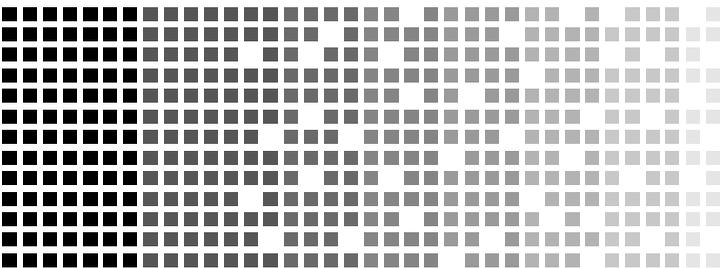


MARS ADVANTAGE

User's Reference - Tables

Volume 2



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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

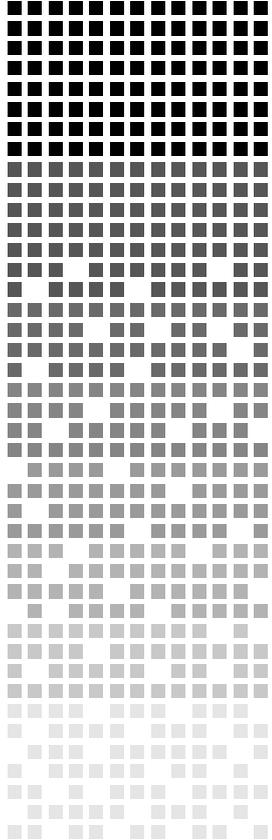
You can find related information about MARS ADVANTAGE in the following sources.

- *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 2

OBJECT (OBJ2)

The screenshot shows a window titled "Object" with the following fields and options:

- Fiscal Year:
- Object:
- Name:
- Short Name:
- Class:
- Category:
- Type:
- Group:
- 1099 Type of Return:
- 1099 Type of Income:
- Eligible for Reimbursement Billing:
- Object is Related to Payroll
- Indicator: Operating Non Operating Not Applicable
- FASB Class:

Object (OBJ2) defines objects of expenditure that appear in the expense budget and on spending transactions. This window also establishes higher level classifications of the object codes.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Object	Key field. Enter an object value. If adding a new line, enter a new value; if changing or deleting an existing line, enter the affected value.
Name	Optional. Enter the object name. There are no descriptions on reports for this field if 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.

Field	Description
Class	Conditional. Required if you report by object class. Refer to Object Class (OCLS) for valid values.
Category	Conditional. Required if you report by object category. Refer to Object Category (OCAT) for valid values.
Type	Conditional. Required if you report by object type. Refer to Object Type (OTYP) for valid values.
Group	Conditional. Required if you report by object group. Refer to Object Group (OGRP) for valid values.
1099 Type of Return	Conditional. Enter the type of return associated with this object if related expenses are reportable under IRS standards for 1099 reporting. Valid values are: <i>1099-MISC [M]</i> <i>1099-INT [I]</i> <i>1099-G [G]</i> <i>1099-S [S]</i>



Field	Description
1099 Type of Income	<p>Conditional. Enter the type of income associated with this object if related expenses are under IRS standards for 1099 reporting. Valid values are:</p> <p><i>For 1099-MISC Returns</i></p> <p><i>Rents [01]</i> <i>Royalties [02]</i> <i>Prizes and Awards [03]</i> <i>Fishing Boat Proceeds [05]</i> <i>Medical & Health Care Payments [06]</i> <i>Non Employee Compensation [07]</i> <i>Substitute Payments in Lieu of Dividends & 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><i>For 1099-INT Returns</i></p> <p><i>Interest Income [01]</i> <i>Early Withdrawal Penalty [02]</i> <i>Interest on U.S. Saving Bonds and Treasury Obligations [03]</i> <i>Investment Expenses [05]</i> <i>Foreign Tax Paid [06]</i></p> <p><i>For 1099-G Returns:</i></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><i>For 1099-S Returns:</i></p> <p><i>Gross Proceeds [02]</i></p>
Eligible for Reimbursement Billing	<p>Conditional. Required if the Project Billing Subsystem is installed; otherwise, this field defaults to blank. Enter <i>E</i> if project charges under this object are eligible for reimbursement billing or <i>I</i> if the project charges are not eligible.</p>



OBJECT CATEGORY (OCAT)



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

Object Category (OCAT) defines valid object category values. This window is optional (used for reporting purposes only) and therefore may not be used in your system. The actual assignment of classes into categories occurs in Object (OBJ2).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Object Category	Key field. Enter a user-defined, two-character category code.
Name	Optional. Enter the object category name. There is no descriptions on reports for this field if 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.



OBJECT CLASS (OCLS)



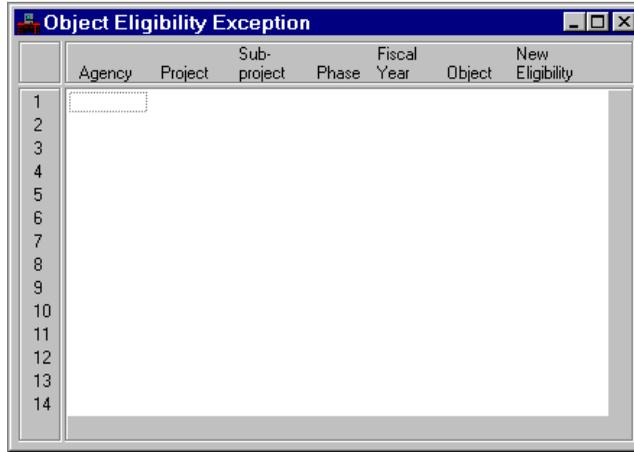
	Fiscal Year	Object Class	Name	Short Name
1		<input type="text"/>		
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Object Class (OCLS) defines valid object class values. This window is optional (used for reporting only) and therefore may not be used in your system. The actual assignment of objects into classes occurs in Object (OBJT).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Object Class	Key field. Enter the object class value. If adding a new line, enter a new value; if changing or deleting an existing line, enter the affected value.
Name	Optional. Enter the object class name. There is no description on reports for this field if 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.



OBJECT ELIGIBILITY EXCEPTION (OBEX)



Object Eligibility Exception (OBEX) is used to list all combinations of agency, project, sub-project, phase and object within a fiscal year that have different eligibility indicators from those entered on Object (OBJ2). The new eligibility indicator is entered against each combination. This is a user-maintained window. It should be set up at the time the subsystem is installed and normally would not need modification.

Field	Description
Agency	Required. Enter an agency. See Agency Index (AGCY) for valid values.
Project	Required. Enter a project. See Project (PROJ) for valid values.
Sub-Project	Required. Enter a sub-project. See Project Budget Line Inquiry (PRBL) for valid values.
Phase	Required. Enter a project phase. The project, sub-project and phase combination has to exist on Project Budget Line Inquiry (PRBL).



OBJECT GROUP (OGRP)



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

Object Group (OGRP) defines valid object group values. This window is optional (used for reporting purposes only) and therefore may not be used in your system. Object (OBJ2) assigns object groups to object types.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Object Group	Key field. Enter the object group value. If adding a new line, enter a new value; if changing or deleting an existing line, enter the affected value.
Name	Optional. Enter the object group name. There is no description on reports for this field if 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.



OBJECT INDEX (OBJT)

	Fiscal Year	Object Name	Object Class	Object Category	Object Type	Object Group	Payroll Indicator
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

Object Index (OBJT) displays objects that may be used on expense budget and on spending and revenue documents. This window also displays higher level classifications of the object codes.

The object code is the starting point for a classification hierarchy that puts similar objects of expenditure together in progressively larger groups. The progression is as follows: 1). Sub-object; 2). Object; 3). Object class; 4). Object category; 5). Object type; and 6). Object group.

Object is the level used in the expense budget. Similar objects make an object class, and similar object classes make an object category. Sub-object codes are subdivisions of object codes.

An object code is always required. The rest of the hierarchy is used for reporting purposes only and is optional. You might use part of the object hierarchy or none at all.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Object	Key field. Enter the object value.
Name	The object name that was entered for this object value on Object (OBJ2) is displayed. If this is blank, no name appears on reports for this field.
Object Class	The object class from Object Class (OCLS) is displayed.
Object Category	The object category from Object Category (OCAT) is displayed.
Object Type	The object group from Object Group (OGRP) is displayed.
Object Group	The object type from Object Type (OTYP) is displayed.
Payroll Indicator	Indicates whether or not the object is payroll-related. Enter <i>Y</i> for payroll related objects; otherwise enter <i>N</i> . You may not enter requisitions and purchase orders with object codes identified as payroll-related.
1099 Type of Return	Indicates the type of return if expenses relating to this object are reportable under IRS standards for 1099 reporting (e.g., <i>A</i> for 1099-Misc.).
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.



OBJECT TYPE (OTYP)



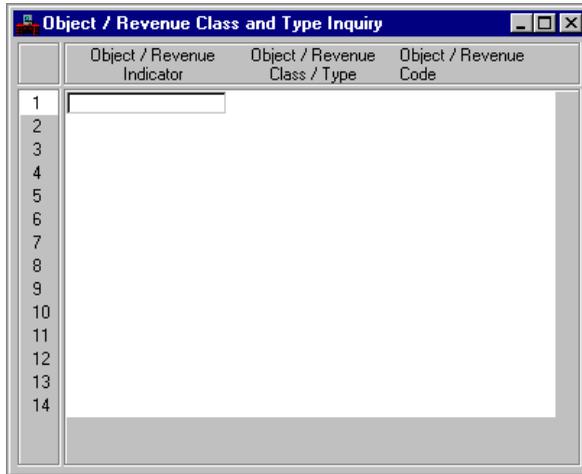
	Fiscal Year	Object Type	Name	Short Name
1		<input type="text"/>		
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Object Type (OTYP) defines valid object type values. This window is optional (used for reporting purposes only) and therefore may not be used in your system. The actual assignment of object categories into types occurs in Object (OBJ2).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Object Type	Key field. If adding a new line, enter a new value; if changing or deleting a line, enter the affected value.
Name	Optional. Enter the object type name. If blank, no description is shown on reports for this field.
Short Name	Optional. Enter the name that you want to appear on reports when there is not enough room for the full name.



OBJECT/REVENUE CLASS AND TYPE INQUIRY (OBRV)



Object/Revenue Class and Type Inquiry (OBRV) groups valid objects and revenue sources by class and by type. It provides the detail objects and revenue sources needed to expand pool or base records that were defined by an object or revenue class or type. The information in this window is indirectly maintained by modifying Object (OBJ2) and Revenue Source (RSR2) and by rerunning the offline program that creates this window.

Field	Description
Object/Revenue Indicator	Key field. Enter O if the following fields describe an object or R if the following fields describe a revenue source.
Object/Revenue Class/Type	Key field. Enter the object or revenue source class or the object or revenue type (depending on Object/Revenue Indicator).
Object/Revenue Code	Key field. Enter the object or revenue source (depending on Object/Revenue Indicator).



OBLIGATION AUTHORITY STATUS (OBAS)



Obligation Authority Status (OBAS) records the obligation authority ceiling amounts by the program/program group for which these ceilings are established. It also provides the actual obligations against the ceiling and the remaining authority. The program/program group is identified by the obligation program code.

The obligation authority ceiling is input directly by the user, while the rest of the information is updated by the system. Lines are added to this table by the user, but the actual obligation fields are updated by the Project Participation (PZ) document.

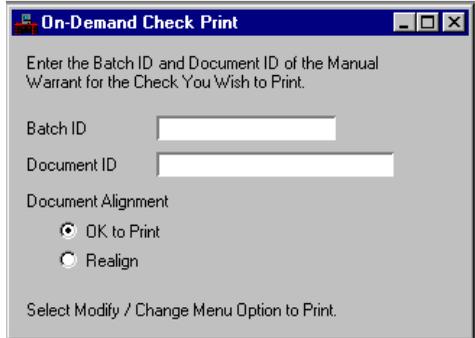
Field	Description
Federal Fiscal Year	Required. Enter the last two digits of the fiscal year for which the obligation authority is received.
Program	Required. Enter the program or program group for which the obligation authority is specified.
Available Authority	
Total	Display only. The total obligation authority ceiling amount corresponding to the obligation program is displayed.



Field	Description
State Share	Required. Enter that part of the obligation authority ceiling amount which has been designated for state sponsored projects.
Local Share	Required. Enter that part of the obligation authority ceiling amount which has been designated for locally sponsored projects.
<i>Actual Obligation</i>	
Current Month	Display only. The amount that has been obligated in the current month from the available obligation authority is displayed.
Year to Date	Display only. The amount that has been obligated in the current fiscal year from the available obligation authority is displayed.
Remaining Authority	Display only. The remaining obligation authority for the obligation program is displayed.



ON-DEMAND CHECK PRINT (ODCK)

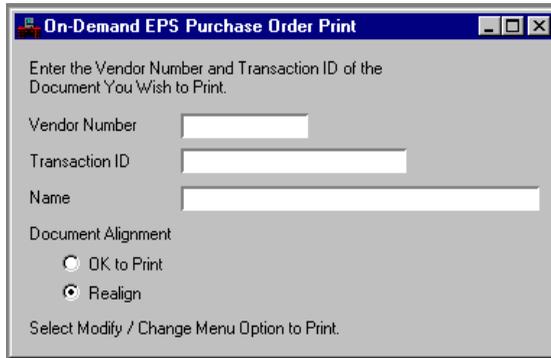


On-Demand Check Print (ODCK) is used to print a check for manual warrant documents on demand during the online day. Select **Display:Specific Entry** [enter *G - get* in **Action**] and type in the document ID. After the record is displayed, verify that check stock is aligned in the printer, and select **Modify:Change** [enter *C - change* in **Action**] to print the check.

Field	Description
Batch ID, Document ID	Key field. Enter the batch (if batching was used) and document ID of the manual warrant for which you want to print a check.
Document Alignment	Optional. Select OK to Print [OK] if the check stock is properly aligned in the printer; otherwise select Realign .



ON-DEMAND EPS PURCHASE ORDER PRINT (ODPO)



On-Demand EPS Purchase Order Print (ODPO) is used to print purchase order documents on demand during the online day. Select **Display:Specific Entry** [enter **G - get** in **Action**] and type in the requested key. After the record is displayed, verify alignment, and select **Modify:Change** [enter **C - change** in **Action**] to print the check.

Field	Description
Vendor Number	Key field. Enter the vendor used on the purchase order document.
Transaction ID	Key field. Enter the document type and the purchase order number assigned to this order.
Name	Display only. The name of the vendor used on this purchase order document is inferred from Vendor (VEN2).
Document Alignment	Optional. Select OK to Print [OK] if the document form is properly aligned; otherwise select Realign .



ON-DEMAND INVOICE PRINT (ODIN)



On-Demand Invoice Print is used to print invoices for customers at the user's request during the online day. Enter the requested **Transaction ID** then select **Display:Browse Data**. After the record is displayed, select **Modify:Change** to print the invoice.

Field	Description
Transaction ID	Key field. Enter the Transaction Id of the document you wish to print.
Customer Number	The customer number is displayed for confirmation.
Name	The customer name is displayed for confirmation.
Receivable Amount	The receivable amount is displayed for confirmation.
Document Alignment	Select OK to Print if the document is correctly aligned for printing. Otherwise an alignment sample will be printed.



ON-DEMAND PURCHASE ORDER PRINT (STPO)



On-Demand Purchase Order Print (STPO) is used to print purchase order documents at the user's request during the online day. Enter the requested **Vendor** and **Purchase Order Number** and then select **Display: Browse Data** [enter *G* (get) in the **Action** field and then type in the requested key]. After the record is displayed, select **Modify:Change** [enter *Change [C]* in the **Action** field] to print the purchase order document.

Field	Description
Vendor	Key field. Enter the vendor code used on the purchase order document.
PO Number	Key field. The purchase order number assigned to this purchase order on the purchase order document.
Name	The vendor name as inferred from Vendor (VEN2) if a vendor code was used, or as entered on the purchase order document if a vendor code was not used or if the vendor code is a miscellaneous vendor code.
Document Alignment	Select OK to Print if the document is correctly aligned for printing. Otherwise, select Realign to realign the document.



ON-DEMAND STATEMENT PRINT (ODST)



On-Demand Statement Print is used to print statements for customers at the user’s request during the online day. Enter the requested **Customer Name, Billing Code, and Statement Date** then select **Display:Browse Data**. After the record is displayed, select **Modify:Change** to print the statement.

Field	Description
Customer Number	Key field. Enter the customer/client for whom the statement will be printed.
Billing Code	Required. Enter the billing code used to specify the remittance address for the renewal. See Billing Profile (BPRO) for valid values.
Statement Date	Key field. Enter the date for which the statement will be printed for.
Name	The customer name for whom the statement will be printed is displayed.
Document Alignment	Select OK to Print if the document is correctly aligned for printing. Otherwise an alignment sample will be printed.



ONLINE GENERAL LEDGER INQUIRY (1 OF 2) (OLGL)



The Online General Ledger Inquiry (OLGL, OLG2) windows allow users to view General Ledger entries. Information in this window is then updated each night with the day's general ledger transactions by executing AFINOLGL.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the fiscal year for which this ledger record applies.
Fund, Agency, Organization/ Sub, Appropriation Unit, Activity, Function, Object/Revenue, Sub-Obj/Sub-Rev, BS Account	Key fields. Enter the accounting distribution. A new window is provided for each new accounting distribution.



Field	Description
Account Type	Key field. Enter the account type of the ledger record.
Job Number, Project, Reporting Category	Key fields. Enter the accounting distribution. A new window is provided for each new accounting distribution.
Termini	Key field. Enter the mile point, range of mile points, or bridget identifier for which this ledger record applies.
Trans Date	Key field. Enter the transaction date of the ledger record.
Fisc Mo	Key field. Enter the fiscal month to which the ledger record was posted.
Transaction ID	Key field. Enter the document ID of the ledger record.
Vendor	The vendor code, if on the ledger record, is displayed.
Name	The vendor name, if on the ledger record, is displayed.
Description	The document description for the ledger record or, where appropriate, the vendor invoice, is displayed.
Batch Number	Optional. Enter a unique alphanumeric batch identifier which is used to group 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 <i>To Date</i> on Application Dates (LDAT).
Amount	The amount of the transaction is displayed.

ONLINE GENERAL LEDGER INQUIRY (2 OF 2) (OLG2)



The Online General Ledger Inquiry (OLGL, OLG2) windows allow users to view General Ledger entries. Information in this window is then updated each night with the day's general ledger transactions by executing AFINOLGL.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the fiscal year for which this ledger record applies.
Fund, Agency, Org/Sub, Appropriation Unit, Activity, Function, Object/Rev, Sub-Obj/Sub-Rev, BS Account, Termini	Key fields. Enter the accounting distribution.



OPEN CHECK BY CHECK WRITER DESCRIPTION (OPCX)



Open Check by Check Writer Description (OPCX) table is keyed by agency and displays check writer file information based on Check Writer Tracking Description, Bank Account number and Check Id.

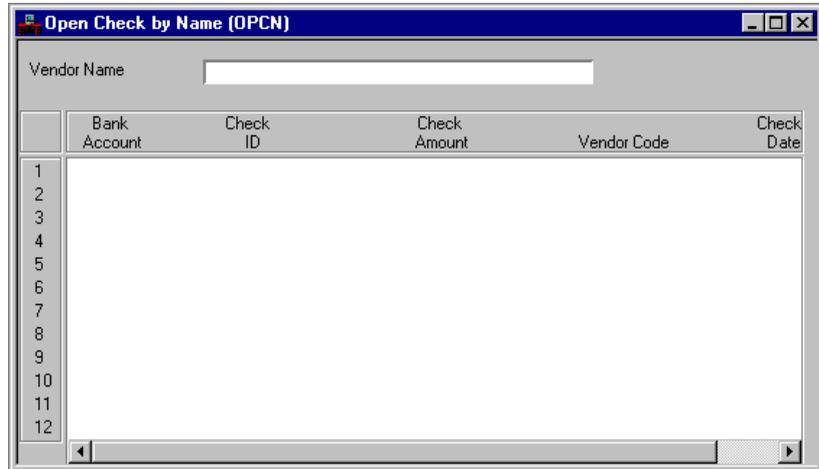
Field	Description
Agency	Key field. Enter the agency associated with the disbursement.
Check Writer Tracking Description	Optional. Enter the Check Writer Tracking Description.
Bank Account	Optional. Enter the number of the Bank Account the check is associated with.
Check ID	Optional. Enter the number of the check ID.



Field	Description
Run Number	Display only. The run ID in which the check information was processed.
Vendor Code	Display only. The vendor receiving payment is displayed.
Check Amount	Display only. The amount of the check.
Check Date	The date the check was written is displayed.



OPEN CHECK BY NAME (OPCN)



Open Check by Name (OPCN) table is an alternate view of the Open Check Header Inquiry (OPCH) which is keyed by vendor name.

Field	Description
Vendor Name	Key field. Enter the appropriate vendor name. See Vendor (VEN2) for valid values.
Bank Account	The bank account against which the disbursement was written is displayed.
Check ID	The number assigned to the check created in the Automated Disbursement process is displayed.
Agency	The agency associated with the disbursement is displayed.
Check Amount	The amount of the disbursement is displayed.
Vendor Code	The vendor receiving payment is displayed.



Field	Description
Check Date	The date the check was written is displayed.



OPEN CHECK HEADER INQUIRY (OPCH)

Open Check Header Inquiry (OPCH) contains information about the disbursements created in the Automated Disbursements and Vendor Offset processes. It is used primarily for tracking disbursements with backup withholding. The information in this window system-maintained.

Records are added to this window by the Post Offline Ledger Records (ADPR) program as part of the Automated Disbursements process. Records are deleted by running the Open Check Table Purge (CKPG) program. The **Canceled Check** checkbox and the **Closed Date** fields are updated by the check cancellation document. Barring check cancellation, the **Closed Date** field is updated when the Backup Withholding (A941) report is run.

Field	Description
Bank Account	Key field. Enter the bank account against which the disbursement was written.
Check ID	Key field. Enter the number assigned to the check created in the Automated Disbursement process.

Field	Description
Run Number	The run number from the bank tape is displayed.
Agency	For the check writer transactions <i>CE</i> and <i>CW</i> , the agency associated with the transaction is displayed.
Check Amount	The amount of the disbursement is displayed.
Check Date	The date the check is written is displayed.
Backup Withholding	Displays check amount withheld from payment to the vendor, if the vendor is subject to backup withholding.
Cleared Date	The date which the disbursement cleared.
Intercept Amount	The intercept amount determined from the Vendor Offset process is displayed.
Batch Number	The batch number from the bank tape is displayed.
Sequence Number	The sequence number from the bank tape is displayed.
Canceled Check	Default is not selected [<i>blank</i>]. A selected Canceled Check checkbox [<i>Y</i>] indicates that the check was canceled.
Bank Account Number	Display only. The bank account number for the transaction is displayed.
Vendor	
Code	The vendor receiving payment is displayed.
Name	The name of the vendor as specified in Vendor (VEN2) is displayed.
Address	The vendor's street address as specified in Vendor (VEN2) is displayed.
City	The vendor's city as specified in Vendor (VEN2) is displayed.
State	The vendor's state as specified in Vendor (VEN2) is displayed.

Field	Description
Zip	The vendor's zip code as specified in Vendor (VEN2) is displayed.
Country	The vendor's country as specified in Vendor (VEN2) is displayed.
Comments	Enter the 30-character comments regarding this transaction.



OPEN CHECK HEADER INQUIRY FOR AGENCIES (OPCA)

Open Check Header Inquiry for Agencies (OPCA) contains information about the disbursements created in the Automated Disbursements and Vendor Offset processes. It is used primarily by agencies for tracking disbursements with backup withholding. The information in this window system-maintained.

Records are added to this window by the Post Offline Ledger Records (ADPR) program as part of the Automated Disbursements process. Records are deleted by running the Open Check Table Purge (CKPG) program. The **Cancelled Check** checkbox and the **Closed Date** fields are updated by the check cancellation document. Barring check cancellation, the **Closed Date** field is updated when the Backup Withholding (A941) report is run.

Field	Description
Bank Account	Key field. Enter the bank account against which the disbursement was written.
Check ID	Key field. Enter the number assigned to the check created in the Automated Disbursement process.
Run Number	The run number from the bank tape is displayed.
Agency	For the check writer transactions <i>CE</i> and <i>CW</i> , the agency associated with the transaction is displayed.

Field	Description
Check Amount	The amount of the disbursement is displayed.
Check Date	The date the check is written is displayed.
Backup Withholding	Displays check amount withheld from payment to the vendor, if the vendor is subject to backup withholding.
Cleared Date	The date which the disbursement cleared.
Intercept Amount	The intercept amount determined from the Vendor Offset process is displayed.
Batch Number	The batch number from the bank tape is displayed.
Sequence Number	The sequence number from the bank tape is displayed.
Canceled Check	Default is not selected [<i>blank</i>]. A selected Canceled Check checkbox [<i>Y</i>] indicates that the check was canceled.



OPEN CHECK LINE INQUIRY (OPCL)



Open Check Line Inquiry (OPCL) contains information pertaining to specific lines of a disbursement created in the Automated Disbursements process. This window is used for tracking disbursement lines and by providing related agency information in the esheating process.

Records are added to this window by the Post Offline Ledger Records (ADPR) program as part of the Automated Disbursements process as well as manual warrants. Records are deleted by running the Open Check Table Purge (CKPG) program.

Field	Description
Bank Account	Key field. Enter the bank account against which the disbursement is written.
Check ID	Key field. Enter the number assigned to the check created in the Automated Disbursement process.
Vendor Invoice	Key field. Enter the invoice associated with this disbursement.
Reference Transaction/ Trans Line	Key field. Enter the document identification number and line number paid by the disbursement.



Field	Description
Fund	Key field. The fund against which the check is written is displayed.
Check Line Amount	The amount of the disbursement line is displayed.
Backup Withholding	The amount of the check line that was withheld from the disbursement is displayed.
Intercept Amount	The intercept amount determined from the Vendor Offset process is displayed.



OPEN ITEMS BY STOCK NUMBER INQUIRY (OISN)

The screenshot shows a software window titled "Open Items by Stock Number Inquiry". The window contains the following fields:

- Stock Number: [Text Input]
- Transaction ID: [Text Input]
- Line Number: [Text Input]
- Warehouse: [Text Input]
- Reference Transaction ID: [Text Input]
- Quantities** (Section Header):
 - Requested: [Text Input]
 - Backordered: [Text Input]
 - Released: [Text Input]
 - Reserved: [Text Input]
 - Issued: [Text Input]

Open Items by Stock Number Inquiry (OISN) provides a means of tracking which transfers and stock requisitions make up the sum total of the amount fields on Inventory Inquiry (INVN). Records are added to this screen for each line of an accepted Stock Requisition (SR), Over the Counter (OC), or Stock Transfer Issue (TI) document.

The **Quantities** fields are inferred from Open Stock Requisition Line Inquiry (OSRC) for Stock Requisition (SR) and Over the Counter (OC) documents. For the Stock Transfer Issue (TI) document, these fields are inferred from Open Stock Transfer Receipt Line Inquiry (OTRL).

Records are deleted from this table when the Inventory Subsystem Table Purge offline program is run. For more information on the Inventory Subsystem Table Purge offline program, see the *System Administration Guide*.

Field	Description
Stock Number	Key field. Enter the stock item from Open Stock Requisition Line Inquiry (OSRC) or Open Stock Transfer Receipt Line Inquiry (OTRL).
Transaction ID	Key field. Enter the transaction ID from the Stock Requisition (SR), Over the Counter (OC), or Stock Transfer Issue (TI) document.

Field	Description
Line Number	Key field. Enter the number of this line from the document.
Warehouse	Display only. On Stock Requisition (SR) and Over the Counter (OC) documents, the warehouse is inferred from Open Stock Requisition Header Inquiry (OSRH). For Stock Transfer Issue (TI) documents, the warehouse is inferred from Open Stock Transfer Receipt Header Inquiry (OTRH).
Reference Transaction ID	Display only. This field is inferred from Open Stock Requisition Item Issue Inquiry (OSRI) for Stock Requisition (SR) and Over the Counter (OC) documents.
<i>Quantities</i>	
Requested	Display only. The quantity requested from the document is inferred from Open Stock Requisition Line Inquiry (OSRC) or Open Stock Transfer Receipt Line Inquiry (OTRL).
Backordered	Display only. The quantity of the stock item that is not reserved due to insufficient inventory is inferred from Open Stock Requisition Line Inquiry (OSRC).
Released	Display only. The quantity of the stock item that was printed on a pick and issue document but not issued is inferred from Open Stock Requisition Line Inquiry (OSRC).
Reserved	Display only. The quantity of the stock item that is processed for a pick and issue but not yet printed on a pick and issue document is inferred from Open Stock Requisition Line Inquiry (OSRC).
Issued	Display only. The quantity of the stock item issued to date is inferred from Open Stock Requisition Line Inquiry (OSRC) or Open Stock Transfer Receipt Line Inquiry (OTRL).



OPEN PAYMENT VOUCHER HEADER INQUIRY (OPVH)



Open Payment Voucher Header Inquiry (OPVH) contains summary information about payment voucher documents. Most of the information comes from the header part of the payment voucher document. In addition, the total amount closed and the total outstanding amount are included.

The data is organized by vendor code, voucher number, and batch number. Entries are added when new payment voucher documents are accepted by the financial system; updates are made when modifications are accepted. The **Closed Amount** and other fields are updated when cash disbursements or manual warrants are processed against the payment voucher document. Vouchers are closed when all lines belonging to the payment voucher are closed in Open Payment Voucher Line Inquiry (OPVL). Entries are deleted at the end of an accounting period when they have been closed for one entire accounting period. These deletions are done by the monthly clearing process.



Authorized users can update some fields in this window through Payment Voucher Scheduling (SCHD). Payment Voucher Scheduling (SCHD) is also described in this chapter.

Field	Description
Vendor	Key field. Enter the vendor code used on the payment voucher document. If vendor code is blank, the value <i>None</i> is assigned by the document processor.
Voucher Number	Key field. Enter the payment voucher document number.
Name, Address, City, State, Zip, Country	Inferred from Vendor (VEN2), if the information is entered. If these codes were not entered, or miscellaneous codes are entered, the vendor information is entered on the payment voucher document.
Batch Number	Optional. Enter a unique alphanumeric batch identifier which is used to group 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 <i>To Date</i> on Application Dates (LDAT).
Billing Code	The billing code from the Payment Voucher for Procurement Card (PVC) is displayed. The billing code is equivalent to the administrator's ID and is used to determine the proper account to credit. For all other payment voucher documents, this field is left blank.
System Created	This field indicates which integrated system of MARS the document originated from. A <i>P</i> indicates that the document was created in Procurement Desktop (PD). A <i>C</i> indicates that the document was created in Procurement Desktop for Procurement Card (ProCard) purchases. If the document is created in MARS ADVANTAGE this field will be left blank.
Budget FY	The budget fiscal year for the payment voucher is displayed. This is the year in which the funds were obligated.
Voucher Type	Displays the voucher type entered on the input document.



Field	Description
Offset Liability Account	The liability balance sheet account used on the offset entry for this payment voucher document is displayed. This is the account entered on the document. If no account is entered, the system-wide vouchers payable account specified in System Special Accounts (SPEC) will be inferred.
Voucher Amount	The total amount of this payment voucher document is displayed. It reflects all adjustments made to the original amount.
Voucher Date	The document date from the document is displayed.
Discount Amount	The total discount amount for this voucher calculated by the Automated Disbursement Process is displayed.
Voucher Closing Date	The date that final action was taken on this payment voucher.
Withheld Amount	The portion of this payment that is deducted for backup withholding is displayed.
Sched Payment Date	<p>Initially, this date is supplied by the system, but authorized users can change it through Payment Voucher Scheduling (SCHD). The system-supplied date is derived as follows:</p> <p>If a scheduled payment date is entered on the payment voucher document, that date is used.</p> <p>If a date is not entered on the document, the system computes the date using the value entered in the Scheduled Payment Day field in Vendor (VEN2).</p> <p>Otherwise, the system computes the date using the value entered in the System Payment Lag field in System Control Options (SOPT).</p> <p>When none of these dates are present, the system defaults to the document date.</p>
Closed Amount	The total amount of disbursements for this payment voucher is displayed. For example, the total of all payment voucher line closed amounts for this payment voucher document from Open Payment Voucher Line Inquiry (OPVL).

Field	Description
Check Category	The check category associated with this voucher is displayed. This voucher is summed with all vouchers within this category for the same vendor during the automated disbursement cycle. This option may be overridden on Payment Voucher Scheduling (SCHD).
Outstanding Amount	The amount of the payment voucher document that is currently not cleared by cash disbursements or manual warrants. This is the payment voucher amount minus the payment voucher closed amount.
Single Check	Default is <i>Default [blank]</i> . If <i>Yes [Y]</i> is selected, a single check is written for this voucher. This option can be modified on Payment Voucher Scheduling (SCHD).
Total Quantity	This field will only be used if the Extended Purchasing Subsystem is installed. The total quantity of units for this payment voucher document will be displayed; this quantity is equal to the sum of all commodity line quantities.
EFT Indicator	<p>Default is <i>Default [blank]</i>. Valid values are:</p> <p>Yes [Y] The current payment voucher document by electronic funds transfer. The Application Type will also be displayed if the EFT Indicator on the current payment voucher is selected <i>Yes [Y]</i>.</p> <p>No [N] The current payment voucher document will not be paid by electronic fund transfer (EFT). The <i>EFT indicator</i> can be changed to No [N] on Payment Voucher Scheduling (SCHD). If it is changed to No [N] through Payment Voucher Scheduling (SCHD), the Application Type will be blank.</p> <p>Default [blank] If the EFT Indicator is <i>Default [blank]</i>, then the Application Type will also be blank.</p>
Application Type	The Application Type will be displayed if the EFT Indicator is set to <i>Yes [Y]</i> . The two-character code representing the intended application, or use, of the funds being electronically transferred is displayed.



Field	Description
Freight Total	This field will only be used if the Extended Purchasing Subsystem is installed. The current value for freight charge will be displayed. This amount equals the sum of all corresponding commodity line freight amounts.
Hold Payment	<p>Default is Unspecified. Valid values are:</p> <p><i>Unspecified [blank]</i> Indicates that a voucher is a candidate to cut a check.</p> <p><i>Hold Payment [H]</i> Indicates that a manual hold payment was placed on the voucher. This value is set on Payment Voucher Scheduling (SCHD) to prevent a voucher from being disbursed.</p> <p><i>Cash Override [O]</i> Indicates cash override. This value is set on Payment Voucher Scheduling (SCHD) or when a Payment Voucher (PV) document is loaded and processed off-line with the Hold Indicator set as [O].</p> <p><i>Insufficient Cash [S]</i> Indicates that the payment was not made due to insufficient cash during the disbursements cycle.</p>
Use Tax Amount	This field will only be used if the Extended Purchasing Subsystem is installed. The current value for the use tax will be displayed.
Tax Code	This field will only be used if the Extended Purchasing Subsystem is installed. The current value of the tax percentage will be displayed. The value is defined on Tax Code (TAXT).
Freight Ind	This field will only be used if the Extended Purchasing Subsystem is installed. The current value of the freight indicator will be displayed. Refer to the expenditure documents for field descriptions and valid values.

OPEN PURCHASE ORDER ACCOUNT LINE BY DOCUMENT INQUIRY (OPLD)



Open Purchase Order Account Line by Document Inquiry (OPLD) displays information about purchase orders by accounting distribution.

Field	Description
Transaction ID	Key field. You can enter the transaction code and unique number that identifies the document. Valid values for the transaction code are PC (Centralized Purchase Order), PD (Decentralized Purchase Order), PG (Price Agreement), or SC (Service Contract).
Vendor	Key field. Displays the vendor from the purchase order document.
Name	The name of the vendor who received the purchase order is displayed.



Field	Description
Line Number	Key field. Displays the account line number described, as assigned on the purchase order document.

Accounting Distribution

Fund, Agency, Organization/ Sub, Appr Unit, Activity, Function, Object/Sub, BS Account, Reporting Category	The accounting distribution entered on the purchase order line or inferred from the referenced requisition document is displayed.
Job Number	The job number referenced by this purchase order is displayed.
Project	The project for which this purchase order was entered is displayed.
PO Line Amount	The total amount of this account line is displayed; it reflects all adjustment actions made to the original amount.
Received Amount	The total value of goods received against this accounting line through Receiver (RC) documents is displayed.
Closed Amount	The total amount paid to date on this order line is displayed until the order line is closed. At closing, this figure is set equal to the purchase order document line amount, even if the closed amount was more or less than the purchase order document line amount.
Reference ID	The requisition document code, number and account line number referenced by this order is displayed.
Expended Amount	The total amount paid so far on this order line is displayed.
Last Trans ID	The transaction ID that last referenced this purchase order is displayed.

Field	Description
Outstanding Amt	The outstanding amount of this order line is displayed.
Last Trans Date	The date that the document was last referenced is displayed.



OPEN PURCHASE ORDER ACCOUNT LINE INQUIRY (OPPL)



Open Purchase Order Account Line Inquiry (OPPL) lists all outstanding and some recently closed purchase order lines. All information recorded on the line level of the purchase order document appears on the window, in addition to closed and expensed amounts. This window is organized by vendor and purchase order document number.

Lines are added to this window each time a new Centralized Purchase Order (PC), Decentralized Purchase Order (PD), Price Agreement (PG), or Service Contract (SC) document is accepted by the system. Lines are changed when modifications are made to purchase order lines. Lines are deleted from the window at the end of an accounting period after they are closed for one entire accounting period.

Field	Description
Vendor	Key field. Enter the vendor number about which you are inquiring.



Field	Description
Trans ID	Key field. Displays the transaction code and unique number that identifies the order. If you know what order you are looking for, you can enter a value in this field. Valid values are <i>PC</i> (Centralized Purchase Order), <i>PD</i> (Decentralized Purchase Order), <i>PG</i> (Price Agreement), or <i>SC</i> (Service Contract).
Line Number	Key field. You can enter the number of the requested order account line assigned on the purchase order document to position your browse.

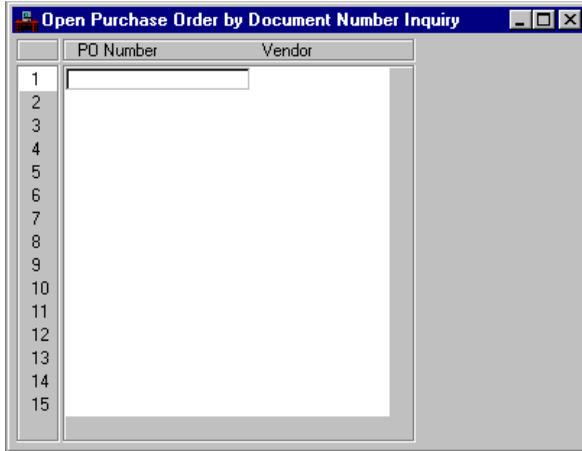
Accounting Distribution

Fund, Agency, Organization/ Sub, Appr Unit, Activity, Function, Object/Sub, BS Account, Reporting Category, Termini	The accounting distribution entered on the purchase order line or inferred from the referenced requisition document is displayed.
Job Number	The job number referenced by this purchase order document is charged is displayed.
Project	The project for which this purchase order was entered is displayed.
PO Line Amount	The amount of this order line is displayed; it reflects all adjustment actions made to the original amount.
Received Amount	The total value of goods received against this accounting line through Receiver (RC) documents is displayed.
Closed Amount	The total amount paid to date on this order line is displayed until the order line is closed. At closing, this figure is set equal to the purchase order document line amount, even if the closed amount was more or less than the purchase order document line amount.



Field	Description
Reference ID	The transaction number of the document ID is displayed.
Expended Amount	The total amount paid so far on this order line is displayed (for example, the total of all cash disbursements processed and manual warrant documents referencing this order line).
Last Trans ID	The most recent document entered against this purchase order is displayed.
Outstanding Amount	The amount still not referenced for this purchase order (for example, not closed) is displayed.
Last Trans Date	The date (<i>mm dd yy</i>) when the most recent document was entered against this purchase order is displayed.

OPEN PURCHASE ORDER BY DOCUMENT NUMBER INQUIRY (OPOD)



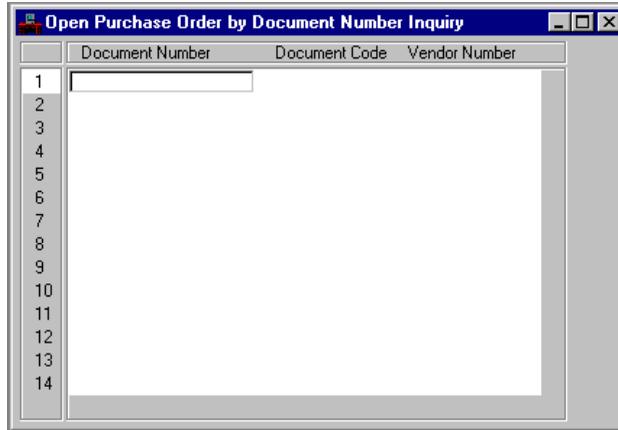
Open Purchase Order by Document Number Inquiry (OPOD) contains information from the Open Purchase Order Header Inquiry (OPOH). It is arranged with the Purchase Order number first, followed by the vendor code. This allows users to find purchase orders in the event that the vendor is unknown. The user can scroll through this data by Purchase Order (PO) number until the correct record is identified. The detailed data is shown on Open Purchase Order Header Inquiry (OPOH).

Whenever records are added to/deleted from Open Purchase Order Header Inquiry (OPOH), records are added to/deleted from this inquiry window. .

Field	Description
PO Number	Key field. Enter the purchase order number assigned to this purchase order on the purchase order document.
Vendor	Key field. Enter the vendor used on the purchase order document. Required if the Vendor Control Option is <i>Yes [Y]</i> on System Control Options (1 of 2) (SOPT).



OPEN PURCHASE ORDER BY DOCUMENT NUMBER INQUIRY (EPS) (OPPD)

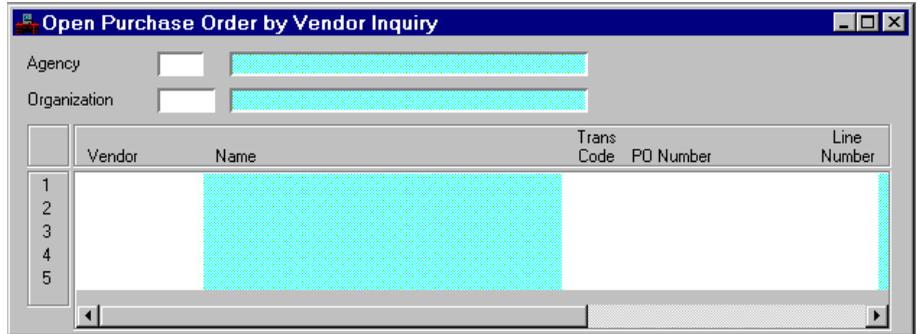


Open Purchase Order by Document Number Inquiry (EPS) (OPPD) is used to find purchase orders by document number without having to know the vendor.

Field	Description
Document Number	Key field. You can enter the unique ID number assigned to the purchasing document.
Document Code	Key field. You can enter the unique document code that identifies this order. Valid values are <i>PC</i> (Centralized Purchase Order), <i>PD</i> (Decentralized Purchase Order), <i>PG</i> (Price Agreement), or <i>SC</i> (Service Contract).
Vendor Number	Key field. Displays the vendor used on the purchasing document.



OPEN PURCHASE ORDER BY VENDOR INQUIRY (OPIV)



The Open Purchase Order by Vendor Inquiry (OPIV) displays purchase order lines by agency, organization and vendor. Only open orders are displayed.

Field	Description
Agency	Key field. You can enter the agency for which you are interested in viewing orders. The name of the agency is displayed in the second field.
Organization	Key field. You can enter the organization in which you are interested in viewing orders. The name of the organization is displayed in the second field.
Vendor	Key field. Displays the vendor from the purchase order document.
Name	The name associated with this vendor on Vendor (VEN2) is displayed.



OPEN PURCHASE ORDER COMMODITY LINE BY DOCUMENT INQUIRY (OPCD)



Open Purchase Order Commodity Line by Document Inquiry (OPCD) allows you to search open purchase orders by transaction ID without having to know the vendor. Records are added to/deleted from this window whenever the corresponding record is added to/deleted from Open Purchase Order Commodity Line Inquiry (OPPC).

Field	Description
Transaction ID	Key field. You can enter the transaction code and unique number, if you know what order you are looking for.
Line Number	Key field. You can enter the number of the commodity line if you know what line your are looking for.
Vendor	Key field. Displays the vendor from the purchasing document.
Name	The name of the vendor is displayed.



Field	Description
Account Line	When the Extended Purchasing Subsystem is installed with linking turned on, the accounting line which this commodity points to as a source of funds is displayed.
Commodity/Item	The commodity code which uniquely identifies the goods ordered is displayed. The item identifies the goods ordered as warehouse stock.
Description	The description of the commodity is displayed.
Unit	The unit of measure used to order the goods (i.e., box, each, dozen, etc.) is displayed.
Eligible for Auto PV	<i>Yes [Y]</i> is displayed if this order is eligible to be paid during automated payment voucher creation. Otherwise, <i>No [N]</i> is displayed.
Manuf Number	The manufacturer's number for this commodity is displayed.
Name	The manufacturer's name for this commodity is displayed.
Text Flag	<i>Standard [S]</i> is displayed if standard text is associated with this commodity line, <i>Custom [C]</i> is displayed if non-standard text is associated with this commodity line, and <i>No Text [blank]</i> is displayed if no additional text is associated with this commodity line.
Bid ID, Bid Line	If this order referenced a bid, the bid ID and the line number is displayed.
Quantity Ordered	The quantity of goods ordered on this line is displayed.
Unit Cost	The discounted cost per unit of goods ordered is displayed.
Total	The quantity of units multiplied by the discounted price per unit plus the tax amount and freight charges for this line is displayed.
Quantity Paid	The quantity of goods paid for against this commodity line is displayed.

Cost Details View

Field	Description
Original Unit Cost	The original cost per unit of goods ordered before discounts is displayed.
Last Unit Cost	The most recent cost invoiced against this commodity line is displayed.
Discount Code	The discount code applied to this commodity line is displayed.
Discount %	The percent of discount applied to this commodity line is displayed, based on the discount code from Discount Type (DISC). If a discount code is not used, this field contains a zero.
Discount Amount	The total discount amount for the sum of all commodity lines is displayed.
Pre-Tax Amount	The total amount calculated for this line (unit cost multiplied by quantity) before tax is added is displayed. Note: This value factors in discounts.
Tax Code	The tax code used to compute the document's tax amounts is displayed. See Tax Code (TAXT) for this code and corresponding rate.
Tax Amount	The amount of tax calculated from the pre-tax amount multiplied by the tax rate associated with the value in Tax Code is displayed.
Freight Amount	The current amount of freight charges for this commodity line is displayed.



Received View

Field	Description
Quantity Received	The quantity of goods received against this commodity line is displayed.
Receipt Condition	Displays a code indicating special conditions associated with the receipt of goods from this line. This field is updated when goods are received.
Final Receipt	Final [F] is displayed if all goods have been received. Partial [P] is displayed if only some of the goods have been received. Unreferenced [blank] is displayed if none of the goods have been received.
Total	The total dollar amount of goods received against this line is displayed.

Forward Transaction View

The screenshot shows a software window titled "Open Purchase Order Commodity Line by Document Inquiry". The window contains several input fields and tabs. The "Forward Transaction" tab is selected, showing fields for "Last Forward Transaction ID", "Line Number", and "Date". Other tabs include "Cost Details", "Received", and "Invoiced". The main area of the window is filled with a grid of data points, likely representing a list of transactions or items.

Field	Description
Last Forward Transaction ID	The transaction ID of the most recent vendor invoice, receiver, payment voucher, or manual warrant document that referenced this purchasing document is displayed.
Line Number	The line number is displayed. If no line number is displayed, Clear All was selected [Y] on the referenced document.
Date	The acceptance date of the most recent vendor invoice, receiver, payment voucher, or manual warrant document that referenced this purchase document is displayed.

OPEN PURCHASE ORDER COMMODITY LINE INQUIRY (OPPC)



The Open Purchase Order Commodity Line Inquiry (OPPC) displays information about each commodity line on open and recently closed purchase orders. The window displays commodity description information.

Lines are added to this window each time a new Centralized Purchase Order (PC), Decentralized Purchase Order (PD), Price Agreement (PG), or Service Contract (SC) document is accepted by the financial system. Lines are changed when modifications are submitted on these documents. The received quantity fields are updated when Receiver (RC) documents are accepted; the invoiced quantity fields are updated upon acceptance of Vendor Invoice (VI) documents. Lines are deleted from the window on request at the end of an accounting period after they are closed for one entire accounting period.

Field	Description
Vendor	Key field. You can enter the vendor number about which you are inquiring.



Field	Description
Transaction ID	Key field. You can enter the transaction ID that identifies the document, if you are interested in viewing a specific vendor/order combination.
Line Number	Key field. You can enter the number of the order commodity line, if you are interested in a specific line.
Account Line	The accounting line that this commodity points to as a source of funds is displayed. Only used when the Extended Purchasing Subsystem is installed with linking turned on.
Commodity/Item	The commodity code which uniquely identifies the goods ordered and the item code that identifies the goods ordered as warehouse stock is displayed. The commodity and item combination must be valid on Inventory (INV3).
Description	The description of the commodity line is displayed.
Unit	The unit of measure used to order the goods (box, each, dozen, etc.) is displayed.
Eligible for Auto PV	This field indicates whether you can pay purchase orders through the EPPV process.
Manuf Number	The manufacturer's number for this commodity line is displayed.
Name	The manufacturer's name for this commodity is displayed.
Text Flag	This field shows what kind of additional text is associated with this commodity line. Valid values are: <p style="margin-left: 40px;"><i>Standard [S]</i> Standard text <i>Custom [Y]</i> Non-standard text <i>No Text [blank]</i></p>
Bid ID, Bid Line	If this order references a bid, the ID and line number are displayed.

Field	Description
Quantity Ordered	The quantity of goods ordered on this line is displayed.
Unit Cost	The discounted cost per unit of goods ordered is displayed.
Total	The quantity of units multiplied by the discounted price per unit plus tax amount and freight amount for this line is displayed.
Quantity Paid	The quantity of goods paid for against this commodity line is displayed.



Cost Details View

Field	Description
Original Unit Cost	The original cost per unit of goods ordered (to three decimal places) before discounts are added is displayed.
Last Unit Cost	The most recent cost invoiced against this order line is displayed.
Discount Code	The purchase order discount code applied to this commodity line is displayed.
Discount %	The percent of discount applied to this commodity line is displayed. If a discount code is not used, this field is zero.
Discount Amount	The total discount amount for the sum of all commodity lines is displayed.
Pre-Tax Amount	The total amount calculated for this line (unit cost multiplied by quantity), before tax is added is displayed. Note: This value factors in discounts.
Tax Code	The tax code used to compute the document's tax amounts is displayed. See Tax Code (TAXT) for this code and corresponding rate.
Tax Amount	The amount of tax calculated from the pre-tax amount multiplied by the tax rate associated with the tax code is displayed.
Freight Amount	The current commodity line of freight charges for this line is displayed.

Received View

Field	Description
Quantity Received	The quantity of goods received against this commodity line is displayed.
Receipt Condition	Displays a code indicating special conditions associated with the receipt of goods from this line. This field is updated when goods are received.
Final Receipt	Final [F] is displayed if all goods have been received. Partial [P] is displayed if only some of the goods have been received. Unreferenced [blank] is displayed if none of the goods have been received.
Total	The total dollar amount of goods received against this line is displayed.



Invoiced View

Field	Description
Quantity Invoiced	The quantity of goods invoiced by the vendor against this commodity line is displayed.
Invoice Condition	A code to indicate special or unusual circumstances with the invoice referencing this line is displayed.
Final Invoice	Final [F] is displayed if all goods have been invoiced. Partial [P] is displayed if only some of the goods have been invoiced. Unreferenced [blank] is displayed if none of the goods have been invoiced.
Total	The total dollar amount invoiced against this order line is displayed.

OPEN PURCHASE ORDER COMMODITY LINE WORK INQUIRY (OPWK)



Open Purchase Order Commodity Line Work Inquiry (OPWK) is identical to Open Purchase Order Commodity Line Inquiry (OPPC), and contains the data from Open Purchase Order Commodity Line Inquiry (OPPC) that was adjusted when the Receipt of Stock Adjustment (AFINEPRS) program was run. It serves as a snapshot of input data to the Receipt of Stock Adjustment program.

You can browse this window in the same manner as Open Purchase Order Commodity Line Inquiry (OPPC) to view the adjustments made and the actual input to the Receipt of Stock Adjustment program. This data is only available if the purge step is omitted from the commands that execute the Receipt of Stock Adjustment program and is only valid for the most recent run of the program.

Field	Description
Vendor	Key field. You can enter the vendor number about which you are inquiring.



Field	Description
Transaction ID	Key field. You can enter the transaction ID that identifies the document, if you are interested in viewing a specific vendor/order combination.
Line Number	Key field. You can enter the number of the order commodity line, if you are interested in a specific line.
Account Line	The accounting line that this commodity points to as a source of funds is displayed. Only used when the Extended Purchasing Subsystem is installed with linking turned on.
Commodity/Item	The commodity code which uniquely identifies the goods ordered and the item code that identifies the goods ordered as warehouse stock is displayed. The commodity and item combination must be valid on Inventory (INV3).
Description	The description of the commodity line is displayed.
Unit	The unit of measure used to order the goods (box, each, dozen, etc.) is displayed.
Eligible for Auto PV	This field indicates whether you can pay purchase orders through the EPPV process.
Manuf Number	The manufacturer's number for this commodity line is displayed.
Name	The manufacturer's name for this commodity is displayed.
Text Flag	This field shows what kind of additional text is associated with this commodity line. Valid values are: <i>Standard [S]</i> Standard text <i>Custom [Y]</i> Non-standard text <i>No Text [blank]</i>
Bid ID, Bid Line	If this order references a bid, the ID and line number are displayed.



Cost Details View

Field	Description
Original Unit Cost	The original cost per unit of goods ordered (to three decimal places) before discounts are added is displayed.
Last Unit Cost	The most recent cost invoiced against this order line is displayed.
Discount Code	The purchase order discount code applied to this commodity line is displayed.
Discount %	The percent of discount applied to this commodity line is displayed. If a discount code is not used, this field is zero.
Discount Amount	The total discount amount for the sum of all commodity lines is displayed.
Pre-Tax Amount	The total amount calculated for this line (unit cost multiplied by quantity), before tax is added is displayed. Note: This value factors in discounts.
Tax Code	The tax code used to compute the document's tax amounts is displayed. See Tax Code (TAXT) for this code and corresponding rate.
Tax Amount	The amount of tax calculated from the pre-tax amount multiplied by the tax rate associated with the tax code is displayed.
Freight Amount	The current commodity line of freight charges for this line is displayed.



Received View

Open Purchase Order Commodity Line Work Inquiry

Vendor: [] Transaction ID: [] Line Number: []

Account Line: [] Commodity / Item: [] / []

Description: []

Unit: [] Eligible for Auto PV

Manuf Number: [] Name: []

Text Flag: [No Text] Bid ID: [] Bid Line: []

Quantity Ordered: [] Unit Cost: [] Total: []

Quantity Paid: []

Cost Details: [] **Received** [] Invoiced [] Forward Trans []

Quantity Received: [] Receipt Condition: []

Final Receipt: [Unreferenced] Total: []

Field	Description
Quantity Received	The quantity of goods received against this commodity line is displayed.
Receipt Condition	Displays a code indicating special conditions associated with the receipt of goods from this line. This field is updated when goods are received.
Final Receipt	Final [F] is displayed if all goods have been received. Partial [P] is displayed if only some of the goods have been received. Unreferenced [blank] is displayed if none of the goods have been received.
Total	The total dollar amount of goods received against this line is displayed.

Invoiced View

Field	Description
Quantity Invoiced	The quantity of goods invoiced by the vendor against this commodity line is displayed.
Invoice Condition	A code to indicate special or unusual circumstances with the invoice referencing this line is displayed.
Final Invoice	Final [F] is displayed if all goods have been invoiced. Partial [P] is displayed if only some of the goods have been invoiced. Unreferenced [blank] is displayed if none of the goods have been invoiced.
Total	The total dollar amount invoiced against this order line is displayed.



Forward Transaction View

Field	Description
Last Forward Transaction ID	The transaction ID of the most recent vendor invoice, receiver, payment voucher, or manual warrant document that referenced this purchasing document is displayed.
Date	The acceptance date of the most recent vendor invoice, receiver, payment voucher, or manual warrant document that referenced this purchase document is displayed.

OPEN PURCHASE ORDER HEADER BY DOCUMENT INQUIRY (OPHD)



Open Purchase Order Header by Document Inquiry (OPHD) used to view purchase order header information by document ID when the vendor is not known.

Field	Description
Transaction ID	Key field. You can enter the transaction code and unique number that identifies the document. Valid values for the transaction code are PC (Centralized Purchase Order), PD (Decentralized Purchase Order), PG (Price Agreement), or SC (Service Contract).
Vendor	Key field. Displays the vendor that received the order.
Contact	The personal contact for the vendor is displayed.



Field	Description
Phone	The phone number of the person to receive the order is displayed.
PO Date	The date given on the purchase order document is displayed.
Address Indicator	The address indicator is displayed if it was entered as the eleventh character of Vendor on Vendor (VEN2) when the order was created.
Buyer	The buyer responsible for this order is displayed.
Resp Person	The person to whom you want questions addressed about the order is displayed.
System Created	This field indicates which integrated system of MARS the document originated from. A P indicates that the document was created in Procurement Desktop (PD). A C indicates that the document was created in Procurement Desktop for Procurement Card (ProCard) purchases. If the document is created in MARS ADVANTAGE this field will be left blank.
Resp Agency	The agency requesting the order is displayed.
Resp Organization	The organization for which these goods are ordered is displayed.
Org Name	The short name of the organization that ordered these goods is displayed.
Comments	Any comments entered on the order document are displayed.
Budget FY	The budget fiscal year in which the funds are encumbered is displayed.
Offset Reserve Account	The balance sheet account used for reserves for encumbrances is displayed. The code used is listed in System Special Accounts (SPEC).
Last Print Date	The last date that this order was printed is displayed.
Modification Number	The number of the modification document processed against the purchase order is displayed.

Field	Description
Mod Date	The last date that this document was modified is displayed.



Delivery Details View

Field	Description
Receiving Party	The name of the person who receives the delivery is displayed.
Delivery Date	The anticipated delivery date is displayed.
Warehouse	The warehouse where the goods are shipped is displayed.
Ship/Bill to	The receiving and billing locations for the goods are displayed.
Building/Room	The building and room location where you want the goods delivered upon receipt was displayed.
Receipt Indicator	If Y is displayed, the goods are already received. A Receiver (RC) document is automatically generated by the system.
FOB Point	The Free on Board (FOB) point for the goods is displayed.

Controls View

The screenshot shows a software window titled "Open Purchase Order Header by Document Inquiry" with a "Controls" tab selected. The window contains several input fields and checkboxes. The "Controls" section includes fields for Blanket Number, Terms, PD Hold, Order Type, Confirmed Order, Note Pad Text, Outstanding Approvals, Linking, and Three-way Match. The "Confirmed Order" field is set to "Unknown", and the "Three-way Match" field is set to "PO, Receiver, and Vendor Invoice".

Field	Description
Blanket Number	The blanket agreement between the entity and vendor that governs terms of this order is displayed.
Terms	The discount type associated with this purchase order is displayed.
PO Hold	Displays Y if this order has been placed on hold and will not be picked up by the print program.
Order Type	A one-character value used to identify the type of order is displayed. Order types are user-defined and vary from site to site. If S is displayed, see Special Instructions (SPIS) for special instructions about this order.
Confirmed Order	If Yes [Y] is displayed, the vendor has received prior notification of this order. Otherwise, No [N] or Unknown [blank] is displayed to indicate that the vendor has not received prior notification of this order.

Field	Description
Note Pad Text	<p>One of the following selections is displayed:</p> <p><i>Note Pad Text Exists [Y]</i> There is text associated with this document on Note Pad Text (NOTE).</p> <p><i>Order is Canceled [X]</i> The order is canceled.</p> <p><i>No Text [blank]</i> There is no text associated with this order on Note Pad Text (NOTE).</p>
Outstanding Approvals	The number of approvals that need to be applied to the commodity lines before the order is fully approved and available on EPS Purchase Order Print (PCHD) is displayed.
Linking	The linking option specified or defaulted on the purchase order document is displayed. If <i>Y</i> is displayed, linking between commodity and accounting lines is in effect.
Three-Way Match	<p>This indicator shows whether Receiver (RC) and Vendor Invoice (VI) documents in the three-way-match process are required. Entries displayed in this field are interpreted as follows:</p> <p><i>PO, Receiver, and Vendor Invoice [A]</i> <i>PO and Receiver [R]</i> <i>PO and Vendor Invoice [V]</i> <i>No Three-Way Match [N]</i></p> <p>See the <i>Extended Purchasing User's Guide</i> for more information.</p>

Cost Details View

Field	Description
Tax Code	The tax code used to compute the document's tax amounts is displayed. See Tax Code (TAXT) for this code and corresponding rate.
Total Quantity	The current total quantity for this document is displayed; this quantity equals the sum of all commodity line quantities.
Freight Indicator	The current value of the freight indicator representing the freight method used is displayed.
Freight Amount	The total amount of freight charge for this document is displayed. This amount equals the sum of all corresponding commodity line freight amounts.
Discount Code	The purchase order discount code applied to this purchase order is displayed.
Discount Amount	The total discount amount for the sum of all commodity lines is displayed.



Amounts View

Open Purchase Order Header by Document Inquiry

Transaction ID: [] Vendor: []
 Contact: [] Phone: []
 PO Date: [/ /] Address Indicator: [] Buyer: []
 Resp Person: [] System Created: []
 Resp Agency: [] Resp Organization: [] Org Name: []
 Budget FY: []
 Comments: [] Last Print Date: [/ /]
 Offset Reserve Account: [] Mod Date: [/ /]
 Modification Number: []

Delivery Details | Controls | Cost Details | **Amounts**

Total Order Amount: []
 Received Amount: []
 Invoiced Amount: []
 Outstanding Amount: []
 Expended Amount: []
 Closed Amount: [] PO Closed Date: [/ /]

Field	Description
Total Order Amount	The total amount of all the commodity lines on the order is displayed.
Received Amount	The dollar amount of all goods received against this order is displayed.
Invoiced Amount	The total amount of all vendor invoice documents entered against this order is displayed.
Outstanding Amount	The amount still open for this purchase order is displayed.
Expended Amount	The total amount paid to date on this order is displayed.
Closed Amount	The total amount closed against this order by a voucher or vouchers is displayed.
PO Closed Date	The date when all accounting lines were closed on this order is displayed.

OPEN PURCHASE ORDER HEADER INQUIRY (OPOH)



Open Purchase Order Header Inquiry (OPOH) contains summary information about purchase order documents. Most of the information comes from the header part of the purchase order document. In addition, the total amount closed and the total outstanding amount are included.

Open Purchase Order Header Inquiry (OPOH) is organized by vendor code. Thus, all purchase orders for a particular vendor are accessed sequentially from the table. Entries are added when new purchase order documents are accepted by the financial system, and entries are changed when modifications are accepted to these documents. The closed amount and other fields are updated when payment vouchers, expense journal vouchers, or manual warrants are accepted against the purchase order document. Entries are “closed” when all lines belonging to the purchase order are closed in Open Purchase Order Line Inquiry (OPOL). Entries may be deleted at the end of an accounting period when they have been closed for one entire accounting period. These deletions are done by the monthly clearing process.

Field	Description
Vendor	Key field. Enter the vendor code used on the purchase order document.



Field	Description
PO Number	Key field. Enter the purchase order number assigned on the purchase order document.
Name	The vendor name as inferred from Vendor (VEN2) if a vendor code was used, or as entered on the purchase order document if a vendor code was not used or if the vendor code is a miscellaneous vendor code.
Address Indicator	The address indicator for this vendor is displayed.
System Created	This field indicates which integrated system of MARS the document originated from. A P indicates that the document was created in Procurement Desktop (PD). A C indicates that the document was created in Procurement Desktop for Procurement Card (ProCard) purchases. If the document is created in MARS ADVANTAGE this field will be left blank.
Budget Fiscal Year	The budget fiscal year for this document is displayed. This is the year when the document amount was obligated.
PO Type	The type of order from the purchase order document is displayed. The system displays a user-defined field or S - Special Instructions . If you enter S - Special Instructions , special instructions are printed on the vendor purchase order.
Offset Reserve Account	The value for the balance sheet account used for reserves for encumbrances is displayed. The same value is used for all purchase orders, and is inferred from System Special Accounts (SPEC).
Comments	The comments given on the purchase order document are displayed. Remember that you can only store 12 characters in this field. If PO Type of order is S - Special Instructions , this field is inferred from Special Instruction (SPIS).
PO Amount	The total amount of this purchase order document is displayed. It reflects all adjustment actions made on the original amount.
PO Date	The purchase order date given on the purchase order document is displayed.

Field	Description
Closed PO Amount	The total amount cleared so far on this purchase order document is displayed. For example, the total of all payments made for this purchase order.
PO Closing Date	The date when final action was taken for the purchase order.
Outstanding Amount	The amount of the purchase order that is not cleared by payment voucher or manual warrant documents is displayed. This is the purchase order amount minus the purchase order closed amount.



OPEN PURCHASE ORDER HEADER INQUIRY (EPS) (OPPH)



Open Purchase Order Header Inquiry (EPS) (OPPH) is used to view header information about a purchase order. This window lists all outstanding and some recently closed purchase order documents. All information recorded on the header part of the purchase order document appears in the window, in addition to the total amount closed.

Field	Description
Vendor	Key field. You can enter the number of the vendor that received the order.
Transaction ID	Key field. You can enter the transaction code and unique number that identifies this order. Valid values are PC (Centralized Purchase Order), PD (Decentralized Purchase Order), PG (Price Agreement), or SC (Service Contract).



Field	Description
Contact	The personal contact for the vendor is displayed.
PO Date	The date given on the purchase order document is displayed. This is usually the date the purchase order is accepted by the system.
Resp Person	The person to whom you want questions addressed about the order is displayed.
Address Ind	The address indicator for this vendor is displayed. Extended Purchasing Subsystem clients can establish multiple primary addresses for a single vendor by entering the address indicator in the eleventh character of Vendor on Vendor (VEN2).
Buyer	The buyer responsible for this order is displayed. This buyer is associated with the commodity used on the first commodity line.
Resp Agency	The agency requesting the order is displayed.
Resp Org	The organization for which these goods are ordered is displayed.
Organization Name	The short name of the organization for which these goods are ordered is displayed.
Comments	Any comments entered on the order document are displayed.
Budget Fiscal Year	The budget fiscal year in which the funds are encumbered is displayed.
Offset Reserve Account	The balance sheet account for reserve for encumbrances is displayed. The code used is listed in System Special Accounts (SPEC).
System Created	This field indicates which integrated system of MARS the document originated from. A P indicates that the document was created in Procurement Desktop (PD). A C indicates that the document was created in Procurement Desktop for Procurement Card (ProCard) purchases. If the document is created in MARS ADVANTAGE this field will be left blank.



Field	Description
Last Print Date	The last date that this order was printed is displayed.
Modification Number	The number of the most recent modification document processed against the purchase order is displayed.
Modification Date	The last date that this document was modified is displayed.



Delivery Details View

Field	Description
Receiving Party	The name of the person who receives the delivery is displayed.
Delivery Date	The anticipated delivery date is displayed.
Warehouse	The warehouse where the goods are shipped is displayed.
Ship/Bill to	The receiving and billing locations for the goods are displayed.
Building/Room	The building and room location where you want the goods delivered upon receipt is displayed.
Goods Already Received	If selected [Y], the goods were already received. The system automatically generates a Receiver (RC) document.
FOB Point	The Free on Board (FOB) site for the goods is displayed.



Controls View

The screenshot shows the 'Open Purchase Order Header Inquiry' window with the 'Controls' tab selected. The 'Controls' section includes the following fields and values:

- Blanket Number: [Redacted]
- Terms: [Redacted]
- PD Hold:
- Order Type:
- Order Confirmed: Unknown
- Note Pad Text: No Text
- Outstanding Approvals: [Redacted]
- Linking Option
- Three-way Match: PO, Receiver, and Vendor Invoice

Field	Description
Blanket Number	The blanket agreement between the entity and vendor that governs terms of this order is displayed.
Terms	The discount type associated with this purchase order is displayed.
PO Hold	Displays Y if this order has been placed on hold and will not be picked up by the print program.
Order Type	A one-character value used to identify the type of order is displayed. Order types are user-defined and vary from site to site. If S is displayed, see Special Instructions (SPIS) for special instructions about this order.
Order Confirmed	If Yes [Y] is selected in this field, the vendor has received prior notification of this order. If No [N] or Unknown [blank] is selected, the vendor has not received prior notification of this order.

Field	Description
Note Pad Text	<p>One of the following selections is displayed:</p> <p><i>Note Pad Text Exists [Y]</i> There is text associated with this document on Note Pad Text (NOTE).</p> <p><i>Order is Canceled [X]</i> The order is canceled.</p> <p><i>No Text [blank]</i> There is no text associated with this order on Note Pad Text (NOTE).</p>
Outstanding Approvals	<p>The number of approvals that need to be applied to the commodity lines before the order is fully approved and available on EPS Purchase Order Print (PCHD) is displayed.</p>
Linking Option	<p>If selected [Y], linking between commodity and accounting lines is in effect.</p>
Three-Way Match	<p>Entries displayed in this field are interpreted as follows:</p> <p><i>PO, Receiver, and Vendor Invoice [A]</i> <i>PO and Vendor Invoice [V]</i> <i>PO and Receiver [R]</i> <i>No Three-Way Match [N]</i></p> <p>See the <i>Extended Purchasing User's Guide</i> for more information.</p>



Cost Details View

The screenshot shows a software window titled "Open Purchase Order Header Inquiry". It contains several input fields and a tabbed interface. The fields are organized into two columns. The top section includes fields for Vendor, Contact, Resp Person, Resp Agency, Comments, Offset Reserve Account, and Modification Number. The right column includes Transaction ID, PO Date, Address Ind, Buyer, Organization Name, Budget Fiscal Year, Last Print Date, and Modification Date. Below these fields is a tabbed interface with four tabs: "Delivery Details", "Controls", "Cost Details", and "Amounts". The "Cost Details" tab is currently selected, showing fields for Tax Code, Freight Indicator (set to "Default"), Discount Code, Total Quantity, Freight Amount, and Discount Amount.

Field	Description
Tax Code	The tax code used to compute the document's tax amounts is displayed. See Tax Code (TAXT) for this code and corresponding rate.
Total Quantity	The current total quantity for this document is displayed. This value equals the sum of all the commodity line quantities.
Freight Indicator	The current value of the freight indicator representing the freight method used on the document is displayed.
Freight Amount	The total amount of freight charge for this order is displayed. This amount equals the sum of all corresponding commodity line freight amounts.
Discount Code	The discount code applied to this purchase order is displayed.
Discount Amount	The total discount amount for the sum of all commodity lines is displayed.

Amounts View

The screenshot shows a software window titled "Open Purchase Order Header Inquiry". It contains several input fields for vendor and transaction information, including Vendor, Contact, Resp Person, Resp Agency, Resp Org, Organization Name, Comments, Offset Reserve Account, System Created, Modification Number, Transaction ID, PO Date, Address Ind, Buyer, Budget Fiscal Year, Last Print Date, and Modification Date. Below these fields are four tabs: "Delivery Details", "Controls", "Cost Details", and "Amounts". The "Amounts" tab is selected and displays a table with the following fields: Total Order Amount, Received Amount, Invoiced Amount, Outstanding Amount, Expended Amount, Closed Amount, and PO Closed Date.

Field	Description
Total Order Amount	The total amount of all commodity lines on the order is displayed.
Received Amount	The dollar amount of all goods received against this order is displayed.
Invoiced Amount	The total amount of all vendor invoice documents entered against this order is displayed.
Outstanding Amount	The amount still open for this purchase order is displayed.
Expended Amount	The total amount paid to date on this order is displayed.
Closed Amount	The total amount closed against this order by a voucher or vouchers is displayed.
PO Closed Date	The date when all accounting lines were closed on this order is displayed.

OPEN PURCHASE ORDER LINE INQUIRY (OPOL)



Vendor [] PD Number [] Line Number []

Accounting Distribution

Fund [] Agency [] Organization / Sub [] / []

Appr Unit [] Activity [] Function []

Object / Sub [] / [] Reporting Cat [] Job Number []

Project [] Termini []

Last Reference Transaction Number / Date [] / [] / []

Internal Reference Fund [] Internal Reference Agency []

PD Line Amount [] Expensed Amount []

Closed Amount [] Outstanding Amount []

Description [] Text Flag

Open Purchase Order Line Inquiry (OPOL) contains details about purchase order lines. Most of the information comes from the line level of the purchase order document. In addition, the amount closed and the amount remaining outstanding are included for each line.

This window is organized by vendor code, so that all purchase orders for a particular vendor is accessed sequentially from the table. Entries are added when new purchase order lines are accepted by the financial system, and entries are changed when modifications are accepted on purchase order lines. Several fields are updated when payment vouchers or manual warrants that reference the purchase order line are accepted. Lines are closed when the total of all referencing payment vouchers and manual warrants equals the purchase order line amount, or when the purchase order



line is finalized on a payment voucher or manual warrant. When the clearing process deletes a line in Open Purchase Order Header Inquiry (OPOH), it also deletes all corresponding detail lines.

Field	Description
Vendor	Key field. Enter the vendor code used on the purchase order document. If vendor code is blank, the value <i>NONE</i> is assigned by the document processor.
PO Number	Key field. Enter the purchase order number assigned to this purchase order document on the purchase order document.
Line Number	Key field. Enter the purchase order line number assigned on the purchase order document.

Accounting Distribution

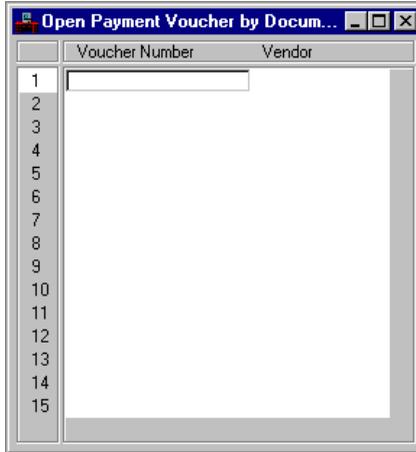
Fund, Agency, Organization/ Sub, Appr Unit, Activity, Function, Object/Sub, Reporting Cat, Job Number, Project, Termini	The accounting distribution entered on the purchase order line is displayed.
Last Reference Transaction Number/Date	The transaction number of the last transaction that referenced this purchase order line is displayed.
Internal Reference Fund, Internal Reference Agency	The reference (seller) fund and agency is displayed if an internal purchase order. The field is blank otherwise.
PO Line Amount	The amount of this purchase order line is displayed; it reflects all adjustment actions made to the original amount.
Expensed Amount	The total amount paid so far on this purchase order line is displayed. For example, the total of all payment vouchers and manual warrants referencing this purchase order line.



Field	Description
Closed Amount	The total amount closed so far on this purchase order line is displayed. This is the amount from referencing payment vouchers and manual warrants. When closed with a final payment, this figure is set equal to the purchase order line amount, even if the actual payment amount was more or less than the purchase order line amount. The Expensed Amount field reflects the actual amount expended at the time of closing.
Outstanding Amount	The amount of this line that has not been cleared by payment voucher or manual warrant documents is displayed. This is the purchase order line amount minus the purchase order line closed amount.
Description	The description from the purchase order document is displayed.
Text Flag	Default is not selected [<i>blank</i>]. If the Text Flag checkbox is selected [<i>Y</i>], text is associated with the purchase order document on Purchase Order Text (POTX).



OPEN PAYMENT VOUCHER BY DOCUMENT NUMBER INQUIRY (OPVD)

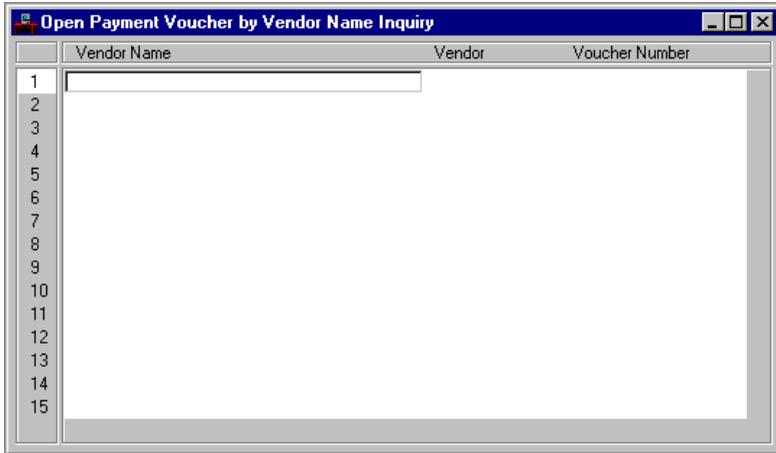


Open Payment Voucher by Document Number Inquiry (OPVD) contains only the key information from Open Payment Voucher Header (OPVH). It is arranged with the voucher number followed by the vendor code. This allows users to find payment vouchers when the voucher number is known and the vendor code is not. The user can scroll through this by voucher number until the correct record is found. Records are added/deleted whenever the corresponding record is added to/deleted from Open Payment Voucher Header (OPVH).

Field	Description
Voucher Number	Key field. Enter the voucher number assigned to this payment voucher on the payment voucher document.
Vendor	Key field. Enter the vendor code used on the payment voucher document.



OPEN PAYMENT VOUCHER BY VENDOR NAME INQUIRY (OPVV)



Open Payment Voucher by Vendor Name Inquiry (OPVV) contains only the key information from Open Payment Voucher Header (OPVH). It is arranged with the vendor name followed by the vendor code and voucher number. This allows users to find payment vouchers when only the vendor name is known. The user can scroll through this by vendor name until the correct record is found. Records are added/ deleted whenever the corresponding record is added to/deleted from Open Payment Voucher Header (OPVH).

Field	Description
Vendor Name	Key field. Enter the vendor name inferred from Vendor (VEN2) if a vendor is used. If a vendor code is not used or if the vendor code is a miscellaneous vendor code, enter the vendor name from the payment voucher document.
Vendor	Key field. Enter the vendor code related to the name on the voucher.



Field	Description
Voucher Number	Key field. Enter the voucher document number.



OPEN PAYMENT VOUCHER LINE INQUIRY (1 OF 2) (OPVL)

Open Payment Voucher Line Inquiry (OPVL, OPV2) contains details about payment voucher lines. Most of the information comes from the line level of the payment voucher document. In addition, the payment voucher closed amount and disbursed amount are included for each line.

This window is organized by vendor code. Consequently, all payment voucher documents for a particular vendor are accessed sequentially. Entries are added when new payment voucher lines are accepted by the financial system; entries are updated when modifications are accepted. Several fields are updated when manual warrant documents are accepted against them, or they are updated by the cash disbursement process. Lines are closed when the total of all referencing manual warrants and cash

disbursements equals the payment voucher line amount. When the clearing process deletes a line in Open Payment Voucher Header Inquiry (OPVH), it also deletes all corresponding detail lines from Open Payment Voucher Line Inquiry (OPVL).

Field	Description
Vendor	Key field. Enter the vendor code used on the payment voucher document. If vendor code is blank, the value <i>None</i> is assigned by the document processor.
Voucher Number	Key field. Enter the payment voucher document number of the document.
Vendor Invoice	Key field. Enter the vendor's invoice number from the payment voucher document.
Line Number	Key field. Enter the line number from the payment voucher document.
Description	The line description from the payment voucher document is displayed.
Federal Aid Number	Display only. This field is not currently used.



Accounting Line View

Field	Description
Accounting Line Data	
Fund, Agency, Orgn/Sub, Appr Unit, Activity, Function, Object/Sub, Rev Source/Sub, BS Account, Reporting Cat, Job Number, Project, Termini	The accounting distribution from the input document is displayed.
PC Vend Number	The Vendor Code is displayed from the Procurement Card document. This allows 1099 information to be captured for all vendors that are “true” vendors of the Commonwealth.
Batch Number	Optional. Enter a unique alphanumeric batch identifier which is used to group 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 To Date on Application Dates (LDAT).

OPEN PAYMENT VOUCHER LINE INQUIRY (2 OF 2) (OPV2)



Open Payment Voucher Line Inquiry (OPVL, OPV2) contains details information about payment voucher lines. Most of the information comes from the line level of the payment voucher document. In addition, the payment voucher closed amount and disbursed amount are included for each line.

The second Open Payment Voucher Line Inquiry (OPV2) window is organized by vendor code. Consequently, all payment voucher documents for a particular vendor are accessed sequentially. Entries are added when new payment voucher lines are accepted by the financial system; entries are updated when modifications are accepted. Several fields are updated when manual warrants are accepted against them, or they are updated by the cash disbursement process. Lines are closed when the total of all referencing manual warrants and cash disbursements equals the payment



voucher line amount. When the clearing process deletes a line in Open Payment Voucher Header Inquiry (OPVH), it also deletes all corresponding detail lines from the Open Payment Voucher Line Inquiry.

Field	Description
Vendor	Key field. Enter the vendor code used on the payment voucher document. If vendor code is blank, the value <i>None</i> is assigned by the document processor.
Voucher Number	Key field. Enter the voucher document number from the payment voucher document.
Vendor Invoice	The vendor's invoice number from the payment voucher document is displayed.
Line Number	The line number from the payment voucher document is displayed.
Description	The line description from the payment voucher document is displayed.
Quantity	The quantity of units that this commodity line represents is displayed.
Batch Number	Optional. Enter a unique alphanumeric batch identifier which is used to group 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 <i>To Date</i> on Application Dates (LDAT).
Line Tax Code	You must install the Extended Purchasing Subsystem to use this field. The three-character value representing a tax percentage used to calculate the tax for this line is displayed. The value is defined on Tax Code (TAXT).
Discount Type	The value for the discount type entered on the payment voucher document is displayed. Refer to Discount Type (DISC) for valid values.



OPEN RECEIVABLE HEADER INQUIRY (OREH)

Open Receivable Header Inquiry (OREH) contains one entry for each Receivable (RE) processed. Document total amounts, as well as header information such as customer data and receivable dates, are stored on this window.

Field	Description
Receivable Number	Key field. Enter the open or recently closed receivable document number.
Budget Fiscal Year	The document's budget fiscal year is displayed.
Receivable Date	The transaction date of the receivable is displayed.
Closed Date	The date when the receivable was closed either due to a payment from the customer or a credit memo is displayed.
Due Date	The date when payment for the receivable is due is displayed.

Amounts View

Field	Description
Billing Code	The billing code used for processing the receivable is displayed.
Billed Amount	The amount that the customer was billed for this receivable is displayed. This includes any modifying receivable documents or receivable credit memos processed against the original receivable.
Closed Amount	The amount paid against the receivable is displayed. When the receivable is closed, this field equals the receivable amount.
Outstanding Balance	The difference between the receivable amount and the closed receivable amount is displayed.



Customer Details View

Field	Description
Name	The corresponding customer name is displayed.
Division	The division from the customer address is displayed.
Address, City, State, Zip	The customer's street address, city, state, and zip code is displayed.
Comments	The description of the receivable is displayed.

OPEN RECEIVABLE LINE INQUIRY (OREL)



Open Receivable Line Inquiry
_ □ ×

Receivable Number
Line Number

Accounting Distribution

Fund <input style="width: 50px;" type="text"/>	Agency <input style="width: 50px;" type="text"/>	Org / Sub <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/>
Appropriation Unit <input style="width: 100px;" type="text"/>	Activity <input style="width: 50px;" type="text"/>	
Function <input style="width: 50px;" type="text"/>	Detail Object / Sub <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/>	Rev Source / Sub <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/>
BS Account <input style="width: 50px;" type="text"/>	Reporting Category <input style="width: 50px;" type="text"/>	Job Number <input style="width: 50px;" type="text"/>
Project <input style="width: 100px;" type="text"/>		

Offset Billed Receivable Account

Rate Code
Number of Units
Unit

Line Amounts

Billed <input style="width: 50px;" type="text"/>	Collected <input style="width: 50px;" type="text"/>	Closed <input style="width: 50px;" type="text"/>
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Description

Open Receivable Line Inquiry (OREL) contains one entry for each line on a receivable. Complete line information is displayed including the accounting distribution, billing rate information and line amounts.

Field	Description
Receivable Number	Key field. Enter an open or recently closed receivable document number.
Line Number	Key field. Enter the line number you want to view from the receivable document.



Field	Description
<i>Accounting Distribution</i>	
Fund, Agency, Org/Sub, Appropriation Unit, Activity, Function, Detail Object/Sub, Rev Source/Sub, BS Account, Reporting Category, Job Number, Project	The accounting distribution that was entered on the receivable line and for which the revenues were earned is displayed.
Offset Billed Receivable Account	The balance sheet account used to record the offset entry is displayed.
Rate Code	The billing rate per unit of measure is displayed.
Number of Units	The number of units of goods purchased by the customer is displayed.
Unit	The unit of measure of the goods purchased by the customer is displayed.
<i>Line Amounts</i>	
Billed	The amount billed on this receivable line is displayed. This is either a manually entered amount, or is computed as: Billing Rate * Number of Units.
Collected	If an overpayment or underpayment falls within tolerance amounts on Revenue Options (ROPT), the amount entered on the Cash Receipt (CR) is displayed.
Closed	The cash receipt amount processed against the receivable is displayed. When the receivable line is closed, this field is equal to the Billed amount even if it does not equal the Collected amount.



Field	Description
Description	The description of the receivable line is displayed.



OPEN RECEIVABLE OPTIONS (OREO)



Open Receivable Options (OREO) provides controls that are specific to the Receivable (RE) document. It is used to override normal processing for the receivable. Open Receivable Options (OREO) contains the status flags that show what actions are taken for a delinquent receivable. It also contains flags that provide the ability to stop certain receivable processing such as finance charge accrual and invoice printing.

Field	Description
Receivable Number	Key field. Enter an open or recently closed receivable document number.
Accrue Finance Charge	Default is cleared [N]. Select [Y] to accrue finance charges. Leave cleared [N] to stop the accrual of finance charges against the receivable.
Generate Billing	Default is selected [Y]. Deselect this checkbox (leave cleared [N]) to stop the printing of customer invoices and collection letters for the receivable.



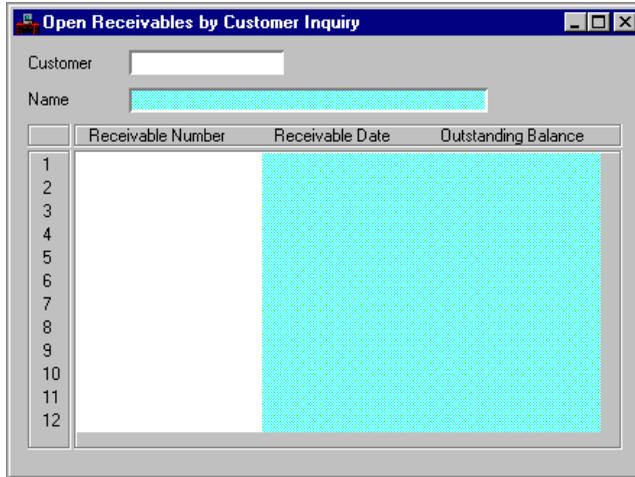
OPEN RECEIVABLE TEXT (RETX)

The screenshot shows a software window titled "Open Receivable Text". At the top, there are two input fields: "Receivable Number" and "Batch Number". Below these is a large text area with a vertical scroll bar on the right and a horizontal scroll bar at the bottom. The text area is divided into 13 lines, numbered 1 through 13 on the left side. The text area is currently empty.

Open Receivable Text (RETX) contains additional descriptions about a receivable. This text is not displayed on the customer invoice.

Field	Description
Receivable Number	Required. Enter the receivable document number. See Open Receivable Header Inquiry (OREH) for valid values.
Batch Number	Required. Enter the receivable document batch number.
Text	Required. Enter the text used to provide additional information about a receivable document.
Text Line	Optional. You must enter a numeric value. The system provides default numbering. An increment of two is automatically added to the previous line number.

OPEN RECEIVABLES BY CUSTOMER INQUIRY (OREC)



Open Receivables by Customer Inquiry (OREC) is an alternate view of Open Receivable Header Inquiry (OREH). This window lists all outstanding and recently closed receivables for a customer by document ID and date. Detailed information is contained on Open Receivable Header Inquiry (OREH).

Field	Description
Customer	Key field. Enter the customer/client for whom the receivables were processed. See Customer Name Inquiry (CUSN) for valid values.
Name	The corresponding customer name is displayed.
Receivable Number	Key field. Enter the open or recently closed receivable document number.
Receivable Date	The transaction date of the receivable event is displayed.



Field	Description
Outstanding Balance	The difference between the receivable amount and the closed receivable amount on Open Receivable Header Inquiry (OREH) is displayed.



OPEN RECEIVABLES BY DUE DATE INQUIRY (ORED)

Open Receivables by Due Date Inquiry (ORED) lists all outstanding and recently closed receivables for a customer by receivable due date.

Field	Description
Customer	Key field. Enter the customer/client for whom the receivables were processed. See Customer Name Inquiry (CUSN) for valid values.
Billing Code	Key field. Enter the billing code used for processing the receivables listed.
Name	The corresponding customer name is displayed.
Due Date	Key field. Enter the date when payment for the receivable is due.

Field	Description
Receivable Number	Key field. Enter the open or recently closed receivable document number.
Outstanding Balance	The difference between the receivable amount and the closed receivable amount on Open Receivable Header Inquiry (OREH) is displayed.
Receivable Date	The transaction date of the receivable event is displayed.
Collection Status	The last type of collection support processed against the receivable is displayed. This is updated on Open Receivables Options (OREO). Valid values are <i>C</i> (collections), <i>I</i> (intercepts), and <i>L</i> (legal action).
Dispute Indicator	<i>Y</i> is displayed if the receivable is in dispute.



OPEN RECEIVER HEADER INQUIRY (ORCH)



The Open Receiver Header Inquiry (ORCH) is used to display the date goods are received against specific order lines as well as other information concerning the order's receipt.

Lines are added to this window each time a Receiver (RC) document is accepted by the financial system and is changed when modifications are submitted. Entries are deleted during monthly clearing, after a period of time that you specify.

Field	Description
Transaction ID	Key field. You can enter the transaction code and unique number that identifies the document.
Vendor	The vendor from whom the goods were received is displayed.
Received by	The name of the person who received the goods is displayed.
Received Date	The date the goods were received is displayed.
Reference PO ID	The transaction code and number of the purchase order this Receiver (RC) references is displayed.



Field	Description
Note Pad Text	<p>One of the following selections is displayed:</p> <p><i>Note Pad Text Exists [Y]</i> There is text associated with this document on Note Pad Text (NOTE).</p> <p><i>Order is Canceled [X]</i> The document is canceled.</p> <p><i>No Text [blank]</i> There is no text associated with this document on (NOTE).</p>
System Created	<p>This field indicates which integrated system of MARS the document originated from. A P indicates that the document was created in Procurement Desktop (PD). A C indicates that the document was created in Procurement Desktop for Procurement Card (ProCard) purchases. If the document is created in MARS ADVANTAGE this field will be left blank.</p>
Carrier	<p>The carrier is displayed.</p>
Name	<p>The name of the carrier who transported the goods is displayed.</p>



OPEN RECEIVER LINE INQUIRY (ORCL)



Open Receiver Line Inquiry (ORCL) is used to display the receipt of goods (commodities) against specific order commodity lines. It displays the quantity received, unit cost, and the dollar amount of goods received. It also captures any special condition of the receipt such as damages or overshipment and whether the receipt is a partial or final delivery.

Field	Description
Transaction ID	Key field. You can enter the transaction code and unique ID of the Receiver (RC).
Line Number	Key field. You can enter the line number from the Receiver (RC).
Commodity/Item	The commodity code that identifies the goods ordered and the item code that identifies the goods ordered as warehouse stock is displayed.
PO Line Number	The purchase order line number for the commodity is displayed.



Field	Description
Description	The description of the commodity/item from the purchase order document is displayed.
MSDS	Yes [Y] is selected if a Material Safety Data Sheet (MSDS) was received. No [N] is selected if the Material Safety Data Sheet (MSDS) was not received. Not Applicable [blank] is selected if a Material Safety Data Sheet (MSDS) is not associated with this vendor.
Manuf Number	The manufacturer for this commodity is displayed.
Manuf Name	The manufacturer's name is displayed.
Unit	The unit of measure (box, each, dozen, etc.) for the goods ordered on the commodity line is displayed. This field is not applicable for service contracts.
Special Condition	Any special conditions associated with the receipt of goods for this commodity line is displayed.
Text Flag	This field shows what kind of additional text is associated with this commodity line. Valid values are: <p style="margin-left: 40px;">Standard [S] The text entered on Standard Specification (STDS) for this commodity is used.</p> <p style="margin-left: 40px;">Reference [R] The Text indicator on the requisition referenced on this commodity line determines the text associated with this purchase order.</p> <p style="margin-left: 40px;">Custom [Y] The text entered on Receiver Text (RCTX) is used. Select Additional Description to go to the Receiver Text (RCTX) entry for this transaction.</p> <p style="margin-left: 40px;">No Text [blank]</p>
Quantity/SC Dollars Delivered	The quantity of goods or the dollar amount of the services received for this commodity line is displayed.
Partial/Final Indicator	Partial [P] is displayed if the receipt is partial. Final [F] is displayed if the receipt is final.



OPEN REQUISITION ACCOUNT LINE INQUIRY (ORQL)



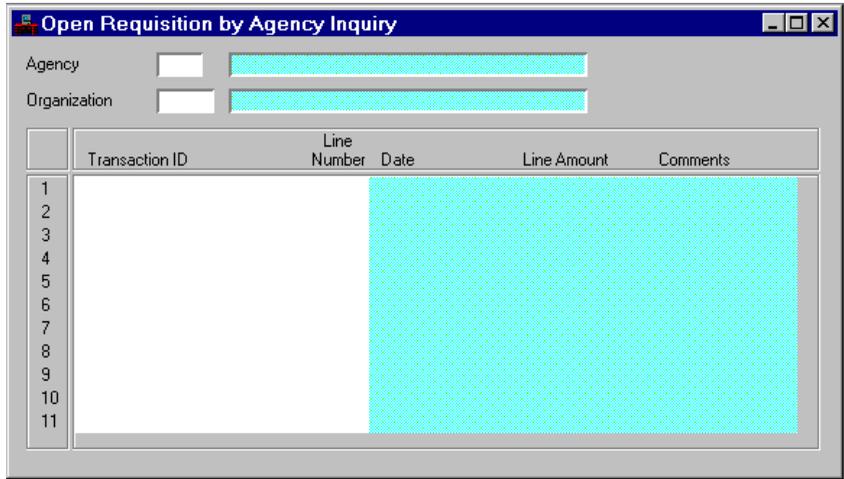
Open Requisition Account Line Inquiry (ORQL) displays accounting information on open requisition documents and distinguishes between the original requisition document amount, the closed amount, and the obligated amount of each requisition document.

Lines are added each time a new requisition document is accepted by the financial system. Lines are changed when modifications are submitted on these documents. Lines are deleted from this window, after a period of time that you specify, during monthly clearing when they are marked closed. Lines are also deleted if the document is canceled.

Field	Description
Transaction ID	Key field. You can enter the transaction code and unique number that identifies the requisition document you are looking for.
Line Number	Key field. You can enter the number of the order account line from the requisition document.



OPEN REQUISITION BY AGENCY INQUIRY (ORIA)



Open Requisition by Agency Inquiry (ORIA) displays information on requisition lines by agency and organization. Only open requisition documents appear on this window.

Field	Description
Agency	Key field. You can enter the agency about which you are inquiring. See Agency Index (AGCY) for valid values.
Organization	Key field. You can enter the organization about which you are inquiring. See Organization Index (ORGN) for valid values.
Transaction ID	Key field. Enter the transaction code and unique number that identifies the requisition document. The valid value for the transaction code is RX .
Line Number	Key field. Enter the accounting line number from the requisition document.



Field	Description
Date	The requisition date (<i>mm dd yy</i>) given on the requisition document is displayed. This is usually the date the requisition was accepted by the system.
Line Amount	The total amount of this line is displayed.
Comments	Any comments entered on the requisition document are displayed.



OPEN REQUISITION COMMODITY LINE INQUIRY (ORQC)



Open Requisition Commodity Line Inquiry (ORQC) displays information on each commodity line that is still open for a given requisition document. Lines are added to this window each time a new requisition document is accepted. Lines are changed when modifications are submitted on these documents. Lines are deleted during monthly clearing when they are marked closed, and after a period of time that you specify. Entries are also deleted if the document is canceled.

Field	Description
Transaction ID	Key field. You can enter the transaction code and unique number that identifies the requisition. RX (Requisition) is a valid value for the transaction code.
Line Number	Key field. You can enter the unique number assigned to this line on the document.
Description	The description of the commodity line is displayed.



Field	Description
Pre-Tax Amount	The total amount calculated for this line before tax is added is displayed. This value factors in discounts.
Tax Code	The tax code used to compute the document's tax amounts is displayed. See Tax Code (TAXT) for this code and corresponding rate.
Tax Amount	The amount of tax calculated from the pre-tax amount multiplied by the tax rate associated with the tax code is displayed.
Text Flag	<i>Standard [S]</i> is displayed if standard text is associated with the commodity line. <i>Custom [C]</i> is displayed if non-standard text is associated with the commodity line. <i>No Text [blank]</i> is displayed if no text is associated with the commodity line.
Freight Amount	The current amount of freight charges for this commodity line is displayed.
Total Cost	The total cost of the goods on this line is displayed. This value is calculated as the quantity of units multiplied by the discounted price per unit plus tax amount plus freight charges for this line.
Quantity Ordered	The number of goods ordered to fill the requisition is displayed. This number is updated at the time the order is entered.
Ordered Total	The total cost of the goods ordered on this line is displayed. This field is updated at the time the order is entered.
Partial/Final Indicator	This field indicates if the requisition document line was a <i>Unreferenced [blank]</i> , <i>Partial [P]</i> or <i>Final [F]</i> order.



OPEN REQUISITION HEADER INQUIRY (OPRQ)



Open Requisition Header Inquiry (OPRQ) contains outstanding purchase requisition documents. All header information recorded on the requisition document appears in this window.

Entries are added to this window when new requisition transactions are accepted by the financial system, and entries are changed when modification transactions are submitted.

Field	Description
Requisition Number	Key fields. The requisition number assigned to this requisition on the requisition document.
Budget FY	The budget fiscal year for this document is displayed. This is the year the funds were pre-encumbered.
RQ Type	Default is <i>Outside Vendor [1]</i> . The type of requisition checked on the requisition document is displayed. Valid selections are: <i>Outside Vendor [1]</i> and <i>Internal [2]</i> .



Field	Description
System Created	This field indicates which integrated system of MARS the document originated from. A P indicates that the document was created in Procurement Desktop (PD). A C indicates that the document was created in Procurement Desktop for Procurement Card (ProCard) purchases. If the document is created in MARS ADVANTAGE this field will be left blank.
Requisition Date	The requisition date entered on the requisition document is displayed.
Total RQ Amount	The total amount of the requisition is displayed.
Comment	The comment entered on the requisition is displayed.
Closed Amount	The total amount ordered from this requisition is displayed.
Closing Date	The date the requisition is closed is displayed.
Total Outstanding Amount	The total pre-encumbered amount remaining is displayed.



OPEN REQUISITION HEADER INQUIRY (EPS) (ORQH)



Open Requisition Header Inquiry (EPS) (ORQH) displays current header information for open requisition documents. Lines are added to this window each time a new requisition document is accepted. Lines are changed when modifications are submitted on these documents. Lines are deleted from this window during monthly clearing when they are marked closed and after a period of time that you specify. Lines are also deleted if the document is canceled.

Field	Description
Transaction ID	Key field. You can enter the transaction code and unique number that identifies the requisition document. RX is a valid value for the transaction code.
Requisition Date	The requisition date given on the requisition document is displayed. This is usually the date the requisition was accepted by the system.



Field	Description
Requested by	The name of the person making the request for goods or services is displayed.
Phone	The phone number of the person making the request for goods or services is displayed.
Comments	Any comments entered on the requisition document are displayed.
Budget FY	The budget year either entered on the requisition or inferred from the requisition documentation date is displayed.
Offset Reserve Account	The balance sheet account code used for reserves for pre-encumbrances is displayed. The code is inferred from System Special Accounts (SPEC).
Total Comm Lines	The number of commodity lines on the order is displayed.
Final Comm Lines	The number of commodity lines that are fully cleared by receipt of goods is displayed.
Closed Date	The date when all lines associated with this requisition document are closed is displayed.
Closed Amount	The total of all closed amounts from each requisition document line of this document is displayed.
Last Print Date	The date that the requisition was printed by Printed Requisition Worksheet (EPPR).
Requisition Amount	The current amount of this requisition document is displayed; it reflects all adjustments to the original amount.
Modification Date	The last date that this requisition document was modified is displayed.
Modification Number	This field is updated only when change order tracking is on. The number of the last change orders processed against this requisition is displayed.



Vendor View

Field	Description
Suggested Vendor, Name, Address, City, State, Zip, Contact, Phone	The vendor code, if entered, and descriptive information about the vendor from either the requisition document or Vendor (VEN2) is displayed.



Controls View

Field	Description
Note Pad Text	<p>One of the following selections is displayed:</p> <p><i>Note Pad Text Exists [Y]</i> There is text associated with this document on Note Pad Text (NOTE).</p> <p><i>Order is Canceled [X]</i> The document is canceled.</p> <p><i>No Text [blank]</i> There is no text associated with this document on (NOTE).</p>
Linking Option	<p>If this checkbox is selected [Y], linking between commodity and accounting lines is in effect.</p>
Requisition Type	<p>The user-defined type of this requisition is displayed. A type <i>I</i> requisition is defined as an emergency requisition.</p>

Delivery View

The screenshot shows a software window titled "Open Requisition Header Inquiry". It contains several input fields and checkboxes. The fields are arranged in two columns. The top row includes "Transaction ID" and "Requisition Date". The second row includes "Requested by" and "Phone". The third row includes "Comments", "Budget FY", "Offset Reserve Account", and "System Created". The fourth row includes "Total Comm Lines", "System Created", "Final Comm Lines", and "Closed Date". The fifth row includes "Closed Date", "Closed Amount", "Last Print Date", and "Requisition Amount". The sixth row includes "Modification Date" and "Modification Number". Below these fields is a tabbed interface with tabs for "Vendor", "Responsible Parties", "Controls", "Delivery" (which is selected), and "Cost Details". Under the "Delivery" tab, there are fields for "Delivery Date Required", "Ship to / Bill to", "Warehouse", and "Building / Room".

Field	Description
Delivery Date Required	The anticipated delivery date is displayed.
Ship to/Bill to	The requested delivery point and the place where the bill is sent is displayed.
Building/Room	The location where the requesting department wants the goods delivered is displayed.
Warehouse	The warehouse where the goods are shipped is displayed.



Cost Details View

The screenshot shows a software window titled "Open Requisition Header Inquiry". It contains several input fields and a tabbed interface. The fields are arranged in two columns:

- Transaction ID: []
- Requested by: []
- Comments: []
- Total Comm Lines: []
- Closed Date: [/ /]
- Last Print Date: [/ /]
- Modification Date: [/ /]
- Requisition Date: [/ /]
- Phone: []
- Budget FY: []
- System Created: []
- Offset Reserve Account: []
- Final Comm Lines: []
- Closed Amount: []
- Requisition Amount: []
- Modification Number: []

Below the fields is a tabbed interface with the following tabs: Vendor, Responsible Parties, Controls, Delivery, and Cost Details (which is currently selected). Under the "Cost Details" tab, the following fields are visible:

- Total Quantity: []
- Discount Code: []
- Freight Indicator: [Default]
- Tax Code: []
- Discount Total: []
- Freight Total: []

Field	Description
Total Quantity	The current total quantity for this requisition is displayed; this quantity equals the sum of all the commodity lines quantities of this requisition.
Discount Code	The purchase order discount code applied to this requisition is displayed.
Discount Total	The total discount amount applied to this requisition is displayed.
Freight Indicator	The current value of the freight indicator representing the freight method used is displayed.
Freight Total	The total amount of freight charges for this requisition is displayed. This amount equals the sum of all corresponding commodity line freight amounts.
Tax Code	The tax code used to compute the document's tax amounts is displayed. See Tax Code (TAXT) for this code and corresponding rate.

OPEN REQUISITION LINE (OPRL)



Open Requisition Line (OPRL) contains the accounting information for each outstanding purchase requisition document line. All information recorded on the requisition line appears in this window.

Entries are added to this window when new requisition transactions are accepted by the financial system, and entries are changed when modification transactions are submitted.

Field	Description
Requisition Number	Key fields. The requisition number assigned to this requisition on the requisition document.
Line Number	Key field. The requisition line number assigned to this requisition on the requisition document.



OPEN STOCK REQUISITION ACCOUNT LINE INQUIRY (OSRL)



Open Stock Requisition Account Line Inquiry (OSRL) displays all outstanding and some recently closed stock requisition accounting lines. Information about each buyer's accounting distribution associated with the Stock Requisition (SR) or Over the Counter (OC) documents appears on this screen.

A record is added to this screen for each accounting line of an accepted Stock Requisition (SR) or Over the Counter (OC) document. As Stock Requisition (SR) or Over the Counter (OC) modifications are submitted and accepted, records in the table are updated. The **Closed Amount** field is updated as Issue Confirmation (CI) and Over the Counter (OC) documents are accepted.

Records are deleted from this table by the Inventory Subsystem Table Purge offline program when their corresponding Open Stock Requisition Header Inquiry (OSRH) record is closed for more days than the number of retention days indicated on Warehouse Management (WHS2). Refer to the *System Administration Guide* for more information about this program.

Field	Description
Transaction ID	Key field. Enter the unique transaction ID assigned to the document when it was entered into the system.



Field	Description
Line Number	Key field. Enter the line number of the stock requisition account line.
<i>Accounting Distribution</i>	
Fund, Agency, Organization/ Sub, Appr Unit, Activity, Function, Object/Sub, Reporting Cat, Cost Category, Job Number, Project, Termini	Display only. The accounting distribution entered on the stock requisition account line of the document is displayed.
Line Amount	Display only. The dollar amount of this account line is displayed. (Unit Price multiplied by Requested Quantity .)
Closed Amount	Display only. The dollar amount of this account line closed by issue confirmation is displayed.



OPEN STOCK REQUISITION HEADER INQUIRY (OSRH)



Transaction ID	[]	Accounting Period	[/]
Budget Fiscal Year	[]	Requesting Agency	[]
Transaction Date	[/ /]	Requested by	[]
Requesting Organization	[]	Delivery Date	[/ /]
Phone Number	[]	Requesting Warehouse	[]
Warehouse	[]	System Created	[]
Delivery Building / Room	[]	<input type="checkbox"/> Ship Whole Order	
Comments	[]	Total Amount	[]
Total Item Lines	[]	Closed Amount	[]
Closed Item Lines	[]	Closed Date	[/ /]
Number of Issues	[]		
Status			
Backordered	[None]	Reserved	[None]
Released	[None]	Date	[/ /]

Open Stock Requisition Header Inquiry (OSRH) displays information from the header portion of all open and some recently closed Stock Requisition (SR) and Over the Counter (OC) documents. It also displays the backordered, reserved, and released status of the requisition.

A record is added to Open Stock Requisition Header Inquiry (OSRH) for each Stock Requisition (SR) or Over the Counter (OC) document accepted by the system. As modifications are submitted and accepted, records are changed. The **Closed Amount** field is updated as Issue Confirmation (CI) and Over the Counter (OC) documents are accepted. The Stock Requisition (SR) statuses and item line statistics are updated by the document processors as a requisition proceeds through the inventory chain of events.



Records are deleted from this table by the Inventory Subsystem Table Purge offline program when their corresponding Open Stock Requisition Header Inquiry (OSRH) record is closed for more days than the number of retention days indicated on Warehouse Management (WHS2). For more information on the Inventory Subsystem Table Purge offline program, see the *System Administration Guide*.

Field	Description
Transaction ID	Key field. Enter the unique transaction ID assigned to the document.
Budget Fiscal Year	Key field. Enter the fiscal year to which the transaction should apply, either entered on the requisition or inferred from the requisition date.
Accounting Period	Display only. The accounting period to which the transaction should apply is displayed.
Transaction Date	Display only. The date the stock requisition was entered into the system is displayed.
Requesting Agency	Display only. The agency code requesting the stock requisition is displayed.
Requesting Organization	Display only. The organization code requesting the stock requisition is displayed.
Requested by	Display only. The name of the individual requesting the stock requisition is displayed.
Phone Number	Display only. The phone number of the individual requesting this stock requisition is displayed.
Delivery Date	Display only. The date when the stock items are delivered to the requested location is displayed.
Delivery Building/Room	Display only. The location where the stock items should be delivered is displayed.
Warehouse	Display only. The warehouse where the stock item are drawn for this requisition is displayed.
Requesting Warehouse	Display only. The warehouse requesting the stock item is displayed.

Field	Description
Ship Whole Order	Display only. If selected [Y], this request is delivered only when the whole order is reserved. If cleared [N], this request is delivered when any item of this order is reserved.
System Created	This field indicates which integrated system of MARS the document originated from. A C is displayed indicating that the document was created in Procurement Desktop for Procurement Card (ProCard) purchases. A P is displayed indicating that the document was created in Procurement Desktop (PD). If the document was created in ADVANTAGE this field is left blank.
Comments	Display only. Notes entered on the stock requisition that further explain this requisition are displayed.
Total Item Lines	Display only. The number of item lines in this stock requisition is displayed.
Total Amount	Display only. The dollar amount of this stock requisition including any modifications is displayed. It is the total of all the accounting lines.
Closed Item Lines	Display only. The number of item lines that are completely issued in this stock requisition is displayed.
Closed Amount	Display only. The current dollar amount of this stock requisition that is closed by a Stock Issue Confirmation (CI) document is displayed.
Number of Issues	Display only. The number of times when all, or portions, of this requisition is issued is displayed.
Closed Date	Display only. The date when all of the item lines were closed by an issue or modifications to the stock requisition is displayed.

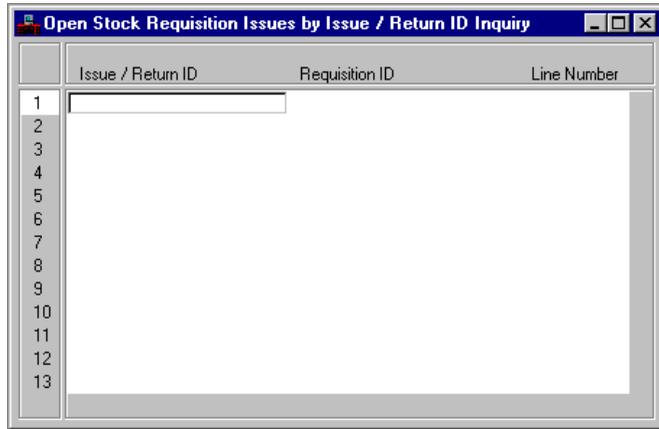
Status



Field	Description
Backordered	<p>Display only. Status of the stock requisition that has any of the item lines which are backordered is displayed. Valid values are:</p> <p><i>Partially [P]</i> <i>Fully [F]</i> <i>None [N]</i></p>
Reserved	<p>Display only. Status of the stock requisition that has any of the item lines which are reserved is displayed. Valid values are:</p> <p><i>Partially [P]</i> <i>Fully [F]</i> <i>None [N]</i></p>
Released	<p>Display only. Status of the stock requisition that has any of the item lines which are released is displayed. Valid values are:</p> <p><i>Partially [P]</i> <i>Fully [F]</i> <i>None [N]</i></p>
Date	<p>Display only. The date when the last change was made to the Stock Requisition (SR) status of this requisition is displayed.</p>



OPEN STOCK REQUISITION ISSUES BY ISSUE/ RETURN ID INQUIRY (OSRR)



Open Stock Requisition Issues by Issue/Return ID Inquiry (OSRR) is an alternate view of Open Stock Requisition Item Issues Inquiry (OSRI). It allows the user to view data selected by the **Issue/Return ID**.

Field	Description
Issue/Return ID	Key field. Enter the unique transaction ID of the Over the Counter (OC) or the Issue Confirmation (CI) document created when the pick ticket was printed for this requisition, or the Stock Return (SN) document created when the stock item was returned to the warehouse.
Requisition ID	Key field. Enter the unique transaction ID assigned to this stock requisition on the document.
Line Number	Key field. Enter the number of the item line from the document.



OPEN STOCK REQUISITION ITEM ISSUES INQUIRY (OSRI)

Requisition Document ID	<input type="text"/>	Item Line Number	<input type="text"/>
Issue / Return Document ID	<input type="text"/>		
Description	<input type="text"/>		
Stock / Item	<input type="text"/>	Job Type	<input type="text"/>
Released Quantity	<input type="text"/>	Unit Price	<input type="text"/>
Issue Unit of Measure	<input type="text"/>	Unit Cost	<input type="text"/>
Issue / Return Date	<input type="text"/>	Total Price	<input type="text"/>
Issue / Return Quantity	<input type="text"/>	Refund	<input type="text"/>
Return Charge	<input type="text"/>		

Open Stock Requisition Item Issues Inquiry (OSRI) displays issue or return information about an item line from an open or recently closed Stock Requisition (SR) or Over the Counter (OC) documents.

A record is added to this screen for each Over the Counter (OC) document accepted by the system, for each Stock Requisition (SR) document that was picked by a Pick and Issue (PI) document, and for all Stock Return (SN) documents that reference an Over the Counter (OC) or Stock Requisition (SR) document. As modifications are submitted and accepted, records are changed. When an Issue Confirmation (CI) document is accepted for a requisition the **Issue Date** and **Issue Quantity** fields are updated as well as the **Unit Cost** and **Unit Price** fields.

Records are deleted from this table by the Inventory Subsystem Table Purge offline program when their corresponding Open Stock Requisition Header Inquiry (OSRH) is closed for more days than the number of retention days indicated on Warehouse Management (WHS2). For more information on the Inventory Subsystem Table Purge offline program, see the *System Administration Guide*.

Field	Description
Requisition Document ID	Key field. Enter the unique number assigned to this stock requisition on the document.
Item Line Number	Key field. Enter the number of the item line from the document.
Issue/Return Document ID	Key field. Enter the unique transaction ID of the Over the Counter (OC) or the Stock Issue Confirmation (CI) created when the pick ticket was printed for this requisition, or the Stock Return (SN) created when the stock item was returned to the warehouse.
Description	Display only. The description of the item line is usually inferred from Inventory Inquiry (INVN).
Stock/Item	Display only. The stock item from a stock requisition or issue is displayed.
Job Type	Display only. If the Work Order Subsystem is installed, the job type for this stock item is displayed.
Released Quantity	Display only. The quantity of the stock item that was released from inventory and is ready for delivery is displayed.
Unit Price	Display only. The price for one unit of the stock item is displayed.
Issue Unit of Measure	Display only. The unit of measure used to issue this stock item is displayed.
Unit Cost	Display only. The wholesale price for one unit of the stock item is displayed.
Issue/Return Date	Display only. The date when the stock item was delivered, or when the stock item was returned to the warehouse is displayed.



OPEN STOCK REQUISITION LINE INQUIRY (OSRC)



Transaction ID	<input type="text"/>	Line Number	<input type="text"/>
Stock Item	<input type="text"/>	Issue Unit	<input type="text"/>
Description	<input type="text"/>		
Reference Account Line	<input type="text"/>	Job Type	<input type="text"/>
Unit Price	<input type="text"/>	Total Price	<input type="text"/>
Previous Backorder	Unknown		
Quantities			
Requested	<input type="text"/>	Reserved	<input type="text"/>
Released	<input type="text"/>	Issued	<input type="text"/>
Backordered	<input type="text"/>		

Open Stock Requisition Line Inquiry (OSRC) stores information about each item line of all open and some recently closed Stock Requisition (SR) and Over the Counter (OC) documents such as item descriptive information, requested, backordered, reserved, released, and issued quantities, as well as item price.

A record is added to Open Stock Requisition Line Inquiry (OSRC) for each line of an accepted Stock Requisition (SR) or Over the Counter (OC) document. As modifications are submitted and accepted, records on the table are updated. The **Requested**, **Backordered**, and **Reserved Quantity** fields are updated by Stock Requisition (SR) and Over the Counter (OC) documents. The **Released Quantity** field is updated by the Pick and Issue (PI) document, and the **Issued Quantity** is updated by Issue Confirmation (CI) and Over the Counter (OC) documents.



Records are deleted by the Inventory Subsystem Table Purge offline program when their corresponding Open Stock Requisition Header Inquiry (OSRH) is closed for more days than the number of retention days indicated on Warehouse Management (WHS2). For more information on the Inventory Subsystem Table Purge program, see the *System Administration Guide*.

Field	Description
Transaction ID	Key field. Enter the unique number assigned to this document.
Line Number	Key field. Enter the number of the stock requisition item line.
Stock Item	Display only. The item code for the stock item from the document is displayed.
Issue Unit	Display only. The unit of measure used to issue this stock item is displayed.
Description	Display only. The description for this item line is inferred from Inventory Inquiry (INVN).
Reference Account Line	Display only. The number of the stock requisition item line from the document is displayed.
Job Type	Display only. If the Work Order Subsystem is installed, the job type for this stock item is displayed.
Unit Price	Display only. The price for one unit of the stock item requested is displayed.
Total Price	Display only. The computed price of this item line is displayed. (Unit Price multiplied by Requested Quantity).
Previous Backorder	Display only. If Yes [Y] is displayed, this item was previously backordered and now the order is filled. If No [N] is displayed, the item was not previously backordered.
Quantities	
Requested	Display only. The quantity requested from the document is displayed.

Field	Description
Reserved	Display only. The quantity of the stock item that is processed for pick and issue but not yet printed on a Pick and Issue (PI) document is displayed.
Released	Display only. The quantity of the stock item that was printed on a Pick and Issue (PI) document, but not yet issued is displayed.
Issued	Display only. The quantity of the stock item issued to date is displayed.
Backordered	Display only. The quantity of the stock item that is not reserved due to insufficient inventory is displayed.



OPEN STOCK TRANSFER RECEIPT HEADER INQUIRY (OTRH)



Open Stock Transfer Receipt Header Inquiry (OTRH) displays information from the header portion of all open and some recently closed stock transfer documents. It also documents the date the transfer is closed and the number of closed item lines.

A record is added to this window for each Stock Transfer Issue (TI) document accepted by the system. As modifications are submitted and accepted, records are changed. The closed number of item lines, who they were received by and the date, and the closed transfer date are updated as Stock Transfer Receipt (TR) documents are accepted.

Records are deleted by the Inventory Subsystem Table Purge offline program when the record is closed for more days than the number of retention days indicated on Warehouse Management (WHS2). For more information on the Inventory Subsystem Table Purge offline program, see the *System Administration Guide*.

Field	Description
Transaction ID	Key field. Enter the unique number assigned to the document when it was entered into the system.



Field	Description
Transaction Date	Display only. The date the transfer was entered into the system is displayed.
Delivery Date	Display only. The date the stock items are expected to arrive at the receiving warehouse is displayed.
Issued Warehouse	Display only. The warehouse from which the stock item for this transfer is drawn is displayed.
Issued Date	Display only. The date the stock items were taken out of the issue warehouse's inventory is displayed.
Comments	Display only. Comments explaining this transfer on the issue are displayed.
Issued by	Display only. The name of the person issuing the stock items is displayed.
Received Warehouse	Display only. The warehouse requesting/receiving the stock items is displayed.
Received Date	Display only. The date the stock items were received is displayed.
Comments	Display only. Comments explaining this transfer on the receipt is displayed.
Received by	Display only. The name of the person receiving the stock items is displayed.
Total Lines	Display only. The number of item lines that were entered on this transfer request is displayed.
Closed Lines	Display only. The number of item lines that are fully received on this transfer request is displayed.
Closed Date	Display only. The date when all of the item lines were closed by stock items issued and/or modifications to the transfer item line is displayed.



OPEN STOCK TRANSFER RECEIPT LINE INQUIRY (OTRL)



Open Stock Transfer Receipt Line Inquiry (OTRL) displays information about each line item of all open and some recently closed Stock Transfer Issue (TI) documents such as item number and description, quantity transferred, and quantity received.

A record is added to Open Stock Transfer Receipt Line Inquiry (OTRL) for each item line of an accepted Stock Transfer Issue (TI) document. As modifications are submitted and accepted, records in the table are updated. The **Received Quantity** field is updated by Stock Transfer Receipt (TR).

Records are deleted from this table by the Inventory Subsystem Table Purge offline program when the corresponding Open Stock Transfer Receipt Header Inquiry (OTRH) record is closed for more days than the number of retention days indicated on Warehouse Management (WHS2). For more information on the Inventory Subsystem Table Purge offline program, see the *System Administration Guide*.

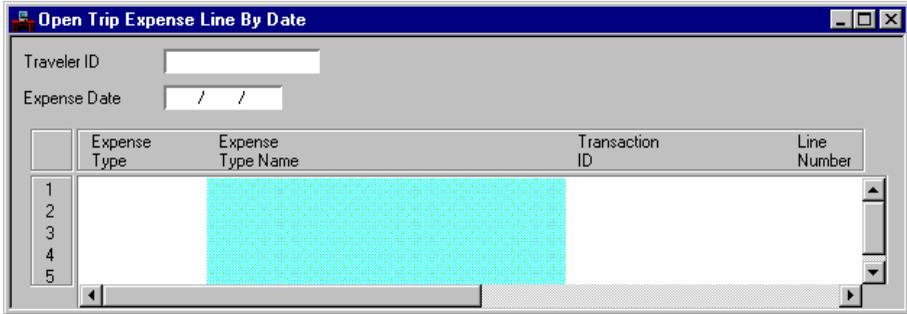
Field	Description
Transaction ID	Key field. Enter the unique number assigned to the document when it was entered into the system.
Line Number	Key field. Enter the item line number of the transfer request.
Issue Unit	Display only. The unit of measure in which this stock item is issued is displayed.



Field	Description
Stock Item	Display only. The stock item code requested on the transfer is displayed.
Transfer Quantity	Display only. The quantity of the stock item issued is displayed.
Description	Display only. The description of the stock item is displayed.
Received Quantity	Display only. The quantity of the stock item received is displayed.



OPEN TRAVELER EXPENSE LINE INQUIRY (OTLX)



The Open Traveler Expense Line Inquiry (OTLX) displays a subset of the information entered on the line level of a Travel Authorization (TE) or Expense Voucher (TP) for all scheduled or completed expense lines by Traveler ID and Expense Date. This screen is designed to assist users in reviewing expenses for a particular traveler when a document number is unavailable. The displayed subset includes Traveler ID, Expense Date, Expense Type, Expense Type Name, Location, Transaction ID, Line Number, Expense Amount and Estimate Amount. Expenses displayed for a Travel Authorization (TE) are estimated expenses; those displayed for an Expense Voucher (TP) are actual expenses.

The Open Trip Header Inquiries (OTH1, OTH2 and OTH3) display trip information, advance details, and Per Diem expenses respectively. The OTLX displays a portion of the expense lines of Travel Authorizations (TE) and Expense Vouchers (TP) by traveler and date, while OTLT displays all accounting and expense details for each line of a specific TP or TE.

Field	Description
Traveler ID	Key field. Enter the employee identification number or vendor code that identifies the traveler.
Expense Date	Key field. Enter the date the expense was incurred.

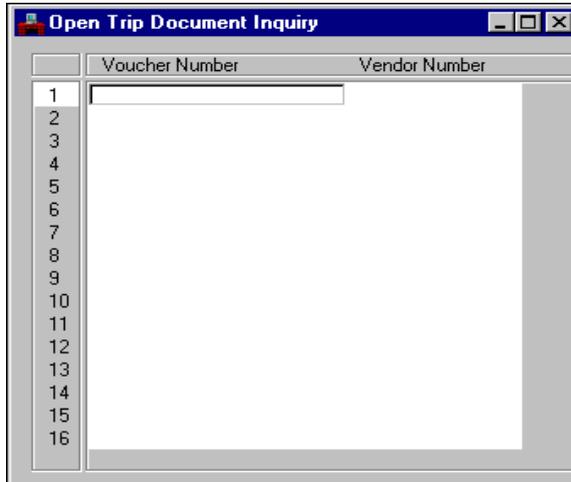
Expense Line Details



Field	Description
Expense Type	Key field. Enter the Expense Type Code given to identify a particular expense type.
Expense Type Name	Display only. This field identifies the full name of the Expense Type.
Transaction ID	Key field. Enter the transaction code of the Travel Authorization (TE), Expense Voucher (TP), or Internal Travel Voucher (IIT) document.
Line Number	Key field. Enter the line number of the Travel Authorization (TE) or Expense Voucher (TP)
Expense Location Description	Display only. The location where the expense was incurred. See Destination Functionality (DEST) for valid values.
Estimated Amount	Display only. This field identifies the estimated amount of the expense for this expense line; only contains value for lines from a Travel Authorization.
Expense Amount	Display only. This field identifies the amount of the expense for this expense line; only contains value for lines from an Expense Voucher (TP).



OPEN TRIP DOCUMENT INQUIRY (OTHD)



The OpenTrip Document Inquiry (OTHD) displays the document ID and vendor ID for all open trips in MARS.

Field	Description
Voucher Number	Key field. Enter the voucher number of the transaction to be displayed.
Vendor Number	Required. Enter the traveler/employee number associated with the transaction.

OPEN TRIP EXPENSE LINE INQUIRY (OTLT)



Open Trip Accounting Line Inquiry
_ □ ×

Traveler ID	Transaction ID	Line Number
-------------	----------------	-------------

Expense Details

Estimated Amt	Expense Type	
Expensed Amt	Date	Rate / Cap
Billed Amt	Location	Expense Status
Payment Method	Description	
Internal Bill Status	IIT Number	Budget FY

Account Details

Fund	Agcy	Org / Sub	Appr Unit	Activity	Func	Obj / Sub	Job Number	Project/Sub/Phase
Rept Cat		Termini						

Mileage Details

Origin		Trip	
Explanation (if necessary)		Vicinity	
Destination		Total	
Explanation (if necessary)		Calculated	

Open Trip Expense Line Inquiry (OTLT) displays all expense lines for trips, scheduled or completed, by document. Information entered on the line level of a Travel Authorization (TE) or Expense Voucher (TP) appears in this table. This includes the accounting distribution, appropriation unit, and expended amounts. It includes expense details such as type, date incurred, and amount. Expenses displayed for TE documents are estimated expenses. Those displayed for TP documents are actual expenses.

The Open Trip Header Inquiries (OTH1, OTH2 and OTH3) display trip information, advance details, and Per Diem expenses respectively. Open Traveler Expense Line Inquiry (OTLX) displays a portion of the expense lines of Travel Authorizations (TE) and Expense Vouchers (TP) by traveler and date, while Open Trip Expense Line Inquiry (OTLT) displays all accounting and expense details for each line of a specific



TP or TE. 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 are submitted on these documents.

Field	Description
Traveler ID	Key field. Enter the employee identification number or vendor code that identifies the traveler.
Transaction ID	Key field. Enter the transaction code and number of the Travel Authorization (TE) or Expense Voucher (TP) document.
Line Number	Display only. This field identifies the line number of the Travel Authorization (TE) or Expense Voucher (TP).

Expense Details

Estimate Amount	Display Only. The amount of the estimate for this line on the TE is displayed.
Expense Type	Display only. This field identifies the code given to the particular expense type.
Expense Type Description	Display only. The long name description of the particular expense type.
Expense Amount	Display Only. The amount of the expense for this line on the TP is displayed.
Date	Display only. This field identifies the date the expense was incurred.
Rate/Cap	Display only. This field displays either the mileage rate or expense cap depending upon the expense type selected. Both mileage rate and expense cap are inferred from Travel Policy (TVPL) and the related Rate Schedule (RTSC) table.
Billed Amount	Display only. This field displays the billed amount.
Location	Display only. This field identifies the location code where the expense was incurred by the traveler.
Expense Status	Display only. This field the expense status. Default is <i>[Not Available for Disbursement]</i> .



Field	Description
Payment Method	Display only. Indicates whether the expense was/is internally billed or paid out of the traveler's pocket.
Desc	Display only. This field identifies information about this expense.
Internal Bill Status	Display Only. This field indicates whether an IIT has been processed to close internally billed expense lines. Valid values are Billed [B] , Unbilled [U] , and No bill needed [N] .
IIT Number	Display Only. This field contains the IIT transaction number that is used to close internally billed expense lines.
Budget FY	Display only. This field identifies the fiscal year in which the trip is made.

Account Details

Fund, Agency, Org/Sub, Appr Unit, Activity, Function, Object/Sub, Job Number, Project/ Sub/Phase, Reporting Category, Termini	Display only. These fields identify the accounting distribution charged for the expenditure for the trip.
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Mileage Details

Origin	Display only. Required if expense type is P (POV Mileage). The destination code of the of the starting location for the POV Mileage expense. This will be edited against DEST.
Origin Description	Display only. This field is inferred from the Destination Functionality (DEST) table based on the value of the Origin Code.
Trip	Display only. This field required if expense type is P (POV Mileage). This value is the actual mileage between the origin and destination on the expense line.



OPEN TRIP HEADER INQUIRY (1 OF 4) (OTH1)



Open Trip Header Inquiry (1 of 4) (OTH1) allows the user to review an accepted trip, scheduled or completed, by traveler. This screen displays the date of the trip, purpose, and destinations as well as the voucher number and date that reconciles a completed trip.

The other trip inquiries (OTH2 and OTH3) display advance details and Per Diem expenses respectively. Open Traveler Expense Line Inquiry (OTLX) displays a portion of the expense lines of Travel Authorizations (TE) and Expense Vouchers (TP) by traveler and date, while Open Trip Expense Line Inquiry (OTLT) displays all accounting and expense details for each line of a specific TP or TE. 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 are submitted on these documents.

Field	Description
Traveler ID	Key field. Enter the employee identification number or vendor code that identifies the traveler.
Name	Display only. This field identifies the traveler's name and is inferred from Vendor (VEN2).
Transaction ID	Key field. Enter the Transaction ID/Referenced TE ID.



OPEN TRIP HEADER INQUIRY (2 OF 4) (OTH2)

Open Trip Header Inquiry (2 of 4) (OTH2) displays the trip details for employees. It is the second part of the Open Trip Header Inquiry and displays the authorized amount, outstanding advances, and the date these are scheduled to be paid. It also keeps track of the amount paid to or owed by the employee.

The other trip inquiries (OTH1 and OTH3) display trip details and Per Diem expenses respectively. Open Traveler Expense Line Inquiry (OTLX) displays a portion of the expense lines of Travel Authorizations (TE) and Expense Vouchers (TP) by traveler and date, while Open Trip Expense Line Inquiry (OTLT) displays all accounting and expense details for each line of a specific TP or TE. 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 are submitted on these documents. The advance amounts and employee expenses are updated when disbursements are processed or a Travel Check (TC) is accepted.

Field	Description
Traveler ID	Key field. Enter the employee identification number or vendor code that identifies the traveler.
Name	Display only. This field identifies the traveler's name and is inferred from Vendor (VEN2).

Hotel Details View

Field	Description
<i>Hotel Advance Details</i>	
Advance Amount	Display only. The total amount to be paid for a hotel deposit for this trip is displayed.
Sched Payment Amount	Display only. This field identifies the hotel advance amount to be paid. This amount is read by the automated disbursement program and merged with other scheduled advance amounts in the next automated disbursement cycle.
Vendor	Display only. The vendor code to which payment will be made is displayed.
Name	Display only. The vendor name associated with the vendor code is displayed.
Sched Check Date	Display only. This field identifies the date the hotel advance check must be written. This field can be changed on Travel Authorization Hold (TAHD).
Hold Payment Indicator	Display only. If selected, payment is on hold.
EFT Indicator	If selected, the vendor is paid by electronic funds.
Application Type	Display only. The Electronic Funds Transfer (EFT) application type for this vendor is displayed.
Check Category	Display only. This field identifies the check category associated with the Expense Voucher (TP) or Travel Authorization (TE). Check categories are used to group payment voucher documents by expense of "category".
Issue Single Check	Display only. If Yes , a separate check is issued for the hotel deposit. Other values indicate that a summarized check should be cut for this vendor; a summarized check includes advance amounts from multiple travel authorizations or expense vouchers for this vendor by check category.



Registration Details View

Open Trip Header Inquiry (2 of 3)

Traveler ID: [] Name: []
 Transaction ID: [] Mileage: [] Total Lodging: []

Hotel Details | **Registration Details** | Airline Details | Balance Information

Registration Advance Details

Advance Amount: [] Sched Payment Amount: []
 Vendor: [] Name: []
 Sched Check Date: [/ /] Hold Payment Indicator: [None]
 EFT Indicator: [Default] Application Type: []
 Check Category: [] Issue Single Check: [Default]

Field	Description
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Registration Advance Details

Advance Amount	Display only. The total amount to be paid for a registration advance for this trip is displayed.
Sched Payment Amount	Display only. This field identifies the registration advance amount to be paid. This amount is read by the automated disbursement program and merged with other scheduled advance amounts in the next automated disbursement cycle.
Vendor	Display only. The vendor code to which payment will be made for the registration advance is displayed.
Name	Display only. The vendor name associated with the registration vendor code is displayed.
Sched Check Date	Display only. This field identifies the date the registration advance check must be written. This field can be changed on Travel Authorization Hold (TAHD).
Hold Payment Indicator	Display only. If selected, payment of the registration advance is on hold.
EFT Indicator	If selected, the vendor is paid by electronic funds.
Application Type	Display only. The Electronic Funds Transfer (EFT) application type for this vendor is displayed.

Field	Description
Check Category	Display only. This field identifies the check category associated with the Expense Voucher (TP) or Travel Authorization (TE). Check categories are used to group payment voucher documents by expense of “category”.
Issue Single Check	Display only. If <i>Yes</i> , a separate check is issued for the advance. Other values indicate that a summarized check should be cut for this vendor; a summarized check includes advance amounts from multiple travel authorizations or expense vouchers for this vendor by check category.



Airline Details View

Open Trip Header Inquiry (2 of 3)

Traveler ID: [] Name: []
 Transaction ID: [] Mileage: [] Total Lodging: []

Hotel Details | Registration Details | **Airline Details** | Balance Information

Airline Advance Details

Advance Amount: [] Sched Payment Amount: []
 Vendor: [] Name: []
 Sched Check Date: [/ /] Hold Payment Indicator: [None]
 EFT Indicator: [Default] Application Type: []
 Check Category: [] Issue Single Check: [Default]

Field	Description
Airline Advance Details	
Advance Amount	Display only. The total amount to be paid for the advance for this trip is displayed.
Sched Payment Amount	Display only. This field identifies the advance amount to be paid. This amount is read by the automated disbursement program and merged with other scheduled advance amounts in the next automated disbursement cycle.
Vendor	Display only. The vendor code to which payment will be made for the airline advance is displayed.
Name	Display only. The vendor name associated with the airline vendor code is displayed.
Sched Check Date	Display only. This field identifies the date the advance check must be written. This field can be changed on Travel Authorization Hold (TAHD).
Hold Payment Indicator	Display only. If selected, payment of the airline advance is on hold.
EFT Indicator	If selected, the vendor is paid by electronic funds.
Application Type	Display only. The Electronic Funds Transfer (EFT) application type for this vendor is displayed.

Field	Description
Check Category	Display only. This field identifies the check category associated with the Expense Voucher (TP) or Travel Authorization (TE). Check categories are used to group payment voucher documents by expense of “category”.
Issue Single Check	Display only. If <i>Yes</i> , a separate check is issued for the airline advance. Other values indicate that a summarized check should be cut for this vendor; a summarized check includes advance amounts from multiple travel authorizations or expense vouchers for this vendor by check category.



Balance Information View

The screenshot shows a software window titled "Open Trip Header Inquiry (2 of 3)". It has a tabbed interface with four tabs: "Hotel Details", "Registration Details", "Airline Details", and "Balance Information". The "Balance Information" tab is selected. At the top, there are input fields for "Traveler ID", "Name", "Transaction ID", "Mileage", and "Total Lodging". Below the tabs, the "Balance Information" section contains six data fields arranged in two columns:

- Actual Trip Total
- Amount Due to Traveler
- Authorized Trip Total
- Total Outstanding Advances
- Total Per Diem
- Total Out of Pocket

Field	Description
Balance Information Details	
Actual Trip Total	Display only. This field identifies the total expense amount of the trip, including advances.
Total Outstanding Advances	Display only. This field identifies the total advances that have been paid (or are scheduled to be paid). This value is reconciled upon completion of the trip and submission of the Expense Voucher (TP) document.
Amount Due to Traveler	Display only. This field identifies any amount owed to the traveler. Money is owed only when Total Out of Pocket Expenses plus Total Per Diem is greater than the total third party advances.
Total Per Diem	Display only. This field identifies the total per diem reimbursement for the trip. This value is derived from the Expense Voucher (TP) document or a Travel Authorization (TE) document.
Total Out of Pocket	Display only. This field identifies the total out-of-pocket expenses amount. This includes all expenses that were traveler-paid, including those that were paid via an advance check.

Field	Description
Authorized Trip Total	Display only. This field identifies the estimated cost of the trip.



OPEN TRIP HEADER INQUIRY (3 OF 4) (OTH3)



Line	Description	Overnight Stay	Per Diem
1		<input type="checkbox"/>	
	From: / / To: / /		
2		<input type="checkbox"/>	
	From: / / To: / /		
3		<input type="checkbox"/>	
	From: / / To: / /		
4		<input type="checkbox"/>	
	From: / / To: / /		
5		<input type="checkbox"/>	
	From: / / To: / /		

Calculated Per Diem:
 Per Diem Adjustment:
 Total Per Diem Reimbursement:
 Adjustment Explanation:

Open Trip Header Inquiry (3 of 4) (OTH3) displays the trip details for an accepted trip. This is the third part of the Open Trip Header Inquiry, displaying all of the Per Diem details and a brief description of each. Lines are added to this table when a new Travel Authorization (TE) or Expense Voucher (TP) is accepted by MARS. Lines are changed when modifications are submitted on these documents.

Open Trip Header Inquiry (1 of 4) (OTH1) displays trip details such as purpose, travel dates, destinations, and authorized expense amounts. Open Trip Header Inquiry (2 of 4) (OTH2) displays trip details for travelers, traveler balance information, and the authorized amount for the trip. Open Trip Expense Line Inquiry (OTLT) displays the accounting line and expense line information for each trip, including accounting distribution, expended amounts, expense type, date, and funding strip. Open Traveler



Expense Line Inquiry (OTLX) displays a portion of the expense lines on the TP or TE, by traveler and date. These tables are updated when a new Travel Authorization (TE) or Expense Voucher (TP) is accepted by MARS.

Field	Description
Traveler ID	Key field. Enter the employee identification number or vendor code that identifies the traveler.
Transaction ID	Key field. Enter the transaction ID and document number associated with the Travel Authorization (TE) or Expense Voucher (TP) document.
Destination 1	Display only. Enter the code for the appropriate first destination of the trip. This field will be used in calculating per diem reimbursement amounts for the traveler. See Destination Functionality (DEST) for valid values.
Destination (2-10)	Display only. Enter any additional codes describing the destinations on this trip. See Destination Functionality (DEST) for valid values.
Destination Description (1-10)	Display only. The appropriate name of the destination is inferred from Destination Functionality (DEST) based on the value entered in the Destination Code field.
Overnight Stay (1-10)	Display only. Select this check box if the traveler paid for an overnight accommodation at this destination. This will be used in computing eligible per diem reimbursement if indicated by the traveler.
From (1-10)	Display only. Required if the Per Diem option button is selected. Enter the date the traveler will arrive at this destination for this leg of the trip. This field will be used in calculating per diem reimbursement amounts for the traveler.
From Time (1-10)	Display only. Enter the time (<i>hh mm</i>) that travel begins.
To (1-10)	Display only. Required if the Per Diem option button is selected. Enter the date the traveler will leave this destination for this leg of the trip. This field will be used in calculating per diem reimbursement amounts for the traveler.



Field	Description
To Time (1-10)	Display only. Enter the time (<i>hh mm</i>) that travel ended.
Per Diem (1-10)	Display Only. The amount of Per Diem reimbursement calculated for this destination is displayed.
Calculated Per Diem	Display only. This is the per diem reimbursement amount calculated by the system from the Destination information. First Day Travel Total + Full Days Travel Total + Last Travel Days = Calculated Per Diem Reimbursement.
Per Diem Adjustment	Enter any adjustments (+/-) to the Calculated Per Diem.
Adjustment Explanation	Display only. Enter any explanation for the Per Diem Adjustment amount.
Total Per Diem Reimbursement	Display only. The Calculated Per Diem + any Per Diem Adjustment amounts.



Expense Line Inquiry (OTLX) displays a portion of the expense lines on the TP or TE, by traveler and date. These tables are updated when a new Travel Authorization (TE) or Expense Voucher (TP) is accepted by MARS.

Field	Description
Traveler ID	Key field. Enter the employee identification number or vendor code that identifies the traveler.
Transaction ID	Key field. Enter the transaction ID and document number associated with the Travel Authorization (TE) or Expense Voucher (TP) document.

Out Of Pocket Expenses

Airfare	Display only. The amount for airfare expensed is displayed.
Meals	Display only. The amount for meals expensed is displayed.
Training	Display only. The amount for training expensed is displayed.
Registration	Display only. The amount for registration fees expensed is displayed.
Phone	Display only. The amount for phone charges expensed is displayed.
Transportation	Display only. The amount for transportation expensed is displayed.
Lodging	Display only. The amount for lodging expensed is displayed.
Taxable Meals	Display only. The amount for taxable meals expensed is displayed.
Miscellaneous	Display only. The amount for miscellaneous expenses is displayed.
Explanation	Display only. The explanation of expenses is displayed.

Commonwealth-Paid Expenses (Not Included in Funding)

Registration	Display only. The amount for Commonwealth-Paid registration expenses is displayed.
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Field	Description
Motor Pool	Display only. The amount for Commonwealth-Paid motor pool expenses is displayed.
State Park	Display only. The amount for Commonwealth-Paid state park expenses is displayed.
Out of Pocket Expenses	Display only. The total for out of pocket expenses is displayed.
Mileage Reimbursement	Display only. The total of mileage reimbursement is displayed.
Per Diem Reimbursement	Display only. The total of per diem reimbursement is displayed.
Total Traveler Expenses	Display only. The total of traveler's expenses is displayed. Calculated as Out of Pocket Expenses + Mileage Reimbursement + Per Diem Reimbursement.
Total Commonwealth-Paid	Display only. The total of Commonwealth Paid expenses is displayed.
Total Voucher Expense	Display only. The total expenses is displayed. Calculated as Total Traveler Expenses + Total Commonwealth-Paid.



OPEN TRIP LINE INQUIRY (OTLI)

The Open Trip Line Inquiry (OTLI) displays the TPI document's Itinerary Line information.

Field	Description
Traveler ID	Key field. Enter the employee identification number or vendor code that identifies the traveler.
Transaction ID	Key field. Enter the transaction ID and document number associated with the Travel Authorization (TE) or Expense Voucher (TP) document.
Line Number	Required. Enter the line number of the transaction.

Field	Description
From Destination	Display only. The from destination code is displayed.
From Date	Display only. The from date is displayed.
From Time	Display only. The from time is displayed.
From Destination	Display only. The from destination code is displayed.
From Date	Display only. The from date is displayed.
From Time	Display only. The from time is displayed.
Claimed Mileage	Display only. The claimed mileage is displayed.
Trip Mileage	Display only. The trip mileage is displayed.
Vicinity Mileage	Display only. The vicinity mileage is displayed.
Total Mileage	Display only. The total mileage is displayed.
Calculated Mileage	Display only. The calculated mileage is displayed.
Include Return Mileage	Display only. The include return mileage indicator is displayed.
Claim Per Diem	Display only. The claim per diem indicator is displayed.
Overnight Stay	Display only. The overnight indicator is displayed.
Calculated Per Diem	Display only. The calculated per diem amount is displayed.
Per Diem Adjustment	Display only. The per diem adjustment amount is displayed.
Explanation	Display only. The explanation associated with the trip is displayed.



OPEN VENDOR INVOICE HEADER INQUIRY (OVIH)



Open Vendor Invoice Header Inquiry (OVIH) displays descriptive information about vendor invoices. Lines are added to this window each time a new Vendor Invoice (VI) is accepted. Lines are changed when modifications are submitted on these documents. Lines are deleted from the window (when the document is canceled) at the end of an accounting period after they have been closed for one entire accounting period.

Field	Description
Vendor	Key field. You can enter the vendor from the vendor invoice document.
Transaction ID	Key field. You can enter the transaction code and unique number that identifies the vendor invoice. The valid value for the document code is VI (Vendor Invoice).



Field	Description
Name	The vendor's name is displayed.
Invoice Date	The date the vendor invoice was entered is displayed. This is usually the date the invoice was accepted by the system.
Fixed Asset Indicator	A value indicating whether the vendor invoice automatically generates fixed asset shells is displayed. Valid values are Create One Shell [F] , Create Multiple Shells [Q] , or No Change [blank] .
Vendor Invoice Type	This field displays one of the following values: References Prior Document [1] This vendor invoice references prior documents. No Prior Document Reference [2] No previously entered documents were referenced on this vendor invoice. Created from PV [3] This record was automatically generated when a payment voucher document was accepted with a Vendor Invoice (VI) number that didn't already exist on this window. No Entry [blank]
Last Reference Number	The number of the most recent payment voucher or manual warrant to reference this vendor invoice is displayed.
Check Description	The description of this most recent check is displayed.
Check Category	The check category this invoice is summed under is displayed. Payment voucher documents are summed by vendor and check category. The use of check categories is optional.
Single Check	The preference for single checks is displayed. If Yes [Y] is displayed, the vendor prefers to be paid with a single check. This field is used in conjunction with the Automated Payment Voucher feature of three-way match.
Discount Type	The discount type associated with this vendor invoice is displayed.



Field	Description
EFT Indicator	The vendor preference for payment by EFT is displayed. This field is used in conjunction with the Automated Payment Voucher feature of three-way match.
EFT Application Type	The application type, representing the intended application, or use, of the electronically transferred funds is displayed if EFT Indicator is <i>Yes [Y]</i> . Otherwise, this field is blank.



Amounts View

Field	Description
Amounts	
Total Line	The total amount of all vendor invoice lines is displayed.
Freight	The total amount charged for freight on this invoice is displayed.
Tax	The total amount of all taxes for this vendor invoice is displayed.
Total Invoice	The total amount of all vendor invoice lines and special charges is displayed.
Payment Voucher	The amount submitted on a voucher against this invoice is displayed.



Extended Purchasing View

Field	Description
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Extended Purchasing

Discount Code	The purchase order discount code applied to this Vendor Invoice (VI) is displayed.
Discount Total	The total amount discounted from the cost of the commodity on this Vendor Invoice (VI) is displayed.
Total Quantity	The total quantity for this Vendor Invoice (VI) is displayed; this quantity equals the sum of all the commodity line totals.
Freight Total	The total amount of freight charges for this document is displayed. This amount equals the sum of all corresponding commodity line freight amounts.
Tax Code	The tax code used to compute the document's tax amounts is displayed. See Tax Code (TAXT) for this code and corresponding rate.
Use Tax Amt	If the tax on the vendor invoice is use tax, the total amount of use tax accrued for this document is displayed.

Field	Description
Freight Indicator	The current value of the freight indicator representing the freight method used is displayed.
Closed Date	The date when the invoice was fully paid or submitted on a voucher is displayed.



ORGANIZATION (ORG2)



Organization (ORG2) defines valid organization values and creates agency/ organization relationships. Organizations are breakdowns of agencies. Agencies are divided into any number of organizations, and one agency can divide into organizations without requiring other agencies to divide.

This table also allows the definition of a twelve-level hierarchy among organizations. Other items defined in this table are organization, manager's name and default activity.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency	Key field. Enter the appropriate value. Refer to Agency Index (AGCY) for valid values.



Field	Description
Organization	Key field. Enter the organization value. If adding a new line, enter a code that is unique within agency; if changing or deleting an existing line, enter the affected value.
Manager	Optional. Enter the name exactly as you want it to appear on reports.
Org Name	Optional. Enter the organization name. There is no description on reports for this field if left blank.
Organization Level	<p>Required. Enter the number value for the level in which this organization appears on the tree (refer to the classification hierarchy explanation). Valid values are:</p> <p style="padding-left: 40px;">01 The organization defined in this line does not report up to any other organization.</p> <p style="padding-left: 40px;">02 The organization defined in this line reports to only one organization above itself.</p> <p style="padding-left: 40px;">03 The organization defined in this line reports to two organizations above itself.</p> <p>If the organization defined in this line reports to more than three organizations above itself, enter the appropriate level indicator (04 through 12).</p>
Fund	Optional. Enter the value for the fund associated with this organization and agency. Refer to Fund Index (FUND) for valid values.
Activity	Defaults to blank . Enter the activity value that you want the system to use as a default when processing transactions for this organization. If you do not want a default activity value associated with the organization defined in this line, then leave this column blank. Refer to Activity Index (ACTV) for valid values.



Budget/Reporting Org View

Field	Description
<i>Budgeting Organization Levels</i>	
Expense Budget Organization Level	Enter the level of the expense budget organization to which this organization reports.
Revenue Budget Organization Level	Enter the level of the revenue budget organization to which this organization reports.
Appropriation Organization Level	Enter the level of the appropriation organization to which this organization reports.
Allotment Organization Level	Enter the level of the allotment budget organization to which this organization reports.
<i>Reporting Organizations</i>	
1-12	Enter the appropriate organization values for the higher level organizations to which this organization reports, as defined by the organizational tree. For example, if this is a level 4 organization, enter the organization values for levels 1, 2 and 3 in fields 1-3.



Options and Controls View

Field	Description
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Options and Controls

Job Number Required on Spending	Default is <i>Not Applicable [blank]</i> . Defines whether job numbers are required on spending transactions for this organization. Valid values are:
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Not Applicable [blank]

None [N]

Req if Job Number Spending is Req on Activity [A]

Req on Pre-Encumbrance Transactions [1]

Required on Encumbrance Transactions [2]

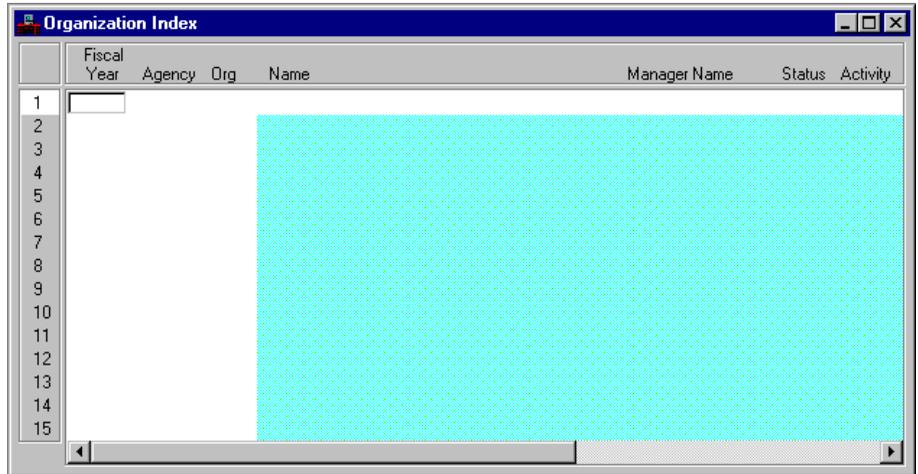
Required on Expenditure Transactions [3]

For more information, see the *User's Guide*.

Field	Description
Sub-Organization Required on Spending	<p>Default is <i>Not Applicable [blank]</i>. Defines if sub-organization values are required on spending documents for this organization. Valid selections are:</p> <p><i>Not Applicable [blank]</i> <i>Required [Y]</i> <i>Not Required [N]</i> <i>Req on Pre-Encumbrance Transactions [1]</i> <i>Req on Encumbrance Transactions [2]</i> <i>Req on Expenditure Transactions [3]</i></p> <p>For more information, refer to the <i>User's Guide</i>.</p>
Job Number Required on Revenue	<p>Defaults to <i>Not Applicable [blank]</i>. Defines if job numbers are required on revenue documents for this organization. Valid selections are:</p> <p><i>Not Applicable [blank]</i> <i>Required [Y]</i> <i>Not Required [N]</i> <i>Req if Job Number Revenue is Req on Activity [A]</i></p> <p>For more information, refer to the <i>User's Guide</i>.</p>
Sub-Organization Required on Revenue	<p>Defaults to <i>Not Applicable [blank]</i>. Defines if sub-organization codes are required on revenue documents for this organization. Valid selections are:</p> <p><i>Not Applicable [blank]</i> <i>Required [Y]</i> <i>Not Required [N]</i></p> <p>For more information, refer to the <i>User's Guide</i>.</p>
Inventory Organization	<p>Default is cleared [N]. Select [Y] to indicate that the organization is an inventory organization.</p>
Special Organization Approvals	<p>Default is cleared [N]. Select [Y] if this organization has its own approval requirements that override the default approvals established for each document type.</p>
Multi-Year Budgeting	<p>Default is cleared [blank]. Not used in MARS.</p>



ORGANIZATION INDEX (ORGN)



Organizations are breakdowns of agencies. Agencies are divided into any number of organizations, and one agency can be divided into organizations without requiring other agencies to divide. Organization Index (ORGN) displays valid organization values and displays agency/organization relationships. This window also displays a twelve-level hierarchy among organizations. Other items displayed on this screen are organization, manager's name, and default activity.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency	Key field. Enter the appropriate agency value.
Org	Key field. Enter the organization value.
Name	The organization name is displayed. If this field is blank, there is no description on reports for this value.



Field	Description
Manager Name	The name of the organization manager is displayed.
Status	Displays A - Active if this agency/organization combination is active, allowing transactions to post against it. Displays I - Inactive if the combination is inactive (no transactions can post using it).
Activity	The default activity code for processing transactions for this organization is displayed.
Function	The default function for the organization is displayed.
MY Indicator	Not used in MARS.



ORIGINAL 1099 INFORMATION (TINF)

Original 1099 Information (TINF) contains the original 1099 form information generated by the system. This table is updated by the Form Generation Program (FRM1099), both prior to and during magnetic media processing. This information will also be used as a starting point for corrections processing 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 Original 1099 Information (TINF) table displays the exact same information as the Corrected 1099 Information (CINF) table, plus 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
Type of Return	<p>Key field. Enter the type of return associated with the reported amounts. Valid values are:</p> <p><i>1099-MISC [M]</i></p> <p><i>1099-INT [I]</i></p> <p><i>1099-G [G]</i></p> <p><i>1099-S [S]</i></p>
Original Primary Vendor	<p>Key field. Enter the vendor code of the primary 1099 vendor. Refer to the 1099 Vendor Relationship (TVRL) table to obtain the primary 1099 vendor code for a secondary vendor.</p>
Taxpayer ID Type	<p>Display only. The taxpayer ID type of the primary 1099 vendor is displayed. Valid values are:</p> <p><i>Federal Business ID [1]</i></p> <p><i>Social Security Number [2]</i></p>
Original Name	<p>Display only. The name of the primary 1099 vendor on the original 1099 form is displayed.</p>
Original Address	<p>Display only. The address (Lines 1 and 2), city, state, and zip code of the primary 1099 vendor on the original 1099 form are displayed.</p>
Original TIN	<p>Display only. The taxpayer ID number of the primary 1099 vendor on the original 1099 form is displayed.</p>
Report Indicator	<p>Display only. This field will be updated by the Form Generation (FRM1099) off-line process. Valid values are:</p> <p><i>Forms Generation Processing [F]</i></p> <p><i>Magnetic Tape Processing [M]</i></p> <p><i>Correction Processing [C]</i></p>



Field	Description
Income Box 1	<p>Display only. The Box (Income Type) 1 value on the original 1099 form is displayed. The following income types correspond to Box 1:</p> <p><i>1099-MISC: Rents</i></p> <p><i>1099-INT: Interest Income</i></p> <p><i>1099-G: Unemployment Compensation</i></p> <p><i>1099-S: Not applicable</i> 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><i>1099-MISC: Royalties</i></p> <p><i>1099-INT: Early Withdrawal Penalty</i></p> <p><i>1099-G: State or Local Income Tax Refunds, Credits, or Offsets</i></p> <p><i>1099-S: Gross Proceeds</i></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><i>1099-MISC: Prizes and Awards</i></p> <p><i>1099-INT: Interest on U.S. Savings Bonds and Treasury Obligations</i></p> <p><i>1099-G and 1099-S: Not applicable</i> The value 0.00 will be displayed for the 1099-G 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><i>Federal Income Tax Withheld</i></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><i>1099-MISC: Fishing Boat Proceeds</i></p> <p><i>1099-INT: Foreign Tax Paid</i></p> <p><i>1099-G and 1099-S: Not applicable</i> 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><i>1099-MISC: Medical and Health Care Payments</i></p> <p><i>1099-INT and 1099-S: Not applicable</i> The value 0.00 will be displayed for the 1099-INT and 1099-S forms.</p> <p><i>1099-G: Taxable Grants</i></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><i>1099-MISC: Nonemployee Compensation</i></p> <p><i>1099-INT and 1099-S: Not applicable</i> The value 0.00 will be displayed for the 1099-INT and 1099-S forms.</p> <p><i>1099-G: Agricultural Payments</i></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><i>1099-MISC: Substitute Payments in Lieu of Dividends and Interest</i></p> <p><i>1099-INT, 1099-S and 1099-G: Not applicable</i> 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><i>1099-MISC: Direct Sales of Consumer Products for Resale</i></p> <p><i>1099-INT, 1099-S and 1099-G: Not applicable</i> 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><i>1099-MISC: Excess Golden Parachute Payments</i></p> <p><i>1099-INT, 1099-S and 1099-G: Not applicable</i> 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><i>1099-M: Gross Proceeds paid to Attorney.</i></p> <p><i>1099-INT, 1099-S and 1099-G: Not applicable</i> The value 0.00 will be displayed for the 1099-INT, 1099-S and 1099-G forms.</p>



OVER THE COUNTER GENERATION (OCGN)



Line Num	Stock Number	Item Number	Quantity	Unit	Unit Cost	Description
1						
2						
3						
4						
5						

Over the Counter Generation (OCGN) is used to generate Over the Counter (OC) documents with a minimal number of keystrokes. Using this table, you can add, change or delete documents. The system performs an edit on the document number to determine if it is valid. An edit is also performed on the warehouse code to determine if it is valid on Warehouse Management (WHS2). If the **Warehouse Code** or the **Requested by** fields are blank, they are inferred from User Definition (UDEF) entry for the user ID. Edits are performed on the fund, agency and organization codes, if they are entered, to determine whether they are valid codes on Fund (FUN2), Fund Agency (FGY2), and Organization (ORG2). If these codes are not entered, they are inferred from User Definition (UDEF) entry associated with the user ID. Edits are performed to ensure that the job number is valid on Job (JOB2), the stock item is valid on Inventory Inquiry (INVN), the line number is numeric and the quantity was entered. If the **Units** field is not entered, it is inferred from Inventory Inquiry (INVN), along with the unit cost and the description.

Once the table entry is complete a document is generated. Select **Modify:Add** and enter the desired function command in the **Function** field. Selecting the **Document Listing** button will display the Document Listing screen where the document can be selected and opened. Once open, the lines are deleted from the generation screen. You can then proceed with editing the document and submit it to the system, if appropriate.



Object is inferred from Inventory Inquiry (INVN) and, if blank, defaults from Commodity (COMT). If linking is in effect, all commodities are linked to accounting lines.

Field	Description
Function	<p>Required. Enter any of the following valid codes:</p> <p><i>None [blank]</i> No changes in the status are specified.</p> <p><i>Schedule [S]</i> Changes 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 [EDIT]</i> All screen areas within the current document are edited.</p>
Discard Transaction	<p>Default is cleared [blank]. To delete the entire document from the generation table, select [Y] this field and select Modify>Delete. If only Modify>Delete is selected, lines are deleted from the document rather than the whole document being deleted.</p>
Transaction ID	Key field. Enter the transaction ID entered on the document.
Requested by	Required. Enter the name of the individual requesting the stock requisition.
Fund, Agency, Organization	Required. Enter the accounting distribution entered on this stock requisition account line of the document.
Warehouse	Conditional. Required if the organization is inventory. Otherwise optional. The warehouse code where these stock items are stored. See Warehouse Management Inquiry (WHSE) for valid values.
Job/Project Number	Required. Enter the job number of this stock requisition account line of the document. See Job Index (JOBT) for valid values.
Line Num	Key field. Enter the number of the line from the document.



Field	Description
Stock Number, Item Number	Key fields. Enter the codes that identify this stock item.
Quantity	Required. Enter the number of stock items included in this shipment, up to three decimal places.
Unit	Required. Enter the number of units added, changed, or deleted.
Unit Cost	Defaults to the last unit cost from Commodity (COMT). Enter the cost for one unit of this stock item, up to six decimal places. A whole number defaults to six decimal places.
Description	Defaults to the description entered on Commodity (COMT) for the code used on the line. Enter comments you want associated with this stock item.



OVERRIDE PAYMENT BY BATCH (OVBA)

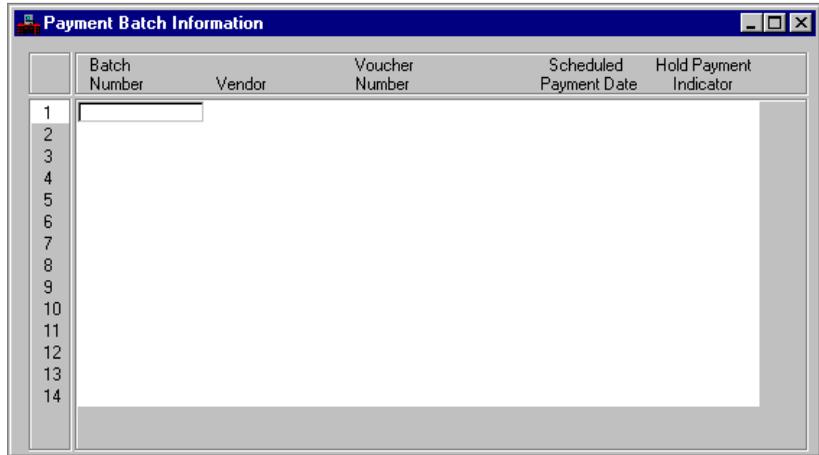


Override Payment by Batch (OVBA) is used to change the Scheduled Payment Date or the Hold Payment Indicator for a batch of open payment vouchers on Open Payment Voucher Header Inquiry (OPVH). The action can be performed against an entire batch or against only those documents in the batch whose current scheduled payment date falls within a specific date range.

Field	Description
Batch Number	Key field. Enter the six digit alphanumeric Batch Number. The first four digits are user defined. The last two digits are system generated and represent the month the voucher is entered in To Date on Application Dates (LDAT).
From Date	Optional. Enter only a From Date to select open vouchers in the batch scheduled on or after the date entered. Enter both a From Date and To Date to select open vouchers in the batch scheduled between both dates including those scheduled on either the From Date or To Date. Leave both dates blank to select all open vouchers in the batch.



PAYMENT BATCH INFORMATION (PVBA)



Payment Batch Information (PVBA) is a system maintained inquiry table. Only PV documents originated in MARS ADVANTAGE will be loaded to this table; payables interfaced from Procurement Desktop will not be selected. PVBA allows inquiries by Batch Number and Vendor.

Field	Description
Batch Number	Key field. Enter the six digit alphanumeric Batch Number. The first four digits are user defined. The last two digits are system generated and represent the month the voucher is entered in <i>To Date</i> on Application Dates (LDAT).
Vendor Code	The Vendor Code used on the payment voucher is displayed.
Voucher Number	The payment voucher document number of the document is displayed.
Scheduled Payment Date	The scheduled payment date from the payment voucher is displayed.



PAYMENT DETAIL INQUIRY (PDET)



Advanced Receivables Payment Detail Inquiry
▢ ▢ ▢

Customer Receivable Number

Name

Receivable Amount

Receivable Closed Amount Receivable Closed Date

Outstanding Balance

	Trans Date	Transaction ID	Payment Amount
1			
2			
3			
4			
5			
6			
7			
8			

Payment Detail Inquiry (PDET) lists cash receipts and non-sufficient funds (NSF) checks processed against a particular receivable.

Field	Description
Customer	Key field. Enter the customer from which payments were received. See Customer Name Inquiry (CUSN) for valid values.
Receivable Number	Key field. Enter the document number of the receivable for which payments were received.
Name	The corresponding customer name is displayed.
Receivable Amount	The amount billed to the customer is displayed. This amount includes any modifications made through modifying receivables or receivable credit memos.



Field	Description
Receivable Closed Amount	The amount collected for the receivable is displayed. This equals the receivable amount when the receivable is closed.
Receivable Closed Date	The date on which the receivable is closed is displayed. This is the date when Receivable Closed Amount equals Receivable Amount .
Outstanding Balance	The difference between Receivable Amount and Closed Receivable Amount is displayed.
Trans Date	Key field. Enter the date (<i>yy mm dd</i>) when the listed transaction occurred.
Transaction ID	Key field. Enter the transaction code and document number that is referencing the receivable.
Payment Amount	The amount of the document referencing the receivable is displayed.



PAYMENT SCHEDULE (PSHD)

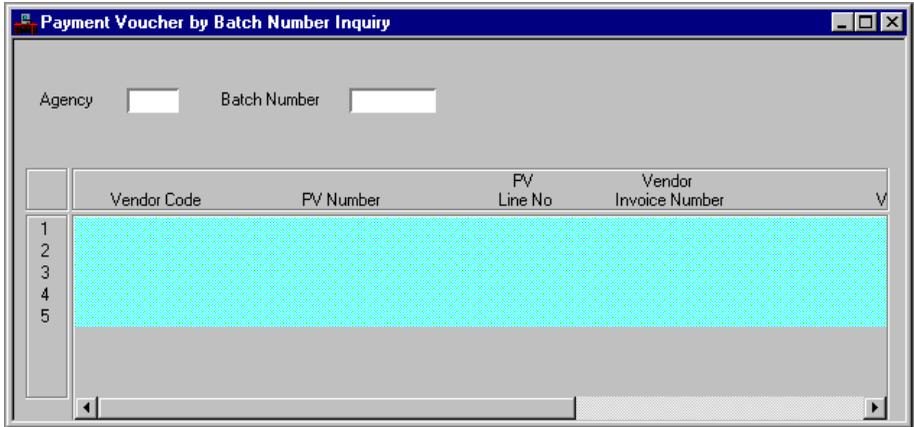


Payment Schedule (PSHD) is used to establish payment schedules for customers who were delinquent on payments and have agreed to a payment schedule to repay their debts.

Field	Description
Receivable Number	Required. Enter the document number of the Receivable (RE) for which a payment schedule is established.
Customer	The customer entering into the payment schedule agreement is inferred from Open Receivable Header Inquiry (OREH) and displayed.
Customer Name	The name of the customer entering into the payment schedule agreement is inferred from Open Receivable Header Inquiry (OREH) and displayed.



PAYMENT VOUCHER BY BATCH NUMBER INQUIRY (PVCN)



Payment Voucher by Batch Number Inquiry (PVCN) is a system maintained inquiry table. Only PV documents originated in MARS ADVANTAGE will be loaded to this table; payables interfaced from Procurement Desktop will not be selected. PVCN allows inquiries by Agency and Batch Number.

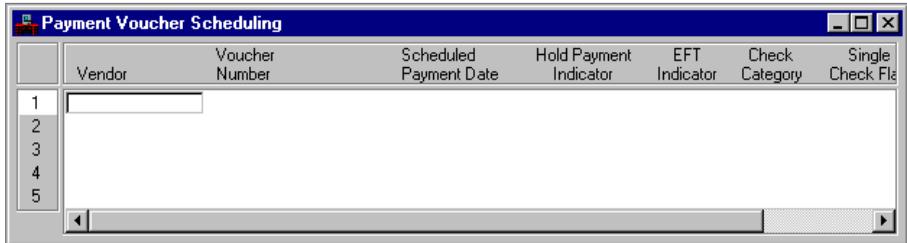
Field	Description
Agency	Key field. Enter the Agency Code associated with the payment voucher.
Batch Number	Key field. Enter the six digit alphanumeric Batch Number. The first four digits are user defined. The last two digits are system generated and represent the month the voucher is entered in <i>To Date</i> on Application Dates (LDAT).
Vendor Code	The Vendor Code used on the payment voucher is displayed.
PV Number	The payment voucher document number of the document is displayed.



Field	Description
PV Line No	The line number from the payment voucher is displayed.
Vendor Invoice Number	The vendor's invoice number from the payment voucher is displayed.
Vendor Name	The vendor's invoice number from the payment voucher is displayed.
Dollar Amount	The dollar amount from the payment voucher is displayed.



PAYMENT VOUCHER SCHEDULING (SCHD)

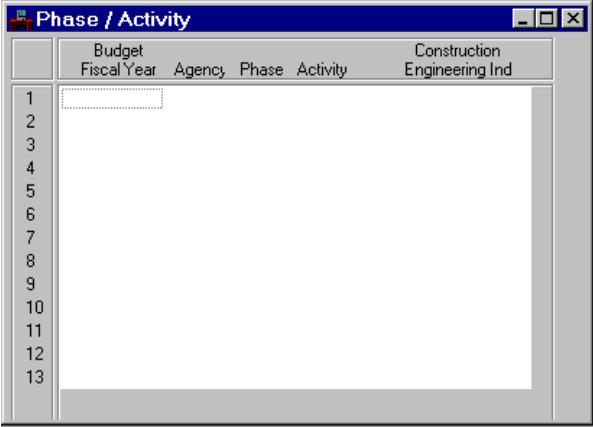


Payment Voucher Scheduling (SCHD) is used in the automated check writing process. It allows users to change the scheduled payment date of vouchers on Open Payment Voucher Header Inquiry (OPVH). It also permits users to put vouchers on hold, preventing the vouchers from being paid regardless of what their scheduled payment date is. You can also use this window to remove the hold status from a voucher; attach, remove, or change a check category for a voucher; flag (or remove a flag from) a voucher to have a single check printed for it; and change the scheduled payment date.

Field	Description
Vendor	Key field. Enter the vendor value associated with the voucher that you want to change.
Voucher Number	Key field. Enter the voucher number that you want to change.
Scheduled Payment Date	Optional. If you want to change the voucher scheduled payment date recorded in Open Payment Voucher Header Inquiry (OPVH), enter the new date (<i>mm dd yy</i>) here.



PHASE/ACTIVITY (PACT)



Phase/Activity (PACT) is used to establish the valid combinations of fiscal year, phase and activity. It is used to validate the phase and activity codes entered in the financial documents. Phase/Activity (PACT) also establishes whether an activity is to be designated as construction engineering for the phase. This is a user-maintained window. It should be set up at the time the subsystem is installed and normally would not need modification.

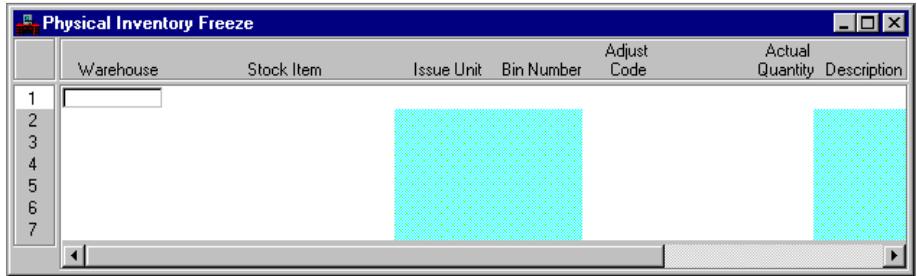
Field	Description
Budget Fiscal Year	Required. Enter the last two digits of the applicable fiscal year.
Agency	Required. Enter a valid agency. See Agency Index (AGCY) for valid values.
Phase	Required. Enter a project phase. See Project Phase (PRPH) for valid values.
Activity	Required. Enter the code(s) for the activities during this phase. See Activity Index (ACTV) for valid values.



Field	Description
Construction Engineering Ind	Optional. Used for reporting purposes only. Enter <i>E</i> if the activity is to be designated as construction engineering. Otherwise, leave this field blank.



PHYSICAL INVENTORY FREEZE (INVF)



Physical Inventory Freeze (INVF) stores information for physical inventory to reconcile the actual accounts with the on-hand (system) quantities. Details of the stock item are inferred from Inventory Inquiry (INVN). Records are added to this table by the user, or by running the Inventory Freeze offline program. For more information, see the Inventory Freeze offline program, see the *System Administration Guide*.

Field	Description
Warehouse	Key field. Enter the warehouse code where this physical inventory reconciliation is taking place.
Stock Item	Key field. Enter the stock item. See Inventory Inquiry (INVN) for valid values.
Issue Unit	Display only. This field indicates the unit of measure for this stock item; for example, boxes.
Bin Number	Display only. The location of the item in the warehouse is inferred from Inventory Inquiry (INVN).
Adjustment Code	Required. Enter the adjustment code. See Adjustment Code (ADJC) for valid values.
Actual Quantity	Required. Enter the actual quantity of the stock items.



POINT TO POINT (PTOP)

	Destination 1	Destination 2	Distance
1	<input type="text"/>		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Point to Point (PTOP) defines valid travel distances between two destinations. This distance will be used in determining allowable mileage estimates for common travel destinations. The table includes the two destinations (Destination 1 and Destination 2) and the distance between them. The table will be keyed Destination 1 and Destination 2. Values for Destination 1 and Destination 2 will be validated against the destination table.

Field	Description
Destination 1	Required. Key field. Enter the first destination code. See DEST for valid values.
Destination 2	Required. Key field. Enter the second destination. See DEST for valid values.
Distance	Required. Enter the valid distance between the two destinations in miles.



POOL ACCUMULATION INQUIRY (PACC)



Pool Accumulation Inquiry

Group Number	Step Number	Record <input checked="" type="radio"/> Pool <input type="radio"/> Base
Fund	Agency	Organization / Sub
Activity	Function	
Account Indicator <input checked="" type="radio"/> Object <input type="radio"/> Revenue		Object / Rev / Sub
Job Number	Rept Cat	Account Type
Project	Prog Bud Unit	Pool Seq Num
Fwd Ref Step Num	Ref Step Num	Ref Pool Seq Num
Offset Codes		
Fund	Agency	Organization / Sub
Activity	Function	Account Indicator
Object / Rev / Sub	Job Number	Reporting Category
Project	Prog Bud Unit	
<input type="checkbox"/> Use Record in Allocation <input type="checkbox"/> Override Original Distribution with Blank Offset Values		
Allocated Amount		Percent
Accumulated Amount		

Pool Accumulation Inquiry (PACC) displays information on pool and base records necessary to compute the desired allocations.

Field	Description
Group Number	Key field. Enter the number assigned for this group.
Step Number	Key field. Enter the number assigned for this step within this group.
Record	Key field. Select Pool [P] for a pool record or Base [B] for a base record.
Fund	Key field. Enter the fund for the pool or base record.
Agency	Key field. Enter the agency for the pool or base record.



Field	Description
Organization/ Sub	Key field. Enter the organization or sub-organization for the pool or base record.
Activity	Key field. Enter the activity for the pool or base record.
Function	Key field. Enter the function for the pool or base record.
Account Indicator	Key field. Select Object [O] if you enter an object or sub-object in Object/Revenue/Sub ; otherwise, select Revenue [R] .
Object/Rev/Sub	Key field. Enter the object or revenue source (depending on Account Indicator) in the first field. Enter the sub-object or sub-revenue source in the second field.
Job Number	Key field. The job number for the pool or base record.
Rept Cat	Key field. Enter the reporting category for the pool or base record.
Account Type	Key field. Enter the account type for the pool or base record. This value is extracted from Cost Allocation General Ledger (CAGL).
Project	Key field. Enter the project for the pool or base record.
Program Budget Unit	Key field. Enter the program budget unit for the pool or base record.
Pool Seq Num	Key field. Enter the sequence number of the pool record from which the base record was expanded.
Fwd Ref Step Num	The subsequent step which uses the accumulated amount is displayed. This field is only applicable to base records.
Ref Step Num	For pool records, the step number of the base record that was used in a forward reference is displayed.
Ref Pool Seq Num	For pool records, the pool sequence number of the base record used in a forward reference is displayed.



POOL/BASE DEFINITION GENERATION (PBBT)



Pool/Base Definition Generation (PBBT) is needed to set-up the allocation process. This window is used to the distribution of the allocations..

Field	Description
Group Number	Key field. Enter a unique group number for the desired allocation.
Step Number	Key field. Enter the step number in the computation sequence.



Field	Description
Object/Rev/Sub	<p>Key field. In the first field, enter an object or revenue source based on the Account Indicator. If Object/Revenue Value is Object/Revenue Class or Type is selected [Y], enter an object class or type or a revenue class or type. Enter an asterisk [*] for a wild card entry or spaces to default this field.</p> <p>In the second field, enter a sub-object or sub-revenue source, if appropriate. Enter an asterisk [*] for a wild card entry or spaces to default this field.</p>



Base Distribution View

Field	Description
Base Distribution	
Organization	Key field. Enter the organization that is used in distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field.
Include All Lower-Level Organizations	Key field. Select to indicate that a base record should be generated for all organizations under the specified organization in the organization hierarchy.
Activity	Key field. Enter the activity that is used in distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field.
Function	Key field. Enter the function that is used in distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field.
Account Ind	Key field. Select Object [O] if the value entered in Object/Revenue/Sub is an object; otherwise, select Revenue [R] .
Object/Revenue Value is Object/Revenue Class or Type	Key field. Default is cleared [N]. Select [Y] to indicate that the Object/Revenue/Sub field value is defined by an object class or type or revenue class or type.

Field	Description
Object/Rev/Sub	<p>Key field. In the first field, enter an object or revenue source based on the Account Indicator. If Object/Revenue Value is Object/Revenue Class or Type is selected [Y], enter an object class or type or a revenue class or type. Enter an asterisk [*] for a wild card entry or spaces to default this field.</p> <p>In the second field, enter a sub-object or sub-revenue source, if appropriate. Enter an asterisk [*] for a wild card entry or spaces to default this field.</p>
Fund to Use with Project	<p>Key field. Enter the fund that is used in distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field.</p>



POOL/BASE DEFINITION REFERENCE (PBDF)



Pool/Base Definition Reference (PBDF) is the third window you need to set-up for the allocation process. This window defines all pool and base records used in the allocation process. You must enter pool records before the base records for each group/step. Each record specifies a particular group/step combination, the accounting distribution for the record, an indicator which classifies the record as either a pool or a base, and other information required for the allocation process. Allocation Totals Inquiry (TOTL) is updated by the system as group/steps are entered on Pool/Base Definition Reference (PBDF).

Field	Description
Group Number	Key field. Enter a unique group number for the desired allocation.
Step Number	Key field. Enter the step number in the computation sequence.



Field	Description
Fund	Key field. Enter the fund that is used in accumulating or distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field. See Fund Index (FUND) for valid values.
Agency	Key field. Enter the agency that is used in accumulating or distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field. See Agency Index (AGCY) for valid values.
Agency Value is Agency Class	Key field. Select to indicate that costs should be distributed only from pool records with agencies belonging to the agency class entered in the agency field.
Org/Sub	Key field. Enter the organization/sub-organization that is used in accumulating or distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field. See Organization Index (ORGN) or Sub-Organization (SORG) for valid values.
Include All Lower-Level Organizations	Key field. Select to indicate that a pool or base record should be generated for all organizations under the specified organization in the organization hierarchy.
Activity	Key field. Enter the activity that is used in accumulating or distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field. See Activity Index (ACTV) for valid values.
Function	Key field. Enter the function that is used in accumulating or distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field. See Function (FUNC) for valid values.
Account Ind	Key field. Select <i>Object [O]</i> or <i>Revenue [R]</i> . This field indicates whether an object or revenue source is used to define the base or pool record.

Field	Description
Obj/Rev/Sub	<p>Key field. In the first field, enter an object or revenue source based on the Account Indicator. If Record is Defined by Object Class or Revenue Class is selected [Y], enter an object class or revenue class. Enter an asterisk [*] for a wild card entry or spaces to default this field.</p> <p>In the second field, enter a sub-object or sub-revenue source, if appropriate. Enter an asterisk [*] for a wild card entry or spaces to default this field.</p>
Object/Revenue Value is Object/Revenue Class or Types	Key field. Default is cleared [N]. Select [Y] to indicate that the Object/Revenue/Sub field value is defined by an object class or type or revenue class or type.
Job Number	Key field. Enter the job number that is used in accumulating or distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field. See Job Index (JOBT) for valid values.
Reporting Category	Key field. Enter the reporting category that is used in accumulating or distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field. See Reporting Category (RPTG) for valid values.
Project	Key field. Enter the project that is used in accumulating or distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field. See Project (PROJ) for valid values.
Program Budget Unit	Key field. Enter the program budget unit that is used in accumulating or distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field.
Record	Required. Valid values are Base [B] or Pool [P] .
Exclude Matching Records from Funds Allocation	Default is cleared [I]. When using the wildcard feature, the system may create records that should not be included in the allocation process. Select [E] to override the wildcard and prevent costs or revenues from being allocated to/from this record.



Field	Description
Forward Ref Step Num	Optional. Enter a step that exists in this group. This field is valid on base records only. Enter a subsequent step if this base record is going to allocate the accumulated amount to a following group/step.
Base Type	Default is <i>None [blank]</i> . Required for base records; not valid for pool records. This field specifies the type of base record defined and what computation is used when calculating the allocated amount. Select <i>Fixed Percentage [P]</i> or <i>Statistical [S]</i> . You cannot select <i>Actual [A]</i> using this window. To use <i>Actual [A]</i> computation when calculating the allocated amount, you must define this record on Pool/Base Definition Reference (PBDA).
Percent	<p>Required for fixed percentage base records and optional for pool records. For base records, enter the percent of the accumulated cost or revenue from the pool record to be extracted from Pool Accumulation Inquiry (PACC). Up to five decimal places are allowed (<i>nnn.nnnnn</i>).</p> <p>For pool records, enter the percent of the total cost or revenue from Cost Allocation General Ledger Inquiry (CAGL) to be extracted to Pool Accumulation Inquiry (PACC). Pool records default to 100 percent.</p> <p>Leave blank for actual/variable base type records and for records excluded from funds allocation.</p>
Statistical Units	Required for statistical distribution base records. Leave blank for fixed percentage records. This field stores the unit of measure amount that determines the base records percentage in the group step. This field updates Total Statistical Units on Allocations Total Inquiry (TOTL) for the group/step. All records besides statistical distribution base records are excluded from entering data in this field.
Override Original Distribution with Blank Offset Values	Default is cleared [N]. Select [Y] to indicate that all offset record values (including blank values) should appear on the entries generated by the allocation process. The non-blank values entered in the offset accounting distribution will always override the original distribution values.

Offset Codes



Field	Description
Fund, Agency, Org/Sub, Activity, Function	Conditional. If Generate Offset is selected [Y] on Allocation Group Control Reference (ALLC), enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding distribution code is used.
Account Ind	Default is <i>Object [O]</i> . Enter <i>Object [O]</i> or <i>Revenue [R]</i> . This field indicates whether the offset is to an object or revenue source.
Obj/Rev/Sub	Optional. If Generate Offset is selected [Y] on Allocation Group Control Reference (ALLC), enter the object or revenue source (depending on Account Indicator) you want the system to use when it generates the offset journal voucher. In the second field, enter a sub-object or sub-revenue source, if appropriate. If an offset field is blank, the corresponding distribution code is used.
Job Number, Reporting Category, Project, Program Budget Unit	Conditional. If Generate Offset is selected [Y] on Allocation Group Control Reference (ALLC), enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding distribution code is used.



POOL/BASE DEFINITION REFERENCE - VARIABLE METHOD (PBDA)

Pool/Base Definition Reference (Variable Method) (PBDA) is the fourth window you need to set-up in the allocation process. This window must be used to define pool and base records with a **Base Type** of *Actual [A]*.

This window defines the allocation operations; for example, groups and steps in the sequence of the allocation steps. Each allocation operation is identified by group and step.

Field	Description
Group Number	Key field. Enter a unique group number for the desired allocation.
Step Number	Key field. Enter the step number in the computation sequence.

Accumulator Distribution View

Field	Description
<i>Accumulator Distribution</i>	
Fund, Agency, Org/Sub, Activity, Function	Key field. Enter the accounting distribution used on the Cost Allocation General Ledger Inquiry (CAGL). Enter an asterisk [*] for a wild card entry or spaces to default this field.
Agency Value is Agency Class	Key field. Select to indicate that costs should be accumulated for all agencies belonging to the agency class.
Include All Lower-Level Organizations	Key field. Select to indicate that costs should be accumulated for all organizations under the specified organization in the organization hierarchy.
Account Ind	Key field. Select Object [O] if the value entered in Object/Revenue/Sub is an object; otherwise, select Revenue [R] .
Object/Revenue Value is Object/Revenue Class or Type	Key field. Default is cleared [N]. Select [Y] to indicate that the Object/Revenue/Sub field value is defined by an object class or type or revenue class or type.
Object/Rev/Sub	Key field. In the first field, enter an object or revenue source based on the Account Indicator . If Object/Revenue Value is Object/Revenue Class or Type is selected [Y], enter an object class or type or a revenue class or type. Enter an asterisk [*] for a wild card entry or spaces to default this field. In the second field, enter a sub-object or sub-revenue source, if appropriate. Enter an asterisk [*] for a wild card entry or spaces to default this field.
Job Number, Reporting Category, Project, Program Budget Unit	Key field. Enter the accounting distribution used on the Cost Allocation General Ledger Inquiry (CAGL). Enter an asterisk [*] for a wild card entry or spaces to default this field.



Base Distribution View

Field	Description
Base Distribution	
Fund	Key field. Enter the fund that is used in distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field.
Agency	Key field. Enter the agency or agency class that is used in distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field.
Agency Value is Agency Class	Key field. Select to indicate that costs should be distributed only from pool records with agencies belonging to the agency class entered in the agency field.
Org/Sub	Key field. Enter the organization (and sub-organization, if appropriate) that is used in distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field.
Include All Lower-Level Organizations	Key field. Select to indicate that a base record should be generated for all organizations under the specified organization in the organization hierarchy.
Activity	Key field. Enter the activity that is used in distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field.

Field	Description
Function	Key field. Enter the function that is used in distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field.
Account Ind	Key field. Select Object [O] if the value entered in Object/Revenue/Sub is an object; otherwise, select Revenue [R] .
Object/Revenue Value is Object/Revenue Class or Type	Key field. Default is cleared [N]. Select [Y] to indicate that the Object/Revenue/Sub field value is defined by an object class or type or revenue class or type.
Object/Rev/Sub	Key field. In the first field, enter an object or revenue source based on the Account Indicator . If Object/Revenue Value is Object/Revenue Class or Type is selected [Y], enter an object class or type or a revenue class or type. Enter an asterisk [*] for a wild card entry or spaces to default this field. In the second field, enter a sub-object or sub-revenue source, if appropriate. Enter an asterisk [*] for a wild card entry or spaces to default this field.
Job Number	Key field. Enter the job number that is used in distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field.
Reporting Category	Key field. Enter the reporting category that is used in distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field.
Project	Key field. Enter the project that is used in distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field.
Program Budget Unit	Key field. Enter the program budget unit that is used in distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field.



Offset Codes View

Field	Description
Offset Codes	
Fund, Agency, Org/Sub, Activity, Function	Conditional. If Generate Offset is selected [Y] on Allocation Group Control Reference (ALLC), enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding base distribution code is used.
Account Ind	Default is Object [O] . Select Object [O] or Revenue [R] . This field indicates whether the offset is to an object or revenue source code.
Object/Rev/Sub	Conditional. If Generate Offset is selected [Y] on Allocation Group Control Reference (ALLC), enter the object or revenue source (depending on Account Indicator) and, if appropriate, the sub-object or sub-revenue source that you want the system to use when it generates the offset journal voucher. If these fields are blank, the corresponding base distribution code is used.
Job Number, Reporting Category, Project, Program Budget Unit	Conditional. If Generate Offset is selected [Y] on Allocation Group Control Reference (ALLC), enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding base distribution code is used.

Other Options View

Field	Description
Base Type	Default is <i>None [blank]</i> . Select <i>Actual [A]</i> for actual/variable method base records; you should enter other base record types on Pool/Base Definition Reference (PBDF). This field specifies what computation is used when calculating the allocated amount.
Override Original Distribution with Blank Offset Values	Default is cleared [<i>N</i>]. Select [<i>Y</i>] to indicate that all offset record values (including blank values) should appear on the entries generated by the allocation process. The non-blank values entered in the offset accounting distribution will always override the original distribution values.
Fwd Ref Step Num	Optional. Enter a subsequent step if this base record is going to allocate its accumulated amount to a following group/step.
Statistical Units	Display only. The total amount from records on Cost Allocation General Ledger Inquiry (CAGL) that match the accounting distribution entered in the Accumulator Distribution fields is displayed. This amount determines the base record's percentage in the group/step and is calculated by the Variable Percentage Table Pre-Processor program.
Record	Display only. <i>Base [B]</i> is displayed to identify the records on this window as base records. Pool records must be entered on Pool/Base Definition Reference (PBDF).



Field	Description
Exclude Matching Records from Funds Allocation	Display only. This checkbox is always cleared [I], indicating that the base record is used in the allocation process. Excluding base records are displayed on Pool/Base Definition Reference (PBDF).



POOL/BASE FORWARD REFERENCE STEP INQUIRY (PBFR)



Pool/Base Forward Reference Step Inquiry (PBFR) stores information about the sequence and number of times a particular accounting distribution is used within a group and step. It is used for internal processing and allows you to verify the allocation process. This window is only updated if forward referencing is used.

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). If forward referencing is used, the information on this window is also deleted by Pool/Base Table Expansion (CAEX).

Field	Description
Group Number	Key field. Enter the number assigned for this group.
Step Number	Key field. Enter the number assigned for this step within this group.
Ref Step Number	Key field. Enter the step which is used when calculating the allocated amount for this pool or base record.
Record	Key field. Select Pool [P] for pool records or Base [B] for base records.



Field	Description
Pool Sequence Number	Key field. For fixed percentage or statistical base records, enter the pool record from which the base record was expanded.
Account Type	Key field. Enter the account type for the pool or base record. This value is extracted from Cost Allocation General Ledger (CAGL).
Fund	Key field. Enter the fund for the pool or base record.
Agency	Key field. Enter the agency for the pool or base record.
Organization/ Sub	Key field. Enter the organization or sub-organization for the pool or base record.
Activity	Key field. Enter the activity for the pool or base record.
Function	Key field. Enter the function for the pool or base record.
Account Indicator	Key field. Select Object [O] or Revenue [R] . This field indicates whether an object or revenue source is used to define the base or pool record.
Object/Rev/Sub	Key field. Enter the object or revenue source (depending on Account Indicator) in the first field. Enter the sub-object or sub-revenue source in the second field.
Job Number	Key field. Enter the job number for the pool or base record.
Reporting Category	Key field. Enter the reporting category for the pool or base record.
Project	Key field. Enter the project for the pool or base record.
Program Budget Unit	Key field. Enter the program budget unit for the pool or base record.
Record Has Been Used in Allocation Process	If selected [Y], this record was used in the allocation process.

PRINT CONTROL (PRNT)

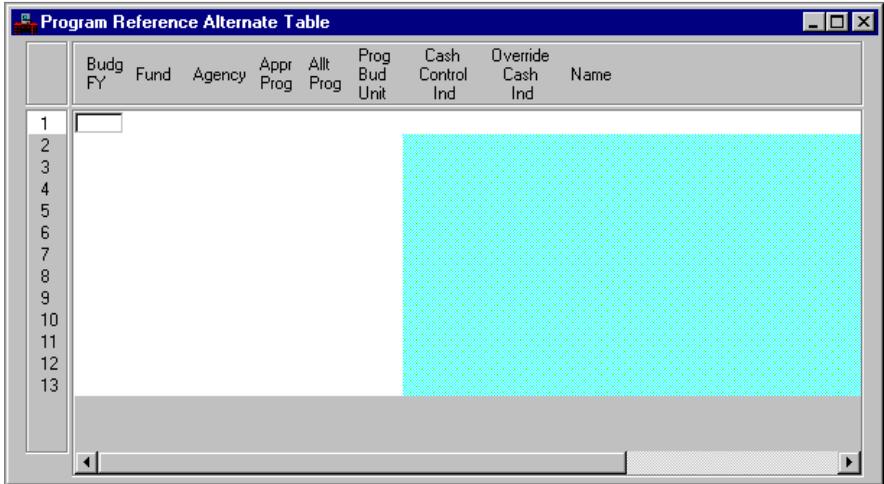
	User ID	Window ID	Queue ID	Printer ID	Printer Location
1	<input type="text"/>				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Print Control (PRNT) is keyed by the user to provide printer queue data.

Field	Description
User ID	Key field. Enter the ID of the user.
Window ID	Key field. Enter the code of the window from which the user is doing the on-demand prints. Valid entries are: <i>STPO</i> Standard Purchase Orders <i>ODPO</i> Extended Purchase Orders <i>ODIN</i> Customer Invoices <i>ODST</i> Customer Statements <i>ODCK</i> Checks

Field	Description
Queue ID	<p>Required. See the System Administrator for this information.</p> <p>In IBM mainframe environments, enter a CICS Activity Control Table (PCT) entry for a transaction having the same name as the print queue and which calls the financial system On Demand Control (LODCNTL) activity.</p> <p>In UNIX environments, enter the name of the leafsset environment variable whose value is the name of the pipe used to exchange printer data.</p>
Printer ID	<p>Required. See the System Administrator for this information.</p> <p>In IBM mainframe environments, enter the printer dedicated to this task.</p> <p>In UNIX environments, enter the name of the leafsset environment variable that specifies the queue for the printer.</p>
Printer Location	Optional. Enter the location of the printer.

PROGRAM REFERENCE ALTERNATE (PRFA)



Program Reference Alternate (PRFA) is an alternate view of Program Reference (PRFT). It is updated automatically whenever entries are made to PRFT. This table will be used to validate the Appropriation Program and Allotment Program.

Field	Description
Budg FY	Key field. Enter the applicable fiscal year.
Fund	Key field. Enter the Fund associated with the Program Budget Unit, Allotment Program, and Appropriation Program.
Agency	Key field. Enter the agency associated with the Program Budget Unit, Allotment Program, and Appropriation Program. See Agency Index (AGCY) for valid values.
Appr Prog	Key field. Enter the Appropriation Program that is associated with the Program Budget Unit and Allotment Program.



Field	Description
CAFR Ind	<p>Display only. The indicator for whether the Program Budget Unit is included in the Comprehensive Annual Financial Report is displayed. Valid values are:</p> <p><i>Y</i> Program Budget Unit is included in CAFR</p> <p><i>N</i> Program Budget Unit is not included in CAFR</p>
Int Incl	<p>Display only. The indicator for whether interest is attributable to the Program Budget Unit is displayed. 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	<p>Display only. A user-defined value is displayed.</p>
Inactive Ind	<p>Display only. The indicator for whether the Program Budget Unit is inactive is displayed. Valid values are:</p> <p><i>Y</i> Program Budget Unit is inactive.</p> <p><i>N</i> Program Budget Unit is active.</p>



PROGRAM REFERENCE BY PROGRAM BUDGET UNIT INQUIRY (PRFB)

	Fund	Agency	Program Budget Unit	Budget FY	Allotment Program	Appropriation Program	Name
1	<input type="text"/>						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

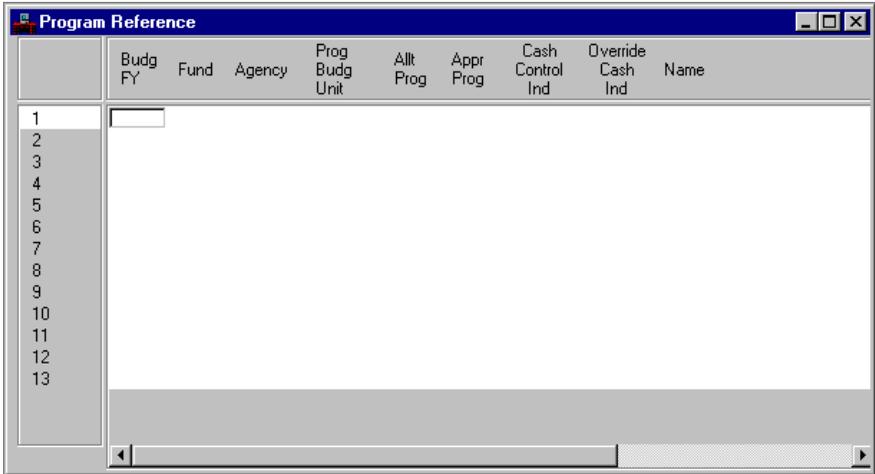
The Program Reference by Program Budget Unit Inquiry (PRFB) is used to store the program budget units in a order with budget fiscal year last.

Field	Description
Fund	Key field. Enter the Fund associated with the Program Budget Unit, Allotment Program, and Appropriation Program.
Agency	Key field. Enter the agency associated with the Program Budget Unit, Allotment Program, and Appropriation Program. See Agency Index (AGCY) for valid values.
Program Budget Unit	Key field. Enter the Program Budget Unit that is associated with the Allotment Program and Appropriation Program.
Budget FY	Key field. Enter the applicable fiscal year.

Field	Description
Allotment Program	The Allotment Program that is associated with the Program Budget Unit and Appropriation Program is inferred from PRFT.
Appropriation Program	The Appropriation Program that is associated with the Program Budget Unit and Allotment Program is inferred from PRFT.
Name	The name of the program reference structure is inferred from PRFT.



PROGRAM REFERENCE TABLE (PRFT)



The Program Reference Table (PRFT) is used to establish the relationship between a Program Budget Unit, Allotment Program, and Appropriation Program within a specific Fund, Agency, and Budget Fiscal Year. This table is used to validate the Program Budget Unit for a Fund and Agency, and will infer the Appropriation Program and Allotment Program when the Program Budget Unit is entered on accounting transactions.

The Program Reference Table (PRFT) will also be utilized to determine the cash control level.

Field	Description
Budg FY	Key field. Enter the applicable fiscal year.
Fund	Key field. Enter the Fund associated with the Program Budget Unit, Allotment Program, and Appropriation Program.



Field	Description
Agency	Key field. Enter the agency associated with the Program Budget Unit, Allotment Program, and Appropriation Program. See Agency Index (AGCY) for valid values.
Prog Budg Unit	Key field. Enter the Program Budget Unit that is associated with the Allotment Program and Appropriation Program.
Allt Prog	Key field. Enter the Allotment Program that is associated with the Program Budget Unit and Appropriation Program.
Appr Prog	Key field. Enter the Appropriation Program that is associated with the Program Budget Unit and Allotment Program.
Cash Control Ind	Required. Enter a value to indicate which level cash will be controlled at. Valid values are: <ul style="list-style-type: none"> 1 Controls Cash at FUND level (BFY/Fund). 2 Controls Cash at AGENCY level (BFY/Agency/Appropriation). 3 Controls Cash at Appropriation level (BFY/Agency/Appropriation). 4 Controls Cash at Allotment level (BFY/Agency/Appropriation/Allotment) 5 Controls Cash at Program Budget Unit level (BFY/Agency/Appropriation/Allotment/Program Budget Unit)



Field	Description
Override Cash Ind	<p>Required. Indicate whether the cash edits will be overridden. Valid values are:</p> <p><i>N</i> Do not override cash edits.</p> <p><i>Y</i> Override Cash Edits</p> <p><i>A</i> Override Cash Edits (temporarily). (This should only be used while two accounting years are open simultaneously, and then changed to <i>N</i> when the cash carryforward is done).</p>
Name	Optional. Enter the name of the program reference structure.
CAFR Ind	<p>Required. Indicate whether the Program Budget Unit is included in the Comprehensive Annual Financial Report. Valid values are:</p> <p><i>Y</i> Program Budget Unit is included in CAFR</p> <p><i>N</i> Program Budget Unit is not included in CAFR</p>
Int Incl	<p>Required. Indicate whether interest is attributable to the Program Budget Unit. 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	Required. Valid values are user-defined.
Inactive Ind	<p>Required. Indicate whether the Program Budget Unit is inactive. Valid values are:</p> <p><i>Y</i> Program Budget Unit is inactive.</p> <p><i>N</i> Program Budget Unit is active.</p>

PROGRAM/PROVIDER (PGPV)



Program/Provider (PGPV) defines all the valid funding type, funding source and program/provider combinations for the Project Billing Subsystem. It is also used to validate funding type/source and program/provider codes entered in other reference windows and documents. This is a user-maintained window and can be updated as warranted throughout the year.

Field	Description
Funding Type	Required. Enter the funding type. Valid values are: <div style="margin-left: 40px;"> F Federal S State B Bond O Other </div>



Field	Description
Program/ Provider	Key field. If changing or deleting an existing line, enter the affected code. If adding a new line and the Funding Type is F (Federal), see Federal Appropriation/Program (FAPP) for valid values; if Funding Type is S (State) or B (Bond), see State/Bond Program (SPRG) for valid values; if Funding Type is O (Other), see Customer (CUST) for valid values.
Addr Ind	Alternate Address Indicator that can be used to identify multiple locations for a Federal Highway Appropriation code or Program/Provider code.
Funding Source	Required. Enter the funding source for a project, (i.e., FHW, Virginia Highway Fund). The funding source/type combination must exist in Funding Source (PBFS).
Fiscal Year	Conditional. Required if Funding Type is S (State) or B (Bond); otherwise, leave blank. Enter the last two digits of the applicable fiscal year.
Fund	Conditional. Required if Funding Type is S (State) or B (Bond); otherwise, leave blank. Enter the fund associated with the state or bond program.
Agency	Conditional. Optional if Funding Type is S (State) or B (Bond). Enter the agency. See Agency Index (AGCY) for valid values.
Organization	Required. Enter the organization. See Organization Index (ORGN) for valid values.
Prog Budget Unit	Conditional. Optional for State, Bond, and Other providers. Restricted for Federal providers. See Program Reference Table (PRFT) for valid values.
EFT/Check	Conditional. Required for entries with Funding Type = [F] or [O] . Valid values are EFT [E] or Check [C] .
Region Code	Optional. Enter a region code for which the transaction is associated.

PROJECT ANTICIPATED BILLING RESULT BY ALLOTMENT (PABA)



Project Anticipated Billing Result by Allotment (PABA) is a view of the impact of project obligations on allotment balances. This table also shows anticipated results of the next execution of the automated billing process.

Field	Description
FY	Key field. Enter the last two digits of the Fiscal Year.
Fund	Key field. Enter the fund for the allotment.
Agency	Key field. Enter the agency for the allotment.
Orgn	Key field. Enter the organization for the allotment.
Appr Prog	Key field. Enter the appropriation program for the allotment.
Allt Prog	Key field. Enter the allotment program for the allotment.
Yearly Allotment Amount	Display only. The sum of the Allotment Amounts on all related Allotment Inquiry (Extended) (EALL) records is displayed.



Field	Description
Current Balance	Display only. The sum of the uncommitted amounts on all of the related Allotment Inquiry (Extended) (EALL) records for the allotment is displayed.
Estimated Billing Distribution	Display only. The estimated impact of the next automated billing cycle on the allotment is displayed
Estimated Post-Billing Balance	Display only. The current balance less estimated billing distribution is displayed.
Unbilled	Display only. The amount expended against the allotment that cannot be billed (for lack of funding) is displayed.
Project Obligations	Display only. The total of all potential project obligations against this allotment is displayed.
Estimated Balance	Display only. The current balance less project obligations is displayed.

PROJECT ANTICIPATED BILLING RESULT BY PBU (PABP)

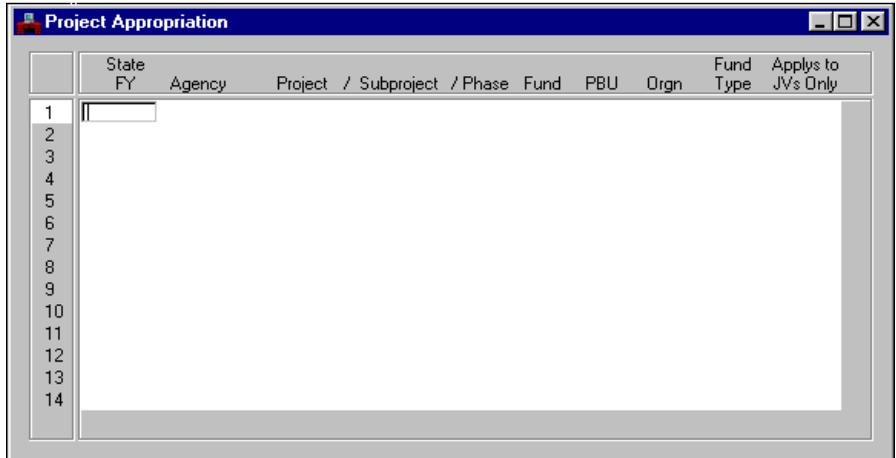


Project Anticipated Billing Result by Project Budget Unit (PABP) is a view of the estimated impact of project obligations on program budget balances. This table also shows anticipated results of the next execution of the automated billing process.

Field	Description
FY	Key field. Enter the last two digits of the Fiscal Year.
Fund	Key field. Enter the fund for the program budget.
Agency	Key field. Enter the agency for the program budget.
Orgn	Key field. Enter the organization for the program budget.
Appr Prog	Key field. Enter the appropriation program for the program budget.
Allt Prog	Key field. Enter the allotment program for the program budget.
Program Budget Unit	Key field. Enter the program budget unit for the program budget.



PROJECT APPROPRIATION TABLE (PAPR)



The Project Appropriation Table (PAPR) establishes the relationship between a project and program budget unit. Set up of this table facilitates the control of specific funds affected as a result of accounting transactions.

Field	Description
State FY	Key field. Enter the last two digits of the state fiscal year for the program budget that you are associating with a project. Valid values are on Fiscal Year (FSYR).
Agency	Key field. Enter the agency for the project. Valid values are on Agency (AGC2).
Project/Sub-Project/Phase	Key field. Enter the project, sub-project, and phase to which you are associating the program budget. Valid values are on Project Budget Line (PRBL).
Fund	Key field. Enter the fund for the program budget. Valid values are on Fund (FUN2).



PROJECT BILLING DRAW REQUEST (PBDQ)

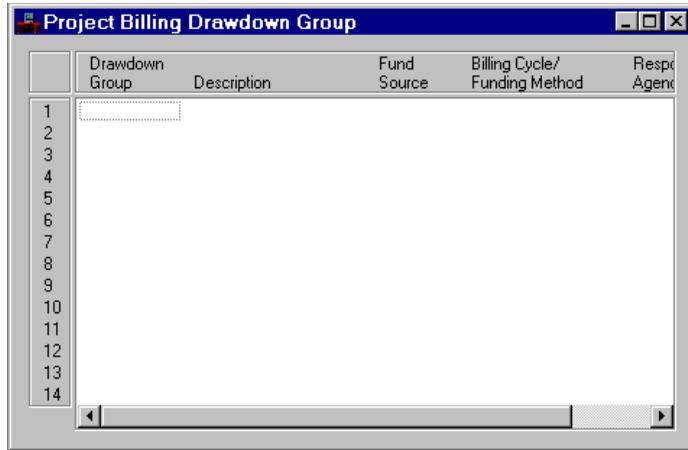


The Project Billing Drawdown Request (PBDQ) is an inquiry window which displays the drawdown date, and the amount to be drawn down, for a given Agency and Project/Sub-Project/Phase combination. The entries stored on this window are built when the drawdown processes are run. The drawdown generation process uses this window to create Receivable and Cash Receipt documents.

Field	Description
Draw Request Date	Key field. Enter the date used on the Cash Receipt document.
Date Total	Display only. The sum of all amounts on all lines is displayed
Drawdown Group	Key field. Enter the drawdown group code. See Project Billing Drawdown Group (PBGR) for valid values.
Responsible Agency	Key Enter the agency code that is responsible for performing the draw on behalf of the drawdown group.
Project/Sub/Phase	Enter the project, sub-project, and phase for this line of revenue.
Fund	Enter the fund for this line of revenue.



PROJECT BILLING DRAWDOWN GROUP (PBGR)



Project Billing Drawdown Group (PBGR) is used to identify valid drawdown group codes and to provide a mechanism for ensuring that all projects established with the same drawdown group code share the same Responsible Agency and Funding Method/Billing Cycle.

Field	Description
Drawdown Group	Key field. Enter a two character drawdown group code.
Description	Required. Enter a description of the drawdown group.
Fund Source	Required. Enter a funding source code. See Funding Source (PBFS) for valid values.
Billing Cycle/ Funding Method	Required. Valid values are <i>Composite Clearance [O]</i> or <i>Zero Balance [Z]</i> .
Responsible Agency	Required. Enter the agency code that is responsible for performing the draw on behalf of the drawdown group.



PROJECT BILLING PARAMETER (PBPT)



Project Billing Parameter (PBPT) is used by the project accounting billing module to store the object codes for labor additive calculation, the balance sheet accounts for state and bond fund transfers, and the bank account codes for cash receipt documents. It also displays billing and draw dates updated by programs in the draw process. This table should be set up at the time the subsystem is installed and normally would not need modification.

Field	Description
Fiscal Year	Required. Enter the last two digits of the applicable fiscal year.
<i>Third Party Billing</i>	
Bank	Optional. Enter a valid bank code from Bank Account (BANK).



Field	Description
Reimbursement Offset Cash	Optional. Default offset cash account may be inferred from Bank Account (BANK). Enter the offset cash account that is to be debited as a result of the billing module's cash receipt documents.
Revenue Source	Optional. Enter a revenue source code. See Revenue Source Index (RSRC) for valid values.
Direct Labor Overhead Indicator	Default is cleared [N]. Select the checkbox [Y] if the billing process is used to create labor additive overhead charges.
BS Account	Optional. Enter the applicable code from Balance Sheet Account (BACC).
<i>FHWA Billing</i>	
Bank	Optional. Enter a valid bank code from Bank Account (BANK).
Reimbursement Offset Cash	Optional. Default offset cash account may be inferred from Bank Account (BANK). Enter the offset cash account that is to be debited.
Revenue Source	Optional. Enter a revenue source code. See Revenue Source Index (RSRC) for valid values.
<i>Labor Objects</i>	
1-6	Optional. Enter valid object codes from Object Index (OBJT).
<i>Capital Reimbursements, Indirect Reimbursements</i>	
Account Type	Enter the account type associated with the reimbursement.
Revenue Source	Optional. Enter a valid code from Revenue Source Index (RSRC).
<i>Billing and Draw Dates</i>	
Draw Request Calculation Date	Display only. The last date when Draw Requests were calculated is displayed.



PROJECT BUDGET LINE INQUIRY (1 OF 2) (PRBL)



Project Budget Line Inquiry (1 of 2) (PRBL), used for both Standard and Extended Projects, provides the means to display project spending by sub-project and phase. It also displays third party income and charges. This window is organized by agency, project, sub-project and phase.

Field	Description
Agency	Key field. Enter the agency managing the project.
Project/Sub	Key field. Enter the assigned project number for the project, as well as the code identifying a sub-portion of the project, if applicable.
Phase	Key field. Enter a code identifying a phase of the project (e.g., design phase, construction phase, etc.).



Field	Description
Status	A status of <i>O - Open</i> is displayed for open projects. A status of <i>C - Closed</i> is displayed for closed projects.
Authorization Date	Displays the authorization date (the date spending may begin on this sub-project/phase of the project).
Agreement Date	Displays the agreement date (the date billing for reimbursement of participating costs may begin).
Description	Displays the description of this project/sub-project/phase.
Job Number	Displays the associated job entered on the Project Management Master (PJ) document.
Expenditure Reimbursement	Indicates whether this sub-project/phase is eligible to participate in an expenditure reimbursement process, or is not eligible for participation. Values are: <i>Participate [P]</i> , <i>No Participation [N]</i> , and <i>System Default [blank]</i> .
Funds Edit	<i>Yes [Y]</i> indicates that the system should calculate and edit available funds prior to spending. <i>No [N]</i> indicates that available funds edits are performed, but no error messages are issued if the expenditure exceeds the available amount.
CE Phase Percent	If the Project Billing Subsystem is installed and this is a construction engineering phase, the percentage of construction engineering costs eligible for reimbursement is displayed.

Amounts

Original Budget	Displays the original budget amount for the project.
Current Budget	Displays the current total project amount including changes made by adjustment actions on the project transaction.
Billed	Displays all billed spending transactions for participating costs.
Encumbered	Displays the total of all outstanding obligations submitted against this project.

Field	Description
Collected	Displays revenues recorded as collected by the project through cash receipts transactions.
Expended	Displays the total amount spent against this project; for example, all payment vouchers and expenditure journal vouchers.
Expensed	Displays the total amount of all expenses charged to this project; for example, issues from inventory.
Earned/Unbilled	Not currently used by the financial system.
Project Charges	Displays the amount recorded on charge transactions for this project.
Revenue Credits	Not currently used by the financial system.
Third Party Charges	Displays charges by a third party that is providing matching funds for a grant.
Available Budget	Displays the unobligated portion of the project budget.
Third Party Income	Displays income from a third party that is providing matching funds for a grant.



PROJECT BUDGET LINE INQUIRY (2 OF 2) (PRB2)

Inception to Date Activity				
	Federal	State	Bond	Other
Expensed Shares	[]	[]	[]	[]
Expended	[]	[]	[]	[]
Project Charges	[]	[]	[]	[]
Billed Revenue	[]	[]	[]	[]
Collected Revenue	[]	[]	[]	[]
Revenue Credits	[]	[]	[]	[]

Project Budget Line Inquiry (2 of 2) (PRB2), used for Extended Projects and the Project Billing Subsystem, provides the means to display project spending by sub-project and phase. This window is organized by fund, agency, project, sub-project and phase.

Field	Description
Agency	Key field. Enter the agency managing the project.
Project/Sub	Key field. Enter the assigned project number for the project, as well as the value identifying a sub-portion of the project.
Phase	Key field. Enter a value identifying a phase of the sub-project; (for example, design phase, construction phase, etc.)
Authorization Date	Displays the authorization date (the date spending may begin on this sub-project/phase of the project).

Field	Description
Agreement Date	Displays the agreement date (the date billing for reimbursement of participating costs may begin).
Description	The description of this project/sub-project/phase is displayed.
Job Number	Associated job entered on the Project Management Master (PJ) document is displayed.
Expenditure Reimb	Defaults to <i>System default [blank]</i> . Defines if this sub-project/phase is eligible to participate in an expenditure reimbursement process, or is not eligible for participation. Valid values are: <i>Participate [P]</i> , <i>No participation [N]</i> , and <i>System default [blank]</i> .
Current Budget Amount	The current total project amount is displayed including any modifications.
Available Budget Amount	The unobligated portion of the project budget is displayed.

Inception to Date Activity

Federal, State, Bond, Other

Expensed Shares	Displays the percentage of expensed shares recorded on charge transactions against this project by Federal, State, Bond, and other.
Expended	The total amount spent against this project is displayed; for example, all payment vouchers and expenditure journal vouchers.
Project Charges	The amount recorded on project charge transactions against this project is displayed.
Billed Revenue	All billed revenue transactions for participating costs is displayed.
Collected Revenue	Revenue recorded as collected by the project through cash receipt transactions is displayed.
Revenue Credits	Not currently used by the financial system.



PROJECT CONVERSION CROSSWALK REFERENCE TABLE (PCRT)



Project Conversion Crosswalk Reference Table

UPN

County Route Termini Sequence Phase

Program TC-10 HWY District FHWA-Project

Grant Number/ Sub No Grant Fed FY

Comments

MARS

Fund Organization Sub-Org Prog Bud Unit

Function Project Number Sub-Project Phase

Job Number Reporting Category Termini

Entity Wide Project

Project Conversion Crosswalk Reference Table (PCRT) links information for uniform projects in the Transportation Cabinet to MARS project information. This table is not updated as new projects are entered and serves only as link from the prior system to MARS.



PROJECT CROSSWALK CONVERSION BY COUNTY, PHASE, AND ROUTE (PCRC)



	County	Phase	Route	Termini	Sequence	Program	Project Number	Sub Project	Phas
1	<input type="text"/>								
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

Project Crosswalk Conversion by County (PCRC) links information for uniform projects in the Transportation Cabinet to MARS project information. This table is not updated as new projects are entered and serves only as link from the prior system to MARS.



PROJECT CROSSWALK CONVERSION BY PROGRAM, COUNTY, AND ROUTE (PCRP)



	Program	County	Route	Termini	Sequence	Phase	Project Number	Sub Project	Ph
1	<input type="text"/>								
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									

Project Crosswalk Conversion by Program, County, and Route (PCRP) links information for uniform projects in the Transportation Cabinet to MARS project information. This table is not updated as new projects are entered and serves only as link from the prior system to MARS.

PROJECT FISCAL YEAR INQUIRY (PFYT)



Project Fiscal Year Inquiry (PFYT), used for Extended Projects, provides summaries of project data by fiscal year. This is in contrast to the other project windows, which maintain inception to date data. This window is organized by fiscal year, fund, agency, project, sub-project and phase. It is created and updated by normal expenditure transaction processing, project budgeting and project charge transactions.

Field	Description
Fiscal Year	Key field. Enter the last two digits of fiscal year when the accounting transaction was posted.
Agency	Key field. Enter the agency responsible for the project.
Project/Sub	Key field. Enter the value identifying the project, as well as the value identifying the portion of the project accounted for in this entry.
Phase	Key field. Enter the value further segregating the project accounted for in this entry.



PROJECT FUNDING SOURCE INQUIRY (PFST)



Project Funding Source Inquiry (PFST) displays all the financial information for each program/provider. It contains the details of the contribution (current agreement amount, original agreement amount, agreement date, last invoice date and current contribution percentage) and provides billing information (billed/reimbursed amount, collected amount and available amount). It also displays billing and draw information which is updated by programs in the draw process.

Lines are added to this table when a Project Participation (PZ) document is accepted. Lines are modified when the Project Participation (PZ) transaction is modified by the billing process. Lines can also be updated directly on this table to correct the billed/reimbursed amount.

Field	Description
Agency	Key field. Enter the agency responsible for the project.
Project	Key field. Enter the project.



Field	Description
Sub-Project	Key field. Enter the sub-project.
Phase	Key field. Enter the phase (design, construction).
Funding Type	Key field. The funding type to which the program/provider belongs. If left blank, defaults to Other [O] . Valid values are: <i>Federal [F]</i> <i>State [S]</i> <i>Bond [B]</i> <i>Other [O]</i>
Program/ Provider	Required. Enter the code identifying the federal, state, bond or other funding entity which contributes to the project, sub-project and phase.
Fund	Display only. The fund code associated with the state or bond program is displayed. If the Funding Type is not <i>State [S]</i> or <i>Bond [B]</i> , this field is blank.
Funding Source	Display only. The funding source for a project is displayed (i.e., FHWA represents the Federal Highway Administration).
State Fiscal Year	Display only. The fiscal year in which the Project Participation (PZ) document was accepted is displayed.
Federal Fiscal Year	Display only. The Federal fiscal year in which the Project Participation (PZ) document was accepted is displayed.
Status	Display only. The current status of the program/provider is displayed. Valid values are: <i>A (Active)</i> <i>I (Inactive)</i> A program/provider with an inactive status is one which had originally been a contributor, but which has currently withdrawn its contribution.
Sponsor	Display only. The sponsor of the project, sub-project, or phase is displayed.

Field	Description
Priority	Display only. The priority to be followed in billing is displayed. The lower the number, the higher the priority. If no priority was assigned to the program/provider on the Project Participation (PZ) document, this field is blank.
Agreement Date	Display only. The date on which the program/provider agreed to the contribution amount is displayed.

Agreement Amount

Current	Display only. The amount that the program/provider has currently committed is displayed. It acts as a ceiling amount for billing.
Original	Display only. The amount that the program/provider committed in the original accepted project participation transaction is displayed.

Contribution Percent

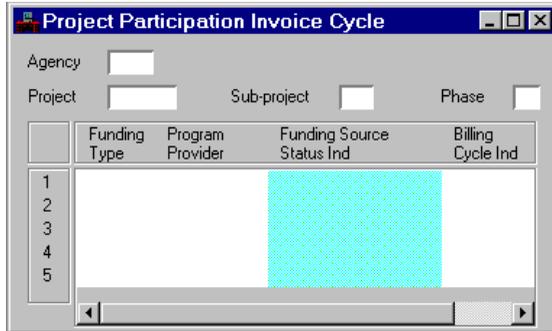
Current	Display only. The current agreement amount of a program/provider expressed as a percentage of the total of all the current agreement amounts is displayed.
Original	Display only. The original agreement amount of a program/provider expressed as a percentage of the total of all the original agreement amounts is displayed.

Amounts

Billed/ Reimbursed	The total amount billed to the specified program/provider is displayed.
Invoiced	Display only. The amount invoiced to the specified program/provider is displayed.
Collected	The amount collected from the program/provider is displayed.



PROJECT PARTICIPATION INVOICE CYCLE (PPIC)



Project Participation Invoice Cycle (PPIC) allows the user to change the billing cycle for the programs or providers funding a project, sub-project, or phase. The user may enter the entire key for the specific program/provider to be changed or enter a partial key to display all the program/providers and corresponding invoice cycles. Lines are added to this window when a Project Participation (PZ) document is accepted. The billing cycle field on each line can be modified by the user.

Field	Description
Agency	Required. Enter the code for the agency responsible for the project.
Project	Required. Enter the code identifying the project.
Sub-Project	Required. Enter the code identifying a certain portion of the project.
Phase	Required. Enter the code identifying a piece of the sub-project, i.e., design, construction.



PROJECT PHASE (PRPH)



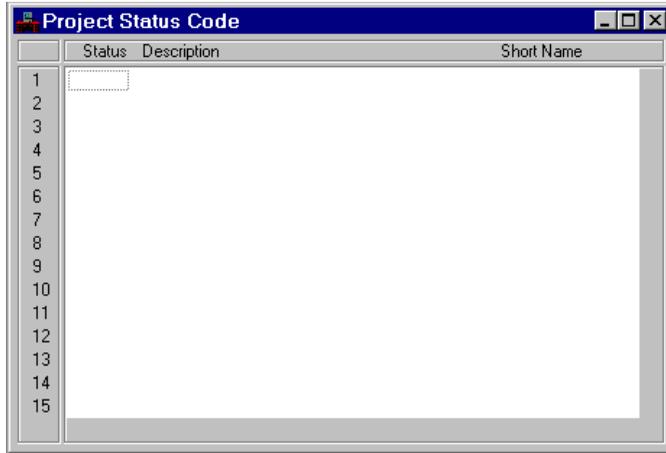
Phase	Description	Short Description	Construction Indicator
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Project Phase (PRPH), used for Extended Projects, contains valid values established to define the various phases of a project or sub-project. These phases, such as site acquisition, pre-construction engineering, and site preparation, are defined system-wide. This means that, in the interest of standardization, each department establishing a project must choose its phase values from the standard values on this window.

Field	Description
Phase	Key field. Enter a character specifying a project phase.
Description	Optional. Enter a description of the phase.
Short Description	Optional. Enter a short description of the phase.
Construction Indicator	Optional. Enter Y if this is a construction in progress (CIP) project phase.



PROJECT STATUS CODE (PRST)



Project Status Code (PRST), used for Extended Projects, contains user-defined values used for inquiries and reports. Although no system logic is affected by the status value, you can use it to indicate the current status of a project; for example, pending FHWA agreement or complete, pending final reconciliation.

Field	Description
Status	Key field. Enter the value used to identify project status; for example, inactive, pending final close out, closed, etc.
Description	Optional. Enter a description for the status value.
Short Name	Optional. Enter a shortened name for the project.



PROJECT SUMMARY (PSUM)

Project Summary (PSUM) displays the current contribution and billing information for every program/provider. It is basically an abbreviated version of Project Funding Source Inquiry (PFST). Project Summary (PSUM) provides an overall view of the makeup and status of the program/provider.

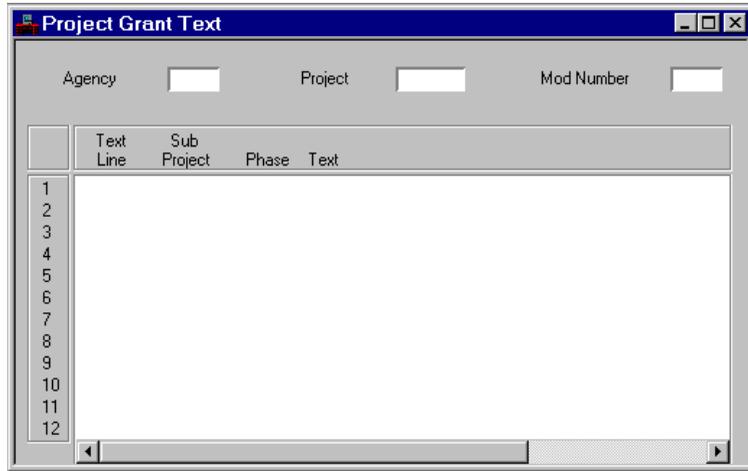
Lines are added to this table when a Project Participation (PZ) document is accepted. Lines are modified when the Project Participation (PZ) document is modified and by the billing process.

Field	Description
Agency	Required. Enter the agency responsible for the project.
Project	Required. Enter the code identifying the project.
Sub-Project	Required. Enter the code identifying a certain portion of the project.
Phase	Required. Enter the code identifying a piece of the sub-project, i.e., design, construction.

Field	Description
Available Amount	Display only. That part of the current amount that is still available for billing is displayed. The available amount is the current amount less billed/reimbursed amount (less suspended amount for construction engineering overruns -- Federal Highway Administration programs only).



PROJECT/GRANT TEXT (PGT2)



Project/Grant Text (PGT2) is used to enter text on a project's history. All projects with text entered on Project/Grant Text (PGT2) are listed on the Project/Grant Text Index (PGTX).

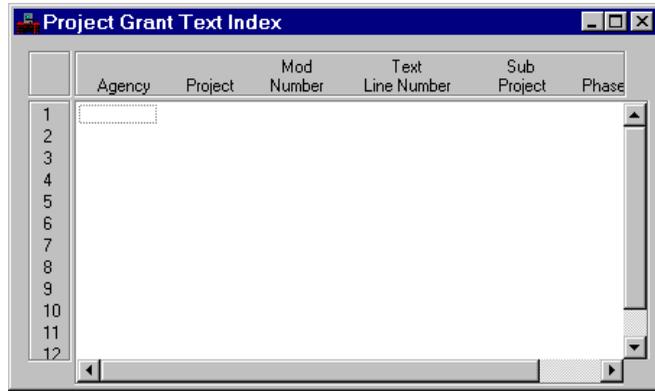
Field	Description
Agency	Required. Enter an agency code. See Agency (AGC2) for valid values.
Project	Required. Enter a project code. See Agency/Project Inquiry (AGPR) for valid values.
Mod Number	Enter the modification number of the project/sub-project/phase.
Text Line	Required. Enter the line number for the text explaining the modification.



Field	Description
Sub-Project	Optional. Enter the sub-project. See Agency/Project (AGPR) for valid values.
Phase	Optional. Enter the phase. See Agency/Project Inquiry (AGPR) for valid values.
Text	Required. Enter text explaining the modification.



PROJECT/GRANT TEXT INDEX (PGTX)



Project/Grant Text Index (PGTX) lists all projects that have text written on Project/Grant Text (PGT2).

Field	Description
Agency	Key field. Enter an agency code. See Agency (AGC2) for valid values.
Project	Enter a project code. See Agency/Project Inquiry (AGPR) for valid values.
Mod Number	Enter the modification number of the project/sub-project/phase.
Text Line Number	Displays the line number of the line on Project/Grant Text (PGT2) containing text about the modification.
Sub-Project	Optional. Enter the sub-project. See Agency/Project (AGPR) for valid values.



Field	Description
Phase	Optional. Enter the phase. See Agency/Project Inquiry (AGPR) for valid values.



PROVIDER (PROV)



Provider (PROV) defines values of entities (organizations, persons, etc.) from whom you may receive revenue. This window is optional within the financial system and may not be populated in your system.

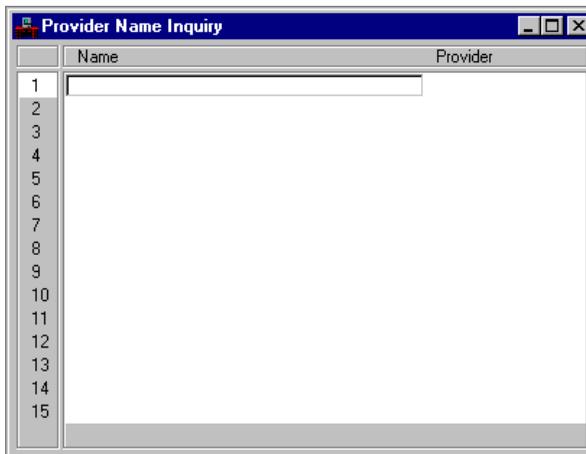
Field	Description
Provider	Key field. Enter the provider value. If adding a new entry, enter a unique value; if changing or deleting an existing entry, enter the affected value.
Name	Optional. Enter the provider's name. There is no description on reports for this field if left blank.
Address	Optional. Enter the provider's address.
City	Optional. Enter the provider's city.
State	Optional. Enter the provider's state.
Zip	Optional. Enter a valid nine-character zip code.
Description	Optional. Enter the description exactly as you want it to appear on reports.



Field	Description
Miscellaneous Provider	Default is not selected <i>[blank]</i> . If this value is used for one-time billings, select the Miscellaneous Provider checkbox [Y]. When this checkbox is selected [Y], the user must enter the provider name and address on documents.



PROVIDER NAME INQUIRY (PNAM)



Provider Name Inquiry (PNAM) is an alternate view of Provider (PROV). This window allows the user to look up a record by provider name. Records are added / deleted whenever the corresponding record is added to/deleted from Provider (PROV).

Field	Description
Name	Key field. Enter the provider name as entered on Provider (PROV). It is only necessary to enter as many characters as desired or known.
Provider	Key field. Enter the unique value assigned to the provider.

POTENTIALLY UNCOLLECTIBLE RECEIVABLES (PUNR)



Potentially Uncollectible Receivables						
	Receivable Number	Customer	Due Date	Outstanding Balance	Collect Status	Write-off Indicator
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Potentially Uncollectible Receivables (PUNR) displays all receivables which meet policy-driven criteria for collections processing or potential write-off. Receivables are loaded into this table through an offline process. Those receivables deemed uncollectible are written-off in an offline process when **Write-Off Indicator** is **S** (schedule for write-off).

Field	Description
Receivable Number	Required. Enter the document number of the Receivable (RE) that is potentially uncollectible.
Customer	Display only. The customer who is delinquent in paying the receivable is inferred from Open Receivable Header Inquiry (OREH).
Due Date	The date when the delinquent receivable was due is displayed.



PRINTED RECEIVABLE (PRRE)



	Transaction ID	Last Print Date	Replacement Indicator	Last Dunning Message	Next Dunning Message	Last Coll Letter	Next Co Letter
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

Printed Receivable (PRRE) lists all receivables that were printed as customer invoices and the date they were printed. This window also contains the previously printed and next dunning message and collection letter codes for a specific receivable. If a replacement receivable is needed, enter **Y** in **Replacement Indicator**.

Field	Description
Transaction ID	Required. Enter the transaction ID of the Receivable (RE) document.
Last Print Date	The last date that a customer invoice was generated for the Receivable (RE) document is displayed.
Replacement Indicator	Optional. Enter Y to request a replacement invoice. A is entered automatically if an adjusted receivable is printed.
Last Dunning Message	The last dunning message printed on a dunning customer invoice is displayed.



Field	Description
Next Dunning Message	Optional. The next dunning message scheduled based on the collection notice cycle defined on Collection Cycle (CCTL) or Billing Profile Collection Cycle (BPCC). Enter a dunning message value from Dunning Message (DUNN) to override the default value.
Last Coll Letter	The last collection letter value is displayed.
Next Coll Letter	Optional. The next collection letter scheduled based on the collection notice cycle defined on Collection Cycle (CCTL) or Billing Profile Collection Cycle (BPCC). Enter a collection letter value from Collection Letter (COLT) to manually override the default value.
Next Dunning/ Coll Day	The number of days past the Receivable (RE) due date that a dunning message or collection letter is scheduled to print is displayed.

PURCHASE ORDER BY ACCOUNT DISTRIBUTION INQUIRY (POAC)

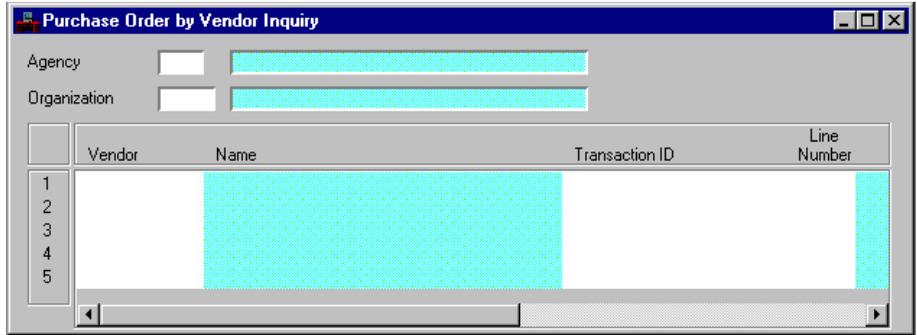


Purchase Order by Account Distribution Inquiry (POAC) is updated every time a purchase order document is processed. The information in this window is system-maintained and displays purchase order accounting lines by accounting distribution. It displays information for all purchase order documents.

Field	Description
Fund, Agency, Organization/ Sub, Appr Unit, Activity, Function, Object/Sub, Job Number, Reporting Category, Project	Key field. Enter the accounting distribution entered on the purchase order line.



PURCHASE ORDER BY VENDOR INQUIRY (PIBV)

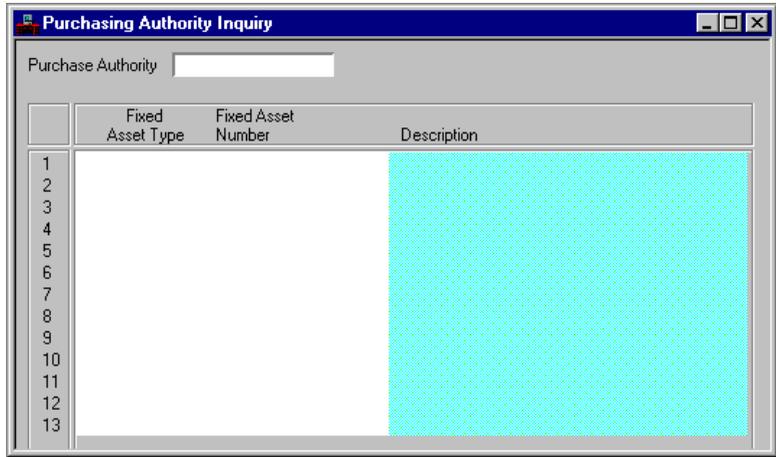


Purchase Order by Vendor Inquiry (PIBV) lists purchase order lines by agency, organization and vendor.

Field	Description
Agency	Key field. You can enter the agency for your inquiry. The system infers the name of the agency in the second field.
Organization	Key field. You can enter the organization for your inquiry. The system infers the name of the organization in the second field.
Vendor	Key field. Displays the vendor from the purchase order transaction.
Name	The vendor name associated with this vendor code on Vendor (VEN2) is displayed.
Transaction ID	Key field. Displays the unique document code and transaction number that identifies the order.
Line Number	Key field. Displays the line number of the order account line.
Line Amount	The total amount of this line is displayed.



PURCHASING AUTHORITY INQUIRY (PANM)

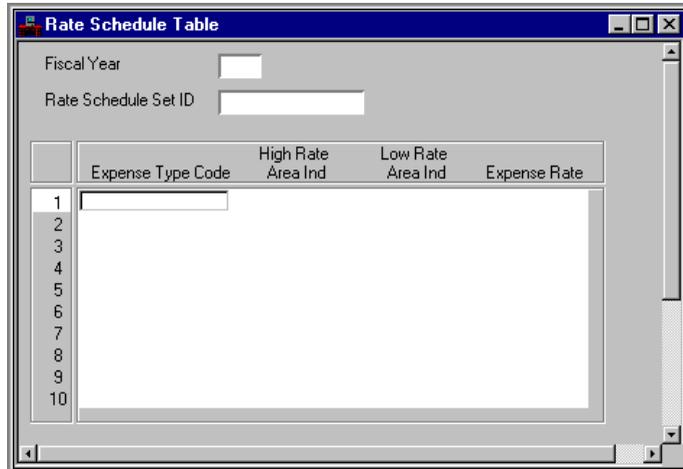


Purchasing Authority Inquiry (PANM) is an alternative view of the Fixed Asset Summary Inquiry (1 of 2) (FAS1) table. Purchasing Authority Inquiry (PANM) is a system maintained table that facilitates the tracking of the Contract Number/Purchase Order number associated with a fixed asset number as well as inquiries by this element.

Field	Description
Purchasing Authority	Key field. Enter the Contract Number or the Purchase Order (or other purchase document) number to look up the asset information.
Fixed Asset Type	Key field. Enter the type of fixed asset to look up information.
Fixed Asset Number	Key field. Enter the tag number of the asset to look up information.



RATE SCHEDULE TABLE (RTSC)



The Rate Schedule Table (RTSC) defines the rate schedules that are valid for a given travel policy.

Field	Description
Fiscal Year	Required. This field identifies the fiscal year for the current rate schedule.
Rate Schedule Set ID	Required. Identifies a set of expense rates (rate schedule). All rate schedule rules within the same Rate Schedule Set work together as part of a travel policy.
Expense Type Code	Required. Identifies the expense type code related to this rate schedule rule. This value must be provided and must be in the Expense Type Code Table (EXTC).
High Rate Area Ind	Valid values are <i>Y</i> (Yes) and <i>N</i> (No). Indicates that the rate applies to high rate areas.



Field	Description
Low Rate Area Ind	Valid values are <i>Y</i> (Yes) and <i>N</i> (No). Indicates that the rate applies to low rate areas.
Expense Rate	Required. This field identifies the rate that applies to the given expense type. If this is a per diem travel policy, this value is the amount of the per diem reimbursement for this expense type; if this is an “actual and necessary” travel policy, this is the maximum amount that can be reimbursed to the traveler.



REAL TIME GENERAL LEDGER INQUIRY (1 OF 2) (LDGR)



	Trans Code	Trans Number	Date	Vendor	Name	Description	Amount
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Real Time General Ledger Inquiry (LDGR) is dynamically updated online, as ledger entries are posted by a document processor. All of the fields on Real Time General Ledger Inquiry (LDGR) correspond to fields which are found on Online General Ledger (OLGL, OLG2).

Update Realtime General Ledger Inquiry (LDGR, LDG2) using any accounting document. Updates occur only when the **Update Real Time Ledger** checkbox is selected *[Y]* on System Control Options (SOP2). The real-time ledger capability is not selected when this checkbox is not selected *[N]*.



REAL TIME GENERAL LEDGER INQUIRY (2 OF 2) (LDG2)



	Trans Code	Trans Number	Date	Reference Transaction ID	Internal Ref Fund	Internal Ref Agency	Bank Account
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Real Time General Ledger Inquiry (LDG2) is dynamically updated online, as ledger entries are posted by a document processor. All of the fields on Real Time General Ledger Inquiry (LDG2) correspond to fields which are found on Online General Ledger (OLGL and OLG2).

You can use any accounting document to update the information in these windows. Updates occur only when the **Update Real Time Ledger** checkbox is selected *[Y]* on System Control Options (SOP2). The real-time ledger capability is not selected when this checkbox is not selected *[N]*.



RECEIVABLE ADJUSTMENT REASON (REAR)



Receivable Adjustment Reason (REAR) is used to describe the reason codes used for modifying and canceling a Receivable (RE). Each agency can define specific reason codes.

Field	Description
Agency	Key Field. Enter the agency for which the reason code is described. Enter *** for a view of reason codes that are common across all agencies.
Reason Code	Key field. Enter a two digit number to identify a reason
Reason Description	Enter a description of the reason for adjusting a Receivable (RE)



RECURRING JOURNAL VOUCHER MASTER (RJVM)

Recurring Journal Voucher Master (RJVM) provides information that the system uses to automatically create Journal Voucher Master (JVM) documents on a regular basis. For example, you may enter data in this window representing a particular month-end adjustment and the system creates journal voucher documents using this data every month.

Field	Description
JV Number	Key field. Enter a unique alphanumeric identifier for this journal voucher document. This identifier becomes the first nine digits of the document number on the generated documents. The last two digits are added when the journal voucher is generated. They are the month from the To Date field on Application Dates (LDAT).

Field	Description
Submitting Agency	Enter a valid value during the entry start date's year that you want to have as the agency in the document ID of the generated document.
Frequency	<p>Default is <i>One-Time Future [no default]</i>. This field describes how often to generate the document and add it to the Document Listing. Valid selections are:</p> <p><i>One-Time Future [F]</i> A one-time only document is generated, on or after the entry start date.</p> <p><i>Monthly [M]</i> The document is generated once a month, starting on or after the entry start date, and ending on the entry end date.</p> <p><i>Bimonthly [B]</i> The document is generated once every two months, between the starting and ending dates.</p> <p><i>Quarterly [Q]</i> The document is generated once a quarter, between the starting and ending dates.</p> <p><i>End of Quarter [E]</i> The document is generated in the third month of the quarter only, between the starting and ending dates.</p>
Start Date	Required. Enter the calendar date (<i>mm dd yy</i>) when you want to start generating the documents.
End Date	Conditional. Required when the Frequency field is Monthly [M], Bimonthly [B], Quarterly [Q], or End of Quarter [E]. Leave blank when the Frequency field is One-Time Future [F]. Enter the calendar date (<i>mm dd yy</i>) when you want to stop generating the documents.
Last Date	The system updates this field with the last date it generated a document. It must be blank when creating new record.
Line Number	Key field. Enter a unique, two-digit number to identify each line in the document. For example, enter 01, not 1.
Budget FY	Required. Enter the budget fiscal year for this journal voucher line.



Field	Description
Memo Ref Doc / Line	Optional. Enter the memo reference document ID and line number.
Account Type	Required. Enter the account type for this journal voucher line. Valid values are: <i>Asset [01]</i> <i>Liability [02]</i> <i>Fund Balance [03]</i> <i>Asset Offset to Expenses [11]</i> <i>Encumbrance [21]</i> (only allowed under certain circumstances.) <i>Expense/Expenditure [22]</i> <i>Expenditure [23]</i> <i>Expense [24]</i> <i>Revenue [31]</i>
Desc	Optional. Enter a brief description.
Fund	Default is inferred from Organization (ORG2) based on the agency and organization entered on this document.
Agency	Optional. Refer to Fund Agency Index (FAGY) for valid fund/agency combinations.
Organization / Sub	Optional. Refer to Organization Index (ORGN) and Sub-Organization (SORG) for valid values.
Appropriation Unit	Required. Enter the Program Budget Unit element for the items listed on this voucher. See Program Reference Table (PRFT) for valid values. The Appropriation Program element and Allotment Program element will be inferred from PRFT based on Program Budget Unit.
Object/Rev/Sub	Conditional. A valid object is required if account type is 21, 22, 23, or 24. A valid revenue source value is required if account type is 31. Otherwise leave blank. Refer to Sub-Object (SOBJ), Sub-Revenue (SREV), Object Index (OBJT) and Revenue Source Index (RSRC) for valid values.
Activity	Optional. Refer to Activity Index (ACTV) for valid values.

Field	Description
Function	<p>Optional. Required only if Expense Budget Function Option on Fund Agency (FGY2) is Required on Accounting [Y] or Required on Budget and Accounting [A]. Refer to Function (FUNC) for valid values.</p> <p>If left blank, it is inferred from Organization Index (ORGN); or from Activity Index (ACTV), if function is not entered on Organization Index.</p>
BS Account	Optional. Refer to Balance Sheet Account (BAC2) for valid values.
Job Number	Conditional. Enter the job number or project number associated with this journal voucher.
Rept Cat	Optional. Refer to Reporting Category (RPTG) for valid values.
Termini	Conditional. Required if Termini Validation Indicator is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Bank Code	Optional. Enter a bank code if desired (cash entries only).
Cash Indicator	<p>Conditional. Required if JV Cash Indicator Required is Yes [Y] on System Control Options (SOP2); otherwise, select Default [blank]. Valid values are:</p> <p style="padding-left: 40px;">Yes [Y] This document updates the Collected fields on Agency Project Inquiry (AGPR).</p> <p style="padding-left: 40px;">No [N] This document updates the Accrued fields on Agency Project Inquiry (AGPR).</p>
Debit	Optional. Enter a dollar amount if a credit amount is not used. If entered, it is numeric with an optional decimal point and two digits entered for cents. For example, enter \$25.00 as 25.00 or 2500.



Field	Description
Vend / Cust	<p>Default is <i>None [blank]</i>. Required if Vendor Name is Required [Y] on System Control Options (SOP2). This field indicates if the value entered in Code is valid on Vendor (VEN2) or Provider (PROV). Valid values are:</p> <p style="text-align: center;"> <i>Vendor [V]</i> <i>Provider [P]</i> <i>Quantity [Q]</i> <i>None [N]</i> </p>
Code	Optional. Enter a vendor/provider value.
Name	Conditional. Default is inferred, based on the Vendor/Provider field. Required if a miscellaneous vendor or provider code is entered in the Vendor/Provider field; otherwise, this field is optional. Enter the name of the vendor or provider.
Ref Fund, Ref Agency	Optional. If you enter one, you must enter both. Refer to Fund Agency Index (FAGY) for valid fund/agency combination.
Credit	<p>Optional. Enter a numeric dollar amount if debit amount is not used. This field has an optional decimal point, enter two digits for cents. For example, enter \$25.00 as 25.00 or 2500.</p> <p>If both credit amount and debit amount fields are blank, the system supplies the words <i>fill-in</i> for both fields. However, documents created without amounts must be modified manually before they will be able to process.</p>

Field	Description
Frequency	<p>Default is <i>One-Time Future Document [F]</i>. This field describes how often the system generates a document and adds it to the Document Listing. Valid selections are:</p> <p><i>One-Time Future Document [F]</i> A one-time document is generated, on or after the entry start date.</p> <p><i>Monthly [M]</i> The document is generated once a month, starting on or after the entry start date, and ending on the entry end date.</p> <p><i>Bimonthly [B]</i> The document is generated once every two months, between the starting and ending dates.</p> <p><i>Quarterly [Q]</i> The document is generated once a quarter, between the starting and ending dates.</p> <p><i>End of Quarter [E]</i> The document is generated in the third month of the quarter only, between starting and ending dates.</p>
Last Date	Display only. The system updates this field with the last date it generated a document.
Scheduled Payment Date	Optional. This becomes the scheduled payment date on the header of the generated document. Refer to Calendar Date (CLDT) for valid values. This field must be equal to or later than the entry start date.
Single Check	Default infers from Vendor (VEN2). Select <i>Yes [Y]</i> to print a separate check for each voucher. Otherwise, all vouchers are summed by vendor and check category and a check is printed.
Header Tax Code	Optional. You must install the Extended Purchasing Subsystem (EPS) to use this field. Refer to Tax Code (TAXT) for valid values. Enter the tax code representing the rate at which tax is computed for the document. The system uses the same tax code for all lines.



Field	Description
Fixed Asset Ind	<p>Default is <i>No Change [blank]</i>. Valid values are:</p> <p>Create One Shell [F] This payment voucher creates one Fixed Asset Acquisition (FA) document.</p> <p>Create Multiple Shells [Q] 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 Quantity.</p>
Offset Liability Account	Optional. If entered, the offset liability account must be valid in Balance Sheet Account Index (BACC) for the entry start year.
Check Category	Optional. This field specifies under which check category the check for this voucher is printed. Vouchers are summed by vendor and check category.
EFT Indicator	<p>Default is <i>Default [blank]</i>. This indicator is optional. Select <i>Yes [Y]</i> to select this voucher for electronic payment. Valid values are <i>Yes [Y]</i>, <i>No [N]</i>, or <i>Default [blank]</i>.</p> <p>If the vendor is eligible for electronic funds transfer and this field is not filled in, this field defaults to <i>Yes [Y]</i> in the document header.</p>
EFT Application Type	Optional. The application type is a two-character value representing the intended application, or use, of the funds being electronically transferred. Refer to Electronic Funds Transfer Application Type (EFTA) for valid values.
Line Num	Key field. Enter a unique two-digit number to identify each line in the document. For example, enter 01, not 1.
Reference Transaction ID	<p>Conditional. Required if this line references items previously recorded on a requisition or purchase order; otherwise, leave blank.</p> <p>If EPS is installed, this line may also reference a Centralized Purchase Order (PC) , Decentralized Purchase Order (PD), Price Agreement (PG) and Service Contract (SC) documents.</p>

Field	Description
Line	Optional. Enter the purchase order line number of the item being referenced.
Comm Line	Conditional. Required if PV Update Inventory or Receiver Accrual on EPS System Control Options (ESOP) is selected [Y], the payment voucher references purchase orders or price agreements with a warehouse value, or Fixed Asset Indicator is <i>Create One Shell [F]</i> or <i>Create Multiple Shells [Q]</i> . Enter the commodity line number of the referenced document.
Vendor Invoice	Optional. Enter the vendor invoice number, if one is available.
Comm Line	Conditional. Required if EPPV Requirements on EPS System Control Options (ESOP) is selected [Y] and a vendor invoice is entered. Otherwise this field is optional. Enter the commodity line number of the referenced invoice.
Fund	Default is inferred from Organization (ORG2) based on the agency and organization entered on this document.
Agency	Optional. Refer to Fund Agency Index (FAGY) for valid fund/agency values.
Org	Optional. This field is only required if the Expense Budget Organization Option or Revenue Budget Organization Option on Fund Agency (FGY2) is <i>Required on Accounting [Y]</i> or <i>Required on Budget and Accounting [A]</i> . Refer to Organization Index (ORGN) for valid values.
Sub-Org	Optional. Refer to Sub-organization (SORG) for valid values.
Appr Unit	Optional. Refer to Appropriation Index (Extended) (EAPP) windows for valid values.



Field	Description
Activity	<p>Default infers the activity value from Organization Index (ORGN). This field is only required if the Expense Budget Activity Option or Revenue Budget Activity Option on Fund Agency (FGY2) is Required on Accounting [Y] or Required on Budget and Accounting [A].</p> <p>If an activity value is entered in this field, it overrides the value in Organization Index (ORGN).</p>
Func	<p>Optional. Required only if Expense Budget Function Option on Fund Agency (FGY2) is Required on Accounting [Y] or Required on Budget and Accounting [A]. Refer to Function (FUNC) for valid values.</p> <p>If left blank, it is inferred from Organization (ORGN); or from Activity Index (ACTV), if function is not entered on Organization Index.</p>
Object	<p>Conditional. Required if this is an expenditure. Refer to Object Index (OBJT) for valid object values.</p>
Sub-Object	<p>Conditional. Required if the Sub-Object Required option is selected on Expense Budget (EB). Refer to Sub-Object (SOBJ) for valid sub-object values.</p>
Rev Srce	<p>Conditional. Required if this is a reimbursable expense. Refer to Revenue Source (RSRC) for valid revenue source values.</p>
Sub-Rev Srce	<p>Conditional. Required if the Sub-Revenue Source Option is selected on Revenue Source (RSR2). Refer to Sub-Revenue Source (SREV) for valid values.</p>
BS Acct	<p>Conditional. Required if this voucher will pay inventory using the consumption method. Refer to Balance Sheet Account Index (BACC) for valid values.</p>
Rept Catg	<p>Optional. Enter a reporting category that is valid within agency. 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 Job Cost is <i>Yes [Y]</i> on System Control Options (SOP2), enter a job number. See Job Index (JOB2) for valid values. If Job Cost is <i>No [N]</i> on System Control Options (SOP2), enter a project number or general reporting category.</p>
Quantity	<p>Conditional. Required if the payment voucher references purchase orders or price agreements with a warehouse value, if EPPV Requirements on EPS System Control Options (ESOP) is selected [Y], or if Fixed Asset Indicator is <i>Create Multiple Shells [Q]</i>. Enter the number of items to be paid for. If this field is blank and EPPV Requirements on EPS System Control Options (ESOP) is selected [Y] and an Extended Purchasing Subsystem purchase order is referenced, then the words *** FILL IN *** are displayed in this field.</p>
Disc Type	<p>Optional. If entered, select a payment discount value with a PO Discount Flag set to <i>N</i> on Discount Type (DISC). Refer to Discount Type (DISC) for valid values.</p>
Termini	<p>Conditional. Required if Termini Validation Indicator is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.</p>
Tax Code	<p>Optional. Enter the value representing the rate at which tax is calculated for this line. You must install the Extended Purchasing Subsystem (EPS) to use this field. Enter a tax code that is valid on Tax Code (TAXT). This overrides the header tax code.</p>
Line Amount	<p>Optional. Enter a numeric amount with an optional decimal point. Remember to enter two digits for cents. For example, enter \$25.00 as 25.00 or 2500.</p> <p>If left blank, the words *** FILL-IN *** are displayed.</p>



RECURRING RECEIVABLE (RERE)



Recurring Receivable
⌵ ⌵ ⌵

Receivable Number	<input type="text"/>	Submitting Agency	<input type="text"/>
Billing Frequency	<input type="text" value="Monthly"/>		
Customer	<input type="text"/>	<input type="checkbox"/> Third Party Indicator	
Customer Name	<input type="text"/>		
Effective Date	<input type="text" value="/ /"/>	Expiration Date	<input type="text" value="/ /"/>
Last Selection Date	<input type="text" value="/ /"/>		
Billing Code	<input type="text"/>		
Instruction Code	<input type="text"/>	<input type="checkbox"/> Hold	
Comments	<input type="text"/>		
Offset Billed Receivable Account	<input type="text"/>		

Line	Num	Fund	Agcy	Org	Sub- Org	Appr	Unit	Actv	Rev Sice	Sub-rev Sice	BS Acct	Rept Cat	Job Number
1													
2													

Recurring Receivable (RERE) is used to establish recurring receivables at a particular frequency. This window resembles a Receivable (RE) document, with header and line information. Each line is repeated to provide for multi-line receivables.

Note: Because budget checks are not made until a recurring Receivable (RE) is processed, it is very important that the accounting distribution is valid for the current fiscal year.

Field	Description
Receivable Number	Required. Enter the number that is used to create the Receivable (RE) document number.
Submitting Agency	Required. Enter the agency for which the recurring receivable is processed.



Field	Description
Billing Frequency	<p>Default is <i>Monthly [M]</i>. Select the appropriate value which describes the frequency of the recurring Receivable (RE). Valid values are:</p> <p><i>Monthly [M]</i></p> <p><i>Quarterly [Q]</i></p> <p><i>Yearly [Y]</i></p> <p><i>End of Quarter [E]</i></p> <p><i>Semi-Annually [S]</i></p> <p><i>Bi-Annually [B]</i></p>
Customer	Required. The customer receiving the recurring bill. See Customer Name Inquiry (CUSN) for valid values.
Third Party Indicator	Default is cleared [N]. Select [Y] if the recurring receivable is billed to the third party specified on Customer Information (CUS2).
Customer Name	The corresponding customer name is inferred from Customer Information (CUST) and displayed.
Effective Date	Required. The date (<i>mm dd yy</i>) when the system begins to generate recurring receivables.
Expiration Date	Required. The date (<i>mm dd yy</i>) when the recurring receivable schedule ends.
Last Selection Date	The last date that the recurring receivable was selected for generation and displayed.
Billing Code	Optional. Enter the type of billing processing for the receivable. This field defaults to Billing Code entered for the customer on Customer Information (CUST). See Billing Profile (BPRO) for valid values.
Instruction Code	Optional. The special instructions printed on the customer invoice. See Special Instruction (SPIS) for valid values.

Field	Description
Hold	Default is cleared [<i>blank</i>]. Select [H] if this recurring receivable is excluded from processing.
Comments	Optional. Enter the brief description of the recurring receivable.
Offset Billed Receivable Account	Optional. The balance sheet account used to record the offset entry. The account entered must be valid on Balance Sheet Account (BACC) and must be an asset account. Default is inferred from Revenue Source Index (RSRC) or System Special Accounts (SPEC)
Line Num	Required. Enter the receivable line number.
Fund	Required. See Fund Index (FUND) for valid values.
Agcy	Required. See Agency Index (AGCY) for valid values.
Org	Optional. See Organization Index (ORGN) for valid values.
Sub-Org	Optional. See Sub-Organization (SORG) for valid values.
Appr Unit	Optional. Refer to the Appropriation Index (Extended) (EAPP) window for valid values.
Actv	Optional. See Activity Index (ACTV) for valid values.
Rev Srce	Required. See Revenue Source Index (RSRC) for valid values.
Sub-Rev Srce	Optional. See Sub-Revenue Source (SREV) for valid values.
BS Acct	Optional. See Balance Sheet Account Index (BACC) for valid values.
Rept Cat	Optional. See Reporting Category (RCAT) for valid values.
Job Number	Optional. See Job Index (JOBT) for valid values.
Rate Code	Conditional. Required if Line Amount is not entered. Enter the billing rate per unit of measure. See Billing Rate (BRTE) for valid values.



Field	Description
Quantity	Required if Rate Code is entered. Number of units of goods purchased by the customer.
Unit	Optional. Enter the unit of measure for the goods purchased by the customer. If Rate Code is entered, this is inferred from Billing Rate (BRTE).
Line Amount	Conditional. Required if Rate Code is not entered. Enter the amount billed on the Receivable (RE) line. This is either a manually entered amount, or is computed as: Rate Code * Quantity
Line Description	Optional. Enter the description of the receivable line.



REDUCTIONS TO BE APPLIED (REDA)



Reductions to be Applied (REDA) stores draw reduction amounts that, if applied, would result in negative draws.

Field	Description
Agency	Required. Enter the agency for the reduction.
Project	Required. Enter the project number for the reduction.
Sub-Project	Required. Enter the sub-project number for the reduction.
Phase	Required. Enter the phase for the reduction.
Program/ Provider	Required. Enter the Program/Provider to which the reduction should be applied. Valid values are provided on Program/Provider (PGPV).
Fiscal Year	Required. Enter the last two digits of the fiscal year to which the reduction should be applied.



RENEWAL NOTICE SCHEDULING (RNEW)



	Renewal Type	Customer	Address Indicator	Generation Date	Expiration Date	Renewal Date Lag
1	<input type="text"/>					
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Renewal Notice Scheduling (RNEW) is used to specify which customers receive a particular renewal notice, and to schedule the renewal notice generation.

Field	Description
Renewal Type	Required. Enter the renewal notice type scheduled. See Renewal Type (RNTP) for valid values.
Customer	Required. Enter the customer/client who is to receive the renewal notice. See Customer Information (CUST) for valid values.
Address Indicator	Required. Enter a valid customer address code (defined by the user) to indicate which alternate customer address should be used.
Generation Date	Required. Enter the date (<i>mm dd yy</i>) when the system is first scheduled to generate the renewal notice. The system updates this based on the frequency for the renewal type on Renewal Type (RNTP).



Field	Description
Expiration Date	Required. Enter the date (<i>mm dd yy</i>) after which the system can no longer generate the renewal notice.
Renewal Date Lag	Required. Enter the number of days past the generation date that the actual renewal is due. Valid values are <i>1-999</i> .



RENEWAL NOTICE TEXT (RTXT)



The screenshot shows a software window titled "Renewal Notice Text". At the top left, there is a "Renewal Type" label followed by a small white box with a downward-pointing arrow. Below this is a large text area with a scroll bar on the right. To the left of the text area is a vertical list of numbers from 1 to 13, representing line numbers. The text area itself is currently empty.

Renewal Notice Text (RTXT) is used to define the text that is printed on renewal notices.

Field	Description
Renewal Type	Required. Enter the renewal notice type. See Renewal Type (RNTP) for valid values.
Text	Required. Enter the text of the actual renewal notice which is sent to customers.
Text Line	Optional. If entered, you must enter a numeric value. Otherwise, the system provides default numbering. An increment of two is automatically added to the previous line number.



RENEWAL TYPE (RNTP)

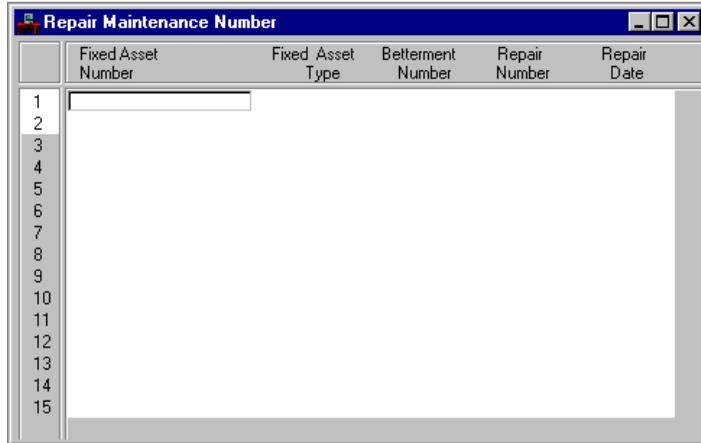


Renewal Type (RNTP) is used to define the renewal notice types and their frequency.

Field	Description
Renewal Type	Required. Enter the renewal notice type.
Frequency	Required. Enter the appropriate value describing the frequency of the renewal notice. Valid values are M (monthly), Q (quarterly), Y (yearly), S (semi-annually), and B (biannually).
Description	Optional. Enter the description of the renewal type.
Billing Code	Required. Enter the billing code used to specify the remittance address for the renewal. See Billing Profile (BPRO) for valid values.



REPAIR MAINTENANCE NUMBER (RPMN)



Repair Maintenance Number (RPMN) is a system-maintained table that displays the date of each repair to a fixed asset and its betterments. The most recent repair is displayed first for each asset. This table is updated when repair information is entered on Repairs and Maintenance (RPMT).

Field	Description
Fixed Asset Number	Required. Enter the tag number or the number assigned to the asset at the time of purchase. See Fixed Asset Acquisition Inquiry (FAS1) for valid values.
Fixed Asset Type	Required. Enter the type of fixed asset. See Fixed Asset Type (FATP) for valid values.
Betterment Number	Conditional. Required if the repair is performed on the betterment. Enter the betterment number. See Fixed Asset Betterment Inquiry (FBT1) for valid values.
Repair Number	This field is system generated. The number of repairs to the asset is displayed.



Field	Description
Repair Date	Required. Enter the repair or maintenance date. The date must be equal to or less than current date.



REPAIRS AND MAINTENANCE (RPMT)

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

- Fixed Asset Number: [Text Input]
- Type: [Radio Button]
- Betterment Number: [Text Input]
- Repair/Maintenance Date: [Date Input (/ /)]
- Repair/Maintenance Number: [Text Input]
- Description: [Text Input]
- Responsible Agency: [Text Input]
- Amount: [Text Input]
- Warranty: [Radio Button]
- Repair: [Radio Button]
- Agreement: [Radio Button]
- Type of Warranty: [Text Input]
- Duration in Days: [Text Input]
- Agreement Number: [Text Input]
- Effective Date: [Date Input (/ /)]
- Expiration Date: [Date Input (/ /)]

The Repair and Maintenance (RPMT) table allows the user to record the detail of the repairs performed on the fixed assets and displays information regarding warranty and maintenance.

Field	Description
Fixed Asset Number	Required. Enter the tag number or the number assigned to the asset at the time of purchase. See Fixed Asset Acquisition Inquiry (FAS1) Table for valid values.
Type	Required. Enter the type of fixed asset. See Fixed Asset Type (FATP) Table for valid values.
Betterment Number	Conditional. Required if the repair is performed on the betterment. Enter the betterment number. See Fixed Asset Betterment Inquiry (FBT1) Table for valid values.

Field	Description
Repair/ Maintenance Date	Required. Enter the repair or maintenance date. The date must be equal to or less than current date.
Repair/ Maintenance Number	This field is system generated. The number of repairs to the asset is displayed.
Description	Conditional. Required if the repair radio button has been selected. Enter a short description of the repair.
Resp Agency	Key field. Enter the agency number that is responsible for repairs and maintenance.
Amount	Conditional. Required if the repair radio button is selected. Enter the cost of the repair.
Warranty/ Repair/ Agreement	Select if the repair of the asset is covered by warranty, is not covered by a warranty, or is covered by a maintenance contract.
Type of Warranty	The type of warranty (if available) is displayed from the Fixed Asset Summary Inquiry (FAS1) if the Warranty radio button is selected.
Duration in Days	The duration in days of the warranty (if available) is displayed from the Fixed Asset Summary Inquiry (FAS1) if the Warranty radio button is selected.
Agreement Number	The agreement number (if available) is displayed from the Fixed Asset Summary Inquiry (FAS1) if the Agreement radio button is selected.
Effective Date	The effective date of the agreement (if available) is displayed from the Fixed Asset Inquiry (FAS1) if the Agreement radio button is selected.
Expiration Date	The expiration date of the agreement (if available) is displayed from the Fixed Asset Inquiry (FAS1) if the Agreement radio button is selected.

REPORTING CATEGORY (RPTG)



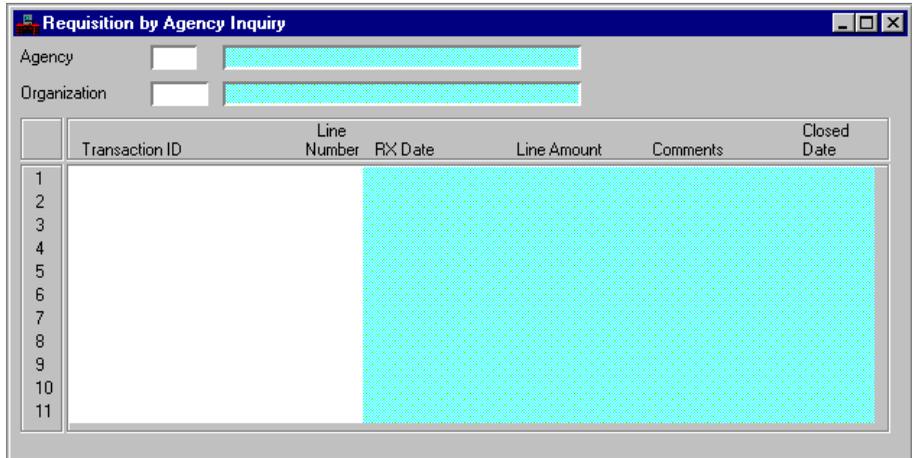
	Fiscal Year	Agency	Rept Catg	Name	Source of Funds (Grant)	Grant Ind	Project
1	<input type="text"/>						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

Reporting Category (RPTG) defines general purpose reporting categories for individual agencies. Each agency chooses whether it wants to use the values, and if so, how it wants to use them: what type of data it wants to have summarized by reporting category reports, and what the actual values are. This window also supports the Grant Master (GM) method of creating grants. Budget categories within the grant are identified with reporting category values, within agency.

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency	Key field. Refer to Agency Index (AGCY) for valid values.
Rept Catg	Key field. Enter a reporting category. If adding a new line, enter a value that is unique within agency. If changing or deleting an existing line, enter the affected value.



REQUISITION BY AGENCY INQUIRY (RIBA)



Requisition by Agency Inquiry (RIBA) displays information on requisition lines by agency and organization.

Field	Description
Agency	Key field. You can enter the agency you are inquiring about. The agency name is displayed in the second field.
Organization	Key field. You can enter the organization you are inquiring about. The organization name is displayed in the second field.
Transaction ID	Key field. Displays the document ID assigned to this requisition.
Line Number	Key field. Displays the accounting line number from the requisition document.
RX Date	Display only. The requisition date given on the requisition document is displayed.



Field	Description
Line Amount	Display only. The total amount of this line from the document is displayed.
Comments	Display only. The notes entered on the requisition document are displayed.
Closed Date	Display only. The date when all lines associated with this requisition document are closed is displayed.

REQUISITION COMMODITY LINE CROSS REFERENCE INQUIRY (PCRX)



Requisition Commodity Line Cross Reference Inquiry (PCRX) is used to keep track of which requisition document commodity lines are referenced by Centralized Purchase Order (PC) commodity lines.

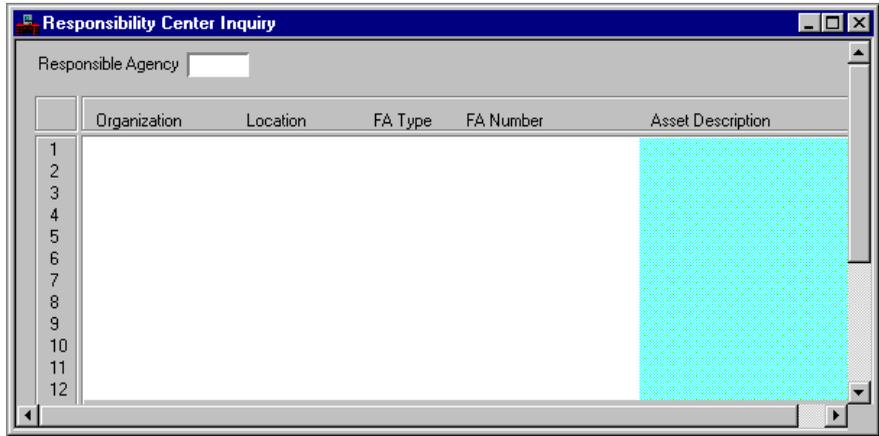
Field	Description
Transaction ID	Key field. You can enter PC for the transaction code and a unique number that identifies the Centralized Purchase Order (PC).
PC Line Num	Key field. Displays the commodity line number from the order document.
RX Transaction ID	Key field. Displays the document code (RX) and document number that identifies the referenced requisition document.
RX Line Number	Key field. Displays the commodity line number of the requisition referenced by the purchase order.
Quantity Ordered	Display only. The quantity of the goods ordered on this commodity line is displayed.
Unit Cost	Display only. The discounted cost per unit of goods ordered is displayed.



Field	Description
Tax Code	Display only. The code representing a percentage of tax used to compute the tax amount on the requisition's commodity line is displayed. This code is defined on Tax Code (TAXT).
Discount Amount	Display only. The total amount of discount for this commodity line is displayed.
Freight Amount	Display only. The current commodity line freight amount for this line is displayed.



RESPONSIBILITY CENTER INQUIRY (RESP)

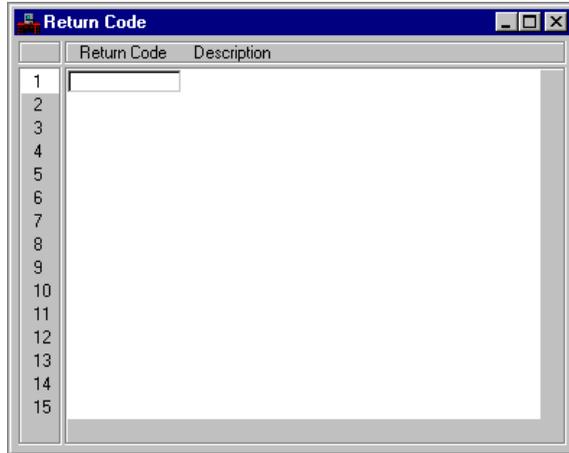


Responsibility Center Inquiry (RESP) is an alternative view of Fixed Asset Summary Inquiry (FAS1). It tracks the agency/responsibility center associated with an asset and assets associated with a Responsibility Center as well as inquiries by this element.

Field	Description
Responsible Agency	Key field. Enter the agency that is responsible for purchasing the fixed asset.
Organization	Key field. Enter the specific organization under the agency for which the fixed asset is acquired.
Location	Key field. Enter the ten digit location where the fixed asset is kept.
FA Type	Key field. Enter the type of fixed asset.
FA Number	Key field. Enter the tag number of the asset.
Asset Description	The description of the asset found on the Fixed Asset Summary Inquiry (FAS1) is displayed.



RETURN CODE (RETC)

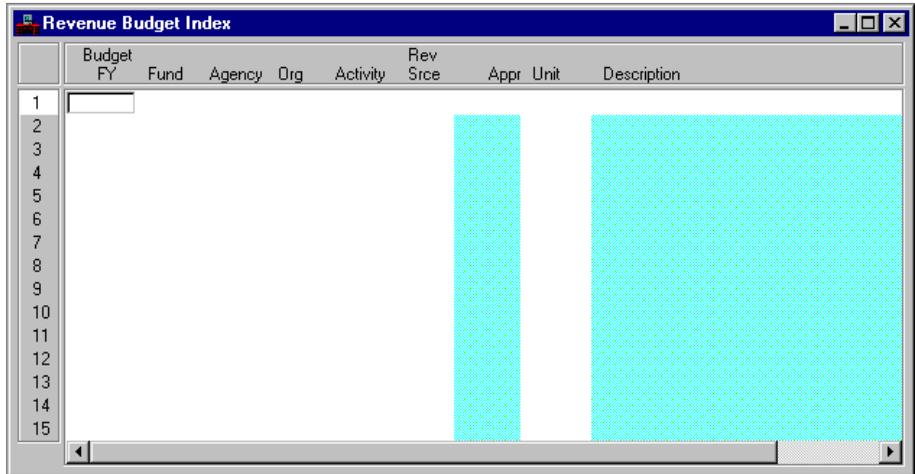


Return Code (RETC) is used to interpret valid return codes using the description defining why the stock item is returned to inventory.

Field	Description
Return Code	Key field. Enter a unique code to define a reason for returning goods.
Description	Required. Enter the description that explains the return code.



REVENUE BUDGET INDEX (REVB)



Revenue Budget Index (REVB) displays the revenue budget entries. Each line is a different fund/agency/organization/activity/revenue source combination. Lines are added when new revenue budget transactions are accepted by the financial system. The fields in this window are updated by modifications submitted on revenue budget transactions and by the revenue accounting transactions.

Field	Description
Budget FY	Key field. Enter the last two digits of the budget fiscal year.
Fund	Key field. Enter the fund code.
Agency	Key field. Enter the agency code.
Org	Key field. Enter the organization code.
Activity	Key field. Enter the activity code.
Rev Srce	Key field. Enter the revenue source code.



REVENUE BUDGET INQUIRY (REV2)



Revenue Budget Inquiry
⏏

Budget Fiscal Year <input style="width: 40px;" type="text"/>	Fund <input style="width: 40px;" type="text"/>	Agency <input style="width: 40px;" type="text"/>
Organization <input style="width: 40px;" type="text"/>	Appropriation Unit <input style="width: 100px;" type="text"/>	
Activity <input style="width: 40px;" type="text"/>	Revenue Source <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Revenue Budget Line Active
Description <input style="width: 100%; height: 15px;" type="text"/>		

Amounts

	Current	Begin Day
Approved Budget	<input style="width: 80%; height: 15px;" type="text"/>	
Current Modified Budget	<input style="width: 80%; height: 15px;" type="text"/>	<input style="width: 80%; height: 15px;" type="text"/>
Recognized	<input style="width: 80%; height: 15px;" type="text"/>	<input style="width: 80%; height: 15px;" type="text"/>
Unrecognized	<input style="width: 80%; height: 15px;" type="text"/>	

The Revenue Budget Inquiry (REV2) window displays the revenue budget entries. Each line includes account distribution data, budgeted amounts, and amounts recognized. Lines are added when new revenue budget transactions are accepted by the financial system. The fields in this window are updated by modifications submitted on revenue budget transactions and by the revenue accounting transactions.

Field	Description
Budget Fiscal Year	Key field. Enter the last two digits of the budget fiscal year.
Fund, Agency, Organization, Appropriation Unit, Activity, Revenue Source	Key field. Enter the appropriate information for each fund, agency, organization, appropriation unit, activity, and revenue source combination.

Revenue Budget Inquiry (REV2)

MARS0899

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Field	Description
Revenue Budget Line Active	Default is cleared [<i>N</i>]. If selected [<i>Y</i>], this revenue budget line is active. If cleared [<i>N</i>], no revenue transactions can be processed against this budget line. You can change the status of a line on a Revenue Budget (RB) document.
Description	The description of this line as entered on the revenue budget transaction is displayed, or if that was blank, the revenue source name from Revenue Source (RSR2).
Amounts	
Approved Budget	Displays the amount budgeted for this revenue source line when the budget was officially approved (i.e., when Budget Approved Indicator on Fiscal Year (FSYR) was changed to <i>Y</i>). This amount is kept for historical purposes only.
Current Modified Budget	Displays the current amount you expect to receive from this revenue source. This figure includes changes made with adjustment actions on revenue budget transactions since the budget was officially approved.
Current Modified Budget (Begin Day)	Displays the beginning day amount you expect to receive from this revenue source.
Recognized	Displays the total revenue recognized against this budget line (i.e., total of all invoices and non-invoiced cash receipts submitted against this budget line) during the fiscal year.
Recognized (Begin Day)	Displays the total of revenue recognized against this budget line at the beginning of the processing day.
Unrecognized	Displays the amount of budgeted revenue not yet received.

REVENUE BUDGET SUMMARY INQUIRY (RSUM)

Revenue Budget Summary Inquiry (RSUM) provides the user with the ability to view budget revenue data summarized by accounting distribution (fund, agency, organization, activity, and revenue source). Data for multiple revenue sources are listed on a single window. As much or as little of the accounting distribution as is desired can be specified when the window is accessed. The information is pulled directly from Revenue Budget (REV2).

Field	Description
Budget Fiscal Year	Key field. Enter the last two digits of the budget fiscal year.
Fund, Agency, Organization, Activity	Key fields. Enter the appropriation information for each accounting distribution, comprised of fund, agency, organization and activity. Refer to Fund Index (FUND), Agency Index (AGCY), Organization Index (ORGN) and Activity Index (ACTV) for valid values.

REVENUE CATEGORY (RCAT)



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

Revenue Category (RCAT) is used to define valid revenue category values. This window is optional (used for reporting purposes only) and therefore may not be populated in your system. The actual assignment of revenue sources into categories occurs on Revenue Source (RSR2).

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



REVENUE CLASS (RCLS)



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

Revenue Class (RCLS) is used to define valid revenue class values. This window is optional (used for reporting purposes only) and therefore may not be populated in your system. The actual assignment of revenue sources into classes occurs on Revenue Source Index (RSRC).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Revenue Class	Key field. Enter the revenue class code. If adding a new line, enter a unique value; if changing or deleting an existing line, enter the affected value.
Name	Optional. Used as the revenue class description on reports. Enter the name that you want to appear on reports. If this field is left blank, no revenue class name is displayed 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.



REVENUE GROUP (RGRP)



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

Revenue Group (RGRP) is used to define valid revenue group values. It is optional (used for reporting purposes only) and therefore may not be populated in your system. The actual assignment of revenue sources into groups occurs in Revenue Source (RSR2).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Revenue Group	Key field. Add additional revenue groups as needed. If adding a new line, enter a unique value; if changing or deleting an existing line, enter the affected value.
Name	Optional. Enter the name that you want to appear on reports. Used as the revenue group description on reports. If this field is left blank, no name is displayed or printed on reports for this revenue group 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. If this field is left blank, no name is displayed or printed on reports for this revenue group value.



REVENUE OPTIONS (ROPT)



Revenue Options (ROPT) establishes system-wide Advanced Receivables options and controls. This window contains options which affect non-sufficient funds (NSF) processing, finance charge accumulation, short payment/overpayment processing, and other procedures. Certain options on Revenue Options (ROPT) may be overridden by Revenue Options by Agency/Revenue Source (ROAR) in the case that the agency has entered all necessary information in Revenue Options by Agency/Revenue Source (ROAR).

Field	Description
Fiscal Year	Required. Enter the fiscal year for which the revenue options are valid.
Receivable Due Date Lag	Required. Enter the number of days past the receivable accept date or statement cutoff date that the receivable or statement is due.



Field	Description
Receivable Minimum Amount	Required. Enter the minimum allowable receivable amount. Receivable (RE) documents are rejected if the document total is less than this value.
NSF Check Charge	Required. Enter the standard charge applied against a customer's account for non-sufficient funds (NSF) checks.
NSF Charge Revenue Source	Required. Enter the revenue source used to accumulate non-sufficient funds (NSF) check charges.
Finance Accumulation Type	Defaults to <i>Neither/None [N]</i> . Defines the type of finance charge applied against delinquent receivable lines. Valid values are: <i>Interest [I]</i> <i>Late Fee [L]</i> <i>Both [B]</i> <i>Neither/None [N]</i>
Interest Type	Defaults to <i>Not Applicable [blank]</i> . Required if Finance Accumulation Type is <i>Interest [I]</i> . This specifies whether <i>Simple [S]</i> or <i>Compound [C]</i> interest is accrued.
Interest Rate Percentage	Required if Finance Accumulation Type is <i>Interest [I]</i> . Enter the annual percentage interest rate applied against delinquent receivables.
Interest Charge Revenue Source	Required. Enter the revenue source used to accumulate interest charges applied to delinquent accounts.
Late Charge Amount	Conditional. Required if <i>Late Fee [L]</i> is selected in Finance Accumulation Type . Specify the amount of a one-time late charge applied against delinquent receivables.
Late Charge Revenue Source	Required. Enter the revenue source used to accumulate late charges applied to delinquent accounts.
Payment Data	
Short Payment Tolerance Percentage	Required. Enter the maximum percentage of payment under the billed amount that you can enter and still have the system accept it as a full payment.



Field	Description
Short Payment Amount	Required. Enter the maximum dollar amount of payment under the billed amount that you can enter and still have the system accept it as a full payment.
Overpayment Tolerance Percentage	Required. Enter the maximum percentage of payment over the billed amount that you can enter and not create a credit balance on the receivable for the overpayment.
Overpayment Amount	Required. Enter the maximum dollar amount of payment over the billed amount you can enter and not create a credit balance on the receivable for the overpayment.
Overpayment BS Account	Required. Enter the balance sheet account used to accumulate customer credits due to a customer overpayment outside of tolerance. See Balance Sheet Account Index (BACC) for valid values. Ensure that it is a liability account type and not a cash account.



REVENUE OPTIONS BY AGENCY/REVENUE SOURCE (ROAR)



Revenue Options by Agency/Revenue Source (ROAR) provides the ability to change system receivable options and controls, by agency and revenue source. It is an exception window used by the agencies to override the default values from Revenue Options (ROPT).

Field	Description
Fiscal Year	Required. Enter the fiscal year for which the revenue options are valid.
Agency	Required. Enter the agency for which the revenue options apply. See Agency Index (AGCY) for valid values.
Revenue Source	Required. Enter the revenue source for which the revenue options apply. See Revenue Source Index (RSRC) for valid values.



Field	Description
NSF Check Charge	Required. Enter the standard charge applied against a customer's account for non-sufficient funds (NSF) checks.
Finance Accum Type	Default is inferred from Revenue Options (ROPT). Defines the type of finance charge which is applied against delinquent receivable lines. Valid values are <i>I</i> (interest), <i>L</i> (late fee), <i>B</i> (both), or <i>N</i> (neither).
Interest Type	If Finance Accumulation Type is <i>I</i> (interest), this specifies whether <i>S</i> (simple) or <i>C</i> (compound) interest is accrued.
Interest Rate Percentage	Specify the annual percentage interest rate applied against delinquent receivables.
Late Charge Amount	Specify the amount of a one-time late charge applied against delinquent receivables.
Payment Data	
Short Payment Tolerance Percentage	Required. Enter the maximum percentage of payment under the billed amount that you can enter and still have the system accept it as a full payment.
Short Payment Amount	Required. Enter the maximum dollar amount of payment under the billed amount that you can enter and still have the system accept it as a full payment.
Overpayment Tolerance Percentage	Required. Enter the maximum percentage of payment over the billed amount that you can enter and not create a credit balance on the receivable for the overpayment.
Overpayment Amount	Required. Enter the maximum dollar amount of payment over the billed amount you can enter and not create a credit balance on the receivable for the overpayment.

REVENUE SOURCE (RSR2)

The screenshot shows a window titled "Revenue Source" with the following fields and options:

- Fiscal Year:
- Revenue Source:
- Name:
- Short Name:
- Class:
- Category:
- Type:
- Group:
- Revenue Credit Reduces Billings / Draws
- Project Fund Type:
- Offset Billed Receivables Account:
- Revenue Source is Operating
- Use Tax Calculation: Yes No Not Applicable
- Sub-revenue Source Required: Yes No Not Applicable
- FASB Class:

Revenue Source (RSR2) defines revenue sources that appear in the revenue budget and on revenue transactions. This table also establishes higher-level classifications of the revenue source codes and identifies the default balance sheet account charged to offset revenue recognition entries in the ledgers.

Revenue source is the starting point for a classification hierarchy that puts similar revenue sources together in progressively larger groups. Revenue source is the level used in the budget. Similar revenue sources make a revenue class, and similar revenue classes make a revenue category. Sub-revenue source codes are a subdivision of revenue source codes.

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

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

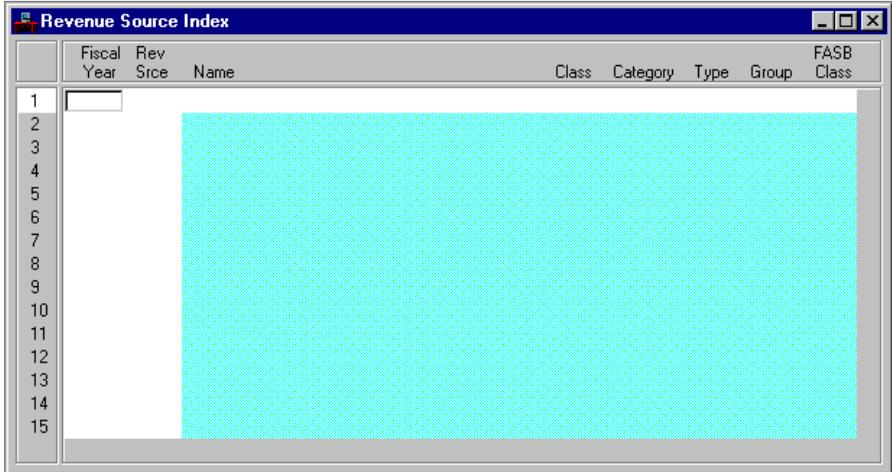


Field	Description
Revenue Source	Key field. Enter the revenue source code. If adding a new line, enter a new value; if changing or deleting an existing line, enter the affected value.
Name	Optional. Enter the revenue source name. If left blank, this field is blank on reports.
Short Name	Optional. Enter the name that you want to appear on reports when there is not enough room for the full name.
Class	Conditional. Required if you report by revenue class. Refer to Revenue Class (RCLS) for valid values.
Category	Optional. Required if you report by revenue category. Refer to Revenue Category (RCAT) for valid values.
Type	Optional. Required if you report by revenue type. Refer to Revenue Type (RTYP) for valid values.
Group	Optional. Required if you report by revenue group. Refer to Revenue Group (RGRP) for valid values.
Revenue Credit Reduces Billings/Draws	Optional. Select [Y] if this revenue source is designated to record reductions to billings or draws. Selecting this field will disallow this revenue source from being used to generate billing/draw documents.
Project Fund Type	Default is <i>None [blank]</i> . Enter the type of funding source for use with Extended Projects. Valid selections are: <i>Federal [01]</i> <i>Entity [02]</i> <i>Bond Funds [03]</i> <i>Local/Other [04]</i> <i>None [blank]</i>
Offset Billed Receivables Account	Optional. Enter the balance sheet account that you want to debit when billed receivables for this revenue source are recognized. Use an account whose Account Type is <i>Asset [01]</i> on Balance Sheet Account (BAC2).

Field	Description
Revenue Source is Operating	Default is cleared [N]. Select [Y] to indicate that the revenue source is operating. Leave cleared [N] to indicate that the revenue source is non-operating.
Use Tax Calculation	Default is <i>Not Applicable [blank]</i> . Select <i>Yes [Y]</i> to calculate use tax on this revenue source during the period from invoicing to receipt of cash. Select <i>No [N]</i> if you do not want to calculate use tax on this revenue source.
Sub-Revenue Source Required	Default is <i>Not Applicable [blank]</i> . Select <i>Yes [Y]</i> if you want a sub-revenue source value required on documents when this revenue source is entered. Otherwise, select <i>No [N]</i> . For more information, refer to the <i>User's Guide</i> .
FASB Class	Default is <i>Not Applicable [blank]</i> . If FASB/GASB on System Options (SOP2) is <i>FASB [F]</i> , valid values are: <i>Unrestricted [U]</i> <i>Temporarily Restricted [T]</i> <i>Permanently Restricted [P]</i> When FASB/GASB is <i>GASB [G]</i> , select <i>Not Applicable [blank]</i> .



REVENUE SOURCE INDEX (RSRC)



Revenue Source Index (RSRC) displays revenue sources that appear in the revenue budget and on revenue transactions. This window also displays higher level classifications of the revenue source values.

The revenue source code is the starting point for a classification hierarchy that puts similar revenue sources together in progressively larger groups. Revenue source is the level used in the budget. Similar revenue sources make a revenue class, and similar revenue classes make a revenue category. Sub-revenue source codes are subdivisions of revenue source codes.

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

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



Field	Description
Rev Srce	Key field. Enter the revenue source code.
Name	Displays the name for the revenue source entered in Revenue Source . This is the name that will appear on reports for this revenue source.
Class	Displays the value from Revenue Class (RCLS) that best describes the revenue source defined in this line.
Category	Displays the value from Revenue Category (RCAT) that best describes the revenue source defined in this line.
Type	Displays the value from Revenue Type (RTYP) that best describes the revenue source defined on this line.
Group	Displays the value from Revenue Group (RGRP) that best describes the revenue source defined on this line.
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.



REVENUE TYPE (RTYP)



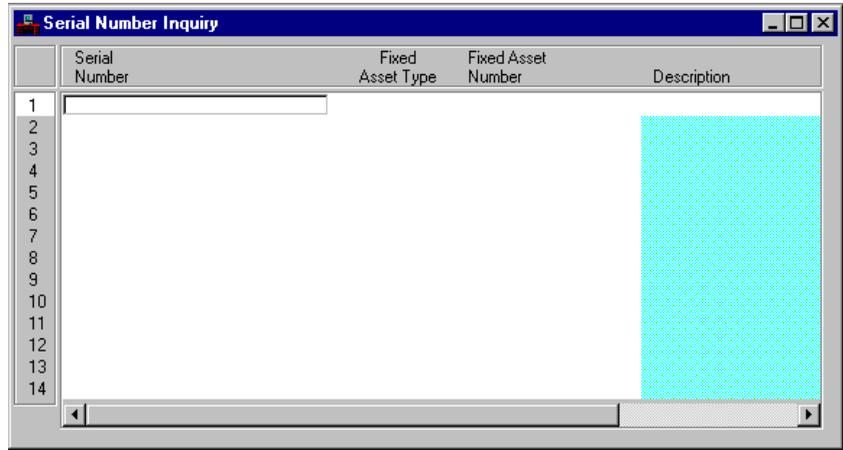
	Fiscal Year	Revenue Type	Name	Short Name
1	<input type="text"/>			
2				
3				
4				
5				
6				
7				
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9				
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12				
13				
14				

Revenue Type (RTYP) defines valid revenue type values. This window is optional (used for reporting purposes only) and therefore may not be populated in your system. The actual assignment of revenue sources into types occurs on Revenue Source (RSR2).

Field	Description
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Revenue Type	Key field. Enter the revenue type code. If adding a new line, enter a new value; if changing or deleting an existing line, enter the affected value.
Name	Optional. Enter the revenue type name. If left blank this field is blank 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.



SERIAL NUMBER INQUIRY (SNUM)

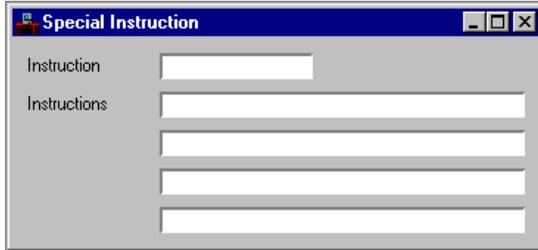


Serial Number Inquiry (SNUM) is an alternative view of the Fixed Asset Summary Inquiry (FAS1). System maintained table which enables tracking of the serial number associated with an asset as well as inquiries by this element

Field	Description
Serial Number	Key field. Enter the serial number of the fixed asset to look up information.
Fixed Asset Type	Key field. Enter the type of fixed asset to look up information.
Fixed Asset Number	Key field. Enter the tag number of the asset to look up information.
Description	The description of the asset found on the Fixed Asset Summary Inquiry (FAS1) is displayed.



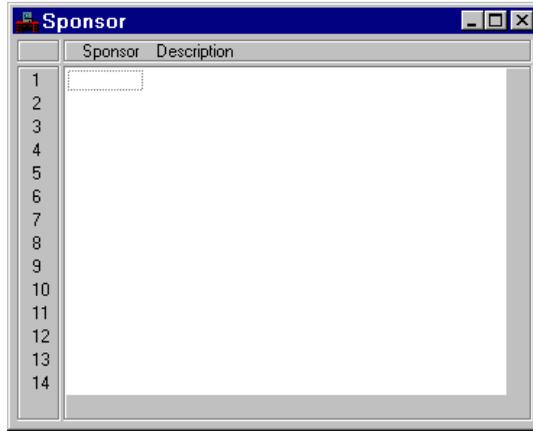
SPECIAL INSTRUCTION (SPIS)



Special Instruction (SPIS) defines valid special instruction values and prints up to four lines of special instructions or a shipping address on a vendor purchase order. It is optional and therefore may not be populated in your system.

<i>Field</i>	<i>Description</i>
Instruction	Key field. Enter an instruction code. If adding a new line, enter a unique value; if changing or deleting an existing line, enter the affected value.
Instructions	Conditional. Enter the special instructions or shipping address exactly as you want it to appear on the vendor purchase orders. The instructions print as two lines on the vendor purchase order. Lines 1 and 2 appear as the first line, and lines 3 and 4 appear as the second line.

SPONSOR (SPSR)

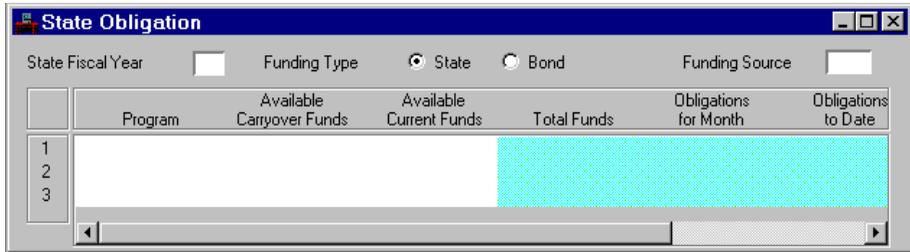


Sponsor (SPSR) lists all the valid sponsor codes and their descriptions. It is used to validate sponsor codes entered in other reference windows and documents. This window is user-maintained. It should be set up at the time the subsystem is installed and normally would not need modification.

Field	Description
Sponsor	Required. Enter the code for the sponsor you want to add, change, or delete.
Description	Optional. Enter the description of the sponsor. If you leave this field blank, there will be no description on reports for this sponsor code.



STATE OBLIGATION LEDGER (SOBL)



State Obligation Ledger (SOBL) records the carryover and current apportionment amounts for each state and bond program by fiscal year. It also provides the actual obligations against these programs and the resulting unobligated amounts. The 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) transaction. Each time a state or bond program is listed as one of the contributors in a Project Participation (PZ) transaction, the corresponding agreement amount is used to update the obligated amount for that program.

Field	Description
State Fiscal Year	Required. Enter the last two digits of the state fiscal year for which the current apportionments are entered.
Funding Type	Required. Select the appropriate funding type. Valid values are <i>State [S]</i> or <i>Bond [B]</i> .
Funding Source	Required. Enter the funding source to which the program belongs.
Program	Required. Enter the state or bond program.
Available Carryover Funds	Required. Enter the apportionment for the program that is carried over from the previous fiscal year.



Field	Description
Available Current Funds	Required. Enter the apportionment for the program for the current fiscal year.
Total Funds	Display only. The total apportionment is displayed. The total funds is the sum of the carry-over and current apportionments.
Obligation for Month	Display only. The total amount that has been obligated in the current month from the specified state or bond program is displayed.
Obligations to Date	Display only. The total amount that has been obligated in the current fiscal year from the specified state or bond program is displayed.
Unobligated Amount	Display only. The unobligated part of the total apportionment is displayed.



STATEMENT (STMT)

Statement (STMT) displays general statement information for each statement generated.

Field	Description
Customer	Key field. Enter the customer who received the statement.
Billing Code	Key field. Enter the billing code specified for the statement.
Statement Date	Key field. Enter the statement cut-off date. This is the last date when the transaction is processed and can still appear on the statement.
Replacement Indicator	Default is cleared [N]. Select [Y] to request the reprinting of a statement (which was previously generated).
Prior Statement Total	The customer's balance at the beginning of the statement period is displayed.
Current Statement Amount	The customer's balance at the end of the statement period is displayed. This is the sum of the prior statement total and all current period activity.

Field	Description
Dunning Message Code	The dunning message printed on the statement if any amounts were past due is displayed.
Dunning Message Day	The number of days past due for which the printed dunning message code was scheduled is displayed. This is based on the oldest receivable past due on the statement.
<i>Amounts Past Due</i>	
1 - 30 Days	Sum of all receivable balances 1 - 30 days past due is displayed.
31 - 60 Days	Sum of all receivable balances 31 - 60 days past due is displayed.
61 - 90 Days	Sum of all receivable balances 61 - 90 days past due is displayed.
Over 90 Days	Sum of all receivable balances greater than 91 days past due is displayed.
Statement Due Date	The date when payment for the customer's outstanding balance is due is displayed.
Total Amount Due	The total amount due for the current statement is displayed.



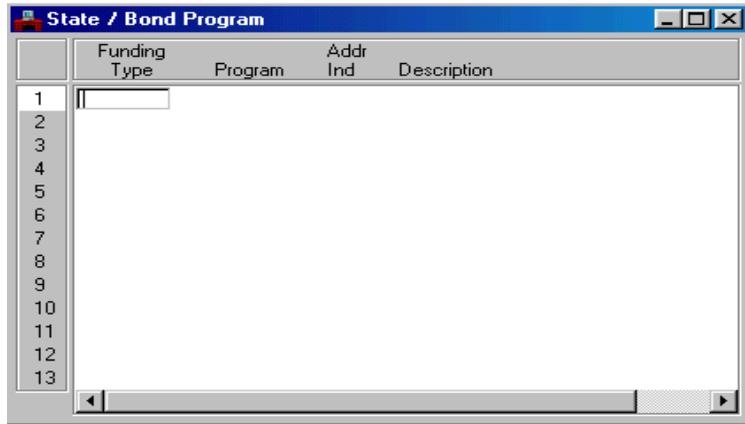
STATEMENT HOLD (STHD)

The screenshot shows a window titled "Statement Hold" with a table. The table has three columns: "Customer", "Address Ind", and "Billing Code". The "Customer" column contains a list of numbers from 1 to 15. The "Address Ind" and "Billing Code" columns are empty.

Statement Hold (STHD) is used to suppress statement generation.

Field	Description
Customer	Required. Enter the customer number. See Customer Information (CUST) for valid values.
Address Ind	Optional. Enter a valid Customer Address code to indicate which alternate customer address should be used.
Billing Code	Optional. Specify the billing code for which the customer's statements should be suppressed. See Billing Profile (BPRO) for valid values. If blank, all statements for the customer are suppressed.

STATE/BOND PROGRAM (SPRG)

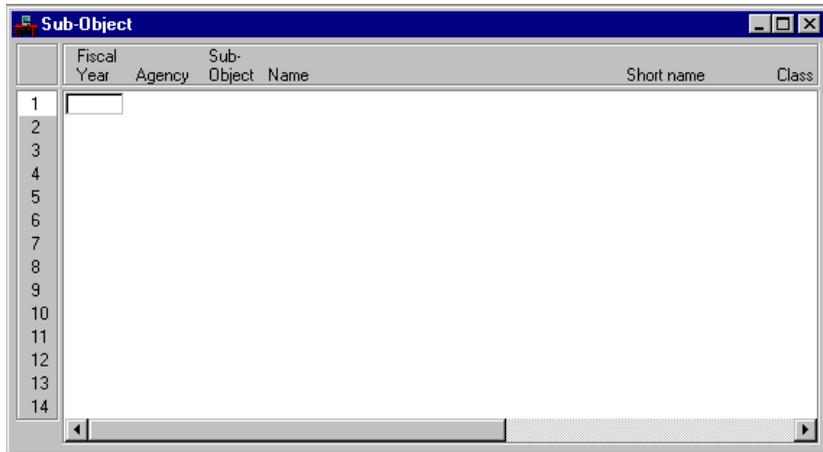


State/Bond Program (SPRG) is used to list all the valid combinations of state/bond funding types and program codes. It also provides the capability to include a description of the program codes. This is a user-maintained window. It can be set up at the time the subsystem is installed and normally would not need modification.

Field	Description
Funding Type	Required. Enter the appropriate funding type. Valid values are <i>S</i> (state) or <i>B</i> (bond).
Program	Required. Enter the program code.
Addr Ind	Alternate Address Indicator that can be used to identify multiple locations for a Federal Highway Appropriation code or Program/Provider code.
Description	Optional. Enter the program description. If you leave this field blank, there will be no description on reports for this code.



SUB-OBJECT (SOBJ)



Sub-objects are divisions of individual objects. An object may divide into any number of sub-objects or not divide at all. Sub-Object (SOBJ) defines valid sub-object values and establishes object/sub-object relationships. This window is optional (used for reporting purposes only) and therefore may not be populated in your system.

<i>Field</i>	<i>Description</i>
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency	Key field. Enter Agency Code. See Agency Code (AGC2) table for valid values.
Sub-Object	Key field. Enter the sub-object value. If adding a new line, enter a value that is unique within object; if changing or deleting an existing line, enter the affected value.
Name	Optional. Enter the sub-object name. This field is blank on reports if you do not enter a description.



<i>Field</i>	<i>Description</i>
Short Name	Optional. Enter the name that you want to appear on reports when there is not enough room for the full name.
Class	Enter sub-object class. See Sub-Object Class (SCLS) table for valid values.
Category	Enter sub-object category. See Sub-Object Category (SCAT) table for valid values.
Type	Enter sub-object type. See Sub-Object Type (STYP) table for valid values.
Group	Enter sub-object group. See Sub-Object Group (SGRP) table for valid values.
Type of Return	Conditional. Enter the type of return associated with this sub-object if related expenses are reportable under IRS standards for 1099 reporting. Valid values are: <i>1099-MISC [M]</i> <i>1099-INT [I]</i> <i>1099-G [G]</i> <i>1099-S [S]</i>



SUB-OBJECT CATEGORY (SCAT)



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

Sub-Object Category (SCAT) defines valid sub-object category values.

<i>Field</i>	<i>Description</i>
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.
Sub-Object Category	Key field. Enter the category associated with each sub-object code.
Name	Optional. Enter the object category name. There is no descriptions on reports for this field if 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.



SUB-OBJECT CLASS (SCLS)



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

Sub-Object Class (SCLS) defines valid object class values.

<i>Field</i>	<i>Description</i>
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.
Sub-Object Class	Key field. Enter the class associated with each sub-object code.
Name	Optional. Enter the object category name. There is no descriptions on reports for this field if 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.



SUB-OBJECT GROUP (SGRP)



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

Sub-Object Group defines valid object group values.

<i>Field</i>	<i>Description</i>
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.
Sub-Object Group	Key field. Enter the group associated with each sub-object code.
Name	Optional. Enter the object category name. There is no descriptions on reports for this field if 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.



SUB-OBJECT TYPE (STYP)



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

Sub-Object Type defines valid object type values.

<i>Field</i>	<i>Description</i>
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.
Sub-Object Type	Key field. Enter the type associated with each sub-object code.
Name	Optional. Enter the object category name. There is no descriptions on reports for this field if 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.



SUB-ORGANIZATION (SORG)



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

Sub-organizations are divisions of individual organizations. An organization may divide into any number of sub-organizations or not divide at all. Sub-Organization (SORG) defines valid sub-organization values and establishes organization/sub-organization relationships. It is optional (used for reporting purposes only).

<i>Field</i>	<i>Description</i>
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency	Key field. Enter an existing value from Agency Index (AGCY).
Org	Key field. The fiscal year/agency/organization value combination must exist on Organization (ORG2).
Sub-Org	Key field. Enter the sub-organization name. If adding a new line, enter a value that is unique within organization; if changing or deleting an existing line, enter the affected value.



<i>Field</i>	<i>Description</i>
Name	Optional. Enter the sub-organization value. This field is blank on reports if you do not supply a sub-organization.
Short Name	Optional. Enter the name that you want to appear on reports when there is not enough room for the full name.



SUB-PROJECT DESCRIPTION (SPDT)



Sub-Project Description (SPDT) records descriptive information about each unique sub-project and phase combination.

A line is added to this table when a new project, sub-project and phase is accepted by the financial system via the Project Management Master (PJ) document. The additional descriptive information is entered maintained by the user.

Field	Description
Agency	Required. Enter a valid code from Agency Index (AGCY).
Project	Required. Enter the number assigned to uniquely identify the project through the Project Management Master (PJ) document is displayed.
Sub-Project	Required. Enter the code identifying a certain portion of the project assigned through the Project Management Master (PJ) document is displayed.



General Project View.

Field	Description
Budget Item	Optional. Enter the budgeted authority number of a construction program item identified in the five-year program.
County	Optional. Enter the county location of the sub-project and phase.
Entity	Optional. Enter the engineering district for the sub-project and phase.
Project Type	Optional. Enter the type of activity the project represents (e.g., new construction, major maintenance, etc.).
Est Project Cost	Optional. Enter the sub-project/phase's estimated cost.
Project Address	Optional. Enter the project's address.
Capitalizable	Optional. Enter whether the cost of this sub-project/phase should be capitalized.
File No	Optional. Enter a reference to file of paper documentation applicable to this sub-project/phase.
Building Number	Optional. Enter the number assigned by the Fixed Asset Subsystem. It identifies the general location and specific building.
Program Category	Optional. Enter the major program/provider and funding category for the sub-project and phase.
Board Entity	Optional. Enter the board district of the project, sub-project and phase.
Indian Reservation	Optional. Enter the code designating that the sub-project and phase is located on an Indian reservation.



Plan and Mgmt View

Field	Description
Manager	Optional. Enter the name of the person managing the sub-project and phase.
Parcel Number	Optional. Enter the code identifying individual parcels or plots of land. The number is assigned by row.
Plan Start Date	Optional. Enter the planned start date for this sub-project/phase.
Act Start Date	Optional. Enter the actual start date of this sub-project/phase.
Plan End Date	Optional. Enter the planned end date of this sub-project/phase.
Act End Date	Optional. Enter the actual end date of this sub-project/phase.
Gen Cont No	Optional. Enter the general contractor's Vendor Number. Must exist on Vendor (VEN2).
Arch Eng No	Optional. Enter the architectural/engineering firm's Vendor Number. Must exist on Vendor (VEN2).

Field	Description
Gen Cont Name and Address	Optional. Enter the general contractor's address. Should match the address on the corresponding entry on Vendor (VEN2).
Arch Eng Name and Address	Optional. Enter the architectural/engineering firm's address. Should match the address on the corresponding entry on Vendor (VEN2).



Road Project View.

Field	Description
RS Prefix	Optional. Enter the rural secondary project prefix.
RS Item No	Optional. Enter the rural secondary project item number.
Route	Optional. Enter the route number for this project, sub-project and phase. The code is entered through the Project Management Master (PJ) document, but can be changed or updated by the user here.
Mile Post	Optional. Enter the mile post of the sub-project and phase.
System	Optional. Enter the type of highway system (e.g., inter-state, urban, etc).
Project Length	Optional. Enter the length of road for this sub-project and phase.
Station	Optional. Enter the engineering station number for the sub-project and phase.
Area	Optional. Enter the engineering area for the sub-project and phase.

Field	Description
Fed Approp No	Optional. Enter the number of the Federal appropriation providing part or all of the project's funding.
Secondary Roads Plan	Optional. Enter the code that indicates that the project is administered by the state under the provisions of the secondary roads plan.
Fed Prefix/ Route/Section	Optional. Enter the applicable Federal prefix, route and section if a FHWA-funded project. For other projects, this field may be used at the agency's discretion.



SUB-REVENUE SOURCE (SREV)



	Fiscal Year	Agency	Sub-rev Source	Name	Short Name
1	<input type="text"/>				
2					
3					
4					
5					
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10					
11					
12					
13					
14					

Sub-revenue sources are divisions of individual revenue sources. A revenue source may divide into any number of sub-revenue sources or may not divide at all. Sub-Revenue Source (SREV) defines valid sub-revenue source values and establishes revenue source/sub-revenue source relationships.

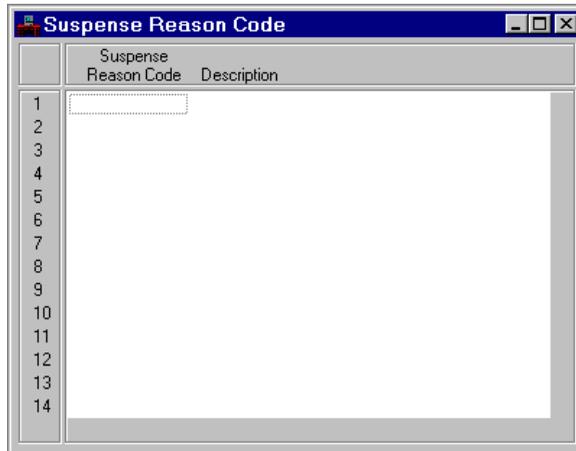
<i>Field</i>	<i>Description</i>
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
Agency	Key field. Enter the Agency Code. See Agency Code (AGC2) for valid values.
Sub-Rev Source	Key field. Enter the sub-revenue source value. If adding a new line, enter a value that is unique within revenue source; if changing or deleting an existing line, enter the affected value.
Name	Optional. Enter the sub-revenue name. This field is blank on reports if you do not enter a name.



<i>Field</i>	<i>Description</i>
Short Name	Optional. Enter the name that you want to appear on reports when there is not enough room for the full name.



SUSPENSE REASON CODE (REAS)

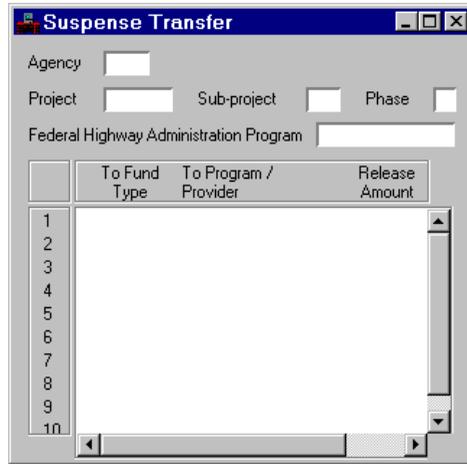


Suspense Reason Code (REAS) lists all the valid suspense reason codes and their descriptions. It is used to validate suspense reason codes entered in Transfer Eligibility Exception (TREX). This window should be set up at the time the subsystem is installed and normally does not need modification.

Field	Description
Suspense Reason Code	Required. Enter the suspense reason code.
Description	Optional. Enter the description or definition of the suspense reason code.



SUSPENSE TRANSFER (SUTR)



Suspense Transfer (SUTR) is used to transfer construction engineering (CE) overrun charges to another program/provider participating in the same project, sub-project and phase. Each suspense transfer window is set up to enter a single transfer from one program to another. The user can enter an unlimited number of transfers into the window for processing during the next billing run.

During a billing run, the suspense transfer window is processed after AFINPREP, which splits the transaction amounts among the participating program/providers. The transferred amounts recorded on the window are summarized for each program and this total is compared to the total suspended amount for the program.

If the transferred total for any one program/provider exceeds its suspended or available amount, all transfers for that program/provider are rejected. If the total amount transferred to a program causes its construction engineering (CE) ceiling to be exceeded, update the relevant billing buckets (TPBILL, BFBILL, FEDSUSF) depending on the program/provider to which the amount is released. After the final billing run, the window is cleared. The user can change the entries on the window only after a billing memo (review) has run.



This is a user-maintained window. Updates are made to the information in this table as needed to trigger desired cost transfers.

Field	Description
Agency	Required. Enter an agency from Agency Index (AGCY).
Project	Required. Enter the project code.
Sub-Project	Required. Enter the sub-project.
Phase	Required. Enter the phase. The project/sub-project/phase combination has to exist in Project Funding Source Inquiry (PFST).
Federal Highway Administration Program	Required. Enter the program from which the construction engineering (CE) overrun amount is being transferred.
To Fund Type	Required. Enter the funding type of the program/provider to which the construction engineering (CE) overruns are transferred. There are four valid funding types: <i>F (Federal)</i> <i>S (State)</i> <i>B (Bond)</i> <i>O (Other)</i>
To Program/Provider	Required. Enter the program/provider to which the construction engineering (CE) overruns are transferred. This program/provider has to be a valid funding source for the values entered in the Project , Sub-Project , and Phase fields.
Release Amount	Required. Enter the amount being transferred to another program/provider.



SYSTEM CONTROL OPTIONS (1 OF 2) (SOPT)



System Control Options (SOPT, SOP2) windows establish system-wide budget and accounting controls. The options chosen affect the operation of MARS and how it handles the transactions entered for processing. Do not change these tables in the middle of a fiscal year. Entering these tables for a new fiscal year requires management decisions concerning budget and accounting policies. A detailed discussion of each option is contained in the *User's Guide*.

<i>Field</i>	<i>Description</i>
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Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
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Expenditure Accounting

Internal Cash Voucher Option	Default is <i>N/A [blank]</i> . Valid selections are <i>Yes [Y]</i> , <i>No [N]</i> , or <i>N/A [blank]</i> . For more information, refer to the <i>User's Guide</i> .
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<i>Field</i>	<i>Description</i>
Vendor/ Commodity Control	<p>Default is <i>Vendors May Not Be Deleted [V]</i>. Valid values are:</p> <p><i>Vendors May Not Be Deleted [V]</i> You cannot delete vendors from Vendor (VEN2) if year-to-date (YTD) expenditures exist.</p> <p><i>Commodity Code May Not Be Deleted [C]</i> You cannot delete commodities from Commodity (COMM) if year-to-date (YTD) amounts exist.</p> <p><i>Both Controls in Effect [Y]</i> Both of the above controls are in effect.</p> <p><i>No Controls in Effect [N]</i></p>
Payment Tolerance Amount	Default is 0.00 . Enter a valid dollar amount.
Payment Tolerance %	Required. Enter the tolerance as a percentage, from 00 to 99 .
System Payment Lag	Required. Enter a default payment lag that all vendors can use when no other payment lag is specified. Enter a number from 000 to 999 days.
Summarize Disbursements	Default is N/A [blank] . Select Yes [Y] , to produce summary records instead of detail records. The cash ledger records are always detailed.
Penalties Computed	Default is cleared [N] . Select [Y] if penalties are computed for payment vouchers not paid within the discount period.
Penalty Lag	Conditional. Required if Penalties Computed is selected [Y] . This indicates the number of days after the voucher date that you can select a voucher for payment before a penalty is imposed. Maximum of 999 days.
Penalty Lag %	Required. Enter the penalty as a percentage, from 00 to 99 .
Schedule Discount Date	Default is cleared [N] . Select [Y] to allow the payment date on payment vouchers to be calculated for payment on the last possible day to receive a discount.

SYSTEM CONTROL OPTIONS (2 OF 2) (SOP2)



System Control Options [2 of 2]
⏏

Fiscal Year

General Accounting Options

Prior Document Reference	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Default	
Vendor Name	<input type="radio"/> Reqd	<input type="radio"/> Not Reqd	<input checked="" type="radio"/> Default	
Enable Code Verification	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Default	<input type="checkbox"/> JV Payroll Encumbrance
Obligation Carry	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Default	Note Days <input type="text"/>
Update Appropriation from EB	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Default	<input type="checkbox"/> Update Real Time Ledger
JV Cash Indicator Required	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Default	<input type="checkbox"/> Project Accounting
FASB / GASB Institution	<input type="radio"/> FASB	<input checked="" type="radio"/> GASB	<input type="checkbox"/> Allotment Amount Defaulted	<input type="checkbox"/> NACUBO

Subsystem Options

Job Cost	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Default	Fleet Management	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Default
Extended Purchasing	<input type="text" value="Unknown"/>			Inventory Control	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Default
<input type="checkbox"/> Advanced Budget Prep	<input type="checkbox"/> Fixed Asset History			<input type="checkbox"/> Debt Management			
<input type="checkbox"/> Advanced Receivables	<input type="checkbox"/> Project Billing			<input type="checkbox"/> Advanced Grants			
Automated Grants Entries	<input type="text" value="Not Applicable"/>						

The System Control Options (SOPT, SOP2) windows establish system-wide budget and accounting controls. The options chosen affect the operation of the financial system and how it handles the transactions entered for processing. Do not change these tables during a fiscal year. Updating information in these windows for a new fiscal year requires management decisions concerning budget and accounting policies. A detailed discussion of each option is contained in the *User's Guide*.

<i>Field</i>	<i>Description</i>
Fiscal Year	Key field. Enter the last two digits of the applicable fiscal year.
General Accounting Options	
Prior Document Reference	Default is Default [blank] . Select Yes [Y] to reference a previous document for use on original or modified document entries.



<i>Field</i>	<i>Description</i>
Vendor Name	Default is Default [blank] . Select Reqd [Y] if Vendor Name (VNAM) is desired. Select Not Reqd [N] if Vendor Name (VNAM) is not desired.
Enable Code Verification	Default is Default [blank] . Valid entries are Yes [Y] , No [N] , or Default [blank] . Select Yes [Y] to enable code verification on spending documents. Select No [N] if you do not want to verify codes on spending documents.
JV Payroll Encumbrance	Default is cleared [blank] . Select [Y] to indicate that Journal Voucher (JV) documents can post to payroll encumbrances.
Obligation Carry	<p>Default is Default [blank]. This option involves the processing of payment vouchers when prior year encumbrances are referenced, and the expenditure exceeds the encumbrance. Select Yes [Y] to have the system accept payment vouchers that exceed the prior year purchase order as long as the purchase order amount does not exceed the prior year's system tolerance amount. Since both fiscal years are affected, all budgetary and coding requirements must be met in both years prior to the payment voucher being accepted. For more information, see the <i>User's Guide</i>.</p> <p>When this option is Yes [Y], the prior year encumbrance is cleared, the purchase order amount is expensed in the old year, and the payment voucher amount in excess of the original purchase order amount is expensed in the current year.</p> <p>Other valid entries are No [N], to expense the unencumbered amount on a separate payment voucher line, or Default [blank].</p>
Note Days	Required. Enter the number of lag days between the date when the text is entered and the date when the text is deleted from Note Pad Text (NOTE).
Update Appropriation from EB	Default is Default [blank] . Not used in MARS.
Update Real Time Ledger	Default is cleared [N] . Select [Y] if you want document processors to update the real time general ledger.

<i>Field</i>	<i>Description</i>
JV Cash Indicator Required	Default is Default [blank] . Select Yes [Y] to require an entry in the Cash Indicator when you enter a journal voucher document.
Project Accounting	Default is cleared [N]. Select [Y] if you use extended projects.
FASB/GASB Institution	Default is GASB [G] . Not used in MARS.
Allotment Amount Defaulted	Default is cleared [blank]. Not used in MARS.
NACUBO	Default is cleared [N]. Not used in MARS.

Subsystem Options

Job Cost Default is **Default [blank]**. Select **Yes [Y]** if you use the Job Cost Subsystem.

Fleet Management Default is **Default [blank]**. Not used in MARS.

Extended Purchasing Default is **Unknown [blank]**. Valid selections are:

Installed [Y]

The Extended Purchasing Subsystem (EPS) is installed. Do *not* enter **Installed [Y]** unless you support the Extended Purchasing Subsystem (EPS) and the software is installed.

Installed with Linking [L]

Linking of commodity lines to accounting lines is on and the Extended Purchasing Subsystem (EPS) is installed.

Not Installed [N]

The Extended Purchasing Subsystem (EPS) is disabled.

Unknown [blank]

Default. It is not known whether the Extended Purchasing Subsystem is installed.



SYSTEM SPECIAL ACCOUNTS (SPEC)



System Special Accounts (SPEC) defines default accounts and some special-purpose accounts for the entire financial system. The accounts entered in this window affect how the financial system records documents in its ledgers.

Do not change the information in this window during a fiscal year. Entering data into this window for a new fiscal year requires management decisions concerning accounting practices. For more information on default accounts, refer to the *User's Guide*.

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

Payable and Disb View

Field	Description
<i>Payable and Disbursement Accounts</i>	
Vouchers Payable	Required. Liabilities incurred on vouchers are normally posted to this account. It is possible to override this account for individual payment vouchers.



Field	Description
Cancel Vouchers Payable	Optional. Used to record reversal of liabilities incurred on vouchers that have been canceled using a check cancellation document with a Cancellation Type set to <i>Cancel [3]</i> . It is possible to override this account for individual payment vouchers. For more information, refer to the <i>User's Guide</i> .
Withholding	Optional. Backup withholding is posted to this account. Do not make this account equal to any other special account and define it with an Account Type set to <i>Liability [02]</i> on Balance Sheet Account (BAC2). For more information, refer to the <i>User's Guide</i> .
Warrant Clearing Fund	Required. If you issue warrants instead of checks, this is the fund from which warrants are paid. The individual operating funds, such as the general fund, contribute to this fund.
Warrant Payable	Required. If you issue warrants instead of checks, this balance sheet account is a record of all monies owed through warrants that have been issued but have not yet been paid (for example, warrants that were not presented to the bank by the payee).
Use Tax Accrual	Required. Do not make this account equal to any other special account and define it as a type 02 account in Balance Sheet Account (BAC2). For more information, refer to the <i>User's Guide</i> . This account holds tax funds payable to a state entity or other official agency. These funds accumulate when a payment voucher is entered using a tax code with a type of U - use tax on Tax Code (TAXT).
Accounts Payable	Required. This field holds encumbrance adjustments to the general ledger for purposes of monthly closing. After monthly closing is performed, the adjustment is reversed. Ensure that this account is valid for the current fiscal year and exists on Balance Sheet Account (BAC2) as a liability account.

Miscellaneous View

Field	Description
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Miscellaneous Accounts

Reserve for Pre-Encumbrance	Used to post the offset on a requisition. This account is not closed to fund balance at year-end.
Reserve for Encumbrance	Used to post the offset on a purchase order. All obligations are posted to this account.
Reserve for Encumbrance Payroll	Required. Do not make this account equal to any other special account excluding the Reserve For Encumbrance account and define it as an account type of 03 (Fund Balance) in Balance Sheet Account (BAC2).
Agency Due to	Required. Ensure that this balance sheet is a valid account in Balance Sheet Account (BAC2) and define it as an account type of 02 (Liability).
Due to Fund, Due from Fund	Display only. Inter-fund payment vouchers are posted against these two accounts when the Internal Voucher Option is <i>No [N]</i> on System Control Options (SOPT). You can overwrite both accounts on the payment voucher document. On a journal voucher, if the debit and credit totals across any one fund are out of balance, the offsetting entries for that fund are automatically generated by the system using these accounts.
Fund Balance	Display only. The generated entry for budget transactions is posted to this account. At year end (when the annual closing is performed) all revenue, expense, and encumbrance entries are closed to this account.



Field	Description
Retained Earnings	Required. Ensure that this account is valid on Balance Sheet Account (BAC2) and define it as an account type of 03 (Fund Balance).



A/R / FASB Net Asset View

Field	Description
Accounts Receivable Accounts	
Finance Delinquency	Display only. Default revenue account for the finance charge applied to delinquent invoices on an invoice modification document.
Type	Required. Ensure that this account is valid on Revenue Source (RSR2) and has an account type of 31 (Revenue).
Fixed Rate	Required. The rate (<i>n.nnn</i>) applied to the delinquent invoice amount.
Billed Receivable	Display only. Invoice documents are posted against billed receivables.
Use Tax	Display only. Default billing unit account in which the results of the Use Tax calculation is posted for recurring invoices.
Type	Required. Enter the account type of the specified Use Tax Account.
Fixed Rate	Display only. The fixed amount applied to the billing unit specified in the Use Tax Account Type field above.
Basis	Display only. Default is the base amount to which the fixed amount is applied. For example, \$1.25 per each \$1000 of charges or fraction thereof, with \$1.25 being the fixed rate and \$1000 being the basis.

Field	Description
Reserve Memo Pre-Encumbrance	Required. This account applies to the optional Inventory Control Subsystem. Refer to Balance Sheet Account (BAC2) for valid values. This account is the Memo Asset Account used by the consumption method of inventory. For additional information, refer to the <i>User's Guide</i> .
Reserve Memo Encumbrance	Required. This account applies to the optional Inventory Control Subsystem. Refer to Balance Sheet Account (BAC2) for valid values. This account is the Memo Asset Account used by the consumption method of inventory. For more information, refer to the <i>User's Guide</i> .



TAXPAYER ID NUMBER CORRECTION (TNCR)



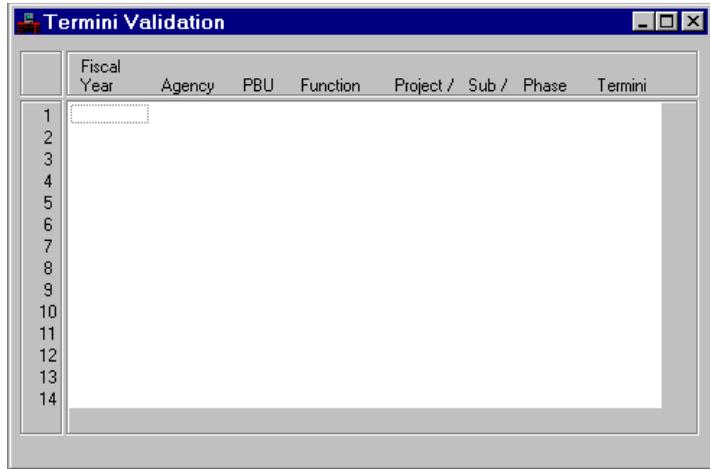
	Taxpayer ID Number	Taxpayer ID Type	Vendor Category	Error Message
1	<input type="text"/>			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

The Taxpayer ID Number Corrections (TNCR) table is added as part of the 1099 System Assurance Process. This table will be deleted and rebuilt every month by the new offline system assurance for the check writer Taxpayer ID Numbers selected for 1099 reporting. Users will be able to change only the Vendor Category field on this table. Users may not add or delete records from this table..

Field	Description
Taxpayer ID Number	Key field. Enter the Taxpayer ID Number.
Taxpayer ID Type	Key field. Enter the TIN Type. Enter <i>1 - FEIN</i> or <i>2 - SSN</i> .



TERMINI VALIDATION (TERM)



The Termini Validation table will validate that a particular combination of Accounting Fiscal Year, Agency, Program Budget Unit, Function, Project, and Termini are correct.

Field	Description
Fiscal Year	Key field. Enter the applicable fiscal year.
Agency	Key field. Enter the Agency Code. See Agency Code (AGC2) table for valid values.
PBU	Key field. Enter the appropriate program budget unit. See Program Reference Table (PRFT) for valid values.
Function	Key field. Enter the function code. See Function (FUNC) for valid values.
Project/Sub/ Phase	Key field. Enter the project code. See Agency/Project Inquiry (AGPR) for valid values.



Field	Description
Termini	Key field. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route.



THIRD PARTY BILLING (TPAR)



Third Party Billing (TPAR) contains an alternate billing name and address for customers defined on Customer Information (CUST).

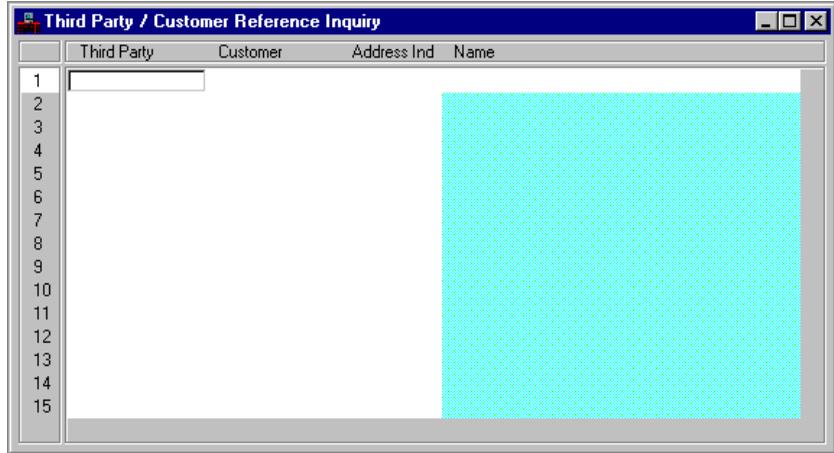
Field	Description
Third Party Code	Required. Enter the third party which assumes payments for the customers on which it is selected.
Corporation Name	Conditional. Required if Individual Name is not entered. If the party billed is a company or government, enter the customer name in this field. Not allowed otherwise.
Individual Name (Last, First, MI)	Conditional. Required if Corporation Name is not entered. Enter the last name, first name, and middle initial of the third party if they are an individual. Not allowed otherwise.



Field	Description
Division Name	Optional. Enter the company division, department or other additional name information.
Address, City, State, Zip	Required. Enter the third party street address, city, state and zip code. The first five digits of the zip code are required and the last four optional (these default to spaces).
Phone Number	Optional. Enter the third party's telephone number.
Fax Phone	Optional. Enter the telephone number for the third party's fax machine.
Mail Returned	Default is No Entry [N] . Select Yes [Y] to identify third party billing addresses that are no longer valid.



THIRD PARTY/CUSTOMER REFERENCE INQUIRY (TPCU)

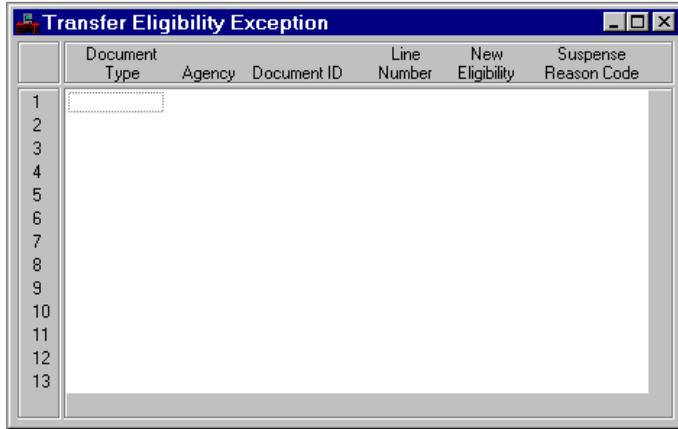


Third Party/Customer Reference Inquiry (TPCU) provides a cross-reference between the third party code and the customer code. You can use a single third party code for billing many customers.

Field	Description
Third Party	Key field. Enter the third party used for a customer's billing.
Customer	Key field. If known, enter the customer whose bills are sent to the third party defined in Third Party .
Address Ind	Key field. If known, enter a valid customer address code (defined by the user) to indicate which alternate customer address should be used.
Name	The corresponding customer name is displayed.



TRANSFER ELIGIBILITY EXCEPTION (TRES)



Transfer Eligibility Exception (TRES) allows the user to override the eligibility processing performed in the Project Billing process. You can force the transaction line to be eligible or ineligible for the current billing cycle by making an entry on this window.

Field	Description
Document Type	Required. Enter the document type. (e.g., enter <i>PV</i> for a Payment Voucher document).
Agency	Required. Enter the agency of the document.
Document ID	Required. Enter the document number.
Line Number	Required. Enter the line number of the document.



Field	Description
New Eligibility	<p>Required. Enter the code indicating eligibility. Valid values are:</p> <p><i>I</i> Eligible for reimbursement from state and bond funding types only.</p> <p><i>E</i> Eligible for reimbursement from all funding types (federal, state, bond and other).</p>
Suspense Reason Code	<p>Required. Enter the suspense reason code. Must be a valid code in Suspense Reason Code (REAS).</p>



TRAVEL ADVANCE HOLD (TAHD)

The screenshot shows a software window titled "Travel Advance Hold". At the top, there are input fields for "Traveler ID", "Transaction ID", "Traveler Name", "Budget FY", and "Resp Agency / Org". Below these are three tabs: "Hotel Deposit", "Registration Fee", and "Airline Advance". The "Hotel Deposit" tab is active, displaying "Hotel Deposit Details". This section includes a dropdown for "Hold Payment" (set to "None"), a dropdown for "EFT Indicator" (set to "Default"), a dropdown for "Issue Single Check" (set to "N/A"), a date field for "Scheduled Payment Date" (/ /), a text field for "Vendor", a text field for "Deposit Amount", and a text field for "Name". There are also checkboxes for "Application Type" and "Check Category".

Travel Advance Hold (TAHD) is an alternate screen of Open Trip Header Inquiry (2 of 3) (OTH2) that is used to hold, release, or modify the payment properties of a travel check. Lines are added to the OTH2 table when a new Travel Authorization (TE) or Expense Voucher (TP) is accepted by MARS, and lines are changed when modifications are submitted on these documents.

This window includes six fields that can be updated: **Hold Payment Indicator**, **Scheduled Payment Date**, **EFT Indicator**, **Application Type**, **Check Category**, and **Single Check Flag**. You can change any of these fields for a given travel check provided that the trip has not been cancelled or paid.

The advance check is withheld by selecting **Yes [Y]** on the **Hold Payment Indicator**. By doing this, any attempt to issue payment for the Expense Voucher will result in a message stating that the travel check is on hold. Travel Voucher Selection (AFINADVS) will be updated accordingly so that a 'held' voucher is not selected to be paid through automated disbursements. In order to cut checks for held vouchers, the **Hold Payment Indicator** must be cleared **No [N]**, a **Schedule Payment Date assigned**, and the Expense Voucher selection step must be repeated.

Scheduled Payment Date may be changed on this table and is edited against Calendar Date (CLDT).

Field	Description
Traveler ID	Key field. Enter the employee identification number or vendor code that identifies the traveler.
Traveler Name	Display only. This field identifies the traveler's name and is inferred from Vendor Index (VEND).
Transaction ID	Key field. This field contains the transaction ID (i.e. document ID) for the current document.
Budget FY	Display only. This field identifies the fiscal year during which the trip was requested.
Resp Agency/ Org	Display only. This field identifies the responsible agency/ organization combination associated with this Travel Authorization (TE) or Expense Voucher (TP).



Hotel Deposit View

Field	Description
<i>Hotel Deposit</i>	
Hold Payment	Default is No . Select Yes to put the hotel advance on hold. By doing so, any attempt to issue payment will result in a message stating that the travel check is on hold. To release a hold, change this value to No .
EFT Indicator	Default is inferred from Open Trip Header Inquiry (2 of 3) (OTH2). Select Yes to indicate that this voucher is eligible for Electronic Funds Transfer (EFT). Select No when a voucher should be changed from EFT processing to Cash Disbursements processing. When this field is changed to No , the application type of payment voucher is erased.
Application Type	Optional. If EFT Indicator is Yes , enter the Electronic Funds Transfer application type for this vendor. Otherwise this field should remain blank.
Vendor	Display only. This field identifies the vendor being paid with this check.
Check Category	Optional. In order to add or change a check category for a specific voucher, enter the new category; to delete, overwrite with spaces.
Issue Single Check	Default value is inferred from Open Trip Head Inquiry (2 of 3) (OTH2). Select Yes to indicate a separate check should be cut for this vendor specifically for this advance. Select No to indicate that a summarized check may be issued to this vendor. A summarized check includes advance amounts from multiple travel authorizations or expense vouchers for this vendor by check category.
Deposit Amount	Display only. This field identifies the total amount of the hotel advance issued for this trip.
Scheduled Payment Date	Optional. Enter the scheduled payment date (<i>mm dd yy</i>). Scheduled date must be greater than the voucher date. The date is also edited against Calendar Date (CLDT).

Field	Description
Name	Display only. The vendor name is displayed.



Registration Fee View

Field	Description
Registration Fee	
Hold Payment	Default is No . Select Yes to put the registration deposit on hold. By doing so, any attempt to issue payment will result in a message stating that the travel check is on hold. To release a hold, change this value to No .
EFT Indicator	Default is inferred from Open Trip Header Inquiry (2 of 3) (OTH2). Select Yes to indicate that this voucher is eligible for Electronic Funds Transfer (EFT). Select No when a voucher should be changed from EFT processing to Cash Disbursements processing. When this field is changed to No , the application type of payment voucher is erased.
Application Type	Optional. If EFT Indicator is Yes , enter the Electronic Funds Transfer application type for this vendor. Otherwise this field should remain blank.
Vendor	Display only. This field identifies the vendor being paid with this check.
Check Category	Optional. In order to add or change a check category for a specific voucher, enter the new category; to delete, overwrite with spaces.

Field	Description
Issue Single Check	Default value is inferred from Open Trip Head Inquiry (2 of 3) (OTH2). Select Yes to indicate a separate check should be cut for this vendor specifically for this advance. Select No to indicate that a summarized check may be issued to this vendor. A summarized check includes advance amounts from multiple travel authorizations or expense vouchers for this vendor by check category.
Fee Amount	Display only. This field identifies the total amount of the registration advance issued for this trip.
Scheduled Payment Date	Optional. Enter the scheduled payment date (<i>mm dd yy</i>). Scheduled date must be greater than the voucher date. The date is also edited against Calendar Date (CLDT).
Name	Display only. The vendor name is displayed.



Airline Advance View

Field	Description
<i>Airline Advance</i>	
Hold Payment	Default is No . Select Yes to put the registration fee advance on hold. By doing so, any attempt to issue payment will result in a message stating that the travel check is on hold. To release a hold, change this value to No .
EFT Indicator	Default is inferred from Open Trip Header Inquiry (2 of 3) (OTH2). Select Yes to indicate that this voucher is eligible for Electronic Funds Transfer (EFT). Select No when a voucher should be changed from EFT processing to Cash Disbursements processing. When this field is changed to No , the application type of payment voucher is erased.
Application Type	Optional. If EFT Indicator is Yes , enter the Electronic Funds Transfer application type for this vendor. Otherwise this field should remain blank.
Vendor	Display only. This field identifies the vendor being paid with this check.
Check Category	Optional. In order to add or change a check category for a specific voucher, enter the new category; to delete, overwrite with spaces.

Field	Description
Issue Single Check	Default value is inferred from Open Trip Head Inquiry (2 of 3) (OTH2). Select Yes to indicate a separate check should be cut for this vendor specifically for this advance. Select No to indicate that a summarized check may be issued to this vendor. A summarized check includes advance amounts from multiple travel authorizations or expense vouchers for this vendor by check category.
Advance Amount	Display only. This field identifies the total amount of the airline advance issued for this trip.
Scheduled Payment Date	Optional. Enter the scheduled payment date (<i>mm dd yy</i>). Scheduled date must be greater than the voucher date. The date is also edited against Calendar Date (CLDT).
Name	Display only. The vendor name is displayed.



TRAVEL AUTHORIZATION INQUIRY (TACI)



Travel Authorization Inquiry (TACI) provides the user the ability to view all checks per travel for an employee. This table also serves as a reference to the Check Cancellation (CX) document for updating Open Trip Header Inquiry (OTH1, OTH2, OTH3).

This table is updated each time disbursements are processed or a Travel Check (TC) is accepted by MARS. This table facilitates ease in verifying that the correct advance amounts are re-established in Open Trip Header Inquiry (2 of 3) (OTH2).

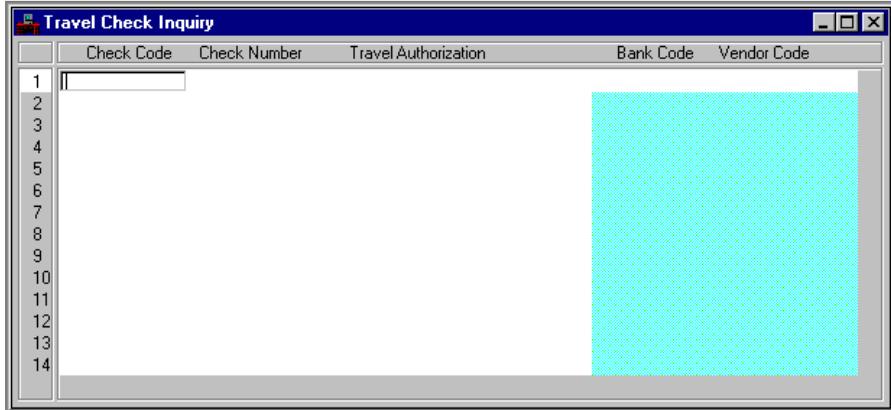
Field	Description
Travel Authorization	Key field. Enter the transaction code and unique number of the Travel Authorization (TE) or Expense Voucher (TP) document.
Bank Code	Key field. Enter the bank account that paid the check.
Check Code	Key field. Enter the type of check. Valid values are AD (Automated Disbursements), TC (Travel Checks), or EF (Electronic Funds Transfer).
Check Number	Key field. Enter the check number.



Field	Description
Vendor Code	Display only. This field identifies the vendor or employee for whom the check was written.
Vendor Name	Display only. This field identifies the name of the vendor or employee for whom the check was written and is inferred from Vendor Index.
Registration Fee	Display only. This field identifies any registration advance amount associated with this travel.
Hotel Deposit	Display only. This field identifies the hotel deposit amount associated with this travel.
Due to Traveler	Display only. This field identifies the amount owed to the employee because expenses exceeded advance amounts.
Airline Advance	Display only. This field identifies the amount of any airline advance associated with this travel.
Traveler ID	Display only. This field identifies the ID of the employee or vendor who expensed this trip.
Check Amount	Display only. This field identifies the amount for which the check was written.
Traveler Name	Display only. This field identifies the traveler's name and is inferred from Vendor Index (VEND).



TRAVEL CHECK INQUIRY (TACX)



Travel Check Inquiry (TACX) is an alternative view to Travel Authorization Inquiry (TACI). This table allows the user to view all checks by code, check number, and Travel Authorization.

This table is updated each time an automated disbursement (AD), EFT, or Travel Check (TC) is processed.

Field	Description
Check Code	Key field. Enter the two-character code that identifies the document. Valid values are AD (automated disbursement), EF (electronic funds transfer), or TC (travel check).
Check Number	Key field. Enter the check number.
Travel Authorization	Key field. Enter the transaction code and unique number of the referenced document.
Bank Code	Display only. This field identifies the bank account that paid this check.



Field	Description
Vendor Code	Display only. This field displays the vendor or traveler for whom the check was written.



TRAVEL POLICY (TVPL)

The screenshot shows a software window titled "Travel Policy" with a blue title bar. The window contains a form with the following fields and controls:

- Fiscal Year: Text input field.
- Travel Policy ID: Text input field.
- Travel Policy Name: Text input field.
- Start Date: Date input field (/ /).
- End Date: Date input field (/ /).
- Expense Type Set ID: Text input field.
- Reimbursement Type: Radio button group with options "Per Diem" (selected) and "Actual and Necessary".
- Rate Schedule Set ID: Text input field.
- Meal Validity Set ID: Text input field.
- Lodging Validity Set ID: Text input field.
- In State: Dropdown menu with "Valid" selected.
- Must provide receipts for expenses greater than: Text input field.
- Out of State: Dropdown menu with "Valid" selected.
- Foreign: Dropdown menu with "Valid" selected.

The Travel Policy tables define the enterprise rules for expense reimbursement for employees and non-employees. A travel policy can be a “per diem” policy or an “actual and necessary” policy. If a “per diem” policy applies, the traveler receives a daily allowance for lodging and/or meals. If an “actual and necessary” policy applies, the traveler is reimbursed for the full amount or a maximum amount of each eligible expense.

A travel policy is defined using multiple tables. The Travel Policy table (TVPL) defines a given travel policy by defining some attributes of the policy combined with references to rule sets defined in other tables (e.g. Rate Schedule table). These rule sets can be utilized across different travel policies. Following is a list of tables used to define a travel policy:

- Travel Policy (TVPL) - Defines a travel policy, its attributes and its components
- Expense Type Code (EXTC) - Defines the code for a valid expense type
- Expense Type Set (EXTS) - Defines the set of expense types that are valid for a travel policy
- Rate Schedule (RTSC) - Defines the rate schedules that are valid for a travel policy

- Meal Validity (MLVL) - Defines the meal validity sets that are valid for a travel policy

- Lodging Validity (LDVL) - Defines the lodging validity sets that are valid for a travel policy

- Institutional Expense Type (IEXT) - Defines the institutional expense types that are valid for a travel policy.

Field	Description
Fiscal Year	This field identifies the fiscal year for the current travel policy.
Travel Policy ID	Required. Unique identifier for a travel policy.
Travel Policy Name	Required. Name for a travel policy.
Start Date	Required. The first date upon which a travel policy is in effect. If the traveler selects this policy for a Travel Authorization or Expense Voucher, the trip start date specified for that document must be equal to or greater than the Travel Policy Start Date.
End Date	Required. The last date upon which a travel policy is in effect. If the traveler selects this policy for a Travel Authorization or Expense Voucher, the trip start and end dates specified for that document must be less than or equal to the Travel Policy End Date.
Expense Type Set ID	Required. This field identifies the set of expense types that apply to this travel policy. Sets of expense types are identified in the Expense Type Set table (EXTS). A related set of expense types is identified by all of the entries in the EXTS table that correspond to the same Set ID. The Set ID specified here must exist in the EXTS table.
Reimbursement Type	Required. Indicates the type of meal reimbursement that the travel policy covers. A policy may be either “per diem” or “actual and necessary”.



TRAVEL PURPOSE (PURP)



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

Travel Purpose (PURP) is used to define valid purpose codes and assign descriptions to these codes. The travel purpose code is specified when the user creates a Travel Authorization (TE) or Expense Voucher (TP) document.

Field	Description
Purpose	Required. Enter the code that identifies the purpose of the trip.
Description	Optional. Enter the description of the purpose of the trip.



TRAVEL SPECIAL ACCOUNTS (TSPC)



Travel Special Accounts (TSPC) defines the special balance sheet accounts and funds to be used in the Travel Subsystem.

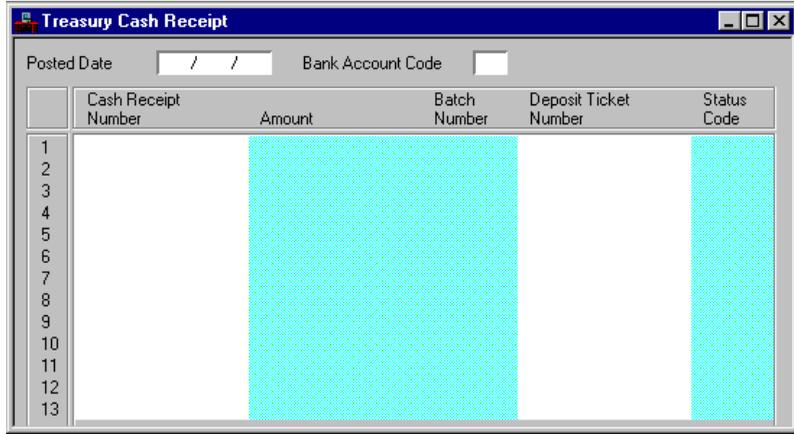
Field	Description
Fiscal Year	Required. Enter the fiscal year in which these special accounts are to be used.
Accounts	
Travel Reserve for Pre-Encumbrance	Required. Enter the balance sheet account used to reserve for travel Pre-encumbrance. See Balance Sheet Account Index (BACC) for valid values.
Travel Reserve for Encumbrance	Required. Enter the balance sheet account used to reserve for travel encumbrance. See Balance Sheet Account Index (BACC) for valid values.
Travel Accounts Payable	Required. Enter the balance sheet account for travel accounts payable.
Reimbursement Check Category	Required. Enter the default check category to be used on all travel reimbursement checks. This value may be overridden on the travel documents. See CCAT for a list of valid values.



Field	Description
Advance Check Category	Required. Enter the default check category to be used on all travel third party advance checks. This value may be overridden on the travel documents. See CCAT for a list of valid values.
State Employee Object	Required. Enter the state employee object code.
Non State Employee Object	Required. Enter the non-state employee object code.
Def Travel Policy ID	Required. Enter the default travel policy ID.



TREASURY CASH RECEIPT (TRCR)



Treasury Cash Receipt (TRCR) table is used to help reconcile cash receipt deposits with the bank. This table is populated by the Cash Receipt (CR) documents that are processed in the system. This table provides a listing of the Cash Receipt (CR) processed in the system for the given **Posted Date** and **Bank Account Code**.

Field	Description
Posted Date	Key field. Enter the date the Cash Receipt (CR) document was posted in the system.
Bank Account Code	Key field. Enter the Bank Account Code . See Bank Account (BANK) for valid values.
Cash Receipt Number	Key field. The document ID from the Cash Receipt (CR) document is displayed.
Amount	The Document Total from the Cash Receipts (CR) document is displayed.
Batch Number	The Batch Number from the Cash Receipt (CR) document is displayed (if applicable).



Field	Description
Deposit Ticket Number	Enter the user defined deposit ticket number.
Status Code	The status of the document is displayed. This field should be blank.



TREASURY EFT (TEFT)

The screenshot shows a software window titled "Treasury EFT". At the top, there are two input fields: "Posted Date" with a date format " / /" and "Bank Account Code". Below these is a table with the following columns: "Trans Number", "Amount", "Batch Number", "Reference Number", "Deposit Date", and "Status Code". The table contains 13 rows, with the first row containing the numbers 1 through 13. The "Amount" and "Status Code" columns are highlighted in cyan.

Treasury EFT (TEFT) table is used to help reconcile EFT deposits with the bank. This table is updated by the Cash Receipt Electronic Deposit (C1) documents that are processed in the system. This table provides a listing of the Cash Receipt Electronic Deposits (C1) processed in the system for the given **Posted Date** and **Bank Account Code**.

Field	Description
Posted Date	Key field. Enter the date the Cash Receipt Electronic Deposit (C1) was posted in the system.
Bank Account Code	Key field. Enter the Bank Account Code . See Bank Account (BANK) for valid values.
Trans Number	Key field. The transaction ID of the Cash Receipt Electronic Deposit (C1) document is displayed.
Amount	The Document Total from the Cash Receipts Electronic Deposit (C1) document is displayed.

Field	Description
Batch Number	The Document Batch ID from the Cash Receipt Electronic Deposit (C1) document is displayed.
Reference Number	This number links the banking transaction with the Cash Receipt Electronic Deposit (C1) documents. Leave this field blank.
Deposit Date	Enter the deposit date for this transaction. The deposit date information is received from the bank and entered by Treasury.
Status Code	The status of the document is displayed. This field should be blank.



UNIT OF MEASURE (UNIT)



Unit of Measure (UNIT) is referenced by documents to validate codes that abbreviate standard units of measure. You can define and report these units of measure using this table.

Field	Description
Unit of Measure	Key field. If adding a new line, enter a unique code; if changing or deleting an existing line, enter the affected code.
Description	Required. Enter any comments pertaining to the unit of measure.



USER DEFINITION (UDEF)

The screenshot shows a window titled "User Definition" with a blue header bar. Below the header, there are two columns of input fields. The left column contains: "Name (Last, First)", "Default User Name", "Requesting Person", "Responsible Person", and "Delivery Building / Room". The right column contains: "Buyer", "Restricted PO Mod", "Phone", "Warehouse", and "Ship / Bill to". Each field is represented by a white rectangular box with a small cursor icon.

User Definition (UDEF) is used to define default codes for each user. These codes are used during document generation.

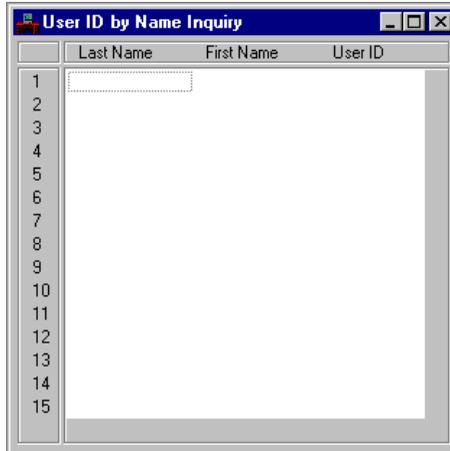
Field	Description
Name	Key field. Enter the name of the individual the record is associated with. The name must exist on Security (STAB).
Buyer	Optional. Enter a buyer code from Buyer (BUYT) or ** to signify multiple buyers.
Default User Name	Optional. Enter a valid default name for the individual the entry is associated with.
Restricted PO Mod	Optional. Enter <i>Y</i> to restrict the user to changing only accounting information on purchase orders.
Requesting Person	Optional. Enter the name of the requesting person used as a default on transactions.
Phone	Optional. Enter the phone number of the requesting person. This phone number is used as a default on transactions.
Responsible Person	Optional. Enter the name of the responsible person used as a default on transactions.



Field	Description
Warehouse	Optional. Enter a valid warehouse from Warehouse (WHSE) or **** to signify multiple warehouses.
Delivery Building/Room	Optional. Enter the building and room number used as a default on transactions.
Ship/Bill to	Optional. Enter the shipping code from Shipping Address (SHIP) and the billing code from Billing Address (BILL) that are used as a default on transactions.



USER ID BY NAME INQUIRY (UTAB)



User ID by Name Inquiry (UTAB) is an alternate view of Security (STAB). Each time an entry is created in Security (STAB), an entry will also appear on User ID by Name Inquiry (UTAB). With this window, you can inquire on Security (STAB) by user name.

Field	Description
Last Name	Key field. This is the last name of the user associated with the user ID on Security (STAB).
First Name	Key field. This is the first name of the user associated with the user ID on Security (STAB).
User ID	Key field. This is the user ID on Security (STAB).



VENDOR (1 OF 2) (VEN2)

Vendor (1 of 2) (VEN2) defines values for vendors, organizations, and persons to whom you want to make payments. You can also define several miscellaneous values to use for one-time or infrequently used vendors. This window includes vendor names and addresses, special indicators, and an optional day of the month on which you must pay the vendor.

Field	Description
Vendor	Key field. Enter the vendor value. If adding a new line, enter a unique value; if changing or deleting an existing line, enter the affected value. You can use the eleventh character of this field for an alternate address indicator in the Extended Purchasing Subsystem. For more information on alternate addresses, refer to the <i>User's Guide</i> .
Vendor Type	Optional. Enter a value which identifies the type of vendor.

Field	Description
Misc Vendor Indicator	Required. Indicates that this is a miscellaneous vendor. The name and address of a miscellaneous vendor are not inferred on a document and must be entered directly on the document.
Agency	Conditional. For employees only. The primary agency for the employee is displayed.
KY Vendor Type	The classification of the vendor is displayed. Valid entries include: <i>Regular Vendor [R]</i> <i>Personal Service Contract Vendor [P]</i> <i>Special Vendor [S]</i> Indicates that this vendor is also an employee. <i>P-1 Employee Record [E]</i> <i>Non P-1 Employee Record [N]</i>
Last Action Date	Display only. This field indicates the last time this vendor was paid or the last time the vendor responded to a bid.



Field	Description
Single Check Requested	Default is cleared [N]. This field indicates the vendor's payment preference for a single check for each voucher or one summed check for multiple vouchers. If selected [Y], a single check will be produced for each voucher. If cleared [N], one summed check will be produced for multiple vouchers.



Payment Information View

Field	Description
Payment Hold Indicator	<p>Default is Processes as Normal [N]. Valid values are:</p> <p>Stops Processing [Y] Stops the processing of any transaction for a particular vendor.</p> <p>Allows Processing [P] Allows the processing of the payment voucher if it references an existing document.</p> <p>Processes as Normal [N] Processes as normal.</p>
Scheduled Payment Day	<p>Optional. Enter the day in the month when you want to pay the vendor defined in this line. The financial system uses this day to schedule payments. You can override system-scheduled payments.</p> <p>If you do not enter this information, the payment date will be calculated based on the settings on System Control Options (SOPT).</p>

Field	Description
EFT Status	<p>Display only. This field is inferred from Electronic Funds Transfer (EFT2). Valid entries include:</p> <p><i>Active [A]</i> Allow funds to be electronically transferred via documents for this vendor.</p> <p><i>Hold [H]</i> Hold the document.</p> <p><i>Not Eligible for EFT [N]</i> This vendor is not eligible for Electronic Funds Transfer (EFT).</p> <p><i>Prenote Processing Began [P]</i> Prenote processing has begun.</p> <p><i>Vendor not Considered [blank]</i></p>
Application Type	Display only. This field displays a default Electronic Funds Transfer (EFT) application type.
Calendar YTD Amount	Display only. This field tracks how much you have paid to this vendor during this current calendar year.
Prior Calendar Year Amount	Display only. This field contains the previous calendar year's expense amount for a particular vendor. This field is updated at calendar year end.
Fiscal Year YTD Amount	Display only. This field tracks how much you have paid this vendor during the current fiscal year.
Prior Fiscal Year Amount	Display only. This field contains the previous calendar year's expense amount for a particular vendor. This field is updated at fiscal year end.



VENDOR (2 OF 2) (VEN3)

Vendor (2 of 2) (VEN3) defines values for vendors, organizations, and persons to whom you want to make payments or from whom you will purchase. Use of this window is optional and, therefore, it may not be populated in your system.

Field	Description
Vendor	Key field. Enter the vendor code. You can use the eleventh character of this field for an alternate address indicator in the Extended Purchasing Subsystem. When the eleventh character designates an alternate address, enter the vendor address fields, <i>not</i> the alternate address fields.
Prevent Deletion	Default is cleared [N]. Select [Y] if you do not want to be able to delete this vendor online. The vendor is not deleted even when the offline vendor purge program runs. Leave cleared [N] if you want to be able to delete the vendor online.

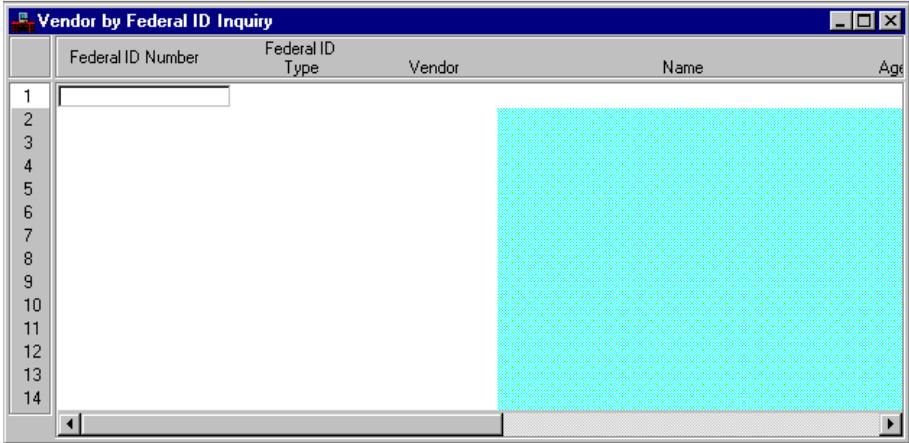
Field	Description
Deletion Contact	Conditional. Required if Prevent Deletion is selected [Y]. Enter three characters the system can use to identify the individual to contact for authorization or information on deleting this vendor.
Tax Code	Optional. The vendor's default tax value. Refer to Tax Code (TAXT) for valid values.
Text Flag	Display only. If selected [Y], this vendor has text associated with it on Vendor Text (VTXT).
Discount Type	Optional. Enter the discount type offered by this vendor.
KY Vendor Type	The classification of the vendor is displayed. Valid entries include: <i>Regular Vendor [R]</i> <i>Personal Service Contract Vendor [P]</i> <i>Special Vendor [S]</i> Indicates that this vendor is also an employee. <i>P-1 Employee Record [E]</i> <i>Non P-1 Employee Record [N]</i>
Agency	Conditional. For employees only. The primary agency for the employee is displayed.
Taxpayer ID	Optional. Enter the federal ID number of the vendor. If 1099 Indicator is <i>Yes [Y]</i> , the system edits this field and issues a warning if the information is invalid.
TIN Notice Counter / Date	Not used in MARS.
Backup Withholding	Default is <i>Not Applicable [blank]</i> . If the 1099 Indicator is <i>Yes [Y]</i> for this vendor, Backup Withholding is selected [Y] on System Control Options (SOPT). Also, if any of the vendor's 1099 reporting information is incomplete or incorrect, this field defaults to <i>Yes [Y]</i> . When this field is <i>Yes [Y]</i> , the vendor is subject to backup withholding.



Field	Description
Minority	Default is Blank - Unknown / White Male . The minority status for this vendor is displayed if applicable.
	<p style="text-align: center;"> Blank - Unknown / White Male 1 - Non-White Male 2 - Non-White Female 3 - White Female 4 - African-American Male 5 - African-American Female 6 - Hispanic 7 - American Indian 8 - Asian </p>
Report Indicators	
Report (1-3)	Optional. You can use this field to classify vendors for reporting purposes.



VENDOR BY FEDERAL ID INQUIRY (VFED)



Vendor by Federal ID Inquiry (VFED) is an alternate view of Vendor Index (VEND) keyed by federal identification number and vendor code instead of only the vendor code. This window is used to find the vendor code and vendor name when only the federal identification number is known.

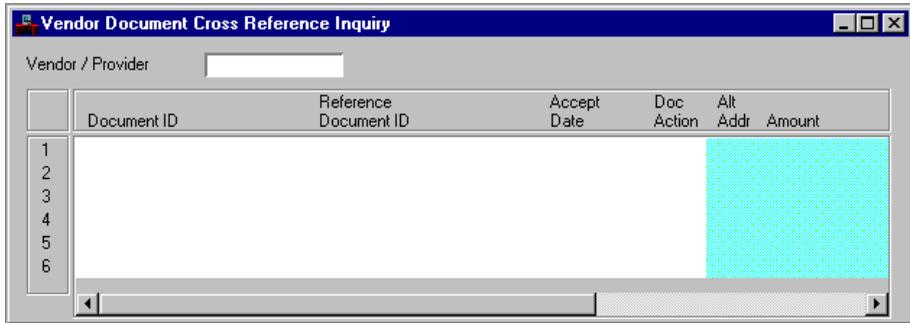
Field	Description
Federal ID Number	Key field. Enter the designated federal identification number for the vendor.
Federal ID Type	The Federal ID Type is displayed to indicate whether the Federal Id number is either a Federal Business ID [1] or a Social Security Number [2].
Vendor	Optional. Enter the vendor code if known.
Name	Display only. The vendor name is displayed from Vendor Index (VEND).
Agency	Conditional. For employees only. The primary agency for the employee on Vendor (1 of 2) (VEN2) is displayed.



Field	Description
KY Vendor Type	<p>The Kentucky Vendor Type is displayed from Vendor (1 of 2) (VEN2).</p> <p>Valid entries include:</p> <p><i>Regular Vendor [R]</i></p> <p><i>Personal Service Contract Vendor [P]</i></p> <p><i>Special Vendor [S]</i></p> <p>Indicates that this vendor is also an employee.</p> <p><i>P-1 Employee Record [E]</i></p> <p><i>Non P-1 Employee Record [N]</i></p>
Primary 1099 Vendor	The Primary 1099 Vendor Indicator from Vendor (2 of 2) (VEN3) is displayed.
1099 Indicator	The 1099 Indicator from Vendor (2 of 2) (VEN3) is displayed.



VENDOR DOCUMENT CROSS REFERENCE INQUIRY (VXRF)



Vendor Document Cross Reference Inquiry (VXRF) provides information about all documents associated with the vendor. For the document the acceptance date is displayed along with the document action, the closing date (if applicable), and the dollar amount. Lines are added to this window when documents that include a vendor code are accepted by the financial system. Information in this window is updated during the nightly cycle process.

Field	Description
Vendor/Provider	Key field. The value for the applicable vendor, provider, or customer as defined in Vendor (VEN2), Provider (PROV), or Customer Information (CUS2), respectively.
Document ID	Key field. The transaction code and unique ID for the document.
Reference Document ID	Key field. The ID of the referenced document.
Accept Date	Key field. The date (<i>mm dd yy</i>) that the financial system accepted the document.



Field	Description
Doc Action	Key field. <i>E</i> A new document <i>M</i> A modified document <i>X</i> A cancelled document
Alt Addr	Displays <i>Y</i> if the vendor associated with the transaction creating this entry has an alternate address on Vendor (VEN2).
Amount	Displays the dollar amount associated with this entry. This amount is inferred from Document Cross Reference Inquiry (DXRF).
Reference Doc Released Amount	Displays the dollar amount actually released when the document was referenced. This amount is inferred from Document Cross Reference Inquiry (DXRF).
Closed Date	Where applicable, displays the date that the document was closed as defined on the open table for that document type. This date is inferred from Document Cross Reference Inquiry (DXRF).



VENDOR INCOME (VINC)

	Calendar Year	Type of Return	Taxpayer ID Number	TIN Type	Vendor	Type of Income	Calendar Year Report Amount	Order Amount
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

Vendor Income (VINC) shows amounts you must report under IRS 1099 guidelines. The amounts are broken down by calendar year, return type, vendor, and income type.

Lines are updated or new lines are added when reportable expenditures are entered into the system on a manual warrant document or when automated disbursements is run. An expense is considered reportable if the **1099 Indicator** is *Yes [Y]* on Vendor (VEN3) for this vendor and it is associated with an object which has a 1099 type on Object (OBJ2). In addition, if a vendor refund is entered on a cash receipt document and the expense was reportable, the expended amount on this window is decreased by the amount of the refund.

Journal vouchers do not update the information in this window. If you enter a reportable expense on a journal voucher document, you need to update the information in this window manually. Similarly, if you use a journal voucher to record a decrease to an expense which was reportable, you should update the information in this window manually.

Field	Description
Calendar Year	Key field. Enter the calendar year to which the reported amounts apply.
Type of Return	Key field. Enter the type of return associated with this vendor income record. Valid values are: <i>1099-MISC [M]</i> <i>1099-INT [I]</i> <i>1099-G [G]</i> <i>1099-S [S]</i>
Taxpayer ID Number	Key field. Enter the federal taxpayer ID number for the vendor.
TIN Type	Key field. Enter the TIN Type for the record. Valid values include: <i>1 - FEIN</i> <i>2 - SSN</i>
Vendor	Key field. Refer to Vendor Index (VEND) for valid values.



Field	Description
Original Amount	Display only. This field indicates the reportable amount posted to Vendor Income (VINC) for the original record before any corrections have been made. If 0.00 , this vendor income record has not yet had 1099 processing applied.
Type of Correction	<p>Display only. This field indicates what type of correction has been made to this record. Valid values are:</p> <p><i>One [01]</i> A correction has been made which impacts the corresponding Original 1099 Information (TINF) record as an amount change.</p> <p><i>Two [02]</i> A correction has been made which impacts the corresponding Original 1099 Information (TINF) record as a Taxpayer ID Number (TIN) change.</p> <p><i>Three [03]</i> A correction has been made which impacts the corresponding Original 1099 Information (TINF) record as a Type of Return change.</p> <p>For more information, refer to the <i>User's Guide</i>.</p>



VENDOR INCOME CORRECTIONS (VIC2)

Vendor Income Correction (VIC2) facilitates corrections to the Vendor Income (VINC) table. It displays the original amount, calendar year report amount, type of correction, and report indicator, given the type of return/type of income combination of a vendor. .

Field	Description
Calendar Year	Key field. Enter the calendar year to which the reported amounts apply.
Type of Return	Key field. Enter the type of return associated with this vendor income record. Valid values are: <div style="text-align: center;"> <p><i>1099-MISC [M]</i></p> <p><i>1099-INT [I]</i></p> <p><i>1099-G [G]</i></p> <p><i>1099-S [S]</i></p> </div>

Field	Description
Type of Income	<p>Key field. Enter the type of income associated with this vendor income record. Valid values are:</p> <p><i>For 1099-MISC Returns</i></p> <ul style="list-style-type: none"> <i>Rents [01]</i> <i>Royalties [02]</i> <i>Prizes and Awards [03]</i> <i>Fishing Boat Proceeds [05]</i> <i>Medical & Health Care Payments [06]</i> <i>Non Employee Compensation [07]</i> <i>Substitute Payments in Lieu of Dividends & 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><i>For 1099-INT Returns</i></p> <ul style="list-style-type: none"> <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><i>For 1099-G Returns:</i></p> <ul style="list-style-type: none"> <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><i>For 1099-S Returns:</i></p> <ul style="list-style-type: none"> <i>Gross Proceeds [02]</i>



VENDOR INCOME CORRECTION TEXT (VCTX)

The screenshot shows a software window titled "Vendor Income Correction Text". At the top, there are six input fields arranged in two columns. The left column contains "Calendar Year", "Taxpayer ID", and "Vendor ID". The right column contains "Type of Return", "TIN Type", and "Type of Income". Below these fields is a table with 10 rows and two columns. The first column is labeled "Text Line" and contains numbers 1 through 10. The second column is labeled "Text" and is currently empty.

Vendor Income Correction Text (VCTX) facilitates textual comments associated with corrections to the Vendor Income (VINC) table. .

Field	Description
Calendar Year	Key field. Enter the calendar year to which the reported amounts apply.
Type of Return	Key field. Enter the type of return associated with this vendor income record. Valid values are: <div style="text-align: center;"> <p><i>1099-MISC [M]</i></p> <p><i>1099-INT [I]</i></p> <p><i>1099-G [G]</i></p> <p><i>1099-S [S]</i></p> </div>

Field	Description
Taxpayer ID Number	Key field. Enter the federal taxpayer ID number for the vendor.
TIN Type	Key field. Enter the TIN Type for the record Valid values include: <i>1 - FEIN</i> <i>2 - SSN</i>
Vendor ID	Key field. Refer to Vendor Index (VEND) for valid values.



Field	Description
Type of Income	<p>Key field. Enter the type of income associated with this vendor income record. Valid values are:</p> <p><i>For 1099-MISC Returns</i></p> <p><i>Rents [01]</i> <i>Royalties [02]</i> <i>Prizes and Awards [03]</i> <i>Fishing Boat Proceeds [05]</i> <i>Medical & Health Care Payments [06]</i> <i>Non Employee Compensation [07]</i> <i>Substitute Payments in Lieu of Dividends & 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><i>For 1099-INT Returns</i></p> <p><i>Interest Income [01]</i> <i>Early Withdrawal Penalty [02]</i> <i>Interest on U.S. Saving Bonds and Treasury Obligations [03]</i> <i>Investment Expenses [05]</i> <i>Foreign Tax Paid [06]</i></p> <p><i>For 1099-G Returns:</i></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><i>For 1099-S Returns:</i></p> <p><i>Gross Proceeds [02]</i></p>
Text	Enter the text associated with the change made.
Text Line	Text Line number associated with the correction and text entered.

VENDOR INDEX (VEND)

	Vendor Number	Addr Ind	Name	Misc Ind	Agency	KY Vendor Type
1	<input type="text"/>					
2						
3						
4						

Vendor Index (VEND) displays values for vendors to whom you make purchases and payments. Use of this window is optional within the financial system and, therefore, it may not be populated in your system.

Field	Description
Vendor Number	Key field. Enter a vendor number.
Addr Ind	Key field. Used by the Extended Purchasing Subsystem (EPS) to indicate that an alternate address exists.
Name	Displays the vendor name.
Misc Ind	Indicates if this is a miscellaneous vendor.
Agency	Conditional. For employees only. The primary agency for the employee on Vendor (1 of 2) (VEN2) is displayed.



Field	Description
KY Vendor Type	<p>The Kentucky Vendor Type is displayed from Vendor (1 of 2) (VEN2).</p> <p>Valid entries include:</p> <ul style="list-style-type: none"> <i>Regular Vendor [R]</i> <i>Personal Service Contract Vendor [P]</i> <i>Special Vendor [S]</i> <p>Indicates that this vendor is also an employee.</p> <ul style="list-style-type: none"> <i>P-1 Employee Record [E]</i> <i>Non P-1 Employee Record [N]</i>



VENDOR NAME INQUIRY (VNAM)



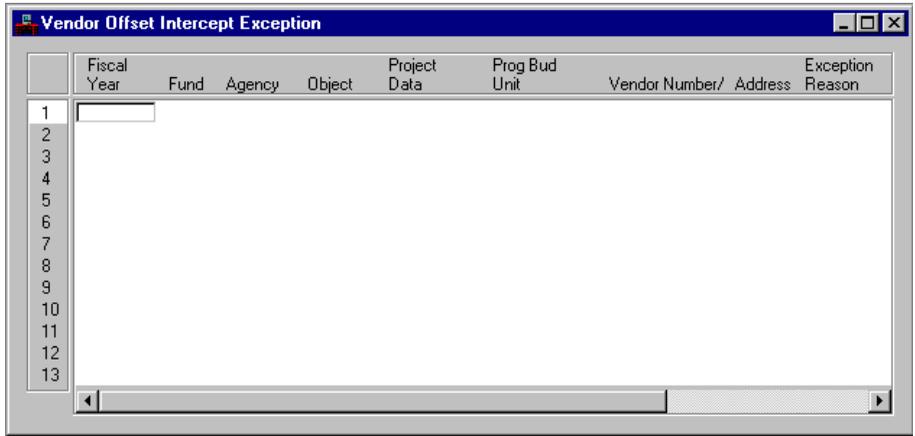
	Vendor Name	Vendor Number	Addr Ind	Agency	KY Vendor Type	City
1	<input type="text"/>					
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Vendor Name Inquiry (VNAM) shows the vendors name and number in alphabetical order. It is updated when Vendor (VEN2) is updated. It may be indicated Vendor Name Inquiry (VNAM) is not desired on System Control Options (SOP2).

Field	Description
Vendor Name	Key field. Enter the vendor's name as it is recorded on Vendor (VEN2). When you have accessed the window, enter as little or as much of the vendor name as you want.
Vendor Number	Key field. Displays the vendor value that is associated with the vendor name on Vendor (VEN2).
Vendor Addr Ind	Key field. Displays whether the vendor's address is available on Vendor (VEN2).
Agency	Conditional. For employees only. The primary agency for the employee on Vendor (1 of 2) (VEN2) is displayed.



VENDOR OFFSET INTERCEPT EXCEPTION (VOIE)



Vendor Offset Intercept Exception (VOIE) table contains the attributes that are excluded from the payment intercept process. Any payment line that contains the attributes listed on this table is excluded from the intercept process. A field with an *[*]* indicates that it's a wildcard. A wildcard attribute is used to indicate all possible values a field can have.

Field	Description
Fiscal Year	Key field. Enter the fiscal year. See Fiscal Year (FSYR) for valid values.
Fund	Key field. Enter the fund code. See Fund Index (FUND) for valid values.
Agency	Key field. Enter the agency code. See Agency Index (AGCY) for valid values.
Object	Key field. Enter the object code. See Object Index (OBJT) for valid values.



Field	Description
Project Data	Optional. Enter the project or job number. See Project Budget Line Inquiry (PRBL) or Job Inquiry (JOB2) for valid values.
Prog Bud Unit	Optional. Enter the program budget unit. See Program Reference (PRFT) table for valid values.
Vendor Number/ Address	Enter the vendor code. See Vendor Index (VEND) for valid values.
Exception Reason	Optional. Enter the exception reason description.
Added Date	The date the record was added is displayed.



VENDOR OFFSET PARAMETER (VOPT)



Vendor Offset Parameter Table
_ □ ×

Fiscal Year

Holding Account

Fund <input type="text"/>	Fund Name <input style="background-color: #e0ffff;" type="text"/>
Agency <input type="text"/>	Agency Name <input style="background-color: #e0ffff;" type="text"/>
BS Account <input type="text"/>	BS Account Name <input style="background-color: #e0ffff;" type="text"/>
Appr Unit <input style="background-color: #e0ffff;" type="text"/>	Appr Unit Name <input style="background-color: #e0ffff;" type="text"/>

Default Claim Status

Active Status <input type="checkbox"/>	Active Description <input style="background-color: #e0ffff;" type="text"/>
Hold Status <input type="checkbox"/>	Hold Description <input style="background-color: #e0ffff;" type="text"/>
Close Status <input type="checkbox"/>	Close Description <input style="background-color: #e0ffff;" type="text"/>

Revenue Agency <input type="text"/>	Revenue Agency Name <input style="background-color: #e0ffff;" type="text"/>
Check Category <input type="text"/>	Check Category Name <input style="background-color: #e0ffff;" type="text"/>

Vendor Offset Parameter (VOPT) table contains the default claim status used by the Vendor Offset (VO) transaction, Vendor Offset Payment Intercept (VOPI) and Notice of Intent Offset Letter (NIOL) programs. The holding account fields are used by the Vendor Offset Payment Intercept (VOPI) and Vendor Offset Funds Transfer (VOFT) programs.

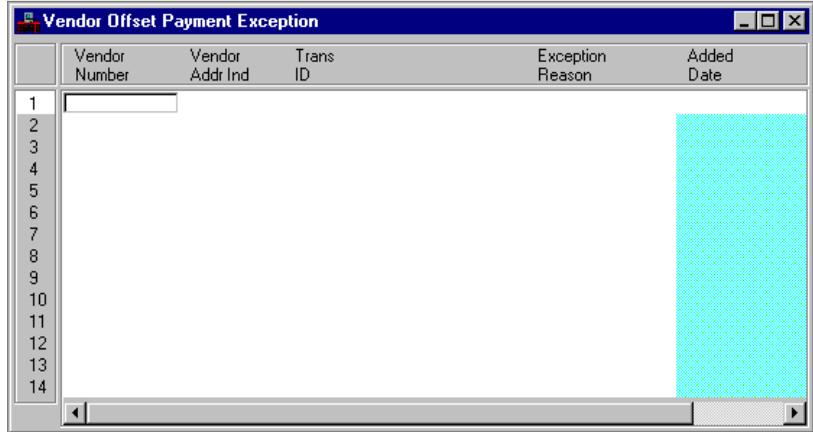
Field	Description
Fiscal Year	Key field. Enter the Fiscal year. See Fiscal Year (FSYR) for valid values.
Holding Account Fund	Enter the three digit holding Fund. See Fund Index (FUND) for valid values.
Holding Account Agency	Enter the holding agency's code. See Agency Index (AGCY) for valid values.



Field	Description
Holding Account BS Account	Enter the holding balance sheet account. See Balance Sheet Account Index (BACC) for valid values.
Holding Account Appr Unit	Enter the holding program budget unit. See Program Reference (PRFT) for valid values.
Default Claim Active Status	Enter the default active status. See Claim Status Code (CSCT) for valid values.
Default Claim Hold Status	Enter the default hold status. See Claim Status Code (CSCT) for valid values.
Default Claim Close Status	Enter the default closed status. See Claim Status Code (CSCT) for valid values.
Revenue Agency	The collection agency is displayed. See Agency Index (AGCY) for valid values.
Check Category	The type of check is displayed. See Check Category (CCAT) for valid values.



VENDOR OFFSET PAYMENT EXCEPTION (VOPE)

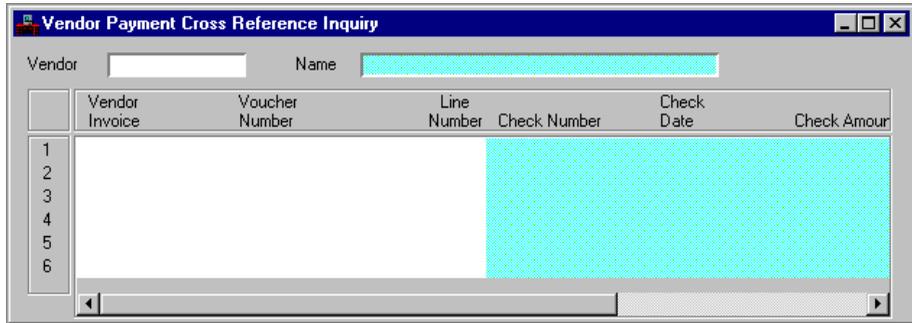


Vendor Offset Payment Exception (VOPE) table contains the list of payment vouchers that are excluded from the payment intercept process. .

Field	Description
Vendor Number, Vendor Addr Ind	Key field. Enter the vendor code.
Trans ID	Key field. Enter the payment transaction ID. See Open Payment Voucher Header Inquiry (OPVH) for valid values.
Exception Reason	Optional. Enter the exception reason description.
Added Date	The date the record is added is displayed (CCYYMMDD).



VENDOR PAYMENT CROSS REFERENCE INQUIRY (PVIX)



Vendor Payment Cross Reference Inquiry (PVIX) is a cross reference of Open Payment Voucher Line Inquiry (OPVL). It displays only those payment voucher lines that have checks or manual warrants written against them. If a payment voucher has one check written against all of its lines, it is summarized on this window. This window is organized by vendor code, so that all payment voucher lines are displayed for a particular vendor may be accessed sequentially.

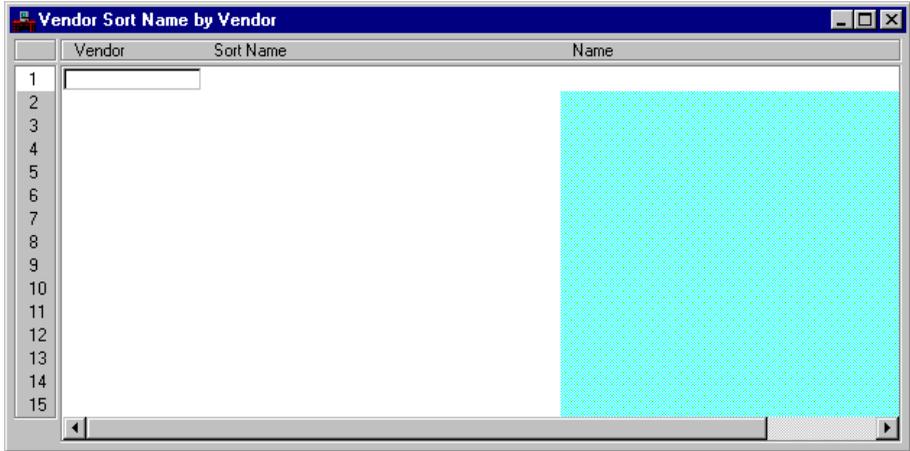
Since this is an alternate view of Open Payment Voucher Line Inquiry (OPVL), all updates and additions to this window are through Open Payment Voucher Line Inquiry (OPVL).

Field	Description
Vendor	Key field. Enter the vendor code from the payment voucher document.
Name	The vendor name assigned to the vendor code on Vendor (VEN2) is displayed. Displayed for non-miscellaneous vendors only.
Vendor Invoice	Key field. Enter the vendor invoice ID number.

Field	Description
Voucher Number	Key field. Enter the payment voucher ID number.
Line Number	Key field. Enter the payment voucher line number. If this field is equal to **, the payment voucher is summarized. The check number is the same for each payment voucher line and the amount field is a total for the entire payment voucher.
Check Number	Check of manual warrant number written against this payment voucher line(s) is displayed.
Check Date	The check or manual warrant date is displayed. If this field is blank on Open Payment Voucher Line Inquiry (OPVL), the record is not displayed here.
Check Amount	The amount of the check written against this payment voucher line(s) is displayed.
Vendor Name	The vendor name for this payment voucher line is displayed. Displayed for miscellaneous vendors only.



VENDOR SORT NAME BY VENDOR INQUIRY (VNA2)

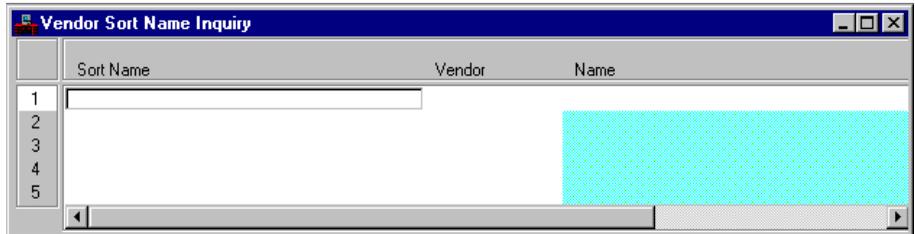


Vendor Sort Name by Vendor Inquiry (VNA2) allows the user to access sort name and vendor name by vendor code.

Field	Description
Vendor	Key field. Enter the vendor code.
Sort Name	Displays the name for the vendor. For example, enter The Vendor Store as Vendor Store, The.
Name	Displays the name exactly as it appears on Vendor (1 of 2) (VEN2).



VENDOR SORT NAME INQUIRY (VNAS)



Vendor Sort Name Inquiry (VNAS) is an inquiry window on vendors by sort name. This window is an alternate view of Vendor Sort Name by Vendor Inquiry (VNA2).

Field	Description
Sort Name	Key field. Enter a complete or partial name for the vendor. For example, enter The Vendor Store as Vendor Store, The.
Vendor	Key field. Enter the vendor code.
Name	Displays the name exactly as it appears on Vendor (VEN2).
Agency	Conditional. For employees only. The primary agency for the employee on Vendor (1 of 2) (VEN2) is displayed.
KY Vendor Type	The Kentucky Vendor Type is displayed from Vendor (1 of 2) (VEN2). Valid entries include: <i>Regular Vendor [R]</i> <i>Personal Service Contract Vendor [P]</i> <i>Special Vendor [S]</i> Indicates that this vendor is also an employee. <i>P-1 Employee Record [E]</i> <i>Non P-1 Employee Record [N]</i>



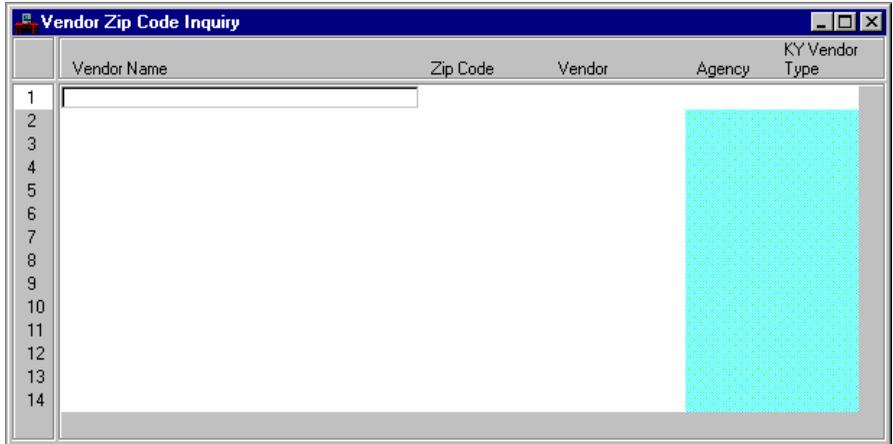
VENDOR TEXT (VTXT)

The screenshot shows a window titled "Vendor Text" with a blue title bar. Inside the window, there are two text input fields: "Vendor" and "Name". Below these fields is a table with three columns: "Text Line", "Text Date", and "Text". The table has 12 rows, with the first row highlighted in cyan. A scrollbar is visible at the bottom of the table area.

Vendor Text (VTXT) allows users to record information about vendors.

Field	Description
Vendor	Key field. Refer to Vendor Index (VEND) for valid values.
Name	Default is inferred from Vendor (VEN2).
Text Line	Defaults line numbering based on previous line number.
Text Date	Defaults to the current date and may not be changed on this window.
Text	Optional. Enter up to 1000 lines of descriptive text pertaining to the vendor indicated above.

VENDOR ZIP CODE INQUIRY (VZIP)



Vendor Zip Code Inquiry (VZIP) provides list of vendor zip codes. It is an alternate view of Vendor (VEN2) and is inquiry only.

Field	Description
Vendor Name	Key field. Enter the name of the vendor.
Zip Code	Key field. Displays a five or nine digit zip code for the vendor.
Vendor	Key field. Displays the vendor code associated with the zip code.
Agency	Conditional. For employees only. The primary agency for the employee on Vendor (1 of 2) (VEN2) is displayed.



Field	Description
KY Vendor Type	<p>The Kentucky Vendor Type is displayed from Vendor (1 of 2) (VEN2).</p> <p>Valid entries include:</p> <ul style="list-style-type: none"> <i>Regular Vendor [R]</i> <i>Personal Service Contract Vendor [P]</i> <i>Special Vendor [S]</i> <p>Indicates that this vendor is also an employee.</p> <ul style="list-style-type: none"> <i>P-1 Employee Record [E]</i> <i>Non P-1 Employee Record [N]</i>



WAREHOUSE GROUP (WHSG)



Warehouse Group (WHSG) specifies the relationship between each central warehouse and its satellite warehouses.

Field	Description
Parent Warehouse	Key field. Enter a unique code. This code identifies a system wide warehouse section, not a specific agency. The parent warehouse is a central warehouse which has children (satellite) warehouses.
Location	Display only. The location of the parent warehouse is inferred from Warehouse Management (WHS2).
Description	Display only. The description of the parent warehouse is inferred from Warehouse Management (WHS2).
Child Warehouse	Key field. Enter a unique code. This code identifies a system-wide identifier. This child warehouse is a satellite and cannot be a parent (central) warehouse. See Warehouse Management Index (WHSE) for valid values.



Field	Description
Location	Display only. The location of the child warehouse is inferred from Warehouse Management (WHS2).
Description	Display only. The description of the child warehouse is inferred from Warehouse Management (WHS2).



WAREHOUSE MANAGEMENT (WHS2)



Warehouse Management (WHS2) consists of related information for each warehouse. It displays general information as well as specific operation conditions.

Field	Description
Warehouse	Key field. Enter a unique code identifying a system-wide warehouse section. It is not a specific agency.
Description	Required. Enter the description of the warehouse.
Location	Required. Enter the location of the warehouse.
Inventory Fund	Required. Enter the inventory fund that is used in requisitions from this warehouse. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency under which the warehouse operates. See Agency Index (AGCY) for valid values.



Field	Description
Org/Sub	Required. Enter the organization and sub-organization responsible for this warehouse. See Organization Index (ORGN) and Sub-Organization (SORG) for valid values.
Appr Unit	Conditional. Required if the Appropriation Control Option is <i>C</i> (full control) or <i>P</i> (presence control) on Fund Index (FUND).
Activity	Conditional. Activity may be required by the warehouse fund and agency. Enter the activity. See Activity Index (ACTV) for valid values.
Function	Conditional. Activity may be required by the warehouse fund and agency. Enter the function. See Function (FUNC) for valid values.
COGS Expense Account	Required. Enter the items that are booked against this Cost of Goods Sold (COGS) expense account upon issue. See Object Index (OBJT) for valid values.
Reporting Category	Required. Enter the reporting code representing the warehouse on the General Ledger. See Reporting Category Index (RPTG) for valid values.
Parent Warehouse	Optional. Enter the code for the parent warehouse.
Return Flag	Default is <i>Percentage [P]</i> . Valid values are: <i>Percentage [P]</i> <i>Fixed [F]</i>
Percent Return Charge	Conditional. Required if the Return Flag is <i>Percentage [P]</i> ; otherwise, leave blank. Enter a number greater than zero. It is the handling fee percentage of the stock item price.
Pick List Printer	Required. Enter the printer ID for this warehouse. Defaults for pick and issue orders and Pick and Issues (PI) cards.
Fixed Return Charge	Conditional. Required if the Return Flag is <i>Fixed [F]</i> ; otherwise, leave blank. Enter the amount of the fixed handling fee.

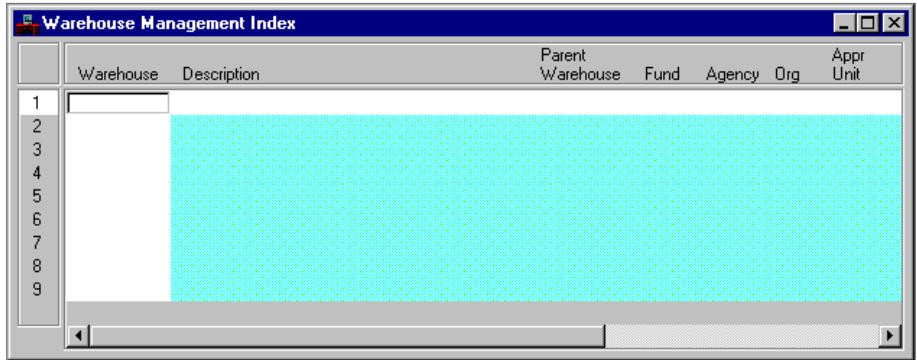
Field	Description
Pick List Job	Required. Enter the value of the key on JCL (JCLT) used to locate the commands that execute the pick list report.
Number of Alternate Orders	Default is 0. Enter a number for the number of orders used to calculate average lead time.
Revenue Warehouse	Optional. Select [Y] if the warehouse is capable of recognizing revenue. If unable to recognize revenue, it will be recorded as a decrease expenditure, Fixed Surcharge will be price method, and Fixed Surcharge will be zero. Also, it will post to the corresponding Expense Budget Inquiry (EEX2) Table instead of the Revenue Budget (REV2) Table.
OC Printer	Required. Enter the printer location.
TR Retention	Required. Enter the number of days that the Transfer Requisition header and line records are stored online when their status is closed.
Consumption Method	Optional. Select [Y] if the purchasing transactions using this warehouse are entered with a balance sheet account instead of an object.
OC Print Job	Required. Enter the name of the print job associated with this OC transaction. See Job Control Language (JCLT) for valid values.
SR Retention	Required. Enter the number of days that the open stock requisition header and line records are stored online when their status is closed.
Backorders Allowed	Default is cleared [N]. Select [Y] if the warehouse permits backordering of its stock. If cleared [N], backordering is not permitted.
Default Object	Required. Enter an object for which items are purchased from inventory. See Object Index (OBJT) for valid values.
OC Retention	Required. Enter the number of days that the Over the Counter header and line records are stored online when their status is closed.



Field	Description
Transfer Reorder	Default is cleared [N]. Select [Y] to include transfer quantities on Inventory Inquiry (INV2) for the warehouse issuing the items. This value causes the system to include transferred items when calculating reorder quantities. Leave cleared [N] if you want the system to ignore transferred items when calculating reorder quantities.
Default Rev Source	Required. Enter the revenue source for which items are issued from inventory. See Revenue Source Index (RSRC) for valid values.
Default BS Account	Required. Enter the balance sheet account for items stored in inventory. See Balance Sheet Account Index (BACC) for valid values.



WAREHOUSE MANAGEMENT INDEX (WHSE)



Warehouse Management Index (WHSE) consists of related information for each warehouse.

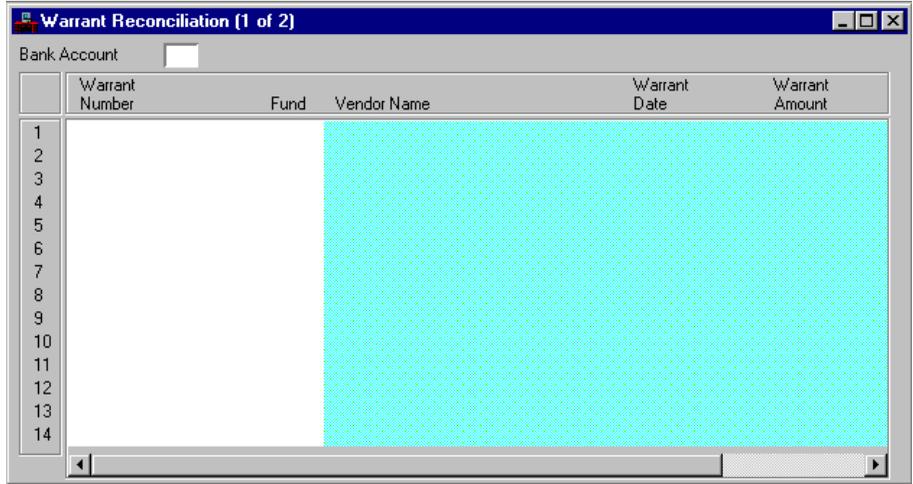
Field	Description
Warehouse	Key field. Enter the code identifying a system-wide warehouse section. It is not a specific agency.
Description	Display only. The description for the indicated warehouse is displayed.
Parent Warehouse	Display only. The parent warehouse code is displayed.
Fund	Display only. The fund code used in requisitions from this warehouse is displayed.
Agency	Display only. The agency code for which this warehouse operates is displayed.
Org	Display only. The code of the organization responsible for this warehouse is displayed.



Field	Description
Appr Unit	Display only. The appropriation unit code used in requisitions from this warehouse is displayed.
Activity	Display only. The activity code used in requisitions from this warehouse is displayed.



WARRANT RECONCILIATION (1 OF 2) (WREC)



Warrant Reconciliation (WREC, WRE2) provides a list of checks (or warrants) that the system has issued, so users can mark the checks as their status changes. An open check is marked as cleared, paid, registered, voided or unredeemed.

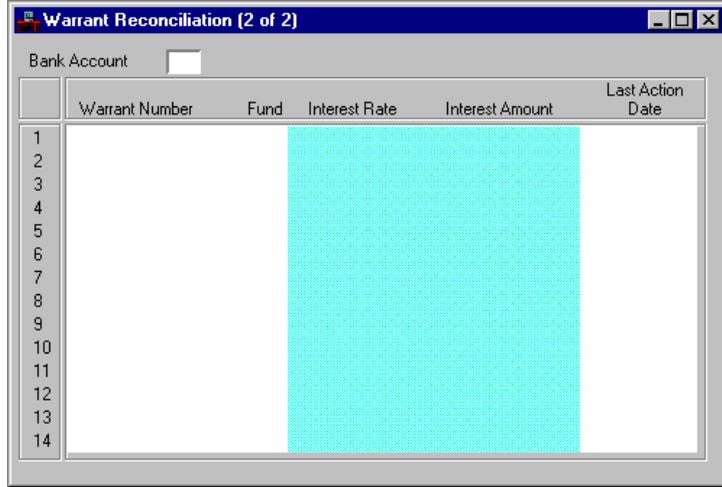
New records are added to this window by the automated disbursement process, check writer check generator process, and the manual warrant document processor. All manual warrant documents are added to this window. The new status is automatically set to *O* (outstanding)

.Users have two methods of updating this window. Users can modify the status directly. With this method, no accounting is performed. The user changes the status and the last action date. Users can also use the Warrant Update (WR) document. With this method, an accounting event is recorded. For more information on this type of document, refer to the *User's Guide*.

Field	Description
Bank Account	Key field. Enter the bank account value for this warrant.



WARRANT RECONCILIATION (2 OF 2) (WRE2)



Warrant Reconciliation (WREC, WRE2) provides a list of checks and/or warrants that are issued, so users can mark them as their status changes. An outstanding check or warrant is marked as cleared. Warrants may also be marked paid, registered, voided or unredeemed.

New records are added to this window by the automated disbursement process, check writer check generator process, and the manual warrant document processor. All Manual Warrants (MW) are added to this window. The new status is automatically set to *O* (outstanding).

Users have two methods of updating the information in this window. Users can modify the status directly. With this method, no accounting is performed. The user changes the status and the last action date. The user can also use the Warrant Update (WR) document. With this method, an accounting event is recorded. For more information on this type of document, refer to the *User's Guide*.

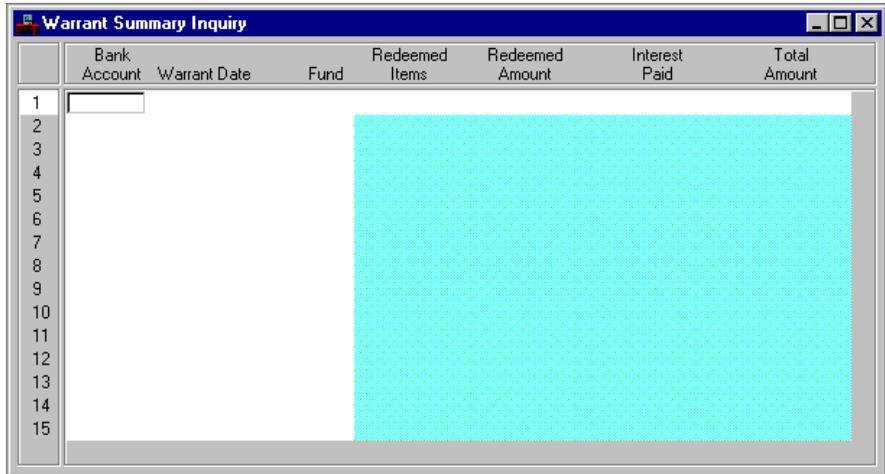
Field	Description
Bank Account	Key field. The bank account value for the warrant.



Field	Description
Warrant Number	Key field. The automated disbursements check number or manual warrant number prefixed by <i>AD</i> or <i>MW</i> .
Fund	Key field. The fund from the Automated Disbursement (AD) or manual warrant document.
Interest Rate	Default is inferred from the Warrant Update (WR) document. The interest rate applied for registered warrants.
Interest Amount	Default is inferred from the Warrant Update (WR) document when a registered warrant is redeemed. The amount of interest paid on a registered warrant.
Last Action Date	Default is the date when the warrant status was changed. The Cleared Date from the bank tape will update this field. The field is blank for outstanding warrants. The date is set by the W002 program, through online processing, the Manual (MW) document, and the Warrant Update (WR) document.



WARRANT SUMMARY INQUIRY (WSUM)



Warrant Summary Inquiry (WSUM) provides summary totals of redeemed amounts and interest paid on checks and manual warrants. The totals are kept by bank code on a daily basis and on a monthly basis. Totals are kept across all funds (fund blank) as well as for each individual fund.

New records are added to this window by the Warrant Update (WR) document. If the bank, date and fund exist in this window, the totals on the document are added to the existing totals. This window is used if **Warrant Option** on System Control Options (SOPT) is *Summary [S]*.

Field	Description
Bank Account	Key field. Enter the bank account code for the warrant.
Warrant Date	Key field. Enter either monthly summary (yy mm) or daily summary (yy mm dd).



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