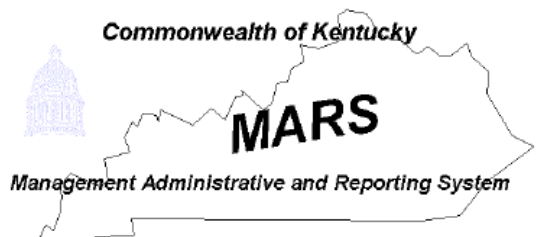
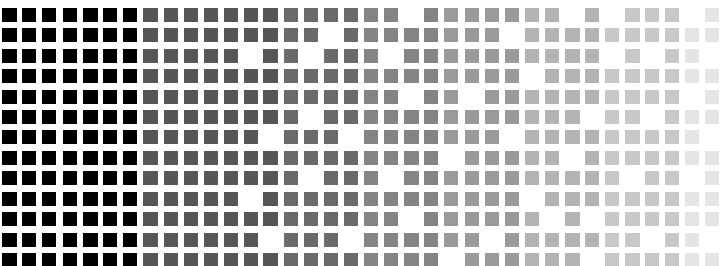


# MARS ADVANTAGE

## User's Reference - Tables

### Volume 1



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## 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.
- *Italics* 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.**”)

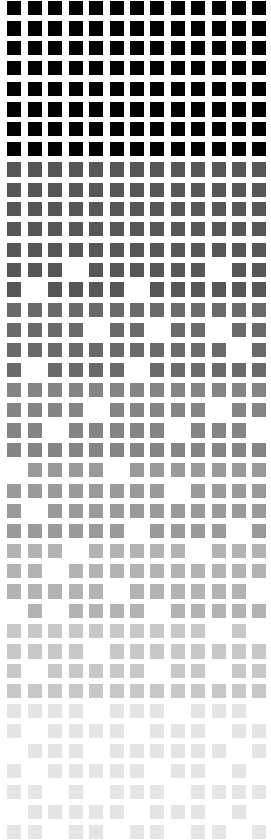
### Related Information

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.



# *TABLES - VOLUME 1*



# 1099 REPORTING - PAYER INFORMATION (TRPT)

1099 Reporting - Payer Information

Calendar Year

Vendor Indicator

Payer

Name

Address

City

Zip

Contact Name

TIN

Phone

Name Control

Tcc Code

Vendor

Name

Address

City

State

Zip

Contact Name

Phone

Email

1099 Reporting - Payer (TRPT) defines the payer information used for 1099 reporting purposes.

Field	Description
Calendar Year	Key field. Enter the calendar year to which the threshold amount applies. The year entered must be a valid calendar year in yy format.
Payer Name	Required. Enter the payer name.
Address	Required. Enter the address of the payer. Line 2 is optional and is not required to be entered.
City	Required. Enter the city of the payer.
State	Required. Enter the state of the payer.
Zip Code	Required. Enter the zip code of the payer. The zip code must be numeric and have at least 5 digits.
Taxpayer ID Number	Required. Enter the taxpayer ID number of the payer. The value entered must be a valid number assigned to the payer by the IRS.

<b>Field</b>	<b>Description</b>
Contact Name	Required. Enter the contact name of the payer.
Phone	Required. Enter the phone number ( nnn nnn nnnn ) of the payer.
Name Control	Required. Enter the Payer Name Control. This alphanumeric value is assigned by the IRS and is obtained from the mail label on the Package 1099 that is mailed to payers each December.
TCC Code	Required. Enter the payer's Transmitter Control Code. This alphanumeric value is assigned by the IRS.
Vendor-Indicator	Conditional. Valid values "V" if the software was purchased from a vendor or other outside source and "I" if the software produced by in-house programmers. Default value is "I" if left blank.
Vendor-Name	Conditional. Required if vendor-indicator is "V". The name of the company from where the software was purchased.
Vendor-Addr-Line1	Conditional. Required if vendor-indicator is "V". The mailing address of the vendor.
Vendor-City	Conditional. Required if vendor-indicator is "V". The city, town, or post office of the vendor.
Vendor-State	Conditional. Required if vendor-indicator is "V". The state abbreviation of the vendor.
Vendor-Zip-Code	Conditional. Required if vendor-indicator is "V". The 9-digit zip code of the vendor.
Vendor-Contact-Name	Conditional. Required if vendor-indicator is "V". The name of the person who can be contacted concerning any software questions.
Vendor-Phone-Number	Conditional. Required if vendor-indicator is "V". The telephone number and extension if applicable of the vendor contact name. Omit hyphens.

Field	Description
Vendor-Email-Address	Conditional. Required if vendor-indicator is "V". The email address of the vendor contact name.



## 1099 REPORTING THRESHOLDS (TRP2)

1099 Reporting - Thresholds (TRP2) defines the threshold amounts for each type of return (i.e., 1099-MISC, 1099-INT, and 1099-G) and its associated boxes (income types). A threshold amount represents the minimum amount of money that needs to be paid to a vendor in order for the vendor's income to be reported. The threshold amounts set on 1099 Reporting - Thresholds (TRP2) must follow IRS guidelines.

Field	Description
Calendar Year	Key field. Enter the calendar year to which the threshold amount applies. The year entered must be a valid calendar year in yy format.
Form Type	Key field. Enter the type of return to which the threshold amount applies. Valid values are: <b>1099-MISC [M]</b> <b>1099-INT [I]</b> <b>1099-G [G]</b> <b>1099-S [S]</b>



Field	Description
Box Number	<p>Key field. Enter the type of income to which the threshold amount applies. Valid values are:</p> <p><b><i>For 1099-MISC Returns</i></b></p> <p><i>Rents [01]</i></p> <p><i>Royalties [02]</i></p> <p><i>Prizes and Awards [03]</i></p> <p><i>Fishing Boat Proceeds [05]</i></p> <p><i>Medical &amp; Health Care Payments [06]</i></p> <p><i>Non Employee Compensation [07]</i></p> <p><i>Substitute Payments in Lieu of Dividends &amp; Interest [08]</i></p> <p><i>Direct Sales of Consumer Product for Resale [09]</i></p> <p><i>Excess Golden Parachute Payments[13]</i></p> <p><i>Gross Proceeds Paid to Attorney [14]</i></p> <p><i>The sum of Boxes 01, 03, 06 and 07 [99]</i></p> <p><b><i>For 1099-INT Returns</i></b></p> <p><i>Interest Income [01]</i></p> <p><i>Early Withdrawl Penalty [02]</i></p> <p><i>Interst on U.S. Saving Bonds and Treasury Obligations [03]</i></p> <p><i>Investment Expenses [05]</i></p> <p><i>Foreign Tax Paid [06]</i></p> <p><b><i>For 1099-G Returns:</i></b></p> <p><i>Unemployment Compensation [01]</i></p> <p><i>State or Local Income Tax Refunds, Credits, or Offsets [02]</i></p> <p><i>Qualified State Tuition Program Earnings [05]</i></p> <p><i>Taxable Grants [06]</i></p> <p><i>Agricultural Payments [07]</i></p> <p><b><i>For 1099-S Returns:</i></b></p> <p><i>Gross Proceeds [02]</i></p>



Field	Description
Threshold Amount	Required. Enter the threshold dollar limit for the Form Type and Box Number entered. Default is 0.00 . For 1099-MISC, the total threshold dollar limit for the sum of Box 1, Box 3, Box 6, and Box 7 is entered as Type of Return M and Box Number 99.
Reported for Individuals	Default is <i>[N]</i> . Enter <i>[Y]</i> if the type of income is reportable for Individuals.
Reported For Partnerships	Default is <i>[N]</i> . Enter <i>[Y]</i> if the type of income is reportable for Partnerships.
Reported for Corporations	Default is <i>[N]</i> . Enter <i>[Y]</i> if the type of income is reportable for Corporations.

ABC Classification Parameter (ABCP) is used to set management parameters (for example, forecast methods, order quantity method) for stock items with similar management needs. ABC classifications are used to group these items. For example, expensive items may be in one ABC classification while inexpensive items are in another.

Field	Description
Forecast Method	Default is <b>Seasonal [S]</b> . Select the method that best suits your forecasting needs. Valid values are:  <b>Seasonal [S]</b> <b>Nonseasonal/Regular [N]</b> <b>Manual Setting [M]</b>
Number of Months	Defaults to <b>0</b> . If <b>Forecast Method</b> is <b>Manual Setting [M]</b> , enter the number of months to use for calculations in forecasting.
Order Quantity Method	Defaults to <b>EOQ [E]</b> . Valid values are:  <b>EOQ [E]</b> <b>Order up to [O]</b> <b>Manual [M]</b>
Lead Time Adjustment	Default is <b>0</b> . Enter the number of days added to the purchasing lead time. This entry is used to compute reorder levels and amounts.
EOQ Order Cost	Defaults to <b>0.00</b> . Required only if the <b>Order Quantity Method</b> is <b>EOQ [E]</b> . Enter the cost of placing an order for this item.
EOQ Carry Percentage	Conditional. Required only if the <b>Order Quantity Method</b> is <b>EOQ [E]</b> . Enter the percentage carrying cost for this commodity.

## ACCOUNT TYPE (ACCT)

Account Type	Name	Short Name
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

Account Type (ACCT) defines various codes that are used during processing. The values of these codes are fixed in the system, and you may not change them. They must remain as defined in order to obtain and maintain consistent reports from the financial system. See the *User's Guide* for a listing of the predefined account type codes delivered with MARS. **Account Type** is printed on the Detailed Transaction Listing Reports (A601 and A611) and can serve as a transaction description for users.

Field	Description
Account Type	Key field. Account type codes are predefined. Your system's table should contain a record for each of the predefined account types.
Name	Displays the descriptive name for the account type.
Short Name	Displays the abbreviated description that appears on reports when there is not enough room for the full name.

## ACCOUNTING PERIOD (APRD)

	Fiscal Year	Fiscal Month	Fiscal Quarter	Month Name	Month End Date	Period Closed	Month End Process	Year End Adjustment Period
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

Accounting Period (APRD) defines accounting periods valid in your system. It also identifies which period (if any) is the year-end adjustment period. The data in this window must be updated before beginning a new fiscal year.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Fiscal Month	Key field. Enter the two-digit numerical accounting period defined in this line from <b>00</b> to <b>99</b> . The first accounting period in the fiscal year is represented by <b>01</b> , the second by <b>02</b> . A line must exist for each accounting period. Fiscal Year (FYSR) specifies how many accounting periods are defined in the fiscal year.
Fiscal Quarter	Required. Enter <b>1</b> , <b>2</b> , <b>3</b> or <b>4</b> . The year-end adjustment period, if one exists, belongs to quarter 4.

Field	Description
Month Name	Optional. Enter the name of the accounting period exactly as you want it to appear on the reports.
Month End Date	Required. Enter the last date ( <i>mm dd yy</i> ) of the accounting period. The year-end adjustment period end date should fall in the next fiscal year. You can make the adjustment period as long as you wish.
Period Closed	<p>Optional. Enter <b>Y</b> to close a period so that additional documents will not be posted to it. Once a period is closed, only adjusting journal vouchers can be posted to the closed period. (These journal vouchers may only be submitted by a system administrator with override authority.)</p> <p>This field automatically changes to <b>Y</b> when monthly closing has been run.</p>
Month End Process	<p>Optional. Default is <b>N</b>. This field automatically changes to <b>Y</b> when the monthly closing process has been run. The field can also be manually entered. Valid values are:</p> <p><b>Y</b> Monthly closing has been run.</p> <p><b>N</b> Monthly closing has not been run.</p>
Year End Adjustment Period	Required. Enter <b>Y</b> if the accounting period defined in this line is a year-end adjustment period. Otherwise, enter <b>N</b> .



## ACQUISITION/DISPOSITION (FADM)

	Acquisition / Disposition	Method Name	Short Name	Expense / Revenue	Funding Source Required
1	<input type="text"/>				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Acquisition/Disposition (FADM) defines the valid acquisition and disposition method codes. See the *User's Guide* for a suggested list of values.

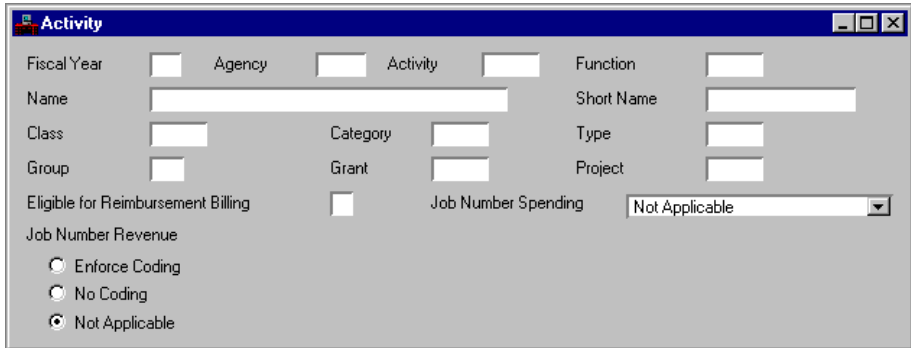
Field	Description
Acquisition/ Disposition	Key field. Enter <b>A</b> if the asset is an acquisition or <b>D</b> if the asset is a disposition.
Method	Key field. Enter a value indicating the method of acquisition or disposition.
Name	Optional. The name of this method of acquisition or disposition.
Short Name	Optional. The abbreviated name of this method of acquisition or disposition.
Expense/ Revenue	Default is <b>R</b> (revenue). Enter <b>E</b> if you are posting an expense accounting entry. Enter <b>R</b> (or leave blank) if you are posting a revenue entry.



Field	Description
Funding Source Required.	Default is <i>Y [Yes]</i> . Enter <i>N [No]</i> if a funding source is not required for the acquisition method.



## ACTIVITY (ACT2)



Activity (ACT2) defines valid codes for activities and can also be used to group similar activities into higher level classifications. An activity is an internal program that you want to define for budgeting and/or reporting purposes. Activities can cut across organization and fund boundaries. For example, more than one organization can spend money for the same activity, and more than one fund can supply money for the same activity.

The activity code is the starting point for a classification hierarchy that puts similar activity codes together in progressively larger groups. Similar activities make an activity class, similar activity classes make an activity category, etc. The entire classification scheme (including activity) is optional. You might not use it at all, or you might only use a part of it.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency	Key field. Enter the Agency Code. See Agency Code (AGC2) table for valid values
Activity	Key field. Enter the code for the activity you want to add, change, or delete.

Field	Description
Function	Optional. Enter the applicable code from Function (FUNC) if the activity you are defining is associated with a function.
Name	Optional. Enter a name for the activity. If you leave this field blank, no activity name will appear on reports.
Short Name	Optional. Enter the name that you want to appear on reports when there is not enough room for the full name.
Class	Optional. If you report by activity class, enter the value from Activity Class (ACLS) that best describes the activity defined in this line. If you do not report by activity class, you can leave this field blank.
Category	Optional. If you report by activity category, enter the value from Activity Category (ACAT) that best describes the activity defined in this line. If you do not report by activity category, you may leave this field blank.
Type	Optional. If you report by activity type, enter the value from Activity Type (ATYP) that best describes the activity defined in this line. If you do not report by activity type, you can leave this field blank.
Group	Optional. If you report by activity group, enter the value from Activity Group (AGRP) that best describes the activity defined in this line. If you do not report by activity group, leave this field blank.
Grant	Conditional. Required if the activity defined is associated with a grant. Enter the code for the grant associated with this activity. See Grant (GRNT) for valid values.
Project	Conditional. Required if the activity defined is associated with a project. Enter the code for the project associated with this activity. See Project (PROJ) for valid values.
Eligible for Reimbursement Billing	Optional. Enter <b>E</b> if project charges under this activity are eligible for reimbursement billing. Enter <b>I</b> if project charges under this activity are ineligible for reimbursement billing.



Field	Description
Job Number Spending	Conditional. Defaults to <i>Not Applicable [blank]</i> if you do not use the Job Cost Subsystem; otherwise, defaults to <i>Optional [N]</i> . Required if the <b>Job Number Required on Spending</b> field on Organization (ORG2) is set to <i>Req if Job Number Req on Activity [A]</i> . Valid values are:  <i>Required [Y]</i> <i>Optional [N]</i> <i>Required on Pre-Encumbrances [1]</i> <i>Required on Encumbrances [2]</i> <i>Required on Expenditures [3]</i>
Job Number Revenue	Conditional. Defaults to <i>Not Applicable [N]</i> . Required if you use the Job Cost Subsystem and you want to enforce job number coding on revenue documents; otherwise, select <i>Not Applicable [N]</i> . Valid values are <i>Enforce Coding [Y]</i> and <i>No Coding [N]</i> .

## ACTIVITY CATEGORY (ACAT)



Activity Category (ACAT) defines valid activity category codes. You group activities into categories on Activity (ACT2).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency	Key field. Enter the Agency Code. See Agency Code (AGC2) table for valid values.
Activity Category	Key field. Enter the code for the activity category you want to add, change, or delete.
Name	Optional. Enter the category name. If you do not provide a category name, the name will not display on reports.
Short Name	Optional. Enter the category name that you want to appear on reports when there is not enough room for the full name.



# ACTIVITY CLASS (ACLS)



Activity Class (ACLS) defines valid activity class codes. You assign activities to classes on Activity (ACT2).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency	Key field. Enter the Agency Code. See Agency Code (AGC2) table for valid values.
Activity Class	Key field. Enter the code for the activity class you want to add, change, or delete.
Name	Optional. Enter the class name. If you do not provide a class name, the name will not display on reports.
Short Name	Optional. Enter the class name that you want to appear on reports when there is not enough room for the full name.



## ACTIVITY ELIGIBILITY EXCEPTION (ACEX)



Activity Eligibility Exception (ACEX) is used to list all the combinations of agency, project, sub-project, phase and program within a fiscal year that have different eligibility indicators from those entered on Activity (ACT2). The new eligibility indicator is entered against each combination. This window can be updated by the user, as warranted, throughout the year.

Field	Description
Agency	Required. Enter the agency. See Agency Index (AGCY) for valid values.
Project	Required. Enter a project code. See Project (PROJ) for valid values.
Sub-Project	Required. Enter the sub-project. See Project Budget Line Inquiry (PRBL) for valid values.



Field	Description
Phase	Required. Enter the project phase. See Project Phase (PRPH) for valid values. The agency, project, sub-project and phase combination has to exist on Project Budget Line Inquiry (PRBL).
Fiscal Year	Required. Enter the last two digits of the applicable fiscal year.
Activity	Required. Enter the activity. See Activity Index (ACTV) for valid values.
New Eligibility	Required. Enter the code indicating eligibility. Valid values are: <div> <div><i>I</i></div> <div>Eligible for reimbursement from state and bond funding types</div> <div><i>E</i></div> <div>Eligible for reimbursement from all funding types (federal, state, bond and other).</div> </div>



## ACTIVITY GROUP (AGRP)

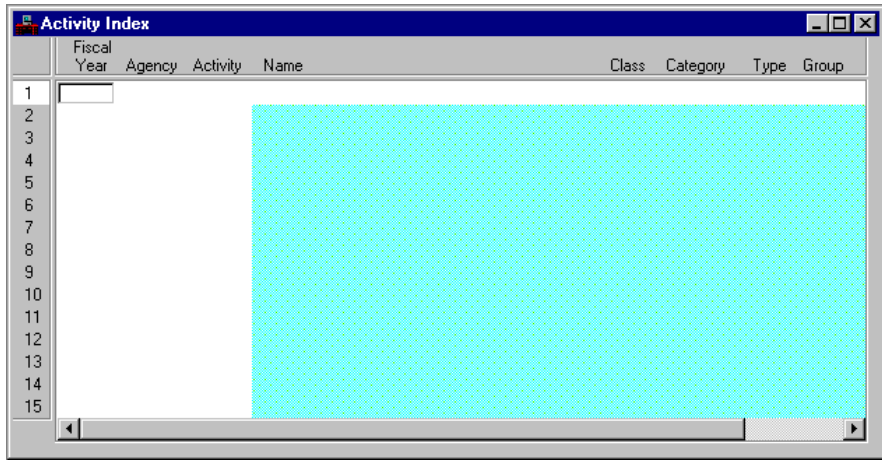


Activity Group (AGRP) defines valid activity group codes. You assign activities to groups on Activity (ACT2).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency	Key field. Enter the Agency Code. See Agency Code (AGC2) table for valid values.
Activity Group	Key field. Enter the code for the activity group you want to add, change, or delete.
Name	Optional. Enter the group name. If you do not provide a group name, the name will not display on reports.
Short Name	Optional. Enter the group name that you want to appear on reports when there is not enough room for the full name.



## ACTIVITY INDEX (ACTV)



The Activity Index (ACTV) window displays valid codes and classifications for activities. An activity is an internal program that you want to define for budgeting and/or reporting purposes. Activities can cut across organization and fund boundaries. For example, more than one organization can spend money for the same activity, and more than one fund can supply money for the same activity.

The activity code is the starting point for a classification hierarchy that puts similar activity codes together in progressively larger groups. Similar activities make an activity class, similar activity classes make an activity category. The entire classification scheme (including activity) is optional. You might not use it at all, or it might only use a part of it.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency	Key field. Enter the Agency Code. See Agency Code (AGC2) table for valid values.



## ACTIVITY TYPE (ATYP)

	Fiscal Year	Agency	Activity Type	Name	Short Name
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Activity Type (ATYP) defines valid activity type codes. Since this window is optional (used for reporting purposes only), it may not be used in your system. You assign activities to types on Activity (ACT2).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency	Key field. Enter the Agency Code. See the Agency Code (AGC2) table for valid values.
Activity Type	Key field. Enter the code for the activity type you want to add, change, or delete.
Name	Optional. Enter the type name. If you do not provide a type name, the name will not display on reports.
Short Name	Optional. Enter the type name that you want to appear on reports when there is not enough room for the full name.

## ADJUSTMENT CODE (ADJC)



Code	Description	Object
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Adjustment Code (ADJC) provides a list of valid adjustment codes with descriptions to define the reason for the adjustments to inventory. For each adjustment code, there is an object code to which the accounting entries are posted.

The default adjustment code used by the inventory freeze program must have an entry in this table. For more information on the inventory freeze program, see the *System Administration Guide*.

Field	Description
Code	Required. If adding a new line, enter a unique code. If changing or deleting an entry, enter the affected code.
Description	Required. Enter the description that defines the reason for the adjustment to physical inventory.
Object	Required. Enter the object code where accounting entries are written. See Object Index (OBJT) for valid values.



# AGENCY (AGC2)

The screenshot shows a window titled "Agency" with the following fields and controls:

- Fiscal Year:
- Agency:
- Name:
- Short Name:
- Manager:
- Class:  Category:  Type:  Group:
- ☐ Approval ☐ Exclude Budget Preparation
- Reporting Category Required on Revenue Transaction:
  - ☐ Yes
  - ☐ No
  - ☒ Not Applicable
- Reporting Category:
- Budget Phase:

On Agency (AGC2), you define valid agency codes and related information, such as the agency manager. The agency value may be divided into progressively larger and/or smaller groups. The larger hierarchy elements progress as follows: 1. group; 2. type; 3. category; 4. class; and 5. agency. The smaller hierarchy elements progress as follows: 1. agency; 2. organization; and 3. sub-organization. You define the appropriate hierarchy elements associated with the agency on the Agency (AGC2) window. The entire hierarchy classification scheme is optional. You might not use it at all, or you might only use a part of it.

For more information on the agency hierarchy structure, refer to the *User's Guide*.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency	Key field. Enter the code for the agency you want to add, change, or delete.

Field	Description
Name	Optional. Enter the name of the agency. If you leave this field blank, there will be no name on reports for this agency code.
Short Name	Optional. Enter the agency name that you want to appear on reports when there is not enough room for the full name.
Manager	Optional. Enter the agency manager's name exactly as you want it to appear on reports.
Class	Optional. If you report by agency class, enter the value from Agency Class (AGCL) that best describes the agency defined in this line. If you do not report by agency class, you can leave this field blank.
Category	Optional. If you report by agency category, enter the value from Agency Category (AGCT) that best describes the agency defined in this line. If you do not report by agency category, you can leave this field blank.
Type	Optional. If you report by agency type, enter the value from Agency Type (AGTP) that best describes the agency defined in this line. If you do not report by agency type, you can leave this field blank.
Group	Optional. If you report by agency group, enter the value from Agency Group (AGGP) that best describes the agency defined in this line. If you do not report by agency group, you can leave this field blank.
Approval	Default is cleared [N]. Select if this agency has approval requirements that override the default approvals established for each document type [Y].
Exclude Budget Preparation	Default is cleared [N]. Select if budget preparation is excluded for this agency and all the organizations within this agency [Y].
Reporting Category Required on Revenue Transaction	Default is <b>Not Applicable [blank]</b> . Select if reporting category codes are required on revenue transactions for this agency. Valid values are <b>Yes [Y]</b> , <b>No [N]</b> , and <b>Not Applicable [blank]</b> . For more information, see the <i>User's Guide</i> .







## AGENCY ACCOUNT (AACT)

Agency Account (AACT) is used to define a default accounting distribution for Over the Counter (OC) documents entered through the Inventory Control Subsystem. The accounting distribution entered here is used when you select **Yes [Y]** in the **Allow Default** field on an Over the Counter (OC) document. For more information, see the *User's Guide*.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency	Key field. Enter the agency code assigned to the default account.
Default Fund	Required. Enter the code for the default fund. For valid values, see Fund Index (FUND).
Default Agency	Required. Enter the code for the default agency. For valid values, see Agency Index (AGCY).

<b>Field</b>	<b>Description</b>
Default Organization	Optional. Enter the code for the default organization. For valid values, see Organization Index (ORGN).
Default Appr Unit	Optional. Enter the default Program Budget Unit element. 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.
Default Activity	Default is inferred from Organization (ORG2). Enter the code for the default activity. For valid values, see Activity Index (ACTV).
Default Function	Optional. Enter the default function code. For valid values, see Function (FUNC). If no code is entered, it defaults first from Organization Index (ORGN) and then Activity Index (ACTV).
Default Object	Optional. Enter the default object code. For valid values, see the Object Index (OBJT).

## AGENCY CATEGORY (AGCT)



Agency Category (AGCT) defines valid agency category codes. Since this window is optional (used only in reporting), it may not be used in your system. You group agencies into categories on Agency (AGC2).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency Category	Key field. Enter the code for the agency category you want to add, change, or delete.
Name	Optional. Enter the agency category name. If you do not provide a category name, the name will not display on reports.
Short Name	Optional. Enter the agency category name that you want to appear on reports when there is not enough room for the full name.



## AGENCY CLASS (AGCL)

	Fiscal Year	Agency Class	Name	Short Name
1	<input type="text"/>			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Agency Class (AGCL) defines valid agency class codes. Since this window is optional (used for reporting only), it may not be used in your system. You assign agencies to classes on Agency (AGC2).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency Class	Key field. Enter the code for the agency class you want to add, change, or delete.
Name	Optional. Enter the agency class name. If you do not provide a class name, the name will not display on reports.
Short Name	Optional. Enter the agency class name that you want to appear on reports when there is not enough room for the full name.

## AGENCY CLASS/AGENCY ASSOCIATION (CLAG)



Agency Class / Agency Association (CLAG) groups agencies by class. It provides the agency values needed to expand pool or base records that were defined by agency class. The information on this table is indirectly maintained by modifying Agency (AGC2) and by rerunning the offline program that creates this table.

Field	Description
Agency Class	Key field. Enter the agency class.
Agency	Key field. Enter the agency.

## AGENCY GROUP (AGGP)



Agency Group (AGGP) defines valid agency group codes. Since this window is optional (used for reporting purposes only), it may not be used in your system. You assign agencies to groups on Agency (AGC2).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency Group	Key field. Enter the code for the agency group you want to add, change, or delete.
Name	Optional. Enter the agency group name. If you do not provide a group name, the name will not display on reports.
Short Name	Optional. Enter the agency group name that you want to appear on reports when there is not enough room for the full name.



## AGENCY INDEX (AGCY)

Agency Index (AGCY) displays valid agency codes and related information. In addition to the agency code and name, Agency Index (AGCY) displays the agency hierarchy elements (class, category, type, and group) associated with each agency. For more information on the agency hierarchy structure, refer to the *User's Guide*.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency	Key field. Enter a valid agency code.
Name	The agency name that corresponds with the agency code is displayed. If no agency name was defined on Agency (AGC2), this field is blank.
Class	If you report by organization class, the class associated with this organization is displayed. If you do not report by organization class, this field will be blank.

Field	Description
Category	If you report by organization category, the category associated with this organization is displayed. If you do not report by organization category, this field is blank.
Type	If you report by organization type, the type associated with this organization is displayed. If you do not report by organization type, this field is blank.
Group	If you report by organization group, the group associated with this organization is displayed. If you do not report by organization group, this field is blank.



# AGENCY PROJECT INQUIRY (AGPR)



Agency Project Inquiry (AGPR) displays financial and descriptive information about projects. This system-maintained window is organized by agency and project identifier. The information in this window is updated by the Project Management Master (PJ) document and expenditure and revenue accounting documents.

Field	Description
Agency	Key field. Enter the agency responsible for the project or sub-project.
Project	Key field. Enter the project code identifying the project.
Organization	The Organization code for this project is displayed.
6 Year Item No	The six year plan item number for reporting purposes is displayed.
Project Manager	The name of the person managing the project is displayed.



Field	Description
Start Date	The beginning date ( <i>mm dd yy</i> ) of the project is displayed.
End Date	The estimated ending date ( <i>mm dd yy</i> ) of the project is displayed.
Entity-Wide Project	The identifying number that connects a group of agency projects to an umbrella project is displayed.
Project Year Start Period	The calendar month when the fiscal year associated with this project starts is displayed.
Revenue Budget Indicator	If this checkbox is selected, revenue budgets are used and edits are performed to ensure that funding source and revenue source amounts are synchronized.
Project/Grant	<b>Project</b> or <b>Grant</b> is displayed.
Status	A one-character code indicating the status of the project is displayed. These values are defined by the user and maintained on Project Status (PRST).
Termini Validation Indicator	Optional. Select [Y] if you want Termini to be validated against Termini (TERM).
Description	A short description for this project is displayed.
CMIA-Eligible	If this checkbox is selected, the project is CMIA-Eligible.
Last Action Date	The date ( <i>mm dd yy</i> ) when the agency project data was last updated is displayed.
Resp Agency	The agency code for the agency responsible for performing draws on behalf of the whole drawdown group is displayed.

## Amounts View

Field	Description
Bond Funds	Estimated revenue from bond funds associated with the project is displayed.
Collected Rev	The sum of earned and collected revenue recorded on cash receipts is displayed.
Third Party Charges	Charges incurred by a third party that is providing matching funds for the project is displayed.
Federal Funds	Estimated revenue from federal funds associated with the project is displayed.
Encumbered	The amount of money encumbered against this project is displayed.
Third Party Income	Income received from a third party that is providing matching funds for the project is displayed.
Entity Funds	Estimated revenue from entity funds associated with the project is displayed.
Expended	The amount of money expended (spent) against this project is displayed.
Accrued Revenue	The sum of all accrued revenue from invoice documents is displayed.
Other Funds	Estimated revenue from other funds associated with the project is displayed.
Expensed	The total amount of all items expensed against this project is displayed. If an inventory item has been acquired, but has not yet been used, it is not reflected in this field. However, all non-inventory purchases that are expended and expensed at the same time are recorded in this field.
Total Agreement	The maximum amount that you can bill for reimbursement for eligible work on this project is displayed.





### Percents View

**Agency Project Inquiry**

Agency: [ ] Project: [ ] Organization: [ ] 6 Year Item No.: [ ] [ ] [ ]

Project Manager: [ ] Start Date: [ ] / [ ] / [ ] End Date: [ ] / [ ] / [ ]

Entity-wide Project: [ ] Project Year Start Period: [ ] ☐ Revenue Budget Indicator

Project/Grant: **No Change** Status: [ ] ☐ Termini Validation Indicator

Description: [ ] ☐ CMIA-Eligible

Last Action Date: [ ] / [ ] / [ ] Resp Agency: [ ]

Amounts    Percents    Federal

**Percents**

Federal: [ ] Bond: [ ] Entity: [ ] Other: [ ]

Field	Description
Federal, Bond, Entity, Other	These fields indicate the source of funding percentages as specified on the Project/Grant Management Master (PJ) document.

## Federal View

**Agency Project Inquiry**

Agency: [ ] Project: [ ] Organization: [ ] 6 Year Item No.: [ ] [ ] [ ]

Project Manager: [ ] Start Date: [ ] / [ ] / [ ] End Date: [ ] / [ ] / [ ]

Entity-wide Project: [ ] Project Year Start Period: [ ] ☐ Revenue Budget Indicator

Project/Grant: **No Change** Status: [ ] ☐ Termini Validation Indicator

Description: [ ] ☐ CMIA-Eligible

Last Action Date: [ ] / [ ] / [ ] Resp Agency: [ ]

Amounts | Percents | Federal

**Federal Information**

Federal Catalog Number: [ ] [ ] Drawdown Group: [ ]

Federal Agency Name: [ ]

Federal Appropriation Number: [ ] Common Accounting Number: [ ]

Federal Identification Number: [ ] Major Federal Aid Number: [ ]

Revenue Source: [ ]

Field	Description
Federal Catalog Number	Conditional. Required if CMIA-Eligible is selected. A federal agency on Federal Agency (FEAG) is displayed.
Drawdown Group	Optional. The drawdown group for this project is displayed.
Federal Agency Name	Conditional. Inferred from Federal Agency (FEAG) if <b>Federal Catalog Number</b> is entered.
Federal Appropriation Number	Optional. The federal code that connects the grant to a federal appropriation is displayed.
Common Accounting Number	Optional. A common accounting number (CAN) is displayed.
Federal Identification Number	Optional. The federal number identifying the grant is displayed.
Major Federal Aid Number	Optional. The major federal aid number which connects this grant with other grants for reference purposes is displayed.

Field	Description
Revenue Source	Optional. A revenue source code in which to charge to this revenue source code instead of the revenue source code found on Project Billing Parameters (PBPT) for federal billings is displayed.



## AGENCY PROJECT INQUIRY 2 (AGP2)

Agency Project Inquiry 2 (AGP2) was created for capturing additional information related to Capital Construction Projects. .

Field	Description
Agency	Key field. Enter the agency responsible for the project or sub-project.
Project	Key field. Enter the project code identifying the project.
Managing Agency	Required. Enter the agency responsible for the project or sub-project.
Agency Request Date	Enter the agency request date ( <i>mm dd yy</i> ) of the project.
Agency Contacts #1, #2	The Organization code for this project is displayed.



*Description View*

Field	Description
Extended Description	Enter the extended description for the project.



## Engineering View

Agency Project Inquiry 2

Agency  Project  Managing Agency  Agency Request Date  /  /

Agency Contacts #1  #2

Description Engineering Consultants Construction Data

Engineering

Project A/E #2  Bond Issue

Project A/E #3  Bonds Sold

Project A/E #4

Project Eng. Tech

Field	Description
Project A/E #2	Enter project engineer associated with project.
Project A/E #3	Enter project engineer associated with project.
Project A/E #4	Enter project engineer associated with project.
Project Eng. Tech	Enter project engineer tech associated with project.
Bond Issue	Enter the year that bonds were issued.
Bonds Sold	Enter number of bonds sold to-date.

**Agency Project Inquiry 2**

Agency  Project  Managing Agency  Agency Request Date  /  /

Agency Contacts #1  #2

Description   Engineering   Consultants   Construction Data

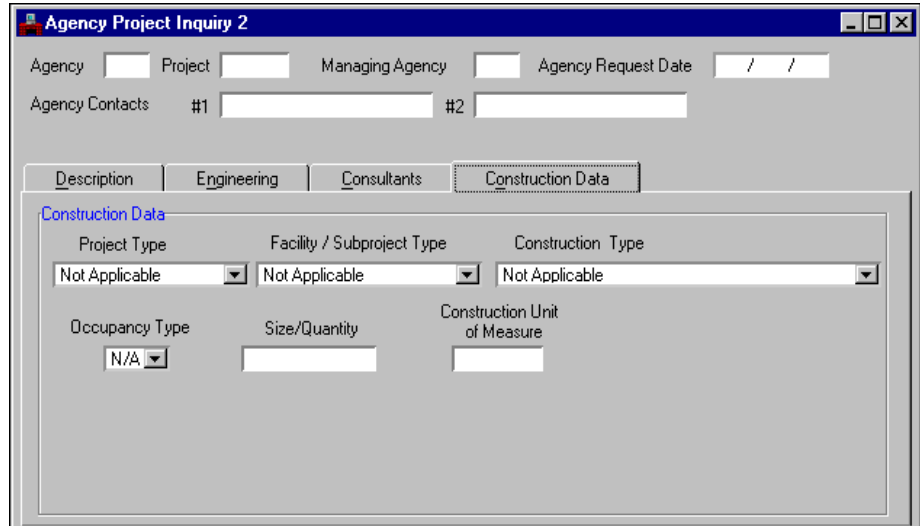
**Consultants**

	Vendor Number	Vendor Name	Discipline
Primary	<input type="text"/>	<input type="text"/>	Aerial Survey <input type="button" value="v"/>
Support #1	<input type="text"/>	<input type="text"/>	Aerial Survey <input type="button" value="v"/>
Support #2	<input type="text"/>	<input type="text"/>	Aerial Survey <input type="button" value="v"/>
Support #3	<input type="text"/>	<input type="text"/>	Aerial Survey <input type="button" value="v"/>
Support #4	<input type="text"/>	<input type="text"/>	Aerial Survey <input type="button" value="v"/>
Support #5	<input type="text"/>	<input type="text"/>	Aerial Survey <input type="button" value="v"/>

Agency Project Inquiry 2 (AGP2)



## Construction Data View



Field	Description
Project Type	Select the type of project. Uses the same codes as BRASS.
Facility/ Subproject Type	Select the type of facility being built.
Construction Type	Select the type of construction materials the facility will consist of.
Occupancy Type	Select the occupancy type for the facility.
Size/Quantity	Enter the size of the project (related to Construction Type and Construction Unit of Measure).
Construction Unit of Measure	Enter the unit of measure to be used with construction type (e.g., square feet, cubic feet, BTU, etc.).

## *AGENCY TYPE (AGTP)*



	Fiscal Year	Agency Type	Name	Short Name
1		<input type="text"/>		
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Agency Type (AGTP) defines valid agency type codes. Since this window is optional (used for reporting purposes only), it may not be used in your system. You assign agencies to types on Agency (AGC2).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency Type	Key field. Enter the code for the agency type you want to add, change, or delete.
Name	Optional. Enter the agency type name. If you do not provide a type name, the name will not display on reports.
Short Name	Optional. Enter the agency type name that you want to appear on reports when there is not enough room for the full name.



# ALLOCATION GROUP CONTROL REFERENCE (ALLC)



Allocation Group Control Reference (ALLC) is the second window that you should use to set up the cost allocation process. Every group included in the allocation must exist on this window before any other processing is done. When first setting up entries on this window, you should decide what period is covered by this allocation by setting **Allocation Cycle**. Next, you should set **Allocation Type** to define which account types are used for selecting General Ledger records for this group's allocation. You should also select [Y] **Generate Offset** and **Generate Journal Voucher** at this time. If during the allocation process, you decide that **Generate Journal Voucher**, **Generate Offset**, or **Allocation Cycle** must change, you must complete or abort the current allocation, and start the entire process over again.

Field	Description
Group Number	Key field. Enter a unique group number.
Description	Optional. Enter a description for the allocation group. This field is informational only.







## ALLOCATION TOTALS INQUIRY (TOTL)



Allocation Totals Inquiry (TOTL) forces control on the type of records in a group/step and stores total amounts needed to compute the allocated amounts for a group/step. This records displayed on this window are built by the system from the records entered on Pool/Base Definition Reference (PBDF). The first time a Pool/Base Definition Reference (PBDF) record is entered with a unique group/step combination, a new record is added to Allocation Totals Inquiry (TOTL). **Pool Total** and **Base Total** are updated when Pool Accumulation Inquiry (PACC) is updated.

Field	Description
Group Number	Key field. Enter the unique number assigned to this group.
Step Number	Key field. Enter the unique number assigned to the step within this group.
Base Type	The type of base records processed in this group/step is displayed. Valid values are <i><b>Fixed Percentage [P]</b></i> , <i><b>Actual [A]</b></i> , and <i><b>Statistical [S]</b></i> . This field is set by the first Pool/Base Definition Reference (PBDF) record in this group/step combination. You cannot change the base type once it has been set.

Field	Description
Base Total	The sum of the accumulated amounts for all base records for a group/step is displayed. This field is inferred from Pool Accumulation Inquiry (PACC).
Total Statistical Units	The sum of units for groups/steps with a <b>Base Type</b> equal to <b>Statistical [S]</b> is displayed. This field is inferred from Pool/Base Definition Reference (PBDF).
Pool Total	The sum of the accumulated amounts for all pool records for a group/step is displayed. This field is inferred from Pool Accumulation Inquiry (PACC).
Description	The description of the group/step is displayed.
Percent Total	The sum of the percents for all fixed percentage or statistical base records for a group/step is displayed. This field is inferred from Pool/Base Definition Reference (PBDF).

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Field	Description
Object Class	Key field. Enter allotment object class. See Object Class (OCLS) for valid values
Period	Key field. Enter the allotment year, allotment quarter, and allotment month (yy <i>q mm</i> ). If allotments are quarterly, the allotment month is blank. If allotments are yearly, the month and quarter are blank.
Allotment Amount	The legislated spending ceiling for a unit of appropriation within this allotment period is displayed.
Pre-Encumbered Amount	The total of all outstanding requisitions submitted against this allotment period is displayed.
Encumbered Amount	The total of all outstanding purchase orders submitted against this allotment period is displayed.
Expended Amount	The total amount spent against this allotment period is displayed.
Uncommitted Amount	The uncommitted balance for this allotment period is displayed. The uncommitted balance is computed as:  Allotment amount - Pre-encumbered amount - Encumbered amount - Expended amount
Unexpended Amount	The unexpended balance for this allotment period is displayed. The unexpended balance is computed as:  Allotment amount - Expended amount
Use Press Control	<b>Yes</b> [Y] is displayed for presence control to prevail over full or cumulative control when available. <b>No</b> [N] is displayed for Fund Allotment Control to prevail.
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.



## ALLOTMENT INQUIRY (EXTENDED) 2 (EAL2)

Allotment Inquiry (Extended) 2 (EALL) is an alternate view of Allotment Inquiry (Extended) (EALL) and contains information related to allotments. Lines are added to this window when new allotments recorded on allotment documents are accepted by the financial system. Lines are updated when you submit modified allotment and expenditure accounting documents.

Field	Description
Budget Fiscal Year	Key field. Enter the last two digits of the applicable budget fiscal year.
Fund, Agency, Org	Key fields. Enter the applicable fund, agency, and organization.
Appr Unit	Key field. Enter the Appropriation Program and Allotment Program. See Program Reference Alternate Table (PRFA) for valid values.
Object Type	Key field. Enter allotment object type. See Object Type (OTYP) for valid values.
Object Class	Key field. Enter allotment object class. See Object Class (OCLS) for valid values

Field	Description
<b>YTD Amounts</b>	
Allotment	Display only. The allotment amount as of the current accounting period.
Pre-encumbered.	Display only. The pre-encumbered amount as of the current accounting period.
Encumbered	Display only. The encumbered amount as of the current accounting period.
Expended	Display only. The expended amount as of the current accounting period.
Uncommitted	Display only. The uncommitted amount as of the current accounting period. Calculated as YTD pre-encumbered amount + YTD encumbered amount + YTD Expended amount.
Unexpended	Display only. The pre-encumbered amount as of the current accounting period. Calculated as YTD allotment amount - YTD expended amount.
<b>Annual Amounts</b>	
Allotment	Display only. The allotment amount for the year.
Pre-encumbered	Display only. The pre-encumbered amount for the year.
Encumbered	Display only. The encumbered amount for the year.
Expended	Display only. The expended amount for the year.
Unobligated	Display only. The unobligated amount for the year. Calculated as Annual allotment amount - Annual encumbered amount + Annual expended amount.
Unexpended	Display only. The unexpended amount for the year. Calculated as Annual allotment amount - Annual expended amount.

Field	Description
Period	Key field. Enter the allotment year, allotment quarter, and allotment month (yy <i>q mm</i> ). If allotments are quarterly, the allotment month is blank. If allotments are yearly, the month and quarter are blank.
Allotment Amount	The legislated spending ceiling for a unit of appropriation within this allotment period is displayed.
Pre-Encumbered Amount	The total of all outstanding requisitions submitted against this allotment period is displayed.
Encumbered Amount	The total of all outstanding purchase orders submitted against this allotment period is displayed.
Expended Amount	The total amount spent against this allotment period is displayed.
Uncommitted Amount	The uncommitted balance for this allotment period is displayed. The uncommitted balance is computed as:  Allotment amount - Pre-encumbered amount - Encumbered amount - Expended amount
Unexpended Amount	The unexpended balance for this allotment period is displayed. The unexpended balance is computed as:  Allotment amount - Expended amount
Use Press Control	<b>Yes [Y]</b> is displayed for presence control to prevail over full or cumulative control when available. <b>No [N]</b> is displayed for Fund Allotment Control to prevail.
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.
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.



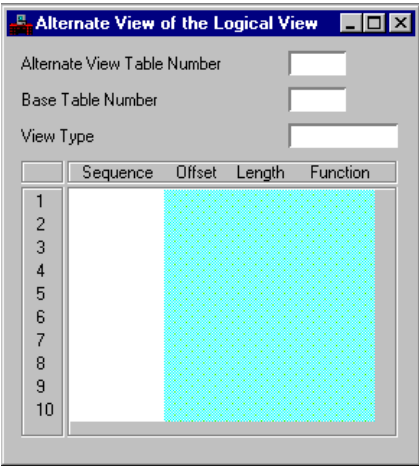
## ALTERNATE CUSTOMER CODE INQUIRY (CUSA)



Alternate Customer Code Inquiry (CUSA) provides an alternate view of Customer Information (CUS2) by **Alternate Customer**.

Field	Description
Alternate Customer	Key field. Enter the alternate value with which to identify the customer/client.
Customer	Key field. Enter the customer associated with <b>Alternate Customer</b> if known.
Customer Address Indicator	Key field. You can specify multiple alternate address values for each customer.
Name	The name of the customer is displayed.

# ALTERNATE VIEW OF THE LOGICAL VIEW (VIEW2)



Alternate View of the Logical View (VIEW2) is an alternate view of View (VIEW) and is used for inquiry purposes only. This window is keyed by the alternate view table number. This allows the user to easily locate the table number of the alternate view's associated table. Information in this window is read when the Alternate Views out of Sync (SA7) report is generated to ensure that alternate views are synchronized with their tables.

Since this window is an alternate view of View (VIEW), whenever View (VIEW) is updated, the information in this window is also updated.

Field	Description
Alternate View Table Number	Key field. Enter the table number of the alternate view table.
Base Table Number	Key field. Enter the table number of the alternate view's associated base table.





## APPLICATION DATES (LDAT)



Program ID	<input type="text"/>
From Date	<input type="text" value="/"/>
To Date	<input type="text" value="/"/>
Current Accounting Period	<input type="text" value="/"/>
Previous Accounting Period	<input type="text" value="/"/>
Current Plan Period	<input type="text"/>
Next Plan Period	<input type="text"/>
Budget Fiscal Year	<input type="text"/>
Prior Fiscal Year	<input type="text"/>
Budget Preparation Year	<input type="text"/>
User Name	<input type="text"/>
Miscellaneous Parameters	<input type="text"/>

Application Dates (LDAT) defines parameter information for offline programs. MARS is installed with predefined parameters for most offline programs. Before each program is run, you need to check the parameters in Application Dates (LDAT) for the program you are running. The *System Administration Guide* indicates the parameters used by each program.



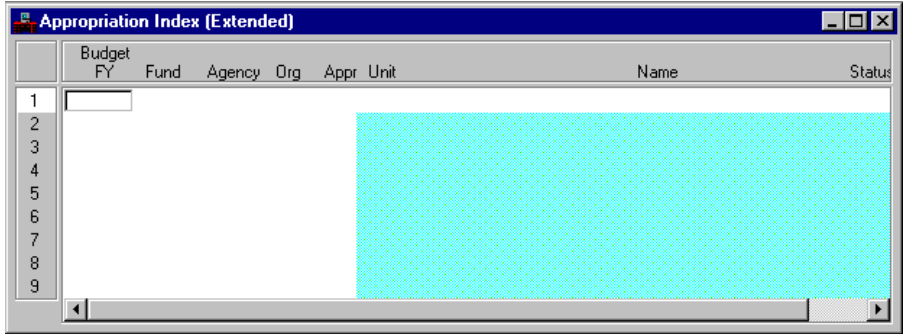
For example, you need to provide the Monthly Closing (MCLS) program with the accounting period that you want to close; to do this, enter a valid accounting period in **Current Accounting Period**. For other programs, you may need to provide a range of dates specifying the reporting period for many reporting programs; to do this, enter valid dates in **From Date** and **To Date**.

Field	Description
Program ID	<p>Required. Enter the ID of the program that executes the parameters listed. The program ID field tells the system which program should use the parameters in that record. For example, the record that specifies parameters for the Detail Listing of Obligations vs. Budget (A103) report has a program ID of <b>A103</b>.</p> <p><b>*ALL</b> is a default program ID. When a program runs, if it cannot find its program ID in Application Dates (LDAT), it uses parameters from the <b>*ALL</b> line. In general, <b>*ALL</b> is recommended for reports that use only the <b>User Name</b> field and perhaps a <b>Prior Fiscal Year</b> or <b>Budget Fiscal Year</b> field. Using <b>*ALL</b> is easier than using the individual report IDs.</p>
From Date	Optional. Enter the beginning date range (yy/mm/dd) for the program you are running. The two-digit century is inferred from the two-digit year you enter.
To Date	Optional. Enter the ending date range (yy/mm/dd) for the program you are running. The two-digit century is inferred from the two-digit year you enter.
Current Accounting Period	Optional. Enter the current accounting period (yy/q/mm) for the program you are running. The two-digit century is inferred from the two-digit year you enter.
Previous Accounting Period	Optional. Enter the previous accounting period (yy/q/mm) for the program you are running. The two-digit century is inferred from the two-digit year you enter.
Current Plan Period	Optional. Enter the current plan period for the program you are running.
Next Plan Period	Optional. Enter the next plan period for the program you are running.



<b>Field</b>	<b>Description</b>
Budget Fiscal Year	Optional. Enter the budget fiscal year (yy) for the program you are running.
Prior Fiscal Year	Optional. Enter the prior fiscal year (yy) for the program you are running. The two-digit century is inferred from the two-digit year you enter.
Budget Preparation Year	Optional. Enter the budget preparation year (yy) for the program you are running. The two-digit century is inferred from the two-digit year you enter.
User Name	Optional. Enter the user name for the program you are running. The user name appears at the top of printed output, such as reports.
Miscellaneous Parameters	Optional. Enter the miscellaneous parameters for the program you are running. See the <i>System Administration Guide</i> for a list of miscellaneous parameters required for each program.

## APPROPRIATION INDEX (EXTENDED) (EAPP)



Appropriation Index (Extended) (EAPP) contains information concerning units of appropriation, including status information. Lines are added to this window when new appropriation units recorded on appropriation documents are accepted by the financial system. Lines are updated when you submit modified appropriation documents, and by the accounting documents.

Field	Description
Budget FY	Key field. The last two digits of the applicable budget fiscal year.
Fund, Agency, Org, Appr Unit	Key fields. Enter the applicable fund, agency, organization, and appropriation unit codes.
Name	The name assigned to this unit of appropriation is displayed.
Status	Indicates whether this unit of appropriation is <b>A</b> - Active or <b>I</b> - Inactive. You cannot obligate funds against an inactive unit of appropriation.

## APPROPRIATION INQUIRY (EXTENDED) (EAP2)

Appropriation Inquiry (Extended) (EAP2) contains information concerning units of appropriation, including status information, appropriation amounts, related allotment totals, and pre-encumbered and obligated amounts against each appropriation unit. Lines are added to this window when new appropriation units recorded on appropriation documents are accepted by the financial system. Lines are updated when you submit a modified appropriation documents, and by the accounting documents.

Field	Description
Budget Fiscal Year	Key field. Enter the last two digits of the applicable budget fiscal year.
Fund, Agency, Org	Key fields. Enter the applicable fund, agency, and organization.





Field	Description
Budget Authority Opt	<p>The <b>Budget Authority Option</b> as entered on the appropriation and allotment documents is displayed. Ignore this field if the appropriation control is <b>Presence [P]</b> or <b>None [N]</b>. When appropriation control is <b>Full [C]</b>, this option specifies what amount to use as the limit on obligations.</p> <p>The values for this field are:</p> <p><b><i>Appropriation Only [N]</i></b> The appropriation amount is used as the limit on obligations.</p> <p><b><i>Appropriation Plus Actual Receipts [A]</i></b> The appropriation amount plus actual receipts against the appropriation is used as the limit on obligations.</p> <p><b><i>Appropriation Plus Estimated Receipts [E]</i></b> The appropriation amount plus the estimated receipts is used as the limit on obligations.</p> <p><b><i>Appropriation Plus the Lesser of Estimated or Actual Receipts [L]</i></b> The appropriation amount plus the lesser of actual or estimated receipts is used as the limit on obligations.</p> <p><b><i>Appropriation Plus the Greater of Actual Receipts or Estimated Receipts [G]</i></b> The appropriation amount plus the greater of actual or estimated receipts is used as the limit on obligations.</p> <p><b><i>None/No Change[blank]</i></b></p>
Allotment Control	<p>The control of the allotment program budgets is displayed. This field will display either <b>Object Type</b>, <b>Object Class</b>, or <b>Neither</b></p>
Use Presence Control	<p><b>Y</b> is displayed if Presence control is to prevail over full or cumulative control when available budget is exceeded. <b>N</b> is displayed if Fund Appropriation Control is to prevail.</p>
Name	<p>The name assigned to this unit of appropriation is displayed.</p>
Short Name	<p>The short name assigned to this unit of appropriation is displayed.</p>

Field	Description
<b>Receipts</b>	
Original Estimated	Displays the estimated receipts for this unit of appropriation when the budget was officially approved (i.e. when the Budget Approved indicator on Fiscal Year (FSYR) was set to Y). This amount is kept for historical purposes.
Current Estimated	The current estimated receipt amount for this unit of appropriation is displayed. This figure includes changes made with adjusting appropriation transactions processed after the budget was officially approved.
Actual	The total of all cash receipt transactions entered during the year for this unit of appropriation is displayed. The unit of appropriation may be coded on Cash Receipts or inferred from Revenue Budget (REV2) lines.
<b>Appropriation</b>	
Original	Displays the appropriated amount for this unit of appropriation when the budget was officially approved (i.e., when the <b>Budget Approved Indicator</b> in Fiscal Year (FSYR) was set to Y). This amount is kept for historical purposes only.
Current	The current appropriated amount for this unit of appropriation is displayed. This figure includes changes made with adjusting appropriation transactions processed after the budget was officially approved.
Begin Day	The appropriated amount for this unit of appropriation as of the start of the processing day is displayed.
Begin Cash Bal	The unexpended balance rolled forward from the previous year for special fund appropriations (appropriation type 04) is displayed.
Reverted	The net amount of all reversions processed against this unit of appropriation is displayed. A reversion reduces the available spending authority but does not alter the recorded appropriated amount.





## ASSET CUSTODIAN INQUIRY (CUSD)

Asset Custodian Inquiry (CUSD) is an alternative view of the Fixed Asset Summary Inquiry (FAS1). System maintained table which enables tracking of the asset custodian as well as inquiries by this element.

Field	Description
Asset Custodian	Key field. Enter the employee's name or the position number.
FA Type	Key field. Enter the type of fixed asset.
FA Number	Key field. Enter the tag number of the asset.
Serial Number	Optional. Enter the serial number of the asset.
Asset Description	The description of the asset found on the fixed Asset Summary Inquiry is displayed.

# *AUTOMATED CLEARING HOUSE FILE (ACHF)*



Automated Clearing House File (ACHF) displays the name, address, and phone number by the ABA Routing number assigned to each financial institution by the Automated Clearing House.

This table is automatically loaded from a file received from the bank serving the Commonwealth and cannot be manually updated.

Field	Description
ABA Number	Key field. The unique identifier provided by the Automated Clearing House to a financial institution.
Name	The name of the financial institution is displayed.
Address, City, State, Zip Code	The address of the financial institution is displayed.
Phone Number	The phone number of the financial institution is displayed.

# *AUTOMATED DISBURSEMENTS PARAMETERS* (ADIS)



Automated Disbursements Parameters (ADIS) defines parameters required by the automated check-writing facility and the electronic funds transfer (EFT) facility. The voucher selection criteria on this window specifies parameters for the A655/EF01, A656/EF02, A657/EF03, and A658/EF04 reports and for the cash disbursements/electronic funds transfer programs. The process ID determines how to use the parameters.

Check-printing information provides either the date you want printed on the checks or the transfer date and number used for the first check printed or transfer made. The reprint/renumber information provides the range(s) of check or transfer numbers affected by the reprint/renumber/void processes. It also controls which process is implemented.







Field	Description
Bank Account Code	<p>Required. For process IDs of VP and EFPS, enter either a valid bank account to select vouchers that are paid from a specific bank account or ** to specify all bank accounts.</p> <p>For CD, CT, EF and ET programs, enter the bank account code for the checks you want used in the next check writing run. ** is not valid for CD, CT, EF, and ET programs. When using multiple bank accounts, you must make separate runs for each bank account, and you must change this parameter before each run.</p>
Fund	<p>Required. Enter either a valid fund code to select vouchers from a single fund, or enter **** to specify all funds.</p>
Infer Vendor Name/Address	<p>Default is <i>None</i>. Valid values are:</p> <p><b><i>Vendor Table [Y]</i></b></p> <p>Vendor name and the most current address are inferred from Vendor (VEN2) when a check is printed. You <i>MUST</i> select <b><i>Vendor Table [Y]</i></b> if the <b>Process ID</b> is <i>CT</i> or <i>ET</i>.</p> <p><b><i>Open Payment Voucher Header Inquiry Table [blank]</i></b></p> <p>Vendor name and address are inferred at voucher entry time.</p>

Check Date	Default is the document date on the system-generated documents. Enter the check or funds transfer date (yy mm dd). This parameter is used in the title of the A655/EF01 and A656/EF02 reports. It is printed on the checks as the check date.
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Field	Description
Starting Check Number	<p>Required. Enter the number of the first check that you want printed. (The computer operations personnel might need to provide this parameter. Remember that alignment checks use several numbers.) Using this number as the starting point, the system assigns document IDs to the documents it generates for the general ledger.</p> <p>The document ID is <b>AD</b> followed by the check number that was used for automated disbursements (for example, <b>AD36500000000</b>) or <b>EF</b> followed by the transfer number for electronic funds transfer. On funds transfers, the first six numbers are the tape number and the last five numbers are the transfer number (for example, <b>EF00000100090</b>).</p>
Batch Number	Enter the number (or alphanumeric value) that you want to use to identify this disbursements run.



## Reprint/Renumber View

Automated Disbursements Parameters

Process ID:

Selection / Printing    **Reprint / Renumber**

Reprint / Renumber Information

	From Check Number	To Check Number	Renumber Start Number	Void	Reprint
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Field	Description
<b><i>Reprint/Renumber Information</i></b>	
From Check Number, To Check Number	Optional. If you want to void checks, enter the range of checks you want to void. You should also void checks that are reprinted if you also want them listed in the Check Register (A657) and marked void. If you want to reprint checks, enter the range of checks you want reprinted. If you want to renumber the checks, enter the range of checks you want renumbered.
Renumber Start Number	Optional. Enter the first number used for renumbering checks.
Void	Optional. Enter any character to indicate that these checks are shown as void.
Reprint	Optional. Enter any character to indicate that these checks are reprinted.

## BALANCE SHEET ACCOUNT (BAC2)



Balance Sheet Account (BAC2) defines codes for each asset, liability, reserve, or fund balance account in your system. This window can establish higher level classifications of the account codes (class, category, and group), and associate a balance sheet account with an account type.

The balance sheet account code is the starting point for a classification hierarchy that puts similar accounts together in progressively larger groups. The progression is as follows: 1. Balance Sheet Account; 2. Balance Sheet Class; 3. Balance Sheet Category; and 4. Balance Sheet Group. Similar balance sheet accounts make a balance sheet class, and similar balance sheet classes make a balance sheet category. For more information, see the *User's Guide*.

A balance sheet account is always required. The rest of the hierarchy is used for reporting purposes only and is optional. You might use part of the balance sheet account hierarchy or none at all.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.



Field	Description
Balance Sheet Account	Key field. Enter the balance sheet account you want add, change, or delete.
Name	Optional. Enter a name for the balance sheet account. If you leave this field blank, a balance sheet account name will not display on reports.
Short Name	Optional. Enter the balance sheet name that you want to appear on reports when there is not enough room for the full name.
Category	Conditional. Required if you report by balance sheet category. Enter the balance sheet category. See Balance Sheet Category (BCAT) for valid values.
Type of Return	Conditional. Enter the type of return associated with this balance sheet account if related expenditures are reportable under IRS standards for 1099 reporting. Valid values are:  <b><i>1099-MISC [M]</i></b> <b><i>1099-INT [I]</i></b> <b><i>1099-G [G]</i></b> <b><i>1099-S [S]</i></b>
Class	Conditional. Required if you report by balance sheet class. Enter the balance sheet class. See Balance Sheet Class (BCLS) for valid values.
Group	Conditional. Required if you report by balance sheet group. Enter the balance sheet group code. See Balance Sheet Group (BGRP) for valid values.

Field	Description
Type of Income	<p>Conditional. Enter the type of income associated with this balance sheet account if related expenditures are reportable under IRS standards for 1099 reporting. Valid values are:</p> <p><b><i>For 1099-MISC Returns</i></b></p> <p><i>Rents [01]</i>  <i>Royalties [02]</i>  <i>Prizes and Awards [03]</i>  <i>Fishing Boat Proceeds [05]</i>  <i>Medical &amp; Health Care Payments [06]</i>  <i>Non Employee Compensation [07]</i>  <i>Substitute Payments in Lieu of Dividends &amp; Interest [08]</i>  <i>Direct Sales of Consumer Product for Resale [09]</i>  <i>Excess Golden Parachute Payments[13]</i>  <i>Gross Proceeds Paid to Attorney [14]</i></p> <p><b><i>For 1099-INT Returns</i></b></p> <p><i>Interest Income [01]</i>  <i>Early Withdrawl Penalty [02]</i>  <i>Interset on U.S. Saving Bonds and Treasury Obligations [03]</i>  <i>Investment Expenses [05]</i>  <i>Foreign Tax Paid [06]</i></p> <p><b><i>For 1099-G Returns:</i></b></p> <p><i>Unemployment Compensation [01]</i>  <i>State or Local Income Tax Refunds, Credits, or Offsets [02]</i>  <i>Qualified State Tuition Program Earnings [05]</i>  <i>Taxable Grants [06]</i>  <i>Agricultural Payments [07]</i></p> <p><b><i>For 1099-S Returns:</i></b></p> <p><i>Gross Proceeds [02]</i></p>



Field	Description
Account Type	<p>Required. Select an account type from the following valid values:</p> <p><i>Asset [01]</i>  <i>Liability [02]</i>  <i>Fund Balance [03]</i>  <i>Assets Offset to Expenses [11]</i></p>
Validate FBSA	<p>Default is cleared [N]. Select [Y] to require valid fund/balance sheet account combinations. For more information, see the <i>User's Guide</i>.</p>
Contributed	<p>Default is cleared [N]. Select [Y] if you want the system to report contributed assets as net of accumulated depreciation in the Fixed Assets Subsystem.</p>
Cash Account	<p>Default is <i>Unknown [blank]</i>. Select <i>Yes [Y]</i> if this account is a cash account; otherwise select <i>No [N]</i>.</p>
Reporting Category	<p>Default is <i>Unknown [blank]</i>. Select <i>Required on Documents [Y]</i> if you want to require a reporting category on documents whenever this balance sheet account is entered; otherwise select <i>Not Required [N]</i>. For more information, see the <i>User's Guide</i>.</p>
Sweep Process	<p>Default is <i>Not Applicable [blank]</i>. Select <i>Participate [Y]</i> if this balance sheet account is to participate in the cash sweep process of the Investment Management Subsystem. You must also set <b>Cash Account</b> to <i>Yes [Y]</i>.</p>
STO Cash Indicator	<p>Required. Specify the Cash Balance Sheet Account to be used for updating the Cash Table. Valid entries are:</p> <p><i>No [N]</i>  Not Cash on Deposit for State Treasurer.  <i>Yes [Y]</i>  Cash on Deposit for State Treasurer.</p>



Field	Description
FASB Class	<p>Default is <i>Not Applicable [blank]</i>. If <b>FASB/GASB Institution</b> on System Options (SOP2) is <i>FASB [F]</i> and <b>Account Type</b> is <i>Fund Balance [03]</i>, valid values are:</p> <p><i>Unrestricted [U]</i>  <i>Temporarily Restricted [T]</i>  <i>Permanently Restricted [P]</i></p> <p>When <b>FASB/GASB Institution</b> is <i>GASB [G]</i>, or <b>Account Type</b> is NOT <i>Fund Balance [03]</i>, select <i>Not Applicable [blank]</i>.</p>



## *BALANCE SHEET ACCOUNT BALANCE (BBAL)*



Balance Sheet Account Balance (BBAL) contains balance sheet account balances for individual funds. This window is organized by fund. This window is only updated by transactions containing funds with the **Account Balance** checkbox selected [Y] on Fund (FUN2). All financial accounting transactions update the information in this window.

Field	Description
Fund	Key field. Enter a valid fund code.
BS Account	Key field. Enter a valid balance sheet account code.
Account Name	The short name of the balance sheet account as it was entered on Balance Sheet Account (BAC2) is displayed.
BS Account Balance	Optional. Enter the balance in this account for this fund (not the total account balance).



Field	Description
Begin Day Balance	Optional. Enter the balance in this account for this fund at the beginning of the processing day. This field is calculated and updated by System Assurance after nightly cycle is run.
Account Type	The balance sheet account type is displayed.
Exception Indicator	When the net balance is negative, an asterisk (*) appears in this field.



## *BALANCE SHEET ACCOUNT INDEX (BACC)*



The Balance Sheet Account Index (BACC) window displays codes for each liability, reserve, or fund balance account in your system. The balance sheet account code is the starting point for a classification hierarchy that puts similar accounts together in progressively larger groups. The progression is as follows: 1. Balance Sheet Account; 2. Balance Sheet Class; 3. Balance Sheet Category; and 4. Balance Sheet Group. Similar balance sheet accounts make a balance sheet class, and similar balance sheet classes make a balance sheet category.

A balance sheet account is always required. The rest of the hierarchy is used for reporting purposes only and is optional. You might use part of the balance sheet account hierarchy or none at all.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
BS Account	Key field. Enter a valid balance sheet account.



Field	Description
BS Account Name	The name of the balance sheet account is displayed.
BS Class	The class code associated with the balance sheet account on Balance Sheet Account (BAC2) is displayed.
BS Category	The category code associated with the balance sheet account on Balance Sheet Account (BAC2) is displayed.
Account Type	Displays one of the following values, depending on what type of account is defined on this line:  <i>01 - Asset</i> <i>02 - Liability</i> <i>03 - Fund Balance</i> <i>11 - Asset Offset to Expenses</i>
BS Group	The group code associated with the balance sheet account on Balance Sheet Account (BAC2) is displayed.
Reporting Category Option	Displays a value of <i>Y</i> if a reporting category value is required on documents when the balance sheet account number is entered. Otherwise, a value of <i>N</i> is displayed. For more information, see the <i>User's Guide</i> .
Cash Account Indicator	Indicates whether this account is a cash account. Displays <i>Y</i> if this account is a cash account. Is blank if <b>Cash Account</b> on Balance Sheet Account (BAC2) is <i>Unknown [blank]</i> . Otherwise, <i>N</i> is displayed.
FASB Class	Displays <i>U</i> if this account is unrestricted, <i>T</i> if it is temporarily restricted, or <i>P</i> if it is permanently restricted. This field is blank if a FASB classification is not associated with this account.

## *BALANCE SHEET CATEGORY (BCAT)*



Balance Sheet Category (BCAT) defines valid balance sheet category codes. Since this window is optional (used for reporting purposes only), it may not be used in your system. You group balance sheets into categories on Balance Sheet Account (BAC2).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
BS Category	Key field. Enter the code for the balance sheet category you want to add, change, or delete.
Name	Optional. Enter the balance sheet category name that corresponds with the code entered in the <b>BS Category</b> field as you want it to appear on reports. If you leave this field blank, no balance sheet category name will display on reports.



Field	Description
Short Name	Optional. Enter the category name that should appear on reports when there is not enough space for the full name. If you leave this field blank, no category short name will display on reports.



# BALANCE SHEET CLASS (BCLS)



Balance Sheet Class (BCLS) defines valid balance sheet class codes. Since this window is optional (used for reporting purposes only), it may not be used in your system. You assign accounts to classes on Balance Sheet Account (BAC2).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
BS Class	Key field. Enter the code for the balance sheet class you want to add, change, or delete.
Name	Optional. Enter the balance sheet class name as it should appear on reports. If you leave this field blank, no balance sheet class name will display on reports.
Short Name	Optional. Enter the short name that should appear on reports when there is insufficient space for full name. If you leave this field blank, no class short name will display on reports.





## BALANCE SHEET GROUP (BGRP)



Balance Sheet Group (BGRP) defines valid balance sheet group codes. Since this table is optional (used for reporting purposes only), it may not be used in your system. You assign accounts to groups on Balance Sheet Account (BAC2).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
BS Group	Key field. Enter the code for the balance sheet group you want to add, change, or delete.
Name	Optional. Enter the balance sheet group name as it should appear on reports. If you leave this field blank, no group name will display on reports.
Short Name	Optional. Enter the short name that should appear on reports when there is not enough space for the full name. If you leave this field blank, no group short name will display on reports.



## *BANK ACCOUNT (BANK)*



Bank Account (BANK) defines codes within a given time parameter for all the bank accounts you maintain. This window identifies the bank handling the account and the default balance sheet code of the related cash account. The time parameter is used to escheat checks that are greater than one year old.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Bank Account	Key field. Enter the code for the bank account you want to add, change, or delete. See Bank Account Number (BNUM) for valid values.
Cash Account	Conditional. Required if automated disbursements are used to write checks against this bank account. Enter the cash balance sheet account associated with this bank account.  The cash account provided here overrides the account entered on manual warrant, cash receipt, payroll voucher, and cash journal voucher document transactions.
Account Name	Optional. Enter a name for this account. If you leave this field blank, no account name will display on reports.



Field	Description
Account Number	Required. Enter the account number assigned by the bank. See Bank Account Number (BNUM) for valid values.
Bank Name	Optional. Enter the name of the bank holding this account. If you leave this field blank, no bank name will display on reports.
Bank Number	Optional (used for reports only). Enter the routing and transit number (the FRD-ABA number) assigned to the bank holding this account.
Check Ind	Default is <i>[N]</i> . Indicate <i>[Y]</i> if the transaction is a Manual Warrant. If the transaction is a disbursement or check writer indicate <i>[N]</i> .
GL Account Number	Enter the GL Account Number for the cash deposit. This is used to reconcile cash receipts in MARS with bank deposits.
Transfer Cash Ind	Default is <i>[N]</i> . Indicate <i>[Y]</i> if account is one of the following: Imprest and Change Funds, Local Depositories, Other Banks, and Other General Depository Accounts. Otherwise, indicate <i>[N]</i> .  <i>[Y]</i> indicates that a JV will be created to move monies from the General Depository to the account specified in the Real Bank Account field on FUN2.
To Date	Optional. Enter the ending date of the desired time parameter.
Next Available EFT Number	Optional. The next available check number is displayed. Initially, this field is entered manually and is then updated during each disbursement cycle.
From Date	Optional. Enter the beginning date of the desired time parameter.
Next Available Check Number	Optional. The next available check number is displayed. Initially, this field is entered manually and is then updated during each disbursement cycle.



## BANK ACCOUNT BALANCE (ABAL)



Bank Account Balance (ABAL) contains an entry for each day's bank account balance. This window is keyed by bank account code and the balance date. The date is keyed in reverse order (the most recent date first).

The offline program ABAL is run on a nightly basis. This program takes the previous day's ending book balance and determines the new balance from the day's cash receipt, payroll voucher, check cancellation, and journal voucher documents. The cash balance is computed by taking the ending book balance and adding back outstanding checks/warrants from Warrant Reconciliation (WREC) that have not cleared. ABPG, another offline program, is available to purge entries in this table that are no longer needed.

Note: One entry must exist in this table for each bank account before the ABAL offline program is run for the first time.

Field	Description
Bank Account Code	Key field. Enter the bank account code assigned to this account.



Field	Description
Balance Date	Key field. Enter the date ( <i>mm dd yy</i> ) when the bank balance was calculated.
Account Name	The name of this account from Bank Account (BANK) is displayed.
Bank Name	The name of bank holding this account, inferred from Bank Account (BANK), is displayed.
Account Number	The account number assigned by the bank, inferred from Bank Account (BANK), is displayed.
Beginning Balance	Default is <b>0</b> (zero). Enter the bank account balance at the start of the day.
Debits	Default calculates the total of all debit transactions affecting the account during the balance date.
Credits	Default calculates the total of all credit transactions affecting the account during the balance date.
Ending Book Balance	Default is the bank account balance at the end of the day computed as:  Beginning Balance + Debits - Credits
Outstanding Checks/Warrants	Default displays the checks/warrants that have not cleared.
Cash Balance	Default is the cash balance of account computed as:  Ending Book Balance + Outstanding Checks/Warrants



## BANK ACCOUNT NUMBER (BNUM)



Bank Account Number (BNUM) allows the **Bank Account Number** to be reset to '0000001' once it reaches '9999999' for any given **Bank Account Code**. Also it allows a **Bank Account Number** to be viewed by the **Bank Account Code** which is necessary for the clearing process of checks when a bank sends the tape.

Field	Description
Bank Account Number	Key field. Enter the bank account number.
Bank Account Code	Key field. Enter the bank account code associated with this Bank Account Number.



## BILLING PROFILE (BPRO)



**Billing Profile**

Billing Code

**Remit to**

Name

Division

Address

City

State  Zip

**Pay to**

Organization Name

Contact Name

Contact Phone

Invoice / Statement ☒ Invoices ☐ Statements ☐ Both Statement Day

Receivable Due Date Lag  Instruction Code  Billing Collection Code

Billing Profile (BPRO) contains the remittance and other billing profile information that is printed on a customer invoice, statement collection letter, or renewal notice.

Field	Description
Billing Code	Key field. Enter the billing profile code.
<b>Remit To</b>	
Name	Required. Enter the name of the department or organization that receives payments or other communications from customers.
Division	Optional. Enter the division that is to receive payments or other communications from customers.



Field	Description
Address, City, State, Zip	Required. Enter the remittance address, city, state and zip code of the department or organization that receives payments or other communications from customers. The first five zip code characters are required.
<b>Pay To</b>	
Organization Name	Required. Enter the name of the organization to whom customers should write their checks or money orders. If this field is left blank, it will default to " <b><i>Kenucky State Treasurer</i></b> ".
Contact Name	Optional. Enter the name of the contact person within the department or organization who the customers can contact with any questions.
Contact Phone	Optional. Enter the phone number of the department or organization contact person.
Invoice/Statement	Required. Specify whether customers are billed by invoices, statements or both. Valid values are:  <b><i>Invoices [I]</i></b> <b><i>Statements [S]</i></b> <b><i>Both [B]</i></b>
Statement Day	Conditional. Required if <b>Invoice/Statement</b> is <b><i>Statements [S]</i></b> or <b><i>Both [B]</i></b> . This field specifies the day of the month when statements are generated. Valid values are <b><i>1 - 28</i></b> .
Receivable Due Date Lag	Defaults to <b>Receivable Due Date Lag</b> on Revenue Options (ROPT). Specify the number of days past a receivable's date that the receivable is due. You can also use this field to specify the number of days past a statement day that a statement balance is due.
Instruction Code	Optional. Enter the default instruction value for all invoices and statements generated for <b>Billing Code</b> . See Special Instruction (SPIS) for valid values.



Field	Description
Billing Collection Code	Optional. This is used to override <b>Collection Letter Code</b> on Collection Control (CCTL). See Billing Profile Collection Cycle (BPCC) for valid values.



## BILLING PROFILE COLLECTION CYCLE (BPCC)



Billing Profile Collection Cycle (BPCC) is used to define the dunning message/ collection letter cycle by **Billing Collection Code**. It is an exception window used to override the default values on Collection Control (CCTL).

Field	Description
Billing Collection Code	Key field. Enter the billing collection cycle.
Number of Days Past Due	Key field. Specify the number of days past the receivable or statement due date that a dunning message or collection letter is generated.
Dunning Message Code	Conditional. Required if <b>Collection Letter Code</b> is blank. Enter the dunning message sent at the specified number of days past due. See Dunning Message (DUNN) for valid values. You cannot enter this field if <b>Collection Letter Code</b> is entered.



Field	Description
Collection Letter Code	<p>Conditional. Required if <b>Dunning Message Code</b> is blank. Enter the collection letter generated at the specified number of days past due. See Collection Letter (COLT) for valid values. You cannot enter this field if <b>Dunning Message Code</b> is entered.</p> <p>Collection letters are not scheduled for a billing code when <b>Invoice/Statement</b> is <i>Statements [S]</i> on Billing Profile (BPRO).</p>



## BILLING RATE (BRTE)

The screenshot shows a software window titled "Billing Rate". At the top left, there is a "Fiscal Year" label followed by a small input box. Below this is a table with five columns: "Agency", "Rate Code", "Description", "Unit", and "Billing Rate". To the left of the table, there is a vertical list of numbers from 1 to 13, each corresponding to a row in the table. The table itself is currently empty.

Billing Rate (BRTE) contains billing rate information, such as rate per unit of measure, unit of measure, and description. It is used to compute the receivable line amount on receivable documents.

Field	Description
Fiscal Year	Key field. Enter the fiscal year for which the billing rates are valid.
Agency	Key field. Enter the agency for which the billing rates are used.
Rate Code	Key field. Enter the unique code to identify the rate per unit of measure.
Description	Optional. Enter the description of the rate.
Unit	Required. Enter the unit of measure for which the billing rate is valid. See Unit of Measure (UNIT) for valid values.

Field	Description
Billing Rate	Required. Enter the dollar amount charge per unit of measure. You can enter up to three decimal places.



## *BUDGET NAME INQUIRY (BNAM)*

Budget Name Inventory (BNAM) .

Field	Description
Budg FY	Key field. Enter the fiscal year associated with the budget.
Fund	Key field. Enter the fund associated with the budget.
Agency	Required. Enter the agency associated with the budget.
Appr Prog	Required. Enter the appropriation program associated with the budget
Allt Prog	Required. Enter the allotment program associated with the budget.
Name	Display only. The name associated with the budget is displayed.

## BUDGET OBJECT (BOBJ)



The Budget Object (BOBJ) table is a user maintained reference table which stores valid budget objects by fiscal year.

Field	Description
Budget Fiscal Year	Required. Enter the budget fiscal year for the budget object code.
Budget Object	Required. Enter the unique four (4) character code to identify the budget object.
Budget Object Ind	Required. Indicate whether a budget object code is an <b>AP</b> (Appropriation Object) or <b>AL</b> (Allotment Object).
Description	The description of the Budget Object Code is displayed.



## CALENDAR DATE (CLDT)

Calendar Date (CLDT) defines every calendar date for a fiscal year. This window allows the financial system to convert dates for reports and validate dates entered on documents. Information in this window is usually automatically updated when the financial system is installed. However, you can revise or update the information online. You must update the information in this window before beginning a new fiscal year.

Field	Description
Date of Record	Key field. Enter a calendar date (yy mm dd). For example, if the date is May 13, 2000, you would enter <b>00 05 13</b> .
Fiscal Month, Fiscal Year	Required. Enter the accounting period corresponding with the date entered in <b>Date of Record</b> . Specify this field as two digits for accounting period and two digits for fiscal year. Accounting periods are designated as 01, 02, 03, etc. with the first period in the fiscal year represented by 01, the second by 02, etc.



Field	Description
Weekend/ Holiday	Optional. Indicates whether the date of the record is a weekend or holiday. Valid values are:  <div> <div><b>W</b></div> <div>Weekend</div> <div><b>H</b></div> <div>Holiday</div> <div><b>Blank</b></div> <div>Work day</div> </div>



## CASH (CASH)

	Budget FY	Fund	Agency	Appr	Unit	Cash Balance	Int Incl	Inv Pool
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

Cash (CASH) displays the current cash balances for a specific program budget unit within a specific budget fiscal year, fund, agency, appropriation, and allotment. The balances are automatically maintained and cannot be updated. Various documents and offline process such as the disbursements cycle update the balances.

Field	Description
Budget FY	Key field. Enter the budget fiscal year corresponding to the balance.
Fund	Key field. Enter the fund corresponding to the balance.
Agency	Key field. Enter the agency code corresponding to the balance.
Appr Unit	Key field. Enter the appropriation, allotment, and program budget unit corresponding to the balance.
Cash Balance	The current cash balance is displayed.

Field	Description
Int Incl	<p>The interest indicator is inferred for the program budget unit from Program Reference Table (PRFT). Valid values are:</p> <p><i>Y</i> Interest is attributable to this Program Budget Unit.</p> <p><i>N</i> Interest is not attributable to this Program Budget Unit.</p>
Inv Pool	The investment pool indicator is inferred for the program budget unit from Program Reference Table (PRFT). Valid values are user-defined.



# CHARGE CLASS (CHRG)

Charge Class

	Fiscal Year	Charge Class	Charge Class Name	Standard Rate	Acct Type	Revenue Source	Sub-rev Source
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

Charge Class (CHRG) defines how charge class values are used on Job Charge (JC) documents. Charge classes are different types of goods and services whose use is added to the cost of a job. This window is shared by extended projects in the baseline system and contains the standard rate for each charge class. On non-accounting Job Charge (JC) documents, the system computes the full cost charged to a job by multiplying the number of units entered on the Job Charge (JC) document by the standard rate in this window. A standard cost per unit is established for each charge class. Examples of entries on this window are labor at \$10 per hour; computer use at \$.03 per printout page; and mileage at \$.15 per mile.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Charge Class	Key field. Enter a unique value identifying the class of the good or service.

Field	Description
Charge Class Name	Optional. Enter a description of the goods or services. You may want to use this field to indicate the unit of measurement that applies to the standard rate on the Job Charge (JC) document. For example, rate per hour or per day.
Standard Rate	Default is <b>0.00</b> . Enter the cost per unit ( <i>n.nn</i> ). The system uses this rate to compute the full cost charged to the job for job charge transactions. Full cost is computed by multiplying the number of units entered on Job Charge (JC) documents by this standard rate.
Account Type	Optional. If an account type is entered, it must be revenue account type <b>31</b> . If entered, you must also complete the <b>Revenue Source/Sub</b> field.
Revenue Source/ Sub	Conditional. Required if you entered an <b>Account Type</b> . Enter a revenue/sub-revenue source. Refer to Revenue Source Index (RSRC) for valid values.



## CHECK CATEGORY (CCAT)



Check Category (CCAT) is used to define valid check categories used by automated disbursements. Check categories are used to group payment voucher documents by expense or “category.” For example, assuming that the **Single Check Indicator** field on the payment voucher is set to No [N], one check is issued to each specified vendor for all the payment voucher documents with the **Check Category** field equal to 01.

Field	Description
Check Category	Key field. An entry is required to define all valid check categories. Enter a unique, two-character alphanumeric code for the check category you want to add, change, or delete.
Single Check	<i>Yes</i> is displayed if a separate check is printed for this check type. <i>No</i> indicates this type of check will be combined for all open payment vouchers for this vendor.



Field	Description
Disb/Check Writer Ind	Required. The Check Process indicator is displayed. Valid values are:  <b><i>C - Check Writer</i></b> <b><i>D - Automated Disbursement</i></b> <b><i>B - Both</i></b>
Agency	The agency code is displayed. See Agency Index (AGCY) for valid values.
Contact Code	The contact agency for check inquiries is displayed. See Contact (CNTC) for valid values.
Description	Optional. Enter the description of the check category.
Check Type	Conditional. Not allowed for disbursement check categories. Otherwise, select one of the following values:  <b><i>C - Generic C-Fold</i></b> <b><i>E - Kentucky Employee Retirement Systems</i></b> <b><i>P - Payroll</i></b> <b><i>S - Child Support</i></b> <b><i>T - Kentucky Teachers Retirement System</i></b> <b><i>U - Unemployment Insurance</i></b> <b><i>Z - Generic Z-Fold</i></b>
Sealed/Unsealed	Required. Valid values are:  <b><i>U - Unsealed</i></b> <b><i>S - Sealed</i></b> <b><i>N - Not Applicable</i></b>



## CHECK INTERCEPT (CINT)



Check Intercept (CINT) table contains a list of all the checks that have been intercepted, and provides the necessary information the paying agency would need to direct a vendor's inquiry regarding the intercept to the appropriate claiming agency.

Field	Description
Check Date	The check date is displayed.
Bank Account	Key field. Enter the bank account code.
Check Number	Key field. Enter the check number.
Vendor	The vendor code and name are displayed.
Claim Agency	Key field. Enter the claim agency code. See Agency Index (AGCY) for valid values.





Field	Description
Claim Reason	Key field. Enter the claim reason. See Claim Reason Code (CRCT) table for valid values.
Contact Code	The contact code of the agency is displayed.
Contact Phone Number	The contact phone number in the agency is displayed.
Intercept Amount	The amount that has been intercepted from the vendor is displayed.



## *CHECK INTERCEPT INQUIRY FOR AGENCIES (CINA)*



Check Intercept Inquiry for Agencies (CINA) table contains a list of all the checks that have been intercepted, and provides the necessary information the paying agency would need to direct a vendor's inquiry regarding the intercept to the appropriate claiming agency.

Field	Description
Check Date	The check date is displayed.
Bank Account	Key field. Enter the bank account code.
Check Number	Key field. Enter the check number.
Claim Agency	Key field. Enter the claim agency code. See Agency Index (AGCY) for valid values.



Field	Description
Claim Reason	Key field. Enter the claim reason. See Claim Reason Code (CRCT) table for valid values.
Contact Code	The contact code of the agency is displayed.
Contact Phone Number	The contact phone number in the agency is displayed.
Intercept Amount	The amount that has been intercepted from the vendor is displayed.



## CHECK WRITER CHECK ACCOUNTING (CWCA)



Check Writer Check Accounting (CWCA) table is used to provide on-line inquiry for accounting information for each check writer file.

Field	Description
Run Number	Key field. Enter the run number associated with the check file.
Line Number	Key field. Enter the system generated accounting line number for the check file.
Processing Date	The date of payment supplied on the check writer input file is displayed. For EFT payments the settlement date is displayed.
Number of Payments	The number of checks written against this accounting line is displayed.
Payment Percent	The total amount for this accounting line as a percentage of the total payment amount for this check writer file is displayed.
Payment Amount	The total amount for this accounting line is displayed.



Field	Description
Intercept Amount	The total vendor offset amount for this accounting line is displayed.

### ***Accounting Line Data***

Fund, Agency, Org/Sub, Appropriation Unit, Activity, Function, Object/Sub, Revenue Source/ Sub, BS Account, Project, Reporting Category, Job Number, Termini	The accounting distribution entered for this accounting line in the check writer file is displayed.
---	---



## *CHECK WRITER COMMON CODE (CWCC)*



Check Writer Common Code (CWCC) table is initially input by agencies, used by the Check Writer process to populate accounting strip information.

Field	Description
Fiscal Year	Required. Enter the Budget Fiscal Year. See Fiscal Year (FSYR) table for valid values.
Agency	Required. Enter the agency code. See Agency (AGCY) table for valid vales.
Common Code	Required. Enter the user defined four digit pay code.
Sequence Number	Required. Enter the user defined two digit sequence number.
Last Update	The date last modified is displayed.

### ***Accounting Line Data***

Fund	Required. Enter the appropriate fund code. See Fund Index (FUND) for valid values.
Agency	Required. Enter the appropriate agency code. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.



Field	Description
Org/Sub	<p><b>Organization</b> is required. Enter the appropriate organization code. See Organization (ORG2) for valid values.</p> <p><b>Sub-Organization</b> is conditional, it is required if it is defined by the agency. Otherwise leave this field blank. See Sub-Organization (SORG) for valid values.</p>
Appropriation Unit	Required. Enter the appropriate Program Budget Unit element. See Program Reference Table (PRFT) for valid values.
Activity	Conditional. Required if <b>Activity</b> is defined by the agency. Otherwise leave this field blank.
Function	Conditional. Required if <b>Function</b> is defined by the agency. Otherwise leave this field blank.
Object/Sub	<p><b>Object</b> is required. Enter the appropriate object code. See Object Index (OBJT) for valid values.</p> <p><b>Sub-Object</b> is conditional, it is required if it is defined by the agency. Otherwise leave this field blank. See Sub-Object (SOBJ) for valid values.</p>
Revenue Source/ Sub	<p><b>Rev Srce</b> is required. Enter the appropriate revenue source. See Revenue Source Index (RSRC) for valid values.</p> <p><b>Sub-Revenue Source</b> is conditional, it is required if it is defined by the agency. Otherwise leave this field blank. See Sub-Revenue Source (SREV) for valid values.</p>
BS Account	Required. Enter the appropriate balance sheet account. See Balance Sheet Account Index (BACC) for valid values.
Job/ Project	<b>Conditional.</b> Required if <b>Job/ Project</b> is defined by the agency, otherwise leave this field blank. See Job Inquiry (JOB2) and Project Budget Line Inquiry (PRBL) for valid values.
Reporting Category	<b>Reporting Category</b> is conditional, it is required if it is defined by the agency. Otherwise leave this field blank. See Reporting Category (RPTG) for valid values.



Field	Description
Termini	<b>Conditional.</b> Required if <b>Termini</b> is defined by the agency, otherwise leave this field blank. 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.



# CHECK WRITER IDENTIFICATION NUMBER (CWTN)



Field	Description
Taxpayer ID Number	Key Field. Enter the taxpayer's ID number.
Taxpayer ID Type	Required. Defaults to <b>[Federal Business ID]</b> . Select <b>[Social Security Number]</b> if taxpayer type is individual.
Taxpayer ID Paid By	Required. Default is <b>[Checkwriter]</b> . Select <b>[Medicaid Services]</b> if payment is made by Medicaid.
Taxpayer ID Category	Required. Default is <b>[Individual]</b> . Select the appropriate category. Valid values include: <b>Individual</b> <b>Corporation</b> <b>Partnership</b> <b>Not 1099-Reportable</b>
Taxpayer Name	Required. Enter the name of the taxpayer.
Taxpayer Address	Required. Enter the address of the taxpayer. Address line 1 is required. Address line 2 and 3 are optional.





Age Group	Percentage
18-24	10%
25-34	25%
35-44	20%
45-54	15%
55-64	10%
65-74	5%
75-84	2%
85+	1%

Check Writer Pre-Assign Check Number (CWPC) is used by agency staff to request a series of check numbers when check numbers must be preassigned. Each entry added to this table will calculate the appropriate range of check numbers which should be used by the agency when preparing the check writer input file that is loaded into MARS. The numbers on the file will be compared against the entry on this table to verify that the correct range was used. After the file is loaded into MARS, the entry on this table will be updated to reflect the run number and that all of the check numbers reserved were used.



## CHECK WRITER STATUS (CWST)

Check Writer Status Table

Run Number:  Agency:  Process Date:  /  /

Total Payment Amount:  Number Checks:

Total Intercept Amount:  Starting Check Number:

Bank Account Code:  Ending Check Number:

Number Accounting Lines:  Check Category:

Payment Description:

**Status**

CWPE Processed:  /  /  :  :

VOPJ Processed:  /  /  :  :

CWJV Processed:  /  /  :  :

CWCG Processed:  /  /  :  :

CWPE Cash Edit: ☐ Bypass Cash Edit: ☐

CWPE Alt Edit: ☐ Bypass Alt Edit: ☐

CWPE File Edit: ☐ Bypass VO Edit: ☐

First Vendor Name:

Last Vendor Name:

Check Writer Status (CWST) table displays all check files and their status with regard to Check Writer and Vendor Offset programs. Users with appropriate security clearance can use Check Writer Status (CWST) table to bypass insufficient cash, insufficient budget allotment, and vendor offset.

Field	Description
Run Number	Key field. Enter the run number associated with the check file.
Agency	The agency from the header record of the Agency Check Writer file is displayed.
Process Date	The date of payment supplied on the check writer input file (YY/MM/DD) is displayed. For EFT payments the settlement date is displayed.
Total Payment Amount	The payment type from the header record of the Agency Check Writer file is displayed.
Number Checks	The number of check lines from the Agency Check writer file.

<b>Field</b>	<b>Description</b>
Total Intercept Amount	The sum of all the vendor offset offsets is displayed.
Starting Check Number	The starting check number in the series of checks issues is displayed here.
Bank Account Code	The bank account code from the header record is displayed.
Ending Check Number	The ending check number in the series of checks issued is displayed here.
Number Accounting Lines	The number of accounting lines from the Agency Check Writer file is displayed.
Check Category	The check category from the header record is displayed.
Payment Description	The description for the payment being made by the Check Writer file is displayed.
<b>Status</b>	
CWPE Processed (Date)	The date (CCYYMMDD) the check file has processed through the CWPE program (if available) is displayed.
CWPE Processed (Time)	The time HHMMSS the check file has processed through the CWPE program (if available) is displayed.
VOPI Processed (Date)	The date (CCYYMMDD) the check file has processed through the VOPI program (if available) is displayed.
VOPI Processed (Time)	The time HHMMSS the check file has processed through the VOPI program (if available) is displayed.
CWJV Processed (Date)	The date (CCYYMMDD) the check file has processed through the CWJV program (if available) is displayed.
CWJV Processed (Time)	The time HHMMSS the check file has processed through the CWJV program (if available) is displayed.



<b>Field</b>	<b>Description</b>
CWGG Processed (Date)	The date (CCYYMMDD) the check file has processed through the CWGG program (if available) is displayed.
CWGG Processed (Time)	The time HHMMSS the check file has processed through the CWGG program (if available) is displayed.
First Vendor Name	The name from the first payment record in the Agency Check Writer file is displayed.
Last Vendor Name	The name from the last payment record in the Agency Check Writer file is displayed.
CWPE Cash Edit	Indicates whether the check file has passed through the edit for sufficient cash.
Bypass Cash Edit	Default is cleared [blank]. Select <i>Y</i> if insufficient Fund error should be bypassed.
CWPE Allt Edit	Indicates whether the check file has passed through the edit for sufficient edit.
Bypass Allt Edit	Default is cleared [blank]. Select <i>Y</i> if insufficient Budget/ Allotment error should be bypassed.
CWPE File Edit	Indicates whether the file is valid and ready for processing.
Bypass VO Edit	Default is cleared [blank]. Select <i>Y</i> if Vendor Offset error should be bypassed.



## *CHECK WRITER STATUS BY AGENCY PAYMENT (CWSP)*



Check Writer Status by Agency Payment (CWSP) displays all check files and their status with regard to Check Writer and Vendor Offset programs.

Field	Description
Agency	The agency from the header record of the Agency Check Writer file is displayed.
Payment Date	The date of payment supplied on the check writer input file is displayed. For EFT payments the settlement date is displayed.
Payment Description	The description for the payment being made by the Check Writer file is displayed.
Run Number	Key field. Enter the run number associated with the check file.





Field	Description
First Vendor Name	The name from the first payment record in the Agency Check Writer file is displayed.



## CLAIM AGENCY ACCOUNT (CAAC)

Claim Agency Account Table	
Fiscal Year	<input type="text"/>
Claim Agency	<input type="text"/>
Fund	<input type="text"/>
Organization	<input type="text"/>
Appropriation Code	<input type="text"/>
Object Code	<input type="text"/>
Revenue Source	<input type="text"/>
Project / Job	<input type="text"/>
BS Account	<input type="text"/>
Vendor ID	<input type="text"/>
Termini	<input type="text"/>
Claim Reason	<input type="text"/>
Agency	<input type="text"/>
Sub Organization	<input type="text"/>
Activity	<input type="text"/>
Sub Object Code	<input type="text"/>
Sub Revenue Source	<input type="text"/>
Function	<input type="text"/>
Reporting Category	<input type="text"/>
Last Update Date	<input type="text" value="/ /"/>

Claim Agency Account (CAAC) table contains all of the accounting attributes used to transfer the intercepted funds. The Vendor Offset (VOFT) program will create a Journal Voucher (JV) for an internal agency and a Payment Voucher (PV) for an external agency.

Field	Description
Fiscal Year	Key field. Enter the fiscal year. See Fiscal Year (FSYR) for valid values.
Claim Agency	Key field. Enter the claiming agency code. See Agency Index (AGCY) for valid values.
Claim Reason	Key field. Enter the claim reason code. See Claim Reason Code (CRCT) for valid values.
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.

Field	Description
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.
Organization/ Sub-Organization	Conditional. <b>Organization</b> may be required, depending on the <b>Revenue Budget Organization Option</b> on Fund Agency Index (FAGY).
Appropriation Code	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 <b>Revenue Budget Activity Option</b> on Fund Agency Index (FAGY). See Activity Index (ACTV) for valid values.
Object Code/ Sub-Object Code	Conditional. Required if this is a type 4 (internal reimbursement) voucher. Enter an object code for any object group. <b>Sub-Object</b> is required if <b>Object</b> 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 <b>Vendor Code</b> cannot be <i>Miscellaneous</i> .
Revenue Source/ Sub-Revenue Source	Conditional. <b>Revenue Source</b> is required if <b>Voucher Type</b> is <b>2</b> (internal sale - different funds) or <b>3</b> (internal sale - same funds). For NACUBO reporting when <b>Voucher Type</b> is <b>5</b> (internal transfer), enter a revenue source with a revenue group of <b>TR</b> (transfer) or a reporting category of <b>MT</b> (mandatory transfer) or <b>NT</b> (non-mandatory transfer). See Revenue Source Index (RSRC) for valid values.  <b>Sub-Revenue</b> may be required, depending on the <b>Sub-Revenue Source Required</b> option on Revenue Source (RSR2). See Sub-Revenue Source (SREV) for valid values.



Field	Description
Project / Job	<p>Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details.</p> <p>Otherwise, this field is optional. If <b>Job Cost</b> is <i>Yes [Y]</i> on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If <b>Job Cost</b> is <i>No [N]</i> on System Control Options (SOP2), enter a project number or general reporting category.</p>
Function	<p>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.</p>
BS Account	<p>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.</p>
Report Category	<p>Conditional. May be required on expenditure transactions, depending on the <b>Reporting Category</b> option on Agency (AGC2). May be required on revenue transactions, depending on the <b>Reporting Category Required on Revenue Transaction</b> option on Agency (AGC2).</p> <p>Enter the reporting category of the seller. See Reporting Category (RPTG) for valid values.</p>
Vendor ID	<p>Enter the vendor ID code. See Vendor Index (VEND) for valid values.</p>
Last Update Date	<p>The date of the last update is displayed.</p>
Termini	<p>Conditional. Required if <b>Termini Validation Indicator</b> 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.</p>

## CLAIM REASON CODE (CRCT)



Claim Reason Code Table

Claim Reason  Claim Priority

Description

Short Description

Minimum Claim Amount

Notice Option

Notice Lag Days

Claim Reason Code (CRCT) is a user maintained table that contains a list of all the valid claim reasons.

Field	Description
Claim Reason	Key field. Enter the three digit claim reason.
Claim Priority	Optional. Enter the two digit claim priority.
Description	Optional. Enter the description.
Short Description	Optional. Enter the short description.
Minimum Claim Amount	Optional. Enter the minimum claim amount (Note: This amount must be greater than zero).
Notice Options	Indicate [Y] if a Notice of Intent to Offset will be required. Otherwise, leave this field blank.
Notice Lag Days	Enter the lag in number of days (0-99).



## CLAIM STATUS CODE (CSCT)



Claim Status Code (CSCT) is a user maintained table that defines all valid claim status codes and reasons to be used in the debtor vendor records.

Field	Description
Claim Status Code	Key field. Enter the status of the <b>Claim Status Reason</b> . Valid values are:  <i>Active Claim [A]</i> <i>Close Claim [C]</i> <i>Hold Claim [H]</i>
Claim Status Reason	Key field. Enter the user defined one digit alphanumeric reason.
Description	Optional. Enter the description.
Short Description	Optional. Enter the short description.



# CLAIMING AGENCY CLAIM REASON (CACR)



Claiming Agency Claim Reason (CACR) table contains all the claim reasons that an agency is authorized to use.

Field	Description
Fiscal Year	Key field. Enter the fiscal year. See Fiscal Year (FSYR) for valid values.
Claim Agency	Key field. Enter the claim agency code. See Agency Index (AGCY) for valid values.
Claim Reason	Key field. Enter the claim reason. See Claim Reason Code Table (CRCT) for valid values.
Claim Priority	The claim priority from Claim Reason Code is displayed.
Description	The description from Claim Reason Code is displayed.



## COLLECTION CONTROL (CCTL)

Collection Control (CCTL) is used to define the system default dunning message and collection letter generation cycle. Billing profile defaults, which override Collection Control defaults, are established on Billing Profile Collection Cycle (BPCC). The number of days past receivable due date, and the code of the message or letter printed that many days past due are entered on this window.

Field	Description
Fiscal Year	Key field. Enter the fiscal year for which the collection notification cycle is valid.
Number of Days Past Due	Key field. Enter the number of days past the receivable due date or statement due date that a dunning message or collection letter is generated.
Dunning Message Code	Conditional. Required if <b>Collection Letter Code</b> is blank. Enter the dunning message sent at the specified number of days past due. See Dunning Message (DUNN) for valid values. You cannot enter this field if a <b>Collection Letter Code</b> is entered.



Field	Description
Collection Letter Code	Conditional. Required if <b>Dunning Message Code</b> is blank. Enter the collection letter generated at the specified number of days past due. See Collection Letter (COLT) for valid values. You cannot enter this field if a <b>Dunning Message Code</b> is entered.



## COLLECTION LETTER (COLT)



Collection Letter (COLT) is used to define collection letters that are sent to significantly delinquent customers.

Field	Description
Collection Letter Code	Key field. Enter the value that identifies a particular collection letter.
Text	Required. Enter the text of the actual collection letter that is sent to delinquent customers.
Text Line	Key field. The system provides default numbering. An increment of two is automatically added to the previous line number.



## COMMODITY (COMT)

Commodity (COMT) defines the valid commodity values for items or services. This window allows you to set up a reporting hierarchy of class, sub-class and group, and define an object of expenditure for the commodity. It also indicates whether a commodity is kept in inventory, uses standard specifications, or is considered a fixed asset.

This window also allows you to describe the commodity and assign a standard unit of measure. The system maintains a year-to-date total of money spent on the commodity and (if the unit cost flag is selected) the last cost per unit of the commodity. A three-way match indicator is included to enforce the documents required before payment is made under the Extended Purchasing Subsystem. The Manufacturer's Safety Data Sheet (MSDS) indicator, if used, forces the receiver of the goods to acknowledge that he or she has the safety sheet. The price agreement indicator forces the user to use a price agreement document when the commodity purchased is available under a current agreement or to require the use of a service contract document.

Field	Description
Commodity	Key field. Enter a unique value for the item or service you want to add, change, or delete.



## Commodity Details View

Field	Description
Description	Required. Enter the description used on the purchase order printed by the system.
Comment	Optional. If necessary, enter a comment about the commodity. This comment may contain a standing order number or other site-defined information.
Class	Optional. Enter the code for the commodity class. Refer to Commodity Class (COCL) for valid values.
Sub-Class	Optional. Enter the code for the commodity sub-class. Refer to Commodity Sub-Class by Commodity Class (CSCC) for valid values.
Group	Optional. Enter a group code for the commodity. You can use this field to group like commodities by site.
Object	Optional. Enter the object code for the commodity. Refer to Object Index (OBJT) for valid values.
Buyer	Required. Enter the buyer code for the commodity. Refer to Buyer (BUYT) for valid values.
Expeditor	Optional. Enter the code for the buyer who is able to expedite orders for the commodity. Refer to Buyer (BUYT) for valid values.
Standard Unit	Optional. Enter the standard unit of measure for the commodity. Refer to Unit of Measure (UNIT) for valid values.
Commodity is in Inventory	Default is cleared <i>[N]</i> . Select <i>[Y]</i> to indicate that this commodity is kept in warehouse inventory.
Scheduled Letting	Optional. <i>Y</i> indicates that the item is part of a scheduled letting.
MSDS	Default is cleared <i>[N]</i> . Select <i>[Y]</i> to indicate that the user must acknowledge that he does have the safety data sheet when receiving goods.



Field	Description
Standard Specifications	Default is cleared <i>[blank]</i> . Select <i>[Y]</i> to indicate that there is a standard specification for this item.
Fixed Asset	Default is cleared <i>[blank]</i> . Select <i>[Y]</i> to indicate that the item is a fixed asset.
Unit Cost Flag	Default is cleared <i>[N]</i> . Select <i>[Y]</i> to indicate that the last unit cost is maintained for the commodity.
Tax Code	Optional. Used only if the Extended Purchasing Subsystem (EPS) is installed. Enter the value representing the rate at which tax is calculated for this commodity. Ensure that this rate is valid on Tax Code (TAXT) and is also the same type as the header tax code.
Three-Way Match	<p>Optional. Valid values are:</p> <p><b><i>POs, Receivers, and Vendor Invoices [A]</i></b>  EPPV compares the quantities found on Open Purchase Order Commodity Line Inquiry (OPPC) for all three documents (purchase order, receiver and vendor invoice) on a line-by-line basis. The document with the lowest quantity is paid.</p> <p><b><i>POs and Receivers [R]</i></b>  EPPV compares the quantities found on Open Purchase Order Commodity Line Inquiry (OPPC) for the receiver and the purchase order on a line-by-line basis. The document with the lowest quantity is paid. If an invoice is entered (even though it is not required), it is used in the comparison.</p> <p><b><i>PO and Vendor Invoices [V]</i></b>  EPPV compares the quantities found on Open Purchase Order Commodity Line Inquiry (OPPC) for the vendor invoice and the purchase order on a line by line basis. The document with the lowest quantity is paid. If a receiver is entered (even though it is not required), it is used in the comparison.</p> <p><b><i>Neither Receivers nor Invoices [N]</i></b>  No three-way match processing takes place for this order.</p>

Field	Description
Price Agreement Indicator	<p>Default is <i>None [blank]</i>. This field is used to identify the type of agreement under which the commodity must be purchased. Valid values are:</p> <p><i>None [blank]</i> Not a price agreement commodity.</p> <p><i>No Price Agreement Used [0]</i> Any purchasing document can reference this commodity.</p> <p><i>Price Agreement Used to Purchase [1]</i> Only a price agreement document can reference this commodity.</p> <p><i>Use Price Agreement Discount from List [2]</i> Only a price agreement document containing lines generated through Price Agreement Discount from List (PADL) can reference this commodity.</p> <p><i>Use Price Agreement Cost per Mile [3]</i> Only a price agreement document containing lines generated through Price Agreement Cost per Mile (PACM) can reference this commodity.</p> <p><i>Service Contract Used to Purchase [4]</i> Only a service contract document can reference this commodity.</p>



## Approval Details View

The screenshot shows a software window titled "Commodity". At the top, there are three input fields: "Commodity", "YTD Purchases", and "Last Unit Cost". Below these are two tabs: "Commodity Details" and "Approval Details". The "Approval Details" tab is selected. Inside this tab, there is a section titled "Approval Groups" which contains 10 input fields, each preceded by a number from 1 to 10. Below the "Approval Groups" section is a single input field labeled "Commodity Approval Amount".

Field	Description
1-10	Optional. Enter 10 two-character fields for approval groups. Ensure that each group is defined on Approval Group Screen 1 for at least one user ID.
Commodity Approval Amount	<p>Optional. Enter the threshold dollar amount for commodity line approval. Amounts exceeding this amount require commodity line approval before the requisition appears on Purchase Order Preparation Inquiry (POPR) and before purchase orders are printed.</p> <p>This field is used in conjunction with the <b>Approval Groups</b> field(s); approvals/disapprovals are made on Requisition Approval (RXAP) and Purchase Order Approval (POAP) for requisitions and purchase orders.</p> <p>Ensure that at least one approval group is specified on Commodity Index (COMM). If no approval group is specified, then Requisition Approval (RXAP) and Purchase Order Approval (POAP) will be updated, despite the fact that the commodity line exceeds the commodity approval amount. Amounts totalling below the commodity approval amount require approvals on Requisition Approval (RXAP) or Purchase Order Approval (POAP).</p>



## COMMODITY INDEX (COMM)



Commodity Index (COMM) displays valid commodities (items or services) and provides a description of each commodity listed.

Field	Description
Commodity	Key field. Enter the unique commodity code for the item or service.
Description	This field displays a description of the commodity.

## COMPOSITE CLEARANCE (CCLR)



Composite Clearance (CCLR) stores the Day of Clearance parameters required by the draw programs for calculating draw dates. This table is user maintained and must be set up before draw calculations can be performed.

Field	Description
Fiscal Year	Required. Enter the last two digits of the applicable state fiscal year.
Agency	Required. Enter an agency. See Agency (AGC2) for valid values.
Day of Clearance	Required. Enter the average number of days in which an expenditure will clear according to historical check clearance patterns.



## *CONDITION/LAST INVENTORY DATE UPDATE (FADU)*



The Condition/Last Inventory Date Update (FADU) is used to update the date of the last inventory and/or condition of a particular asset or all assets at a particular location.

Field	Description
Fixed Asset Type	Conditional. Required if updating the last inventory and/or condition of a particular asset. Optional if <b>Location</b> is entered. Enter a value that identifies the type of asset. See Fixed Asset Type (FATP) for valid values.
Asset Number	Conditional. Required if updating the last inventory and/or condition of a particular asset. Optional if <b>Location</b> is entered. Enter the unique number that identifies the asset. See Fixed Asset Summary Inquiry (FAS1) for valid values.
Location	Conditional. Required if updating the last inventory and/or condition of all assets at a particular location. Optional if updating a particular asset. Enter the ten digit location of the asset(s). See Fixed Asset Location Inquiry (FALC) for valid values.
Condition	Conditional. Required if updating the condition of an asset. Otherwise, it is optional. Enter a condition for this asset.



Contact (CNTC) table contains the claiming agency's contact information. A claiming agency may have more than one contact.



## CONVERSION RUN (CONV)



Conversion (CONV) is used to track conversion programs that are run. This window displays date and time of run, program ID, table, ledger or document ID converted, whether or not the program completed successfully, and whether or not the program requires a database restore in the event of an unsuccessful run. Each conversion program automatically updates the information in this window. You cannot update the information in this window online.

Field	Description
Run Date	Key field. Enter the date the conversion program was run.
Run Time	Key field. Enter the time of the conversion run.
Program Name	Display only. The name of the conversion program executed is displayed.
Converted Table/Ledger/Document ID	Display only. The table, ledger, or document ID that was converted is displayed.







# CORRECTED 1099 INFORMATION (CINF)

**Corrected 1099 Information**

Calendar Year:

Primary Vendor Name:

Address:

Type of Return:

Taxpayer ID Type:

Taxpayer ID:

**Income**

Box 1	<input type="text"/>	Box 7	<input type="text"/>
Box 2	<input type="text"/>	Box 8	<input type="text"/>
Box 3	<input type="text"/>	Box 9	<input type="text"/>
Box 4	<input type="text"/>	Box 13	<input type="text"/>
Box 5	<input type="text"/>	Box 14	<input type="text"/>
Box 6	<input type="text"/>		

Corrected 1099 Information (CINF) contains the most recent corrected information for forms generation processing. The table is updated by the Forms Generation Program (FRM1099) when executed in correction processing mode, after magnetic tape processing has occurred. Income amounts are displayed at the summary level, meaning all secondary vendors will be consolidated with a related primary 1099 vendor and only one record for this relationship will exist on this table for each type of return. The Corrected 1099 Information (CINF) table displays the exact same information as the Original 1099 Information (TINF) table, excluding Report Indicator. Original 1099 Information (TINF) provides an audit trail of the original information sent to the IRS, whereas Corrected 1099 Information (CINF) shows all corrections made to the original information reported to the IRS..

Field	Description
Calendar Year	Key field. Enter the calendar year to which the reported amounts apply. The year entered must be a valid calendar year in yy format.



Field	Description
Income Box 1	<p>Display only. The Box (Income Type) 1 value on the corrected 1099 form is displayed. The following income types correspond to Box 1:</p> <p><b><i>1099-MISC: Rents</i></b></p> <p><b><i>1099-INT: Interest Income</i></b></p> <p><b><i>1099-G: Unemployment Compensation</i></b></p> <p><b><i>1099-S: Not applicable</i></b>  The value 0.00 will be displayed for the 1099-S form.</p>
Income Box 2	<p>Display only. The Box (Income Type) 2 value on the original 1099 form is displayed. The following income types correspond to Box 2:</p> <p><b><i>1099-MISC: Royalties</i></b></p> <p><b><i>1099-INT: Early Withdrawal Penalty</i></b></p> <p><b><i>1099-G: State or Local Income Tax Refunds, Credits, or Offsets</i></b></p> <p><b><i>1099-S: Gross Proceeds</i></b></p>
Income Box 3	<p>Display only. The Box (Income Type) 3 value on the original 1099 form is displayed. The following income types correspond to Box 3:</p> <p><b><i>1099-MISC: Prizes and Awards</i></b></p> <p><b><i>1099-INT: Interest on U.S. Savings Bonds and Treasury Obligations</i></b></p> <p><b><i>1099-G and 1099-S: Not applicable</i></b>  The value 0.00 will be displayed for the 1099-G form and 1099-S forms.</p>



Field	Description
Income Box 4	<p>Display only. The Box (Income Type) 4 value on the original 1099 form is displayed. The following income type corresponds to Box 4 for all types of returns:</p> <p><b><i>Federal Income Tax Withheld</i></b></p>
Income Box 5	<p>Display only. The Box (Income Type) 5 value on the original 1099 form is displayed. The following income types correspond to Box 5:</p> <p><b><i>1099-MISC: Fishing Boat Proceeds</i></b></p> <p><b><i>1099-INT: Foreign Tax Paid</i></b></p> <p><b><i>1099-G and 1099-S: Not applicable</i></b>  The value 0.00 will be displayed for the 1099-G and 1099-S forms.</p>
Income Box 6	<p>Display only. The Box (Income Type) 6 value on the original 1099 form is displayed. The following income types correspond to Box 6:</p> <p><b><i>1099-MISC: Medical and Health Care Payments</i></b></p> <p><b><i>1099-INT and 1099-S: Not applicable</i></b>  The value 0.00 will be displayed for the 1099-INT and 1099-S forms.</p> <p><b><i>1099-G: Taxable Grants</i></b></p>
Income Box 7	<p>Display only. The Box (Income Type) 7 value on the original 1099 form is displayed. The following income types correspond to Box 7:</p> <p><b><i>1099-MISC: Nonemployee Compensation</i></b></p> <p><b><i>1099-INT and 1099-S: Not applicable</i></b>  The value 0.00 will be displayed for the 1099-INT and 1099-S forms.</p> <p><b><i>1099-G: Agricultural Payments</i></b></p>

Field	Description
Income Box 8	<p>Display only. The Box (Income Type) 8 value on the original 1099 form is displayed. The following income types correspond to Box 8:</p> <p><b><i>1099-MISC: Substitute Payments in Lieu of Dividends and Interest</i></b></p> <p><b><i>1099-S, 1099-INT and 1099-G: Not applicable</i></b>  The value 0.00 will be displayed for the 1099-INT, 1099-S and 1099-G forms.</p>
Income Box 9	<p>Display only. The Box (Income Type) 9 value on the original 1099 form is displayed. The following income types correspond to Box 9:</p> <p><b><i>1099-MISC: Direct Sales of Consumer Products for Resale</i></b></p> <p><b><i>1099-INT, 1099-S and 1099-G: Not applicable</i></b>  The value 0.00 will be displayed for the 1099-INT, 1099-S and 1099-G forms.</p>
Income Box 13	<p>Display only. The Box (Income Type) 13 value on the original 1099 form is displayed. The following income types correspond to Box 13:</p> <p><b><i>1099-MISC: Excess Golden Parachute Payments</i></b></p> <p><b><i>1099-INT, 1099-S and 1099-G: Not applicable</i></b>  The value 0.00 will be displayed for the 1099-INT, 1099-S and 1099-G forms.</p>
Income Box 14	<p>Display only. The Box (Income Type) 14 value on the original 1099 form is displayed. The following income types correspond to Box 14:</p> <p><b><i>1099-M: Gross Proceeds paid to Attorney.</i></b></p> <p><b><i>1099-INT, 1099-S and 1099-G: Not applicable</i></b>  The value 0.00 will be displayed for the 1099-INT, 1099-S and 1099-G forms.</p>



## COST ALLOCATION ACCOUNT TYPE (CAAT)

The screenshot shows a software window titled "Cost Allocation Account Type". It contains a table with three columns: "Account Type", "Account Name", and "Account Allocation Type". To the left of the table is a vertical list of numbers from 1 to 15. The cell in the "Account Name" column for row 1 is highlighted with a cyan background.

Cost Allocation Account Type (CAAT) is the first window that you should update. It is an alternate window to Account Type (ACCT) which defines the various accounting values that are used during processing. This table allows you to define which of the account codes listed on Account Type (ACCT) are used in the cost allocation process, and how they are used. By defining which account types to use individually or combined, the appropriate General Ledger records are selected during the Build Cost Allocation General Ledger (CAGL) and Pool/Base Table Expansion (CAEX) processes.

Field	Description
Account Type	Key field. Enter a valid account type. See Account Type (ACCT) for valid values.
Account Name	Display only. The descriptive name of the account type is displayed.

Field	Description
Account Allocation Type	Optional. Enter an account allocation type to indicate that this account type is used by the cost allocation programs. When an allocation type parameter is provided to the cost allocation offline programs, it is matched to this table to determine which account types are used in the allocation.



## *COST ALLOCATION DISTRIBUTION OPTIONS (CADO)*



	Default	Pool	Base
Fund	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Agency	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organization	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sub-organization	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Activity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Function	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Object / Revenue	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sub-object / Sub-revenue	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Job Number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reporting Category	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Project	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prog Bud Unit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Cost Allocation Distribution Options (CADO) enables you to define the accounting distribution data integrity options for each group/step. This window is an alternative window to Allocations Totals Inquiry (TOTL).

The first time a Pool/Base Definition Reference (PBDF) record is entered with a unique group/step combination, a new record is created for this window. This new record has the integrity options set to the default values entered on Allocation Group Control Reference (ALLC) for the specific group. You can change these flags for each group/step using this window. For more information on setting these options, see Allocation Group Control Reference (ALLC).

Field	Description
Group Number	Key field. Enter the number assigned to this group.







## *COST ALLOCATION GENERAL LEDGER (CAGL)*

The screenshot shows a software window titled "Cost Allocation General Ledger Inquiry". It features a grid of input fields for various accounting categories: Fund, Agency, Organization / Sub, Activity, Function, Object / Sub, Revenue / Sub, Job Number, Reporting Category, Project, Prog Bud Unit, and Account Type. Below this grid is a section labeled "Amounts" which includes fields for Current Period, Quarter, Year-to-date, Current Period Remaining, Quarter Remaining, and Year-to-date Remaining. The fields are arranged in a structured layout with labels and corresponding input boxes.

Cost Allocation General Ledger (CAGL) displays all the accounting distribution combinations in the General Ledger that Pool/Base Table Expansion (CAEX) can use to expand a wild card record or a record defined with an object or revenue class on Pool/Base Definition Reference (PBDF).

Field	Description
Fund	Key field. Enter a valid fund recorded in the General Ledger.
Agency	Key field. Enter a valid agency recorded in the General Ledger.
Organization/ Sub	Key field. Enter a valid organization or sub-organization recorded in the General Ledger.
Activity	Key field. Enter a valid activity recorded in the General Ledger.
Function	Key field. Enter a valid function recorded in the General Ledger.
Object/Sub	Key field. Enter a valid object or sub-object recorded in the General Ledger.



## *COST ALLOCATION POOL SEQUENCE INQUIRY (CAPS)*



Cost Allocation Pool Sequence Inquiry (CAPS) displays intermediate accumulations and allocations created during the allocation process. It is used for internal processing and enables you to verify the allocation process.

This window is updated by running Pool/Base Table Expansion (CAEX), which uses this window to store information while writing to Pool Accumulation Inquiry (PACC).

Field	Description
Group Number	Key field. Enter the number assigned to this group.
Step Number	Key field. Enter the number assigned to a step within this group.
Sequence Number	Key field. For fixed percentage or statistical base records, enter the number of the pool record from which the base record was expanded.
Total Pool Amount	The total dollar amount accumulated for this particular group, step and sequence number is displayed.
Remaining Amount	The total dollar amount remaining for this particular group, step, and sequence number after the allocation process is displayed.





# *COST TYPE (CTYP)*



The Cost Type (CTYP) Table defines and describes the types of costs.

Field	Description
Cost Type	Key field. Enter the cost type for the fixed asset.
Description	Required. Enter the description of the cost type.



## CUSTOMER CREDIT HISTORY INQUIRY (CUSC)

Customer Credit History Inquiry

Customer: [ ] Name: [ ]

☐ Text Exists on Customer Text

**Number of Occurrences**

Dunning Messages	[ ]
Disputes	[ ]
NSF Checks	[ ]
Collection Letters	[ ]
Intercept Attempts	[ ]
Write-offs	[ ]
Legal Actions	[ ]
Collections	[ ]

**Last Occurrence Date**

Dunning Message	[ ]
Dispute	[ ]
NSF Check	[ ]
Collection Letter	[ ]
Intercept Attempt	[ ]
Write-off	[ ]
Legal Action	[ ]
Collection	[ ]

Customer Credit History Inquiry (CUSC) is used to display the last occurrence date and counter of events that affect a customer's credit history.

Field	Description
Customer	Key field. Enter the customer/client for whom the credit history is maintained. See Customer Name Inquiry (CUSN) for valid values.
Name	The corresponding customer name is displayed.
Text Exists on Customer Text	If selected, text was entered on Customer Text (CTXT) for the customer.
<b>Number of Occurrences</b>	
Dunning Messages	The number of times a dunning message is issued on a receivable to the customer in the Invoice Print program is displayed.





Field	Description
Legal Action	The last occurrence date of legal action against the customer.
Collection	The last occurrence date of collection agency assignment for the customer.



# CUSTOMER DOCUMENT INQUIRY (CDOC)



Customer Document Inquiry

Customer

Billing Code

Name

	Acceptance Date	Document ID	Modification Type	Total Amount	Document Date	Statement Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

Customer Document Inquiry (CDOC) lists, in chronological order, all documents processed for a specific customer.

Field	Description
Customer	Key field. Enter the customer/client for whom the document was processed. See Customer Name Inquiry (CUSN) for valid values.
Billing Code	Key field. Enter the code that identifies the billing profile for invoice or statement generation.
Name	The customer name is displayed.
Acceptance Date	Key field. Enter the date ( <i>mm dd yy</i> ) when the document is processed to begin browsing information from a particular time frame.



Field	Description
Document ID	Key field. Enter the transaction ID and number of the document processed to begin browsing information from a particular time frame.
Modification Type	Key field. Enter the type of document. Valid values are <i>E</i> (new entry), <i>M</i> (modification), <i>I</i> (interest charge), <i>L</i> (late fee), and <i>N</i> (non-sufficient funds check charge).
Total Amount	Total dollar amount of the document is displayed.
Document Date	The date the document was recorded ( <i>mm dd yy</i> ) is displayed.
Statement Date	The cut-off date for the statement period is displayed. This field is blank if the value entered in <b>Billing Code</b> specifies invoices.



## *CUSTOMER FINANCIAL HISTORY INQUIRY (CUSF)*

	Current Balance	Prior Year Ending Balance
Billed		
Received		
Underpayments within Tolerance		
Overpayments within Tolerance		
Total Amount Written-off		
Total Outstanding Balance		
Last Payment Amount		
Last Payment Date	/ /	
Last Receivable Date	/ /	

Customer Financial History Inquiry (CUSF) contains a summary of a customer's current and prior year revenue-related activity.

Field	Description
Customer	Key field. Enter the customer/client about whom you wish to inquire. See Customer Name Inquiry (CUSN) for valid values.
Name	The customer name is displayed.
Billed (Current Balance)	The total amount billed to the customer since they were entered into the system is displayed.
Billed (Prior Year Ending Balance)	The customer's balance at the end of the prior year is displayed.

Field	Description
Received (Current Balance)	The total payments received from the customer since they were entered into the system is displayed.
Received (Prior Year Ending Balance)	The total payments received from the customer at the end of the prior year is displayed.
Underpayments within Tolerance (Current Balance)	The total short payments within the short payment tolerance received from the customer since they were entered into the system is displayed.
Underpayments within Tolerance (Prior Year Ending Balance)	The short payment balance at the end of the prior year is displayed.
Overpayments within Tolerance (Current Balance)	The total amount of overpayments which were within the overpayment tolerance and accepted as full payments without creating credits for the customer is displayed.
Overpayments within Tolerance (Prior Year Ending Balance)	The overpayments balance at the end of the prior year is displayed.
Total Amount Written-Off (Current Balance)	The total dollar amount of receivables written-off since the customer was entered into the system is displayed.
Total Amount Written-Off (Current Balance)	The write-off balance at the end of the prior year is displayed.
Total Outstanding Balance (Current Balance)	The current balance owed by the customer is displayed. This amount is calculated as:  Billed to Date - (Received to Date + Short Payments within Tolerance) - Overpayments within Tolerance - Total Amount Written-Off
Last Payment Amount	The total amount of the last cash receipt from the customer is displayed.



## CUSTOMER INFORMATION (1 OF 2) (CUST)



Customer Information (1 of 2) (CUST) is the primary customer window containing the customer name, address, accounts payable contact and customer specific flags. This window is updated by the Customer (CU) document and is read-only.

Field	Description
Customer	Key field. Enter the customer/client. The last two characters is an alternate address indicator used to identify multiple locations for the customer.
Miscellaneous Customer	Default is cleared [N]. Select [Y] is displayed to identify miscellaneous one-time or summary customers.
Alternate Customer	The alternate identifier for the customer/client is displayed.







### General Information View

Field	Description
Division Name	Optional. The corporation division, department or other additional name information is displayed.
Address, City, State, Zip	Required. The customer's street address, city, state and zip code is displayed. The first five characters of the zip code are required and the last four are optional.
Phone	Optional. The customer's telephone number is displayed.
Fax Phone	Optional. The telephone number for the customer's fax machine is displayed.
Customer Status	Defaults to <b>Active [A]</b> . Valid values are <b>Active [A]</b> , <b>Inactive [I]</b> or <b>Marked of Deletion [D]</b> . The Customer Status will automatically be marked as <b>Inactive [I]</b> after the defined number of days in <b>Miscellaneous Parameters</b> in Application Dates (LDAT) without activity since the last transaction date.
Text Exists on Customer Text	If selected [ <b>Y</b> ], this indicates that text was entered on Customer Text (CTXT) for the customer. This field is displayed.

## Payable Information View

Field	Description
<b><i>Accounts Payable Information</i></b>	
Contact Name	Optional. The name of the contact in the customer's accounts payable department is displayed.
Phone	Optional. The telephone number for the accounts payable contact is displayed.
Bank Name	Optional. The bank with which the customer does business is displayed.
Bank Phone	Optional. The telephone number at the customer's bank is displayed.
Vendor	Optional. The vendor code cross-reference to Vendor (VEN2) if this customer is also a vendor is displayed.
Third Party Code	Optional. The third party that is used for billing the customer is displayed. See Third Party Billing (TPAR) for valid values.
Billing Code	Optional. A billing profile for the customer is displayed. See Billing Profile (BPRO) for valid values.

Field	Description
EFT Status	The EFT Status from the Customer Electronic Funds Transfer (CEFT) is displayed.
Application Type	Default electronic funds transfer application value from Customer Electronic Funds Transfer (CEFT) is displayed.



## *CUSTOMER INFORMATION (2 OF 2) (CUS2)*



Customer Information (2 of 2) (CUS2) contains personal/organizational information about a customer. It is used to provide additional information about a customer defined on Customer Information (CUST). This table is updated by the Customer (CU) document. You cannot add a new customer using this window, additions are made using the Customer (CU) document.

Field	Description
Customer	Key field. Enter the customer/client.
Alternate Customer	The alternate identifier for the customer/client is displayed.
Name	The corresponding customer name is displayed.
Short Name	The corresponding customer short name is displayed.



Field	Description
Customer Type	Optional. Enter the type of customer. Valid values are: <i>Individual [I]</i> <i>Incorporated [C]</i> <i>Partnership [P]</i>
Billing Code	Optional. Enter the default billing profile for the customer. See Billing Profile (BPRO) for valid values.
Date of Birth	Optional. Enter the customer's date of birth ( <i>mm dd cyy</i> ).
Miscellaneous Customer	If selected [Y], this customer is a miscellaneous, one-time, or summary customer. This field is displayed.
SIC Code	Required if <b>Customer Type</b> = <b>C</b> . Enter the standard industry code for this customer.
Customer Speaks English	Optional. Select the appropriate value. Defaults to <i>No Entry [blank]</i> . Valid values are <i>Yes [Y]</i> , <i>No [N]</i> , and <i>No Entry [blank]</i> .
Customer Status	Default is <i>Active [A]</i> . Valid values are <i>Active [A]</i> , <i>Inactive [I]</i> or <i>Marked for Deletion [D]</i> .
In State	Default [Y]. Select [N] if the customer is not located In-State.
Marital Status	Defaults to <i>No Entry [blank]</i> . Valid values are <i>Single [S]</i> , <i>Married [M]</i> , <i>Divorced [D]</i> , or <i>No Entry [blank]</i> .
Sex	Defaults to <i>No Entry [blank]</i> . Valid values are <i>No Entry [blank]</i> , <i>Female [F]</i> and <i>Male [M]</i> .
Customer is Tax Exempt	Defaults to <i>No Entry [blank]</i> . Valid values are <i>Yes [Y]</i> , <i>No [N]</i> , and <i>No Entry [blank]</i> .
Mail Returned	Defaults to <i>No Entry [N]</i> . Select <i>Yes [Y]</i> if the customer's address is no longer valid. Valid values are <i>Yes [Y]</i> , <i>No [N]</i> , and <i>No Entry [N]</i> .





# CUSTOMER ELECTRONIC FUNDS TRANSFER

## 1 of 2 (CEFT)



The Customer Electronic Funds Transfer windows (CEFT, CEF2) display information on customers eligible for electronic funds transfer (EFT). Both windows are updated by the Customer (CU). Customer Electronic Funds Transfer (1 of 2) (CEFT) displays the information required to make an electronic funds transfer, while Electronic Funds Transfer (2 of 2) (CEF2) shows the status of customers.

Field	Description
Customer	Key field. The code of the customer requesting payment by electronic funds transfer is displayed. Refer to Customer Name Inquiry (CUSN) for valid values.
Name	The customer's name is displayed.
ABA Number/ Check Digit	The ABA routing number and check digit found on the lower left-hand corner of the customer's check is displayed.

### **Customer Bank Information**



Field	Description
Account #	The customer's bank account number from the check is displayed.
Description	The customer's bank account description is displayed.
Name	The vendor's bank name is displayed.
Address, City State, Zip Code	The street address, city, state, zip code of the customer's bank is displayed.
Type of Account	The type of account to which you want the funds transferred is displayed. Valid entries include <b>Checking [C]</b> or <b>Savings [S]</b> .
Prenote Batch Number	The batch number of the customer's prenote processing tape that was sent to the bank is displayed.
EFT Status	<p>The customer's electronic funds transfer status is displayed. Valid entries include:</p> <p><b>Not Eligible for EFT [N]</b> Not eligible for electronic funds transfer. Defaults to <b>Not Eligible for EFT [N]</b> when the customer is added to the Customer Electronic Funds Transfer window (CEFT).</p> <p><b>Active [A]</b> Currently using electronic funds transfer.</p> <p><b>Hold [H]</b> Electronic funds transfer is on hold for this customer.</p> <p><b>Prenote Processing Begun [P]</b> Prenote processing has begun.</p>
Last Status Change	Displays the last date the customer's status was changed, either on this window or through prenote processing.
Application Type	A default electronic funds transfer application value is displayed. Refer to Electronic Funds Transfer Type (EFTA) for valid values.



## CUSTOMER ELECTRONIC FUNDS TRANSFER 2 OF 2 (CEF2)



The Customer Electronic Funds Transfer (2 of 2) (CEF2) displays the status of a particular customer. This window is updated by Customer (CU) and contains one entry for every customer that is eligible for electronic funds transfer. Additions are entered on Customer (CU).

Field	Description
Customer	Key field. The code of the customer requesting payment by electronic funds transfer is displayed. Refer to Customer Name Inquiry (CUSN) for valid values.
Name	The customer's bank name is displayed.





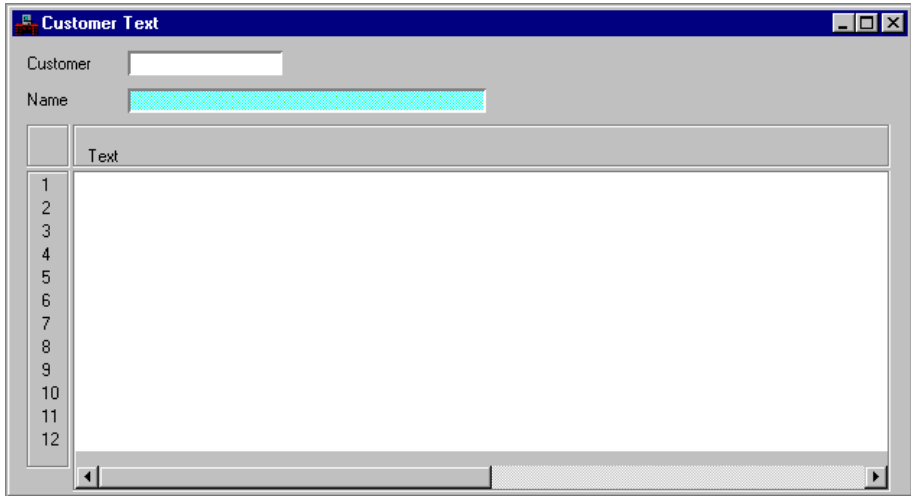
## CUSTOMER NAME INQUIRY (CUSN)



Customer Name Inquiry (CUSN) is an alternate view of Customer (CUST). It contains an alphabetical list of customer names and the associated customer codes.

Field	Description
Name	Key field. Enter the name of the customer.
Customer	Key field. Enter the customer code associated with the customer name if known.
Address Ind	Key field. Enter a valid customer address code (if known) to indicate which alternate customer address should be used.
Alternate Customer	Corresponding alternate customer code is displayed.

## CUSTOMER TEXT (CTXT)



Customer Text (CTXT) is used to enter text pertaining to a particular customer. This text can be used to describe occurrences that affect the customer's credit or financial history.

Field	Description
Customer	Key field. Enter the customer/client. The last character is an alternate address indicator used to identify multiple locations for the customer.
Name	The corresponding customer's name is displayed.
Text	Required. Enter text describing the specified customer.
Text Line	Key field. Enter a numeric value. The system provides default numbering. An increment of two is automatically added to the previous line number.

## DEBTOR VENDOR (DVND)

**Debtor Vendor Table**

Agency: [ ] Vendor TIN: [ ]

Claim Reason: [ ] Vendor Name: [ ]

Claim Status: [ ] Priority: [ ] Contact Code: [ ]

**Amounts**

Claim Amount: [ ]

Offset Amount: [ ]

Outstanding Bal: [ ]

**Dates**

Original: [ / / ] Last Offset: [ / / ]

Expiration: [ / / ] Last Status Change: [ / / ]

Last Modification: [ / / ] Notice Sent: [ / / ]

Address: [ ]

City: [ ] State: [ ] Zip Code: [ ]

Country: [ ]

Claim Reference: [ ] Receivable Agency: [ ]

Comments: [ ]

Debtor Vendor (DVND) table is updated by the Vendor Offset (VO) transaction. Each agency can create only one debt record for each TIN number for a given claim reason.

Field	Description
Agency	Key field. Enter the agency code. See Agency (AGCY) for valid values.
Vendor TIN	Key field. Enter the vendor Taxpayer's Identification Number TIN number. See Vendor by Federal ID Inquiry (VFED) for valid values.
Claim Reason	Enter the three digit claim reason. See Claim Reason Code (CRCT) for valid values.
Claim Reason Name	A description of the claim reason is displayed.

<b>Field</b>	<b>Description</b>
Vendor Name	The vendor name is displayed.
Claim Status	The claim status is inferred from Claim Status Code (CSCT).
Priority	The priority is inferred from Claim Reason Code (CRCT).
Contact Code	The contact code is inferred from the Check Intercepted Table (CINT).
<b><i>Amounts</i></b>	
Claim Amount	The claim amount for the vendor is displayed.
Offset Amount	The offset amount for the vendor is displayed.
Outstanding Balance	The outstanding balance for the vendor is displayed.
<b><i>Dates</i></b>	
Original	The original date of the vendor's debt is displayed.
Expiration	The expiration date of the vendor's debt is displayed.
Last Modification	The last modification of the vendor's balance is displayed.
Last Offset	The date of the last offset is displayed.
Last Status Change	The date of the last status change is displayed.
Notice Sent	The date the notice was sent is displayed.
Address	Display only. The address of the Vendor.
City	Display only. The city of the Vendor.
State	Display only. The state of the Vendor.
Zip Code	Display only. The zip code of the Vendor.



Field	Description
Country	Display only. The country of the Vendor.
Claim Reference	The claim reference for the vendor is displayed.
Receivable Agency	The receivable agency is displayed. This field is updated by the Vendor Offset (VO) document.
Comments	The comments for the vendor are displayed.



## *DEBTOR VENDOR ACTIVITY (DVAT)*



Debtor Vendor Activity (DVAT) table is a system maintained table that is an alternative view of the Debtor Vendor Agency Activity (DVAA) table. This table displays all the activities against a debtor vendor across all agencies.

Field	Description
Vendor TIN	Key field. Enter the vendor Taxpayer's Identification Number TIN number. See Vendor by Federal ID Inquiry (VFED) for valid values.
Debtor Name	The name of the debtor is displayed.
Claim Reason	The claim reason for this activity is displayed.
Transaction Date/Transaction Time	The date and time for this activity is displayed.





Field	Description
Transaction	The <b>Transaction Code</b> , <b>Transaction Agency</b> , and <b>Transaction Number</b> are displayed.
Agency	The agency code that has a claim against a vendor is displayed. See Agency (AGCY) for valid values.
Claim Amount	The dollar amount of the transaction is displayed.
Offset Amount	The offset amount for the vendor is displayed.



## DEBTOR VENDOR AGENCY ACTIVITY (DVAA)

Debt Vendor Agency Activity

Agency  Vendor TIN  Claim Reason

Debtor Name

	Transaction Date	Transaction Time	Transaction ID	Claim Amount	Offset Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Debtor Vendor Agency Activity (DVAA) table is a system maintained table that is a journal of activities against the debtor's record. This table is used by the claiming agencies.

Field	Description
Agency	Key field. Enter the agency code. See Agency (AGCY) for valid values.
Vendor TIN	Key field. Enter the vendor Taxpayer's Identification Number TIN number. See Vendor by Federal ID Inquiry (VFED) for valid values.
Claim Reason	The claim reason for this activity is displayed.
Debtor Name	The name of the debtor is displayed.
Transaction Date/Transaction Time	The date and time stamp for this activity is displayed.



## *DEBTOR VENDOR STATUS CHANGE (DVSC)*



Debtor Vendor Status Change (DVSC) table allows users to change the claim status of a debtor record without creating a Vendor Offset (VO) transaction.

Field	Description
Agency	Key field. Enter the agency code. See Agency Index (AGCY) for valid values.
Vendor TIN	Key field. Enter the vendor Tax Identification Number (TIN). See Vendor by Federal ID Inquiry (VFED) for valid values.
Claim Reason	Key field. Enter the claim reason code. See Claim Reason Code (CRCT) table for valid values.
Claim Status	Enter the claim status code. See Claim Status Code (CSCT) table for valid values.
Status Description	A description of the status is displayed.
Status Change Date	The date of the last claim status change is displayed.



Field	Description
Claim Amount	The claim amount for the vendor is displayed.
Offset Amount	The offset amount for the vendor is displayed.



## *DEBTOR VENDOR SUMMARY (DVST)*



Debtor Vendor Summary (DVST) is a system maintained table that will display all debts for a given vendor across all agencies. This table is an alternative view of the Debtor Vendor (DVND) table, and will be used both centrally and by the Vendor Offset Payment Intercept (VOPI) program.

Field	Description
Vendor TIN	Key field. Enter the vendor Taxpayer's Identification Number TIN number. See Vendor by Federal ID Inquiry (VFED) for valid values.
Name	The name of the vendor is displayed.
Claim Total	The total claim against this vendor (if available) is displayed.
Offset Total	The total offset for this vendor (if available) is displayed.



Field	Description
Claim Reason	The three digit claim reason is displayed. See Claim Reason Code (CRCT) for valid values.
Agency	The agency with the claim against the vendor is displayed. See Agency Index (AGCY) for valid values.
Claim Status	The claim status is inferred from Claim Status Code (CSCT) table.
Claim Priority	The claim priority inferred from the claim reason is displayed.
Claim Amount	The claim amount for the vendor for this agency (if available) is displayed.
Offset Amount	The offset amount for the vendor for this agency (if available) is displayed.



## DEPOSIT TICKET (DETK)

	Bank Account Code	Deposit Ticket Number	Amount	Deposit Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Deposit Ticket (DETK) table allows users to update the **Deposit Date** field based on information received from the bank. The table provides a deposit total by a given **Bank Account Code** and **Deposit Ticket Number**

Field	Description
Bank Account Code	Key field. Enter the bank account code. See Bank Account (BANK) for valid values.
Deposit Ticket Number	Key field. Enter the number that is assigned to the deposit ticket by Treasury.
Amount	The document total amount from the associated Cash Receipt (CR) is displayed.
Deposit Date	Enter the date the deposit is made to the bank. The deposit date information is received from the bank and entered by Treasury.



## DEPOSIT TICKET INQUIRY (DEPI)



Deposit Ticket Inquiry (DEPI) table is an alternative view of the Treasury Cash Receipt (TRCR) table and will be used to reconcile cash receipt deposits (by **Deposit Date** and **Deposit Ticket Number**) to the bank. This table is updated real-time when deposit ticket numbers are assigned to the Cash Receipt (CR) documents on the Treasury Cash Receipt (TRCR) table.

This table provides a total by **Deposit Ticket Number** and **Bank Account Code** for the listed Cash Receipt (CR) documents.

Field	Description
Bank Account Code	Key field. Enter the bank account code. See Bank Account (BANK) for valid values.
Deposit Date	The date the deposit is made to the bank is displayed.
Deposit Ticket Number	Key field. Enter the number that is assigned to the deposit ticket by Treasury.





## DESKTOP CODES GROUP (DKCG)



	Agency	Group
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

Desktop Codes Group (DKCG) links users to the agency and code groups to which they access when **Help:Find Account** is selected.

All users will access the common code group **XXXXXX** defined for their primary agency as defined in the user profile. Add any additional code groups for other users on this table to link the user to additional common coding strings on Desktop Common Codes (DKCC).

Selected users within an agency may need access to all code groups defined to their primary agency. Add an entry for each user with the primary agency and the code group **XXXXXX** to provide this access.

Administrators of the common coding strings will also require access to all code groups for one or more agencies. Two group names have been defined with special meaning when used on this table to provide this access. Enter an agency and group



**AGADMN** to allow the user to access all common code groups defined for the agency. Enter the user's primary agency and **CCADMN** to allow the user to see all common code groups for all agencies.

Field	Description
User ID	Key field. Enter the user ID to which the code groups should be assigned. See User ID by Name Inquiry (USID) for valid values.
First Name	Protected. The first name of the user ID is inferred from the user's profile.
Last Name	Protected. The last name of the user ID is inferred from the user's profile.
Agency	Key field. Enter the agency to which the code group is defined.
Group	Key field. Enter the code group(s) to which this user can access. All users will be able to access the common code group <b>XXXXXX</b> .

## DESKTOP COMMON CODES (DKCC)

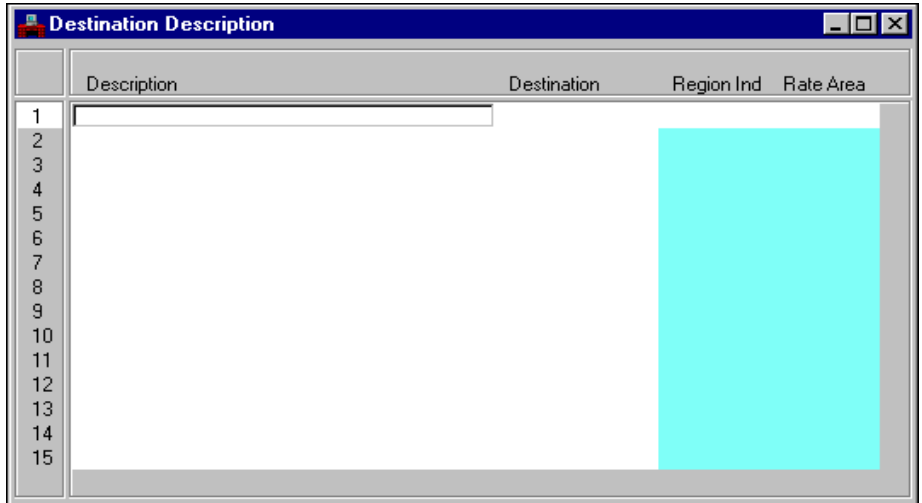


Desktop Common Codes (DKCC) links users to common coding strings that can be automatically inferred into their work. Entries must be manually established for each series of accounts through a unique code group which provides the link to the coding string when the user selects **Help:Find Account**.

Field	Description
Agency	Key field. Enter the agency to which the common coding string is defined. This should match with the agency to which the user is primarily associated. Refer to Agency Index (AGCY) for valid values.
Code Group	<p>Key field. Enter the code group for which the series of accounts are defined to a coding string. Code groups for selected members of an agency must be defined on Desktop Code Group (DKCG).</p> <p>This field can be set to <b>XXXXXX</b> for common coding strings that apply to the entire agency.</p> <p>Do not use <b>AGADMN</b> or <b>CCADMN</b> for the code group since they have special meanings. See Desktop Codes Group (DKCG) for more information on these groups.</p>



## DESTINATION DESCRIPTION (DSTD)



Destination Description (DSTD) defines valid region codes and rate areas based on the description and associated destination entered..

Field	Description
Description	Required. Enter a description of the traveler's destination.
Destination	Required. Enter the code that identifies the destination of the traveler.
Region Ind	Display only. The region where the trip will occur is displayed. Values are <i>I</i> (in state), <i>O</i> (out of state), <i>C</i> (out of country), or <i>D</i> (internal).
Rate Area	Display only. The type of rate area for the destination is displayed. Values are high-rate or low-rate.

## *DESTINATION FUNCTIONALITY (DEST)*



	Destination	Description	Region Ind	Rate Area
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Destination Functionality (DEST) defines valid destination codes, their associated descriptions, the appropriate region indicator, and the type of rate area.

Field	Description
Destination	Required. Enter the code that identifies the destination of the traveler.
Description	Required. Enter a description of the traveler's destination.
Region Ind	Optional. Enter the region where the trip will occur. Valid values are <b>I</b> (in state), <b>O</b> (out of state), <b>C</b> (out of country), or <b>D</b> (internal).
Rate Area	Required. Enter the type of rate area for the destination. Valid values are high-rate or low-rate.





Document Control Inquiry (DCTL) tracks document numbers used during an accounting period to prevent the use of duplicate numbers within that period. This window contains one entry for each cash receipt, payroll voucher, manual warrant, and journal voucher document accepted by the system in the current accounting period.

Field	Description
Accounting Period	Key field. Enter the accounting period (yy <i>q mm</i> ) where this document belongs.
Transaction ID	Key field. Enter the unique transaction code and number which identify this transaction.
Date of Record	The transaction date from the document is displayed.

# DOCUMENT CROSS REFERENCE INQUIRY (DXRF)

Document Cross Reference Inquiry

Document ID

Summary Total

	Reference Document ID	Acceptance Date	Doc Action	Amount	Closed Date	Reference Doc Released Amount
1						
2						
3						
4						
5						
6						

Document Cross Reference Inquiry (DXRF) provides information about all documents associated with the document entered in the **Document ID** field. For the header document and each of the related documents, the document ID and acceptance date are displayed along with the vendor/provider (if applicable) and the closed date (if applicable).

Lines are added for each new document entered and to update each chain of which that document is a part. Information in this window is updated during the nightly cycle process.

Field	Description
Document ID	Key field. Enter the transaction code and unique ID for the document.
Summary Total	The total amount processed by the document is displayed.
Reference Document ID	Key field. Enter the document ID of the referenced document.
Acceptance Date	Key field. The date ( <i>mm dd yy</i> ) when the document was accepted by the financial system. This field displays, in descending order, the acceptance date by document type.

Field	Description
Doc Action	Key field. Valid values are:  <i>E</i> A new document <i>M</i> A modified document <i>X</i> A cancelled document
Amount	The dollar amount associated with this entry is displayed.
Closed Date	Where applicable, the date that the referenced document was closed, as defined on the open table for that document type, is displayed.
Reference Doc Released Amount	The dollar amount released by the referenced document is displayed. This amount represents the accounting impact on the document.
Vendor/Prov	The vendor or provider associated with the referenced document is displayed.

## DOCUMENT HISTORY INQUIRY (DHIS)

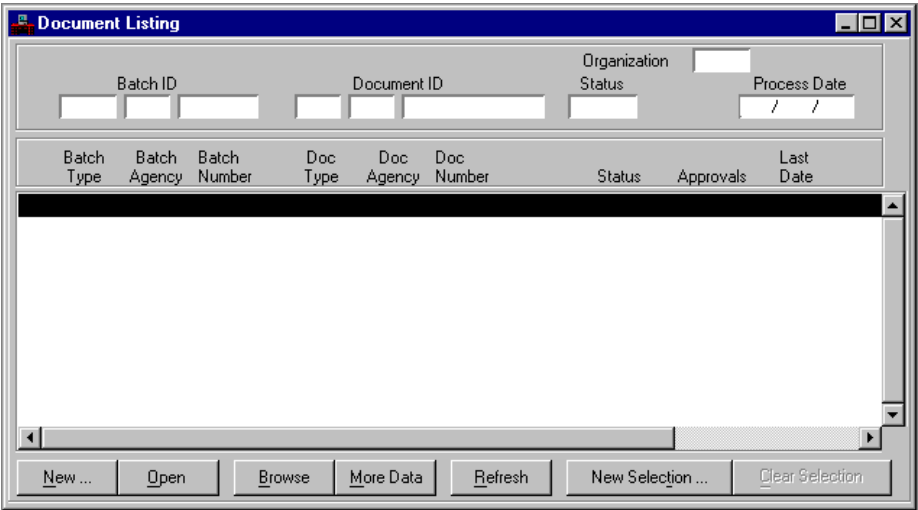
Document History Inquiry (DHIS) displays all of the accounting events for the document ID entered on the header with the most current accounting events displayed first. For documents without line numbers (for example, journal vouchers), this window summarizes the amounts for all lines with identical accounting distributions. All accounting elements and transaction debits and credits may be viewed from this table. Information in this window is updated during the nightly cycle process.

Field	Description
Document ID	Key field. Enter the transaction value and unique number of the document.
Summary Total	Display only. The total amount processed by the transaction entered in the <b>Document ID</b> field is displayed. When purchasing orders are referenced, the amount display in the field represents the value of the order as it is stored on Open Purchase Order Header (OPPH).
Acceptance Date	Display only. The date ( <i>mm dd yy</i> ) that the transaction was accepted by the financial system is displayed.
Acct Line	Display only. The line number entered on the document is displayed. This field is blank for documents that do not have accounting line numbers.
Amount	Display only. The amount by which the displayed accounting distribution was affected is displayed.

<b>Field</b>	<b>Description</b>
Fund	Display only. The fund code associated with this accounting event is displayed.
Agcy	Display only. The agency code associated with this accounting event is displayed.
Org	Display only. The organization code associated with this accounting event is displayed.
Sub-Org	Display only. The sub-organization code associated with this accounting event is displayed.
Appr Unit	Display only. The unit of appropriation consisting of the appropriation program, allotment program, and program budget unit associated with this accounting event is displayed.
Activity	Display only. The activity code associated with this accounting event is displayed.
Function	Display only. The function code associated with this accounting event is displayed.
Obj/Rev	Display only. The object or revenue source associated with this accounting event is displayed.
Sub-Object/ Revenue Code	Display only. The sub-object or sub-revenue source associated with this accounting event is displayed.
BS Acct	Display only. The balance sheet account associated with this accounting event is displayed.
Job Number	Display only. The job number associated with this accounting event is displayed.
Project	Display only. The project associated with this accounting event is displayed.
Reporting Category	Display only. The reporting category associated with this accounting event is displayed.
Termini	Display only. The termini element associated with this accounting event is displayed.



# DOCUMENT LISTING (SUSF)



Document Listing (SUSF) is used to retrieve and act on documents whose actions have been suspended (put on hold). This window is a temporary holding place for data uploaded to the database and data created as a result of online updates.

Field	Description
Organization	Conditional. Allowed only for document creation. Enter the organization to be associated with the document.
Batch ID	Optional. You can specify the first batch to be listed by specifying a batch ID. If no value is entered, the first suspended batch will be listed.
Document ID	Optional. You can specify the first document to be listed by specifying the document ID. If no value is entered, the first suspended document will be listed.



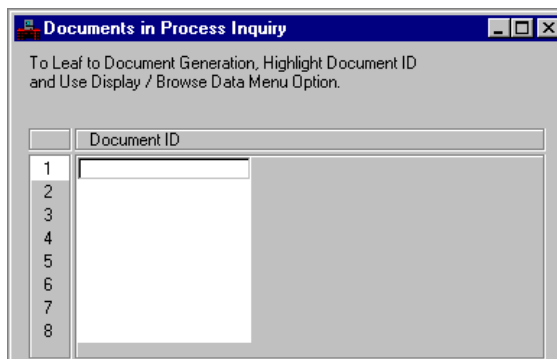
<b>Field</b>	<b>Description</b>
Status	Optional. You can limit the list of suspended documents by specifying a document status. If no value is entered, suspended documents with all statuses will be displayed.
Process Date	Optional. Enter a date to schedule future processing for the document or batch of documents.
Batch Type	The code used to identify the batch where data was input or modified in the system is displayed.
Batch Agency	The agency to which the batch belongs is displayed.
Batch Number	The number of the batch to which the suspended document belongs is displayed.
Doc Type	The code used to identify the document where data was input or modified in the system is displayed.
Doc Agency	The agency of the suspended document is displayed.
Doc Number	The number of the suspended document is displayed.
Status	The status of the suspended document is displayed.
Approvals	The approval levels that have been applied to the transaction are displayed.
Last Date	The last date that the data was updated is displayed.
Last User	The identification number of the last user who updated the data is displayed.



Field	Description
Process Date	Optional. Enter a date to schedule future processing for the document or batch of documents by selecting the field and pressing the Escape key.



## DOCUMENTS IN PROCESS INQUIRY (DOCP)



Documents in Process Inquiry (DOCP) is used to see which documents are in the process of being built on the document generation screens.

Field	Description
Document ID	Key field. Enter the transaction code and number associated with the document you want to find.



## DRIVER CONTROL (DRVR)



Driver Control (DRVR) provides reference information for the Driver program.

Field	Description
Table Number	Key field. Enter a numeric value for the table ID.
Ledger Name	Optional. Enter the name of a ledger (up to six characters; for example, <b>GENLED</b> , <b>BASELED</b> ). Input and Output are filled in by the DRIVER program as it is now.
Ledger Length	Default is <b>00000</b> . Enter a numeric value.
Debit/Credit Offset	Default is <b>00000</b> . Enter the location in the logical record layout of the field that you want interpreted as the debit/credit offset indicator for statistics. Ensure that the value entered is a numeric whole number.



Field	Description
Amount Offset	Default is <b>00000</b> . Enter the location in the logical record layout of the amount offset indicator that statistics use on the report. Ensure that the value entered is a numeric whole number.
Amount Length	Default is <b>00000</b> . This indicates the layout of the amount length field defined in the logical record layout for statistics. Valid values are:  <div style="margin-left: 100px;"> <b>8</b>  PIC S9(14) COMP-3   <b>14</b>  PIC S9(14) </div>
Acceptance Date Offset	Default is <b>00000</b> . Enter the date ( <i>mm dd yy</i> ) you want to use for recording purposes. This is the location in the logical record layout of the acceptance date offset that statistics use on the report.
Comments	Optional. Enter up to 20 characters of descriptive information. The entry in this field is for recording purposes only; it has no effect on processing.

## DUNNING MESSAGE (DUNN)



Dunning Message (DUNN) establishes a set of dunning messages that you can print on invoices or statements to remind customers of delinquent payments.

Field	Description
Dunning Message Code	Required. Enter a unique value that identifies a particular dunning message.
Message Text	Required. Enter the text of the dunning message that is printed on customer invoices and statements as a reminder of delinquent payments.



## *ELECTRONIC FUNDS TRANSFER (1 of 2) (EFTT)*



The Electronic Funds Transfer windows (EFTT, EFT2) track vendors eligible for electronic funds transfer (EFT). Electronic Funds Transfer (1 of 2) (EFTT) holds the information required to make an electronic funds transfer.

Field	Description
Vendor	Key field. Enter the code of the vendor requesting payment by electronic funds transfer. Refer to Vendor Index (VEND) for valid values.
Name	Display only. The vendor's name is displayed.
ABA Number/ Check Digit	Required. Enter the ABA routing number and check digit found on the lower left-hand corner of the vendor's check.
<b>Vendor Bank Information</b>	
Account #	Required. Enter the vendor's bank account number from the check.

Field	Description
Description	Optional. Enter the vendor's bank account description.
Name	Display only. Enter the vendor's bank name.
Address	Display only. The street address of the vendor's bank is displayed.
City	Display only. The city where the vendor's bank is located is displayed.
State	Display only. The state where the vendor's bank is located is displayed.
Zip Code	Display only. The zip code of the vendor's bank is displayed.
Telephone	Display only. The bank telephone number is displayed.
Type of Account	Required. Select <b>Checking [C]</b> or <b>Savings [S]</b> . 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 vendor's prenote processing tape that was sent to the bank.
Status	<p>Display only. The vendor's electronic funds transfer status is displayed. Valid entries include:</p> <p><b>Not Eligible for EFT [N]</b>  Not eligible for electronic funds transfer. Defaults to <b>Not Eligible for EFT [N]</b> when the vendor is added to the first Electronic Funds Transfer window (EFTT).</p> <p><b>Active [A]</b>  Currently using electronic funds transfer.</p> <p><b>Hold [H]</b>  Electronic funds transfer is on hold for this vendor.</p> <p><b>Prenote Processing Begun [P]</b>  Prenote processing has begun.</p>
Last Status Change	Display only. Displays the last date the vendor's status was changed, either on this window or through prenote processing.

Field	Description
Application Type	Optional. Enter a default electronic funds transfer application value. Refer to Electronic Funds Transfer Type (EFTA) for valid values.





## ELECTRONIC FUNDS TRANSFER (2 OF 2) (EFT2)



This window contains one entry for every vendor that is eligible for electronic funds transfer. Additions and modifications are entered in Procurement Desktop.

Field	Description
Vendor	Key field. Enter the code of the vendor requesting payment by electronic funds transfer. Refer to Vendor Index (VEND) for valid values.
Name	Display only. The vendor's name is displayed.
Status	<p>The vendor's Electronic Funds Transfer (EFT) status is displayed. Values are:</p> <p><b><i>Not Eligible for EFT [N]</i></b>            Not eligible for electronic funds transfer. Defaults to <b><i>Not Eligible for EFT [N]</i></b> when the vendor is added to the first Electronic Funds Transfer window (EFTT).</p> <p><b><i>Active [A]</i></b>            Currently using electronic funds transfer.</p> <p><b><i>Hold [H]</i></b>            Electronic funds transfer is on hold for this vendor.</p> <p><b><i>Prenote Processing Begun [P]</i></b>            Prenote processing begun.</p>
Last Status Change Date	Display only. Displays the last date the vendor's status was changed, either on this window or through prenote processing.



## *ELECTRONIC FUNDS TRANSFER TYPE (EFTA)*



Electronic Funds Transfer Type (EFTA) is a reference window that maintains all valid application types for use with electronic funds transfer valid documents.

Field	Description
EFT Type	Key field. Enter the two-character value representing the intended application of funds transferred.
Description	Required. Enter the description of the intended application of funds transferred.

## EMPLOYEE TRAVEL SUMMARY (ETSM)



Employee Travel Summary

Traveler ID: [text box]

Traveler Name: [text box]

Last Action Date: [text box] / [text box] / [text box] Trips YTD: [text box]

**Amounts**

Outstanding Advances: [text box]

Traveler Expenses YTD: [text box]

Employee Travel Summary (ETSM) shows summary information on the traveler's account balance. It is used to inquire against the employee travel records. This table lists all employees and the number of trips completed per employee. It also records the cumulative advances received by the employee and the year-to-date expenses incurred by the employee. It keeps track of the last date the employee records were updated and the amount owed to or by the employee.

Lines are added to this table when a Travel Authorization (TE) or Expense Voucher (TP) is accepted by MARS, and lines are changed when modifications to these documents are submitted. **Employee Travel Balance** and **Employee Expenses Year to Date** are updated when a Travel Check (TC) is accepted or disbursements are processed.

Field	Description
Traveler ID	Key field. Enter the employee ID or vendor ID of the person making the trip.
Traveler Name	Display only. This field identifies the name of employee making the trip and is inferred based on the value entered in the Traveler ID field.
Last Action Date	Display only. This field identifies the date of the last transaction that updated this file.





## ENTITY-WIDE PROJECT INQUIRY (ENPR)

Entity-Wide Project Inquiry (ENPR) provides a vehicle for accumulating total activities when the various pieces of the project are administered by more than one agency. The window is organized by entity-wide project number.

Lines are added to this window whenever a project transaction identifies a project as belonging to a particular project. Lines are modified by the project transaction and by expenditure and revenue accounting transactions.

Field	Description
Entity-Wide Project Number	Key field. Enter the identifying number that connects a group of projects (agency projects) together.
Description	Optional. Enter the description of the entity-wide project.
<b>Amounts</b>	
Original Budget	The original budget amount for all projects in this entity-wide project is displayed.
Current Budget	The current project budget amount including all modifications to the original budget amount is displayed.



## EPS SYSTEM CONTROL OPTIONS (1 OF 2) (ESOP)



The screenshot shows a window titled "EPS System Control Options (1 of 2)". It contains the following fields and options:

- Fiscal Year:** A text input field.
- Change Order Tracking:** A checkbox.
- Structured Commodity Code:** A checkbox.
- EPPV Requirements:** A checkbox.
- Requisition Freeze:** A checkbox.
- PV Update Inventory:** A checkbox.
- Receiver Accrual:** A checkbox.
- Inventory Replenishment:** Radio buttons for "Update IREP", "No Update", and "Not Applicable" (selected).
- Recalculate Tax from Discount:** Radio buttons for "Yes", "No", and "No Entry" (selected).
- Bid 'No Response' Limit:** A dropdown menu showing "0".
- Commodity History Count:** A dropdown menu showing "0".
- Manufacturer Name / Part Number:** Radio buttons for "Track Relationship", "No Tracking", and "Not Applicable" (selected).
- Tax Code:** A text input field.
- Bid 'No Response' Tracking:** Radio buttons for "Low Level", "High Level", and "No Tracking" (selected).
- Emergency Buyer:** A text input field.
- Order Tolerance Amount:** A text input field.
- Three-way Match:** A dropdown menu showing "No Three-way Match".
- Order Tolerance Percent:** A text input field.
- Freight Commodity Code:** A text input field.
- Renewal Days:** A text input field.

EPS System Control Options (ESOP), a continuation of System Control Options (SOPT and SOP2), is used to establish system-wide extended purchasing controls and options. The options you choose affect the operation of MARS and how it handles the processing of purchasing documents. The only valid action is selecting ***Modify: Change***. Before using this window, you must establish a System Control Options (SOPT) record for the fiscal year.

Field	Description
Fiscal Year	Key field. Enter the fiscal year for which the options are in effect.
Change Order Tracking	Default is cleared [N]. Select [Y] if changes to purchase orders are tracked through the open purchase order modification windows. Leave cleared [N] if you do not want to track changes.







Field	Description
Bid 'No Response' Limit	Required. Valid values are <b>0</b> through <b>9</b> . This limit controls how many times a vendor may not respond to a bid before they are removed from the bidders list. A zero indicates that you will never automatically remove vendors from the list based on not responding to a bid.
Commodity History Count	Required. Valid values are <b>0</b> through <b>9</b> . This option establishes a limit on the number of records for a particular commodity on Commodity History (CHIS).
Manufacturer Name/Part Number	Conditional. Required if the Fleet Management Subsystem is installed. To avoid errors on Equipment Parts List (EQPL), select <b>Track Relationship [Y]</b> to track the relationship between vendor/commodity and manufacturer/part number. Otherwise, select <b>No Tracking [N]</b> or <b>Not Applicable [blank]</b> .
Tax Code	Optional. Enter a default tax code to be used on documents. See Tax Code (TAXT) for valid values.
Emergency Buyer	Required. Enter the buyer for all emergency requisitions. All emergency requisitions are routed to this buyer for processing. See Buyer (BUYT) for valid values.
Order Tolerance Amount	Required. Enter the maximum tolerance amount allowed between purchase orders and requisitions.
Bid 'No Response' Tracking	Required. This field establishes how the entry in <b>Bid 'No Response' Limit</b> is tracked. To track at the commodity level, select <b>Low Level [L]</b> . To track at the class/subclass level, select <b>High Level [H]</b> . If you do not want to track the 'no responses', enter <b>No Tracking [N]</b> .
Order Tolerance Percent	Required. Enter the maximum tolerance percentage allowed between purchase orders and requisitions.
Freight Commodity Code	Required. Enter the commodity code which is used to record shipping/freight costs for an order. See Commodity Index (COMM) for valid values.



## EPS SYSTEM CONTROL OPTIONS (2 OF 2) (ESO2)



The screenshot shows a Windows-style dialog box titled "EPS System Control Options [2 of 2]". Inside, there are several controls: a text box for "Fiscal Year"; a "Default Action" section with three radio buttons labeled "Roll", "Lapse", and "No Action" (where "Roll" is selected); a "Delivery Date Option" checkbox; a "PG / SC End Date Option" checkbox; a "Project / Grants Option" checkbox; and a text box for "Minimum Roll Amount".

EPS System Control Options (ESOP, ESO2), a continuation of System Control Options (SOPT, SOP2), is used to establish system-wide extended purchasing controls and options. The options you choose affect the operation of MARS and how it handles the processing of purchasing documents.

The only valid action is selecting **Modify: Change** [entering **C - change** in **Action**]. You must establish a fiscal year record on System Control Option (SOPT) before using this window.

Field	Description
Fiscal Year	Key field. Enter the fiscal year for which the options are in effect.
Default Action	Default is <b>Roll [R]</b> . Indicates the default action for the year-end purchase order rollover process. Valid values are <b>Roll [R]</b> , <b>Lapse [L]</b> , or <b>No Action [N]</b> .
Delivery Date Option	Default is cleared [ <b>blank</b> ]. Select [ <b>Y</b> ] if documents showing a delivery date less than the roll processing date should lapse automatically.
PG/SC End Date Option	Default is cleared [ <b>blank</b> ]. Select [ <b>Y</b> ] if Price Agreement (PG) and Service Contract (SC) documents with an end date less than the roll processing date should lapse automatically.





## *ESCHEAT ACCOUNTING LINE INQUIRY (ESAL)*



Escheat Accounting Line Inquiry (ESAL) records the information for the revenue account credited in the escheating process. When a check is cancelled, related agency information is retrieved from Open Check Line Inquiry (OPCL) table. The applicable accounting strip to be credited is determined from the Escheat Accounting line Inquiry (ESAL).

Field	Description
Fiscal Year	Key field. Enter the fiscal year in which the check was written. See Fiscal Year (FSYR) table for valid values.
Fund	Key field. Enter the fund code that issued the check. See Fund Index (FUND) for valid values.
Agency	Enter the agency code that issued the check. See Agency Index (AGCY) for valid values.
Organization	Enter the organization that issued the check. See Organization Index (ORGN) for valid values.





*EXPENSE BUDGET DETAIL INQUIRY (EXTENDED)*  
*(EEXD)*



Expense Budget Detail Inquiry (Extended) (EEXD) is an optional window that displays the budget lines in your system and the transactions affecting them. You can use this window to verify pre-encumbrances, encumbrances, and expenses for each budget.

Field	Description
Budget FY	Key field. Enter the budget fiscal year of the budget line.
Fund	Required. Enter the fund associated with the budget line.
Agency	Required. Enter the agency associated with the budget line.
Organization	Optional. Enter the organization associated with the budget line.







Field	Description
Transaction ID, Line	<p>Required. If <b>Summarized Activity</b> is cleared [<i>blank</i>], enter the transaction ID and line number for the document.</p> <p>If <b>Summarized Activity</b> is selected [<i>X</i>], this field displays the year and month the document was closed.</p>
Amount	<p>Display only. If <b>Summarized Activity</b> is cleared [<i>blank</i>], the amount of the accounting line is displayed.</p> <p>If <b>Summarized Activity</b> is selected [<i>X</i>], the net activity for the month is displayed.</p>
Reference Transaction ID, Line	<p>Display only. The referenced transaction ID is displayed.</p>
Accounting Period	<p>Display only. If <b>Summarized Activity</b> is cleared [<i>blank</i>], default is inferred from Calendar Date (CLDT).</p> <p>If <b>Summarized Activity</b> is selected [<i>X</i>], default is inferred from <b>Trans Date</b>.</p>

## *EXPENSE BUDGET INDEX (EXTENDED) (EEXP)*



Expense Budget Index (Extended) (EEXP) displays the expense budget data. Each line identifies a different fund/agency/organization/appropriation unit/activity/function/object combination and includes account distribution data.

The fields in this window are updated by submitting modified expense budget documents and by the expenditure accounting transactions.

Field	Description
Budget FY	Key field. Enter the last two digits of the applicable budget fiscal year. Refer to Fiscal Year (FSYR) for valid values.
Fund	Key field. Enter the fund code for the expense budget line. Refer to Fund Index (FUND) for valid values.
Agency	Key field. Enter the agency code for the expense budget line. Refer to Agency Index (AGCY) for valid values.
Org	Key field. Enter the organization code for the expense budget line. Refer to Organization Index (ORGN) for valid values.



EXPENSE BUDGET INQUIRY (EXTENDED) (EEX2)

Expense Budget Inquiry (Extended)

Budget Fiscal Year

Fund

Agency

Org

Appr Unit

Activity

Function

Object

Budgeted Positions

Spending Control

☐ Expense Budget Line Active

☐ Sub-object Required

Revenue Sources

Reference 1

2

3

Amounts

Current

Begin Day

Approved Budget

Modified Budget

Pre-encumbered

Encumbered

Expended

Line Description

Available Funds

Uncommitted Balance

Unexpended Balance

Percent Committed

Percent Expended

Expense Budget Inquiry (Extended) (EEX2) displays the expense budget entries. Each line includes account distribution data, budgeted amounts, pre-encumbered and encumbered amounts.

Lines are added to this window when new expense budget transactions are accepted by the financial system. Lines are also added when expenditure accounting transactions are processed for funds whose **Expense Budget Control Option** in Fund (FUN2) is **None [N]**. When the option is **None [N]**, expense budget transactions are not allowed. However, the system maintains the data as a result of accounting transactions, so that pre-encumbered, encumbered, and expended amounts are available by accounting distribution.

Field	Description
Budget Fiscal Year	Key field. Enter the last two digits of the budget fiscal year. Refer to Fiscal Year (FSYR) for valid values.
Fund	Key field. Enter the fund code for this expense budget. Refer to Fund Index (FUND) for valid values.

Field	Description
Agency	Key field. Enter the agency code for this expense budget. Refer to Agency Index (AGCY) for valid values
Org	Key field. Enter the organization code for this expense budget. Refer to Organization Index (ORGN) for valid values.
Appr Unit	Key field. Enter the unit of appropriation that will be charged for the items in this expense budget line. Refer to Appropriation Index (Extended) (EAPP) for valid values.
Activity	Key field. Enter the activity code for this expense budget. Refer to Activity Index (ACTV) for valid values.
Function	Key field. Enter the function code for this expense budget. Refer to Function (FUNC) for valid values.
Object	Key field. Enter the object code for this expense budget. Refer to Object Index (OBJT) for valid values.
Budgeted Positions	For payroll-related objects of expenditure, displays the number of job positions that the line was budgeted to cover.
Spending Control	If <b><i>Controlled by Expense Budget Controls [blank]</i></b> is selected, spending against this budget line is controlled by the <b>Expense Budget Control</b> option on Fund (FUN2). If <b><i>Restricted to Current Modified Budget [Y]</i></b> is selected, spending against this object is restricted even though the fund is not subject to spending limits. To change this indicator, you must use an Expense Budget (EB) document.
Expense Budget Line Active	Selecting <b><i>[A]</i></b> the <b>Expense Budget Line Active</b> checkbox indicates that this expense budget line is active; if it is not selected <b><i>[I]</i></b> , the budget line is inactive. You cannot obligate funds against an inactive budget line. To change the status of a line, you must use an Expense Budget (EB) document.
Sub-Object Required	If the <b>Sub-Object Required</b> checkbox is selected <b><i>[Y]</i></b> then a sub-object is required on all expenditure documents, except requisitions, using this budget line. If the checkbox is not selected <b><i>[N]</i></b> , the sub-object value is optional on expenditure documents.



Field	Description
Line Description	The description of this line as entered on the expense budget transaction. If no description was entered, the object name is inferred from Object (OBJ2).
<b>Available Funds</b>	
Uncommitted Balance	<p>The uncommitted amount is displayed. This is computed as:</p> $\text{Current Modified Amount} - \text{Pre-Encumbered Amount} - \text{Encumbered Amount} - \text{Expended Amount}$
Unexpended Balance	<p>The unexpended amount is displayed. This is computed as:</p> $\text{Current Modified Amount} - \text{Expended Amount}$
Percent Committed	<p>The percent committed is displayed. This is computed as:</p> $(\text{Pre-Encumbered Amount} + \text{Encumbered Amount} + \text{Expended Amount}) / \text{Current Modified Amount}$
Percent Expended	<p>The percent expended is displayed. This is computed as:</p> $\text{Expended Amount} / \text{Current Modified Amount}$

# EXPENSE BUDGET SUMMARY INQUIRY (EXTENDED) (EESM)



Expense Budget Summary Inquiry (Extended) (EESM) displays budget expenditure data summarized by accounting distribution (fund, agency, organization, appropriation unit, activity, function, and object). Data for multiple objects are listed on a single window. The information in this window is updated only as a result of updates made to the expense budget table.

Field	Description
Budget Fiscal Year	Key field. Enter the budget fiscal year for the expense budget line.
Fund	Key field. Enter the fund code for the expense budget line.
Agency	Key field. Enter the agency code for the expense budget line.
Organization	Key field. Enter the organization code for the expense budget line.



Field	Description
Appropriation Unit	Key field. Enter the unit of appropriation for the expense budget line.
Activity	Key field. Enter the activity code for the expense budget line.
Function	Key field. Enter the function code for the budget line.
Display Totals	Indicates whether totals will be displayed in the <b>Totals</b> area. If selected <i>[Y]</i> , the grand totals by budget line are displayed in the <b>Totals</b> fields.
<b>Totals</b>	
Note: If the <b>Display Totals</b> indicator is selected <i>[Y]</i> , the totals for the budget line is displayed in the <b>Current</b> , <b>Encumbered</b> , <b>Expended</b> , and <b>Available</b> fields.	
Current Budget	The current budget amount for this budget line is displayed.
Encumbered	The total of all outstanding encumbrances submitted for this budget line is displayed.
Expended	The total amount spent against this budget line is displayed.
Available	The amount available for this budget line is displayed.
Object	Key field. Enter the object code for the expense budget line. See Object Index (OBJT) for valid values.
Description	Display only. Inferred from the <b>Short Name</b> field on Object (OBJ2). The short description for each object is displayed.
Current	Display only. The current budget amount for the object within the specified budget line is displayed.
Encumbered	Display only. The total of all encumbered amounts for the object within the specified budget line is displayed.
Expended	Display only. The total of all expended amounts for the object within the budget line is displayed.



## EXPENSE TYPE CODE (EXTC)



A travel policy is defined using multiple tables. The Travel Policy Table (TVPL) defines a travel policy by defining some attributes of the policy and referencing rule sets defined in other tables (*i.e.*, Rate Schedule Table). The rule sets can be used across different travel policies. Expense Type Code (EXTC) is the table that defines the codes for valid expense types within a given travel policy.

Field	Description
Fiscal Year	Required. This field identifies the fiscal year for the current expense type code.
Expense Type Code	Required. A code given to a particular expense type. This code must be unique.
Name	Required. A long name given to the expense type. This field must not be left blank.



Field	Description
Type Indicator	<p>Indicates the given expense type. The default is <b>O</b> (other). Valid values are:</p> <p><b>P - POV Mileage</b> The expense amount will be calculated using the mileage field and a valid POV rate.</p> <p><b>M - Meal</b> No special processing</p> <p><b>L - Lodging</b> No special processing</p> <p><b>P - Per Diem</b> No special processing</p> <p><b>O - Other</b> No special processing</p>
Institutional Expense Type	<p>Required. Identifies the enterprise-wide expense type to which this specific expense type is related. The object-code and sub-object-codes related to this expense are identified by the institutional expense type. This value must exist in the Institutional Expense Table (IEXT).</p>



## EXPENSE TYPE SET (EXTS)



Expense Type Set defines the set of expense types that are valid for a given travel policy.

Field	Description
Fiscal Year	Required. This field identifies the fiscal year for the expense type set.
Expense Type Set ID	Required. Identifies a set of related expense types. All expense types with the same Expense Type Set ID are presented as a list of valid expense types for a given travel policy.
Expense Type Code	Required. A code given to a particular expense type. This code must be unique within a related group of expense types (as identified by the Expense Type Set ID).



Field	Description
Description Required Indicator	Indicates whether the User must provide a description for the expense type.  For example, if an expense type <i>O</i> (other) requires a description, this field should be set to <i>Y</i> . This value defaults to <i>N</i> .



## EXPENSE VOUCHER GENERATION (TPGN)



The dialog box titled "Expense Voucher Generation" contains the following fields and controls:

- Originating TE ID: A text input field.
- Traveler ID: A text input field.
- Document ID: A text input field with a blue dotted pattern.
- Function: A dropdown menu currently showing "Hold".
- Open New TP: A button located to the right of the Originating TE ID field.

Expense Voucher Generation (TPGN) is used to generate Expense Vouchers (TP). To create a document, enter a Travel Authorization (TE) number and an employee number. The document number (which will be generated using automatic numbering) and agency code will be used to identify the generated Expense Voucher (TP).

Once the table entry is complete, the system can generate a document. Select **Modify:Add** and enter the desired command in **Function**.

Field	Description
Originating TE ID	Required. Enter the document number of the Travel Authorization (TE) that is to be referenced on the Expense Voucher (TP). See Open Trip Header Inquiry (1 of 3) (OTH1) for valid values.
Open New TP	Open New TP is used to open the new TP that was created.
Traveler ID	Required. Enter the employee ID or vendor ID of the person making the trip.
Document ID	Optional. Enter the Agency associated with the document. If this field is blank, then the Agency of the originating Travel Authorization is used.



Field	Description
Function	<p>Default is <i>None [blank]</i>. Valid values are:</p> <p><i>None [blank]</i> No changes in the status are specified.</p> <p><i>Schedule [S]</i> Changes in the status of the specified document to SCHED.</p> <p><i>Hold [H+]</i> Changes the status of the specified document to HELD.</p> <p><i>Update [QU]</i> Submits the specified document for background processing.</p>





## FEDERAL AGENCY INQUIRY (FEAG)



	Federal Agency Code	Federal Agency Name	Short Name
1	<input type="text"/>		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Federal Agency Inquiry (FEAG) lists each grantor from whom the entity receives grant funds, along with its two-digit federal agency code. The federal agency code is used for convenience in referencing the grantor.

Field	Description
Federal Agency Code	Key field. Enter the federally assigned code for this agency.
Federal Agency Name	Optional. However, there will be no descriptions on reports for this code if this field is left blank.
Short Name	Optional. Enter the name that you want to appear on reports when there is not enough room for the full name.

## FEDERAL APPROPRIATION/PROGRAM (FAPP)



Federal Appropriation/Program (FAPP) contains valid federal highway appropriation unit codes and federal program/provider codes. All federal appropriation codes and federal program/provider codes entered on project transactions are validated against this table.

Field	Description
Federal Program/Approp	Key field. Enter a federal highway appropriation code or a federal program/provider code.
Addr Ind	Alternate Address Indicator that can be used to identify multiple locations for a Federal Highway Appropriation code or Program/Provider code.
Name	Optional. Enter the corresponding name for the Federal Program/Approp code.
Short Name	Optional. Enter an abbreviated name for the Federal Program/Approp code.



## *FEDERAL OBLIGATION LEDGER (FOBL)*



Federal Obligation Ledger (FOBL) records the carryover and current apportionment amounts for each sponsor within a federal program. The window also provides the actual obligations against the program/sponsor and the resulting unobligated amounts. The current and carryover apportionment amounts are directly input by the user, while the rest of the information is updated by the system. The actual obligation fields are updated by the Project Participation (PZ) document.

Field	Description
Federal Fiscal Year	Required. Enter the last two digits of the federal fiscal year for which the current apportionments are entered.
Funding Source	Required. Enter the funding source to which the federal program belongs.
Federal Program	Required. Enter the federal program.
Sponsor	Required. Enter the sponsor code.
Carryover Apportionment	Required. Enter the apportionment amount that is carried over from the previous fiscal year.
Current Apportionment	Required. Enter the apportionment for the current fiscal year.





## *FISCAL YEAR (FSYR)*



Fiscal Year (FSYR) defines which accounting and budget fiscal years are valid in your system. Usually, this includes the prior, current, and next fiscal years. Update the information in this window once a year, before budget transactions for a new fiscal year are entered in the system. Budget documents are rejected if the new budget fiscal year is not defined in this window.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Name	Optional. Enter the four digits of the year (for example, 1984).
Fiscal Year/ End Date	Required. Enter the last calendar date ( <i>mm dd yy</i> ) of the fiscal year.
Number of Periods	Required. Enter a number from <b>01</b> to <b>99</b> indicating the number of accounting periods in the fiscal year.



Field	Description
Closed Year Indicator	Default is <b><i>blank [blank]</i></b> . Leave this field blank in order for the annual closing program to change this field to <b><i>Y</i></b> when the year is closed. You cannot enter documents for closed years. The year can be closed manually.
Budget Approved Indicator	Optional. Enter <b><i>Y</i></b> when the budget is officially approved for this fiscal year. Otherwise, leave blank. Once the indicator is set, all subsequent budgetary documents affect only the current modified budget amount and do not change the approved budget amount.



*FIXED ASSET BETTERMENT INQUIRY (1 OF 2)*  
*(FBT1)*

**Fixed Asset Betterment Inquiry (1 of 2)**

Fixed Asset Type	Fixed Asset Number	Betterment Number	
Description	Model Number		
Serial Number	Project	Area	
Manuf Number	Plat Number	Units	
Vendor	Vendor Name		
Salvage Value	Memo Disposition Value	Acquisition Method	
Closing Costs	Acquisition Date	Disposition Method	Condition
Cost Type	Insurance Policy Type	Commodity Code	
In Service Date	Disposition Date	Last Inventory Date	
Selling Price	Purchase Authority	Book Value	
Asset Value	Disposition Authority		<input type="checkbox"/> CIP Reversal Entry
Warranty Type	Duration in Days		
Agreement Number	Effective Date	Expiration Date	
<b>Description</b>			
1	2	3	
4	5	6	

Fixed Asset Betterment Inquiry (1 of 2) (FBT1) displays one entry for each fixed asset and one entry for each betterment to the asset. You can view this inquiry from two windows. The first window (FBT1) stores all data except the equity distribution. The second window (FBT2) stores the equity distribution for the original asset or the betterment.

Information on this window is added and modified by the Fixed Assets Document Processors. The depreciated amounts are updated by the Depreciation process. A disposed asset's betterments are deleted by the Disposition Purge process.

Field	Description
Fixed Asset Type	Key field. Enter the fixed asset type of the fixed asset.





<b>Field</b>	<b>Description</b>
Memo Disposition Value	Anticipated sale amount or actual amount expected on sale is displayed. This field may differ from the salvage or valuation amount.
Acquisition Method	The acquisition method is displayed. This field is inferred from Acquisition/Disposition (FADM).
Closing Costs	Total of brokerage fees, legal fees, and other closing costs associated with the acquisition of this betterment is displayed.
Acquisition Date	The date ( <i>mm dd ccyy</i> ) the Fixed Asset Acquisition (FA) document established this betterment.
Disposition Method	The disposition method for this asset is displayed. This field is filled in by the entry of new Fixed Asset Disposition (FD) documents.
Condition	The condition of the asset is displayed.
Cost Type	The cost type of the fixed asset is displayed.
Insurance Policy Type	The insurance policy type for the fixed asset is displayed.
Commodity Code	The commodity code of the fixed assets is displayed.
In Service Date	The date ( <i>mm dd ccyy</i> ) the original asset or betterment was put into service.
Disposition Date	The date ( <i>mm dd ccyy</i> ) of the disposition for this asset is displayed.
Last Inventory Date	The date ( <i>mm ccyy</i> ) when this asset was last inventoried is displayed.
Selling Price	If the asset has a proprietary fund, the amount used to calculate a gain or loss is displayed. Otherwise, this field is blank.

Field	Description
Purchase Authority	The number of the purchase order or voucher that authorized purchase of this betterment is displayed. For fabricated assets, this is the job number.
Book Value	If the asset has a proprietary fund, the Net Book Value (NBV) equal to summary asset value minus summary accumulated depreciation is displayed. If not, a proprietary fund or memo depreciation is used. Then, the Net Book Value (NBV) equals summary asset value.
Asset Value	The total value of this betterment is displayed.
Disposition Authority	The source of the authorization for this disposition is displayed.
CIP Reversal Entry	If selected [Y] the system will 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.
Warranty Type	The type of warranty (if available) obtained when the asset was acquired is displayed.
Duration in Days	The duration in days of the warranty (if available) is displayed.
Agreement Number	The maintenance number (if available) is displayed.
Effective Date	The date on which the agreement (if available) goes into effect ( <i>mm dd ccyy</i> ) is displayed.
Expiration Date	The date on which the agreement (if available) expires ( <i>mm dd ccyy</i> ) is displayed.
<b>Description</b>	
1-6	Additional descriptions for the asset or betterment are displayed.

*FIXED ASSET BETTERMENT INQUIRY (2 OF 2)*  
*(FBT2)*



The Fixed Asset Betterment Inquiry (2 of 2) (FBT2) displays one entry for each fixed asset and one entry for each betterment to the asset. This window stores the equity distribution for the original asset or the betterment.

Information on this window is added and modified by the Fixed Assets Document Processors. The depreciated amounts are updated by the Depreciation process. A disposed asset's betterments are deleted by the Disposition Purge process.

Field	Description
Fixed Asset Type	Key field. Enter the fixed asset type of the fixed asset that is disposed.
Fixed Asset Number	Key field. Enter the fixed asset number of the fixed asset that is disposed.





## *FIXED ASSET BY TAG NUMBER INQUIRY (FBTT)*



Fixed Asset by Tag Number Inquiry (FBTT) is an alternate view of Fixed Asset Betterment Inquiry (FBT1).

Field	Description
Tag Number	Key field. The tag number assigned to this fixed asset.
Fixed Asset Type	The fixed asset type of the disposed asset is displayed.
Fixed Asset Number	The fixed asset number of the disposed asset is displayed.
Betterment Number	If this field displays a number between <i>01</i> and <i>99</i> , it is a betterment disposal. If this field is blank, it is an asset disposal.



## FIXED ASSET CATALOG (FCLG)



Catalog	Description	Type	Group	Useful Life	Depr Method
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Fixed Asset Catalog (FCLG) stores descriptive information associated with each group, or catalog, of commonly used assets to reduce source data entry.

Field	Description
Catalog	Key field. Enter a value that defines the grouping (catalog) of fixed assets.
Description	Optional. Enter a short description of this catalog.
Type	Required. Enter the fixed asset type associated with this catalog. See Fixed Assets Type (FATP) for valid values.
Group	Required. Enter the fixed asset group associated with this catalog. See Fixed Assets Group (FGRP) for valid values.
Useful Life	Conditional. Required only if <b>Depr Ind</b> is <b>Y</b> on Fixed Assets Type (FATP); otherwise, leave this field blank. Enter a number greater than <b>0</b> and less than <b>100</b> .





## *FIXED ASSET DISPOSAL GENERATION (FDGN)*



The Fixed Asset Disposal Generation (FDGN) table is used to view all assets selected for disposition and is automatically updated with information from the Fixed Asset Disposal Selection (FADS) table. Fixed Asset Disposal Generation (FDGN) will only display assets that are selected to be disposed on the Fixed Asset Disposal Selection (FADS) table by the Disposition Date.

Field	Description
Disposal Date	The date on which the asset is to be disposed is displayed. The Disposition Date may be greater or less than current date.
FA Type	Key field. The type of asset (land, building, etc.) is displayed.
FA Number	Key field. The fixed asset number is displayed.
Betterment Number	Key field. The unique betterment to the fixed asset is displayed, this is a two digit number between <b>01</b> and <b>99</b> .
Disposal Method	The method of disposal is displayed.
Disposal Units	The number of units disposed is displayed.
Disposal Authority	The disposition authorization is displayed, this can be the name of the person authorizing the disposal.





## *FIXED ASSET DISPOSAL SELECTION (FADS)*



The Fixed Asset Disposal Selection (FADS) is a view of the Fixed Asset Betterment Table (FBT1) which displays assets that are not disposed. Fixed Asset Disposal Selection (FADS) allows users to flag assets for disposal or unflag ones previously flagged for disposal and specify a date for disposal. Once the Fixed Asset Disposal Selection (FADS) table is updated, the Fixed Asset Disposal Generation (FDGN) table is automatically populated with data from the Fixed Asset Disposal Selection (FADS) table. For each asset marked for disposal, Fixed Asset Disposition Text (FDTX) must be completed in order for a Fixed Asset Disposition (FD) document to be generated.

Field	Description
FA Type	Key field. Enter the type of asset, this field is inferred from the FBT1 table.
FA Number	Key field. Enter the tag number assigned to the assets, this field is inferred from the FBT1 table.
Betterment Number	Key field. Enter the unique betterment to the fixed assets, this field is inferred from the FBT1 table.
Resp Agency	Key field. Enter the agency number that is responsible for fixed asset betterment.



# FIXED ASSET DISPOSITION TEXT (FDTX)



The fixed assets that are selected for disposal by Fixed Asset Disposition (FD) documents and Fixed Asset Disposal Selection (FADS) automatically update Fixed Asset Disposal Generation (FDGN). Once all fields on Fixed Asset Disposal Generation are correct, enter the appropriate reasons and comments on Fixed Asset Disposition Text (FDTX) using **Modify:Change** to prevent error messages.

Field	Description
Fixed Asset Type	Key field. The type of the fixed asset is displayed.
Fixed Asset Number	Key field. The number of the fixed asset is displayed.
Betterment Number	Key field. The betterment number of the assets is displayed.
Resp Agency	Key field. Enter the agency number that is responsible for fixed asset disposal.





# FIXED ASSET GROUP (FGRP)



Fixed Asset Group (FGRP) is used to identify and describe the kind of fixed asset on a more detailed level than the fixed asset type. You must assign every fixed asset to a fixed asset group.

The fixed asset group is the most detailed level of the fixed asset type hierarchy. The progression is as follows: 1. group; 2. group class; 3. group category, and 4. type.

For example, within type *E* (equipment), a group category could be office equipment, a class within that could be typewriters, and one group within that would be IBM Selectric Typewriters.

Field	Description
Type	Key field. Enter an asset type. See Fixed Asset Type (FATP) for valid values.
Group	Key field. Enter a fixed asset group.





## *FIXED ASSET GROUP CATEGORY (FGCT)*



Fixed Asset Group Category (FGCT) is optional and used for reporting purposes only. Group categories are collections of related group classes. The assignment of group classes to group categories occurs in Fixed Asset Group (FGRP).

Field	Description
Type	Key field. Enter the fixed asset type to which this group category belongs. See Fixed Asset Type (FATP) for valid values.
Group Category	Key field. If adding a new category, enter a unique value within the specified type. If changing or deleting an existing line, enter the appropriate value.
Name	Optional. Enter the name as you want it to appear on reports, up to thirty characters.
Short Name	Optional. Enter the name that you want to appear on reports when there is insufficient space for the full name, up to twelve characters.





## *FIXED ASSET GROUP CLASS (FGCS)*

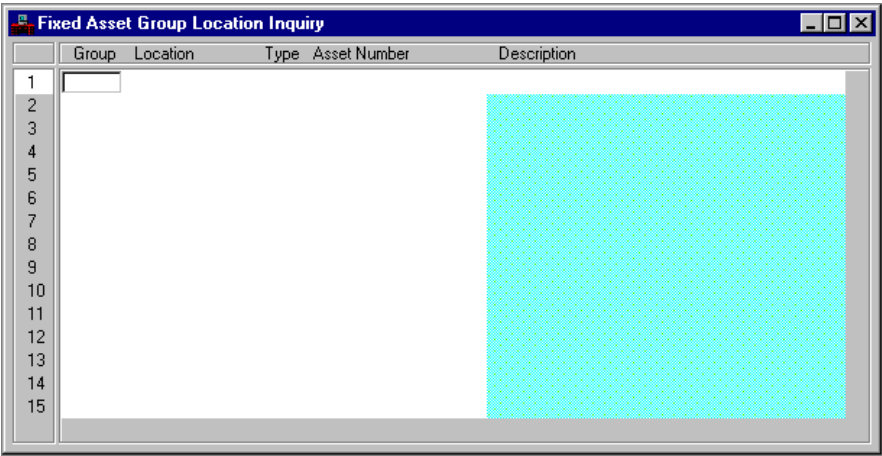


Fixed Asset Group Class (FGCS) is optional and used for reporting purposes only. Group classes are collections of related fixed asset groups. The assignment of groups to group classes occurs in Fixed Asset Group (FGRP).

Field	Description
Type	Key field. Enter the fixed asset type to which this group class belongs.
Group Class	Key field. If adding a new class, enter a unique value within the specified type. If changing or deleting an existing line, enter the appropriate value.
Name	Optional. Enter the name as you want it to appear on reports, up to 30 characters.
Short Name	Optional. Enter the name that you want to appear on reports when there is insufficient space for the full name, up to 12 characters.



# FIXED ASSET GROUP LOCATION INQUIRY (FAGL)



Fixed Asset Group Location Inquiry (FAGL) is an alternate view of Fixed Asset Summary Inquiry (FAS1). This alternate view has different key fields than Fixed Asset Summary Inquiry (FAS1) and the window entries are displayed in a different order. The entries are sorted by the fixed asset group, location, fixed asset type, and fixed asset number.

The information on this window is stored in Fixed Asset Summary Inquiry (FAS1). Consequently, whenever the Fixed Asset Summary Inquiry (FAS1) is updated, this window is updated.

Field	Description
Group	Key field. Enter a unique value that defines the kind of asset. See Fixed Asset Group (FGRP) for valid values.
Location	Key field. Enter a unique ten digit value that identifies the location of the asset. See Fixed Asset Location (FLOC) for valid values.





## FIXED ASSET HISTORY INQUIRY (FHIS)

	Change Date	Forward Reference	Transaction ID	Acquisition Date	Betterment Number	Asset Value	F
1							
2							
3							
4							

Fixed Asset History Inquiry (FHIS) allows you to track updates made against each fixed asset.

Information is added to this window by the Fixed Asset (FA) document processors if **Fixed Asset History** on Systems Control Options (SOP2) is selected [Y]. Inactive fixed asset entries are purged from this window at a later date by running the Fixed Asset History Table Purge (FAPH) program.

Field	Description
Fixed Asset Type	Key field. Enter a valid value that identifies the type of asset (land, building, etc.).
Fixed Asset Number	Key field. Enter the fixed asset number.
Change Date	Key field. Enter the processing date (yy mm dd) of the document that changed the fixed asset or betterment.
Forward Reference	If a type <b>C</b> (construction) fixed asset has been transferred to a type <b>B</b> (buildings) or <b>I</b> (improvements) following the completion of construction, this field displays the new fixed asset type ( <b>B</b> or <b>I</b> ). This field is filled in when a Fixed Asset Transfer (FT) is processed for the fixed asset.

Field	Description
Transaction ID	The transaction ID of the document that performed this change to the fixed asset is displayed.
Acquisition Date	The date ( <i>mm dd yy</i> ) the asset was acquired is displayed.
Betterment Number	The number of the altered betterment is displayed. If the change was performed to the fixed asset itself, it is <b>00</b> .
Asset Value	The change (positive meaning an increase; negative meaning a decrease; zero meaning no change) to the fixed asset value or betterment value is displayed.
Fund	The fund that paid for the asset (not necessarily where the asset is accounted for) is displayed.
Agency	The agency responsible for this asset is displayed.
Org/Sub	The organization/sub-organization responsible for this asset is displayed.
Appr Unit	The Program Budget Unit element for the items listed on this voucher is displayed. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Activity	The activity that is primarily associated with the fixed asset is displayed.
Function	The function associated with the fixed asset is displayed.
Object/Sub	The object/sub-object to which the acquisition of this asset was charged is displayed.
Rev Srce/Sub	The revenue source/sub revenue source credited as a result of this document are displayed.
Job Number	The job number, project number or general reporting code is displayed.
Reporting Category	The reporting category for the transaction is displayed.



## FIXED ASSET LOCATION (FLOC)



Fixed Asset Location (FLOC) is optional and used for reporting purposes only. Location codes are used to identify the location of a fixed asset; for example, the building where a desk is located.

Location is the lowest level of a three-level classification hierarchy. The progression is as follows: 1. location; 2. location class; and 3. location category.

You must associate every fixed asset with a location code. Location class and category are optional codes used to group fixed assets on reports. For example, the category might be city or county, the class, 500 Main Street, and the location, the Capitol Building.

Field	Description
Location	Key field. If adding a new location, enter a unique code. If changing or deleting an existing line, enter the appropriate ten digit code.
Name	Optional. Enter the name as you want it to appear on reports, up to thirty characters.



Field	Description
Class	Conditional. Required if you report by location class. Otherwise optional. See Fixed Asset Location Class (FLCS) for valid values.
Category	Conditional. Required if you report by location category. Otherwise optional. See Fixed Asset Location Category (FLCT) for valid values.
Short Name	Optional. Enter the name that you want to appear on reports when there is insufficient space for the full name, up to twelve characters.





## *FIXED ASSET LOCATION CATEGORY (FLCT)*



Fixed Asset Location Category (FLCT) is optional and used for reporting purposes only. Location categories group related location class codes. The assignment of location classes to location categories occurs in Fixed Asset Location (FLOC).

Field	Description
Location Category	Key field. If adding a new category, enter a unique code. If changing or deleting an existing line, enter the appropriate code.
Name	Optional. Enter the name as you want it to appear on reports, up to 30 characters.
Short Name	Optional. Enter the name that you want to appear on reports when there is insufficient space for the full name, up to 12 characters.



## FIXED ASSET LOCATION CLASS (FLCS)



Fixed Asset Location Class (FLCS) is optional and used for reporting purposes only. Location classes group related location codes. The assignment of locations to location classes occurs in Fixed Asset Location (FLOC).

Field	Description
Location Class	Key field. If adding a new class, enter a unique code. If changing or deleting an existing line, enter the appropriate code.
Name	Optional. Enter the name as you want it to appear on reports, up to 30 characters.
Short Name	Optional. Enter the name that you want to appear on reports when there is insufficient space for the full name, up to 12 characters.



## FIXED ASSET LOCATION INQUIRY (FALC)



Fixed Asset Location Inquiry (FALC) provides an alternate view of Fixed Asset Summary Inquiry (FAS1 and FAS2). The information on this window is sorted by location, fixed asset type, and fixed asset number.

Field	Description
Location	Key field. Enter the ten digit location of the asset.
Type	Key field. Enter the type of asset (land, building, etc.)
Asset Number	Key field. Enter a 15 character number that uniquely identifies (within type) the asset.
Description	The description of the asset is inferred from Fixed Asset Summary Inquiry (FAS1).



## *FIXED ASSET REORGANIZATION (FARO)*



**Fixed Asset Reorganization**
\_ □ ×

Type Indicator ☐

Reorganization Date

Old

Fund <input type="text"/>	Agency <input type="text"/>	Organization / Sub <input type="text" value=""/> / <input type="text" value=""/>
Appropriation Unit <input type="text"/>	Activity <input type="text"/>	Function <input type="text"/>
Object / Sub <input type="text" value=""/> / <input type="text" value=""/>	Rev Source / Sub <input type="text" value=""/> / <input type="text" value=""/>	Job Number <input type="text"/>
Reporting Category <input type="text"/>	BS Account <input type="text"/>	Location <input type="text"/>
Room Number <input type="text"/>	Asset Custodian <input type="text"/>	

New

Fund <input type="text"/>	Agency <input type="text"/>	Organization / Sub <input type="text" value=""/> / <input type="text" value=""/>
Appropriation Unit <input type="text"/>	Activity <input type="text"/>	Function <input type="text"/>
Object / Sub <input type="text" value=""/> / <input type="text" value=""/>	Rev Source / Sub <input type="text" value=""/> / <input type="text" value=""/>	Job Number <input type="text"/>
Reporting Category <input type="text"/>	BS Account <input type="text"/>	Location <input type="text"/>
Room Number <input type="text"/>	Asset Custodian <input type="text"/>	

Fixed Asset Reorganization (FARO) lists reorganizations to a responsibility center, location, room number, and asset custodian as well as the date the reorganization took place. Entries in this table are used by the Fixed Asset Reorganization program to automatically generate either Fixed Asset Modifications (FC) or Fixed Asset Transfers (FT) to accomplish a reorganization.

After the Fixed Asset Reorganization program is run, you should delete the entries from this table.

Field	Description
Type	<p>Key field. Valid values are:</p> <p style="margin-left: 40px;"><b>A (agency)</b> Reorganization is to the responsibility center</p> <p style="margin-left: 40px;"><b>L (location)</b> Reorganization is to location, room number, and asset custodian</p> <p style="margin-left: 40px;">You cannot change both categories of types on the same line.</p>





Field	Description
Rev Source/Sub	Key field. Conditional. When revenue source is entered, <b>Object</b> and <b>Balance Sheet Account</b> must be blank. See Revenue Source Index (RSRC) for valid values. <b>Sub-Rev Source</b> can only be entered if Rev Source is entered; otherwise it is blank. See Sub-Revenue (SREV) for valid values.
Job Number	Key field. 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 <b>Job Cost</b> is <i>Yes [Y]</i> on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If <b>Job Cost</b> is <i>No [N]</i> on System Control Options (SOP2), enter a project number or general reporting category.
Reporting Category	Key field. Conditional. This field required on expenditure transactions if <b>Reporting Category</b> on Agency (AGC2) is <i>Required on Expenditure Transactions [3]</i> .  This field is required on revenue transactions if <b>Reporting Category Required on Revenue Transactions</b> is <i>Required [Y]</i> . For transactions that require a balance sheet account code, this field is required if <b>Reporting Category Option</b> is <i>Y</i> (required) on Balance Sheet Account Index (BACC). Otherwise, this field is optional. See Reporting Category (RPTG) for valid values.
BS Account	Key field. 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, <b>Object</b> 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.
Location	Key field. If entered, you must ensure that it is valid on Fixed Asset Location (FLOC), and you must also enter the old building.



Field	Description
Room Number	Key field. Optional. Enter the room number associated with the fixed assets.
Asset Custodian	Key field. Optional. Enter the employee's name, <i>None</i> , or the position number to look up information.

### ***New Responsibility Center***

Fund	Optional. See Fund Index (FUND) for valid values. If the new agency is also entered, ensure that both are valid on Fund Agency Index (FGY2).
Agency	Optional. See Agency Index (AGCY) for valid values. If the new fund is also entered, ensure that both are valid on Fund Agency Index (FGY2). If the new organization is entered, ensure that both are valid on Organization Index (ORGN).
Organization/ Sub	Key field. If entered, the agency/ organization/ fiscal year combination must exist on Organization (ORG2). <b>Sub-Organization</b> can only be entered if <b>Organization</b> is entered; otherwise it is blank. 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	Key field. Enter the activity that is primarily associated with the fixed asset. See activity Index (ACTV) for valid values.
Function	Key field. 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	Key field. Enter the object code on the acquisition, otherwise leave blank. When <b>Object</b> is entered, <b>Rev Srce</b> and <b>BS Acct</b> must be blank. See Object (OBJ2) for valid values. <b>Sub-Object</b> can only be entered if Object is entered; otherwise it is blank. See Sub-Object (SOBJ) for valid values.









# FIXED ASSET SUMMARY INQUIRY (1 OF 2) (FAS1)



Fixed Asset Summary Inquiry (1 of 2)

Fixed Asset Type

Fixed Asset Number

Betterment Count

Catalog

Description

Acquisition / Valuation

Responsibility Center

Description

Description

Useful Life

Replacement Date

Last Inventory Date

Condition

Group

Location

Room Number

Asset Custodian

Commodity Code

Funding Source

Reorganization Date

Cost Type

Insurance Policy Type

Purchasing Authority

Serial Number

Agreement Number

Type of Warranty

Duration in Days

Effective Date

Expiration Date

Fixed Asset Summary Inquiry (1 of 2) (FAS1) displays summary information for all existing fixed assets. All data that pertains to the entire asset (original asset and all of its betterments) are stored in this window.

Information on this window is added and modified by the Fixed Asset Document Processors. **Depreciation Method**, **Valuation Amount**, and **Validation Date** are updated by the Mass Revaluation process. Disposed assets are deleted from this window by the Disposition Purge process. For more information about these processes, see the *System Administration Guide*. Therefore, FAS1 will be updated with information, including warranty and maintenance information, after a fixed assets document is successfully processed.

Field	Description
Fixed Asset Type	Key field. Enter the type of fixed asset (land, building, etc.)



Field	Description
Fixed Asset Number	Key field. Enter the number of the disposed fixed asset.
Betterment Count	If doing a betterment disposal, a value between <b>01</b> and <b>99</b> is displayed; otherwise, this field is blank.
Catalog	The catalog value used for the fixed asset is displayed.

### Description View

Field	Description
Description	The description of the asset is displayed.
Useful Life	The expected useful life of the asset (in years) is displayed.
Replacement Date	The date ( <i>mm dd ccyy</i> ) when the asset is expected to need replacing is displayed.
Last Inventory Date	The date ( <i>mm ccyy</i> ) this asset was last inventoried is displayed.
Condition	The condition for this asset is displayed.
Group	The fixed asset group is displayed.
Location	The ten digit location of the asset is displayed.
Room Number	The room number associated with the fixed assets is displayed.
Asset Custodian	The employee's name or the position number is displayed. This field defaults to "None."
Commodity Code	The commodity code of the fixed assets is displayed. Data will carry over from Procurement Desktop (PD). If the FA Document was generated, users entered the Commodity Code or "None."
Funding Source	This field can be used to reference the grant or bond issue that financed the asset.
Reorganization Date	The date that Fund/Agency/Organization or Location/Complex/Building were last changed is displayed. See the Fixed Asset Reorganization report of that date for more information.
Cost Type	The cost type for the fixed assets is displayed.
Insurance Policy Type	The Insurance policy Type of the fixed assets is displayed.



### Acquisition / Valuation View

Fixed Asset Summary Inquiry (1 of 2)

Fixed Asset Type  Fixed Asset Number  Betterment Count  Catalog

Description Acquisition / Valuation Responsibility Center

Acquisition/Valuation

Acquisition Method  Asset Value  Acquisition Date

Valuation Amount  Valuation Date  Selling Price

Salvage Value  Depreciation Method  Net Book Value

Last Disposition Date  Last Disposition Authority

Memo Disposition Value  Last Disposition Method

Field	Description
Acquisition Method	The value describing how the asset was acquired is displayed.
Asset Value	The total value of the asset is displayed.
Acquisition Date	The date ( <i>mm dd ccyy</i> ) the asset was acquired is displayed.
Valuation Amount	The insurance or replacement value of the asset is displayed.
Valuation Date	The date ( <i>mm dd ccyy</i> ) of the insurance or replacement valuation is displayed for the value in <b>Salvage Value</b> .
Selling Price	If disposed, the amount received for the asset at the time of sale is displayed.
Salvage Value	The total salvage value for this asset, including all betterments is displayed.
Depreciation Method	The depreciation method for this asset is displayed. Valid values are <b>SL</b> (straight line), <b>SY</b> (sum of the years digits), <b>DD</b> (double declining balance), <b>MC</b> (manually computed), <b>NA</b> (not applicable), or a variable percent.

Field	Description
Net Book Value	When <b>Type</b> on Fund (FUN2) is <b>A</b> (agency), <b>E</b> (enterprise), <b>I</b> (internal service), <b>P</b> (pension), or <b>N</b> (non-expendable trust) and <b>Memo Depreciation</b> is cleared [ <b>N</b> ], this value is calculated by subtracting the summary accumulated depreciation from the summary asset value. At all other times, the net book value equals the summary asset value alone.
Last Disposition Date	The date ( <i>mm dd ccyy</i> ) of the last disposition of this asset or one of its betterments is displayed.
Last Disposition Authority	The document number or name of individual who authorized the disposal of the asset is displayed.
Memo Disposition Value	The anticipated sale amount or actual amount expected on sale is displayed. This value may differ from salvage or valuation amount.
Last Disposition Method	The method used in disposing of this asset is displayed. This field is filled in by the entry of new Fixed Asset Disposition (FD) documents.

### Responsibility Center View

Fixed Asset Summary Inquiry (1 of 2)

Fixed Asset Type  Fixed Asset Number  Betterment Count  Catalog

Description
  Acquisition / Valuation
  Responsibility Center

Responsibility Center

Fund  Function   
 Agency  Reporting Category   
 Organization / Sub  /  BS Account   
 Activity   
 Revenue Source / Sub  /   
 Object / Sub  /   
 Appropriation Unit   
 Job Number

Field	Description
Fund	The fund that paid for the asset is displayed (not necessarily where the asset is accounted for).
Agency	The agency responsible for this asset is displayed.
Organization/ Sub	The organization / sub-organization responsible for this asset is displayed.
Activity	The activity associated with this asset is displayed.
Revenue Source/ Sub	The revenue source/ sub-revenue source associated with this asset is displayed.
Object/Sub	The object/ sub-object to which the acquisition of this asset was charged is displayed.
Appropriation Unit	The Program Budget Unit element for the items listed on this voucher is displayed. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Job Number	The Job Number, Project Number or General Reporting Code is displayed.





*FIXED ASSET SUMMARY INQUIRY (2 OF 2)*  
*(FAS2)*



Fixed Asset Summary Inquiry [2 of 2]

Fixed Asset Type

☐ Fixed Asset Number

	Equity Account	Asset Value	Accumulated Depreciation
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals		<input type="text"/>	<input type="text"/>

Fixed Asset Summary Inquiry (2 of 2) (FAS2) displays summary information for all existing fixed assets. Fixed Asset Summary Inquiry (FAS1) displays all data except the equity distribution. This window displays the equity distribution of the entire asset (the original asset and all of its betterments).

Information on this window is added and modified by the Fixed Asset Document Processors. Disposed assets are deleted from this window by the Disposition Purge process.

Field	Description
Fixed Asset Type	Key field. Enter the type of asset (land, building, etc.)
Fixed Asset Number	Key field. Enter the number of the disposed asset.





## *FIXED ASSET SURPLUS INDICATOR (FASP)*



	Responsible Agency	Fixed Asset Type	Fixed Asset Number	Receiving Agency	Price
1	<input style="width: 80%;" type="text"/>				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Fixed Asset by Tag Number Inquiry (FBTT) is an alternate view of Fixed Asset Betterment Inquiry (FBT1).

Field	Description
Resp Agency	Key field. Enter the agency number that is responsible for fixed asset betterment.
Fixed Asset Number	The fixed asset number of the disposed asset is displayed.
Fixed Asset Type	The fixed asset type of the disposed asset is displayed.
Betterment Number	If this field displays a number between <b>01</b> and <b>99</b> , it is a betterment disposal. If this field is blank, it is an asset disposal.
FA Type	Key field. Enter the type of asset, this field is inferred from the FBT1 table.





## FIXED ASSET TYPE (FATP)



Fixed Asset Type (FATP) defines the major types of fixed assets allowed in the Fixed Asset Subsystem. For each type, a name and short name are defined for use on reports. You must also define two balance sheet accounts: the asset account (land, buildings, etc.) and the accumulated depreciation account.

You must also set **Depr Ind** to determine whether that type of asset is depreciated. Set **Depr Ind** to *N* for land and construction and set to *Y* for all other types of assets.

Field	Description
Type	Key field. The types recommended by the General Accounting Standards Board (GASB) are: <ul style="list-style-type: none"> <li><i>L - land</i></li> <li><i>B - buildings</i></li> <li><i>I - improvements other than buildings</i></li> <li><i>E - equipment and furniture</i></li> <li><i>C - construction work in progress</i></li> </ul> Vehicles are maintained in as type <i>V</i> (vehicles).





## FIXED ASSET VALUATION (FVAL)



Fixed Asset Valuation (FVAL) defines the parameters used by the Mass Revaluation process. You should review and update this window as necessary, whenever the revaluation function is used.

Field	Description
Fixed Asset Type	Key field. Enter the fixed asset type. See Fixed Asset Type (FATP) for valid values.
Code Type	Key field. Enter the type of code entered in <b>Group/Class/Category</b> . Valid values are:  <div style="margin-left: 40px;"> <i>1 - Group</i>  <i>2 - Group class</i>  <i>3 - Group category</i> </div>
Group/Class/Category	Key field. Enter the group, group class, or group category you want revalued.



Field	Description
Years	Key field. Enter the number of years that have passed since the asset was last revalued. This field allows the system to apply different valuation factors based on how many years have passed. For example, if five years is specified, all of this kind of asset acquired or last revalued between five and six years ago are revalued based on the parameters specified. If this field is blank, all assets of this kind are revalued the same regardless of when they were last valued.
Valuation Factor	Conditional. Required for a percentage revaluation. Enter the multiplying factor (for example, a 10 percent increase is entered as 11000). Otherwise, leave this field blank. If a valuation factor is specified, you must not enter a valuation amount and a valuation indicator.
Valuation Amount	Optional. To increase or decrease valuations by a specified amount, or to replace valuations with a specific amount, enter the amount here (dollars and cents). If specified, you should not enter a valuation factor.
Valuation Indicator	Default is <b>I</b> (increase). Required if a valuation amount is entered. Valid values are <b>I</b> (increase), <b>D</b> (decrease), or <b>R</b> (replace).

# FUNCTION (FUNC)



Function (FUNC) defines valid codes for function, and may also group similar functions into higher level classification. The function code defines broad operational objectives, such as instruction, support services and facilities acquisition.

The function code is the starting point for a classification hierarchy that puts similar function codes together in progressively larger groups. The progression is as follows: 1). Function; 2). Function class; 3). Function category; 4). Function type; and 5). Function group. Similar functions make a function class, similar function classes make a function category, etc.

Since the entire classification scheme (including function) is optional, it may not be used in your system.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency	Key field. Enter the agency code. See Agency Index (AGCY) for valid values.
Function	Key field. Enter a valid function code.





## FUNCTION CATEGORY (FCCA)



Function Category (FCCA) defines valid function category codes. It is optional and therefore may not be used in your system. You assign function categories on Function (FUNC).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency	Key field. Enter the agency code. See Agency Index (AGCY) for valid values.
Function Category	Key field. Enter a function category code.
Name	Optional. Enter the name as you wish it to appear on the report (up to 30 characters).
Short Name	Optional. Enter the name as it will appear if the full name is too long to fit on the reports.



## FUNCTION CLASS (FCCL)



	Fiscal Year	Function Class	Name	Short Name
1	<input type="text"/>			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Function Class (FCCL) defines valid function class codes. You assign function classes on Function (FUNC).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Function Class	Key field. Enter a function class code.
Name	Optional. Enter the name as you wish it to appear on the report (up to 30 characters).
Short Name	Optional. Enter the name as it will appear if the full name is too long to fit on the reports.



# FUNCTION GROUP (FCGR)

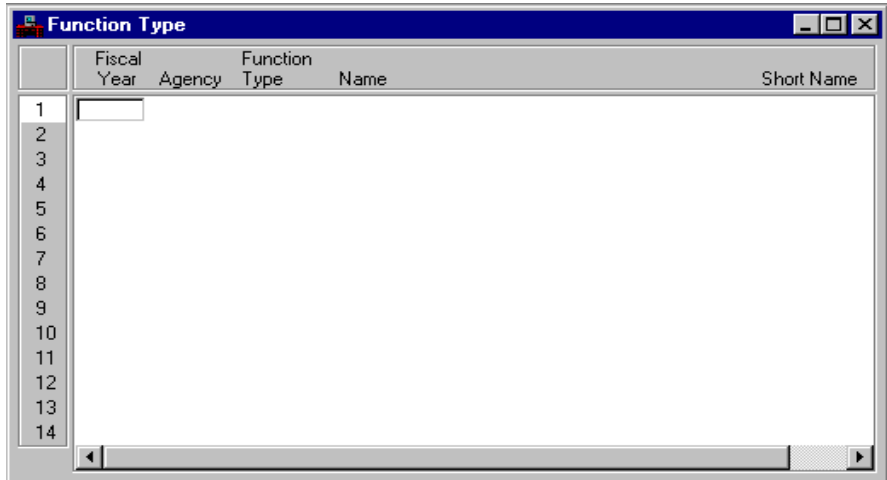


Function Group (FCGR) defines valid function group codes. You assign function groups on Function (FUNC).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency	Key field. Enter the agency code. See Agency Index (AGCY) for valid values.
Function Group	Key field. Enter a function group code.
Name	Optional. Enter the name as you wish it to appear on reports (up to 30 characters).
Short Name	Optional. Enter the name as it will appear if the full name is too long to fit on reports.



## FUNCTION TYPE (FCTP)



Function Type (FCTP) defines valid function type codes. You assign function types on Function (FUNC).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency	Key field. Enter the agency code. See Agency Index (AGCY) for valid values.
Function Type	Key field. Enter a function type code.
Name	Optional. Enter the name as you wish it to appear on reports (up to 30 characters).
Short Name	Optional. Enter the name as it will appear if the full name is too long to fit on reports.

Fund (FUN2) defines values for all funds in your system. It also specifies, for each fund, how the financial system is to handle various control options. The control options determine the level of budget control, the optional use of appropriations and allotments, specific subsystem options, and baseline purchasing tolerances within the system. Do not change control options for existing funds during the fiscal year.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year valid on Fiscal Year (FSYR).
Fund	Key field. Enter a fund code. If adding a new code, enter a unique value; if changing or deleting an existing line, enter the code for the applicable fund.



Field	Description
Bank Account	Required. Enter the bank account value to be used by the automated disbursement process (i.e., the primary checking account for the fund). Refer to Bank Account (BANK) for valid values.
Class	Conditional. Required if you report by fund class. Enter the value from Fund Class (FCLS) that best describes the fund defined in this line.
Category	Conditional. Required if you report by fund category. Enter the value from Fund Category (FCAT) that best describes the fund defined in this line.
Type	Required. Enter a valid fund type from Fund Type (FTYP).
Group	Conditional. Required if you report by fund group. Refer to Fund Group (FDGP) for valid values.
State/Bond	Default is <i>State [S]</i> . Valid values are: <i>State [S]</i> <i>Bond [B]</i> <i>None [N]</i> <i>N/A [blank]</i>
Real Bank Account Code	Enter the bank account code to which funds are to be moved.
Name	Optional. Enter the fund name as you wish it to appear (up to 30 characters). If this field is left blank, no name is displayed on reports for this fund.
Short Name	Optional. Enter the name that you want to appear on reports when there is not enough room for the full name (up to 12 characters).

## Control Options View

Field	Description
<b>Control Options</b>	
Project/Sub-Project/Phase Required	Required. Select <b>[Y]</b> if Project/Sub-project/Phase are required on all transactions that will have an effect on specific funds. Select <b>[N]</b> if Project/Sub-project/Phase are not required on all transactions that will have an effect on specific funds.
Expense Budget	Default is <b>None [N]</b> . For more information, refer to the <i>User's Guide</i> . Valid values are:  <b>Full [C]</b> <b>Presence [P]</b> <b>None [N]</b>
Revenue Budget	Default is <b>None [N]</b> . For more information, refer to the <i>User's Guide</i> . Valid values are:  <b>Presence [P]</b> <b>None [N]</b>
Appropriation	Default is <b>None [N]</b> . For more information, refer to the <i>User's Guide</i> . Valid values are:  <b>Full [C]</b> <b>Presence [P]</b> <b>None [N]</b>
Allotment	Default is <b>None [N]</b> . For more information, refer to the <i>User's Guide</i> . Valid values are:  <b>Full [C]</b> <b>Presence [P]</b> <b>None [N]</b> <b>Cumulative [Q]</b>



Field	Description
Allotment Frequency	<p>Default is <b>Yearly [Y]</b>. This field is not used if <b>Allotment</b> is <b>None [N]</b>.</p> <p>Enter one of the following, depending on the number of allotment periods desired:</p> <p><b>Yearly [Y]</b> Allotments are expressed on a yearly basis (one period).</p> <p><b>Quarterly [Q]</b> Allotments are expressed on a quarterly basis (four periods).</p> <p><b>Monthly [M]</b> Allotments are expressed on a monthly basis (12 periods).</p>
Fund Balance	<p>Default is <b>N/A [blank]</b>. For more information, refer to the <i>User's Guide</i>. Valid values are:</p> <p><b>Select [C]</b> Selects the fund balance for the fund.</p> <p><b>Reject [N]</b> Rejects the fund balance option.</p> <p><b>N/A [blank]</b> Defaults to N/A [blank].</p>
Allotment Include Encumbrances	<p>Default is <b>Yes [Y]</b>. Indicate <b>Yes [Y]</b> to add encumbrances and expenditures when computing unobligated budget balance for the applicable allotment period. Indicate <b>No [N]</b> to exclude encumbrances from expenditures when computing unobligated budget balance for the applicable allotment period.</p>
Memo Depreciation	<p>Default is cleared <b>[N]</b>. Select <b>[Y]</b> if depreciation for this fund is for memo only.</p>
Sweep	<p>Default is cleared <b>[blank]</b>. Select <b>[Y]</b> if this fund is to participate in the cash sweep process of the Investment Management Subsystem.</p>

Field	Description
Negativity Equity Indicator	Default is cleared [ <b>blank</b> ]. Select [ <b>Y</b> ] if any fund involved in an investment pool fund is allowed to carry a negative balance in the pool fund. You must also select the checkbox [ <b>Y</b> ] if a fund's participating funds are allowed to have a negative balance.
Cash Edit	Default is cleared [ <b>blank</b> ]. Select [ <b>Y</b> ] if fund cash balance is edited on expenditure (check issue) transactions.
Cash Edit Pool Fund	Optional. Enter a cash fund if cash edit for this fund is performed against the pool fund.
Account Balance	Default is cleared [ <b>blank</b> ]. Select [ <b>Y</b> ] if cash edit for this fund is performed against the pool fund.



## Other Options View

Field	Description
<b><i>SUMB/ESMB Options</i></b>	
Organization	Default is cleared [N]. Select [Y] if budget preparation records are summarized by organization on Budget Preparation Summary (Extended) (ESMB).
Appropriation	Default is cleared [N]. Select [Y] if budget preparation records are summarized by unit of appropriation on Budget Preparation Summary (Extended) (ESMB).
Activity	Default is cleared [N]. Select [Y] if budget preparation records are summarized by activity on Budget Preparation Summary (Extended) (ESMB).
Function	Default is cleared [N]. Select [Y] if budget preparation records are summarized by function on Budget Preparation Summary (Extended) (ESMB).
Class	Default is cleared [N]. Select [Y] if budget preparation records are summarized by object class on Budget Preparation Summary (Extended) (ESMB).

Field	Description
Category	Default is cleared [N]. Select [Y] if budget preparation records are summarized by object category on Budget Preparation Summary (Extended) (ESMB).
Type	Default is cleared [N]. Select [Y] if budget preparation records are summarized by object type on Budget Preparation Summary (Extended) (ESMB).

### ***SUMR Options***

Organization	Default is cleared [N]. Select [Y] if budget preparation records are summarized by organization on Revenue Preparation Summary (SUMR).
Activity	Default is cleared [N]. Select [Y] if budget preparation records are summarized by activity on Revenue Preparation Summary (SUMR).
Class	Default is cleared [N]. Select [Y] if budget preparation records are summarized by object class on Revenue Preparation Summary (SUMR).
Category	Default is cleared [N]. Select [Y] if budget preparation records are summarized by object category on Revenue Preparation Summary (SUMR).
Type	Default is cleared [N]. Select [Y] if budget preparation records are summarized by object type on Revenue Preparation Summary (SUMR).

### ***Order to Payment Options***

Fund Tolerance	Default is N/A [blank]. Select <b><i>Use Fund Overrides [Y]</i></b> only if you want to set the tolerances for this fund differently from the settings on System Control Options (SOPT, SOP2); otherwise, if the fund tolerance amount and percent are zeroes, the system defaults to the amount specified on System Control Options (SOPT, SOP2). To achieve this you may also select <b><i>Use System Options [N]</i></b> . This indicator prevents the system from defaulting when both fund tolerances are zeroes.
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Field	Description
Plan Frequency	<p>Default is <i>None [blank]</i>. Required if planning is used. Select one of the following, depending on how plans are expressed for this fund/agency combination:</p> <p><b><i>Yearly [Y]</i></b> Plans are expressed on a yearly basis.</p> <p><b><i>Quarterly [Q]</i></b> Plans are expressed on a quarterly basis.</p> <p><b><i>Monthly [M]</i></b> Plans are expressed on a fiscal month basis.</p>
Job/Project Precedence	<p>Default is <i>None [blank]</i>. Required if <b>Job Cost</b> is <i>Yes [Y]</i> and <b>Project Accounting</b> is selected [Y] on System Control Options (SOP2). If <b>Project/Sub-project/Phase Required</b> is <i>Yes [Y]</i> on Fund (FUN2), then <b>Validated as Job First [J]</b> must be selected.</p> <p>Valid values are:</p> <p><b><i>Validated as Job First [J]</i></b> Select if a Job Number/Project field is to be validated first as a job, then as a project.</p> <p><b><i>Validated as Project First [P]</i></b> Select if a Job Number/Project field is to be validated as a project, then as a job.</p>

### Organization Options

Exp Budget	<p>Default is <b><i>Optional on Accounting [N]</i></b>. You must specify whether expense budgets are established by organization.</p> <p>Valid values are:</p> <p><b><i>Required on Budget and Accounting [Y]</i></b> Require organization on budgeting and accounting transactions.</p> <p><b><i>Required on Accounting [A]</i></b> Require organization on accounting transactions, but prevent entry of the organization on budgeting transactions.</p> <p><b><i>Optional on Accounting [N]</i></b> Optionally enter organization on accounting transactions, but prevent the entry of the organization on budget transactions.</p>
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Field	Description
Rev Budget	<p>Default is <b><i>Optional on Accounting [N]</i></b>. You must specify whether revenue budgets are established by activity. Valid values are:</p> <p><b><i>Required on Budget and Accounting [Y]</i></b> Require activity on budgeting and accounting transactions.</p> <p><b><i>Required on Accounting [A]</i></b> Require activity on accounting transactions, but prevent entry of the activity on expense budgeting transactions.</p> <p><b><i>Optional on Accounting [N]</i></b> Optionally enter activity on accounting transactions, but prevent entry of the activity on budget transactions.</p>

### ***Function Options***

Exp Budget	<p>Default is <b><i>Optional on Accounting [N]</i></b>. Specify whether the expense budget is established by function. Valid values are:</p> <p><b><i>Required on Budget and Accounting [Y]</i></b> Require function on budgeting and accounting transactions.</p> <p><b><i>Required on Accounting [A]</i></b> Require function on accounting transactions, but not valid on expense budget transactions.</p> <p><b><i>Optional on Accounting [N]</i></b> Optionally enter function on accounting transactions, but prevent the entry of the function on budget transactions.</p>
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### ***Federal Aid Options***

Federal Aid Installed	Default is <b><i>Not Applicable [blank]</i></b> . Not used in MARS.
Organization	Default is <b><i>None [blank]</i></b> . Not used in MARS.
Object Class	Default is <b><i>Not Applicable [blank]</i></b> . Not used in MARS.





## FUND AGENCY INDEX (FAGY)



	Fiscal Year	Fund	Agency	Exp Budget Org Option	Exp Budget Function Opt	Exp Budget Activity Opt	Rev Budget Org Option	Rev Budget Activity Opt	Plan Freq
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									

Fund Agency Index (FAGY) displays all the fund/agency combinations that are valid in your system. This window also displays the various budget options for each fund/agency combination.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Fund	Key field. Enter a valid fund from Fund Index (FUND).
Agency	Key field. Enter a valid agency value from Agency Index (AGCY).

<b>Field</b>	<b>Description</b>
Exp Budget Org Option	<p>Displays a value indicating whether expense budgets are established by organization. Valid values are:</p> <p><b>Y</b> Required on budget and accounting documents.</p> <p><b>A</b> Required on accounting documents.</p> <p><b>N</b> Optional on accounting documents.</p>
Exp Budget Function Opt	<p>Displays a value indicating whether expense budgets are established by function. Valid values are:</p> <p><b>Y</b> Required on budget and accounting documents.</p> <p><b>A</b> Required on accounting documents.</p> <p><b>N</b> Optional on accounting documents.</p>
Exp Budget Activity Opt	<p>Displays a value indicating whether expense budgets are established by activity. Valid values are:</p> <p><b>Y</b> Required on budget and accounting documents.</p> <p><b>A</b> Required on accounting documents.</p> <p><b>N</b> Optional on accounting documents.</p>
Rev Budget Org Option	<p>Displays a value indicating whether revenue budgets are established by organization. Valid values are:</p> <p><b>Y</b> Required on budget and accounting documents.</p> <p><b>A</b> Required on accounting documents.</p> <p><b>N</b> Optional on accounting documents.</p>





# FUND BALANCE (FBAL)

The screenshot shows a window titled "Fund Balance". It contains a list of 15 rows. The first row is selected, and its "Fund" column contains a text input field. The other two columns, "Memo Actual Fund Balance" and "Required Minimum Fund Balance", are empty for the selected row. The window has a standard Windows-style title bar with minimize, maximize, and close buttons.

Fund Balance (FBAL) allows users to specify a minimum dollar amount to maintain in a fund. Depending on the level of budget control defined on Fund (FUN2), the financial system may reject documents that lower a fund to less than its minimum balance. Only funds where **Fund Balance** is set to *Select [C]* on Fund (FUN2) are listed on this window. If a fund whose **Fund Balance** is *Select [C]* is not listed on this window, the financial system rejects expenditure and revenue documents using that fund.

When the financial system processes expenditures or revenues against a fund in this window, it automatically updates the **Memo Actual Fund Balance** field to reflect the current fund balance.

Field	Description
Fund	Key field. Refer to Fund Index (FUND) for valid values.
Memo Actual Fund Balance	Value is automatically computed and updated by the system.

Field	Description
Required Minimum Fund Balance	Default is <b>0.00</b> . Enter the amount that must remain unexpended in this fund in dollars and cents, without commas or a dollar sign. Leading zeroes are not necessary. For example, you may enter \$25,150.50 as 2515050 or 25150.50.



## *FUND CATEGORY (FCAT)*



	Fiscal Year	Fund Category	Name	Short Name
1	<input type="text"/>			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Fund Category (FCAT) defines valid fund category values. It is optional (used for reporting purposes only) and therefore may not be used in your system. The actual assignment of classes into categories occurs on Fund (FUN2).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Fund Category	Key field. If adding a new line, enter a unique fund category value; if changing or deleting an existing line, enter the affected value.
Name	Optional. Enter a description for the fund category (up to 30 characters). If this field is left blank, no fund category name appears on reports for the entered fund category value.



Field	Description
Short Name	Optional. Enter the name that you want to appear on reports when there is not enough room for the full name (up to 12 characters). If this field is left blank, no name for this category appears on reports.



## FUND CLASS (FCLS)



	Fiscal Year	Fund Class	Name	Short Name
1		<input type="text"/>		
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Fund Class (FCLS) defines valid fund class values. It is optional (used for reporting purposes only); therefore, it may not be used in your system. The actual assignment of funds into classes occurs on Fund (FUN2).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Fund Class	Key field. If adding a new line, enter a unique fund class value; if changing or deleting an existing line, enter the affected value.
Name	Optional. Enter a description for the fund class (up to 30 characters). If this field is left blank, no fund class name appears on the reports for the entered fund class value.



Field	Description
Short Name	Optional. Enter the name that you want to appear on reports when there is not enough room for the full name (up to 12 characters). If this field is left blank, no name for this class appears on reports.



## *FUND GROUP (FDGP)*



	Fiscal Year	Fund Group	Name	Short Name
1	<input type="text"/>			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Fund Group (FDGP) defines valid fund group values. This window contains a predefined set of codes used for reporting and normally does not require maintenance.

If NACUBO reporting is used, each fund group is used as a reporting category on the NACUBO reports. If your entity requires more (or different) reporting groups on the NACUBO statements than those provided here, you can add or change the fund groups from this window. However, you must then alter the NACUBO report programs to incorporate the changes made to the fund groups.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Fund Group	Key field. Enter the fund group value. Predefined fund group values include: <div style="margin-left: 40px;"> <i>A (Account Groups)</i>  <i>F (Fiduciary)</i>  <i>G (Governmental)</i>  <i>P (Proprietary)</i> </div>



Field	Description
Name	Optional. Enter a description for the fund group (up to 30 characters). If this field is left blank, no fund group name appears on reports for the entered fund group value.
Short Name	Optional. Enter the name that you want to appear on reports when there is not enough room for the full name. If this field is left blank, no name for this fund group appears on reports.





## FUND INDEX (FUND)

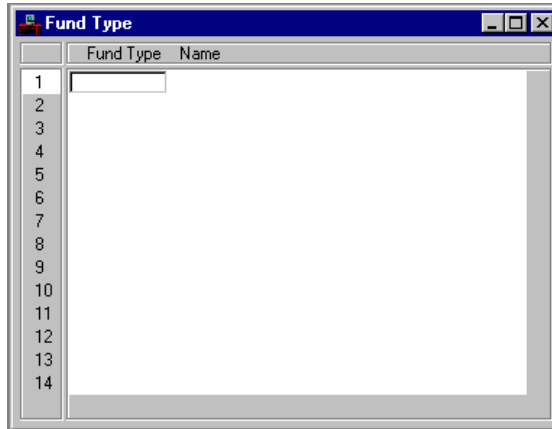
Fund Index (FUND) displays values for all funds defined in your system. The fund code is the starting point for a classification hierarchy that puts similar funds together in progressively larger groups. The progression is as follows: 1). Fund; 2). Fund class; 3). Fund category; 4). Fund type; and 5). Fund group.

Fund code is always required. The rest of the hierarchy is used for reporting purposes only and is optional within the financial system. You may not use the hierarchy at all, or it may only use a part of it.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Fund	Key field. Enter the code for the applicable fund.
Name	Displays the fund name as it will appear on the report (up to 30 characters).



## FUND TYPE (FTYP)



Fund Type (FTYP) is predefined and normally does not require maintenance. Fund types are used for classification purposes on the financial statements. You assign fund types on Fund (FUN2).

Field	Description
Fund Type	Key field. Enter the fund type value. Values are: <i>A (Agency)</i> <i>B (Account Group)</i> <i>C (Capital Projects)</i> <i>D (Debt Service)</i> <i>E (Enterprise)</i> <i>G (General)</i> <i>I (Internal Service)</i> <i>P (Pension Trust)</i> <i>R (Special Revenue)</i> <i>T (Expendable Trust)</i>

Field	Description
Name	Optional. Enter the name (up to 30 characters) associated with this fund type. No fund type name is displayed if this field is left blank.



## *FUNDING SOURCE (PBFS)*



	Funding Type	Funding Source	Funding Description	EFT Ind	Letter of Credit
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Funding Source (PBFS) defines all the valid funding type/source combinations for the Project Billing Subsystem. It lists descriptions and associates the letter of credit numbers with the funding sources. Funding Source (PBFS) is used to validate funding type/funding source codes entered in other reference windows and documents and can be updated, as warranted, throughout the year.

Field	Description
Funding Type	Required. Enter the funding type. Valid values are: <div> <div><i>F</i></div> <div>Federal</div> <div><i>S</i></div> <div>State</div> <div><i>B</i></div> <div>Bond</div> <div><i>O</i></div> <div>Other</div> </div>



Field	Description
Funding Source	Required. Enter the three-digit code that represents the funding source for a project, (i.e., FHW represents the Federal Highway Administration).
Funding Description	Optional. Enter a description or definition of the funding source code.
EFT/Check	Conditional. Required for entries with <b>Funding Type</b> = <i>[F]</i> or <i>[O]</i> . Valid values are EFT <i>[E]</i> or Check <i>[C]</i> .
Letter of Credit	Conditional. For Federal Funding Sources, enter the letter of credit number associated with the funding source. Additional billing information is stored on Letter of Credit Status (LOCS). Leave blank for non-Federal Funding Sources.



## *FUNDING SOURCE BY FIXED ASSET (FFS1)*



The Funding Source Inquiry (FFS1) table is updated by the Fixed Asset Acquisition (FA) table and Fixed Asset Betterment (FB) table and is sorted by FA Number, FA Type, and Betterment Number.

To access information, enter in some or all of the key field information.

Field	Description
Fixed Asset Number	Key field. Enter the number of the fixed asset.
Fixed Asset Type	Key field. Enter the type of the fixed asset.
Betterment Number	Key field. Enter a number between 01 and 99. This number, along with Fixed Assets Acquisition (FA) type and number, uniquely identify each betterment.
Asset Line	Key field. Enter the appropriate line number.
PV Number	The document number associated with the asset is displayed.









## *FUNDING SOURCE INQUIRY (FFSC)*



The Funding Source Inquiry (FFSR) is updated by the Fixed Asset Acquisition (FA) table and Fixed Asset Betterment (FB) table and is sorted by Payment Voucher and Payment Line Number.

To access information, enter in some or all of the key field information. If the PV Number and PV Line Number are spaces, the record will not display on Funding Source Inquiry (FFSR).

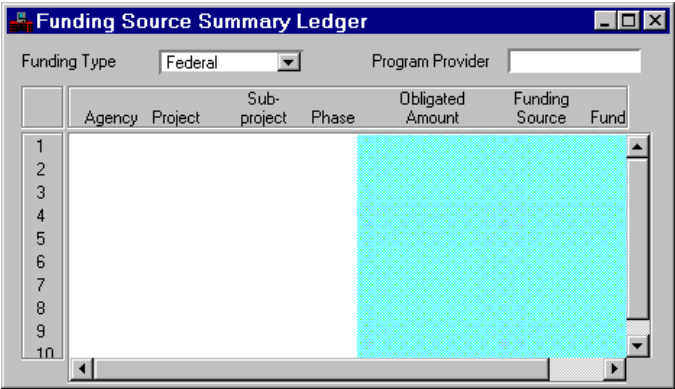
Field	Description
PV Number	Key field. Enter the document number.
PV Line	Key field. Enter the line number of the referenced Payment Voucher. The line number must be a valid Payment Voucher line number.
Asset Line	Key field. Enter the appropriate line number.
Fixed Asset No	Key field. Enter the number of the fixed asset.

<b>Field</b>	<b>Description</b>
Fixed Asset Type	Key field. Enter the type of the fixed asset.
Betterment Number	Key field. Enter a number between 01 and 99. This number, along with Fixed Assets Acquisition (FA) type and number, uniquely identify each betterment.
Fund	The appropriate governmental or proprietary fund is displayed.
Agency	The code of the agency that is funding the goods or services listed in this document is displayed.
Organization/ Sub-Org	The Organization/Sub-Organization associated with this asset is displayed.
Appr Unit	The appropriation unit that is primarily associated with the fixed asset is displayed.
Activity	The activity that is primarily associated with the fixed asset is displayed.
Function	The function associated with the fixed asset is displayed.
Object/Sub-Object	The Object/ Sub-Object are displayed
Revenue Source/ Sub-Rev	The Revenue Source/ Sub Revenue Source associated with this asset is displayed.
Job Number	The Job Number, Project Number or General Reporting Code is displayed.
Reporting Category	The reporting category for the transaction is displayed.
BS Account	The 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 is displayed.
Line Value	The value of the asset at the time of purchase is displayed.





# FUNDING SOURCE SUMMARY LEDGER (FSSL)



Funding Source Summary Ledger (FSSL) provides the total apportionment and obligations for each federal, state and bond program. It also lists the detailed obligations by program to each project, sub-project and phase and provides an overall view of each program's funding commitment within a fiscal year.

The information in this window is populated by entries in Federal Obligation Ledger (FOBL) and State Obligation Ledger (SOBL) and is updated by the Project Participation (PZ) document.

Field	Description
Funding Type	Key field. Enter the funding type. Default is <b><i>Federal [F]</i></b> . Enter the funding type to which the program/project belongs. Valid values are:  <b><i>Federal [F]</i></b> <b><i>State [S]</i></b> <b><i>Bond [B]</i></b>
Program Provider	Key field. Enter the code representing the federal, state or bond entity that has contributed to the project.
Agency	Key field. Enter the agency responsible for the project.



Field	Description
Project, Sub-Project, Phase	Key field. Enter the project, sub-project, and phase code. See Project Budget Line Inquiry (PRBL) for valid values.
Obligated Amount	Display only. The amount obligated from the specified program in the specified fiscal year is displayed.
Funding Source	Display only. The funding source for a project is displayed (i.e. FHW represents the Federal Highway Administration).
Fund	Display only. The fund code associated with the state or bond program is displayed. If the <b>Funding Type</b> is not <i>State [S]</i> or <i>Bond [B]</i> , this field is blank.



# GENERAL REPORTING CATEGORY (GRPT)



General Reporting Category (GRPT) defines valid values and associated descriptive names for general reporting category values. These values are included in accounting distributions on transactions to record data not covered by any other value. You define how you want to use general reporting category values. In all cases, the values are used within the financial system for reporting purposes only.

If you use the Job Costing Subsystem or Extended Project Accounting, you cannot use General Reporting Category (GRPT) values on documents. Since the general reporting category is entered in the **Job Number** field, this field can only be used for one of the following: the general reporting category value, the extended project number, or the job number. To see if the Job Costing Subsystem and Extended Project Accounting system options are being used, check System Control Options (SOP2). When General Reporting Category (GRPT) is being used, the value entered in the **Job Number** field is validated against General Reporting Category (GRPT).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.



Field	Description
General Reporting Category	Key field. If adding a new line, enter a unique value; if changing or deleting an existing line, enter the affected value.
Name	Default is blank. Used as the general reporting category description on reports. Enter the name that you want to appear on reports.





*HOLIDAY (HDAY)*



Holiday (HDAY) is used to add all of the holidays, including federal holidays, observed by your site for the purpose of maintaining a business day calendar.

Field	Description
Date of Record	Key field. Enter the date for every holiday observed by your site, including federal holidays. This window must be updated at the beginning of every fiscal year.



## *INSTITUTIONAL EXPENSE (IEXT)*



Institutional Expense defines the institutional expense types that are valid for a given travel policy.

Field	Description
Fiscal Year	Required. This field identifies the fiscal year for the current institutional expense type.
Institutional Expense Type Code	Required. A code given to a particular institutional expense type. An institutional expense type is an enterprise-wide name for a given expense type. This provides a means for the enterprise to define standard accounting information for a given institutional expense type.
Institutional Expense Type Name	Required. This field contains a longer, more descriptive name defined for the institutional expense type. This value cannot be blank.





## INSURANCE (INSU)

Line Num	Description	Expiration Date	Amount	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

Insurance (INSU) allows the user to record the insurance that a vendor is currently carrying. This window allows a user to enter up to 100 insurance policies. The order number ties this record to a requisition or purchase order.

If hazardous materials are indicated on Commodity (COMT), then this window should have an entry indicating the insurance a vendor carries.

Field	Description
Vendor Number	Key field. Enter the vendor number and address indicator (if applicable).
Vendor Name	Displays the name of the vendor from Vendor (VEN2).
Order Number	Key field. Enter the requisition or purchase order number that corresponds to the following insurance information for this vendor.



## INSURANCE POLICY TYPE (ITYP)



	Insurance Policy Type	Description
1	<input type="text"/>	
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

The Insurance Policy Type (ITYP) Table defines and describes the types of insurance policies associated with a particular fixed asset.

Field	Description
Insurance Policy Type	Required. Enter the Insurance Policy type for the fixed assets.
Description	Required. Enter the description of the policy type.



## INTERNAL BILL AUTHORIZATION INQUIRY (IBTX)

	Traveler	Authorization Number	Line	Traveler ID	M
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

The Internal Bill Authorization Inquiry (IBTX) is an alternative index to the Open Trip Accounting Line Inquiry (OTLT). It is used by Internal Service Providers (State Parks and Motor Pool) to review a list of expenses and amounts approved for internal billing before travelers have incurred those expenses. Only accepted Travel Authorization (TE) lines with a payment method of “Internally Billed” will be displayed.

Field	Description
Facility	Key field. Enter the facility code of the state park or motor pool resource where the internally billed expense will occur. This value is the Expense Location field on the authorization line. The Destination description for the facility will be displayed.
Expense Date	Key field. Enter the date of the authorization line to be displayed in <i>mm dd yy</i> format.





## *INTERNAL RECURRING PAYMENT VOUCHER (RPV2)*

Internal Recurring Payment Voucher																																													
Voucher Number		Batch Number		Submitting Agency																																									
Start Date		/ /																																											
End Date		/ /																																											
Last Date		/ /																																											
Frequency		One-time Future Document		Voucher Type		Within/Between Funds																																							
Offset Liability Acct				Fixed Asset Ind		No Change																																							
<u>Seller Information</u>																																													
Fund		Agency		Org / Sub																																									
Appr Unit		Activity		Function																																									
Object / Sub		Rev Sice / Sub		BS Account																																									
Termini		Reporting Cat		Job / Project		Offset Recv Acct																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Line</th> <th style="width: 15%;">Reference</th> <th style="width: 15%;">Line</th> <th style="width: 10%;">Comm</th> <th style="width: 15%;">Vendor</th> <th style="width: 10%;">Fund</th> <th style="width: 10%;">Agency</th> <th style="width: 10%;">Org</th> <th style="width: 10%;">Sub-</th> </tr> <tr> <th>Num</th> <th>Transaction ID</th> <th>Num</th> <th>Line</th> <th>Invoice</th> <th></th> <th></th> <th></th> <th>org</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Line	Reference	Line	Comm	Vendor	Fund	Agency	Org	Sub-	Num	Transaction ID	Num	Line	Invoice				org	1									2								
Line	Reference	Line	Comm	Vendor	Fund	Agency	Org	Sub-																																					
Num	Transaction ID	Num	Line	Invoice				org																																					
1																																													
2																																													

Internal Recurring Payment Voucher (RPV2) provides information that the system uses to automatically create payment voucher documents on a regular basis. These payment vouchers can be tied together with a common identifier, batch number. For example, you may enter data in this window representing rent payments and the system creates payment voucher documents using this data every accounting period. Internal Recurring Payment Voucher (RPV2) only displays internal payment voucher transactions.

The window is set up to look like a payment voucher document, with header and line information. You cannot change the header information after it is added to this window. The system generates payment voucher documents that correspond to this header/line format.

Field	Description
Voucher Number	Key field. Enter a unique alphanumeric identifier for this payment voucher document. This identifier becomes the first nine digits of the document number on generated documents. The last two digits are added when the system generates the payment voucher. The last two digits are the month from <b>To Date</b> on Application Dates (LDAT).
Batch Number	Optional. Enter a unique alphanumeric batch identifier for the generated payment voucher documents. This number becomes the first four digits of the batch number. The last two digits of the batch number are added when the voucher is generated and corresponds to the month entered in <b>To Date</b> on Application Dates (LDAT).
Submitting Agency	Required. Enter the agency you want to use in the generated payment voucher document. Enter a valid agency for the <b>Start Date</b> year.
Start Date	Required. Enter the calendar date ( <i>mm dd yy</i> ) when you want to start generating documents.
End Date	Conditional. Required when <b>Frequency</b> is <b>Monthly [M]</b> , <b>Bimonthly [B]</b> , or <b>Quarterly [Q]</b> . Leave blank when <b>Frequency</b> is <b>One-Time Future Document [F]</b> . Enter the calendar date ( <i>mm dd yy</i> ) when you want to stop generating documents.
Last Date	Display only. The system updates this field with the last date it generated a document.

Field	Description
Frequency	<p>Defaults to <b><i>One-Time Future Document [F]</i></b>. This field defines how often to generate the document and add it to the Document Listing. Valid values are:</p> <p><b><i>One-Time Future Document [F]</i></b> A one-time document is generated, on or after the entry start date.</p> <p><b><i>Monthly [M]</i></b> The document is generated once a month, starting on or after the entry start date, and ending on the entry end date.</p> <p><b><i>Bimonthly [B]</i></b> The document is generated once every two months, between the starting and ending dates.</p> <p><b><i>Quarterly [Q]</i></b> The document is generated once a quarter, between the starting and ending dates.</p> <p><b><i>End of Quarter [E]</i></b> The document is generated in the third month of the quarter only, between the starting and ending dates.</p>
Voucher Type	<p>Required. This is the voucher type on the generated payment voucher. Valid values are: <b><i>Within/Between Funds [2]</i></b> and <b><i>Reimbursement [4]</i></b>.</p>
Offset Liability Account	<p>Optional. Enter a valid liability account for the year entered in <b>Start Year</b>. Refer to Balance Sheet Account (BAC2) for valid values.</p>
Fixed Asset Ind	<p>Default is <b><i>No Change [blank]</i></b>. Valid values are:</p> <p><b><i>Create One Shell [F]</i></b> This payment voucher creates one Fixed Asset Acquisition (FA) document.</p> <p><b><i>Create Multiple Shells [Q]</i></b> This payment voucher creates two or more Fixed Asset Acquisition (FA) documents. You must enter the number of Fixed Asset Acquisition (FA) documents that you want the payment voucher to create in <b>Line Amount</b>.</p>

Field	Description
<b><i>Seller Information</i></b>	
Fund	Conditional. Required if <b>Voucher Type</b> is <b><i>Within/Between Funds [2]</i></b> . Enter the value of the fund that you want credited as a result of this purchase. Refer to Fund Index (FUND) for valid values.
Agency	<p>Conditional. Required if <b>Voucher Type</b> is <b><i>Within/Between Funds [2]</i></b> and the object or revenue source is indicated on the transaction.</p> <p>Enter the value of the agency that is selling the goods or services listed in this document. Refer to Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values. If this document is an adjustment to a previously entered document, enter the same value as the one on the original document.</p>
Org/Sub	<p>Conditional. Organization is required based on the Fund Agency Index (FAGY) and Organization (ORGN) options and the payment voucher type used.</p> <p>Enter the value of the organization selling the items listed in this document. Refer to Organization Index (ORGN) and Sub-Organization (SORG) for valid values. If this document is an adjustment to a previously entered document, enter the same value as the one on the original document.</p>
Appr Unit	Required for users entering a revenue or expense budget line, if the <b>Appropriation Control Option</b> on Fund Index (FUND) is set to <b><i>P</i></b> (presence control) or <b><i>C</i></b> (full control).
Activity	<p>Conditional. Required if the <b>Revenue Budget Activity Option</b> on Fund Agency Index (FAGY) is <b><i>Y</i></b> (required on budget and accounting) or <b><i>A</i></b> (required on accounting).</p> <p>However, this field infers the value from Organization Index (ORGN) if it is included there. Activity values entered on input documents override the activity values entered in Organization Index (ORGN). If this document is an adjustment to a previously entered document, enter the same value as the one on the original document.</p>



Field	Description
Function	Optional. Required based on the Fund Agency Index (FAGY) and Organization (ORGN) options and the payment voucher type used. This field, if used, must be valid on Function (FUNC).
Object/Sub	Optional. Required for reimbursement vouchers (i.e. if <b>Voucher Type</b> is <b>Reimbursement [4]</b> ). Refer to Object Index (OBJT) for valid values. Use sub-object only if object is entered and further description is required.
Rev Srce/Sub	Conditional. Revenue source is required for <b>Within/Between Funds [2] Voucher Type</b> vouchers. Sub-revenue source is required if <b>Sub-Revenue Source Option</b> is <b>Yes [Y]</b> on Revenue Source Index (RSRC). Enter the value that best describes this sale. Refer to Sub-Revenue Source (SREV) for valid values.
BS Account	Conditional. Required only if this is an expense transaction for the seller; for example, fixed assets, inventories, or a balance sheet transaction. Refer to Balance Sheet Account Index (BACC) for valid values.
Termini	Conditional. Required if <b>Termini Validation Indicator</b> 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 Cat	<p>Conditional. Required on expenditure transactions if <b>Reporting Category Required on Expense</b> on Agency Index (AGCY) is:</p> <p><b><i>Required on Pre-Encumbrance Transaction [1], Required on Encumbrance Transactions [2], or Required on Expenditure Transactions [3].</i></b></p> <p>Required on revenue transactions if the <b>Reporting Category Required on Revenue</b> field on Agency Index (AGCY) is Required [Y]. Enter the reporting category value of the seller. Refer to Reporting Category (RPTG) for valid values.</p>

Field	Description
Job Number	<p>Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details.</p> <p>Otherwise, this field is optional. If <b>Job Cost</b> is <i>Yes [Y]</i> on System Control Options (SOP2), enter a job number. See Job Index (JOBT) for valid values. If <b>Job Cost</b> is <i>No [N]</i> on System Control Options (SOP2), enter a project number or general reporting category.</p>
Offset Recv Acct	<p>Default account used depends on the value of the <b>Internal Cash Voucher Option</b> on System Control Options (SOPT). Leave blank on vouchers for outside and Within Funds [3] vouchers. On Between Funds [2] vouchers, enter the cash account used on the offset entry for the seller. Enter an account only if you want to override the default account. Refer to Balance Sheet Account (BAC2) for valid values.</p> <p>If the <b>Internal Cash Voucher Option</b> on System Control Options (SOPT) is Yes [Y], the balance sheet account inferred from the seller's fund and bank account value is used. If the field is No [N], the account entered in the <b>Due from Fund</b> field on System Special Accounts (SPEC) is used.</p>
Line Num	<p>Key field. Enter a unique number to identify each line in the document. Enter two digits; for example, enter <i>01</i>, instead of <i>1</i>.</p>
Reference Transaction ID, Line Num, Comm Line	<p>Optional. You may enter an incomplete reference (for example, only the code, or only the code, agency, and number). The reference is completed later, either in this window or in the Document Listing.</p>
Vendor Invoice	<p>Optional. Enter the vendor invoice number.</p>
Fund	<p>Optional. Refer to Fund Agency Index (FAGY) for valid fund/agency combinations. No budget checks are made.</p>
Agency	<p>Required. Enter the agency value. Refer to Agency Index (AGCY) for valid values.</p>
Org	<p>Optional. Refer to Organization Index (ORGN) for valid values.</p>



Field	Description
Sub-Org	Optional. Refer to Sub-Organization (SORG) for valid values.
Appr Unit	Optional. Refer to Appropriation Index (Extended) (EAPP) for valid values.
Activity	Optional. Refer to Activity Index (ACTV) for valid values.
Function	Optional. This field, if used, must be valid on Function (FUNC).
Object	Optional. You must enter either <b>Object, Revenue Source, or Balance Sheet Account</b> . Refer to Object Index (OBJT) for valid values.
Sub-Object	Optional. If entered, you must enter a sub-object that is valid within the entered object. Refer to Sub-Object (SOBJ) for valid values.
Rev Source	Optional. You must enter either <b>Object, Revenue Source, or BS Account</b> . Refer to Revenue Source Index (RSRC) for valid values.
Sub-Rev Source	Optional. Enter a sub-revenue source that is valid within the entered revenue source. Refer to Sub-Revenue Source (SREV) for valid values.
BS Account	Optional. You must enter either <b>Object, Revenue Source, or Balance Sheet Account</b> . Refer to Balance Sheet Account (BAC2) for valid values.
Rept Catg	Optional. Enter a reporting category that is valid within agency. Refer to Reporting Category (RPTG) for valid values.
Job/Project	Optional. Refer to Job Index (JOBT) for valid values.
Line Amount	Optional. Enter the line amount. If <b>Fixed Asset Indicator Create Multiple Shells [Q]</b> , then enter the number of Fixed Asset Acquisition (FA) document shells you want this line to create.
Discount Type	Optional. Refer to Discount Type (DISC) for valid values.

Field	Description
Inc/Dec	Optional. Valid values are <b>I</b> for an increase or <b>D</b> for a decrease.
P/F	Leave blank if all three reference transaction fields are blank. Enter <b>P</b> for partial or <b>F</b> for final clearing against the referenced transaction.
Termini	Conditional. Required if <b>Termini Validation Indicator</b> 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	Defaults to <b>FILL-IN</b> . Enter a numeric description with an optional decimal point. Enter two digits for cents. For example, enter \$25.00 as 25.00 or 2500.





# INTERNAL RESOURCE BILLING SPECIFICATION (IRBS)



The Internal Resource Billing Specification (IRBS) is a table that the Internal Travel Voucher Generator (ITGN) uses to obtain the Balance Sheet Account of the specified State Park/Motor Pool facility. The facility code is the field by which the ITGN references the account. The table displays the State Park/Motor Pool facility code, the name of the facility, and the balance sheet account of the facility.

Field	Description
Fiscal Year	Key field. This field identifies the current fiscal year for the specified facility and balance sheet account.
Facility Code	Key (5-byte) field. This field indicates the unique code that identifies each State Park or Motor Pool facility.
Facility Name	Identifies the name of the State Park or Motor Pool facility referenced by the facility code.







# INTERNAL TRAVEL VOUCHER GENERATION (ITGN)



The Internal Expense Voucher Generation (ITGN) table allows a user to generate an Internal Expense Voucher (IIT) from an existing Travel Authorization (TE). The user provides an originating Travel Authorization ID and a Traveler ID. If automatic numbering is used, there is no need to enter a new Internal Expense Voucher ID. The document and agency codes are used to identify the generated Internal Expense Voucher.

Field	Description
Originating TE ID	Required. Enter the document number of the Travel Authorization that is to be referenced on the Internal Expense Voucher.
Line Num	Required, key field. Enter unique number for the expense line. This value must be two digits.
Traveler ID	Required. Enter the employee ID or the vendor code of the person taking the trip. See Vendor Index (VEND) for valid values.
Facility Code	Required. Enter the internal resource code that identifies the facility from the Internal Resource Balance Sheet (IRBS) table.

Field	Description
Transaction ID	Required. Enter the <i>ITT</i> , the agency associated with the document, and # for automatic numbering.
Fiscal Year	Optional. Fiscal year of the services provided by State Park/Motor Pool.
Function	<p>Default is <i>Update [QU]</i>. Valid values are:</p> <p><i>Schedule [S]</i> Changes in the status of the specified document to SCHED.</p> <p><i>Hold [H+]</i> Changes the status of the specified document to HELD.</p> <p><i>Update [QU]</i> Submits the specified document for background processing.</p>

## INVENTORY BY KEYWORD (INKY)



Inventory by Keyword (INKY) allows you to view inventory data by keyword, stock item, and warehouse.

Field	Description
Keyword	Key field. Enter a keyword used for retrieval of special characteristics such as short item name.
Stock Number	Key field. Enter the number defining the stock item.
Stock Suffix	Key field. Enter the suffix following the stock number.
Warehouse	Key field. Enter the warehouse where this stock item is stored.
Description	Optional. Enter up to 30 characters of text describing the stock item.

## INVENTORY BY PARENT WAREHOUSE (INPW)

Inventory Parent Warehouse (INPW) Table displays the availability of inventory by warehouse as well as by parent warehouse. This table is inquiry only.

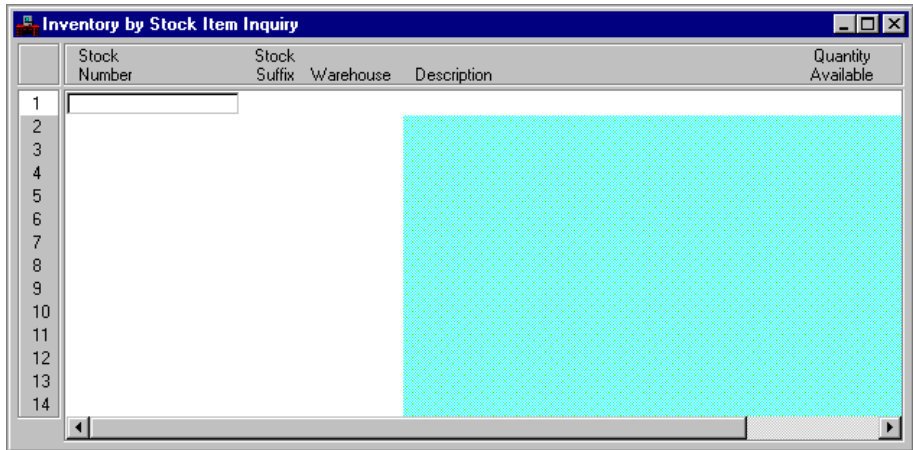
Field	Description
Stock Number	Key field. Enter the stock item code of the inventory item. See Inventory Inquiry (INVN) for valid values.
Stock Suffix	Key field. Enter the stock suffix of the inventory item. See Inventory Inquiry (INVN) for valid values.
Parent Warehouse	Key field. Enter the Parent Warehouse Code if one exists. This field is updated by the Parent Warehouse field on the Warehouse (WHS2) table.
Warehouse	Key field. Enter the unique code identifying a system-wide warehouse section. It is not a specific agency.
Description	The Long Description from the Inventory Inquiry (INV3) table is displayed.

Field	Description
Quantity Available	The quantity of the stock item is displayed from the Inventory Inquiry (INV3) table. The Quantity Available is the difference between Reserved Quantity, Released Quantity, and Transfer Quantity.





## INVENTORY BY STOCK ITEM INQUIRY (INVI)



Inventory by Stock Item Inquiry (INVI) is an alternate view of Inventory Inquiry (INVN). It allows you to view description and quantity available from Inventory Inquiry (INVN).

Field	Description
Stock Number	Key field. Enter the code that identifies the stock item.
Stock Suffix	Key field. Enter the suffix for the stock item.
Warehouse	Key field. Enter the warehouse where this stock item is stored.
Description	Display only. The text describing the stock item is displayed.
Quantity Available	Display only. The system displays the quantity of the stock item available in this warehouse.

## *INVENTORY BY STOCK ITEM SELECTION (INSE)*



Inventory by Stock Item Selection (INSE) is an alternate view of Inventory Inquiry (INVN). It is used for selecting lines for Stock Requisition (SR), Centralized Purchase Order (PC) (type 2 only), Department Purchase Order (PD), Price Agreement (PG), and other requisition documents. Selected lines appear on the appropriate generation table based on the document's transaction code.

Field	Description
Document ID	Required. Enter the document that is added or modified.
Quantity to Select	Conditional. Required when adding or changing a line on a document. Whole numbers default to 3 decimal places. The maximum quantity allowed is 9999999.999.
Stock Number	Key field. Required when adding or changing a line on a document. Enter the stock number.
Item Number	Key field. Required when adding or changing a line on a document. Enter the item number.
Whse	Key field. Enter the warehouse code when adding or changing a line on a document.





## INVENTORY INQUIRY (1 OF 3) (INVN)

Inventory Inquiry (1 of 3)

Warehouse  Stock Item  Unit Price

Description  Extended Cost

Quantity Details | Inventory Details | Dates | Add Description | Bin Details

Quantities

On Hand	<input type="text"/>	On Order	<input type="text"/>
Reserved	<input type="text"/>	Current Requisitioned	<input type="text"/>
Released	<input type="text"/>	Warehouse on Order	<input type="text"/>
In Transfer	<input type="text"/>	Warehouse on Backorder	<input type="text"/>
-----			
Available	<input type="text"/>	Maximum Issue	<input type="text"/>
Backordered	<input type="text"/>	Minimum Issue	<input type="text"/>
		Last Count	<input type="text"/>

Inventory Inquiry (1 of 3) (INVN) is the most essential screen used and maintained by the Inventory Control Subsystem. It stores information about each stock item stored at each warehouse. This window maintains descriptive, purchasing, historical use, reorder and cost information. It also maintains backordered, reserved, released, and in-transfer stock balances.

A record is added to this window each time a new stock item is accepted. It is updated when document processors and other offline processes are accepted.

Field	Description
Warehouse	Key field. Enter the warehouse where this stock item is stored.
Stock Item	Key field. Enter the code that identifies the stock item.
Unit Price	Display only. The price at which this stock item is issued is displayed.
Description	Display only. The text describing the stock item is displayed.
Extended Cost	Display only. The system initializes this field to the dollar value of the on-hand quantity.

## Quantity Details View

Field	Description
<b>Quantities</b>	
On Hand	Display only. The quantity of only the child stock item in the warehouse is displayed.
Backordered	Display only. The quantity of only the child stock item on backorder is displayed.
Reserved	Display only. The quantity of the stock item reserved for print of a Pick and Issue (PI) document is displayed.
On Order	Display only. The quantity of this item currently on order is displayed.
Released	Display only. The quantity of the stock item that has appeared on a Pick and Issue (PI) document but was not issued yet is displayed.
Warehouse on Order	Display only. The quantity of the stock item that has been placed on order is displayed.
Current Req	Display only. The quantity of the stock item that is currently requisitioned is displayed.
In Transfer	Display only. The quantity of this stock item in transfer to the issuing warehouse is displayed.
Warehouse on Backorder	Display only. The quantity of the stock item that has been placed on backorder is displayed.
Max Issue	Display only. The largest order quantity of the stock item issued is displayed.
Min Issue	Display only. The smallest order quantity of the stock item issued is displayed.



## Inventory Details View

**Inventory Inquiry (1 of 3)**

Warehouse: [ ] Stock Item: [ ] Unit Price: [ ]

Description: [ ] Extended Cost: [ ]

Quantity Details | **Inventory Details** | Dates | Addl Description | Bin Details

Vendor: [ ] Quantity per Issue: [ ]

Issue Unit: [ ] Purchase Unit: [ ] Unit Cost: [ ]

ABC Class: [ ] Multiplier: [ ] Stock Group: [ ]

Smaller Unit: [Issue] ☐ Parent Item ☐ Frozen as Posted

Field	Description
Vendor	Key field. Enter the code of the suggested vendor for warehouse purchases of this stock item.
Quantity Per Issue	Display only. The quantity associated with the <b>Issue Unit</b> is displayed.
Issue Unit	Display only. The unit of measure used for inventory and issue is displayed.
Purchase Unit	Display only. The unit of measure used for purchasing the stock item is displayed.
Unit Cost	Display only. The cost of the stock item is equal to the <b>Extended Cost</b> divided by the <b>On-Hand Quantity</b> . When an item is in a child warehouse, the sum of the on-hand quantities and the sum of the extended costs of the parent warehouse and <i>all</i> of the children of the parent are used. This procedure keeps the unit cost fields equal among children and their parent warehouses.
ABC Class	Display only. The classification of the stock item for inventory management is displayed.
Multiplier	Display only. The multiplying factor by which one unit of measure is greater than the other is displayed.





## Dates View

**Inventory Inquiry (1 of 3)**

Warehouse: [ ] Stock Item: [ ] Unit Price: [ ]  
 Description: [ ] Extended Cost: [ ]

Quantity Details | Inventory Details | **Dates** | Addl Description | Bin Details

**Dates**

First Receipt: [ ] Last Issued: [ ]  
 Last Ordered: [ ] Last Transfer: [ ]  
 Next Delivery: [ ] Last Counted: [ ]

Field	Description
<b>Dates</b>	
First Receipt	Display only. The first date the stock item is received in the warehouse is displayed.
Last Issued	Display only. The date of the last issue confirmation or over the counter issue processed on this stock item is displayed.
Last Ordered	Display only. The date of the last purchase order placed on the stock item in the warehouse is displayed.
Last Transfer	Display only. The date that the last Stock Transfer Issue (TI) document updated this window is displayed. This field is inferred from the <b>Date of Record</b> on the Stock Transfer Issue (TI) document.
Next Delivery	Display only. The date an order is expected to arrive at the warehouse is displayed.
Last Counted	Display only. The date of the last physical inventory reconciliation of this stock item is displayed.

### Add Description View

The screenshot shows a software window titled "Inventory Inquiry (1 of 3)". At the top, there are input fields for "Warehouse", "Stock Item", "Unit Price", and "Extended Cost". Below these is a "Description" field. A tabbed interface is present with the following tabs: "Quantity Details", "Inventory Details", "Dates", "Add Description" (which is the active tab), and "Bin Details". The main area of the window is a large text box labeled "Long Description" on the left side.

Field	Description
Long Description	Display only. The text describing the stock item is displayed.

### Bin Details View

The screenshot shows a software window titled "Inventory Inquiry (1 of 3)". It has a menu bar with "File", "Edit", and "Help". Below the menu bar are several input fields: "Warehouse" (text box), "Stock Item" (text box), "Unit Price" (text box), "Description" (text box), and "Extended Cost" (text box). Below these fields is a tabbed interface with five tabs: "Quantity Details", "Inventory Details", "Dates", "Add Description", and "Bin Details". The "Bin Details" tab is currently selected. Below the tabs is a large gray area containing three labels: "Primary Bin", "Alternate Bin 1", and "Alternate Bin 2", each followed by a text box.

Field	Description
Primary Bin	Display only. The location of the stock item in the warehouse is displayed.
Alternate Bin 1	Display only. The alternate location of the stock item in the warehouse is displayed.
Alternate Bin 2	Display only. Another alternate location for the stock item in the warehouse is displayed.

## INVENTORY INQUIRY (2 OF 3) (INV2)

	Issue Plus Transfer Quantity			Forecast Quantity	
	Current Year	Prior Year 1	Prior Year 2	Current Year	Prior Year 1
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

Inventory Inquiry (2 of 3) (INV2) is an inquiry screen that displays all system-maintained item information. If **Transfer Reorder** is selected [Y] (for the issuing warehouse) on Warehouse Management (WHS2), the system updates the **Issue Plus Transfer Quantity** fields (for the issuing warehouse) to reflect the quantities transferred-out using Stock Transfer Receipt (TR) documents.

Field	Description
Warehouse	Key field. Enter the warehouse where this stock item is stored.
Stock Item	Key field. Enter the code that identifies the stock item.
Primary Bin	Optional. Enter the location of the stock item in the warehouse.

### Issue History View

Field	Description
<b><i>Issue Plus Transfer Quantity</i></b>	
Current Year (Jan. - Dec.)	Display only. The quantity of the stock item during the current year within the appropriate month is displayed.
Prior Year 1 (Jan. - Dec.)	Display only. The quantity of the stock item that was issued in the first prior year within its appropriate month is displayed.
Prior Year 2 (Jan. - Dec.)	Display only. The quantity of the stock item that was issued in the second prior year within its appropriate month is displayed.
<b><i>Forecast Quantity</i></b>	
Current Year (Jan. - Dec.)	Display only. The forecasted monthly demand for the stock item this year is displayed.
Prior Year 1 (Jan. - Dec.)	Display only. The forecasted monthly demand for the stock item the previous year is displayed.

### Reorder Information View

Inventory Inquiry (2 of 3)

Warehouse  Stock Item  Primary Bin

Issue History Reorder Information

Required Lead Time

☐ Manual Reorder

Safety Stock Quantity

Lead Time Adjustment

Order up to Quantity

Vendor Lead Time

Reorder Level

Reorder Quantity

Field	Description
Required Lead Time	Display only. The average number of days between entering a requisition and processing a purchase order for the last of the purchases is displayed.
Order up to Quantity	Display only. The quantity level used to reorder is displayed.
Manual Reorder	Display only. When selected [ <b>ON</b> ], no forecast or reorder point calculations are necessary. Instead, the system uses the existing parameters.
Vendor Lead Time	Display only. The average number of days between processing a purchase order and receiving goods from the vendor for the last of the purchases is displayed.
Safety Stock Quantity	Display only. The quantity of this stock item held in reserve for emergencies is displayed.
Reorder Level	Display only. When the level of on-hand quantity is below this number, you should place an order.
Lead Time Adjustment	Display only. The number of days added to purchasing lead time in computing reorder levels and quantities is displayed.



## INVENTORY INQUIRY (3 OF 3) (INV3)



Inventory Inquiry [3 of 3]

Warehouse: [ ] Stock Item: [ ]

Description: [ ] Vendor: [ ]

Long Description: [ ]

Primary Bin: [ ] Bin 1: [ ] Bin 2: [ ]

Issue Unit: [ ] Purchase Unit: [ ] Multiplier: [ ]

Smaller Unit: [ ] ☐ Item is Parent Item ABC Class: [ ]

☒ Issue ☐ Active Stock Item Stock Group: [ ]

☐ Purchasing ☐ Mark for Future Deletion Master Agreement: [ ]

Object: [ ] Revenue Source: [ ] BS Account: [ ]

Percent Surcharge: [ ] Price Method: Standard Price with No Surcharge

Costing Method: Average Cost

Maximum Surcharge: [ ] Maximum Issue: [ ]

Fixed Surcharge: [ ] Minimum Issue: [ ]

Standard Price: [ ] Quantity per Issue: [ ]

Inventory Inquiry (3 of 3) (INV3) is used to maintain non-system generated information about stock items. Item account codes, price method options, and inventory control management parameters are set and/or modified using this screen. The **Price Method** and **Fixed Surcharge** fields can be updated from the Warehouse (WHS2) table.

Field	Description
Warehouse	Key field. Enter the warehouse where this stock item is stored. See Warehouse Management Index (WHSE) and Agency Index (AGCY) for valid values.
Stock Item	Key field. Enter the code identifying the stock item.
Description	Optional. Enter up to thirty characters of text describing stock item.
Vendor	Optional. Enter the suggested vendor for warehouse purchases of this stock item. See Vendor Index (VEND) for valid values.







Field	Description
Master Agreement	Optional. Enter the 11 digit alphanumeric master agreement number.
Object	Display only. The object code for stock items purchased for warehouse inventory is inferred from Warehouse Management (WHS2).
Revenue Source	Display only. The revenue source for stock items issued is inferred from Warehouse Management (WHS2).
BS Account	Display only. The balance sheet account for stock items on hand is inferred from Warehouse Management (WHS2).
Percent Surcharge	Defaults to <b>0</b> . Required if <b>Price Method</b> is <b>Percentage Surcharge [P]</b> or <b>Percentage Price with No Surcharge [C]</b> . Enter the percentage multiplied by unit cost to determine issue price.
Price Method	<p>Default is <b>Standard Price with No Surcharge [S]</b>. Valid values are:</p> <p><b>Standard Price with No Surcharge [S]</b>  <b>Percent Surcharge [P]</b>  <b>Percent Price with No Surcharge [C]</b>  <b>Fixed Surcharge [F]</b>  <b>Same Price as in Parent Warehouse [W]</b></p> <p>Note: When the Revenue Warehouse Flag on the Warehouse (WHS2) table is not selected, it will set <b>Fixed Surcharge</b> as the price method.</p>
Costing Method	Default is <b>Average Cost</b> .
Maximum Surcharge	Defaults to <b>0</b> . Optional if <b>Price Method</b> is <b>Percentage Surcharge [P]</b> or <b>Percentage Price with No Surcharge [C]</b> ; otherwise, leave this field blank. This field defines the dollar limit of percent surcharge, applied per unit, up to 3 decimal places.
Maximum Issue	Defaults to <b>0</b> . Enter the largest order quantity of the stock item issued. If you leave the entry at <b>0</b> , then a quantity of <b>0</b> items will be issued. The field accepts a maximum value of 9,999,999,999.



Field	Description
Fixed Surcharge	<p>Defaults to <b>0.000</b>. Required when the <b>Price Method</b> is <b>Fixed Surcharge [F]</b>. Enter the fixed amount added to each unit cost when issued, up to three decimal places.</p> <p>Note: When the Revenue Warehouse Flag on the Warehouse (WHS2) table is not selected, it will set zero as the Fixed Surcharge.</p>
Minimum Issue	Defaults to <b>0</b> . Enter the smallest order quantity of the stock item issued.
Standard Price	<p>Defaults to <b>0.000</b>. Required when the <b>Price Method</b> is <b>Standard Price No Surcharge [S]</b>. Enter the item price upon issue of this stock item, up to three decimal places.</p>
Quantity Per Issue	Defaults to <b>0.000</b> . Enter the number of units being issued, up to three decimal places.

# INVENTORY REPLENISHMENT (IREP)



Inventory Replenishment (IREP) is used to select records for the Inventory Replenishment program. This program adds Requisition and Price Agreement (PG) documents to the Document Suspense File (SUSF). Records are added to this table by the Replenishment Review Report (IN90). Records are changed and deleted by the user.

Field	Description
Document Type	Key field. Enter <b><i>RX</i></b> for a requisition or <b><i>PG</i></b> for a price agreement.
PA Number	Key field. For a Price Agreement (PG) document, enter the first price agreement on the price agreement by commodity code. For a requisition document, enter spaces.
Vendor	Key field. Enter the first vendor associated with the price agreement for a Price Agreement (PG) document. For a Requisition document, leave blank.
Warehouse	Key field. Enter the warehouse from the Replenishment Review Report (IN90).



Field	Description
Ship to	Required. Enter a valid shipping code. See Shipping Address (SHIP) for valid values.
Delivery Date	Required. Enter a valid date from Calendar Date (CLDT) that is greater than the current date.
Vendor Name	Default is inferred from Vendor (VEN2). Enter the vendor's name.
Include Below, Exclude Below, Include Screen	Default is cleared [ <i>blank</i> ]. Select [X] one of these checkboxes to indicate the type of selection desired. You can only select one of these checkboxes.
Selection Flag	Required. If <b>Include Below</b> is selected [Y], marking this field selects a record and all records following. If <b>Exclude Below</b> is selected [Y], includes the selected record and all subsequent records are excluded. If <b>Include Screen</b> is selected [Y], all records currently visible are selected.
Stock Number	Key field. Default infers the stock number from the Replenishment Review Report (IN90). Enter the stock number.
Stock Suffix	Key field. Default infers the stock suffix from the Replenishment Review Report (IN90). Enter the stock suffix.
Reorder Quantity	Required. Enter the amount that is requested if the record is selected.
Issue Unit	Required. Enter the unit of measure used for inventory and issue. See Unit of Measure (UNIT) for valid values.
Purchase Quantity	Display only. This field displays the quantity purchased.
Purchase Unit	Display only. The unit of measure used for inventory and issue is displayed.

Field	Description
Switch Doc Type	Optional. When any character is entered into this field, the original record is deleted and the opposite transaction type is created. For example, if the user is currently working with a requisition and enters a character into this field, a Price Agreement (PG) document is created.
Description	Optional. Enter the descriptive information for the particular order or requisition created.



## ISSUE QUEUE INQUIRY (ISSQ)



	Requisition ID	Confirmation ID	Delivery Date	Pick Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

Issue Queue Inquiry (ISSQ) provides in-process information about all stock requisitions associated with the warehouse entered on the header line. For each of the related documents, the issue confirmation ID, the delivery date, and the pick date are displayed.

Lines are added to this screen when Stock Requisition (SR) documents are accepted. The **Confirmation ID** fields and **Pick Date** fields are updated when Pick and Issue Order (PI) documents are accepted. Lines are deleted when the Issue Confirmation (CI) documents are accepted.

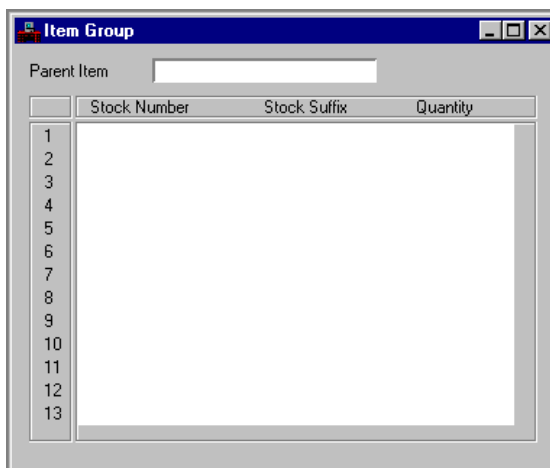
Field	Description
Warehouse	Key field. Enter the warehouse number entered on the requisition.
Requisition ID	Key field. Enter the transaction ID of the Stock Requisition (SR) document you want printed.







## ITEM GROUP (ITMG)



Item Group (ITMG) specifies relationships between inventory items. The relationship of parent/child allows the user to request one item (the parent) which consists of two or more stock items (the children).

Field	Description
Parent Item	Key field. Enter the stock item code that is the grouped item identifier. See Inventory Inquiry (INVN) for valid values.
Stock Number	Key field. Enter the stock item code of the child for this group. See Inventory Inquiry (INVN) for valid values.
Stock Suffix	Key field. Enter the stock suffix of the child for this group. See Inventory Inquiry (INVN) for valid values.
Quantity	Required. Enter a number greater than zero. This entry is the quantity of this item issued for each parent item.

## ITEM GROUP BY STOCK ITEM INQUIRY (ITMS)



Item Group by Stock Item Inquiry (ITMS) is an alternate view of Item Group (ITMG). This allows the user to view parent stock item and child stock item and their respective descriptions.

Field	Description
Stock Number	Key field. Enter the item code of the child of the group.
Stock Suffix	Key field. Enter the suffix code of the child of the group.
Description	Display only. Up to 20 characters of text describing the child stock item is displayed.
Parent Number	Key field. Enter the item code of the group item identifier.
Parent Suffix	Key field. Enter the parent suffix code of the group item identifier.

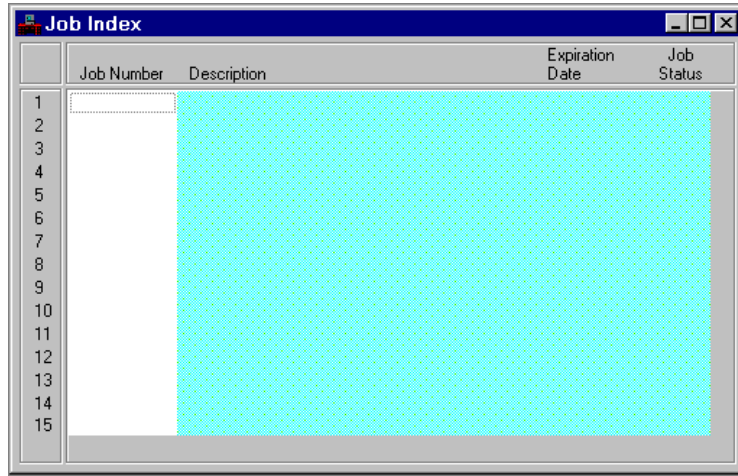


## KEYWORD BY STOCK ITEM INQUIRY (KYWD)

Keyword by Stock Item Inquiry (KYWD) is an alternate view of Inventory by Keyword (INKY). It allows the user to view inventory data by warehouse, stock item, and keyword.

Field	Description
Warehouse	Key field. Enter the warehouse where this stock item is stored.
Stock Number	Key field. Enter the code defining the stock item.
Stock Suffix	Key field. Enter the suffix defining the stock item.
Keyword	Key field. Enter a keyword you want to use to retrieve special characteristics, such as short item name.
Description	Display only. Up to 20 characters of text describing the stock item is displayed.

## JOB INDEX (JOBT)



Job Index (JOBT) stores summary level information about a job. This window is maintained as a result of Job Control (JB) documents processed by the system. Job Inquiry (JOB2, JOB3) store current period and year-to-date balances of charges, billings, and receipts for each job. This information is a result of Job Charges (JC) and the various accounting transactions that apply charges or receipts to jobs.

Field	Description
Job Number	Key field. Enter the unique number that identifies this job.
Description	Display only. A description of the job is displayed.
Expiration Date	Display only. For active jobs, the date when the job is closed for charging purposes is displayed. For closed jobs, the date when the job was closed is displayed. If a job is closed before its expiration date, the expiration date is changed to the closing date.
Job Status	Display only. If <i>C</i> (closed) is displayed, this job expired in the previous period. Otherwise this field is blank.

## JOB INQUIRY (1 OF 2) (JOB2)

Job Inquiry (1 of 2)

Job Number: [ ] Description: [ ]

Starting Date: [ / / ] Expiration Date: [ / / ] Job Status: [ ]

☐ Job Linked to Work Order Number ☐ Job Restriction Indicator

☐ Seller Activity Inferred Job Type: Internal

Billing Type: Manual Grant: [ ] Provider: [ ]

Project: [ ] Extended Project: [ ]

**Billing Controls**

Detail Billing Option: Default Level: No Entry

Account Distribution: No Entry Cycle: No Entry

	Current Amounts	JTD Amounts
Direct Charges	[ ]	[ ]
Billings	[ ]	[ ]
Receipts	[ ]	[ ]
Total Charges	[ ]	[ ]
Maximum Billing	[ ]	[ ]

Job Inquiry (JOB2 and JOB3) windows contain all descriptive and summary level information about a job. The information in these windows is maintained by the system as a result of the Job Control (JB) documents processed by the system. Lines are added to these windows (JOB2 and JOB3) when new jobs recorded on Job Control (JB) documents are accepted. Lines are updated by modifications submitted on a Job Control (JB) document.

Job Inquiry (JOB2 and JOB3) also store current period and year-to-date balances of charges, billings, and receipts for each job. This information is a result of Job Charges (JC) documents and the various accounting documents that apply charges or receipts to jobs. These windows display one line entry for each open job. Closed jobs remain available for viewing until one month after they are closed. At that time, they are purged from the database by the Job Summarization and Purging program.

Field	Description
Job Number	Key field. Enter the unique number that identifies this job.

Field	Description
Description	Display only. Descriptive text about the job is displayed.
Starting Date	Display only. The date ( <i>mm dd yy</i> ) when the job was started is displayed.
Expiration Date	Display only. For active jobs, the date when the job is closed for charging purposes is displayed. For closed jobs, the date when the job was closed is displayed. If a job is closed before its expiration date, the expiration date is changed to the closing date.
Job Status	Display only. If <i>C</i> (closed) is displayed, this job expired in the previous period. Otherwise this field is blank.
Job Linked to Work Order Number	Display only. Not used in MARS.
Job Restriction Indicator	Display only. If selected [ <i>Y</i> ], the job is restricted to certain agencies and organization recorded on Job Organization (JORG).
Seller Activity Inferred	Display only. If selected [ <i>Y</i> ], the activity is inferred from the seller's activity; if cleared [ <i>N</i> ], it is inferred from Organization (ORG2).
Job Type	<p>Display only. One of the following values is displayed:</p> <p><b><i>Internal [I]</i></b>  An internal job is where a selling organization sells services to a purchasing organization within the same entity.</p> <p><b><i>External [E]</i></b>  An external jobs is where services are sold to a purchasing body outside the entity.</p> <p><b><i>Other [O]</i></b>  These are jobs that do not fall within the first two types, for example, jobs to accumulate costs for grant reimbursement.</p>





Field	Description
Level	<p>Display only. Determines when a new receivable or internal Payment Voucher is generated. One of the following values is displayed:</p> <p><b><i>Provider [C]</i></b> All jobs with the same provider are accumulated on one document.</p> <p><b><i>Grant [G]</i></b> Not used in MARS. All jobs with the same provider/grant combination are accumulated on one document.</p> <p><b><i>Project [P]</i></b> All jobs with the same provider/project combination are accumulated on one document.</p> <p><b><i>Job [J]</i></b> All jobs are on separate documents.</p>
Account Distribution	<p>Display only. Determines how to derive the billing account distribution. One of the following values is displayed:</p> <p><b><i>Single [S]</i></b> The billing account distribution is derived from the Job Inquiry (JOB2) seller distribution.</p> <p><b><i>Multiple [M]</i></b> The billing account distribution is derived from the charge documents.</p> <p><b><i>No Entry [blank]</i></b> Revenue source is inferred from Charge Class (CHRG) for Job Charges (JC) documents and from the Job Inquiry (JOB2) seller distribution for expense and receipt documents.</p>





## JOB INQUIRY (2 OF 2) (JOB3)

**Job Inquiry (2 of 2)**

Job Number: [ ] Job Description: [ ]

**Costing Controls**

Costing Method: **Direct Cost**

Obj Class 1	Rate 1	Exclude Objects 1
2	2	2
3	3	3
4	4	4
	Def Rate	5

**Seller Account**

Fund: [ ] Agency: [ ] Org / Sub: [ ] / [ ] Appr Unit: [ ]

Activity: [ ] Function: [ ] Object / Sub: [ ] / [ ] Rev / Sub: [ ] / [ ]

BS Account: [ ] Rept Cat: [ ]

**Buyer Account**

Fund: [ ] Agency: [ ] Org / Sub: [ ] / [ ] Appr Unit: [ ]

Activity: [ ] Function: [ ] Object / Sub: [ ] / [ ] Rept Cat: [ ]

Job Number: [ ] PD Number: [ ] Line: [ ]

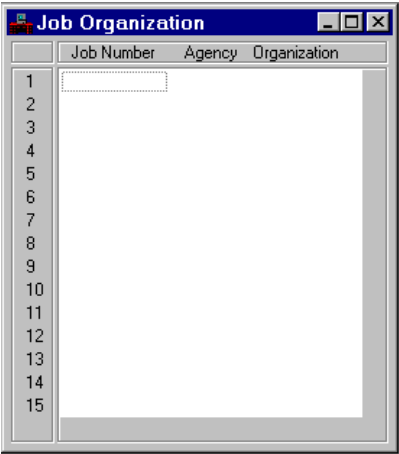
Job Inquiry (JOB2 and JOB3) windows contain all descriptive and summary level information about a job. The information in these windows is maintained by the system as a result of the Job Control (JB) documents processed by the system. Lines are added to these windows (JOB2 and JOB3) when new jobs recorded on Job Control (JB) documents are accepted. Lines are updated by modifications submitted on a Job Control (JB) document.

Job Inquiry (JOB2 and JOB3) also store current period and year-to-date balances of charges, billings, and receipts for each job. This information is a result of Job Charges (JC) documents and the various accounting documents that apply charges or receipts to jobs. These windows display one line entry for each open job. Closed jobs remain available for viewing until one month after they are closed. At that time, they are purged from the database by the Job Summarization and Purging program.

Field	Description
Job Number	Key field. Enter the unique number that identifies this job.
Job Description	Display only. Descriptive text about the job is displayed.

Field	Description
<b>Costing Controls</b>	
Costing Method	Display only. For more information on the costing methods, see the <i>User's Guide</i> . One of the following values is displayed:  <i>Direct Cost [D]</i> <i>Cost Plus [P]</i>
Obj Class (1-4), Rate (1-4)	Display only. For the cost plus costing method, up to four overhead rates are displayed for four different object class codes. The rates are expressed in four decimal places; that is, 14000 means 1.4000 times cost, or 40% over cost.
Def Rate	Display only. For the cost plus costing method, the default rate for object classes not covered by the special rates described above is displayed.
Exclude Objects (1-5)	Display only. The object codes that are excluded from billing, as specified on the Job Control (JB) document are displayed.
<b>Seller Account</b>	
Fund, Agency, Org/Sub, Appr Unit, Activity, Function, Object/Sub, Rev/ Sub, BS Account, Rept Cat	Display only. The accounting distribution against which the seller wishes to record revenue from the job is displayed. It also identifies organizational responsibility for the job.
<b>Buyer Account</b>	
Fund, Agency, Org/Sub, Appr Unit, Activity, Function, Object/Sub, Rept Cat, Job Number, PO Number, Line	Display only. The accounting distribution used to record the purchaser's expense for the job is displayed. It is only allowed on internal type jobs, and it may include the purchase order that originally encumbered the cost of services.

# JOB ORGANIZATION (JORG)



Job Organization (JORG) defines valid combinations of agency and organization codes by job number. If a job number is listed on this window, only the agency and organization codes associated with the job number can change it. Enforcement of this restriction is controlled by the **Job Restriction** indicator on the Job Control (JB) document. If **Job Restriction** is *Yes [Y]*, when documents with a job number are entered, the information in this window is checked for a valid job number, agency, and organization combination. If a job number is listed on this window and its **Job Restriction** is *No [N]*, you can charge it by any accounting distribution.

Field	Description
Job Number	Key field. Enter the job number for which you wish to enforce agency and organization control. See Job Index (JOBT) for valid values.
Agency	Key field. Enter the agency to which this job number is restricted. See Agency Index (AGCY) for valid values.
Organization	Key field. Enter the organization to which this job number is restricted. See Organization Index (ORGN) for valid values.



## *LETTER OF CREDIT STATUS (LOCS)*



Letter of Credit Status (LOCS) lists the valid letter of credit numbers and amounts for each fiscal year. It also provides the drawdown and available amounts for each letter. The user can add lines to this window, but the drawdown and available amounts are updated by the financial billing system.

Field	Description
Federal Fiscal Year	Required. Enter the last two digits of the applicable fiscal year.
Letter of Credit Number	Required. Enter the valid letter of credit numbers for the federal fiscal year.
Letter of Credit Amount	Required. Enter the letter of credit amount.
Drawdown Amount	Display only. The amount that has been billed against the letter of credit is displayed.



Field	Description
Available Amount	Display only. The remaining portion of the letter of credit amount that has not been billed and is still available for billing is displayed.





## LODGING VALIDITY (LDVL)



The Lodging Validity table (LDVL) defines the lodging validity sets that are valid for a given travel policy.

Field	Description
Fiscal Year	Required. This field identifies the fiscal year for the current lodging validity rule.
Lodging Validity Set ID	Required. This field identifies a set of related lodging validity rules. All lodging validity rules within the same Lodging Validity Set are used together in this travel policy.
Lodging Expense Type Code	Required. This field identifies the lodging expense type code related to this lodging validity rule. This value must be provided and must be present in the Expense Type Code Table (EXTC).



Field	Description
Minimum Travel Time (minutes)	The minimum amount of time (in minutes) the traveler must travel before being reimbursed for the given lodging expense type. If not provided by the user, this value defaults to zeroes. If this field is zeroes, it is assumed that this rule does not apply.



## LOWER LEVEL ORGANIZATIONS (LORG)



Lower Level Organizations (LORG) lists valid lower-level organization codes for each Organization in the organization hierarchy. It is used to expand pool or base records that are entered with **Include All Lower-Level Organizations** selected. The information in this window is indirectly maintained by modifying Organization (ORG2) and by rerunning the offline program that populates this window.

Field	Description
Agency	Key field. Enter a valid agency code. Valid values are on Agency (AGC2).
Organization	Key field. Enter a valid Organization code. Valid values are on Organization (ORG2).
Lower Level Organization	Key field. Enter a valid lower-level organization for the specified Organization.



## *MANUAL DEPRECIATION INPUT (MDEP)*



Manual Depreciation Input (MDEP) is used to enter depreciation data for a fixed asset. You can manually enter data into this window; however, it is accepted only if **Depreciation Method** is **MC** (manually computed) on Fixed Asset Summary Inquiry (FAS1) for the specified asset. If information is entered on this window and **Depreciation Method** is any other value, an error message appears.

Field	Description
Fixed Asset Type	Key field. Enter the type of asset (such as, land or building).
Fixed Asset Number	Key field. Enter the number of the fixed asset that is being disposed.
Betterment Number	Key field. Enter the number of the altered betterment. If the change was performed on the fixed asset itself, enter <b>00</b> .



## MASTER SERVICE AGREEMENT (MSAT)

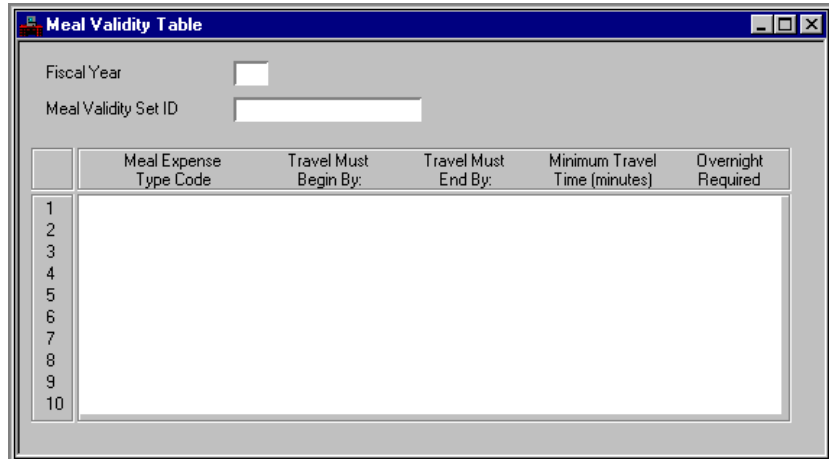
The screenshot shows a software window titled "Master Service Agreement". Inside the window, there are several input fields arranged vertically. The fields are: "Agreement Number", "Vendor", "Name", "Address", "City", "State", "Zip", "Amount Assigned", "Amount Collected", and "Balance to be Collected". The "Name", "Address", and "City" fields are filled with a cyan dotted pattern, while the others are empty. The "State" and "Zip" fields are grouped together.

Master Service Agreement (MSAT) defines collection master service agreements with vendors. It is used to track the amount sent to and collected by a collection agency.

Field	Description
Agreement Number	Required. Enter the number assigned to the receivable on Open Receivables Options (OREO).
Vendor	Required. Enter the vendor providing the collection services. See Vendor Index (VEND) for valid values.
Name	Display only. The name of the vendor providing the collection services is inferred from Vendor (VEN2).
Address, City, State, Zip	The street address, city, state, and zip code of the vendor are inferred from Vendor (VEN2) and displayed.
Amount Assigned	The total dollar amount of all receivables assigned to the agreement. This is updated when the collection agreement is selected on Open Receivable Options (OREO) and displayed.



## MEAL VALIDITY (MLVL)



The Meal Validity table (MLVL) defines the meal validity sets that are valid for a given travel policy.

Field	Description
Fiscal Year	Required. This field identifies the fiscal year for the current meal validity rule.
Meal Validity Set ID	Required. This field identifies a set of related meal validity rules. All meal validity rules within the same Meal Validity Set are used together in calculating per diem. There should be one entry in the set for each meal type: breakfast, lunch, and dinner.
Meal Expense Type Code	Required. This field identifies the meal expense type code related to this meal validity rule. This value must be provided and must be present in the Expense Type Code Table (EXTC).





## NAME AND ADDRESS CHANGE ACTIVITY (NACA)



The Name and Address Change Activity (NACA) table tracks all the name and address change activities as well as modification number. This is an inquiry only table, updated by the Name and Address Change (NAC) document.

Field	Description
Bank Account Code	Key field. Enter the bank account code. See Open Check Header Inquiry (OPCH) for valid values.
Trans Code, Check Number	Key field. Enter the check number. See Open Check Header Inquiry (OPCH) for valid values.
Mod Number	Key field. Enter the system assigned modification number.
NAC Number	The NAC number associated with this record is displayed.
Check Amount	The amount of the check is displayed.





Note Pad Text (NOTE) is used to make notes on any document. You can enter notes about a document before it is accepted by the system. The text is entered as a normal transaction after the particular document is processed. If text is entered for an existing Extended Purchasing Subsystem (EPS) document, the appropriate open items header window is updated to indicate that note pad text exists for that document.

## NOTICE OF INTENT REQUEST (NIRT)



Notice of Intent Request (NIRT) table contains all the requests for Notice of Intent to Offset. This table is updated by the Vendor Offset (VO) transaction or directly by a user entering the required fields...

Field	Description
Agency	Key field. Enter the agency code. See Agency Index (AGCY) for valid values.
Vendor TIN	Key field. Enter the vendor Tax Identification Number (TIN). See Vendor by Federal ID Inquiry (VFED) for valid values.
Claim Reason	Key field. Enter the claim reason. See Claim Reason Code (CRCT) table for valid values.
Notice Letter Date	Key field. Enter the date the notice request was sent.
Notice Sent Date	The date the notice was sent is displayed.



## NOTICE OF INTENT TEXT (NITX)



Notice of Intent Text (NITX) table contains the text that will be printed on the Notice of Intent to Offset Letter.

Field	Description
Claim Agency	Key field. Enter the agency code. See Agency Index (AGCY) for valid values.
Claim Reason	Key field. Enter the claim reason. See Claim Reason Code (CRCT) table for valid values.
Claim Reason Description	The description for the claim reason is displayed.
Text Line	Enter the text that is to appear on the Notice of Intent to Offset letter.



Field	Description
Line Number	Key field. This is a user and system maintained field. Enter the line number, if no line number is entered, the system will provide this number.





Numerics

1099 5

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cdxlv

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