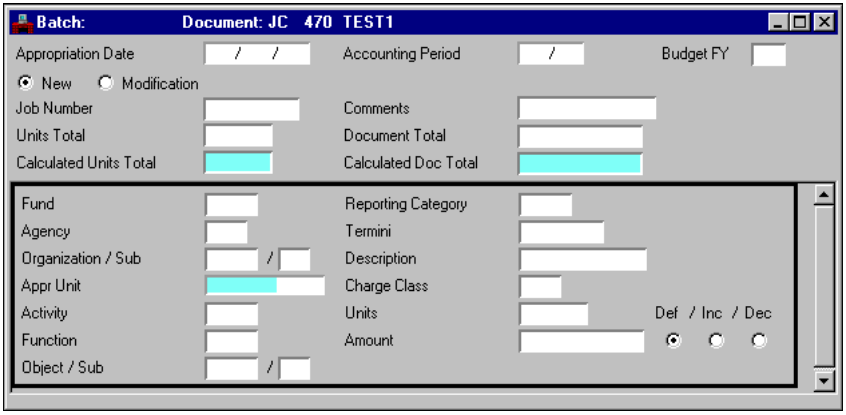
The Inventory Adjustment (IA) document records adjustments in on-hand quantities or in unit costs of stock items.

Field	Description
Date of Record	Default is the date the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with the transaction, usually the current date. You cannot enter a future date.
Accounting Period	Default is inferred from the **Date of Record**. To record this transaction in another accounting period, enter the desired period (ensure that it is open) using fiscal month and fiscal year (*mm yy*). You cannot enter a future period.

Field	Description
Budget FY	Defaults to the budget of the current fiscal year. If you want this transaction recorded in another fiscal year, enter the desired fiscal year (*yy*) and ensure that it is open. You cannot enter a future budget fiscal year.
New/ Modification [Action]	Defaults to ***New [E]***. Valid values are: ***New [E]*** Indicates a new document. ***Modification [M]*** Indicates that this transaction is modifying a previously entered document.
Warehouse	Required. Enter the warehouse requesting the inventory adjustment. See Warehouse Management Index (WHSE) for valid values.
Comments	Optional. Enter up to thirty characters of text you want associated with this document.
Adjust	
Stock Item Number	Required. Enter a stock number to identify an item within the warehouse. See Inventory by Stock Item Inquiry (INVI) for valid values.
Adjustment Code	Required. Enter the reason this adjustment is necessary. See Adjustment Code (ADJC) for valid values.
Quantity on Hand	Conditional. Required for a quantity adjustment. Enter the number of units added to or subtracted from the on-hand quantity of the stock item. If decreasing the on-hand quantity, you cannot enter a quantity that is greater than the on-hand quantity.
Def/Inc/Dec	Default is ***Default [blank]***. If this transaction is a quantity adjustment, select ***Increase [I]***, to add the quantity to the on-hand quantity, or ***Decrease [D]***, to subtract from the on-hand quantity.

Field	Description
Value per Unit	Conditional. Required for a value adjustment. Enter the amount, up to three decimals, that the unit cost is adjusted. If decreasing an item's unit cost, you cannot enter an amount that is greater than the current unit cost.
Def/Inc/Dec	Defaults to ***Default [blank]***. If this transaction is a value adjustment, select ***Increase [I]***, to add the amount to the unit cost of the stock item, or ***Decrease [D]***, to subtract the amount from the unit cost of the stock item.
Stock Item Description	Display only. This field infers the description for the stock item code from Inventory (INVN).
Adjustment Code Description	Display only. This field infers the description for the adjustment code from Adjustment Code (ADJC). If the code used does not exist, this field will remain blank.

JOB CHARGES (JC)



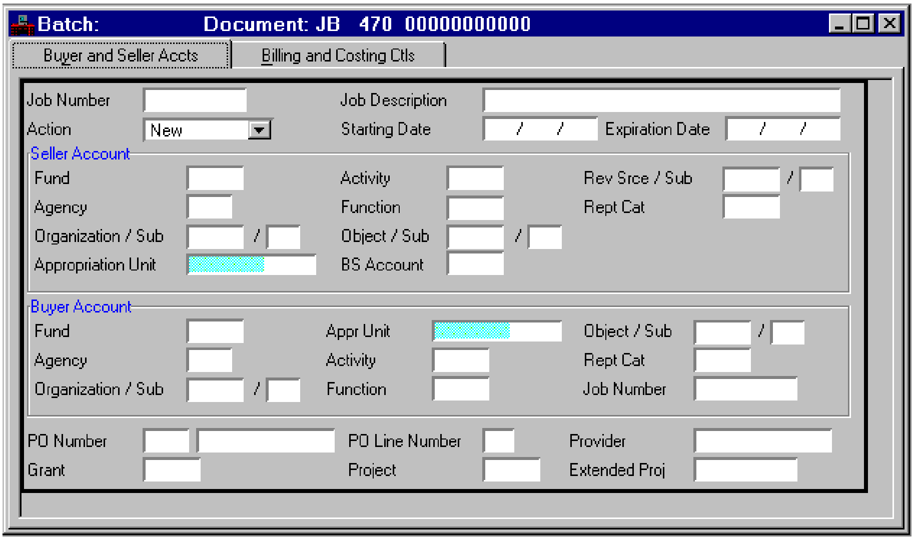
The Job Charges (JC) document records non-accounting charges or billing adjustments to a job.

Field	Description
Appropriation Date	Required. Enter the set-up date for this job. You cannot enter a date (*mm dd yy*) that is less or greater than the expiration date of the job.
Accounting Period	Defaults to the accounting period of the approval date. Enter only if you wish to change these transactions to a different period. You cannot enter future periods.
Budget FY	Required. Defaults to the current fiscal year. If this transaction is recorded in some other accounting period, enter the desired open accounting period (*mm yy*). You cannot enter future periods.

Field	Description
New/ Modification [Action]	Defaults to ***New [E]***. Valid values are: ***New [E]*** Indicates a new document. ***Modification [M]*** Indicates an adjustment to a previous charge document.
Job Number	Required. Enter the number for this job. See Job Inquiry (JOB2) for valid values.
Comments	Optional. Enter any additional information about the document.
Units Total	Default equals ***0.*** Required if any units are entered on the document. Enter the net sum of all units entered (that is, taking into account increases and decreases).
Document Total	Default equals ***0***. Required if any amounts are entered on the document. Enter the net sum of all dollar amounts entered on the document. This field is not affected by the amounts computed from a charge class times units entry.
Calculated Units Total	Display only. The system computed total of all line units is displayed.
Calculated Doc Total	Display only. The system computed total of all line amounts is displayed.
Fund	Required when the **Account Distribution** billing option on Job Inquiry (JOB2) is ***Manual [M]***. Otherwise this field is optional. Enter a valid fund from Fund Index (FUND).
Agency	Required. Enter a valid agency from the Agency Index (AGCY).
Organization/ Sub	Optional if **Agency** is entered. Sub-Organization is optional if organization is entered.

Field	Description
Appr Unit	Required. Enter the Program Budget Unit element that will be charged for this accounting line. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Activity	Optional. Enter a valid activity from Activity Index (ACTV).
Function	Optional. If blank, it is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered in Organization (ORG2). Enter a valid function from Function (FUNC).
Object/Sub	Conditional. Required if charge class is *NOT* entered; otherwise optional. Sub-Object is optional if object is entered.
Reporting Category	Conditional. Optional if **Agency** is entered. Enter a valid reporting category from Reporting Category (RPTG).
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Description	Optional. Enter informational text about this line.
Charge Class	Conditional. Required if object is not entered; otherwise optional. See Charge Class (CHRG) for valid values.
Units	Conditional. Required if **Charge Class** is entered and **Amount** is blank; otherwise optional. Enter the number of units (*nnnnn.nn*) that this transaction affects.
Amount	Conditional. Required if **Charge Class** and **Units** are both blank; otherwise optional. If entered, this amount overrides the amount computed based on the charge class times units.
Def/Inc/Dec	Defaults to ***Default [blank]***. On a modification transaction, select either ***Increase [I]*** or ***Decrease [D]***.

JOB CONTROL (JB)



The Job Control (JB) document adds a new job to the system, changes the basic information about the job, or closes an existing job.

Field	Description
Job Number	Required. Enter a unique code for a new entry, or an existing job number for an adjustment or closing entry.
Job Description	Optional. Enter up to thirty characters of informational text.

Field	Description
Action	Required. Valid values are: ***New [E]*** Sets up a new job on Job Inquiry (JOB2). ***Modification [M]*** Modifies information on Job Inquiry (JOB2). ***Close [C]*** Sets the expiration date to the transaction (current) date and closes the job. ***Bill [B]*** Indicates that a job with a billing cycle equal to ***End of Job [E]*** has ended and is ready to receive a bill.
Starting Date	Required. Enter the starting date (*mm dd yy*) of the job.
Expiration Date	Conditional. Enter the expiration date of the job when it is originally set up, if known. No charges are accepted for the job after this date and the job is considered closed. Closed jobs are purged from the job system one month after they were closed. You can add or change this field on a modification transaction; and leave this field blank on a closing transaction. When **Action** is ***Close [C]***, the system takes the transaction date as the expiration date.

Field	Description
Seller Account	
Fund	Conditional. Required if **Job Cost** is ***Internal [I]*** or ***External [E]***. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. See Fund Index (FUND) for valid values.
Agency	Required. See Agency Index (AGCY) for valid values.
Organization/ Sub	Conditional. **Organization** is required for Internal and External jobs if the **Revenue Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required for budget and accounting); otherwise, optional. See Organization Index (ORGN) for valid values. **Sub-Organization** is optional. See Sub-Organization (SORG) for valid values.
Appropriation Unit	Required. Enter the Program Budget Unit element for the job. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Activity	Conditional. Required if the **Revenue Budget Activity Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting); optional otherwise. See Activity Index (ACTV) for valid values.
Function	Optional. If blank, it is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered in Organization (ORG2). See Function (FUNC) for valid values.

Field	Description
Object/Sub	Conditional. **Object** is required if **Revenue Source** is blank; otherwise, optional. The object must belong to an object group defined as ***RE*** (reimbursable). **Sub-Object** is required if the **Sub-Object Required** checkbox is selected [Y] on Expense Budget Inquiry (EXP2 or EEX2); otherwise, this field is optional. See Sub-Object (SOBJ) for valid values.
BS Account	Optional. See Balance Sheet Account Balance (BBAL) for valid values. If the balance sheet account is entered, ensure that has an account type of ***01*** (asset).
Rev Srce/Sub	Conditional. Required if **Object** is blank. See Revenue Source Index (RSRC) for valid values. **Sub-Revenue Source** is required if **Sub-Revenue Source Required** is ***Yes [Y]*** on Revenue Source (RSR2). Optional otherwise. See Sub-Revenue Source (SREV) for valid values.
Rept Cat	Conditional. Required if the **Reporting Category Required on Revenue Transactions** field on Agency (ACG2) is: ***Required on Pre-Encumbrance Transactions [1],*** ***Required on Encumbrances [2], or*** ***Required on Expenditures [3].*** Otherwise optional. See Reporting Category (RCAT) for valid values.

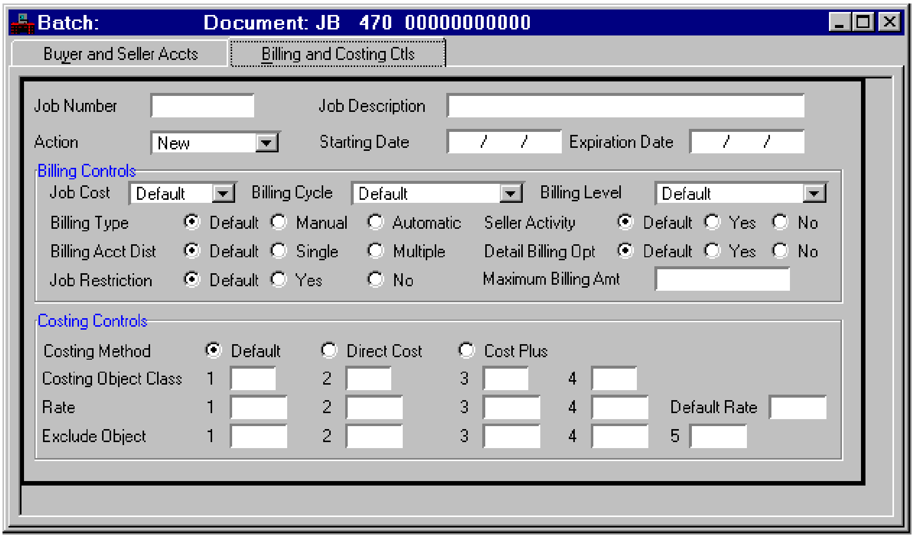
Buyer Account

Fund	Required if **Job Cost** is ***Internal [I]***; otherwise, leave blank. See Fund Index (FUND) for valid values.
Agency	Required if **Job Cost** is ***Internal [I]***; otherwise, leave blank. See Agency Index (AGCY) for valid values.

Field	Description
Organization/ Sub	Conditional. If **Job Cost** is ***Internal [I]***; **Organization** is required if the **Expense Budget Organization** option is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY), and is otherwise optional. Similarly, **Sub-Organization** is optional if the organization is specified; leave blank otherwise. If **Job Cost** is not ***Internal [I]***; leave both fields blank.
Appr Unit	Conditional. If **Job Cost** is ***Internal [I]***; Program Budget Unit is required if the **Appropriation Control Option** is ***C*** (full control) or ***P*** (presence control) on Fund Index (FUND). See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit. If **Job Cost** is not ***Internal [I]***; leave blank.
Activity	Conditional. If **Job Cost** is ***Internal [I]***; **Activity** is required if the **Expense Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). Otherwise optional. See Activity Index (ACTV) for valid values. If **Job Cost** is not ***Internal [I]***; leave blank.
Function	Conditional. If **Job Cost** is ***Internal [I],*** and **Function** is blank, it is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered in Organization (ORG2). Otherwise, required if the **Expense Budget Function Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). Otherwise optional. See Function (FUNC) for valid values. If **Job Cost** is not ***Internal [I]***; leave blank.

Field	Description
Object/Sub	Conditional. If **Job Cost** is ***Internal [I],*** **Object** is required. See Object Index (OBJT) for valid values. **Sub-Object** is required if the **Sub-Object Required** checkbox is selected [Y] on Expense Budget Inquiry (EXP2 or EEX2). Otherwise optional. See Sub-Object (SOBJ) for valid values. If **Job Cost** is not ***Internal [I]***; leave both fields blank.
Rept Cat	Optional if **Job Cost** is ***Internal [I]***. See Reporting Category (RPTG) for valid values. Otherwise leave blank.
Job Number	Optional if **Job Cost** is ***Internal [I]***. If entered, ensure that it is a valid job number. Otherwise leave blank.
PO Number	Conditional. Required if a purchase order is referenced by this job. Otherwise optional. For modification transactions, an asterisk (*) in this field removes this reference from the job.
PO Line Number	Optional. See Open Purchase Order Header Inquiry (OPOH) and Open Purchase Order Line Inquiry (OPOL) for valid values.
Provider	Required if **Job Cost** is ***External [E]***; otherwise, leave blank. See Customer (CUST) for valid values.
Grant	Leave blank. Not used in MARS.
Project	Leave blank. Not used in MARS.
Extended Proj	Optional if **Job Cost** is ***Other [O]*** or ***External [E]***; otherwise, leave blank. Enter the extended project for which costs are accumulated.

Billing and Costing Ctls View



Field	Description

Billing Controls

Job Cost

Defaults to ***Default [blank]***. Once entered, the job type cannot be changed. Valid values are:

Default [blank]
These jobs were set to the default.

Internal [I]
These are jobs where one unit within the entity provides services billable to another unit within the entity. The seller is identified by a revenue accounting distribution, and the buyer by an expenditure accounting distribution.

External [E]
These are jobs where a unit of the entity incurs costs billable to an outsider. The seller is identified by a revenue accounting distribution, and the buyer or customer by a provider code.

Other [O]
These jobs are used for collecting costs and are not identified with a specific internal or external buyer. You may, however, associate them with a project number.

Field	Description
Billing Cycle	Defaults to ***Default [blank]***. Indicates how the system should select charge transactions for job billing. Valid values are: ***Default [blank]*** ***Date Range [D]*** The acceptance date of the transaction falls on or within the user specified date range. ***Accounting Period [P]*** The accounting period of the transaction equals the user specified accounting period. ***End of Job [E]*** The bill is sent when a transaction with a ***Bill [B]*** action is entered.
Billing Level	Defaults to ***Default [blank]***. Determines when a new receivable or I/D payment voucher is generated. Valid values are: ***Default [blank]*** ***Provider [C]*** All jobs with the same provider are accumulated on one transaction. ***Grant [G]*** Not used in MARS. All jobs with the same provider/ grant combination are accumulated on one transaction. ***Project [P]*** All jobs with the same provider/project combination are accumulated on one transaction. ***Job [J]*** All jobs are on separate transactions. Default equals ***Job [J]***.

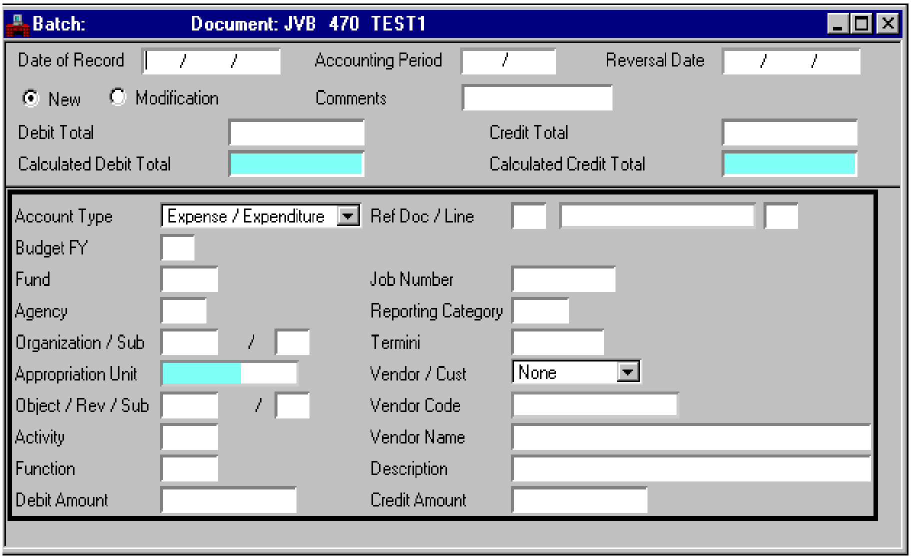
Field	Description
Billing Type	Defaults to ***Default [blank].*** Valid values are: ***Manual [M]*** If **Job Cost** is ***Other [O]***, you *MUST* select this value. ***Automatic [A]*** If **Job Cost** is ***Internal [I]***, internal payment vouchers are automatically generated at month-end to record expenses to the buyer and revenue to the seller. If **Job Cost** is ***External [E]***, receivable documents are generated and posted at month-end.
SellerActivity	Defaults to ***Default [blank]***. If set to ***Yes [Y]***, the activity on accounting transactions with a job number is inferred from the seller accounting distribution on the Job Inquiry (JOB2) screen rather than from Organization (ORG2). When the seller accounting distribution has a blank activity, the activity is then inferred from Organization (ORG2).
Billing Acct Dist	Defaults to ***Default [blank].*** Determines how to derive the billing account distribution. Valid values are: ***Single [S]*** The Billing Account Distribution is derived from the Job Inquiry (JOB2) seller distribution. Defaults equals ***Single [S]***. ***Multiple [M]*** The Billing Account Distribution is derived from the charge transactions.
Detail Billing Opt	Defaults to ***Default [blank]***. Determines how the billing account lines are summarized. The valid values are: ***Yes [Y]*** Billing account lines are summarized to the charge-class/object level. ***No [N]*** Billing account lines are summarized to the revenue source level.
Job Restriction	Defaults to ***Default [blank]***. If set to ***Yes [Y]***, agency/organization combinations must be valid on Job Organization (JORG).

Field	Description
Maximum Billing Amt	Conditional. Required for automatic billing. Fully loaded costs are billed up to this limit and then stopped. For manual billing, billings in excess of this amount are accepted but are flagged with a warning message. This amount is used as a reference job cost estimate. If this field is left blank, no billing occurs.

Costing Controls

Costing Method	Defaults to ***Default [blank]***. Valid values are: ***Direct Cost [D]*** For this costing method, full cost equals direct costs for the entire job. [Default equals ***Direct Cost [D]***]. ***Cost Plus [P]*** This costing method allows you to specify which overhead rates are automatically applied to some or all expenditures associated with the job. Full cost on reports reflect direct cost plus these overhead costs. For more information on costing methods, see the *User's Guide*.
Costing Object Class (1 - 4), Rate (1 - 4)	Optional. Leave blank when costing method is ***Direct Cost [D]***; otherwise, this field is optional. You can specify up to four object classes with associated overhead rates. If an object class is specified, then you must also specify a corresponding rate (*n.nnnn*).
Default Rate	Default is ***1.000***. Leave blank when costing method is ***Direct Cost [D]***; otherwise, this field is optional. Enter the default rate for all accounting transactions that do not fall into one of the object classes entered above.
Exclude Objects (1 - 5)	Optional. You can specify up to five object codes that are not included in billings. Charges for these object codes are included in the full cost computations. On the Job Billing Report (J001), these object codes are included in the direct charge amount and the full cost amount but are not included in the billable amount. For automatic billings, the billable amount is used on the automatically generated payment vouchers.

Journal Voucher Correction - BFY (JVB)



The Journal Voucher Correction - BFY (JVB) document is used to correct previously posted expenditure or revenue transactions. The JVB document is a generalized document that records accounting corrections that cannot or should not be made on other financial system documents. The only difference between a JVB and JVC document is that on a JVB provides the ability to enter a budget fiscal year on the line.

Debits and credits to expenditures must equal and debits and credits to revenues must equal on this document.

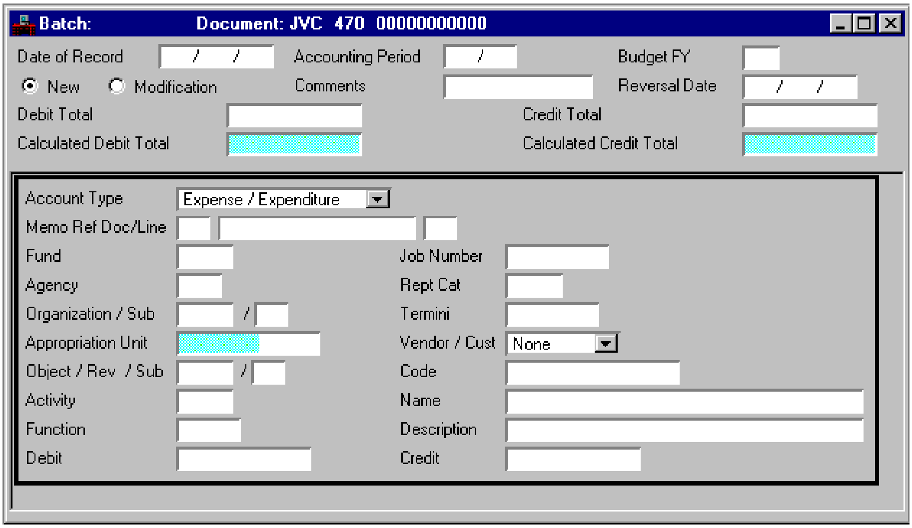
Field	**Description**
Date of Record	Default is the date the system accepts the document. Enter the date (*mm dd yy*) you want to associate with this document, usually the current date.
Accounting Period	Default is inferred from **Date of Record**. Enter the accounting period you want associated with these lines (it must be open). Do not enter a future accounting period .

Field	Description
New/ Modification [Action]	Default is ***New [E]***. Use ***Modification [M]*** if you want to reuse a journal voucher number in the same accounting period. This groups the documents together on the Trial Balance by Accounting Distribution (A611) report.
Comments	Optional. Enter a descriptive note about this document.
Reversal Date	Optional. Enter only if you want this journal voucher automatically reversed. Enter the date (*mm dd yy*) when you want the reversal to take place. When this date is entered, the last character of the journal voucher document number must be ***E***.
Debit Total	Required. Enter the total amount of the debit lines on this document. This field must equal **Credit Total**, or the document is rejected.
Credit Total	Required. Enter the total amount of the credit lines on this document. This field must equal **Debit Total**, or the document is rejected.
Calculated Debit Total	Display only. The system automatically calculates the total amount of debit lines on this document. This field must equal **Calculated Credit Total**, or the document is rejected.
Calculated Credit Total	Display only. The system automatically calculates the total amount of credit lines on this document. This field must equal **Calculated Debit Total**, or the document is rejected.
Account Type	Conditional. Select the account type associated with this journal voucher transaction. The journal voucher document has multiple uses. For more information on entering this field, refer to the *User's Guide*. Valid values are: ***Expense/Expenditure [22]*** ***Revenue [31]***
Memo Ref Doc/ Line	Required. Enter the transaction code, agency, and number of the document related to this journal voucher.

Field	Description
Budget FY	Required. Enter the desired fiscal year. Enter an open year that is not a future fiscal year. If the budget fiscal year is left blank, the fund/agency/PBU will be edited against the Program Reference by Program Budget Unit Inquiry (PRFB) table. If no combination is found, no additional errors should be issued. A PRFT error will have already been issued.
Fund	Required. Enter a Fund code valid on FUN2. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Enter the fund if you want to override the default. See Fund Index (FUND) for valid values. The Fund code cannot be a Capital Project Fund code.
Agency	Required. Enter the agency used on this journal voucher. See Agency Index (AGCY) for valid values.
Organization/ Sub	Required. Enter the organization and sub-organization (if desired) used on this journal voucher. See Organization Index (ORGN) and Sub-Organization (SORG).
Appropriation Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Object/Rev/Sub	Conditional. Enter the object and sub-object associated with this journal voucher OR the revenue source and sub-revenue source associated with the journal voucher. See Object Index (OBJT) and Sub-Object (SOBJ) or Revenue Source Index (RSRC) and Sub-Revenue Source (SREV) for valid values.
Activity	Conditional. Enter the activity used on this journal voucher. See Activity Index (ACTV) for valid values.
Function	Conditional. Enter the function used on this journal voucher. See Function (FUNC) for valid values.
Debit	Enter amounts on the debit side if you are reclassifying expenditures, or revenues.

Field	Description
Job Number	Conditional. Enter the job number associated with this journal voucher. See Job Index (JOBT) for valid values.
Rept Cat	Conditional. Enter the reporting category associated with this journal voucher. See Reporting Category (RPTG) for valid values.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Vendor/Cust	Default is ***None [blank]***. Required if **Vendor Name** is ***Required [Y]*** on System Control Options (SOP2). This field indicates if the value entered in **Code** is valid on Vendor (VEN2) or Provider (PROV). Valid values are: ***Vendor [V]*** ***Provider [P]*** ***None [N]***
Code	Conditional. Enter the vendor or provider associated with this journal voucher. See Vendor Index (VEND) or Provider (PROV) for valid values.
Name	Default is inferred from Vendor (VEN2) or Provider (PROV) depending on the value in **Code**. Enter the name of the vendor or provider for reference purposes.
Description	Optional. Enter a description for this journal voucher line.
Credit	Enter amounts on the credit side if you are reclassifying expenditures, or revenues.

Journal Voucher Correction (JVC)



The Journal Voucher Correction (JVC) document is used to correct previously posted expenditure or revenue transactions. The Journal Voucher Correction (JVC) document is a generalized document that records accounting corrections that cannot or should not be made on other financial system documents.

Debits and credits to expenditures must equal and debits and credits to revenues must equal on this document.

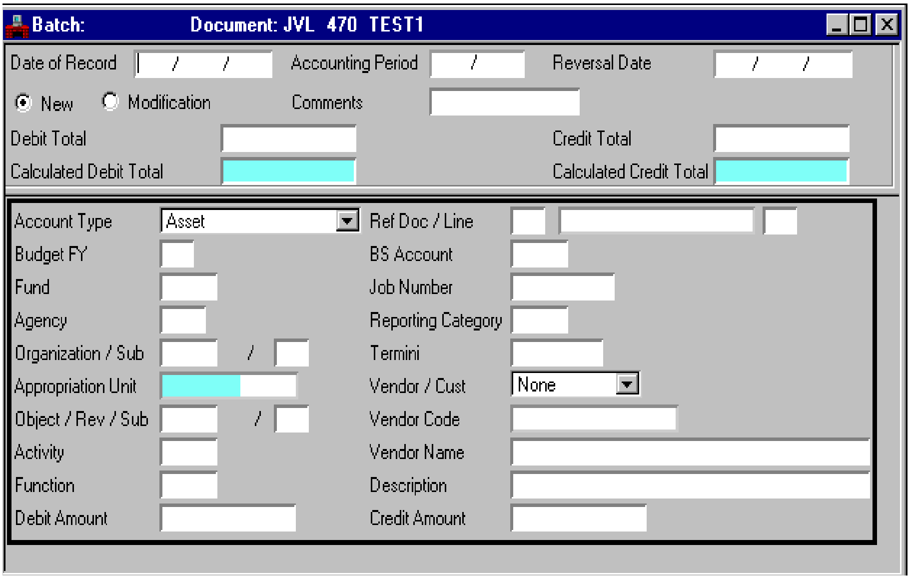
Field	Description
Date of Record	Default is the date the system accepts the document. Enter the date (*mm dd yy*) you want to associate with this document, usually the current date.
Accounting Period	Default is inferred from **Date of Record**. Enter the accounting period you want associated with these lines (it must be open). Do not enter a future accounting period .

Field	Description
Budget FY	Default is inferred from **Date of Record**. If you want these lines recorded in another fiscal year, enter the desired fiscal year. Enter an open year that is not a future fiscal year.
New/ Modification [Action]	Default is ***New [E]***. Use ***Modification [M]*** if you want to reuse a journal voucher number in the same accounting period. This groups the documents together on the Trial Balance by Accounting Distribution (A611) report.
Comments	Optional. Enter a descriptive note about this document.
Reversal Date	Optional. Enter only if you want this journal voucher automatically reversed. Enter the date (*mm dd yy*) when you want the reversal to take place. When this date is entered, the last character of the journal voucher document number must be ***E***.
Debit Total	Required. Enter the total amount of the debit lines on this document. This field must equal **Credit Total**, or the document is rejected.
Credit Total	Required. Enter the total amount of the credit lines on this document. This field must equal **Debit Total**, or the document is rejected.
Calculated Debit Total	Display only. The system automatically calculates the total amount of debit lines on this document. This field must equal **Calculated Credit Total**, or the document is rejected.
Calculated Credit Total	Display only. The system automatically calculates the total amount of credit lines on this document. This field must equal **Calculated Debit Total**, or the document is rejected.
Account Type	Conditional. Select the account type associated with this journal voucher transaction. The journal voucher document has multiple uses. For more information on entering this field, refer to the *User's Guide*. Valid values are: ***Expense/Expenditure [22]*** ***Revenue [31]***

Field	Description
Memo Ref Doc/ Line	Required. Enter the transaction code, agency, and number of the document related to this journal voucher.
Fund	Required. Enter a Fund code valid on FUN2. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Enter the fund if you want to override the default. See Fund Index (FUND) for valid values. The Fund code cannot be a Capital Project Fund code.
Agency	Required. Enter the agency used on this journal voucher. See Agency Index (AGCY) for valid values.
Organization/ Sub	Required. Enter the organization and sub-organization (if desired) used on this journal voucher. See Organization Index (ORGN) and Sub-Organization (SORG).
Appropriation Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Object/Rev/Sub	Conditional. Enter the object and sub-object associated with this journal voucher OR the revenue source and sub-revenue source associated with the journal voucher. See Object Index (OBJT) and Sub-Object (SOBJ) or Revenue Source Index (RSRC) and Sub-Revenue Source (SREV) for valid values.
Activity	Conditional. Enter the activity used on this journal voucher. See Activity Index (ACTV) for valid values.
Function	Conditional. Enter the function used on this journal voucher. See Function (FUNC) for valid values.
Debit	Enter amounts on the debit side if you are reclassifying expenditures, or revenues.
Job Number	Conditional. Enter the job number associated with this journal voucher. See Job Index (JOBT) for valid values.

Field	Description
Rept Cat	Conditional. Enter the reporting category associated with this journal voucher. See Reporting Category (RPTG) for valid values.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Vendor/Cust	Default is ***None [blank]***. Required if **Vendor Name** is ***Required [Y]*** on System Control Options (SOP2). This field indicates if the value entered in **Code** is valid on Vendor (VEN2) or Provider (PROV). Valid values are: ***Vendor [V]*** ***Provider [P]*** ***None [N]***
Code	Conditional. Enter the vendor or provider associated with this journal voucher. See Vendor Index (VEND) or Provider (PROV) for valid values.
Name	Default is inferred from Vendor (VEN2) or Provider (PROV) depending on the value in **Code**. Enter the name of the vendor or provider for reference purposes.
Description	Optional. Enter a description for this journal voucher line.
Credit	Enter amounts on the credit side if you are reclassifying expenditures, or revenues.

Journal Voucher Master Line Offset (JVL)



The Journal Voucher Master Line Offset (JVL) document is used for all other types of Journal Voucher transactions that are not performed on a Journal Voucher Correction (JVC) or Journal Voucher Transfer (JVT). The JVL is a generalized document that can record certain accounting transactions that cannot be recorded using any other financial system document. Like a JVM document, the JVL will allow correction not performed on JVC or JVT documents, except that it will also generate cash offset lines for each line on the JVL document. This will allow debits and credits within a fund to be different on the lines entered by the user. Generally you should not use this document to record corrections to other documents. You should make corrections of this type by modifying the original document or by processing a JVC.

Field	Description
Date of Record	Default is the date the system accepts the document. Enter the date (*mm dd yy*) you want to associate with this document, usually the current date.

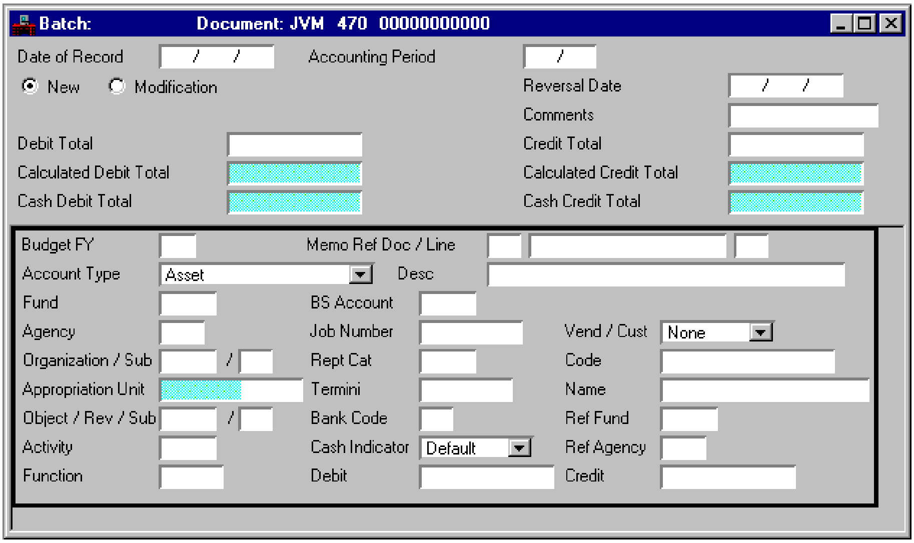
Field	Description
Accounting Period	Default is inferred from **Date of Record**. Enter the accounting period you want associated with these lines (it must be open). Do not enter a future accounting period .
Reversal Date	Optional. Enter only if you want this journal voucher automatically reversed. Enter the date (*mm dd yy*) when you want the reversal to take place. When this date is entered, the last character of the journal voucher document number must be ***E***.
New/ Modification [Action]	Default is ***New [E]***. Use ***Modification [M]*** if you want to reuse a journal voucher number in the same accounting period. This groups the documents together on the Trial Balance by Accounting Distribution (A611) report.
Comments	Optional. Enter a descriptive note about this document.
Debit Total	Required. Enter the total amount of the debit lines on this document. This field must equal **Credit Total**, or the document is rejected.
Credit Total	Required. Enter the total amount of the credit lines on this document. This field must equal **Debit Total**, or the document is rejected.
Calculated Debit Total	Display only. The system automatically calculates the total amount of debit lines on this document. This field must equal **Calculated Credit Total**, or the document is rejected.
Calculated Credit Total	Display only. The system automatically calculates the total amount of credit lines on this document. This field must equal **Calculated Debit Total**, or the document is rejected.

Field	Description
Account Type	Conditional. Select the account type associated with this journal voucher transaction. The journal voucher document has multiple uses. For more information on entering this field, refer to the *User's Guide*. Valid values are: ***Asset [01]*** ***Liability [02]*** ***Fund Balance [03]*** ***Asset Offset to Expenses [11]*** ***Encumbrance [21]*** (only allowed under certain circumstances.) ***Expense/Expenditure [22]*** ***Expenditure [23]*** ***Expense [24]*** ***Revenue [31]***
Budget FY	Default is inferred from **Date of Record**. If you want these lines recorded in another fiscal year, enter the desired fiscal year. Enter an open year that is not a future fiscal year.
Fund	Optional. Enter a Fund code valid on FUN2.
Agency	Conditional. Required if **Appr Unit** is entered. Enter the agency used on this journal voucher. See Agency Index (AGCY) for valid values.
Organization/ Sub	Optional. Enter the organization and sub-organization (if desired) used on this journal voucher. See Organization (ORG2) for valid values.
Appropriation Unit	Optional. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Object/Rev/Sub	Conditional. Enter the object and sub-object associated with this journal voucher OR the revenue source and sub-revenue source associated with the journal voucher. See Object Index (OBJT) and Sub-Object (SOBJ) or Revenue Source Index (RSRC) and Sub-Revenue Source (SREV) for valid values.

Field	Description
Activity	Conditional. Enter the activity used on this journal voucher. See Activity Index (ACTV) for valid values.
Function	Conditional. Enter the function used on this journal voucher. See Function (FUNC) for valid values.
Debit Amount	Enter amounts on the debit side if you are reclassifying expenditures, revenue or balance sheet accounts.
Ref Doc/ Line	Optional. Enter the transaction code, agency, and number of the document related to this journal voucher.
BS Account	Conditional. Enter the balance sheet account associated with this journal voucher. See Balance Sheet Account Index (BACC) for valid values.
Job Number	Conditional. Enter the job number associated with this journal voucher. See Job Index (JOBT) for valid values.
Reptoring Category	Conditional. Enter the reporting category associated with this journal voucher. See Reporting Category (RPTG) for valid values.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Vendor/Cust	Default is ***None [blank]***. Required if **Vendor Name** is ***Required [Y]*** on System Control Options (SOP2). This field indicates if the value entered in **Code** is valid on Vendor (VEN2) or Provider (PROV). Valid values are: ***Vendor [V]*** ***Provider [P]*** ***Quantity [Q]*** ***None [N]***

Field	Description
Code	Conditional. Enter the vendor or provider associated with this journal voucher. See Vendor Index (VEND) or Provider (PROV) for valid values. The journal voucher document has multiple uses. For more information on entering this field, refer to the *User's Guide*.
Vendor Name	Default is inferred from Vendor (VEN2) or Provider (PROV) depending on the value in **Code**. Enter the name of the vendor or provider for reference purposes. The journal voucher document has multiple uses. For more information on entering this field, refer to the *User's Guide*.
Description	Optional. Enter a description for this journal voucher line.
Credit Amount	Enter amounts on the credit side if you are reclassifying expenditure, revenue or balance sheet accounts.

Journal Voucher Master (JVM)



The Journal Voucher Master (JVM) document is used for all other types of Journal Voucher transactions that are not performed on a Journal Voucher Correction (JVC) or Journal Voucher Transfer (JVT). The Journal Voucher Master (JVM) is a generalized document that can record certain accounting transactions that cannot be recorded using any other financial system document.

Generally you should not use this document to record corrections to other documents. You should make corrections of this type by modifying the original document or by processing a JVC.

Field	Description
Date of Record	Default is the date the system accepts the document. Enter the date (*mm dd yy*) you want to associate with this document, usually the current date.

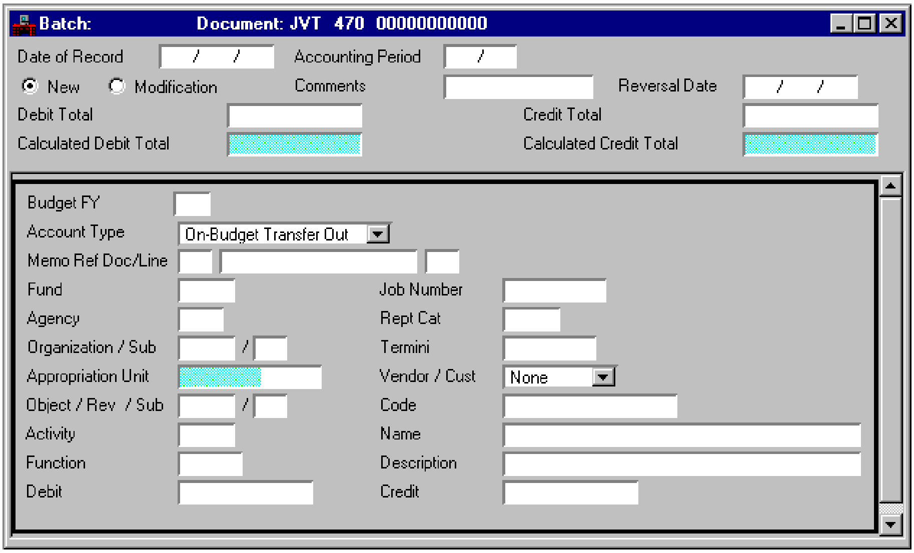
Field	Description
Accounting Period	Default is inferred from **Date of Record**. Enter the accounting period you want associated with these lines (it must be open). Do not enter a future accounting period .
New/ Modification [Action]	Default is ***New [E]***. Use ***Modification [M]*** if you want to reuse a journal voucher number in the same accounting period. This groups the documents together on the Trial Balance by Accounting Distribution (A611) report.
Reversal Date	Optional. Enter only if you want this journal voucher automatically reversed. Enter the date (*mm dd yy*) when you want the reversal to take place. When this date is entered, the last character of the journal voucher document number must be ***E***.
Comments	Optional. Enter a descriptive note about this document.
Debit Total	Required. Enter the total amount of the debit lines on this document. This field must equal **Credit Total**, or the document is rejected.
Credit Total	Required. Enter the total amount of the credit lines on this document. This field must equal **Debit Total**, or the document is rejected.
Calculated Debit Total	Display only. The system automatically calculates the total amount of debit lines on this document. This field must equal **Calculated Credit Total**, or the document is rejected.
Calculated Credit Total	Display only. The system automatically calculates the total amount of credit lines on this document. This field must equal **Calculated Debit Total**, or the document is rejected.
Cash Debit Total	Display only. The system automatically calculates the total of debits for those lines affecting cash control.
Cash Credit Total	Display only. The system automatically calculates the total of credits for those lines affecting cash control.
Budget FY	Default is inferred from **Date of Record**. If you want these lines recorded in another fiscal year, enter the desired fiscal year. Enter an open year that is not a future fiscal year.

Field	Description
Memo Ref Doc/ Line	Optional. Enter the transaction code, agency, and number of the document related to this journal voucher.
Account Type	Conditional. Select the account type associated with this journal voucher transaction. The journal voucher document has multiple uses. For more information on entering this field, refer to the *User's Guide*. Valid values are: ***Asset [01]*** ***Liability [02]*** ***Fund Balance [03]*** ***Asset Offset to Expenses [11]*** ***Encumbrance [21]*** (only allowed under certain circumstances.) ***Expense/Expenditure [22]*** ***Expenditure [23]*** ***Expense [24]*** ***Revenue [31]***
Desc	Optional. Enter a description for this journal voucher line.
Fund	Optional. Enter a Fund code valid on FUN2.
Agency	Conditional. Required if **Appr Unit** is entered. Enter the agency used on this journal voucher. See Agency Index (AGCY) for valid values.
Organization/ Sub	Optional. Enter the organization and sub-organization (if desired) used on this journal voucher. See Organization (ORG2) for valid values.
Appropriation Unit	Optional. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Object/Rev/Sub	Conditional. Enter the object and sub-object associated with this journal voucher OR the revenue source and sub-revenue source associated with the journal voucher. See Object Index (OBJT) and Sub-Object (SOBJ) or Revenue Source Index (RSRC) and Sub-Revenue Source (SREV) for valid values.

Field	Description
Activity	Conditional. Enter the activity used on this journal voucher. See Activity Index (ACTV) for valid values.
Function	Conditional. Enter the function used on this journal voucher. See Function (FUNC) for valid values.
BS Account	Conditional. Enter the balance sheet account associated with this journal voucher. See Balance Sheet Account Index (BACC) for valid values.
Job Number	Conditional. Enter the job number associated with this journal voucher. See Job Index (JOBT) for valid values.
Rept Cat	Conditional. Enter the reporting category associated with this journal voucher. See Reporting Category (RPTG) for valid values.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Bank Code	Conditional. Enter the bank account associated with this journal voucher. See Bank Account (BANK) for valid values. The journal voucher document has multiple uses. For more information on entering this field, refer to the *User's Guide*.
Cash Indicator	Conditional. Required if **JV Cash Indicator Required** is ***Yes [Y]*** on System Control Options (SOP2); otherwise, select ***Default [blank]***. Valid values are: ***Yes [Y]*** This document updates the **Collected** fields on Agency Project Inquiry (AGPR). ***No [N]*** This document updates the **Accrued** fields on Agency Project Inquiry (AGPR).

Field	Description
Debit	Enter amounts on the debit side if you are reclassifying expenditures, revenue or balance sheet accounts.
Vend/Cust	Default is ***None [blank]***. Required if **Vendor Name** is ***Required [Y]*** on System Control Options (SOP2). This field indicates if the value entered in **Code** is valid on Vendor (VEN2) or Provider (PROV). Valid values are: ***Vendor [V]*** ***Provider [P]*** ***Quantity [Q]*** ***None [N]***
Code	Conditional. Enter the vendor or provider associated with this journal voucher. See Vendor Index (VEND) or Provider (PROV) for valid values. The journal voucher document has multiple uses. For more information on entering this field, refer to the *User's Guide*.
Name	Default is inferred from Vendor (VEN2) or Provider (PROV) depending on the value in **Code**. Enter the name of the vendor or provider for reference purposes. The journal voucher document has multiple uses. For more information on entering this field, refer to the *User's Guide*.
Ref Fund	Conditional. If clearing out due to accounts, enter the seller's fund. If clearing out due from accounts, enter the buyer's fund. See Fund Index (FUND) for valid values.
Ref Agency	Conditional. If clearing out due to accounts, enter the reference agency for the seller. If clearing out due from accounts, enter the agency for the buyer. See Agency Index (AGCY) for valid values.
Credit	Enter amounts on the credit side if you are reclassifying expenditure, revenue or balance sheet accounts.

JOURNAL VOUCHER TRANSFER (JVT)



The Journal Voucher Transfer (JVT) document is used to process all cash transfers, both on budget and off budget.

Field	Description
Date of Record	Default is the date the system accepts the document. Enter the date (*mm dd yy*) you want to associate with this document, usually the current date.
Accounting Period	Default is inferred from **Date of Record**. Enter the accounting period you want associated with these lines (it must be open). Do not enter a future accounting period .
New/ Modification [Action]	Default is ***New [E]***. Use ***Modification [M]*** if you want to reuse a journal voucher number in the same accounting period. This groups the documents together on the Trial Balance by Accounting Distribution (A611) report.

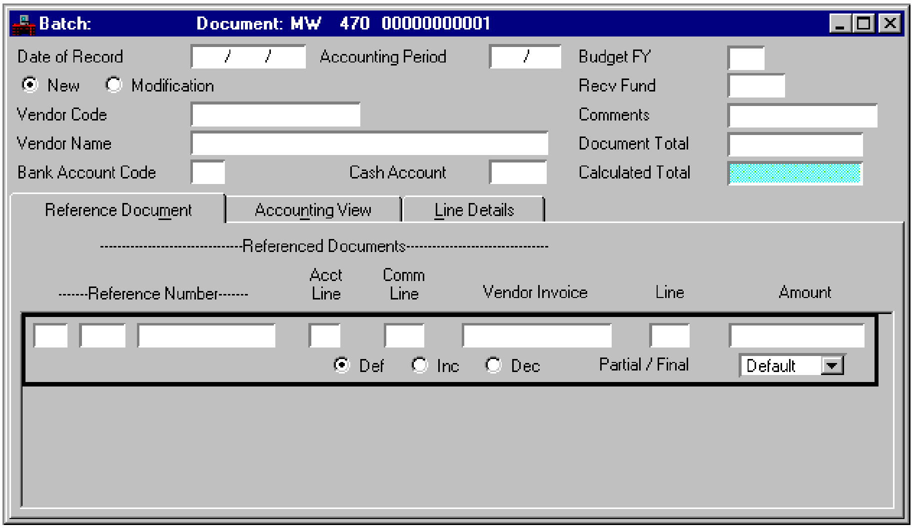
Field	Description
Comments	Optional. Enter a descriptive note about this document.
Reversal Date	Optional. Enter only if you want this journal voucher automatically reversed. Enter the date (*mm dd yy*) when you want the reversal to take place. When this date is entered, the last character of the journal voucher document number must be ***E***.
Debit Total	Required. Enter the total amount of the debit lines on this document. This field must equal **Credit Total**, or the document is rejected.
Credit Total	Required. Enter the total amount of the credit lines on this document. This field must equal **Debit Total**, or the document is rejected.
Calculated Debit Total	Display only. The system automatically calculates the total amount of debit lines on this document. This field must equal **Calculated Credit Total**, or the document is rejected.
Calculated Credit Total	Display only. The system automatically calculates the total amount of credit lines on this document. This field must equal **Calculated Debit Total**, or the document is rejected.
Budget FY	Default is inferred from **Date of Record**. If you want these lines recorded in another budget fiscal year, enter the desired budget fiscal year. Enter an open year that is not a future fiscal year.

Field	Description
Account Type	Conditional. Select the account type associated with this journal voucher transaction. The journal voucher document has multiple uses. For more information on entering this field, refer to the *User's Guide*. Valid values are: ***On-Budget Transfer Out [22]*** ***Off-Budget Transfer Out [24]*** ***Transfer-In [31]*** The ***On-Budget Transfer Out*** account type is used for transfers charging allotments on appropriated funds and all transfers on funds not appropriated, as these have no budget. The ***Off-Budget Transfer Out*** account type is used for transfers not charging allotments (i.e., cash transfers) on appropriated funds. The ***On-Budget Transfer Out*** account type is not used for any funds not appropriated, as these are to be completed as the ***On-Budget Transfer Out*** account type.
Memo Ref Doc/ Line	Required. Enter the transaction code, agency, and number of the document related to this journal voucher.
Fund	Required. Enter a Fund code valid on FUN2. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Enter the fund if you want to override the default.
Agency	Required. Enter the agency used on this journal voucher. See Agency Index (AGCY) for valid values.
Organization/ Sub	Required. Enter the organization and sub-organization (if desired) used on this journal voucher. See Organization (ORG2) and Sub-Organization (SORG) for valid values.
Appropriation Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.

Field	Description
Object/Rev/Sub	Conditional. Enter the object and sub-object associated with this journal voucher OR the revenue source and sub-revenue source associated with the journal voucher. See Object Index (OBJT) and Sub-Object (SOBJ) or Revenue Source Index (RSRC) and Sub-Revenue Source (SREV) for valid values.
Activity	Conditional. Enter the activity used on this journal voucher. See Activity Index (ACTV) for valid values.
Function	Conditional. Enter the function used on this journal voucher. See Function (FUNC) for valid values.
Debit	Enter debit amount.
Job Number	Conditional. Enter the job number associated with this journal voucher. See Job Index (JOBT) for valid values.
Rept Cat	Conditional. Enter the reporting category associated with this journal voucher. See Reporting Category (RPTG) for valid values.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Vendor/Cust	Default is ***None [blank]***. Required if **Vendor Name** is ***Required [Y]*** on System Control Options (SOP2). This field indicates if the value entered in **Code** is valid on Vendor (VEN2) or Provider (PROV). Valid values are: ***Vendor [V]*** ***Provider [P]*** ***None [N]***
Code	Conditional. Enter the vendor or provider associated with this journal voucher. See Vendor Index (VEND) or Provider (PROV) for valid values.

Field	Description
Name	Default is inferred from Vendor (VEN2) or Provider (PROV) depending on the value in **Code**. Enter the name of the vendor or provider for reference purposes.
Description	Optional. Enter a description for this journal voucher line.
Credit	Enter credit amount.

Manual Warrant (MW)



A Manual Warrant (MW) document records manually written checks or warrants in the system. It allows you to reference prior documents (requisition, purchase order, or payment voucher documents) and record checks or warrants issued by external systems such as your payroll system.

All MW document IDs, including MW payroll interfaced from the Treasury system, local field offices and central office must start with the same Bank Account Code that is to be coded on the MW header, followed by ’00’, followed by the 7-digit warrant number.

Ensure that an ADNT entry with Bank Account Code as the prifix ’WT’ is set up for each MW bank account.

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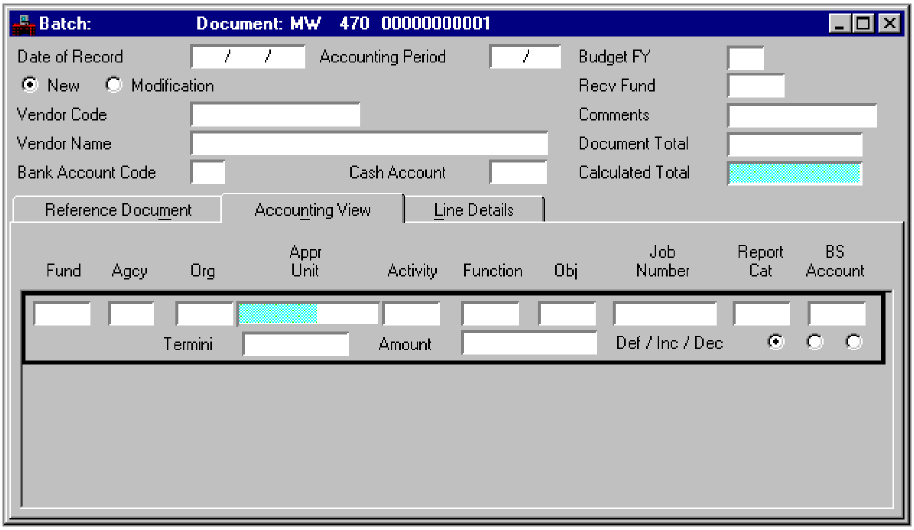
Field	Description
Date of Record	Default is the date the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with these lines, usually the current date. Do not enter a future date.
Accounting Period	Default is inferred from the **Date of Record**. If you want to record these lines in some other accounting period, enter the desired period (it must be open), using fiscal months and fiscal years. You cannot enter future periods.
Budget FY	Default is the current fiscal year. If you want to record these lines in some other fiscal year, enter the desired fiscal year (it must be open). You cannot enter future budget fiscal years.
New/ Modification [Action]	Defaults to ***New [E]***. Select ***Modification [M]*** if you want to cancel the document (decrease the document to zero).
Recv Fund	Conditional. Required if this document is reporting an internal purchase/sale concerning two different funds. Enter the fund that is to receive money as a result of this document. See the Fund Index (FUND) for valid values.
Vendor Code	Conditional. Required if **Vendor/Commodity Control** on System Control Options (SOPT) is ***Both Controls in Effect [Y]***. Leave blank if **Receiving Fund** is entered. Otherwise, this field is optional. Enter the vendor requesting payment as a result of this document. Refer to Vendor Index (VEND) for valid values.
Comments	Optional. Enter any general text you want recorded.
Vendor Name	Default is inferred from Vendor (VEN2). Required if **Vendor Code** was not supplied, or if you used a miscellaneous vendor code. Enter the name written on the check. Leave blank if **Receiving Fund** is entered.
Document Total	Required. Enter the unsigned net amount of all lines on the document. To compute this amount: add all the increase amounts and subtract the smaller of these amounts from the larger, and enter that amount.

Field	Description
Bank Account Code	Required. Enter the bank account whose checks were used for the lines recorded on this document. Refer to Bank Account (BANK) for valid values. Bank Account Code must agree to the first two characters of the Document ID.
Cash Account	Optional. Enter a cash account only if you want to override the default cash account on Bank Account (BANK) for the bank account entered above. The offset cash account represents the account that is credited as a result of this document. Refer to Balance Sheet Account Index (BACC) for valid values.
Calculated Total	Display only. The system computed total of the line amounts is displayed.

Field	Description
Referenced Documents	
Reference Number	Conditional. Required if this line concerns items previously recorded on a purchase order, or payment voucher; otherwise, it is blank. Enter the document code, agency and number of the document being referenced. If a prior year purchase order is referenced, ensure that all values in the accounting distribution are valid for the prior year as well as for the current year. If the Manual Warrant (MW) document references a Payment Voucher (PV) document, the **Reference Number** will be populated with the **PV Number**.
Acct Line	Conditional. Required if this line concerns items previously recorded on a purchase order or payment voucher document. (There are no lines on requisitions.) Enter the accounting line number being referenced. If the Manual Warrant (MW) document references a Payment Voucher (PV) document, the **Acct Line** will be populated with the **PV Line Number**.
Comm Line	Required if **EPPV Requirements** on EPS System Control Options (ESOP) is selected [***Y***] and **Vendor Invoice** is entered. Enter the commodity line number of the Vendor Invoice (VI) being referenced.
Vendor Invoice	Optional. Enter the document number for the vendor invoice.
Line	Optional. Enter a unique number for each vendor invoice line.
Amount	Required. Enter the amount of the check.
Def/Inc/Dec	Defaults to ***Default [blank]***. Required if you are modifying this line. Valid values are ***Decrease [D]*** or ***Increase [I]***. ***Decrease [D]*** is valid on a new entry as long as a requisition is not being referenced. ***Decrease [D]*** is used on new entries to void checks.

Field	Description
Partial/Final	Defaults to ***Default [blank]***. Indicates whether the line is closing out a purchase order line (final payment) or authorizing partial payment of a purchase order line amount. Valid values are ***Default [blank]***, ***Partial [P]*** and ***Final [F]***. Final payments do not always equal the amount recorded on the purchase order document. If this manual warrant makes the total amount expended equal to the purchase order line amount, then the purchase order line is closed automatically, and this field is optional. Enter ***Final [F]*** if this manual warrant makes the total amount expended more or less than the purchase order amount, but you want to force a close (the item cost more or did not cost as much as expected). A maximum limit is set for the amount that the total amount expended can exceed the purchase order amount. (For more information, refer to the *User's Guide*.)

Accounting View

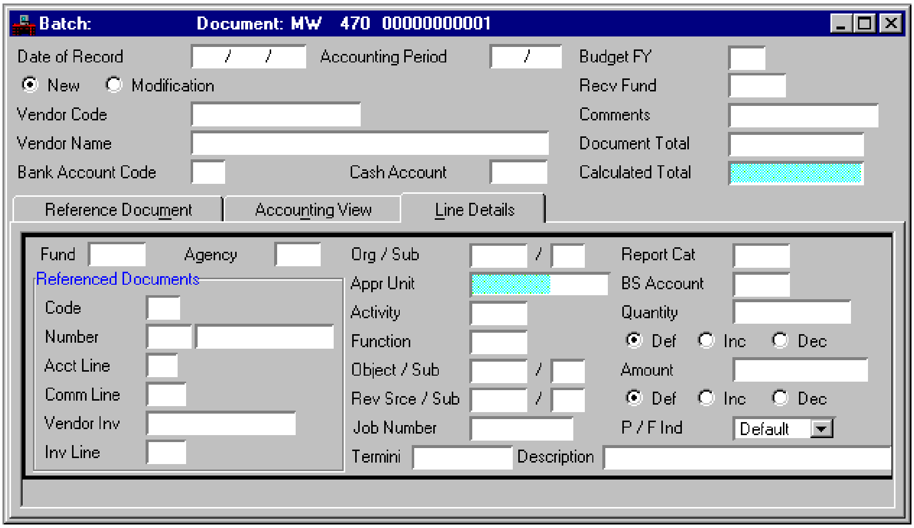


Field	Description
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency paying for the item named on this line. Refer to Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org	Conditional. Required if **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). On entity refunds, this field is governed by **Revenue Budget Organization Option** on Fund Agency Index (FAGY). Refer to Organization Index (ORGN) for valid values.
Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.

Field	Description
Activity	Default is inferred from Organization (ORG2), if it is included there. Required if **Expense Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). On refunds, this field is controlled by **Revenue Budget Activity Option** on Fund Agency Index (FAGY). Optional on balance sheet transactions. See Activity Index (ACTV) for valid values.
Function	Conditional. If left blank, it is inferred from Organization (ORG2); or from Activity (ACT2), if function is not entered on Organization (ORG2). Required if **Expense Budget Function Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). Refer to Function (FUNC) for valid values.
Object	Conditional. This field is required (except on balance sheet and refund transactions). Optional on balance sheet transactions. Leave blank on internal refund transactions. Refer to Object Index (OBJT) for valid values.
Job Number	Conditional. This field is optional on balance sheet transactions. If **Job Cost** on System Control Options (SOP2) is ***Yes [Y]***, you can enter a job number. It is used for reporting purposes only. Refer to Job Index (JOBT) for valid values. If the Job Cost Subsystem is not installed, you can enter a project number. If your installation does not use the job cost or project accounting modules, you can enter a general reporting category.
Rept Cat	Conditional. Enter a reporting category only if this line is an expenditure or a balance sheet transaction, or if it references a payment voucher. If referencing a payment voucher, leave this field blank or enter the same value as in **Offset Liability Account** on Open Payment Voucher Header Inquiry (OPVH). Required on balance sheet transactions if **Reporting Category Option** on Balance Sheet Account Index (BACC) is ***Y*** (required on documents). Refer to Reporting Category (RPTG) for valid values.

Field	Description
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.

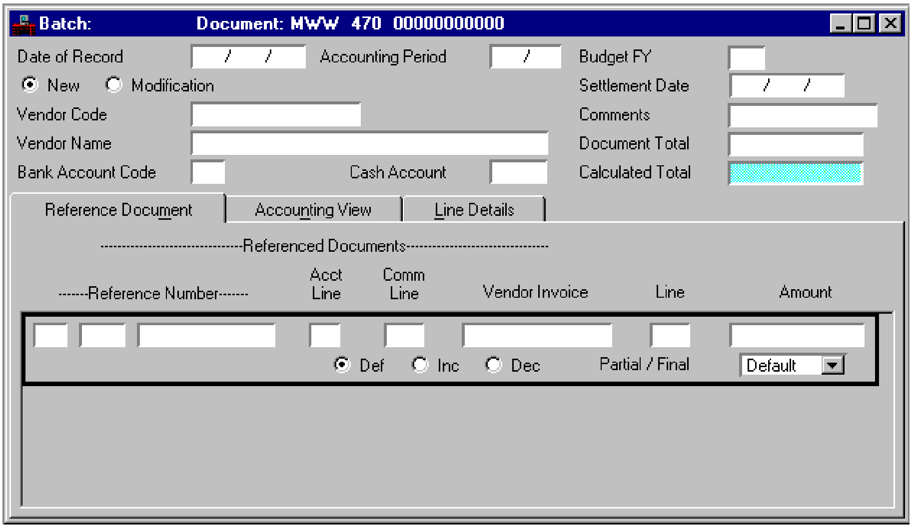
Line Details View



Field	Description
Sub-Org	Optional. Enter the sub-organization paying for the item named in this line. Refer to Sub-Organization (SORG) for valid values. You must enter an organization before you can enter a sub-organization code.
Sub-Object	Conditional. Required if **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (Extended) (EEX2). Refer to Sub-Object (SORG) for valid values.
Rev Srce/Sub	Conditional. **Revenue Source** is required on internal refund transactions. When **Revenue Source** is entered, leave **Object** and **Balance Sheet Account** blank. Enter the revenue source that is debited as a result of this document. Refer to Revenue Source Index (RSRC) for valid values. If a revenue source is entered and **Sub-Revenue Source Required** on Revenue Source (RSR2) is ***Yes [Y]***, **Sub-Revenue Source** is required; otherwise, it is optional. Refer to Sub-Revenue Source (SREV) for valid values.

Field	Description
BS Account	Conditional. Enter a balance sheet account from Balance Sheet Account Index (BACC). Do not use any of the default accounts defined on System Special Accounts (SPEC), however, you can enter the default fund balance account. If this is a new document, the balance sheet account must be an asset (**Account Type** must be ***01*** (asset) and **Cash Account Indicator** must be ***N*** (No) on Balance Sheet Account Index (BACC)).
Quantity	Conditional. Enter the number of items paid for. Required if **EPPV Requirements** on EPS System Control Options (ESOP) is selected [***Y***], an invoice is entered, and a purchase order is referenced.
Def/Inc/Dec	Default is ***Default [blank]***. Required on modification documents if **Quantity** is entered. Valid values are ***Increase [I]*** and ***Decrease [D]***.
Description	Optional. Enter a general description for this document.

MANUAL WARRANT/FEDWIRE (MWW)



A Manual Warrant / FedWire (MWW) is a manual warrant document used exclusively to record FedWire transfers.

The MWW document ID should have the following format: WTnnnnnnnnn; where 'nnnnnnnnn' is free format (e.g., starts with agency code followed by anything or uses and ADNT entry.)

If an ADNT entry is used, make sure the prifix 'WT' is set up for the MWW document.

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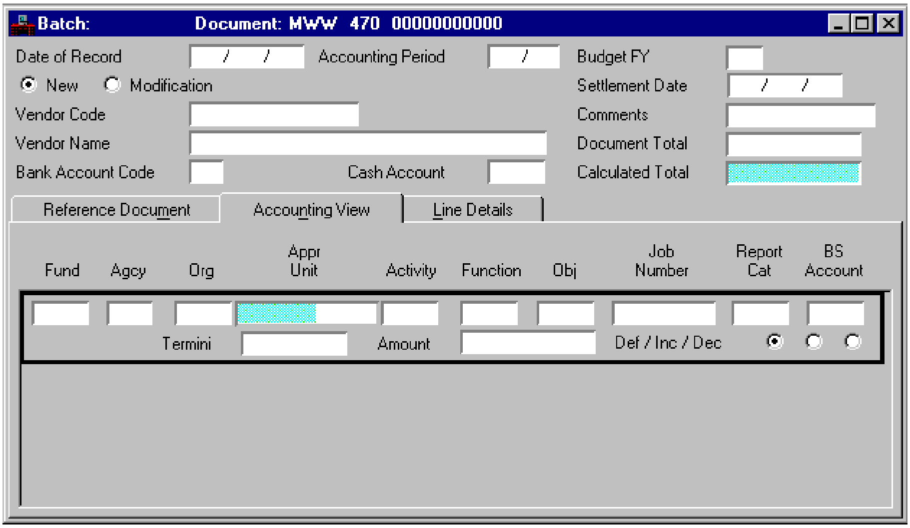
Field	Description
Date of Record	Default is the date the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with these lines, usually the current date. Do not enter a future date.
Accounting Period	Default is inferred from the **Date of Record**. If you want to record these lines in some other accounting period, enter the desired period (it must be open), using fiscal months and fiscal years. You cannot enter future periods.
Budget FY	Default is the current fiscal year. If you want to record these lines in some other fiscal year, enter the desired fiscal year (it must be open). You cannot enter future budget fiscal years.
New/ Modification [Action]	Defaults to ***New [E]***. Select ***Modification [M]*** if you want to cancel the document (decrease the document to zero).
Settlement Date	Enter the date which the actual wire is to take place.
Vendor Code	Conditional. Required if **Vendor/Commodity Control** on System Control Options (SOPT) is ***Both Controls in Effect [Y]***. Leave blank if **Receiving Fund** is entered. Otherwise, this field is optional. Enter the vendor requesting payment as a result of this document. Refer to Vendor Index (VEND) for valid values.
Comments	Optional. Enter any general text you want recorded.
Vendor Name	Default is inferred from Vendor (VEN2). Required if **Vendor Code** was not supplied, or if you used a miscellaneous vendor code. Enter the name written on the check. Leave blank if **Receiving Fund** is entered.
Document Total	Required. Enter the unsigned net amount of all lines on the document. To compute this amount: add all the increase amounts and subtract the smaller of these amounts from the larger, and enter that amount.

Field	Description
Bank Account Code	Required. Enter the bank account whose checks were used for the lines recorded on this document. Refer to Bank Account (BANK) for valid values.
Cash Account	Optional. Enter a cash account only if you want to override the default cash account on Bank Account (BANK) for the bank account entered above. The offset cash account represents the account that is credited as a result of this document. Refer to Balance Sheet Account Index (BACC) for valid values.
Calculated Total	Display only. The system computed total of the line amounts is displayed.

Field	Description
Referenced Documents	
Reference Number	Conditional. Required if this line concerns items previously recorded on a purchase order, or payment voucher; otherwise, it is blank. Enter the document code, agency and number of the document being referenced. If a prior year purchase order is referenced, ensure that all values in the accounting distribution are valid for the prior year as well as for the current year. If the Manual Warrant (MW) document references a Payment Voucher (PV) document, the **Reference Number** will be populated with the **PV Number**.
Acct Line	Conditional. Required if this line concerns items previously recorded on a purchase order or payment voucher document. (There are no lines on requisitions.) Enter the accounting line number being referenced. If the Manual Warrant (MW) document references a Payment Voucher (PV) document, the **Acct Line** will be populated with the **PV Line Number**.
Comm Line	Required if **EPPV Requirements** on EPS System Control Options (ESOP) is selected [***Y***] and **Vendor Invoice** is entered. Enter the commodity line number of the Vendor Invoice (VI) being referenced.
Vendor Invoice	Optional. Enter the document number for the vendor invoice.
Line	Optional. Enter a unique number for each vendor invoice line.
Amount	Required. Enter the amount of the check.
Def/Inc/Dec	Defaults to ***Default [blank]***. Required if you are modifying this line. Valid values are ***Decrease [D]*** or ***Increase [I]***. ***Decrease [D]*** is valid on a new entry as long as a requisition is not being referenced. ***Decrease [D]*** is used on new entries to void checks.

Field	Description
Partial/Final	Defaults to ***Default [blank]***. Indicates whether the line is closing out a purchase order line (final payment) or authorizing partial payment of a purchase order line amount. Valid values are ***Default [blank]***, ***Partial [P]*** and ***Final [F]***. Final payments do not always equal the amount recorded on the purchase order document. If this manual warrant makes the total amount expended equal to the purchase order line amount, then the purchase order line is closed automatically, and this field is optional. Enter ***Final [F]*** if this manual warrant makes the total amount expended more or less than the purchase order amount, but you want to force a close (the item cost more or did not cost as much as expected). A maximum limit is set for the amount that the total amount expended can exceed the purchase order amount. (For more information, refer to the *User's Guide*.)

Accounting View

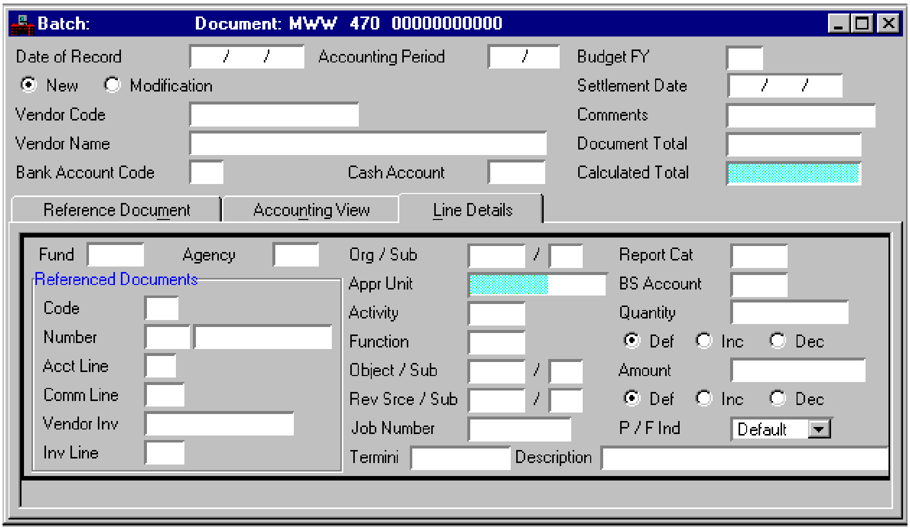


Field	Description
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. See Fund Index (FUND) for valid values.
Agcy	Required. Enter the agency paying for the item named on this line. Refer to Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org	Conditional. Required if **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). On entity refunds, this field is governed by **Revenue Budget Organization Option** on Fund Agency Index (FAGY). Refer to Organization Index (ORGN) for valid values.
Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.

Field	Description
Activity	Default is inferred from Organization (ORG2), if it is included there. Required if **Expense Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). On refunds, this field is controlled by **Revenue Budget Activity Option** on Fund Agency Index (FAGY). Optional on balance sheet transactions. See Activity Index (ACTV) for valid values.
Function	Conditional. If left blank, it is inferred from Organization (ORG2); or from Activity (ACT2), if function is not entered on Organization (ORG2). Required if **Expense Budget Function Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). Refer to Function (FUNC) for valid values.
Obj	Conditional. This field is required (except on balance sheet and refund transactions). Optional on balance sheet transactions. Leave blank on internal refund transactions. Refer to Object Index (OBJT) for valid values.
Job Number	Conditional. This field is optional on balance sheet transactions. If **Job Cost** on System Control Options (SOP2) is ***Yes [Y]***, you can enter a job number. It is used for reporting purposes only. Refer to Job Index (JOBT) for valid values. If the Job Cost Subsystem is not installed, you can enter a project number. If your installation does not use the job cost or project accounting modules, you can enter a general reporting category.
Report Cat	Conditional. Enter a reporting category only if this line is an expenditure or a balance sheet transaction, or if it references a payment voucher. If referencing a payment voucher, leave this field blank or enter the same value as in **Offset Liability Account** on Open Payment Voucher Header Inquiry (OPVH). Required on balance sheet transactions if **Reporting Category Option** on Balance Sheet Account Index (BACC) is ***Y*** (required on documents). Refer to Reporting Category (RPTG) for valid values.

Field	Description
BS Account	Conditional. Enter a balance sheet account from Balance Sheet Account Index (BACC). Do not use any of the default accounts defined on System Special Accounts (SPEC), however, you can enter the default fund balance account. If this is a new document, the balance sheet account must be an asset (**Account Type** must be ***01*** (asset) and **Cash Account Indicator** must be ***N*** (No) on Balance Sheet Account Index (BACC)).
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.

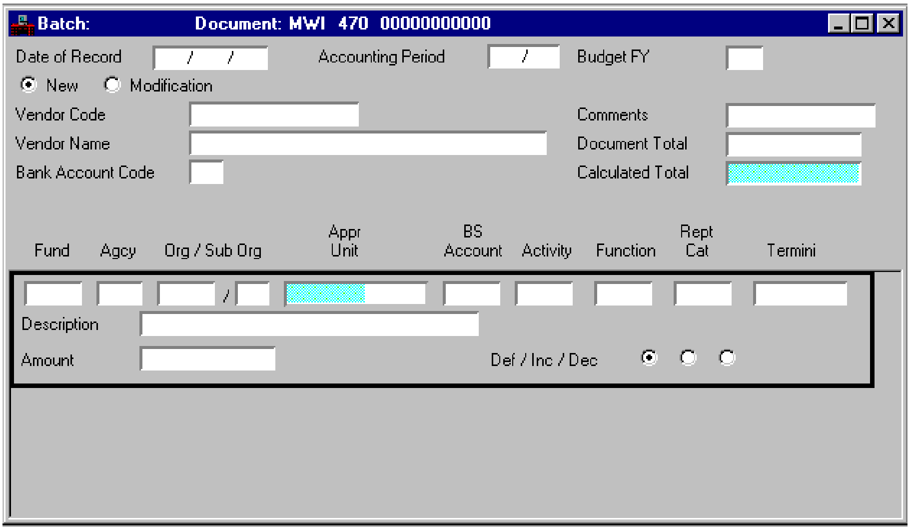
Line Details View



Field	Description
Sub-Org	Optional. Enter the sub-organization paying for the item named in this line. Refer to Sub-Organization (SORG) for valid values. You must enter an organization before you can enter a sub-organization code.
Sub-Object	Conditional. Required if **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (Extended) (EEX2). Refer to Sub-Object (SORG) for valid values.
Rev Srce/Sub	Conditional. **Revenue Source** is required on internal refund transactions. When **Revenue Source** is entered, leave **Object** and **Balance Sheet Account** blank. Enter the revenue source that is debited as a result of this document. Refer to Revenue Source Index (RSRC) for valid values. If a revenue source is entered and **Sub-Revenue Source Required** on Revenue Source (RSR2) is ***Yes [Y]***, **Sub-Revenue Source** is required; otherwise, it is optional. Refer to Sub-Revenue Source (SREV) for valid values.

Field	Description
Quantity	Conditional. Enter the number of items paid for. Required if **EPPV Requirements** on EPS System Control Options (ESOP) is selected [***Y***], an invoice is entered, and a purchase order is referenced.
Def/Inc/Dec	Default is ***Default [blank]***. Required on modification documents if **Quantity** is entered. Valid values are ***Increase [I]*** and ***Decrease [D]***.
Description	Optional. Enter a general description for this document.

MANUAL WARRANT/INVESTMENT (MWI)



A Manual Warrant/Investment (MWI) document is used exclusively for investment purposes. The Manual Warrant/Investment (MWI) document records manually created fedwires, for the purchase of investment securities.

The MWI document ID should have the following format: WInnnnnnnnn; where ’nnnnnnnnn’ is free format (e.g., starts with agency code followed by anything or uses and ADNT entry.)

If an ADNT entry is used, then the prefix ’WI’ must be set up for the MWI document.

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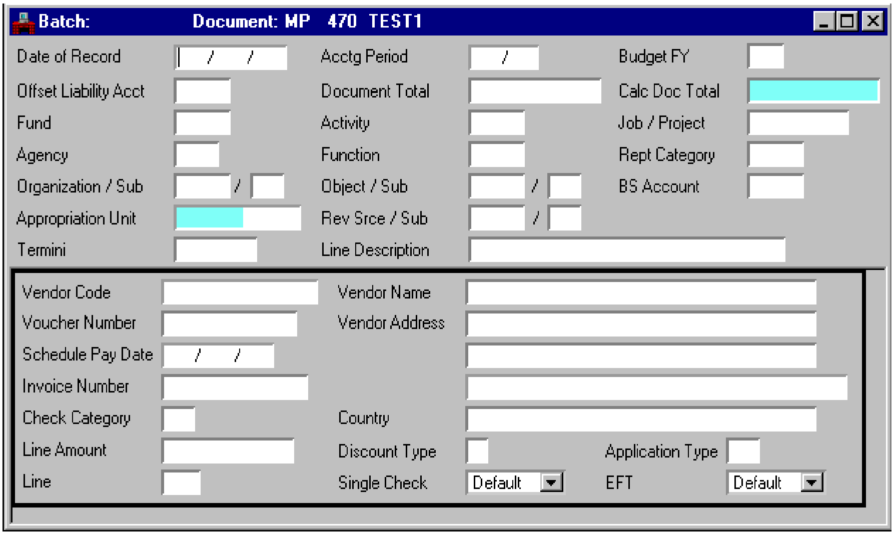
Field	Description
Date of Record	Default is the date the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with these lines, usually the current date. Do not enter a future date.

Field	Description
Accounting Period	Default is inferred from the **Date of Record**. If you want to record these lines in some other accounting period, enter the desired period (it must be open), using fiscal months and fiscal years. You cannot enter future periods.
Budget FY	Default is the current fiscal year. If you want to record these lines in some other fiscal year, enter the desired fiscal year (it must be open). You cannot enter future budget fiscal years.
New/ Modification [Action]	Defaults to ***New [E]***. Select ***Modification [M]*** if you want to cancel the document (decrease the document to zero).
Vendor Code	Required. Enter the vendor requesting payment as a result of this document. Refer to Vendor Index (VEND) for valid values.
Comments	Optional. Enter any general text you want recorded.
Vendor Name	Default is inferred from Vendor (VEN2). Required if **Vendor Code** was not supplied, or if you used a miscellaneous vendor code.
Document Total	Required. Enter the unsigned net amount of all lines on the document.
Bank Account Code	Required. Enter the bank account whose checks were used for the lines recorded on this document. Refer to Bank Account (BANK) for valid values.
Calculated Total	Display only. The system computed total of the line amounts is displayed.
Fund	Required. Enter a Fund code valid on FUN2.
Agcy	Required. Enter the agency used on this transaction. See Agency Index (AGCY) for valid values.
Org/Sub-Org	Required. Enter the organization used on this transaction. See Organization (ORG2) for valid values.

Field	Description
Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
BS Account	Conditional. Enter the balance sheet account associated with this transaction. See Balance Sheet Account Index (BACC) for valid values.
Activity	Conditional. Enter the activity used on this transaction. See Activity Index (ACTV) for valid values.
Function	Conditional. Enter the function used on this transaction. See Function (FUNC) for valid values.
Rept Cat	Conditional. Enter a reporting category only if this line is an expenditure or a balance sheet transaction, or if it references a payment voucher. If referencing a payment voucher, leave this field blank or enter the same value as in **Offset Liability Account** on Open Payment Voucher Header Inquiry (OPVH). Required on balance sheet transactions if **Reporting Category Option** on Balance Sheet Account Index (BACC) is ***Y*** (required on documents). Refer to Reporting Category (RPTG) for valid values.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Description	Enter a general description for this document.
Amount	Required. Enter the amount of the check.
Def/Inc/Dec	Defaults to ***Default [blank]***. Required if you are modifying this line. Valid values are ***Decrease [D]*** or ***Increase [I]***.

MULTIPLE VENDOR PAYMENT VOUCHER (MP)



The Multiple Vendor Payment Voucher (MP) allows you to enter payments for multiple vendors with the same accounting attributes. When processed, this document generates a Multi-Payee Payment Voucher Detail (PVV) for each entry.

Field	**Description**
Date of Record	Defaults to the date the document is accepted by the system. Enter the date (*mm dd yy*) you want to associate with this document, usually the current date. You cannot enter a future date.
Acctg Period	Default is inferred from **Date of Record**. If you want to record these lines in another accounting period, enter the appropriate period (it must be open), using fiscal months and fiscal years. You cannot enter future periods.

Field	Description
Budget FY	Defaults to the current fiscal year's budget. If you want these lines recorded in some other fiscal year, enter the desired fiscal year (it must be open). You cannot enter future budget fiscal years.
Offset Liability Acct	Default uses the value recorded in **Vouchers Payable** on System Special Accounts (SPEC). Enter the balance sheet account credited for the liability created by this voucher. Refer to Balance Sheet Account Index (BACC) for valid values.
Document Total	Required. Enter the unsigned net amount of all lines on the document (the value entered should equal the value displayed in **Calculated Document Total**).
Calc Doc Total	Display only. This value is the system computed total of the line amounts.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. If this is a modification to a previously entered document, fund is inferred from the original document. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency paying for the item named on this line. Refer to Agency Index (AGC2) and Fund Agency Index (FAGY) for valid values. This field is optional on balance transactions.
Organization/ Sub	**Organization** is required if **Expense Budget Organization Option** or **Expense Budget Activity Option** on Fund Agency Index (FAGY) is ***Y*** (required budget and accounting) or ***A*** (required on accounting). On internal refunds, organization is governed by **Revenue Budget Organization Option**. Refer to Organization Index (ORGN) for valid values. Optional on balance sheet transactions.

Field	Description
	Sub-Organization is optional on balance sheet transactions. You cannot enter a sub-organization unless you have entered an organization. Required for expenditure transactions if **Sub-Organization Required on Spending** on Organization (ORG2) is: ***Required [Y]*** ***Required on Expenditure Transactions [3]*** Required for revenue transactions if **Sub-Organization Required on Revenue** on Organization (ORG2) is ***Required [Y]***. Enter the sub-organization paying for the item named in this line. Refer to Sub-Organization (SORG) for valid values.
Appropriation Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Activity	Default is inferred from Organization (ORG2), if it is included there. Required if **Expense Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). On internal refunds, this field is controlled by **Revenue Budget Activity Option** on Fund Agency Index (FAGY). Optional on balance sheet transactions. See Activity Index (ACTV) for valid values. Values on documents override the values on Organization (ORG2). If this is a modification document, this field is optional. If entered, it must match the original document.

Field	Description
Function	Default is inferred from Organization (ORG2); or from Activity (ACT2), if function is not entered on Organization (ORG2). Refer to Function (FUNC) for valid values. Required if **Expense Budget Function Option on** Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). If this line references another document, the value entered in this field must match the one on the other document.
Object/Sub	Conditional. **Object** is optional on balance sheet transactions. Otherwise, it is required. Refer to Object Index (OBJT) for valid values. Note: If the object code entered is a 1099 reportable code, the **Vendor Code** cannot be ***Miscellaneous***. Leave **Sub-Object** blank if **Object** is not entered. **Sub-Object** is required if **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (Extended) (EEX2). Refer to Sub-Object (SOBJ) for valid values.
Rev Srce/Sub	Conditional. Enter the revenue source debited as a result of this document. Refer to Revenue Source Index (RSRC) for valid values. If **Revenue Source** is entered, leave **Object** and **BS Account** blank. **Sub-Revenue** cannot be entered if **Revenue Source** is not entered. This field is required if **Sub-Revenue Source** on Revenue Source (RSR2) is ***Yes [Y]***. If the option is ***No [N]***, then **Sub-Revenue Source** is optional. Refer to Sub-Revenue Source (SREV) for valid values.
Line Description	Optional. If entered, this description appears in **Description** on the Multi-Payee Payment Voucher Detail (PVV).
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.

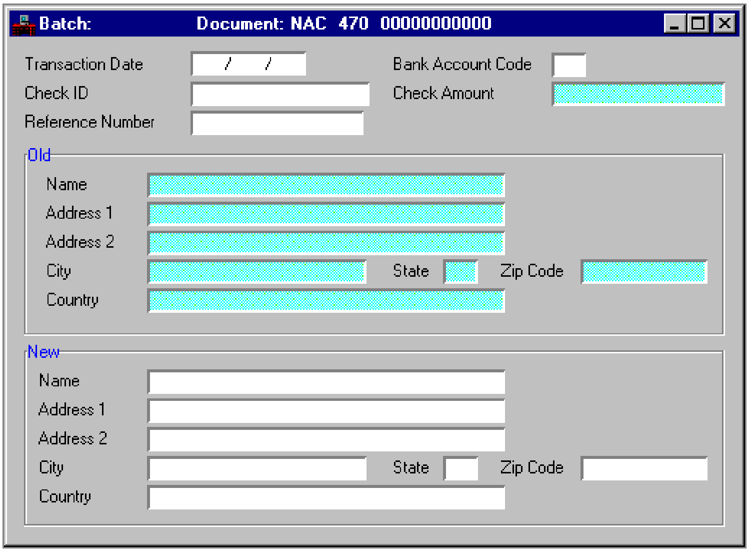
Field	Description
Rept Category	Conditional. Required on expenditure transactions if **Reporting Category** on Agency (AGC2) is ***Required on Expenditure Transactions [3].*** Required on revenue transactions if **Reporting Category Required on Revenue Transaction** is ***Required [Y]*** on Agency (AGC2). Required on balance sheet transactions if **Reporting Category Option** on Balance Sheet Account Index (BACC) is ***Y*** (required on documents). Refer to Reporting Category (RPTG) for valid values.
BS Account	Conditional. Required if this line is an expense transaction. If the expense transaction is a transfer of funds between two balance sheet accounts, leave **Object** blank. Refer to Balance Sheet Account Index (BACC) for valid values. Do not use default accounts from System Special Accounts (SPEC). However, you can use the default fund balance account.
Vendor Code	Conditional. Required if **Vendor/Commodity Control** on System Control Options (SOPT) is ***Both Controls in Effect [Y]***. Otherwise, this field is optional. Used on vouchers for outside vendors, if your installation requires vendor codes. Enter the vendor paid as a result of this document. Refer to Vendor Index (VEND) for valid values. Note: **Vendor Code** cannot be ***Miscellaneous*** if the **Object Code** is 1099 reportable.
Voucher Number	Required. Enter the agency and unique number used to identify this voucher. Voucher numbers may be automatically generated using Automatic Document Numbering (ADNT).

Field	Description
Schedule Pay Date	Default assigns a date according to the following rules: If **Scheduled Payment Day** is entered on Vendor (VEN2) for this document's vendor, that value is used. This field defines the day in the month that this vendor is paid. The system assigns the payment date using this day and the current month, or, if the resulting date has already passed, the next month. **System Payment Lag** on System Control Options (SOP2) is used for all payment vouchers and vendors, when no other date or payment day is specified. The payment lag is the number of days from the voucher date when the payment is issued. Enter the date that the check for this payment voucher is issued. If a date is entered, it overrides the date assigned by the system. Note: You can change the scheduled payment dates on payment voucher modifying transactions or through Payment Voucher Scheduling (SCHD). For further details, refer to the discussion of Automated Disbursements in the *User's Guide*.
Invoice Number	Optional. Enter the Vendor Invoice (VI) number, if one is available.
Check Category	Optional. This field specifies the category where the check for this voucher is printed. Vouchers are summed by vendor and check category. The use of check categories is optional. Refer to Check Category (CCAT) for valid values.
Line Amount	Required. Enter the line amount. If adding a new line, enter the dollar amount of the item(s) described on this line. Enter two digits for cents; the decimal point is optional. Do not enter dollar signs or commas.
Line	Optional. Enter the line number of the referenced invoice. The line number entered must be a valid Vendor Invoice (VI) line number.

Field	Description
Vendor Name	Default is inferred from Vendor (VEN2). Required when **Vendor Code** is blank or a miscellaneous vendor is entered. Enter the name you want printed on checks. You can enter the name here for your own reference.
Vendor Address	Default is obtained from Vendor (VEN2). Required on vouchers for outside vendors when **Vendor Code** is blank, or a miscellaneous vendor is entered. Enter the address you want printed on checks. You can enter the address here for your own reference.
Country	Default is obtained from Vendor (VEN2). Required on vouchers for outside vendors when **Vendor Code** is blank, or a miscellaneous vendor is entered. Enter the country you want printed on checks. You can enter the country here for your own reference.
Discount Type	Optional. If a vendor discount policy applies to this voucher line, enter the appropriate discount type from Discount Type (DISC). The cash disbursement process determines whether the discount is taken at the time the check is printed.
Application Type	Conditional. Required if **EFT** is set to ***Yes [Y]***. The application type is a two-character code representing the intended application, or use, of the funds being electronically transferred. See Electronic Funds Transfer Application Type (EFTA) for valid values. When blank and **EFT** is set to ***Yes [Y]***, the application type is automatically taken from the referenced Vendor Invoice (VI), as long as the application types on all of the Vendor Invoice (VI) documents referenced on this payment voucher are the same. If **EFT** is set to ***Yes [Y]*** and there are no Vendor Invoice (VI) documents to take the application type from, the application type infers from Electronic Funds Transfer (1 of 2) (EFTT). Otherwise, the user must supply this field.

Field	Description
Single Check	Default is ***Default [blank]***. Default is based on the Vendor (1 of 2) (VEN2) the single check feature, but can be overridden here. Select ***Yes [Y]*** if you want a single check printed for the referenced voucher. Otherwise, all voucher amounts are summed by vendor (and check category) and are printed on a total check.
EFT	Default is inferred from Vendor (VEN2). Select ***Yes*** if the cash advance is to be paid by Electronic Funds Transfer (EFT). An **Application Type** must be entered if ***Yes*** is selected.

NAME AND ADDRESS CHANGE (NAC)

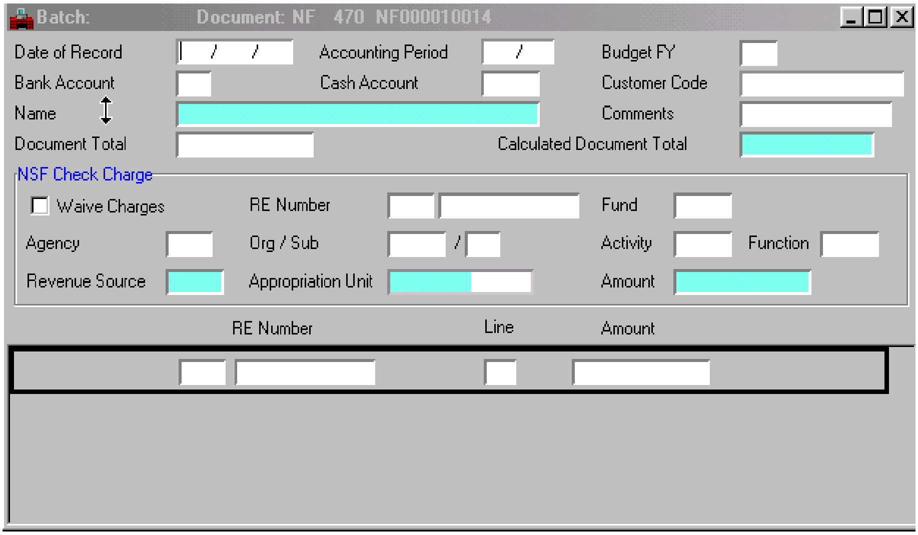


The Name and Address Change (NAC) document will record all the name and address changes and post the changes to Open Check Header Inquiry (OPCH), Open Check by Name (OPCN), Warrant Reconciliation (WREC), and Name and Address Change Activity (NACA).The document processor will also determine whether the changes are for 1099 reportable payments. This document will allow changes for check writer only.

Field	**Description**
Transaction Date	Enter the transaction date (*mm dd yy*).
Bank Account Code	Required. Enter the bank account code. See Open Check Header Inquiry (OPCH) for valid values.
Check ID	Required. Enter the check number. See Open Check Header Inquiry (OPCH) for valid values.

Field	Description
Check Amount	The amount of the check is displayed from the Open Check Header Inquiry (OPCH).
Reference Number	Optional. Enter the **Payment Voucher Number**.
Old Name	The old name is displayed from the Open Check Header Inquiry (OPCH).
Old Address 1	The old address is displayed from the Open Check Header Inquiry (OPCH).
Old Address 2	The old address is displayed from the Open Check Header Inquiry (OPCH).
Old City	The old city is displayed from the Open Check Header Inquiry (OPCH).
Old State	The old state is displayed from the Open Check Header Inquiry (OPCH).
Old Zip Code	The old zip code is displayed from the Open Check Header Inquiry (OPCH).
Old Country	Default is obtained from Vendor (VEN2). Required on vouchers for outside vendors when **Vendor Code** is blank, or a miscellaneous vendor is entered. Enter the country you want printed on checks. You can enter the country here for your own reference.
New Name	Conditional. Either New Name or New Address field must be entered. Enter the new name.
New Address 1	Conditional. Either New Name or New Address field must be entered. Enter the new address.
New Address 2	Conditional. Either New Name or New Address field must be entered. Enter the new address.
New City	Conditional. Either New Name or New Address field must be entered. Enter the new city.

Field	Description
New State	Conditional. Either New Name or New Address field must be entered. Enter the new state.
New Zip Code	Conditional. Either New Name or New Address field must be entered. Enter the new zip code.
New Country	Default is obtained from Vendor (VEN2). Required on vouchers for outside vendors when **Vendor Code** is blank, or a miscellaneous vendor is entered. Enter the country you want printed on checks. You can enter the country here for your own reference.



The Non-Sufficient Funds (NF) document backs out a Cash Receipt (CR) document and assesses fees when a customer's check is returned because the customer's account does not have enough money to cover the amount of the check.

Field	**Description**
Date of Record	Default is the current date. Enter the date (*mm dd yy*) of the non-sufficient funds document.
Accounting Period	Defaults to the current accounting period. Enter an open accounting period. You cannot enter future periods.
Budget FY	Default is current fiscal year. Enter a current, open budget fiscal year. You cannot enter future fiscal years.

Field	Description
Bank Account	Required. This represents the bank account in which the cash was deposited. You must ensure that all the lines recorded on the Non-Sufficient Funds (NF) document are deposited into the same bank account. See Bank Account (BANK) for valid values.
Cash Account	Default is inferred from Bank Account (BANK) if it is entered there. Enter the cash account code representing the account line that is debited as a result of the transaction. This cash account applies to all lines of the document.
Customer Code	Required. Identifies the customer who paid with the check showing non-sufficient funds. See Customer Name Inquiry (CUSN) for valid values. All of the receivables listed on the Non-Sufficient Funds (NF) document must reference the customer specified here.
Name	Display only. The corresponding customer name is inferred from Customer (CUS2).
Comments	Optional. Enter notes about this document.
Document Total	Required. Enter the unsigned net amount of all lines entered on the document. To compute this, add together all of the line amounts. Note: The non-sufficient funds check charge is not included in the document total.
Calculated Document Total	Display only. The system computes the total of the line amounts.

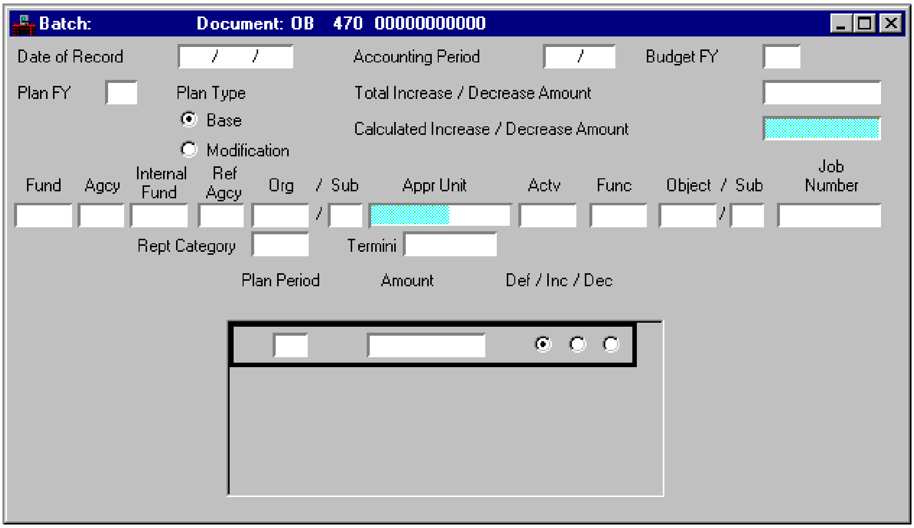
NSF Check Charge

Waive Charges	Default is cleared ***[N]***. Select ***[Y]*** to waive the non-sufficient funds check charge on this document. Leave cleared ***[N]*** to assess the non-sufficient funds check charge.

Field	Description
RE Number	Default is the first receivable from the Non-Sufficient Funds (NF) document lines if **Waive Charges** is cleared ***[N]*** and this is left blank. Enter the receivable to which the non-sufficient funds check charge is applied. The check charge is added to the Receivable (RE) using a line number of ***NF***.
Fund	Required. Default is inferred from the first line of the non-sufficient funds check charge receivable. See Fund Index (FUND) for valid values.
Agency	Required. Default is inferred from the agency on the first line of the Receivable (RE) referenced in the **NSF Check Charge** group. Enter the agency that you want to receive the non-sufficient funds check charge. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org/Sub	Default is inferred from the first line of the non-sufficient funds check charge receivable. **Organization** is required if **Revenue Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required for budget and accounting) or ***A*** (required on accounting). Otherwise, the organization is used for reporting purposes only. **Sub-Organization** is required if **Sub-Organization Required on Revenue** on Organization (ORG2) is ***Required [Y]***. See Organization Index (ORGN) and Sub-Organization (SORG) for valid values.
Activity	Default is inferred from the first line of the non-sufficient funds check charge receivable. Required if **Revenue Budget Activity Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). Otherwise, used for reporting purposes only. See Activity Index (ACTV) for valid values.
Function	Default is inferred from the first line of the non-sufficient funds check charge receivable.
Revenue Source	Display only. Revenue source is inferred from **NSF Charge Revenue Source** on Revenue Options (ROPT).

Field	Description
Appropriation Unit	Default is inferred from the first line of the non-sufficient funds check charge receivable. Enter the Program Budget Unit element for the items listed on this document. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Amount	Display only. Amount is inferred from **NSF Check Charge** on Revenue Option by Agency and Revenue Source (ROAR) in the case where the agency has entered data in ROAR. Otherwise, Amount is inferred from **NSF Charge Revenue Source** on Revenue Options (ROPT).
RE Number	Required. Document number of a receivable to which cash from the non-sufficient funds check was applied. Ensure that all of the receivables referenced on the Non-Sufficient Funds (NF) document lines are for the same customer and billing code.
Line	Conditional. Required if cash from the non-sufficient funds check was applied to a specific Receivable (RE) document line. Enter the Receivable (RE) document line number. If **RE Number** is entered and **Line** is blank, the Cash Receipt (CR) is reversed out in sequential receivables line order. Note: If the Receivable (RE) was closed by a Cash Receipt (CR) with an over/under amount within the defined tolerance, then you must leave this field blank.
Amount	Required. Amount of the non-sufficient funds check that was applied to the specified receivable or receivable line.

Obligation Plan (OB)



The Obligation Plan (OB) document establishes spending targets by planning periods within user-defined planning units. It also modifies existing plans.

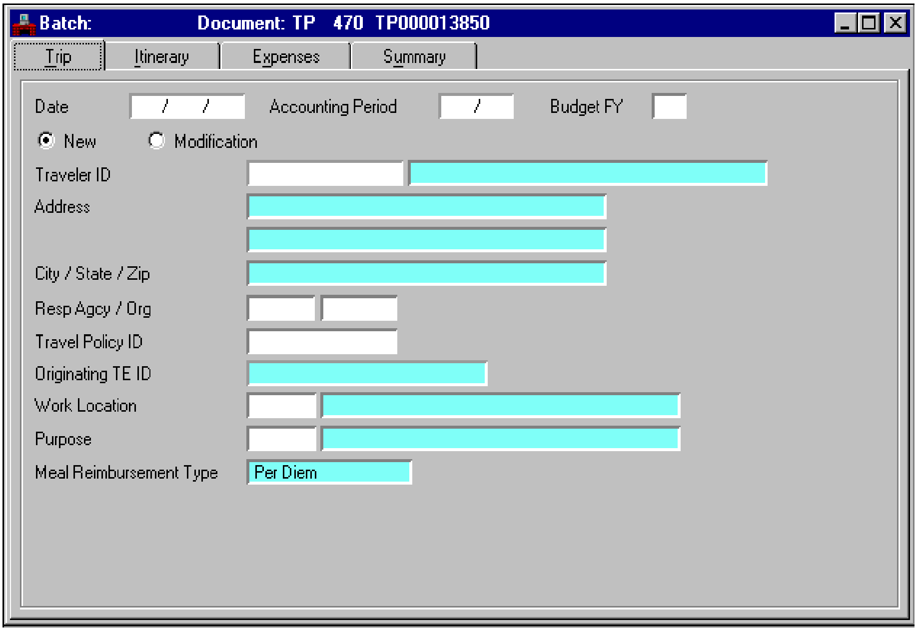
Field	**Description**
Date of Record	Required. Enter the date (*mm dd yy*) that you want to associate with these lines, usually the current date. If blank, the system uses the date it accepts the document.
Accounting Period	Default is inferred from **Date of Record**. Enter the accounting period. If you want these lines recorded in another accounting period, enter the desired and open period, using fiscal months and fiscal years. You cannot enter future period.
Budget FY	Required. Enter the last two digits of the fiscal year to which this document applies.

Field	Description
Plan FY	Default is the budget fiscal year. Enter the plan fiscal year. Do not enter a plan year that is less than the budget fiscal year.
Plan Type	Optional. Enter the appropriate value depending on which plan type you are creating, adding to, or changing. Valid values are ***Base [B]*** and ***Modification [M]***. All changes made to the base plan are reflected in the modified (current) plan.
Total Increase/ Decrease Amount	Required. Enter the total of the increase/decrease amount column.
Calculated Increase/ Decrease Amount	Display only. This is a system-computed total of all line amounts.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. If this is a modification to a previously entered document, fund is inferred from the original document.
Agcy	Required. Enter the code for the fund to which this plan transaction applies (the buyer if internal). Refer to Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values for both the planning and the budget fiscal years specified on this document. If you are changing previously entered lines, this code must match the new agency code.
Fund (Internal Ref)	Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. If this is a modification to a previously entered document, fund is inferred from the original document.
Agcy (Internal Ref)	Conditional. Required if planning for internal purchases and sales. Enter the agency of the seller. Refer to Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values for both the plan and budget fiscal years specified on this document. If you are changing previously entered lines, this agency must match the original entry.

Field	Description
Org/Sub	Optional. Refer to Organization (ORG2) and Sub-Organization (SORG) for valid values.
Appr Unit	Optional. Enter the program budget unit for the items listed on this document. See Program Reference Table (PRFT) for valid values.
Actv	Default is inferred from Organization (ORG2), if it is included there. If you want to override the value on Organization (ORG2), enter a valid activity from Activity (ACT2).
Func	Optional. Refer to Function (FUNC) for valid values.
Object/Sub	Optional. Enter the object/sub-object combination from Object Index (OBJT) and Sub-Object (SOBJ) that best describes the item named on this line.
Job Number	Optional. This field is used for job costing. If **Job Cost** on System Control Options (SOP2) is ***Yes [Y]***, refer to Job Index (JOBT) for valid values. You can enter a project number. If you do not use job cost or project accounting, you can enter a general reporting code.
Rept Category	Optional. Refer to Reporting Category (RPTG) for valid values for the agency entered for this document.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.

Field	Description
Plan Period	Required. Enter the two-digit representation for the period that this line applies to. Valid values depend on the value entered in **Plan Frequency** on Fund Agency Index (FAGY) for the fund you have entered. Valid values are: ***01*** Enter if **Plan Frequency** is ***Y*** (yearly). ***01, 02, 03 or 04/1, 2, 3, or 4*** Enter if **Plan Frequency** is ***Q*** (quarterly). ***01...13/1...13*** Enter if **Plan Frequency** is ***M*** (monthly).
Amount	Required. Enter the amount of change being made to the plan. If you are establishing a new line, this is the new amount of this line. Enter amounts in whole dollars.
Def/Inc/Dec	Defaults to ***Default [blank]***. Required if making changes to existing lines. Valid values are ***Default [blank]***, ***Increase [I]*** and ***Decrease [D]***. If blank for new lines, defaults to ***Increase [I]***.

OUT OF STATE/OUT OF COUNTRY EXPENSE VOUCHER (TP)



The Expense Voucher (TP) is used to request reimbursement for travel expenses when a traveler has returned from a business related trip. The Expense Voucher (TP) reflects the actual cost of the trip.

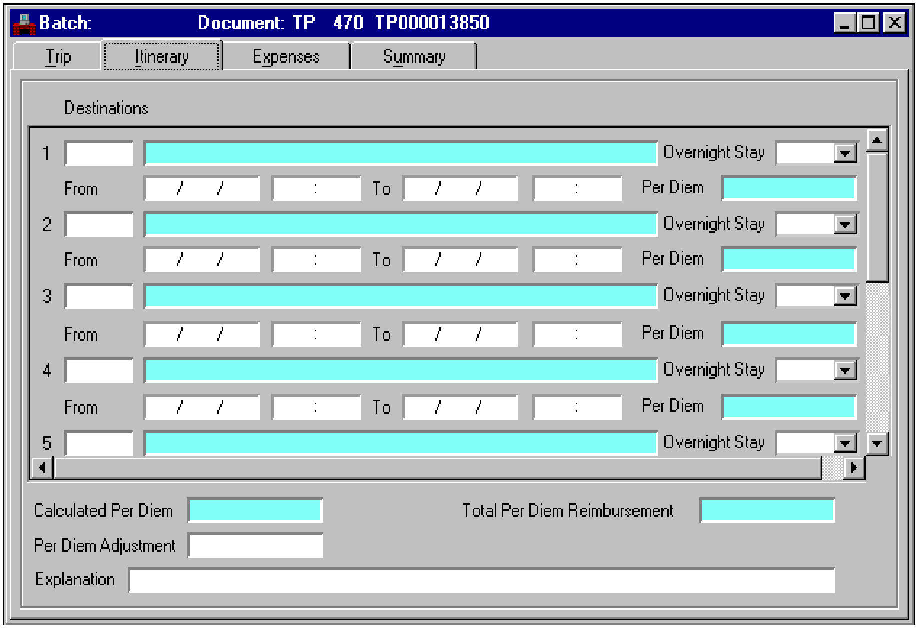
Trip View

Field	**Description**
Date	Default is the system date (usually the current date). Enter the date (*mm dd yy*) the travel was authorized.

Field	Description
Accounting Period	Default is the current accounting period (*mm yy*). If this document is to be recorded in another accounting period, enter a valid, open period. Future periods cannot be entered.
Budget FY	Defaults to the current budget fiscal year. If this document is to be recorded in another accounting period, enter a valid, open period. Future periods cannot be entered.
New/ Modification [Action]	Required. Valid values are: ***New [E]*** This document is new. ***Modification [M]*** This document is modifying a previous document.
Traveler ID	Key field. Enter the employee ID or the vendor code that identifies the traveler. See Vendor Index (VEND) for valid values.
Traveler Name	Display only. The traveler name is inferred from Vendor (VEN2) based on the value entered in the Traveler ID field.
Address	Display only. The traveler's street address is inferred from Vendor (VEN2).
City/State/Zip	Display only. The traveler's city, State and Zip Code is inferred from Vendor (VEN2).
Resp Agcy/Org	Required. Enter a responsible agency code and organization code. These fields allow users to decentralize billing for travel documents and provide higher security by establishing an audit trail. See Agency Index (AGCY) and Organization Index (ORGN) for valid values.
Travel Policy ID	Required. Enter the identification number of the appropriate travel policy to regulate this trip. See Travel Policy (TVPL) for valid values.
Originating TE ID	Display only. The document ID of the originating TE that began the travel document chain is displayed.

Field	Description
Work Location	Required. Enter the valid destination code for the traveler's work location. See Destination Functionality (DEST) for valid values.
Work Location Description	Display only. This field identifies the traveler's work location, inferred automatically from Destination Functionality (DEST), based on the value entered in the Work Location Code field.
Purpose	Required. Enter the code that corresponds to the reason for the trip. See Travel Purpose (PURP) for valid values.
Purpose Description	Display only. This field identifies the name of the reason for the trip, inferred from Travel Purpose (PURP) based on the value entered in the Purpose Code field.
Meal Reimbursement Type	Default is inferred from Travel Policy (TVPL). Valid values are: ***Per Diem*** ***Actual and Necessary***

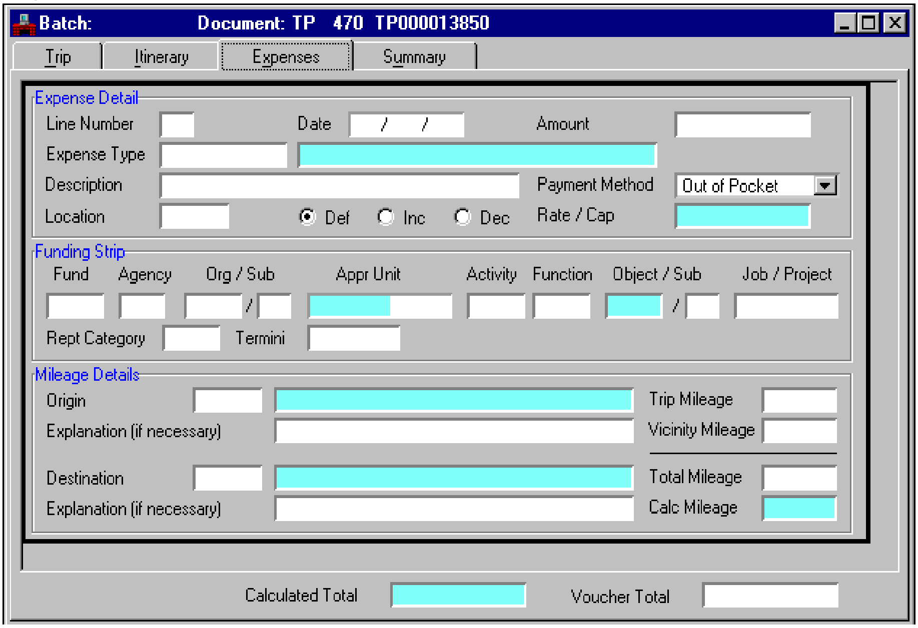
Itinerary View



Field	Description
Itinerary Details	
Destination 1	Required. Enter the code for the appropriate first destination of the trip. This field will be used in calculating per diem reimbursement amounts for the traveler. See Destination Functionality (DEST) for valid values.
Destination (2-10)	Optional. Enter any additional codes describing the destinations on this trip. See Destination Functionality (DEST) for valid values.
Destination Description (1-10)	Display only. The appropriate name of the destination is inferred from Destination Functionality (DEST).
Overnight Stay	Optional. Select ***Yes*** if an overnight stay at this destination is anticipated. Select ***No*** if no overnight stay is anticipated.

Field	Description
From Date(1-10)	Conditional. Required if the Per Diem option button is selected. Enter the date the traveler will arrive at this destination for this leg of the trip. This field will be used in calculating per diem reimbursement amounts for the traveler.
From Time (1-10)	Conditional. Enter the time (*hh mm*) the travel began.
To Date(1-10)	Conditional. required if the Per Diem option button is selected. Enter the date the traveler will leave this destination for this leg of the trip. This field will be used in calculating per diem reimbursement amounts for the traveler.
To Time (1-10)	Conditional. Enter the time (*hh mm*) that travel ended.
Per Diem	Display Only. The amount of Per Diem reimbursement calculated for this destination is displayed.
Calculated Per Diem	Display only. This is the per diem reimbursement amount calculated by the system from the Destination information. First Day Travel Total + Full Days Travel Total + Last Travel Days = Calculated Per Diem Reimbursement.
Total Per Diem Reimbursement	Display only. The Calculated Per Diem + any Per Diem Adjustment amounts.
Per Diem Adjustment	Enter any adjustments (+/-) to the Calculated Per Diem.
Explanation	Optional. Enter any explanation for Per Diem Adjustment amount.

Expenses View



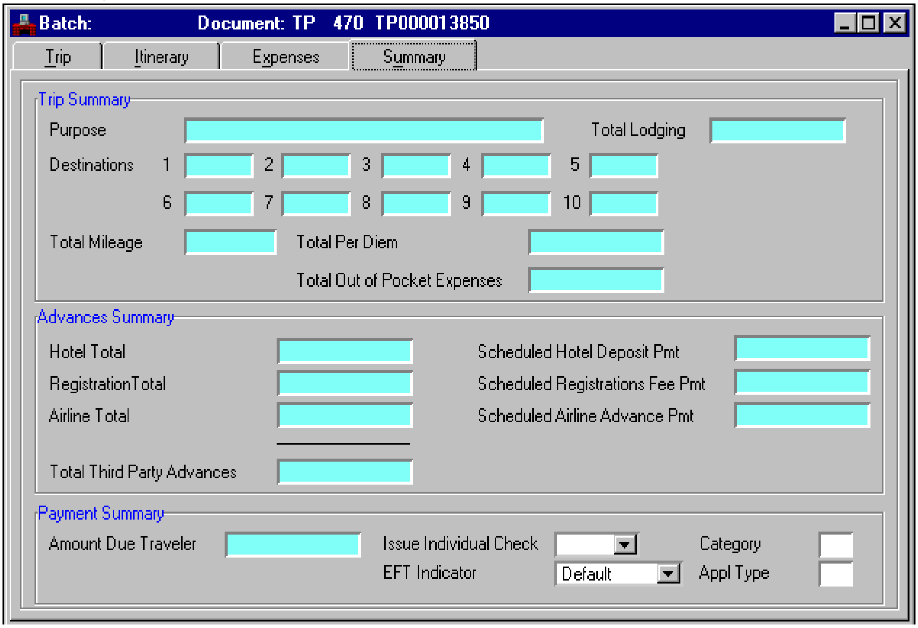
Field	Description
Expense Detail	
Line Number	Required, key field. Enter unique number for the expense line. This value must be two digits.
Date	Default is the system date. Enter the date (*mm dd yy)* that the expense occurred.
Amount	Required. Enter the amount of the expense (in dollars).
Expense Type	Required. Enter the type of expense. See Expense Type Code (EXTC) for valid values.
Expense Type Name	Display only. This field indicates the name of the given Expense Type based on the value entered in the Expense Type Code field.
Description	Conditional. Required if the Expense Type Indicator is ***Y*** on EXTS. If required, enter descriptive information about the incurred expense.

Field	Description
Payment Method	Required. Select the payment method of the expense line. Default is ***Out of Pocket*** except for Internal Resource expenses (State Parks and Motor Pool). Selecting ***Internal Bill*** will not include the amount in the "Amount Due Traveler" field. This amount will be recorded in OTLT with other trip expenses, but will not be reimbursed to the traveler. Valid values are Airline Advances, Registration Advances, Hotel Advances, Internal Bill Per Diem Out of Pocket.
Location	Enter the location where the expense was incurred. See Destination Functionality (DEST) for valid values.
Def/Inc/Dec	Default is ***[Default]***. Required on modified documents if **Advance Amount** field has been altered. If increasing the amount of the advance, select ***Inc***; if decreasing, select ***Dec***.
Rate/Cap	Display only. This field identifies either the mileage rate or expense cap depending on expense type selected. Both mileage rate and expense cap are inferred from Travel Policy (TVPL) and the related Rate Schedule (RTSC) table.
Funding Strip	
Fund	The default value is inferred from Organization (ORG2). Enter the fund that will pay for this trip. See Fund Index (FUND) for valid values.
Agency	Enter the Agency that is paying for this trip. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org	Conditional. Organization is required if **Expense Budget Organization** option is ***Y*** (required on budget and accounting) on Fund Agency Index (FAGY); otherwise, field is optional and used for reporting purposes only. See Organization Index (ORGN) for valid values.
Sub-Org	Optional. Enter a sub-organization if desired. See Sub-Organization (SORG) for valid values.

Field	Description
Appr Unit	Required. Enter the last four bytes of the Appropriation Unit. The last four bytes represent the Program Budget Unit. The first five bytes are display only.
Activity	The default value is inferred from Organization (ORG2). However, values entered on documents override the values entered in Organization (ORG2). See Activity Index (ACTV) for valid values.
Function	Conditional. Required if **Expense Budget Function** option is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY); otherwise, field is optional. See Function (FUNC) for valid values.
Object	Display only. The code that describes the resource being expensed is displayed.
Sub-Object	Conditional. Sub-Object is required if **Sub-Object Required** is ***Y*** on Expense Budget Inquiry (EXP2) or Expense Budget Inquiry (Extended) (EEX2); otherwise, field is optional. See Function (FUNC) for valid values.
Job/Project	Enter the Job or Project Code valid for this Fund Agency combination. If entering Project (5 characters), the Sub-Project (2 characters) and Project Phase (1 character) must also be provided. See Job Table (JOBT) for valid Jobs and Project Budget Line Table (PRBL) for valid Project, Sub-Project, and Project Phase values.
Rept Category	Enter a Reporting Category that is valid within the agency. See Reporting Category (RPTG) for valid values.
Termini	Optional. This field is used by the Department of Transportation to record termini or bridge identifiers for DOT projects. This is an unedited field.
Mileage Details	
Origin	Conditional. Required if expense type is “POV Mileage”. Enter the destination code of the of the starting location for the POV Mileage expense. This will be validated against DEST.

Field	Description
Origin Description	Display only. This field is inferred from the Destination Functionality (DEST) table based on the value entered in the Origin Code field.
Trip Mileage	Optional. Required if the expense type is “POV Mileage”. This value is the actual mileage between Origin and Destination on the expense line.
Explanation (if necessary)	Optional. Free text explanation of the origin may be entered if necessary.
Vicinity Mileage	Optional. Entered by the user, this value is the difference between the mileage calculated by a mileage calculator tool and the actual mileage incurred by the traveler.
Destination	Conditional. Required if expense type is “POV Mileage”. Enter the destination code of the ending location for POV Mileage. This will be validated against DEST.
Destination Description	Display only. This field is inferred from the Destination Functionality (DEST) table based on the value entered in the Destination Code field.
Total Mileage	Entered by the user, this field identifies the sum of the Trip and Vicinity mileages entered on this expense line.
Explanation (if necessary)	Optional. Free text explanation of the destination may be entered if necessary.
Calc Mileage	Display only. This field identifies the official mileage between destinations, inferred from Point-to-Point (PTOP).
Authorization Total	Enter the total amount of the travel authorization, including per diem estimates and all expense estimate lines. This value is validated against the sum of all the lines to ensure that all information was entered.
Calculated Total	Display only. The amount calculated by the system for the transaction.

Summary Tab

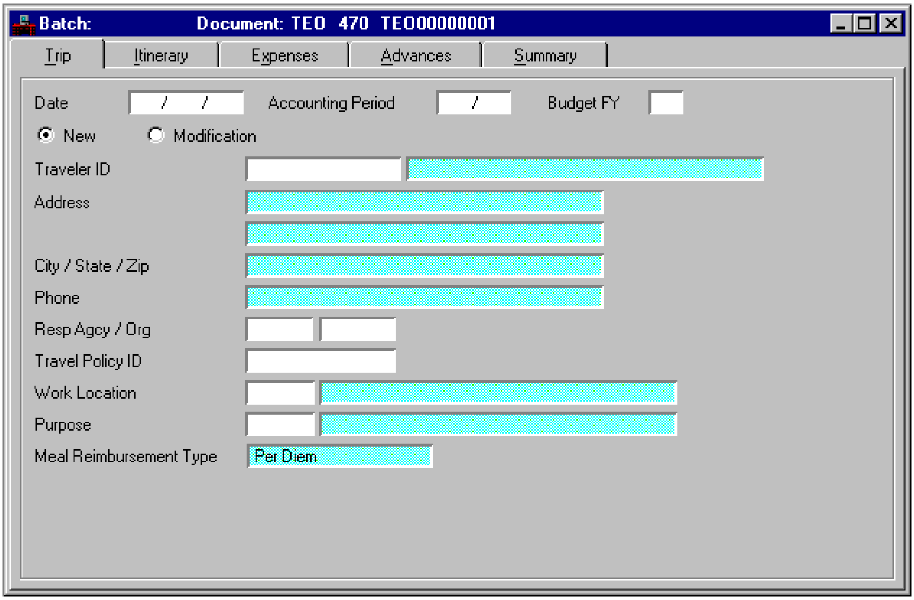


Field	Description
Trip Summary	
Purpose	Display only. This field is inferred from the Purpose Description field on the Trip Tab.
Total Lodging	Display Only. The sum of all lodging expenses on the document is displayed.
Destinations (1-10)	Display only. This field is inferred from the Destination Description fields on the Trip Tab.
Total Mileage	Display only. This field is the total mileage as entered on the Expenses Tab.
Total Per Diem	Display only. This field is inferred from the Total Per Diem Reimbursement field on the Per Diem Tab.
Total Out of Pocket Expenses	Display only. The system calculates this value which includes all trip expenses on this Travel Authorization.

Field	Description
Advances Summary	
Hotel Deposit Advance	Display only. This field is inferred from the Hotel Deposit **Advance Amount** field on the Advances Tab.
Registration Fee Advance	Display only. This field is inferred from the Registration Fee **Advance Amount** field on the Advances Tab.
Airline Advance	Display only. This field is inferred from the Airline **Advance Amount** field on the Advances Tab
Scheduled Hotel Deposit Pmt	Display only. This field is inferred from Hotel Advance Schedule Payment Amount on Open Trip Header Inquiry (2 of 3) (OTH2) if referencing a Travel Authorization (TE).
Scheduled Registrations Fee Pmt	Display only. This field is inferred from Registration Fee Scheduled Payment Amount on Open Trip Header Inquiry (2 of 3) (OTH2) if referencing a Travel Authorization (TE).
Scheduled Airline Advance Pmt	Display only. This field is inferred from Registration Fee Scheduled Payment Amount on Open Trip Header Inquiry (2 of 3) (OTH2) if referencing a Travel Authorization (TE).
Total Third Party Advances	Display only. This field identifies the sum of all third party advances on this Travel Authorization.
Payment Summary	
Amount Due Traveler	Display only. This field indicates the amount due the traveler calculated by the system.
Issue Individual Check	Select ***Yes [Y]*** if a separate check is to be issued for this amount. Select ***No [N]*** to add this amount together with other advances for the same recipient to produce a combined check.
Category	Optional. Enter the check category associated with this document. See Check Category (CCAT) for valid values. If the user leaves this value blank, the system will default the check category to the value default check category defined in the Travel Special Accounts (TSPC) table.

Field	Description
EFT Indicator	Defaults to ***Default [blank]*** . Required if you want the current payment voucher paid by Electronic Funds Transfer (EFT). Select ***Yes [Y]*** and enter a valid application type to select this voucher for electronic funds payment. If ***Default [blank]*** is selected, this field defaults to ***Yes [Y]*** when EFT Status is ***Active [A]*** on Vendor (VEN2); otherwise, this field defaults to ***No [N]*** .
Appl Type	Default is inferred from Electronic Funds Transfer (EFTT). Enter the application type for this electronic funds transfer. See Electronic Funds Transfer Type (EFTA) for valid values.

Out of State Travel Authorization (TEO)



An Out of State Travel Authorization (TEO) is used to request approval for a business-related trip that is considered out of the state. In this document, the traveler indicates trip destination(s), purpose, and dates of travel and requests advance checks. In response, the TEO records trip information and schedules advance checks. Third-party travel advances are divided into three categories: hotel deposits, registration fees, and airline advances.

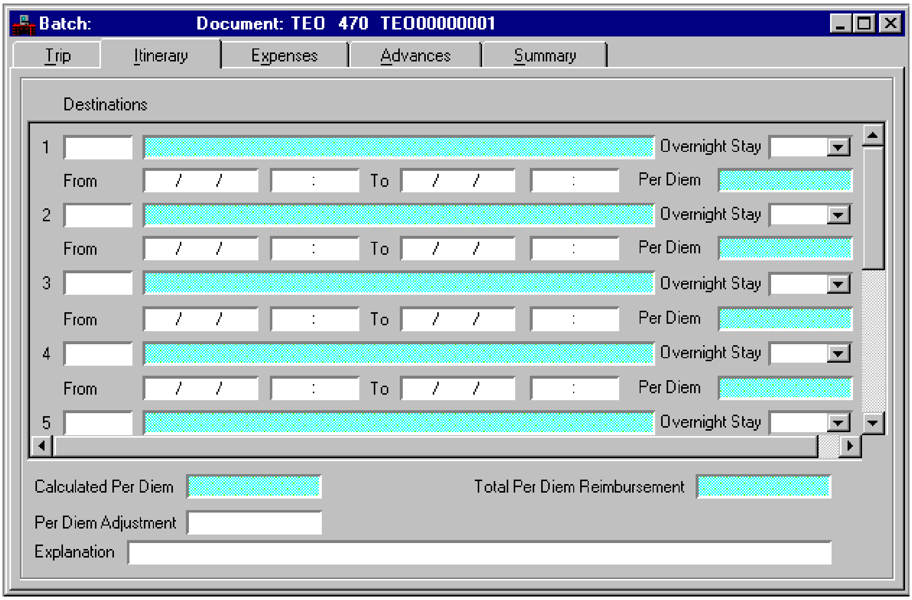
There is one Travel Authorization document for each type of travel. These documents are TE, TEO, and TEC, representing In-State, Out-of-State, and Foreign Travel Authorizations respectively.

Trip View

Field	Description
Date	Default is the system date (usually the current date). Enter the date (*mm dd yy*) the travel was authorized.
Accounting Period	Default is the current accounting period (*mm yy*). If this document is to be recorded in another accounting period, enter a valid, open period. Future periods cannot be entered.
Budget FY	Defaults to the current budget fiscal year. If this document is to be recorded in another accounting period, enter a valid, open period. Future periods cannot be entered.
New/ Modification [Action]	Required. Valid values are: ***New [E]*** This document is new. ***Modification [M]*** This document is modifying a previous document.
Traveler ID	Key field. Enter the employee ID or the vendor code that identifies the traveler. See Vendor Index (VEND) for valid values.
Traveler Name	Display only. The traveler name is inferred from Vendor (VEN2) based on the value entered in the Traveler ID field.
Address	Display only. The traveler's street address is inferred from Vendor (VEN2).
City/State/Zip	Display only. The traveler's city, State and Zip Code is inferred from Vendor (VEN2).
Phone	Display only. The traveler's phone number is inferred from Vendor (VEN2).
Resp Agcy/Org	Required. Enter a responsible agency code and organization code. These fields allow users to decentralize billing for travel documents and provide higher security by establishing an audit trail. See Agency Index (AGCY) and Organization Index (ORGN) for valid values.

Field	Description
Travel Policy ID	Required. Enter the identification number of the appropriate travel policy to regulate this trip. See Travel Policy (TVPL) for valid values.
Work Location	Required. Enter the valid destination code for the traveler's work location. See Destination Functionality (DEST) for valid values.
Work Location Description	Display only. This field identifies the traveler's work location, inferred automatically from Destination Functionality (DEST), based on the value entered in the Work Location Code field.
Purpose	Required. Enter the code that corresponds to the reason for the trip. See Travel Purpose (PURP) for valid values.
Purpose Description	Display only. This field identifies the name of the reason for the trip, inferred from Travel Purpose (PURP) based on the value entered in the Purpose Code field.
Meal Reimbursement Type	Default is inferred from Travel Policy (TVPL). Valid values are: ***Per Diem*** ***Actual and Necessary***

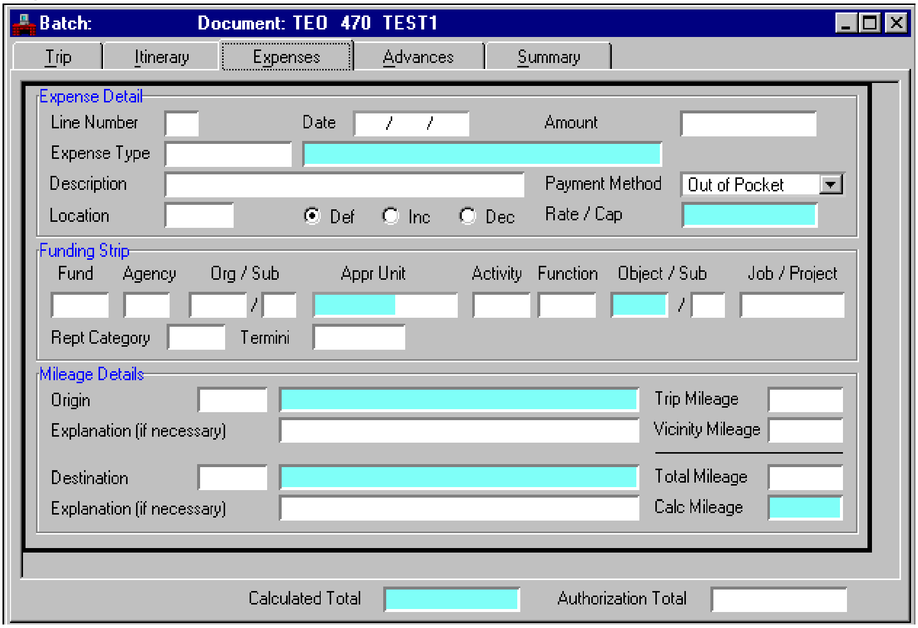
Itinerary View



Field	Description
Itinerary Details	
Destination 1	Required. Enter the code for the appropriate first destination of the trip. This field will be used in calculating per diem reimbursement amounts for the traveler. See Destination Functionality (DEST) for valid values.
Destination (2-10)	Optional. Enter any additional codes describing the destinations on this trip. See Destination Functionality (DEST) for valid values.
Destination Description (1-10)	Display only. The appropriate name of the destination is inferred from Destination Functionality (DEST).
Overnight Stay	Optional. Select ***Yes*** if an overnight stay at this destination is anticipated. Select ***No*** if no overnight stay is anticipated.

Field	Description
From (1-10)	Conditional. Required if the Per Diem option button is selected. Enter the date the traveler will arrive at this destination for this leg of the trip. This field will be used in calculating per diem reimbursement amounts for the traveler.
From Time (1-10)	Conditional. Enter the time (*hh mm*) the travel began.
To (1-10)	Conditional. required if the Per Diem option button is selected. Enter the date the traveler will leave this destination for this leg of the trip. This field will be used in calculating per diem reimbursement amounts for the traveler.
To Time (1-10)	Conditional. Enter the time (*hh mm*) that travel ended.
Per Diem	Display Only. The amount of Per Diem reimbursement calculated for this destination is displayed.
Calculated Per Diem	Display only. This is the per diem reimbursement amount calculated by the system from the Destination information. First Day Travel Total + Full Days Travel Total + Last Travel Days = Calculated Per Diem Reimbursement.
Total Per Diem Reimbursement	Display only. The Calculated Per Diem + any Per Diem Adjustment amounts.
Per Diem Adjustment	Enter any adjustments (+/-) to the Calculated Per Diem.
Explanation	Optional. Enter any explanation for Per Diem Adjustment amount.

Expenses View



Field	Description
Expense Detail	
Line Number	Required, key field. Enter unique number for the expense line. This value must be two digits.
Date	Default is the system date. Enter the date (*mm dd yy)* that the expense occurred.
Amount	Required. Enter the amount of the expense (in dollars).
Expense Type	Required. Enter the type of expense. See Expense Type Code (EXTC) for valid values.
Expense Type Name	Display only. This field indicates the name of the given Expense Type based on the value entered in the Expense Type Code field.
Description	Conditional. Required if the Expense Type Indicator is ***Y*** on EXTS. If required, enter descriptive information about the incurred expense.

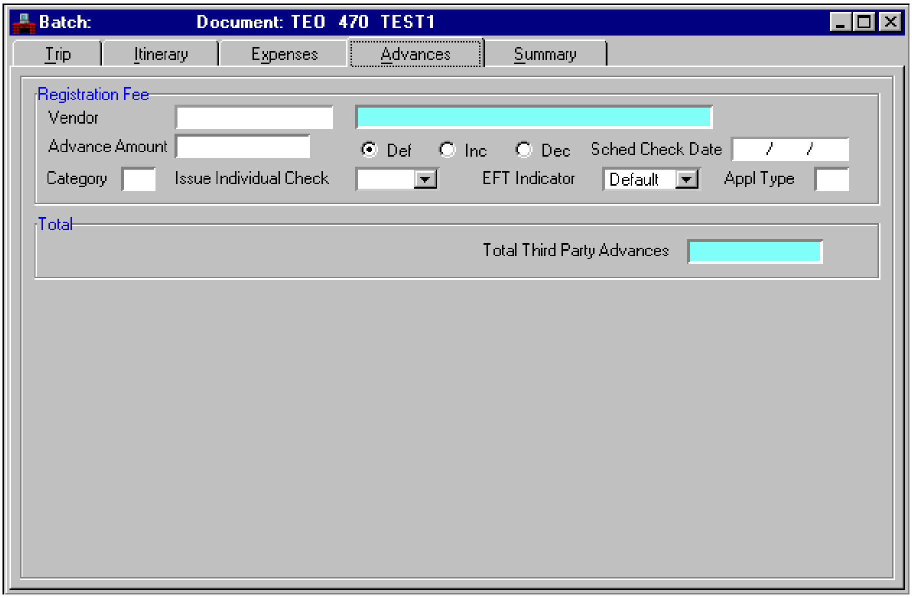
Field	Description
Payment Method	Required. Select the payment method of the expense line. Default is ***Out of Pocket*** except for Internal Resource expenses (State Parks and Motor Pool). Selecting ***Internal Bill*** will not include the amount in the "Amount Due Traveler" field. This amount will be recorded in OTLT with other trip expenses, but will not be reimbursed to the traveler. Valid values are Airline Advances, Registration Advances, Hotel Advances, Internal Bill Per Diem Out of Pocket.
Location	Enter the location where the expense was incurred. See Destination Functionality (DEST) for valid values.
Def/Inc/Dec	Default is ***[Default]***. Required on modified documents if **Advance Amount** field has been altered. If increasing the amount of the advance, select ***Inc***; if decreasing, select ***Dec***.
Rate/Cap	Display only. This field identifies either the mileage rate or expense cap depending on expense type selected. Both mileage rate and expense cap are inferred from Travel Policy (TVPL) and the related Rate Schedule (RTSC) table.
Funding Strip	
Fund	The default value is inferred from Organization (ORG2). Enter the fund that will pay for this trip. See Fund Index (FUND) for valid values.
Agency	Enter the Agency that is paying for this trip. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org	Conditional. Organization is required if **Expense Budget Organization** option is ***Y*** (required on budget and accounting) on Fund Agency Index (FAGY); otherwise, field is optional and used for reporting purposes only. See Organization Index (ORGN) for valid values.
Sub-Org	Optional. Enter a sub-organization if desired. See Sub-Organization (SORG) for valid values.

Field	Description
Appr Unit	Required. Enter the last four bytes of the Appropriation Unit. The last four bytes represent the Program Budget Unit. The first five bytes are display only.
Activity	The default value is inferred from Organization (ORG2). However, values entered on documents override the values entered in Organization (ORG2). See Activity Index (ACTV) for valid values.
Function	Conditional. Required if **Expense Budget Function** option is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY); otherwise, field is optional. See Function (FUNC) for valid values.
Object	Enter the code that describes the resource being requisitioned. See Object Index (OBJT) for valid values.
Sub-Object	Conditional. Sub-Object is required if **Sub-Object Required** is ***Y*** on Expense Budget Inquiry (EXP2) or Expense Budget Inquiry (Extended) (EEX2); otherwise, field is optional. See Function (FUNC) for valid values.
Job/Project	Enter the Job or Project Code valid for this Fund Agency combination. If entering Project (5 characters), the Sub-Project (2 characters) and Project Phase (1 character) must also be provided. See Job Table (JOBT) for valid Jobs and Project Budget Line Table (PRBL) for valid Project, Sub-Project, and Project Phase values.
Rept Category	Enter a Reporting Category that is valid within the agency. See Reporting Category (RPTG) for valid values.
Termini	Optional. This field is used by the Department of Transportation to record termini or bridge identifiers for DOT projects. This is an unedited field.

Field	Description
Mileage Details	
Origin	Conditional. Required if expense type is “POV Mileage”. Enter the destination code of the of the starting location for the POV Mileage expense. This will be validated against Destination Functionality (DEST).
Origin Description	Display only. This field is inferred from the Destination Functionality (DEST) table based on the value entered in the Origin Code field.
Trip Mileage	Optional. Required if the expense type is “POV Mileage”. This value is the actual mileage between Origin and Destination on the expense line.
Explanation (if necessary)	Optional. Free text explanation of the origin may be entered if necessary.
Vicinity Mileage	Optional. Entered by the user, this value is the difference between the mileage calculated by a mileage calculator tool and the actual mileage incurred by the traveler.
Destination	Conditional. Required if expense type is “POV Mileage”. Enter the destination code of the ending location for POV Mileage. This will be validated against Destination Functionality (DEST).
Destination Description	Display only. This field is inferred from the Destination Functionality (DEST) table based on the value entered in the Destination Code field.
Total Mileage	Entered by the user, this field identifies the sum of the Trip and Vicinity mileages entered on this expense line.
Explanation (if necessary)	Optional. Free text explanation of the destination may be entered if necessary.
Calc Mileage	Display only. This field identifies the official mileage between destinations, inferred from Point-to-Point (PTOP).

Field	Description
Authorization Total	Enter the total amount of the travel authorization, including per diem estimates and all expense estimate lines. This value is validated against the sum of all the lines to ensure that all information was entered.
Calculated Total	Display only. The system calculated total for the transaction is displayed.

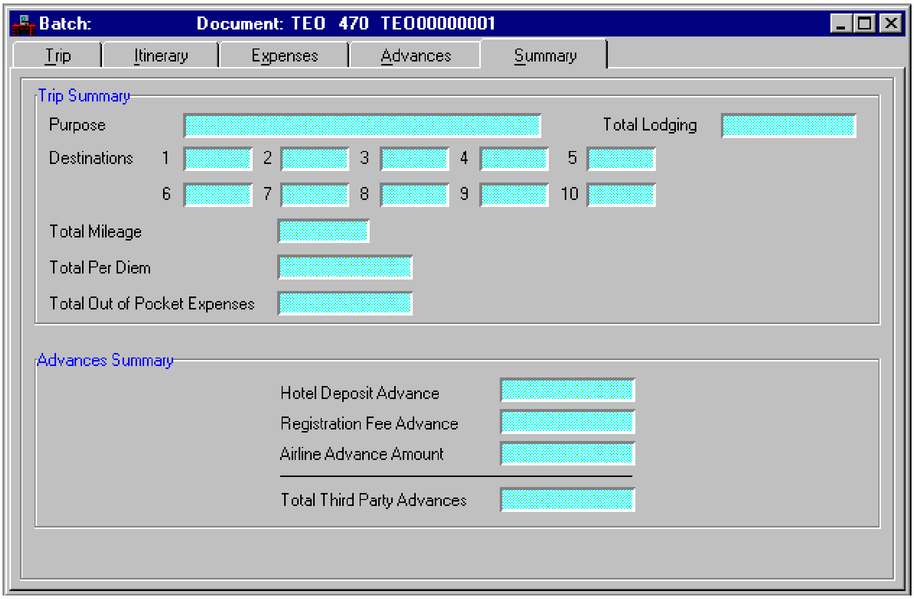
Advances Tab



Field	Description
Registration Fee	
Vendor	Required. Enter the appropriate code for the vendor to whom payment will be made. See Vendor Index (VEND) for valid values.
Vendor Name	Display only. Default is inferred from Vendor Index (VEND) based on the value in **Vendor Code**. Required if a miscellaneous vendor code was entered.
Advance Amount	Optional. If an advance is required, enter the amount in dollars and cents.
Def/Inc/Dec	Default is ***[Default]***. Required on modified documents if **Advance Amount** field has been altered. If increasing the amount of the advance, select ***Inc***; if decreasing, select ***Dec***.
Sched Check Date	Default is the system date. Enter the date the advance check is to be written.

Field	Description
Category	Optional. Enter the check category associated with this document. See Check Category (CCAT) for valid values. If the user leaves this field blank, the system will default the check category to the default check category defined in the Travel Special Accounts (TSPC) table.
Issue Individual Check	Select ***Yes*** if a separate check should be issued for this amount. Select ***No*** to add this advance amount together with other advances for the same vendor to produce a combined check.
EFT Indicator	Default is inferred from Vendor (VEN2). Select ***Yes*** if the cash advance is to be paid by Electronic Funds Transfer (EFT). An **Application Type** must be entered if ***Yes*** is selected.
Appl Type	Default is inferred from Electronic Funds Transfer (EFTT). Enter the application type for this electronic funds transfer. See Electronic Funds Transfer Type (EFTA) for valid values.
Total Third Party Advances	Display only. This value, calculated by the system, is the sum of the Hotel Deposit Advance Amount, the Registration Fee Advance Amount, and the Airline Advance Amount.

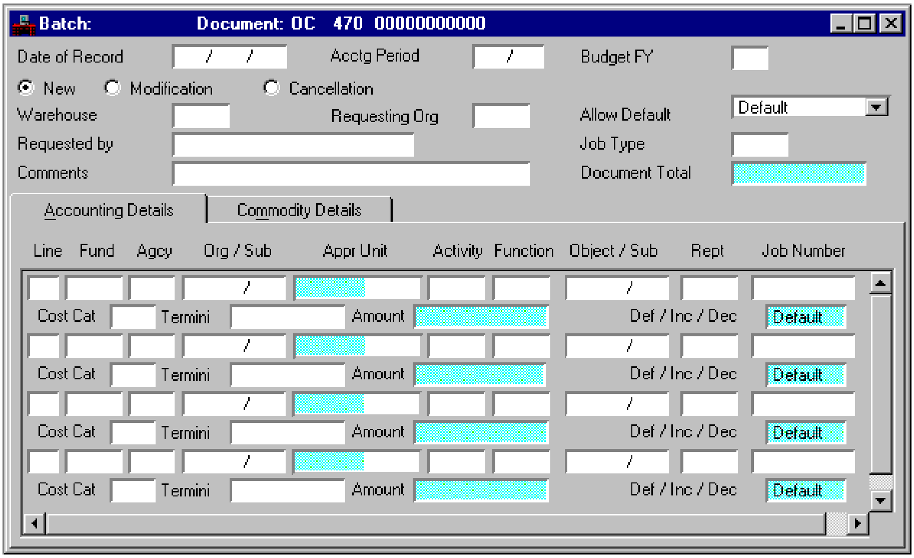
Summary Tab



Field	Description
Trip Summary	
Purpose	Display only. This field is inferred from the Purpose Description field on the Trip Tab.
Total Lodging	Display Only. The sum of all lodging expenses on the document is displayed.
Destinations (1-10)	Display only. This field is inferred from the Destination Description fields on the Trip Tab.
Total Mileage	Display only. This field is the total mileage as entered on the Expenses Tab.
Total Per Diem	Display only. This field is inferred from the Total Per Diem Reimbursement field on the Per Diem Tab.
Total Out of Pocket Expenses	Display only. The system calculates this value which includes all trip expenses on this Travel Authorization.

Field	Description
Advances Summary	
Hotel Deposit Advance	Display only. This field is inferred from the Hotel Deposit **Advance Amount** field on the Advances Tab.
Registration Fee Advance	Display only. This field is inferred from the Registration Fee **Advance Amount** field on the Advances Tab.
Airline Advance	Display only. This field is inferred from the Airline **Advance Amount** field on the Advances Tab
Total Third Party Advances	Display only. This field identifies the sum of all third party advances on this Travel Authorization.

Over the Counter (OC)



The Over the Counter (OC) document recognizes the direct issue of goods from inventory to the requestor. It records an expenditure for the buyer and a revenue/ expense credit for the seller.

Note: You can generate Over The Counter (OC) documents using Over the Counter Generation (OCGN).

Field	**Description**
Date of Record	Default is the date the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with the transaction, usually the current date. You cannot enter a future date.

Field	Description
Acctg Period	Default is inferred from the **Date Record**. If you want this transaction recorded in another accounting period, enter the desired period (ensure that it is open), using fiscal months and fiscal years. You cannot enter future periods.
Budget FY	Defaults to the budget of the current fiscal year. If you want this transaction recorded in another fiscal year, enter the desired fiscal year (ensure that it is open). You cannot enter future budget fiscal years.
New/ Modification/ Cancellation [Action]	Defaults to ***New [E]***. Valid values are: ***New [E]*** Indicates a new document. ***Modification [M]*** Indicates that this transaction modifies a previous document. Adds lines to a previous document, changes the quantities or prices of existing lines (not codes), or cancels a line (decrease a line to zero). On modify transactions, all codes must match the original document. ***Cancellation [X]*** Cancels an existing document.
Warehouse	Required. Enter the warehouse where the goods are requested from. See Warehouse Management Index (WHSE) for valid values.
Requesting Org	Required. Enter the organization within the requesting agency. See Organization Index (ORGN) for valid values.
Allow Default	Defaults to ***Default [blank]***. Select ***Yes [Y]*** if you want the accounting distribution to default from Agency Account (AACT) when no accounting distribution is entered on this document. Select ***No [N]*** if you do not want the accounting distribution to default from Agency Account (AACT). On a modification transaction, you cannot select ***Yes [Y]***.
Requested by	Required. Enter the person to whom you want questions addressed regarding the order.

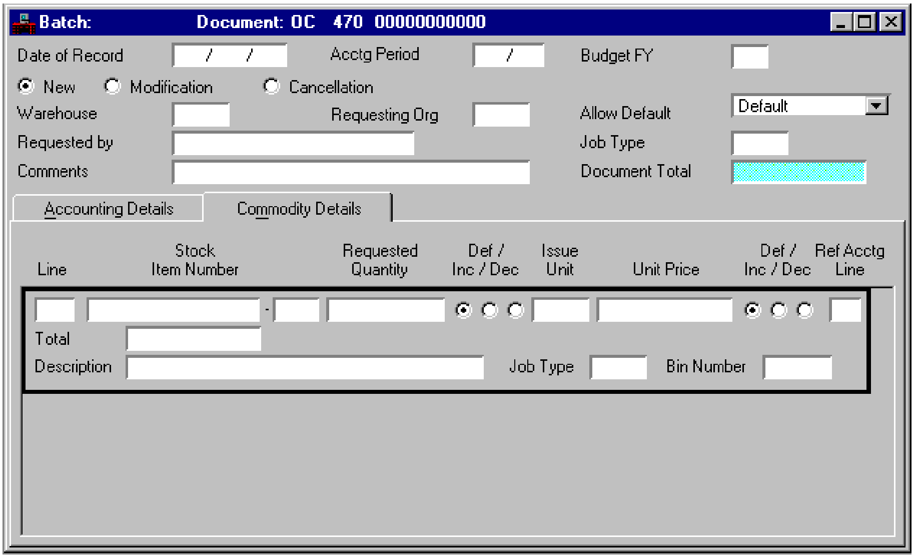
Field	Description
Job Type	Conditional. Optional if you have installed the Work Order Subsystem; otherwise, leave blank. Enter the job type you want defaulted to commodity lines. You cannot enter this field on a modification. See Work Order Job Type (JOBS) for valid values.
Comments	Optional. Enter up to thirty characters of text you want associated with this order.
Document Total	Display only. The system computed document total is displayed in this field.

Field	Description
Accounting Details	
Line	Required. Enter a different number for each line on the document. Numbers ***01*** to ***99*** are valid. This number is referenced from the item lines of this transaction.
Fund	Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Enter the fund charged. See Fund Index (FUND) for valid values.
Agcy	Required. Enter the agency charged. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org/Sub	Conditional. **Organization** is required if the **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting). Otherwise, this field used for reporting purposes only. Enter the code of the organization charged. See Organization Index (ORGN) for valid values. **Sub-Organization** is required if the **Sub-Organization Required on Spending** field on Organization (ORG2) is: ***Required [Y],*** ***Required on Pre-Encumbrance Transactions [1], or*** ***Required on Encumbrance Transactions [2].*** Otherwise, **Sub-Organization** is optional. See Sub-Organization (SORG) for valid values. You must enter an organization before you can enter a sub-organization.
Appr Unit	Optional. Enter the Program Budget Unit element for the items listed on this document. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.

Field	Description
Activity	Default is inferred from Organization (ORG2), if it is included there. Otherwise, required if the **Expense Budget Activity Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting), or ***A*** (required on accounting). Enter the code of the activity you want to charge. See Activity Index (ACTV) for valid values.
Function	Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered in Organization (ORG2). Otherwise, required if the **Expense Budget Function Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting), or ***A*** (required on accounting). Enter the code of the function you want to charge. See Function (FUNC) for valid values.
Object/Sub	**Object** is required. Enter the code from Object Index (OBJT) that best describes the requested item. You cannot enter a personal services object. **Sub-Object** is required **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (EEX2). Otherwise, optional. Enter the code from Sub-Object (SOBJ) that best describes the item.
Rept	Conditional. Required if the **Reporting Category Required on Spending** field on Agency (AGC2) is: ***Required on Pre-Encumbrance Transaction [1], or Required on Encumbrance Transactions [2].*** Otherwise, it is optional. See Reporting Category Index (RPTG) for valid values.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.

Field	Description
Cost Cat	Conditional. Optional if the Work Order Subsystem is installed. Enter this field when a work order number is entered in the **Job Number** field, but is inferred from the **Stores Default Cost Category** of the Work Order Branch (WOBT) if blank. See Work Order Cost Category (COST) for valid values.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Amount	Display only. The system computes and displays the cost that is charged to this account distribution from the item lines.
Def/Inc/Dec	Display only. Valid values are ***Default [blank]***, ***Decrease [D]*** and ***Increase [I]***.

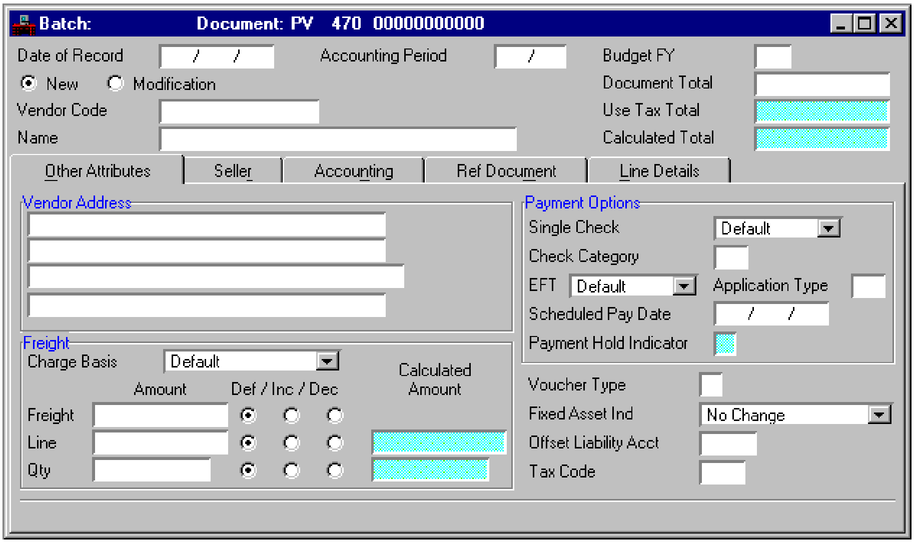
Commodity Details View



Field	Description
Line	Required. Enter the item line number associated with this item.
Stock Item Number	Required. Enter the stock item code that identifies the goods requested. See Inventory Inquiry (INVN) for valid values.
Requested Quantity	Required. Enter the quantity of goods requested.
Def/Inc/Dec	Conditional. Required on a modification transaction when **Requesting Quantity** is entered. Valid values are ***Default [blank]***, ***Increase [I]***, or ***Decrease [D]***.
Issue Unit	Display only. This field is inferred from Inventory Inquiry (INVN). Do not enter data in this field.
Unit Price	Display only. This field is inferred from **Current Unit Price** on Inventory Inquiry (INVN).

Field	Description
Def/Inc/Dec	Defaults to ***Default [blank]***. If this is a modification transaction and **Unit Price** is entered, valid values are ***Increase [I]*** or ***Decrease [D]*** (reflects the change in quantity ordered).
Ref Accounting Line	Defaults to the first account distribution line entered on the document. Enter the line number of the account distribution charged for this item.
Total	Display only. The total amount (unit price times the quantity) computed by the system is displayed.
Description	Display only. The default description is inferred from Inventory Inquiry (INVN).
Job Type	Conditional. Required if the Work Order Subsystem is installed and the job number of the referenced accounting line requires a job type. If left blank, this field defaults to the job type entered on the header. See Work Order Job Type (JOBS) for valid values.
Bin Number	Display only. The location of the item in the warehouse is displayed.

Payment Voucher (PV)



The Payment Voucher (PV) authorizes the spending of money. You can use it to pay an outside vendor or to transfer money within your entity.

Field	**Description**
Date of Record	Default is the date the document is accepted. Enter the date (*mm dd yy*) that you want to associate with these documents, usually the current date. You cannot enter a future date.
Accounting Period	Default is inferred from **Date of Record**. If you want these transactions recorded in another accounting period, enter the desired open period, using fiscal month and fiscal year. You cannot enter future periods.
Budget FY	Default is the current fiscal year. If you want these transactions recorded in another fiscal year, enter the desired open fiscal year. You cannot enter future budget fiscal years.

Field	Description
New/ Modification [Action]	Default is ***New [E]***. Valid values are: ***New [E]*** Indicates that this is a new entry (new document). ***Modification [M]*** This allows you to add lines to a previous document, change the amounts on existing lines (not codes), or cancel a line (decrease a line amount to zero). To change codes in an existing line, you must cancel that line and reenter a new line. You can record both these lines on the same document by entering ***Modification [M]***.
Document Total	Required. Enter the net amount of all lines on the document, not including tax if the tax codes used on the document are ***U*** (use tax) on Tax Code (TAXT). To compute this amount: 1. Add all the increase amounts. 2. Add all the decrease amounts. 3. Subtract the smaller of these amounts from the larger. 4. If the tax codes used are marked ***U*** (use tax) on Tax Code (TAXT), add together all the adjustment amounts on the lines (pay attention to signs) and subtract that amount from the result of #3 5. Enter that amount.
Vendor Code	Conditional. Required on vouchers for outside vendors if your installation requires vendor codes (for example, if **Vendor/ Commodity Control** on System Control Options (SOPT) is ***Both Controls in Effect [Y]***.) Leave blank on internal vouchers. Enter the code for the vendor you want paid as a result of this document. See Vendor Index (VEND) for valid values. Note: **Vendor Code** cannot be ***Miscellaneous*** if the **Object Code** is 1099 reportable.
Use Tax Total	Display only. This field shows the total amount of tax calculated for this document if the tax codes used on the document are use tax. This amount plus the document total entered by the user must equal the calculated document total.

Field	Description
Name	Required on vouchers for outside vendors when vendor code is blank or if a miscellaneous vendor code is used. Enter the name you want printed on checks. Otherwise, the name for checks is inferred from Vendor (VEN2).
Calculated Total	Display only. This field contains the system-computed total of the line amounts.

Other Attributes View

Field	Description
Vendor Address	
(no label)	Required on vouchers for outside vendors when vendor code is blank or if a miscellaneous vendor code is used. Enter the address you want printed on checks. Otherwise, the address for checks is inferred from Vendor (VEN2).
Payment Options	
Single Check	Defaults to ***Default [blank]***. Only specify a choice here if a vendor elects to receive payments in a different manner than already specified on Vendor (VEN2). Select ***Yes [Y]*** if you want a separate check printed specifically for this voucher. If ***No [N]*** is selected, the system adds this voucher's amounts together with other vouchers for the same vendor (by check category) to obtain a combined voucher check amount. On a modification document, select ***No Change***.
Check Category	Optional. This field specifies the category that this check voucher is printed under. Vouchers are summed by vendor and check category. The use of check categories is optional. See Check Category (CCAT) for valid values.

Field	Description
EFT	Defaults to ***Default [blank]***. Required if you want the current payment voucher paid by Electronic Funds Transfer (EFT). Select ***Yes [Y]*** and enter a valid application type to select this voucher for electronic funds payment. If ***Default [blank]*** is selected, this field defaults to ***Yes [Y]*** when **EFT Status** is ***Active [A]*** on Vendor (VEN2); otherwise, this field defaults to ***No [N]***. When the vendor is eligible for electronic funds transfer, this field is inferred from the referenced Vendor Invoice (VI) as long as **EFT** is set to ***Yes [Y]*** on all of the invoices referencing this payment voucher. If **EFT** is not set to ***Yes [Y]*** on any of the related Vendor Invoice (VI) documents or one or more payment voucher lines do not reference Vendor Invoice (VI) documents, you must manually set **EFT** to ***Yes [Y]*** on this document. When entering internal vouchers, select ***Default [blank]*** in this field.
Application Type	Conditional. Required if **EFT** is set to ***Yes [Y]***. The application type is a two-character code representing the intended application, or use, of the funds being electronically transferred. See Electronic Funds Transfer Application Type (EFTA) for valid values. When blank and **EFT** is set to ***Yes [Y]***, the application type is automatically taken from the referenced Vendor Invoice (VI), as long as the application types on all of the Vendor Invoice (VI) documents referenced on this payment voucher are the same. If **EFT** is set to ***Yes [Y]*** and there are no Vendor Invoice (VI) documents to take the application type from, the application type infers from Electronic Funds Transfer (1 of 2) (EFTT). Otherwise, the user must supply this field.

Field	Description
Scheduled Pay Date	Default automatically assigns a date according to the following rules: If Vendor (VEN2) has a value recorded in **Scheduled Payment Day** for this document's vendor, that value is used. The payment day is the day of the month when you want to pay this vendor. The system assigns the payment date using this day and the current month, or, if the resulting date has already passed, the next month. The **System Payment Lag** on System Control Options (SOPT) is used when no other date or payment day is specified. The payment lag is the number of days from the voucher date when you want to issue payment. When both **Scheduled Payment Day** on Vendor (VEN2) and **System Payment Lag** on System Control Options (SOPT) are blank, the system date will be used. Applies only to vouchers for outside vendors. Enter the date when you want the check for this payment voucher issued, if you want to override the system computed date. Note: You can change scheduled payment dates on payment voucher modifying transactions or through Payment Voucher Scheduling (SCHD). For further details, see the discussion of Automated Disbursements in the *User's Guide*.
Payment Hold Indicator	Display only. Used when processing documents off-line to allow for the specification of the following values: ***Unspecified [Spaces]*** Indicates that a voucher is a candidate to cut a check. ***Hold Payment [H]*** Indicates hold payment. This value is set on Payment Voucher Scheduling (SCHD) to prevent a voucher from being disbursed. ***Cash Override [O]*** Indicates cash override.

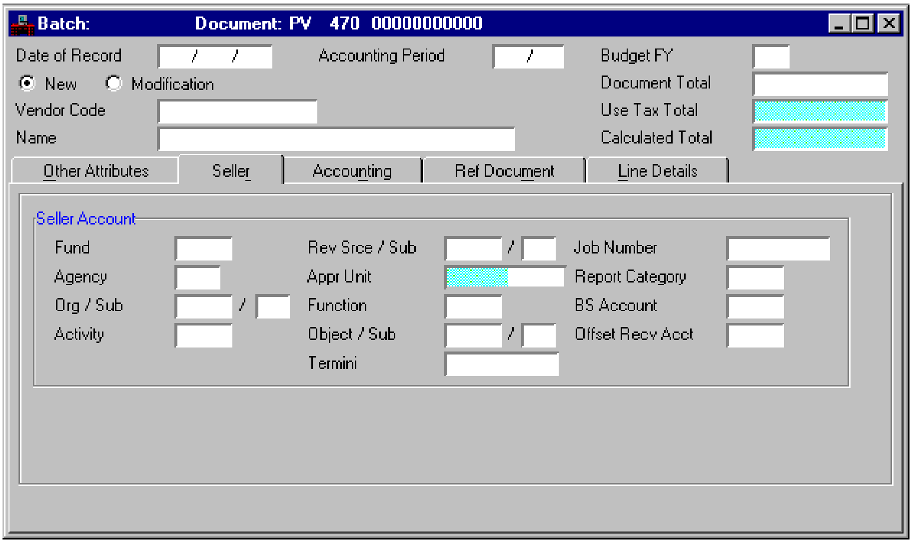
Field	Description
Freight	
Charge Basis	Defaults to ***Default [blank]***. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. This code indicates whether or not freight charges factor into the total cost of this commodity and what method is used to calculate those charges. Valid values are: ***Default [blank]*** If this document references another document with a freight indicator value, this field is set to ***By Commodity [C]***. Otherwise, freight is not included on this document. ***By Quantity [Q]*** Prorate the freight total for the current document across all commodity lines by quantity. ***By Line [D]*** Prorate the freight total for the current document across all commodity lines by pre-tax-amount. ***By Commodity [C]*** Allow users the option of entering freight on individual commodity lines. ***No Freight Allowed [N]*** Do not include freight on this document. Freight is not inferred if another document is referenced. ***No Change***
Freight (Amount)	Default total freight charge for this document is calculated by the system. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn on linking. If **Charge Basis** is ***By Quantity [Q]*** or ***By Line [D]***, this amount is required. If **Charge Basis** is ***By Commodity [C],*** the freight total for the document is supplied by the system when this field is blank. If a value is entered, regardless of the value in **Charge Basis**, it must equal the sum of all commodity line freight amounts.
Freight (Def/Inc/Dec)	Defaults to ***Default [blank]***. Required when modifying **Freight Amount**; select ***Default [blank]*** or ***Increase [I]*** during a new entry; select ***Default [blank]*** when **Freight Amount** is blank.

Field	Description
Line (Amount)	Conditional. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Required if **Charge Basis** is ***By Line [D]*** and leave blank if the freight indicator is any other value. Enter total cost of all commodity lines on this document before tax and freight, but after discounts are factored in.
Line (Def/Inc/Dec)	Defaults to ***Default [blank]***. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Required if modifying **Line Amount**; leave blank or enter ***Increase [I]*** during a new entry; and leave blank when **Line Amount** is blank.
Line (Calculated Amount)	Display only. System calculated pre-tax, pre-freight, and post-discount total amount for the document is displayed. This amount is used to verify that **Line Amount** is correct and is only calculated if **Charge Basis** is ***By Line [D].***
Qty (Amount)	Conditional. Required if **Charge Basis** is ***By Quantity [Q]***; leave blank if **Charge Basis** is any other value. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Enter the total quantity for the document.
Qty (Def/Inc/Dec)	Defaults to ***Default [blank]***. Required when modifying **Quantity Amount**; select ***Default [blank]*** or ***Increase [I]*** during a new entry; select ***Default [blank]*** when **Quantity Amount** is blank.
Qty (Calculated Amount)	Display only. System calculated total quantity for the document. This quantity is used to verify that the user supplied total quantity is correct and is only calculated if **Charge Basis** is ***By Quantity [Q].***

Field	Description
Voucher Type	Default is ***1***. Required for internal transactions. Valid values are: ***1*** This document concerns payment to an outside vendor. ***2*** This document concerns an internal purchase/sale, involving different funds. ***3*** This document concerns an internal purchase/sale that involves the same fund for the buyer and seller. ***4*** This document concerns an internal reimbursement (for example, inter- or intra- fund). ***5*** This document concerns an internal transfer (for example, inter- or intra-fund). If you are using NACUBO reporting, transfers can only occur within the same fund group. On vouchers for outside vendors, this field is optional and user-defined. For outside vendors, the field is used for reporting purposes only. Type a one-character alphanumeric value.
Fixed Asset Ind	Default is ***No Change [blank]***. Valid values are: ***Create One Shell [F]*** The system will create one Fixed Asset Acquisition (FA) document for each line on this document. ***Create Multiple Shells [Q]*** The system will create the quantity of Fixed Asset Acquisition (FA) documents specified in **Quantity** for each line on this document.

Field	Description
Offset Liability Acct	Default assigns an account code according to the following: *Vouchers for outside vendor.* The system uses the value entered in **Vouchers Payable** on System Special Accounts (SPEC). *Internal vouchers involving two different funds (Type 2).* The code used depends on the value entered in **Internal Cash Voucher** on System Control Options (SOPT). If the value is ***Yes [Y]***, the system uses the balance sheet account inferred from the fund and bank account codes. If the value is ***No [N]***, the system uses the value entered in **Due to Fund** on System Special Accounts (SPEC). *Internal vouchers that are within the same fund (Type 3)*. No account code is used because within fund vouchers do not create a liability. Enter the balance sheet account you want credited for the liability created by this voucher. See Balance Sheet Account Index (BACC) for valid values.
Tax Code	Conditional. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Enter the tax rate used for this document. See Tax Code (TAXT) for valid values. This field is used to calculate tax on each line. If this field is left blank and all line tax codes are the same, the tax code is inferred but not displayed.

Seller View

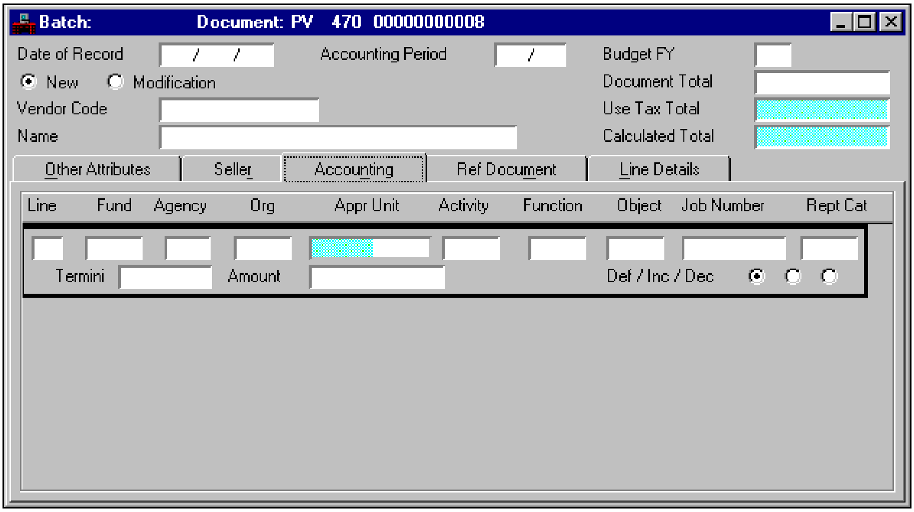


Field	Description
Seller Account	
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. See Fund Index (FUND) for valid values.
Agency	Required. Enter the code of the agency that is selling the goods or services listed in this document. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org/Sub	Conditional. **Organization** may be required, depending on the **Revenue Budget Organization Option** on Fund Agency Index (FAGY).
Activity	Conditional. Default is inferred from Organization (ORG2), if it is included there. May be required, depending on the **Revenue Budget Activity Option** on Fund Agency Index (FAGY). See Activity Index (ACTV) for valid values.

Field	Description
Rev Srce/Sub	Conditional. **Revenue Source** is required if **Voucher Type** is ***2*** (internal sale - different funds) or ***3*** (internal sale - same funds). For NACUBO reporting when **Voucher Type** is ***5*** (internal transfer), enter a revenue source with a revenue group of ***TR*** (transfer) or a reporting category of ***MT*** (mandatory transfer) or ***NT*** (non-mandatory transfer). See Revenue Source Index (RSRC) for valid values. **Sub-Revenue** may be required, depending on the **Sub-Revenue Source Required** option on Revenue Source (RSR2). See Sub-Revenue Source (SREV) for valid values.
Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Function	Optional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function is not entered in Organization (ORG2). Otherwise, enter a valid function. See Function (FUNC) for valid values.
Object/Sub	Conditional. Required if this is a type 4 (internal reimbursement) voucher. Enter an object code for any object group.**Sub-Object** is required if **Object** is entered and further description is required. See Object Index (OBJT) and Sub-Object (SOBJ) for valid values. Note: If the object code entered is a 1099 reportable code, the **Vendor Code** cannot be ***Miscellaneous***.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Job Number	Conditional. May be required on a type 4 voucher, depending on the **Job Number Required on Spending** option on Organization (ORG2).

Field	Description
Report Category	Conditional. May be required on expenditure transactions, depending on the **Reporting Category** option on Agency (AGC2). May be required on revenue transactions, depending on the **Reporting Category Required on Revenue Transaction** option on Agency (AGC2). Enter the reporting category of the seller. See Reporting Category (RPTG) for valid values.
BS Account	Conditional. Required if this is an expense transaction for the seller (for example, fixed assets, consumption-based inventories, or a balance sheet document). See Balance Sheet Account Index (BACC) for valid values.
Offset Recv Acct	Default account used depends on the value of **Internal Cash Voucher Option** on System Control Options (SOPT). If the field is ***Yes [Y]***, the balance sheet account is inferred from the seller's fund and bank account. If the field is ***No [N]***, the system uses **Due From Fund** on System Special Accounts (SPEC). Enter an account only if you want to override the default account. See Balance Sheet Account Index (BACC) for valid values.

Accounting View

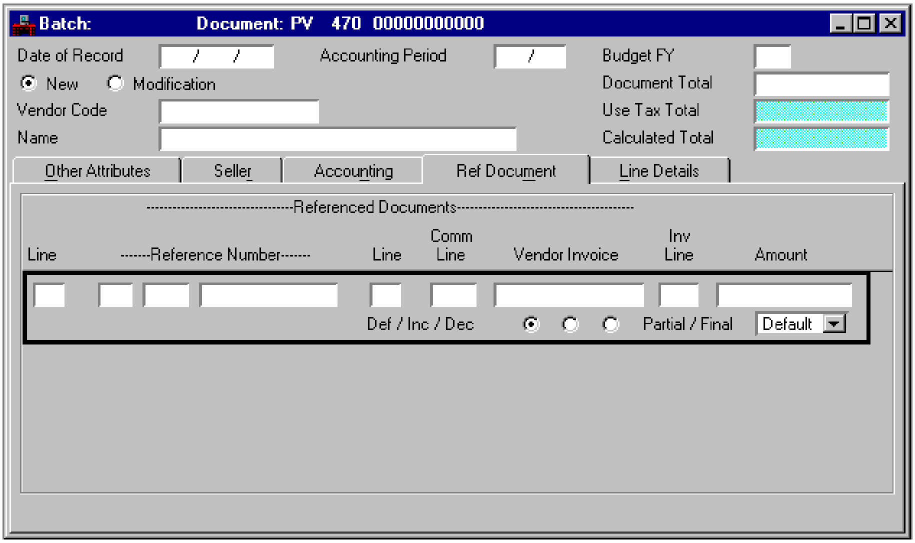


Field	Description
Line	Required. Enter a different two-digit number for each line on the document. Numbers ***00*** to ***99*** are valid. This number is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Otherwise, enter the fund paying for the item on this line. See Fund Index (FUND) for valid values. Note: this fund value may be the same or different from the Seller fund regardless of fund type.
Agency	Required. Enter the agency paying for the item on this line. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org	Conditional. Enter an organization if **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting). On internal refunds, this field is required if **Revenue Budget Organization Option** is ***Y*** (required on budget and accounting). For transactions that require a balance sheet account code, this field is optional. See Organization Index (ORGN) for valid values.

Field	Description
Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Activity	Default is inferred from Organization (ORG2), if it is included there. Otherwise, enter an activity if **Expense Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). On internal refunds, this field is required if **Revenue Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). For transactions that require a balance sheet account code, this field is optional. See Activity Index (ACTV) for valid values.
Function	Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function is not entered in Organization (ORG2). Otherwise enter a valid function.
Object	Conditional. For transactions that require a balance sheet account code, this field is optional. For internal refunds, this field must be blank. Otherwise, enter the object that best describes the item named on this line. See Object Index (OBJT) for valid values.Note: If the object code entered is a 1099 reportable code, the **Vendor Code** cannot be ***Miscellaneous***.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.

Field	Description
Rept Cat	Conditional. This field is required on expenditure transactions if **Reporting Category** on Agency (AGC2) is ***Required on Expenditure Transactions [3]***. This field is required on revenue transactions if **Reporting Category Required on Revenue Transactions** is ***Required [Y]***. For transactions that require a balance sheet account code, this field is required if **Reporting Category Option** is ***Y*** (required) on Balance Sheet Account Index (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) for valid values.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Amount	Required. Enter the line amount for this payment voucher document. If adding a new line, enter the dollar amount of the item(s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Record two digits for cents; the decimal point is optional. Do not enter dollar signs or commas.
Def/Inc/Dec	Defaults to ***Default [blank]*** on a new document. Indicates whether the amount is an ***Increase [I]*** or ***Decrease [D]***. ***Decrease [D]*** is valid on new entries as long as the discount type is blank and a requisition is not being referenced. ***Decrease [D]*** is used on new entries to record credit memos. You cannot reference a requisition when this indicator is ***Decrease [D]***, even on modifying transactions. If you are modifying a previous purchase order that had a requisition reference, do not type the reference on the modifying transaction. The requisition reference is not stored in Open Purchase Order Line Inquiry (OPOL).

Reference Document View



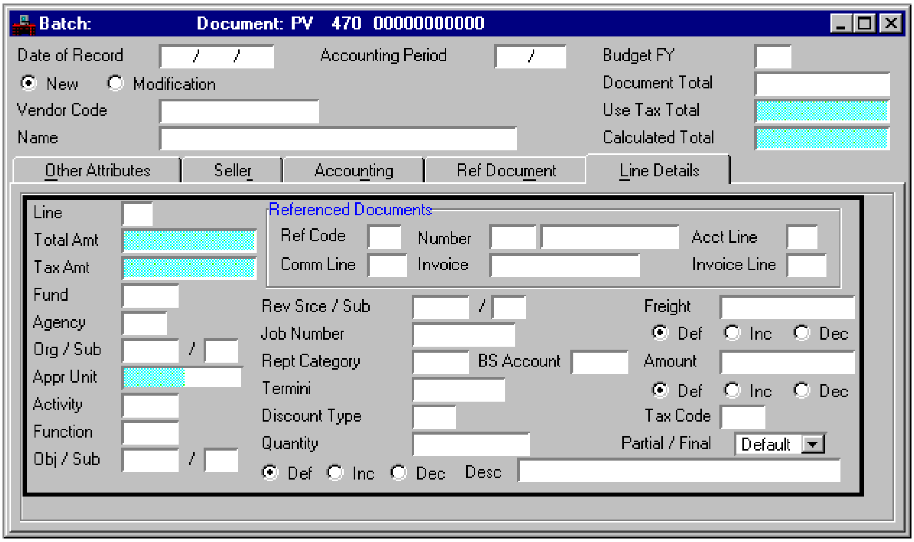
Field	Description

Referenced Documents

Reference Number	Conditional. Required if this line concerns items previously recorded on a purchase order or payment voucher; otherwise, it is blank. Enter the document code, agency, and number of the document being referenced. If a prior year purchase order is referenced, ensure that all values in the accounting distribution are valid for the prior year as well as for the current year.
Line	Conditional. Required if this line concerns items previously recorded on a purchase order; leave blank for requisition documents. Enter the purchase order line number from the purchase order document of the item being referenced.

Field	Description
Comm Line	Conditional. Required if **PV Update Inventory** on EPS System Control Options (ESOP) is selected ***[Y]*** and for payment vouchers referencing EPS purchase orders with a warehouse code. This field is used to update Inventory (INV2) for the item the purchase order line number points to. Required if **Receiver Accrual** on EPS System Control Options (ESOP) is selected ***[Y]*** . Also required if **Fixed Asset Indicator** is ***Create One Shell [F]*** or ***Create Multiple Shells [Q]***. Otherwise, this field is optional.
Vendor Invoice	Optional. Enter the vendor invoice number, if one is available.
Inv Line	Conditional. Required if **EPPV Requirements** on EPS System Control Options (ESOP) is selected ***[Y]*** and a Vendor Invoice is referenced. Enter the commodity line number of the Vendor Invoice (VI) referenced.

Line Details View



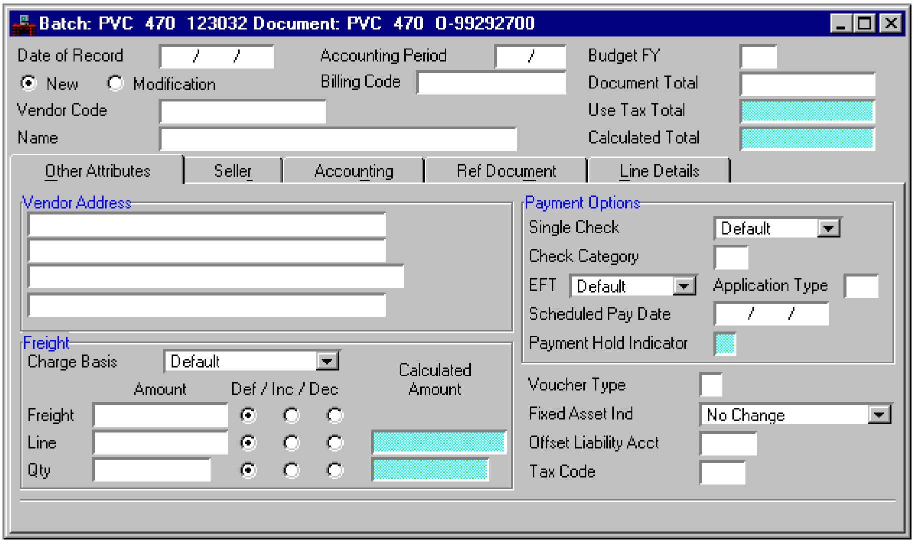
Field	Description
Total Amt	The total line amount calculated by the system is displayed. This value is reached by adding the adjustment amount, including freight and/or tax, to the amount entered.
Tax Amt	The tax amount for this line is displayed. This calculation is performed with the amount entered and the tax rate associated with the tax code applied to this line.
Sub-Org	Conditional. **Organization** must be entered before you can enter this field. Enter a sub-organization on expenditure transactions if **Sub-Organization Required on Spending** on Organization (ORG2) is: ***Required [Y], or*** ***Required on Expenditure Transactions [3].*** Required on revenue transactions if **Sub-Organization Required on Revenue** on Organization (ORG2) is ***Required [Y]***. Otherwise, this field is optional. See Sub-Organization (SORG) for valid values.

Field	Description
Sub-Obj	Conditional. **Object** must be entered before you can enter this field. Enter the sub-object on expenditure documents if **Sub-Object Required** is selected ***[Y]*** on Expense Budget Inquiry (Extended) (EEX2). See Sub-Object (SOBJ) for valid values.Note: If the object code entered is a 1099 reportable code, the **Vendor Code** cannot be ***Miscellaneous***.
Rev Srce/Sub	Conditional. Enter a revenue source on an internal refund transaction; otherwise, leave blank. When revenue source is entered, **Object** and **Balance Sheet Account** must be blank. Enter the revenue source credited as a result of this document. See Revenue Source Index (RSRC) for valid values. Enter a sub-revenue source if **Revenue Source** is entered and **Sub-Revenue Source Required** is ***Yes [Y]*** on Revenue Source (RSR2). If **Sub-Revenue Source Required** is ***No [N]***, sub-revenue source is optional. See Sub-Revenue Source (SREV) for valid values.
BS Account	Conditional. If this line references an EPS purchase order that contains a warehouse code, default is inferred from Warehouse (WHS2). Enter a balance sheet account if this is an expense transaction (fixed assets, consumption-based inventories, pre-paid items) or if this transaction transfers funds between two balance sheet accounts. If the latter is the case, **Object** must be blank. See Balance Sheet Account Index (BACC) for valid values. You cannot enter a balance sheet account that is used as a default account on System Special Accounts (SPEC). However, you can enter the default fund balance account.
Discount Type	Conditional. Required if a vendor discount policy applies to this voucher line. A valid value will have **Discount Flag** set to ***N*** (no) on Discount Type (DISC). The cash disbursement process determines whether the system can take the discount at the time the check is generated. Note: This field is blank on balance sheet transactions and refunds.

Field	Description
Quantity	Conditional. Required for payment vouchers referencing EPS purchase orders with a warehouse code, if **EPPV Requirements** is selected ***[Y]*** on EPS System Control Options (ESOP), or if **Fixed Asset Indicator** is ***Create Multiple Shells [Q]***. Otherwise, this field is optional. Enter the number of items paid for.
Def/Inc/Dec	Default is ***Default [blank]***. On a modification document, select ***Increase [I]*** if **Quantity** is increasing, or ***Decrease [D]*** if **Quantity** is decreasing.
Freight	This field can only be used if **Extended Purchasing** on System Control Options (SOP2) is ***Installed with Linking [L]***. If **Charge Basis** is ***By Quantity [Q]*** or ***By Line [D]***, this field is automatically calculated by the system. If **Charge Basis** is ***By Commodity [C]***, enter the amount of freight on this commodity line.
Def/Inc/Dec	Default is ***Default [blank]***. On a modification document, select ***Increase [I]*** if **Freight** is increasing, or ***Decrease [D]*** if **Freight** is decreasing.
Tax Code	This field can only be used if **Extended Purchasing** on System Control Options (SOP2) is ***Installed with Linking [L]***. Default is inferred from the header tax code, but is not displayed. Enter the tax code representing the tax rate used on this line only. A valid tax code will have the same tax type as the tax code in the header. See Tax Code (TAXT) for valid values.

Field	Description
Partial/Final	Defaults to ***Default [blank]***. This field is used only when a purchase order is referenced. Valid values are: ***Default [blank]*** This will leave this field blank. ***Partial [P]*** This value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount). ***Final [F]*** If the total amount expensed equals the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Select ***Final [F]*** if the total amount expensed is *less than* the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is *more than* the purchase order amount (the item cost more than expected). A maximum limit exists for how much the total amount expensed can exceed the purchase order amount. (See discussion of purchase orders in the *User's Guide*.)
Desc	Default is inferred for the referenced vendor invoice check description on Open Vendor Invoice Header Inquiry (OVIH). If that description is blank, then the referenced vendor invoice line description is inferred from Open Vendor Invoice Line Inquiry (OVIL). If both descriptions are blank or a Vendor Invoice (VI) document is not referenced, the description is inferred from Open PO Commodity Line Inquiry (OPPC). Enter the general descriptive information you want recorded with this document.

PAYMENT VOUCHER FOR PROCUREMENT CARD (PVC)



The Payment Voucher for Procurement Card (PVC) is created by Procurement Desktop (PD) for Procurement Card (ProCard) purchases. The Procurement Card (PVC) document is interfaced with MARS ADVANTAGE as a Payment Voucher to the cardholder.

Field	Description
Date of Record	Default is the date the document is accepted. Enter the date (*mm dd yy*) that you want to associate with these documents, usually the current date. You cannot enter a future date.
Accounting Period	Default is inferred from **Date of Record**. If you want these transactions recorded in another accounting period, enter the desired open period, using fiscal month and fiscal year. You cannot enter future periods.

Field	Description
Budget FY	Default is the current fiscal year. If you want these transactions recorded in another fiscal year, enter the desired open fiscal year. You cannot enter future budget fiscal years.
New/ Modification [Action]	Default is ***New [E]***. Valid values are: ***New [E]*** Indicates that this is a new entry (new document). ***Modification [M]*** This allows you to add lines to a previous document, change the amounts on existing lines (not codes), or cancel a line (decrease a line amount to zero). To change codes in an existing line, you must cancel that line and reenter a new line. You can record both these lines on the same document by entering ***Modification [M]***.
Billing Code	The billing code from the Procurement Desktop for the Procurement Card purchase is displayed. The billing code is equivalent to the administrator's ID and is used to determine the proper account to credit.
Document Total	Required. Enter the net amount of all lines on the document, not including tax if the tax codes used on the document are ***U*** (use tax) on Tax Code (TAXT). To compute this amount: 1. Add all the increase amounts. 2. Add all the decrease amounts. 3. Subtract the smaller of these amounts from the larger. 4. If the tax codes used are marked ***U*** (use tax) on Tax Code (TAXT), add together all the adjustment amounts on the lines (pay attention to signs) and subtract that amount from the result of #3 5. Enter that amount.

Field	Description
Vendor Code	Conditional. Required on vouchers for outside vendors if your installation requires vendor codes (for example, if **Vendor/ Commodity Control** on System Control Options (SOPT) is ***Both Controls in Effect [Y]***.) Leave blank on internal vouchers. Enter the code for the vendor you want paid as a result of this document. See Vendor Index (VEND) for valid values. Note: **Vendor Code** cannot be ***Miscellaneous*** if the **Object Code** is 1099 reportable.
Use Tax Total	Display only. This field shows the total amount of tax calculated for this document if the tax codes used on the document are use tax. This amount plus the document total entered by the user must equal the calculated document total.
Name	Required on vouchers for outside vendors when vendor code is blank or if a miscellaneous vendor code is used. Enter the name you want printed on checks. Otherwise, the name for checks is inferred from Vendor (VEN2).
Calculated Total	Display only. This field contains the system-computed total of the line amounts.

Field	Description
Vendor Address	
(no label)	Required on vouchers for outside vendors when vendor code is blank or if a miscellaneous vendor code is used. Enter the address you want printed on checks. Otherwise, the address for checks is inferred from Vendor (VEN2).
Payment Options	
Single Check	Defaults to ***Default [blank]***. Only specify a choice here if a vendor elects to receive payments in a different manner than already specified on Vendor (VEN2). Select ***Yes [Y]*** if you want a separate check printed specifically for this voucher. If ***No [N]*** is selected, the system adds this voucher's amounts together with other vouchers for the same vendor (by check category) to obtain a combined voucher check amount. On a modification document, select ***No Change***.
Check Category	Optional. This field specifies the category that this check voucher is printed under. Vouchers are summed by vendor and check category. The use of check categories is optional. See Check Category (CCAT) for valid values.

Field	Description
EFT	Defaults to ***Default [blank]***. Required if you want the current payment voucher paid by Electronic Funds Transfer (EFT). Select ***Yes [Y]*** and enter a valid application type to select this voucher for electronic funds payment. If ***Default [blank]*** is selected, this field defaults to ***Yes [Y]*** when **EFT Status** is ***Active [A]*** on Vendor (VEN2); otherwise, this field defaults to ***No [N]***. When the vendor is eligible for electronic funds transfer, this field is inferred from the referenced Vendor Invoice (VI) as long as **EFT** is set to ***Yes [Y]*** on all of the invoices referencing this payment voucher. If **EFT** is not set to ***Yes [Y]*** on any of the related Vendor Invoice (VI) documents or one or more payment voucher lines do not reference Vendor Invoice (VI) documents, you must manually set **EFT** to ***Yes [Y]*** on this document. When entering internal vouchers, select ***Default [blank]*** in this field.
Application Type	Conditional. Required if **EFT** is set to ***Yes [Y]***. The application type is a two-character code representing the intended application, or use, of the funds being electronically transferred. See Electronic Funds Transfer Application Type (EFTA) for valid values. When blank and **EFT** is set to ***Yes [Y]***, the application type is automatically taken from the referenced Vendor Invoice (VI), as long as the application types on all of the Vendor Invoice (VI) documents referenced on this payment voucher are the same. If **EFT** is set to ***Yes [Y]*** and there are no Vendor Invoice (VI) documents to take the application type from, the application type infers from Electronic Funds Transfer (1 of 2) (EFTT). Otherwise, the user must supply this field.

Field	Description
Scheduled Pay Date	Default automatically assigns a date according to the following rules: If Vendor (VEN2) has a value recorded in **Scheduled Payment Day** for this document's vendor, that value is used. The payment day is the day of the month when you want to pay this vendor. The system assigns the payment date using this day and the current month, or, if the resulting date has already passed, the next month. The **System Payment Lag** on System Control Options (SOPT) is used when no other date or payment day is specified. The payment lag is the number of days from the voucher date when you want to issue payment. When both **Scheduled Payment Day** on Vendor (VEN2) and **System Payment Lag** on System Control Options (SOPT) are blank, the system date will be used. Applies only to vouchers for outside vendors. Enter the date when you want the check for this payment voucher issued, if you want to override the system computed date. Note: You can change scheduled payment dates on payment voucher modifying transactions or through Payment Voucher Scheduling (SCHD). The schedule payment date may be set to a date that is prior to the current date. For further details, see the discussion of Automated Disbursements in the *User's Guide*.
Payment Hold Indicator	Display only. Used when processing documents off-line to allow for the specification of the following values: ***Unspecified [Spaces]*** Indicates that a voucher is a candidate to cut a check. ***Hold Payment [H]*** Indicates hold payment. This value is set on Payment Voucher Scheduling (SCHD) to prevent a voucher from being disbursed. ***Cash Override [O]*** Indicates cash override.

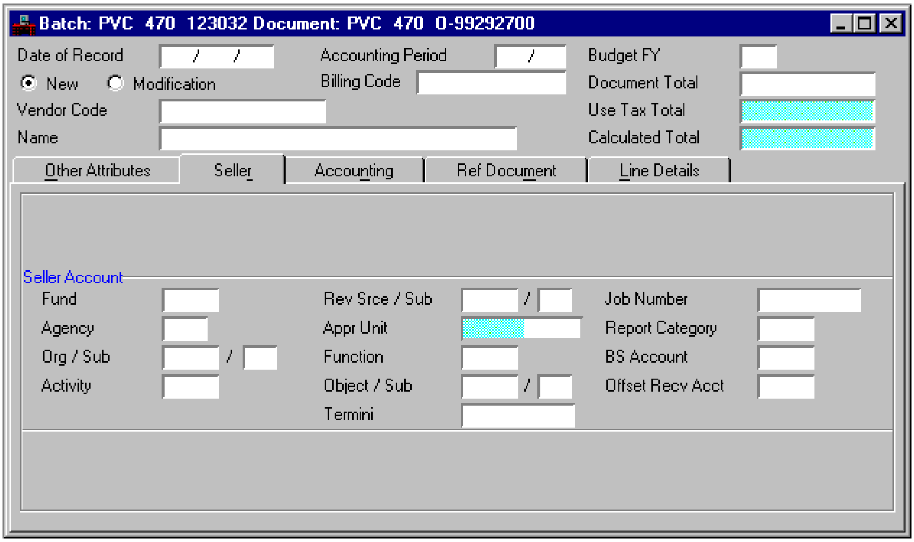
Field	Description
Freight	
Charge Basis	Defaults to ***Default [blank]***. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. This code indicates whether or not freight charges factor into the total cost of this commodity and what method is used to calculate those charges. Valid values are: ***Default [blank]*** If this document references another document with a freight indicator value, this field is set to ***By Commodity [C]***. Otherwise, freight is not included on this document. ***By Quantity [Q]*** Prorate the freight total for the current document across all commodity lines by quantity. ***By Line [D]*** Prorate the freight total for the current document across all commodity lines by pre-tax-amount. ***By Commodity [C]*** Allow users the option of entering freight on individual commodity lines. ***No Freight Allowed [N]*** Do not include freight on this document. Freight is not inferred if another document is referenced. ***No Change***
Freight (Amount)	Default total freight charge for this document is calculated by the system. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn on linking. If **Charge Basis** is ***By Quantity [Q]*** or ***By Line [D]***, this amount is required. If **Charge Basis** is ***By Commodity [C],*** the freight total for the document is supplied by the system when this field is blank. If a value is entered, regardless of the value in **Charge Basis**, it must equal the sum of all commodity line freight amounts.
Freight (Def/Inc/Dec)	Defaults to ***Default [blank]***. Required when modifying **Freight Amount**; select ***Default [blank]*** or ***Increase [I]*** during a new entry; select ***Default [blank]*** when **Freight Amount** is blank.

Field	Description
Line (Amount)	Conditional. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Required if **Charge Basis** is ***By Line [D]*** and leave blank if the freight indicator is any other value. Enter total cost of all commodity lines on this document before tax and freight, but after discounts are factored in.
Line (Def/Inc/Dec)	Defaults to ***Default [blank]***. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Required if modifying **Line Amount**; leave blank or enter ***Increase [I]*** during a new entry; and leave blank when **Line Amount** is blank.
Line (Calculated Amount)	Display only. System calculated pre-tax, pre-freight, and post-discount total amount for the document is displayed. This amount is used to verify that **Line Amount** is correct and is only calculated if **Charge Basis** is ***By Line [D].***
Qty (Amount)	Conditional. Required if **Charge Basis** is ***By Quantity [Q]***; leave blank if **Charge Basis** is any other value. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Enter the total quantity for the document.
Qty (Def/Inc/Dec)	Defaults to ***Default [blank]***. Required when modifying **Quantity Amount**; select ***Default [blank]*** or ***Increase [I]*** during a new entry; select ***Default [blank]*** when **Quantity Amount** is blank.
Qty (Calculated Amount)	Display only. System calculated total quantity for the document. This quantity is used to verify that the user supplied total quantity is correct and is only calculated if **Charge Basis** is ***By Quantity [Q].***

Field	Description
Voucher Type	Default is ***1***. Required for internal transactions. Valid values are: ***1*** This document concerns payment to an outside vendor. ***2*** This document concerns an internal purchase/sale, involving different funds. ***3*** This document concerns an internal purchase/sale that involves the same fund for the buyer and seller. ***4*** This document concerns an internal reimbursement (for example, inter- or intra- fund). ***5*** This document concerns an internal transfer (for example, inter- or intra-fund). If you are using NACUBO reporting, transfers can only occur within the same fund group. On vouchers for outside vendors, this field is optional and user-defined. For outside vendors, the field is used for reporting purposes only. Type a one-character alphanumeric value.
Fixed Asset Ind	Default is ***No Change [blank]***. Valid values are: ***Create One Shell [F]*** The system will create one Fixed Asset Acquisition (FA) document for each line on this document. ***Create Multiple Shells [Q]*** The system will create the quantity of Fixed Asset Acquisition (FA) documents specified in **Quantity** for each line on this document.

Field	Description
Offset Liability Acct	Default assigns an account code according to the following: *Vouchers for outside vendor.* The system uses the value entered in **Vouchers Payable** on System Special Accounts (SPEC). *Internal vouchers involving two different funds (Type 2).* The code used depends on the value entered in **Internal Cash Voucher** on System Control Options (SOPT). If the value is ***Yes [Y]***, the system uses the balance sheet account inferred from the fund and bank account codes. If the value is ***No [N]***, the system uses the value entered in **Due to Fund** on System Special Accounts (SPEC). *Internal vouchers that are within the same fund (Type 3)*. No account code is used because within fund vouchers do not create a liability. Enter the balance sheet account you want credited for the liability created by this voucher. See Balance Sheet Account Index (BACC) for valid values.
Tax Code	Conditional. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Enter the tax rate used for this document. See Tax Code (TAXT) for valid values. This field is used to calculate tax on each line. If this field is left blank and all line tax codes are the same, the tax code is inferred but not displayed.

Seller View

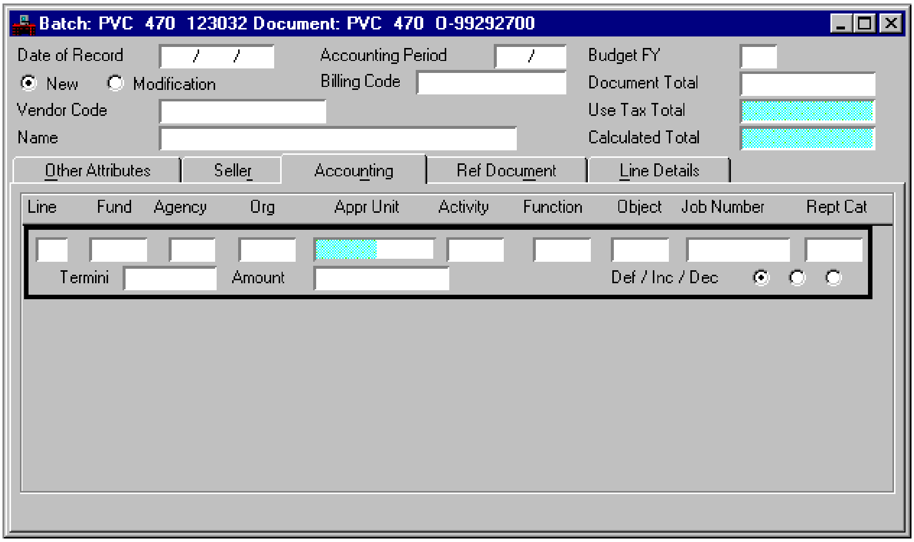


Field	Description
Seller Account	
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. See Fund Index (FUND) for valid values.
Agency	Required. Enter the code of the agency that is selling the goods or services listed in this document. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org/Sub	Conditional. **Organization** may be required, depending on the **Revenue Budget Organization Option** on Fund Agency Index (FAGY).
Activity	Conditional. Default is inferred from Organization (ORG2), if it is included there. May be required, depending on the **Revenue Budget Activity Option** on Fund Agency Index (FAGY). See Activity Index (ACTV) for valid values.

Field	Description
Rev Srce/Sub	Conditional. **Revenue Source** is required if **Voucher Type** is ***2*** (internal sale - different funds) or ***3*** (internal sale - same funds). For NACUBO reporting when **Voucher Type** is ***5*** (internal transfer), enter a revenue source with a revenue group of ***TR*** (transfer) or a reporting category of ***MT*** (mandatory transfer) or ***NT*** (non-mandatory transfer). See Revenue Source Index (RSRC) for valid values. **Sub-Revenue** may be required, depending on the **Sub-Revenue Source Required** option on Revenue Source (RSR2). See Sub-Revenue Source (SREV) for valid values.
Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Function	Optional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function is not entered in Organization (ORG2). Otherwise, enter a valid function. See Function (FUNC) for valid values.
Object/Sub	Conditional. Required if this is a type 4 (internal reimbursement) voucher. Enter an object code for any object group. **Sub-Object** is required if **Object** is entered and further description is required. See Object Index (OBJT) and Sub-Object (SOBJ) for valid values. Note: If the object code entered is a 1099 reportable code, the **Vendor Code** cannot be ***Miscellaneous***.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Job Number	Conditional. May be required on a type 4 voucher, depending on the **Job Number Required on Spending** option on Organization (ORG2).

Field	Description
Report Category	Conditional. May be required on expenditure transactions, depending on the **Reporting Category** option on Agency (AGC2). May be required on revenue transactions, depending on the **Reporting Category Required on Revenue Transaction** option on Agency (AGC2). Enter the reporting category of the seller. See Reporting Category (RPTG) for valid values.
BS Account	Conditional. Required if this is an expense transaction for the seller (for example, fixed assets, consumption-based inventories, or a balance sheet document). See Balance Sheet Account Index (BACC) for valid values.
Offset Recv Acct	Default account used depends on the value of **Internal Cash Voucher Option** on System Control Options (SOPT). If the field is ***Yes [Y]***, the balance sheet account is inferred from the seller's fund and bank account. If the field is ***No [N]***, the system uses **Due From Fund** on System Special Accounts (SPEC). Enter an account only if you want to override the default account. See Balance Sheet Account Index (BACC) for valid values.

Accounting View

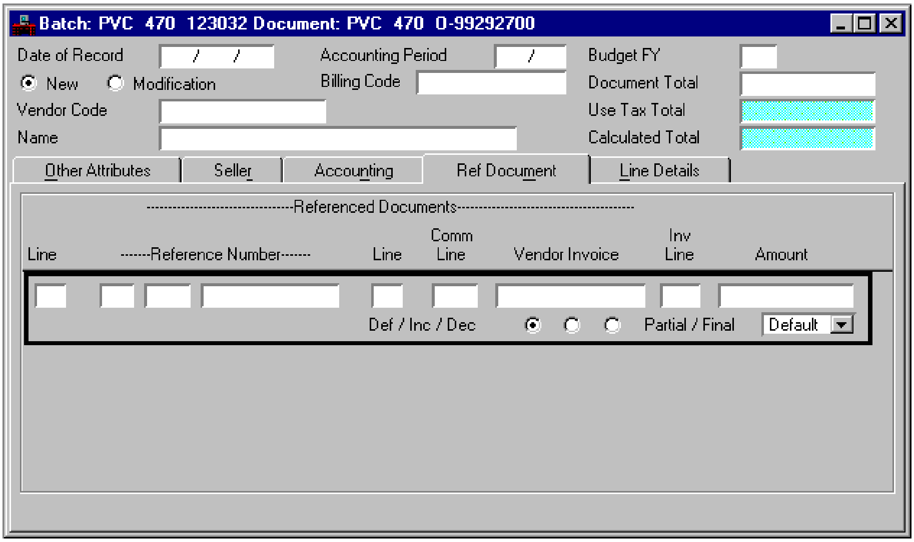


Field	Description
Line	Required. Enter a different two-digit number for each line on the document. Numbers ***00*** to ***99*** are valid. This number is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Otherwise, enter the fund paying for the item on this line. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency paying for the item on this line. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org	Conditional. Enter an organization if **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting). On internal refunds, this field is required if **Revenue Budget Organization Option** is ***Y*** (required on budget and accounting). For transactions that require a balance sheet account code, this field is optional. See Organization Index (ORGN) for valid values.

Field	Description
Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Activity	Default is inferred from Organization (ORG2), if it is included there. Otherwise, enter an activity if **Expense Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). On internal refunds, this field is required if **Revenue Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). For transactions that require a balance sheet account code, this field is optional. See Activity Index (ACTV) for valid values.
Function	Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function is not entered in Organization (ORG2). Otherwise enter a valid function.
Object	Conditional. For transactions that require a balance sheet account code, this field is optional. For internal refunds, this field must be blank. Otherwise, enter the object that best describes the item named on this line. See Object Index (OBJT) for valid values. Note: If the object code entered is a 1099 reportable code, the **Vendor Code** cannot be ***Miscellaneous***.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.

Field	Description
Rept Cat	Conditional. This field is required on expenditure transactions if **Reporting Category** on Agency (AGC2) is ***Required on Expenditure Transactions [3]***. This field is required on revenue transactions if **Reporting Category Required on Revenue Transactions** is ***Required [Y]***. For transactions that require a balance sheet account code, this field is required if **Reporting Category Option** is ***Y*** (required) on Balance Sheet Account Index (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) for valid values.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Amount	Required. Enter the line amount for this payment voucher document. If adding a new line, enter the dollar amount of the item(s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Record two digits for cents; the decimal point is optional. Do not enter dollar signs or commas.
Def/Inc/Dec	Defaults to ***Default [blank]*** on a new document. Indicates whether the amount is an ***Increase [I]*** or ***Decrease [D]***. ***Decrease [D]*** is valid on new entries as long as the discount type is blank and a requisition is not being referenced. ***Decrease [D]*** is used on new entries to record credit memos. You cannot reference a requisition when this indicator is ***Decrease [D]***, even on modifying transactions. If you are modifying a previous purchase order that had a requisition reference, do not type the reference on the modifying transaction. The requisition reference is not stored in Open Purchase Order Line Inquiry (OPOL).

Reference Document View



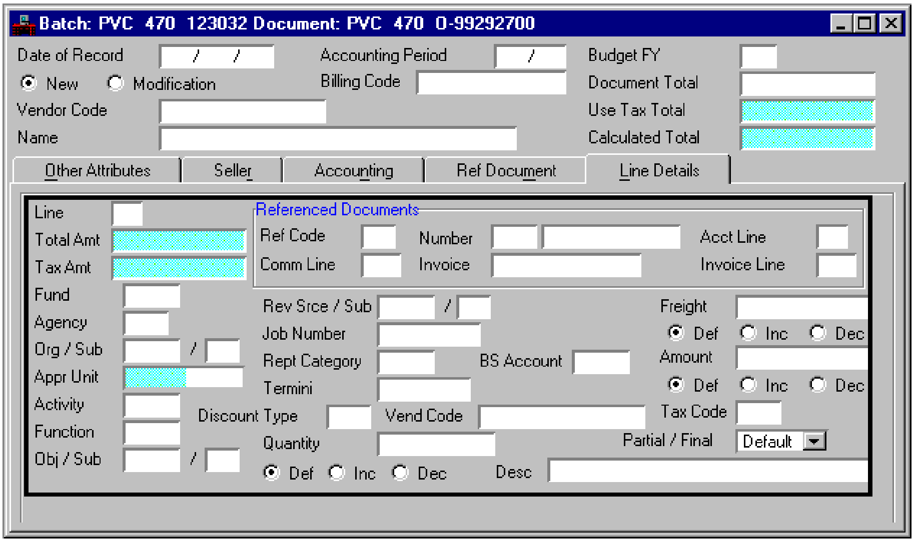
Field	Description

Referenced Documents

Reference Number	Conditional. Required if this line concerns items previously recorded on a purchase order, or payment voucher; otherwise, it is blank. Enter the document code, agency and number of the document being referenced. If a prior year purchase order is referenced, ensure that all values in the accounting distribution are valid for the prior year as well as for the current year.
Line	Conditional. Required if this line concerns items previously recorded on a purchase order; leave blank for requisition documents. Enter the purchase order line number, from the purchase order document, of the item being referenced.

Field	Description
Comm Line	Conditional. Required if **PV Update Inventory** on EPS System Control Options (ESOP) is selected [***Y***] and for payment vouchers referencing EPS purchase orders with a warehouse code. This field is used to update Inventory (INV2) for the item the purchase order line number points to. Required if **Receiver Accrual** on EPS System Control Options (ESOP) is selected [***Y***] . Also required if **Fixed Asset Indicator** is ***Create One Shell [F]*** or ***Create Multiple Shells [Q]***. Otherwise, this field is optional.
Vendor Invoice	Optional. Enter the vendor invoice number, if one is available.
Inv Line	Conditional. Required if **EPPV Requirements** on EPS System Control Options (ESOP) is selected [***Y***] and a Vendor Invoice is referenced. Enter the commodity line number of the Vendor Invoice (VI) referenced.

Line Details View



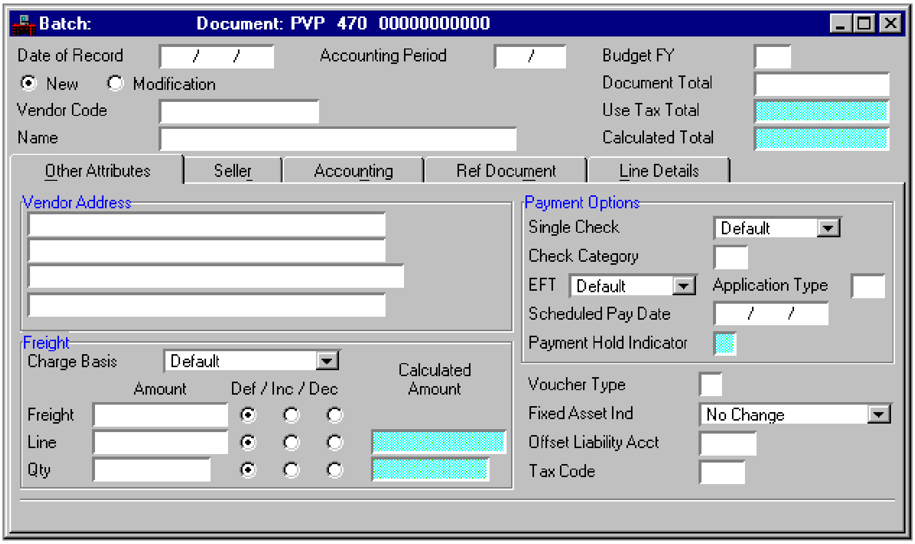
Field	Description
Total Amt	The total line amount calculated by the system is displayed. This value is reached by adding the adjustment amount, including freight and/or tax, to the amount entered.
Tax Amt	The tax amount for this line is displayed. This calculation is performed with the amount entered and the tax rate associated with the tax code applied to this line.
Sub-Org	Conditional. **Organization** must be entered before you can enter this field. Enter a sub-organization on expenditure transactions if **Sub-Organization Required on Spending** on Organization (ORG2) is: ***Required [Y], or*** ***Required on Expenditure Transactions [3].*** Required on revenue transactions if **Sub-Organization Required on Revenue** on Organization (ORG2) is ***Required [Y]***. Otherwise, this field is optional. See Sub-Organization (SORG) for valid values.

Field	Description
Sub-Obj	Conditional. **Object** must be entered before you can enter this field. Enter the sub-object on expenditure documents if **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (Extended) (EEX2). See Sub-Object (SOBJ) for valid values. Note: If the object code entered is a 1099 reportable code, the **Vendor Code** cannot be ***Miscellaneous***.
Rev Srce/Sub	Conditional. Enter a revenue source on an internal refund transaction; otherwise, leave blank. When revenue source is entered, **Object** and **Balance Sheet Account** must be blank. Enter the revenue source credited as a result of this document. See Revenue Source Index (RSRC) for valid values. Enter a sub-revenue source if **Revenue Source** is entered and **Sub-Revenue Source Required** is ***Yes [Y]*** on Revenue Source (RSR2). If **Sub-Revenue Source Required** is ***No [N]***, sub-revenue source is optional. See Sub-Revenue Source (SREV) for valid values.
BS Account	Conditional. If this line references an EPS purchase order that contains a warehouse code, default is inferred from Warehouse (WHS2). Enter a balance sheet account if this is an expense transaction (fixed assets, consumption-based inventories, pre-paid items) or if this transaction transfers funds between two balance sheet accounts. If the latter is the case, **Object** must be blank. See Balance Sheet Account Index (BACC) for valid values. You cannot enter a balance sheet account that is used as a default account on System Special Accounts (SPEC). However, you can enter the default fund balance account.
Discount Type	Conditional. Required if a vendor discount policy applies to this voucher line. A valid value will have **PO Discount Flag** set to ***N*** (no) on Discount Type (DISC). The cash disbursement process determines whether the system can take the discount at the time the check is generated. Note: This field is blank on balance sheet transactions and refunds.

Field	Description
Vendor Code	The **Vendor Code** is displayed from the Procurement Card document.This allows 1099 information to be captured for all vendors that are “true” vendors of the Commonwealth.
Quantity	Conditional. Required for payment vouchers referencing EPS purchase orders with a warehouse code, if **EPPV Requirements** is selected [***Y***] on EPS System Control Options (ESOP), or if **Fixed Asset Indicator** is ***Create Multiple Shells [Q]***. Otherwise, this field is optional. Enter the number of items paid for.
Def/Inc/Dec	Default is ***Default [blank]***. On a modification document, select ***Increase [I]*** if **Quantity** is increasing, or ***Decrease [D]*** if **Quantity** is decreasing.
Freight	This field can only be used if **Extended Purchasing** on System Control Options (SOP2) is ***Installed with Linking [L]***. If **Charge Basis** is ***By Quantity [Q]*** or ***By Line [D]***, this field is automatically calculated by the system. If **Charge Basis** is ***By Commodity [C]***, enter the amount of freight on this commodity line.
Def/Inc/Dec	Default is ***Default [blank]***. On a modification document, select ***Increase [I]*** if **Freight** is increasing, or ***Decrease [D]*** if **Freight** is decreasing.
Tax Code	This field can only be used if **Extended Purchasing** on System Control Options (SOP2) is ***Installed with Linking [L]***. Default is inferred from the header tax code, but is not displayed. Enter the tax code representing the tax rate used on this line only. A valid tax code will have the same tax type as the tax code in the header. See Tax Code (TAXT) for valid values.

Field	Description
Partial/Final	Defaults to ***Default [blank]***. This field is used only when a purchase order is referenced. Valid values are: ***Default [blank]*** This will leave this field blank. ***Partial [P]*** This value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount). ***Final [F]*** If the total amount expensed equals the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Select ***Final [F]*** if the total amount expensed is *less than* the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is *more than* the purchase order amount (the item cost more than expected). A maximum limit exists for how much the total amount expensed can exceed the purchase order amount. (See discussion of purchase orders in the *User's Guide*.)
Desc	Default is inferred for the referenced vendor invoice check description on Open Vendor Invoice Header Inquiry (OVIH). If that description is blank, then the referenced vendor invoice line description is inferred from Open Vendor Invoice Line Inquiry (OVIL). If both descriptions are blank or a Vendor Invoice (VI) document is not referenced, the description is inferred from Open PO Commodity Line Inquiry (OPPC). Enter the general descriptive information you want recorded with this document.

PAYMENT VOUCHER FROM PROCUREMENT DESKTOP (PVP)



The Payment Voucher from Procurement Desktop (PVP) is created by Procurement Desktop (PD). The Procurement Card document is interfaced with MARS ADVANTAGE as a Payment Voucher.

Field	Description
Date of Record	Default is the date the document is accepted. Enter the date (*mm dd yy*) that you want to associate with these documents, usually the current date. You cannot enter a future date.
Accounting Period	Default is inferred from **Date of Record**. If you want these transactions recorded in another accounting period, enter the desired open period, using fiscal month and fiscal year. You cannot enter future periods.

Field	Description
Budget FY	Default is the current fiscal year. If you want these transactions recorded in another fiscal year, enter the desired open fiscal year. You cannot enter future budget fiscal years.
New/ Modification [Action]	Default is ***New [E]***. Valid values are: ***New [E]*** Indicates that this is a new entry (new document). ***Modification [M]*** This allows you to add lines to a previous document, change the amounts on existing lines (not codes), or cancel a line (decrease a line amount to zero). To change codes in an existing line, you must cancel that line and reenter a new line. You can record both these lines on the same document by entering ***Modification [M]***.
Billing Code	The billing code from the Procurement Desktop for the Procurement Card purchase is displayed. The billing code is equivalent to the administrator’s ID and is used to determine the proper account to credit.
Document Total	Required. Enter the net amount of all lines on the document, not including tax if the tax codes used on the document are ***U*** (use tax) on Tax Code (TAXT). To compute this amount: 1. Add all the increase amounts. 2. Add all the decrease amounts. 3. Subtract the smaller of these amounts from the larger. 4. If the tax codes used are marked ***U*** (use tax) on Tax Code (TAXT), add together all the adjustment amounts on the lines (pay attention to signs) and subtract that amount from the result of #3 5. Enter that amount.

Field	Description
Vendor Code	Conditional. Required on vouchers for outside vendors if your installation requires vendor codes (for example, if **Vendor/ Commodity Control** on System Control Options (SOPT) is ***Both Controls in Effect [Y]***.) Leave blank on internal vouchers. Enter the code for the vendor you want paid as a result of this document. See Vendor Index (VEND) for valid values. Note: **Vendor Code** cannot be ***Miscellaneous*** if the **Object Code** is 1099 reportable.
Use Tax Total	Display only. This field shows the total amount of tax calculated for this document if the tax codes used on the document are use tax. This amount plus the document total entered by the user must equal the calculated document total.
Name	Required on vouchers for outside vendors when vendor code is blank or if a miscellaneous vendor code is used. Enter the name you want printed on checks. Otherwise, the name for checks is inferred from Vendor (VEN2).
Calculated Total	Display only. This field contains the system-computed total of the line amounts.

Other Attributes View

Field	Description
Vendor Address	
(no label)	Required on vouchers for outside vendors when vendor code is blank or if a miscellaneous vendor code is used. Enter the address you want printed on checks. Otherwise, the address for checks is inferred from Vendor (VEN2).
Payment Options	
Single Check	Defaults to ***Default [blank]***. Only specify a choice here if a vendor elects to receive payments in a different manner than already specified on Vendor (VEN2). Select ***Yes [Y]*** if you want a separate check printed specifically for this voucher. If ***No [N]*** is selected, the system adds this voucher's amounts together with other vouchers for the same vendor (by check category) to obtain a combined voucher check amount. On a modification document, select ***No Change***.
Check Category	Optional. This field specifies the category that this check voucher is printed under. Vouchers are summed by vendor and check category. The use of check categories is optional. See Check Category (CCAT) for valid values.

Field	Description
EFT	Defaults to ***Default [blank]***. Required if you want the current payment voucher paid by Electronic Funds Transfer (EFT). Select ***Yes [Y]*** and enter a valid application type to select this voucher for electronic funds payment. If ***Default [blank]*** is selected, this field defaults to ***Yes [Y]*** when **EFT Status** is ***Active [A]*** on Vendor (VEN2); otherwise, this field defaults to ***No [N]***. When the vendor is eligible for electronic funds transfer, this field is inferred from the referenced Vendor Invoice (VI) as long as **EFT** is set to ***Yes [Y]*** on all of the invoices referencing this payment voucher. If **EFT** is not set to ***Yes [Y]*** on any of the related Vendor Invoice (VI) documents or one or more payment voucher lines do not reference Vendor Invoice (VI) documents, you must manually set **EFT** to ***Yes [Y]*** on this document. When entering internal vouchers, select ***Default [blank]*** in this field.
Application Type	Conditional. Required if **EFT** is set to ***Yes [Y]***. The application type is a two-character code representing the intended application, or use, of the funds being electronically transferred. See Electronic Funds Transfer Application Type (EFTA) for valid values. When blank and **EFT** is set to ***Yes [Y]***, the application type is automatically taken from the referenced Vendor Invoice (VI), as long as the application types on all of the Vendor Invoice (VI) documents referenced on this payment voucher are the same. If **EFT** is set to ***Yes [Y]*** and there are no Vendor Invoice (VI) documents to take the application type from, the application type infers from Electronic Funds Transfer (1 of 2) (EFTT). Otherwise, the user must supply this field.

Field	Description
Scheduled Pay Date	Default automatically assigns a date according to the following rules: If Vendor (VEN2) has a value recorded in **Scheduled Payment Day** for this document's vendor, that value is used. The payment day is the day of the month when you want to pay this vendor. The system assigns the payment date using this day and the current month, or, if the resulting date has already passed, the next month. The **System Payment Lag** on System Control Options (SOPT) is used when no other date or payment day is specified. The payment lag is the number of days from the voucher date when you want to issue payment. When both **Scheduled Payment Day** on Vendor (VEN2) and **System Payment Lag** on System Control Options (SOPT) are blank, the system date will be used. Applies only to vouchers for outside vendors. Enter the date when you want the check for this payment voucher issued, if you want to override the system computed date. Note: You can change scheduled payment dates on payment voucher modifying transactions or through Payment Voucher Scheduling (SCHD). For further details, see the discussion of Automated Disbursements in the *User's Guide*.
Payment Hold Indicator	Display only. Used when processing documents off-line to allow for the specification of the following values: ***Unspecified [Spaces]*** Indicates that a voucher is a candidate to cut a check. ***Hold Payment [H]*** Indicates hold payment. This value is set on Payment Voucher Scheduling (SCHD) to prevent a voucher from being disbursed. ***Cash Override [O]*** Indicates cash override.

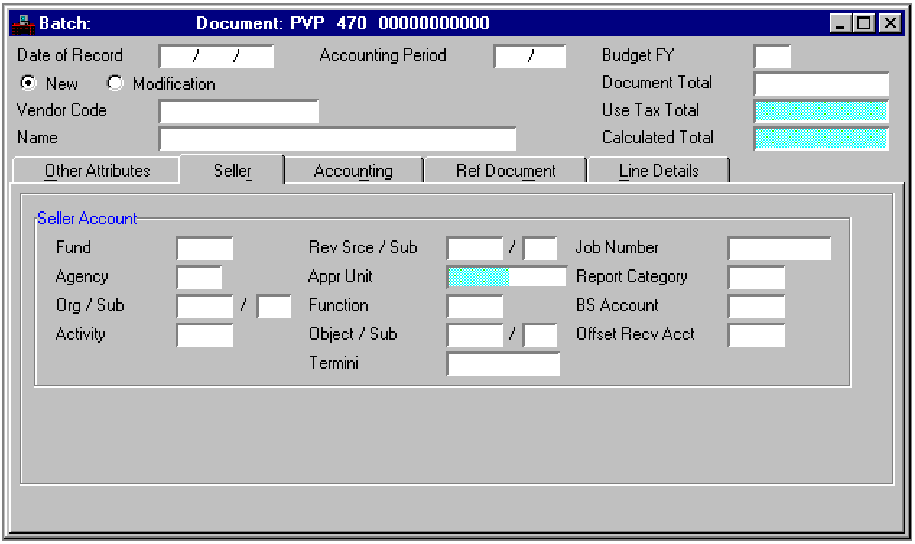
Field	Description
Freight	
Charge Basis	Defaults to ***Default [blank]***. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. This code indicates whether or not freight charges factor into the total cost of this commodity and what method is used to calculate those charges. Valid values are: ***Default [blank]*** If this document references another document with a freight indicator value, this field is set to ***By Commodity [C]***. Otherwise, freight is not included on this document. ***By Quantity [Q]*** Prorate the freight total for the current document across all commodity lines by quantity. ***By Line [D]*** Prorate the freight total for the current document across all commodity lines by pre-tax-amount. ***By Commodity [C]*** Allow users the option of entering freight on individual commodity lines. ***No Freight Allowed [N]*** Do not include freight on this document. Freight is not inferred if another document is referenced. ***No Change***
Freight (Amount)	Default total freight charge for this document is calculated by the system. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn on linking. If **Charge Basis** is ***By Quantity [Q]*** or ***By Line [D]***, this amount is required. If **Charge Basis** is ***By Commodity [C],*** the freight total for the document is supplied by the system when this field is blank. If a value is entered, regardless of the value in **Charge Basis**, it must equal the sum of all commodity line freight amounts.
Freight (Def/Inc/Dec)	Defaults to ***Default [blank]***. Required when modifying **Freight Amount**; select ***Default [blank]*** or ***Increase [I]*** during a new entry; select ***Default [blank]*** when **Freight Amount** is blank.

Field	Description
Line (Amount)	Conditional. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Required if **Charge Basis** is ***By Line [D]*** and leave blank if the freight indicator is any other value. Enter total cost of all commodity lines on this document before tax and freight, but after discounts are factored in.
Line (Def/Inc/Dec)	Defaults to ***Default [blank]***. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Required if modifying **Line Amount**; leave blank or enter ***Increase [I]*** during a new entry; and leave blank when **Line Amount** is blank.
Line (Calculated Amount)	Display only. System calculated pre-tax, pre-freight, and post-discount total amount for the document is displayed. This amount is used to verify that **Line Amount** is correct and is only calculated if **Charge Basis** is ***By Line [D].***
Qty (Amount)	Conditional. Required if **Charge Basis** is ***By Quantity [Q]***; leave blank if **Charge Basis** is any other value. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Enter the total quantity for the document.
Qty (Def/Inc/Dec)	Defaults to ***Default [blank]***. Required when modifying **Quantity Amount**; select ***Default [blank]*** or ***Increase [I]*** during a new entry; select ***Default [blank]*** when **Quantity Amount** is blank.
Qty (Calculated Amount)	Display only. System calculated total quantity for the document. This quantity is used to verify that the user supplied total quantity is correct and is only calculated if **Charge Basis** is ***By Quantity [Q].***

Field	Description
Voucher Type	Default is ***1***. Required for internal transactions. Valid values are: ***1*** This document concerns payment to an outside vendor. ***2*** This document concerns an internal purchase/sale, involving different funds. ***3*** This document concerns an internal purchase/sale that involves the same fund for the buyer and seller. ***4*** This document concerns an internal reimbursement (for example, inter- or intra- fund). ***5*** This document concerns an internal transfer (for example, inter- or intra-fund). If you are using NACUBO reporting, transfers can only occur within the same fund group. On vouchers for outside vendors, this field is optional and user-defined. For outside vendors, the field is used for reporting purposes only. Type a one-character alphanumeric value.
Fixed Asset Ind	Default is ***No Change [blank]***. Valid values are: ***Create One Shell [F]*** The system will create one Fixed Asset Acquisition (FA) document for each line on this document. ***Create Multiple Shells [Q]*** The system will create the quantity of Fixed Asset Acquisition (FA) documents specified in **Quantity** for each line on this document.

Field	Description
Offset Liability Acct	Default assigns an account code according to the following: *Vouchers for outside vendor.* The system uses the value entered in **Vouchers Payable** on System Special Accounts (SPEC). *Internal vouchers involving two different funds (Type 2).* The code used depends on the value entered in **Internal Cash Voucher** on System Control Options (SOPT). If the value is ***Yes [Y]***, the system uses the balance sheet account inferred from the fund and bank account codes. If the value is ***No [N]***, the system uses the value entered in **Due to Fund** on System Special Accounts (SPEC). *Internal vouchers that are within the same fund (Type 3)*. No account code is used because within fund vouchers do not create a liability. Enter the balance sheet account you want credited for the liability created by this voucher. See Balance Sheet Account Index (BACC) for valid values.
Tax Code	Conditional. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Enter the tax rate used for this document. See Tax Code (TAXT) for valid values. This field is used to calculate tax on each line. If this field is left blank and all line tax codes are the same, the tax code is inferred but not displayed.

Seller View

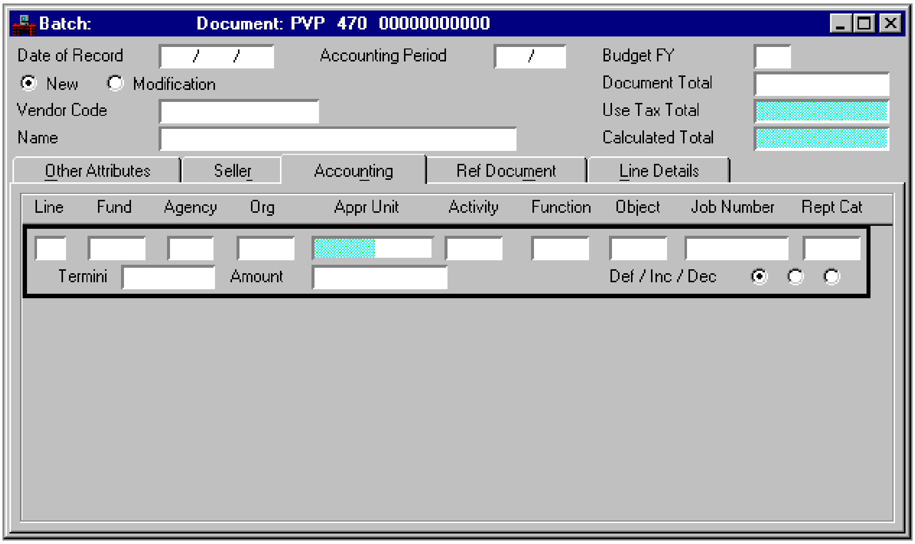


Field	Description
Seller Account	
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. See Fund Index (FUND) for valid values.
Agency	Required. Enter the code of the agency that is selling the goods or services listed in this document. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org/Sub	Conditional. **Organization** may be required, depending on the **Revenue Budget Organization Option** on Fund Agency Index (FAGY).
Activity	Conditional. Default is inferred from Organization (ORG2), if it is included there. May be required, depending on the **Revenue Budget Activity Option** on Fund Agency Index (FAGY). See Activity Index (ACTV) for valid values.

Field	Description
Rev Srce/Sub	Conditional. **Revenue Source** is required if **Voucher Type** is ***2*** (internal sale - different funds) or ***3*** (internal sale - same funds). For NACUBO reporting when **Voucher Type** is ***5*** (internal transfer), enter a revenue source with a revenue group of ***TR*** (transfer) or a reporting category of ***MT*** (mandatory transfer) or ***NT*** (non-mandatory transfer). See Revenue Source Index (RSRC) for valid values. **Sub-Revenue** may be required, depending on the **Sub-Revenue Source Required** option on Revenue Source (RSR2). See Sub-Revenue Source (SREV) for valid values.
Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Function	Optional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function is not entered in Organization (ORG2). Otherwise, enter a valid function. See Function (FUNC) for valid values.
Object/Sub	Conditional. Required if this is a type 4 (internal reimbursement) voucher. Enter an object code for any object group. **Sub-Object** is required if **Object** is entered and further description is required. See Object Index (OBJT) and Sub-Object (SOBJ) for valid values. Note: If the object code entered is a 1099 reportable code, the **Vendor Code** cannot be ***Miscellaneous***.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Job Number	Conditional. May be required on a type 4 voucher, depending on the **Job Number Required on Spending** option on Organization (ORG2).

Field	Description
Report Category	Conditional. May be required on expenditure transactions, depending on the **Reporting Category** option on Agency (AGC2). May be required on revenue transactions, depending on the **Reporting Category Required on Revenue Transaction** option on Agency (AGC2). Enter the reporting category of the seller. See Reporting Category (RPTG) for valid values.
BS Account	Conditional. Required if this is an expense transaction for the seller (for example, fixed assets, consumption-based inventories, or a balance sheet document). See Balance Sheet Account Index (BACC) for valid values.
Offset Recv Acct	Default account used depends on the value of **Internal Cash Voucher Option** on System Control Options (SOPT). If the field is ***Yes [Y]***, the balance sheet account is inferred from the seller's fund and bank account. If the field is ***No [N]***, the system uses **Due From Fund** on System Special Accounts (SPEC). Enter an account only if you want to override the default account. See Balance Sheet Account Index (BACC) for valid values.

Accounting View

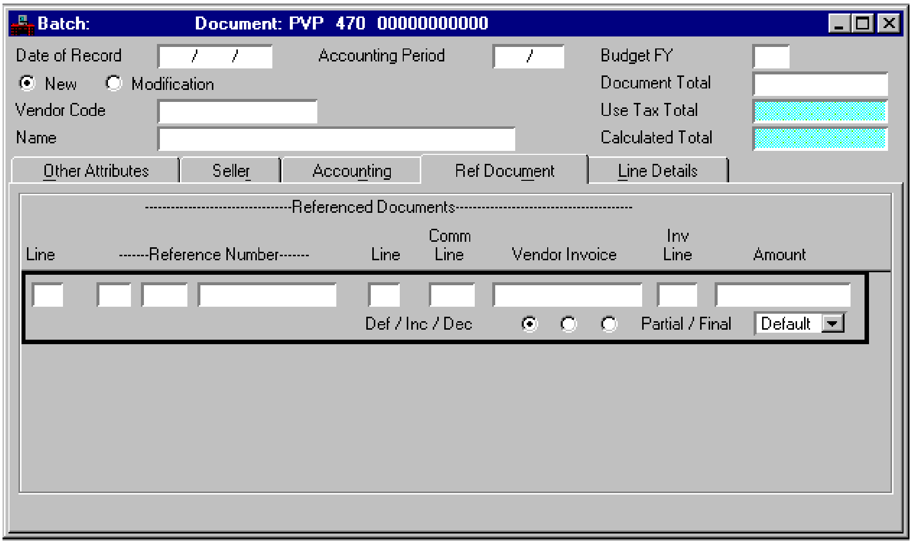


Field	Description
Line	Required. Enter a different two-digit number for each line on the document. Numbers ***00*** to ***99*** are valid. This number is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Otherwise, enter the fund paying for the item on this line. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency paying for the item on this line. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org	Conditional. Enter an organization if **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting). On internal refunds, this field is required if **Revenue Budget Organization Option** is ***Y*** (required on budget and accounting). For transactions that require a balance sheet account code, this field is optional. See Organization Index (ORGN) for valid values.

Field	Description
Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Activity	Default is inferred from Organization (ORG2), if it is included there. Otherwise, enter an activity if **Expense Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). On internal refunds, this field is required if **Revenue Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). For transactions that require a balance sheet account code, this field is optional. See Activity Index (ACTV) for valid values.
Function	Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function is not entered in Organization (ORG2). Otherwise enter a valid function.
Object	Conditional. For transactions that require a balance sheet account code, this field is optional. For internal refunds, this field must be blank. Otherwise, enter the object that best describes the item named on this line. See Object Index (OBJT) for valid values. Note: If the object code entered is a 1099 reportable code, the **Vendor Code** cannot be ***Miscellaneous***.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.

Field	Description
Rept Cat	Conditional. This field is required on expenditure transactions if **Reporting Category** on Agency (AGC2) is ***Required on Expenditure Transactions [3]***. This field is required on revenue transactions if **Reporting Category Required on Revenue Transactions** is ***Required [Y]***. For transactions that require a balance sheet account code, this field is required if **Reporting Category Option** is ***Y*** (required) on Balance Sheet Account Index (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) for valid values.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Amount	Required. Enter the line amount for this payment voucher document. If adding a new line, enter the dollar amount of the item(s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Record two digits for cents; the decimal point is optional. Do not enter dollar signs or commas.
Def/Inc/Dec	Defaults to ***Default [blank]*** on a new document. Indicates whether the amount is an ***Increase [I]*** or ***Decrease [D]***. ***Decrease [D]*** is valid on new entries as long as the discount type is blank and a requisition is not being referenced. ***Decrease [D]*** is used on new entries to record credit memos. You cannot reference a requisition when this indicator is ***Decrease [D]***, even on modifying transactions. If you are modifying a previous purchase order that had a requisition reference, do not type the reference on the modifying transaction. The requisition reference is not stored in Open Purchase Order Line Inquiry (OPOL).

Reference Document View



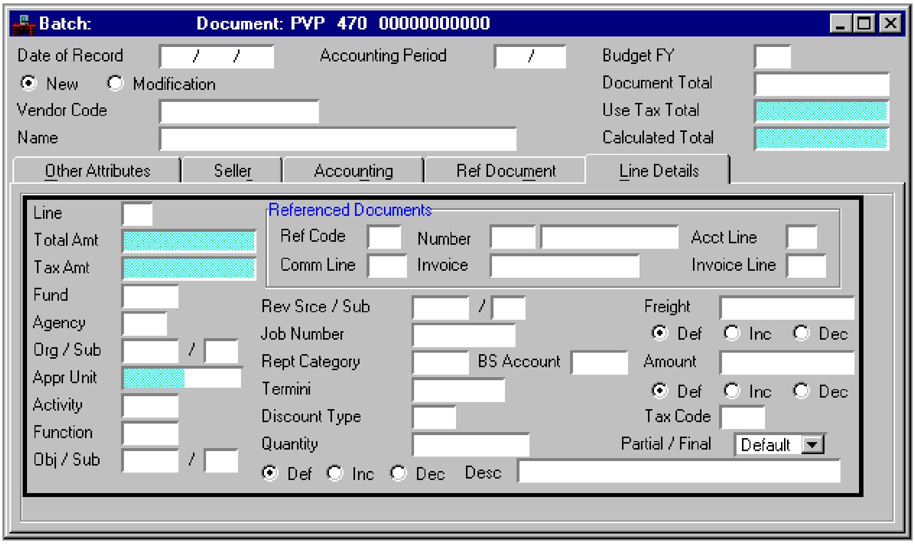
Field	Description

Referenced Documents

Reference Number	Conditional. Required if this line concerns items previously recorded on a purchase order, or payment voucher; otherwise, it is blank. Enter the document code, agency and number of the document being referenced. If a prior year purchase order is referenced, ensure that all values in the accounting distribution are valid for the prior year as well as for the current year.
Line	Conditional. Required if this line concerns items previously recorded on a purchase order; leave blank for requisition documents. Enter the purchase order line number, from the purchase order document, of the item being referenced.

Field	Description
Comm Line	Conditional. Required if **PV Update Inventory** on EPS System Control Options (ESOP) is selected [***Y***] and for payment vouchers referencing EPS purchase orders with a warehouse code. This field is used to update Inventory (INV2) for the item the purchase order line number points to. Required if **Receiver Accrual** on EPS System Control Options (ESOP) is selected [***Y***] . Also required if **Fixed Asset Indicator** is ***Create One Shell [F]*** or ***Create Multiple Shells [Q]***. Otherwise, this field is optional.
Vendor Invoice	Optional. Enter the vendor invoice number, if one is available.
Inv Line	Conditional. Required if **EPPV Requirements** on EPS System Control Options (ESOP) is selected [***Y***] and a Vendor Invoice is referenced. Enter the commodity line number of the Vendor Invoice (VI) referenced.

Line Details View



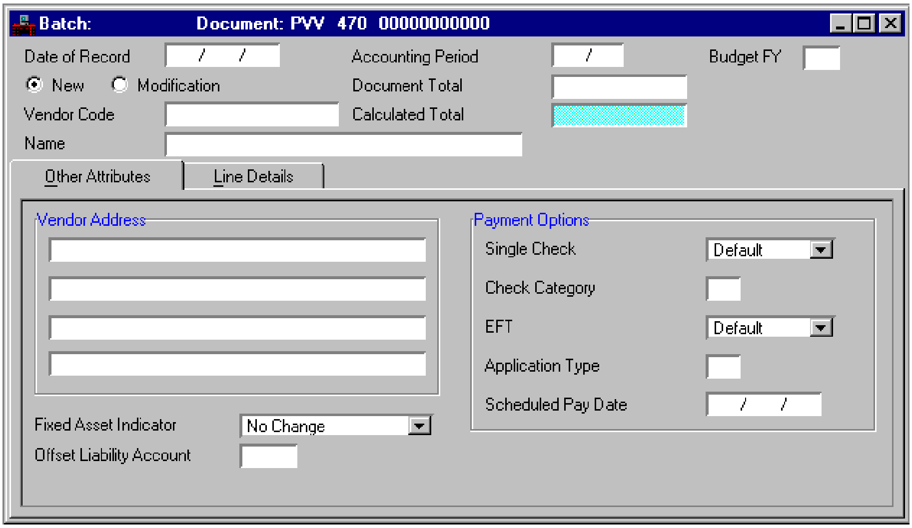
Field	Description
Total Amt	The total line amount calculated by the system is displayed. This value is reached by adding the adjustment amount, including freight and/or tax, to the amount entered.
Tax Amt	The tax amount for this line is displayed. This calculation is performed with the amount entered and the tax rate associated with the tax code applied to this line.
Sub-Org	Conditional. **Organization** must be entered before you can enter this field. Enter a sub-organization on expenditure transactions if **Sub-Organization Required on Spending** on Organization (ORG2) is: ***Required [Y], or*** ***Required on Expenditure Transactions [3].*** Required on revenue transactions if **Sub-Organization Required on Revenue** on Organization (ORG2) is ***Required [Y]***. Otherwise, this field is optional. See Sub-Organization (SORG) for valid values.

Field	Description
Sub-Obj	Conditional. **Object** must be entered before you can enter this field. Enter the sub-object on expenditure documents if **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (Extended) (EEX2). See Sub-Object (SOBJ) for valid values. Note: If the object code entered is a 1099 reportable code, the **Vendor Code** cannot be ***Miscellaneous***.
Rev Srce/Sub	Conditional. Enter a revenue source on an internal refund transaction; otherwise, leave blank. When revenue source is entered, **Object** and **Balance Sheet Account** must be blank. Enter the revenue source credited as a result of this document. See Revenue Source Index (RSRC) for valid values. Enter a sub-revenue source if **Revenue Source** is entered and **Sub-Revenue Source Required** is ***Yes [Y]*** on Revenue Source (RSR2). If **Sub-Revenue Source Required** is ***No [N]***, sub-revenue source is optional. See Sub-Revenue Source (SREV) for valid values.
BS Account	Conditional. If this line references an EPS purchase order that contains a warehouse code, default is inferred from Warehouse (WHS2). Enter a balance sheet account if this is an expense transaction (fixed assets, consumption-based inventories, pre-paid items) or if this transaction transfers funds between two balance sheet accounts. If the latter is the case, **Object** must be blank. See Balance Sheet Account Index (BACC) for valid values. You cannot enter a balance sheet account that is used as a default account on System Special Accounts (SPEC). However, you can enter the default fund balance account.
Discount Type	Conditional. Required if a vendor discount policy applies to this voucher line. A valid value will have **PO Discount Flag** set to ***N*** (no) on Discount Type (DISC). The cash disbursement process determines whether the system can take the discount at the time the check is generated. Note: This field is blank on balance sheet transactions and refunds.

Field	Description
Vendor Code	The **Vendor Code** is displayed from the Procurement Card document.This allows 1099 information to be captured for all vendors that are "true" vendors of the Commonwealth.
Quantity	Conditional. Required for payment vouchers referencing EPS purchase orders with a warehouse code, if **EPPV Requirements** is selected [***Y***] on EPS System Control Options (ESOP), or if **Fixed Asset Indicator** is ***Create Multiple Shells [Q]***. Otherwise, this field is optional. Enter the number of items paid for.
Def/Inc/Dec	Default is ***Default [blank]***. On a modification document, select ***Increase [I]*** if **Quantity** is increasing, or ***Decrease [D]*** if **Quantity** is decreasing.
Freight	This field can only be used if **Extended Purchasing** on System Control Options (SOP2) is ***Installed with Linking [L]***. If **Charge Basis** is ***By Quantity [Q]*** or ***By Line [D]***, this field is automatically calculated by the system. If **Charge Basis** is ***By Commodity [C]***, enter the amount of freight on this commodity line.
Def/Inc/Dec	Default is ***Default [blank]***. On a modification document, select ***Increase [I]*** if **Freight** is increasing, or ***Decrease [D]*** if **Freight** is decreasing.
Tax Code	This field can only be used if **Extended Purchasing** on System Control Options (SOP2) is ***Installed with Linking [L]***. Default is inferred from the header tax code, but is not displayed. Enter the tax code representing the tax rate used on this line only. A valid tax code will have the same tax type as the tax code in the header. See Tax Code (TAXT) for valid values.

Field	Description
Partial/Final	Defaults to ***Default [blank]***. This field is used only when a purchase order is referenced. Valid values are: ***Default [blank]*** This will leave this field blank. ***Partial [P]*** This value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount). ***Final [F]*** If the total amount expensed equals the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Select ***Final [F]*** if the total amount expensed is *less than* the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is *more than* the purchase order amount (the item cost more than expected). A maximum limit exists for how much the total amount expensed can exceed the purchase order amount. (See discussion of purchase orders in the *User's Guide*.)
Desc	Default is inferred for the referenced vendor invoice check description on Open Vendor Invoice Header Inquiry (OVIH). If that description is blank, then the referenced vendor invoice line description is inferred from Open Vendor Invoice Line Inquiry (OVIL). If both descriptions are blank or a Vendor Invoice (VI) document is not referenced, the description is inferred from Open PO Commodity Line Inquiry (OPPC). Enter the general descriptive information you want recorded with this document.

Payment Voucher from Multi-Payee Voucher (PVV)



The Payment Voucher from Multi-Payee Voucher (PVV) document is used to pay vendors and is generated from the Multiple Vendor Payment Voucher (MP) document.

Field	Description
Date of Record	Default is the date the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with these transactions, usually the current date. You cannot use a future date.
Accounting Period	Default is inferred from **Date of Record**. If you want this document recorded in another accounting period, enter the desired period (it must be open), using fiscal month and fiscal year. You cannot enter future periods.

Field	Description
Budget FY	Default applies to the current fiscal year. If you want this document recorded in another fiscal year, enter the desired fiscal year (it must be open). You cannot enter future budget fiscal years.
New/ Modification [Action]	Defaults to ***New [E]***. Valid values are: ***New [E]*** Create a new document. ***Modification [M]*** Modify an existing document. Allows you to add lines to a previous document, change the amounts on existing lines (not codes), or cancel a line (decrease a line amount to zero).
Document Total	Required. Enter the unsigned net amount of all lines on the document. To compute this amount: 1. Add all the increase amounts (the lines with ***Increase [I]*** or ***Default [blank]***). 2. Add all the decrease amounts (the lines with ***Decrease [D]***). 3. Subtract the smaller of these amounts from the larger.
Vendor Code	Conditional. Required if vendor codes are required on vouchers for outside vendors (**Vendor/Commodity Control** on System Control Options (SOPT) is ***Both Controls in Effect [Y]***). Leave blank on internal vouchers. Otherwise, it is optional. Enter the vendor you want paid as a result of this document. Refer to Vendor Index (VEND) for valid values. The second field can be used as an alternate address indicator for the vendor. If lines on this document reference a purchase order, enter the same value as the one used on the referenced document. You cannot change this field on modification documents.
Calculated Total	Display only. The system computed total of the line amounts is displayed.

Field	Description
Name	Conditional. Required on vouchers for outside vendors when **Vendor Code** is blank or if a miscellaneous vendor code is used. Enter the name you want printed on the checks. Otherwise, the name for checks is automatically obtained from Vendor (VEN2). You may enter the name here for your own reference.

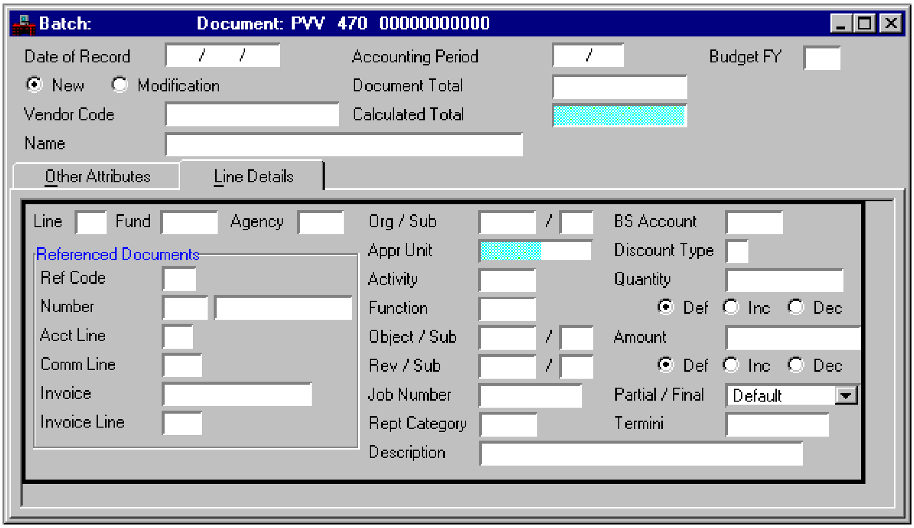
Other Attributes View

Field	Description
Vendor Address	
(no label)	Default is inferred from Vendor (VEN2). Required on vouchers for outside vendors when **Vendor Code** is blank or if a miscellaneous vendor code is used. Enter the address you want printed on the checks.
Payment Options	
Single Check	Defaults to ***Default [blank]***. If ***Yes [Y]***, a single check is printed for this voucher by the check writing program. If ***No [N]***, the system sums this voucher amount together with other vouchers for the same vendor (by check category) to obtain the check amount. On a modification document, select ***No Change [ ]***.
Check Category	Optional. This field specifies the category that this check voucher is printed under. Vouchers are summed by vendor and check category. Refer to Check Category (CCAT) for valid values.
EFT	Defaults to ***Default [blank]***, unless the vendor is eligible for Electronic Funds Transfer (EFT). A vendor is eligible for electronic funds transfer when **EFT Status** on Vendor (VEN2) is ***Active [A]***. When entering internal vouchers, select ***Default [blank]***. If the vendor is eligible, then this field is inferred from the referenced vendor invoice. If **EFT** is not set to ***Yes [Y]*** on the referenced document, or one or more payment voucher lines do not reference invoice documents; you must set **EFT** to ***Yes [Y]*** on this document.

Field	Description
	If the vendor is eligible and **EFT** is blank on the referenced document or there are no referencing documents to infer **EFT** from, it is automatically set to ***Yes [Y]***. Required if the payment voucher is paid by Electronic Funds Transfer (EFT). Valid values are ***Default [blank]***, ***No Change [blank]***, ***Yes [Y]***, or ***No [N]***. Select ***Yes [Y]*** and enter **Application Type** to select this voucher for electronic funds payment.
Application Type	Default is inferred from the referenced invoice when **EFT** is set to ***Yes [Y]***, as long as the application types on all of the invoices referenced on this payment voucher are the same. If **EFT** is set to ***Yes [Y]*** and there are no invoice documents to infer the application type from, it is automatically taken from Vendor (VEN2) if it exists there. Otherwise, you must enter this field. Required if **EFT** is set to ***Yes [Y]*** on the current payment voucher. The application type is a two-character code representing the intended application, or use, of the funds being electronically transferred. Refer to Electronic Funds Transfer Type (EFTA) for valid values.
Scheduled Pay Date	Default date is assigned by the system. Applies only to vouchers for outside vendors. Enter the date when you want to issue the check for the payment voucher, if you want to override the system computed date. If blank, the system assigns a date according to the following rules: If Vendor (VEN2) has a value recorded in **Scheduled Payment Day** for this document's vendor, the system uses that value. The payment day is the day of the month when you want to pay this vendor. The system assigns the payment date using this day and the current month, or, if the resulting date has already passed, the next month.

Field	Description
	System Payment Lag on System Control Options (SOP2) is used for all payment vouchers, for all vendors, when no other date or payment day is specified. The payment lag is the number of days from the voucher date when you want to issue payment. Note: You can change **Scheduled Payment Date** on a modification document or through Payment Voucher Scheduling (SCHD). For more information, refer to the *User's Guide*.
Fixed Asset Indicator	Default is ***No Change [blank]***. Valid values are: ***Create One Shell [F]*** The system will create one Fixed Asset Acquisition (FA) shell for this commodity line. ***Create Multiple Shells [Q]*** The system will create Fixed Asset Acquisition (FA) shells specified in quantity.
Offset Liability Account	Optional. Enter the balance sheet account you want credited for the liability created by this voucher. Refer to Balance Sheet Account Index (BACC) for valid values. If blank, the system automatically assigns the value in **Vouchers Payable** on System Special Accounts (SPEC). You cannot change this field on a modification document.

Line Details View



Field	Description
Line	Default is ***01***. Enter a line number.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. If this is a modification to a previously entered document, fund is inferred from the original document. This value must be valid on Fund (FUN2).
Agency	Required. Enter the agency paying for the item named on this line. Refer to Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values. If this field is entered when the line references a requisition or purchase order, enter the same value as the one used on the referenced line. If entered, it must match the original document.

Field	Description
Referenced Documents	
Ref Code	Conditional. Required if this line concerns items previously recorded on a requisition or purchase order; otherwise, leave blank. Valid values are ***RQ*** for requisition or ***PO*** for purchase order and EPS documents. If this line is an adjustment to a previously entered line, enter the same value as the one on the original line. Note: If you are referencing a prior year purchase order, ensure that all codes in the accounting distribution are valid for the prior year as well as for the current year.
Number	Conditional. Required if this line concerns items previously recorded on a requisition or purchase order; otherwise, leave blank. Enter the agency and document number of the document being referenced. If this line is an adjustment to a previously entered line, enter the same value as the one on the original line.
Acct Line	Conditional. Required if this line concerns items previously recorded on a purchase order; leave blank for requisition documents. Enter the line number of the item being referenced. If this line is an adjustment to a previously entered line, enter the same value as the one on the original line.
Comm Line	Conditional. Required if **PV Update Inventory** is selected [***Y***] on EPS System Control Options (ESOP) and this payment voucher is referencing EPS purchase orders with a warehouse code. This field is used to update Inventory (INV2) for the item the line number references. Required if **Fixed Asset Indicator** is ***Create One Shell [F]*** or ***Create Multiple Shells [Q]*** on the payment voucher. Also required if **Receiver Accrual** is selected [***Y***] on EPS System Control Options (ESOP). Otherwise, this field is optional.
Invoice, Invoice Line	**Invoice** is optional. Enter the document number of the vendor invoice that you want to reference. **Invoice Line** is required if **EPPV Requirements** is selected [***Y***] on EPS System Control Options (ESOP) and **Invoice** is entered. Enter the line number of the referenced invoice .

Field	Description
Org/Sub	Conditional. **Organization** is required if **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). On internal refunds, the organization code is governed by the **Revenue Budget Organization Option** on Fund Agency Index (FAGY). Refer to Organization Index (ORGN) for valid values. Optional on balance sheet transactions. Optional if **Prior Document Reference** is ***Yes [Y]*** on System Control Options (SOP2) and a purchase order or requisition is referenced on the line. The system uses the code from the referenced document. Optional on balance sheet transactions. If entered, this field must match the original document. **Sub-Organization** is required on expenditure transactions if **Sub-Organization Required on Spending** on Organization (ORG2) is: ***Required [Y]***, or ***Required on Expenditure Transactions [3]***. Required on revenue transactions if **Sub-Organization Required on Revenue** is ***Required [Y]***.
Appr Unit	Required. Enter the program budget unit for the items listed on this voucher. See Program Reference Table (PRFT) for valid values.
Activity	Default is inferred from Organization (ORG2), if it is included there. Required if **Expense Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). On refunds, this field is controlled by **Revenue Budget Activity Option** on Fund Agency Index (FAGY). Optional on balance sheet transactions. See Activity Index (ACTV) for valid values. Values on documents override the values on Organization (ORG2). If this is a modification document, this field is optional. If entered, it must match the original document. If this line references a document, enter the same value as the one used on the referenced line. If an activity is not entered on the referenced line, you can add one here.

Field	Description
Function	Default is inferred from Organization (ORG2); or from Activity (ACT2), if function is not entered on Organization (ORG2). Required if **Expense Budget Function Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting.) If not referenced from a previous document, this field is optional. Refer to Function (FUNC) for valid values. If this line references another document, the function entered in this field must match the one on the referenced document.
Object/Sub	**Object** is required except on balance sheet or refund transactions. Optional on balance sheet transactions. Refer to Object Index (OBJT) for valid values. **Sub-Object** is required on expenditures if **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (Extended) (EEX2). Refer to Sub-Object (SOBJ) for valid values. If these fields are entered when the line references a purchase order, enter the same values as the ones used on the referenced line. If no sub-object was entered on the referenced line, you can add one here. If entered, it must match the original document.
Rev/Sub	Conditional. **Revenue Source** is required on internal refund transactions. When this field is entered, **Object** and **Balance Sheet Account** are blank. Enter the revenue source debited as a result of this document. Refer to Revenue Source Index (RSRC) for valid values. **Sub-Revenue Source** is required if revenue source is entered and **Sub-Revenue Source Required** is ***Yes [Y]*** on Revenue Source (RSR2). If **Sub-Revenue Source Required** is ***No [N]***, then **Sub-Revenue Source** is optional. Refer to Sub-Revenue Source (SREV) for valid values. If entered, these fields must match the original document.

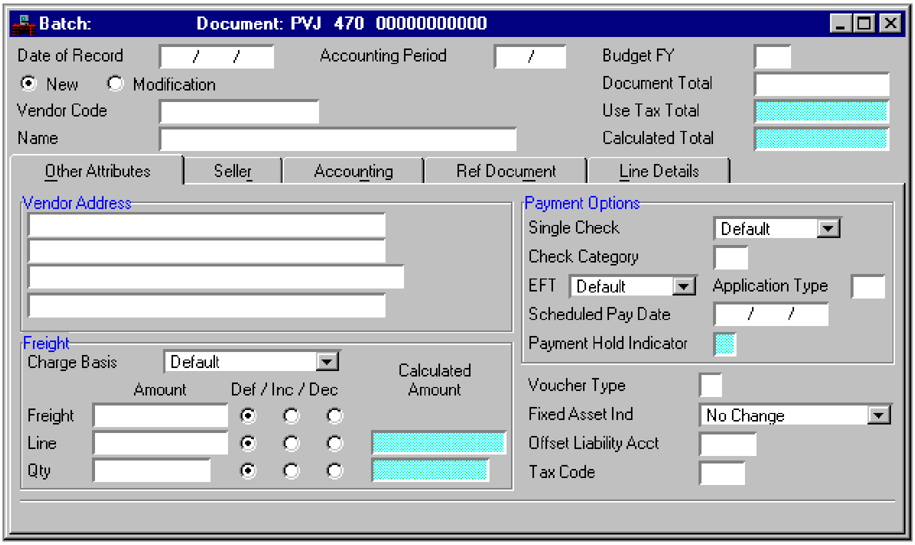
Field	Description
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.
Rept Category	Conditional. Required on expenditure transactions if **Reporting Category** on Agency (AGC2) is: ***Required on Pre-Encumbrance Transactions [1], Required on Encumbrance Transactions [2], or Required on Expenditure Transactions [3].*** Required on revenue transactions if **Reporting Category Required on Revenue** is ***Yes [Y]*** on Agency (AGC2). Required on balance sheet transactions if **Reporting Category Option** on Balance Sheet Account Index (BACC) is ***Y*** (required on documents). Refer to Reporting Category (RPTG) for valid values. If this field is entered when the line references a purchase order or requisition, enter the same value as the one used on the referenced line. If a reporting category is not entered on the reference line, you can add one here. If entered, it must match the original document.
Description	Default is inferred from the referenced vendor invoice check description on Open Vendor Invoice Header Inquiry (OVIH). If that description is blank, then the referenced vendor invoice line description is inferred from Open Vendor Invoice Line Inquiry (OVIL). If both descriptions are blank or a Vendor Invoice (VI) is not referenced, the description is inferred from Open PO Commodity Line Inquiry (OPPC). Enter general descriptive information you want recorded with this document.

Field	Description
BS Account	Conditional. Required if this line is an expense transaction (for example, fixed assets, large inventories, or prepaid items) or a balance sheet transaction (for example, a transfer of funds between two balance sheet accounts). In the latter case, ensure that **Object** is blank. Refer to Balance Sheet Account Index (BACC) for valid values. It cannot be any of the default accounts in System Special Accounts (SPEC). However, it can use the default fund balance account. If blank and the payment voucher references an EPS purchase order with a warehouse code, this field defaults to **Balance Sheet Account** on Warehouse (WHS2). If entered, it must match the original document.
Discount Type	Optional. If a vendor discount policy applies to this voucher line, enter the appropriate discount type from Discount Type (DISC). A valid discount type must have **PO Discount Flag** on Discount Type (DISC) set to ***N***. The cash disbursement process determines whether you can take the discount when the check is printed. This field is blank on balance sheet transactions and internal refunds. You cannot change this field on modification transactions.
Quantity	Conditional. Required for payment vouchers referencing EPS purchase orders with a warehouse code, if **EPPV Requirements** is selected [***Y***] on EPS System Control Options (ESOP), or if **Fixed Asset Indicator** is ***Create Multiple Shells [Q]***. Enter the number of items to be paid for.
Def/Inc/Dec	Default is ***Default [blank]***. Indicates whether the quantity is an ***Increase [I]*** or ***Decrease [D]***. Enter ***Decrease [D]*** or ***Increase [I]*** on modification documents to correct an incorrectly entered quantity. Increasing or decreasing the quantity does not affect the eligibility of the purchase order for automated payment. You cannot reference a requisition when this field is ***Decrease [D]***, even on modifying transactions. If you are modifying a previous purchase order that had a requisition reference, do not type the reference on the modifying transaction.

Field	Description
Amount	Required. Enter the line amount. If adding a new line, enter the dollar amount of the item(s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not enter a positive/ negative sign; **Default/Increase/Decrease** indicates whether this amount is added to or subtracted from the original amount. Record two digits for cents; the decimal point is optional. Do not enter dollar signs or commas.
Def/Inc/Dec	Default is ***Default [blank]***. Indicates whether the amount is an ***Increase [I]*** or ***Decrease [D]***. You can enter ***Decrease [D]*** on new entries when **Discount Type** is blank and if this document does not reference a requisition. ***Decrease [D]*** is used on new entries to record credit memos. You cannot reference a requisition when this field is ***Decrease [D]***, even on modifying transactions. If you are modifying a previous purchase order that references a requisition, do not enter the reference on the modifying transaction. The requisition reference is not stored in Open Purchase Order Line Inquiry (OPOL).

Field	Description
Partial/Final	Default is ***Default [blank]***. Use this field only when a purchase order is referenced. It indicates whether the line is closing out a purchase order line (final payment) or authorizing partial payment of the amount. Valid values are: ***Partial [P]*** This value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount). ***Final [F]*** If this payment voucher makes the total amount expensed equal to the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Select ***Final [F]*** if this payment voucher makes the total amount expensed *LESS* than the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if this payment voucher makes the total amount expensed *MORE* than the purchase order amount (the item cost more than expected). A maximum limit exists for how much the total amount expensed can exceed the purchase order amount. (For more information, refer to the *User's Guide*.)
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.

Payment Voucher Input Form (PVJ)



The Payment Voucher Input Form (PVJ) authorizes the spending of money. You can use it to pay an outside vendor or to transfer money within your entity.

Field	Description
Date of Record	Default is the date the document is accepted. Enter the date (*mm dd yy*) that you want to associate with these documents, usually the current date. You cannot enter a future date.
Accounting Period	Default is inferred from **Date of Record**. If you want these transactions recorded in another accounting period, enter the desired open period, using fiscal month and fiscal year. You cannot enter future periods.
Budget FY	Default is the current fiscal year. If you want these transactions recorded in another fiscal year, enter the desired open fiscal year. You cannot enter future budget fiscal years.

Field	Description
New/ Modification [Action]	Default is ***New [E]***. Valid values are: ***New [E]*** Indicates that this is a new entry (new document). ***Modification [M]*** This allows you to add lines to a previous document, change the amounts on existing lines (not codes), or cancel a line (decrease a line amount to zero). To change codes in an existing line, you must cancel that line and reenter a new line. You can record both these lines on the same document by entering ***Modification [M]***.
Document Total	Required. Enter the net amount of all lines on the document, not including tax if the tax codes used on the document are ***U*** (use tax) on Tax Code (TAXT). To compute this amount: 1. Add all the increase amounts. 2. Add all the decrease amounts. 3. Subtract the smaller of these amounts from the larger. 4. If the tax codes used are marked ***U*** (use tax) on Tax Code (TAXT), add together all the adjustment amounts on the lines (pay attention to signs) and subtract that amount from the result of #3 5. Enter that amount.
Vendor Code	Conditional. Required on vouchers for outside vendors if your installation requires vendor codes (for example, if **Vendor/ Commodity Control** on System Control Options (SOPT) is ***Both Controls in Effect [Y]***.) Leave blank on internal vouchers. Enter the code for the vendor you want paid as a result of this document. See Vendor Index (VEND) for valid values. Note: **Vendor Code** cannot be ***Miscellaneous*** if the **Object Code** is 1099 reportable.
Use Tax Total	Display only. This field shows the total amount of tax calculated for this document if the tax codes used on the document are use tax. This amount plus the document total entered by the user must equal the calculated document total.

Field	Description
Name	Required on vouchers for outside vendors when vendor code is blank or if a miscellaneous vendor code is used. Enter the name you want printed on checks. Otherwise, the name for checks is inferred from Vendor (VEN2).
Calculated Total	Display only. This field contains the system-computed total of the line amounts.

Other Attributes View

Field	Description
Vendor Address	
(no label)	Required on vouchers for outside vendors when vendor code is blank or if a miscellaneous vendor code is used. Enter the address you want printed on checks. Otherwise, the address for checks is inferred from Vendor (VEN2).
Payment Options	
Single Check	Defaults to ***Default [blank]***. Only specify a choice here if a vendor elects to receive payments in a different manner than already specified on Vendor (VEN2). Select ***Yes [Y]*** if you want a separate check printed specifically for this voucher. If ***No [N]*** is selected, the system adds this voucher's amounts together with other vouchers for the same vendor (by check category) to obtain a combined voucher check amount. On a modification document, select ***No Change***.
Check Category	Optional. This field specifies the category that this check voucher is printed under. Vouchers are summed by vendor and check category. The use of check categories is optional. See Check Category (CCAT) for valid values.

Field	Description
EFT	Defaults to ***Default [blank]***. Required if you want the current payment voucher paid by Electronic Funds Transfer (EFT). Select ***Yes [Y]*** and enter a valid application type to select this voucher for electronic funds payment. If ***Default [blank]*** is selected, this field defaults to ***Yes [Y]*** when **EFT Status** is ***Active [A]*** on Vendor (VEN2); otherwise, this field defaults to ***No [N]***. When the vendor is eligible for electronic funds transfer, this field is inferred from the referenced Vendor Invoice (VI) as long as **EFT** is set to ***Yes [Y]*** on all of the invoices referencing this payment voucher. If **EFT** is not set to ***Yes [Y]*** on any of the related Vendor Invoice (VI) documents or one or more payment voucher lines do not reference Vendor Invoice (VI) documents, you must manually set **EFT** to ***Yes [Y]*** on this document. When entering internal vouchers, select ***Default [blank]*** in this field.
Application Type	Conditional. Required if **EFT** is set to ***Yes [Y]***. The application type is a two-character code representing the intended application, or use, of the funds being electronically transferred. See Electronic Funds Transfer Application Type (EFTA) for valid values. When blank and **EFT** is set to ***Yes [Y]***, the application type is automatically taken from the referenced Vendor Invoice (VI), as long as the application types on all of the Vendor Invoice (VI) documents referenced on this payment voucher are the same. If **EFT** is set to ***Yes [Y]*** and there are no Vendor Invoice (VI) documents to take the application type from, the application type infers from Electronic Funds Transfer (1 of 2) (EFTT). Otherwise, the user must supply this field.

Field	Description
Scheduled Pay Date	Default automatically assigns a date according to the following rules: If Vendor (VEN2) has a value recorded in **Scheduled Payment Day** for this document's vendor, that value is used. The payment day is the day of the month when you want to pay this vendor. The system assigns the payment date using this day and the current month, or, if the resulting date has already passed, the next month. The **System Payment Lag** on System Control Options (SOPT) is used when no other date or payment day is specified. The payment lag is the number of days from the voucher date when you want to issue payment. When both **Scheduled Payment Day** on Vendor (VEN2) and **System Payment Lag** on System Control Options (SOPT) are blank, the system date will be used. Applies only to vouchers for outside vendors. Enter the date when you want the check for this payment voucher issued, if you want to override the system computed date. Note: You can change scheduled payment dates on payment voucher modifying transactions or through Payment Voucher Scheduling (SCHD). For further details, see the discussion of Automated Disbursements in the *User's Guide*.
Payment Hold Indicator	Display only. Used when processing documents off-line to allow for the specification of the following values: ***Unspecified [Spaces]*** Indicates that a voucher is a candidate to cut a check. ***Hold Payment [H]*** Indicates hold payment. This value is set on Payment Voucher Scheduling (SCHD) to prevent a voucher from being disbursed. ***Cash Override [O]*** Indicates cash override.

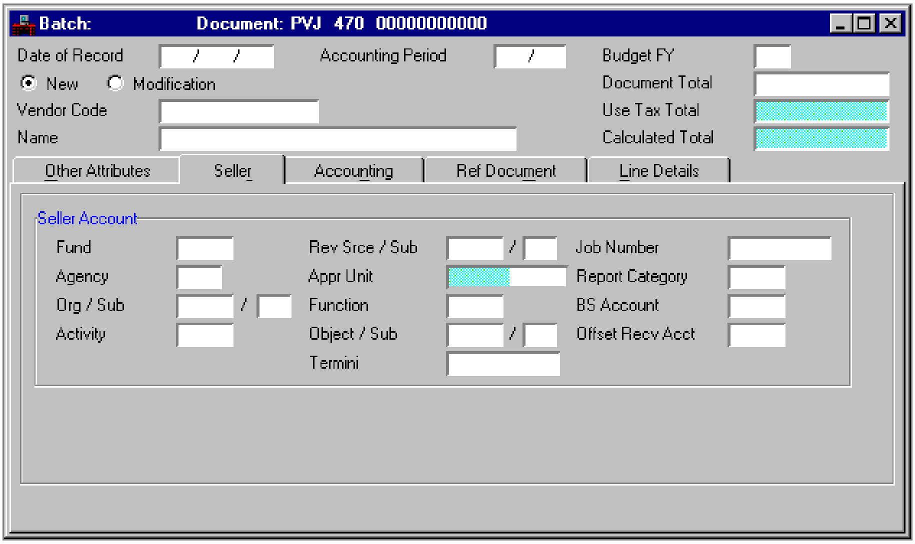
Field	Description
Freight	
Charge Basis	Defaults to ***Default [blank]***. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. This code indicates whether or not freight charges factor into the total cost of this commodity and what method is used to calculate those charges. Valid values are: ***Default [blank]*** If this document references another document with a freight indicator value, this field is set to ***By Commodity [C]***. Otherwise, freight is not included on this document. ***By Quantity [Q]*** Prorate the freight total for the current document across all commodity lines by quantity. ***By Line [D]*** Prorate the freight total for the current document across all commodity lines by pre-tax-amount. ***By Commodity [C]*** Allow users the option of entering freight on individual commodity lines. ***No Freight Allowed [N]*** Do not include freight on this document. Freight is not inferred if another document is referenced. ***No Change***
Freight (Amount)	Default total freight charge for this document is calculated by the system. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn on linking. If **Charge Basis** is ***By Quantity [Q]*** or ***By Line [D]***, this amount is required. If **Charge Basis** is ***By Commodity [C],*** the freight total for the document is supplied by the system when this field is blank. If a value is entered, regardless of the value in **Charge Basis**, it must equal the sum of all commodity line freight amounts.
Freight (Def/Inc/Dec)	Defaults to ***Default [blank]***. Required when modifying **Freight Amount**; select ***Default [blank]*** or ***Increase [I]*** during a new entry; select ***Default [blank]*** when **Freight Amount** is blank.

Field	Description
Line (Amount)	Conditional. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Required if **Charge Basis** is ***By Line [D]*** and leave blank if the freight indicator is any other value. Enter total cost of all commodity lines on this document before tax and freight, but after discounts are factored in.
Line (Def/Inc/Dec)	Defaults to ***Default [blank]***. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Required if modifying **Line Amount**; leave blank or enter ***Increase [I]*** during a new entry; and leave blank when **Line Amount** is blank.
Line (Calculated Amount)	Display only. System calculated pre-tax, pre-freight, and post-discount total amount for the document is displayed. This amount is used to verify that **Line Amount** is correct and is only calculated if **Charge Basis** is ***By Line [D].***
Qty (Amount)	Conditional. Required if **Charge Basis** is ***By Quantity [Q]***; leave blank if **Charge Basis** is any other value. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Enter the total quantity for the document.
Qty (Def/Inc/Dec)	Defaults to ***Default [blank]***. Required when modifying **Quantity Amount**; select ***Default [blank]*** or ***Increase [I]*** during a new entry; select ***Default [blank]*** when **Quantity Amount** is blank.
Qty (Calculated Amount)	Display only. System calculated total quantity for the document. This quantity is used to verify that the user supplied total quantity is correct and is only calculated if **Charge Basis** is ***By Quantity [Q].***

Field	Description
Voucher Type	Default is ***1***. Required for internal transactions. Valid values are: ***1*** This document concerns payment to an outside vendor. ***2*** This document concerns an internal purchase/sale, involving different funds. ***3*** This document concerns an internal purchase/sale that involves the same fund for the buyer and seller. ***4*** This document concerns an internal reimbursement (for example, inter- or intra- fund). ***5*** This document concerns an internal transfer (for example, inter- or intra-fund). If you are using NACUBO reporting, transfers can only occur within the same fund group. On vouchers for outside vendors, this field is optional and user-defined. For outside vendors, the field is used for reporting purposes only. Type a one-character alphanumeric value.
Fixed Asset Ind	Default is ***No Change [blank]***. Valid values are: ***Create One Shell [F]*** The system will create one Fixed Asset Acquisition (FA) document for each line on this document. ***Create Multiple Shells [Q]*** The system will create the quantity of Fixed Asset Acquisition (FA) documents specified in **Quantity** for each line on this document.

Field	Description
Offset Liability Acct	Default assigns an account code according to the following: *Vouchers for outside vendor.* The system uses the value entered in **Vouchers Payable** on System Special Accounts (SPEC). *Internal vouchers involving two different funds (Type 2).* The code used depends on the value entered in **Internal Cash Voucher** on System Control Options (SOPT). If the value is ***Yes [Y]***, the system uses the balance sheet account inferred from the fund and bank account codes. If the value is ***No [N]***, the system uses the value entered in **Due to Fund** on System Special Accounts (SPEC). *Internal vouchers that are within the same fund (Type 3)*. No account code is used because within fund vouchers do not create a liability. Enter the balance sheet account you want credited for the liability created by this voucher. See Balance Sheet Account Index (BACC) for valid values.
Tax Code	Conditional. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Enter the tax rate used for this document. See Tax Code (TAXT) for valid values. This field is used to calculate tax on each line. If this field is left blank and all line tax codes are the same, the tax code is inferred but not displayed.

Seller View

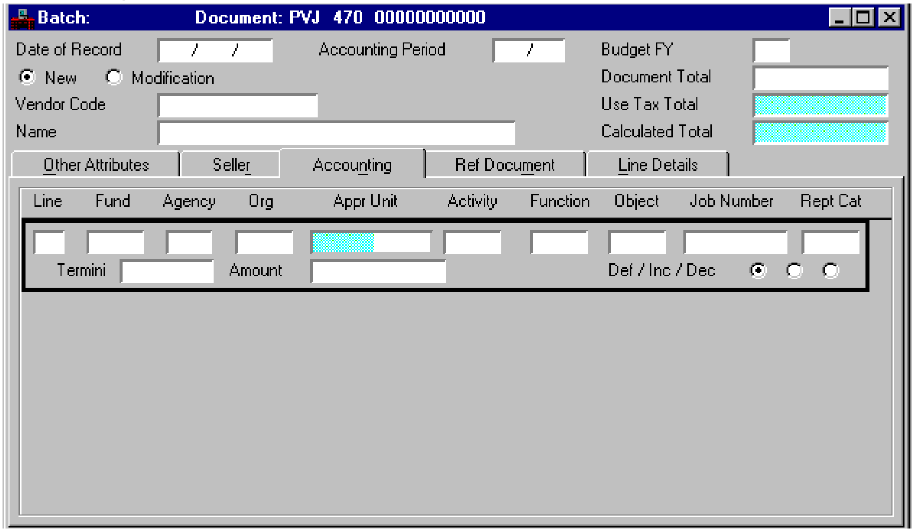


Field	Description
Seller Account	
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. See Fund Index (FUND) for valid values.
Agency	Required. Enter the code of the agency that is selling the goods or services listed in this document. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org/Sub	Conditional. **Organization** may be required, depending on the **Revenue Budget Organization Option** on Fund Agency Index (FAGY).
Activity	Conditional. Default is inferred from Organization (ORG2), if it is included there. May be required, depending on the **Revenue Budget Activity Option** on Fund Agency Index (FAGY). See Activity Index (ACTV) for valid values.

Field	Description
Rev Srce/Sub	Conditional. **Revenue Source** is required if **Voucher Type** is ***2*** (internal sale - different funds) or ***3*** (internal sale - same funds). For NACUBO reporting when **Voucher Type** is ***5*** (internal transfer), enter a revenue source with a revenue group of ***TR*** (transfer) or a reporting category of ***MT*** (mandatory transfer) or ***NT*** (non-mandatory transfer). See Revenue Source Index (RSRC) for valid values. **Sub-Revenue** may be required, depending on the **Sub-Revenue Source Required** option on Revenue Source (RSR2). See Sub-Revenue Source (SREV) for valid values.
Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Function	Optional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function is not entered in Organization (ORG2). Otherwise, enter a valid function. See Function (FUNC) for valid values.
Object/Sub	Conditional. Required if this is a type 4 (internal reimbursement) voucher. Enter an object code for any object group.**Sub-Object** is required if **Object** is entered and further description is required. See Object Index (OBJT) and Sub-Object (SOBJ) for valid values. Note: If the object code entered is a 1099 reportable code, the **Vendor Code** cannot be ***Miscellaneous***.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Job Number	Conditional. May be required on a type 4 voucher, depending on the **Job Number Required on Spending** option on Organization (ORG2).

Field	Description
Report Category	Conditional. May be required on expenditure transactions, depending on the **Reporting Category** option on Agency (AGC2). May be required on revenue transactions, depending on the **Reporting Category Required on Revenue Transaction** option on Agency (AGC2). Enter the reporting category of the seller. See Reporting Category (RPTG) for valid values.
BS Account	Conditional. Required if this is an expense transaction for the seller (for example, fixed assets, consumption-based inventories, or a balance sheet document). See Balance Sheet Account Index (BACC) for valid values.
Offset Recv Acct	Default account used depends on the value of **Internal Cash Voucher Option** on System Control Options (SOPT). If the field is ***Yes [Y]***, the balance sheet account is inferred from the seller's fund and bank account. If the field is ***No [N]***, the system uses **Due From Fund** on System Special Accounts (SPEC). Enter an account only if you want to override the default account. See Balance Sheet Account Index (BACC) for valid values.

Accounting View

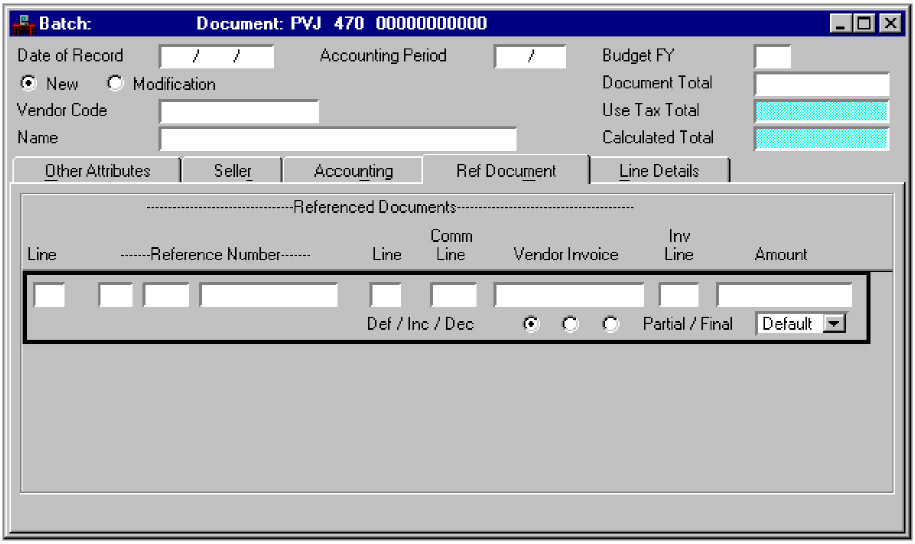


Field	Description
Line	Required. Enter a different two-digit number for each line on the document. Numbers ***00*** to ***99*** are valid. This number is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Otherwise, enter the fund paying for the item on this line. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency paying for the item on this line. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org	Conditional. Enter an organization if **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting). On internal refunds, this field is required if **Revenue Budget Organization Option** is ***Y*** (required on budget and accounting). For transactions that require a balance sheet account code, this field is optional. See Organization Index (ORGN) for valid values.

Field	Description
Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Activity	Default is inferred from Organization (ORG2), if it is included there. Otherwise, enter an activity if **Expense Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). On internal refunds, this field is required if **Revenue Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). For transactions that require a balance sheet account code, this field is optional. See Activity Index (ACTV) for valid values.
Function	Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function is not entered in Organization (ORG2). Otherwise enter a valid function.
Object	Conditional. For transactions that require a balance sheet account code, this field is optional. For internal refunds, this field must be blank. Otherwise, enter the object that best describes the item named on this line. See Object Index (OBJT) for valid values.Note: If the object code entered is a 1099 reportable code, the **Vendor Code** cannot be ***Miscellaneous***.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.

Field	Description
Rept Cat	Conditional. This field is required on expenditure transactions if **Reporting Category** on Agency (AGC2) is ***Required on Expenditure Transactions [3]***. This field is required on revenue transactions if **Reporting Category Required on Revenue Transactions** is ***Required [Y]***. For transactions that require a balance sheet account code, this field is required if **Reporting Category Option** is ***Y*** (required) on Balance Sheet Account Index (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) for valid values.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Amount	Required. Enter the line amount for this payment voucher document. If adding a new line, enter the dollar amount of the item(s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Record two digits for cents; the decimal point is optional. Do not enter dollar signs or commas.
Def/Inc/Dec	Defaults to ***Default [blank]*** on a new document. Indicates whether the amount is an ***Increase [I]*** or ***Decrease [D]***. ***Decrease [D]*** is valid on new entries as long as the discount type is blank and a requisition is not being referenced. ***Decrease [D]*** is used on new entries to record credit memos. You cannot reference a requisition when this indicator is ***Decrease [D]***, even on modifying transactions. If you are modifying a previous purchase order that had a requisition reference, do not type the reference on the modifying transaction. The requisition reference is not stored in Open Purchase Order Line Inquiry (OPOL).

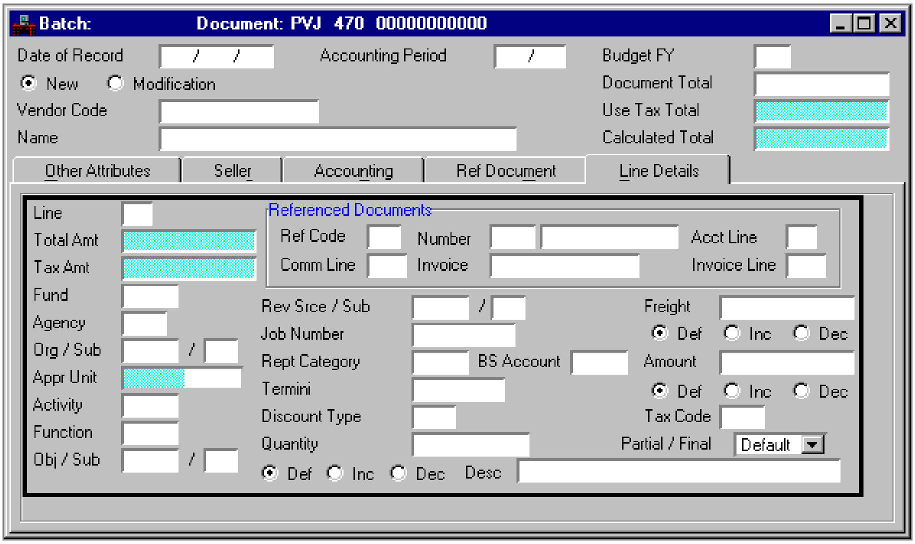
Reference Document View



Field	Description
Referenced Documents	
Reference Number	Conditional. Required if this line concerns items previously recorded on a purchase order or payment voucher; otherwise, it is blank. Enter the document code, agency, and number of the document being referenced. If a prior year purchase order is referenced, ensure that all values in the accounting distribution are valid for the prior year as well as for the current year.
Line	Conditional. Required if this line concerns items previously recorded on a purchase order; leave blank for requisition documents. Enter the purchase order line number from the purchase order document of the item being referenced.

Field	Description
Comm Line	Conditional. Required if **PV Update Inventory** on EPS System Control Options (ESOP) is selected [***Y***] and for payment vouchers referencing EPS purchase orders with a warehouse code. This field is used to update Inventory (INV2) for the item the purchase order line number points to. Required if **Receiver Accrual** on EPS System Control Options (ESOP) is selected [***Y***] . Also required if **Fixed Asset Indicator** is ***Create One Shell [F]*** or ***Create Multiple Shells [Q]***. Otherwise, this field is optional.
Vendor Invoice	Optional. Enter the vendor invoice number, if one is available.
Inv Line	Conditional. Required if **EPPV Requirements** on EPS System Control Options (ESOP) is selected [***Y***] and a Vendor Invoice is referenced. Enter the commodity line number of the Vendor Invoice (VI) referenced.

Line Details View



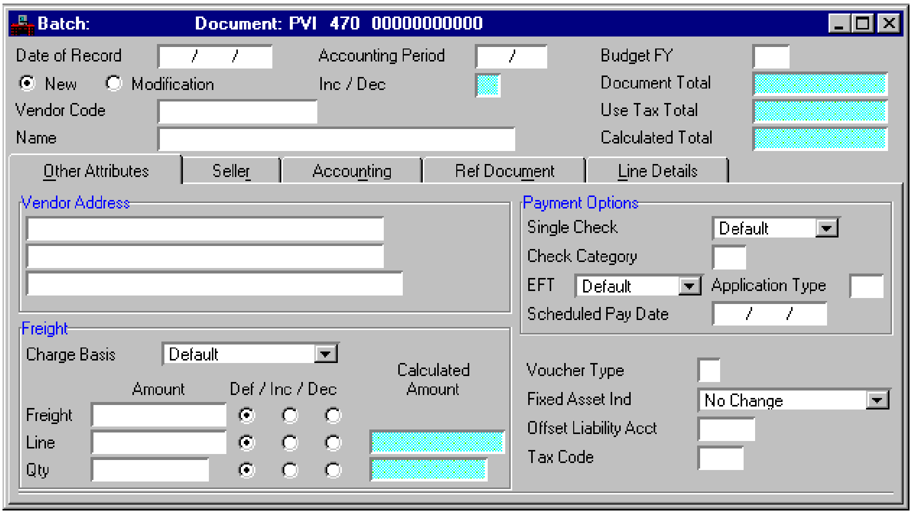
Field	Description
Total Amt	The total line amount calculated by the system is displayed. This value is reached by adding the adjustment amount, including freight and/or tax, to the amount entered.
Tax Amt	The tax amount for this line is displayed. This calculation is performed with the amount entered and the tax rate associated with the tax code applied to this line.
Sub-Org	Conditional. **Organization** must be entered before you can enter this field. Enter a sub-organization on expenditure transactions if **Sub-Organization Required on Spending** on Organization (ORG2) is: ***Required [Y], or*** ***Required on Expenditure Transactions [3].*** Required on revenue transactions if **Sub-Organization Required on Revenue** on Organization (ORG2) is ***Required [Y]***. Otherwise, this field is optional. See Sub-Organization (SORG) for valid values.

Field	Description
Sub-Obj	Conditional. **Object** must be entered before you can enter this field. Enter the sub-object on expenditure documents if **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (Extended) (EEX2). See Sub-Object (SOBJ) for valid values.Note: If the object code entered is a 1099 reportable code, the **Vendor Code** cannot be ***Miscellaneous***.
Rev Srce/Sub	Conditional. Enter a revenue source on an internal refund transaction; otherwise, leave blank. When revenue source is entered, **Object** and **Balance Sheet Account** must be blank. Enter the revenue source credited as a result of this document. See Revenue Source Index (RSRC) for valid values. Enter a sub-revenue source if **Revenue Source** is entered and **Sub-Revenue Source Required** is ***Yes [Y]*** on Revenue Source (RSR2). If **Sub-Revenue Source Required** is ***No [N]***, sub-revenue source is optional. See Sub-Revenue Source (SREV) for valid values.
BS Account	Conditional. If this line references an EPS purchase order that contains a warehouse code, default is inferred from Warehouse (WHS2). Enter a balance sheet account if this is an expense transaction (fixed assets, consumption-based inventories, pre-paid items) or if this transaction transfers funds between two balance sheet accounts. If the latter is the case, **Object** must be blank. See Balance Sheet Account Index (BACC) for valid values. You cannot enter a balance sheet account that is used as a default account on System Special Accounts (SPEC). However, you can enter the default fund balance account.
Discount Type	Conditional. Required if a vendor discount policy applies to this voucher line. A valid value will have **Discount Flag** set to ***N*** (no) on Discount Type (DISC). The cash disbursement process determines whether the system can take the discount at the time the check is generated. Note: This field is blank on balance sheet transactions and refunds.

Field	Description
Quantity	Conditional. Required for payment vouchers referencing EPS purchase orders with a warehouse code, if **EPPV Requirements** is selected [***Y***] on EPS System Control Options (ESOP), or if **Fixed Asset Indicator** is ***Create Multiple Shells [Q]***. Otherwise, this field is optional. Enter the number of items paid for.
Def/Inc/Dec	Default is ***Default [blank]***. On a modification document, select ***Increase [I]*** if **Quantity** is increasing, or ***Decrease [D]*** if **Quantity** is decreasing.
Freight	This field can only be used if **Extended Purchasing** on System Control Options (SOP2) is ***Installed with Linking [L]***. If **Charge Basis** is ***By Quantity [Q]*** or ***By Line [D]***, this field is automatically calculated by the system. If **Charge Basis** is ***By Commodity [C]***, enter the amount of freight on this commodity line.
Def/Inc/Dec	Default is ***Default [blank]***. On a modification document, select ***Increase [I]*** if **Freight** is increasing, or ***Decrease [D]*** if **Freight** is decreasing.
Tax Code	This field can only be used if **Extended Purchasing** on System Control Options (SOP2) is ***Installed with Linking [L]***. Default is inferred from the header tax code, but is not displayed. Enter the tax code representing the tax rate used on this line only. A valid tax code will have the same tax type as the tax code in the header. See Tax Code (TAXT) for valid values.

Field	Description
Partial/Final	Defaults to ***Default [blank]***. This field is used only when a purchase order is referenced. Valid values are: ***Default [blank]*** This will leave this field blank. ***Partial [P]*** This value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount). ***Final [F]*** If the total amount expensed equals the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Select ***Final [F]*** if the total amount expensed is *less than* the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is *more than* the purchase order amount (the item cost more than expected). A maximum limit exists for how much the total amount expensed can exceed the purchase order amount. (See discussion of purchase orders in the *User's Guide*.)
Desc	Default is inferred for the referenced vendor invoice check description on Open Vendor Invoice Header Inquiry (OVIH). If that description is blank, then the referenced vendor invoice line description is inferred from Open Vendor Invoice Line Inquiry (OVIL). If both descriptions are blank or a Vendor Invoice (VI) document is not referenced, the description is inferred from Open PO Commodity Line Inquiry (OPPC). Enter the general descriptive information you want recorded with this document.

PAYMENT VOUCHER INTERFACE (PVI)



The Payment Voucher Interface (PVI) authorizes the spending of money. You can use it to pay an outside vendor or to transfer money within your entity. This document is automatically generated. No changes are allowed to the seller account or the document total after a Payment Voucher Interface document is created.

Field	Description
Date of Record	Default is the date the document is accepted. Enter the date (*mm dd yy*) that you want to associate with these documents, usually the current date. You cannot enter a future date.
Accounting Period	Default is inferred from **Date of Record**. If you want these transactions recorded in another accounting period, enter the desired open period, using fiscal month and fiscal year. You cannot enter future periods.

Field	Description
Budget FY	Default is the current fiscal year. If you want these transactions recorded in another fiscal year, enter the desired open fiscal year. You cannot enter future budget fiscal years.
New/ Modification [Action]	Default is ***New [E]***. Valid values are: ***New [E]*** Indicates that this is a new entry (new document). ***Modification [M]*** This allows you to add lines to a previous document, change the amounts on existing lines (not codes), or cancel a line (decrease a line amount to zero). To change codes in an existing line, you must cancel that line and reenter a new line. You can record both these lines on the same document by entering ***Modification [M]***.
Inc / Dec	Display only. For modification documents, ***I*** is displayed to indicate that the document total is an increase to the existing voucher total. ***D*** is displayed to indicate that the document total is a decrease to the existing voucher total.
Document Total	Display only. This field contains the net amount of all lines on the document, not including tax if the tax codes used on the document are ***U*** (use tax) on Tax Code (TAXT). To compute this amount: 1. Add all the increase amounts. 2. Add all the decrease amounts. 3. Subtract the smaller of these amounts from the larger. 4. If the tax codes used are marked ***U*** (use tax) on Tax Code (TAXT), add together all the adjustment amounts on the lines (pay attention to signs) and subtract that amount from the result of #3 5. Enter that amount.

Field	Description
Vendor Code	Conditional. Required on vouchers for outside vendors if your installation requires vendor codes (for example, if **Vendor/ Commodity Control** on System Control Options (SOPT) is ***Both Controls in Effect [Y]***.) Leave blank on internal vouchers. Enter the code for the vendor you want paid as a result of this document. See Vendor Index (VEND) for valid values. Note: **Vendor Code** cannot be ***Miscellaneous*** if the **Object Code** is 1099 reportable.
Use Tax Total	Display only. This field shows the total amount of tax calculated for this document if the tax codes used on the document are use tax. This amount plus the document total entered by the user must equal the calculated document total.
Name	Required on vouchers for outside vendors when vendor code is blank or if a miscellaneous vendor code is used. Enter the name you want printed on checks. Otherwise, the name for checks is inferred from Vendor (VEN2).
Calculated Total	Display only. This field contains the system-computed total of the line amounts.

Other Attributes View

Field	Description
Vendor Address	
(no label)	Required on vouchers for outside vendors when vendor code is blank or if a miscellaneous vendor code is used. Enter the address you want printed on checks. Otherwise, the address for checks is inferred from Vendor (VEN2).
Payment Options	
Single Check	Defaults to ***Default [blank]***. Only specify a choice here if a vendor elects to receive payments in a different manner than already specified on Vendor (VEN2). Select ***Yes [Y]*** if you want a separate check printed specifically for this voucher. If ***No [N]*** is selected, the system adds this voucher's amounts together with other vouchers for the same vendor (by check category) to obtain a combined voucher check amount. On a modification document, select ***No Change***.
Check Category	Optional. This field specifies the category that this check voucher is printed under. Vouchers are summed by vendor and check category. The use of check categories is optional. See Check Category (CCAT) for valid values.

Field	Description
EFT	Defaults to ***Default [blank]***. Required if you want the current payment voucher paid by Electronic Funds Transfer (EFT). Select ***Yes [Y]*** and enter a valid application type to select this voucher for electronic funds payment. If ***Default [blank]*** is selected, this field defaults to ***Yes [Y]*** when **EFT Status** is ***Active [A]*** on Vendor (VEN2); otherwise, this field defaults to ***No [N]***. When the vendor is eligible for electronic funds transfer, this field is inferred from the referenced Vendor Invoice (VI) as long as **EFT** is set to ***Yes [Y]*** on all of the invoices referencing this payment voucher. If **EFT** is not set to ***Yes [Y]*** on any of the related Vendor Invoice (VI) documents or one or more payment voucher lines do not reference Vendor Invoice (VI) documents, you must manually set **EFT** to ***Yes [Y]*** on this document. When entering internal vouchers, select ***Default [blank]*** in this field.
Application Type	Conditional. Required if **EFT** is set to ***Yes [Y]***. The application type is a two-character code representing the intended application, or use, of the funds being electronically transferred. See Electronic Funds Transfer Application Type (EFTA) for valid values. When blank and **EFT** is set to ***Yes [Y]***, the application type is automatically taken from the referenced Vendor Invoice (VI), as long as the application types on all of the Vendor Invoice (VI) documents referenced on this payment voucher are the same. If **EFT** is set to ***Yes [Y]*** and there are no Vendor Invoice (VI) documents to take the application type from, the application type infers from Electronic Funds Transfer (1 of 2) (EFTT). Otherwise, the user must supply this field.

Field	Description
Scheduled Pay Date	Default automatically assigns a date according to the following rules: If Vendor (VEN2) has a value recorded in **Scheduled Payment Day** for this document's vendor, that value is used. The payment day is the day of the month when you want to pay this vendor. The system assigns the payment date using this day and the current month, or, if the resulting date has already passed, the next month. The **System Payment Lag** on System Control Options (SOPT) is used when no other date or payment day is specified. The payment lag is the number of days from the voucher date when you want to issue payment. When both **Scheduled Payment Day** on Vendor (VEN2) and **System Payment Lag** on System Control Options (SOPT) are blank, the system date will be used. Applies only to vouchers for outside vendors. Enter the date when you want the check for this payment voucher issued, if you want to override the system computed date. Note: You can change scheduled payment dates on payment voucher modifying transactions or through Payment Voucher Scheduling (SCHD). For further details, see the discussion of Automated Disbursements in the *User's Guide*.

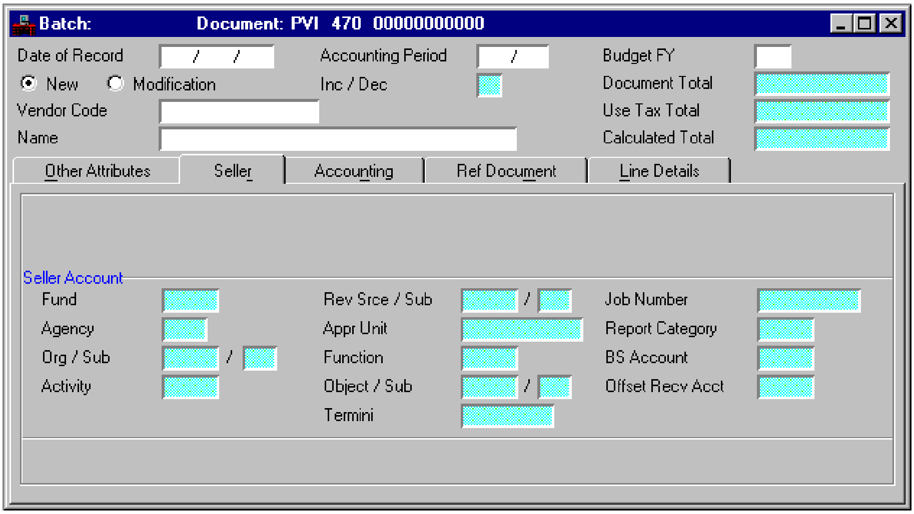
Field	Description
Freight	
Charge Basis	Defaults to ***Default [blank]***. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. This code indicates whether or not freight charges factor into the total cost of this commodity and what method is used to calculate those charges. Valid values are: ***Default [blank]*** If this document references another document with a freight indicator value, this field is set to ***By Commodity [C]***. Otherwise, freight is not included on this document. ***By Quantity [Q]*** Prorate the freight total for the current document across all commodity lines by quantity. ***By Line [D]*** Prorate the freight total for the current document across all commodity lines by pre-tax-amount. ***By Commodity [C]*** Allow users the option of entering freight on individual commodity lines. ***No Freight Allowed [N]*** Do not include freight on this document. Freight is not inferred if another document is referenced. ***No Change***
Freight (Amount)	Default total freight charge for this document is calculated by the system. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn on linking. If **Charge Basis** is ***By Quantity [Q]*** or ***By Line [D]***, this amount is required. If **Charge Basis** is ***By Commodity [C],*** the freight total for the document is supplied by the system when this field is blank. If a value is entered, regardless of the value in **Charge Basis**, it must equal the sum of all commodity line freight amounts.
Freight (Def/Inc/Dec)	Defaults to ***Default [blank]***. Required when modifying **Freight Amount**; select ***Default [blank]*** or ***Increase [I]*** during a new entry; select ***Default [blank]*** when **Freight Amount** is blank.

Field	Description
Line (Amount)	Conditional. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Required if **Charge Basis** is ***By Line [D]*** and leave blank if the freight indicator is any other value. Enter total cost of all commodity lines on this document before tax and freight, but after discounts are factored in.
Line (Def/Inc/Dec)	Defaults to ***Default [blank]***. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Required if modifying **Line Amount**; leave blank or enter ***Increase [I]*** during a new entry; and leave blank when **Line Amount** is blank.
Line (Calculated Amount)	Display only. System calculated pre-tax, pre-freight, and post-discount total amount for the document is displayed. This amount is used to verify that **Line Amount** is correct and is only calculated if **Charge Basis** is ***By Line [D].***
Qty (Amount)	Conditional. Required if **Charge Basis** is ***By Quantity [Q]***; leave blank if **Charge Basis** is any other value. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Enter the total quantity for the document.
Qty (Def/Inc/Dec)	Defaults to ***Default [blank]***. Required when modifying **Quantity Amount**; select ***Default [blank]*** or ***Increase [I]*** during a new entry; select ***Default [blank]*** when **Quantity Amount** is blank.
Qty (Calculated Amount)	Display only. System calculated total quantity for the document. This quantity is used to verify that the user supplied total quantity is correct and is only calculated if **Charge Basis** is ***By Quantity [Q].***

Field	Description
Voucher Type	Default is ***1***. Required for internal transactions. Valid values are: ***1*** This document concerns payment to an outside vendor. ***2*** This document concerns an internal purchase/sale, involving different funds. ***3*** This document concerns an internal purchase/sale that involves the same fund for the buyer and seller. ***4*** This document concerns an internal reimbursement (for example, inter- or intra- fund). ***5*** This document concerns an internal transfer (for example, inter- or intra-fund). If you are using NACUBO reporting, transfers can only occur within the same fund group. On vouchers for outside vendors, this field is optional and user-defined. For outside vendors, the field is used for reporting purposes only. Type a one-character alphanumeric value.
Fixed Asset Ind	Default is ***No Change [blank]***. Valid values are: ***Create One Shell [F]*** The system will create one Fixed Asset Acquisition (FA) document for each line on this document. ***Create Multiple Shells [Q]*** The system will create the quantity of Fixed Asset Acquisition (FA) documents specified in **Quantity** for each line on this document.

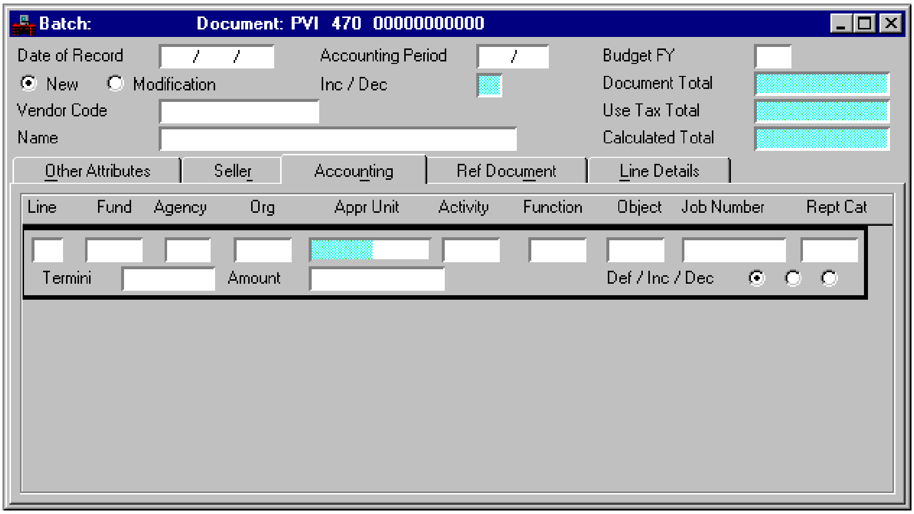
Field	Description
Offset Liability Acct	Default assigns an account code according to the following: *Vouchers for outside vendor.* The system uses the value entered in **Vouchers Payable** on System Special Accounts (SPEC). *Internal vouchers involving two different funds (Type 2).* The code used depends on the value entered in **Internal Cash Voucher** on System Control Options (SOPT). If the value is ***Yes [Y]***, the system uses the balance sheet account inferred from the fund and bank account codes. If the value is ***No [N]***, the system uses the value entered in **Due to Fund** on System Special Accounts (SPEC). *Internal vouchers that are within the same fund (Type 3)*. No account code is used because within fund vouchers do not create a liability. Enter the balance sheet account you want credited for the liability created by this voucher. See Balance Sheet Account Index (BACC) for valid values.
Tax Code	Conditional. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Enter the tax rate used for this document. See Tax Code (TAXT) for valid values. This field is used to calculate tax on each line. If this field is left blank and all line tax codes are the same, the tax code is inferred but not displayed.

Seller View



Field	Description
Seller Account	
Fund, Agency, Org/Sub, Activity, Rev Srce/Sub, Appr Unit, Function, Object/Sub, Termini, Job Number, Report Category, BS Account, Offset Recv Acct	Display only. The seller account for this transaction is displayed. This account will be credited for the entire document total instead of making a payment to an outside vendor when displayed.

Accounting View

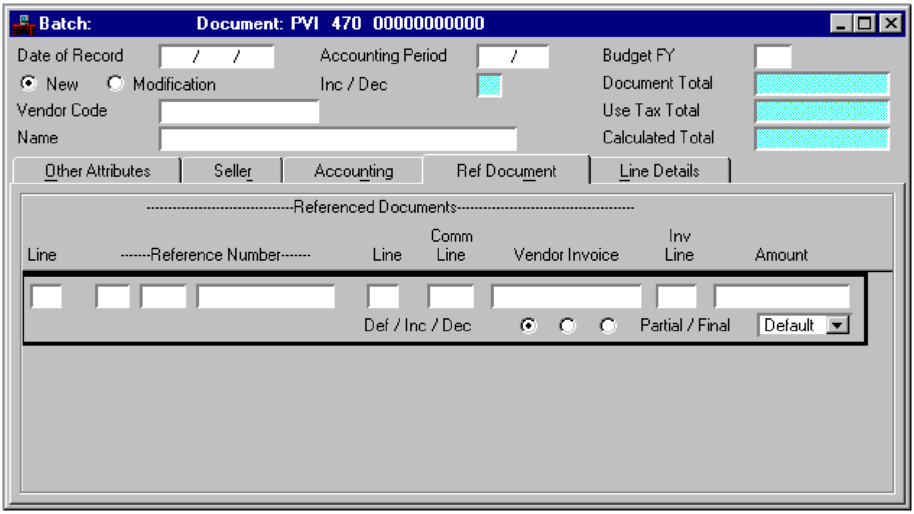


Field	Description
Line	Required. Enter a different two-digit number for each line on the document. Numbers ***00*** to ***99*** are valid. This number is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Otherwise, enter the fund paying for the item on this line. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency paying for the item on this line. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org	Conditional. Enter an organization if **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting). On internal refunds, this field is required if **Revenue Budget Organization Option** is ***Y*** (required on budget and accounting). For transactions that require a balance sheet account code, this field is optional. See Organization Index (ORGN) for valid values.

Field	Description
Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Activity	Default is inferred from Organization (ORG2), if it is included there. Otherwise, enter an activity if **Expense Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). On internal refunds, this field is required if **Revenue Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). For transactions that require a balance sheet account code, this field is optional. See Activity Index (ACTV) for valid values.
Function	Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function is not entered in Organization (ORG2). Otherwise enter a valid function.
Object	Conditional. For transactions that require a balance sheet account code, this field is optional. For internal refunds, this field must be blank. Otherwise, enter the object that best describes the item named on this line. See Object Index (OBJT) for valid values.Note: If the object code entered is a 1099 reportable code, the **Vendor Code** cannot be ***Miscellaneous***.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.

Field	Description
Rept Cat	Conditional. This field is required on expenditure transactions if **Reporting Category** on Agency (AGC2) is ***Required on Expenditure Transactions [3]***. This field is required on revenue transactions if **Reporting Category Required on Revenue Transactions** is ***Required [Y]***. For transactions that require a balance sheet account code, this field is required if **Reporting Category Option** is ***Y*** (required) on Balance Sheet Account Index (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) for valid values.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Amount	Required. Enter the line amount for this payment voucher document. If adding a new line, enter the dollar amount of the item(s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Record two digits for cents; the decimal point is optional. Do not enter dollar signs or commas.
Def/Inc/Dec	Defaults to ***Default [blank]*** on a new document. Indicates whether the amount is an ***Increase [I]*** or ***Decrease [D]***. ***Decrease [D]*** is valid on new entries as long as the discount type is blank and a requisition is not being referenced. ***Decrease [D]*** is used on new entries to record credit memos. You cannot reference a requisition when this indicator is ***Decrease [D]***, even on modifying transactions. If you are modifying a previous purchase order that had a requisition reference, do not type the reference on the modifying transaction. The requisition reference is not stored in Open Purchase Order Line Inquiry (OPOL).

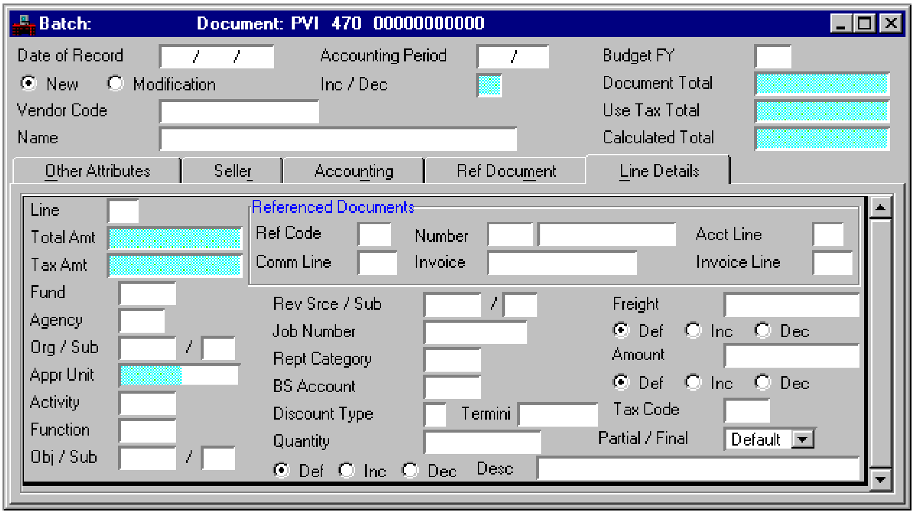
Reference Document View



Field	Description
Referenced Documents	
Reference Number	Conditional. Required if this line concerns items previously recorded on a purchase order, or payment voucher; otherwise, it is blank. Enter the document code, agency and number of the document being referenced. If a prior year purchase order is referenced, ensure that all values in the accounting distribution are valid for the prior year as well as for the current year.
Line	Conditional. Required if this line concerns items previously recorded on a purchase order; leave blank for requisition documents. Enter the purchase order line number, from the purchase order document, of the item being referenced.

Field	Description
Comm Line	Conditional. Required if **PV Update Inventory** on EPS System Control Options (ESOP) is selected [***Y***] and for payment vouchers referencing EPS purchase orders with a warehouse code. This field is used to update Inventory (INV2) for the item the purchase order line number points to. Required if **Receiver Accrual** on EPS System Control Options (ESOP) is selected [***Y***] . Also required if **Fixed Asset Indicator** is ***Create One Shell [F]*** or ***Create Multiple Shells [Q]***. Otherwise, this field is optional.
Vendor Invoice	Optional. Enter the vendor invoice number, if one is available.
Inv Line	Conditional. Required if **EPPV Requirements** on EPS System Control Options (ESOP) is selected [***Y***] and a Vendor Invoice is referenced. Enter the commodity line number of the Vendor Invoice (VI) referenced.

Line Details View



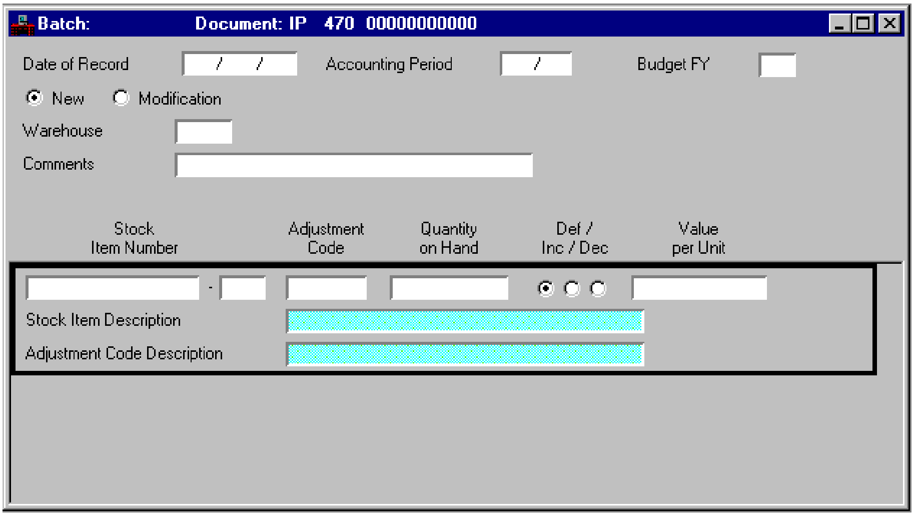
Field	Description
Total Amt	The total line amount calculated by the system is displayed. This value is reached by adding the adjustment amount, including freight and/or tax, to the amount entered.
Tax Amt	The tax amount for this line is displayed. This calculation is performed with the amount entered and the tax rate associated with the tax code applied to this line.
Sub-Org	Conditional. **Organization** must be entered before you can enter this field. Enter a sub-organization on expenditure transactions if **Sub-Organization Required on Spending** on Organization (ORG2) is: ***Required [Y], or*** ***Required on Expenditure Transactions [3].*** Required on revenue transactions if **Sub-Organization Required on Revenue** on Organization (ORG2) is ***Required [Y]***. Otherwise, this field is optional. See Sub-Organization (SORG) for valid values.

Field	Description
Sub-Obj	Conditional. **Object** must be entered before you can enter this field. Enter the sub-object on expenditure documents if **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (Extended) (EEX2). See Sub-Object (SOBJ) for valid values.Note: If the object code entered is a 1099 reportable code, the **Vendor Code** cannot be ***Miscellaneous***.
Rev Srce/Sub	Conditional. Enter a revenue source on an internal refund transaction; otherwise, leave blank. When revenue source is entered, **Object** and **Balance Sheet Account** must be blank. Enter the revenue source credited as a result of this document. See Revenue Source Index (RSRC) for valid values. Enter a sub-revenue source if **Revenue Source** is entered and **Sub-Revenue Source Required** is ***Yes [Y]*** on Revenue Source (RSR2). If **Sub-Revenue Source Required** is ***No [N]***, sub-revenue source is optional. See Sub-Revenue Source (SREV) for valid values.
BS Account	Conditional. If this line references an EPS purchase order that contains a warehouse code, default is inferred from Warehouse (WHS2). Enter a balance sheet account if this is an expense transaction (fixed assets, consumption-based inventories, pre-paid items) or if this transaction transfers funds between two balance sheet accounts. If the latter is the case, **Object** must be blank. See Balance Sheet Account Index (BACC) for valid values. You cannot enter a balance sheet account that is used as a default account on System Special Accounts (SPEC). However, you can enter the default fund balance account.
Discount Type	Conditional. Required if a vendor discount policy applies to this voucher line. A valid value will have **Discount Flag** set to ***N*** (no) on Discount Type (DISC). The cash disbursement process determines whether the system can take the discount at the time the check is generated. Note: This field is blank on balance sheet transactions and refunds.

Field	Description
Quantity	Conditional. Required for payment vouchers referencing EPS purchase orders with a warehouse code, if **EPPV Requirements** is selected [***Y***] on EPS System Control Options (ESOP), or if **Fixed Asset Indicator** is ***Create Multiple Shells [Q]***. Otherwise, this field is optional. Enter the number of items paid for.
Def/Inc/Dec	Default is ***Default [blank]***. On a modification document, select ***Increase [I]*** if **Quantity** is increasing, or ***Decrease [D]*** if **Quantity** is decreasing.
Freight	This field can only be used if **Extended Purchasing** on System Control Options (SOP2) is ***Installed with Linking [L]***. If **Charge Basis** is ***By Quantity [Q]*** or ***By Line [D]***, this field is automatically calculated by the system. If **Charge Basis** is ***By Commodity [C]***, enter the amount of freight on this commodity line.
Def/Inc/Dec	Default is ***Default [blank]***. On a modification document, select ***Increase [I]*** if **Freight** is increasing, or ***Decrease [D]*** if **Freight** is decreasing.
Tax Code	This field can only be used if **Extended Purchasing** on System Control Options (SOP2) is ***Installed with Linking [L]***. Default is inferred from the header tax code, but is not displayed. Enter the tax code representing the tax rate used on this line only. A valid tax code will have the same tax type as the tax code in the header. See Tax Code (TAXT) for valid values.

Field	Description
Partial/Final	Defaults to ***Default [blank]***. This field is used only when a purchase order is referenced. Valid values are: ***Default [blank]*** This will leave this field blank. ***Partial [P]*** This value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount). ***Final [F]*** If the total amount expensed equals the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Select ***Final [F]*** if the total amount expensed is *less than* the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is *more than* the purchase order amount (the item cost more than expected). A maximum limit exists for how much the total amount expensed can exceed the purchase order amount. (See discussion of purchase orders in the *User's Guide*.)
Desc	Default is inferred for the referenced vendor invoice check description on Open Vendor Invoice Header Inquiry (OVIH). If that description is blank, then the referenced vendor invoice line description is inferred from Open Vendor Invoice Line Inquiry (OVIL). If both descriptions are blank or a Vendor Invoice (VI) document is not referenced, the description is inferred from Open PO Commodity Line Inquiry (OPPC). Enter the general descriptive information you want recorded with this document.

Physical Inventory Purchase Input (IP)



The Physical Inventory Purchase Input (IP) document records adjustments in on-hand quantities at a specified unit price.

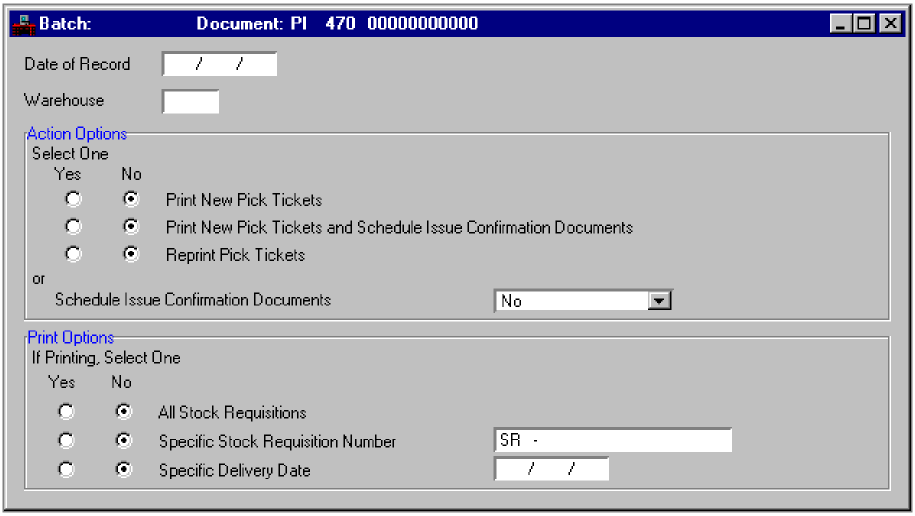
Field	Description
Date of Record	Default is the date the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with the transaction, usually the current date. You cannot enter a future date.
Accounting Period	Default is inferred from the **Date of Record**. To record this transaction in another accounting period, enter the desired period (ensure that it is open) using fiscal month and fiscal year (*mm yy*). You cannot enter a future period.

Field	Description
Budget FY	Defaults to the budget of the current fiscal year. If you want this transaction recorded in another fiscal year, enter the desired fiscal year (*yy*) and ensure that it is open. You cannot enter a future budget fiscal year.
New/ Modification [Action]	Defaults to ***New [E]***. Valid values are: ***New [E]*** Indicates a new document. ***Modification [M]*** Indicates that this transaction is modifying a previously entered document.
Warehouse	Required. Enter the warehouse requesting the inventory adjustment. See Warehouse Management Index (WHSE) for valid values.
Comments	Optional. Enter up to thirty characters of text you want associated with this document.

Adjust

Field	Description
Stock Item Number	Required. Enter a stock number to identify an item within the warehouse. See Inventory by Stock Item Inquiry (INVI) for valid values.
Adjustment Code	Required. Enter the reason this adjustment is necessary. See Adjustment Code (ADJC) for valid values.
Quantity on Hand	Required. Enter the number of units added to or subtracted from the on-hand quantity of the stock item. If decreasing the on-hand quantity, you cannot enter a quantity that is greater than the on-hand quantity.
Def/Inc/Dec	Default is ***Default [blank]***. Select ***Increase [I]***, to add the quantity to the on-hand quantity, or ***Decrease [D]***, to subtract from the on-hand quantity.
Value per Unit	Required. Enter the amount, up to three decimals, of the unit cost for the adjustment.

Field	Description
Stock Item Description	Display only. This field infers the description for the stock item code from Inventory (INVN).
Adjustment Code Description	Display only. This field infers the description for the adjustment code from Adjustment Code (ADJC). If the code used does not exist, this field will remain blank.

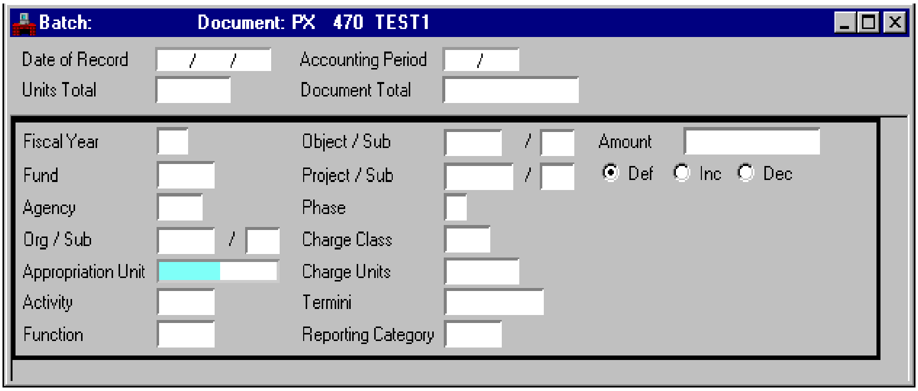


The Pick and Issues (PI) document prints pick tickets based on Stock Requisition (SR) documents and generates associated Stock Issue Confirmation (CI) documents. It has no accounting effects.

Field	Description
Date of Record	Defaults to the current date. Enter the date (*mm dd yy*) the items on the pick tickets are picked.
Warehouse	Required. Enter the warehouse responsible for printing the pick tickets, or scheduling issue confirmation documents.
Action Options	
Print New Pick Tickets	Default is ***No [blank]***. Select ***Yes [enter any character in this field]*** to choose this option.

Field	Description
Print New Pick Tickets and Schedule Issue Confirmation Documents	Default is ***No [blank]***. Select ***Yes [enter any character in this field]*** to choose this option.
Reprint Pick Tickets	Default is ***No [blank]***. Select ***Yes [enter any character in this field]*** to choose this option.
Schedule Issue Confirmation Documents	Default is ***No [blank]***. Select ***Delivery Date [D]*** if you want to schedule the Stock Issue Confirmation (CI) document by delivery date. Select by ***Pick Date [any character except D]*** if you want to schedule the Stock Issue Confirmation (CI) document by pick date.
Print Options	
All Stock Requisitions	Conditional. If you selected an option to print the pick tickets, you must select a print option. Default is ***No [blank]***. Select ***Yes [enter any character in this field]*** to select this option.
Specific Stock Requisition Number	Conditional. If you selected an option to print the pick tickets, you must select a print option. Default is ***No [blank]***. Select ***Yes [enter any character in this field]*** to choose this option. Enter the number of the stock requisition in the second field.
Specific Delivery Date	Conditional. If you selected an option to print the pick tickets, you must select a print option. Default is ***No [blank]***. Select ***Yes [enter any character in this field]*** to choose this option. Enter the date of delivery in the second field.

PROJECT CHARGE (PX)



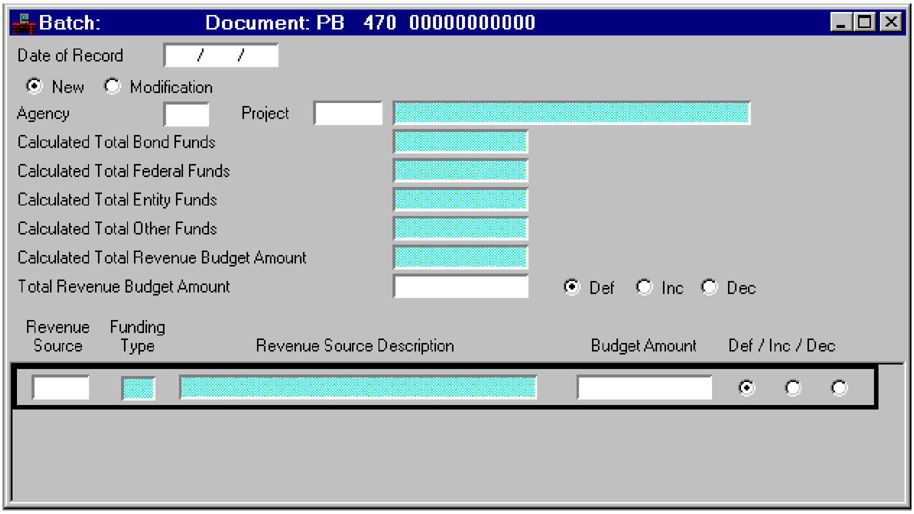
The Project Charge (PX) document records indirect (non-accounting) charges to a project.

Field	Description
Date of Record	Defaults to the current date. Enter the date (*mm dd yy*) you want associated with this document, usually the current date.
Accounting Period	Default is the accounting period associated with the date of record on Calendar Date (CLDT). Enter the accounting period (*mm yy*) only if you want to change this document to a different open period.
Units Total	Defaults to ***0*** (zero). Required if units are entered on the document. Must equal the net sum of all units entered on the document; for example, sum of increases and decreases. You must enter the decimal point (*nnnnn.nn*) or the system assumes two decimal places.

Field	Description
Document Total	Defaults to ***0*** (zero). Required if amounts are entered on the document. Must equal the net sum of all dollar amounts entered on the document; for example, sum of increases and decreases. You must enter the decimal point (*nnnnn.nn*) or the system assumes two decimal places.
Fiscal Year	Defaults to the fiscal year associated with the date of record specified on Calendar Date (CLDT). Enter the budget fiscal year (*yy*) that the charge is recorded against.
Fund	Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. If this is a modification to a previously entered document, fund is inferred from the original document. Otherwise enter a valid fund.
Agency	Required. Enter a valid agency. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org/Sub	Optional. If entered, the agency/organization/fiscal year combination must exist on Organization (ORG2). **Sub-Organization** can only be entered if **Organization** is entered; otherwise it is blank. See Sub-Organization (SORG) for valid values.
Appropriation Unit	Required if the **Appropriation Control Option** on Fund Index (FUND) is ***C*** (full control) or ***P*** (presence control). Enter the appropriation unit which will be charged for the items in this accounting line. Refer to Appropriation Index (Extended) (EAPP) for valid values. If you are changing existing lines, this code must match the previously assigned appropriation unit code.
Activity	Default is inferred from Organization (ORG2), if it is entered there. If you want to override the value on Organization (ORG2), enter a valid activity from Activity (ACT2).
Function	Optional. See Function (FUNC) for valid values. If left blank, it is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered on Organization (ORG2).

Field	Description
Object/Sub	Conditional. **Object** is required if charge class and charge units codes are not entered. See Object (OBJ2) for valid values. **Sub-Object** can only be entered if Object is entered; otherwise it is blank. See Sub-Object (SOBJ) for valid values.
Project/Sub	Required. For the **Project**, enter the first five characters of an existing eight-character project/sub-project code. For the **Sub-Project**, enter a two-digit sub-project number associated with the above project number.
Phase	Required. Enter a one-character phase code that exists on Project Budget Line Inquiry (PRBL) as part of an eight-character project/sub-project/phase number.
Charge Class	Conditional. Required if object is not entered. Enter a unique value identifying the class of the good or service. See Charge Class (CHRG) for valid values.
Charge Units	Conditional. Required if **Charge Class** is entered but charge amount is not entered; otherwise, it is optional. Up to seven digits, you must enter the decimal point (*nnnnn.nn*) or the system assumes two places. Leading zeros are not required.
Amount	Conditional. Required unless both **Charge Class** and **Charge Units** are entered. Enter the charge amount. You must enter the decimal point, otherwise the system assumes the last two digits are cents.
Default/Increase/ Decrease	Defaults to ***Default [blank]***. Required if you want to decrease unit or amount fields. Applies to both entered and computed amounts. The valid values are ***Default [blank]***, ***Decrease [D]***, or ***Increase [I]***.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Reporting Category	Optional. See Reporting Category (RPTG) for valid values.

PROJECT MANAGEMENT BUDGET (PB)



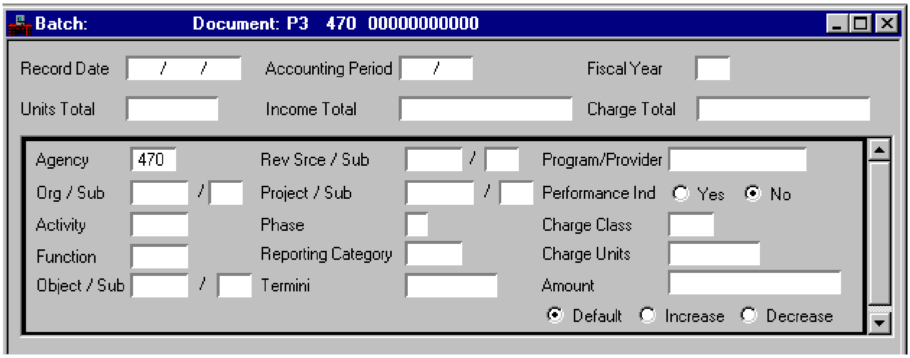
The Project Management Budget (PB) document establishes and maintains revenue budgets for projects by funding type and revenue source.

Field	Description
Date of Record	Default is the current date. Enter the date (*mm dd yy*) you want associated with this document, usually the current date.
New/ Modification [Action]	Required. Select ***New [E]*** when entering a new project budget or ***Modification [M]*** when modifying an existing project budget.
Agency	Required. Enter the agency associated with this project. See Agency Index (AGCY) for valid values.

Field	Description
Project	Required. Enter the project in the first field. See Agency/ Project Inquiry (AGPR) for valid values. In the second field, the project description is inferred from Agency/Project Inquiry (AGPR) and is automatically displayed.
Calculated Total Bond Funds	The system-calculated total of all bond funds (project fund type = 03) for this project is displayed.
Calculated Total Federal Funds	The system-calculated total of all federal funds (project fund type = 01) for this project is displayed.
Calculated Total Entity Funds	The system calculated total of all entity funds (project fund type = 02) for this project is displayed.
Calculated Total Other Funds	The system-calculated total of all other funds (project fund type = 04) for this project is displayed.
Calculated Total Revenue Budget Amount	The system calculated total of all project fund types (bond, federal, entity, and other) is displayed.
Total Revenue Budget Amount	Required. Enter the total for all project fund types (bond, federal, entity, and other).
Def/Inc/Dec	Default is ***Default [blank]***. On a modification transaction, enter ***Increase [I]*** to increase a fund amount or ***Decrease [D]*** to decrease a fund amount. If you are entering a new project, leave this field blank.
Revenue Source	Required. Enter a valid revenue source code from Revenue Source Index (RSRC).
Funding Type	The funding type is inferred from Revenue Source (RSR2) is displayed.
Revenue Source Description	The revenue source description is inferred from Revenue Source (RSR2) is displayed.
Budget Amount	Required. Enter the dollar amount associated with the revenue source code/fund type.

Field	Description
Def/Inc/Dec	Default is Default [***blank***]. On a modification transaction, enter ***Increase [I]*** to increase a fund amount or ***Decrease [D]*** to decrease a fund amount. If you are entering a new project, select ***Default [blank]*** or ***Increase [I]***.

PROJECT MEMO (P3)



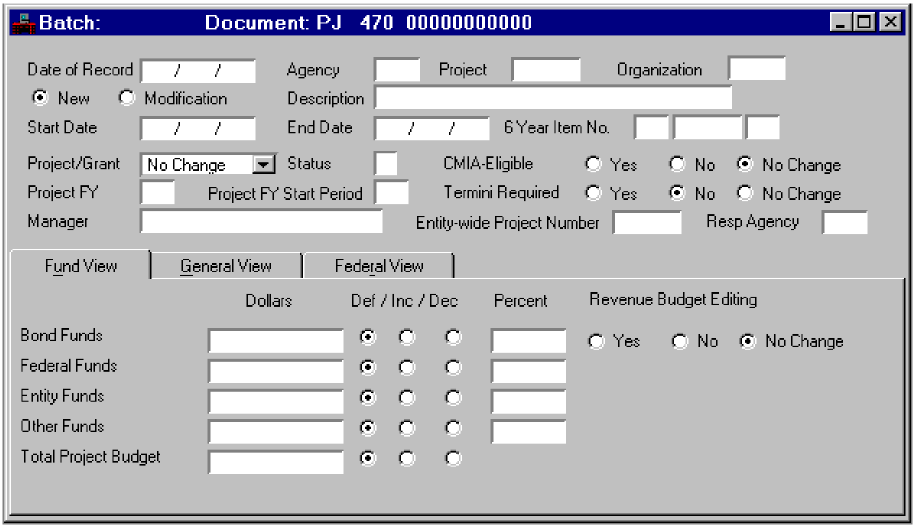
The Project Memo (P3) document is used to record income and charges by third parties that are providing matching funds for a grant without impacting general accounting. This document posts to a ledger for reporting purposes, but does not post to the General Ledger.

Field	Description
Record Date	Defaults to the current date. Enter the date (*mm dd yy*) you want associated with this document, usually the current date.
Accounting Period	Default is the accounting period associated with the date of record on Calendar Date (CLDT). Enter the accounting period (*mm yy*) only if you want to change this document to a different open period.
Fiscal Year	Optional. Defaults to Fiscal Year for Date of Record on Calendar Date (CLDT). See Fiscal Year (FSYR) for valid values.
Units Total	Calculated field. Displays total of Charge Units on all lines where performance is selected ***[Y]***.
Income Total	Calculated field. Displays total of all income lines where performance is clear ***[N]*** and Revenue Source is coded.

Field	Description
Charge Total	Calculated field. Displays total of all charge lines where performance is clear ***[N]*** and Object is coded.
Agency	Required. Enter a valid agency. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org/Sub	Optional. If entered, the agency/organization/fiscal year combination must exist on Organization (ORG2). **Sub-Organization** can only be entered if **Organization** is entered; otherwise it is blank. See Sub-Organization (SORG) for valid values.
Activity	Default is inferred from Organization (ORG2), if it is entered there. If you want to override the value on Organization (ORG2), enter a valid activity from Activity (ACT2).
Function	Optional. See Function (FUNC) for valid values. If left blank, it is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered on Organization (ORG2).
Object/Sub	Conditional. **Object** is required if charge class and charge units codes are not entered. See Object (OBJ2) for valid values. **Sub-Object** can only be entered if Object is entered; otherwise it is blank. See Sub-Object (SOBJ) for valid values.
Rev Srce/Sub	Conditional. See Revenue Source (RSR2) for valid values. Required if **Sub-Revenue Source** is coded
Project/Sub	Required. See Agency/ Project Inquiry (AGPR) for valid values.
Phase	Required on lines where performance is clear ***[N]***. Optional on lines where performance is selected ***[Y]***. See Project Budget Line Inquiry (1 of 2) (PRBL) for valid values.
Reporting Category	Optional. See Reporting Category (RPTG) for valid values.

Field	Description
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Program/ Provider	Required on lines where performance is clear ***[N].*** DO NOT enter for lines where performance is selected ***[Y]***. See Program/Provider (PGPV) for valid values.
Performance Ind	Required. Defaults to ***No***.
Charge Class	Optional. See Charge Class (CHRG) for valid values.
Charge Units	Conditional. Required on lines where performance is selected ***[Y]***. Required on lines where performance is clear ***[N]*** and **Amount** is blank.
Amount	Conditional. Required if Charge Units is blank. Calculated if Charge Units is not blank.
Default/Increase/ Decrease	Conditional. Defaults to ***Decrease***. When performing a modification, enter ***Increase*** to indicate an increase to the original line amount or ***Decrease*** to indicate a decrease to the original line amount.

PROJECT/GRANT MASTER (PJ)



The Project/Grant Master (PJ) document establishes and maintains descriptive and budgetary information about projects.

Field	Description
Date of Record	Defaults to the current date. Enter the date (*mm dd yy*) you want associated with this document, usually the current date.
Agency	Required. See Agency Index (AGCY) for valid values.
Project	Required. Enter a number to uniquely identify the project. If a new project, the project code must not exist. If modifying an existing project, the project must match the one on the original document.
Organization	Enter the Organization code for this project.

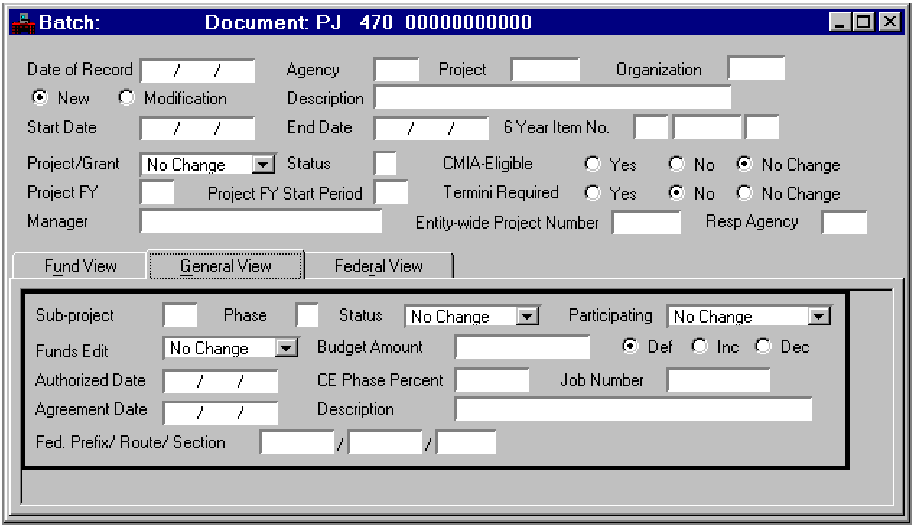
Field	Description
New/ Modification [Action]	Defaults to ***New [E]***. Select ***New [E]*** when entering a new project, select ***Modification [M]*** when modifying an existing project.
Description	Optional. Enter a brief description of the project.
Start Date	Required. Enter the beginning date (*mm dd yy*) of the project.
End Date	Required. Enter the estimated last day (*mm dd yy*) of project activity. Ensure that this date is greater than **Start Date** and is valid on Calendar Date (CLDT).
6 Year Item No	Enter the six year item number for reporting purposes.
Project/Grant	Select a valid value: ***Capital Project - Line Item*** ***Capital Project - Non-line Item*** ***Capital Project - Force Acct*** ***Capital Project - Emergency*** ***Capital Project - Def Maint Pool*** ***Captital Project w/ Contingency*** ***Highway Project*** ***Other Project*** ***Grant***
Status	See Project Status (PRST) for valid values.
CMIA-Eligible	Select this checkbox if the project is CMIA-Eligible.
Project FY	Required. Enter the fiscal year (*yy*) associated with this document. Enter the federal fiscal year, the state fiscal year, or any user-defined fiscal year.
Project FY Start Period	Required. Enter the calendar month (*mm*) when the fiscal year associated with this project starts. For example, if the fiscal year relevant for this project is October through September, enter ***10***.
Termini Required	Optional. Select ***Yes*** if **Termini** must be coded on all accounting documents processed against this project.

Field	Description
Manager	Optional. Enter the name of the individual managing the project.
Entity-Wide Project Number	Optional. Enter the number that joins a group of projects together.
Resp Agency	Required. Enter the agency responsible for monitoring the project and for requesting federal reimbursements.

Fund View.

Field	Description
Bond Funds, Federal Funds, Entity Funds, Other Funds (Dollars)	Default is ***0.00***. The estimated revenue resulting from one or more of the four types (bond, federal, entity, or other) of revenue associated with the project.
Total Project Budget (Dollars)	Default is ***0.00***. The sum of all budgeted amounts. Line amounts must equal the amount entered in this field.
Bond Funds, Federal Funds, Entity Funds, Other Funds, Total Project Budget (Def/Inc/Dec)	Default is ***Default [blank]***. Enter ***Increase [I]*** to increase a fund amount or ***Decrease [D]*** to decrease a fund amount.
Bond Funds, Federal Funds, Entity Funds, Other Funds (Percent)	Leave blank. These fields are not used in MARS.
Revenue Budget Editing	Default is ***No Change [blank]*** on new entry only. Enter ***Yes [Y]*** or ***No [N]***. ***Yes [Y]*** indicates that revenue budgets are used and edits are performed to ensure that funding source and revenue source amounts are synchronized.

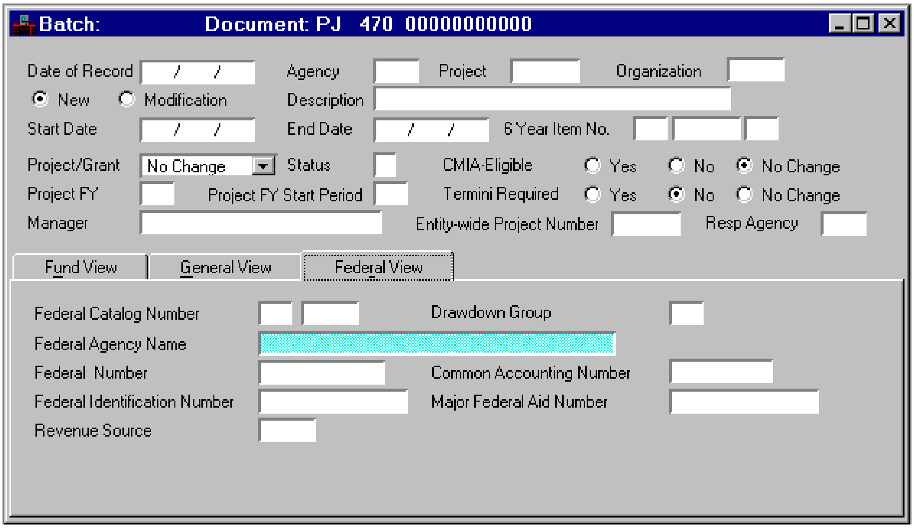
General View.



Field	Description
Sub-Project	Required. Enter the sub-project(s) that identifies the division of the project. The system requires each project to have at least one sub-project.
Phase	Required. Enter the phase that identifies the division of the sub-project. The system requires each sub-project to have at least one phase. See Project Phase (PRPH) for valid values.
Status	Required. On a new transaction, select ***Open [O]*** or ***Closed [C]***. On a modification transaction, select ***No Change [blank]***, ***Open [O]***, or ***Closed [C]***.
Participating	Default is ***No Change [blank]***. Enter ***Participating [P]*** if this sub-project/phase combination is associated with project activity participating in an expenditure reimbursement process. Enter ***No Change [blank]*** or ***Non-Participating [N]*** if associated costs are not eligible for participation in a reimbursement process.
Funds Edit	Default is ***No Change [blank]***. Valid values are ***Yes [Y]*** or ***No [N]***. Indicates whether project budgetary controls are applied when accounting transactions are made against the project.

Field	Description
Budget Amount	Default is ***0.00***. Enter the amount allocated for this portion of the project.
Def/Inc/Dec	Default is ***Default [blank]***. Required on modification transactions. Enter ***Increase [I]*** to note an increase in the budget amount or ***Decrease [D]*** to note a decrease.
Authorized Date	Optional. Enter the date when expenditures start incurring against the sub-project/phase combination.
CE Phase Percent	Optional. Leave blank if this is not a construction engineering phase or if the Project Billing Subsystem is not installed. Enter the percentage (*nnnnnnn*) of construction engineering costs that are eligible for reimbursement. The number you enter must be between *.001* and *100*.
Job Number	Optional. Enter the job number associated with this project/ sub-project/phase if desired. Leave blank if expenditures against the project will be recorded against a fund set up with **Project/Subproject/Phase Required** selected ***[Y]*** on Fund (FUN2).
Agreement Date	Conditional. Required if you have installed the Project Billing Subsystem; otherwise, this field is optional. Enter the date (*mm dd yy*) when you will be reimbursed for the expenditures against this project.
Description	Optional. Enter a description of the sub-project phase.
Fed Prefix/ Route/Section	Optional. Enter the applicable Federal prefix, route and section if a FHWA-funded project. For other projects, this field may be used at the agency's discretion.

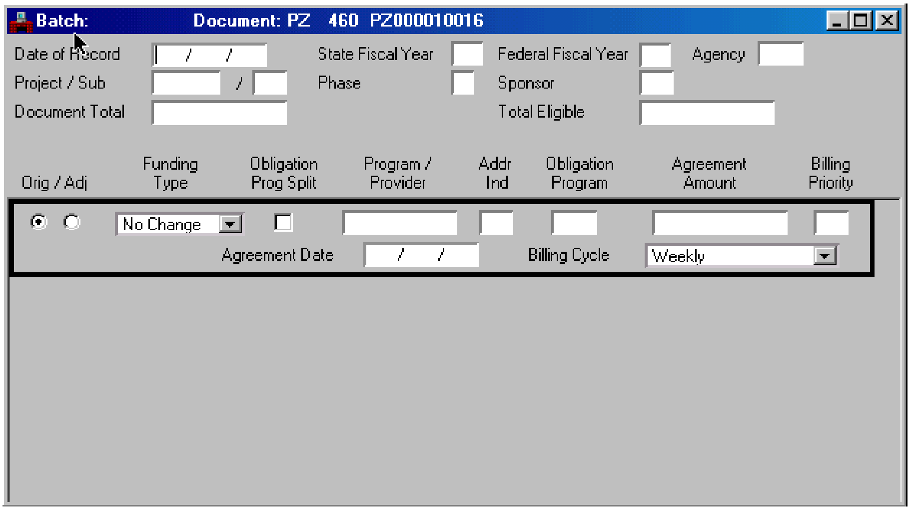
Federal View



Field	Description
Federal Catalog Number	Conditional. Required if CMIA-Eligible is selected. If entered, the first two characters must reference a federal agency on Federal Agency (FEAG).
Drawdown Group	Optional. Enter the drawdown group for this project. See Project Billing Drawdown Group (PBGR) for valid entries. The Responsible Agency must be valid for the drawdown group selected.
Federal Agency Name	Conditional. Inferred from Federal Agency (FEAG) if **Federal Catalog Number** is entered.
Federal Number	Optional. Enter the federal code that connects the grant to a federal appropriation.
Common Accounting Number	Optional. Enter a common accounting number (CAN) only if one applies.
Federal Identification Number	Optional. Enter the federal number identifying the grant.

Field	Description
Major Federal Aid Number	Optional. Enter the major federal aid number only if you wish the connect this grant with other grants for reference purposes.
Revenue Source	Optional. Enter a revenue source code if you wish to charge to this revenue source code instead of the revenue source code found on Project Billing Parameters (PBPT) for federal billings.

PROJECT/GRANT PARTICIPATION (PZ)



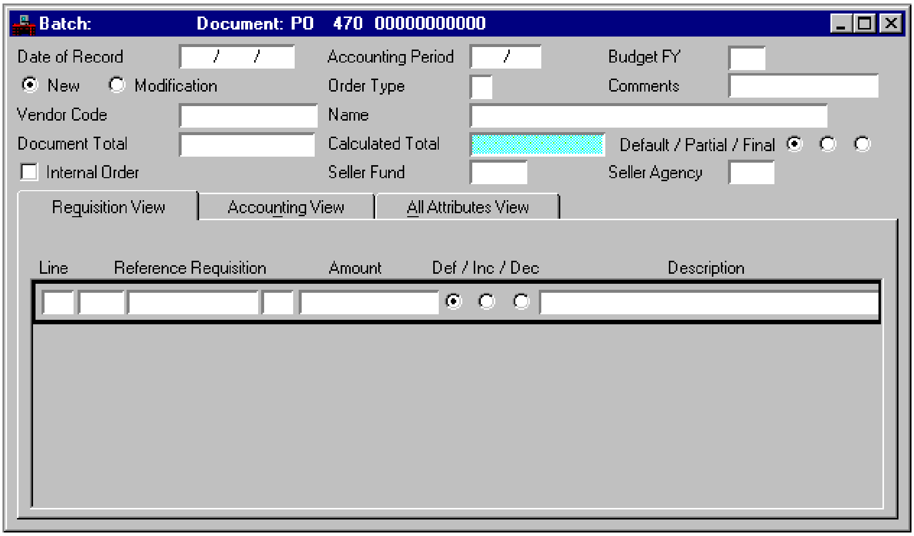
The Project/Grant Participation (PZ) document is used to establish the financial participants in a project, sub-project, or phase. This document specifies the participating programs or providers and their agreement amounts; it also allows you to add or remove programs/providers or modify their agreement amounts at any time. This document also defines the invoicing cycle (or CMIA-compliant) for each program/provider. This information is used to bill and obtain reimbursement from the funding sources.

Field	**Description**
Date of Record	Default is the date the document is accepted. Enter the date (*mmddyy*) that you want to associate with this document (usually the current date).
State Fiscal Year	Required. Enter the last two digits of the applicable state fiscal year.

Field	Description
Federal Fiscal Year	Conditional. Required if one or more funding lines have funding type of ***[F]***. Enter the last two digits of the applicable federal fiscal year.
Agency	Required. See Agency Project (AGPR) for valid values.
Project/Sub	Required. Enter project and (if desired) the sub-project code.
Phase	Required. Enter the phase code. See Project Budget Line (PRBL) for valid values.
Sponsor	Required. Enter the project sponsor.
Document Total	Required. Enter the unsigned net amount of all the line items on this transaction.
Total Eligible	Required. Enter the net amount of all the line items on this transaction that are eligible charges.
Orig/Adj	Required. When this document is first entered, select ***Original [E]***. When the document is modified, this field changes to ***Adjustment [M]***. Valid values are ***Original [E]*** and ***Adjustment [M]***.
Funding Type	Default is ***No Change [blank]***. The funding type to which the program/provider belongs. Valid values are: ***Federal [F]*** ***State [S]*** ***Bond [B]*** ***Other [O]*** ***No Change [blank]***
Obligation Prog Split	Default is cleared [***blank***]. Select [***X***] if entering the same program code more than once in **Program/Provider** (using the same Priority). When selected [***X***], this checkbox is used to indicate that the obligation authority is split between obligation programs.
Program/ Provider	Required. Enter the code identifying the federal, state, bond or other funding entity which contributes to the project, sub-project, and phase.

Field	Description
Addr Ind	Alternate Address Indicator that can be used to identify multiple locations for a Federal Highway Appropriation code or Program/Provider code.
Obligation Program	Conditional. This field can only be used if the **Program/ Provider** on this line is valid on Obligation Authority Status (OBAS). Use this field only if you want to enter a code other than the value in **Program/Provider**. Valid values are ***DIS*** (discount), ***SPC*** (special), or ***FRM*** (formula).
Agreement Amount	Required. The amount that the program/provider has agreed to pay.
Billing Priority	Optional. Enter the priority to be followed in billing. Up to 99 priorities can be specified. Enter ***I*** (ineligible) to indicate that the line amount is currently unfunded. The lower the number, the higher the priority. If priority is specified for one program/provider, it has to be specified for all of them. When specified, the agreement amounts of the program/providers with the highest priority are drawn down completely, before the program/providers in the other priority groups are affected.
Agreement Date	Conditional. Required if you did not enter ***I*** in **Billing Priority**. Enter the date on which the program/provider agreed to the amount in **Agreement Amount**.

Field	Description
Billing Cycle	Default is ***No Change [blank]***. Required if changing the billing cycle for the specified program or provider. Required if one or more lines is funding type ***[F]*** and is CMIA-Eligible. Valid values are: ***Weekly [W]*** ***Bimonthly [B]*** ***Monthly [M]*** ***Quarterly [Q]*** ***Semiannually [S]*** ***Annually [A]*** ***Current [C]*** ***Exclude [X]*** ***No Change [blank]*** ***Composite Clearance*** ***Zero Balance***



A Purchase Order (PO) records the ordering of goods or services and encumbers the funds necessary to pay for the order. Use the **Additional Description** button to access the extended text table for the purchase order document.

Field	Description
Date of Record	Default is the date the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with these documents, usually the current date. Do not enter a future date.
Accounting Period	Default is inferred from **Date of Record**. If you want these transactions recorded in another accounting period, enter the desired open period, using fiscal month and fiscal year. The only future period you can use is the first period of the future year.

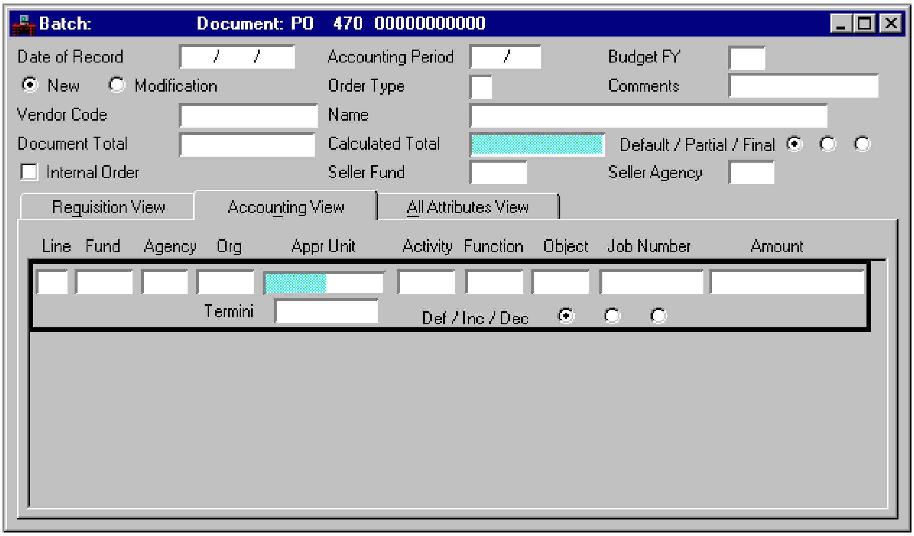
Field	Description
Budget FY	Default is the current fiscal year. If you want these transactions recorded in some other fiscal year, enter the desired open fiscal year. You cannot enter future budget fiscal years.
New/ Modification [Action]	Default is ***New [E]***. Valid values are: ***New [E]*** Identifies this as an new entry (new document). ***Modification [M]*** This lets you add lines to a previous document, change the amounts of existing lines (not codes), or cancel a line (decrease a line amount to zero). To change codes in an existing line, you must cancel that line and reenter a new line. You can record both these lines on the same document by entering ***Modification [M]***.
Order Type	Optional. Enter ***S*** (shipping) if you want shipping instructions (as entered on Special Instruction (SPIS)) printed on the purchase order sent to the vendor. Enter the special instruction code in the comments field. You can enter any one-character alphanumeric value to define various types of purchase order documents. (For example, contract, sub-contract, work order, service order.)
Comments	Conditional. Required if **Order Type** is ***S*** (shipping). Otherwise, it is optional and used for informational purposes only. Enter a descriptive note about this document. If you entered ***S*** (shipping) in **Order Type**, enter the special instruction code that you want printed on the vendor's purchase order. See Special Instructions (SPIS) for valid values.
Vendor Code	Conditional. Required if **Vendor/Commodity Control** on System Control Options (SOPT) is ***Both Controls in Effect [Y]***. Enter the vendor who sells the items on this purchase order. See Vendor Index (VEND) for valid values. Do not enter a vendor for internal purchase orders.

Field	Description
Name	Conditional. Required if **Vendor Code** is blank or if you used a miscellaneous vendor code. Enter the name of the vendor. (The name entered does not override the information on Vendor (VEN2). You cannot enter a vendor name for internal purchase orders. Otherwise, this field is optional.
Document Total	Required. Enter the unsigned net amount of all lines on the document. To compute this amount: 1. Add all the increase amounts. 2. Add all the decrease amounts. 3. Subtract the smaller of these amounts from the larger, and enter that amount.
Calculated Total	The system-computed total of the line amounts is displayed.

Field	Description
Default / Partial / Final	Defaults to ***Default [blank]***. This field is used only when a purchase order is referenced. It indicates whether the line is closing out a purchase order line (final payment) or authorizing partial payment of a purchase order line amount. Valid values are: ***Default [blank]*** This will leave this field blank. ***Partial [P]*** This value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount). ***Final [F]*** The total amount expensed on a purchase order line does not have to equal the amount recorded on the purchase order. If this payment voucher makes the total amount expensed equal to the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Enter ***Final [F]*** if this payment voucher makes the total amount expensed less than the purchase order amount, but you want to force a close (the item did not cost as much as expected). Enter ***Final [F]*** if this payment voucher makes the total amount expensed more than the purchase order amount (the item cost more than expected). A maximum limit exists for how much the total amount expensed can exceed the purchase order amount. (See discussion of purchase orders in the *User's Guide*.)
Internal Order	Default is cleared [***N***]. Select [***Y***] if this document concerns a transfer of goods/services between two entities.
Seller Fund	Conditional. Required if **Internal Order** is selected [***Y***]. Enter the fund that you want credited as a result of this sale. See Fund Index (FUND) for valid values.
Seller Agency	Conditional. Required if **Internal Order** is selected [***Y***]. Enter the agency selling the goods/services listed on this document. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.

Field	Description
Line	Required. Enter a different two-digit number for each line on the document. Numbers ***00*** to ***99*** are valid. This number is used later for either a payment voucher or manual warrant to reference this purchase order line.
Reference Requisition	Conditional. Required if this purchase order concerns items previously recorded on a requisition. Enter the transaction code and requisition number of the document being referenced.
Amount	Required. If this is a new line, enter the dollar amount of the item(s) described on this line. If this line is a modification of a previous line, enter the amount of the change over (under) the previous amount. Enter two digits for cents; the decimal point is optional.
Def/Inc/Dec	Default is ***Default [blank]***. If you are making an adjustment, valid values are ***Decrease [D]*** or ***Increase [I]***.
Description	Default carries over a description from the referenced document if a previous document is referenced. Enter up to 30 characters of notes about this line.

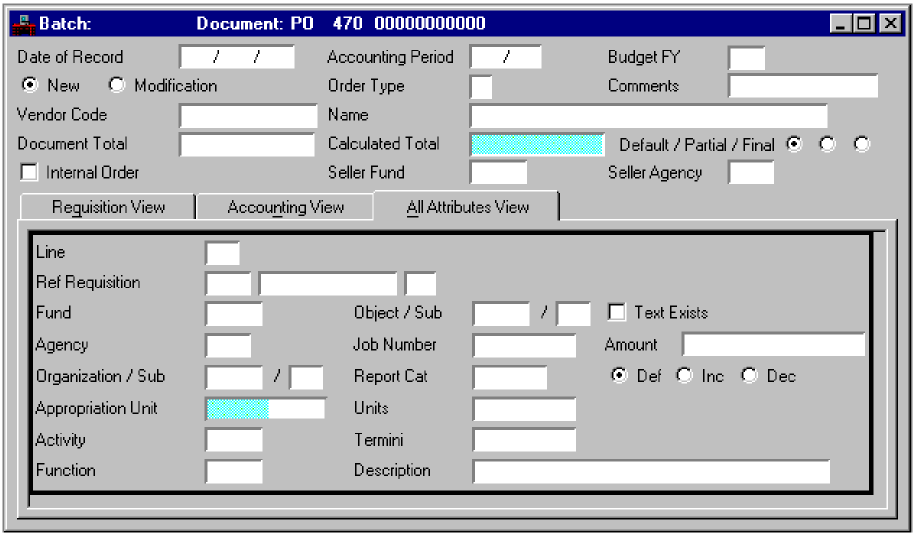
Accounting View



Field	Description
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Otherwise enter a valid fund from Fund Index (FUND).
Agency	Required. Enter the agency purchasing the item named on this line. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org	Conditional. Required on a new document. Required if **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). Otherwise, it is used for reporting purposes only. On a modification document, this field is optional. If entered, it must match the original document. Enter the organization purchasing the item named on this line. See Organization Index (ORGN) for valid values.
Appr Unit	Required. Enter the program budget unit for the items listed on this voucher. See Program Reference Table (PRFT) for valid values.

Field	Description
Activity	Default is inferred from Organization (ORG2). Required if **Expense Budget Activity Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). Values on documents override values on Organization (ORG2). Enter the activity related to this purchase order.
Function	Conditional. Required if **Expense Budget Function Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). Default is inferred from Organization (ORG2); or Activity (ACT2), if a function is not entered on Organization (ORG2). See Function (FUNC) for valid values.
Object	Conditional. Required on a new document. Enter the object that best describes the item named on this line. Do not enter a personal services object.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.

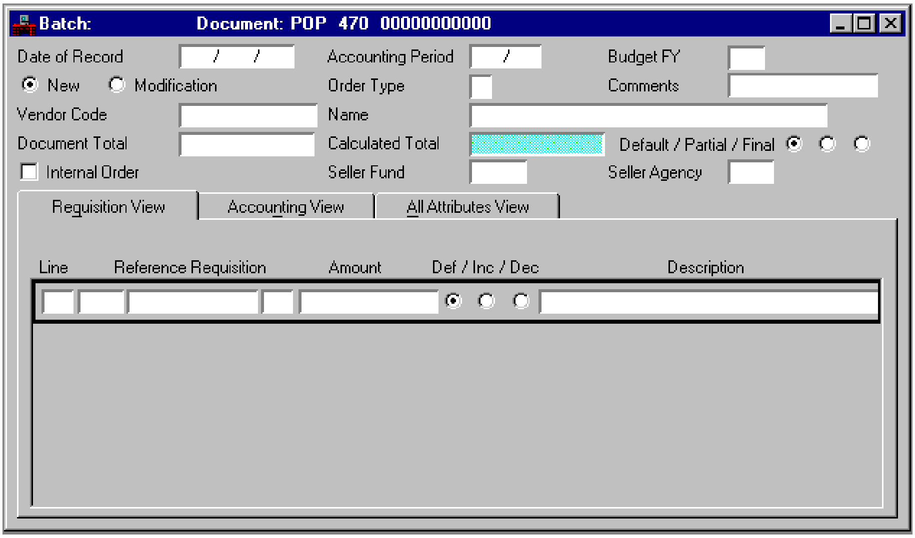
All Attributes View



Field	Description
Sub-Organization	You must enter an organization before you can enter a sub-organization. **Sub-Organization** is required if **Sub-Organization Required on Spending** on Organization (ORG2) is ***Required [Y]*** or ***Required on Encumbrance Transactions [2]***. Otherwise, an entry is optional. See Sub-Organization (SORG) for valid values.
Sub-Object	Sub-object is required on an expenditure document if **Object** is entered and **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (Extended) (EEX2). Otherwise, this field is optional. See Sub-Object (SOBJ) for valid values.
Report Cat	Conditional. Required if **Reporting Category** on Agency (AGC2) is ***Required on Encumbrance Transactions [2]***. Otherwise, it is optional. See Reporting Category (RPTG) for valid values. If reporting category on the referenced requisition line is blank, you can add it here.

Field	Description
Units	Conditional. Although this entry is not required by the system, your office may require it so that it is printed on the purchase order sent to vendors. Enter the quantity of items being purchased. Seven digits are stored with two decimal places assumed; for example, 50 boxes of paper is entered as 5000. This is a memo type entry only, and is not used during processing.
Text Exists	Default is cleared [***blank***]. If the checkbox is selected ***[Y]***, text exists for this line If you want to attach text to a document line, select **Text Exists**, place your cursor in any field on the line, then select **Additional Description**. The text window associated with the document type displays. Enter the additional description text, then select **Modify:Add**.

PURCHASE ORDER FROM PROCUREMENT DESKTOP (POP)



A Purchase Order from Procurement Desktop (POP) records the ordering of goods or services and encumbers the funds necessary to pay for the order coming from Procurement Desktop. Use the **Additional Description** button to access the extended text table for the purchase order document.

Field	Description
Date of Record	Default is the date the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with these documents, usually the current date. Do not enter a future date.

Field	Description
Accounting Period	Default is inferred from **Date of Record**. If you want these transactions recorded in another accounting period, enter the desired open period, using fiscal month and fiscal year. The only future period you can use is the first period of the future year.
Budget FY	Default is the current fiscal year. If you want these transactions recorded in some other fiscal year, enter the desired open fiscal year. You cannot enter future budget fiscal years.
New/ Modification [Action]	Default is ***New [E]***. Valid values are: ***New [E]*** Identifies this as an new entry (new document). ***Modification [M]*** This lets you add lines to a previous document, change the amounts of existing lines (not codes), or cancel a line (decrease a line amount to zero). To change codes in an existing line, you must cancel that line and reenter a new line. You can record both these lines on the same document by entering ***Modification [M]***.
Order Type	Optional. Enter ***S*** (shipping) if you want shipping instructions (as entered on Special Instruction (SPIS)) printed on the purchase order sent to the vendor. Enter the special instruction code in the comments field. You can enter any one-character alphanumeric value to define various types of purchase order documents. (For example, contract, sub-contract, work order, service order.)
Comments	Conditional. Required if **Order Type** is ***S*** (shipping). Otherwise, it is optional and used for informational purposes only. Enter a descriptive note about this document. If you entered ***S*** (shipping) in **Order Type**, enter the special instruction code that you want printed on the vendor's purchase order. See Special Instructions (SPIS) for valid values.

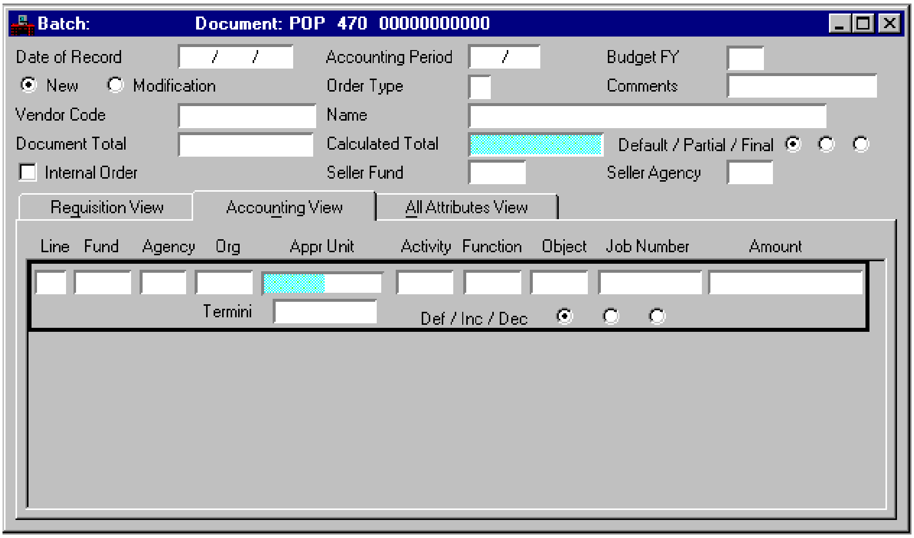
Field	Description
Vendor Code	Conditional. Required if **Vendor/Commodity Control** on System Control Options (SOPT) is ***Both Controls in Effect [Y]***. Enter the vendor who sells the items on this purchase order. See Vendor Index (VEND) for valid values. Do not enter a vendor for internal purchase orders.
Name	Conditional. Required if **Vendor Code** is blank or if you used a miscellaneous vendor code. Enter the name of the vendor. (The name entered does not override the information on Vendor (VEN2). You cannot enter a vendor name for internal purchase orders. Otherwise, this field is optional.
Document Total	Required. Enter the unsigned net amount of all lines on the document. To compute this amount: 1. Add all the increase amounts. 2. Add all the decrease amounts. 3. Subtract the smaller of these amounts from the larger, and enter that amount.
Calculated Total	The system-computed total of the line amounts is displayed.

Field	Description
Default / Partial / Final	Defaults to ***Default [blank]***. This field is used only when a purchase order is referenced. It indicates whether the line is closing out a purchase order line (final payment) or authorizing partial payment of a purchase order line amount. Valid values are: ***Default [blank]*** This will leave this field blank. ***Partial [P]*** This value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount). ***Final [F]*** The total amount expensed on a purchase order line does not have to equal the amount recorded on the purchase order. If this payment voucher makes the total amount expensed equal to the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Enter ***Final [F]*** if this payment voucher makes the total amount expensed less than the purchase order amount, but you want to force a close (the item did not cost as much as expected). Enter ***Final [F]*** if this payment voucher makes the total amount expensed more than the purchase order amount (the item cost more than expected). A maximum limit exists for how much the total amount expensed can exceed the purchase order amount. (See discussion of purchase orders in the *User's Guide*.)
Internal Order	Default is cleared [***N***]. Select [***Y***] if this document concerns a transfer of goods/services between two entities.
Seller Fund	Conditional. Required if **Internal Order** is selected [***Y***]. Enter the fund that you want credited as a result of this sale. See Fund Index (FUND) for valid values.
Seller Agency	Conditional. Required if **Internal Order** is selected [***Y***]. Enter the agency selling the goods/services listed on this document. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.

Requisition View

Field	Description
Line	Required. Enter a different two-digit number for each line on the document. Numbers ***00*** to ***99*** are valid. This number is used later for either a payment voucher or manual warrant to reference this purchase order line.
Reference Requisition	Conditional. Required if this purchase order concerns items previously recorded on a requisition. Enter the transaction code and requisition number of the document being referenced.
Amount	Required. If this is a new line, enter the dollar amount of the item(s) described on this line. If this line is a modification of a previous line, enter the amount of the change over (under) the previous amount. Enter two digits for cents; the decimal point is optional.
Def/Inc/Dec	Default is ***Default [blank]***. If you are making an adjustment, valid values are ***Decrease [D]*** or ***Increase [I]***.
Description	Default carries over a description from the referenced document if a previous document is referenced. Enter up to 30 characters of notes about this line.

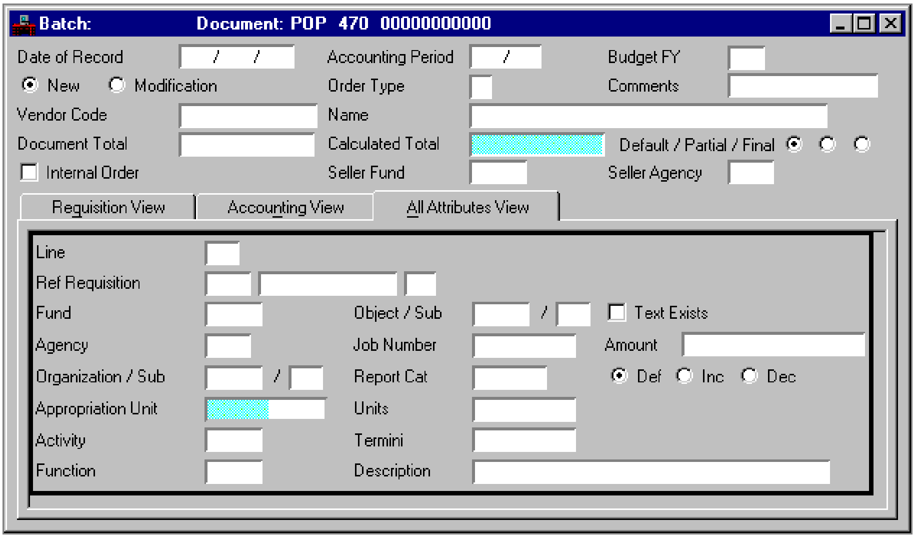
Accounting View



Field	Description
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Otherwise enter a valid fund from Fund Index (FUND).
Agency	Required. Enter the agency purchasing the item named on this line. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org	Conditional. Required on a new document. Required if **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). Otherwise, it is used for reporting purposes only. On a modification document, this field is optional. If entered, it must match the original document. Enter the organization purchasing the item named on this line. See Organization Index (ORGN) for valid values.
Appr Unit	Required. Enter the program budget unit for the items listed on this voucher. See Program Reference Table (PRFT) for valid values.

Field	Description
Activity	Default is inferred from Organization (ORG2). Required if **Expense Budget Activity Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). Values on documents override values on Organization (ORG2). Enter the activity related to this purchase order.
Function	Conditional. Required if **Expense Budget Function Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). Default is inferred from Organization (ORG2); or Activity (ACT2), if a function is not entered on Organization (ORG2). See Function (FUNC) for valid values.
Object	Conditional. Required on a new document. Enter the object that best describes the item named on this line. Do not enter a personal services object.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.

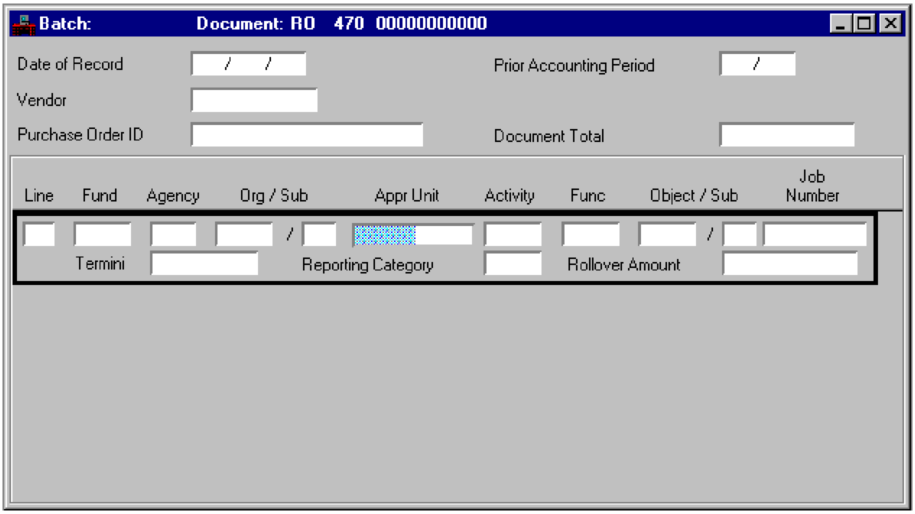
All Attributes View



Field	Description
Sub-Organization	You must enter an organization before you can enter a sub-organization. **Sub-Organization** is required if **Sub-Organization Required on Spending** on Organization (ORG2) is ***Required [Y]*** or ***Required on Encumbrance Transactions [2]***. Otherwise, an entry is optional. See Sub-Organization (SORG) for valid values.
Sub-Object	Sub-object is required on an expenditure document if **Object** is entered and **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (Extended) (EEX2). Otherwise, this field is optional. See Sub-Object (SOBJ) for valid values.
Report Cat	Conditional. Required if **Reporting Category** on Agency (AGC2) is ***Required on Encumbrance Transactions [2]***. Otherwise, it is optional. See Reporting Category (RPTG) for valid values. If reporting category on the referenced requisition line is blank, you can add it here.

Field	Description
Units	Conditional. Although this entry is not required by the system, your office may require it so that it is printed on the purchase order sent to vendors. Enter the quantity of items being purchased. Seven digits are stored with two decimal places assumed; for example, 50 boxes of paper is entered as 5000. This is a memo type entry only, and is not used during processing.
Text Exists	Default is cleared [***blank***]. If the checkbox is selected ***[Y]***, text exists for this line If you want to attach text to a document line, select **Text Exists**, place your cursor in any field on the line, then select **Additional Description**. The text window associated with the document type displays. Enter the additional description text, then select **Modify:Add**.

PURCHASE ORDER ROLLOVER (RO)

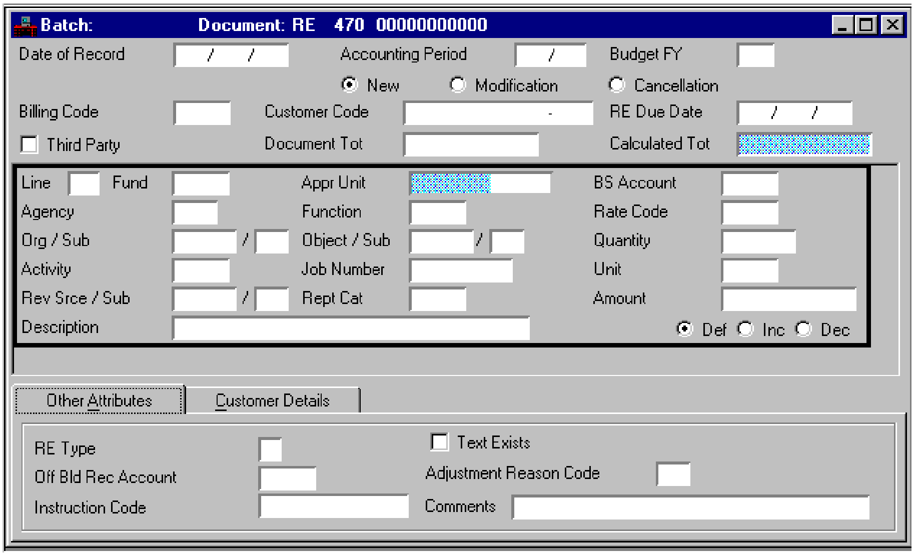


The Purchase Order Rollover (RO) document relieves the remaining old-year encumbrance and re-establishes the encumbrance in the new year budget. This document is created offline by the Extended Purchasing Purchase Order Rollover (EPNY) process. You should not attempt to enter this document online.

Field	Description
Date of Record	The system enters the date that the rollover occurred.
Prior Accounting Period	The system enters the accounting period where the ledger transactions will post to close the prior year encumbrance.
Vendor	The system infers the vendor from the purchase order or service contract to be rolled.
Purchase Order ID	The system infers the ID of the purchase order to be rolled.

Field	Description
Document Total	The system infers the sum of the document lines.
Line	The system infers the line number associated with the Open Purchase Order Accounting Line Inquiry (OPPL) line to be rolled. One line is entered for each open line on the order to be rolled.
Fund, Agency, Org/Sub, Appr Unit, Activity, Function, Object/Sub, Job Number, Termini, Reporting Category	The system infers the accounting distribution line to be rolled from Open Purchase Order Accounting Line Inquiry (OPPL).
Rollover Amount	The system infers the outstanding line amount to be rolled from the Open Purchase Order Accounting Line Inquiry (OPPL) line.

RECEIVABLE (RE)



The Receivable (RE) document bills customers for the goods or services they have received. It can post either to a revenue account or, in case of reimbursements, to an expenditure account.

Receivable Text (RETX) can be accessed by selecting Text Exists on the Other Attributes tab and selecting **Additional Description** from the **Edit** menu. Note that the document must be edited or saved first

Field	Description
Date of Record	Defaults to the current date. Enter the date (*mm dd yy*) of the receivable event.
Accounting Period	Default is inferred based on **Date of Record**. If entered, ensure that it is open. You cannot enter a future period.

Field	Description
Budget FY	Default is current fiscal year. If entered, ensure that it is open. You cannot enter a future fiscal year.
New/ Modification/ Cancellation [Action]	Blank defaults to ***New [E]*** for new entry. Select ***Modification [M]*** to indicate modification of a previously entered document. This allows the addition of new lines, increases/ decreases to existing line amounts or canceling of a line. (You must use a Receivable Credit Memo (RM) document to decrease the document total). Select ***Cancellation [X]*** to cancel an existing document. If you want to cancel an existing document, the document cannot have been referenced in any way. For example, you cannot cancel a receivable that is referenced by a Vendor Invoice (VI) document.
Billing Code	Defaults from Customer Information (CUS2) if a billing code is entered there. Required if no billing code is entered on Customer Information (CUS2). Enter the code that identifies the billing profile for invoice or statement generation. See Billing Profile (BPRO) for valid values.
Customer Code	Required. Enter the customer who is billed. See Customer Information (CUS2) for valid values.
RE Due Date	Optional. Date on which payment for the receivable is due. Enter this field (*mm dd yy*) only if **Billing Code** specifies invoice processing. If blank and the billing code specifies invoices, it defaults to: Receivable Date + **Receivable Due Date Lag** (from Billing Profile (BPRO) or Revenue Options (ROPT)) If blank and **Billing Code** specifies statements or both invoices and statements, it defaults to: Next statement date (based on the statement day) + **Receivable Due Date Lag** (from Billing Profile (BPRO) or Revenue Options (ROPT))

Field	Description
Third Party	Default is cleared [***N***]. If selected [***Y***], the invoice generated is sent to the third party specified on Customer Information (CUS2) for the entered customer. The name and address are inferred from Third Party Billing (TPAR) rather than Customer Information (CUS2).
Document Tot	Required. Enter the unsigned net amount of all lines entered on the document. To compute this amount for modification documents: 1. Add together the increase amounts. 2. Add together the decrease amounts. 3. Subtract the lesser of these from the greater and enter this amount.
Calculated Tot	The net total of the line amounts is computed by the system and displayed.
Line	Required. Enter a unique, two-digit number for each document line.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency for which the revenue was earned. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.

Field	Description
Org/Sub	Conditional. Required on revenue lines if **Revenue Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). Required on expense lines if the **Expense Budget Activity Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). Otherwise, the organization is used for reporting purposes only. See Organization Index (ORGN) for valid values. **Sub-Organization** is required on revenue transactions if **Sub-Organization Required on Revenue** is ***Required [Y]*** for a new document on Organization (ORG2); or on expenditure transactions if **Sub-Organization Required on Spending** is: ***Required [Y]***, or ***Required on Expenditure Transactions [3]***. See Sub-Organization (SORG) for valid values.
Activity	Conditional. Required on revenue lines if **Revenue Budget Activity Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). Required on expense lines if the **Expense Budget Activity Option** on Fund Agency Index (FAGY) is ***Y*** required on budget and accounting) or ***A*** (required on accounting). Otherwise it is used for reporting purposes only. See Activity Index (ACTV) for valid values.
Rev Srce/Sub	Conditional. Required on all revenue transactions. Enter the revenue source that defines the type of revenue recorded on this line. See Revenue Source Index (RSRC) for valid values. **Sub-Revenue** is required if **Sub-Revenue Source Required** on Revenue Source (RSR2) is ***Yes [Y]***. See Sub-Revenue Source (SREV) for valid values.
Description	Optional. Enter any additional information about a line here.
Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this document. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.

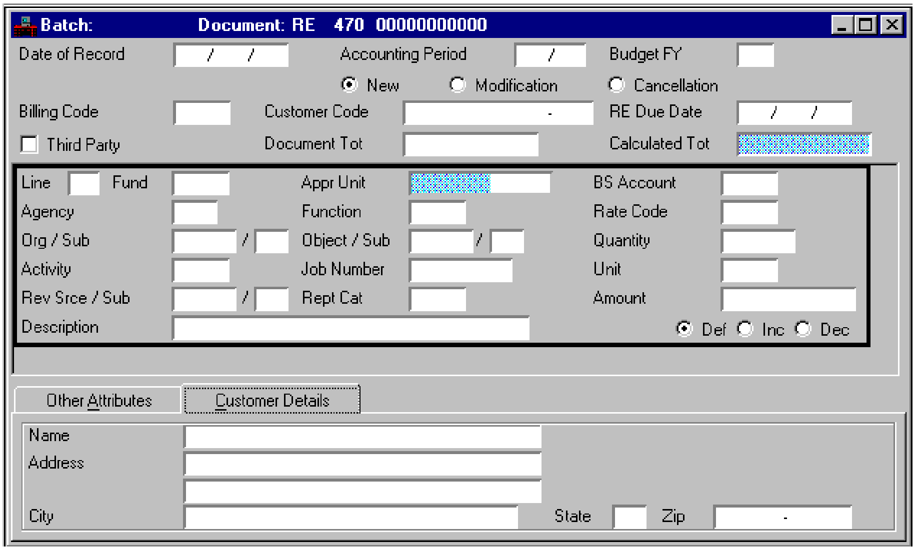
Field	Description
Function	Conditional. Required if **Expense Budget Function Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) and if the receivable is referencing and expense budget line.
Object/Sub	Conditional. Required on reimbursement transactions only. Leave blank otherwise. See Object Index (OBJT) for valid values. **Sub-Object** is required on reimbursement transactions only if **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (Extended) (EEX2). Leave blank if **Object** is not entered. See Sub-Object (SOBJ) for valid values.
Job Number	Conditional. Required on revenue transactions if **Job Number Required on Revenue** is ***Required [Y]***; or ***Required if Job Number Revenue is Required on Activity [A]*** on Organization (ORG2). Required on expenditure transactions if **Job Number Required on Spending** on Organization (ORG2) is ***Required on Expenditure Transactions [3]*** or ***Required if Job Number Spending is Required on Activity [A]***. See Job Index (JOBT) for valid values.
Rept Cat	Conditional. Required on revenue transactions if **Reporting Category Required on Revenue Transaction** is ***Yes [Y]*** on Agency (AGC2). Required on expenditure transactions if **Reporting Category** on Agency (AGC2) is: ***Required on Pre-encumbrance Transactions [1], Required on Encumbrance Transactions [2], or Required on Expenditure Transactions [3].*** See Reporting Category (RPTG) for valid values.
BS Account	Conditional. Required on balance sheet transactions; leave blank on revenue transactions. See Balance Sheet Account Index (BACC) for valid values.
Rate Code	Conditional. Required if **Amount** is blank. Enter the code used to define the billing rate per unit of measure. See Billing Rate (BRTE) for valid values.

Field	Description
Quantity	Conditional. Required if **Rate Code** is entered. Enter the number of units consumed by the customer.
Unit	Conditional. Required if **Rate Code** is entered. Enter the unit of measure of the goods consumed by the customer. If **Rate Code** is entered, this field is inferred from Billing Rate (BRTE).
Amount	Conditional. Required if either **Rate Code** or **Number of Units** is not entered. This is the dollar amount of the items described on the line. You can enter this manually, or let the system compute it as: Billing rate (based on **Rate Code**) * **Number of Units**. If this is a modification of a previous line, enter the amount of the increase or decrease here. The decimal point is optional, but you must enter two decimal places for cents. **Default/ Increase/Decrease** indicates whether this field is added or subtracted from the original amount.
Def/Inc/Dec	Defaults to ***Default [blank]***. Valid values on a modification transaction are ***Increase [I]*** or ***Decrease [D]***. Valid values on a new transaction are ***Default [blank]*** or ***Increase [I]***. Selecting ***Decrease [D]*** on a new transaction indicates that the receivable is establishing a credit balance.

Other Attributes View

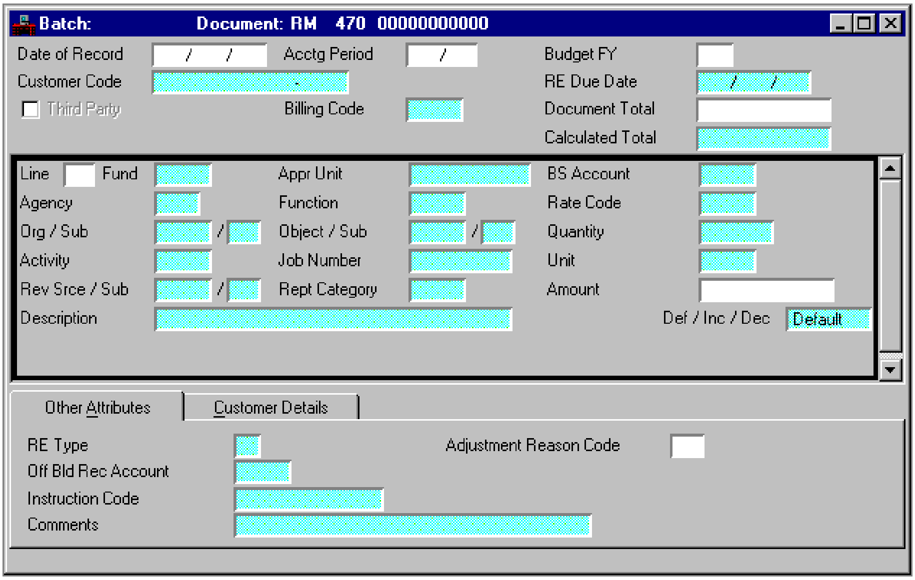
Field	Description
RE Type	Optional. Enter the type of receivable document. ***S*** The receivable is a summary receivable and not for billing to customers. ***I*** Receivable contains only interest lines. All lines must contain the interest revenue source from Revenue Options (ROPT). (Modifying receivables only.) ***L*** Receivable contains only late fee lines. All lines must contain the late fee revenue source from Revenue Options (ROPT). (Modifying receivables only.)
Text Exists	Select the Text Exists flag to access Receivable Text (RETX) through the Additional Description tab in order to enter text. If selected ***[Y]***, the text flag on Open Receivable Header Inquiry (OREH) will be checked when the RE is processed.
Off Bld Rec Account	Default is inferred from Revenue Source Index (RSRC) or System Special Accounts (SPEC). Enter the balance sheet account used to record the offset entry. See Balance Sheet Account Index (BACC) for valid values that are also assets. This is the offset billed receivables account for all of the receivable lines.
Adjustment Reason Code	Required if modifying or canceling RE. Enter the Reason Code that specifies the reason for modifying or canceling this RE. See Receivable Adjustment Reason (REAR) for valid values.
Instruction Code	Defaults to **Instruction Code** on Billing Profile (BPRO) for billing codes which specify invoices. Enter the code used to specify that special instructions are printed on an invoice. For statements, do not enter this field; it defaults from Billing Profile (BPRO) when the statement is generated.
Comments	Optional. Enter a description of the document. Comments are used as transaction descriptions on customer statements.

Customer Details View



Field	Description
Name	Conditional. Required and must be entered manually if the **RE Type** is not ***S*** (summary). If the customer is not miscellaneous, the name is inferred from Customer Information (CUS2) and cannot be changed.
Address, City, State, Zip	Conditional. Required and must be entered manually if the **RE Type** is not ***S*** (summary). If the customer is not miscellaneous, the name is inferred from Customer Information (CUS2) and cannot be changed.

Receivable Credit Memo (RM)



The Receivable Credit Memo (RM) document modifies or cancels a Receivable (RE) document. The **Transaction ID** of the Receivable Credit Memo (RM) must match the **Transaction ID** of the Receivable (RE) you are referencing in order for the system to correctly infer the protected fields.

Field	Description
Date of Record	Defaults to the current date. Enter the date (*mm dd yy*) of the receivable credit memo.
Acctg Period	Default is inferred based on **Date of Record**. Ensure that you enter an open period and that it is not a future period.
Budget FY	Default is current fiscal year. Ensure that you enter an open budget fiscal year and that it is not a future fiscal year.

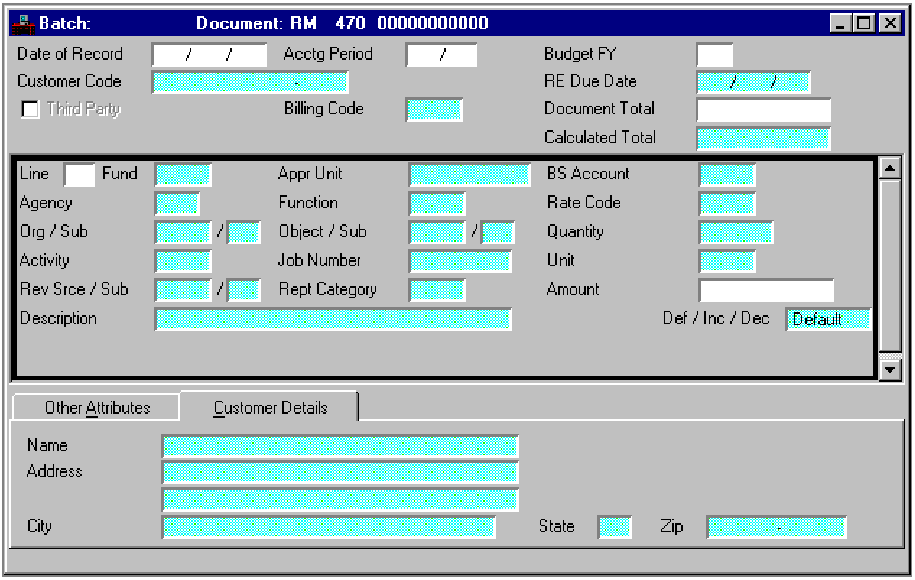
Field	Description
Customer Code	The customer credited is displayed. This field is inferred from the original Receivable (RE).
RE Due Date	The date when payment for the receivable is due is displayed. This field is inferred from the original Receivable (RE) document.
Third Party	If selected [***Y***], a third party is billed. This field is inferred from the original Receivable (RE) document.
Billing Code	The billing code that identifies the billing profile for invoice or statement generation is displayed. This field is inferred from the original Receivable (RE) document.
Document Total	Required. Unsigned net amount of all lines entered on the document. Equal to the total of all line amounts.
Calculated Total	The system computed total of the line amounts is displayed.
Line	Required. Enter a unique number for each document line. This field must match the line number of the original Receivable (RE) line that you want to modify.
Fund	The fund code for which revenue was earned is displayed. This field is inferred from the original Receivable (RE).
Agency	The agency for which the revenue was earned is displayed. This field is inferred from the original Receivable (RE) line.
Org/Sub	The organization and sub-organization for which the revenue was earned is displayed. This field is inferred from the original Receivable (RE) line.
Activity	The activity for which the revenue was earned is displayed. This field is inferred from the original Receivable (RE) line.
Rev Srce/Sub	The revenue source and sub-revenue source for which the revenue was earned is displayed. This field is inferred from the original Receivable (RE) line.
Description	The description associated with this line is displayed.

Field	Description
Appr Unit	The program budget unit is displayed. This field is inferred from the original Receivable (RE) line.
Function	The function associated with this line is displayed. This field is inferred from the original Receivable (RE) line
Object/Sub	The object and sub-object associated with this line are displayed. These fields are inferred from the original Receivable (RE) line.
Job Number	The job number associated with this line is displayed. This field is inferred from the original Receivable (RE) line.
Rept Category	The reporting category associated with this line is displayed. This field is inferred from the original Receivable (RE) line.
BS Account	The balance sheet account associated with this line is displayed. This field is inferred from the original Receivable (RE) line.
Rate Code	The code used to define the billing rate per unit of measure is displayed. This field is inferred from the original Receivable (RE) document.
Quantity	The number of units purchased by the customer is displayed. This field is inferred from the original Receivable (RE) document.
Unit	The unit of measure of the goods purchased by the customer is displayed. This field is inferred from the original Receivable (RE) document.
Amount	Required. Enter the dollar amount of the decrease to the original Receivable (RE) line. The decimal point is optional, but you must enter two decimal places for cents.
Def/Inc/Dec	***Increase [I]***, ***Decrease [D]***, or ***Default [blank]*** is displayed. This field will post the opposite direction of the original Receivable (RE) document.

Other Attributes View

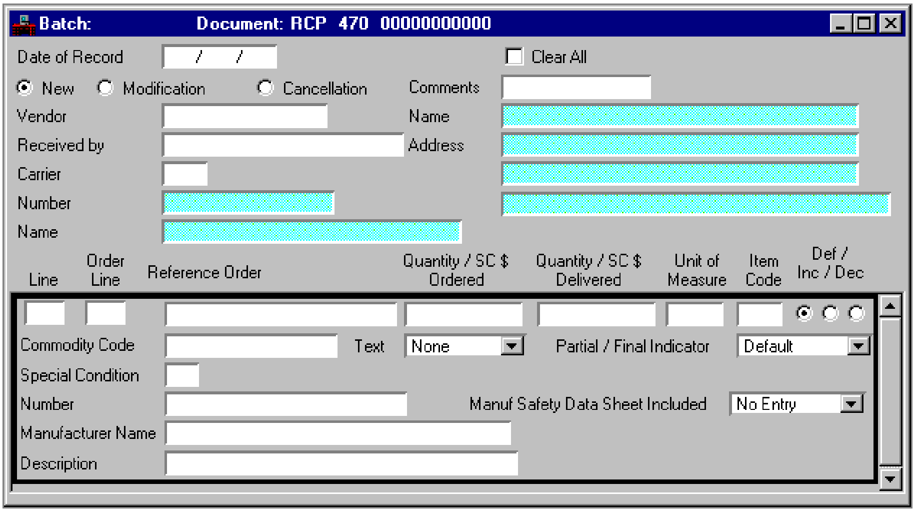
Field	Description
RE Type	***S*** (summary) is displayed to indicate that a receivable is a summary receivable and not for billing to customers. This field is inferred from the original Receivable (RE) document.
Adjustment Reason Code	Required if modifying or canceling RE. Enter the Reason Code that specifies the reason for modifying or canceling this RE. See Receivable Adjustment Reason (REAR) for valid values.
Off Bld Rec Account	The balance sheet account used to record the offset entry is displayed. This field is inferred from the original Receivable (RE) document.
Instruction Code	The instruction code used to specify that the document needs special instructions printed on an invoice is displayed. This field is inferred from the original Receivable (RE) document.
Comments	Description of the document is displayed. This field is inferred from the original Receivable (RE) document.

Customer Details View



Field	Description
Name	The corresponding customer name is displayed. This field is inferred from the original Receivable (RE) document.
Address, City, State, Zip	The customer address and zip code information is displayed. This field is inferred from original Receivable (RE) document.

Receiver from Procurement Desktop (RCP)



The Receiver from Procurement Desktop (RCP) records the receipt of goods (commodities) against specific order lines from Procurement Desktop. This document does not have any accounting consequences.

Select **Additional Description** to display Receiver Text (RCTX) when the **Text** indicator is ***Standard [S]***, ***Reference [R]***, or ***Custom [Y]***.

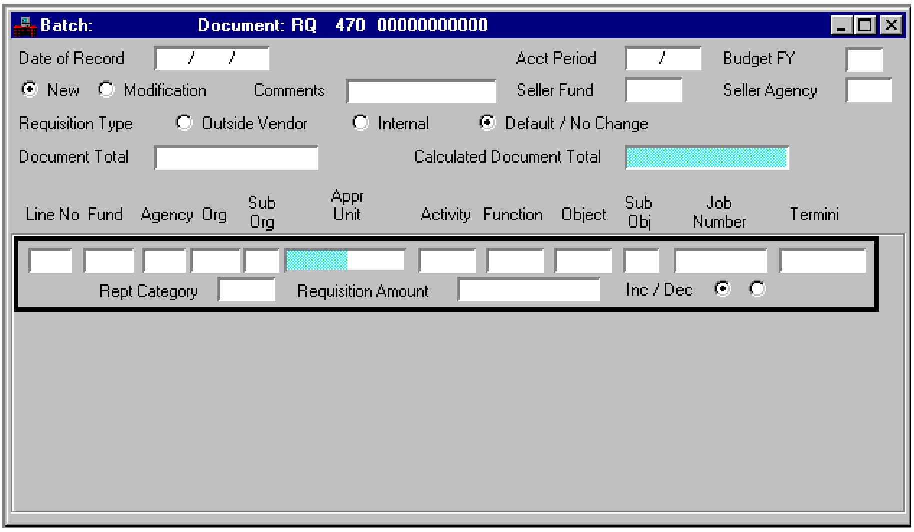
Field	Description
Date of Record	Default is the date the document is accepted. Enter the date (*mm dd yy*) when the order was received.
Clear All	Default is cleared [***blank***]. Select [***Y***] to indicate that all the goods are received, in good condition, and in the quantity as ordered.

Field	Description
New/ Modification/ Cancellation [Action]	Default is ***New [E]***. Valid selections are: ***New [E]*** This transaction is a new document (new entry). ***Modification [M]*** This transaction is modifying a previous document. ***Modification [M]*** allows you to add lines to a previous transaction, change the amounts of existing lines (not codes), or cancel a line (decrease a line amount to zero). On modified documents, all codes must match the original document. ***Cancellation [X]*** This transaction is canceling an existing document. You cannot cancel a document if it is referenced by another document.
Comments	Optional. Enter any notation you want associated with this Receiver (RC).
Vendor	Required. Enter the vendor that supplied the goods. You cannot enter a miscellaneous vendor code on this document. See Vendor Index (VEND) for valid values.
Name	Display only. The name of the vendor is inferred from Vendor (VEN2).
Received by	Required. Enter the name of the person who accepted delivery.
Address	Display only. The address of the vendor is inferred from Vendor (VEN2).
Carrier	Optional. Enter a valid carrier code from Carrier (CARR).
Number, Name	Display only. The carrier number and carrier name are displayed.
Line	Conditional. Required if **Clear All** is cleared [***blank***]; otherwise, leave blank. Enter the line number of the Receiver (RC).

Field	Description
Order Line	Conditional. Required if **Clear All** is cleared [***blank***]; otherwise, leave blank. Enter the line number of the referenced order commodity line.
Reference Order	Required. Enter the transaction code and unique number that identifies the order against which the goods are received.
Quantity/SC $ Ordered	Displays either the quantity ordered minus the quantity received to date or the dollar amount of the services ordered minus the services received to date.
Quantity/SC $ Delivered	Required. Enter the quantity of goods received or the dollar amount of the services received for this commodity line. A whole number defaults to three decimal places. Maximum amount allowed is ***9999999.999***.
Unit of Measure	Conditional. Required if you are referencing a purchase order; leave blank if you are referencing a service contract. Enter the unit of measure for the ordered goods (for example, box, each, dozen). See Unit of Measure (UNIT) for valid values.
Item Code	Optional. Enter a user-defined code to identify the item ordered. Used by the Inventory Control Subsystem to identify a commodity/item combination (stock item) in the warehouse. See Inventory (INV3) for valid item/commodity combinations.
Def/Inc/Dec	Default is ***Default [blank]***. If you are modifying the quantity, select ***Increase [I]*** or ***Decrease [D]***; otherwise, select ***Default [blank]***.
Commodity Code	Defaults to the value entered on the referenced order. Enter the commodity code identifying the order against which goods are received. See Commodity (COMT) for valid values. Ensure that you enter the same value used on the referenced document.

Field	Description
Text	Defaults to ***None [blank]***. If you want to associate additional text with this transaction, select the appropriate text: ***Standard [S]*** The text entered on Standard Specification (STDS) for this commodity is used. ***Reference [R]*** The **Text** indicator on the requisition referenced on this commodity line determines the text associated with this purchase order. ***Custom [Y]*** The text entered on Receiver Text (RCTX) is used. Select **Additional Description** to leaf to the Receiver Text (RCTX) entry for this transaction. ***No Change [blank]***
Partial/Final Indicator	Default is ***Default [blank]***. Valid selections are ***Default [blank]***, ***Partial [P]*** for partial receipt and ***Final [F]*** for final receipt.
Special Condition	Optional. Enter any special condition associated with the receipt of goods for this line.
Number	Optional. Enter the number of the manufacturer for this commodity code.
Manuf Safety Data Sheet Included	Default is ***No Entry [blank]***. Required if **MSDS** is selected [***Y***] on Commodity (COMT). Indicates that a Materials Safety Data Sheet (MSDS) was received for this commodity line. Valid values are ***Yes [Y]***, ***No [N]***, and ***No Entry [blank]***.
Manufacturer Name	Optional. Enter the name of the manufacturer for this commodity code.
Description	Optional. Enter any remarks to describe the shipment.

REQUISITION (RQ)



A Requisition (RQ) records the intention to purchase goods or services and pre-encumbers the funds for reporting.

Field	Description
Date of Record	Default is the date the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with these transactions, usually the current date. You cannot enter a future date.
Acct Period	Default infers the accounting period from **Date of Record**. If you want these transactions recorded in another accounting period, enter the desired open period, using fiscal month and fiscal year. You cannot enter a future accounting period.

Field	Description
Budget FY	Default is the current fiscal year. If you want these transactions recorded in some other fiscal year, enter the desired open fiscal year. You cannot enter a future budget fiscal year.
New/ Modification [Action]	Default is ***New [N]***. Valid values are: ***New [E]*** Indicates this is a new entry (new document). ***Modification [M]*** Note: This lets you change the amounts of existing lines (not codes) or cancel a line (decrease a line amount to zero). On modification transactions, all values must match the original document.
Comments	Optional. Enter a descriptive note pertaining to this document.
Seller Fund	Conditional. Required if **Requisition Type** is ***Internal [2]***; otherwise, leave blank. Enter the fund you want credited for this sale. Refer to Fund Index (FUND) for valid values.
Seller Agency	Conditional. Required if **Requisition Type** is ***Internal [2]***; otherwise, leave blank. Enter the agency you want credited for this sale. Refer to Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Requisition Type	Default is ***Default/No Change [blank]***. Valid values are: ***Outside Vendor [1]*** The purchase is made from an outside vendor. ***Internal [2]*** The purchase is made between agencies within the entity. ***Default/No Change [blank]*** No change is made to the requisition type on a modification.

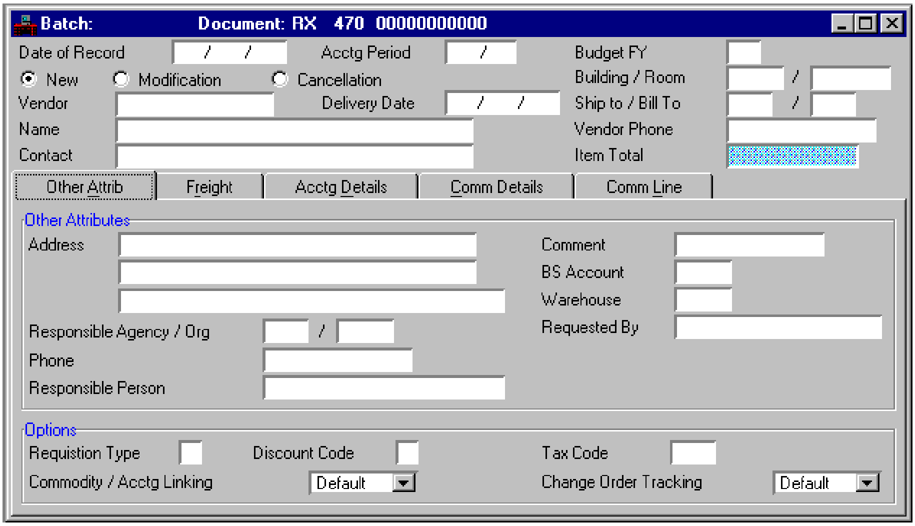
Field	Description
Document Total	Required. Enter the net amount of all lines on the document, not including tax if the tax codes used on the document are ***U*** (use tax) on Tax Code (TAXT). To compute this amount: 1. Add all the increase amounts. 2. Add all the decrease amounts. 3. Subtract the smaller of these amounts from the larger. 4. If the tax codes used are marked ***U*** (use tax) on Tax Code (TAXT), add together all the adjustment amounts on the lines (pay attention to signs) and subtract that amount from the result of #3 5. Enter that amount.
Calculated Document Total	Display only. This field contains the system-computed total of the line amounts.
Line No	Required. Enter a different two-digit number for each line on the document. Numbers ***00*** to ***99*** are valid. This number is used later for either a payment voucher or manual warrant to reference this requisition line.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. If this is a modification to a previously entered document, fund is inferred from the original document. Otherwise enter a valid fund.
Agency	Required. Enter the agency paying for this item. Refer to Agency Index (AGCY) and the Fund Agency Index (FAGY) for valid values. If this is a modification document and **Prior Document Reference** on System Control Options (SOP2) is ***Yes [Y]***, this field is optional. If entered, it must match the original document. On balance sheet transactions, it is required when **Reporting Category** is entered. (**Agency** is required to validate the reporting category code.)

Field	Description
Org	Conditional. Required when **Object** is entered if the **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). Otherwise, it is used for reporting purposes only. Enter a valid value from Organization Index (ORGN). If this is a modification document and **Prior Document Reference** on System Control Options (SOP2) is ***Yes [Y]***, this field is optional. If entered, it must match the original document.
Sub-Org	You must enter an organization before you can enter a sub-organization. **Sub-Organization** is required if **Sub-Organization Required on Spending** on Organization (ORG2) is ***Required [Y]*** or ***Required on Encumbrance Transactions [2]***. Otherwise, an entry is optional. See Sub-Organization (SORG) for valid values.
Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Activity	Default is inferred from Organization (ORG2), if it is included there. Required when **Object** is entered if **Expense Budget Activity** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). Enter the activity which will be charged for the items on this accounting line. See Activity Index (ACTV) for valid values. Values on documents override the values on Organization (ORG2).

Field	Description
Function	Conditional. Required if **Object** is coded and **Expense Budget Function Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). Default is inferred from Organization (ORG2); or from Activity (ACT2), if **Function** is not entered on Organization (ORG2). Refer to Function (FUNC) for valid values. If this line references another document, the function entered in this field must match the other document.
Object	Conditional. Leave this field blank on a balance sheet transaction; otherwise, enter the value that best describes the item or service that is requisitioned. Do not enter a personal services object. Refer to Object Index (OBJT) for valid values. If this is a modification document and **Prior Document Reference** on System Control Options (SOP2) is ***Yes [Y]***, this field is optional. If entered, it must match the original document.
Sub-Obj	Sub-object is required on an expenditure document if **Object** is entered and **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (Extended) (EEX2). Otherwise, this field is optional. See Sub-Object (SOBJ) for valid values.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.

Field	Description
Rept Category	Conditional. Required when **Object** is entered and **Reporting Category Required on Spending** on Agency (AGC2) is: ***Required on Pre-Encumbrance Transactions [1], Required on Encumbrance Transactions [2],*** or ***Required on Expenditure Transactions [3]***. Otherwise, this field is optional. Refer to Reporting Category (RPTG) for valid values. If this is a modification document and **Prior Document Reference** on System Control Options (SOP2) is ***Yes [Y]***, this field is optional. If entered, it must match the original document.
Requisition Amount	Required. Enter the dollar amount of the requisition, in dollars and cents (the decimal point is optional). Do not enter the dollar sign or commas. On modifying transactions, enter the amount of the change. Note: The requisition line amount does not have to equal the purchase order line amount that references this requisition.
Inc/Dec	Default is ***Increase [I]*** on a new document. Required on a modification document. Valid values are ***Dec [D]*** or ***Inc [I]***.

REQUISITION (EPS) (RX)



The Requisition (EPS) (RX) document records a request for a future purchase of goods or services. It also pre-encumbers the funds for financial reporting.

Select **Additional Description** to display Requisition Text (RXTX) when the **Text** indicator is ***Standard [S]*** or ***Custom [Y]***.

Field	Description
Date of Record	Defaults to the date that the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with the transaction, usually the current date. Future dates are not valid.
Acctg Period	Default is inferred from the **Date of Record**. If you want this transaction recorded in another accounting period, enter the desired, open period (*mm yy*). Future periods are not valid.

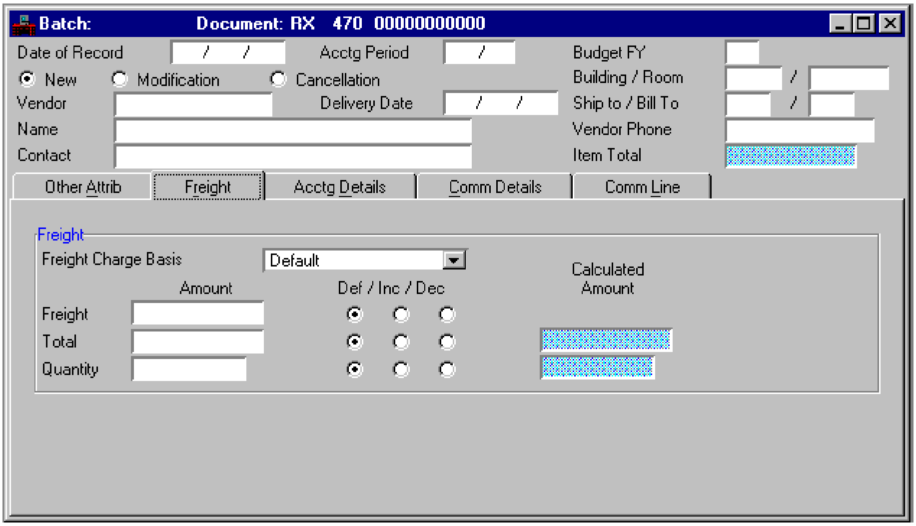
Field	Description
Budget FY	Default is applied to the budget of the current fiscal year. If you want this transaction recorded in another budget fiscal year, enter the desired open fiscal year.
New/ Modification/ Cancellation [Action]	Defaults to ***New [E]***. Valid values are: ***New [E]*** This is a new document (new entry). ***Modification [M]*** This transaction is modifying a previous document. ***Modification [M]*** allows you to add lines to a previous transaction, change the amounts of existing lines (not codes), or cancel a line (decrease a line amount to zero). On a modification transaction, all codes must match the original document. ***Cancellation [X]*** This transaction is canceling an existing document. You cannot have referenced the document you want canceled in any way; for example, the Centralized Purchase Order (PC) or the Payment Voucher (PV) document. To change codes for an existing line, you must cancel the existing line and enter a new line. You can enter both these lines on the same document by selecting ***Modification [M]***.
Building/Room	Optional. Enter the building and room to which you want the order delivered.
Vendor	Optional. Enter the code of the special vendor that you prefer to use for these goods. See Vendor Index (VEND) for valid values.
Delivery Date	Required. Enter the date (*mm dd yy*) when you must receive the goods.
Ship to/Bill to	Required. Enter the receiving location and the billing location. See Shipping Address (SHIP) and Billing Address (BILL) for valid values.
Name	Optional. Enter the name of the preferred vendor.

Field	Description
Vendor Phone	Optional. Enter the area code and phone number (*nnn-nnn-nnnn*) of the preferred vendor.
Contact	Defaults to the vendor contact listed on Vendor (VEN2). Enter the name of the person to contact if different from vendor name. If a valid vendor code is used, this information is brought forward to the screen.
Item Total	Display only. This field displays the net total cost of all commodity lines entered on this document.

Field	Description
Other Attributes	
Address	Default is inferred from Vendor (VEN2) based on the vendor code entered. Required if **Vendor** is blank or if a miscellaneous vendor code was used; otherwise, optional. Enter the address of the vendor. Use the third address line for the city, state, and zip code.
Comment	Optional. Enter any notation you want associated with this order.
BS Account	Optional. Required when using the consumption method for purchasing inventory items; for example, when **Consumption Method** is selected [***Y***] on Warehouse Management (WHS2).
Warehouse	Optional. Enter the warehouse where goods on this order are shipped. See Warehouse Management Index (WHSE) for valid values. This field is used by the Inventory Control Subsystem to validate the commodity/item combination (stock item) within the warehouse.
Responsible Agency/Org	**Responsible Agency** defaults to the agency entering the document. Enter the agency that is placing this order. See Agency Index (AGCY) for valid values. **Responsible Organization** is required. Enter the responsible organization within the responsible agency. See Organization Index (ORGN) for valid values.
Requested by	Required. Enter the name of the person making the request for goods or services.
Organization Name	Displays the organization name associated with **Responsible Organization**.
Phone	Required. Enter the phone number of the requestor (*nnn-nnn-nnnn*).
Responsible Person	Required. Enter the name of the person to whom you want questions addressed about the requisition.

Field	Description
Options	
Requisition Type	Optional. If this is an emergency requisition enter ***1***. If this is a change order modification, enter ***C***. Otherwise, this field is user-defined. Enter any one-character identification.
Discount Code	Optional. To use this field, **Commodity/Accounting Linking** must be ***Yes [Y]***. Enter a discount code to apply a percent of discount to this requisition. This percent applies to all commodity lines that do not contain a discount code or discount amount. A valid purchase order discount code will have the **PO Discount Flag** set to ***Y*** on Discount Type (DISC).
Tax Code	Default is inferred from Tax Code (TAXT). To use this field, **Commodity/Accounting Linking** must be ***Yes [Y]***. Enter the code representing the tax rate you want to use for this document. See Tax Code (TAXT) for valid values. If entered, it is used to calculate tax on any line that does not have a line tax code entered or inferred.
Commodity/ Acctg Linking	Optional. If you have installed EPS with linking, select ***No [N]*** to turn off the linking between accounting and commodity lines for this document only. Otherwise, select ***Default [blank]***. This field defaults to ***Yes [Y]*** when the **Extended Purchasing** option on System Control Options (SOP2) is ***Installed with Linking [L]***. If the **Extended Purchasing** option on System Control Options (SOP2) is ***Installed [Y]***, the only valid value for this field is ***Default [blank]***.
Change Order Tracking	Conditional. On a new entry, this field is inferred from EPS System Control Options (ESOP) and you cannot override that value. On a modification entry, this field is only used if **Change Order Tracking** is selected [***Y***] on EPS System Control Options (ESOP); otherwise, select ***Default [blank]***. Open Purchase Order Header Inquiry (OPPH) indicates the date of the last modification and the number of modifications made to the order. Select ***Yes [Y]*** to track this change to this purchase order, or ***No [N]*** if you do not want to track this modification.

Freight View

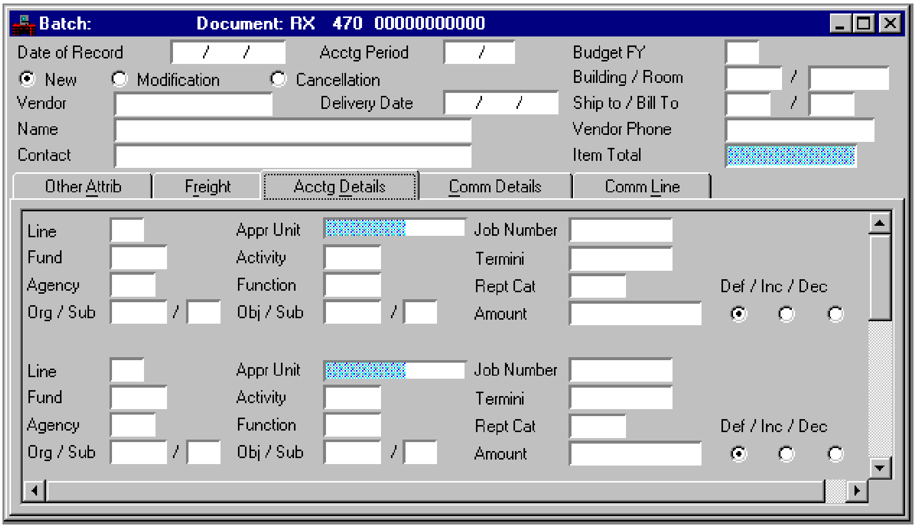


Field	Description
Freight	
Freight Charge Basis	Default is ***Default [blank]***. To use this field, you must turn on linking. This field indicates whether or not freight charges influence the total cost of this commodity and what method is used to calculate those charges. Valid selections are: ***Default [blank]*** ***By Quantity [Q]*** Prorate the freight total for the current transaction across all commodity lines by quantity. ***By Line [D]*** Prorate the freight total for the current transaction across all commodity lines by pre-tax-amount. ***By Commodity [C]*** Allow users the option of entering freight on individual commodity lines.

Field	Description
	No Freight Allowed [N] Do not include freight on this document or on any future document that references this document. ***No Change [blank]*** If this field is left blank, freight is not included on this document.
Freight (Amount)	Conditional. Required if **Freight Charge Basis** is ***By Quantity [Q]*** or ***By Line [D]***. Enter the total freight charge for this document. If **Freight Charge Basis** is ***By Commodity [C]*** and this field is blank, the freight total for the document is supplied by the system. If this field is entered, regardless of the value in **Freight Charge Basis**, it must equal the sum of all commodity line freight amounts.
Freight (Def/Inc/Dec)	Default is ***Default [blank]***. If you are modifying **Freight Amount**, select ***Increase [I]*** or ***Decrease [D]***; otherwise, select ***Default [blank]***.
Total (Amount)	Conditional. Required if **Freight Charge Basis** is ***By Line [D]***; leave blank if **Freight Charge Basis** is any other value. Enter the total cost of all commodity lines on this document before tax and freight, but after discounts are factored in.
Total (Def/Inc/Dec)	Default is ***Default [blank]***. If you are modifying **Total Amount**, select ***Increase [I]*** or ***Decrease [D]***; otherwise, select ***Default [blank]***.
Total (Calculated Amount)	Displays the system calculated pre-tax, pre-freight, and post-discount total amount for the document. This amount is used to verify that the user-supplied total amount is correct and is only calculated if **Freight Charge Basis** is ***By Line [D]***.
Quantity (Amount)	Conditional. Required if **Freight Charge Basis** is ***By Quantity [Q]***; leave blank if **Freight Charge Basis** is anything else. Enter the total quantity of the document.

Field	Description
Quantity (Def/Inc/Dec)	Default is ***Default [blank]***. If you are modifying **Quantity Amount**, select ***Increase [I]*** or ***Decrease [D]***; otherwise, select ***Default [blank]***.
Quantity (Calculated Amount)	Displays the system calculated total quantity for the document. This quantity is used to verify that the user-supplied total quantity is correct and is only calculated if **Freight Charge Basis** is ***By Quantity [Q]***.

Acctg Details View



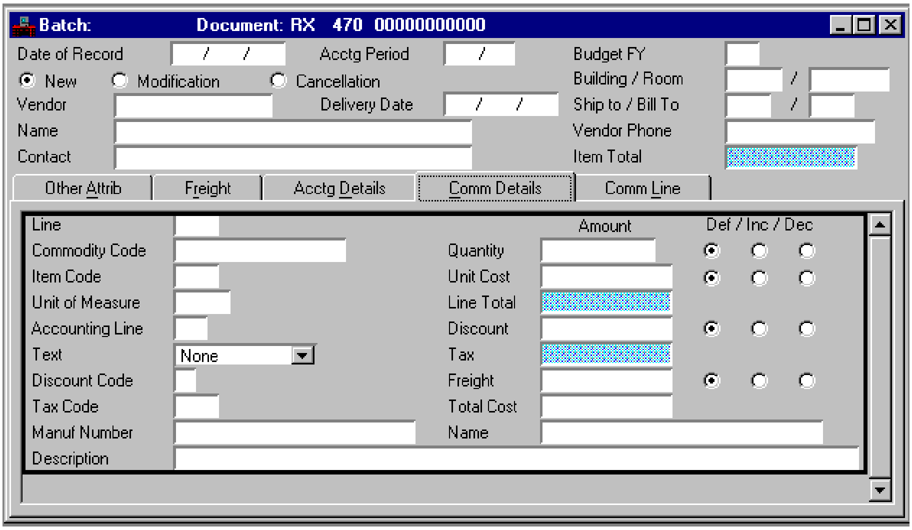
Field	Description
Line	Required. Enter a different number for each line on the document. Numbers from ***01*** to ***99*** are valid as line numbers. This number is used later on a purchase order to reference this requisition.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Enter the fund that you want to charge for this requisition. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency purchasing the item named on this line. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.

Field	Description
Org/Sub	**Organization** is required if **Expense Budget Organization Option** on Fund Agency Index (FAGY) is set to ***Y*** (required on budget and accounting) or ***A*** (required on accounting). Otherwise, used for reporting purposes only. Enter the organization purchasing the item named on this line. See Organization Index (ORGN) for valid values. **Sub-Organization** is required if **Sub-Organization Required on Spending** on Organization (ORG2) is: ***Required [Y],*** ***Required on Pre-Encumbrance Transactions [1], or*** ***Required on Encumbrance Transactions [2].*** Otherwise, this field is optional. Enter the sub-organization purchasing the item named on this line. See Sub-Organization (SORG) for valid values. You must enter an organization before you can enter a sub-organization.
Appr Unit	Conditional. Required if **Appropriation Control Option** is ***C*** (full control) or ***P*** (presence control) on Fund Index (FUND). Enter the program budget unit which will be charged for the items listed on this requisition. See Program Reference Table (PRFT) for valid values.
Activity	Conditional. Default is inferred from Organization (ORG2), if it is included there. Required if **Expense Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). Enter the activity related to this requisition. See Activity Index (ACTV) for valid values.
Function	Conditional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function is not entered in Organization (ORG2). Required if **Expense Budget Function Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). Enter the function related to this requisition. See Function (FUNC) for valid values.

Field	Description
Obj/Sub	**Object** is conditional. If **Consumption Method** is selected [***Y***] on Warehouse Management (WHS2), this field is optional; otherwise, it is required. Enter the object from Object Index (OBJT) that best describes the item named on this line. You cannot enter a personal services object. **Sub-Object** is required if **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (EXP2 or EEX2); otherwise, this field is optional. Enter the sub-object from Sub-Object (SOBJ) that best describes the item named on this line.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.
Rept Cat	Conditional. Required if **Reporting Category** on Agency (AGC2) is: ***Required on Pre-Encumbrance Transactions [1] or Required on Encumbrance Transactions [2].*** Otherwise, this field is optional. See Reporting Category (RPTG) for valid values.
Amount	Conditional. If linking is turned on, the system automatically calculates this field based on the amounts entered on the commodity lines. If linking is not used, the sum of the accounting lines must equal to sum of the commodity lines. Enter the cost charged to this accounting distribution.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.

Field	Description
Def/Inc/Dec	Default is ***Default [blank]***. If you are modifying **Amount**, select ***Increase [I]*** or ***Decrease [D]***; otherwise, select ***Default [blank]***.

Comm Details View



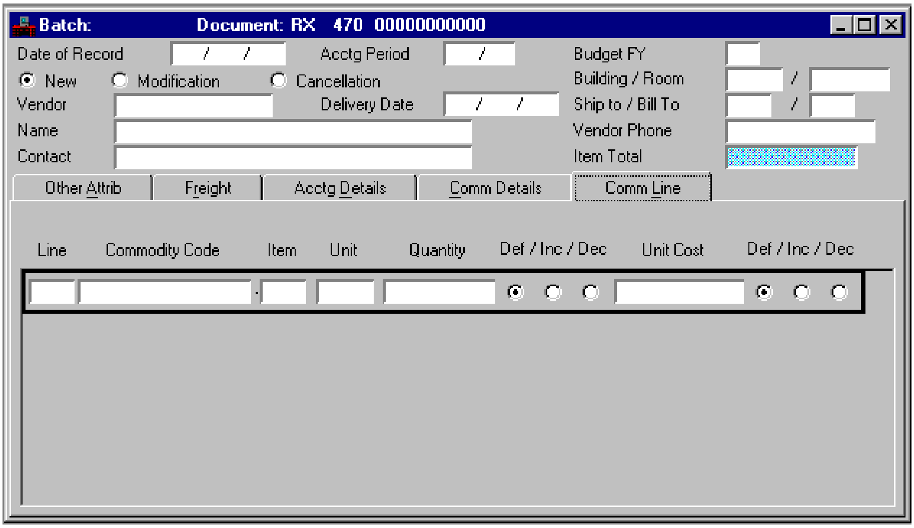
Field	Description
Line	Required. Enter the requisition commodity line number associated with this commodity.
Comm Code	Required. Enter the commodity code that identifies the goods or services ordered. See Commodity Index (COMM) for valid values.
Quantity (Amount)	Required. Enter the quantity of goods ordered, up to three decimal places. A whole number will default to three decimal spaces. Maximum quantity allowed is ***9999999.999***.
Quantity (Def/Inc/Dec)	Default is ***Default [blank]***. If you are modifying **Quantity Amount**, select ***Increase [I]*** or ***Decrease [D]***; otherwise, select ***Default [blank]***.
Item Code	Optional. Enter a user-defined code to identify the item ordered. Used by the Inventory Control Subsystem to identify a commodity/item combination (stock item) in the warehouse. See Inventory (INV3) for valid item/commodity combinations.

Field	Description
Unit Cost (Amount)	Required. Enter the cost per unit of the goods ordered, up to six decimal points. A whole number defaults to six decimal places.
Unit Cost (Def/ Inc/Dec)	Default is ***Default [blank]***. If you are modifying **Unit Cost Amount**, select ***Increase [I]*** or ***Decrease [D]***; otherwise, select ***Default [blank]***.
Unit of Measure	Required. Enter the unit of measure for the ordered goods; for example, box, each, dozen. See Unit of Measure (UNIT) for valid values.
Line Total (Amount)	Displays the cost for the commodity line before any discounts, taxes, or freight charges are factored in.
Acctg Line	Defaults to ***01***. You can only use this field if you have installed linking. Enter a valid accounting line number to associate this commodity line with an accounting line.
Discount (Amount)	To use this field, you must turn on linking. If you have entered **Discount Code** (on the **Other Attributes View** or the **Commodity Details View**), leave this field blank. Default is calculated by the system using the percentage associated with **Discount Code**. Otherwise, this field is optional. Enter a flat discount amount for this commodity line.
Discount (Def/Inc/Dec)	Default is ***Default [blank]***. If you are modifying **Discount Amount**, select ***Increase [I]*** or ***Decrease [D]***; otherwise, select ***Default [blank]***.
Text	Defaults to ***None [blank]***. If you want to associate additional text with this transaction, select the appropriate text: ***Standard [S]*** The text entered on Standard Specification (STDS) for this commodity is used. ***Custom [Y]*** The text entered on Requisition Text (RXTX) is used. Select **Additional Description** to leaf to the Requisition Text (RXTX) entry for this transaction. ***No Change [blank]***

Field	Description
Tax (Amount)	To use this field, you must turn linking on. Displays the system-calculated tax amount for this line from quantity, discounted unit cost, and the tax rate associated with the tax code applied to this line.
Discount Code	Optional. To use this field, linking must be turned on. Enter a discount code to apply a percent of discount to this commodity line. A valid purchase order discount code will have the **PO Discount Flag** set to ***Y*** on Discount Type (DISC). This value overrides **Discount Code** on the **Other Attributes View** of this document.
Freight (Amount)	Optional. You can only use this field if linking is turned on and **Freight Charge Basis** is ***By Commodity [C]***; otherwise, leave blank. Enter the amount of freight to be added into the total cost of this commodity line.
Freight (Def/Inc/Dec)	Default is ***Default [blank]***. If you are modifying **Freight Amount**, select ***Increase [I]*** or ***Decrease [D]***; otherwise, select ***Default [blank]***.
Tax Code	Default is inferred and the system does not display it. To use this field, linking must be turned on. Enter the code representing the tax rate used for this line only. See Tax Code (TAXT) for valid values. If entered, ensure that the value entered has the same tax type as **Tax Code** on the **Other Attributes View** of this document and all other line tax codes.
Total Cost (Amount)	Optional. Enter the total cost of the commodity line. This cost is calculated by multiplying the discounted price by quantity and adding the tax amount and freight amount. The quantity of units multiplied by the discounted price per unit plus the tax amount plus freight charges for this line.
Manuf Number	Optional. Enter the number of the manufacturer for this commodity line.
Name	Optional. Enter the name of the manufacturer for this commodity line.

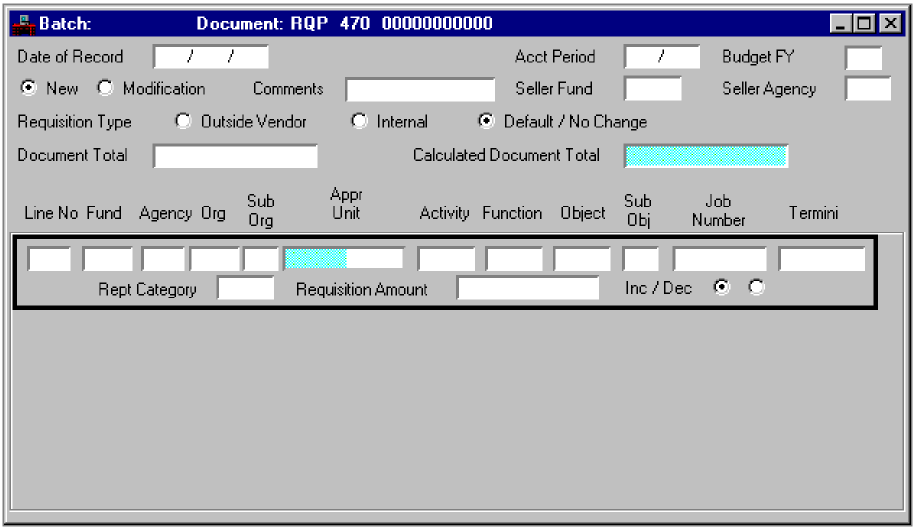
Field	Description
Description	Defaults to the description entered on Commodity (COMT) for the commodity used on this line. Enter any comments you want associated with this requisition line.

Comm Line View



Note: Descriptions are provided on the **Commodity Details** view.

Requisition from Procurement Desktop (RQP)



A Requisition from Procurement Desktop (RQP) records the intention to purchase goods or services and pre-encumbers the funds for reporting that are interfaced to ADVANTAGE from Procurement Desktop (PD).

Field	Description
Date of Record	Default is the date the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with these transactions, usually the current date. You cannot enter a future date.
Acct Period	Default infers the accounting period from **Date of Record**. If you want these transactions recorded in another accounting period, enter the desired open period, using fiscal month and fiscal year. You cannot enter a future accounting period.

Field	Description
Budget FY	Default is the current fiscal year. If you want these transactions recorded in some other fiscal year, enter the desired open fiscal year. You cannot enter a future budget fiscal year.
New/ Modification [Action]	Default is ***New [N]***. Valid values are: ***New [E]*** Indicates this is a new entry (new document). ***Modification [M]*** Note: This lets you change the amounts of existing lines (not codes) or cancel a line (decrease a line amount to zero). On modification transactions, all values must match the original document.
Comments	Optional. Enter a descriptive note pertaining to this document.
Seller Fund	Conditional. Required if **Requisition Type** is ***Internal [2]***; otherwise, leave blank. Enter the fund you want credited for this sale. Refer to Fund Index (FUND) for valid values.
Seller Agency	Conditional. Required if **Requisition Type** is ***Internal [2]***; otherwise, leave blank. Enter the agency you want credited for this sale. Refer to Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Requisition Type	Default is ***Default/No Change [blank]***. Valid values are: ***Outside Vendor [1]*** The purchase is made from an outside vendor. ***Internal [2]*** The purchase is made between agencies within the entity. ***Default/No Change [blank]*** No change is made to the requisition type on a modification.

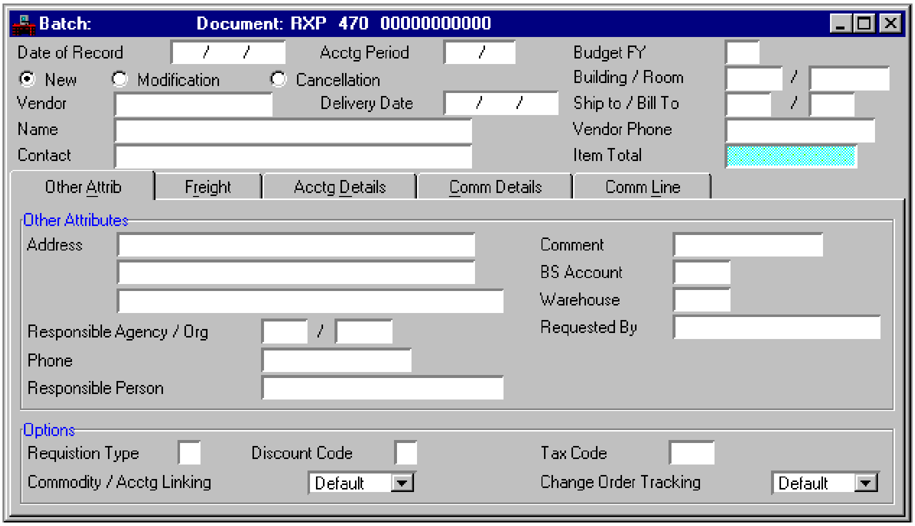
Field	Description
Document Total	Required. Enter the net amount of all lines on the document, not including tax if the tax codes used on the document are ***U*** (use tax) on Tax Code (TAXT). To compute this amount: 1. Add all the increase amounts. 2. Add all the decrease amounts. 3. Subtract the smaller of these amounts from the larger. 4. If the tax codes used are marked ***U*** (use tax) on Tax Code (TAXT), add together all the adjustment amounts on the lines (pay attention to signs) and subtract that amount from the result of #3 5. Enter that amount.
Calculated Document Total	Display only. This field contains the system-computed total of the line amounts.
Line No	Required. Enter a different two-digit number for each line on the document. Numbers ***00*** to ***99*** are valid. This number is used later for either a payment voucher or manual warrant to reference this requisition line.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. If this is a modification to a previously entered document, fund is inferred from the original document. Otherwise enter a valid fund.
Agency	Required. Enter the agency paying for this item. Refer to Agency Index (AGCY) and the Fund Agency Index (FAGY) for valid values. If this is a modification document and **Prior Document Reference** on System Control Options (SOP2) is ***Yes [Y]***, this field is optional. If entered, it must match the original document. On balance sheet transactions, it is required when **Reporting Category** is entered. (**Agency** is required to validate the reporting category code.)

Field	Description
Org	Conditional. Required when **Object** is entered if the **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). Otherwise, it is used for reporting purposes only. Enter a valid value from Organization Index (ORGN). If this is a modification document and **Prior Document Reference** on System Control Options (SOP2) is ***Yes [Y]***, this field is optional. If entered, it must match the original document.
Sub-Org	You must enter an organization before you can enter a sub-organization. **Sub-Organization** is required if **Sub-Organization Required on Spending** on Organization (ORG2) is ***Required [Y]*** or ***Required on Encumbrance Transactions [2]***. Otherwise, an entry is optional. See Sub-Organization (SORG) for valid values.
Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Activity	Default is inferred from Organization (ORG2), if it is included there. Required when **Object** is entered if **Expense Budget Activity** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). Enter the activity which will be charged for the items on this accounting line. See Activity Index (ACTV) for valid values. Values on documents override the values on Organization (ORG2).

Field	Description
Function	Conditional. Required if **Object** is coded and **Expense Budget Function Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). Default is inferred from Organization (ORG2); or from Activity (ACT2), if **Function** is not entered on Organization (ORG2). Refer to Function (FUNC) for valid values. If this line references another document, the function entered in this field must match the other document.
Object	Conditional. Leave this field blank on a balance sheet transaction; otherwise, enter the value that best describes the item or service that is requisitioned. Do not enter a personal services object. Refer to Object Index (OBJT) for valid values. If this is a modification document and **Prior Document Reference** on System Control Options (SOP2) is ***Yes [Y]***, this field is optional. If entered, it must match the original document.
Sub-Obj	Sub-object is required on an expenditure document if **Object** is entered and **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (Extended) (EEX2). Otherwise, this field is optional. See Sub-Object (SOBJ) for valid values.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.

Field	Description
Rept Category	Conditional. Required when **Object** is entered and **Reporting Category Required on Spending** on Agency (AGC2) is: ***Required on Pre-Encumbrance Transactions [1], Required on Encumbrance Transactions [2],*** or ***Required on Expenditure Transactions [3]***. Otherwise, this field is optional. Refer to Reporting Category (RPTG) for valid values. If this is a modification document and **Prior Document Reference** on System Control Options (SOP2) is ***Yes [Y]***, this field is optional. If entered, it must match the original document.
Requisition Amount	Required. Enter the dollar amount of the requisition, in dollars and cents (the decimal point is optional). Do not enter the dollar sign or commas. On modifying transactions, enter the amount of the change. Note: The requisition line amount does not have to equal the purchase order line amount that references this requisition.
Inc/Dec	Default is ***Increase [I]*** on a new document. Required on a modification document. Valid values are ***Dec [D]*** or ***Inc [I]***.

REQUISITION FROM PROCUREMENT DESKTOP (EPS) (RXP)



The Requisition from Procurement Desktop (EPS) (RXP) document records a request for a future purchase of goods or services from Procurement Desktop. It also pre-encumbers the funds for financial reporting.

Select **Additional Description** to display Requisition Text (RXTX) when the **Text** indicator is ***Standard [S]*** or ***Custom [Y]***.

Field	Description
Date of Record	Defaults to the date that the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with the transaction, usually the current date. Future dates are not valid.
Acctg Period	Default is inferred from the **Date of Record**. If you want this transaction recorded in another accounting period, enter the desired, open period (*mm yy*). Future periods are not valid.

Field	Description
Budget FY	Default is applied to the budget of the current fiscal year. If you want this transaction recorded in another budget fiscal year, enter the desired open fiscal year.
New/ Modification/ Cancellation [Action]	Defaults to ***New [E]***. Valid values are: ***New [E]*** This is a new document (new entry). ***Modification [M]*** This transaction is modifying a previous document. ***Modification [M]*** allows you to add lines to a previous transaction, change the amounts of existing lines (not codes), or cancel a line (decrease a line amount to zero). On a modification transaction, all codes must match the original document. ***Cancellation [X]*** This transaction is canceling an existing document. You cannot have referenced the document you want canceled in any way; for example, the Centralized Purchase Order (PC) or the Payment Voucher (PV) document. To change codes for an existing line, you must cancel the existing line and enter a new line. You can enter both these lines on the same document by selecting ***Modification [M]***.
Building/Room	Optional. Enter the building and room to which you want the order delivered.
Vendor	Optional. Enter the code of the special vendor that you prefer to use for these goods. See Vendor Index (VEND) for valid values.
Delivery Date	Required. Enter the date (*mm dd yy*) when you must receive the goods.
Ship to/Bill to	Required. Enter the receiving location and the billing location. See Shipping Address (SHIP) and Billing Address (BILL) for valid values.
Name	Optional. Enter the name of the preferred vendor.

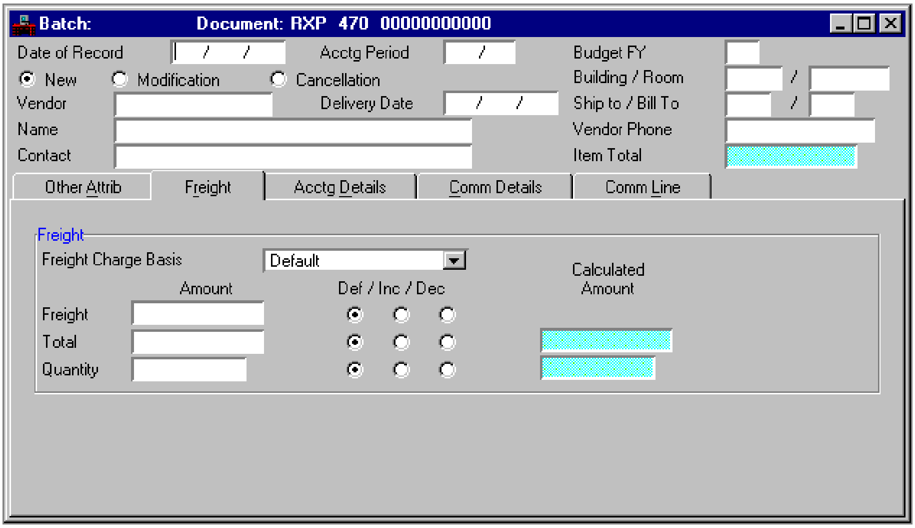
Field	Description
Vendor Phone	Optional. Enter the area code and phone number (*nnn-nnn-nnnn*) of the preferred vendor.
Contact	Defaults to the vendor contact listed on Vendor (VEN2). Enter the name of the person to contact if different from vendor name. If a valid vendor code is used, this information is brought forward to the screen.
Item Total	Display only. This field displays the net total cost of all commodity lines entered on this document.

Other Attrib View

Field	Description
Other Attributes	
Address	Default is inferred from Vendor (VEN2) based on the vendor code entered. Required if **Vendor** is blank or if a miscellaneous vendor code was used; otherwise, optional. Enter the address of the vendor. Use the third address line for the city, state, and zip code.
Comment	Optional. Enter any notation you want associated with this order.
BS Account	Optional. Required when using the consumption method for purchasing inventory items; for example, when **Consumption Method** is selected [***Y***] on Warehouse Management (WHS2).
Warehouse	Optional. Enter the warehouse where goods on this order are shipped. See Warehouse Management Index (WHSE) for valid values. This field is used by the Inventory Control Subsystem to validate the commodity/item combination (stock item) within the warehouse.
Responsible Agency/Org	**Responsible Agency** defaults to the agency entering the document. Enter the agency that is placing this order. See Agency Index (AGCY) for valid values. **Responsible Organization** is required. Enter the responsible organization within the responsible agency. See Organization Index (ORGN) for valid values.
Requested by	Required. Enter the name of the person making the request for goods or services.
Organization Name	Displays the organization name associated with **Responsible Organization**.
Phone	Required. Enter the phone number of the requestor (*nnn-nnn-nnnn*).
Responsible Person	Required. Enter the name of the person to whom you want questions addressed about the requisition.

Field	Description
Options	
Requisition Type	Optional. If this is an emergency requisition enter ***1***. If this is a change order modification, enter ***C***. Otherwise, this field is user-defined. Enter any one-character identification.
Discount Code	Optional. To use this field, **Commodity/Accounting Linking** must be ***Yes [Y]***. Enter a discount code to apply a percent of discount to this requisition. This percent applies to all commodity lines that do not contain a discount code or discount amount. A valid purchase order discount code will have the **PO Discount Flag** set to ***Y*** on Discount Type (DISC).
Tax Code	Default is inferred from Tax Code (TAXT). To use this field, **Commodity/Accounting Linking** must be ***Yes [Y]***. Enter the code representing the tax rate you want to use for this document. See Tax Code (TAXT) for valid values. If entered, it is used to calculate tax on any line that does not have a line tax code entered or inferred.
Commodity/ Acctg Linking	Optional. If you have installed EPS with linking, select ***No [N]*** to turn off the linking between accounting and commodity lines for this document only. Otherwise, select ***Default [blank]***. This field defaults to ***Yes [Y]*** when the **Extended Purchasing** option on System Control Options (SOP2) is ***Installed with Linking [L]***. If the **Extended Purchasing** option on System Control Options (SOP2) is ***Installed [Y]***, the only valid value for this field is ***Default [blank]***.
Change Order Tracking	Conditional. On a new entry, this field is inferred from EPS System Control Options (ESOP) and you cannot override that value. On a modification entry, this field is only used if **Change Order Tracking** is selected [***Y***] on EPS System Control Options (ESOP); otherwise, select ***Default [blank]***. Open Purchase Order Header Inquiry (OPPH) indicates the date of the last modification and the number of modifications made to the order. Select ***Yes [Y]*** to track this change to this purchase order, or ***No [N]*** if you do not want to track this modification.

Freight View

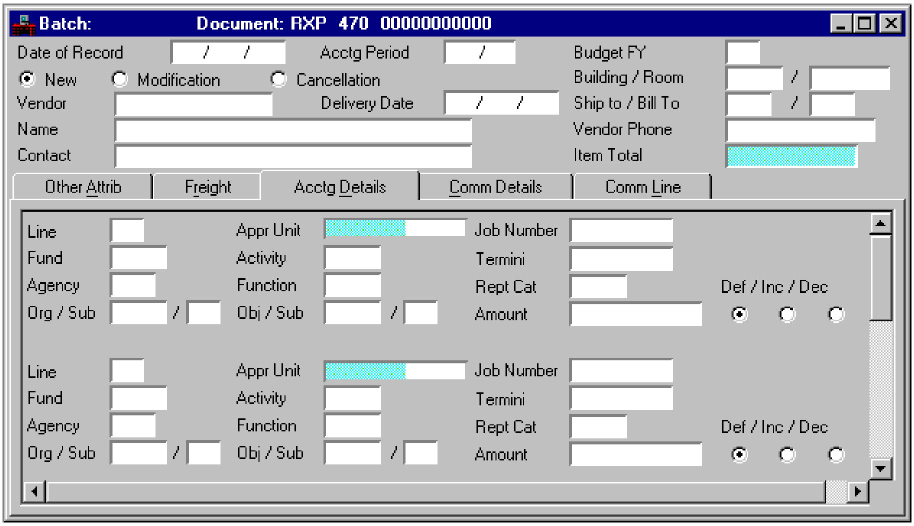


Field	Description
Freight	
Freight Charge Basis	Default is ***Default [blank]***. To use this field, you must turn on linking. This field indicates whether or not freight charges influence the total cost of this commodity and what method is used to calculate those charges. Valid selections are: ***Default [blank]*** ***By Quantity [Q]*** Prorate the freight total for the current transaction across all commodity lines by quantity. ***By Line [D]*** Prorate the freight total for the current transaction across all commodity lines by pre-tax-amount. ***By Commodity [C]*** Allow users the option of entering freight on individual commodity lines.

Field	Description
	No Freight Allowed [N] Do not include freight on this document or on any future document that references this document. ***No Change [blank]*** If this field is left blank, freight is not included on this document.
Freight (Amount)	Conditional. Required if **Freight Charge Basis** is ***By Quantity [Q]*** or ***By Line [D]***. Enter the total freight charge for this document. If **Freight Charge Basis** is ***By Commodity [C]*** and this field is blank, the freight total for the document is supplied by the system. If this field is entered, regardless of the value in **Freight Charge Basis**, it must equal the sum of all commodity line freight amounts.
Freight (Def/Inc/Dec)	Default is ***Default [blank]***. If you are modifying **Freight Amount**, select ***Increase [I]*** or ***Decrease [D]***; otherwise, select ***Default [blank]***.
Total (Amount)	Conditional. Required if **Freight Charge Basis** is ***By Line [D]***; leave blank if **Freight Charge Basis** is any other value. Enter the total cost of all commodity lines on this document before tax and freight, but after discounts are factored in.
Total (Def/Inc/Dec)	Default is ***Default [blank]***. If you are modifying **Total Amount**, select ***Increase [I]*** or ***Decrease [D]***; otherwise, select ***Default [blank]***.
Total (Calculated Amount)	Displays the system calculated pre-tax, pre-freight, and post-discount total amount for the document. This amount is used to verify that the user-supplied total amount is correct and is only calculated if **Freight Charge Basis** is ***By Line [D]***.
Quantity (Amount)	Conditional. Required if **Freight Charge Basis** is ***By Quantity [Q]***; leave blank if **Freight Charge Basis** is anything else. Enter the total quantity of the document.

Field	Description
Quantity (Def/Inc/Dec)	Default is ***Default [blank]***. If you are modifying **Quantity Amount**, select ***Increase [I]*** or ***Decrease [D]***; otherwise, select ***Default [blank]***.
Quantity (Calculated Amount)	Displays the system calculated total quantity for the document. This quantity is used to verify that the user-supplied total quantity is correct and is only calculated if **Freight Charge Basis** is ***By Quantity [Q]***.

Acctg Details View



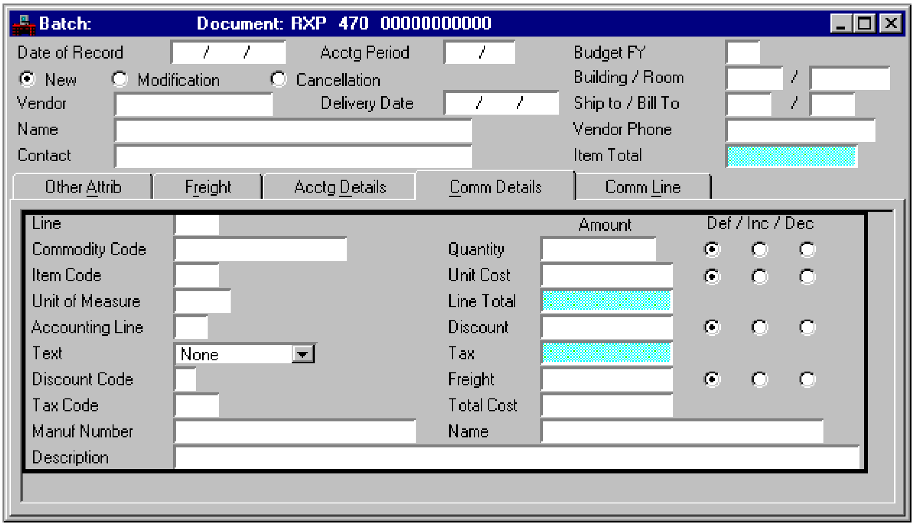
Field	Description
Line	Required. Enter a different number for each line on the document. Numbers from ***01*** to ***99*** are valid as line numbers. This number is used later on a purchase order to reference this requisition.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Enter the fund that you want to charge for this requisition. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency purchasing the item named on this line. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.

Field	Description
Org/Sub	**Organization** is required if **Expense Budget Organization Option** on Fund Agency Index (FAGY) is set to ***Y*** (required on budget and accounting) or ***A*** (required on accounting). Otherwise, used for reporting purposes only. Enter the organization purchasing the item named on this line. See Organization Index (ORGN) for valid values. **Sub-Organization** is required if **Sub-Organization Required on Spending** on Organization (ORG2) is: ***Required [Y],*** ***Required on Pre-Encumbrance Transactions [1], or*** ***Required on Encumbrance Transactions [2].*** Otherwise, this field is optional. Enter the sub-organization purchasing the item named on this line. See Sub-Organization (SORG) for valid values. You must enter an organization before you can enter a sub-organization.
Appr Unit	Conditional. Required if **Appropriation Control Option** is ***C*** (full control) or ***P*** (presence control) on Fund Index (FUND). Enter the program budget unit which will be charged for the items listed on this requisition. See Program Reference Table (PRFT) for valid values.
Activity	Conditional. Default is inferred from Organization (ORG2), if it is included there. Required if **Expense Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). Enter the activity related to this requisition. See Activity Index (ACTV) for valid values.
Function	Conditional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function is not entered in Organization (ORG2). Required if **Expense Budget Function Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). Enter the function related to this requisition. See Function (FUNC) for valid values.

Field	Description
Obj/Sub	**Object** is conditional. If **Consumption Method** is selected [***Y***] on Warehouse Management (WHS2), this field is optional; otherwise, it is required. Enter the object from Object Index (OBJT) that best describes the item named on this line. You cannot enter a personal services object. **Sub-Object** is required if **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (EXP2 or EEX2); otherwise, this field is optional. Enter the sub-object from Sub-Object (SOBJ) that best describes the item named on this line.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.
Rept Cat	Conditional. Required if **Reporting Category** on Agency (AGC2) is: ***Required on Pre-Encumbrance Transactions [1]*** or ***Required on Encumbrance Transactions [2]***. Otherwise, this field is optional. See Reporting Category (RPTG) for valid values.
Amount	Conditional. If linking is turned on, the system automatically calculates this field based on the amounts entered on the commodity lines. If linking is not used, the sum of the accounting lines must equal to sum of the commodity lines. Enter the cost charged to this accounting distribution.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.

Field	Description
Def/Inc/Dec	Default is ***Default [blank]***. If you are modifying **Amount**, select ***Increase [I]*** or ***Decrease [D]***; otherwise, select ***Default [blank]***.

Comm Details View



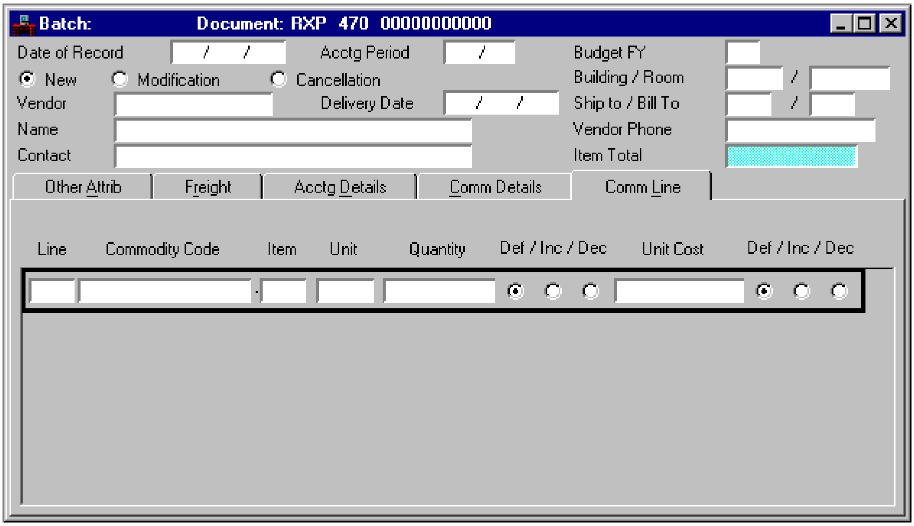
Field	Description
Line	Required. Enter the requisition commodity line number associated with this commodity.
Comm Code	Required. Enter the commodity code that identifies the goods or services ordered. See Commodity Index (COMM) for valid values.
Quantity (Amount)	Required. Enter the quantity of goods ordered, up to three decimal places. A whole number will default to three decimal spaces. Maximum quantity allowed is ***9999999.999***.
Quantity (Def/Inc/Dec)	Default is ***Default [blank]***. If you are modifying **Quantity Amount**, select ***Increase [I]*** or ***Decrease [D]***; otherwise, select ***Default [blank]***.
Item Code	Optional. Enter a user-defined code to identify the item ordered. Used by the Inventory Control Subsystem to identify a commodity/item combination (stock item) in the warehouse. See Inventory (INV3) for valid item/commodity combinations.

Field	Description
Unit Cost (Amount)	Required. Enter the cost per unit of the goods ordered, up to six decimal points. A whole number defaults to six decimal places.
Unit Cost (Def/ Inc/Dec)	Default is ***Default [blank]***. If you are modifying **Unit Cost Amount**, select ***Increase [I]*** or ***Decrease [D]***; otherwise, select ***Default [blank]***.
Unit of Measure	Required. Enter the unit of measure for the ordered goods; for example, box, each, dozen. See Unit of Measure (UNIT) for valid values.
Line Total (Amount)	Displays the cost for the commodity line before any discounts, taxes, or freight charges are factored in.
Acctg Line	Defaults to ***01***. You can only use this field if you have installed linking. Enter a valid accounting line number to associate this commodity line with an accounting line.
Discount (Amount)	To use this field, you must turn on linking. If you have entered **Discount Code** (on the **Other Attributes View** or the **Commodity Details View**), leave this field blank. Default is calculated by the system using the percentage associated with **Discount Code**. Otherwise, this field is optional. Enter a flat discount amount for this commodity line.
Discount (Def/Inc/Dec)	Default is ***Default [blank]***. If you are modifying **Discount Amount**, select ***Increase [I]*** or ***Decrease [D]***; otherwise, select ***Default [blank]***.
Text	Defaults to ***None [blank]***. If you want to associate additional text with this transaction, select the appropriate text: ***Standard [S]*** The text entered on Standard Specification (STDS) for this commodity is used. ***Custom [Y]*** The text entered on Requisition Text (RXTX) is used. Select **Additional Description** to leaf to the Requisition Text (RXTX) entry for this transaction. ***No Change [blank]***

Field	Description
Tax (Amount)	To use this field, you must turn linking on. Displays the system-calculated tax amount for this line from quantity, discounted unit cost, and the tax rate associated with the tax code applied to this line.
Discount Code	Optional. To use this field, linking must be turned on. Enter a discount code to apply a percent of discount to this commodity line. A valid purchase order discount code will have the **PO Discount Flag** set to ***Y*** on Discount Type (DISC). This value overrides **Discount Code** on the **Other Attributes View** of this document.
Freight (Amount)	Optional. You can only use this field if linking is turned on and **Freight Charge Basis** is ***By Commodity [C]***; otherwise, leave blank. Enter the amount of freight to be added into the total cost of this commodity line.
Freight (Def/Inc/Dec)	Default is ***Default [blank]***. If you are modifying **Freight Amount**, select ***Increase [I]*** or ***Decrease [D]***; otherwise, select ***Default [blank]***.
Tax Code	Default is inferred and the system does not display it. To use this field, linking must be turned on. Enter the code representing the tax rate used for this line only. See Tax Code (TAXT) for valid values. If entered, ensure that the value entered has the same tax type as **Tax Code** on the **Other Attributes View** of this document and all other line tax codes.
Total Cost (Amount)	Optional. Enter the total cost of the commodity line. This cost is calculated by multiplying the discounted price by quantity and adding the tax amount and freight amount. The quantity of units multiplied by the discounted price per unit plus the tax amount plus freight charges for this line.
Manuf Number	Optional. Enter the number of the manufacturer for this commodity line.
Name	Optional. Enter the name of the manufacturer for this commodity line.

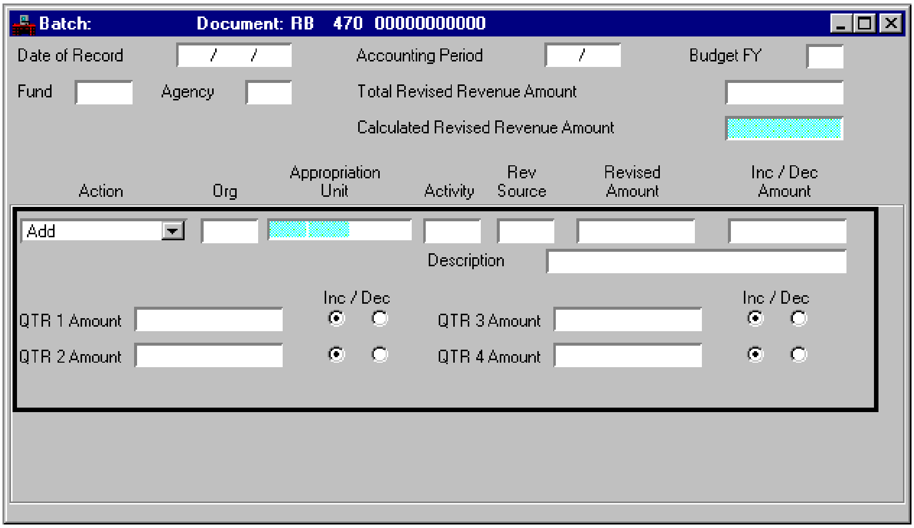
Field	Description
Description	Defaults to the description entered on Commodity (COMT) for the commodity used on this line. Enter any comments you want associated with this requisition line.

Comm Line View



Note: Descriptions are provided on the **Commodity Details** view.

REVENUE BUDGET (RB)

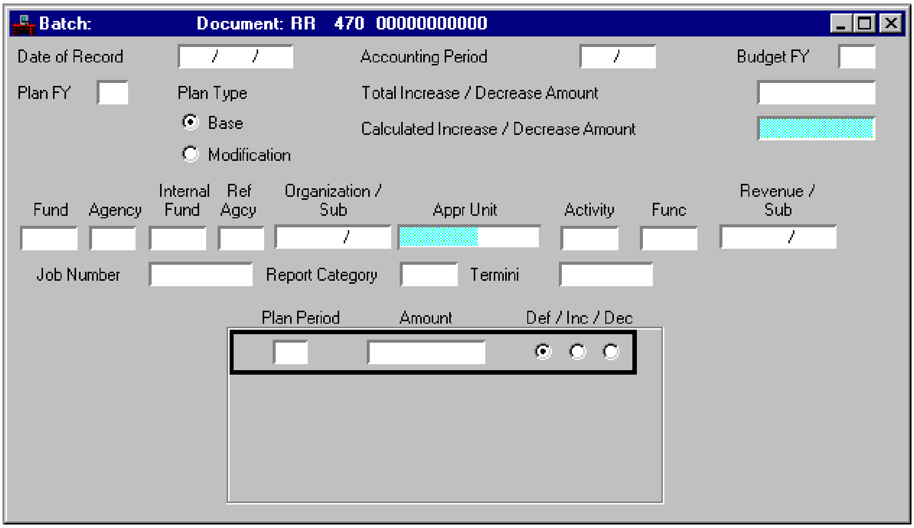


The Revenue Budget (RB) establishes and maintains line item revenue budgets.

Field	Description
Date of Record	Default is the date the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with these transactions, usually the current date. You cannot enter a future date.
Accounting Period	Default infers the accounting period from **Date of Record**. If you want these transactions recorded in some other accounting period, enter the desired open period, using fiscal month and fiscal year. You cannot enter future periods.
Budget FY	Required. Enter the last two digits of the fiscal year to which this document applies. The year must be open in Fiscal Year (FSYR).

Field	Description
Fund	Required. Enter the code for the fund budgeted to receive the revenues listed in this document. Refer to Fund Index (FUND) for valid values.
Agency	Required. Enter the agency budgeted to receive the revenues listed in this document. Refer to Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Total Revised Revenue Amount	Required. Enter the total of the revised budget amount column. Enter amounts in whole dollars.
Calculated Revised Revenue Amount	This field is the system computed total of the revised line amounts is displayed.
Action	Required. Enter one of the following valid values: ***Add [A]*** Add a new line or reactivate an inactive line. ***Change [C]*** Change the description, the two amount columns, or the unit of appropriation in active lines. ***Deactivate [D]*** Deactivate a revenue budget line. No further revenue is recognized against inactive lines for funds whose **Revenue Budget Control Option** is ***P*** (presence) on Fund Index (FUND). All inactive lines are deleted from next year's budget by the new year initialization program.
Org	Conditional. Required if **Revenue Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting). Refer to Organization Index (ORGN) for valid values.
Appropriation Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.

Field	Description
Activity	Conditional. Required if **Revenue Budget Activity Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting). Refer to Activity Index (ACTV) for valid values.
Rev Source	Required. Enter the revenue source represented by this line. Refer to Revenue Source Index (RSRC) for valid values.
Revised Amount	Conditional. Required if adding a new line or changing amounts on a line; optional otherwise. Do not enter cents; round off to the nearest dollar. You can enter a negative amount for reimbursable revenue sources. Enter a negative revenue source with a minus sign and the desired amount; for example, ***- 000***. Ensure that the increase/decrease amount and the total amount are positive numbers.
Inc/Dec Amount	Conditional. Required if **Revised Budget Amount** is filled in; otherwise, leave blank. Enter the unsigned difference between the revised budget amount and the existing amount. (The latter is obtained from Revenue Budget Inquiry (REV2).) On new lines, it is equal to **Revised Budget Amount**. Do not enter cents.
Description	Optional. Enter a description. To change a previous entry, enter ***Change [C]*** in **Action** and enter the new description exactly the way you want it to appear on reports.
QTR Amount (1-4)	Enter the revenue budget for the appropriate quarter. Note that the RB transaction will not validate for quarterly estimate adjustments that are greater than the budget established for a given quarter.
Def/Inc/Dec	Default is ***Default*** [***blank***]. Required if modifying a line. Valid values are ***Decrease*** [***D***] and ***Increase*** [***I***]



The Revenue Recognition Plan (RR) establishes revenue recognition (revenue earned) targets by planning period within user-defined planning units. It also modifies existing plans.

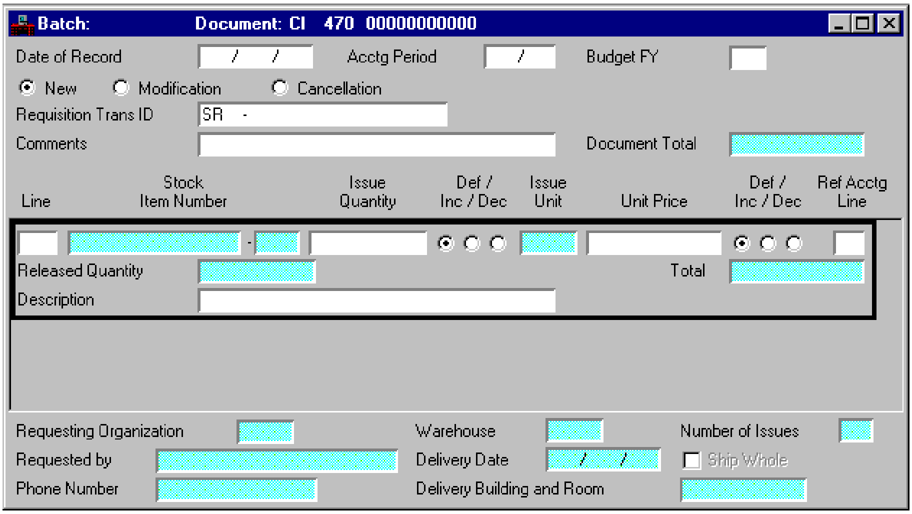
Field	Description
Date of Record	Default is the date the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with these transactions, usually the current date.
Accounting Period	Default infers the accounting period from the **Date of Record**. If you want these transactions recorded in another accounting period, enter the desired open period, using fiscal month and fiscal year. You cannot enter a future period.
Budget FY	Default is the current budget fiscal year. Enter the last two digits of the budget fiscal year to which this document applies.

Field	Description
Plan FY	Default is the current budget fiscal year. You cannot enter a plan year that is prior to the budget fiscal year.
Plan Type	Optional. Enter the appropriate value depending on which plan type you are creating, adding to, or changing. Valid values are ***Base [B]*** and ***Modification [M]***. All changes made to the base plan are also reflected in the modified (current) plan.
Total Increase/ Decrease Amount	Required. Enter the total of the increase/decrease amount.
Calculated Increase/ Decrease Amount	This is a system-computed total of all line amounts is displayed.
Fund	Required. Enter a valid fund. If this is a modification to a previously entered document, fund is inferred from the original document. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency that this plan document applies. Refer to Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values. If you are changing previously entered lines, this value must match the original agency code.
Internal Ref	
Fund	Conditional. Required if planning for internal purchases and sales. Enter the fund of the seller. Refer to Fund Index (FUND) for valid values.
Agency	Conditional. Required if planning for internal purchases and sales. Enter the agency of the seller. Refer to Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Organization/ Sub	Optional. Refer to Organization Index (ORGN) and Sub-Organization (SORG) for valid values.

Field	Description
Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Activity	Default is inferred from Organization (ORG2). If you want to override the value on Organization (ORG2), enter a valid activity from Activity Index (ACTV).
Func	Default is inferred from Organization (ORG2); or from Activity (ACT2), if **Function** is not entered on Organization (ORG2). Refer to Function (FUNC) for valid values.
Revenue/Sub	Optional. Refer to Revenue Source Index (RSRC) and Sub-Revenue Source (SREV) for valid values.
Job Number	Optional. This field is used for job costing. If **Job Cost** on System Control Options (SOP2) is ***Yes [Y]***, then refer to Job Index (JOBT) for valid values. You can enter a project number. If your installation does not use job cost or project accounting, you can enter a general reporting category.
Report Category	Optional. Refer to Reporting Category (RPTG) for valid values.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.

Field	Description
Plan Period	Required. Enter the two-digit representation for the period that this line applies. Valid values for this field depend on the value of the **Allotment Frequency Control Option** on Fund (FUN2) for the fund entered. Valid values are: ***01 or spaces*** Enter this value if **Allotment Frequency Control Option** is ***Yearly [Y]***. ***01, 02, 03, or 04*** Enter one of these values if **Allotment Frequency Control Option** is ***Quarterly [Q]***. ***01, 02, 03...*** Enter one of these values if **Allotment Frequency Control Option** is ***Monthly [M]***.
Amount	Required. Enter the unsigned amount of change that is made to the plan. If you are establishing a new line, enter the original amount of this line. Do not enter cents; round off to the nearest dollar.
Def/Inc/Dec	Defaults to ***Default [blank]***. Required if making changes to existing lines. Valid values are ***Default [blank]***, ***Increase [I]***, or ***Decrease [D]***.

Stock Issue Confirmation (CI)



The Stock Issue Confirmation (CI) document recognizes that requisitioned items were removed from inventory and released to the requestor. It reverses the pre-encumbrance established by the Stock Requisition (SR) document. It also records an expenditure for the buyer and a revenue/expense credit for the seller.

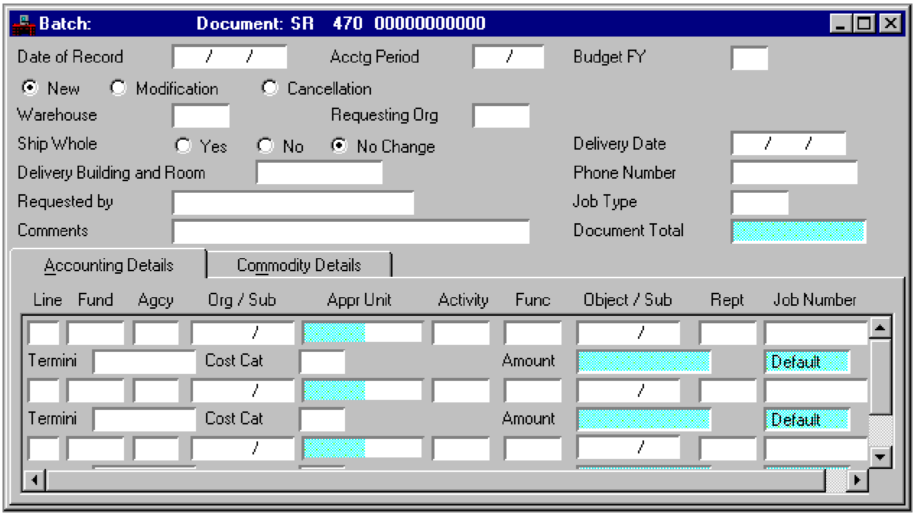
Field	Description
Date of Record	Defaults to the date the system accepts the transaction. Enter the date (*mm dd yy*) that you want to associate with the transaction, usually the current date. You cannot enter a future date.
Acctg Period	Default is inferred from the **Date of Record.** If you want this transaction recorded in another accounting period, enter the desired open accounting period using fiscal months and fiscal year. You cannot enter future periods.

Field	Description
Budget FY	Defaults to the budget of the current fiscal year. If you want this transaction recorded in another fiscal year, enter the desired fiscal year (ensure that it is open). You cannot enter future budget fiscal years.
New/ Modification/ Cancellation [Action]	Default is ***New [E]***. Valid values are: ***New [E]*** Indicates a new document. ***Modification [M]*** Indicates that this document is modifying a previous document. Allows you to add new lines to a previous document, change the quantities or prices of existing lines (not codes), or cancel a line (decrease a line to zero). On modify transactions, all codes must match the original document. ***Cancellation [X]*** Indicates that this document is canceling an existing document.
Requisition Trans ID	Required. Enter the transaction identifier (document number) of the Stock Requisition (SR) for which the issue was made.
Comments	Optional. Enter up to thirty characters of text you want associated with this order.
Document Total	Display only. The system computed document total is displayed in this field.
Line	Required. Enter the item line number associated with this item.
Stock Item Number	Display only. The **Stock Item Number** indicated on the Stock Requisition (SR) item line is displayed.
Issue Quantity	Required. Enter the quantity of goods actually issued.
Def/Inc/Dec	Defaults to ***Default [blank]***. If this is a modification transaction, select ***Increase [I]*** or ***Decrease [D]*** (reflects the change in quantity issued).

Field	Description
Issue Unit	Display only. The standard unit of issue from Inventory Inquiry (INVN) is displayed for the ordered goods (for example, box, each, dozen). See Unit of Measure (UNIT) for valid values.
Unit Price	Defaults to the current unit price from Inventory Inquiry (INVN). Enter a unit price to override the default.
Def/Inc/Dec	Defaults to ***Default [blank]***. If this is a modification transaction, select ***Increase [I]*** or ***Decrease [D]*** (reflects the change in unit price).
Ref Acctg Line	Defaults to the first account distribution line entered on the document. Enter the line number of the account distribution charged for this item.
Released Quantity	Display only. The quantity released by the Pick and Issue (PI) document is displayed.
Total	Display only. The system compute total is displayed (unit price multiplied by the quantity).
Description	Optional. The description from Inventory Inquiry (INVN) is displayed in this field.
Requesting Organization	Display only. The **Requesting Organization** indicated on the Stock Requisition (SR) is displayed.
Warehouse	Display only. The warehouse indicated on the Stock Requisition (SR) document is displayed.
Number of Issues	Display only. The number of issues made against the Stock Requisition (SR) is displayed.
Requested by	Display only. The name of the person requesting the stock items is displayed.
Delivery Date	Display only. The delivery date indicated on the Stock Requisition (SR) is displayed.
Ship Whole	Display only. If selected [***Y***] you must ship the entire stock order. You cannot ship a partial order.

Field	Description
Phone Number	Display only. The phone number indicated on the Stock Requisition (SR) is displayed.
Delivery Building and Room	Display only. The delivery building and room indicated on the Stock Requisition (SR) is displayed.

Stock Requisition (SR)



The Stock Requisition (SR) document requests items stocked in inventory. It is recorded in the system as a pre-encumbrance.

Field	Description
Date of Record	Defaults to the date the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with the transaction, usually the current date. You cannot enter a future date.
Acctg Period	Default is inferred from the **Date of Record**. If you want this transaction recorded in some other accounting period, enter the desired period (ensure that it is open), using fiscal months and fiscal years. You cannot enter future periods.

Field	Description
Budget FY	Default applies to the current fiscal year budget. If you want this transaction recorded in another fiscal year, enter the desired fiscal year (ensure that it is open). You cannot enter future budget fiscal years.
New/ Modification/ Cancellation [Action]	Defaults to ***New [E]***. Valid values are: ***New [E]*** Indicates a new document. ***Modification [M]*** Indicates that this transaction modifies a previous document. Allows you to add lines to a previous document, change the quantities of existing lines (not codes), or cancel a line (decrease a line to zero). On modification transactions, all codes must match the original document. ***Cancellation [X]*** Indicates that this transaction cancels an existing document (you cannot enter an issued or released document).
Warehouse	Required. Enter the warehouse where the goods are requested from. See Warehouse Management Index (WHSE) for valid values.
Requesting Org	Required. Enter the organization that is requesting this item. See Organization Index (ORGN) for valid values. The system uses the agency code from the Document ID to identify a valid agency/organization combination.
Ship Whole	Defaults to ***No Change [blank]***. Select ***Yes [Y]*** if partial shipments are not allowed. Select ***No [No]*** if partial shipments are allowed.
Delivery Date	Required. Enter the future date (*mm dd yy*) when the buyer must receive the order.
Delivery Building and Room	Required. Enter the building and room where the order is delivered.
Phone Number	Required. Enter the phone number of the requesting person.

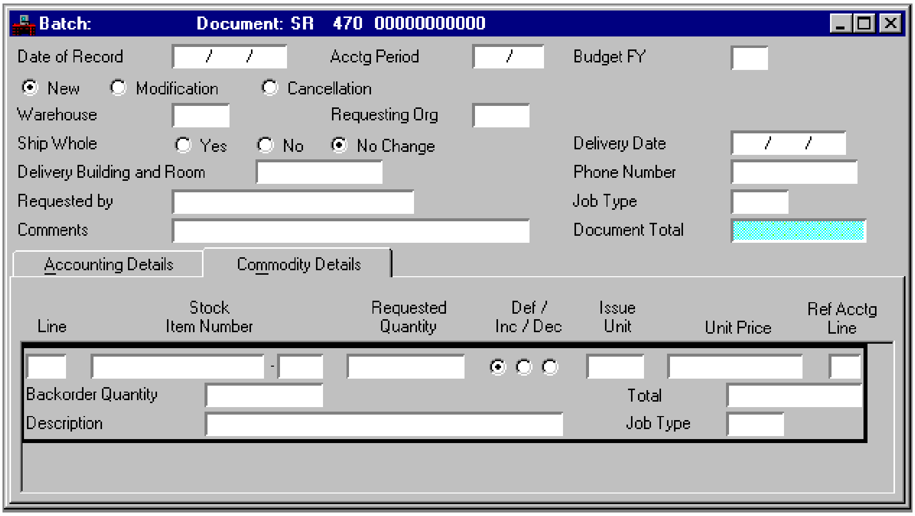
Field	Description
Requested by	Required. Enter name of the person to whom you want questions addressed about the order.
Job Type	Conditional. Optional if the Work Order Subsystem is installed; otherwise, leave blank. Enter the job type defaulted to commodity lines. You cannot enter this field on a modification. See Work Order Job Type (JOBS) for valid values.
Comments	Optional. Enter up to thirty characters of text that you want associated with this order.
Document Total	Display only. The system computed document total is displayed in this field.

Field	Description
Line	Required. Enter a different number for each line on the document. Numbers from ***01*** to ***99*** are valid. This number is referenced from the item lines of this transaction.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. See Fund Index (FUND) for valid values.
Agcy	Required. Enter the agency charged. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org/Sub	**Organization** is required if the **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). Otherwise, it is optional and used for reporting purposes only. See Organization (ORG2) for valid values. **Sub-Organization** is required if **Sub-Organization Required on Spending** on Organization (ORG2) is: ***Required [Y],*** ***Required on Pre-Encumbrance Transactions [1], or*** ***Required on Encumbrance Transactions [2].*** Otherwise, it is optional. See Sub-Organization (SORG) for valid values. You must enter an organization before you can enter a sub-organization.
Appr Unit	Required if the **Appropriation Control Option** is ***C*** (full control) or ***P*** (presence control) on Fund Index (FUND). Enter the program budget which will be charged for the items in this accounting line. Refer to Program Reference Table (PRFT) for valid values.
Activity	Conditional. Default is inferred from Organization (ORG2). Required if the **Expense Budget Activity Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). See Activity Index (ACTV) for valid values.

Field	Description
Func	Conditional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered in Organization (ORG2). Required if the **Expense Budget Function Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). See Function (FUNC) for valid values.
Object/Sub	**Object** is required. Enter the object from Object Index (OBJT) that best describes the item requested. You cannot enter a personal services object. **Sub-Object** is required if **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (EEX2). Otherwise, optional. Enter the code from Sub-Object (SOBJ) that best describes the item.
Rept	Conditional. Required if **Reporting Category Required on Spending** on Agency (AGC2) is: ***Required on Pre-Encumbrance Transactions [1], or Required on Encumbrance Transactions [2].*** Otherwise, it is optional. See Reporting Category (RPTG) for valid values.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.

Field	Description
Cost Cat	Optional. You can only enter this field when a work order number is entered in **Job Number**. If blank, the system infers it from **Stores Default Cost Category** of Work Order Branch (WOBT). See Cost Category (COST) with the branch code of the work order for valid values.
Amount	Display only. The system computes and displays the cost that is charged to this account distribution from the item lines.
Def/Inc/Dec	Display only. Valid values are ***Default [blank]***, ***Decrease [D]***, and ***Increase [I]***.

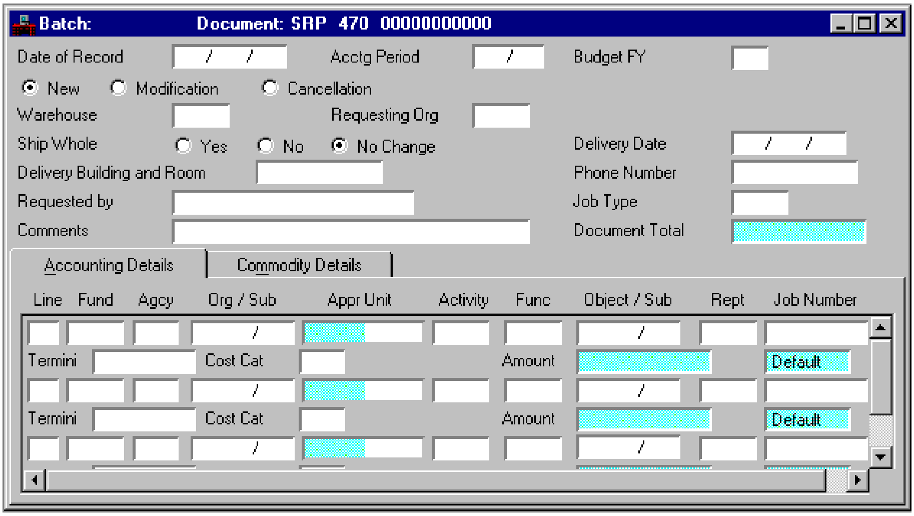
Commodity Details View



Field	Description
Line	Required. Enter the item line number associated with this item.
Stock Item Number	Required. Enter the stock item code that identifies the goods requested. See Inventory Inquiry (INVN) for valid values.
Requested Quantity	Required. Enter the quantity of goods requested.
Def/Inc/Dec	Default is ***Default [blank]***. On a modification document, select ***Increase [I]*** or ***Decrease [D]*** (reflects the change in quantity ordered).
Issue Unit	Display only. The standard unit of issue from the Inventory Inquiry (INVN) entry is displayed in this field.
Unit Price	Display only. The current unit price from Inventory Inquiry (INVN) is displayed.
Ref Acctg Line	Defaults to the first account distribution line entered on the document. Enter the line number of the account distribution charged for this item.

Field	Description
Backorder Quantity	Display only. The quantity of the stock item that was back ordered to meet this requisition is displayed.
Total	Display only. The system computes the total price by extending unit price multiplied by the quantity.
Description	Display only. This description is inferred from Inventory Inquiry (INVN).
Job Type	Conditional. Required if the Work Order Subsystem is installed and the job number of the reference accounting line requires a job type. If blank, it defaults to the job type entered on the header. See Work Order Job Type (JOBS) for valid values.

Stock Requisition from Procurement Desktop (SRP)



The Stock Requisition from Procurement Desktop (SRP) document requests items stocked in inventory from Procurement Desktop. It is recorded in the system as a pre-encumbrance.

Field	**Description**
Date of Record	Defaults to the date the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with the transaction, usually the current date. You cannot enter a future date.
Acctg Period	Default is inferred from the **Date of Record**. If you want this transaction recorded in some other accounting period, enter the desired period (ensure that it is open), using fiscal months and fiscal years. You cannot enter future periods.

Field	Description
Budget FY	Default applies to the current fiscal year budget. If you want this transaction recorded in another fiscal year, enter the desired fiscal year (ensure that it is open). You cannot enter future budget fiscal years.
New/ Modification/ Cancellation [Action]	Defaults to ***New [E]***. Valid values are: ***New [E]*** Indicates a new document. ***Modification [M]*** Indicates that this transaction modifies a previous document. Allows you to add lines to a previous document, change the quantities of existing lines (not codes), or cancel a line (decrease a line to zero). On modification transactions, all codes must match the original document. ***Cancellation [X]*** Indicates that this transaction cancels an existing document (you cannot enter an issued or released document).
Warehouse	Required. Enter the warehouse where the goods are requested from. See Warehouse Management Index (WHSE) for valid values.
Requesting Org	Required. Enter the organization that is requesting this item. See Organization Index (ORGN) for valid values. The system uses the agency code from the Document ID to identify a valid agency/organization combination.
Ship Whole	Defaults to ***No Change [blank]***. Select ***Yes [Y]*** if partial shipments are not allowed. Select ***No [No]*** if partial shipments are allowed.
Delivery Date	Required. Enter the future date (*mm dd yy*) when the buyer must receive the order.
Delivery Building and Room	Required. Enter the building and room where the order is delivered.
Phone Number	Required. Enter the phone number of the requesting person.

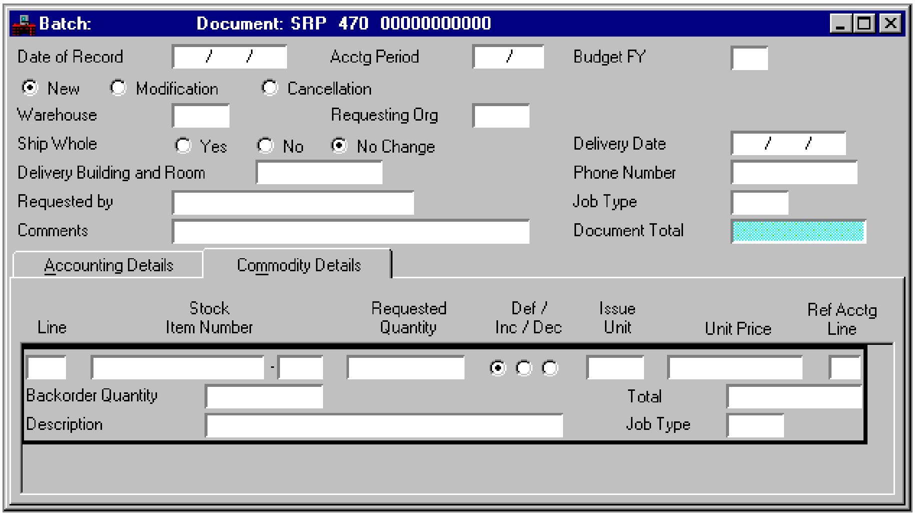
Field	Description
Requested by	Required. Enter name of the person to whom you want questions addressed about the order.
Job Type	Conditional. Optional if the Work Order Subsystem is installed; otherwise, leave blank. Enter the job type defaulted to commodity lines. You cannot enter this field on a modification. See Work Order Job Type (JOBS) for valid values.
Comments	Optional. Enter up to thirty characters of text that you want associated with this order.
Document Total	Display only. The system computed document total is displayed in this field.

Field	Description
Line	Required. Enter a different number for each line on the document. Numbers from ***01*** to ***99*** are valid. This number is referenced from the item lines of this transaction.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. See Fund Index (FUND) for valid values.
Agcy	Required. Enter the agency charged. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org/Sub	**Organization** is required if the **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). Otherwise, it is optional and used for reporting purposes only. See Organization (ORG2) for valid values. **Sub-Organization** is required if **Sub-Organization Required on Spending** on Organization (ORG2) is: ***Required [Y],*** ***Required on Pre-Encumbrance Transactions [1], or*** ***Required on Encumbrance Transactions [2].*** Otherwise, it is optional. See Sub-Organization (SORG) for valid values. You must enter an organization before you can enter a sub-organization.
Appr Unit	Required if the **Appropriation Control Option** is ***C*** (full control) or ***P*** (presence control) on Fund Index (FUND). Enter the program budget which will be charged for the items in this accounting line. Refer to Program Reference Table (PRFT) for valid values.
Activity	Conditional. Default is inferred from Organization (ORG2). Required if the **Expense Budget Activity Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). See Activity Index (ACTV) for valid values.

Field	Description
Func	Conditional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered in Organization (ORG2). Required if the **Expense Budget Function Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). See Function (FUNC) for valid values.
Object/Sub	**Object** is required. Enter the object from Object Index (OBJT) that best describes the item requested. You cannot enter a personal services object. **Sub-Object** is required if **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (EEX2). Otherwise, optional. Enter the code from Sub-Object (SOBJ) that best describes the item.
Rept	Conditional. Required if **Reporting Category Required on Spending** on Agency (AGC2) is: ***Required on Pre-Encumbrance Transactions [1], or Required on Encumbrance Transactions [2].*** Otherwise, it is optional. See Reporting Category (RPTG) for valid values.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.

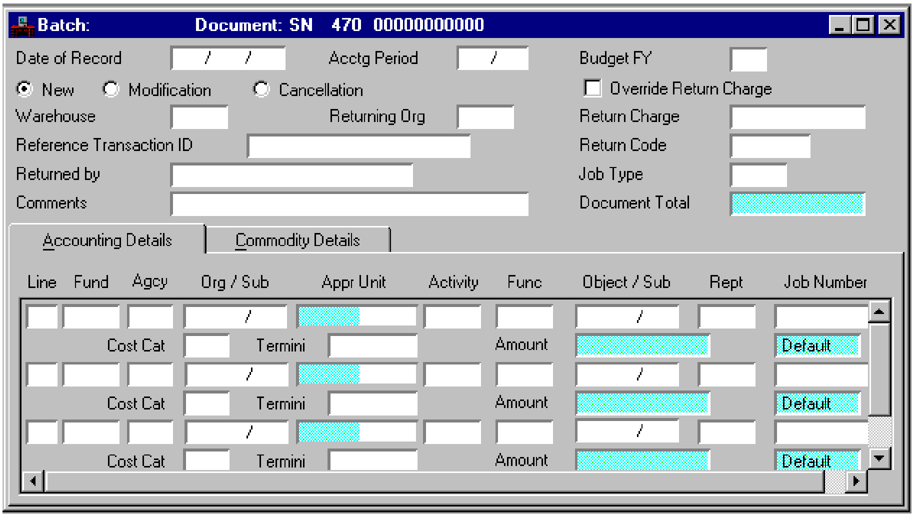
Field	Description
Cost Cat	Optional. You can only enter this field when a work order number is entered in **Job Number**. If blank, the system infers it from **Stores Default Cost Category** of Work Order Branch (WOBT). See Cost Category (COST) with the branch code of the work order for valid values.
Amount	Display only. The system computes and displays the cost that is charged to this account distribution from the item lines.
Def/Inc/Dec	Display only. Valid values are ***Default [blank]***, ***Decrease [D]***, and ***Increase [I]***.

Commodity Details View



Field	Description
Line	Required. Enter the item line number associated with this item.
Stock Item Number	Required. Enter the stock item code that identifies the goods requested. See Inventory Inquiry (INVN) for valid values.
Requested Quantity	Required. Enter the quantity of goods requested.
Def/Inc/Dec	Default is ***Default [blank]***. On a modification document, select ***Increase [I]*** or ***Decrease [D]*** (reflects the change in quantity ordered).
Issue Unit	Display only. The standard unit of issue from the Inventory Inquiry (INVN) entry is displayed in this field.
Unit Price	Display only. The current unit price from Inventory Inquiry (INVN) is displayed.
Ref Acctg Line	Defaults to the first account distribution line entered on the document. Enter the line number of the account distribution charged for this item.

Field	Description
Backorder Quantity	Display only. The quantity of the stock item that was back ordered to meet this requisition is displayed.
Total	Display only. The system computes the total price by extending unit price multiplied by the quantity.
Description	Display only. This description is inferred from Inventory Inquiry (INVN).
Job Type	Conditional. Required if the Work Order Subsystem is installed and the job number of the reference accounting line requires a job type. If blank, it defaults to the job type entered on the header. See Work Order Job Type (JOBS) for valid values.



The Stock Return (SN) document records items that are returned to inventory. It causes a decrease in expenditure to the buyer and a decrease in revenue for the seller, depending upon the seller's ability to recognize revenue.

Field	Description
Date of Record	Defaults to the date the transaction was entered. Enter the date (*mm dd yy*) that you want to associate with the transaction, usually the current date. You cannot enter a future date.
Acctg Period	Default is inferred from **Date of Record**. If you want this transaction recorded in another accounting period, enter the desired period (ensure that it is open), using fiscal months and fiscal years. You cannot enter future periods.

Field	Description
Budget FY	Defaults to the budget of the current fiscal year. If you want this transaction recorded in another fiscal year, enter the desired fiscal year (ensure that it is open). You cannot enter future budget fiscal years.
New/ Modification/ Cancellation [Action]	Defaults to ***New [E]***. Valid values are: ***New [E]*** Indicates a new document. ***Modification [M]*** Indicates that this transaction is modifying a previous document. Allows you to add lines to a previous document, change the quantities or unit price of existing lines (not codes), or cancel a line (decrease a line to zero). On modification transactions, all codes must match the original document. ***Cancellation [X]*** Indicates that this transaction cancels an existing document.
Override Return Charge	Default is cleared [***blank***]. Select [***X***] if a specific return charge is entered to override the system computed amount.
Warehouse	Required. Enter the code of the warehouse where the goods are returned. See Warehouse Management Index (WHSE) for valid values.
Returning Org	Required. Enter the organization within the returning agency. See Organization Index (ORGN) for valid values.
Return Charge	Conditional. Default is computed from Inventory Inquiry (INVN). Required if a return charge override is desired. Enter the amount of the return charge deducted from the credit to the returning organization for the returned items.
Reference Transaction ID	Optional. Enter the transaction code and number of the Stock Requisition (SR) document or Over the Counter (OC) document that originally issued the returned items.
Return Code	Required. Enter the code that describes the reason for return. See Return Code (RETC) for valid values.

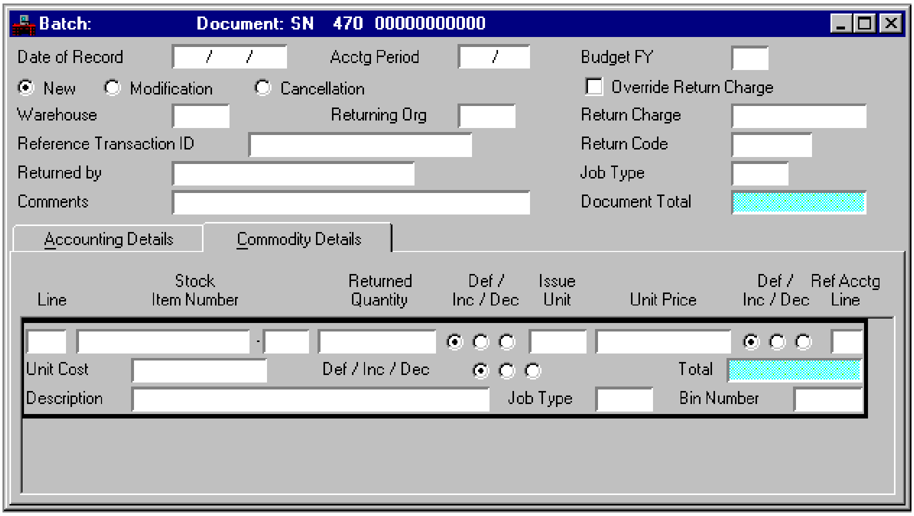
Field	Description
Returned by	Required. Enter the person who is returning the items.
Job Type	Conditional. Optional if you have installed the Work Order Subsystem; otherwise, leave blank. Enter the job type defaulted to the commodity lines. Do not enter on a modification document. See Work Order Job Type (JOBS) for valid values.
Comments	Defaults to the description associated with the return code. Enter up to thirty characters of text you want associated with this order.
Document Total	Display only. The system computed document total is displayed in this field.

Field	Description
Line	Required. Enter the line number. Valid values are ***01 - 99***.
Fund	Default fund code is inferred based on the agency and organization entered on this document. See Fund Index (FUND) for valid values.
Agcy	Required. Enter the agency charged. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org/Sub	Conditional. Required if the **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting). Otherwise, used for reporting purposes only. Enter the organization charged. See Organization Index (ORGN) for valid values. **Sub-Organization** is required if the **Sub-Organization Required on Spending** field on Organization (ORG2) is: ***Required [Y],*** ***Required on Pre-Encumbrance Transactions [1], or*** ***Required on Encumbrance Transactions [2].*** Otherwise, it is optional.. See Sub-Organization (SORG) for valid values. You must enter an organization before you can enter a sub-organization.
Appr Unit	Required if the **Appropriation Control Option** is ***C*** (full control) or ***P*** (presence control) on Fund Index (FUND). Enter the program budget which will be charged for the items in this accounting line. Refer to Program Reference Table (PRFT) for valid values.
Activity	Default is inferred from Organization (ORG2). Required if the **Expense Budget Activity Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting), or ***A*** (required on accounting). Enter the activity charged. See Activity Index (ACTV) for valid values.

Field	Description
Func	Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function code is not entered in Organization (ORG2). Required if the **Expense Budget Function Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting), or ***A*** (required on accounting). Enter the function charged. See Function (FUNC) for valid values.
Object/Sub	**Object** is required. Enter the code from Object (OBJ2) that best describes the requested item. Do not enter a personal services object. **Sub-Object** is required if Sub-Object Required is selected [***Y***] on Expense Budget Inquiry (EEX2). Otherwise, optional. Enter the code from Sub-Object (SOBJ) that best describes the item.
Rept	Required if **Reporting Category Required on Spending** on Agency (AGC2) is: ***Required on Pre-Encumbrance Transaction [1], or Required on Encumbrance Transactions [2].*** Otherwise, it is optional. See Reporting Category (RPTG) for valid values.
Job Number	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.
Cost Cat	Default is inferred from the **Stores Default Cost Category** on Work Order Branch (WOBT). You can only enter this field when a work order number is entered in **Job Number**. See Cost Category (COST) for valid values.

Field	Description
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Amount	Display only. The system computes and displays the cost that is charged to this account distribution from the item lines.
Def/Inc/Dec	Defaults to ***Default [blank]***. On a modification transaction, valid values are ***Increase [I]*** or ***Decrease [D]***.

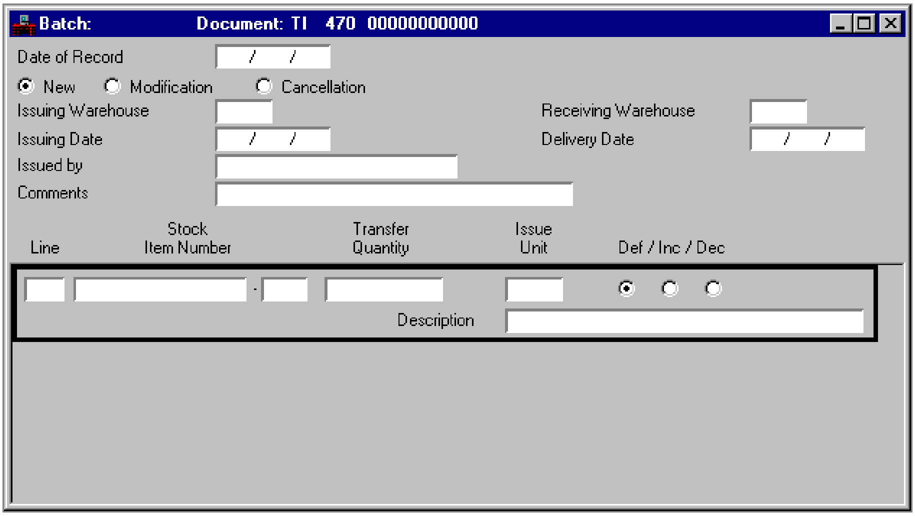
Commodity Details View



Field	Description
Line	Required. Enter the item line number associated with this item.
Stock Item Number	Required. Enter the stock item code that identifies the goods requested. See Inventory Inquiry (INVN) for valid values.
Returned Quantity	Required. Enter the number of items that were returned to stock.
Def/Inc/Dec	Defaults to ***Default [blank]***. On a modification transaction, select ***Increase [I]*** or ***Decrease [D]*** (reflects the change in quantity returned).
Issue Unit	Display only. The standard unit of issue from Inventory Inquiry (INVN) is displayed.
Unit Price	Defaults to the current unit price from Inventory (INVN). On a modification transaction, enter any adjustment to the previous unit price.
Def/Inc/Dec	Defaults to ***Default [blank]***. On a modification transaction, valid values are ***Increase [I]*** or ***Decrease [D]***.

Field	Description
Ref Acctg Line	Defaults to the first account distribution line entered on the document. Enter the line number of the account distribution charged for this item.
Unit Cost	Display only. The price for one unit of this stock item.
Def /Inc /Dec	Default is ***Default [blank]***. On a modification transaction, valid values are ***Increase [I]*** or ***Decrease [D]*** (reflects the change in quantity ordered).
Total	Display only. The system computes the total price by extending unit cost multiplied by the quantity.
Description	Display only. This description is inferred from Inventory Inquiry (INVN).
Job Type	Defaults to the job type entered on the header. Required if the Work Order Subsystem is installed and the job number on the referenced accounting line requires a job type. See Work Order Job Type (JOBS) for valid values.
Bin Number	Display only. The location of the item in the warehouse is displayed.

STOCK TRANSFER ISSUE (TI)



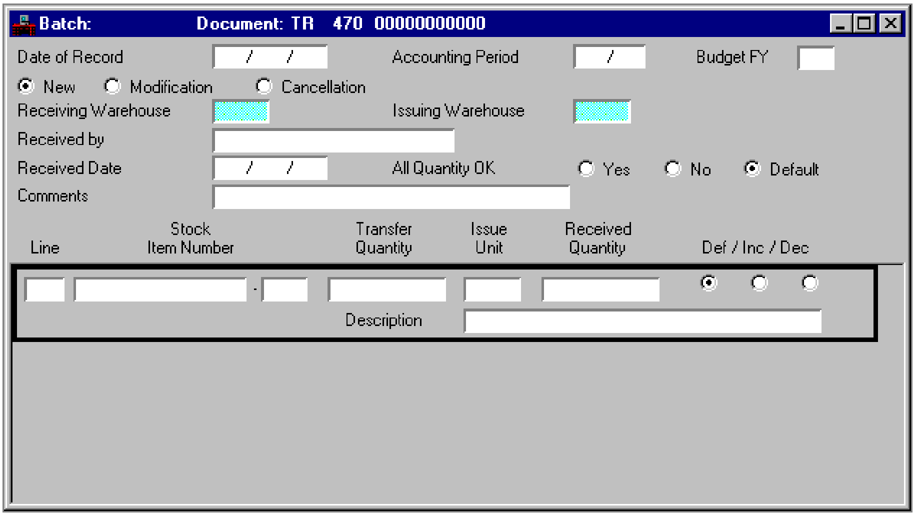
The Stock Transfer Issue (TI) initiates the transfer of items from one warehouse to another. It has no accounting effects.

Field	Description
Date of Record	Defaults to the date the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with the transaction, usually the current date. You cannot enter a future date. When the system accepts this document, this field automatically updates **Last Transfer** on Inventory Inquiry (INVN).

Field	Description
New/ Modification/ Cancellation [Action]	Defaults to ***New [E]***. Valid values are: ***New [E]*** Create a new document. ***Modification [M]*** Modify an existing document. Allows you to add lines to a previous document, change the quantities of existing lines (not codes), or cancel a line (decrease a line to zero). ***Cancellation [X]*** Cancel an existing document. You cannot cancel a Stock Transfer Issue (TI) document if the system has processed a matching Stock Transfer Receipt (TR) document.
Issuing Warehouse	Required. Enter the warehouse where the goods are transferred from.
Receiving Warehouse	Required. Enter the warehouse where the goods are transferred to.
Issuing Date	Required. Enter the current date or past date when the transfer was issued.
Delivery Date	Required. Enter the future date when you must receive the transfer.
Issued by	Required. Enter the name of the person responsible for issuing the transfer.
Comments	Optional. Enter up to thirty characters of text you want associated with the issue of the transferred goods.
Line	Required. Enter the item line number associated with this item.
Stock Item Number	Required. Enter the stock item code that identifies the goods transferred. Ensure that it is valid on Inventory Inquiry (INVN), and that it is not a parent item on Inventory (INV3).
Transfer Quantity	Required. Enter the quantity of goods transferred.

Field	Description
Issue Unit	Display only. This field is inferred from Inventory Inquiry (INVN).
Def/Inc/Dec	Defaults to ***Default [blank]***. On a modification transaction, valid values are ***Increase [I]*** or ***Decrease [D]*** (reflects the change in quantity transferred).
Description	Display only. This field is inferred from Inventory Inquiry (INVN).

STOCK TRANSFER RECEIPT (TR)



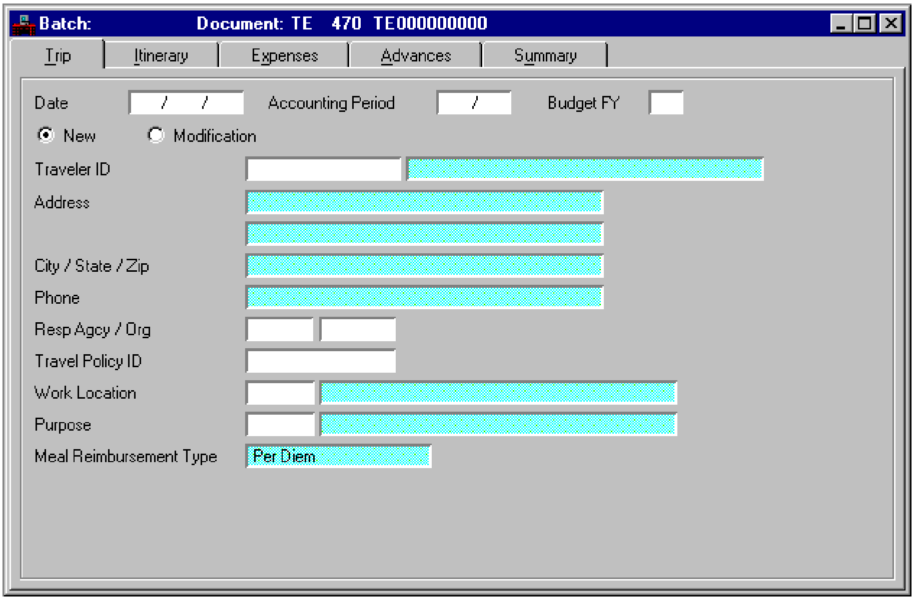
The Stock Transfer Receipt (TR) completes the transfer of items from one warehouse to another. If **Transfer Reorder** is selected [***Y***] on Warehouse Management (WHS2)**,** this document updates Inventory Inquiry (INV2) to reflect issued-out plus transferred-out quantities. This flag causes the system to include transferred items when calculating reorder quantities. Note: For Stock Transfers between warehouses, transferred quantity must equal the received quantity.

Field	Description
Date of Record	Defaults to the date the system accepts the document. Enter the date (*mm dd yy*) that you want to associate with the transaction, usually the current date. You cannot enter a future date.
Accounting Period	Defaults from the **Date of Record**. If you want this transaction recorded in another accounting period, enter the desired open period (*mm yy*). You cannot enter future periods.

Field	Description
Budget FY	Defaults to the current fiscal year budget. If you want this transaction recorded in another fiscal year, enter the desired open fiscal year. You cannot enter future budget fiscal years.
New/ Modification/ Cancellation [Action]	Defaults to ***New [E]***. Valid values are: ***New [E]*** Create a new document. ***Modification [M]*** Modify an existing document. Allows you to add lines to a previous document, change the quantities of existing lines (not codes), or cancel a line (decrease a line to zero). ***Cancellation [X]*** Cancel an existing document.
Receiving Warehouse	Display only. The receiving warehouse indicated on the Stock Transfer Issue (TI) document is displayed.
Issuing Warehouse	Display only. The issuing warehouse indicated on the Stock Transfer Issue (TI) document is displayed.
Received by	Required. Enter the name of the person responsible for the receipt of the transfer.
Received Date	Required. Enter the current or past date when the transfer was received.
All Quantity OK	Defaults to ***Default [blank]***. Enter ***Yes [Y]*** if the entire transfer was received and the quantity received is equal to the quantity issued for every stock item. Line information is not displayed if ***Yes [Y]*** is selected.
Comments	Optional. Enter up to thirty characters of text you want associated with the receipt of the transferred goods.
Line	Conditional. Required if **All Quantity OK** is ***No [N]***. Enter the item line number associated with this item.
Stock Item Number	Display only. The stock item code from the Stock Transfer Issue (TI) document line is displayed. This field is blank if **All Quantity OK** is ***Yes [Y]***.

Field	Description
Transfer Quantity	Display only. The quantity indicated on this item line of the Stock Transfer Issue (TI) document is displayed. This field is blank if **All Quantity OK** is ***Yes [Y]***.
Issue Unit	Display only. The standard unit of issue from Inventory Inquiry (INVN) is displayed. This field is blank if **All Quantity OK** is ***Yes [Y]***.
Received Quantity	Conditional. Required if **All Quantity OK** is ***No [N]***. Enter the quantity of goods received.
Def/Inc/Dec	Default is ***Default [blank]***. On a modification transaction, valid values are ***Increase [I]*** or ***Decrease [D]*** (reflects the change in quantity received).
Description	Display only. This description for this line is inferred from Inventory Inquiry (INVN). This field is blank if **All Quantity OK** is ***Yes [Y]***.

TRAVEL AUTHORIZATION (TE)



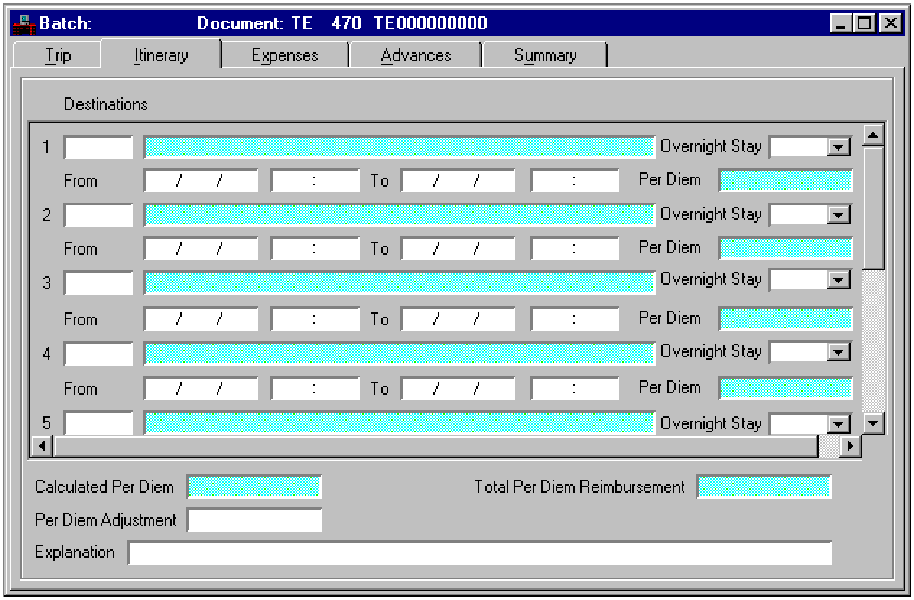
A Travel Authorization (TE) is used to request approval for a business-related trip. In this document, the traveler indicates trip destination(s), purpose, and dates of travel and requests advance checks. In response, the TE records trip information and schedules advance checks. Third-party travel advances are divided into three categories: hotel deposits, registration fees, and airline advances.

There is one Travel Authorization document for each type of travel. These documents are TE, TEO, and TEC, representing In-State, Out-of-State, and Foreign Travel Authorizations respectively

Field	Description
Date	Default is the system date (usually the current date). Enter the date (*mm dd yy*) the travel was authorized.
Accounting Period	Default is the current accounting period (*mm yy*). If this document is to be recorded in another accounting period, enter a valid, open period. Future periods cannot be entered.
Budget FY	Defaults to the current budget fiscal year. If this document is to be recorded in another accounting period, enter a valid, open period. Future periods cannot be entered.
New/ Modification [Action]	Required. Valid values are: ***New [E]*** This document is new. ***Modification [M]*** This document is modifying a previous document.
Traveler ID	Key field. Enter the employee ID or the vendor code that identifies the traveler. See Vendor Index (VEND) for valid values.
Traveler Name	Display only. The traveler name is inferred from Vendor (VEN2) based on the value entered in the Traveler ID field.
Address	Display only. The traveler's street address is inferred from Vendor (VEN2).
City/State/Zip	Display only. The traveler's city, State and Zip Code is inferred from Vendor (VEN2).
Phone	Display only. The traveler's phone number is inferred from Vendor (VEN2).
Resp Agcy/Org	Required. Enter a responsible agency code and organization code. These fields allow users to decentralize billing for travel documents and provide higher security by establishing an audit trail. See Agency Index (AGCY) and Organization Index (ORGN) for valid values.

Field	Description
Travel Policy ID	Required. Enter the identification number of the appropriate travel policy to regulate this trip. See Travel Policy (TVPL) for valid values.
Work Location	Required. Enter the valid destination code for the traveler's work location. See Destination Functionality (DEST) for valid values.
Work Location Description	Display only. This field identifies the traveler's work location, inferred automatically from Destination Functionality (DEST), based on the value entered in the Work Location Code field.
Purpose	Required. Enter the code that corresponds to the reason for the trip. See Travel Purpose (PURP) for valid values.
Purpose Description	Display only. This field identifies the name of the reason for the trip, inferred from Travel Purpose (PURP) based on the value entered in the Purpose Code field.
Meal Reimbursement Type	Default is inferred from Travel Policy (TVPL). Valid values are: ***Per Diem*** ***Actual and Necessary***

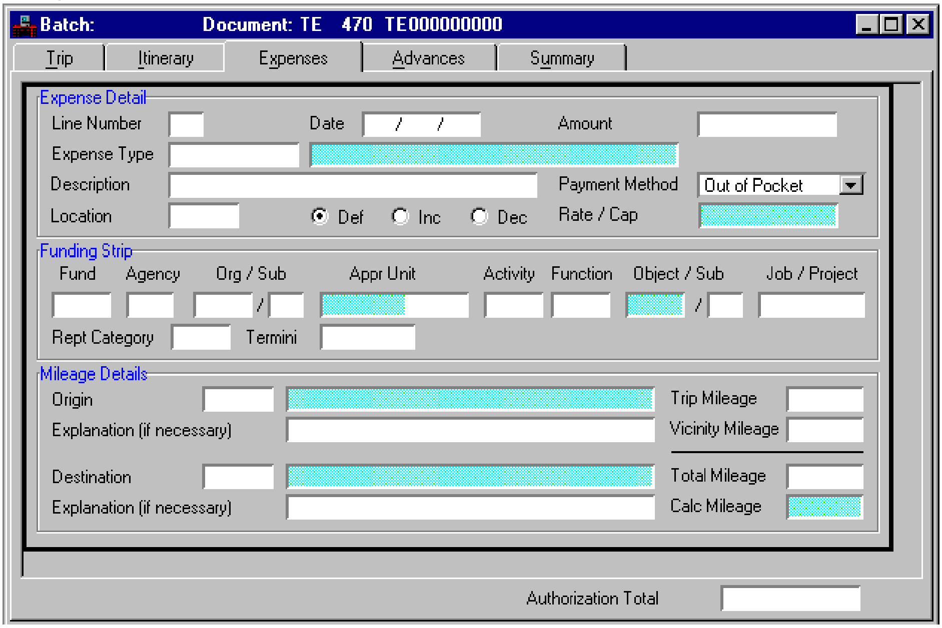
Itinerary View



Field	Description
Itinerary Details	
Destination 1	Required. Enter the code for the appropriate first destination of the trip. This field will be used in calculating per diem reimbursement amounts for the traveler. See Destination Functionality (DEST) for valid values.
Destination (2-10)	Optional. Enter any additional codes describing the destinations on this trip. See Destination Functionality (DEST) for valid values.
Destination Description (1-10)	Display only. The appropriate name of the destination is inferred from Destination Functionality (DEST).
Overnight Stay	Optional. Select ***Yes*** if an overnight stay at this destination is anticipated. Select ***No*** if no overnight stay is anticipated.

Field	Description
From (1-10)	Conditional. Required if the Per Diem option button is selected. Enter the date the traveler will arrive at this destination for this leg of the trip. This field will be used in calculating per diem reimbursement amounts for the traveler.
From Time (1-10)	Conditional. Enter the time (*hh mm*) the travel began.
To (1-10)	Conditional. required if the Per Diem option button is selected. Enter the date the traveler will leave this destination for this leg of the trip. This field will be used in calculating per diem reimbursement amounts for the traveler.
To Time (1-10)	Conditional. Enter the time (*hh mm*) that travel ended.
Per Diem	Display Only. The amount of Per Diem reimbursement calculated for this destination is displayed.
Calculated Per Diem	Display only. This is the per diem reimbursement amount calculated by the system from the Destination information. First Day Travel Total + Full Days Travel Total + Last Travel Days = Calculated Per Diem Reimbursement.
Total Per Diem Reimbursement	Display only. The Calculated Per Diem + any Per Diem Adjustment amounts.
Per Diem Adjustment	Enter any adjustments (+/-) to the Calculated Per Diem.
Explanation	Optional. Enter any explanation for Per Diem Adjustment amount.

Expenses View



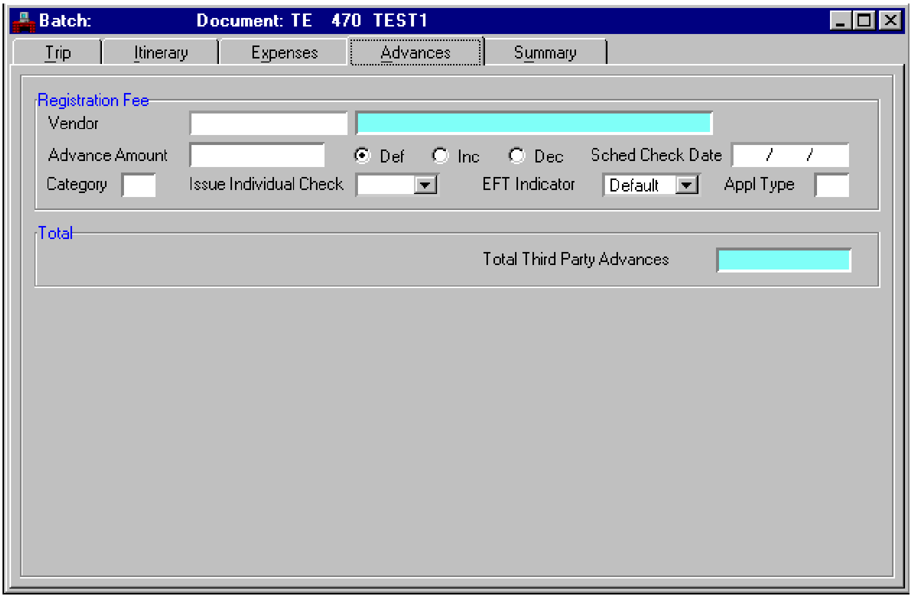
Field	Description
Expense Detail	
Line Number	Required, key field. Enter unique number for the expense line. This value must be two digits.
Date	Default is the system date. Enter the date (*mm dd yy)* that the expense occurred.
Amount	Required. Enter the amount of the expense (in dollars).
Expense Type	Required. Enter the type of expense. See Expense Type Code (EXTC) for valid values.
Expense Type Name	Display only. This field indicates the name of the given Expense Type based on the value entered in the Expense Type Code field.
Description	Conditional. Required if the Expense Type Indicator is ***Y*** on EXTS. If required, enter descriptive information about the incurred expense.

Field	Description
Payment Method	Required. Select the payment method of the expense line. Default is ***Out of Pocket*** except for Internal Resource expenses (State Parks and Motor Pool). Selecting ***Internal Bill*** will not include the amount in the "Amount Due Traveler" field. This amount will be recorded in OTLT with other trip expenses, but will not be reimbursed to the traveler. Valid values are Airline Advances, Registration Advances, Hotel Advances, Internal Bill Per Diem Out of Pocket.
Location	Enter the location where the expense was incurred. See Destination Functionality (DEST) for valid values.
Def/Inc/Dec	Default is ***[Default]***. Required on modified documents if **Advance Amount** field has been altered. If increasing the amount of the advance, select ***Inc***; if decreasing, select ***Dec***.
Rate/Cap	Display only. This field identifies either the mileage rate or expense cap depending on expense type selected. Both mileage rate and expense cap are inferred from Travel Policy (TVPL) and the related Rate Schedule (RTSC) table.
Funding Strip	
Fund	The default value is inferred from Organization (ORG2). Enter the fund that will pay for this trip. See Fund Index (FUND) for valid values.
Agency	Enter the Agency that is paying for this trip. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org	Conditional. Organization is required if **Expense Budget Organization** option is ***Y*** (required on budget and accounting) on Fund Agency Index (FAGY); otherwise, field is optional and used for reporting purposes only. See Organization Index (ORGN) for valid values.
Sub-Org	Optional. Enter a sub-organization if desired. See Sub-Organization (SORG) for valid values.

Field	Description
Appr Unit	Required. Enter the last four bytes of the Appropriation Unit. The last four bytes represent the Program Budget Unit. The first five bytes are display only.
Activity	The default value is inferred from Organization (ORG2). However, values entered on documents override the values entered in Organization (ORG2). See Activity Index (ACTV) for valid values.
Function	Conditional. Required if **Expense Budget Function** option is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY); otherwise, field is optional. See Function (FUNC) for valid values.
Object	Enter the code that describes the resource being requisitioned. See Object Index (OBJT) for valid values.
Sub-Object	Conditional. Sub-Object is required if **Sub-Object Required** is ***Y*** on Expense Budget Inquiry (EXP2) or Expense Budget Inquiry (Extended) (EEX2); otherwise, field is optional. See Function (FUNC) for valid values.
Job/Project	Enter the Job or Project Code valid for this Fund Agency combination. If entering Project (5 characters), the Sub-Project (2 characters) and Project Phase (1 character) must also be provided. See Job Table (JOBT) for valid Jobs and Project Budget Line Table (PRBL) for valid Project, Sub-Project, and Project Phase values.
Rept Category	Enter a Reporting Category that is valid within the agency. See Reporting Category (RPTG) for valid values.
Termini	Optional. This field is used by the Department of Transportation to record termini or bridge identifiers for DOT projects. This is an unedited field.
Mileage Details	
Origin	Conditional. Required if expense type is “POV Mileage”. Enter the destination code of the of the starting location for the POV Mileage expense. This will be validated against DEST.

Field	Description
Origin Description	Display only. This field is inferred from the Destination Functionality (DEST) table based on the value entered in the Origin Code field.
Trip Mileage	Optional. Required if the expense type is “POV Mileage”. This value is the actual mileage between Origin and Destination on the expense line.
Explanation (if necessary)	Optional. Free text explanation of the origin may be entered if necessary.
Vicinity Mileage	Optional. Entered by the user, this value is the difference between the mileage calculated by a mileage calculator tool and the actual mileage incurred by the traveler.
Destination	Conditional. Required if expense type is “POV Mileage”. Enter the destination code of the ending location for POV Mileage. This will be validated against DEST.
Destination Description	Display only. This field is inferred from the Destination Functionality (DEST) table based on the value entered in the Destination Code field.
Total Mileage	Entered by the user, this field identifies the sum of the Trip and Vicinity mileages entered on this expense line.
Explanation (if necessary)	Optional. Free text explanation of the destination may be entered if necessary.
Calc Mileage	Display only. This field identifies the official mileage between destinations, inferred from Point-to-Point (PTOP).
Authorization Total	Enter the total amount of the travel authorization, including per diem estimates and all expense estimate lines. This value is validated against the sum of all the lines to ensure that all information was entered.
Calculated Total	Display only. The amount calculated by the system for the transaction.

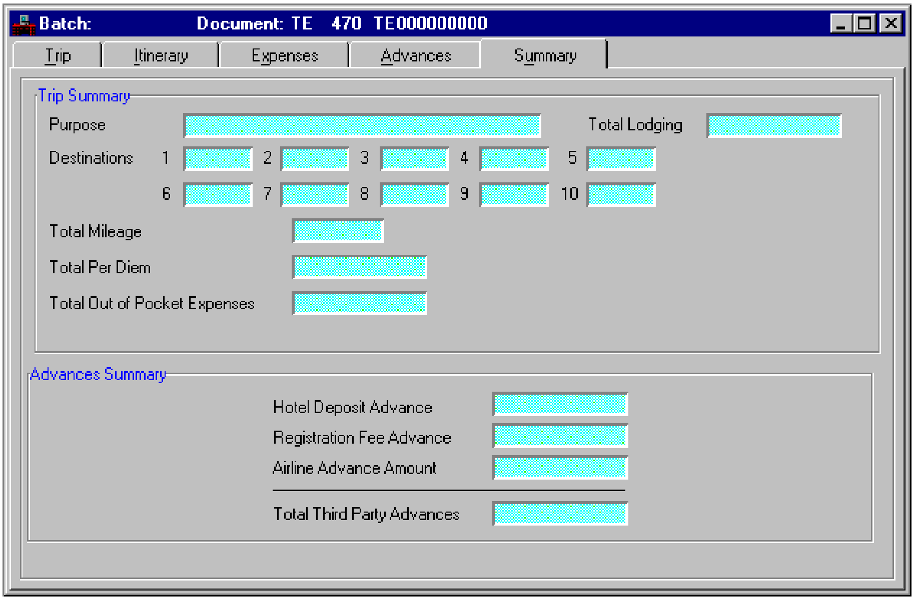
Advances Tab



Field	Description
Registration Fee	
Vendor	Required. Enter the appropriate code for the vendor to whom payment will be made. See Vendor Index (VEND) for valid values.
Vendor Name	Display only. Default is inferred from Vendor Index (VEND) based on the value in **Vendor Code**. Required if a miscellaneous vendor code was entered.
Advance Amount	Optional. If an advance is required, enter the amount in dollars and cents.
Def/Inc/Dec	Default is ***[Default]***. Required on modified documents if **Advance Amount** field has been altered. If increasing the amount of the advance, select ***Inc***; if decreasing, select ***Dec***.
Sched Check Date	Default is the system date. Enter the date the advance check is to be written.

Field	Description
Category	Optional. Enter the check category associated with this document. See Check Category (CCAT) for valid values. If the user leaves this field blank, the system will default the check category to the default check category defined in the Travel Special Accounts (TSPC) table.
Issue Individual Check	Select ***Yes*** if a separate check should be issued for this amount. Select ***No*** to add this advance amount together with other advances for the same vendor to produce a combined check.
EFT Indicator	Default is inferred from Vendor (VEN2). Select ***Yes*** if the cash advance is to be paid by Electronic Funds Transfer (EFT). An **Application Type** must be entered if ***Yes*** is selected.
Appl Type	Default is inferred from Electronic Funds Transfer (EFTT). Enter the application type for this electronic funds transfer. See Electronic Funds Transfer Type (EFTA) for valid values.
Total Third Party Advances	Display only. This value, calculated by the system, is the sum of the Hotel Deposit Advance Amount, the Registration Fee Advance Amount, and the Airline Advance Amount.

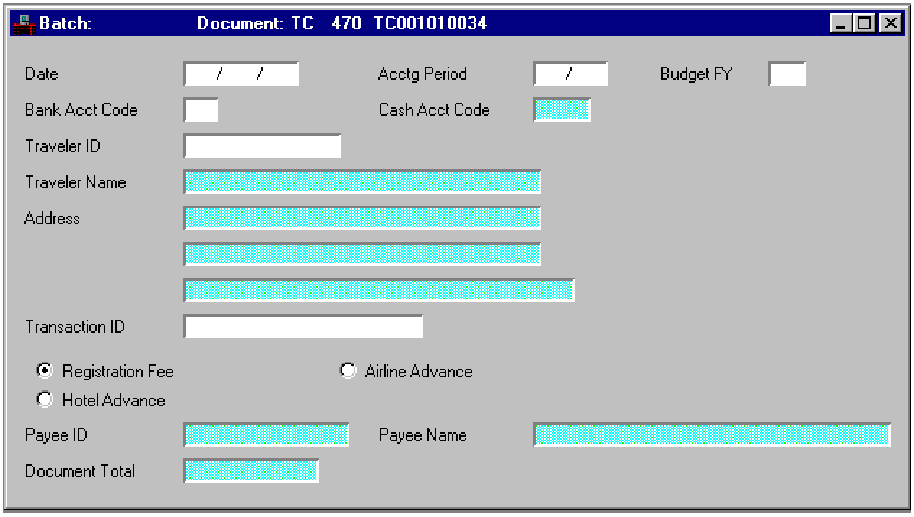
Summary Tab



Field	Description
Trip Summary	
Purpose	Display only. This field is inferred from the Purpose Description field on the Trip Tab.
Total Lodging	Display Only. The sum of all lodging expenses on the document is displayed.
Destinations (1-10)	Display only. This field is inferred from the Destination Description fields on the Trip Tab.
Total Mileage	Display only. This field is the total mileage as entered on the Expenses Tab.
Total Per Diem	Display only. This field is inferred from the Total Per Diem Reimbursement field on the Per Diem Tab.
Total Out of Pocket Expenses	Display only. The system calculates this value which includes all trip expenses on this Travel Authorization.

Field	Description
Advances Summary	
Hotel Deposit Advance	Display only. This field is inferred from the Hotel Deposit **Advance Amount** field on the Advances Tab.
Registration Fee Advance	Display only. This field is inferred from the Registration Fee **Advance Amount** field on the Advances Tab.
Airline Advance	Display only. This field is inferred from the Airline **Advance Amount** field on the Advances Tab
Total Third Party Advances	Display only. This field identifies the sum of all third party advances on this Travel Authorization.

TRAVEL CHECK (TC)

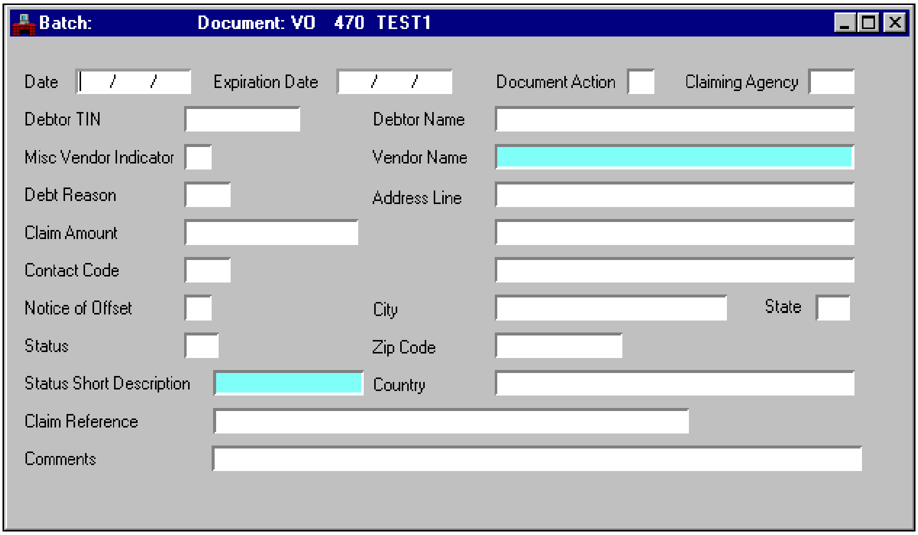


The Travel Check (TC) document is created to manually produce a travel advance or to reimburse a traveler for business-related expenses incurred during travel. The payment can be issued directly to the vendor (e.g., hotel, airline, or registration fees) or to the employee. This document generates the appropriate accounting transactions related to the requested payment; this document does not trigger an automated disbursement process.

Field	Description
Date	Required. Enter the date (*mm dd yy*) that will be associated with these documents, usually the current date.
Acctg Period	Default is the current accounting period. If these documents need to be recorded in some other accounting period, enter the desired, open period (*mm yy*). Future accounting periods cannot be entered.

Field	Description
Budget FY	Default is the current budget fiscal year. If these documents need to be recorded in some other fiscal year, enter the desired fiscal year (it must be open). Future budget fiscal years cannot be entered.
Bank Acct Code	Default is inferred from Fund (FUN2). This is the bank account that will pay for this check. See Bank Account (BANK) for valid values.
Cash Acct Code	Display Only. The cash account is inferred from FUN2 see BACC for valid values. Enter a valid cash account from Balance Sheet Account Index (BACC)
Traveler ID	Required. Enter the employee ID or vendor ID of the person taking the trip. Must be valid in Vendor Index (VEND).
Traveler Name	Display only. The traveler's name is inferred from Vendor Index (VEND).
Address	Display only. The traveler's address is inferred from Vendor (VEN2).
Transaction ID	Required. Enter the document code and unique number of the Travel Authorization (TE) or Expense Voucher (TP) being referenced by this document.
Registration Fee/ Airline Advance/ Hotel Advance [Payment Method]	Default is ***Registration Fee***. Select the appropriate vendor to receive payment on this check.
Payee ID	Display only. This field identifies the vendor to which payment will be made for the advance.
Payee Name	Display only. This field identifies the name associated with the vendor code.
Document Total	Display only. This field indicates the computed total check amount for an advance or reimbursement.

VENDOR OFFSET (VO)



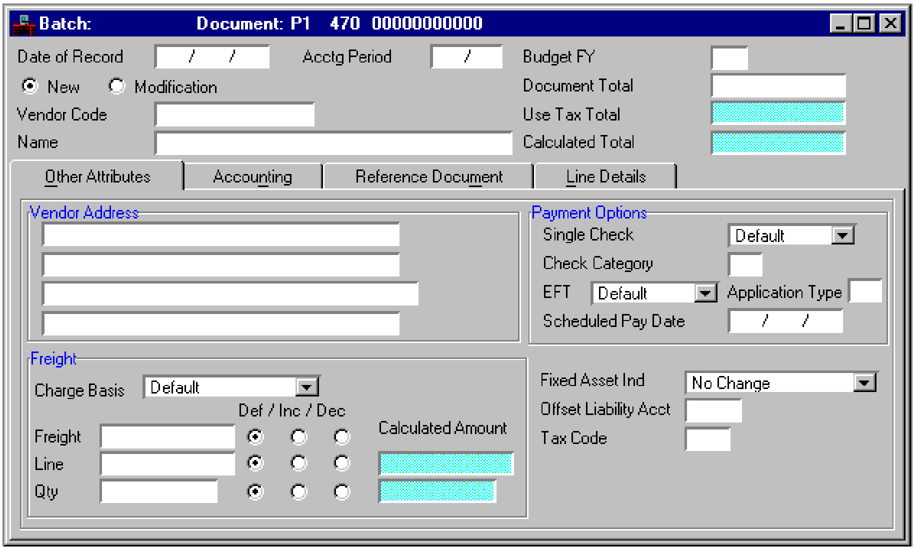
The Vendor Offset (VO) document is used to create and maintain claims against debtor vendors.

Field	Description
Date	Enter the transaction date (CCYYMMDD). Note this can not be pre dated. Must default to the system date.
Expiration Date	Enter the expiration date (CCYYMMDD)
Document Action	Enter the document action code.
Claiming Agency	Enter the claiming agency code. See agency Index (AGCY) for valid values.
Debtor TIN	Enter the Vendor Tax Identification Number (TIN). See Vendor by Federal ID Inquiry (VFED) for valid values.

Field	Description
Debtor Name	Enter the debtor name.
Misc Vendor Indicator	Choose ***[Yes]*** if vendor is miscellaneous. Otherwise, choose ***[No]***.
Vendor Name	The vendor name is displayed.
Debt Reason	Enter the claim reason code. See Claim Reason Code (CRCT) table for valid values.
Address Line	Conditional. Required if the **Miscellaneous Vendor Indicator** on the Vendor (VEN2) table, otherwise these fields are optional. Enter the Vendor's address.
City	Conditional. Required if the **Miscellaneous Vendor Indicator** on the Vendor (VEN2) table, otherwise these fields are optional. Enter the Vendor's city.
State	Conditional. Required if the **Miscellaneous Vendor Indicator** on the Vendor (VEN2) table, otherwise these fields are optional. Enter the Vendor's state.
Zip Code	Conditional. Required if the **Miscellaneous Vendor Indicator** on the Vendor (VEN2) table, otherwise these fields are optional. Enter the Vendor's zip code.
Country	Conditional. Required if the **Miscellaneous Vendor Indicator** on the Vendor (VEN2) table, otherwise these fields are optional. Enter the Vendor's country.
Claim Amount	Enter the claim amount. Note: this must be equal to or greater than the minimum claim amount.
Contact Code	Enter the contact code. See Contact (CNTC) table for valid values.
Notice of Offset	Default is from the Claim reason Code (CRCT) table. Choose [Yes] if a notice is to be sent. Otherwise, choose [No].
Status	Enter the claim status code. See Claim Status Code (CSCT) for valid values.

Field	Description
Status Short Description	The description of the status is displayed.
Claim Reference	Enter a claim reference.
Comments	Optional. Enter a comment.
Receivable Reference Number	Enter the receivable number from the Warrant Intercept (WINT) table. It must be a valid receivable on Open Receivable Header Inquiry (OREH).

Vendor Payment Voucher (P1)



The Vendor Payment Voucher (P1) authorizes the spending of money. You can use it to pay vendors.

Field	Description
Date of Record	Default is the date the document is accepted. Enter the date (*mm dd yy*) that you want to associate with these documents, usually the current date. You cannot enter a future date.
Acctg Period	Default is inferred from **Date of Record**. If you want these transactions recorded in another accounting period, enter the desired open period, using fiscal month and fiscal year. You cannot enter future periods.

Field	Description
Budget FY	Default is the current fiscal year. If you want these transactions recorded in another budget fiscal year, enter the desired open fiscal year. You cannot enter future budget fiscal years.
New/ Modification [Action]	Default is ***New [E]***. Valid values are: ***New [E]*** Indicates that this is a new entry (new document). ***Modification [M]*** This allows you to add lines to a previous document, change the amounts on existing lines (not codes), or cancel a line (decrease a line amount to zero). To change codes in an existing line, you must cancel that line and reenter a new line. You can record both these lines on the same document by entering ***Modification [M]***.
Document Total	Required. Enter the net amount of all lines on the document, not including tax if the tax codes used on the document are for use tax. To compute this amount: 1. Add all the increase amounts. 2. Add all the decrease amounts. 3. Subtract the smaller of these amounts from the larger. 4. If the tax codes used are marked ***U*** (use tax) on Tax Code (TAXT), add together all the adjustment amounts on the lines (pay attention to signs) and subtract that amount from the result of #3. 5. Enter that amount.
Vendor Code	Conditional. Required if **Vendor/Commodity Control** on System Control Options (SOPT) is set to ***Both Controls in Effect [Y]***). Leave blank on internal vouchers. Otherwise, it is optional. Enter the vendor you want paid as a result of this document. See Vendor Index (VEND) for valid values. Note: **Vendor Code** cannot be ***Miscellaneous*** if the **Object Code** is 1099 reportable.

Field	Description
Use Tax Total	The total amount of tax calculated for this document is displayed if the tax codes used on the document are Use Tax. This amount plus the document total must equal the calculated total.
Name	Default is inferred from Vendor (VEN2). Required on vouchers for outside vendors when **Vendor Code** is blank or if a miscellaneous vendor code is used. Enter the name you want printed on checks.
Calculated Total	This field contains the system-computed total of the line amounts is displayed.

Field	Description
Vendor Address	
(no label)	Default is inferred from Vendor (VEN2). Required on vouchers for outside vendors when **Vendor Code** is blank or if a miscellaneous vendor code is used. Enter the address you want printed on checks.
Payment Options	
Single Check	Defaults to ***Default [blank]***. Only specify a choice here if a vendor elects to receive payments in a different manner than already specified on Vendor (VEN2). Select ***Yes [Y]*** if you want a separate check printed specifically for this voucher. If ***Default [blank]*** is selected, the system adds this voucher's amounts together with other vouchers for the same vendor (by check category) to obtain a combined voucher check amount. On a modification transaction, select ***No Change***.
Check Category	Optional. This field specifies the category that this check voucher is printed under. Vouchers are summed by vendor and check category. See Check Category (CCAT) for valid values.

Field	Description
EFT	Defaults to ***Default [blank]***. Required if you want the current payment voucher paid by Electronic Funds Transfer (EFT). Valid selections are ***Default [blank]***, ***No Change [blank]***, ***Yes [Y]***, or ***No [N]***. Enter ***Yes [Y]*** in this field and enter a valid application type to select this voucher for electronic funds payment. When blank, this field defaults to ***No [N]***, unless the vendor is eligible for electronic fund transfer. A vendor is eligible for Electronic Funds Transfer (EFT) when **EFT Status** on Vendor (VEN2) is ***Active [A]***. If **EPPV Requirements** on EPS System Control Options (ESOP) is ***Yes [Y]***, and the vendor is eligible for electronic funds transfer, this field is inferred from the referenced Vendor Invoice (VI) as long as **EFT** is set to ***Yes [Y]*** on all of the invoices referencing this payment voucher. If **EFT** is not set to ***Yes [Y]*** on any of the related Vendor Invoice (VI) documents or one or more payment voucher lines do not reference Vendor Invoice (VI) documents, you must manually set **EFT** to ***Yes [Y]*** on this document. If the vendor is eligible for electronic funds transfer and **EFT** is ***Default [blank]*** or there are no referenced Vendor Invoice (VI) documents, **EFT** defaults to ***Yes [Y]*** in the document header. When entering internal vouchers, select ***Default [blank]*** in this field.
Application Type	Conditional. Required if **EFT** is set to ***Yes [Y]***; otherwise, do not enter this field. The application type is a two-character code representing the intended application, or use, of the funds being electronically transferred. See Electronic Funds Transfer Application Type (EFTA) for valid values. If **EPPV Requirements** on EPS System Control Options (ESOP) is ***Yes [Y]*** the following description also applies. When blank and **EFT** is set to ***Yes [Y]***, the application type is automatically taken from the referenced Vendor Invoice (VI), as long as the application types on all of the Vendor Invoice (VI) documents referenced on this payment voucher are the same. If **EFT** is set to ***Yes [Y]*** and there are no Vendor Invoice (VI) documents to take the application type from, the application type is automatically taken from **EFT Type** on Vendor (VEN2), if one exists. Otherwise, the user must supply this field.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Scheduled Pay Date</td><td>Default automatically assigns a date according to the following rules:

If Scheduled Payment Day is entered on Vendor (VEN2) for this document's vendor, that value is used. The payment day is the day of the month when you want to pay this vendor. The system assigns the payment date using this day and the current month, or, if the resulting date has already passed, the next month.

System Payment Lag on System Control Options (SOP2) is used as the default if Scheduled Payment Day is blank on Vendor (VEN2). The payment lag is the number of days from the voucher date when you want to issue payment.

If both Scheduled Payment Day on Vendor (VEN2) and System Payment Lag on System Control Options (SOP2) are blank, then the system date is used.

Applies only to vouchers for outside vendors. Enter the date when you want the check for this payment voucher issued, if you want to override the system computed date.

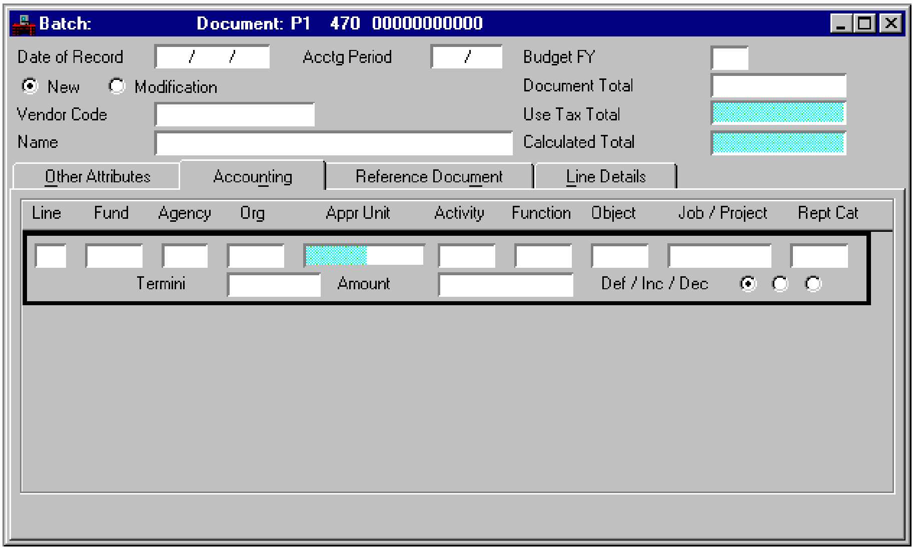
Note: You can change scheduled payment dates on modifying transactions or through Payment Voucher Scheduling (SCHD). For further details, see the User’s Guide.</td></tr>
</table>

Field	Description
Freight	
Charge Basis	Defaults to ***Default [blank]***. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. This field indicates whether or not freight charges factor into the total cost of this commodity and what method is used to calculate those charges. Valid values are: ***Default [blank]*** If this document references another document with a freight indicator value, this field is set to ***By Commodity [C]***. Otherwise, freight is not included on this document. ***By Quantity [Q]*** Prorate the freight total for the current document across all commodity lines by quantity. ***By Line [D]*** Prorate the freight total for the current document across all commodity lines by pre-tax-amount. ***By Commodity [C]*** Allow users the option of entering freight on individual commodity lines. ***No Freight Allowed [N]*** Do not include freight on this document. Freight is not inferred if another document is referenced. ***No Change [blank]***
Freight (Amount)	If **Charge Basis** is ***By Commodity [C],*** the freight total for the document is supplied by the system when this field is blank. If **Charge Basis** is ***By Quantity [Q]*** or ***By Line [D]***, this amount is required. If a value is entered, regardless of the value in **Charge Basis**, it must equal the sum of all commodity line freight amounts.
Freight (Def/Inc/Dec)	Defaults to ***Default [blank]***. Required when modifying **Freight Amount**; select ***Default [blank]*** or ***Increase [I]*** during a new entry; select ***Default [blank]*** when **Freight Amount** is blank.

Field	Description
Line (Amount)	Conditional. Required if **Charge Basis** is ***By Line [D]*** and leave blank if the freight indicator is any other value. Enter total cost of all commodity lines on this document before tax and freight, but after discounts are factored in.
Line (Def/Inc/Dec)	Defaults to ***Default [blank]***. Select ***Increase [I]*** or ***Decrease [D]*** if modifying **Line Amount**; select ***Default [blank]*** or ***Increase [I]*** during a new entry; and select ***Default [blank]*** when **Line Amount** is blank.
Line (Calculated Amount)	System calculated pre-tax, pre-freight, and post-discount total amount for the document is displayed. This amount is used to verify that **Line Amount** is correct and is only calculated if **Charge Basis** is ***By Line [D].***
Qty (Amount)	Conditional. Required if **Charge Basis** is ***By Quantity [Q]***; leave blank if **Charge Basis** is any other value. Enter the total quantity for the document.
Qty (Def/Inc/Dec)	Defaults to ***Default [blank]***. Required when modifying **Quantity Amount**; select ***Default [blank]*** or ***Increase [I]*** during a new entry; select ***Default [blank]*** when **Quantity Amount** is blank.
Qty (Calculated Amount)	System calculated total quantity for the document is displayed. This quantity is used to verify that the user supplied total quantity is correct and is only calculated if **Charge Basis** is ***By Quantity [Q].***
Fixed Asset Ind	Default is ***No Change [blank]***. Valid values are: ***Create One Shell [F]*** The system will create one Fixed Asset Acquisition (FA) document for each line on this document. ***Create Multiple Shells [Q]*** The system will create the quantity of Fixed Asset Acquisition (FA) documents specified in **Quantity** for each line on this document.

Field	Description
Offset Liability Acct	Default is the value entered in **Vouchers Payable** on System Special Accounts (SPEC). Enter the balance sheet account you want credited for the liability created by this voucher. See Balance Sheet Account Index (BACC) for valid values.
Tax Code	Conditional. To use this field, you must install the Extended Purchasing Subsystem (EPS) and turn linking on. Enter the tax rate used for this document. See Tax Code (TAXT) for valid values. This field is used to calculate tax on each line. If this field is left blank and all line tax codes are the same, the tax code is inferred but not displayed.

Accounting View

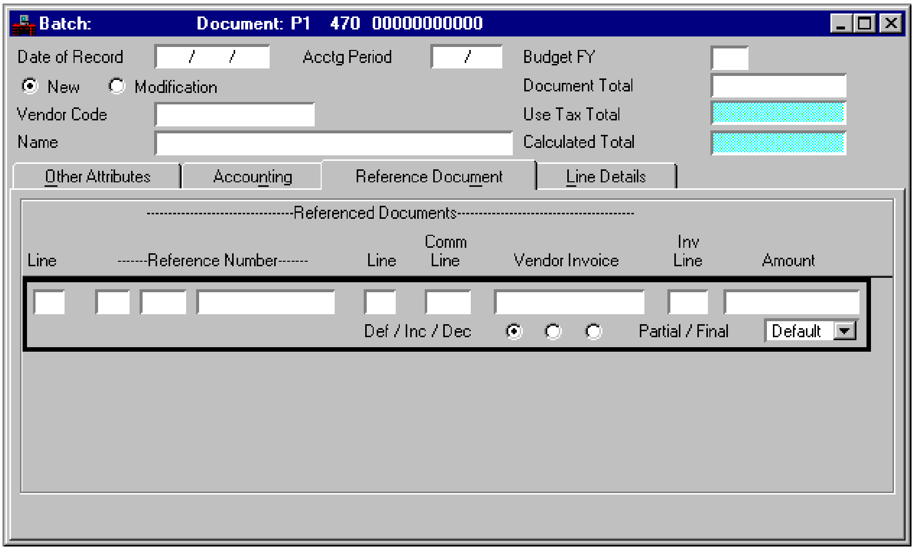


Field	Description
Line	Required. Enter a different number for each line on the document. Numbers ***00*** to ***99*** are valid. This is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. Otherwise, enter the fund paying for the item on this line. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency paying for the item on this line. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org	Conditional. Required if **Expense Budget Organization Option** on Fund Agency Index (FAGY) is ***Y*** (required on budget and accounting) or ***A*** (required on accounting). Optional on balance sheet transactions. Enter the organization paying for the items listed on this line. See Organization Index (ORGN) for valid values.

Field	Description
Appr Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Activity	Conditional. Default is inferred from Organization (ORG2), if it is included there. Otherwise, enter an activity if **Expense Budget Activity Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). See Activity Index (ACTV) for valid values.
Function	Conditional. Default is inferred from Organization (ORG2); or from Activity (ACT2), if a function is not entered in Organization (ORG2). Otherwise, enter a function if **Expense Budget Function Option** is ***Y*** (required on budget and accounting) or ***A*** (required on accounting) on Fund Agency Index (FAGY). See Function (FUNC) for valid values.
Object	Conditional. For transactions that require a balance sheet account code, this field is optional. Enter the object that best describes the item named on this line. See Object Index (OBJT) for valid values. Note: If the object code entered is a 1099 reportable code, the **Vendor Code** cannot be ***Miscellaneous***.
Job / Project	Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details. Otherwise, this field is optional. If **Job Cost** is ***Yes [Y]*** on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If **Job Cost** is ***No [N]*** on System Control Options (SOP2), enter a project number or general reporting category.

Field	Description
Rept Cat	Conditional. This field is required on expenditure transactions if **Reporting Category** on Agency (AGC2) is ***Required on Expenditure Transactions [3]***. This field is required on revenue transactions if **Reporting Category Required on Revenue Transactions** is ***Required [Y]***. For transactions that require a balance sheet account code, this field is required if **Reporting Category Option** is ***Y*** (required) on Balance Sheet Account Index (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) for valid values.
Termini	Conditional. Required if **Termini Validation Indicator** is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Amount	Conditional. Required if this payment voucher references an EPS purchase order and the purchase order has a warehouse code or **EPPV Requirements** on EPS System Control Options (ESOP) is selected ***[Y]***. Otherwise, this field is optional. Enter the number of items paid for. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not enter a positive/negative sign; the increase/decrease indicator determines whether this is added to or subtracted from the original amount.
Def/Inc/Dec	Default is ***Default [blank]***. Valid values on a new document are ***Default [blank]*** and ***Increase [I]***. Valid values on a modification document are ***Increase [I]*** if **Amount** is increasing, or ***Decrease [D]*** if **Amount** is decreasing. If **Amount** is blank, select ***Default [blank]***.

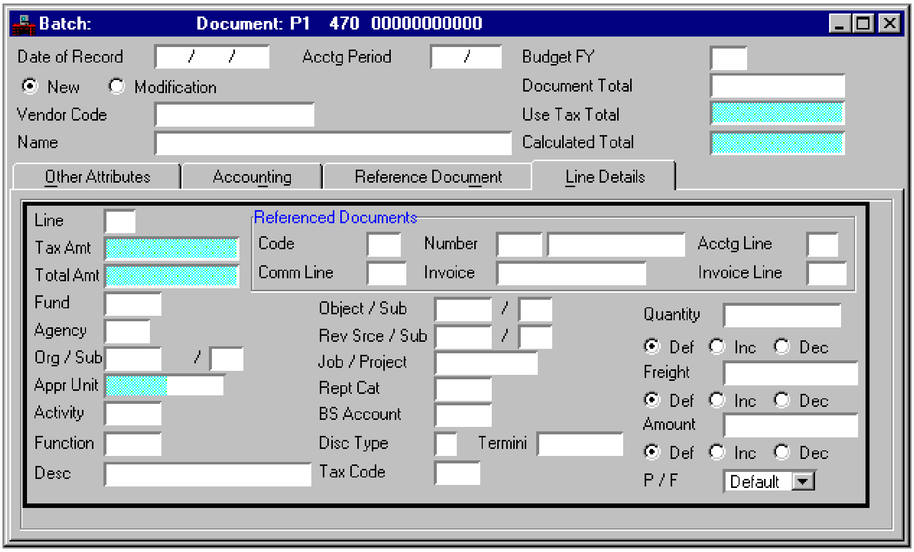
Reference Document View



Field	Description
Referenced Documents	
Reference Number	Conditional. Required if this line concerns items previously recorded on a requisition or purchase order; otherwise, it is blank. Enter the document code, agency and number of the document being referenced. If a prior year purchase order is referenced, ensure that all values in the accounting distribution are valid for the prior year as well as for the current year.
Line	Conditional. Required if this line concerns items previously recorded on a purchase order; leave blank for requisitions. Enter the purchase order line number of the item being referenced.

Field	Description
Comm Line	Conditional. Required if **PV Update Inventory** on EPS System Control Options (ESOP) is selected [***Y***] and for payment vouchers referencing EPS purchase orders with a warehouse code. Required if **Fixed Asset Indicator** is ***Create One Shell [F]*** or ***Create Multiple Shells [Q]*** on the payment voucher. Required if **Receiver Accrual** on EPS System Control Options (ESOP) is selected [***Y***]. Otherwise, this field is optional. Enter the commodity line number of the purchase order referenced.
Vendor Invoice	Optional. Enter the vendor invoice number, if one is available.
Inv Line	Conditional. Required if **EPPV Requirements** on EPS System Control Options (ESOP) is selected [***Y***] and a vendor invoice has been entered. Enter the line number of the referenced invoice.

Line Details View



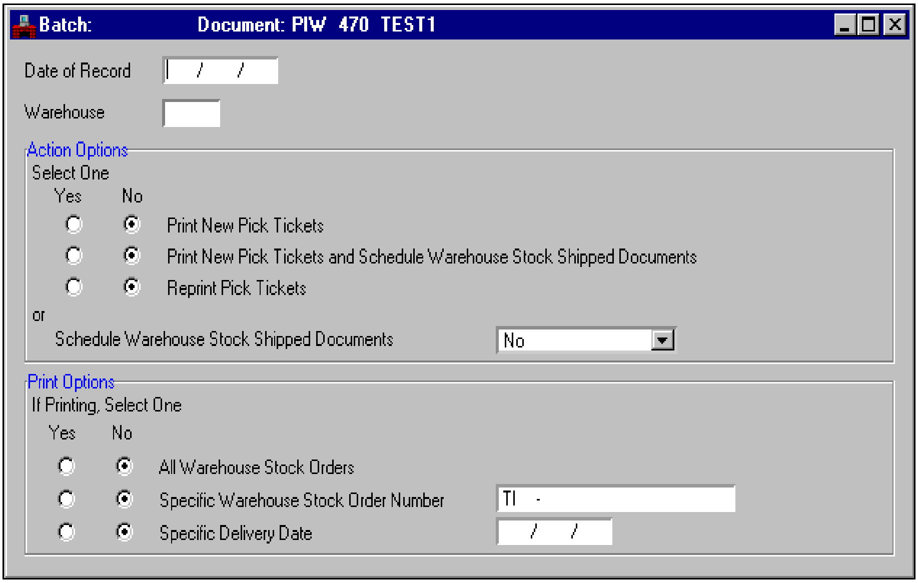
Field	Description
Tax Amt	The amount of tax for this line is displayed. The system will calculate the tax amount using the amount supplied and the tax rate associated with the tax code applied to this line.
Total Amt	The total amount of this line is displayed. The system will calculate the total amount from the amount supplied and the calculated adjustment amount.
Sub-Org	Conditional. Required on expenditure transactions if **Sub-Organization Required on Spending** on Organization (ORG2) is ***Required [Y]*** or ***Required on Expenditure Transactions [3]***. Or, on vendor refund transactions if **Sub-Organization Required on Revenue** on Organization (ORG2) is ***Required [Y]***. Otherwise, this field is optional. Enter the sub-organization paying for the items listed in this document. See Sub-Organization (SORG) for valid values.
Desc	Optional. Enter general descriptive information to be recorded with this transaction.

Field	Description
Sub-Object	Conditional. Required if **Object** is entered and **Sub-Object Required** is selected [***Y***] on Expense Budget Inquiry (Extended) (EEX2). Otherwise, optional. Enter the sub-object that best describes the item named on this line. See Sub-Object (SOBJ) for valid values. Note: If the object code entered is a 1099 reportable code, the **Vendor Code** cannot be ***Miscellaneous***.
Rev Srce/Sub	Conditional. **Revenue Source** is required on vendor refunds. Enter the revenue source credited as a result of this document. See Revenue Source Index (RSRC) for valid values. If revenue source is entered, **Object** and **Balance Sheet Account** must be blank. Enter a sub-revenue source if **Revenue Source** is entered and **Sub-Revenue Source Required** is ***Yes [Y]*** on Revenue Source (RSR2). If **Sub-Revenue Source Required** is ***No [N]***, sub-revenue source is optional. See Sub-Revenue Source (SREV) for valid values.
BS Account	Default is inferred from Warehouse (WHS2) if this payment voucher references an EPS purchase order with a warehouse code. Enter this field only if this is an expense transaction. See Balance Sheet Account Index (BACC) for valid values. It cannot be any of the default accounts in System Special Accounts (SPEC). However, it can be the default fund balance account.
Disc Type	Optional. If a vendor discount policy applies to this voucher line, enter the appropriate discount type from Discount Type (DISC). A valid discount type must have **PO Discount Flag** set to ***N***. The cash disbursement process determines whether the discount can actually be taken at the time the check is printed. This field is blank on balance sheet transactions and vendor refunds.
Tax Code	Default is inferred by the system. Enter the tax rate to be used for this line. See Tax Code (TAXT) for valid values. This field can only be used when the Extended Purchasing Subsystem is installed with linking turned on.

Field	Description
Quantity	Conditional. Required if you are referencing EPS purchase orders that contain a warehouse code, **EPPV Requirements** is selected [***Y***] on EPS System Control Options (ESOP) *and* you are referencing an Extended Purchasing Subsystem purchase order, or **Fixed Asset Indicator** is ***Create Multiple Shells [Q]***. Otherwise, this field is optional. Enter the number of items paid for.
Def/Inc/Dec	Default is ***Default [blank]***. Indicates whether the amount in **Quantity** is an ***Increase [I]*** or ***Decrease [D]***. ***Decrease [D]*** is valid on a new document as long as **Discount Type** is blank and a requisition is not being referenced. ***Decrease [D]*** is used on new documents to record credit memos.
Freight	Default is inferred by the system. Leave blank if **Charge Basis** is any value other than ***By Commodity [C]***. Optional if **Charge Basis** is ***By Commodity [C]***; enter an amount in this field to include freight on this commodity line.
Def/Inc/Dec	Default is ***Default [blank]***. Indicates whether the amount in **Freight** is an ***Increase [I]*** or ***Decrease [D]***. This field can only be used when the Extended Purchasing Subsystem is installed with linking turned on.

Field	Description
P/F	Defaults to ***Default [blank]***. This field is used only when a purchase order is referenced. Valid values are: ***Default [blank]*** This will leave this field blank. ***Partial [P]*** This value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount). ***Final [F]*** If the total amount expensed equals the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Select ***Final [F]*** if the total amount expensed is *less than* the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is *more than* the purchase order amount (the item cost more than expected). A maximum limit exists for how much the total amount expensed can exceed the purchase order amount. (See discussion of purchase orders in the *User's Guide*.)

WAREHOUSE PICK AND ISSUE (PIW)

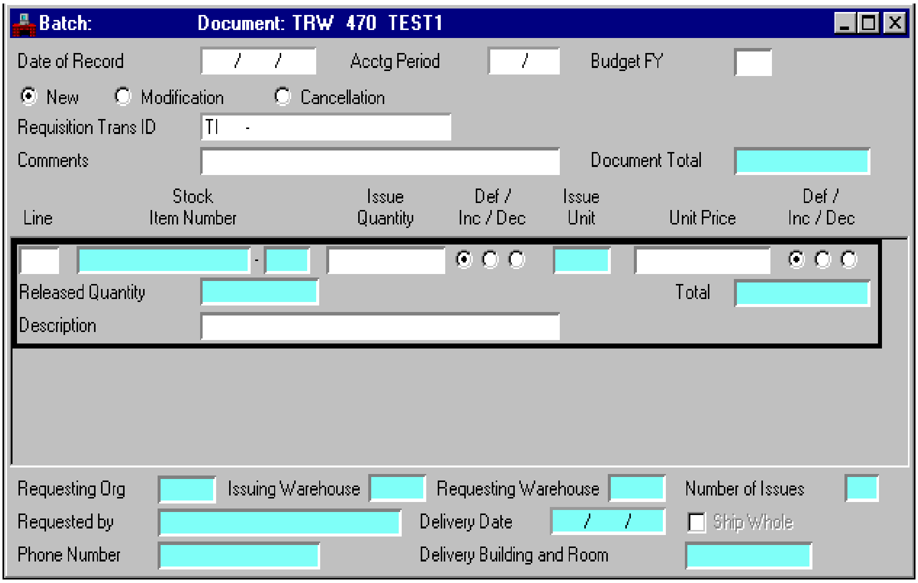


The Warehouse Pick and Issue (PIW) document allows for printing tickets for selected TIW for the specified warehouse. The PIW resembles the PI document.

Field	Description
Date of Record	Default is date that the system created the Warehouse Stock Order (TIW) document. Enter the date of the stock request.
Warehouse	Required. Enter the warehouse responsible for printing the pick tickets, or scheduling issue confirmation documents.
Action Options - Select One	
Print New Pick Tickets	Default is ***[No]***. Select ***[Yes}*** to choose this option.

Field	Description
Print New Pick Tickets and TRW Documents	Default is ***[No]***. Select ***[Yes}*** to choose this option.
Reprint Pick Tickets	Default is ***[No]***. Select ***[Yes}*** to choose this option.
OR	
Schedule Warehouse Stock Shipped Documents	Default is ***[No]***. Valid values include: ***DELIVERY DATE*** Select if you want to schedule the TRW document by Delivery Date ***PICK DATE*** Select if you want to schedule the TRW document by pick date.
Print Options: If Printing, Select One	
All Warehouse Stock Orders.	Conditional. If you selected an option to print the pick tickets, you must select a print option. Default is ***[No]***. Select ***[Yes]*** to select this option.
Specific TIW	Conditional. If you selected an option to print the pick tickets, you must select a print option. Default is ***[No]***. Select ***[Yes]*** to select this option.
Specific TIW Number	Conditional. If you selected an option to print the pick tickets, you must select a print option. Default is ***[No]***. Select ***[Yes]*** to select this option.
Specific Delivery Date	Conditional. If you selected an option to print the pick tickets, you must select a print option. Default is ***[No]***. Select ***[Yes]*** to select this option. Enter the delivery date in the second field.
Specific Delivery Date	Conditional. If you selected Specific Delivery Date option to print the pick tickets, you must enter the delivery date. Enter the Delivery Date in mm/dd/yy format.

WAREHOUSE STOCK SHIPPED (TRW)



The Warehouse Stock Shipprd (TRW) document allows confirmation of the receipt of stock items. The TRW adopted the accounting logic of the existing TR document and the processing order of the C1 document.

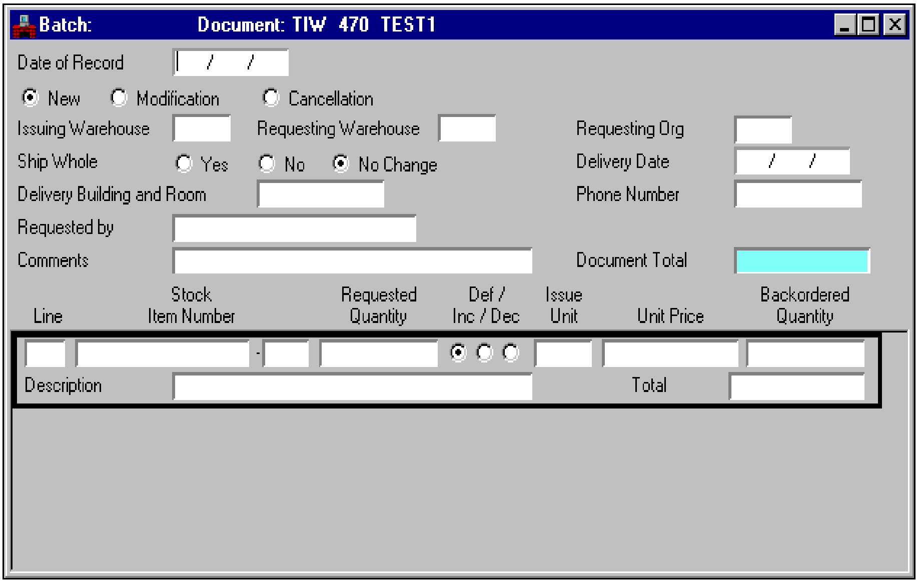
Field	Description
Date of Record	Default is date that the system created the Warehouse Stock Order (TIW) document. Enter the date of the stock request.
Accounting Period	Default is inferred from teh date of record. If this transaction is to be recorded in some other accounting period, enter the desired open period, using fiscal month and fiscal years. Do not enter future periods.
Budget FY	Default applies to current fiscal year budget. If this transation is to be recorded in another fiscal year, enter the desired open fiscal year. Do not enter future budget fiscal years.

Field	Description
New/ Modification/ Cancellation	Default is NEW. Valid values are: ***NEW*** Select if creating a new document. ***MODIFICATION*** Selecting if modifying a previous document. This option allows adding lines, changing the quantities fo existing lines (not codes), or cancelling a line (decreasing the line to zero) on a previous document. All codes must match those used on the original document. ***CANCELLATION*** Select if cancelling an existing document (cannot cancel an issued or released document).
Warehouse Stock Order	Required. Enter the transaction identifier (document number) of the TIW for which the transfer was made.
Comments	The description for this line is inferred from INVN.
Document Total	Display only. The total of the document is displayed.
Delivery Building and Room	Required. Enter the building and room where the order is delivered.
Phone Number	Required. Enter the phone number of the requesting person.
Requested By	Required. Enter the name of the person to whom questions addressed about the order are directed.
Comments	Optional. Enter up to 30 characters of text associated with the issue of the transferred goods.
Document Total	Display only. The system computed document total is displayed in this field.
Line	Required. Enter the line number associated with this item.
Stock Item Number	Required. Ente the stock items code that identifies the goods transferred. Ensure that it is valid on Inventory Inquiry (INVN), nad that is not a parent item on Inventory (INV3).

Field	Description
Issue Quantity	Required. Enter the quantity of goods actually transferred.
Def/Inc/Dec Action	Defaults to Default. On a modification transaction, valid values are ***Increase [I]*** or ***Decrease [D]*** (reflects the change in quantity transferred).
Issue Unit	Display only. This field is inferred from INVN.
Unit Price	The current unit price is inferred from INVN.
Def/Inc/Dec Action	Defaults to Default. On a modification transaction, valid values are ***Increase [I]*** or ***Decrease [D]*** (reflects the change in quantity transferred).
Released Quantity	Display only. The quantity released by the Warehouse Pick and Issue (PIW) document is displayed.
Total	Display only. The system computes and displays the cost that is charged to meet account distribution from teh item lines.
Description	This field is inferred from INVN.
Requesting Org	Display only. Enter the organization that is request this item. See Organization Index (ORGN) for valid values. The system uses the agency code from the Document ID to identify a valid agency/organization combination.
Issuing Warehouse	Display only. The warehouse from which gooods are transferred. This warehouse must already be established on WHS2 table.
Requesting Warehouse	Display only. The warehouse that requests the goods to be transferred. This warehouse must already be established on the WHS2 table.
Number of Issues	Display only. The number of issues made agains the TIW is displayed.
Requested By	Display only. The name of the individual requesting the stock items is displayed.

Field	Description
Delivery Date	Required. Enter the future date when you must receive the transfer.
Ship Whole	Default is ***[No Change]***. Select ***[Yes]*** if partial shipments are not allowed. Select ***[No]*** if partial shipments are allowed.
Phone Number	Display only. The phone number indicated on the TIW is displayed.
Delivery Building and Room	Required. Enter the building and room where the order is delivered.

Warehouse Stock Order (TIW)



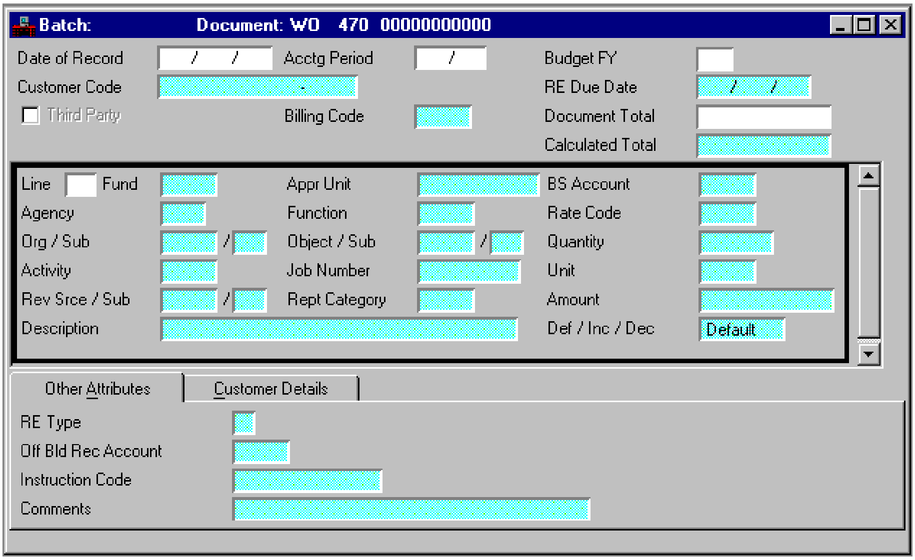
The Warehouse Stock Order (TIW) document allows the requesting warehouse to order stock items from another warehouse. The TIW resembles the TI documents, but fosters the processing of the SR document.

Field	Description
Date of Record	Default is date that the system created the Warehouse Stock Order (TIW) document. Enter the date of the stock request.

Field	Description
New/ Modification/ Cancellation	Default is NEW. Valid values are: ***NEW*** Select if creating a new document. ***MODIFICATION*** Selecting if modifying a previous document. This option allows adding lines, changing the quantities fo existing lines (not codes), or cancelling a line (decreasing the line to zero) on a previous document. All codes must match those used on the original document. ***CANCELLATION*** Select if cancelling an existing document (cannot cancel an issued or released document).
Issuing Warehouse	Required. The warehouse from which gooods are transferred. This warehouse must already be established on WHS2 table.
Requesting Warehouse	Required. The warehouse that requests the goods to be transferred. This warehouse must already be established on the WHS2 table.
Requesting Org	Required. Enter the organization that is request this item. See Organization Index (ORGN) for valid values. The system uses the agency code from the Document ID to identify a valid agency/organization combination.
Ship Whole	Default is ***[No Change]***. Select ***[Yes]*** if partial shipments are not allowed. Select ***[No]*** if partial shipments are allowed.
Delivery Date	Required. Enter the future date when you must receive the transfer.
Billing Code	The billing code that identifies the billing profile for invoice or statement generation is inferred from the original Receivable (RE) document and displayed.
Delivery Building and Room	Required. Enter the building and room where the order is delivered.
Phone Number	Required. Enter the phone number of the requesting person.

Field	Description
Requested By	Required. Enter the name of the person to whom questions addressed about the order are directed.
Comments	Optional. Enter up to 30 characters of text associated with the issue of the transferred goods.
Document Total	Display only. The system computed document total is displayed in this field.
Line	Required. Enter the line number associated with this item.
Stock Item Number	Required. Ente the stock items code that identifies the goods transferred. Ensure that it is valid on Inventory Inquiry (INVN), nad that is not a parent item on Inventory (INV3).
Requested Quantity	Required. Enter the quantity of goods to be transferred.
Def/Inc/Dec Action	Defaults to Default. On a modification transaction, valid values are ***Increase [I]*** or ***Decrease [D]*** (reflects the change in quantity transferred).
Issue Unit	This field is inferred from INVN.
Unit Prece	The current unit price is inferred from INVN.
Backordered Quantity	The quantity of the stock item that was back ordered to meet this requisition.
Total	The system computes and displays the cost that is charged to meet account distribution from teh item lines.
Description	This field is inferred from INVN.

WRITE-OFF (WO)



The Write-Off (WO) document allows the user to write off or cancel Receivable (RE) documents. These documents are created when the Process Write-Offs (ARWO) job is run and then loaded to Document Listing (SUSF). You should not enter this document online.

Field	Description
Date of Record	Default is date that the system created the Write-Off (WO) document. Enter the date of the write-off.
Acctg Period	Default is inferred based on **Date of Record**. Enter the accounting period associated with this write-off.
Budget FY	Default is current fiscal year. Enter the budget fiscal year associated with this write-off.

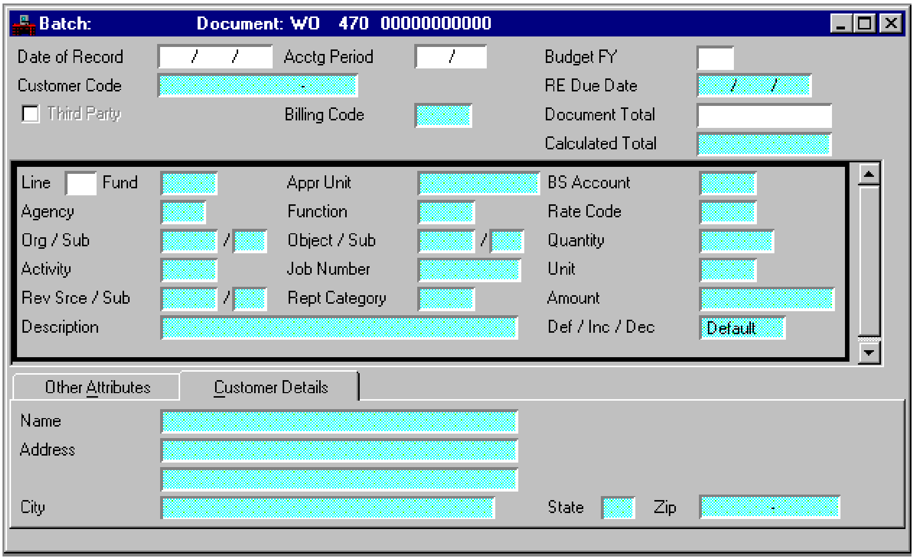
Field	Description
Customer Code	The customer whose bill is being written-off is inferred from the original Receivable (RE) document and displayed.
RE Due Date	The date when payment for the receivable was due is inferred from the original Receivable (RE) document and displayed.
Third Party	Specifies if the system is to bill the third party. Inferred from the original Receivable (RE) document and displayed.
Billing Code	The billing code that identifies the billing profile for invoice or statement generation is inferred from the original Receivable (RE) document and displayed.
Document Total	Required. Unsigned net amount of all lines entered on the document. Equal to the total of all line amounts.
Calculated Total	The total of the line amounts is computed by the system and displayed.
Line	Required. Enter a unique number for each document line. This field must match the line number of the original Receivable (RE) line that you want to modify.
Fund	The fund for which revenue was earned is inferred from the original Receivable (RE) and is displayed.
Agency	The agency for which the revenue was earned is inferred from the original Receivable (RE) line and is displayed.
Org/Sub	The organization and sub-organization is inferred from the original Receivable (RE) line and is displayed.
Activity	The activity is inferred from the original Receivable (RE) line and is displayed.
Rev Srce/Sub	The revenue source and sub-revenue source are inferred from the original Receivable (RE) line and is displayed.
Description	Description is inferred from **Receivable Line Write-Off** on the original Receivable (RE) and is displayed.

Field	Description
Appr Unit	The program budget unit is inferred from the original Receivable (RE) line and displayed.
Function	The function is inferred from the original Receivable (RE) line and displayed.
Object/Sub	Object and sub-object are inferred from the original Receivable (RE) line and displayed.
Job Number	The job number is inferred from the original Receivable (RE) line and displayed.
Rept Category	The reporting category is inferred from the original Receivable (RE) line and displayed.
BS Account	The balance sheet account is inferred from the original Receivable (RE) line and displayed.
Rate Code	The rate code used to define the billing rate per unit of measure is inferred from the original Receivable (RE) document and displayed.
Quantity	The number of units purchased by the customer is inferred from the original Receivable (RE) document and displayed.
Unit	The unit of measure of the goods purchased by the customer is inferred from the original Receivable (RE) document and displayed.
Amount	The amount is inferred from the outstanding balance of the original Receivable (RE) line and displayed.
Def/Inc/Dec	Defaults to ***Default [blank]***.

Other Attributes View

Field	Description
RE Type	***S*** (summary) indicates that a receivable is a summary receivable and not for billing to customers. This field is inferred from the original Receivable (RE) document and displayed.
Off Bld Rec Account	The balance sheet account used to record the offset entry is inferred from the original Receivable (RE) document and displayed.
Instruction Code	The instruction code used to specify the special instructions you want printed on an invoice is inferred from the original Receivable (RE) document and displayed.
Comments	The description of the document is inferred from the original Receivable (RE) document and displayed.

Customer Details View



Field	Description
Name	The corresponding customer name is inferred from the original Receivable (RE) document and displayed.
Address, City, State, Zip	The customer address information is inferred from original Receivable (RE) document and displayed.

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