Departmental Accounting and Financial Information System

USER GUIDE

PREPARED BY:

DAFIS OPERATIONS AND TRAINING

DAFIS USER GUIDE

PREFACE

The Departmental Accounting and Financial Information System (DAFIS) has been adopted by the Department of Transportation (DOT) to record and report financial data. The DAFIS originated in 1976 from a Coopers and Lybrand study for the Federal Aviation Administration. It was first implemented in 1982 as the Uniform Accounting System (UAS). In 1987 the decision was made to convert UAS to DAFIS followed by conversion and implementation of the first DOT agency in 1988.

The purpose of the DAFIS User Guide is to describe functions performed by the DAFIS in terminology which can be easily understood by the user. This Guide should serve as a reference document for preparation and input of data. It should also assist the user in interpreting output products (reports, inquiries).

The User Guide contains information relating to DAFIS functions, specific documents, and outputs which are similar throughout the Department of Transportation. For information related to specific processes and/or transactions developed for an individual agency, the user should refer to local operating procedures.

This publication complies with Guidelines for Documentation of Computer Programs and Automated Data Systems as outlined in Federal Information Processing Standards Publication (FIPS) 38.

Related documents include:

DAFIS System Description developed by Andersen Consulting, Arthur Andersen & Co.

DAFIS Functional Specifications developed by Andersen Consulting, Arthur Andersen & Co.

DAFIS Training Material developed by DAFIS Operations and Training, formerly the DAFIS Training Team, Mike Monroney Aeronautical Center, Oklahoma City, OK.

DAFIS Reports Guide developed by DAFIS Operations and Training, Mike Monroney Aeronautical Center, Oklahoma City, OK.

THIS PAGE INTENTIONALLY BLANK

DAFIS USER GUIDE

TABLE OF CONTENTS

SECTION 1. INTRODUCTION - OVERVIEW

Chapter 1 - Introduction **1-1**
Chapter 2 - DAFIS Overview **1-3**
Chapter 3 - DAFIS Security **1-7**
Chapter 4 - System Flow **1-15**
Chapter 5 - Data Elements/Numbering Conventions **1-23**

SECTION 2. HARDWARE FAMILIARIZATION/SYSTEM ACCESS

Chapter 1 - Hardware Familiarization **2-1**
Chapter 2 - System Access **2-13**

SECTION 3. DAFIS ACCOUNTING CLASSIFICATION

Chapter 1 - DAFIS Accounting Classification **3-1**

SECTION 4. DAFIS TABLES

Chapter 1 - Introduction to Tables **4-1**
Chapter 2 - Loading Tables **4-11**

SECTION 5. MENU AND BATCHING CONCEPTS

Chapter 1 - DAFIS Menus **5-1**
Chapter 2 - Preparing Documents/Batches for Data Entry **5-3**
Chapter 3 - Data Entry **5-9**
Chapter 4 - Error Correction **5-21**

SECTION 6. INPUT REQUIREMENTS BY FORMAT

Chapter 1 - General Information **6-1**
Chapter 2 - Format 01 Fund Authority **6-3**
Chapter 3 - Format 02 Program Plans **6-9**
Chapter 4 - Format 03 Fund Usage **6-15**
Chapter 5 - Format 06 IOTV (Inter and Intraoffice Transfers) **6-39**
Chapter 6 - Format 07 IOTV Transfer Accept **6-53**
Chapter 7 - Format 12 Recurring Charge **6-67**

SECTION 7. DOCUMENT LEVEL PROCESSING

Chapter 1 - Processing by Document Type **7-1**
Chapter 2 - Transaction Flows **7-75**

SECTION 8. INQUIRIES

Chapter 1 - Inquiries **8-1**

SECTION 9. SPECIAL PROCESSES

SECTION 9A. IMPREST FUND TRANSACTIONS

Chapter 1 - Transactions **9A-1**

SECTION 9B. DAFIS INTERFACES

Chapter 1 - Types of Interfaces **9B-1**

SECTION 9C. DAFIS OPERATIONS

Chapter 1 - SIBAC **9C-3**
Chapter 2 - SF1081/OPAC **9C-9**
Chapter 3 - SF1098 Schedule of Cancelled or Undelivered Checks **9C-15**
Chapter 4 - SF1166 Voucher and Schedule of Payments **9C-19**
Chapter 5 - Reconciling Treasury Statement of Transactions **9C-21**
Chapter 6 - DAFIS Updating and TFS6653 Reconciliation **9C-25**

SECTION 9D. CASH MANAGEMENT

Chapter 1 - General Information **9D-1**
Chapter 2 - User Functions **9D-5**
Chapter 3 - System Functions **9D-9**
Chapter 4 - Cash Management Tables **9D-15**
Chapter 5 - Warehouse File Inquiries **9D-17**

SECTION 9E. OPENING DOCUMENTS

Chapter 1 - How to Open a Document **9E-1**

SECTION 9F. CASH CERTIFICATION

Chapter 1 - Introduction to Cash Certification **9F-1**
Chapter 2 - Cash Certification Process **9F-3**
Chapter 3 - Stop Pay in Warehouse File **9F-9**
Chapter 4 - Recertification - Making Changes to Vendor Information on T16 . . . . . **9F-11**

SECTION 9G. MASS CHANGE

Chapter 1 - General Information **9G-1**
Chapter 2 - Mass Change Procedures **9G-3**

SECTION 9H. PERIODIC PROCESSING

Chapter 1 - General Information **9H-1**

SECTION 9I. ODF-CHANGE FILE

Chapter 1 - General Information **9I-1**
Chapter 2 - Change Procedure **9I-3**

SECTION 9J. ACCOUNTS RECEIVABLE

Chapter 1 - Introduction to Accounts Receivable **9J-1**
Chapter 2 - Accounts Receivable Master **9J-3**
Chapter 3 - Reimbursable Bills **9J-9**
Chapter 4 - Daily Bills (Appropriation Refunds) **9J-29**
Chapter 5 - Manual Bills **9J-45**
Chapter 6 - Fixed Contracts **9J-61**
Chapter 7 - Delinquency Notices **9J-77**
Chapter 8 - Allowance for Doubtful Accounts **9J-85**
Chapter 9 - Write Offs **9J-91**
Chapter 10 - Miscellaneous Actions **9J-97**
Chapter 11 - On-Line Inquiries **9J-103**
Chapter 12 - Collections **9J-121**
Chapter 13 - Debit Vouchers **9J-131**
Chapter 14 - Adjust Billed Amounts **9J-139**
Chapter 15 - Transaction Reference **9J-147**

SECTION 9K. IRS 1099 PROCESS

Chapter 1 - IRS 1099 File **9K-1**
Chapter 2 - Calendar Year Processing **9K-5**

SECTION 9L. RECURRING CHARGE

Chapter 1 - Introduction to Recurring Charge **9L-1**
Chapter 2 - Recurring Charge Master File **9L-3**
Chapter 3 - Format 12 . . . . . **9L-21**

SECTION 9M. INTEROFFICE TRANSFER VOUCHERS (IOTV'S)

Chapter 1 - General Information **9M-1**
Chapter 2 - Transfer Out **9M-3**
Chapter 3 - Transfer In **9M-9**
Chapter 4 - Intraoffice Transfers (Internal Adjustments) **9M-15**

SECTION 9N. SYSTEM PURGE CRITERIA **9N-1**

SECTION 9O. SUSPENSE FILE

Chapter 1 - General Information **9O-1**
Chapter 2 - Using the Suspense File **9O-11**
Chapter 3 - Erroneous Transactions **9O-19**

SECTION 9P. VOUCHER EXAMINATION MODULE

Chapter 1 - Voucher Examination Module **9P-1**
Chapter 2 - System Flow **9P-5**
Chapter 3 - Standard Table Maintenance **9P-11**
Chapter 4 - Purchase Order Maintenance **9P-19**
Chapter 5 - Receiving Report Maintenance **9P-45**
Chapter 6 - Invoice Maintenance **9P-57**
Chapter 7 - Inquiry **9P-85**
Chapter 8 - Print **9P-97**

SECTION 9Q. MISCELLANEOUS

Chapter 1 - Automatic Clearing House/Electronic Fund Transfer (ACH/EFT) **9Q-1**
Chapter 2 - Schedule Prefix/Type-Edits, Uses, and Error Correction Procedures **9Q-5**
Chapter 3 - Travel Advance Salary Offset **9Q-11**
Chapter 4 - SF1184 Unavailable Check Cancellation **9Q-17**

SECTION 10. APPENDICES

Batch/Main Processing Error Codes . . . . . **Appendix 1 10-1**
Error Correction Techniques . . . . . **Appendix 2 10-1**
Glossary of Terms . . . . . **Appendix 3 10-1**
Batch Cover Sheet and Batch Control Log . . . . . **Appendix 4 10-1**

INDEX

SECTION 1. INTRODUCTION/OVERVIEW

Chapter 1 - Introduction

1.1. Introduction - This Guide is designed for the day-to-day user of DAFIS. Its contents range from a general overview of DAFIS and its processes to specifics for processing documents.

1.2. Using the Guide - The User Guide is arranged in sequence from the most general and basic information to the most specific. **Section 1** gives an overview of DAFIS as well as references for specific types of data that are essential in the everyday operation of DAFIS. **Section 2** is for hardware familiarization for the standard Harris terminal. If other equipment is used at the site, the user should consult local documentation/support for information. This section also explains how to access DAFIS. **Section 3** explains the DAFIS accounting classification and how it is used in the system. **Section 4** explains the use of tables as well as detailed instructions for how to load tables. **Section 5** covers all the basic steps to the batching process including preparation of documents to actual data entry instructions. **Section 6** gives the input requirements by format. However, instructions for special processes related to these formats (i.e., format 12 - recurring charge) will be included in Section 9 - Special Processes. ***Section 7*** contains instruction for processing of documents. Arrangement is by document type. Screen entries and transaction flow diagrams are included. ***Section 8*** includes layouts and file information about the various reports and inquiries. ***Section 9*** explains special processes related to batching of documents. These are cross-referenced in the index to assist the user in finding information about a specific process. ***Section 10*** includes the appendices. The index follows all sections and lists information alphabetically by subject with references to all occurrences of that information in the Guide.

1.3. The User Guide as a Reference - The User Guide has been designed to be used as a permanent reference. The user should find Section 7 very helpful when trying to decide how to process a document. It contains information and flow diagrams to help the user make a decision based on the stage of processing for a particular document or process. Although the Guide is not designed for training purposes, this should be very helpful to an employee who is learning a new process or to any employee who is processing a document which is received infrequently. In general, much more detailed information is provided in the User Guide than in the Training Material. The Glossary of Terms in Section 10 should be consulted if questions arise about DAFIS terminology. This Guide will be updated periodically to reflect changes in DAFIS.

1.4. Questions about the Guide - Although detailed information is included in the Guide about many of DAFIS processes, there may be some items which are unclear to the user. If this occurs, the user should contact his/her supervisor. If, at that time a determination cannot be made about a procedure, the supervisor should contact the DAFIS Help Desk at the telephone number listed below. The call will be routed to the appropriate office for resolution.

8 - 405 - 954 - 3000

THIS PAGE INTENTIONALLY BLANK

Chapter 2 -DAFIS Overview

2.1. General System Concepts - The following concepts will give a broad picture of DAFIS processes and capabilities.

a. Automated - DAFIS is an automated system which means to a large extent the system does the "leg work" for the user by performing functions which would ordinarily be done manually, such as processing of check schedules, posting general ledger accounts, etc.

b. On-Line - DAFIS enables the user to enter accounting data via a DAFIS access terminal located at the accounting office. The accounting data is transmitted immediately to the DAFIS central computer located at Electronic Data System Corporation (EDS) in Plano, Texas. Processed data can be accessed immediately for inquiry and/or follow-on transaction processing.

c. Single Data Base - All files which store data for every agency on DAFIS reside in a single data base. To the user this means that after a single entry is processed in the system, every file will be updated as required for that type of transaction. It also means that reconciliations can be kept to a minimum because the system will make the decisions regarding file updates. The data base is centrally managed by the DAFIS ADP Control Group and Accounting Functional Division located in Oklahoma City, Oklahoma. These groups monitor operations, maintain control over centrally controlled data, schedule system processes, control system security, and maintain system integrity.

d. Cash Reconciliations - Reconciliation of cash balances between DAFIS and Treasury are kept to a minimum due to the automated file update and reporting functions in DAFIS. SF224 reconciliations required are performed by DAFIS Operations and Training personnel. Section 9 of this Guide contains additional information about related DAFIS Operations and Training processing.

e. Batch Processing/Source Document Input - DAFIS offers the user the capability of entering accounting information directly from a source document. Source document input allows the user to track information in the system back to its point of origin. To maintain control of input, the system utilizes batch processing. Update of files and posting of general ledger accounts occurs only after a group or "batch" of transactions has been entered and balanced against a control or "header" record.

f. Editing of Data - All data is edited on-line and during system processing to insure accurate data input. This provides for fewer "after-the-fact" corrections.

g. Minimal Entry for Follow-on - After a document has been initially recorded in DAFIS, follow-on transactions require minimal input. Data elements which were entered during the initial input can be recalled on the screen and additional follow-on transaction elements added to complete the transaction.

h. Netting - For fund use transactions where the accrual amount differs from the undelivered order or the payment amount differs from either the accrued or undelivered order amounts, DAFIS generates netting transactions. These netting transactions adjust the amount previously recorded to agree with the current transaction amount. An example follows:

Undelivered Order Amount	500.00
Payment Amount	400.00

DAFIS Netting of Undelivered Order:

Undelivered Order	500.00
Reduce Undelivered Order	-400.00
Reduce Undelivered Order	-100.00

i. Generated Transactions - A single entry on-line can generate one or more additional transactions. For example, when transferring transactions from one accounting station to another, the system will generate a transaction at the receiving accounting station to record the transfer in. Another example of a generated transaction is when prompt payment interest penalty payments are required, the system will compute and generate a transaction to record the interest penalty. This process eliminates the time spent entering additional transactions and reconciling between accounting offices.

j. Centralized Disbursing - Each processing day DAFIS produces two kinds of automated transmissions which contain all payment records for every agency on DAFIS. One transmission contains check payments, and one contains ACH/EFT payments. Up to 13 transactions can be included on one check to a vendor or employee. ACH/EFT payments are one-for-one and are not rolled together. Treasury dollar limits for payments are: ACH/EFT = $99,999,999.99/Checks = $9,999,999.99. Treasury checks and ACH/EFT payments are produced by agency. Therefore, if a vendor serviced more than one agency on DAFIS, and payments for each were released the same day, the vendor would receive a Treasury payment or payments from each agency even though they were included on the same ACH or check transmission/SF1166. The following chart depicts the processing of cash disbursements.

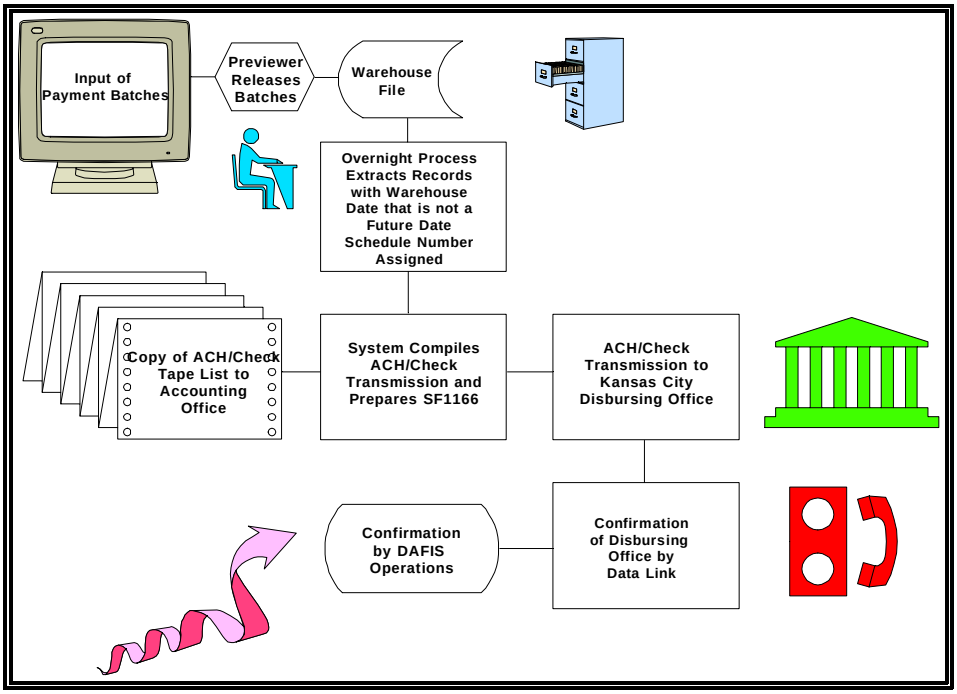


Figure 1-1 Cash Disbursement Process

(1) Step 1 - Accounting office input of payment batches. The payment batches for automated disbursements must have a V, T, or W schedule type.

(2) Step 2 - The previewer releases payment batches. This is an on-line process and may take place any time during the day while the system is on-line.

(3) Step 3 - In an overnight process payment batches are released to the Warehouse File to be held until the payment due date. This process is discussed further in Section 9 - Special Processes, Cash Management.

(4) Step 4 - The overnight process extracts all payment records with a current payment due date. These will be processed in the daily payment transmission. The schedule number is assigned also during this process. If the payment is ACH/EFT, an alpha is assigned to the last digit. If it is a check, a numeric is assigned to the last digit. (See Section 1, paragraph 5.3c)

(5) Step 5 - The system compiles a check/ACH payment information transmission to the Kansas City Disbursing Office (DO). The details of check transactions are listed on the Check Tape List, Report Identification Symbol (RIS) I-C, and details of ACH transactions are listed on the ACH/EFT Tape List (RIS-I-C-ACH). Both lists are in agency sequence and are distributed to each accounting office.

(6) Step 6 - An SF1166 is generated for payments via check. A separate SF1166 is generated for payments via ACH. The SF1166s are certified electronically. The Electronic Certification System (ECS) is an automated system for SF1166 certification, transmission, and verification that replaces the paper SF1166 and manual signature process. ECS uses a microcomputer to electronically certify the SF1166 and transmit via a dial-up telephone line to a mainframe host computer at Treasury.

(7) Step 7 - Confirmation date and check/trace numbers are provided to DAFIS Operations and Training via data link from the Treasury GOALS (Government On-line Accounting Link System) system.

(8) Step 8 - DAFIS Operations and Training personnel enter confirmation data on-line in DAFIS. The system automatically assigns check/trace numbers and confirmation dates to each payment that was processed. This information can be inquired on-line.

k. Inquiry Capability - DAFIS provides the user with inquiry capability into the files that make up the data base. This information is useful for obtaining document histories, payment information for vendor inquiries, financial information for program and budget operations, etc. A list and discussions of DAFIS inquiries are included in Section 8 - Inquiries.

l. Reporting - DAFIS provides four kinds of reporting capabilities: 1) On-line printed reports, 2) Fixed periodic reports, 3) Natural program reports, 4) Transmit of daily input data back to the accounting office. The on-line printed reports can be requested any time and are immediately printed on the user's local printer. The fixed periodic reports are those that are scheduled to be produced at a specified time - daily, weekly, monthly, etc. Each accounting site has the capability of using a fourth-generation programming language "Natural" to format and produce reports. Daily, processed transactions are transmitted back to each accounting site. This information can be used to build data bases for specific purposes, download to other systems, etc. as needed. Information about formatted periodic reports can be found in the DAFIS Reports Guide.

m. Mass Change - When a major reorganization occurs which creates a need for large amounts of data to be changed, "Mass Change" can be used to accomplish this task. Several options for mass change exist in DAFIS. All mass changes are monitored and controlled by the Accounting Functional Division. Further discussion about mass change is included in Section 9 - Special Processes.

n. Cost Accounting - DAFIS provides cost accounting capabilities for job-costing applications. This is accomplished through the use of a special input field - "System Data." Each agency has its special applications for this cost accounting capability.

o. Prior/Current Period Entry - At the end of the fiscal year (September 30) DAFIS provides a "Grace" period for processing prior fiscal year adjustments and current fiscal year transactions at the same time though not within the same batch. This period is 3 - 5 days long and generally begins the first week in October. Each fiscal yearend a letter is produced which outlines yearend procedures and publishes dates for "Grace" period as well as other system processes related to yearend.

p. Automated Fiscal Year End Closing - DAFIS provides automated closeout of all files at fiscal yearend including posting of all general ledger closing entries.

q. Interface with Other Systems - A standard generic interface allows input from other systems into DAFIS. DAFIS uses this input to automatically build batches of transactions. All edits as performed on-line are also performed on these interface transactions. The only manual intervention required is in the case of erroneous data coming into DAFIS from the interfacing system where batch errors occur and must be corrected manually. See Section 9B for more detailed information about Interfaces.

Chapter 3 - DAFIS Security

3.1. Responsibility - The Department of Transportation is responsible for the proper protection and integrity of all data that is stored on data bases within its custody, whether it is sensitive data, privacy data, or any other data necessary for the accomplishment of the DOT mission. In order to accomplish this task in DAFIS, various levels of security have been established. Within DAFIS the Intercomm Extended Security System provides access to the mainframe through ACF-2 security, supports user-id/password control, application (program function), and table level control. The issuance of a user-id and password for data access is the employee's authorization for execution of job-related functions only and is that employee's personal identification. Each batch entered in DAFIS carries with it the user-id of the user who was signed on to the terminal when the batch was last updated or balanced. Users should take care to sign off the DAFIS terminal when not in use. Users with the need-to-know requirements, should be briefed as to the restrictions in using terminals for the processing of federal government data files and the requirement to protect the confidentiality of user-id/password and to report any compromise or suspected compromises of said user-id/password. The DAFIS ADP Security Officer should be promptly notified of any changes in the status of the user's employment or in the event that the user no longer has the need-to-know requirements concerning the DAFIS system. The use of agency property and equipment is restricted to official agency business or officially approved or sponsored activities (49 CFR 99.735-17; FAA Order 3750-4, Chapter 2, paragraph 27). Password usage is mandated by FIP PUB 112. The construction of passwords is prescribed by CSC-STD-001-83. The Systems Security Officer (SSO), designated in accordance with Appendix III to OMB Circular A-130 - Security of Federal Automated Information Systems (December 12, 1985), as responsible for the security of computer systems, may specify any additional security criteria for a password system deemed necessary to comply with Federal policies and regulations.

NOTE: *Public Law 99-474, "Computer Fraud and Abuse Act of 1986;, (Section 1030 of Title 18, United States Code) issued the following warning: "Whoever intentionally, without authorization to access any computer of a department or agency of the United States....or knowingly and with intent to defraud, accesses a Federal interest computer with authorization, or exceeds authorized accesses.... and by means of one or more instances of such conduct alters, damages, or destroys information in any such Federal interest computer, or prevents authorized use of any computer or information, shall be punishable by fine or imprisonment, or both".*

3.2. Security Officer - Each accounting site designates a security officer and an alternate to request changes or updates to assigned security as described below. These designated employees have access to the DAFIS Security Request screen to request these modifications. The DAFIS Security Officer in the DAFIS ADP Group reviews these requests and makes the required updates or changes to the Intercomm Extended Security System and/or Table T03 - Security Table. The Security Officer and Alternate(s) are responsible for establishing new users through D174 (See paragraph 3.4 for D174 procedures). They are responsible for controlling agency/region access for the T03 table through D174 requests. Also, they maintain the T04 Security Table (for T-16 access), C01 Certification Table (for security on certification access), and C02 Year End/Grace Period Certifier Table (for yearend batch entry) access.

3.3. Levels of Control - The following describes the levels of control that are established for DAFIS and their method of control.

a. Level One (User-id/System) - Through the Intercomm Extended Security System the user is given access to the mainframe through the RACF security level. A generic password is assigned at that time. When the user signs on for the first time, the system requires the user to change his/her password. Thereafter, the password must be changed every 90 calendar days. Instructions for this procedure can be found in Section 2. The user has two opportunities to enter his/her password correctly. The third incorrect attempt will cause the user-id to be deactivated. If this occurs, the user should contact the Accounting Site Security Officer/alternate who will then request that the user-id be reactivated. Or the user can notify the Information Center of the Office of Information Services - (AMI-310) by calling FTS 8-405-954-3000. The Information Center will provide assistance for password changes or re-establishment of passwords that have been deactivated. The Information Center will request the user's user-id, name, and the last four digits of social security number for verification. An important point to remember is that that system will "remember" each unsuccessful attempt to sign on regardless of how much time has passed between unsuccessful

attempts. However, once a successful sign on has been completed, the counter is reset. During training, some user-id's are established which have access to the test or training system. However, under normal operations, all users will have access to production.

b. Level Two (User-id/Security Table) - After the user-id is established in the Intercomm Extended Security System, they are established on the T03 Security Table as requested by the Accounting Site Security Officer. This allows signing on into the DAFIS application system and also allows access to certain region/districts as designated by the Accounting Site Security Officer. Normally, a user would be allowed access to only one region/district except in the case of a servicing/serviced accounting site.

c. Level Three (Program/Function) - Through the Intercomm Extended Security System, users are given access to the types of functions they are allowed to perform in DAFIS. All users requiring data entry capability are given access to the basic system function. Those requiring inquiry capabilities only are given access to the inquiry system functions. In addition to the basic system function and the inquiry system functions, there are certain functions which by nature should be limited to certain users. They are as follows:

National Office Table Updates
Miscellaneous Table Updates
T16 Vendor Table Update
T16 Vendor Table Print
Cost Center Major Table (T28) Update
Bank File Inquiry
1099 Update
Payment Certification
Accounts Receivable Update
Accounting Contact for Travel
Travel Advance Offset Candidate File
T23 Travel Delinquent Date
Natural Programming Capability
Financial Statement Module
Online Security Requests (Security Officers and Alternates Only)
T04/C01/C02 Security Tables (Security Officers and Alternates Only)
Voucher Examination Module Functions

Before assigning any of these processes to user-id's, the Accounting Site Security Officer should consider separation of duties to allow adequate internal control. For example, a user who has been allowed access to payment certification will not be allowed access to vendor table (T16) update.

3.4. Security Request Procedure - The following outlines the procedure the Accounting Site Security Officer will follow to process a security change request.

a. Step 1 - Make decisions regarding establishment of a new user, deleting a user, or changing a user's access.

b. Step 2 - Sign on to DAFIS access terminal using the sign on procedure outlined in Section 2.

c. Step 3 - Clear the screen by pressing the ***Clear*** key (See Fig 1-2).

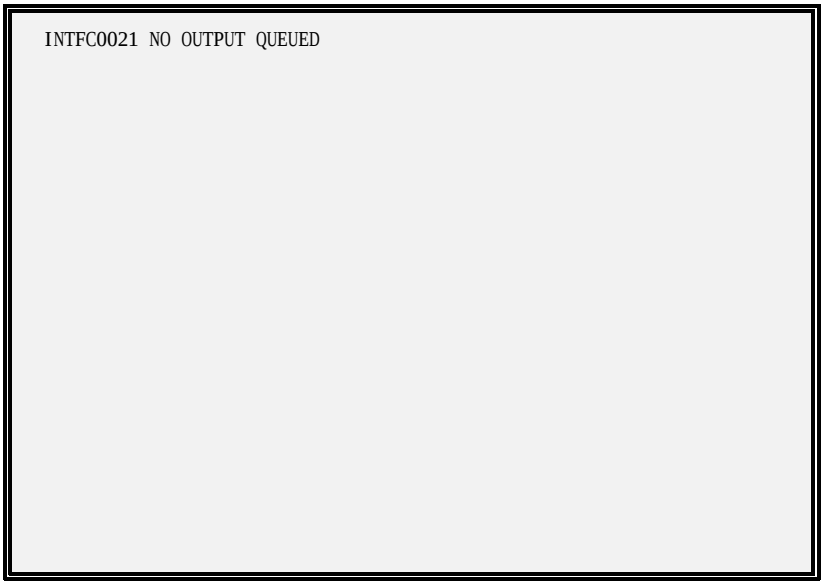


Figure 1-2 Press Clear Key

d. Step 4 - Type **D174** and press ***End Of Field*** key. D174 is the system verb that accesses the DAFIS Security Request Menu. Press ***Enter*** (See Fig 1-3).

Figure 1-3 D174 Verb

e. Step 5 - Type information requested as follows:

REQUESTED BY:	Name or user-id of Accounting Site Security Officer or alternate
REQUEST CODE:	***A*** to establish a new user, ***D*** to delete a user and ***C*** to change user access. ***A*** should only be used when establishing a new user-id.

AGENCY:	Enter agency code of user.
REGION:	Enter region of user. User must be on T03 Security Table. If serviced/servicing region, enter servicing region of user. Example: OST Working Capital region W is entered as OST region S.
USER-ID:	Enter the user-id to be added, changed or deleted. If change or delete, press ENTER after typing the user-id. Information for that user-id is displayed on the screen. To change, type corrected information on screen. To delete, press ENTER.

HELPFUL HINT: *Before pressing ENTER do a screen print to have a record of the add, change, or delete to keep until the quarterly report is received.*

USER NAME:	Enter employee's full name. Entering a name on a change or delete that is contrary to information loaded on the T03 table will result in an error.
USER-COST-CTR:	Enter cost center of user.
USER-LAST-6-SSN:	Enter the last six digdits of the user's Social Security Number.
USER-RT-SYMBOL:	Enter official routing symbol of user's home office.
USER ATU:	For Coast Guard to enter the home Administrative Target Unit (ATU) of the user to limit data entry on Format 02 Plans.
USER-FTS-PHONE:	Enter the FTS phone number of the user.
USER-WORK-ADDRESS:	Enter the home office address of the user (up to three lines).
DESCRIPTION OF ACCESS:	Describe which functions/regions/districts to which this user should have access (up to four lines).

Figure 1-4 is the Security Request screen and shows number of positions for each field.

```
                          ENTER DATA
                                        DAFIS SECURITY REQUEST

OPTIONS:
 A - ESTABLISH NEW USER                                    *REQUESTED BY: XXXXXXXXXXXXXXX
 D - DELETE USER
 C - CHANGE USER ACCESS                          AGENCY:  T          REGION: X
*REQUEST CODE : X
*USER-ID :      XXXXXXXX
USER-NAME :     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
USER-COST-CTR : XXXXXX
USER-LAST-6-SSN: XXXXXX
USER-RT-SYMBOL: XXXXXXXXXX
USER ATU :      XX
USER-FTS-PHONE: XXX  XXX  XXXX
USER-WORK-ADDRESS:  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
DESCRIPTION OF ACCESS:
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
IF LAST SCREEN ENTRY - ENTER 'YES' :
```

Figure 1-4 DAFIS Security Request

f. Step 6 - Press ***Enter***. The DAFIS ADP Security Officer will process the request and make modifications as required. This is accomplished daily.

g. Step 7 - The Accounting Site Security Officer may print Table T03 - Security Table. To access the T03 Print Menu, press the ***Clear*** key, type **D039**, and press ***End of Field*** key. To print table, type region/district and press ***Enter***. See Figures 1-5 and 1-6 for menu and table printout.

```
ENTER DATA
     DAFIS USER-ID SECURITY TABLE (T03)
                PRINT MENU


      *** COMPLETE THE FOLLOWING ***


RGN/DIST                          :    (ENTER RGN-DIST TO BE PRINTED)
```

Figure 1-5 T03 Security Table Print Menu

```
                                    DOT AGENCY                                    RIS NUMBER:  T03
                                 T03 SECURITY TABLE                              PAGE NUMBER:    1
                                   AS OF MM/DD/YY

NAME OF ACCOUNTING SITE
                                                                ROUTING    COST          TERMINAL  PROCESS
USERID  LAST NAME   FIRST NAME  MI    VALID AGENCY REGION DISTRICTS SYMBOL    CENTER   ATU    USERID    DATE

UACJAD   DOE        JOHN        A     T1                            BBB-27    12345          UA511     MM/DD/YY
UACJQT   TRAVELER   JANE        Q     T1                            BBB-25    12347          UA515     MM/DD/YY
UACMRM   MANAGER    MOLLY       R     T1                            BBB-20    12340          UA510     MM/DD/YY


 TOTAL USERS FOR ACCOUNTING SITE          :  3

                                      *** END OF REPORT ***
```

Figure 1-6 T03 Security Table

3.5. Vendor Security - The T04 Vendor Type Table was established to limit access to loading the T16 Vendor/SSN Table. To add, change or delete vendors from the T16 table the user must be established on the T04 table. Information needed to establish a user on this table is: User ID, Agy-Rgn-Dist and authorized vendor type(s). Users not loaded on the T04 table will not have access to enter vendors on the T16 vendor table for any vendor type.

Listed below are all system verbs associated with the T04 Vendor Type Table:

D072, A (Add)
D072, C (Change)
D072, D (Delete)
D073, I (Inquiry)
D073, P (Print)

The following illustrates the procedure the Accounting Site Security Officer will follow to access the T04 Vendor Type Table.

a. To add a user to the T04 Vendor Type Table, the following steps must be accomplished.

(1) Step 1 - Make decision regarding additions, changes, deletions of a user and what vendor type(s) this user may access.

(2) Step 2 - Clear the screen by pressing the ***Clear*** key.

(3) Step 3 - Type **D072**, **A** (Add) and press ***End of Field*** key. Press ***Enter***.

(4) Step 4 - Type information requested as follows:

USER-ID:	Enter User ID
USER-AGY-RGN-DIST:	Enter the User ID's Agency-region-district
VALID VENDOR-TYPE:	Enter valid vendor type(s). Vendor type must be 1 through 9. One or more vendor types may be entered. Press ***Enter***

```
                    DEPARTMENT OF TRANSPORTATION
      DEPARTMENTAL ACCOUNTING AND FINANCIAL INFORMATION SYSTEM
                         T04 VENDOR TYPE TABLE

 REQUEST CODE      : A
*USER-ID           : DACXXX
*USER-AGY-RGN-DIST : T1
 VALID VENDOR-TYPE : 1 3 4 5
```

Figure 1-7 Add Screen

```
       RECORD ADDED TO TABLE T04
                    DEPARTMENT OF TRANSPORTATION
      DEPARTMENTAL ACCOUNTING AND FINANCIAL INFORMATION SYSTEM
                         T04 VENDOR TYPE TABLE

 REQUEST CODE     : A
*USER-ID          :
*USER-AGY-RGN-DIST:
 VALID VENDOR-TYPE:
```

Figure 1-8 Record Added

b. T04 Vendor Type Table - Inquiry - The Accounting Site Security Officer may inquire the T04 Vendor Type Table by pressing the ***Clear*** key and typing **D073, I** (Inquiry). Enter User ID, User-Agy-Rgn-Dist (See Fig 1-9 and 1-10 for inquiry screen and printout).

```
                    DEPARTMENT OF TRANSPORTATION
      DEPARTMENTAL ACCOUNTING AND FINANCIAL INFORMATION SYSTEM
                         T04 VENDOR TYPE TABLE
 REQUEST CODE                  : I
*USER-ID                       : DACXXX
*USER-AGY-RGN-DIST             : T1
 VALID VENDOR-TYPE             :
```

Figure 1-9 Inquiry Screen

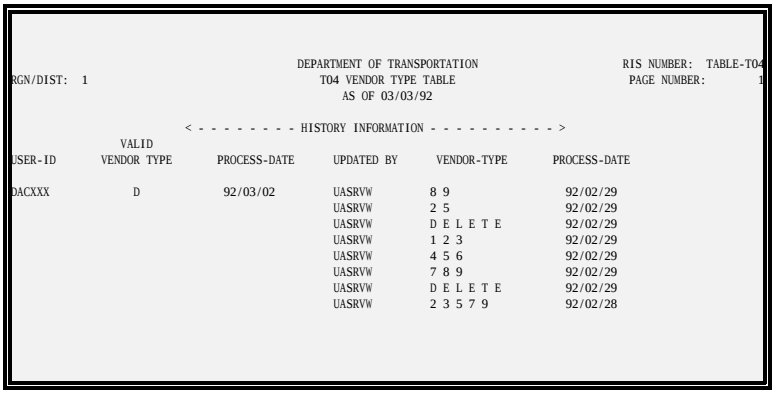
```
    INQUIRY COMPLETE/ENTER DATA
                    DEPARTMENT OF TRANSPORTATION
      DEPARTMENTAL ACCOUNTING AND FINANCIAL INFORMATION SYSTEM
                         T04 VENDOR TYPE TABLE
 REQUEST CODE                  : I
*USER-ID                       : DACXXX
*USER-AGY-RGN-DIST             : T1
 VALID VENDOR-TYPE             : 1 3 4 5
- - - - - - - - - - - - - - - - - - - - - - - -
             HISTORY INFORMATION
UPDATED BY       VENDOR-TYPE       PROCESS DATE
- - - - - - - - - - - - - - - - - - - - - - - -
```

Figure 1-10 D073, I Inquiry

c. T04 Vendor Type Table - Print - The T04 table may be printed by pressing the ***Clear*** key and typing **D073, P** and press ***End of Field*** key. This accesses the T04 print screen. Enter User-Agy-Rgn-Dist and press ***Enter***. (See Fig 1-11 and 1-12 for print screen and printout).

```
          REPORT COMPLETE
                    DEPARTMENT OF TRANSPORTATION
      DEPARTMENTAL ACCOUNTING AND FINANCIAL INFORMATION SYSTEM
                         T04 VENDOR TYPE TABLE
 REQUEST CODE                  : P
*USER-ID                       :
*USER-AGY-RGN-DIST             : T1
 VALID VENDOR-TYPE             :
 PRINTER-ID                    : DF359
```

Figure 1-11 D073, P Screen



DEPARTMENT OF TRANSPORTATION — RIS NUMBER: TABLE-T04
RGN/DIST: 1 — T04 VENDOR TYPE TABLE — PAGE NUMBER: 1
AS OF 03/03/92

< - - - - - - - - - HISTORY INFORMATION - - - - - - - - - - >

USER-ID	VALID VENDOR TYPE	PROCESS-DATE	UPDATED BY	VENDOR-TYPE	PROCESS-DATE
DACXXX	D	92/03/02	UASRVW	8 9	92/02/29
			UASRVW	2 5	92/02/29
			UASRVW	D E L E T E	92/02/29
			UASRVW	1 2 3	92/02/29
			UASRVW	4 5 6	92/02/29
			UASRVW	7 8 9	92/02/29
			UASRVW	D E L E T E	92/02/29
			UASRVW	2 3 5 7 9	92/02/28

Figure 1-12 D073, P Printout

3.6. Transaction Security - After transactions in a batch have been processed they cannot be modified. To change the effect of an erroneous transaction, a transaction must be processed in another batch. Additionally, DAFIS will not allow an employee entering a batch to release that batch for payment even though that user has been designated access to the payment certification process.

3.7 Certification Security - The C01 Certifier Table contains all persons authorized to certify/preview payment batches. The C02 Year End/Grace Period Certifier Table contains all persons authorized to make adjustments to prior year during the grace period at year end. Only employees whose name and initials are loaded on C02 are allowed to enter September batches during fiscal year end grace period after the preliminary trial balance has been processed. Refer to Section 4, Paragraph 2.4c1 and 2 for detailed information on Table C01 and C02.

Chapter 4 - System Flow

4.1. General - This chapter is designed to give the user general knowledge of the flow of data through DAFIS. This information will provide background information as a "building block" for the DAFIS procedures described in succeeding sections of this Guide. Figure 1-13 is a simple diagram which depicts the major on-line and other system processes within DAFIS. Narrative is given to explain each of the major steps performed. The letters located on the diagram cross-reference to the narrative.

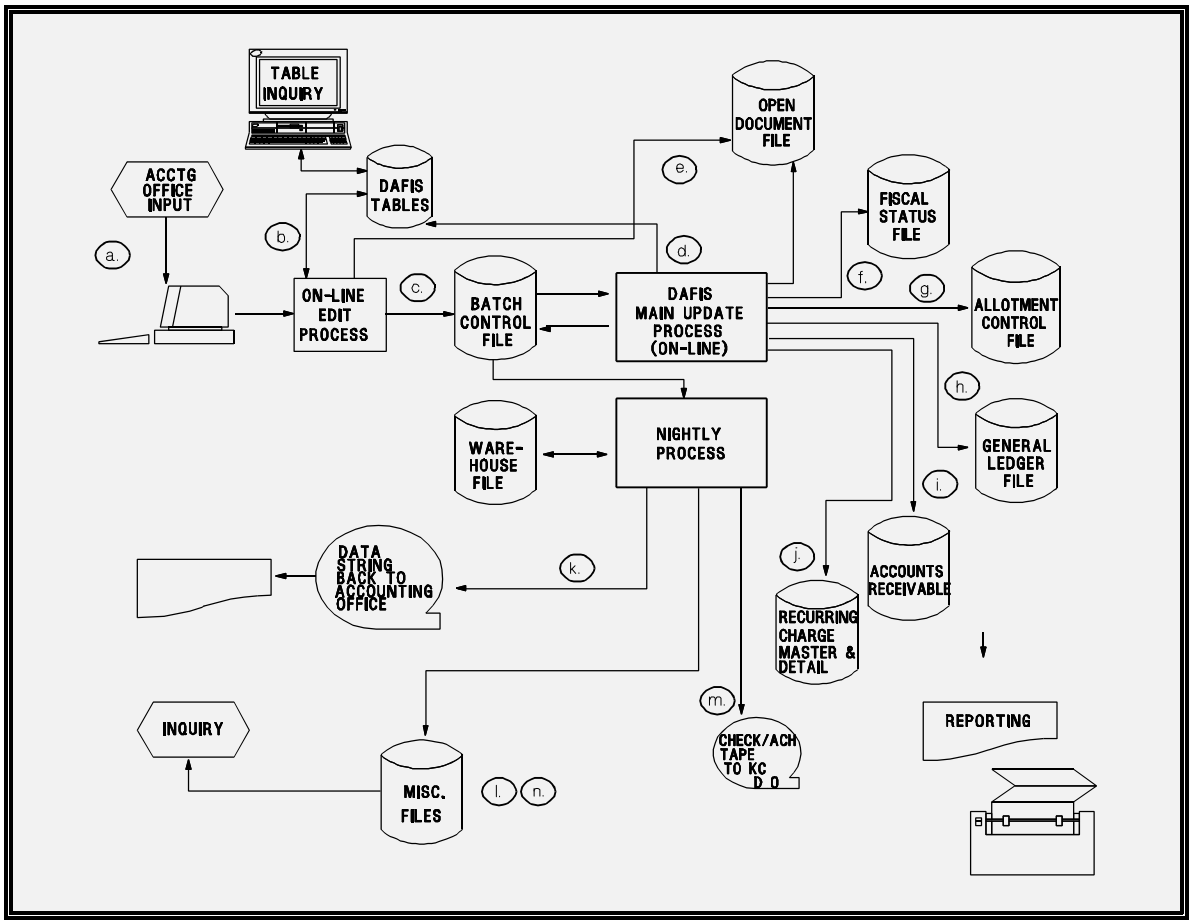


Figure 1-13 DAFIS System Flow

a. Accounting documents are received at region/district accounting offices. Accounting documents represent financial transactions to be recorded in DAFIS. The information on the document determines the type of action to be taken and the document type. Documents are grouped according to the type of action to be taken. For instance, obligation documents would be grouped together and payment documents would be grouped together. Data entry is performed through use of levels of menus in DAFIS. Groups of documents are given control totals for batch amount and line count. These totals are entered in a control record or "header" in DAFIS. At this point in the processing the batch is given a status of "0." Status "0" represents batches which have not been balanced or processed. The system recognizes this status and will allow the batch to remain on the batch control file until the status changes. The detail transactions are entered on the appropriate format screen.

b. DAFIS is a table-driven system. Tables of information are accessed during data entry to perform on-line edits. The purpose for these edits is to assure the accuracy of the data before a batch is balanced or processed. If data entered on the terminal does not match data residing on the various tables, a data entry error will be highlighted on the screen and the user will have the opportunity to make changes to the data. This is discussed further in Section 5 - Menu and Batching Concepts. DAFIS tables are discussed further in Section 4 - DAFIS Tables. The on-line file edits validate the type of transaction in relation to the content of the Open Document File (ODF). The ODF contains a history of documents entered in DAFIS. Certain transactions are dependent upon whether a document exists on the ODF.

c. After the data passes on-line edits, a detail record of that transaction is added to the batch control file. After all transactions are entered for the batch, the batch is balanced. Balancing occurs when the number and amount of detail transactions entered equal the line count and batch total entered on the batch header screen. If the batch is not in balance, the system will alert the user who will then have the opportunity to make changes to either the detail transactions or the header as appropriate. When the batch is balanced, the status changes to "1" or “A” (for interface batches). The system recognizes a status "1" or “A” batch as one that is balanced and ready for processing.

d. The DAFIS MAIN is a batch program that runs at the same time all on-line programs are executing. The DAFIS MAIN processes transactions in batches with a status of "1" or “A”. As transactions are processed some edits that were performed during the on-line data entry process are edited again to ensure validity of the data. If a period of time has passed from the initial entry of detail transactions, the information initially entered may be incorrect. If errors are detected during these additional edits, the transaction(s) which was/were in error will not be processed and a status code of "3" will be assigned to the batch (batch in error). To determine which record(s) are in error, the user must print the batch. After locating the error(s) and determining corrective action, the user will re-enter the batch, correct the error(s), and balance the batch again. All records which have been corrected are processed through the MAIN again. If all edits are passed successfully, the system assigns a status of "2" (processed), "4" (payment batches ready for preview), or "5" (batches ready for disbursement) depending on the type of action taken in the batch.

e. - h. A Financial Activity Code (FAC) which is assigned to each transaction by the process of entering a "transaction code" during data entry is used by the MAIN to determine which files and how to update the various files in DAFIS. There are four major files in DAFIS that are updated by the MAIN and will always be in balance. These are:

(1) Open Document File (ODF) - History of documents in DAFIS

(2) Fiscal Status File (FSF) - Summary financial data by accounting classification

(3) Allotment Control File (ACF) - Allotments issued and fund use data at allotment level

(4) General Ledger File (GL) - General Ledger account information by month

File information can be accessed on-line by various inquiries.

i. The Accounts Receivable File is updated overnight with receivable transactions. The data on the Accounts Receivable File is used to automatically generate bills and produce delinquency notices for receivables. On-line inquiries are available. The Accounts Receivable File is also updated on-line for Format 14 (on-line) transactions.

j. Types of payments which must be made on a recurring basis such as utilities, telephones, leases, etc. are placed on the Recurring Charge Master File. The system uses this information to automatically generate monthly accruals. For leases, an automatic disbursement is generated as well. This file is also used to validate data and reduce the amount of data to be entered during the on-line payment process.

k. In an overnight process, transactions on processed batches are deleted from the Batch Control File and written to a file or tape. This information is transmitted back to its respective region/district. The transmitted data provides each region/district with the capability of maintaining in-house accounting records for analysis and reporting needs or for interfacing other systems.

l. The Document Suspense File is a holding file for transactions which have been recorded in certain general ledger accounts and require further disposition. They are held in this file until disposition has been determined and a transaction is processed which will record the determined classification. An on-line inquiry is available.

m. In an overnight process disbursement transactions are written to the Warehouse File. The Warehouse File houses all payment transactions until the system determines that the payment is due. All transactions which have a current "Warehouse Date" are written to the check/ACH/EFT transmission and forwarded to Treasury in Kansas City for disbursement.

n. Vendor payment information is included in the Paid Schedule File. This file is updated overnight with payment data to specific vendors. Various inquiries are available.

4.2. Files -The DAFIS data base is composed of accounting operation files and system operation files. There are six major files which are primarily updated by the MAIN program. These six files will be in balance at all times due to their simultaneous update. They are: Open Document Files (3), Fiscal Status File, Allotment Control File, and General Ledger File. In addition to the six major files, there are seven files that are updated by the MAIN but part of their update is through some other system or on-line process. All files which are updated by the MAIN are marked with (*) in the discussion of files. File information can be accessed by various on-line inquiries. Following are the accounting operation files:

FILE	NAME	UPDATED BY	DESCRIPTION
40	VEM PRIMARY TABLE	Accounting Operations on-line, system processes	Contains Voucher Examination Module (VEM) various edit tables used to validate data. Also contains control variables used for system processing.
41	PURCHASE ORDER HEADER	Accounting Operations on-line, system processes	Contains Voucher Examination Module (VEM) purchase order header information.
42	PURCHASE ORDER LINES	Accounting Operations on-line, system processes	Contains Voucher Examination Module (VEM) purchase order line item information.
43	PURCHASE ORDER OBLIGATION	Accounting Operations on-line, system processes	Contains Voucher Examination Module (VEM) purchase order obligation information.
44	RECEIVING REPORT HEADER	Accounting Operations on-line, system processes	Contains Voucher Examination Module (VEM) receiving report header information.
45	RECEIVING REPORT LINES	Accounting Operations on-line, system processes	Contains Voucher Examination Module (VEM) receiving report line item information.
46	INVOICE HEADER	Accounting Operations on-line, system processes	Contains Voucher Examination Module (VEM) invoice header information.
47	INVOICE LINES	Accounting Operations on-line, system processes	Contains Voucher Examination Module (VEM) invoice line item information.

FILE	NAME	UPDATED BY	DESCRIPTION
48	VEM TRANSACTION FILE	Accounting Operations on-line, system processing.	Contains Voucher Examination Module (VEM) purchase order, receiving report, and invoice numbers of documents for which there was activity during the on-line process which may require creation of transactions for the DAFIS Generic Process.
49	VEM PRODUCTIVITY LOG FILE	Accounting Operations on-line	Contains Voucher Examination Module (VEM) count by User ID of documents added, changed, or deleted.
50	REPORTS	Accounting Operations on-line	Contains information used by DAFIS to generate certain reports.
51*	CHANGE FILE	MAIN	Contains Voucher Examination Module (VEM) transactions rejected by the DAFIS Generic Process. Also contains payments against which stop pays were placed.
60	BANK	System processes	Contains Bank ID and other bank information used by DAFIS to edit and process ACH/EFT payments.
61	OUTLAY	System processes	Contains outlay information to produce reports.
80	PRIMARY TABLE	Accounting Operations on-line, system processes	Contains various edit tables used to validate data. Also contains data elements which are used to accumulate data for some system processing.
81	RELATIONAL TABLE	Accounting Operations on-line	Contains various relational edit tables used to validate relationships of data.
82	SECURITY TABLE	ADP on-line	Contains region/district security information used to maintain region/district integrity in accessing the data base.
83	GRANTS	Accounting Operations on-line	Contains subsidiary information for grants (NHTSA).
84	DATE	ADP on-line, Accounting Functional Division on-line, system processes	Contains various date records used to provide date information for system processing and on-line date edits.
85*	BATCH CONTROL	Accounting Operations on-line, MAIN, system processes	Holding file for batches of transactions that are to be processed through DAFIS. The MAIN updates this file with general ledger accounts and any required generated transactions.

FILE	NAME	UPDATED BY	DESCRIPTION
86*	OPEN DOCUMENT	MAIN, system processes	Contains a history for agencies D, 3, 4, 5, 6, 8, and 9 of open documents and closed or completed documents which have not been purged. This file is updated with document information by the MAIN and with schedule numbers by the overnight cash disbursement process. The Open Document File provides an audit trail for documents input from initial to final transaction.
87*	FISCAL STATUS	MAIN, system processes	Contains summary fund usage and program plan information. For program plans, it accumulates quarterly and prior year data. For fund usage, it accumulates commitments, undelivered orders, accrued expenditures unpaid, and expenditure data by month for current year and prior year. This data is accumulated by accounting classification. This file is used to provide financial management reports.
88*	OPEN DOCUMENT - FA	MAIN, system processes	Same as Open Document File (86) except it is for FAA only.
89*	ALLOTMENT CONTROL	MAIN, system processes	Contains accumulated information related to status of funds and allotments at different stages. This data is accumulated at the level that the allotments are issued. It is used to provide fund control and status reports.
90*	GENERAL LEDGER	MAIN, system processes	Contains general ledger chart of accounts and totals by month for each. The amounts are accumulated by appropriation, limitation, allot fund cntl/ind for budgetary accounts and appropriation for proprietary accounts. This file is used to provide a consolidated ledger at the region/district, national, and agency levels.
91	PROFORMA	Accounting Functional Division on-line	Contains all transaction codes whether they be for on-line data entry to system generated transactions. Information the system will use to update files is also included. This file is also referred to as Table T20.
92*	OPEN DOCUMENT - CG	MAIN, system processes	Same as Open Document File (86) except it is for Coast Guard only.

FILE	NAME	UPDATED BY	DESCRIPTION
96	VENDOR SSN	Accounting Operations on-line, system processes	Contains all vendor information. Each time a transaction is processed in DAFIS using a particular vendor, the file is updated with the current date. At the end of the year, all vendor numbers that have not been used during the year or are currently residing on a document are purged. This file is also referred to as Table T16.
97	SCHEDULE HISTORY	System processes	Contains a history of all schedules. This file is updated by the overnight cash disbursement process.
98	PAID SCHEDULE	System processes, DAFIS Operations and Training personnel.	Contains a history of records that are on the automated check schedules (vendor data, check amount, schedule number, date, confirmed date, check number). This file is updated in the overnight cash disbursement process. Check numbers and confirmation dates are updated when on-line confirmation is accomplished.
100	VENDOR 1099	Accounting Operations on-line, system processes	Contains Internal Revenue Service (IRS) 1099 information for vendors as required. This file is updated through the overnight cash disbursements process but adjustments or additions can be made on-line by personnel with the proper security to access this file.
101	VENDOR AUDIT	Accounting Operations on-line, system processes	Contains all add, change, and delete transactions placed against the VENDOR SSN File. This is printed and purged monthly.
105	SF224	System processes, DAFIS Operations and Training personnel	Contains cash transactions used to prepare the monthly statement of transactions for the Treasury Department. The cash disbursement process updates this file for cash transactions (except on O, Q, D, and C schedule types). DAFIS Operations and Training personnel can make adjustments on-line.
106*	IOTV SUSPENSE	MAIN	Contains information about interoffice transfers (Format 06) that have not been accepted or rejected.
107*	RECURRING CHARGE HISTORY	MAIN, system processes	Contains the history of recurring charge transactions. This file is updated by the MAIN for transactions and is updated by the cash disbursement process with schedule numbers on automated check schedules.

FILE	NAME	UPDATED BY	DESCRIPTION
108*	RECURRING CHARGE MASTER	Accounting Operations on-line, MAIN	Contains master records for types of payments that will be paid on a recurring basis (i.,e., telephones, utilities, etc.). This file is updated by accounting operations on-line to add, change, or delete records. For variable payments such as utility payments, it is updated by the MAIN with the latest payment amount.
110*	1680 MASTER	Accounting Operations on-line, MAIN	Contains project information for the Facilities & Equipment (F&E) Cost Accounting System (FAA). This file is updated by accounting operations on-line for project information and by the MAIN with manhour and cost estimates.
111	LDR HOLDING	Accounting Operations on-line	Contains labor distribution records for the Facilities & Equipment (F&E Cost Accounting System (FAA)).
113	WAREHOUSE	System processes	Contains payment transactions that are being held until their payment due date. This is updated by the overnight cash disbursement process.
114	DOCUMENT SUSPENSE	System processes	Contains documents recorded in certain general ledger accounts that require further disposition. This file is updated overnight.
115*	ACCOUNTS RECEIVABLE	Accounting Operations on-line, A/R MAIN, System processes	Contains accounts receivable agreement, billing, and collection information. This file is updated on-line with master agreement data, by the Accounts Receivable MAIN with fund use data, and by various system processes with billing data.
119	PURGED DOCUMENT	System processes	Contains documents purged from the Open Document File.

THIS PAGE INTENTIONALLY BLANK

Chapter 5 - Data Elements/Numbering Conventions

5.1. General - DAFIS is an automated system which uses codes whenever possible to speed processing and conserve memory in the data base. This chapter lists and explains various codes used in DAFIS. Additionally, certain numbering conventions are used for batch numbering, document numbering, etc. These are also listed and explained.

5.2. Data Elements - The following data elements are used throughout the User Guide as document coding and data entry requirements are explained. These lists can be used as a reference to help the user determine the proper coding.

a. Document Type - A two-digit numeric code which groups documents in categories. Document types apply to a certain data entry format or formats. Additionally, certain on-line edits are associated with some document types. Section 6 - Input Requirements by Format and Section 7 - Document Level Processing, explain these edits as they apply. Some document types are agency-specific. Listed below are the basic DAFIS document types.

```
01 - APPROPRIATION
02 - APPORTIONMENT
03 - NONEXPENDITURE TRANSACTION
04 - ALLOTMENT (FUNDS)
05 - ALLOTMENT (CONTRACT LIQ. AUTH.)
06 - HQ PROGRAM PLANS
07 - REGION/DISTRICT PROGRAM PLANS
08 - PROJECT AUTHORIZATION
09 - ACTIVITY PLAN
11 - TDY TRAVEL ORDERS
12 - PCS TRAVEL ORDERS
13 - CONTINUOUS TRAVEL/OPEN AUTHORIZATIONS
14 - INDIVIDUAL TRANSPORTATION REQUESTS (GTR)
15 - GOVERNMENT BILL OF LADING (GBL)
16 - BLANKET TRANSPORTATION REQUESTS (GTR)
17 - CENTRALIZED TRAINING - TRAVEL
18 - RELOCATION SERVICES
20 - CROSS REGIONAL COMMITMENTS
21 - PURCHASE REQUESTS/COMMITMENTS
22 - PURCHASE ORDERS/SF44
23 - PURCHASE ORDERS
24 - CONTRACTS
25 - CONTRACTS/PROGRESS
26 - GRANTS
27 - GRANTS - EXPENDITURES
28 - INTER-AGENCY AGREEMENTS
29 - SIBAC/OPAC NON-RECURRING
30 - INTRA-AGENCY AGREEMENTS
31 - WORK ORDERS
32 - PURCHASES/CREDIT CARD
33 - PURCHASES/MISCELLANEOUS
34 - GSA JOB ORDERS
35 - FEDSTRIP/MILSTRIP
36 - GSA STORES
37 - PRINTING (GPO)
38 - BLANKET PURCHASE ORDERS
39 - SIBAC/OPAC DAFIS CONTROL GROUP
40 - LEASES
41 - RENTAL CONTRACTS
```

Figure 1-14 Basic DAFIS Document Types

```
45 - UTILITY/TELEPHONE
46 - UTILITY/WATER
47 - GASOLINE & OIL
48 - SIBAC/RECURRING
49 - UTILITY/NATURAL GAS/HEATING OIL
51 - REIMBURSABLE AGREEMENT - DIRECT CHARGE
52 - REIMBURSABLE AGREEMENT - OVERHEAD, OPS
53 - REIMBURSABLE AGREEMENT - OVERHEAD, GIFT RECEIPTS
54 - OTHER - WORKING CAPITAL FUND ADVANCES
55 - OTHER - ACCOUNTS RECEIVABLE
61 - IMPREST FUND/SF1129
62 - CANCELLED CHECKS/SF1098
63 - DISBURSEMENT - OTHER NON-FEDERAL
64 - COLLECTIONS - CONFIRMATION
65 - DISBURSEMENT - CONFIRMATION
66 - COLLECTIONS
68 - COLLECTIONS/DEBIT VOUCHER
69 - DISBURSEMENT/COLLECTION ADJUSTMENT
70 - PAYROLL COLLECTION (INTERFACES)
71 - PAYROLL GROSS COSTS
72 - PAYROLL - SCHEDULE OF DISBURSEMENTS
73 - SUPPLEMENTARY PAYMENTS & ADJUSTMENTS
74 - IOTV COSTS
75 - IOTV - OBLIGATIONS AND COST
76 - JUMPS - MILITARY PAY SYSTEM
77 - IOTV - OTHER ASSETS
78 - ADJUSTMENT ENTRIES
79 - CLOSING ENTRIES (DAFIS GENERATED)
80 - LOAN GUARANTEES
81 - LABOR DISTRIBUTION REPORTS
82 - DEPRECIATION AND INTEREST
83 - COST ESTIMATES
84 - OVERHEAD/INTRA-FUND CHARGES
85 - SPONSOR ADVANCES
86 - TRUSTEES CERTIFICATES
87 - DISCOUNTS LOST (DAFIS GENERATED)
88 - DISCOUNTS LOST - COST EFFECTIVE
89 - INTEREST PENALTY PAID (DAFIS GENERATED)
90 - PROPERTY
91 - LOAN GUARANTEE DEFAULTS
92 - STOCK CERTIFICATES
```

Figure 1-15 Basic DAFIS Document Types (Continued)

b. Vendor Type - A one-digit code which identifies the category of vendor. On-line edits exist for vendor types by format and type of payment. These are explained in Sections 6 and 7 as they apply.

```
1 - SSN/EMPLOYEE
2 - DOMESTIC TRANSPORTATION
3 - VENDOR
4 - FEDERAL AGENCY
5 - IMPREST FUND CASHIER
6 - DESIGNATED AGENT
8 - FOREIGN TRANSPORTATION
9 - FOREIGN OTHER
```

Figure 1-16 DAFIS Vendor Types

c. Format - A two-digit code which identifies data entry for a specific type of transaction (i.e., fund usage, interoffice transfers, etc.). For some formats, access is restricted by security.

```
01 - FUND AUTHORITY
02 - PROGRAM PLANS
03 - FUND USAGE
06 - INTEROFFICE TRANSFER VOUCHER
07 - INTEROFFICE TRANSFER VOUCHER ACCEPT/REJECT
09 - LABOR DISTRIBUTION
11 - COST ESTIMATES
12 - RECURRING CHARGE
14 - ACCOUNTS RECEIVABLE
```

Figure 1-17 DAFIS Formats

d. Schedule Prefix - A one-digit code which identifies the category of disbursement or collection. These codes are used by the system to determine how transactions will be reported to Treasury. Edits exist for types of data entered for each schedule prefix. Schedule prefix is also referred to as schedule type. Section 9Q, Chapter 2 provides detailed information and correction procedures for each schedule type.

```
CONFIRMED COLLECTIONS
A - DEBIT VOUCHER, TUS 5504, FOX WIRE PAYMENTS
B - OTHER AGENCY COLLECTIONS, SF1081
C - FOREIGN COLLECTIONS, SF1221
H - REVOLVING FUND
M - CERTIFICATE OF DEPOSIT, SF215
O - SF1081 COLLECTION/NOT OPAC

CONFIRMED DISBURSEMENTS
D - FOREIGN DISBURSEMENTS, SF1221
E - SIBAC, TFS7306
G - OTHER, CORRECTION, JV
I - REVOLVING FUND INVEST, TFS 1801-2
J - NO CHECK
K - OTHER AGENCY DISBURS, SF1081
P - PAYROLL - INTERFACE
Q - OTHER AGENCY DISBURSEMENTS

UNCONFIRMED
N - OTHER AGENCY DISBURSEMENTS, SF789/SF1081
L - CANCELLED CHECKS, SF1185/SF1098
S - TRANSPORTATION - MANUAL
T - TRANSPORTATION - CHECK/ACH/EFT TAPE
U - OTHER - MANUAL PAYMENTS
V - OTHER - CHECK/ACH/EFT TAPE
W - GOVERNMENT PAYMENTS/IMPREST FUND - CHECK TAPE
X - PAYROLL CANCELLED CHECKS - SF1098
```

Figure 1-18 DAFIS Schedule Prefix/Type

e. Batch Status Code - This code identifies the status or processing stage for a particular batch.

```
0 - NOT BALANCED OR PROCESSED
1 - BALANCED AND READY FOR PROCESSING
A - INTERFACE BALANCED AND RADY FOR PROCESSING
B - VEM G-SCHEDULE BALANCED AND READY FOR PROCESSING
C - VEM UDO/AEU REVERSALS BALANCED AND READY FOR PROCESSING
D - VEM V-SCHEDULES BALANCED AND READY FOR PROCESSING
2 - PROCESSED
3 - BATCH IN ERROR
4 - READY FOR PREVIEW
5 - PROCESSED AND READY FOR DISBURSEMENT
6 - TRANSMITTED TO DISBURSING OFFICE
8 - BATCH WITH TOO MANY LINE ITEMS OR TRANSACTION(S)THAT
    CANNOT BE PROCESSED
```

Figure 1-19 DAFIS Batch Status Codes

f. Public or Government Indicator - A one-digit code which classifies transactions as public or government. Transactions which involve payments, receivables, etc. to other government agencies should be coded with a **G**. All others should be coded with a **P**.

g. System Code - A one-digit code entered in the first position of the system data field that identifies the particular accounting cost, inventory, grants, etc. system that will be updated. It is also used by DAFIS to determine the edits that will be applied to the remainder of system data entered (i.e., job number, reimbursable agreement number, etc.). System code edits are unique to each agency.

```
BLANK - PROPERTY AND OTHER TRANSACTIONS (NOT SUBJECT TO COST
        ACCOUNTING SYSTEM CONTROL)
A     - AIRCRAFT MANAGEMENT INFORMATION SYSTEM (FAA)
D     - FEDERAL LAND PROJECTS (FHWA)
F     - FACILITIES AND EQUIPMENT COST (FAA)
G     - GRANTS
I     - INVENTORY
N     - RE&D AND FE&D PROJECT MATERIEL COST (FAA)
P     - PRODUCTION CONTROL (FAA) FMIS PROJECTS (FHWA)
R     - REIMBURSABLE AGREEMENTS
S     - SPECIAL MAINTENANCE PROJECTS
T     - TRAINING
W     - WORKING CAPITAL FUND (OST)
X     - MISCELLANEOUS PROJECTS
```

Figure 1-20 DAFIS System Codes

h. Materiel Asset Code (MAC) - A two-digit code which identifies the specific general ledger account the system posts to classify materiel, assets, or cost. This code is entered in the second and third digits of the system data field.

MAC CODE	GENERAL LEDGER ACCOUNT	DESCRIPTION
AA	22BY	MILITARY LEAVE LIABILITY
AC	66AC	APPLIED G AND A
AD	15AD	INVENTORY - PROPERTY OF OTHERS
AE	22AE	ACR FD PA & BEN - A/L-P
AG	61AG	OE - APPLIED G&A
AO	61AO	OE - APPLIED PROJ O/H
AW	65AW	AUTHORIZED REPAIR EXPENSE
AX	16AX	SECURITIES (AT PAR) - G
A1	17AX	LAND - UNCLASSIFIED
A2	17CX	BUILDINGS - UNCLASSIFIED
A3	17EX	OTHER STUCTURES & FACILITIES UNCLASSIFIED
A4	18CX	LEASEHOLD IMPROVEMENTS
	18DX	ACCUMULATED DEPRECIATION LEASEHOLD IMPROVEMENTS
A5	17DX	ACCUMULATED DEPRECIATION BUILDINGS
A6	17FX	ACCUMULATED DEPRECIATION - OTHER STRUCTURES AND FACILITIES
A7	18EX	ADP SOFTWARE
	18FX	ACC DEPR-ADP SOFTWARE
A8	18AX	ASSETS - CAPITAL LEASES
	18BX	ACCUMULATED DEPRECIATION - CAPITAL LEASE ASSET
BA	17BA	CIP - ACQUIS - VESSELS
BB	14AP	DEBIT CD CYC CASHIER
	61AM	UNFUNDED EXPENSES
BC	17BC	CIP - PERS PROP MANUFD
BD	17BD	CIP - BUILDINGS & STRUCTURES
BE	17BE	CIP - ACQUIS - AIRCRAFT
BM	13BD	A/R OUT OF SERV DEBT
BW	13BW	A/R CANCELLED CHECK
BX	13BX	A/R OVERPAYMENT - MIL MEM
CC	32CC	UNFUNDED A/L LIABILITY
CD	32CD	FUNDED A/L LIABILITY
CG	13CG	A/R INT ON INVESTMENTS
CY	63CY	INT EXP - OTHER-P
DC	61DC	OE - DIRECT OTHER COSTS
DF	61DF	OE - DIRECT COSTED FIXED ASSETS
DL	61DL	OE - DIRECT LABOR
DM	61DM	OE - DIRECT MATERIAL
DW	13DW	A/R GEN FUND - OUT SVC DT
EX	51DF	REV FROM DIN FAC-SAL
FA	92FA	STOCK CERTIFICATE - HELD
FC	92FC	GUARANTEED LOANS
FE	92FE	ALLEGED SAFETY VIOLATIONS
FG	92FG	QUESTIONED COSTS
FX	19FX	OTHER ASSETS - UNCLASSIFIED
GA	17GA	EQUIP - VESSELS
GE	17GE	EQUIP - AIRCRAFT
GF	17GF	EQUIP - SMALL BOATS
GG	17GG	EQUIP - SMALL ARMS
GH	17GH	EQUIP - ELECT EQUIP
	17JX	ACC DEPR ELECTRICAL EQUIPMENT
GJ	17GJ	EQUIP - NAVIGATIONAL AIDS
GK	17GK	EQUIP - VEHICLES
	17JD	ACC DEP VEHICLES
HA	12HA	LOANS RECV SEC PUB
HF	17HF	EQUIP-FURNITURE AND FIXTURES UNC
	17JN	ACC DEPR - EQUIP - F & FIX
HK	17HK	EQUIP SENS/SPEC UNCL
	17JT	ACC DEPR - EQUIP - SENS/S
HN	17HN	EQUIP - LOANED TO OTHERS
HP	17HP	EQUIP - LOANED THIS AGENCY
HR	17HR	EQUIP - PERS PR ACQ/CC
HS	17HS	EQUIP - PERS PROP RENTED

Figure 1-21 DAFIS MAC Codes

MAC CODE	GENERAL LEDGER ACCOUNT	DESCRIPTION
IF	61IF	OE - INDIRECT COSTED FIXED ASSETS
IL	61IL	OE - INDIRECT LABOR
IM	61IM	OE - INDIRECT MATERIAL
RA	24AC	EMPLOYER FICA
RC	24BC	LIABILITY FOR UNAPPLIED COLLECTIONS
RF	24AB	EMPLOYEE TAX DEDUCTION - FEDERAL
RL	24AE	LIABILITY FOR EMPLOYEE SGLI
RO	24AX	LIABILITY DEP FDS UNCLASSIFIED - GOV
RS	24AD	LIABILITY FOR EMPLOYEE STATE/LOCAL TAX
SC	92SC	GUARANTEE LOAN - SHIP CONSTRUCTION
SF	15AW	INVEN - SUPPLY FUND
	61SF	OE - PROP COSTED F/A
SR	61SR	OE - SVCS REDISTRIBUTED
JY	13JY	LOANS RECV NONCURR
10	17GP	EQUIP - PERSONAL PROPERTY
	17JB	ACCUMULATED DEPRECIATION - PERSONAL PROPERTY
15	19FA	OTHER ASSETS UNDISTRIBUTED
17	17GC	EQUIP - AIR ENGINE SPARES
31	15AA	INVENTORY - OPER GENERAL STOCKS AND STORES
32	15AB	INVENTORY OPER AIRCRAFT STOCKS AND STORES
35	15AX	INV FOR AGY OPS-UNCL
38	15MX	OTHER INVENTORY UNCLASSIFIED
39	15CA	INVENTORY FOR SALE PND SHP
40	17HM	EQUIP - NOT IN USE
50	15MA	OTHER INVENTORY - LOANED TO OTHERS
60	15MB	OTHER INVENTORY - FURNISHED TO OTHERS
63	15EA	INVENTORY RAW M&S - F&E PROJECTS
64	15EB	INVENTORY/MS - SPECIAL MAINTENANCE
65	15EC	INVENTORY/MS - COMMON ITEMS
66	15ED	INVENTORY/MS - RELOCATION STOC
67	15EF	INVENTORY/MS - FAC MAT UNCLASSIFIED
71	15EE	INVENTORY - M&S RESEARCH AND DEVELOPMENT
91	15GV	WORK IN PROCESS - ACQUISITION
	15GX	INVENTORY WORK IN PROCESS UNCLASSIFIED

1-22 DAFIS MAC Codes (Continued)

i. Source Code - A one-digit code that identifies the source of funding. This code, when used, is entered in the fourth position of the system data field. Specific edits apply by agency and cost system.

```
BLANK - NOT SUBJECT TO COST ACCOUNTING SYSTEM CONTROL
1     - CENTRALLY FUNDED
2     - NOT CENTRALLY FUNDED BUT FUNDED BY APPROPRIATION
        INDICATED BY SYSTEM CODE
3     - UNFUNDED
```

Figure 1-23 DAFIS Source Codes

j. Transaction Code - A three-digit code which determines the accounting treatment for a transaction: which general ledger accounts to post, which files to update, etc. There are approximately 900 transaction codes. Section 7 - Document Level Processing gives the applicable transaction code for the type of document being processed. DAFIS Table T20 - Proforma is a complete listing of transaction codes in DAFIS. Each accounting site has been provided a copy of the proforma.

k. Transaction Status Code - A one-digit code which is entered immediately to the right of the transaction code. It determines the action to be taken for the transaction code being entered.

```
Blank    -   USED FOR INITIAL PROCESSING OF A TRANSACTION
             CODE FOR A PARTICULAR DOCUMENT ID.

1        -   USED AS A FOLLOW-ON INCREASE FOR A PARTICULAR
             DOCUMENT ID WHICH HAS BEEN PREVIOUSLY PROCESSED.

2        -   USED TO CREATE THE OPPOSITE EFFECT FOR FILE AND
             GENERAL LEDGER ACCOUNT UPDATES FOR THE SAME
             TRANSACTION CODE.  IS EITHER A FOLLOW-ON TO
             REVERSE A TRANSACTION PREVIOUSLY ENTERED FOR A
             PARTICULAR DOCUMENT ID OR AN INITIAL TRANSACTION
             TO REVERSE THE EFFECT.  THE TRANSACTION CODE
             DETERMINES WHICH OPTION IS AVAILABLE.

F        -   USED AS A FINAL INCREASE TO CLOSE A DOCUMENT AND
             TO INITIATE THE NETTING PROCESS.
```

Figure 1-24 DAFIS Transaction Status Codes

l. Fund Type - Identifies the type of fund for reporting purposes. The user does not enter this code during the batch data entry process. These codes are entered on the R07 - Approp Code Table. Thereafter when the approp code is used, the applicable fund type is associated with it.

```
A - ADAP GRANTS
B - PGP GRANTS
C - FAAP GRANTS
D - STATE STANDARDS
G - GENERAL FUND RECEIPTS
L - LOAN GUARANTEE
N - CLEARING ACCOUNTS 3875
O - "OTHER" LEDGER
P - DEPOSIT FUNDS
R - REVOLVING FUNDS
S - SIBAC CHARGE BACK
W - OTHER AGENCIES
X - PGP & FAAP GRANTS AT
Z - MISC DOT
2 - OPERATIONS
3 - FACILITIES AND EQUIPMENT
4 - FACILITIES, ENGINEERING & DEVELOPMENT
5 - RESEARCH, ENGINEERING & DEVELOPMENT
9 - TRANSFER APPROPRIATION
```

Figure 1-25 DAFIS Fund Types

m. Energy Conversion Code - A one-digit code which identifies the type of energy used and the unit of measure.

A	ELECTRIC KILOWATT HOURS (KWH)
B	ELECTRIC KILOWATT HOURS (KWH) - 100
C	ELECTRIC KILOWATT HOURS (KWH) - 1000
D	ELECTRIC KILOWATT HOURS (KWH) - 10000
E	CUBIC FEET - NATURAL GAS
F	CUBIC FEET - NATURAL GAS - 100
G	CUBIC FEET - NATURAL GAS - 1000
H	CUBIC FEET - NATURAL GAS - 10000
J	CUBIC FEET - PROPANE/BUTANE
K	CUBIC FEET - PROPANE/BUTANE - 100
L	CUBIC FEET - PROPANE/BUTANE - 1000
M	CUBIC FEET - PROPANE/BUTANE - 10000
N	GALLONS - WATER
P	GALLONS - WATER - 100
R	GALLONS - WATER - 1000
S	GALLONS - WATER - 10000
T	GALLONS - GASOLINE
U	GALLONS - GASOLINE - 100
V	GALLONS - GASOLINE - 1000
W	GALLONS - OIL
X	GALLONS - OIL - 100
Y	GALLONS - OIL - 1000
7	VOUCHER EXAMINATION MODULE

Figure 1-26 DAFIS Energy Conversion Codes

NOTE: *If energy conversion Code 7 is in the STAT-DATA field of a document, that document has been entered through the Voucher Examination Module (VEM) and cannot be used in any other DAFIS format.*

5.3. Numbering Conventions - Batch numbers, document numbers, interoffice transfer voucher numbers, schedule numbers are used by the system to provide documentation for research and audit purposes. The following explains these numbers and how to construct them.

a. Batch Numbers - A unique batch number must be entered each time a group of documents is to be input. Each user should have a group of sequential numbers assigned to him/her or the accounting office should establish a control log of batch numbers to ensure that these numbers are unique. This number is also referred to as a Batch ID.

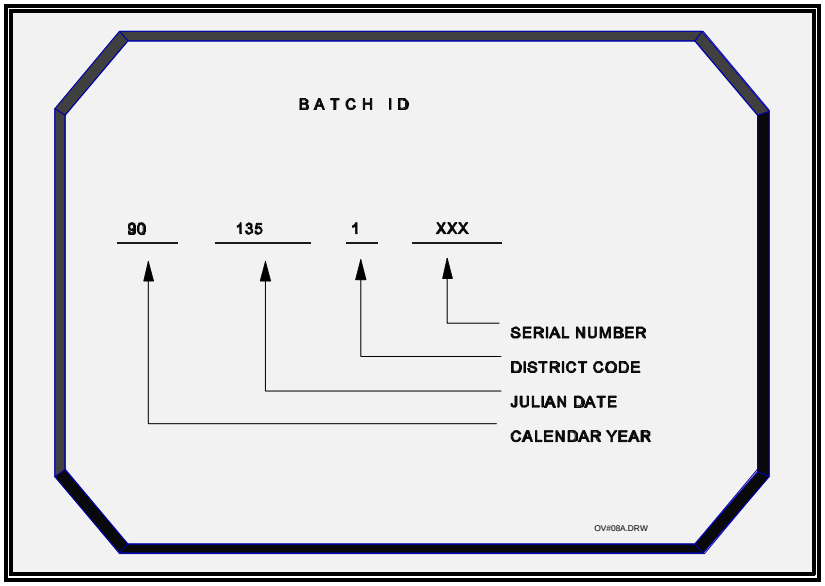


Figure 1-27 DAFIS Batch Number

(1) The julian date of the batch number must be within the current month except during fiscal yearend grace period when the julian date can be in September for prior year adjustments or October for current year transactions.

(2) The district code entered should be the servicing region/district.

(3) Interface batches are assigned a sequential number. These batches have a one-digit interface ID and a two digit sequential number which may be either alpha or numeric. When the system is generating a batch (i.e., IOTV receiving office) it assigns the sequential number beginning with 999. If 999 has been used for that julian date, 998 is assigned. This procedure is followed, decrementing the sequential number by one until a number that has not been used is found.

My batch sequential numbers are __ __ __ through __ __ __.

b. Document Identification Number (DOC-ID) - Within DAFIS, each document must have a unique number. Many edits exist for DOC-ID in DAFIS to ensure that duplicate payments are not allowed and to provide an adequate audit trail. Therefore a document numbering scheme has been established as follows:

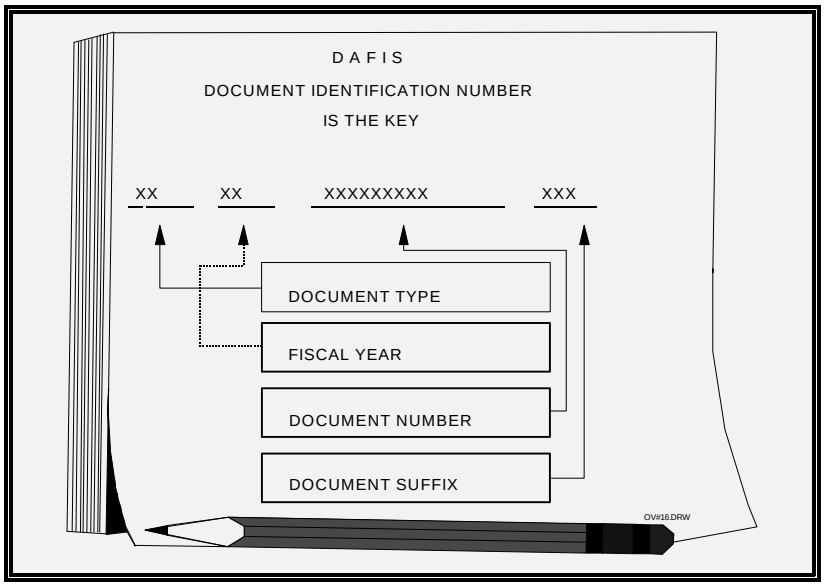


Figure 1-28 DAFIS Document Identification Number (DOC-ID)

(1) Document type is a two-digit code as described in paragraph 5.2.a.

(2) Fiscal year as entered in the DOC-ID is the fiscal year of the transaction--not necessarily the current fiscal year. For instance, to enter a payment which should be paid from the prior year operations appropriation, the user would enter the prior year fiscal year in DOC-ID. Specific edits apply by format which are explained in more detail in Section 6.

(3) Document Number - The document number is the document identifier. Numbering schemes are determined by agency/accounting site. This must be a unique number for each document. Specific edits apply by format.

(4) Suffix - This is manually assigned by the accounting site user to identify combinations of accounting classifications for a document. For example, if a purchase order was written to purchase two items which were delivered to two different locations, there could be two accounting classifications on the purchase order. The accounting office would therefore assign one suffix to the first line (***000***) and another to the second line (***001***). **The DOC-ID for each suffix is unique.** Suffix is an alphanumeric field. Under normal circumstances numerics should be used. Alphas are used for payments to employees for foreign travel. The alphas entered match to the Foreign Country Table - T11 for travel document types. This information is used to produce a report for foreign travel payments.

c. Schedule Numbers - If the transactions in the batch being prepared are cash disbursements, collections, or journal voucher entries, a schedule number must be assigned to the batch. Schedule numbers for each batch must be unique. V, T, W schedule numbers are assigned by DAFIS in the overnight cash disbursement process. The user needs only to enter the schedule prefix when entering the batch. The system assigned schedule number consists of schedule type, agency code, calendar year, and julian date. The julian date assigned depends on whether payment is via check or ACH. If payment is via check, the julian date is the numeric equivalent of the calendar date. EXAMPLE: Jan 1 = 001. If payment is via ACH, the julian date assigned depends on the vendor type. Following is the criteria used to assign a schedule number on an ACH payment.

Julian Date	Vendor Type 1	All Other Vendor Types
001	00A	00P
002	00B	00Q
003	00C	00R
004	00D	00S
005	00E	00T
006	00F	00U
007	00G	00V
008	00H	00W
009	00I	00X
010	00J	00Y

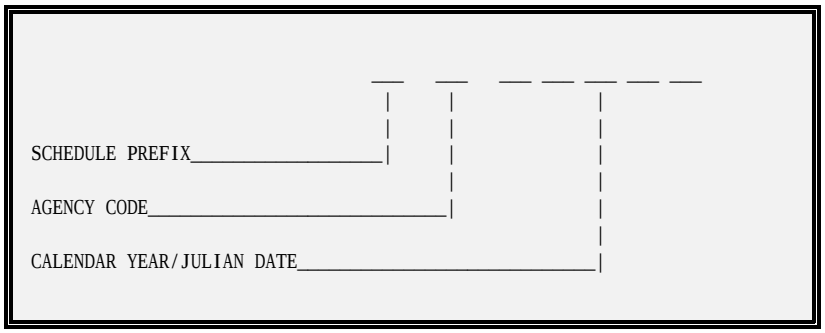


Figure 1-29 System Assigned Disbursement Schedule Number

For all other schedule types, the number must be manually assigned. A control log(s) is established at the accounting site to assign schedule numbers. This log is kept by schedule prefix/type. Following is the numbering scheme for manual schedules:

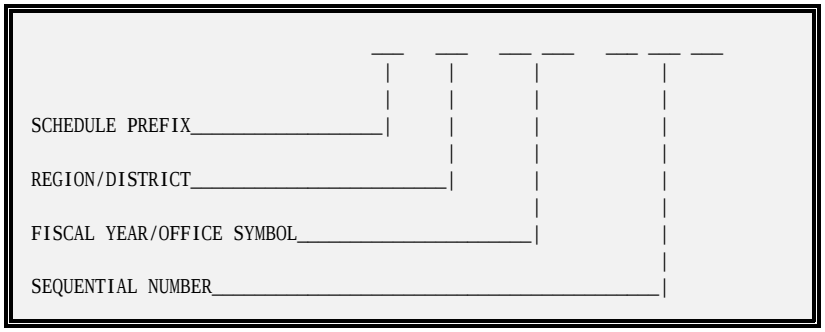


Figure 1-30 Manual Schedule Number for Collections and Adjustments

The schedule control logs for this site are located _____.
Schedule numbers for this site are configured as shown in figure 1-31 (user insert local information in the blanks).

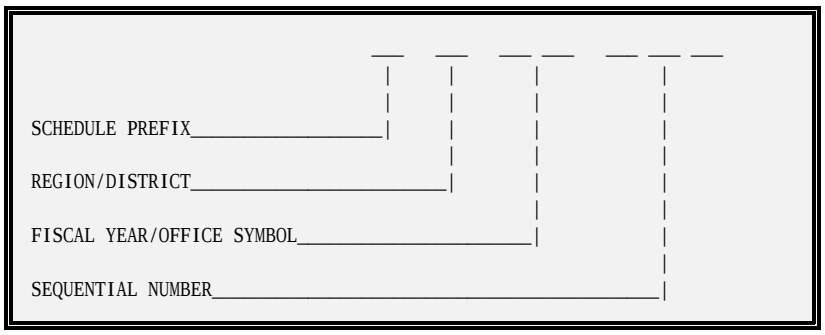


Figure 1-31 DAFIS Schedule Numbers for This Site

d. Interoffice Transfer Voucher (IOTV) Numbers - Transfers between accounting sites will cite a unique IOTV number. A control log should be established for these numbers as well. The structure of this number is as follows:

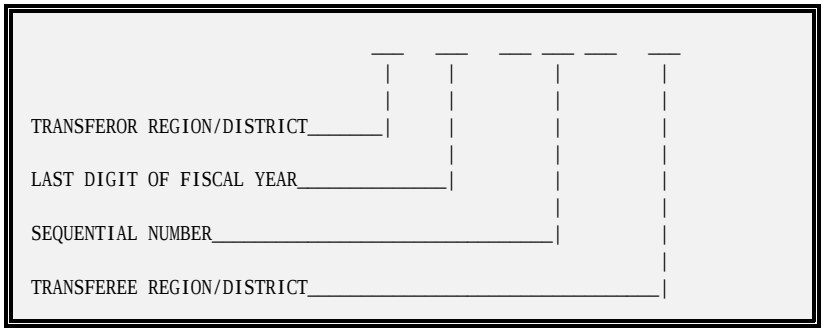


Figure 1-32 DAFIS Interoffice Transfer Voucher (IOTV) Numbers

(1) Enter the region/district of the accounting site making the transfer.

(2) Enter the last digit of the current fiscal year.

(3) Use the accounting site control log to assign the sequential number. Alphas may be used in this field. Some larger accounting sites subdivide control logs and use an office symbol in one of the digits. Numbers 000 through 300 are reserved for system generated IOTV's.

(4) Enter the region/district of the accounting site receiving the transfer. For intraoffice transfers (transactions within region/district to correct errors), the region/district for transferee will be the same as the transferor region/district.

The IOTV control log for this site is located _____.
IOTV numbers for this site are configured as shown in figure 1-33 (user insert local information in the blanks).

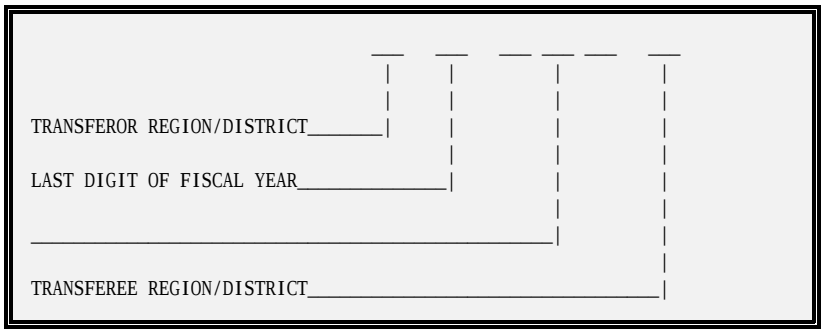


Figure 1-33 DAFIS Interoffice Transfer Voucher (IOTV) Numbers for This Site

THIS PAGE INTENTIONALLY BLANK

SECTION 2. HARDWARE FAMILIARIZATION/SYSTEM ACCESS

Chapter 1 - Hardware Familiarization

1.1. Introduction - This section is intended to be used as a quick reference for the standard Harris terminal and to introduce access to DAFIS. If more technical hardware information is required, consult on-site Harris operating documentation. If equipment other than the Harris standard terminal is used, refer to local system documentation or DAFIS Training Material for further instruction about terminal keyboard.

1.2. Harris Terminal - The model number for Harris terminals will vary by accounting site. Therefore, the following information will be limited to Operator Information Area Messages.

a. Operator Information Area Messages - Status information associated with the operation of the display station is displayed at the bottom of the display screen on the Harris terminal. This information is separated from the rest of the display area by a horizontal line. Operation and status messages are grouped into five fields on the screen as follows:

(1) Readiness and System Connection - Spaces 1 - 6.

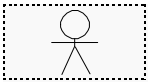
(2) Do Not Enter (Input Inhibited) - Spaces 9 - 17.

(3) Reminders Field - Spaces 21 - 27.

(4) Shifts and Modes - Spaces 37 - 41.

(5) Printer Status Fields - Spaces 60 - 64.

b. Readiness and System Connection Symbols (Spaces 1 - 6) - S or 4 or 6 displayed in space 1 indicates a 3174, 3274, or 3276 controller respectively is connected to the display station and ready for use. On-line A or On-line B indicate the system is operating under A or B rules and everything is ready to proceed. B implies SNA and A implies remote systems with BSC protocol or locally attached non-SNA systems. These are displayed in space 2. The My Job symbol $ displayed in space 3 indicates the display station is connected to the users program.



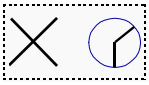
(1) The System Operator symbol is used only with SNA protocol to indicate the control program controls the screen and is displayed in space 3. Of the Program Attention keys, which include the Clear, PF and PA keys, only the Enter key is functional when this symbol is displayed.

TEST

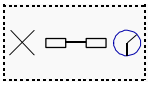
(2) TEST is displayed when the display station is in TEST mode. Press ***Alt/TEST*** to initiate or terminate TEST mode. TEST is displayed in spaces 3 through 6. This is an on-line to controller test mode.

(3) The Unowned symbol is used only with SNA protocol. It indicates the display station is connected to the system but not to the user's application program. It is displayed in space 3.

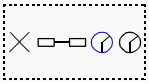
c. Do Not Enter (Input Inhibited) Field (Spaces 9 - 17) - The **X** (Do Not Enter) symbol is displayed in space 9 when the display station cannot accept input from the keyboard. Although the keyboard keys are operational when this symbol is displayed, the system does not accept any data entered. A specific message displayed to the right of the **X** tells why the input device is disabled. The following keys are not disabled when input is inhibited: SysRq, Clicker, Shift, Test, Attn, Quit, ExSel, Reset, Alt, AltCr, CrBlnk. To remove the input inhibited condition, press the ***Reset*** key. The Reset key restores the keyboard, except when the following symbols are displayed:



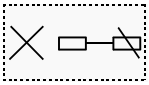
Time



Printer Busy



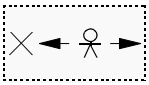
Printer Very Busy



Printer Not Working

The keyboard contains a clicker which, by its absence or presence, tells the user when the keyboard is disabled. Refer to the description of the click key for a detailed description of the keyboard clicker. The Do Not Enter (Input Inhibited) messages are described in the following paragraphs.

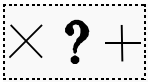
(1) Communications Check - The Communications Check message indicates there is a problem with the communications link between the display terminal and the host system and data cannot be sent. The error number defines the probable cause of the problem. Press the ***Reset***, ***Test***, or ***SysRq*** key or power the display station off and then on to restore the keyboard, and continue.



(2) Go Elsewhere - The Go Elsewhere message is displayed if the user enters, inserts, erases or deletes a character when the cursor is in a protected field or attribute location; performs a cursor select operation when the cursor is not in a valid cursor select field (refer to CursrSel key description); or attempts any invalid action in the wrong location. Press the ***Reset*** key to restore the keyboard then correct the entry.

(3) Machine Check - The Machine Check message indicates the display station is not working correctly. The three digits "nnn" define the probable cause of the problem. Power the display off and then on to restore the keyboard, and continue. Contact your local hardware representative if the problem persists.

(4) Program Check - The Program Check message indicates that an error has been detected in data received by the control unit from the host computer. This may appear because the program may be the wrong one for the display station. Press ***Reset*** and retry the operation.



(5) What - The What message is displayed when the last input was not accepted. Because of the uncertainty of what was accepted, the display should be checked before retrying the operation. The Do Not Enter symbol should be eliminated before retrying the operation.

(6) Minus Function - The Minus Function message indicates the requested operation is not available. Press the ***Reset*** key to restore the keyboard and check the status line for other messages to determine if the function is temporarily or permanently unavailable.

(7) Numeric Data Only - The Numeric Data Only message is displayed when the numeric lock feature is installed and the user enters a non-numeric character (something other than 0 through 9) into a numeric field. Press the ***Reset*** key to restore the keyboard, and enter the numeric data.

(8) Operator Unauthorized - The Operator Unauthorized message is displayed when the display station is not authorized to do the requested print function. Appropriate follow-up action depends on the key used and the message displayed in the Printer Status Field or Terminal Connection Field on the status line. The message can be caused by any of the following:

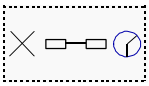
(a) Requested print operation without a printer assigned;

(b) Requested ident without a printer assigned;

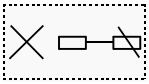
(c) Printer number entered is defined by the control unit but not allowed for the display terminal;

(d) The printer cannot accept all of the display contents during printing;

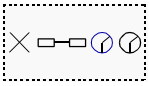
(e) The assigned number presented when print was requested is not a printer but another display station.



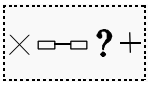
(9) Printer Busy - The Printer Busy message indicates the printer authorized for this display station is performing a print operation and cannot immediately perform the print operation requested. The requested print operation will be performed when the operation currently in progress is completed. The user can either wait for the current operation to complete, or press ***Quit*** to cancel the requested operation and use the ident key sequence to select a different printer for the local copy.



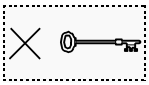
(10) Printer Not Working - The Printer Not Working message indicates the printer authorization for this display station is not working and cannot perform the requested print operation. If the print order was initiated by pressing the Print key, press ***Quit*** to cancel the print request and restore the keyboard. Check the printer to determine if it is out of paper, unplugged, or out of order. Correct the problem, if possible, and then press the print key again to request the print operation. If the printer still does not work, use the ident key operation to select another printer. Reset has no effect.



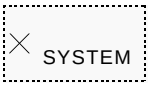
(11) Printer Very Busy - The Printer Very Busy message is displayed when the printer is performing a print operation for the host computer. This is similar to Printer Busy but more time is required. Pressing the Reset key has no effect.



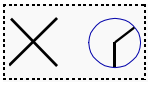
(12) Printer What? - The Printer What? message indicates the printer ID has changed. Use the Ident key to obtain a new assignment.



(13) Security Key - the Security Key message is displayed when the security keylock on the terminal is locked (OFF) and no user input can be accepted. The Shift, AltCr, CrBlnk, Clicker, ExSel, and all other non-disabled symbols will function when the display station is locked. Turn the security key clockwise to unlock the keyboard. Pressing Reset does not remove the condition.



(14) System Lock - The System Lock message indicates the program has disabled the keyboard after processing an entry. The system may send a message to the display station explaining why the keyboard is disabled. This message is displayed after the DAFIS user presses the ***Enter*** key while waiting for the system to return for further input. The user should wait until this message disappears before trying to enter more data.



(15) Time - The Time message tells the user that the system needs time to perform the requested function. The user must wait for the function to be completed.

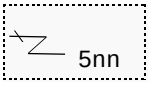
(16) Too Much Data - The Too Much Data message is displayed when too much information is entered into a field. Press ***Reset*** and correct the entry.

(17) What Number? - The What Number? message tells the user that only certain numbers can be entered for the operation being referenced. For example, this message is displayed when the user enters an invalid printer ID during a print operation (refer to Ident key, this section - Page 10), or makes an error when the display station is in test mode. Press the ***Reset*** key to remove the symbol and unlock the keyboard.

(18) Minus Symbol - The Minus symbol tells the user that an unsupported key was pressed. Press ***Reset*** to remove the symbol and unlock the keyboard. An invalid/dead character key combination could cause this message to appear.

(19) Message Received - The Message Received message indicates a message from the system service control was received and rejected by the display station when attached to the IBM 3276 and SNA protocol is being used. Restore the keyboard and remove the symbol by pressing ***Reset***.

d. Reminder Field (Spaces 21 - 27) -



Communication Error Reminder - The Communication Error Reminder message is displayed when the communications link between the control unit and the host system is producing errors. The error number "5nn" defines the type of problem. The communication reminder symbol appears when:

(1) The control unit detects a permanent error condition in the connection with the host (attempts to retry have halted). The reminder symbol is sent to all display stations attached to the control unit.

(2) A communication line error is detected. The display station restores its original contents. A request for retransmission is sent to the host. The reminder symbol is sent only to the affected display station.

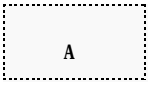
NOTE: *The Communication Error Reminder symbol with an* ***X*** *before it appears if the user tries to send data to the host computer with the above conditions.*

e. Shifts and Modes (Spaces 37 - 41) - The Shifts and Modes symbols indicate what shift and/or mode the keyboard is currently using.

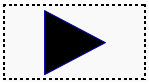
(1) Insert - The Insert symbol is displayed when the display station is in insert mode. Characters entered at the keyboard are inserted at the cursor location. The character previously at the cursor location and the remaining characters all shift to the right to make room for the inserted character(s). The insert symbol disappears when the display station is no longer in insert mode. Insert can be turned off by ***Reset***, ***Test***, ***SysRq***, ***Enter***, ***Clear***, ***PA***, or ***PF*** key depression.

(2) Numeric - The Numeric symbol is displayed when the cursor is in a numeric field, the display station is in numeric mode, and the display station has the numeric lock feature installed. The only keys valid in numeric mode are 0 - 9, period (.), minus (-), and DUP.

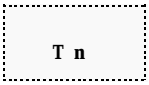
(3) Upshift - The Upshift symbol is displayed when the keyboard is upshifted to select uppercase characters or the topmost character or symbol on a key.



(4) Caps Lock - When ***Caps Lock*** is on alphabetic and accented characters appear in capital letters.

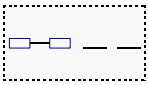


(5) Extended Select - When the ***ExSel*** key is depressed, the keyboard is in extended select mode. This redefines the program function key functions. Pressing any key exits this mode.

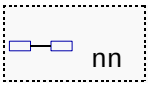


(6) Test Option Mode - When the ***Test*** key is selected, the display station is in on-line Test mode.

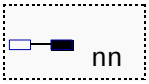
f. Printer Status Fields (Spaces 60 - 64) - During a print operation, printer status messages indicate where the print operation is performed and provide information on its progress. When nothing is displayed in the field, the display station is not authorized to request local copy operations and has no printer assignments.



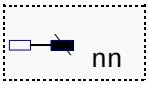
(1) Assign Printer - The Assign Printer message is displayed when the Ident key is pressed to enter a new printer assignment. When the Assign Printer message appears, the cursor disappears until the numbers entered appear in the two underlined locations of the message. After a valid printer ID is entered, the cursor reappears. Refer to the description of Ident key.



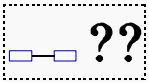
(2) Printer Assignment - The Printer Assignment message indicates the printer number (nn).



(3) Printer Printing - The Printer Printing message indicates that printer "nn" is printing information from the display station.



(4) Printer Failure - The Printer Failure message indicates that printer "nn" has stopped while printing information from the display station. This symbol remains displayed until the user presses the ***Quit*** key, clears the condition, changes printer assignment, or until an SNA function clears the operation.



(5) What Printer - The What Printer message indicates the printer assignment for the display station has been changed. Press the ***Ident*** key to display the new printer assignment.

NOTE: *Since the display station may be attached to Harris, IBM, and other Coax A compatible control units, additional information on Operator Information Area Messages can be obtained from the respective documentation for the controller unit.*

1.3. Harris Keyboard - Keys on each type of Harris keyboard are grouped into five categories:

- Shift Control Keys
- Character Keys
- Cursor Control Keys
- Edit Keys
- Control Keys

The function of each key is explained in the following paragraphs.

a. Shift Control Keys -

SHIFT CONTROL KEYS	DESCRIPTION
Alpha/Down Shift Key	When the cursor enters a numeric field, press the alpha/down shift key to enter the lower alphabetic characters on the dual character keys. The key is non-locking and must be held down. This key is only on data entry keyboards.
Alt Key	Press the Alt key to access the function on the front of the alternate function keys. These keys include SysRq, CrBlnk, ErInp, Ident, Test, Alt Cursr, Home, Quit, and Clicker. The Alt key must be pressed in conjunction with the function key. The Alt key is also used with the right and left cursor control keys to move the cursor two locations at a time.
Numeric Shift or Upper Case Shift Key	Press the Numeric or Upper Case Shift key to select upper character or function on dual function keys. The upshift symbol appears on the status line when the keyboard is shifted. Alphabetic keys are displayed as uppercase characters. On data entry keyboards this key has no effect when the cursor is in a numeric field. Two upper case shift keys are present on typewriter keyboards.
Shift Lock Key	Pressing the Shift Lock key on data entry keyboards locks the keyboard into the numeric key mode. It can be momentarily overridden by depressing the alpha/down shift key. Shift Lock can be canceled by depressing Shift Lock again. Pressing Shift Lock on typewriter keyboards locks the keyboard into upper case; the characters on the upper half of the key are displayed. Upper case lock is canceled by depressing upper case shift keys.

b. Character Keys - Character keys, when pressed, cause a character to be displayed on the screen and the cursor to advance. Character keys include alphabetic, numeric, special symbol and punctuation keys. The spacebar is also a character key.

CHARACTER KEYS	DESCRIPTION
Alphabetic Keys	Alphabetic keys on data entry keyboards are displayed when the keyboard is in alpha/down mode. All but two of the alphabetic keys are dual keys; A and Z are single keys. All alphabetic characters are displayed as capital letters and are typamatic. On a typewriter keyboard, when the alphabetic keys are pressed, lower case letters are displayed on the screen. Uppercase letters are displayed when the Shift or Shift Lock keys are depressed with the alphabetic keys. The monocase/dualcase switch on the logic module can modify the displayed characters.
Numeric Keys	Data entry keyboards automatically shift to numeric shift mode when the cursor enters a numeric field. At all other times press the numeric shift key to display a numeric character. All numeric keys are typamatic. On typewriter style keyboards numeric keys are entered without using the Shift key.
Spacebar	A space is considered an actual character on the screen. Press the spacebar to enter a space at the current position. The spacebar cannot be used to position the cursor, as it overwrites data. The spacebar is typamatic.

CHARACTER KEYS	DESCRIPTION
Symbol and Punctuation Keys	Special symbol and punctuation keys are entered by shifting or unshifting the keyboard as required. These keys are typamatic.

c. Cursor Control Keys - The Cursor Control keys allow cursor positioning without affecting the data already on the screen. Each of the keys has a typamatic feature which automatically repeats a key held in the pressed position. The Cursor Control keys do not change or enter data.

CURSOR CONTROL KEYS	DESCRIPTION
Cursor Up Key	The Cursor Up key moves the cursor up one line at a time. If the cursor is on the top line of the screen, pressing the Cursor Up key wraps the cursor to the same position on the bottom line of the screen.
Cursor Down Key	The Cursor Down key moves the cursor down one line at a time. If the cursor is at the bottom line of the screen, pressing the Cursor Down key wraps the cursor to the same position on the top line of the screen.
Cursor Right Key	Press the Cursor Right key to advance the cursor to the right one position. If the cursor is at the last position of the line, it wraps to the first character column of the next line. The cursor will wrap to the first position of line one after moving forward from the last line last position.
Cursor Left Key	Press the Cursor Left key to move the cursor back one position. If the cursor is at the first character position of a line, it wraps to the last character position of the previous line. It will wrap from first line to last position of last line when moving backward.
Cursor Right or Left/Alt Keys	If the Alt key is pressed in conjunction with the Cursor Right or Cursor Left key, the cursor moves two character positions in the specified direction.
Backspace Key	The Backspace key acts exactly like the cursor left key.
Backtab Key	The Backtab key is used to reset the cursor to the beginning of an unprotected field. All characters previously entered remain intact. If the cursor is at the beginning of a field, it moves to the beginning of the previous field. If the screen contains only protected fields or is unformatted, the backtab key moves the cursor to character location **0** of the first line.
Home Key	The Home key is used in conjunction with the Alt key to move the cursor to the first unprotected character location. If the screen contains only protected fields or is unformatted, the cursor moves to character location **0** of the first line.
New Line Key	The New Line key moves the cursor to the first unprotected character location of the next line. If the screen has only protected fields or has no fields, the cursor is positioned to character location **0**.
Skip Key	The Skip key on data entry keyboards moves the cursor to the first character position of the next unprotected field.

CURSOR CONTROL KEYS	DESCRIPTION
Tab Key	The Tab key moves the cursor to the first character location of the next unprotected field. If no fields (protected or unprotected) exist, the cursor is positioned to home position (row 1 space 1).

d. Edit Keys - Edit keys are used to modify the data displayed in unprotected fields.

EDIT KEYS	DESCRIPTION
Clear Key	The Clear key erases the screen and positions the cursor to row 1 space 1. It does not erase the status line, the status separator line, or cursor and does not perform a reset. The Do Not Enter - Time message appears.
Delete Key	The Delete key erases the character at the cursor position. The cursor does not move, and all remaining characters to the right of the cursor in the same input (unprotected) field shift one position to the left. Null characters are inserted at the end of the field as characters are shifted to the left. If an operator attempts to delete a character in a non-input (protected) field, the keyboard is disabled, no characters are cleared, and the cursor does not move. The Go Elsewhere message is displayed on the status line.
Erase EOF Key	In a formatted display, the Erase EOF key clears all unprotected data from the cursor location to the end of the field. In an unformatted display Erase EOF erases all characters from cursor position to the end of the screen. Operation of this key when cursor is in a protected field or at an attribute character causes a Do Not Enter condition, disables the keyboard, clears no characters, and the cursor does not move. The Go Elsewhere message is displayed on the status line. Press ***Reset*** to remove the symbol and unlock the keyboard.
EriInp Key	The Alt key must be pressed and held while the ErInp key is pressed. The ErInp key erases all unprotected data on the screen and repositions the cursor to the first unprotected character location on the screen. If the screen has only protected data fields, no character locations are cleared and the cursor is repositioned to the home position (character location 0). If the screen does not have any protected fields or is unformatted, the entire screen is erased and the cursor is repositioned to the home position, row 1, space 1.
Field Mark Key	The Field Mark key depressed with the Shift key inserts a field mark character on the correct record to indicate the end of a field in an unformatted buffer or of a subfield in a formatted buffer. Use of this key depends on the application. The field mark character is displayed and printed as an overscored semicolon(;).
Insert Key	The Insert key (â) inserts a character(s) at the cursor location without changing the data already displayed. The keyboard is placed in Insert mode, and the insert symbol is displayed on the status line. Press the Insert key, then type the character to be inserted. All remaining characters shift one position to the right. If necessary, data is shifted to the following line to make room for the inserted character. If the display is formatted and the field has been filled, the Too Much Data symbol appears on the status line

EDIT KEYS	DESCRIPTION
Insert Key (Continued)	and the keyboard locks; the cursor does not move. If the cursor is at an attribute character or in a protected field, nothing happens. The keyboard is disabled if an alphanumeric key is depressed. Pressing Reset restores the keyboard and removes the symbol. The following keys turn OFF insert mode: Reset, Clear, Test, Enter, SysRq, PA1, PA2, PF1-PF24.
Duplicate (Dup) Keys	On typewriter keyboards the Dup key indicates to the application program that a duplicate operation is intended for the field in which the duplicate character is located. The Shift key must be pressed and held when the Dup key is pressed. The Dup character is displayed as an overscored asterisk(*), and is printed as an asterisk(*) on a printer. On data entry keyboards pressing the Dup key indicates to the application program that a duplicate operation is intended for the field in which the duplicate character is displayed as an overscored asterisk(*), and is printed as an asterisk(*) on a printer. The Dup key is typamatic on data entry keyboards.

e. Control keys indicate communication with the host computer or change display conditions. Some control keys have predefined functions while other keys accommodate specific application requirements.

CONTROL KEYS	DESCRIPTION
AltCr Key	The AltCr key is used in conjunction with the Alt key to change the cursor display from an underscore to a rectangular symbol or vice versa.
Attn Key	The Attn key applies only to systems operating in SNA/SDLC protocol (B displayed on the status line) and is used when the operator wants to signal the program. After the Attn key is pressed, the Time X message is displayed on the status line and the keyboard is disabled. Use of this key depends on the individual application. the Attn key is operative only when B is displayed on the status line. Use of the Attn key during a printer Ident key operation causes the operation to terminate, the cursor to reappear and the previous printer ID to be displayed.
Click Key	The Click key is used in conjunction with the Alt key and turns the keyboard clicker on or off. If the clicker is on, pressing any keyboard key causes an audible click which indicates data being keyed is accepted by the system. The clicker is turned OFF or ON with each depression of the Click/Alt key combination. If the clicker is off and you hear the click when a key is depressed, or the clicker is on and you do not hear a click when a key is depressed, then the keyboard is locked and an **X** is displayed on the status line to indicate a Do Not Enter condition.
CrBlnk Key	The CrBlnk key is used in conjunction with the Alt key and causes the cursor to blink. Pressing the key a second time stops the blinking.
CursrSel Key	The CursrSel key allows item selection from a list or table. The operator positions the cursor within the field and presses the

CONTROL KEYS	DESCRIPTION
CursrSel Key (Continued)	CursrSel key. Each CursrSel operation depends upon the program. Pressing CursrSel in a non-selectable field causes the Go Elsewhere symbol to appear on the status line. Press ***Reset*** to remove the symbol and unlock the keyboard.
Quit Key	The Quit key is used with the Alt key to cancel a current outstanding print request if input is inhibited due to a Printer Busy or Printer Very Busy condition. This key also removes device not functional conditions such as Printer Not Working or Printer Failure and restores the keyboard. Use of the Quit key during a print request operation cancels the operation and sends a negative response to the host. The Time symbol replaces the Printer Busy signal. The Quit key does not affect printing requested from the system.
Enter Key	When $My Job or System Operator symbols are present on the status line, the Enter key transfers data from the screen to the DAFIS central computer. If neither is present the Minus Function symbol appears on the status line. Press ***Reset*** to remove the symbol from the status line and enable the keyboard. The Enter key will cancel insert mode but will not change shift status of the display.
Ident Key	The Ident key is used with the Alt key to assign a different printer or printer class for the display station. When the Alt and Ident keys are pressed, the cursor disappears from the screen and Assign Printer or Printer Assignment is displayed on the status line. Enter the two-digit numeric DAFIS printer ID. The ID will appear in the underlined portion of the message. If you do not want to change the printer number that is already assigned, press the ***Reset*** key. If the selected ID is valid and authorized for the display station, the Printer Assignment message indicates the new connection, and print ID mode terminates. The cursor reappears on the screen and the keyboard remains unlocked. To initiate a print request, press the print key. If an invalid printer ID was entered, the What Number message is displayed. At this time the contents of the Printer Status Field is redisplayed. The cursor reappears and the keyboard locks. Press ***Reset*** and try the Ident key operation again, using the correct ID. If the printer requested by the operator is not valid or is not authorized for use by the display station, the keyboard locks and the Operator Unauthorized message is displayed on the status line or the Do Not Enter What Number is displayed. Press ***Reset*** and try the Ident key operation again, using a different printer ID. If the Printer is Printing or Printer Not Working symbols are on the status line when Ident is pressed, then (X-f) Minus function appears on the status line and the keyboard locks. Press ***Reset*** to restore operation. If the display is receiving data from the DAFIS computer while assigning a new print number via the Ident operation, the keyboard

CONTROL KEYS	DESCRIPTION
Ident Key (Continued)	locks and the What symbol appears on the status line. In this case wait until data transfer is completed. During the Ident operation, remember: • Numeric information is displayed at the "__ __" position on the status line. Each character is then checked for validity. • The Reset key, and other keys or functions that cause a reset, operate normally during the Ident key operation and terminate print ID mode. If this occurs, the cursor reappears on the screen and the contents of the Printer Status Field are displayed on the status line. • The Attn and Quit keys, and host initiated read and write operations terminate print ID mode. If this occurs, the cursor reappears on the screen and the contents of the Printer Status Field are displayed on the status line. • Keys that function during a keyboard inhibited condition also function during the Ident key operation without terminating print ID mode. • Keys that do not function during a keyboard inhibited condition cause the Do Not Enter What? symbol to be displayed and print ID mode to be terminated. The cursor reappears on the screen and the contents of the Printer Status Field are displayed on the status line.
Print Key	The Print key sends an entire display screen to the printer. The print request is sent to the printer identified in the Printer Status Field of the status line. The Do Not Enter Operator Unauthorized symbols appear on the status line when: No printer status indicator is present; or, What Printer is indicated; or, Printer Assignment is required. Press ***Reset*** to remove the symbols and enable the keyboard. If the Printer Busy or Printer Very Busy status message appears on the status line, then either wait for print completion or press ***Quit*** in conjunction with the ***Alt*** key to cancel the print request and enable the keyboard. When the print operation starts the Printer Printing symbol replaces the Printer Assignment symbol and Do Not Enter Printer Busy symbols appear on the status line. Pressing ***Quit*** when the Printer Busy symbol is present on the status line will cancel the remainder of the print job not sent to the printer, remove the Printer Busy symbol, and enable the keyboard. When the print operation starts the Printer Printing symbol replaces the Printer Assignment symbol and Do Not Enter Printer Busy symbols appear on the status line. Pressing ***Quit*** when the

CONTROL KEYS	DESCRIPTION
Print Key (Continued)	Printer Busy symbol is present on the status line will cancel the remainder of the print job not sent to the printer, remove the Printer Busy symbol, and enable the keyboard. If the Printer Not Working message appears on the status line, the print request has been cancelled. Press ***Quit*** in conjunction with the ***Alt*** key to enable the keyboard.
Reset Key	The Reset key restores the keyboard after an input inhibited Do Not Enter condition (an **X** symbol displays on the status line) except when the following messages are displayed: Printer Busy, Printer Very Busy, Printer Not Working, What Printer, Terminal Wait, or Security Key. Press the Reset key to clear multiple input inhibited conditions. Pressing Reset during an insert operation terminates the operation. The Reset key will not reset a disabled keyboard when a command is being executed for a device to which a keyboard is attached. Reset cancels a dead key/character key input, leaving a standalone accent at the cursor position.
SysRq Key	Pressing the SysRq with the Alt key, switches the display station between the application program (DAFIS) and the system service control point (ADTN).
Test Key	The Test key is used with the Alt key to place the display station in on-line test mode for execution of the tests resident in the control unit. Test is displayed on the status line during test mode. The operator then identifies the desired test. If Printer Busy, Printer Very Busy, or Printer Not Working is indicated on the display, the Test key has no effect. Pressing Test with Alt exits on-line test mode.
ScPrt Key	To print the entire screen regardless of the cursor position, press the ScPrt key. For a partial screen print (PaPrt), position the cursor where you want to begin printing and press Shift plus ScrPrt key. The printer will print from the cursor to the end of the screen beginning on the first line of the paper.
PF Keys	The function of PF keys in DAFIS are explained in Chapter 2 - System Access.

Chapter 2 - System Access

2.1. General - The DAFIS access terminal and keyboard are the user's method of communicating with DAFIS. This chapter gives step-by-step instructions for signing on to DAFIS, changing a password in DAFIS, and signing off DAFIS. Additionally, this chapter identifies which specific DAFIS operations relate to function keys on the keyboard.

2.2. Requirements - The following items are required to sign on to DAFIS.

a. DAFIS access terminal and keyboard

b. Authorized DAFIS user-id and password. User-id's and passwords are established as described in Section 1, Chapter 3 - DAFIS Security. User-id's and passwords are unique to each inidividual user of DAFIS.

2.3. Procedures - Before signing on to DAFIS the user should familiarize himself/herself with the terminal keyboard/keys and the Operator Information Area Messages as listed in Chapter 1 of this section -- particularly:

- X-System message Section 2, Page 3
- Tab Key Section 2, Page 8
- Clear Key Section 2, Page 8
- Erase EOF Key Section 2, Page 8
- Enter Key Section 2, Page 10
- Reset Key Section 2, Page 12
- SysRq Key Section 2, Page 12

During the DAFIS data entry process, after the user inputs data on the screen the Enter key transmits the data to the DAFIS central computer. The only data checks that are performed before pressing the Enter key are alphanumeric field checks and protected field checks. For instance, alphabetic data is not allowed in a strictly numeric field and the user would only be allowed to enter data in the specified data entry fields. If the user is not sure that the data typed on the screen is accurate, pressing the Enter key will activate the on-line edits by transmitting the data to the central computer. The DAFIS validity edits are performed and the entered data is either accepted or a message is displayed which describes the reason for non-acceptance of the data. The Enter key can therefore be used as a tool when the user is in doubt about any part of the data he or she is trying to enter. Following are step-by-step procedures for accessing the DAFIS sign-on screen, signing on to DAFIS, changing a password, and signing off DAFIS.

a. Access the Corn Network TPX sign on screen -

(1) Step 1 - The first screen you will see when you connect to the CORN system depends on how you are connected. You see either the Unformatted Systems Service Screen or the Welcome to CORN Screen as illustrated in Figures 2-1 and 2-2. Type **FAANET** (See Figs 2-1 and 2-2).

```
THIS TERMINAL IS LOGGED ON TO UNFORMATTED SYSTEMS SERVICES -- VTAMID=(IB4LU033)
FOR PASSWORD ASSISTANCE/RE-ESTABLISHMENT -- PHONE 405-954-3000 -- 24 HRS/DAY
FAANET
```

Figure 2-1 Type FAANET (Unformatted Systems Service Screen)

```
WELCOME TO CORN.  YOUR TERMINAL NAME IS:  TPLAAOUU

Use of the network is restricted to authorized users.  User activity is
monitored and recorded by system personnel.  Anyone using the network
expressly consents to such monitoring and recording.

BE ADVISED.  If possible criinal activity is detected, system records
along with certain personal information, may be provided to law
enforcement officials.

FOR PASSWORD ASSISTANCE/RE-ESTABLISHMENT - - PHONE 405-954-3000 - - 24 HRS/DAY
FANNET
```

Figure 2-2 Type FAANET (Welcome to CORN Screen)

(2) Step 2 - Press ***Enter***. The Corn Network TPX sign on screen appears (See Fig 2-3).

```
      FFFFFFFFF   AAAAAA     AAAAAA    NNN     NNN  EEEEEEEEE  TTTTTTTTTTTTT
     FFFFFFFFF  AAAAAAAAA  AAAAAAAAA  NNNN    NNN  EEEEEEEEE  TTTTTTTTTTTTT
    FFF        AAA   AAA  AAA   AAA  NNNNN   NNN  EEE            TTT
   FFFFFFFFF  AAAAAAAAA  AAAAAAAAA  NNN NN  NNN  EEEEEEEEE      TTT
  FFFFFFFFF  AAAAAAAAA  AAAAAAAAA  NNN  NN NNN  EEEEEEEEE      TTT
 FFF        AAA   AAA  AAA   AAA  NNN   NNNNN  EEE            TTT
FFF        AAA   AAA  AAA   AAA  NNN    NNNN  EEEEEEEEE      TTT
FFF        AAA   AAA  AAA   AAA  NNN     NNN  EEEEEEEEE      TTT  TPX 3.5

       THIS NETWORK OF COMPUTERS IS PROTECTED BY A SECURITY SYSTEM.
   CRIMINAL LAW PROHIBITS UNAUTHORIZED USE. VIOLATORS WILL BE PROSECUTED.


*******************************************************************************
*               PLEASE ENTER REQUESTED ACCESS INFORMATION.                    *
*   LOGON-ID:                 HOST:        P210      DATE:  06/26/95         *
*   PASSWORD:                 TERMINAL-ID: IB4LU033  TIME:  10:47:06         *
*   NEW PASSWORD:             TRANSFER:              MODEL: 3292-2           *
*                                                    HELP:  (405) 954-3000   *
*******************************************************************************
             ***** PRODUCTION TPX ON SYSTEM P210 *****
for Help Desk Directory select "HELPDESK" application from your menu
   PF1=Help    PF3=Logoff
```

Figure 2-3 Corn Network TPX Sign on Screen

b. Sign on to DAFIS -

(1) Step 1 - Access the Corn Network TPX sign on screen as shown in a. above.

(2) Step 2 - Type the DAFIS User-ID in the logon-ID field.

(3) ***Tab*** to the password field.

(4) Type password (password will not be visible as you type) (See Fig 2-4).

```
      FFFFFFFFF   AAAAAA     AAAAAA    NNN     NNN  EEEEEEEEE  TTTTTTTTTTTTT
     FFFFFFFFF  AAAAAAAAA  AAAAAAAAA  NNNN    NNN  EEEEEEEEE  TTTTTTTTTTTTT
    FFF        AAA   AAA  AAA   AAA  NNNNN   NNN  EEE            TTT
   FFFFFFFFF  AAAAAAAAA  AAAAAAAAA  NNN NN  NNN  EEEEEEEEE      TTT
  FFFFFFFFF  AAAAAAAAA  AAAAAAAAA  NNN  NN NNN  EEEEEEEEE      TTT
 FFF        AAA   AAA  AAA   AAA  NNN   NNNNN  EEE            TTT
FFF        AAA   AAA  AAA   AAA  NNN    NNNN  EEEEEEEEE      TTT
FFF        AAA   AAA  AAA   AAA  NNN     NNN  EEEEEEEEE      TTT  TPX 3.5

       THIS NETWORK OF COMPUTERS IS PROTECTED BY A SECURITY SYSTEM.
   CRIMINAL LAW PROHIBITS UNAUTHORIZED USE. VIOLATORS WILL BE PROSECUTED.


*******************************************************************************
*               PLEASE ENTER REQUESTED ACCESS INFORMATION.                    *
*   LOGON-ID: DF$ABWP         HOST:        P210      DATE:  06/26/95         *
*   PASSWORD:                 TERMINAL-ID: IB4LU033  TIME:  10:47:06         *
*   NEW PASSWORD:             TRANSFER:              MODEL: 3292-2           *
*                                                    HELP:  (405) 954-3000   *
*******************************************************************************
             ***** PRODUCTION TPX ON SYSTEM P210 *****
for Help Desk Directory select "HELPDESK" application from your menu
   PF1=Help    PF3=Logoff
```

Figure 2-4 Sign on Screen Completed

(5) Step 5 - Press ***Enter***. The TPX Menu appears. This menu displays the mainframe applications that you are authorized to access. Figure 2-5 is a representation of what this screen may look like on your computer.

```
                    NVi/TPX MENU FOR  DF$ABWP          Panelid  - TEN0041
                                                       Terminal - IB4LU033
Cmdkey=PF12/24    Jump=PF21      Menu=PF22             Model    - 3292-2
Print=PF23        Cmdchar=/                          System   - AC9TPX12

   Sessid      Sesskey       Session Description          Status

 _ APLPNX2E    PF 1          COMPUTER BASED TRAINING
 _ DFZZIPR     PF 2          DAFIS INTERCOM -  (ICOM)     PR
 _ DFZZ3PR     PF 3          DAFIS - COM-PLETE 3  (COMP3) PR
 _ DFZZ4TT     PF 4          DAFIS - COM-PLETE 4  (COMP4) TT
 _ FAATSO      PF 5          MMAC PROD TSO
 _ HELPDESK    PF 6          HELP DESK CONTACT NUMBERS
 _ TPXADMIN    PF 7          TPX Administration
 _ TPXMAIL     PF 8          TPX Mailbox
 _ TSO11       PF 9          TSO - P209
 _ TSO12       PF 10         TSO-P210 / CLIST APPLICATIONS




Command ===>
PF1=Help  PF7/19=Up  PF8/20=Down  PF10/22=Left  PF11/23=Right  H =Cmd Help
```

Figure 2-5 TPX Menu

You may access DAFIS in one of the following ways:

1. Use the ***Tab*** key to move your cursor to the left column beside DAFIS INTERCOM (ICOM) session, then press ***Enter***.

2. Type the session ID number (Sessid) on the command line and press ***Enter***.

3. Press the PF key for DAFIS as assigned in the TPX Administration option. In the example shown in Figure 2-5 you would press ***PF2***.

When you execute the method of your choice, the Intercomm Warning screen appears (See Fig 2-6).

```
>------------ INTERCOMM EXTENDED SECURITY SYSTEM ------------<
PASSWORD EXPIRES IN 089 SIGNONS
LAST SIGNON WAS 14.21.04.82  95.177
*****************************************************************
*                                                               *
*                       W A R N I N G                           *
*            U N A U T H O R I Z E D   A C C E S S              *
*                 I S   C O N S I D E R E D   A                 *
*                  C R I M I N A L   A C T                      *
*                                    SEC. 641 OF TITLE 18 USC   *
*****************************************************************
*  EFFECTIVE JANUARY 13 1991 PASSWORDS FOR THE INTERCOMM        *
*  MUST BE AT LEAST 4 CHARACTERS IN LENGTH                      *
*****************************************************************
INTERCOMM SESSION BEGINNING  15.16.17.38  95.177
TERMINAL(DF162)  USER(DF$ABWP )  GROUP(UASGROUP)
>---------------------- SIGNON COMPLETED ----------------------<
```

Figure 2-6 Intercomm Warning Screen

c. Change a password -

You will be prompted to change your password every 90 calendar days as shown in the following procedure:

(1) Step 1 - Access the Corn Network TPX sign on screen as shown in a. above.

(2) Step 2 - Sign on as shown in b. above. The change password message will appear (See Fig 2-7).

```
      FFFFFFFFF   AAAAAA     AAAAAA    NNN     NNN  EEEEEEEEE  TTTTTTTTTTTTT
     FFFFFFFFF  AAAAAAAAA  AAAAAAAAA  NNNN    NNN  EEEEEEEEE  TTTTTTTTTTTTT
    FFF        AAA   AAA  AAA   AAA  NNNNN   NNN  EEE            TTT
   FFFFFFFFF  AAAAAAAAA  AAAAAAAAA  NNN NN  NNN  EEEEEEEEE      TTT
  FFFFFFFFF  AAAAAAAAA  AAAAAAAAA  NNN  NN NNN  EEEEEEEEE      TTT
 FFF        AAA   AAA  AAA   AAA  NNN   NNNNN  EEE            TTT
FFF        AAA   AAA  AAA   AAA  NNN    NNNN  EEEEEEEEE      TTT
FFF        AAA   AAA  AAA   AAA  NNN     NNN  EEEEEEEEE      TTT  TPX 3.5

       THIS NETWORK OF COMPUTERS IS PROTECTED BY A SECURITY SYSTEM.
   CRIMINAL LAW PROHIBITS UNAUTHORIZED USE. VIOLATORS WILL BE PROSECUTED.


*******************************************************************************
*               PLEASE ENTER REQUESTED ACCESS INFORMATION.                    *
*   LOGON-ID:                 HOST:        P210      DATE:  06/26/95         *
*   PASSWORD:                 TERMINAL-ID: IB4LU033  TIME:  10:47:06         *
*   NEW PASSWORD:             TRANSFER:              MODEL: 3292-2           *
*                                                    HELP:  (405) 954-3000   *
*******************************************************************************
YOUR PASSWORD HAS EXPIRED.
PLEASE ENTER A NEW ONE.
   PF1=Help    PF3=Logoff
```

Figure 2-7 Change Password Message

(3) Step 3 - Type DAFIS User-ID in logon-ID field.

(4) Step 4 - ***Tab*** to the password field.

(5) Step 5 - Type the old password.

(6) Step 6 - ***Tab*** to the new password field.

(7) Step 7 - Type a new password (6 to 8 characters).

(8) Step 8 - Press ***Enter***. You are asked to reenter your password to verify the entry. Type your new password in the new password field again.

(9) Step 9 - Press ***Enter*** (See Fig 2-8). Your new password has been established.

You may change your password at any time by completing steps 3 - 9 above.

```
                    NVi/TPX MENU FOR  DF$ABWP          Panelid  - TEN0041
                                                       Terminal - IB4LU033
Cmdkey=PF12/24    Jump=PF21      Menu=PF22             Model    - 3292-2
Print=PF23        Cmdchar=/                          System   - AC9TPX12

   Sessid      Sesskey       Session Description          Status

 _ APLPNX2E    PF 1          COMPUTER BASED TRAINING
 _ DFZZIPR     PF 2          DAFIS INTERCOM -  (ICOM)     PR
 _ DFZZ3PR     PF 3          DAFIS - COM-PLETE 3  (COMP3) PR
 _ DFZZ4TT     PF 4          DAFIS - COM-PLETE 4  (COMP4) TT
 _ FAATSO      PF 5          MMAC PROD TSO
 _ HELPDESK    PF 6          HELP DESK CONTACT NUMBERS
 _ TPXADMIN    PF 7          TPX Administration
 _ TPXMAIL     PF 8          TPX Mailbox
 _ TSO11       PF 9          TSO - P209
 _ TSO12       PF 10         TSO-P210 / CLIST APPLICATIONS




Command ===>
PF1=Help  PF7/19=Up  PF8/20=Down  PF10/22=Left  PF11/23=Right  H =Cmd Help
```

Figure 2-8 TPX Menu

d. Sign off DAFIS and log off TPX.

(1) Sign off DAFIS. You may sign off DAFIS in one of the following ways:

1. While you are still in DAFIS, press the ***PF24*** function key. This brings you back to the TPX Menu.

2. While you are still in DAFIS, access the TPX Menu using the function key designated in the TPX Administration setup. In the example shown in Figure 2-9, the menu access key was defined as PF22. After you access the TPX Menu, you will notice that the active applications are highlighted. Place an **I** in the left column beside the highlighted DAFIS INTERCOM (ICOM) session, then press ***Enter*** (See Fig 2-9).

After performing one of these two functions you have signed off DAFIS but you are still logged on to TPX. Log off TPX using the procedure described in (2) below.

```
                    NVi/TPX MENU FOR  DF$ABWP          Panelid  - TEN0041
                                                       Terminal - IB4LU033
Cmdkey=PF12/24    Jump=PF21      Menu=PF22             Model    - 3292-2
Print=PF23        Cmdchar=/                          System   - AC9TPX12

   Sessid      Sesskey       Session Description          Status

 _ APLPNX2E    PF 1          COMPUTER BASED TRAINING
 I DFZZIPR     PF 2          DAFIS INTERCOM -  (ICOM)     PR
 _ DFZZ3PR     PF 3          DAFIS - COM-PLETE 3  (COMP3) PR
 _ DFZZ4TT     PF 4          DAFIS - COM-PLETE 4  (COMP4) TT
 _ FAATSO      PF 5          MMAC PROD TSO
 _ HELPDESK    PF 6          HELP DESK CONTACT NUMBERS
 _ TPXADMIN    PF 7          TPX Administration
 _ TPXMAIL     PF 8          TPX Mailbox
 _ TSO11       PF 9          TSO - P209
 _ TSO12       PF 10         TSO-P210 / CLIST APPLICATIONS




Command ===>
PF1=Help  PF7/19=Up  PF8/20=Down  PF10/22=Left  PF11/23=Right  H =Cmd Help
```

Figure 2-9 "Inactivate" DAFIS from TPX Menu

(2) Log off TPX - Type **/K** on the command line in the TPX Menu and press ***Enter*** (See Fig 2-10).

```
                    NVi/TPX MENU FOR  DF$ABWP          Panelid  - TEN0041
                                                       Terminal - IB4LU033
Cmdkey=PF12/24    Jump=PF21      Menu=PF22             Model    - 3292-2
Print=PF23        Cmdchar=/                          System   - AC9TPX12
        ==> Session DFZZIPR  has ended <==
   Sessid      Sesskey       Session Description          Status

 _ APLPNX2E    PF 1          COMPUTER BASED TRAINING
 _ DFZZIPR     PF 2          DAFIS INTERCOM -  (ICOM)     PR
 _ DFZZ3PR     PF 3          DAFIS - COM-PLETE 3  (COMP3) PR
 _ DFZZ4TT     PF 4          DAFIS - COM-PLETE 4  (COMP4) TT
 _ FAATSO      PF 5          MMAC PROD TSO
 _ HELPDESK    PF 6          HELP DESK CONTACT NUMBERS
 _ TPXADMIN    PF 7          TPX Administration
 _ TPXMAIL     PF 8          TPX Mailbox
 _ TSO11       PF 9          TSO - P209
 _ TSO12       PF 10         TSO-P210 / CLIST APPLICATIONS




Command ===> /K
PF1=Help  PF7/19=Up  PF8/20=Down  PF10/22=Left  PF11/23=Right  H =Cmd Help
```

Figure 2-10 Log fof TPX

2.4. DAFIS Functions - The DAFIS functions can be accessed by pressing a function key at any time after the user has signed on to DAFIS providing he/she has the security to do so. Each of these functions are explained in detail and in context as their process is explained in the Guide. Following, each function key is listed and its function shown.

a. ***PF1*** - This function key accesses the Batch Maintenance Menu. The purpose of this menu is to input batches of transactions in DAFIS. The user has the option of adding a batch header and/or record, balancing a batch, changing a batch header and/or record, deleting a batch or record, inquiring a batch header or record, printing a batch, rejecting an IOTV, or printing error records only. This menu is discussed in detail in Section 5 - Menu and Batching Concepts.

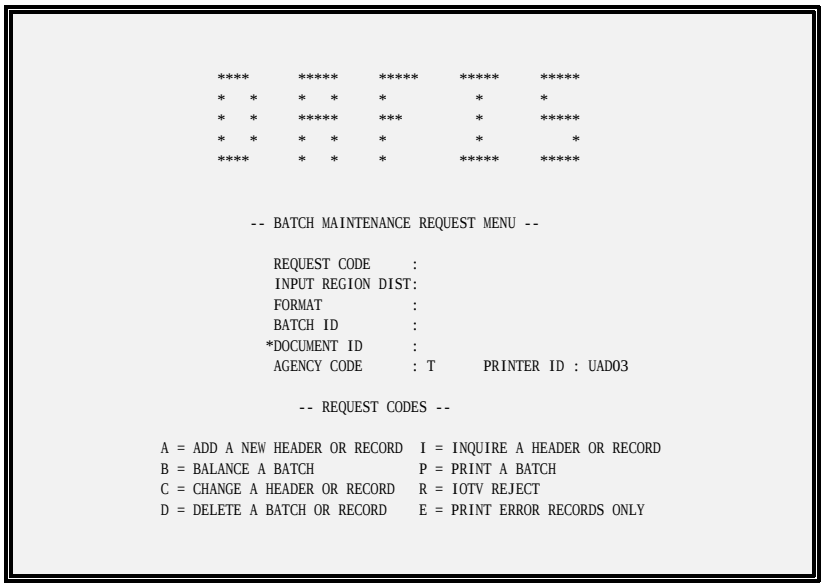


Figure 2-11 Batch Maintenance Menu

b. ***PF2*** - This function key accesses the Inquiry Menu. Inquiries are discussed in Section 8.

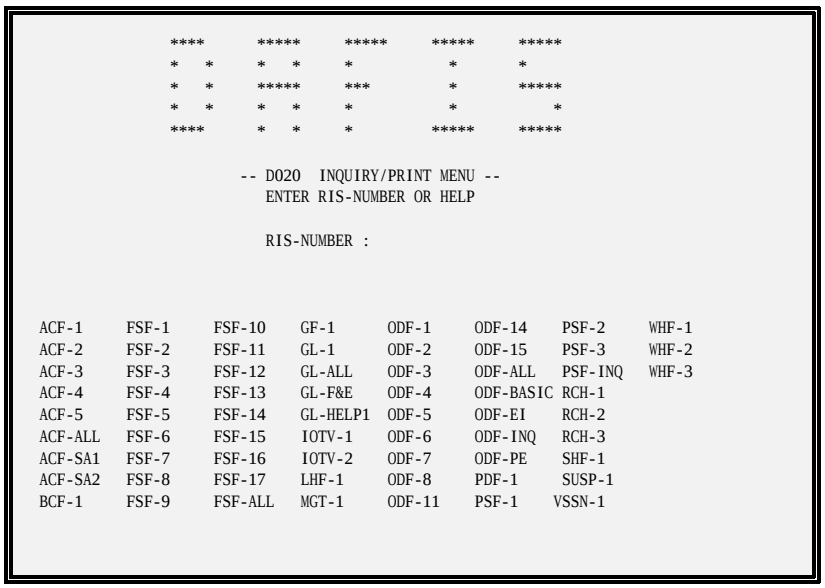


Figure 2-12 Inquiry Menu

c. ***PF3*** - This function key accesses the Table Maintenance Menu. Tables are discussed in Section 4.

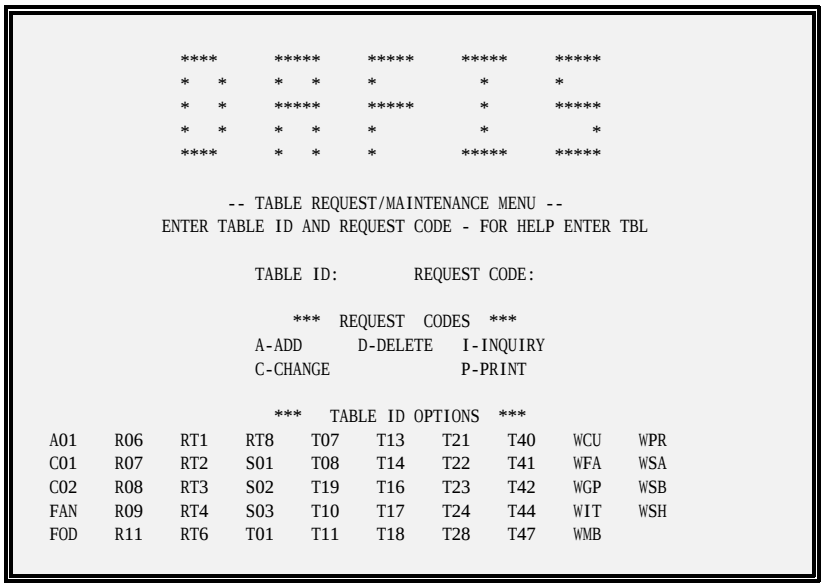


Figure 2-13 Table Maintenance Menu

d. ***PF4*** - This function key accesses the menu which allows the user to stop payment on a record in the warehouse file. This is discussed in Section 9 - Special Processes - Cash Certification.

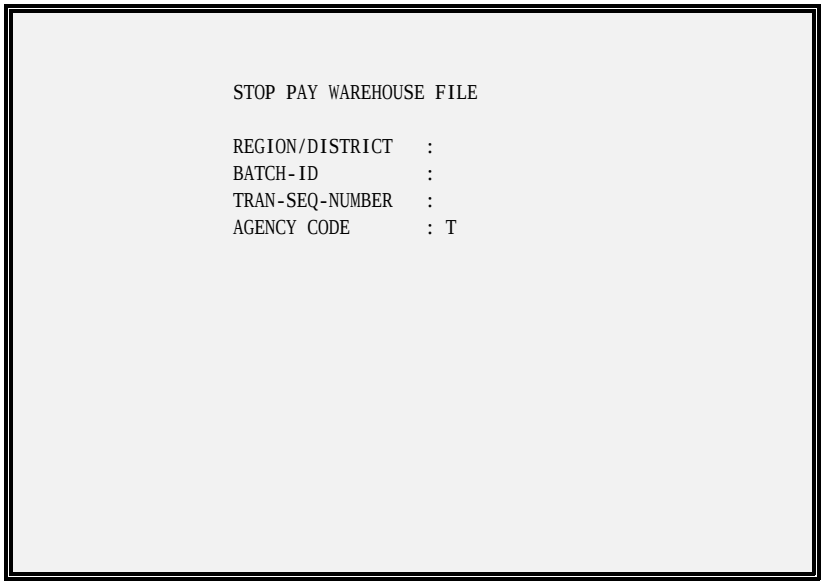
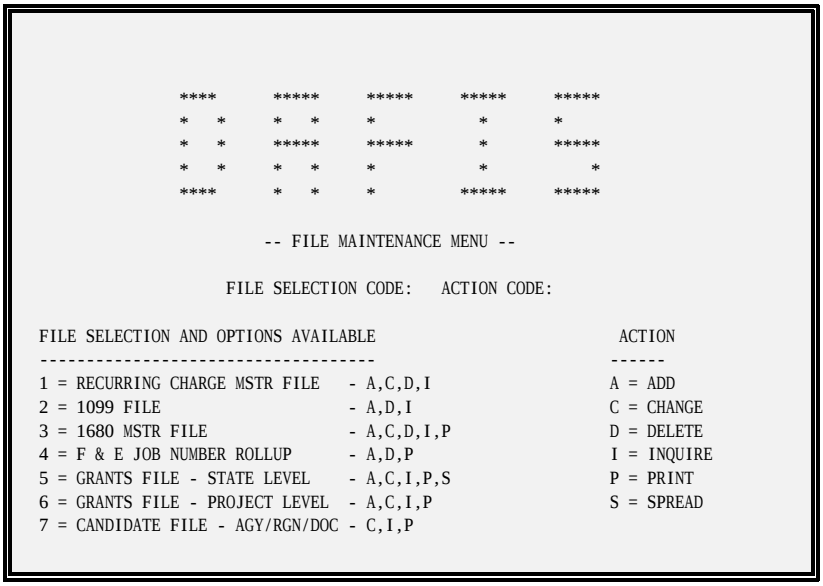


Figure 2-14 Stop Payment in Warehouse File

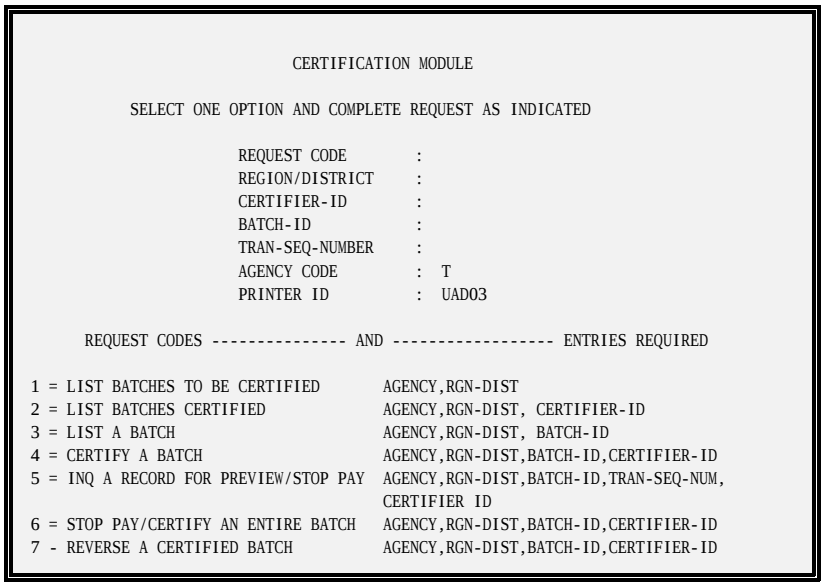
e. ***PF5*** - This function key accesses the File Maintenance Menu. The options on this menu are discussed with their particular function in Section 9.



```
 ****     *****    *****    *****    *****
 *   *    *   *    *          *      *
 *   *    *****    *****      *      *****
 *   *    *   *    *          *          *
 ****     *   *    *        *****    *****

                -- FILE MAINTENANCE MENU --

              FILE SELECTION CODE:   ACTION CODE:

FILE SELECTION AND OPTIONS AVAILABLE                      ACTION
-----------------------------------                      ------
1 = RECURRING CHARGE MSTR FILE   - A,C,D,I               A = ADD
2 = 1099 FILE                    - A,D,I                 C = CHANGE
3 = 1680 MSTR FILE               - A,C,D,I,P             D = DELETE
4 = F & E JOB NUMBER ROLLUP      - A,D,P                 I = INQUIRE
5 = GRANTS FILE - STATE LEVEL    - A,C,I,P,S             P = PRINT
6 = GRANTS FILE - PROJECT LEVEL  - A,C,I,P               S = SPREAD
7 = CANDIDATE FILE - AGY/RGN/DOC - C,I,P
```

Figure 2-15 File Maintenance Menu

f. ***PF6*** - This function key accesses the Payment Certification Menu. Only user-id's authorized through DAFIS security are allowed to access this menu. Payment certification is discussed in Section 9.



```
                          CERTIFICATION MODULE

          SELECT ONE OPTION AND COMPLETE REQUEST AS INDICATED

                    REQUEST CODE       :
                    REGION/DISTRICT    :
                    CERTIFIER-ID       :
                    BATCH-ID           :
                    TRAN-SEQ-NUMBER    :
                    AGENCY CODE        :  T
                    PRINTER ID         :  UAD03

     REQUEST CODES --------------- AND ------------------ ENTRIES REQUIRED

1 = LIST BATCHES TO BE CERTIFIED       AGENCY,RGN-DIST
2 = LIST BATCHES CERTIFIED             AGENCY,RGN-DIST, CERTIFIER-ID
3 = LIST A BATCH                       AGENCY,RGN-DIST, BATCH-ID
4 = CERTIFY A BATCH                    AGENCY,RGN-DIST,BATCH-ID,CERTIFIER-ID
5 = INQ A RECORD FOR PREVIEW/STOP PAY  AGENCY,RGN-DIST,BATCH-ID,TRAN-SEQ-NUM,
                                       CERTIFIER ID
6 = STOP PAY/CERTIFY AN ENTIRE BATCH   AGENCY,RGN-DIST,BATCH-ID,CERTIFIER-ID
7 - REVERSE A CERTIFIED BATCH          AGENCY,RGN-DIST,BATCH-ID,CERTIFIER-ID
```

Figure 2-16 Payment Certification Menu

g. ***PF7*** - This function key accesses the Recurring Charge automated disbursement initiation. This is discussed in Section 9 - Special Processes - Recurring Charge.

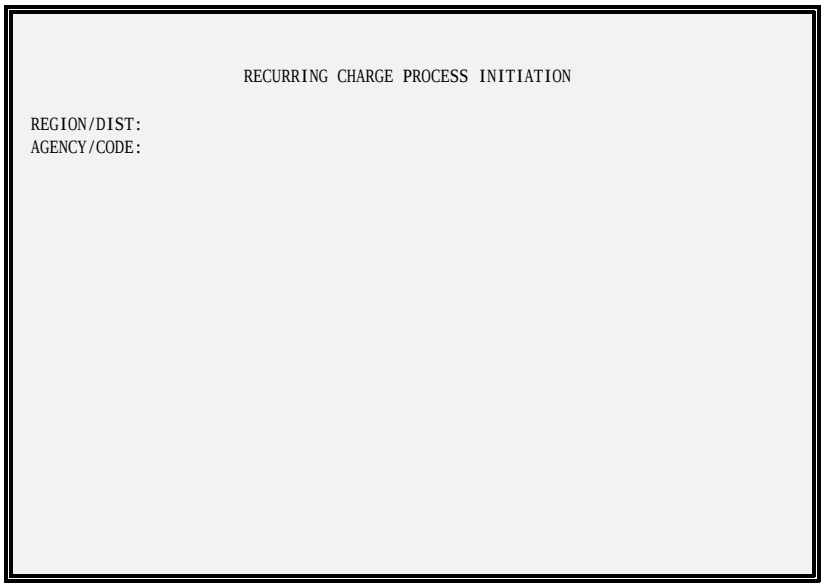


Figure 2-17 Recurring Charge Process Initiation

h. ***PF9*** - This function key accesses the Open/Close/Purge a Document Menu. See Section 9.

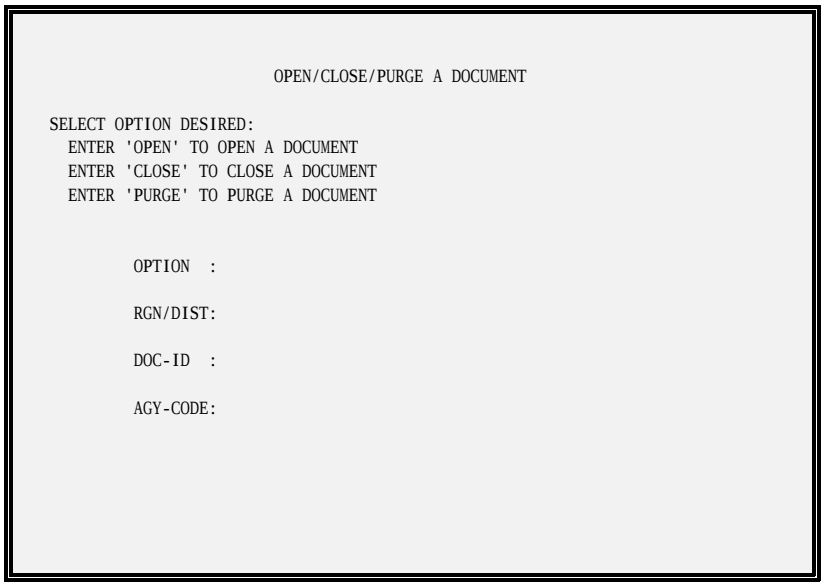


Figure 2-18 Open/Close/Purge a Document Menu

i. ***PF13*** - This function key accesses the Accounts Receivable Menu. The entire Accounts Receivable process is discussed in Section 9.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE:     OPTION CODE:

SELECTION                      OPTION   SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE    A-C-I     20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE A-C-D     21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE           A-C-D-I-P 22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE   A-C-D-I-P 23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R           A-C-D     24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS        A-C-D     25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT  A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS         A-C-D     27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL        A-C-D     28. 1081 BILL INQUIRY             I
10. REVERSE BILL              R         29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS       A-I-P     30. OIL POLLUTION BILL INQUIRY    P
                                        31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 2-19 Accounts Receivable Menu

j. ***PF14*** - This function key accesses the Accounts Receivable Billing Preview Menu. See Accounts Receivable, Section 9.

```
                              BILLING PREVIEW MENU


 BILLING PROOF LIST:       RGN/DIST:      AGREE NUM    :
 ASSESS LATE CHARGE:       RGN/DIST:      BILL AGREE   :         Y OR N:
 STOP BILL         :       RGN/DIST:      BILL SEQUENCE:
 REMOVE STOP BILL  :       RGN/DIST:      BILL SEQUENCE:
 CH BILL RATE/SCH9 :       RGN/DIST:      BILL NUM     :
 SCH 9 STATUS PRINT:       RGN/DIST:      SCH 9 STATUS :   (ENTER CODE
                                                           OR "99" FOR ALL)
 BILLING PREVIEW   :       RGN/DIST:      BILL AGREE   :    BILL NUM:
 REVERSE PREVIEW   :       RGN/DIST:      BILL AGREE   :

 AGY-CODE   : T
 PRINTER-ID : UAC21
```

Figure 2-20 Billing Preview Menu

k. ***PF16*** **-** This function key accesses the Reports Control Table Menu. Type **RIS** for help with this menu.

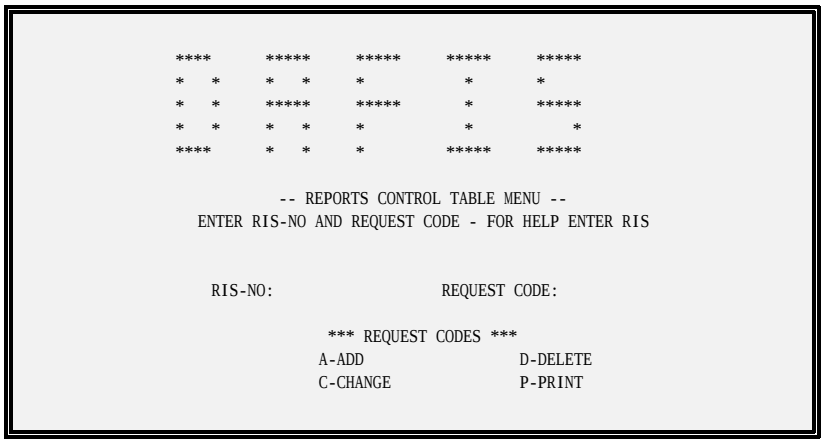


Figure 2-21 Reports Control Table Menu

l. ***PF17*** - This function key accesses the Voucher Examination Module Main Menu.

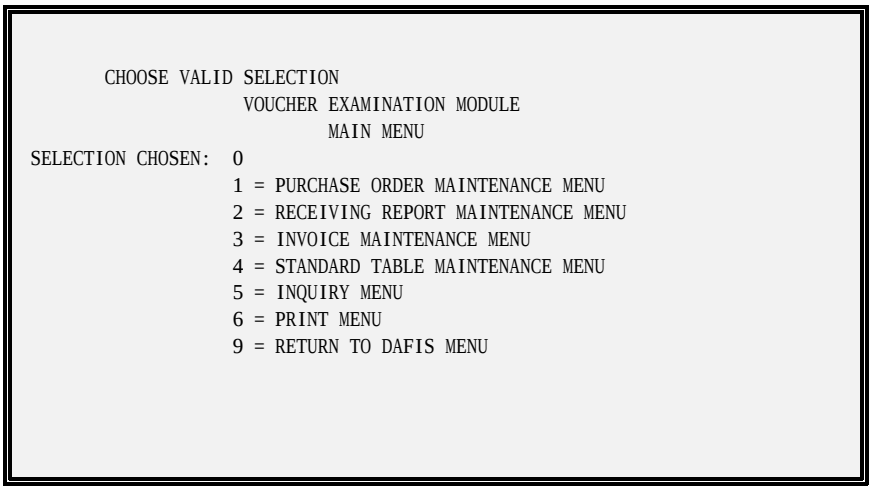


Figure 2-22 Voucher Examination Module Main Menu

m. An alternate method to access DAFIS functions is to press the ***PF11*** function key.

The DAFIS Master Menu is displayed. Type the requested function number and press ***Enter***.

```
D010

                          --- DAFIS MASTER MENU ---

                              FUNCTION CODE:

          FUNCTION
             1          BATCH MAINTENANCE MENU
             2          INQUIRY/PRINT REPORTS MENU
             3          TABLE MAINTENANCE/INQUIRY MENU
             4          STOP PAY - WAREHOUSE
             5          FILE MAINTENANCE MENU
             6          PAYMENT CERTIFICATION
             7          RECURRING CHARGE GENERATED PAYMENT INITIATION
             8          FMT 9 LABOR DISTRIBUTION
             9          OPEN/CLOSE/PURGE DOCUMENT
            10          RESERVED (CONFIRMATION)
            13          A/R MENU
            14          A/R BILLING PREVIEW MENU
            16          REPORTS CONTROL MENU
```

Figure 2-23 DAFIS Master Menu

2.5. Troubleshooting - Occasionally, the DAFIS will go down or be brought down due to hardware or software problems. Additionally, sometimes the telecommunication connection to the site will be interrupted due to problems with the Telenet communications network. When this occurs, the individual or alternate at the site who is the designated troubleshooter should follow this procedure:

a. Determine that the terminal and/or printer is connected and all local equipment is working properly.

b. If the problem is not local, call the DAFIS Help Desk in Oklahoma City at (405) 954-3000.

*The designated troubleshooter for this site is*_____.

*The alternate troubleshooter for this site is*_____.

SECTION 3. DAFIS ACCOUNTING CLASSIFICATION

Chapter 1 - DAFIS Accounting Classification

1.1. General - This section introduces the DAFIS accounting classification code structure and gives an explanation of each element. Relationships of data where appropriate are also discussed. Additionally, this section lists and explains the major DAFIS data elements which accumulate amounts for reporting purposes in three of the four major files (Allotment Control File, Fiscal Status File, Open Document File).

1.2. DAFIS Accounting Classification Code - The DAFIS accounting classification code is used for the purpose of segregating, categorizing, and reporting financial data. DAFIS has defined an eight element structure which relates transactions to the fund and fiscal year program from which financed; and the organizational level and category of funding to which responsibility has been assigned (See Fig 3-1).

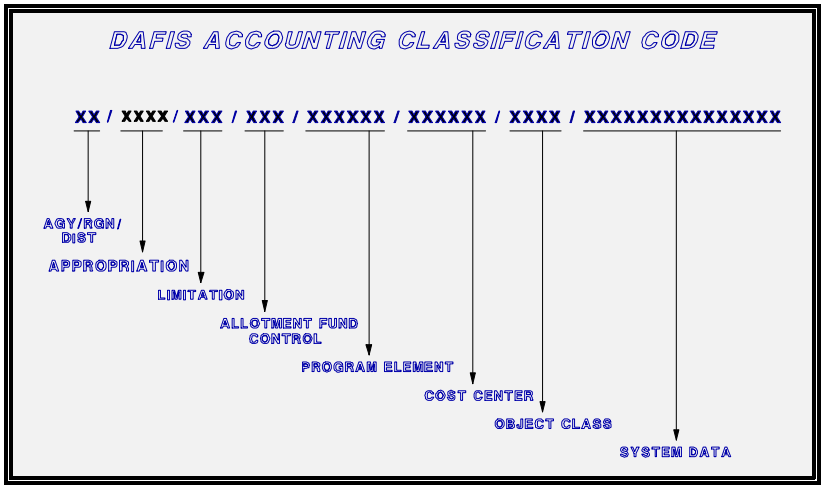


Figure 3-1 DAFIS Accounting Classification Code

Following are individual elements of the accounting classification. All are alphanumeric.

a. Agency/Region/District (AGY-RGN-DIST) - This is a two-digit code which identifies the organization and geographic location of DAFIS agencies/regions/districts. The first digit is the agency and the second digit is the region/district. The agency code assigned to each DOT agency is shown in figure 3-2.

AGENCY CODE	TITLE	ALC
1	FEDERAL AVIATION ADMINISTRATION	69001104
2	UNITED STATES COAST GUARD	69025102
4	FEDERAL HIGHWAY ADMINISTRATION	69050001
5	FEDERAL RAILROAD ADMINISTRATION	69070001
6	OFFICE OF THE SECRETARY OF TRANS	69010005
8	NATIONAL HIGHWAY TRANSPORTATION SAFETY ADMINISTRATION	69060011
9	FEDERAL TRANSIT ADMINISTRATION	69080001
D	MARITIME ADMINISTRATION	69170001
3	VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER	69010004
	SURFACE TRANSPORTATION BOARD	69030001

Figure 3-2 Agency Codes and ALC's

Region/district codes are listed on Table T01 - Agency/Region/District Security Table for each agency. The agency/region/district code in conjunction with a given appropriation code indicates that agency/region/district is authorized budgetary authority for that appropriation.

b. Appropriation Code (APPROP-CODE) - This is a four-digit code which identifies the appropriation that authorized the obligation and expenditure of funds. An appropriation is an authorization by an act of Congress that permits Federal agencies to incur obligations and expenditures out of Treasury for specified purposes. The four-digit appropriation code is a DAFIS code used to represent the Treasury appropriation symbol. An agency may use one, two, three, or all four of these digits to identify an appropriation. Table R07 - Approp Code/Limitation identifies the Treasury appropriation symbol as it relates to the DAFIS appropriation code. There are various appropriation types which in DAFIS are called fund types. Fund types are used by DAFIS for internal reporting. Fund types are listed in Section 1, Page 24. There are also various types of appropriations referred to in DAFIS as type approp. Type approp refers to the number of years in the life of the appropriation. The type approps are listed in figure 3-3.

TYPE APPROP	TITLE
A	Annual
0-9	Multi-year
X	No Year

Figure 3-3 DAFIS Type Approp

The appropriation codes with their associated fund types and type approps are listed on DAFIS Table R07. Fund type and type approp are transparent to the user. When necessary, the system obtains this information from R07 as the appropriation code is used.

c. Appropriation Code Limitation (APPROP-CODE-LIM) - This is a three-digit code which identifies limitations on the usage of funds established by the appropriation of those funds or other laws governing usage of funds. An agency may use one, two, or all three of these digits to identify the limitation of funds. However the first digit of the limitation is restricted as follows:

- Numbers 5, 8, 9 represent reimbursable limitations.
- Numbers 6 represents reimbursable authority on direct limitations.
- All others represent direct limitations.

The appropriation code limitation is established on the R07 - Approp Code/Limitation Table and thus represents a separate classification of funds.

d. Allotment Fund Control (ALLOT-FUND-CNTL) - This is a three-digit code which is divided into two elements as follows:

(1) Allotment Fund Control Code (ALLOT-FUND-CNTL-CODE) - The allotment fund control code further classifies the appropriation for specific allotments to fund managers. This allows the agencies flexibility in making allotments of funds for one appropriation limitation to more than one organization/manager. The allotment fund control codes are maintained on DAFIS Table RT1 - Appropriation Limitation/Allotment Fund Control.

(2) Allotment Level Indicator Code (ALLOT-LEVEL-IND-CODE) - The allotment level indicator code allows a further breakdown of the allotment to specific data elements or combinations of elements. For instance, an agency could elect to make allotments to a specific cost center within the organization. The RT1 Table would therefore be loaded with a "7" in this field with the cost center designated. Figure 3-4 illustrates the elements of the accounting classification on Table RT1 for each allotment level indicator.

ALI	APPROP CODE APPROP CODE LIM ALLOT FUND CNTL	PROG ELEM	COST CENTER	OBJECT CLASS
BLANK*				
0	X			
1	X	X		
2	X	X	X	
3	X	X	X	X
4	X	X		X
5	X			X
6	X		X	X
7	X		X	

Figure 3-4 Allotment Level Indicator Codes

e. Program Element (PROG-ELEM) - This six-digit code represents budget programs or "missions" which are functional activities. For instance, the "accounting" functional activity could be classified as a program element in DAFIS. Valid program elements as they relate to appropriation codes are defined in Table R06 - Program Element Name. An agency may use from one to six digits to identify a program element. The program element is subdivided on some reports to accommodate accumulation of amounts. For instance, the first digit of program element is the program activity and amounts are accumulated at that level on DAFIS report 20-9N, Part 5 - Report of Obligations.

f. Cost Center (COST-CNTR) - This is a six-digit code which represents cost collection points such as organizations, functions, geographical locations, or it may represent a combination of these elements. The first one to five digits are the cost center major and are defined on Table T28 - Cost Center Major. However for reporting purposes, cost center major breaks at the two-digit level. Agencies have the option of using one to five digits for the cost center major and two to six digits for the cost center. Valid cost centers are defined on table T06 - Cost Center Description.

g. Object Class (OBJ-CLASS) - DOT standard object class is is a four-digit code which identifies the nature of services, articles, and other items for which obligations are incurred. Table T24 - Departmental Standard Object Class Name and Code contains a list of all DOT standard object classes and is maintained by OST. Table R08 - Object Class Name edits against T24 for validity. The first two digits of the object class are assigned by the office of Management and Budget (OMB) as shown below. See Section 4 for more information about Tables T24 and R08.

OMB ASSIGNED OBJECT CLASS	DESCRIPTION
11	Personnel Compensation
12	Civilian Personnel Benefits
13	Benefits for Former Personnel
21	Travel and Transportation of Persons
22	Transportation of Things
23	Rent, Communications and Utilities
24	Printing and Reproduction
25	Other Services
26	Supplies and Materials

OMB ASSIGNED OBJECT CLASS	DESCRIPTION
31	Equipment
32	Lands and Structures
33	Investments and Loans
41	Grants, Subsidies, and Contributions
42	Insurance Claims and Indemnities
43	Interest and Dividends
44	Refunds
93	Limitation on Expense

h. System Data (SYS-DATA) - This is a fifteen-digit field which identifies the various property, cost, grants, reimbursable agreements, and other activities within DOT. Applications and use of the system data field are unique to each agency and edits on this field vary according to the individual application. The two exceptions to this rule are reimbursable agreement numbers which are a mandatory system data entry for reimbursable appropriations, and system data entries for inventory transactions whose field edits apply regardless of agency. Figure 3-5 shows the structure of the system data field. Explanations of each element follow.

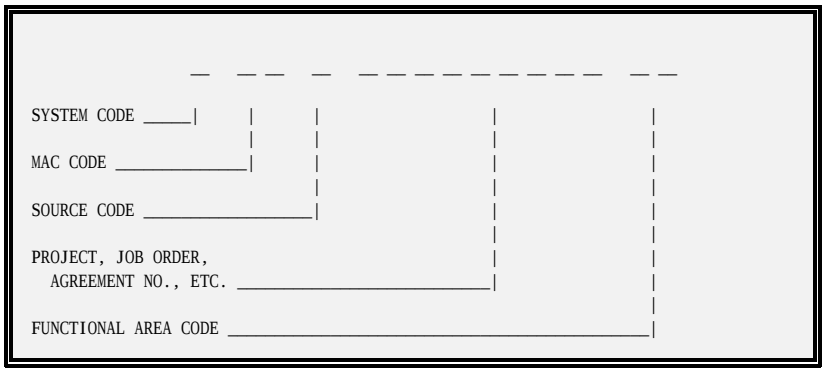


Figure 3-5 System Data Field Structure

(1) System Code - One-digit code that identifies the accounting system that will be impacted by the transaction. It is also used by DAFIS to determine the edits that will be applied to the remainder of the system data entered (i.e., job number, reimbursable agreement no., etc.). Valid system codes are listed in Section 1, Chapter 5.

(2) Material/Asset/Cost Code (MAC) - Two-digit code which identifies the specific general ledger account the system posts to classify materiel, assets, or cost. Valid mac codes are listed in Section 1, Chapter 5.

(3) Source Code - A one-digit code that identifies the source of funding. Valid source codes are listed in Section 1, Chapter 5.

(4) Project, Job Order or Agreement Number - A nine-digit code that identifies the specific project, job order number, agreement number, grant number, etc. used. The system code determines the applicable structure of this number. Edits apply by agency.

(5) Functional Area Code - A two-digit code which identifies operational areas when applicable to the cost accounting operation.

System data edits that are standard for every agency are as follows:

- If the system code is I only a MAC can be entered in system data. The T20 Table - Proforma edit will validate the MAC and the appropriation limitation entered cannot be reimbursable.

- If the appropriation limitation entered is reimbursable, the agreement number and appropriation limitation entered must match the accounts receivable master.

1.3. DAFIS Accumulation of Amounts - Certain data elements exist for the purpose of accumulation of transaction dollars. This section explains some that exist on three of the four major files (Allotment Control File, Fiscal Status File, Open Document File). The following data elements are also referred to as "money buckets."

a. Commitment (COMM) - Represents recording of a firm requisition based upon a purchase request or directive requiring commencement of procurement action or other authorized written evidence which indicates the intention to incur an obligation. Money is accumulated in this field when commitments are recorded in DAFIS. Commitments are the first step in the fund use process. On the Open Document File, amounts of money in this field represent an accumulated total of commitments for a particular document. On the Allotment Control File, it represents an accumulated total of commitments for a particular allotment at the level the allotment was defined. In DAFIS, commitments do not reduce the allotment or obligational authority. On the Fiscal Status File it represents an accumulated total of commitments at the full accounting classification level (agency/region/district through system data) for a particular line of accounting data.

b. Undelivered Order (UDO) - Represents the documented completion of a procurement action. Undelivered orders become accrued expenditures upon documented receipt of the materiel or services. On the Open Document File, amounts of money in this field represent an accumulated undelivered order amount for a particular document. On the Allotment Control File, it represents an accumulated total of undelivered orders for a particular allotment at the level the allotment was defined. On the Fiscal Status File it represents an accumulated total of undelivered orders at the full accounting classification level (agency/region/district through system data) for a particular line of accounting data. DAFIS prevents recording of negative undelivered orders through online data entry.

c. Accrued Expenditures Unpaid (AEU) - Represents the accounting for and recording obligations when goods are received or services are performed. Examples of documentation evidencing accrued expenditures include but are not limited to receiving reports and travel orders. Amounts for accrued liabilities such as transactions to record accrued payroll are also accumulated in this field. On the Open Document File, amounts of money in this field represent an accumulated total of AEU for a particular document. On the Allotment Control File, it represents an accumulated total of AEU for a particular allotment at the level the allotment was defined. On the Fiscal Status File it represents an accumulated total of AEU at the full accounting classification level (agency/region/district through system data) for a particular line of accounting data.

d. Expenditure (EXPND) - Represents the final fund stage and, in total, the amount of cash expended (excluding advances). On the Open Document File, amounts of money in this field represent an accumulated total of expenditures for a particular document. On the Allotment Control File, it represents an accumulated total of expenditures for a particular allotment at the level the allotment was defined. On the Fiscal Status File it represents an accumulated total of expenditures at the full accounting classification level (agency/region/district through system data) for a particular line of accounting data.

e. Advances Paid (APD) - Represents cash payments before the performance of work or delivery of goods. Advances are not obligated. They are reflected as assets until documentary evidence is received showing performance or receipt. At that time the appropriate expense is recorded. The system allows recording of negative advances. This field appears on the Open Document File and represents advances paid for a particular document. It does not appear on the Allotment Control File or Fiscal Status File.

f. Prior Year Recoveries (PYR) - Represents downward adjustments in no-year and multiple-year unexpired appropriations relating to obligations incurred in prior years. These adjustments are not netted but amounts are accumulated in this field to be reported as "recoveries of prior year obligations." Situations in which downward adjustments to prior year funds are classified as prior year recoveries are as follows:

(1) The fiscal year in the document-ID is a prior fiscal year.

(2) The effective date on the document is in a prior fiscal year.

Exceptions to this criteria are:

(1) Adjustments made on G, J, or Z schedules.

(2) Legislative exemptions.

For more information about file layout and additional data elements on each file, the user may refer to special database information reports which may be obtained from the DAFIS ADP Control Group. This more detailed technical information should not be necessary unless the user is doing natural programming or providing technical system assistance.

SECTION 4. DAFIS TABLES

Chapter 1 - Introduction to Tables

1.1. Purpose - DAFIS tables exist for the purpose of validating information during data entry and for providing clear text names on reports. Tables are a valuable tool; as values/requirements for data entry of accounting classification change, values on tables may be changed quickly and efficiently.

1.2. Levels - In DAFIS there are three levels of tables as shown in the following paragraphs. Tables listed in this section are tables which are used DOT-wide. Agency-specific tables are not listed. The tables shown in the diagrams are explained in more detail in Chapter 2.

a. System Tables - These are tables which are maintained by the DAFIS ADP Control Group or Accounting Functional Division. They are primarily used for system operations, integrity, security, and DASFIS opeerations. They are as follows:

- FOD Bank File (Financial Organization Directory
- MC1 Mass Change
- S01 SIBAC/Schedule
- T02 Security
- T03 Security
- T20 Proforma
- T21 General Ledger and MAC
- T23 Travel Advances Delinquent Calendar
- T24 Departmental Standard Object Class Name and Code
- T30 Date Table
- T31 Yearend Split
- T33 Error Code
- T41 Cash Management Calendar
- T47 BOAC Number

Figure 4-1 System Tables

b. National Tables - These are tables which are maintained by the national accounting office for each agency (region/district 9). These tables establish accounting classification values which are valid agency-wide. National tables are used to facilitate DAFIS processing for agencies with one accounting office as well as agencies with multiple accounting offices. They are as foillows:

- FAN Fund Administrator Name (OST only)
- OU7 R07 Online Update
- R06 Relational Appropriation, Program Element
- R07 Appropriation, Limitation
- R08 Object Class
- RT1 Region/District, Accounting Class
- RT3 Budget Line Item Relatinal (FAA only)
- RT8 Allotment Fund Control, Object Class
- S02 State Population and Mileage Statistical Data (NHTSA only)
- S03 Standards (NHTSA only)
- T01 Region/District
- T11 Foreign Country
- T19 Accounting Contact for Travel Advances
- T40 Treasury Rate

Figure 4-2 National Tables

c. Region/District Tables - These are tables which are maintained by the region/district accounting office. Each accounting site can "fine-tune" edits by loading detailed accounting classification data on these tables. Each accounting office has access to these tables for add, change, delete and inquiry capability for their services region/districts as well as for the servicing region/district. Use of the following five tables is optional: RT3 - Budget Line Item Relational Edit, RT4 - Relational Doc-Type to Object Class, RT6 - Relational Program Eelement to Object Class, RT7 - Relational Object Class to Program Element and RT8 - AFC to Object Class Relational Edit. The Region/District tables are as follows:

NOTE: *National and region/district tables may be updated by the same individual at one terminal or duties may be separated as determined by the Agency. Refer to DAFIS Security in Section 1.*

- A01 Aircraft Code (FAA only
- C01 Certifier
- C02 Yearend Grace Period Certifier
- R09 Airport District Office
- RT2 Relational Region/District, Appropriation, Limitation, Allot Fund Cntl/Ind, Program Element, Cost Center Major
- RT4 Relational Doc-Type to Object Class
- RT6 Relational Program Element to Object Class
- RT7 Relational Object Class to Program Element
- T04 Vendor Type
- T06 Cost Center
- T07 System Data Description (Other Than Grants)
- T08 System Data Description (Grants)
- T10 Deobligation (CG only)
- T12 Electronic Invoicing
- T13 Electronic Invoicing
- T14 Federal Land Division Overhead Rate
- T16 Vendor/SSN
- T17 Alternate System Data Description
- T18 Gross Administration
- T22 Accounts Receivable Remit to Address
- T28 Cost Center Major
- T42 Terms
- T44 A/R Project
- WBC Broadcast Message (WCF)
- WCU Customer Code (WCF)
- WFA Fixed Asset (WCF)
- WGP GPO Range (WCF)
- WIT Intrafund Transfer - IFT (WCF)
- WMB Main Billing (WCF)
- WMH Main Overhead (WCF)
- WPR Printing Supply (WCF)
- WSA Service Activity (WCF)
- WSB Secondary Billing (WCF)
- WSH Secondary Overhead (WCF)

Figure 4-3 Region/District Tables

d. Voucher Examination Module Tables - VEM Tables are discussed in detail in Section 9P, Chapter 3.

1.3. Accounting Classification Edits - For each item in the DAFIS accounting classification a table or tables exist to validate data entry. Some of these tables are relational which means that relationships of two or more elements are loaded to test the validity of the relationships during data entry. The following two graphics illustrate the various tables that apply to each element in the accounting classification, beginning with the appropriation.

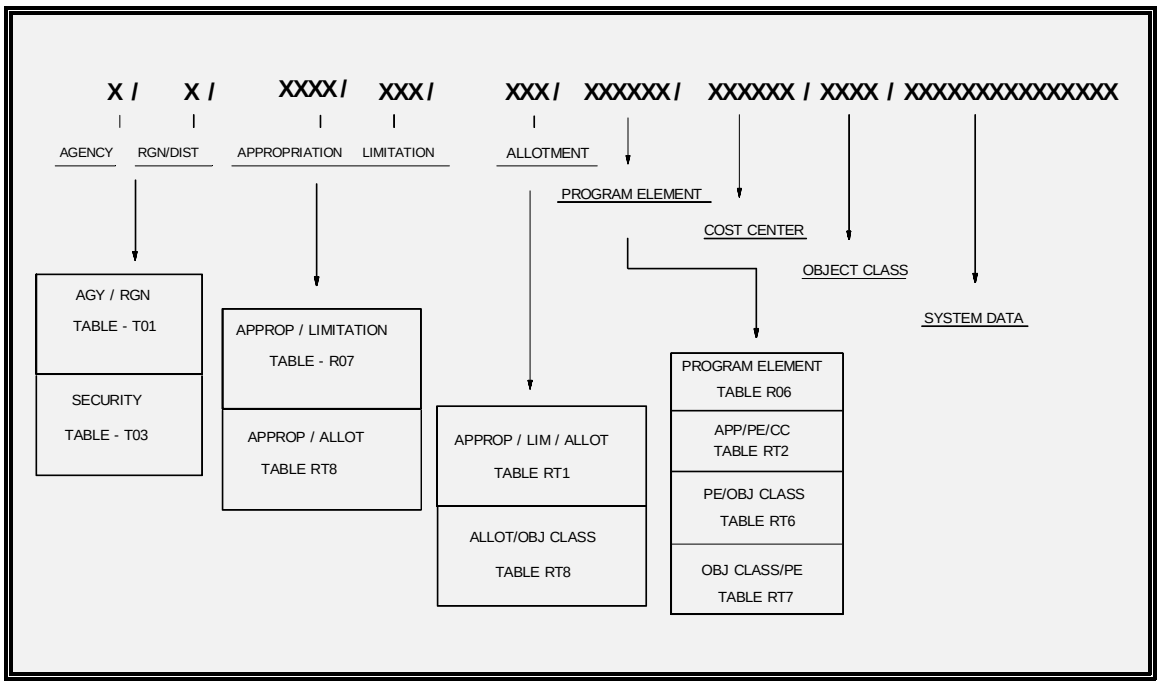


Figure 4-4 Table Edits (1)

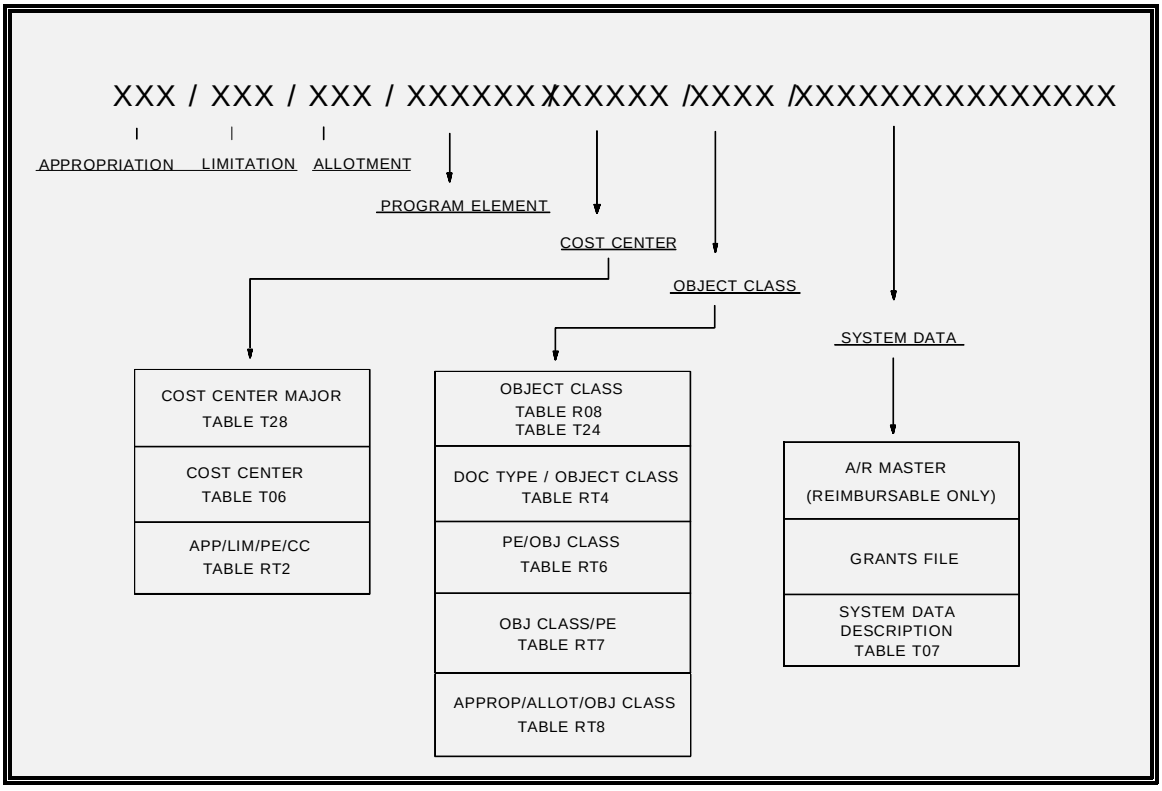


Figure 4-5 Table Edits (2)

1.4. Hierarchy - Since DAFIS tables exist to validate data, data entry for loading tables also edits against other tables on which the same data elements exist. Therefore, a hierarchy has been established to load tables as depicted in figure 4-6.

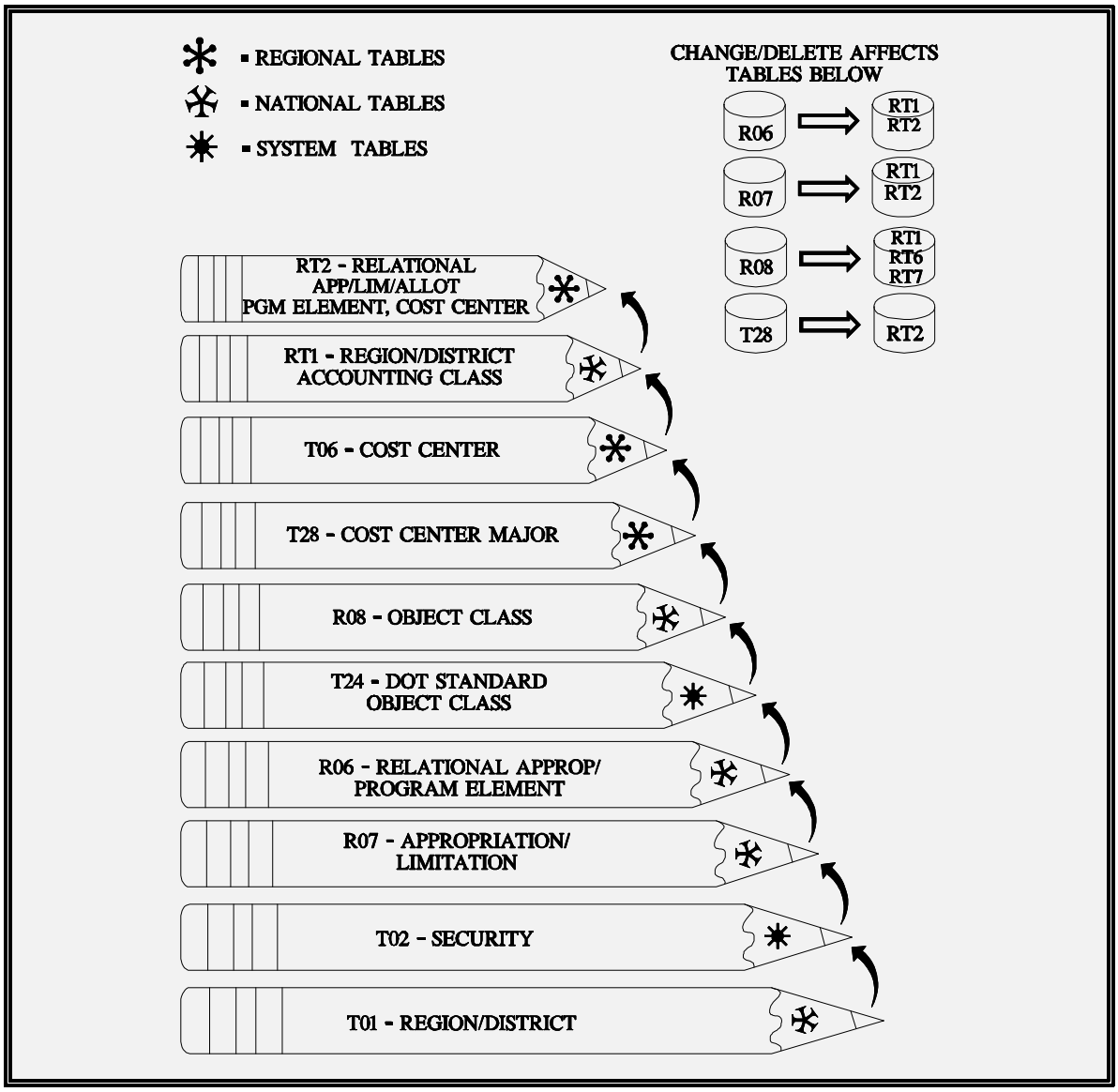


Figure 4-6 Order to Load Tables

Note that since there are relationships of data elements between tables, the system deletes elements on lower level tables for which a higher level table element has been deleted. For instance, if a program element on Table R06 is deleted, the system deletes that program element from tables RT1 and RT2. Not all relationships are listed in figure 4-6, therefore table edits that exist for each of the tables are listed on pages 6, 7, and 8. For instance, if Table R06 is being loaded, the agency entered is edited against Table T02 and the appropriation entered is edited against Table R07.

a. System Table Edits

TABLE	DATA ELEMENT(S) EDITED	TABLE EDITED FROM
FOD	Updated monthly from Treasury Tape	
MC1	Region/District	T01
	Appropriation Code. Limitation	R07
	Appropriation Code, Program Element	R06
	Appropriation Code, Limitation, Allot Fund Cntl/Ind, Program Element Cost Center Major	RT2
	Object Class	R08
	Cost Center	T06
S01	Agency	T03
T02	None	
T03	None	
T20	General Ledger Accounts	T21
T21	None	
T23	None	
T24	Updated by OST	
T30	None	
T31	Appropriation Code, Limitation	R07
T33	None	
T41	None	
T47	Agency, Region/District	T03

b. National Table Edits

TABLE	DATA ELEMENT(S) EDITED	TABLE EDITED FROM
FAN	Agency	T03
OU7	R07 Online Update	R07
R06	Agency	T03
	Appropriation Code	R07
R07	Agency	T03
R08	Agency	T03
	Object Class	T24
RT1	Region/District	T03
	Appropriation Code, Limitation	R07
	Program Element	R06
	Cost Center	T06
	Object Class	R08
RT3	Agency	T03
	Appropriation Code, Limitation	R07
	Program Element	R06
RT8	Appropriation Code	R07
	Object Class	R08
S02	Agency	T03
S03	Agency	T03
T01	Agency	T03
T11	Agency	T03
T19	Agency, Region/District	T03
T40	Agency	T03

c. Region/District Table Edits

TABLE	DATA ELEMENT(S) EDITED	TABLE EDITED FROM
A01	Agency, Region/District	T03
C01	Agency, Region/District	T03
C02	Agency, Region/District	T03
R09	Agency, Region/District	T03
RT2	Agency, Region/District	T03
	Appropriation Code. Limitation	R07
	Appropriation Code, Limitation, Allot Fund Cntl/Ind	RT1
	Program Element	R06
	Cost Center Major	T28
RT4	Agency, Region/District	T03
	Object Class	R08
RT6	Agency, Region/District	T03
	Object Class	R08
	Program Element	R06
`RT7	Agency, Region/District	T03
	Program Element	R06
	Object Class	R08
T04	Agency, Region/District	T03
06	Agency, Region/District	T03
	Cost Center Major	T28
T07	Agency, Region/District	T03
	MAC Code	T21
	Appropriation Code, Limitation, Allot Fund Cntl/Ind	RT1
	Program Element	R06
T08	Agency/Region/District	T03
	State Code	R09
T10	Agency/Region/District	T03

TABLE	DATA ELEMENT(S) EDITED	TABLE EDITED FROM
T12	Region/District	T03
	Appropriation Code, Limitation	R07
	Cost Center	T06
	Appropriation Code, Limitation, Allot Fund Cntl/Ind, Program Element, Cost Center Major	RT2
	Object Class	R08
	Program Element	R06
	System Data	A/R File
		T07
		Other Edits
T13	Same as T12	Same as T12
T14	Cost Center	RT2
	Program Element	RT2
	System Code	T17
	Source Code	T17
	Number	T17
T16	Agency, Region/.District	T03
T17	Region/District	T03
	Cost Center	T06
	Program Element	R06
T18	Region/District	T03
	Appropriation Code, Limitation	R07
	Appropriation Code, Limitation, Allot Fund Cntl/Ind	RT1
T22	Agency, Region/District	T03
T28	Agency, Region/District	T03
T42	Agency, Region/District	T03
T44	Agency, Region/District	T03
	Master Agreement Number, Agreement Number	A/R File
	Reimbursable Agreement	A/R File

TABLE	DATA ELEMENT(S) EDITED	TABLE EDITED FROM
WCU	Program Element	R06
	Reimbursable Agreement	A/R File
WFA	Program Element	WSA
WGP	Program Element (Customer)	WCU
	Program Element (Activity)	WSA
WIT	Program Element	WSA
WMB	Program Element	WSA
	Secondary Table ID	WSB
WMH	Program Element	WSA
	Secondary Table ID	WSH
WPR	Program Element	WSA
	Cost Center	T06
WSA	Program Element	R06
	Reimbursable Agreement	A/R File
WSB	Program Element	WCU
WSH	Program Element	WSA

Chapter 2 - Loading Tables

2.1. Access to Tables - Selected personnel at each accounting site may update or "load" tables. Only user-id's authorized through DAFIS security are allowed to add, change, or delete data on tables. DAFIS security is discussed in Section 1, Chapter 3. Security to update the vendor table (T16) is established separately from security to update all other tables. Anyone who has access to DAFIS with a valid user-id and password may inquire or print their own region/district tables, their services region/districts tables, and their agency's national tables.

Responsibility for vendor table update for this site is assigned to:

_____

_____.

Responsibility for other table updates for this site is assigned to:

_____

_____

_ (user insert local information in the blanks).

2.2. Access the Table Maintenance Menu - To access the Table Maintenance Menu, sign on to DAFIS using the sign on procedure outlined in Section 2 and press the ***PF3*** function key (See Fig 4-7).

```
                ****     *****    *****    *****    *****
                *  *     *  *     *          *      *
                *  *     *****    *****      *      *****
                *  *     *  *     *          *          *
                ****     *  *     *        *****    *****

                     -- TABLE REQUEST/MAINTENANCE MENU --
                ENTER TABLE ID AND REQUEST CODE - FOR HELP ENTER TBL

                          TABLE ID:        REQUEST CODE:

                             ***  REQUEST  CODES  ***
                          A-ADD      D-DELETE   I-INQUIRY
                          C-CHANGE              P-PRINT

                             ***   TABLE ID OPTIONS  ***
A01    R06    RT1    RT8    T07    T13    T21    T40    WCU    WPR
C01    R07    RT2    S01    T08    T14    T22    T41    WFA    WSA
C02    R08    RT3    S02    T19    T16    T23    T42    WGP    WSB
FAN    R09    RT4    S03    T10    T17    T24    T44    WIT    WSH
FOD    R11    RT6    T01    T11    T18    T28    T47    WMB
```

Figure 4-7 Table Maintenance Menu

This menu allows 5 choices of action which in this case are termed request codes. The user will choose the appropriate request code; type in the desired table identification number and request code and press ***Enter***. Figure 4-8 is an example of how this menu would be completed to add a record to T16 - Vendor/SSN. Table identification numbers should be typed exactly as they appear on the menu.

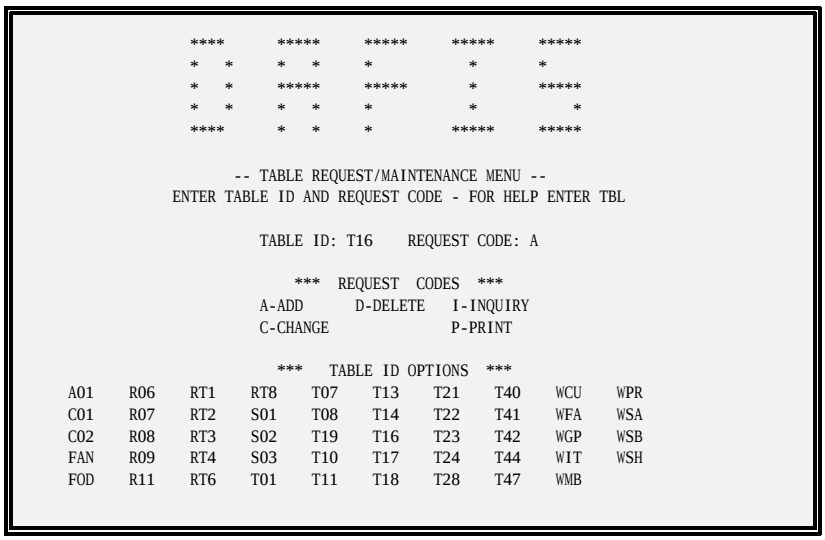


Figure 4-8 Table Maintenance Menu Completed

2.3. Using Table Screens -

a. Table Screen - When the Enter key is pressed the appropriate table screen will appear after DAFIS determines that the user-id was authorized to perform the action requested. The request code is carried forward from the Table Maintenance Menu and may not be changed after the table screen is accessed. The user will fill in the appropriate data for table update and press ***Enter***.

b. Last Screen Entry - If the user has more than one table update with the same table identification and request code, do not type "YES" on the screen in "IF LAST SCREEN ENTRY - ENTER YES:." When the Enter key is pressed a blank table screen will return allowing for the next table update. If the user types "yes" in this area, the Table Maintenance Menu will return when the Enter key is pressed.

c. Incorrect Data - When the Enter key is pressed, the system edits information entered and determines if all required fields are completed. If any of the entered data is incorrect or data is missing, the table screen will return with errors highlighted or "?????" in fields where data is missing. An appropriate message will also appear highlighted at the top of the screen. If this occurs, table update has not been completed and the user must move the cursor to the incorrect field(s), correct the erroneous and/or type in the missing data, and press ***Enter***.

2.4. DAFIS Table Updates - DAFIS tables listed in Chapter 1 of this section are explained in the following paragraphs.

a. System Tables - The purpose for each system table is explained in addition to discussing pertinent information for the user about these tables. However, loading/updating of these tables is not explained since the user will not have the responsibility of doing so.

(1) T02 - Security - This table is used by the DAFIS ADP Control Group to set up/assign terminal and printer identification numbers to an organization. Contact person, telephone number, and routing/location identification are also established.

(2) T03 - Security - This table does not appear on the Table Request/Maintenance Menu as it is only used by the DAFIS ADP Control Group to control User Ids and the DAFIS functions to which they have accews. User names must be loaded on this table to have access to DAFIS. The elements on this table include the User ID, cost center, and agency region/district. Security Officers only have print capability.

(3) T21 - General Ledger and MAC - This table is established and maintained by the Accounting Functional Division and contains the DAFIS chart of general ledger accounts. The following items are associated with each general ledger account:

- Treasury standard general ledger account
- Name of account
- MAC Code (if applicable)
- Public/Government Indicator (if applicable)
- Debit/Credit Flag - denotes the usual balance of the account: 1 - Debit, 2 - Credit, 0 - Either Debit or Credit
- Budgetary Flag - B - Budgetary, P - Proprietary
- Current/Noncurrent
- Current/Subsequent Quarters
- Financial/Nonfinancial
- Funded/Nonfunded

(4) T20 - Proforma - This table contains transaction codes which are used to record transactions in DAFIS. The Accounting Functional Division is responsible for maintaining this table. Elements on this table are used primarily for editing and controlling the flow of individual transactions through the system based on the transaction code used.

(5) T24 - Departmental Standard Object Class Name and Code. This table is established and maintained by Office of the Secretary of Transportation (OST). It contains a list of all DOT standard object classes by name and code. The user may inquire or print this data but may not add, change, or delete information. Table R08 - Object Class Name edits against Table T24 for validity.

(6) T47 - GSA BOAC Number - This table is established and maintained by the Accounting Functional Division. It lists the GSA BOAC number with a description of each and is used by the system for processing of generated batches for GSA motorpool and supplies.

(7) T41 - Cash Management Calendar - This table is updated annually by the system when the update process is initiated by the Accounting Functional Division. It contains dates used by the system in the cash management process for date calculations to comply with prompt payment requirements.

(8) T30 - Date Table - The DAFIS date table contains date information used by the system to edit data input of dates and for various system processes which require update of dates or which depend on the calendar for processing. This table is updated by the system in some cases and in some cases by the DAFIS ADP Control Group or Accounting Functional Division.

(9) T31 - Yearend Split - This table is maintained by the Accounting Functional Division and is used at fiscal year end. Old and new appropriations are loaded which will be used by the system for payroll and/or cost accounting processing when the final pay period of the fiscal year is split between the old and new fiscal years.

(10) MC1 - Mass Change - This table is maintained by the Accounting Functional Division and is loaded only when a mass change of accounting data is requested. Mass change is discussed in Section 9 - Special Processes.

(11) FOD - Financial Organization Directory/Bank File - This table is updated monthly from a Treasury tape which contains ACH/EFT bank information. The user may inquire this data but may not change or delete information. Information contained in this file is Bank-ID, Bank Name, Bank Address (3 lines), and New Bank-ID. The New Bank-ID designates when a bank has changed Bank-ID's due to reorganization. This serves as a cross-reference since old Bank-ID's are never deleted from this file.

(12) T33 - This table is maintained by the Accounting Functional Division and is used for on-line inquiry of error codes.

(13) T23 - This table is maintained by the Accounting Functional Division and is used by the system to determine the actual date travel advance delinquent letters are sent to an employee. The user may inquire this table but may not add, change, or delete information.

(14) S01 - SIBAC/Schedule Number - This table is used by FAA Aeronautical Center only. It is loaded by DAFIS when processing GSA (General Service Administration) bills and used to identify SIBAC (Simplified Intragovernmental Billing and Collection) numbers and project numbers in the interface with the FAA Logistics Center.

b. National Tables - The purpose for each table is explained as well as the procedures for request how to add a record to a table. To change, delete, inquire, or print, the user will follow the same procedures using the appropriate request code for the desired action and will fill in the required information. Note that the asterisk (*) to the left of an element denotes the items that must be filled in to complete an inquiry. When the message "ENTER KEYS ONLY" appears, the user will fill in only the elements with the asterisk (*). The following outlines the procedure to process an add action for each national table listed below:

- Step 1 - Sign on to DAFIS access terminal using the sign on procedure outlined in Section 2.

- Step 2 - Access the Table Maintenance Menu by pressing ***PF3***. Type Table ID and request code. Press ***Enter***.

- Step 3 - Complete the required fields and press ***Enter***.

(1) T01 - Region/District - This table is accessed by DAFIS to validate the agency, region/ district during data input and to provide information for schedules, checks, and bills issued..

```
                    TABLE T01 REGION/DISTRICT TABLE

 REQUEST CODE           : A
*AGY-CODE               : T
*RGN/DIST               : X
 RGN/DIST CONTRACTION   : XXX
 RGN/DIST NAME          : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 RGN/DIST ADDRESS LINE-1: XXXXXXXXXXXXXXXXXXXXXXXX
 RGN/DIST ADDRESS LINE-2: XXXXXXXXXXXXXXXXXXXXXXXX
 RGN/DIST ADDRESS LINE-3: XXXXXXXXXXXXXXXXXXXXXXXX
 OFFICE CONTACT         : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 AREA CODE/PHONE NUMBER : XXXXXXXXXX
 IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-9 Table T01 - Region/District Table

AGENCY: *(1X)*	Enter a valid agency
REGION/DISTRICT CONTRACTION: *(1X)*	Enter the region/district contrasction. Positions 2 and 3 shouldequal the payroll region. This field is mandatory.
REGION/DISTRICT NAME: *(30X)*	Enter the region/district name. This field is mandatory.
REGION/DISTRICT ADDRESS LINE 1: *(25X)*	Enter the first line of the region/district address. This line is free form and is mandatory.
REGION/DISTRICT ADDRESS LINE 2: *(25X)*	Enter the second line of the region/district address. This line is free form and is mandatory.
REGION/DISTRICT ADDRESS LINE 3: *(25X)*	Enter city, state and zip code. This line is free form and is mandatory.
OFFICE CONTACT: *(35X)*	Enter the name and phone number of the accounts receivable contact. This field is mandatory.
AREA CODE/PHONE NUMBER: *(10X)*	Enter the name and phone number of the accounts payable contact. This field is mandatory.

(2) T40 - Treasury Rates - This table is established and maintained at the National level. The current treasury, penalty, and administrative surcharge rates are loaded as well as the current and previous four quarters of interest penalty rates. This information is used in the cash management process for calculations to comply with prompt payment requirements. Use the Change option and enter information as follows:

```
                ENTER CHANGES
                      TABLE T40 - TREASURY RATES

REQUEST CODE                        : C
TREASURY RATE                       : 03000
PENALTY RATE                        : 06000
ADMIN SURCHG                        : 01200
INT/PEN RATE                        : 09250          EFF-DATE:  010192     OPTION:  2
IF INT/PEN RATE ENTERED, YOU MUST ALSO ENTER EFF-DATE AND ENTER ONE OF THE
OPTIONS LISTED BELOW:
   OPTION             FUNCTION
     1      ADDITION OF NEW INT/PEN RATE
     2      CORRECTION TO CURRENT INT PEN RATE
AGENCY CODE                                    : 1
IF LAST SCREEN ENTRY, ENTER (YES):
```

Figure 4-10 Table T40 - Treasury Rates

TREASURY RATE: *(5X)* — Enter applicable treasury borrowing rate as a percentage converted to decimal.

PENALTY RATE: *(5X)* — Enter applicable penalty rate as a percentage converted to decimal. This is determined by the Code of Federal Regulations (CFR) and established by each agency.

ADMIN SURCHG: *(5X)* — Enter applicable administration surcharge as dollars and cents. This is determined by the Code of Federal Regulations (CFR) and established by each agency.

INT/PEN RATE:*(5X)* — Enter applicable interest penalty (contract renegotiation) rate as a percentage converted to decimal.

EFF-DATE: *(6X*) — Enter the date the rates entered became effective.

OPTION: *(1X)* — Enter option 1 to add a new interest/penalty rate or option 2 to correct a current interest/penalty rate.

(3) R07 - Appropriation Code/Limitation - This table stores valid appropriations and appropriation limitations for each agency. It is accessed to validate these codes and related data element fields during maintenance on tables R06, RT1 and RT2 and during data entry.

```
                    TABLE R07 APPROP-CODE/LIMITATION

 REQUEST CODE               : A
*APPROP CODE                : XXXX  LIM: XXX
 APPROP CODE NAME           : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                              XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 FUND TYPE                  : X
 STATE/SPONSOR INDICATOR    : X              ** SF224 TREASURY INFORMATION**
 OMB IDENTIFICATION         : XXXXXXXXXXX       TREASURY APPROPRIATION-SF224
 TREASURY SYMBOL            : XXXXXXXXXXXXXXXX  YR X PREFX XX SYM XXXX GRP X
 CATEGORY CODE              : X
 TYPE OF ASSISTANCE         : X
 EXPIRED APPROPRIATION      : X
 REIMBURSABLE AGREEMENT FLAG: X
 PRIOR YEAR ADJUSTMENT FLAG : X  PYR-EXCLUSION FLAG: X (ENTER X TO EXCLUDE
 TYPE APPROPRIATION         : X        THIS APPROP FROM PRIOR YEAR RECOVERY
 GENERAL FUND RECEIPTS      : XXXXX    LOGIC - NOT VALID FOR AGENCY 4 OR
 AGENCY CODE                : T        AGY-RGN-DIST 6W USERS)
```

Figure 4-11 Table R07 - Appropriation Code/Limitation

APPROP CODE: *(4X)* — Enter the appropriation code (1-4 digits). 1st position must be Type Approp (i.e., 0-9-Annual, 0-9-Multi Year, X-No Year)

LIMITATION: (3X) — Enter the limitation (1-3 digits).

APPROP CODE NAME: *(70X)* — Enter the title of the appropriation/limitation.

FUND TYPE: *(1X)* — Enter applicable fund type as listed in Section 1, Chapter 5.

STATE/SPONSOR INDICATOR: *(1X)* — Enter **0** for State or **1** for sponsor.

OMB IDENTIFICATION: *(11X)*

Enter the Office of Management and Budget identification symbol (i.e., 69130101402).

TREASURY SYMBOL: *(16X)*

Enter the Treasury identification symbol (i.e., 6901301).

CATEGORY CODE: *(1X)*

Enter **A** for quarterly or **B** for not quarterly. This information about the appropriation is determined by OMB.

TYPE OF ASSISTANCE: *(1X)*

Enter a valid type of assistance code from the following list:

1 - Formula Grants
2 - Project Grants
3 - All other Grants
4 - Direct Payments
5 - Direct Loans
6 - Insurance
7 - Contractual Procurement
8 - Salary and Expenses
9 - Donation of Property, Goods and Commodities
10 - Guaranteed/Insured Loans

EXPIRED APPROPRIATION: *(1X)*

An **E** is entered in this field if the appropriation has expired. At fiscal year end, the system puts an **E** in this field for expiring appropriations.

REIMBURSABLE AGREEMENT FLAG: *(1X)*

Enter **D** for direct, **R** for reimbursable, or blank if the limitation is blank.

PRIOR YEAR ADJUSTMENT FLAG: *(1X)*

Leave blank or enter a **1**.

PYR-EXCLUSION-FLAG: *(1X)*

Enter an **X** to exclude this appropriation from prior year recovery logic due to legislative exemptions. Agency 4 and Agency 6, Region/District W users must enter this exclusion on the R06 Table only. Do not enter on R07 Table.

TYPE APPROPRIATION: *(1X)*

Enter the applicable type approp: **A** - Annual, **2-9** - multi-year, **X** - no year. Leave blank if none of these apply.

GENERAL FUND RECEIPTS: *(5X)*

Enter the third through seventh digits of the Treasury symbol for General Fund Receipt accounts.

YR: *(1X)*

Enter the first digit of the fiscal year for annual appropriations, **X** for no year appropriations, and the first digit of the expiring fiscal year for multi-year appropriations. Leave blank if none of these apply.

PREFX: *(2X)*

Enter Treasury symbol prefix if applicable.

SYM: *(4X)* — Enter the four-digit appropriation within the Treasury symbol (i.e., 690<u>1301</u>).

GRP: *(1X)* — Enter the appropriate SF224 group code from the following list:

1 - Appropriation Funds/Revolving Funds
4 - Suspense Accounts
5 - Deposit Funds
6 - General Funds
9 - Transfer Accounts

(4) R06 - Program Element Name - This table contains valid program element and name for each appropriation code within an agency. It validates the program element field as related to the appropriation during table maintenance on RT1 and RT2 and during data entry.

```
                    TABLE R06 - PROGRAM/ELEMENT NAME
 REQUEST CODE  : A
*APPROP-CODE   : XXXX
*PROG-ELEM     : XXXXXX
 PROG-ELEM NAME: XXXXXXXXXXXXXXXXXXXX
*AGENCY CODE   : T


PYR-EXCLUSION-FLAG:  X  (ENTER 'X' TO EXCLUDE THIS PROGRAM ELEMENT FROM
                         PRIOR YEAR RECOVERY LOGIC - VALID FOR AGENCY 4
                         AND AGY-RGN-DIST 6W USERS ONLY)


 IF LAST SCREEN ENTRY - ENTER (YES)
```

Figure 4-12 Table R06 - Program/Element Name

APPROP-CODE: *(4X)* — Enter the R07 appropriation code (1-4 digits).

PROG-ELEM: *(6X)* — Enter the program element (1-6 digits).

PROG-ELEM NAME: *(20X)* — Enter the title of the program element.

PYR-EXCLUSION-FLAG: *(1X)* — Enter an **X** to exclude this appropriation from prior year recovery logic due to legislative exemptions. This is valid for Agency 4 and Agency 6, Region/District W only. All other users must enter this exclusion on the R07 Table.

(5) RT1 - Relational Accounting Classification - This table is used to establish the level of the allotment based on the allotment fund control field and is used to validate the allotment fund control field in the accounting class structure during data entry.

```
            TABLE RT1  RELATIONAL ACCOUNTING CLASSIFICATION
 REQUEST CODE             : A
*RGN-DIST                 : X
*APPROP-CODE              : XXXX   LIM: XXX
*ALLOT-FUND-CNTL-CODE     : XX
*ALLOT-LEVEL-IND-CODE     : X
*PROG-ELEM                : XXXXXX
*COST-CNTR                : XXXXXX
*OBJ-CLASS                : XXXX
 FUND-CONTROL-NAME        : XXXXXXXXXXXXXXXXXXXXXXXXX
 FUND-CONTROL-ORGANIZATION: XXXXXXXXXX
 FUND-CONTROL-TELEPHONE   : XXX XXX - XXXX
 FUND-CONTROL-PURPOSE     : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
*AGENCY-CODE              : T
 IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-13 Table RT1 - Relational Accounting Classification

RGN-DIST: *(1X)*	Enter the region/district to which this appropriation/ limitation/allotment will apply.
APPROP-CODE: *(4X)*	Enter the R07 appropriation code (1-4 digits).
LIM: *(3X)*	Enter the R07 limitation (1-3 digits).
ALLOT-FUND-CNTL-CODE: *(2X)*	Enter the allotment fund control code.
ALLOT-LEVEL-IND-CODE: *(1X)*	Enter an allotment level indicator as described in Section 3.
PROG-ELEM: *(6X)*	Enter the program element for the allotment. This is entered if the allotment level indicator code is 1, 2, 3, or 4.
COST-CNTR: *(6X)*	Enter the cost center for the allotment. This is entered if the allotment level indicator code is 2, 3, 6, or 7.
OBJ-CLASS: *(4X)*	Enter the object class for the allotment. This is entered if the allotment level indicator code is 3, 4, 5, or 6.
FUND-CONTROL-NAME: *(25X)*	Enter the name of the responsible individual.
FUND-CONTROL-ORGANIZATION: *(10X)*	Enter the name and/or office symbol of the responsible organization.
FUND-CONTROL-TELEPHONE: *(10X)*	Enter the telephone number of the responsible individual/ organization. In the first three digits enter the area code if it is a commercial number. Enter **FTS** if it is an FTS number.
FUND-CONTROL-PURPOSE: *(50X)*	Enter the title.

(6) R08 - Object Class Name - This table contains object classes for each agency. R08 is used to validate the object class field in the accounting class structure during data entry and to validate the object class codes when loading edit table RT1. This table edits against Table T24 - Departmental Standard Object Class by Name and Code for validity.

```
                    TABLE R08 OBJECT CLASS NAME
 REQUEST CODE             : A
*OBJECT CLASS CODE        : XXXX
 OBJECT CLASS NAME        : XXXXXXXXXXXXXXXXXXXX
 OBJECT CLASS MAJOR NAME  : XXXXXXXXXXXXXXXXXXXX
 OBJECT CLASS ABBREVIATION: XXXXXXXXX
 AGENCY CODE              : T
 IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-14 Table R08 - Object Class Name

OBJECT CLASS CODE: *(4X)*	Enter the four-digit DOT standard object class.
OBJECT CLASS NAME: *(21X)*	Name assigned from T24 Table.
OBJECT CLASS MAJOR NAME: (21X)	Enter the title of the first two digits of the DOT standard object class.
OBJECT CLASS ABBREVIATION: *(10X)*	Enter the abbreviated title.

(7) OU7 - R07 Online Update - This table is used to change or delete records on tables R07, RT1, and RT2. It is used when RT2 delete records are excessive, causing the system to time out before the update process is complete. OU7 takes the normal on line process off line, allowing additional time to process a larger number of RT2 records.

Once records are added to OU7, they cannot be changed or deleted. Upon request from the agency, a program is run to process records found on OU7. If request code = C, the system changes the old record on R07. Simultaneously, the record is deleted from tables RT1 and RT2. If request code = D, the system deletes the record from tables R07, RT1, and RT2.

NOTE: *The online print report shows both old and new appropriation/limitation.*

```
     ENTER CHANGES
                    TABLE OU7 - ONLINE UPDATE TABLE

 REQUEST CODE               : C
 APPROP CODE/LIMITATION     : 3010 000
 APPROP CODE NAME           : OPERATIONS
 FUND TYPE                  : 2
 STATE/SPONSOR INDICATOR    :              ** SF224 TREASURY INFORMATION **
 OMB IDENTIFICATION         : 69130101402  TREASURY APPROPRIATION-SF224
 TREASURY SYMBOL            : 6931301        YR  3 PREFX    SYM 1301 GRP 1
 CATEGORY CODE              : A
 TYPE OF ASSISTANCE         : 8
 EXPIRED APPROPRIATION      :
 REIMBURSABLE AGREEMENT FLAG: D
 PRIOR YEAR ADJUSTMENT FLAG :          PYR-EXCLUSION-FLAG : X
 TYPE APPROP                : A
 GENERAL FUND RECEIPTS      : 00000
 AGENCY CODE                : T

 IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-15 Table OU7 - R07 Online Update

(8) T11 - Foreign Country Description - This table is established and maintained at the National level. It contains a list of countries identified by a two-digit country code. This two-digit code is used as follows:

- When loading the T16 - Vendor/SSN for a foreign vendor (vendor types 8 and 9), the two-digit country code is entered in the Vendor Address-4 line in the two-digit State field. The system edits T11 to determine if a valid country code has been used.

- For travel documents (document types 11, 12, 13) for travel to foreign countries, the two-digit country code is entered in the last two digits of the document identification number suffix. The system edits T11 to determine if a valid country code has been used.

```
                    TABLE T11 FOREIGN COUNTRY DESCRIPTION

 REQUEST CODE         : A

*FOREIGN COUNTRY CODE: XX
 FOREIGN COUNTRY NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

 AGENCY CODE          : T


IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-16 Table T11 - Foreign Country Description

(9) T19 - Accounting Contact for Travel Advances - This table provides an accounting office contact used for the travel advance salary offset process.

```
                          DEPARTMENT OF TRANSPORTATION
                    TABLE T19 ACCOUNTING CONTACT FOR TRAVEL ADVANCES

 REQUEST CODE           : A
*AGY-CODE               : T
*RGN-DIST               : X
 OFFICE CONTACT         : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                        :
 COMMITTEE MEMBER NAME  : XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 COMMITTEE MEMBER TITLE : XXXXXXXXXXXXXXXXXXXXXXXXX
 ROUTING SYMBOL         : XXXXXXXXXX
 ADDRESS NAME           : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 ADDRESS LINE 1         : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 ADDRESS LINE 2         : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 ADDRESS LINE 3         : XXXXXXXXXXXXXXXX XX XXXXXXXXX
 FTS A/C-PHONE NUMBER   : XXX XXX XXXX
 ADMINISTRATION FEE     :


IF LAST SCREEN ENTRY - ENTER (YES)
```

Figure 4-17 Table T19 - Accounting Office Contact for Travel Advances

AGENCY CODE: *(1X)*	Enter agency code.
REGION/DIST: *(1X)*	Enter region district for each accounting office contact.
OFFICE CONTACT: *(35X)*	Enter name(s) of office contact.
COMMITTEE MEMBER NAME: *(30X)*	Enter name of person signing demand letters.

COMMITTEE MEMBER TITLE: *(25X)*	Enter title of person signing demand letters.
ROUTING SYMBOL: *(10X)*	Enter the routing symbol for the office contact.
ADDRESS NAME: *(35X)*	Enter agency or office name (up to 30 digits). This line is mandatory.
ADDRESS LINE 1: *(35X)*	Enter first line of agency or office address. This line is free-form and is mandatory.
ADDRESS LINE 2: *(35X)*	Enter second line of agency or office address (if applicable). This line is not mandatory.
ADDRESS LINE 3: *(28X)*	Enter the city, two-digit state code and zip code. This line is divided into three fields: City - 17 digits, State - 2 digits, Zip Code - 9 digits. This line is mandatory. The valid state abbreviation must be used.
FTS A/C-PHONE NUMBER: *(10X)*	Enter the FTS phone number for the office contact.
ADMINISTRATION FEE:	This field is entered by the Accounting Functional Division and cannot be changed by any other office. This is a one time $10.00 administration fee.

(10) FAN (Fund Administrator Name) - this table is used by OST only to define the fund administrator code and its definition/name.

```
                    FUND ADMINISTRATOR NAME TABLE

 REQUEST CODE              : A

 FUND ADMINISTRSATOR CODE : XXX

 FUND ADMINISTRATOR NAME   : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX


IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-18 Table FAN - Fund Administrator Name

FUND ADMINISTRATOR CODE: *(3X)*	Enter the fund administrator code.
FUND ADMINISTRATOR NAME: *(40X)*	Enter the fund administrator name.

(11) RT3 - Budget Line Item Relational - This table is used to validate the relationship between appropriation code, limitation and program element for Region/District 9. This table is used by FAA only.

```
                          FEDERAL AVIATION ADMINISTRATION
                        RT3 BUDGET LINE ITEM RELATIONAL TABLE
                                     04/28/95

 REQUEST CODE      : A
 SYSTGEM CODE      : F
 AGENCY CODE       : 1
*APPROP/LIM        : XXXX XXX
*PROGRAM ELEMENT   : XXXXXX
 P/E DESCRIPTION   : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 PROJECT NUMBER    : XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX
 XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX
 XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX
 XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX
 XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX
 XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX
 XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX
 XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX
 XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX
 XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX
 XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX  XXXXXXXX
IF LAST SCREEN ENTRY - ENTER (YES)
```

Figure 4-19 Table RT3 - Budget Line Item Relational

SYSTEM CODE: *(1X)* — Protected, cannot change.

AGENCY CODE: *(1X)* — Protected, cannot change.

APPROP/LIM: *(7X)* — Enter a valid appropriation and limitation as defined on R07.

PROGRAM ELEMENT: *(6X)* — Enter a valid program element as defined on R06.

P/E DESCRIPTION: *(50X)* — Enter the program element name/description.

PROJECT NUMBER: *(8X)* — Enter valid project number. At least one project number is mandatory, but 94 project numbers may be entered.

(12) RT8 - Allotment Fund Control to Object Class - This table is used to validate the relationship between appropriation code, allotment fund control, and object class for Region/District 9.

```
                      TABLE RT8 ALLOT FUND CONTROL TO OBJECT CLASS

 REQUEST CODE             : A
*REGION/CENTER            : 9
*APPROP CODE              : XXXX
*ALLOT FUND CONTROL       : XXX
*OBJECT CLASS             : XXXX  XXXX  XXXX  XXXX  XXXX  XXXX  XXXX  XXXX  XXXX  XXXX
*AGENCY                   : T




IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-20 Table RT8 - Allotment Fund Control to Object Class

REGION/CENTER: *(1X)* — Protected, cannot change.

APPROPRIATION CODE: *(4X)* — Enter the R07 appropriation code (1-4 digits)

ALLOT FUND CNTL: *(2X)* — Enter the allotment fund control code.

OBJECT CLASS: *(4X)* — Enter a valid object class as defined on R08. As many as ten object class codes.

AGENCY: *(1X)* — Enter a valid agency.

(13) S02 - State Population and Mileage Statistical Data - This table is used by NHTSA only and defines the grant region code, state code, name, population, milesge, population percent and mileage percent.

```
                    STATE POPULATION AND MILEAGE STATISTICAL DATA
                                    TABLE SO2

 REQUEST CODE             : A
*STATE CODE               : XX
 GRANTS REGION CODE       : X
 STATE NAME               : XXXXXXXXXXXXXXXXXXXXXXXXXX
 POPULATION               : XXXXXXXXX
 MILEAGE                  : XXXXXXXXX
*AGENCY CODE              : T
 POPULATION PERCENT       :
 MILEAGE PERCENT          :
```

Figure 4-21 Table SO2 - State Population and Mileage Statistical Data

STATE CODE: *(2X)* — Enter the numeric state code.

GRANTS REGION CODE: *(1X)* — Enter **0 - 9** or **A**.

STATE NAME: *(25X)* — Enter state name.

POPULATION: *(9X)* — Enter state population.

MILEAGE: *(9X)* — Enter state mileage.

AGENCY: *(1X)* — Enter **8**.

POPULATION PERCENT: *(15X)* — This field is protected and calculated by DAFIS from numbers entered in the population field above. The calculation is displayed/printed by the inquiry and print options.

MILEAGE PERCENT: *(15X)* — This field is protected and calculated by DAFIS from numbers entered in the mileage field above. The calculation is displayed/printed by the inquiry and print options.

(14) S03 - Standards - This table is used by NHTSA only and defines standards and their titles used by this agency.

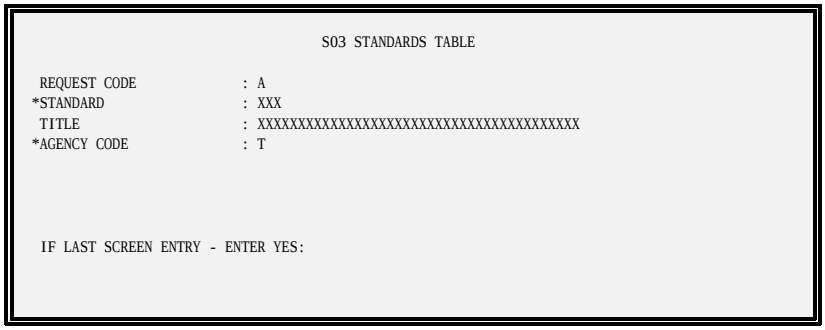


Figure 4-22 Table SO3 - Standards

STANDARD: *(3X)* Enter the alphanumeric standard.

TITLE: *(40X)* Enter the alphanumeric standard title.

c. Region/District Tables - The purpose for each table is explained as well as the procedures for how to add a record to a table. To change, delete, inquire, or print, the user will follow the same procedures using the appropriate request code for the desired action and fill in the required information. Additional information is included on the procedures for inquiring the T16 - Vendor/SSN due to the unique nature of these inquiries. Note that the asterisk (*) to the left of an element on these tables denotes the items that must be filled in to complete an inquiry. When the message "ENTER KEYS ONLY" appears, the user will fill in only the elements with the asterisk (*). The following outlines the procedure to process an add action:

- Step 1 - Sign on to DAFIS access terminal using the sign on procedure outlined in Section 2.

- Step 2 - Access the Table Maintenance Menu by pressing ***PF3***. Type Table ID and request code. Press ***Enter***.

- Step 3 - Complete the required fields and press ***Enter***.

(1) C01 - Certifier - This table is used to authorize designated employees to certify/preview payment batches. Only employees whose name, initials, and user-ID are loaded on C01 table can certify/preview batches.

Figure 4-23 Table C01 - Certifier

REGION/DISTRICT: *(1X)* Enter region/district where certifier is allowed to certify/preview payments.

CERTIFIER: *(3X)* — Enter initials of person approving/previewing automated payment batches. Initials must match the first character of the first, middle and last names in the name field. Blank is not acceptable as an initial.

USER-ID: *(8X)* — Enter user-ID of certifier.

NAME: *(25X)* — Enter certifier/previewer name (employee's name). This line is divided into three fields for first name, middle initial, and last name.

(2) C02 - Certifier Year end - This table contains all persons authorized to make adjustments to prior year during the grace period at year end. Only employees whose name, initials, and user-ID are loaded on C02 table can enter September batches during fiscal yearend grace period after the preliminary trial balance has been processed.

```
                    TABLE C02 YEAREND/GRACE PERIOD CERTIFIER
 REQUEST CODE   : A
*REGION/DISTRICT: 1
*CERTIFIER      : XXX
 USER-ID        : XXXXXXXX
 NAME           : XXXXXXXXXXXX X XXXXXXXXXXXX
*AGENCY CODE    : T
  IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-24 Table C02 - Certifier Yearend

REGION/DISTRICT: *(1X)* — Enter region/district where employee is allowed to process prior year transactions during yearend grace period.

CERTIFIER: *(3X)* — Enter initials of the authorized person. These must match the first character of the first, middle and last names in the name field.

USER-ID: *(8X)* — Enter user-ID of certifier.

NAME: *(25X)* — Enter employee's name. This line is divided into three fields for first name, middle initial, and last name.

(3) RT2 - Relational Accounting Classification Edit - This table is used to validate the relationship between appropriation code, appropriation code limitation, allotment fund control code, allotment level indicator, program element, and cost center major for each region/district.

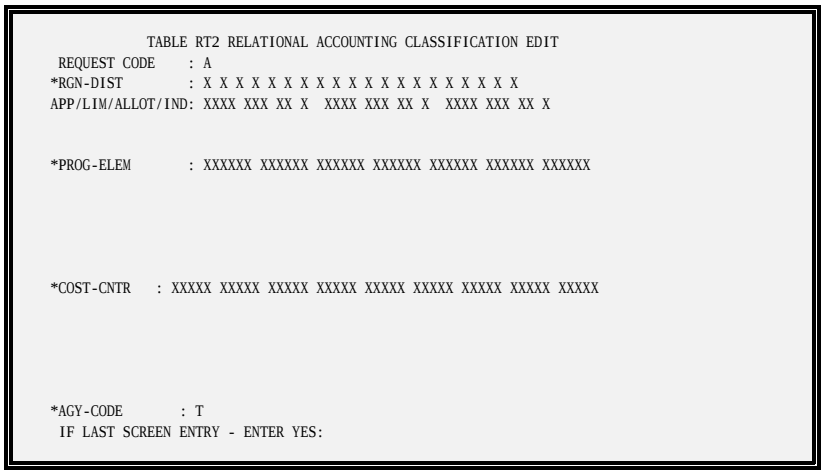


Figure 4-25 Table RT2 - Relational Accounting Classification Edit

RGN-DIST: *(1X)* — Enter region/district for which this accounting data is valid Multiple region/districts (as many as 20) can be entered when the accounting office is a serviced/servicin region/district.

APP/LIM/ALLOT/IND: *(10X)* — Enter valid appropriation/limitation/allotment level indicator. Multiple (up to 12) appropriation/limitation/ allotment level indicators can be entered.

PROG-ELEM: *(6X)* — Enter a valid program element. Multiple (up to 48) program elements can be entered.

COST-CNTR: *(5X)* — Enter a valid cost center major as defined on Table T28. Multiple (up to 80) cost center majors can be entered.

HELPFUL HINT: *The structure of the table screen for RT2 was designed to minimize the effort in loading this table. It would be helpful for the user to lay out a matrix or spreadsheet of all possible combinations before entering data on the table screen. When a new cost center major or program element is added, the change option will allow the user to add one of these elements to the matrix. The following hypothetical situation will serve as an example of this procedure:*

The program elements for "accounting" missions or activities are 99A and 99R. These program elements are valid for all accounting cost centers in "X" region/district. They were valid in fiscal year 1988, 1989, and 1990. RT2 would appear as in figure 4-21.

```
            TABLE RT2 RELATIONAL ACCOUNTING CLASSIFICATION EDIT
 REQUEST CODE     : A
*RGN-DIST         : X
APP/LIM/ALLOT/IND: 8010 000 00 0  9010 000 00 0  0010 000 00 0


*PROG-ELEM        : 99A    99R









*COST-CNTR        : 12









*AGY-CODE         : T
 IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-26 Table RT2 - Hypothetical Situation Example

NOTE: *The RT2 Inquiry/Print option now has a sub-menu screen. The sub-menu allows four options. Option 1 (By Family Key) is a combination of options 2, 3, and 4. Figure 4-22 displays the sub-menu screen.*

```
              TABLE RT2 INQUIRY/PRINT SUB-MENU

  *OPTION          :
  *REQUEST-CODE    :

                OPTIONS                        REQUEST CLASS

           1 - BY FAMILY KEY                    1 - INQUIRY
           2 - BY APP/LIM/AFC                   2 - PRINT
           3 - BY PROGRAM ELEMENT
           4 - BY COST CENTER


    IF FINAL REQUEST, ENTER YES:
```

Figure 4-27 Table RT2 - Inquiry/Print Sub-Menu

When inquiring the RT2 table, if the option selected has more records than can be displayed on the screen the message "More Records, continue (Y/N)" is displayed. Type **Y** for yes to see more records and **N** for no. Figure 4-23 displays "More Records" screen.

```
                  MORE RECORDS, CONTINUE (Y/N)
                   TABLE RT2 INQUIRY/PRINT BY APP/LIM/AFC

*REQUEST CODE  : I
*AGY-CODE      : T    *RGN-DIST  :  1    *APP/LIM/ALLOT/IND  :  001 100 300
 APPROP-CODE   : 001   LIM        :  100   AFC : 300    PROG-ELEM : 123456
 CST-CT: 00    : 01    02     03     04     10     11     12     13     15
         16      18    19     20     40     41     42     4350   4353   4354
         4370    4380  4381   4390   44     45     46     47     48     49
         60      62    69     80     81     82     88

 PROG-ELEM     : 123456
 CST-CT: 00      01    02     03     04     10     11     12     13     15
         16      18    19     40     41     42     44     45     47     49
         60      62    69     80     82     88

IF LAST ENTRY - ENTER YES:                  MORE RECORDS, CONTINUE (Y/N)
```

Figure 4-28 Table RT2 - More Records, Continue (Y/N)

(4) RT4 - Relational Document Type Object Class Edit - This table validates the relationship between the document type and object class code for each agency/region/district. It is not mandatory to enter combinations of data on this table. However, if document type/object class combinations are entered, the system edits these during data entry.

```
           TABLE RT4 RELATIONAL DOCUMENT TYPE OBJECT CLASS EDIT
 REQUEST CODE  : A
*RGN/DIST      : X
*DOCUMENT TYPE : XX
*OBJ CLASS     : XXXX
*AGY CODE      : T
IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-29 Table RT4 - Relational Document Type Object Class Edit

RGN/DIST: *(1X)*	Enter region/district.
DOCUMENT TYPE: *(2X)*	Enter two-digit document type to be edited (i.e., document type 11 for travel object classes).
OBJ CLASS: *(4X)*	Enter a valid object class as defined on Table R08. Multiple (up to 13) object classes can be entered.

(5) RT6 - Program Element to Object Class - This table validates the relationship between the program element and the object class for each agency/region/district. It is not mandatory to enter combinations of data on this table. However, if program element/object class combinations are entered, the system edits these during data entry.

```
                    TABLE RT6 PROGRAM ELEMENT TO OBJECT CLASS
 REQUEST CODE    : A
*REGION/CENTER   : X
*PROGRAM ELEMENT: XXXXXX
*OBJECT CLASS    : XXXX
*AGENCY CODE     : T
 IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-30 Table RT6 - Program Element to Object Class

REGION/CENTER: *(1X)* — Enter region/district.

PROGRAM ELEMENT: *(6X)* — Enter a valid program element as defined on Table R06.

OBJECT CLASS: *(4X)* — Enter a valid object class as defined on Table R08. Multiple (up to 10) object classes can be entered.

(6) RT7 - Object Class to Program Element - This table validates the relationship between the object class and program elements for each agency/region/district. It is not mandatory to enter combinations of data on this table. However, if object class/program element combinations are entered, the system edits these during data entry.

```
                  TABLE RT7 OBJECT CLASS TO PROGRAM ELEMENT
 REQUEST CODE : A
*RGN-DIST     : X
*OBJ-CLASS    : XXXX
*PROG-ELEM    : XXXXXX

*AGY-CODE     : T
 IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-31 Table RT7 - Object Class to Program Element

RGN-DIST: *(1X)* — Enter region/district.

OBJ-CLASS: *(4X)* — Enter a valid object class as defined on Table R08.

PROG-ELEM: *(6X)* — Enter a valid program element as defined on Table R06. Multiple (up to 10) program elements can be entered.

(7) T04 - Vendor Type - This table was established to limit access to loading the T16 Vendor/SSN Table. This program is for use by the regional security officer only. For further definition and instructions for loading this table refer to Section 1 - Vendor Security.

(8) T06 - Cost Center Description - This table validates the cost center codes for each region/district. It also contains descriptive information about the cost center codes for reporting purposes.

```
                    TABLE T06 - COST CENTER DESCRIPTION
 REQUEST CODE      : A
*REGION/DISTRICT   : X
*COST CENTER       : XXXXXX
 COST CENTER NAME  : XXXXXXXXXXXXXXXXXXXX
 GSA ADDRESS CODE  : XXXXXXXXXXXXXXXXXXXX
*AGENCY CODE       : T
 IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 4-32 Table T06 - Cost Center Description

REGION/DISTRICT: *(1X)* — Enter region/district.

COST CENTER: *(6X)* — Enter a valid cost center (1-6 digits). Cost center major (first 2-5 digits) must match a cost center major on T28.

COST CENTER NAME: *(21X)* — Enter the title of the cost center.

GSA ADDRESS CODE: *(21X)* — Enter the GSA Supply Support Code associated with this cost center (not mandatory).

(9) T07 - System Data Description - This table is used to validate the system data field during data entry and when entering data on other tables or files. It contains valid system codes, MAC codes, source codes, job order numbers, and functional area codes for each agency/region/district. This table is not considered mandatory, that is, it does not have to be loaded prior to processing DAFIS transactions. However, it is necessary for special cost accounting systems.

```
                   TABLE T07 SYSTEM DATA DESCRIPTION
                          (OTHER THAN GRANTS)
 REQUEST CODE         : A
*REGION/DISTRICT      : X
*SYSTEM CODE          : X
*MAC CODE             : XX
*SOURCE CODE          : X
*JOB ORDER NUMBER     : XXXXXXXXX
*FUNCTIONAL AREA CODE: XX
 APPROP CODE          : XXXX  LIM: XXX  ALLOT: XX  IND: X
 PROGRAM ELEMENT      : XXXXXX
 PROJECT NUMBER       : XXXXXXXX
 WORK ORDER NUMBER    : XXXXXXXX
*AGENCY CODE          : T
 IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-33 Table T07 - System Data Description

REGION/DISTRICT: *(1X)* — Enter region/district.

SYSTEM CODE: *(1X)* — Enter a valid system code as defined in Section 1, Chapter 5.

MAC CODE: *(2X)* — Enter a valid MAC code as defined in Section 1, Chapter 5. This field is optional.

SOURCE CODE: *(1X)*	Enter a valid source code as follows: 1 - Centrally funded 2 - Not centrally funded but funded by appropriation indicated by system code 3 - Unfunded
JOB ORDER NUMBER: *(9X)*	Enter job order number.
FUNCTIONAL AREA CODE: *(2X)*	Enter functional area code if defined for the system code. This code is either optional or blank.
APPROP/LIM/ ALLOT/IND: *(10X)*	Enter valid appropriation/limitation/allotment as defined on RT1. An asterisk (*) may be used as the first position of the approp code to allow for multiple years.
PROGRAM ELEMENT: *(6X)*	Enter a valid program element as defined on R06.
PROJECT NUMBER: *(8X)*	Enter project number. This is mandatory. Can be different or the same as the job order number.
WORK ORDER NUMBER: *(8X)*	Enter work order number. This is optional.

NOTE: *This table is not used to validate system data for grants.*

(10) T08 - System Data Description (Grants) - This table is used to validate the system data field during data entry and when entering data on other tables or files. It is used only by FAA and contains the valid system code, program codes, state codes, National Air Space Program codes, sponsor emplanement codes, project sequence numbers, and fiscal year of obligation.

```
                    TABLE T08 SYSTEM DATA DESCRIPTION
                        (GRANTS - ADAP,PGP,STDS))
 REQUEST CODE             : A
*REGION/DISTRICT          : X
*SYSTEM CODE              : X
*PROGRAM CODE             : X
*STATE CODE               : XX
*NASP CODE                : XXXX
*PROJECT SEQUENCE NUMBER  : XX
*FY YEAR OF OBLIGATION    : X
*SPONSOR EMPLANEMENT CODE: XXXX
*AGENCY CODE              : T
```

Figure 4-34 Table T08 - System Data Description (Grants)

REGION/DISTRI CT: *(1X)*	Enter valid region/district.
SYSTEM CODE: *(1X)*	Enter the system code **G** of the system data. This field is mandatory.
PROGRAM CODE: *(1X)*	Enter the program code of the system data. This field is mandatory.

STATE CODE: *(2X)*	Enter the valid numeric state code. This field is mandatory and edits against Table R09.
NATIONAL AIR SPACE PROGRAM CODE: *(4X)*	Enter the alphanumeric National Air Space Program code. This field is mandatory.
PROJECT SEQUENCE NUMBER: *(2X)*	Enter the alphanumeric project sequence number. This field is mandatory.
FISCAL YEAR OF OBLIGATION: *(1X)*	Enter the last digit of the fiscal year the grant was established. This field is mandatotry.
SPONSOR EMPLANEMENT CODE: *(4X)*	This field is optional. If entered, the first two positions must equal the STATE CODE field. The last two positions must be numeric.
AGENCY: *(1X)*	Enter a valid agency.

(11) T10 - Deobligation - This table is used to manage open obligations.

```
                          DEPARTMENT OF TRANSPORTATION
                             MARITIME ADMINISTRATION
                              T10 DEOBLIGATION TABLE

REQUEST CODE : A
INPUT REGION : F              *   : FOR DOC-TYP 40 THRU 49 ENTER NO. OF CYCLES
AGENCY CODE  : D              OP  : LE, GE, LT, GT, EQ, NA
                              REL : & (AND), O (OR)

                                                                    R
DOC                        PROCESS DATE OBJ/                        E
TYP        DESCRIPTION        GT* LT   PFRQ OP  AEU AMOUNT         L OP UDO AMOUNT
-- ------------------------- --------- ---- -- ------------- - -- -------------
XX XXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XX XXXXXXXXXXXX X XX XXXXXXXXXXXX
XX XXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XX XXXXXXXXXXXX X XX XXXXXXXXXXXX
XX XXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XX XXXXXXXXXXXX X XX XXXXXXXXXXXX
XX XXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XX XXXXXXXXXXXX X XX XXXXXXXXXXXX
XX XXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XX XXXXXXXXXXXX X XX XXXXXXXXXXXX
XX XXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XX XXXXXXXXXXXX X XX XXXXXXXXXXXX
XX XXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XX XXXXXXXXXXXX X XX XXXXXXXXXXXX
XX XXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XX XXXXXXXXXXXX X XX XXXXXXXXXXXX
XX XXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XX XXXXXXXXXXXX X XX XXXXXXXXXXXX
XX XXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XX XXXXXXXXXXXX X XX XXXXXXXXXXXX
XX XXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XX XXXXXXXXXXXX X XX XXXXXXXXXXXX
IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 4-35 Table T10 - Deobligation

AGENCY: *(1X)*	Enter a **2**.
DOC TYPE: *(2X)*	Enter a valid document type. This field is mandatory.
DESCRIPTION: *(25X)*	Enter the document type description. This field is mandatory.
PROCESS DATE GT: *(4X)*	This field is mandatory on the first detail line. For document types 40 through 49 field must be entered and canot be greater than 10 (cycles).
PROCESS DATE LT: *(4X)*	This field is optional. If entered must be greater thsan PROCESS DATE (GT). This field cannot be entered for document types 40 through 49.
OBJ/PFRQ: *(4X)*	Enter (optional) object class if document type is not 40 through 49. Enter (mandatory) payment frequency of **M** for monthly, **Q** for quarterly, **S** for semi-annually, or **A** for annually or a combination thereof (i.e. MQ, QS, QSA, MQSA, etc.) If document type is 40 through 49.
OP: *(2X)*	Enter opereand of **LE**, **GE**, **LT**, **GT**, **EQ**, or **NA**.
AEU AMOUNT: *(13X)*	Enter accrued expenditure unpaid. This amount cannot be greater than zero if the first operand field is NA.
REL: *(1X)*	Enter relational expression of **&** for ‘and” or **O** for ‘or’.
OP: *(2X)*	Enter opereand of **LE**, **GE**, **LT**, **GT**, **EQ**, or **NA**.
UDO AMOUNT: *(13X)*	Enter undelivered order amount. This amount cannot be greater than zero if the second operand field is NA.

(12) T12 - Electronic Invoicing - This table contains information about individual government credit cardholders to be used for electronic invoicing. Electronic invoicing is explained in Section 9B.

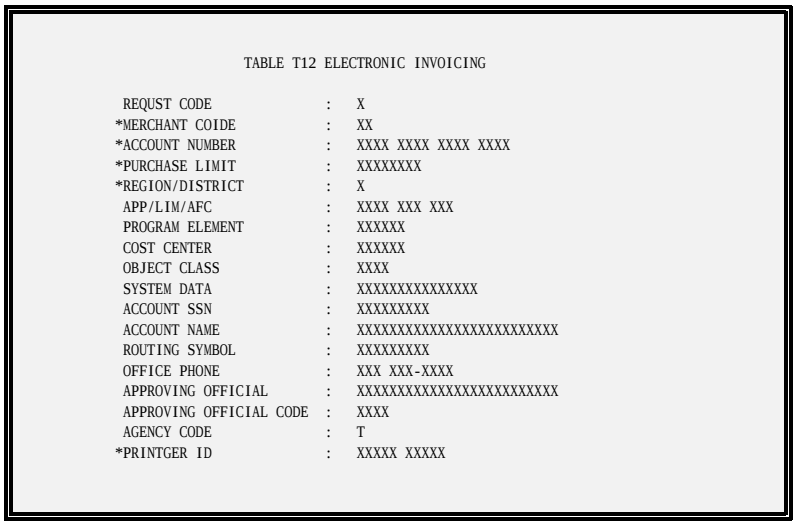


TABLE T12 ELECTRONIC INVOICING

REQUST CODE	:	X
*MERCHANT COIDE	:	XX
*ACCOUNT NUMBER	:	XXXX XXXX XXXX XXXX
*PURCHASE LIMIT	:	XXXXXXXX
*REGION/DISTRICT	:	X
APP/LIM/AFC	:	XXXX XXX XXX
PROGRAM ELEMENT	:	XXXXXX
COST CENTER	:	XXXXXX
OBJECT CLASS	:	XXXX
SYSTEM DATA	:	XXXXXXXXXXXXXX
ACCOUNT SSN	:	XXXXXXXXX
ACCOUNT NAME	:	XXXXXXXXXXXXXXXXXXXXXXXXX
ROUTING SYMBOL	:	XXXXXXXXX
OFFICE PHONE	:	XXX XXX-XXXX
APPROVING OFFICIAL	:	XXXXXXXXXXXXXXXXXXXXXXXXX
APPROVING OFFICIAL CODE	:	XXXX
AGENCY CODE	:	T
*PRINTGER ID	:	XXXXX XXXXX

Figure 4-36 Table T12 - Electronic Invoicing

MERCHANT CODE: *(2X)* — Enter the identifier for the merchant invoicing electronically: RM = Rocky Mountain Bankcard.

ACCOUNT NUMBER: *(16X)* — Enter the credit card/account number assigned by the merchant.

PURCHASE LIMIT: (8X) — Enter the single purchase limit. Must be entered as whole dollars only (no cents).

REGION/DISTRICT: *(1X)* — Enter region/district.

APP/LIM/AFC: *(10X)* — Enter the appropriation/limitation/allotment assigned to the credit card/account.

PROGRAM ELEMENT: *(6X)* — Enter the program element assigned to the credit card/account.

COST CENTER: *(6X)* — Enter the cost center assigned to the credit card/account.

OBJECT CLASS: *(4X)* — Enter the object class assigned to the credit card/account.

SYSTEM DATA: *(15X)* — Enter system data assigned to the credit card/account (if applicable).

ACCOUNT SSN: *(9X)* — Enter the social security number of the credit card/account holder (optional).

ACCOUNT NAME: *(25X)*	Enter the name of the credit card/account holder (optional).
ROUTING SYMBOL: *(9X)*	Enter the routing office symbol of the credit card/account holder (optional).
OFFICE PHONE: *(10X)*	Enter the area code and commercial phone number of the credit card/account holder (optional).
APPROVING OFFICIAL: *(25X)*	Enter the name of the approving official for credit card/account purchases using this card (optional).
APPROVING OFFICIAL CODE: *(4X)*	Enter the four-digit code of the approving official. This code is assigned by the merchant (optional).
PRINTER-ID: *(5X)2*	This appears on the print option only. Enter a printer-ID only if desiring to change the location of the print to a different printer.

(13) T13 - Electronic Invoicing - This table contains information for Rocky Mountain Bankcard Administrative Fees to be charged to a centralized line of accounting for a region/district. Electronic Invoicing is explained in Section 9B.

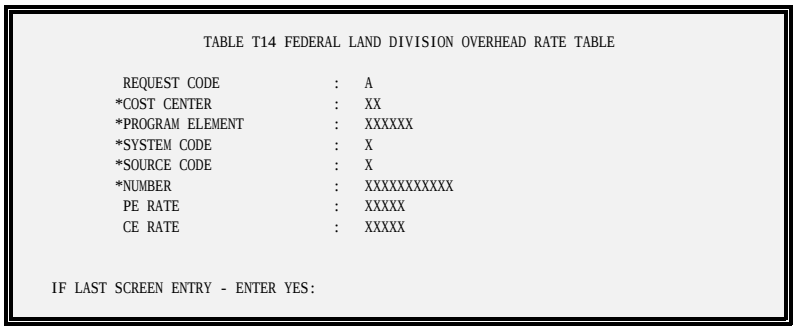
```
                          TABLE T13 ELECTRONIC INVOICING

          REQUEST CODE              :   X
         *REGION/DISTRICT           :   X
          APP/LIM/AFC               :   XXXX XXX XXX
          PROGRAM ELEMENT           :   XXXXXX
          COST CENTER               :   XXXXXX
          OBJECT CLASS              :   XXXX
          SYSTEM DATA               :   XXXXXXXXXXXXXXX
          AGENCY CODE               :   T
IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-37 Table T13 - Electronic Invoicing

REGION/DISTRICT: *(1X)*	Enter region/district.
APP/LIM/AFC: *(10X)*	Enter the appropriation/limitation/allotment assigned to the credit card.
PROGRAM ELEMENT: *(6X)*	Enter the program element assigned to the credit card.
COST CENTER: *(6X)*	Enter the cost center assigned to the credit card.
OBJECT CLASS: *(4X)*	Enter the object class assigned to the credit card.
SYSTEM DATA: (15X)	Enter system data assigned to the credit card (if applicable).

NOTE: *T13 is available for inquiry only.*

(14) T14 - Federal Land Division Overhead Rate - This table contains information that will be used in the automated process of spreading management overhead cost to selected transfer appropriation for Federal Highways Administration.



```
                    TABLE T14 FEDERAL LAND DIVISION OVERHEAD RATE TABLE

          REQUEST CODE              :   A
         *COST CENTER               :   XX
         *PROGRAM ELEMENT           :   XXXXXX
         *SYSTEM CODE               :   X
         *SOURCE CODE               :   X
         *NUMBER                    :   XXXXXXXXXXX
          PE RATE                   :   XXXXX
          CE RATE                   :   XXXXX


IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-38 Table T14 - Federal Land Division OH Rate Table

COST CENTER: *(6X)*	Enter a valid cost center. Data entry in this field is mandatory. Edited against the RT2 table.
PROGRAM ELEMENT: *(6X)*	Enter a valid program element. Data entry in this field is mandatory. Edited against the RT2 table.
SYSTEM CODE: *(1X)*	Enter system code **T** or **D**. Data entry in this field is mandatory. Edited azgainst the T17 table.
NUMBER: *(11X)*	Enter job number. Data entry in this field is mandatory. Edited against the T17 table.
P.E. RATE: *(5X)*	Pre-engineering percentage rate. Data entry in this field is mandatory. Percentage must be entered as (2% = 00200).
C.E. RATE: *(5X)*	Construction engineering percentage rate. Data entry in this field is mandatory. Percentage must be entered as (2% = 00200).

(15) T16 - Vendor/SSN - This table contains vendor and employee addresses for all system processes. Due to the unique nature of this table, this section explains procedures to process add actions for vendor types 8 and 9, an add action for all other vendor types, and several ways to inquire:

(a) Add all vendor types except 8 or 9 -

```
                              TABLE T16 VENDOR/SSN

 REQUEST CODE       : A                                        LAST UPDATE
*REGION/DISTRICT    : X
*VENDOR TYPE / SSN  : X XXXXXXXXX
 STOP PAY FLAG      : X    1099 VENDOR ID : X    IRS ID : XXXXXXXXX
 VENDOR NAME        : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 VENDOR ADDRESS-1   : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 VENDOR ADDRESS-2   : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 VENDOR ADDRESS-3   : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   CITY CODE: XXXX
 VENDOR ADDRESS-4   : XXXXXXXXXXXXXXXXX XX XXXXXXXXX   COUNTY CODE: XXX
 1099 ADDRESS LINE-1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 1099 ADDRESS LINE-2: XXXXXXXXXXXXXXXXX XX XXXXXXXXX
 CUST REP AND PHONE : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 EMPLOYEE BRIEF NAME: XXXXXXXXXX      ACH/EFT FLAG : X   (X = ACH/EFT PAYMENT)
 ACH INFORMATION    : ACCOUNT HOLDER   : XXXXXXXXXXXXXXXXXXXXX
                      ACCOUNT TYPE     : X     (C - CHECKING, S - SAVING)
                      BANK ID          : XXXXXXXXX
                      ACCOUNT NUMBER   : XXXXXXXXXXXXXXXXX
                      LOCK BOX NUMBER  : XXXXXXXXXXXX
*AGENCY CODE        : T
```

Figure 4-39 Table T16 - Vendor/SSN

REGION/DISTRICT: *(1X)* — Enter region/district.

VENDOR TYPE: *(1X)* — Enter valid vendor type from the following list:

1 - SSN/Employee
2 - Domestic Transportation
3 - Vendor
4 - Federal Agency
5 - Imprest Fund Cashier
6 - Designated Agent
8 - Foreign Transportation
9 - Foreign Other

VENDOR/SSN: *(9X)* — Enter a user-assigned number. Can be alpha or numeric.

STOP PAY FLAG: *(1X)* — Enter an **X** if payments should not be processed against this vendor/ssn. Otherwise leave blank.

1099 VENDOR ID: *(1X)* — Enter **N** for not applicable, **E** if IRS employer ID number will be entered or **F** if number is IRS reportable but the vendor does not have a number yet, **S** if a social security number will be entered. This field is mandatory and is used by the system to update the 1099 file from which IRS 1099's will be prepared at the end of the calendar year.

IRS ID: *(9X)* — Enter nothing if **F** was entered in 1099 vendor ID. Enter the IRS employer ID if **E** was entered in 1099 vendor ID. Enter the social security number if **S** was entered in 1099 vendor ID. If **N** was entered in 1099 Vendor ID field entry in this field is optional but if entered, cannot be all 9's. Treasury requires the taxpayer identification number on all vendor, salary, and miscellaneous payments.

VENDOR NAME: *(35X)*

Enter vendor name (up to 35 digits). This line is mandatory.

VENDOR ADDRESS-1: *(35X)*

Enter first line of vendor's address. This line is mandatory and is a free-form field. Enter information without punctuation.

VENDOR ADDRESS-2: *(35X)*

Enter second line of vendor's address (if applicable). This line is not mandatory but is the same length and structure as vendor address-1.

VENDOR ADDRESS-3: *(30X)*

Enter third line of vendor's address (if applicable). This line is not mandatory but is the same structure as vendor address-1.

VENDOR ADDRESS-4: *(28X)*

Enter the city, two-digit state code and zip code. This line is divided into three fields: City - 17 digits, State - 2 digits, Zip Code - 9 digits. NOTE: If a 9-digit zip code is entered, the city has a maximum of 16 digits. This line is mandatory. The following are valid state abbreviations for non-foreign addresses.

STATE ABBREVIATION TABLE

ABBREVIATION	ABBREVIATION
AA - APO, FPO CENTRAL/SOUTH AMERICA	MP - NORTHERN MARIANA ISLANDS
AE - APO, FPO EUROPE	MT - MONTANA
AK - ALASKA	NC - NORTH CAROLINA
AL - ALABAMA	ND - NORTH DAKOTA
AP - APO, FPO PACIFIC	NE - NEBRASKA
AR - ARKANSAS	NH - NEW HAMPSHIRE
AS - AMERICAN SOMOA	NJ - NEW JERSEY
AZ - ARIZONA	NM - NEW MEXICO
CA - CALIFORNIA	NV - NEVADA
CO - COLORADO	NV - NEVADA
CT - CONNECTICUT	OH - OHIO
DC - DISTRICT OF COLUMBIA	OK - OKLAHOMA
DE - DELAWARE	OR - OREGON
FL - FLORIDA	PA - PENNSYLVANIA
FM - MICRONESIA	PR - PUERTO RICO
GA - GEORGIA	PW - PALAU
GU - GUAM	RI - RHODE ISLAND
HI - HAWAII	SC - SOUTH CAROLINA
IA - IOWA	SD - SOUTH DAKOTA
ID - IDAHO	TN - TENNESSEE
IL - ILLINOIS	TX - TEXAS
IN - INDIANA	UT - UTAH
KS - KANSAS	VA - VIRGINIA
KY - KENTUCKY	VI - VIRGIN ISLANDS
LA - LOUISIANA	VT - VERMONT
MA - MASSACHUSETTS	WA - WASHINGTON
MD - MARYLAND	WI - WISCONSIN
ME - MAINE	WV - WEST VIRGINIA
MH - MARSHALL ISLANDS	WY - WYOMING
MI - MICHIGAN	
MN - MINNESOTA	
MS - MISSISSIPPI	
MO - MISSOURI	

Figure 4-40 State Abbreviation Table

CITY CODE: *(4*X)

Enter applicable city code. Mandatory for Agency D. Optional for all other agencies.

COUNTY CODE: *(3X)*

Enter applicable county code. Mandatory for agency D. Optional for all other agencies.

1099 ADDRESS LINE-1: *(35X)*	Enter the address to where the IRS 1099 should be mailed. Enter only if **E** or **S** was entered in 1099 vendor ID.
1099 ADDRESS LINE-2: *(28X)*	Enter the city, state, and zip to where the IRS 1099 should be mailed. Enter only if **E** or **S** was entered in 1099 vendor ID.
CUST REP AND PHONE: *(30X)*	Enter any information which will be significant to the user. This line is optional and free-form.
EMPLOYEE BRIEF NAME: *(10X)*	Enter a brief name for the employee. Generally, the last name, first and middle initials will be entered. This is only entered and is mandatory if the vendor type is 1. If Agency = D and vendor type = 3, this is optional. Otherwise, used for vendor type 1 only. This information is used for the travel advance aging report.
ACH/EFT FLAG: *(1X)*	Enter **X** if payments for this vendor are to be ACH/EFT. If payments are to be checks, leave blank. ACH/EFT is now available for all vendor types.
ACCOUNT HOLDER: *(22X)*	Enter name on account. Mandatory if ACH/EFT Flag is **X**.
ACCOUNT TYPE: *(1X)*	Enter **C** for checking or **S** for savings. Mandatory if ACH/EFT Flag is **X**.
BANK-ID: *(9X)*	Enter the official bank identification number. Must be numeric. Data entered is matched against the Bank File to determine if the entry is valid. Mandatory if ACH/EFT Flag is **X**.
ACCOUNT NUMBER: *(17X)*	Enter the account number to be credited with payments. Alphanumeric and may contain special characters such as embedded spaces or dashes. Mandatory if ACH/EFT Flag is **X**.
LOCK BOX NUMBER: *(12X)*	Enter lock box number if applicable. Alphanumeric. Optional if ACH/EFT Flag is **X**.
PRINTER ID: *(5X)*	This appears on the print option only. Enter a printer ID only if desiring to change the location of the print to a different printer.

(b) Add APO or FPO address:

```
                          TABLE T16 VENDOR/SSN

 REQUEST CODE       : A                                        LAST UPDATE
*REGION/DISTRICT    : 1
*VENDOR TYPE / SSN  : 4 111111111
 STOP PAY FLAG      :      1099 VENDOR ID : N    IRS ID :
 VENDOR NAME        : FUERZA ECANA
 VENDOR ADDRESS-1   : DEPARTMENT OF DEFENSE
 VENDOR ADDRESS-2   : BOX 2602
 VENDOR ADDRESS-3   :                                  CITY CODE:
 VENDOR ADDRESS-4   : APO          AE   09542         COUNTY CODE:
 1099 ADDRESS LINE-1:
 1099 ADDRESS LINE-2:
 CUST REP AND PHONE :
 EMPLOYEE BRIEF NAME:                  ACH/EFT FLAG :     (X = ACH/EFT PAYMENT)
 ACH INFORMATION    : ACCOUNT HOLDER   :
                      ACCOUNT TYPE     :       (C - CHECKING, S - SAVING)
                      BANK ID          :
                      ACCOUNT NUMBER   :
                      LOCK BOX NUMBER  :
*AGENCY CODE        : T
 PRINTER ID         :
                      IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-41 Table T16 - Vendor/SSN Example for APO/FPO

APO/FPO:

VENDOR ADDRESS-1: *(35X)*	Enter name.
VENDOR ADDRESS-2: *(35X)*	Enter organization.
VENDOR ADDRESS-3: *(30X)*	Enter PSC or unit number, box number.
VENDOR ADDRESS-4: *(28X)*	CITY *(17X)* - Enter **APO** or **FPO**.
	STATE *(2X)* - Enter State Code **AA**, **AE** or **AP**. (See Fig 4-32)
	ZIP CODE *(9X)* - Enter Post APO/FPO number.

(c) Add vendor type 8 or 9 - There are three procedures -- one each for Canada, Mexico, and all other countries. Entries will be the same as for other vendor types except for the following:

CANADA:

```
                          TABLE T16 VENDOR/SSN

 REQUEST CODE       : A                                        LAST UPDATE
*REGION/DISTRICT    : 1
*VENDOR TYPE / SSN  : 9 111111111
 STOP PAY FLAG      :      1099 VENDOR ID : N    IRS ID :
 VENDOR NAME        : RAVEN CRYSTALS LIMITED
 VENDOR ADDRESS-1   : 500 FLOOD STREET
 VENDOR ADDRESS-2   : WHITBY ONTARIO
 VENDOR ADDRESS-3   : CANADA                          CITY CODE:
 VENDOR ADDRESS-4   : L1N 5S5          CA   953       COUNTY CODE:
 1099 ADDRESS LINE-1:
 1099 ADDRESS LINE-2:
 CUST REP AND PHONE :
 EMPLOYEE BRIEF NAME:                 ACH/EFT FLAG :     (X = ACH/EFT PAYMENT)
 ACH INFORMATION    : ACCOUNT HOLDER   :
                      ACCOUNT TYPE     :       (C - CHECKING, S - SAVING)
                      BANK ID          :
                      ACCOUNT NUMBER   :
                      LOCK BOX NUMBER  :
*AGENCY CODE        : T
 PRINTER ID         :
                      IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-42 Table T16 - Vendor/SSN Example for Canada

VENDOR ADDRESS-2: *(35X)* — Enter city and/or province name.

VENDOR ADDRESS-3: *(30X)* — Enter **CANADA**.

VENDOR ADDRESS-4: *(28X)* — CITY *(17X)* - Enter the Canadian zip code constructed as XXXBXXX (note that b = blank).

STATE *(2X)* - Enter Foreign Country Code **CA** per Table T11.

ZIP CODE *(9X)* - Enter Treasury Foreign Country Sorting Code **953** in positions 3-5. Positions 1-2 and 6-9 must be blank.

MEXICO:

```
                          TABLE T16 VENDOR/SSN

 REQUEST CODE       : A                                        LAST UPDATE
*REGION/DISTRICT    : 1
*VENDOR TYPE / SSN  : 9 222222222
 STOP PAY FLAG      :      1099 VENDOR ID : N    IRS ID :
 VENDOR NAME        : FERNANDO SOMEONE
 VENDOR ADDRESS-1   : ORTIZ DE CAMPOS
 VENDOR ADDRESS-2   : CHIH
 VENDOR ADDRESS-3   : 212321                          CITY CODE:
 VENDOR ADDRESS-4   : MEXICO            MX   773      COUNTY CODE:
 1099 ADDRESS LINE-1:
 1099 ADDRESS LINE-2:
 CUST REP AND PHONE :
 EMPLOYEE BRIEF NAME:                  ACH/EFT FLAG :     (X = ACH/EFT PAYMENT)
 ACH INFORMATION    : ACCOUNT HOLDER   :
                      ACCOUNT TYPE     :       (C - CHECKING, S - SAVING)
                      BANK ID          :
                      ACCOUNT NUMBER   :
                      LOCK BOX NUMBER  :
*AGENCY CODE        : T
 PRINTER ID         :
                      IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-43 Table T16 - Vendor/SSN Example for Mexico

VENDOR ADDRESS-3: *(30X)*

Enter six-digit Mexican zip code (all numeric).

VENDOR ADDRESS-4: *(28X)*

CITY *(17X)* - Enter **MEXICO**.

STATE *(2X)* - Enter Foreign Country Code **MX** per Table T11.

ZIP CODE *(9X)* - Enter Treasury Foreign Country Sorting Code **773** in positions 3-5. Positions 1-2 and 6-9 must be blank.

ALL OTHER FOREIGN COUNTRIES:

```
                              TABLE T16 VENDOR/SSN

 REQUEST CODE       : A                                        LAST UPDATE
*REGION/DISTRICT    : 1
*VENDOR TYPE / SSN  : 9 333333333
 STOP PAY FLAG      :      1099 VENDOR ID : N    IRS ID :
 VENDOR NAME        : AL DUNDEE
 VENDOR ADDRESS-1   : GPO BOX 143 KINGS CROSS
 VENDOR ADDRESS-2   : SYDNEY
 VENDOR ADDRESS-3   :                                CITY CODE:
 VENDOR ADDRESS-4   : AUSTRALIA          AS   708    COUNTY CODE:
 1099 ADDRESS LINE-1:
 1099 ADDRESS LINE-2:
 CUST REP AND PHONE :
 EMPLOYEE BRIEF NAME:                ACH/EFT FLAG :     (X = ACH/EFT PAYMENT)
 ACH INFORMATION    : ACCOUNT HOLDER   :
                      ACCOUNT TYPE     :       (C - CHECKING, S - SAVING)
                      BANK ID          :
                      ACCOUNT NUMBER   :
                      LOCK BOX NUMBER  :
*AGENCY CODE        : T
 PRINTER ID         :
                      IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-44 Table T16 - Vendor/SSN Example for all other Countries

VENDOR ADDRESS-4: *(28X)* CITY *(17X)* - Enter name of country (no abbreviations).

STATE *(2X)* - Enter Foreign Country Code from Table T11.

ZIP CODE *(9X)* - Enter applicable Treasury Foreign Country Sorting Code in positions 3-5. Must be between 600 - 999. Positions 1-2 and 6-9 must be blank.

NOTE: *The Treasury Foreign Country Sorting Codes are published in Worldwide Geographic Location Codes. This publication is produced by General Services Administration (GSA) Office of Finance. Copies are available from the Superintendent of Documents, U.S. Government Printing Office, Washington DC 20402. Stock number is 022-0003-01144-7.*

(d) Change/Delete a record -

The following edits apply when changing/deleting a record:

(1) Record cannot be changed if transactions are found on the Warehouse File or Batch Control File and schedule prefix = **T**, **V**, or **W** except as specified in Section 9F, Chapter 4..

(2) Record cannot be changed if transactions are found on the VEM Invoice Header and status = **D** or **I**.

(3) Record cannot be deleted if transactions are found on the Batch Control File, Warehouse File, Open Document File, Accounts Receivable File, or VEM Invoice Header and status = **D**.

(e) Inquire a record by vendor/ssn -

```
                          TABLE T16 VENDOR/SSN

 REQUEST CODE       : I                                    LAST UPDATE
*REGION/DISTRICT    : 1
*VENDOR TYPE / SSN  : 3 880000001
 STOP PAY FLAG      :      1099 VENDOR ID :         IRS ID :
 VENDOR NAME        :
 VENDOR ADDRESS-1   :
 VENDOR ADDRESS-2   :
 VENDOR ADDRESS-3   :                                 CITY CODE:
 VENDOR ADDRESS-4   :                                 COUNTY CODE:
 1099 ADDRESS LINE-1:
 1099 ADDRESS LINE-2:
 CUST REP AND PHONE :
 EMPLOYEE BRIEF NAME:                ACH/EFT FLAG :     (X = ACH/EFT PAYMENT)
 ACH INFORMATION    : ACCOUNT HOLDER   :
                      ACCOUNT TYPE     :       (C - CHECKING, S - SAVING)
                      BANK ID          :
                      ACCOUNT NUMBER   :
                      LOCK BOX NUMBER  :
*AGENCY CODE        : T
 PRINTER ID         :
                      IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-45 Table T16 - Vendor/SSN Example for Inquiry by Vendor/SSN

REGION/DISTRICT: *(1X)* Enter region/district.

VENDOR TYPE: *(1X)* Enter vendor type the user is inquiring.

VENDOR/SSN: *(9X)* Enter the vendor/ssn the user is inquiring.

After pressing the ***Enter*** key the T16 table entry as originally entered is displayed.

(f) Inquire a record by vendor name and zip code -

```
                          TABLE T16 VENDOR/SSN

 REQUEST CODE       : I                                    LAST UPDATE
*REGION/DISTRICT    : 1
*VENDOR TYPE / SSN  : F NAME73125
 STOP PAY FLAG      :      1099 VENDOR ID :         IRS ID :
 VENDOR NAME        :
 VENDOR ADDRESS-1   :
 VENDOR ADDRESS-2   :
 VENDOR ADDRESS-3   :                                 CITY CODE:
 VENDOR ADDRESS-4   :                                 COUNTY CODE:
 1099 ADDRESS LINE-1:
 1099 ADDRESS LINE-2:
 CUST REP AND PHONE :
 EMPLOYEE BRIEF NAME:                ACH/EFT FLAG :     (X = ACH/EFT PAYMENT)
 ACH INFORMATION    : ACCOUNT HOLDER   :
                      ACCOUNT TYPE     :       (C - CHECKING, S - SAVING)
                      BANK ID          :
                      ACCOUNT NUMBER   :
                      LOCK BOX NUMBER  :
*AGENCY CODE        : T
 PRINTER ID         :
                      IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-46 Table T16 - Vendor/SSN Example for Inquiry by Vendor Name and Zip Code

REGION/DISTRICT: *(1X)* Enter region/district.

VENDOR TYPE: *(1X)* Enter **F**.

VENDOR/SSN: *(9X)* Enter first four digits of vendor name and first five digits of zip code.

After pressing the ***Enter*** key the T16 table entry as originally entered is displayed unless there are multiple vendors with the same first four digits in vendor name and same zip code. If this is the case, the user must use the print option to obtain a printed listing.

(g) Inquire a record by vendor name only -

```
                              TABLE T16 VENDOR/SSN

 REQUEST CODE       : I                                        LAST UPDATE
*REGION/DISTRICT    : 1
*VENDOR TYPE / SSN  : F NAME
 STOP PAY FLAG      :      1099 VENDOR ID :         IRS ID :
 VENDOR NAME        :
 VENDOR ADDRESS-1   :
 VENDOR ADDRESS-2   :
 VENDOR ADDRESS-3   :                                  CITY CODE:
 VENDOR ADDRESS-4   :                                  COUNTY CODE:
 1099 ADDRESS LINE-1:
 1099 ADDRESS LINE-2:
 CUST REP AND PHONE :
 EMPLOYEE BRIEF NAME:                ACH/EFT FLAG :     (X = ACH/EFT PAYMENT)
 ACH INFORMATION    : ACCOUNT HOLDER   :
                      ACCOUNT TYPE     :       (C - CHECKING, S - SAVING)
                      BANK ID          :
                      ACCOUNT NUMBER   :
                      LOCK BOX NUMBER  :
*AGENCY CODE        : T
 PRINTER ID         :
                      IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-47 Table T16 - Vendor/SSN Example for Inquiry by Vendor Name

REGION/DISTRICT: *(1X)* Enter region/district.

VENDOR TYPE: *(1X)* Enter **F**.

VENDOR/SSN: *(9X)* Enter first four digits of vendor name.

After pressing the ***Enter*** key the T16 table entry as originally entered is displayed unless there are multiple vendors with the same first four digits in vendor name. If this is the case, the user must use the print option to obtain a printed listing. Caution should be taken when using this option as it is possible to have many entries with the same first four digits in vendor name.

(h) Inquire a record by IRS-ID -

```
                          TABLE T16 VENDOR/SSN

 REQUEST CODE       : I                                    LAST UPDATE
*REGION/DISTRICT    : 1
*VENDOR TYPE / SSN  :
 STOP PAY FLAG      :      1099 VENDOR ID :         IRS ID : 123456789
 VENDOR NAME        :
 VENDOR ADDRESS-1   :
 VENDOR ADDRESS-2   :
 VENDOR ADDRESS-3   :                                CITY CODE:
 VENDOR ADDRESS-4   :                                COUNTY CODE:
 1099 ADDRESS LINE-1:
 1099 ADDRESS LINE-2:
 CUST REP AND PHONE :
 EMPLOYEE BRIEF NAME:                ACH/EFT FLAG :     (X = ACH/EFT PAYMENT)
 ACH INFORMATION    : ACCOUNT HOLDER   :
                      ACCOUNT TYPE     :       (C - CHECKING, S - SAVING)
                      BANK ID          :
                      ACCOUNT NUMBER   :
                      LOCK BOX NUMBER  :
*AGENCY CODE        : T
 PRINTER ID         :
                      IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-48 Table T16 - Vendor/SSN Example for Inquiry by IRS ID

REGION/DISTRICT: *(1X)* Enter region/district.

IRS ID: *(9X)* Enter IRS ID number.

(i) Inquire a record by vendor/ssn when you don't know the vendor type -

```
                          TABLE T16 VENDOR/SSN

 REQUEST CODE       : I                                    LAST UPDATE
*REGION/DISTRICT    : 1
*VENDOR TYPE / SSN  : S 123456789
 STOP PAY FLAG      :      1099 VENDOR ID :         IRS ID :
 VENDOR NAME        :
 VENDOR ADDRESS-1   :
 VENDOR ADDRESS-2   :
 VENDOR ADDRESS-3   :                                CITY CODE:
 VENDOR ADDRESS-4   :                                COUNTY CODE:
 1099 ADDRESS LINE-1:
 1099 ADDRESS LINE-2:
 CUST REP AND PHONE :
 EMPLOYEE BRIEF NAME:                ACH/EFT FLAG :     (X = ACH/EFT PAYMENT)
 ACH INFORMATION    : ACCOUNT HOLDER   :
                      ACCOUNT TYPE     :       (C - CHECKING, S - SAVING)
                      BANK ID          :
                      ACCOUNT NUMBER   :
                      LOCK BOX NUMBER  :
*AGENCY CODE        : T
 PRINTER ID         :
                      IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-49 Table T16 - Vendor/SSN Example for Inquiry by Vendor/SSN without Vendor Type

REGION/DISTRICT: *(1X)* Enter region/district.

VENDOR TYPE: *(1X)* Enter **S**.

VENDOR/SSN: *(9X)* Enter complete vendor/ssn.

(16) T17 - Alternate System Data Description - This table provides the Federal Highway Administration with an alternate table for system data validations.

```
                    TABLE T17 ALTERNATE SYSTEM DATA DESCRIPTION

 REQUEST CODE          : A
*REGION/DISTRICT       : X
*SYSTEM CODE           : X
*MAC CODE              : XX
*SOURCE CODE           : X
*NUMBER                : XXXXXXXXXXX
 NAME                  : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
*COST CENTER           : XXXXXX
*PROGRAM ELEMENT       : XXXXXX
 CLOSED FLAG (Y OR NO  : X
*AGENCY CODE           : 4

IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-50 Table T17 - Alternate System Data Description

REGION/DISTRICT: *(1X)* — Enter **H**. Data entry for this field is mandatory.

SYSTEM CODE: *(1X)* — Enter **D**, **S**, **T**, or **X**. Data entry for this field is mandatory.

D = Federal Lands Projects
S = Special Projects
T = Training (Centralized)
X = Miscellaneous

MAC CODE: *(2X)* — Data entry for this field is optional.

SOURCE CODE: *(1X)* — Enter **2**. Data entry for this field is mandatory.

NUMBER: *(11X)* — If Source Code is T, enter project number in positions 1-9. If Souce Code is D, enter numeric state code in positions 1 and 2, the project number in positions 3 and 9, the subproject number in position 10, and the subsubproject in position 11. Data entered in the System Data Field of Format 03 transactions will edit against data entered in this field.

NAME: *(35X)* — Enter project name, if applicable. Data entry in this field is optional and there is no edit.

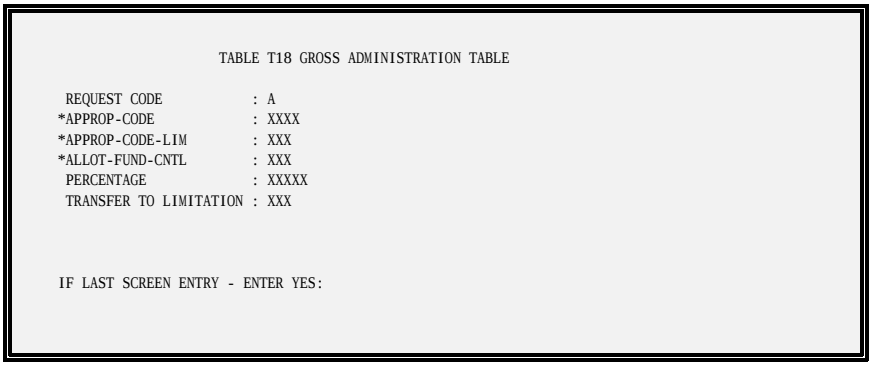
COST CENTER: *(2X)* — Enter appropriate 2-digit Cost Center. Data entry in this field is mandatory and edit against the RT2 Table.

PROGRAM ELEMENT: *(6X)* — Enter appropriate Program Element. Data entry in this field is mandatory and edits against the RT2 Table.

CLOSED FLAG: *(1X)* — Enter **N** if project open. Enter **Y** if project closed. Project cannot be closed if there are outstanding accruals (commitments, undelivered orders, or accrued expenditures unpaid) on the Fiscal Status File. Data entry in this field is mandatory.

AGENCY: *(1X)* Enter a valid agency.

(17) T18 - Gross Administration - This table provides overhead percentage rates for Federal Highway Administration Gross Administration Overhead Process.



```
                    TABLE T18 GROSS ADMINISTRATION TABLE

 REQUEST CODE            : A
*APPROP-CODE             : XXXX
*APPROP-CODE-LIM         : XXX
*ALLOT-FUND-CNTL         : XXX
 PERCENTAGE              : XXXXX
 TRANSFER TO LIMITATION  : XXX


IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-51 Table T18 - Gross Administration

REGION/DISTRICT: *(1X)* Enter **H**. Data entry in this field is mandatory. Edited against the T03 table.

APPROPRIATION CODE: *(4X)* Enter a valid appropriation code. Data entry in this field is mandatory. Edited against the R07. RT1, and RT2 table.

LIMITATION: *(3X)* Enter a valid appropriation/limitation. Data entry in this field is mandatory. Edited against R07, RT1, and RT2 table.

ALLOTMENT FUND CONTROL AND INDICATOR: *(3X)* Data entry in this field is mandatory. Edited against the RT1 and RT2 table.

PERCENTAGE: *(5X)* Gross Administration percentage rate. Data entry in this field is mandatory. No edit. Percentage must be entered as (2% = 00200).

TRANSFER TO LIMITATION: *(3X)* Enter transfer to limitation. Field is mandatory. Edited against RT2 table.

(18) T22 - Accounts Receivable Remit To Address Table - This table allows the user to enter an address code for a lockbox address to be used on the Accounts Receivable Master. This allows users to have collections for commercial vendor bills sent to a lockbox address.

```
                ENTER DATA

                     T22 - ACCOUNT RECEIVABLE REMIT TO ADDRESS TABLE

 REQUEST CODE           : A
*REGION/DISTRICT        : X
*ADDRESS CODE           : XX
 ADDRESS NAME           : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 ADDRESS LINE 1         : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 ADDRESS LINE 2         : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 ADDRESS LIN3 3         : XXXXXXXXXXXXXXXX XX XXXXXXXXX
*AGENCY CODE            : T


IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-52 Table T22 - Account Receivable Remit To Address Table

REGION/DISTRCT: *(1X)*	Enter region/district.
ADDRESS CODE: *(2X)*	Enter a two-digit address code. Address code on the Accounts Receivable Master will be edited from this field.
ADDRESS NAME: *(35X)*	Enter the address of the lockbox for the collection.
ADDRESS LINE 1: *(35X)*	
ADDRESS LINE 2: *(30X)*	
ADDRESS LINE 3: *(28X)*	Enter City - *(17X)*, State - *(2X)*, Zip - *(9X)*.

(19) T28 - Cost Center Major - This table validates the major cost center.

```
                      TABLE T28 COST CENTER MAJOR
 REQUEST CODE      : A
*REGION/DISTRICT   : X
*COST CENTER MAJOR : XXXXX
 AGENCY CODE       : X
 IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 4-53 Table T28 - Cost Center Major

REGION/DISTRICT: *(1X)* Enter region/district.

COST CENTER MAJOR: *(5X)* Enter 2-5 digit cost center major.

NOTE: *Cost center major represents the first 2-5 digits of the cost center code.*

(20) T42 - Terms - This is a special purpose table used to validate cash management terms.

```
                                TABLE T42 - TERM
 REQUEST CODE     : A
*REGION/DISTRICT  : X
*DISCOUNT %       : XXXXX
*DAYS             : XX
*NET              : XX
 COMPARISON %     :
 AGENCY CODE      : T
 IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 4-54 Table T42 - Terms

REGION/DISTRICT: *(1X)* Enter region/district.

DISCOUNT %: *(5X)* Enter discount percentage converted to decimal. The decimal point is not entered. Discount percentage 1¼% would be entered as 01250; 10% as 10000.

DAYS: *(2X)* Enter the number of days the discount is allowed.

NET: *(2X)* Enter the number of days full payment is due.

COMPARISON %: The comparison percent is left blank; this is calculated automatically by the system comparison to the treasury rate to determine if the discount is cost effective.

(21) T44 - A/R Project/Agreement Split Table - This table allows the user to bill multiple customers on one reimbursable agreement. All agreements must be active on the A/R Master and percentages must equal 100%.

```
                ENTER DATA
                     T44 - A/R PROJECT/AGREEMENT SPLIT TABLE

REQUEST CODE    : A
REGION/DISTRICT : X
MASTER AGREEMENT NUMBER: XXXXXXXXX

AGREEMENT                                        AGREEMENT
NUMBER     PERCENT     DESCRIPTION               NUMBER     PERCENT     DESCRIPTION

XXXXXXXX     XX      XXXXXXXXXXXXXXXXXXXX      XXXXXXXXX    XX      XXXXXXXXXXXXXXXXXXXX
XXXXXXXX     XX      XXXXXXXXXXXXXXXXXXXX      XXXXXXXXX    XX      XXXXXXXXXXXXXXXXXXXX
XXXXXXXX     XX      XXXXXXXXXXXXXXXXXXXX      XXXXXXXXX    XX      XXXXXXXXXXXXXXXXXXXX
XXXXXXXX     XX      XXXXXXXXXXXXXXXXXXXX      XXXXXXXXX    XX      XXXXXXXXXXXXXXXXXXXX
XXXXXXXX     XX      XXXXXXXXXXXXXXXXXXXX      XXXXXXXXX    XX      XXXXXXXXXXXXXXXXXXXX
XXXXXXXX     XX      XXXXXXXXXXXXXXXXXXXX      XXXXXXXXX    XX      XXXXXXXXXXXXXXXXXXXX
XXXXXXXX     XX      XXXXXXXXXXXXXXXXXXXX      XXXXXXXXX    XX      XXXXXXXXXXXXXXXXXXXX
XXXXXXXX     XX      XXXXXXXXXXXXXXXXXXXX      XXXXXXXXX    XX      XXXXXXXXXXXXXXXXXXXX
XXXXXXXX     XX      XXXXXXXXXXXXXXXXXXXX      XXXXXXXXX    XX      XXXXXXXXXXXXXXXXXXXX
XXXXXXXX     XX      XXXXXXXXXXXXXXXXXXXX      XXXXXXXXX    XX      XXXXXXXXXXXXXXXXXXXX

AGENCY CODE     : T

IF LAST SCREEN ENTRY - ENTER (YES): XXX
```

Figure 4-55 Table T44 A/R Project/Agreement Split Table

REGION/DISTRICT: *(1X)*	Enter region/district.
MASTER AGREEMENT NUMBER: *(9X)*	Enter agreement number to be split.
AGREEMENT NUMBER: *(9X)*	Enter individual agreement number to be billed.
PERCENT: *(2X)*	Enter percent to be split to each individual agreement number.
DESCRIPTION: *(20X)*	Enter a description of the individual agreement.

(22) A01 - Aircraft Code - This table is used by FAA only to verify a portion of the system data field during data input and interface with the Aircraft Management Informastion System (AMIS).

```
                              TABLE A01 AIRCRAFT CODE TABLE
 REQUEST CODE    : A

*REGION/DISTRICT : X
*AIRCRAFT CODE   : XX

 AGENCY CODE     : T



IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 4-56 Table A01 - Aircraft Code

REGION/DISTRICT: *(1X)* Enter a valid region/district.

AIRCRAFT CODE: *(2X)* Enter aircraft code from source document.

AGENCY CODE: *(1X)* Enter a valid agency.

(23) R09 - Airport District Office - This table defines the Airport District Office code and name for states within a region and is used by FAA only.

```
                              TABLE R09 AIRPORT DISTRICT OFFICE

 REQUEST CODE    : A

*REGION/DISTRICT : X
*ADO CODE        : XXXXXX
 ADO NAME        : XXXXXXXXXXXXXXXXXXXX
*STATE CODE      : XX
 STATE NAME      : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

 AGENCY CODE     : 1


IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 4-57 Table R09 - Airport District Office

REGION/DISTRICT: *(1X)* Enter a valid region/district.

ADO CODE: *(6X)* Enter the Airport District Office Code. This field is alphanumeric and mandatory.

ADO NAME: *(21X)* Enter the Airport District Office Name. This field is alphanumeric and mandatory.

STATE CODE: *(2X)* Enter the state code. This field is alphanumeric and mandatory.

STATE NAME: *(32X)* — Enter the state name. This field is alphanumeric and mandatory.

AGENCY: *(1X)* — Enter a valid agency.

(24) WSA Service Activity Table - This table is used by OST Working Capital Fund (WCF) only and includes information concerning the service activity. All fields are mandatory except the surcharge fields.

```
                    ENTER DATA
                              WSA SERVICE ACTIVITY TABLE

REQUEST CODE                    : A
PROGRAM ELEMENT                 : 102053
OBJECT CLASS TRANSLATION        : 2408
TABLE BILLABLE ACTIVITY (Y/N) : N
TOTALLY DIRECT            (Y/N) : Y

 FOR SURCHARGE ONLY:
     SURCHARGE PERCENT          : 11
     SURCHARGE MAXIMUM          : 2500
     SURCHARGE REDUCTION P.E. : 101053

IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-58 Table WSA - Service Activity

PROGRAM ELEMENT: *(6X* — Enter the program element of the Service Activity. Program element must match R06 Table and cannot have **000** in the first three digits.

OBJECT CLASS TRANSLACTION: *(4X)* — Enter object class assigned to this activity. Object class must be 1302 or 230A -2599.

TABLE BILLABLE ACTIVITY: *1X)* — Enter **Y** (yes) or **N** (no). If yes it will be included in the billing process. If no, accumulated costs will be billed.

TOTALLY DIRECT (Y/N): *(1X)* — Enter **Y** (yes) or **N** (no). If yes, system data on all on-line or system generated entries for this activity must contain customer or activity number in digits 5-10. Total charges will then be billed to the customer or transferred to the activity in the system data field. Customer code must be on WCU Table. Activity must be on the WSA Table. If no, surcharge is optional.

SURCHARGE PERCENT: *(2X)*
SURCHARGE MAXIMUM: *(4X)* — Numeric. Enter surcharge percent and surcharge maximum. These fields are not mandatory, but if one is entered both must be entered. If entered, system data on all on-line or system generated entries for this activity must contain a job number in digits 11-15.

SURCHARGE REDUCTION PE: *(6X)*

Enter the activity (program element) whose costs to be billed Are being reduced by the surcharge. This field is optional but if entered, surcharge percent and surcharge maximum must be entered.

DEPARTMENT OF TRANSPORTATION - OFFICE OF THE SECRETARY RIS NUMBER: TABLE-WSA
OFFICE OF FINANCIAL MANAGEMENT - WORKING CAPITAL FUND DIVISION
WSA SERVICE ACTIVITY TABLE
AS OF 01/25/91 PAGE NUMBER: 1

PROGRAM ELEMENT	OBJ. CLASS TRANSLATION	BILLABLE ACTIVITY	TOTALLY DIRECT BILL	SURCHARGE PERCENT	SURCHARGE MAXIMUM	SURCHARGE REDUCTION P.E.	TERMINAL USER-ID	PROCESS DATE
101051	250A	N	N	00	0000		UACTNG	01/25/91
101053	2408	Y	N	00	0000		UACTNG	01/25/91
101056	2403	Y	N	00	0000		UACTNG	01/25/91
102051	250A	N	N	00	0000		UACTNG	01/25/91
102053	2408	N	Y	11	2500	101053	UACTNG	01/25/91
102056	2403	N	Y	11	2500	101056	UACTNG	01/25/91
103051	2410	Y	N	00	0000		UACTNG	01/25/91

*** END OF REPORT ***

Figure 4-59 Table WSA - Print Option

(25) WCU Customer Code Table - This table is used by OST Working Capital Fund (WCF) only. All fields are mandatory except the comment field. The customer code (program element) is matched to the R06 Table. The customer code is also matched to the Accounts Receivable Master File. The agreement number on the Accounts Receivable Master should be the customer number and last digit of the fiscal year.

ENTER DATA
WCU CUSTOMER CODE TABLE

```
REQUEST CODE             : A
CUSTOMER CODE (P.E.)     : 000002
COMMENTS                 : WHEN LOADING COMMENTS ON THIS TABLE, TYPE TEXT SO
                           THAT THE END OF A SENTENCE OR A PHRASE IS HERE.
                           RIGHT HERE IS WHERE A NEW LINE BEGINS ON THE
                           BILLING STATEMENT.


DOT-INDICATOR (Y/N)      : Y
```

Figure 4-60 Table WCU Customer Code

CUSTOMER CODE (P.E.):

Enter customer code. This field is a six-digit number *(6X)* and the first three positions must be **000**.

COMMENTS: *(200X)*

Enter message for this customer. This message will appear on the billing statement for this customer only. This field has 200 digits (4 lines x 50 digits). On the billing statement, comments are shown as 2 lines of 100 digits each. Therefore when loading this table consider that a billing statement line break occurs after 2 lines of entered data (See Figure 18).

DOT INDICATOR (Y/N): *(1X)*

Enter **Y** (yes) or **N** (no). Enter yes for any DOT agency. No, if the customer is non-DOT. This is used to breakdown DOT and Non-DOT agencies on report WCF-B4.

```
                        DEPARTMENT OF TRANSPORTATION - OFFICE OF THE SECRETARY
RIS NUMBER: TABLE-WCU
                    OFFICE OF FINANCIAL MANAGEMENT - WORKING CAPITAL FUND DIVISION
                                          WCU CUSTOMER TABLE
                                            AS OF 01/25/91
PAGE NUMBER: 1
CUSTOMER                DOT                  TERMINAL                PROCESS
  CODE                INDICATOR              USER-ID                   DATE

000DFT                    N                  UACTNG                  01/25/91
        COMMENTS:

000SUM                    N                  UACTNG                  01/25/91
        COMMENTS:

000001                    Y                  UACTNG                  01/25/91
        COMMENTS:
```

Figure 4-61 Table WCU - Print Option

(26) WFA Fixed Asset (Depreciation) Table - This table is used by OST Working Capital Fund (WCF) only. All fields are mandatory. The activity is edited against the WSA Activity Table and if it is a billable activity it is edited against the WSB Secondary Billing Table. This table must be loaded/reviewed before the monthend process.

```
                                WFA FIXED DEPRECIATION TABLE

REQUEST CODE        : A
ACTIVITY            : 104051
MAC CODE            : 10
DEPRECIATION AMOUNT : 60938
```

Figure 4-62 Table WFA Fixed Asset (Depreciation) Table

ACTIVITY:*(6X)*	Enter activity (program element). This is edited against the WSA Activity Table.
MAC CODE:*(2X)*	Enter MAC Code. Must be A2, A3, A4, A7, A8, or 10.
DEPRECIATION AMOUNT: *(13X)*	Enter amount. The depreciation amount must be positive/negative and must be dollars and cents.

```
                    DEPARTMENT OF TRANSPORTATION - OFFICE OF THE SECRETARY   RIS NUMBER: TABLE-WFA
                 OFFICE OF FINANCIAL MANAGEMENT - WORKING CAPITAL FUND DIVISION
                              WFA FIXED ASSETS DEPRECIATION TABLE                  PAGE NUMBER: 1
                                         AS OF 01/25/91

                              DEPRECIATION              TERM              PROCESS
ACTIVITY        MAC CODE         AMOUNT                USER-ID             DATE
--------        --------    -------------------        --------           --------

104051            10                  609.38           UACTNG             01/25/91
201030            10               62,278.33           UACTNG             01/25/91
201047            10                  708.49           UACTNG             01/25/91
4R1032            10               90,165.55           UACTNG             01/25/91
4R1032            A4                  363.55           UACTNG             01/25/91
4R1032            A7                3,463.53           UACTNG             01/25/91
4R2032            10                  148.75           UACTNG             01/25/91

                                  ***  END OF REPORT  ***
```

Figure 4-63 Table WFA - Print Option

(27) WGP GPO Range Table - This table is used by OST Working Capital Fund (WCF) only. All fields are mandatory. This table is for assigning a range of job numbers to each activity or customer. The range cannot contain duplicates or overlapping numbers.

```
                  ENTER KEYS
                                  WGP GPO TABLE

REQUEST CODE     : A
LOW-RANGE        : 10700     HIGH-RANGE : 19999
PROGRAM ELEMENT  : 000001




IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 4-64 Table WGP - GPO Range

LOW RANGE - HIGH RANGE:*(5X)*

Enter range of job numbers assigned to this activity or customer.

PROGRAM ELEMENT: *(6X)*

Enter program element for the activity or customer. If the first three digits are **000** (designating customer) it is edited against the WCU Customer Code Table. Otherwise it is edited against the WSA Service Activity Table.

```
                    DEPARTMENT OF TRANSPORTATION - OFFICE OF THE SECRETARY    RIS NUMBER: TABLE-WGP
                OFFICE OF FINANCIAL MANAGEMENT - WORKING CAPITAL FUND DIVISION
                                        WGP GPO TABLE                                PAGE NUMBER: 1
                                       AS OF 01/25/91

LOW RANGE      HIGH RANGE      PROGRAM ELEMENT      TERM-USER-ID      PROCESS DATE
----------     ----------      ---------------      ------------      ------------

10700            19999             000001             UACTNG            01/25/91
70000            74999             000001             UACTNG            01/25/91
40000            49999             000002             UACTNG            01/25/91
20000            36999             000003             UACTNG            01/25/91

                                  ***  END OF REPORT  ***
```

Figure 4-65 Table WGP - Print Option

(28) WPR Printing Supply Table - This table is used by OST Working Capital Fund (WCF) only. All fields are mandatory. This table contains purchase order numbers assigned to activities for printing supplies.

```
                ENTER DATA
                            WPR PRINTING SUPPLY TABLE

REQUEST CODE           : A
PURCHASE ORDER NUMBER  : DTOS5991A20521
PROGRAM ELEMENT        : 103051
COST CENTER            : 05482A
```

Figure 4-66 Table WPR - Printing Supply

PURCHASE ORDER NUMBER: *(15X)*

Enter the purchase order number for this activity.

PROGRAM ELEMENT: *(6X)*	Enter service activity (program element). This is edited against the WSA Service Activity Table.
COST CENTER: *(6X)*	Enter the cost center assigend to this purchase order/activity. This is edited against the T06 Cost Center Description Table.

```
                    DEPARTMENT OF TRANSPORTATION - OFFICE OF THE SECRETARY   RIS NUMBER: TABLE-WPR
                OFFICE OF FINANCIAL MANAGEMENT - WORKING CAPITAL FUND DIVISION
                                WPR PRINTING SUPPLY TABLE
                                      AS OF 01/25/91                              PAGE NUMBER: 1
PURCHASE ORDER NUMBER     PROGRAM ELEMENT     COST CENTER     TERM-USER-ID     PROCESS-DATE
---------------------     ---------------     -----------     ------------     ------------

DT0S5991A20521                103051             05482A          UACTNG          01/25/91
DT0S5990A20520                104051             05482B          UACTNG          01/25/91
DT0S5990A20150                104051             05482B          UACTNG          01/25/91
TOTAL RECORDS WRITTEN       3

                                     ***  END OF REPORT  ***
```

Figure 4-67 Table WPR - Print Option

(29) WIT IFT Table - This table is used by OST Working Capital Fund (WCF) only. The WIT Table is used in conjunction with the intrafund transfer allocation process. IFT allocation is transferring from one activity to another costs where the fact that a transfer was required was not known at the time of the fund usage entry or for recurring transfer amounts. The WIT Table should be loaded/reviewed before the monthend process.

```
                  ENTER KEYS
                              WIT IFT ALLOCATION TABLE

REQUEST CODE          : A
FROM PROGRAM ELEMENT : 201042
TO-PE      FACTOR    FIXED $.00         TO-PE        FACTOR      FIXED $.00
MODALS    539                           201047      461









CHECK FACTOR TOTAL: 1000               CHECK FIXED $.00 TOTAL:

 ENTER (YES) IF WISH TO DELETE ALL TO-PROG-ELEM FOR           :
```

Figure 4-68 Table WIT - Intrafund Transfer

FROM PROGRAM ELEMENT: *(6X)*	Enter the transferring activity (program element) number. The FROM PROGRAM ELEMENT is edited against the WSA Service Activity Table.
TO PROGRAM ELEMENT: *(6X)*	Enter one or more activity numbers to which costs will be transferred from the activity entered in the FROM PROGRAM ELEMENT field. Enter **MODALS** to precent 100% allocation of cost.
FACTOR: *(9X)*	Enter a number which represents a percentage of the total to be allocated. FACTOR or FIXED $.00 must be entered and will be positive/numeric and both may be entered. If a FACTOR is assigned to **MODALS** that amount will be used in the computation of percentages, but will be excluded in the allocation of cost.

NOTE: *When loading FACTORS on tables it is important to be consistent with decimal positions. For instance, if you entered 25.56 as 2556 then* ***30*** *would be entered as* ***3000****. If you entred 25.5 as 255, then* ***30*** *would be entered as* ***300. It*** *is not necessary to compute the percentage before loading the FACTOR. DAFIS will do this for you.*

FIXED $.00: *(1X)*	Enter a fixed dollar amount to be allocated to an activity. Must be positive/numeric, dollars and cents. IF FIXED $.00 are entered as well as FACTORS, the FIXED $.00 amounts are allocated first, with the remaining amounts being allocated to activities using the FACTORS.
CHECK FACTOR TOTAL: *(11X)*	This field is optional but if entered must be positive/numeric. If entered, all FACTOR amounts for that FROM PROGRAM ELEMENT (activity) are added together and checked against the amount entered. If they do not match, the screen will not be accepted. Multiple screens may be entered for one FROM PROGRAM ELEMENT. The CHECK FACTOR TOTALedits against amounts already established on the table and the current screen amounts (less any amounts of duplicates on the current screen).
CHECK FIXED $.00 TOTAL: *(11X)*	This field is optional but if entered must be positive/numeric. If entered, all FACTOR amounts for that FROM PROGRAM ELEMENT (activity) are added together and checked against the amount entered. If they do not match, the screen will not be accepted. Multiple screens may be entered for one FROM PROGRAM ELEMENT. The CHECK FIXED $.00 TOTAL edits against amounts already established on the table and the current screen amounts (less any amounts of duplicates on the current screen).
ENTER (YES) IF WISH TO DELETE ALL TO-PROG-ELEM FOR XXXXXX: *(3X)*	Enter FROM PROIGRAM ELEMENT activity. If the FROM and TO program element are entered, only that entry will be deleted. If only the FROM PROGRAM ELEMENT is entered, all records for that FROM PROGRAM ELEMENT will be deleted after a delete confirmation is completed.

Examples of computations of cost for various types of entries follow:

```
                  ENTER KEYS
                              WIT IFT ALLOCATION TABLE

REQUEST CODE          : A
FROM PROGRAM ELEMENT : 201042
TO-PE      FACTOR    FIXED $.00        TO-PE        FACTOR      FIXED $.00
111111     25                          222222       25
333333     25                          MODALS       25




CHECK FACTOR TOTAL: 100                CHECK FIXED $.00 TOTAL:

 ENTER (YES) IF WISH TO DELETE ALL TO-PROG-ELEM FOR           :


IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 4-69 Table WIT - Example 1

In Example 1 above, 25% of the total cost will be allocated to each of the activities 111111, 222222, 333333. The remaining 25% will not be allocated from the IFT process. FACTORS are totaled and cost is prorated to each one based on its percentage of the total.

```
                  ENTER KEYS
                              WIT IFT ALLOCATION TABLE

REQUEST CODE          : A
FROM PROGRAM ELEMENT : 201042
TO-PE      FACTOR    FIXED $.00        TO-PE        FACTOR      FIXED $.00
444444     5                           555555       5
666666     10



CHECK FACTOR TOTAL: 20                 CHECK FIXED $.00 TOTAL:

 ENTER (YES) IF WISH TO DELETE ALL TO-PROG-ELEM FOR           :


IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 4-70 Table WIT - Example 2

In Example 2 above, assuming the total costs of the FROM PROGRAM ELEMENT equal $100, the system allocates as follows:

TO-PE		
444444	5/20 X $100 =	$ 25.00
555555	5/20 X $100 =	25.00
666666	10/20 X $100 =	50.00
	TOTAL	$100.00

```
                  ENTER KEYS
                              WIT IFT ALLOCATION TABLE

REQUEST CODE          : A
FROM PROGRAM ELEMENT : 201042
TO-PE      FACTOR    FIXED $.00         TO-PE        FACTOR      FIXED $.00
444444                   2500           555555        5
 666666     10




CHECK FACTOR TOTAL: 15                  CHECK FIXED $.00 TOTAL:    2500

 ENTER (YES) IF WISH TO DELETE ALL TO-PROG-ELEM FOR           :
```

Figure 4-71 Table WIT - Example 3

In Example 3 above, assuming the total costs of the FROM PROGRAM ELEMENT equal $100, the system allocates as follows:

TO-PE		
444444	=	$ 25.00

Remainder of costs = $75.00 ($100.00 - $25.00) allocated as follows:

TO-PE		
555555	5/15 X $ 75 =	25.00
666666	10/15 X $ 75 =	50.00
	TOTAL	$100.00

```
                    DEPARTMENT OF TRANSPORTATION - OFFICE OF THE SECRETARY    RIS NUMBER: TABLE-WIT
                  OFFICE OF FINANCIAL MANAGEMENT - WORKING CAPITAL FUND DIVISION
                                WIT INTRAFUND TRANSFER TABLE                          PAGE NUMBER: 1
                                        AS OF 01/25/91

     FROM              TO                              FIXED          TERM
PROGRAM ELEMENT   PROGRAM ELEMENT    FACTOR             AMOUNT        USER-ID       PROCESS-DATE
---------------   ---------------   ---------   -----------------   -------       ------------

   104051             4R1032            336                        UACTNG          01/25/91
                      4R2032           1248                        UACTNG          01/25/91

                           TOTAL:      1584

   201030             MODALS          77947                        UACTNG          01/25/91
                      102051           1165                        UACTNG          01/25/91
                      201048           4173                        UACTNG          01/25/91
                      202048           1213                        UACTNG          01/25/91
                      203048           1165                        UACTNG          01/25/91
                      4R1032           4185                        UACTNG          01/25/91

                           TOTAL:     89848

                                    ***  END OF REPORT  ***
```

Figure 4-72 Table WIT - Print Option

(30) WSH Secondary Overhead Table - This table is used by OST Working Capital Fund (WCF) only. The WSH Table must be loaded before the WMH Main Overhead Table is loaded. All fields are mandatory except the CHECK FACTOR TOTAL.

```
                    ENTER KEYS
                              WSH SECONDARY OVERHEAD TABLE

REQUEST CODE : A    SECONDARY TABLE ID : 0H51B
TO-PE     FACTOR    TO-PE     FACTOR    TO-PE     FACTOR    TO-PE     FACTOR
103051   3000         104051  500         110051  6500




CHECK FACTOR TOTAL       : 10000

 ENTER (YES) IF WISH TO DELETE ALL TO-PROG-ELEM FOR           :
```

Figure 4-73 Table WSH - Secondary Overhead

SECONDARY TABLE ID: *(6X)*	Enter a six-digit table identification number. This cross-references the activity from which costs aree allocated which will be designated on the WMH Main Overhead Table.
TO-PE: *(6X)*	Enter one or more activity numbers to which overhead costs will be allocated from the activity entered on the WMH Main Overhead Table for this Secondary Table ID. Cost is allocated 100%. The TO-PE is edited against the WSA Service Activity Table.
FACTOR: *(9X)*	Enter a number which represents a percentage of the total to be allocated. Must be positive/numeric. Are totaled and cost is prorated to each one based on its percentage of the total.

NOTE: *When loading FACTORS on tables it is important to be consistent with decimal positions. For instance, if you entered 25.56 as 2556 then* ***30*** *would be entered as* ***3000****. If you entred 25.5 as 255, then* ***30*** *would be entered as* ***300. It*** *is not necessary to compute the percentage before loading the FACTOR. DAFIS will do this for you.*

CHECK FACTOR TOTAL: *(11X)*	This field is optional but if entered must be positive/numeric. If CHECK FACTOR TOTAL is entered, all FACTOR amounts for that FROM PROGRAM ELEMENT (activity on WMH) are added together and checked against the amount entered. If they do not match, the screen will not be accepted. Multiple screens may be entered for one FROM PROGRAM ELEMENT. The CHECK FACTOR TOTAL edits against amounts already established on the table and the current screen amounts (less any amounts of duplicates on the current screen.
ENTER (YES) IF WISH TO DELETE ALL TO-PROG ELEM FOR THIS SECONDARY TABLE ID: *(3X)*	If the Secondary Table ID and TO-PE is entered, only that entry will be deleted. If only the Secondary Table ID is entered, all records will be deleted upon delete confirmation (If there are no records using this Secondary Table ID on WMH Main Overhead Table).

An example of how overhead is computed based on table entry follows:

```
                    ENTER KEYS
                              WSH SECONDARY OVERHEAD TABLE

REQUEST CODE : A    SECONDARY TABLE ID : 0H51B
TO-PE     FACTOR     TO-PE     FACTOR     TO-PE     FACTOR     TO-PE     FACTOR
444444      5          555555    5          666666    10




CHECK FACTOR TOTAL      : 20

 ENTER (YES) IF WISH TO DELETE ALL TO-PROG-ELEM FOR           :
```

Figure 4-74 Table WSH - Example

In the above example, assuming the total cost of the FROM PROGRAM ELEMENT equals $100, the system allocates as follows:

TO-PE		
444444	**5/20 X $100 =**	**$ 25.00**
555555	**5/20 X $100 =**	**25.00**
666666	**10/20 X $100 =**	**50.00**
	TOTAL	**$100.00**

DEPARTMENT OF TRANSPORTATION - OFFICE OF THE SECRETARY RIS NUMBER: TABLE-WSH
OFFICE OF FINANCIAL MANAGEMENT - WORKING CAPITAL FUND DIVISION
WSH SECONDARY OVERHEAD ALLOCATION TABLE PAGE NUMBER: 1
AS OF 01/25/91

SECONDARY TABLE ID	TO PROGRAM ELEMENT	FACTOR	TERM-USER-ID	PROCESS DATE
0H51B	103051	3000	UACTNG	01/25/91
	104051	500	UACTNG	01/25/91
	110051	6500	UACTNG	01/25/91
	TOTAL:	10000		

*** END OF REPORT ***

Figure 4-75 Table WSH - Print Option

(31) WMH Main Overhead Table - This table is used by OST Working Capital Fund (WCF) only. All fields are mandatory.

```
                              WMH MAIN OVERHEAD TABLE

REQUEST CODE          : A
FROM PROGRAM ELEMENT  : 101051
SECONDARY TABLE ID    : 0451A



IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 4-76 Table WMH - Main Overhead

FROM PROGRAM ELEMENT: *(6X)*	Enter the overhead activity from which costs will allocated. FROM PROGRAM ELEMENT is edited against the WSA Service Activity Table.
SECONDARY TABLE ID: *(6X)*	Enter a table identification number (up to six digits). Edited against WSH Secondary Overhead Table.

```
                    DEPARTMENT OF TRANSPORTATION - OFFICE OF THE SECRETARY RIS NUMBER: TABLE-WMH
                 OFFICE OF FINANCIAL MANAGEMENT - WORKING CAPITAL FUND DIVISION
                              WMH MAIN OVERHEAD ALLOCATION TABLE                    PAGE NUMBER: 1
                                        AS OF 01/25/91

FROM PROGRAM ELEMENT     SECONDARY TABLE ID      TERM-USER-ID          PROCESS DATE
-------------------------------------      ------------------------------      ---------------------

        101051                  0H51A                  UACTNG          01/25/91
        102051                  0H51B                  UACTNG          01/25/91
        501009                  0H1                    UACTNG              01/25/91
        501060                  0H1                    UACTNG              01/25/91
        502084                  0H1                    UACTNG              01/25/91

TOTAL RECORDS WRITTEN:    6

                                        ***  END OF REPORT  ***
```

Figure 4-77 Table WMH - Print Option

(32) WSB Secondary Billing Table - This table is used by OST Working Capital Fund (WCF) only. The WSB table must be loaded before the WMB Main Billing Table is loaded.

```
      ENTER DATA
                          WSB SECONDARY BILLING TABLE

REQUEST CODE: A    SECONDARY TABLE ID : 0BLDGT    STANDARD RATE (Y/N): N
TO-PE     FACTOR  FIX %.0  FIXED $.00     TO-PE    FACTOR   FIX %.0  FIXED $.00
000002      10000




CHECK FACTOR TOTAL: 10000                CHECK FIXED $.00 TOTAL:


IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 4-78 Table WSB - Secondary Billing

SECONDARY TABLE ID: *(7X)*	Enter a table identification number (up to seven digits). This first digit must be the last digit of the fiscal year for which these billing allocations factors apply
STANDARD RATE (Y/N): *(1X)*	Enter **Y** (yes) or **N** (no). If **Y** is entered, only FIXED $.00 can be entered on the table. If **N** is entered, at least one FACTOR entry is required. STANDARD RATE allows for billing of a fixed amount.
TO-PE: *(6X)*	Enter one or multiple customers numbers of the customer(s) to be billed. Edited against WCU Customer Code Table.
FACTOR: *(9X)*	Enter a number which represents a percentage of the total to be billed. Must be positive/numeric. At least one FACTOR must be entered. If STANDARD RATE is not applicable, either FIXED %, or FIXED $.00 may be entered or all three fields may be entered. FACTORS are totaled and amount is prorated to each one based on its percentage of the total.

NOTE: *When loading FACTORS on tables it is important to be consistent with decimal positions. For instance, if you entered 25.56 as 2556 then* ***30*** *would be entered as* ***3000****. If you entred 25.5 as 255, then* ***30*** *would be entered as* ***300. It*** *is not necessary to compute the percentage before loading the FACTOR. DAFIS will do this for you.*

FIXED %: *(5X)*	Enter a fixed percentage to be billed. Must be positive/numeric. FIXED % must always be entered with one decimal place. For instance, 15% will be entered as 150 without the decimal point. Percentages are allocated for billing as illustrated in Example 2 below.

CHECK FACTOR TOTAL: *(11X)*

This field is optional but if entered must be positive/numeric. If ACHECK FACTOR TOTAL is entered, all factor amounts for that FROM PROGRAM ELEMENT activity are added together and checked against the amount entered. If they do not match, the screen will not be accepted. Multiple screens may be entered for one FROM PROGRAM ELEMENT. The CHECK FACTOR TOTAL edits against amounts already established on the table and duplicates on the current screen).

CHECK FIXED $.00 TOTAL: *(11X)*

This field is optional but if entered must be positive/numeric. If CHECK FIXED $.00 TOTAL is entered, all factor amounts for that FROM PROGRAM ELEMENT activity are added together and checked against the amount entered. If they do not match, the screen will not be accepted. Multiple screens may be entered for one FROM PROGRAM ELEMENT. The CHECK FACTOR TOTAL edits against amounts already established on the table and the current screen amounts (less any amounts of duplicates on the current screen).

The following examples illustrate billing allocation based on various combinations of table entries:

```
      ENTER DATA
                          WSB SECONDARY BILLING TABLE

REQUEST CODE: A    SECONDARY TABLE ID : OBLDGT    STANDARD RATE (Y/N): N
TO-PE     FACTOR  FIX %.0  FIXED $.00     TO-PE    FACTOR   FIX %.0  FIXED $.00
000444      5                             000555     5                          000666     10









CHECK FACTOR TOTAL: 20                    CHECK FIXED $.00 TOTAL:



IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 4-79 Table WSB - Example 1

In Example 1 above, assuming the total cost to be billed equals $100, the system allocates as follows:

TO-PE		
000444	**5/20 X $100 =**	**$ 25.00**
000555	**5/20 X $100 =**	**25.00**
000666	**10/20 X $100 =**	**50.00**
	TOTAL	**$100.00**

```
      ENTER DATA
                          WSB SECONDARY BILLING TABLE

REQUEST CODE: A    SECONDARY TABLE ID : OBLDGT    STANDARD RATE (Y/N): N
TO-PE     FACTOR  FIX %.0  FIXED $.00     TO-PE    FACTOR   FIX %.0  FIXED $.00
000444       25                          000555               250
000666      500




CHECK FACTOR TOTAL:  25                  CHECK FIXED $.00 TOTAL:


IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 4-80 Table WSB - Example 2

In Example 2 above, assuming the total cost to be billed equals $100, the system allocates as follows:

```
                Step 1 - FIXED %

TO-PE

000555   25%  X $100 =              $ 25.00
000666   50%  X $100 =                50.00

                Step 2 - FACTORS

000444   25/25 X $25.00 =             25.00

                   TOTAL             $100.00
```

NOTE: *Any combination of FACTORS, FIXED % or FIXED $.00 may be entered. However, at least one FACTOR must be entered. The following example illustrates system allocation when all three are entered.*

```
      ENTER DATA
                          WSB SECONDARY BILLING TABLE

REQUEST CODE: A    SECONDARY TABLE ID : OBLDGT    STANDARD RATE (Y/N): N
TO-PE     FACTOR  FIX %.0  FIXED $.00     TO-PE    FACTOR   FIX %.0  FIXED $.00
000444                        2500        000555               250
000666      15
000777      10









CHECK FACTOR TOTAL: 25                   CHECK FIXED $.00 TOTAL: 2500


IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 4-81 Table WSB - Example 3

In Example 3 above, assuming the total cost to be billed equals $100, the system allocates as follows:

Step 1 - FIXED %

TO-PE

000555 25% X $100 = $ 25.00

Step 2 - FIXED $.00

000444 = 25.00

Step 3 - FACTORS

000666 15/25 X $50 = 30.00
000777 10/25 X $50 = 20.00

```
                    DEPARTMENT OF TRANSPORTATION - OFFICE OF THE SECRETARY      RIS NUMBER: TABLE-WSB
                 OFFICE OF FINANCIAL MANAGEMENT - WORKING CAPITAL FUND DIVISION
                                WSB SECONDARY BILLING TABLE                          PAGE NUMBER: 1
                                      AS OF 01/25/91

SECONDARY TABLE ID  STD RATE  TO PROGRAM ELEMENT    FACTOR  FIXED %  FIXED-DOLLAR  TERM-USER-ID  PROCESS-DATE
------------------  --------  ------------------  ---------  -------  ------------  ------------  ------------

     MBLDGN             N          000001          000000244                       UACTNG        01/25/91
                        N          000004          000000285                       UACTNG        01/25/91
                        N          000005          000000060                       UACTNG        01/25/91
                        N          000006          000000138                       UACTNG        01/25/91
                        N          000008          000000071                       UACTNG        01/25/91
                        N          000010          000000003                       UACTNG        01/25/91
                        N          000013          000000042                       UACTNG        01/25/91
                        N          000015          000000114                       UACTNG        01/25/91
                        N          000017          000000043                       UACTNG        01/25/91

                                        TOTAL:         1000
```

Figure 4-82 Table WSB - Print Option

(33) WMB Main Billing Table - - This table is used by OST Working Capital Fund (WCF) only. All fields are mandatory.

```
                    ENTER DATA
                          WMB MAIN BILLING TABLE

REQUEST CODE             : A
FROM PROGRAM ELEMENT     : 101053
STANDARD RATE  (Y/N)     : N
SECONDARY TABLE ID       : 1PHOTO



IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 4-83 Table WMB - Main Billing

NOTE: *The following edits apply when using request code C (change) and D (delete): If there are costs to be billed or a potential for costs to be billed for an activity, deletion cannot be processed. Change will only be allowed within the same fiscal year.*

FROM PROGRAM ELEMENT: *(6X)*	Enter the billable activity from which costs will be billed. Edited against the WSA Activity Table.

STANDARD RATE (Y/N) *(1X)*	Enter **Y** (yes) or **N** (no). If **Y** is entered, the Secondary Table ID(s) assigned to this activity must also be standard rate (Y). A STANDARD RATE should be established for only one activity which has an **R** in the second digit since these activities are rolled together.
SECONDARY TABLE ID: *(7X)*	Enter (up to five) seven-digit table identification number(s). This is edited against the WSB Secondary Billing Table. The first digit of the Secondary Table ID must be the same as the last digit of the fiscal year of the billing allocation.

DEPARTMENT OF TRANSPORTATION - OFFICE OF THE SECRETARY RIS NUMBER: TABLE-WMB
OFFICE OF FINANCIAL MANAGEMENT - WORKING CAPITAL FUND DIVISION
WMB BILLING ALLOCATION TABLE PAGE NUMBER: 1
AS OF 01/25/91

FROM PROGRAM ELEMENT	STANDARD RATE	SECONDARY TABLE ID	TERM-USER-ID	PROCESS DATE
101053	N	1PHOTO	UACTNG	01/25/91
101056	N	0GRAPH	UACTNG	01/25/91
101056	N	1GRAPH	UACTNG	01/25/91
101056	N	9GRAPH	UACTNG	01/25/91
103051	Y	100023	UACTNG	01/25/91
104051	Y	100022	UACTNG	01/25/91
201030	N	1COMM	UACTNG	01/25/91

*** END OF REPORT ***

Figure 4-84 Table WMB - Print Option

(34) WBC Broadcast Billing Message Table - - This table is used by OST Working Capital Fund (WCF) only. All fields are mandatory. This statement appears on billings reports for every customer.

ENTER DATA
WBC BROADCAST BILLING MESSAGE TABLE
*** FOR ALL CUSTOMERS ***

REQUEST CODE: A
BROADCAST MESSAGE: WHEN LOADING COMMENTS ON THIS TABLE, TYPE TEXT SO
THAT THE END OF A SENTENCE OR PHRASE IS HERE.
RIGHT HERE IS WHERE A NEW LINE BEGINS ON THE
BILLING STATEMENTS.

Figure 4-85 Table WBC - Broadcast Message

BROADCAST MESSAGE: *(200X)*	Enter messsage to appear on billings. Message can be up to 200 digits (4 lines X 50 digits). On the billing statements, comments are shown as 2 lines of 100 each. Therefore, when loading this table consider that a billing statement line break occurs after 2 lines of entered data.

THIS PAGE INTENTIONALLY BLANK

SECTION 5. MENU AND BATCHING CONCEPTS

Chapter 1 - DAFIS Menus

1.1. Menu Structure - Data entry in DAFIS is performed through the use of menus and in some cases levels of menus. The general structure and purpose of menus is explained in the following paragraphs using the Table Maintenance Menu (***PF3***) as an example.

```
                ****      *****     *****     *****     *****
                *   *     *   *     *           *       *
                *   *     *****     *****       *       *****
                *   *     *   *     *           *           *
                ****      *   *     *         *****     *****

                     -- TABLE REQUEST/MAINTENANCE MENU --
               ENTER TABLE ID AND REQUEST CODE - FOR HELP ENTER TBL

                           TABLE ID:         REQUEST CODE:

                              ***  REQUEST  CODES  ***
                           A-ADD       D-DELETE    I-INQUIRY
                           C-CHANGE                P-PRINT

                              ***   TABLE ID OPTIONS  ***
 A01     R06     RT1     RT8     T07     T13     T21     T40     WCU     WPR
 C01     R07     RT2     S01     T08     T14     T22     T41     WFA     WSA
 C02     R08     RT3     S02     T19     T16     T23     T42     WGP     WSB
 FAN     R09     RT4     S03     T10     T17     T24     T44     WIT     WSH
 FOD     R11     RT6     T01     T11     T18     T28     T47     WMB
 OU7     R19     RT7     T06     T12     T19     T33     WBC     WMH
```

Figure 5-1 DAFIS Menu Structure

a. Each menu contains a field or fields which must be completed with various information. In the Table Maintenance Menu, the required elements are the table identification number and request code. Table identification options and request codes are listed on the menu to show the user the available/valid options to enter. Not all menus list the available/valid options for every field on the menu. However, required and valid data entry for each menu is discussed in this Guide as its related process is discussed (loading tables, inquiries, etc.). The user can refer to this information as needed.

b. The purpose of menus is to provide efficient access to the function(s) the user will perform by directing the system to that function.

1.2. Completing Menus - For each menu the user will determine the required information and choose the appropriate option for the type of action to perform. Refer to the Table Maintenance Menu. To print table T11 the user will type **T11** in the table ID field and **P** in the request code. After the menu is completed, press ***Enter***. Note that any options or request codes listed on the menu should be typed exactly as they appear.

THIS PAGE INTENTIONALLY BLANK

Chapter 2 - Preparing Documents/Batches for Data Entry

2.1. General - This chapter is designed to provide the user with general instructions on the preparation of documents and batches for data entry. The instructions presented are basic guidelines. The user should refer to his/her operating documentation for specific local procedures regarding preparation of documents.

2.2. Preparation of Documents - Since data entry is performed directly from source documents, the preparation of documents is an important step in the process. An audit trail is provided through use of the document identification number. The method and procedure for numbering documents is established and should be adhered to by each DAFIS accounting site and user. Adequate preparation of documents consists of the following:

a. Verification of document content - It is important that accurate, valid, and complete information be entered. The system edits data entered on-line; however, to avoid wasting time and computer resources, the user should take the time initially to verify the content of information on each document (i.e., appropriation code/limitation/allotment, cost center, program element, object class, and any agreement numbers or job/work order numbers required for system data). Consult local accounting code documentation to be sure this information is correct. Also determine if the accounting document is valid for entry into the accounting system based on local, agency, and DOT directives.

b. Determine required action - Determine the required action for each document and separate the documents accordingly. The purpose for separating these based on required action is that the system requires that each batch contain like transactions. Examples of different actions are:

- Obligation of funds
- Payment of voucher/order
- Reimbursement of imprest fund cashier
- Payment of transportation vouchers
- Transfer of funds to another accounting site
- Processing collections

Etc.

c. Document coding - DAFIS requires some additional information during data entry that is not provided on the document when it is received in the accounting office. It is helpful to write these additional elements on the document as well as circling or highlighting data elements which will be entered during data entry. Figure 5-2 depicts a purchase order adequately prepared for data entry of a payment. Required elements for data entry are:

(1) Determine the document identification number based on local document numbering procedures. Write and/or highlight/circle this number.

(2) Select and write and/or highlight/circle the appropriate transaction code from DAFIS reference materials.

(3) Determine if the transaction is public or government and annotate the document accordingly.

(4) Determine if the accounting classification is complete and accurate and circle or highlight. This includes any job/work order numbers or reimbursable agreement numbers as applicable. To help the data entry process, this information should be written on the document in the order and format that it will be entered.

(5) Determine what if anything will be entered in document reference and write this information on the document.

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF PAGES 1

IMPORTANT: Mark all packages and papers with contract and/or order numbers. 23 90 55551 000

1. DATE OF ORDER	2. CONTRACT NO. (If any)	3. ORDER NO.	4. REQUISITION/REFERENCE NO.
CURRENT DATE		90P55551	

5. ISSUING OFFICE (Address correspondence to)
DEPARTMENT OF TRANSPORTATION
1 SOMEWHERE LANE
WASHINGTON, DC 20001

SECT | CO | DIST

6. SHIP TO: (Consignee and Address, ZIP Code)
DEPARTMENT OF TRANSPORATION
3 ANYWHERE CIRCLE
WASHINGTON, DC 20003
SHIP VIA: BEST MEANS

7. TO: CONTRACTOR (Name, address and ZIP Code)
SAM AND JANE ELECTRONICS
131 TRUSTY LANE
TULSA, OK 74146
P

METH | CAT | COMM TYPE | PRI | SPEC | TYPE OF BUS TYPE MIN CAT

DUNS NO.

8. TYPE OF ORDER
[X] A. PURCHASE - Reference your ORAL QUOTE
Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheets. If any, including delivery as indicated. This purchase is negotiated under authority of:
[ ] B. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA
101 / 900 / 300 / 123456 / 122100 / 2634
AGREEMENT NO 987654321

10. REQUISITIONING OFFICE: ABC-123

11. BUSINESS CLASSIFICATION (Check appropriate box(es))
[X] SMALL [ ] OTHER THAN SMALL [ ] DIS-ADVAN-TAGED [ ] WOMEN-OWNED

12. F.O.B. POINT: DESTINATION

13. PLACE OF INSPECTION AND ACCEPTANCE: DESTINATION

14. GOVERNMENT B/L NO.

15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)

16. DISCOUNT TERMS: N/A

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
001	9059-00-628-1756 TI P/N SNJ54LS85W COMP DATE _ 10/01/90_ TERMS _N/A__ NET __30___ REASON CODE___N/A ___ VENDOR TYPE A NO. _3 123456789_	25	EA	3.78	94.50	

SEE BILLING INSTRUCTIONS ON REVERSE

18. SHIPPING POINT

19. GROSS SHIPPING WEIGHT

20. INVOICE NO. 1257

17(H).TOT. (Cont. pages)

21. MAIL INVOICE TO: (Include ZIP Code)
DEPT. OF TRANSPORTATION
ACCOUNTS PAYABLE
WASHINGTON, DC 20003

TC 102F 94.50

17(I). GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed) DAVID F. ANSLEY
TITLE: CONTRACTING/ORDERING OFFICER

OPTIONAL FORM 347

Figure 5-2 Purchase Order Prepared for Data Entry

For payment documents:

(6) Determine the invoice number or data that should appear on the check enclosure to help the vendor or employee determine what the check is for. Write and/or highlight/circle this information on the document.

(7) Determine the vendor type and number based on local vendor numbering procedures. Write and highlight/circle this information on the document. This is also required for travel obligations.

(8) For documents subject to prompt payment, determine the computation date, terms, and reason code based on the agency's interpretation of the prompt payment act. Write and highlight/circle this data on the document. These elements are discussed in Section 9 - Special Processes, Cash Management.

For specific information about required elements for each document type, refer to Section 7 - Document Level Processing.

2.3. Preparation of Batches - After source documents have been prepared for input and have been sorted by required action, they should be batched into manageable size groups. Follow these guidelines when preparing these groups:

- Each batch must contain only one format type. For instance, fund use transactions (Format 03) and transactions to transfer funds (Format 06) must be entered in separate batches.
- For transfer of funds transactions, a separate batch must be entered for each interoffice transfer voucher (IOTV) number. Separate IOTV numbers will be established for transfers to different region/districts.
- Follow-on transactions must be in a separate batch and entered after the batch with the original transaction to avoid MAIN errors. For example, transaction code 051<u>1</u> cannot be entered in the same batch with transaction code 051 on the same document ID.
- Each assigned schedule number must be entered in a separate batch.
- Separate batches are required for obligation of funds, payments (disbursements), reimbursement of imprest fund cashier, payments of transportation vouchers, collections.

a. Batch size - Batches may contain any number of transactions from 1 to 1000. The user should consult local operating documentation to determine management policy regarding size of batches. It is suggested that payment batches be limited to twenty transactions to allow payment certification to proceed in a more efficient and timely manner.

b. Batch numbering - As mentioned in Section 1, a unique batch number must be assigned to each batch. The issuance of batch numbers should be controlled by use of a batch control log similar to one pictured in figure 5-3. The method of assigning batch sequential numbers is established by the local accounting site as annotated in Section 1, Chapter 5.

BATCH CONTROL LOG SEQUENCE NUMBERS _____ THROUGH _____

CAL YEAR	JULIAN DATE	REGION/ DISTRICT	SEQUENCE NUMBER	SCHEDULE NUMBER	REMARKS

Figure 5-3 Batch Control Log

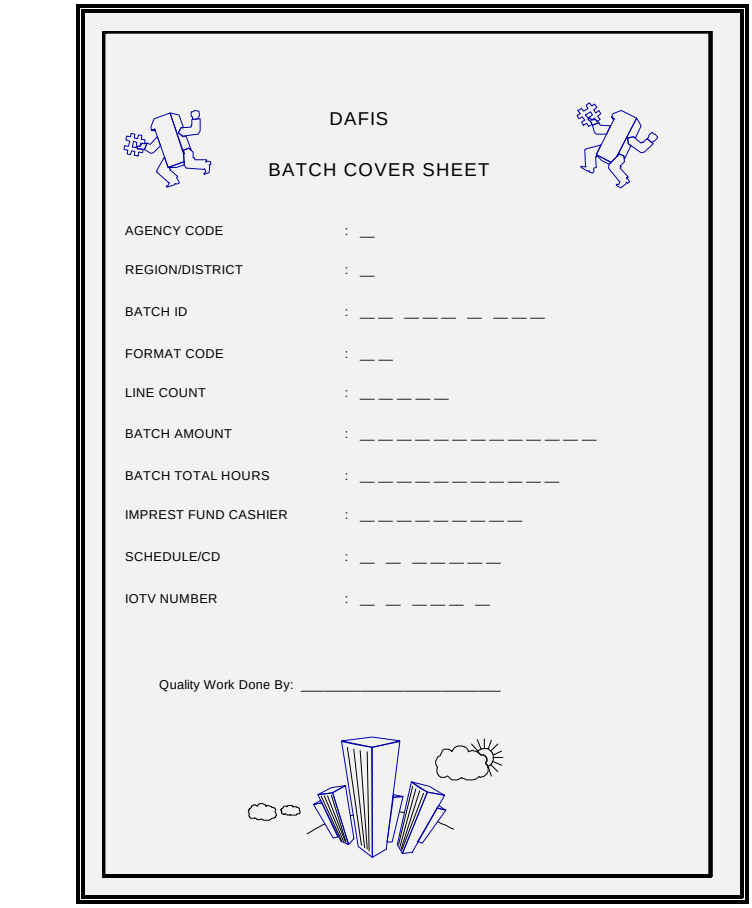


Figure 5-4 Batch Cover Sheet

c. Batch cover sheet - The batch cover sheet is prepared to summarize totals in the batch and to assign additional elements to the batch as a whole (i.e., IOTV number, schedule number). The information written on the batch cover sheet will be used to enter information in two DAFIS menus -- the Batch Maintenance Menu and the Batch Header. The batch cover sheet is pictured in figure 5-4. Each item is explained below.

(1) Agency Code - The agency's one-digit DAFIS identifier code is written here. This information is not necessary unless the user's security allows him/her access to more than one agency. For users with access to only one agency, DAFIS generates the agency code on all menus/screens on which it appears.

(2) Region/District - Write the one-digit DAFIS region/district identifier. If the accounting site is a servicing/serviced site, use the region/district code of the servicing region/district.

(3) Batch ID - Write the nine-digit batch identification number as assigned by the user. The region/district in the batch ID will be the same region/district that was entered in the region/district field above.

(4) Format Code - Write the two-digit DAFIS format code. Format code is defined in Section 1, Chapter 5.

(5) Line Count - Write the number of line items that will be entered in the batch. This number can be from 1 to 1000.

(6) Batch Amount - Add the dollar amount of every transaction in the batch and write the total here. This will be a hash total.

(7) Batch Total Hours - This is used for format 11 entries only. Write the total hours in the batch.

(8) Imprest Fund Cashier - If the batch is for replenishment of the imprest fund, the Social Security Number (SSN) of the cashier (vendor type 5) should be written here. Write only the nine-digit SSN. If a valid cashier SSN is entered, DAFIS will consolidate all entries in the batch and prepare check(s) to the cashier only.

(9) Schedule/CD - For transactions that require a schedule number, the seven-digit schedule number should be written following the numbering convention as defined in Section 1, Chapter 5. If the schedule type is T, V, or W, only the schedule prefix/type will be written. When this information is entered in DAFIS, the complete schedule number will be assigned by the system.

(10) IOTV Number - For transactions to process transfers between region/districts, write the interoffice transfer voucher number following the numbering convention as defined in Section 1, Chapter 5. This number is entered when processing Formats 06 and 07 transactions only.

NOTE: *A blank batch cover sheet and batch control log are located in Section 10 for the user's convenience.*

THIS PAGE INTENTIONALLY BLANK

Chapter 3 - Data Entry

3.1. Batches Prepared for Data Entry - After documents have been prepared and batches have been assembled as outlined in Chapter 2, the user can proceed with data entry.

3.2. Access and Complete the Batch Maintenance Menu - The Batch Maintenance Menu is used for data entry of batched transactions. To access this menu, sign on to DAFIS using the sign on procedure outlined in Section 2 and press the ***PF1*** function key (See Fig 5-5).

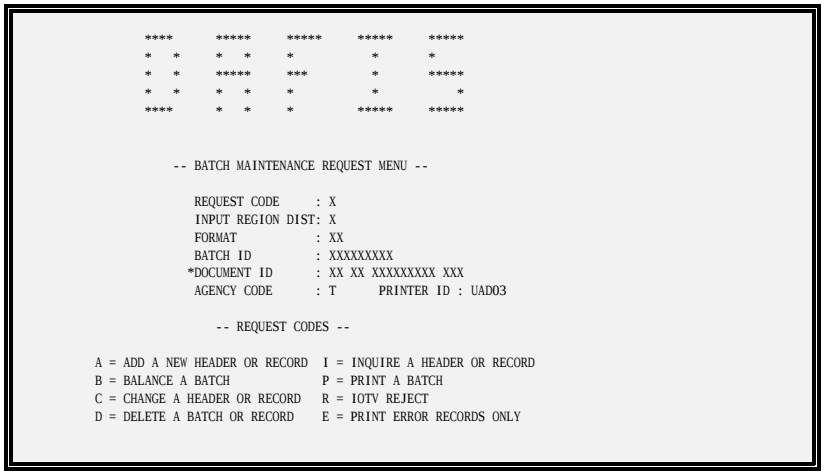


Figure 5-5 Batch Maintenance Menu

This menu allows 8 choices of action which in this case are termed request codes. The user will choose the appropriate request code; type in the requested information and press ***Enter***. Following is an explanation of each field on this menu:

a. Request Code -

(1) A - This request code is used to start a new batch or add a new record/document to an existing batch which the user has exited. DAFIS allows the user to exit a batch and return to it at a later time to add additional records before it is balanced. Data entry of a single batch must be completed by close of business the last day of the month.

(2) B - This request code is used to balance a batch when data entry of that batch is completed.

(3) C - This request code is used to change the batch header control record or individual records/documents in a batch.

(4) D - This request code is used to delete an entire batch or a record/document in a batch.

(5) I - This request code is used to inquire the batch header control record or an individual record/document in a batch.

(6) P - This request code is used to print the entire batch. Batches can be printed during data entry and after the batch has been processed. However, the system does not allow printing of a batch while it is being processed in the MAIN. This occurs immediately after balancing the batch.

(7) R - This request code is used to obtain the IOTV reject screen to reject items on an interoffice transfer voucher.

(8) E - This request code is used to print error records only when the batch is in error.

b. Input Region Dist - Information entered in this field was written on the batch cover sheet. The one-digit DAFIS region/district identifier will be entered. If the accounting site is a servicing/serviced site, use the region/district code of the servicing region/district.

c. Format - Information entered in this field was written on the batch cover sheet. Enter the two-digit DAFIS format code.

d. Batch ID - Information entered in this field was written on the batch cover sheet. Enter the nine-digit batch identification number as assigned by the user. The region/district in the batch ID will be the same region/district that was entered in the region/district field above. DAFIS edits the julian date in the batch ID to verify that the date entered is within the current month. During grace period at fiscal year end, transactions can be entered for September and October (prior year and current year). The julian date in the batch ID determines in which month the transactions will be recorded.

e. Document-ID - A document-ID is entered in this field when the user is accessing a particular document in the batch to change, inquire, or delete. A document-ID is also entered when adding a new record/document to an existing batch which the user has exited. The following chart shows request codes and actions performed based on whether the user enters a document-ID or leaves this field blank:

REQ CODE	DOCUMENT-ID BLANK	DOCUMENT-ID ENTERED
A	Start a new batch	Add a new document to an existing batch
B	Balance a batch	N/A
C	Change batch header control record	Change a document in a batch
D	Delete an entire batch	Delete a document in a batch
I	Inquire batch header control record	Inquire a document in a batch
P	Print an entire batch	N/A
R	Reject IOTV documents	N/A
E	Print error records in a batch	N/A

f. Agency Code - For users with access to one agency, DAFIS generates the agency code. However, if this code is accidentally erased it should be retyped.

g. Printer ID - The assigned printer ID for the terminal is shown. The user may enter another valid printer ID number for on-line printing.

The following diagrams illustrate completed Batch Maintenance Menus for add and inquiry request codes.

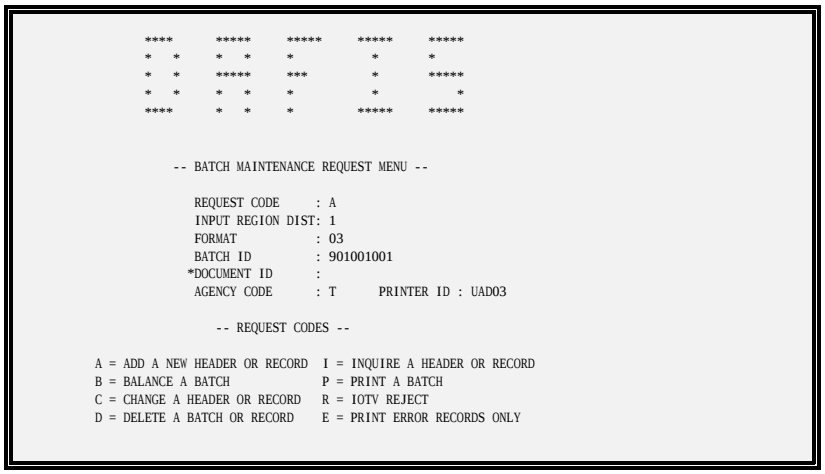


Figure 5-6 Start a New Batch

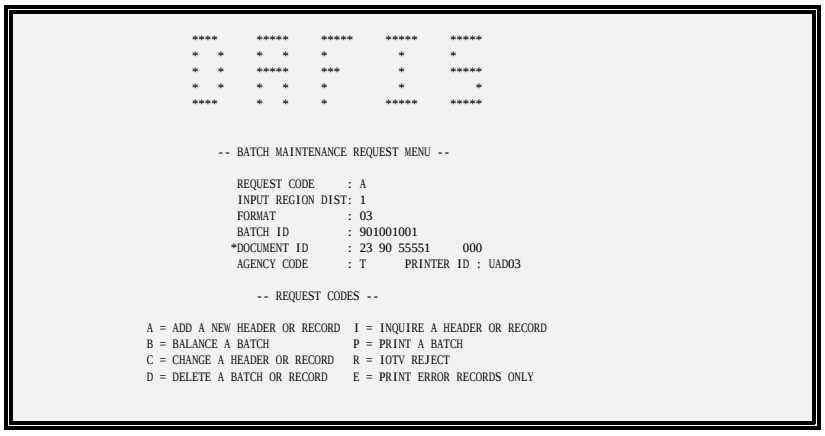


Figure 5-7 Add a Record to Existing Batch

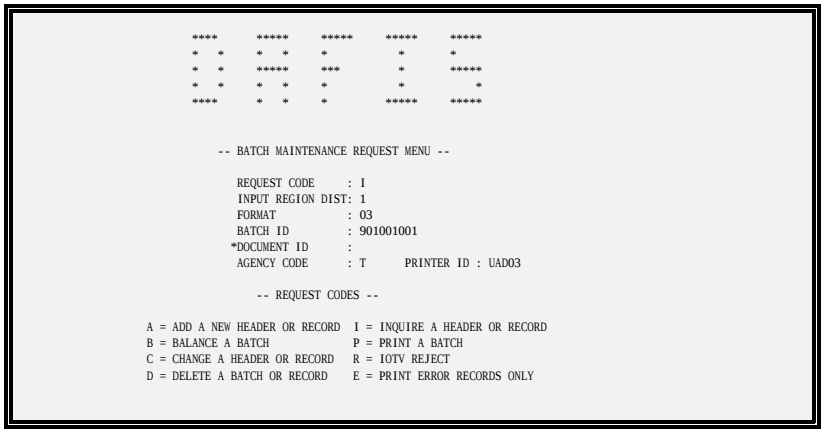


Figure 5-8 Inquire Batch Header

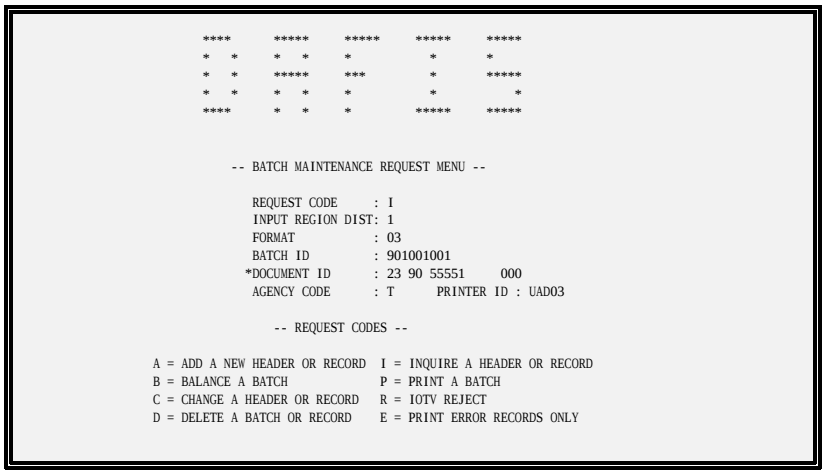


Figure 5-9 Inquire a Document in a Batch

If there is a duplicate document-ID in the batch, three additional fields appear on the menu after the user presses ***Enter***. This occurs for request codes A, C, D, and I (See Fig 5-10).

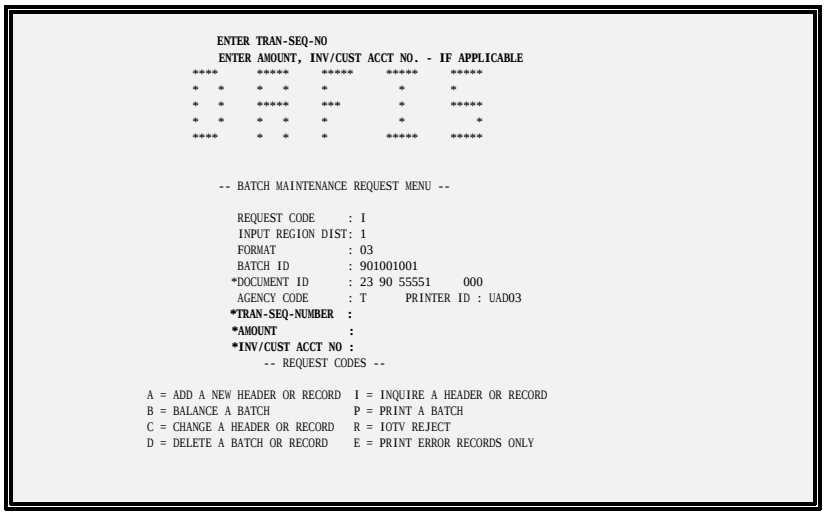


Figure 5-10 Duplicate Records in Batch

h. Tran-Seq-Number - Enter the sequence number of a particular item in the batch.

i. Amount - Enter the amount of the transaction the user will change, delete, or inquire.

j. Inv/Cust Acct No - For the transaction the user will change, delete, or inquire, enter the information in the invoice/customer account field exactly as it was originally entered on the data entry screen.

When the ***Enter*** key is pressed, the system edits information entered and determines if all required fields are completed. If any of the entered data is incorrect or data is missing, the Batch Maintenance Menu will return with errors highlighted or "?????" in fields where data is missing. An appropriate message will also appear highlighted at the top of the screen. If this occurs, the user must move the cursor to the incorrect field(s), correct the erroneous and/or type in the missing data, and press ***Enter***.

3.3. Batch Header Menu - After the Batch Maintenance Menu is completed when starting a new batch press ***Enter***. The Batch Header Menu will appear after DAFIS determines that all data entered is valid.

```
                    ENTER DATA

        BATCH  HEADER

    AGENCY CODE          : T                        STATUS FLAG : 0
    INPUT REGION DIST    : X                        PROCESS DATE: XXXXXX
    BATCH ID             : XXXXXXXXX                USER ID     : DACTEST1
    FORMAT CODE          : XX
    LINE COUNT           : XXXXX
    BATCH AMOUNT         : XXXXXXXXXXXXX
    BATCH TOTAL HOURS    : XXXXXXXXXXX
    IMPREST FUND CASHIER: XXXXXXXXX
    SCHEDULE/CD          : XXXXXXX
```

Figure 5-11 Batch Header

The first four fields on the Batch Header Menu (agency code, input region dist, batch ID, and format code) were entered on the Batch Maintenance Menu and are carried forward. Type the required information in the additional fields and press ***Enter***. Following is an explanation of these fields on the Batch Header Menu.

a. Line Count - Information entered in this field was written on the batch cover sheet. Enter the number of line items that will be entered in the batch. This number can be from 1 to 99999.

b. Batch Amount - Information entered in this field was written on the batch cover sheet. Enter the hash total obtained by adding the dollar amount of every transaction in the batch. This amount is entered omitting the decimal point.

c. Batch Total Hours - Information entered in this field was written on the batch cover sheet. This is used for Format 11 entries only.

d. Imprest Fund Cashier - Information entered in this field was written on the batch cover sheet. Enter the nine-digit imprest fund cashier's Social Security Number if the batch being entered is to replenish the imprest fund. These are W schedule batches.

e. Schedule/CD - Information entered in this field was written on the batch cover sheet. Enter the assigned schedule number if the transactions in the batch require a schedule.

f. IOTV Number - Information entered in this field was written on the batch cover sheet. Enter the IOTV number for Format 06 and 07 transactions.

The next three fields are assigned by the system and cannot be changed. They are for information only. The batch header can be inquired before the batch is balanced or after the batch is processed to view this information.

g. Status Flag - This field displays the status of the batch. The status of a batch is its processing stage.

```
0 - NOT BALANCED OR PROCESSED
1 - BALANCED AND READY FOR PROCESSING
A - INTERFACE BALANCED AND READY FOR PROCESSING
2 - PROCESSED
3 - BATCH IN ERROR
4 - READY FOR PREVIEW
5 - PROCESSED AND READY FOR DISBURSEMENT
6 - TRANSMITTED TO DISBURSING OFFICE
```

Figure 5-12 DAFIS Batch Status Codes

h. Process Date - This field displays the date the batch is processed.

i. User-ID - This field displays the user-id of the person who was signed on to the DAFIS terminal the last time this batch was updated.

When the ***Enter*** key is pressed, the system edits information entered and determines if all required fields are completed. If any of the entered data is incorrect or data is missing, the Batch Header Menu will return with errors highlighted or "?????" in fields where data is missing. An appropriate message will also appear highlighted at the top of the screen. If this occurs, the user must move the cursor to the incorrect field(s), correct the erroneous and/or type in the missing data, and press ***Enter***.

Figure 5-13 shows a completed batch header for a batch which requires a V schedule.

```
                        ENTER DATA

     BATCH  HEADER

AGENCY CODE          : T                        STATUS FLAG : 0
INPUT REGION DIST    : 1                        PROCESS DATE: 100190
BATCH ID             : 901001001                USER ID     : DACTEST1
FORMAT CODE          : 03
LINE COUNT           : 20
BATCH AMOUNT         : 74500
BATCH TOTAL HOURS    :
IMPREST FUND CASHIER:
SCHEDULE/CD          : V
IOTV NUMBER          :
```

Figure 5-13 Completed Batch Header

3.4. Enter Transaction Data - When the Enter key is pressed, the format or data entry screen will appear after DAFIS determines that all data entered is valid. DAFIS Format 03 (fund use) will be used to illustrate the data entry process. Data entry on other DAFIS formats is processed in the same manner. Input requirements by format are explained in Section 6 and by document in Section 7.

```
                  ENTER DATA
SCHEDULE/CD: X          FORMAT 3 FUND USAGE       BATCH NO: XXXXXXXXX
AGENCY CODE      : T
REGION DISTRICT  : X
DOCUMENT-ID      : XX XX XXXXXXXXX  XXX
TRANSACTION CODE : XXXX
AMOUNT           : XXXXXXXXXXXX
EFFECTIVE DATE   : XXXXXX
APPROP CODE      : XXXX  LIM: XXX  ALLOT: XX  IND: X
COST CENTER      : XXXXXX
PROGRAM ELEMENT  : XXXXXX
OBJECT CLASS     : XXXX
PUBLIC/GOVT      : X     PYR-FLAG: X
SYSTEM DATA      : XXXXXXXXXXXXXX
INV/CUST ACCT NO : XXXXXXXXXXXXXXXXXXXXX
VENDOR-TYPE-SSN  : XXXXXXXXX                  END DATE OF TRAVEL XXXXXX
DOCUMENT-REF-NUM : XXXXXXXXXXXXXXX            WAREHOUSE DATE     XXXXXX
COMPUTATION DATE : XXXXXX
TERMS            : %: XXXXX DAYS: XX NET: XX   LAST ADDRESS UPDATE
EXCL-DISC-AMT    : XXXXXXXXXXXX    NAME:
REASON CODE      : X               ADDR-1:
ECC/STAT-DATA    : X XXXXXXXXX     ADDR-2:
ECC/STAT-DATA    : X XXXXXXXXX     ADDR-3:
FACILITY TYPE/LOC: XXXXX XXXX      ADDR-4:
```

Figure 5-14 DAFIS Format 03

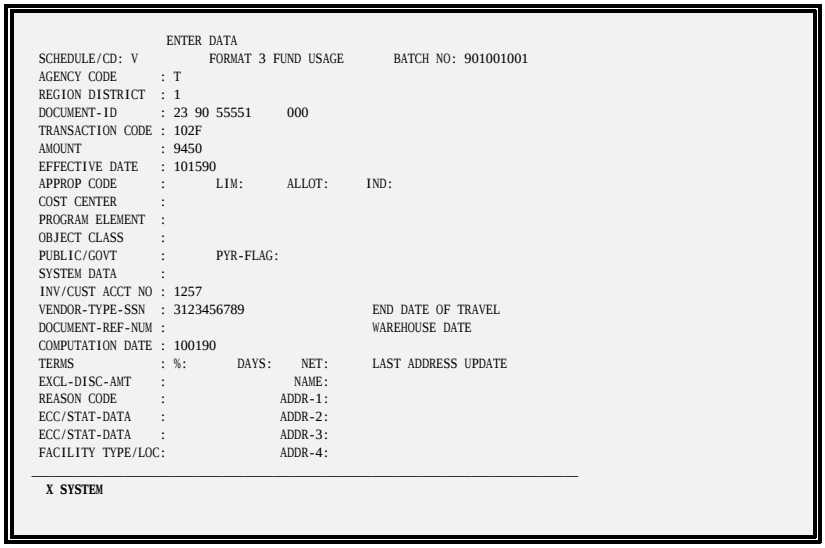
a. Complete format screen - Enter the required information for this format and document type from the source document. Any information which was entered earlier on the Batch Header Menu will be carried forward if that field appears on the format screen. In the Format 03 screen shown above, the schedule number, batch number, and agency code are carried forward from the Batch Header Menu.

Also, if the transaction being entered is a follow-on to a document-ID entry made in a previous batch, the appropriation code/limitation/allotment, cost center, program element, object class, public/government indicator, and system data do not need to be entered, as the system will obtain this information from the Open Document File. A completed Format 03 for payment of the purchase order in figure 5-2 is shown in figure 5-15. Note that this purchase order would have been previously obligated. Therefore the transaction shown is a follow-on and accounting data elements are not entered.

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: 901001001
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 23 90 55551     000
TRANSACTION CODE : 102F
AMOUNT           : 9450
EFFECTIVE DATE   : 101590
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 1257
VENDOR-TYPE-SSN  : 3123456789                  END DATE OF TRAVEL
DOCUMENT-REF-NUM :                             WAREHOUSE DATE
COMPUTATION DATE : 100190
TERMS            : %:       DAYS:    NET:      LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                   NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 5-15 Format 03 Completed

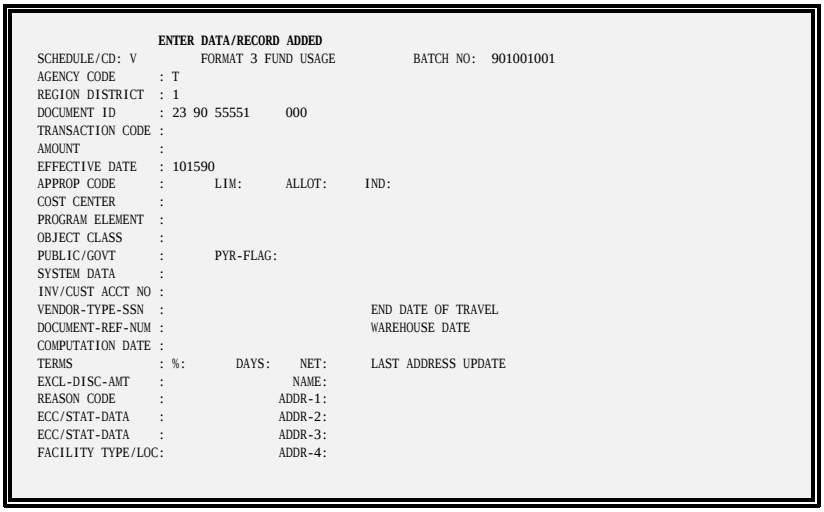
b. X-System - When the Enter key is pressed, the X-System message appears at the bottom of the screen. During the time the X-System message is displayed, DAFIS is editing information entered on the screen. The user should wait until the X-System message disappears and the format screen returns before pressing any other keys. If any of the entered data is incorrect or data missing, the format screen will return with errors highlighted or "?????" in fields where data is missing. An appropriate message will also appear highlighted at the top of the screen. If this occurs, the transaction on the screen has not been added to the Batch Control File. The user must move the cursor to the incorrect field(s), correct the erroneous and/or type in the missing data, and press ***Enter***. This procedure as well as other error correction techniques are explained and illustrated in Chapter 4.



```
                ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: 901001001
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 23 90 55551     000
TRANSACTION CODE : 102F
AMOUNT           : 9450
EFFECTIVE DATE   : 101590
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 1257
VENDOR-TYPE-SSN  : 3123456789                 END DATE OF TRAVEL
DOCUMENT-REF-NUM :                            WAREHOUSE DATE
COMPUTATION DATE : 100190
TERMS            : %:       DAYS:    NET:      LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
_____________________________________________________________________________
 X SYSTEM
```

Figure 5-16 X-System Message

c. Data entered - After the transaction passes all on-line edits the format screen will return (See Fig 5-17).



```
                ENTER DATA/RECORD ADDED
SCHEDULE/CD: V          FORMAT 3 FUND USAGE          BATCH NO:  901001001
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT ID      : 23 90 55551     000
TRANSACTION CODE :
AMOUNT           :
EFFECTIVE DATE   : 101590
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                            END DATE OF TRAVEL
DOCUMENT-REF-NUM :                            WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET:      LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 5-17 Record Added

Notice that when the screen returns the document-ID and effective date are "refreshed" on the screen to save the user time when making additional entries in the batch. Any of these elements that are different on the next document to be entered can be typed over. The elements which are refreshed are determined by the DAFIS format and the action being performed.

d. Recall feature - If the user is entering data and needs to check vendor address, fund status, or accounting data of a document, he/she can type in all of the required information except for the amount and press ***Enter***. This additional information will appear on the screen along with the "ENTER DATA" message. The user will then fill in the amount and press ***Enter*** to complete the transaction. Note that any information retrieved using the recall feature cannot be changed on the format data entry screen. Once the accounting data has been established for a particular

document-ID it cannot be changed. To correct erroneous accounting data on an established document, a batch must be entered to transfer amounts obligated or expensed to a different document-ID/suffix. Addresses must be changed using the T16 Vendor/SSN Table.

```
                ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: 901001001
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 23 90 55551     000
TRANSACTION CODE : 102F                          UDO  :          9450
AMOUNT           :
EFFECTIVE DATE   : 101590
APPROP CODE      : 101   LIM: 900  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2634
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      : R   987654321
INV/CUST ACCT NO : 1257                        PAYMENT VIA CHECK
VENDOR-TYPE-SSN  : 3123456789                   END DATE OF TRAVEL
DOCUMENT-REF-NUM :                              WAREHOUSE DATE
COMPUTATION DATE : 100190
TERMS            : %:       DAYS:    NET:      LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                   NAME:  SURE SET SAW
REASON CODE      :                 ADDR-1:  1721 SOUTH PARK COURT
ECC/STAT-DATA    :                 ADDR-2:
ECC/STAT-DATA    :                 ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:  OKLAHOMA CITY     OK  73125
```

Figure 5-18 Recall Feature

e. Balance the batch - After all individual transactions have been entered, press ***PF1*** to return to the Batch Maintenance Menu. Enter request code **B** and type required information as it was entered when processing the initial add action (input region dist, format, and batch ID).

```
                ****     *****    *****    *****    *****
                *   *    *   *    *          *      *
                *   *    *****    ***        *      *****
                *   *    *   *    *          *          *
                ****     *   *    *        *****    *****


                    -- BATCH MAINTENANCE REQUEST MENU --

                      REQUEST CODE     : B
                      INPUT REGION DIST: 1
                      FORMAT           : 03
                      BATCH ID         : 901001001
                      *DOCUMENT ID     :
                      AGENCY CODE      : T      PRINTER ID : UAD03

                         -- REQUEST CODES --

A = ADD A NEW HEADER OR RECORD  I = INQUIRE A HEADER OR RECORD
B = BALANCE A BATCH             P = PRINT A BATCH
C = CHANGE A HEADER OR RECORD   R = IOTV REJECT
D = DELETE A BATCH OR RECORD    E = PRINT ERROR RECORDS ONLY
```

Figure 5-19 Balance a Batch

Press ***Enter***. DAFIS performs calculations to determine if the total line count, amount and hours of the individual transactions equal the line count, amount, and hours entered on the Batch Header Menu. Some additional calculations are also performed for cash management -- lost discounts, interest penalties, etc. (See Section 9 for more information about Cash Management). If amounts are equal, the following screen appears.

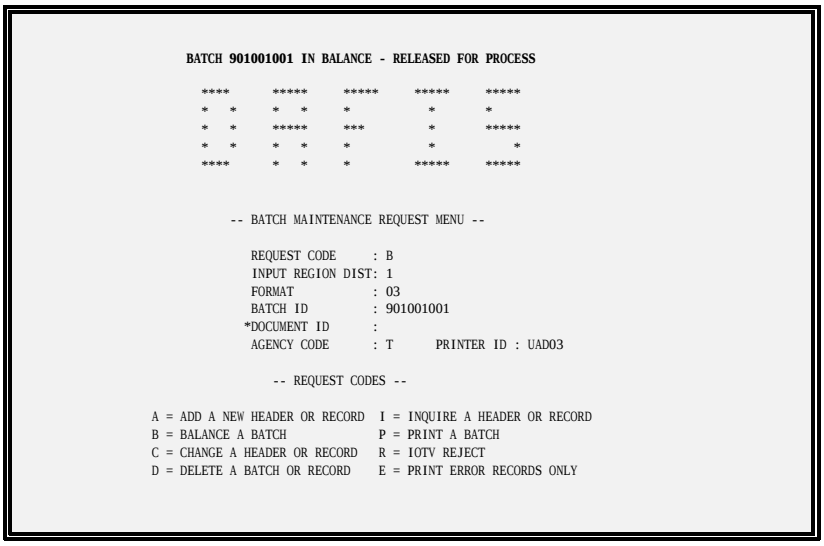


Figure 5-20 Batch in Balance

In the event amounts are not equal, corrections are necessary. This procedure is explained and illustrated in Chapter 4.

f. Inquire status - After the batch is balanced, the user can inquire the Batch Header Menu to determine if the batch status is good (anything except status 3). The inquiry will not be processed until after the batch has been processed through the MAIN. Inquiring the header is not mandatory. An alternate and more efficient method of inquiring the status of multiple batches is the BCF-1 inquiry.

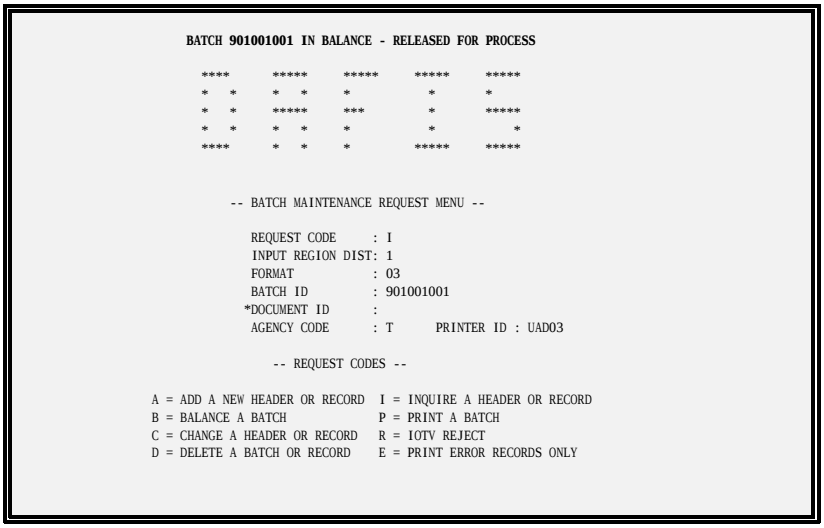


Figure 5-21 Inquire Batch Header

Press ***Enter***.

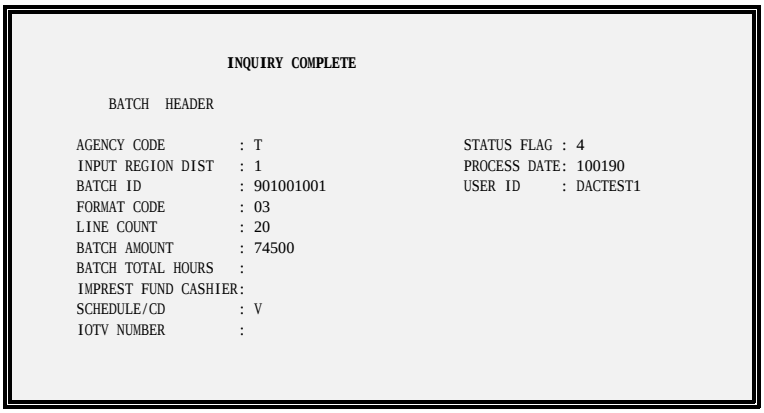


Figure 5-22 Inquired Batch Header - Status 4

g. Print batch - The batch may be printed either before it is balanced or after it is processed through the MAIN. Under normal circumstances, it is not necessary to print a processed batch since all processed batches are transmitted back to the accounting site daily for printing or producing microfiche. Procedures to print a batch are shown in Figure 5-23.

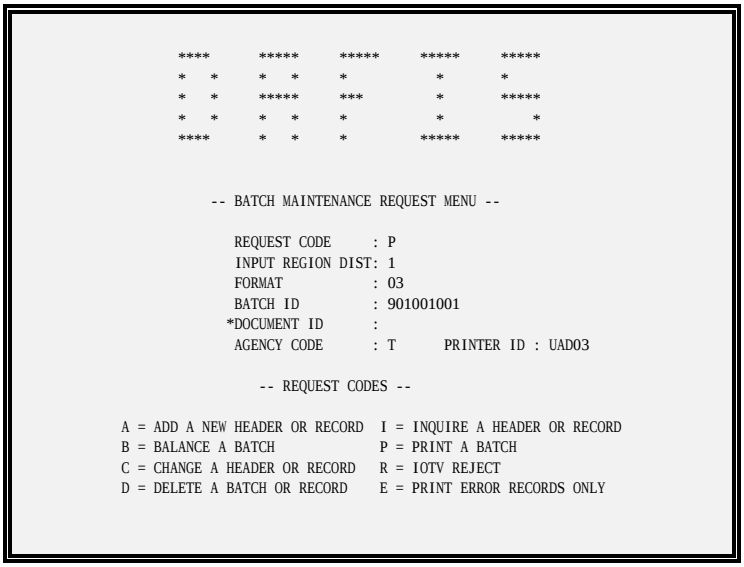


Figure 5-23 Print Batch

Figure 5-24 is a printed batch.

```
INPUT-RGN/DIST 1   BATCH ID 901001001              DEPARTMENT OF TRANSPORTATION            RIS NUMBER
I-A
FORMAT 03 STATUS 4   SCHD/CD V                         BATCH PROOF LISTING                 PAGE
NUMBER  1
IMPREST FUND CASHIER             USER ID UASRLD            AS OF 10/15/90

SEQUENCE / ERROR CODE          : 0000100                   0000200
RECORD TYPE                    : PARENT TRANSACTION        PARENT TRANSACTION
STOP PAY / CERTIFIER / BANK ID:
RGN/DIST / DOCUMENT ID         : 1  23 90 55551    000     1  23 90 12345    000
APP/LIM/ALLOT/IND / TC/STATUS  : 001 100 30 0  102F        001 100 30 0  102F
CC / PGM / OBJ / PUBLIC/GOVT   : 122100 123456 2634 P      122100 123456 2634 P
DOC REF METER NUMBER           : TEST
SYSTEM DATA                    :
VEND-TYPE/VSSN / 1099-ID       : 3  123456789   N          3  123456789   N
INV CUST ACCT NUMBER           : 1257                      12345
ECC/STAT DATA / ECC/STAT DATA  :
GL-ACCOUNTS / FAC-CODE         : 48AX-49AX 61AA-21AD  22   48AX-49AX 61AA-21AD  22
GL-ACCOUNTS                    :
EFFECTIVE-DATE                 : 10/15/90                  10/15/90
AMOUNT                         :              94.50                    50.50
A/R UPDATE FLAG / PYR-FLAG     :    S                         S
TERMS %/DAYS/NET/RC/COMP DATE  :
WHSE-DATE / EXCL DISC AMT      : 10/25/90                  10/25/90
DIS EARNED / DISC LOST AMTS    :
INT/PENALTY / NO DISC AMTS     :

                                                HASH AMOUNT                          145.00
                                                PROCESSED AMOUNT - INPUT             145.00
                                                ERROR AMOUNT                           0.00

                                                GENERATED TC AMOUNT                    0.00


                                          ** END OF REPORT **
```

Figure 5-24 Printed Batch

Chapter 4 - Error Correction

4.1. DAFIS Edits - Various types of edits exist in DAFIS. The purpose of edits is to validate all information going into the accounting system. Validation of data going in saves the user time by greatly reducing the number of "after-the-fact" corrections. If an entry does not pass a system edit, errors occur. This chapter explains the type of edits that DAFIS performs, techniques to correct errors that occur as a result of data not passing the edits, as well as, "after-the-fact" corrections.

4.2. Types of Edits - There are three types of edits that are performed by DAFIS during the data entry process.

a. Front-end edits - These edits are performed on data as it is being entered. As the data is being typed on the screen, the only edits that are performed are data checks (alphanumeric field checks and protected field checks). After the user presses the ***Enter*** key, the data is transmitted to the DAFIS central computer. The DAFIS validity edits are performed and the entered data is either accepted if it passes all edits or a message is displayed at the top of the screen which describes the reason for non-acceptance of the data. The data that did not pass the edit is highlighted. Front-end error messages fall into five categories.

(1) Financial Activity Code (FAC) error - The FAC Code error is received when the user is performing an incorrect action with a transaction code. The numbers displayed on this message represent:

- First Number - FAC Code
- Second Number (in parenthesis) - Error Code

The second number is the number of the error and should be matched to the corresponding number on the Batch/Main Processing Error Codes in Appendix 1 to determine the reason for the error. Using the same error number the user can also refer to the list of error correction techniques in Appendix 2 to determine possible causes and solutions. FAC Code error is illustrated in figure 5-25.

```
                    29 (09) FAC-CODE EDIT ERROR
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: 901001001
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 23 90 55551     000
TRANSACTION CODE : 103F
AMOUNT           : 9450
EFFECTIVE DATE   : 101590
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 1257                      PAYMENT VIA CHECK
VENDOR-TYPE-SSN  : 3123456789                END DATE OF TRAVEL
DOCUMENT-REF-NUM :                           WAREHOUSE DATE
COMPUTATION DATE : 100190
TERMS            : %:       DAYS:    NET:      LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME: SURE SET SAW
REASON CODE      :               ADDR-1: 1721 SOUTH PARK COURT
ECC/STAT-DATA    :               ADDR-2:
ECC/STAT-DATA    :               ADDR-3:
FACILITY TYPE/LOC:               ADDR-4: OKLAHOMA CITY     OK  73125
```

Figure 5-25 FAC Code Error

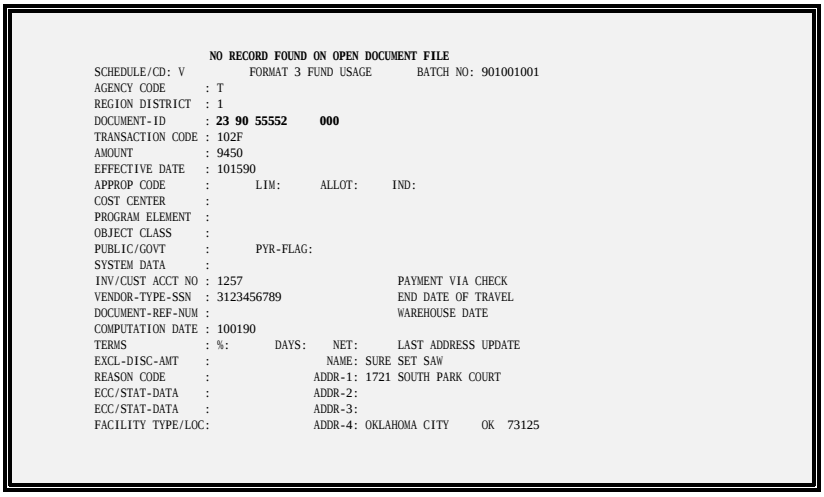
Figure 5-25 will be used as an example to illustrate the process. In figure 5-25 the error code is 9 -- "Undelivered orders amount was previously recorded." Look at the transaction code being entered. The reason for the error is that a transaction code which requires that no previous obligation be established was used on a document which had an undelivered order established. At this point the user should do an ODF-ALL inquiry to determine if the correct document is being used. If the user determines that the correct document is being entered, the transaction code should be changed to **102F** to record the payment.

(2) Table errors - Table errors are received when the data entered does not match data loaded on a DAFIS table or tables. Generally a message is displayed which gives the table ID of the table being edited. The user should first compare data on the source document to the data on the screen to determine if data was entered correctly. If data was entered correctly and has been validated by local directives, the data must be loaded on the appropriate tables in DAFIS. The user should follow local operating procedures to get this information loaded on tables. Table error is illustrated in figure 5-26.

```
                    NO RECORD FOUND ON T16
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: 901001001
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 23 90 55551     000
TRANSACTION CODE : 102F
AMOUNT           : 9450
EFFECTIVE DATE   : 101590
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 1257                        PAYMENT VIA CHECK
VENDOR-TYPE-SSN  : 3123456788                  END DATE OF TRAVEL
DOCUMENT-REF-NUM :                             WAREHOUSE DATE
COMPUTATION DATE : 100190
TERMS            : %:       DAYS:    NET:      LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                   NAME: SURE SET SAW
REASON CODE      :                ADDR-1: 1721 SOUTH PARK COURT
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4: OKLAHOMA CITY     OK  73125
```

Figure 5-26 Table Error

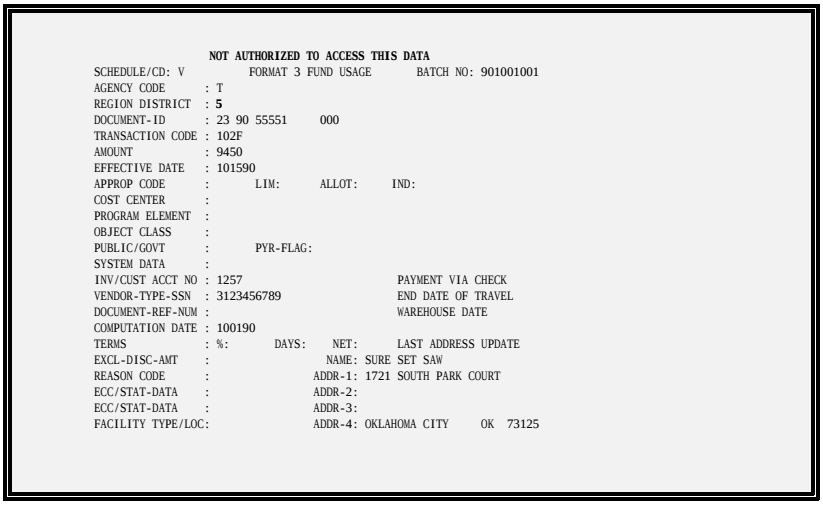
(3) File errors - File errors occur when the data entered does not match data on one of the DAFIS files. Generally a message is displayed which gives the name of the file being edited. File errors could result from performing an action which requires that a previous document be established or which requires that a document or agreement number be loaded on the Recurring Charge Master File or Accounts Receivable Master File. The user should first compare data on the source document to the data on the screen to determine if data was entered correctly and is valid. If the error received is an Open Document File error, it is advisable to do ODF or PDF inquiries and/or check the source document to determine if the correct action is being taken. For other file errors, the user should determine if the source document data is valid and follow local operating procedures to get information loaded on files as required. File error is illustrated in figure 5-27.



```
                    NO RECORD FOUND ON OPEN DOCUMENT FILE
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: 901001001
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 23 90 55552     000
TRANSACTION CODE  : 102F
AMOUNT            : 9450
EFFECTIVE DATE    : 101590
APPROP CODE       :       LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :       PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  : 1257                        PAYMENT VIA CHECK
VENDOR-TYPE-SSN   : 3123456789                  END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                             WAREHOUSE DATE
COMPUTATION DATE  : 100190
TERMS             : %:       DAYS:    NET:      LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                   NAME: SURE SET SAW
REASON CODE       :                ADDR-1: 1721 SOUTH PARK COURT
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4: OKLAHOMA CITY     OK  73125
```

Figure 5-27 File Error

(4) Security errors - Security errors are received when the agency/region/district entered is either not a valid agency/region/district or the user does not have security access to that particular agency/ region/district. The user should check these fields to determine if the correct information has been entered. Security error is illustrated in figure 5-28.



```
                    NOT AUTHORIZED TO ACCESS THIS DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: 901001001
AGENCY CODE       : T
REGION DISTRICT   : 5
DOCUMENT-ID       : 23 90 55551     000
TRANSACTION CODE  : 102F
AMOUNT            : 9450
EFFECTIVE DATE    : 101590
APPROP CODE       :       LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :       PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  : 1257                        PAYMENT VIA CHECK
VENDOR-TYPE-SSN   : 3123456789                  END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                             WAREHOUSE DATE
COMPUTATION DATE  : 100190
TERMS             : %:       DAYS:    NET:      LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                   NAME: SURE SET SAW
REASON CODE       :                ADDR-1: 1721 SOUTH PARK COURT
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4: OKLAHOMA CITY     OK  73125
```

Figure 5-28 Security Error

(5) Data entry error - Data entry errors are received when either mandatory data is omitted or miscellaneous data entered does not pass the edits for the format being used. Examples of these are:

- Date edits
- System data edits

To correct these errors, the user should look at each one individually to determine the cause. It is suggested that the user do the appropriate DAFIS inquiries as errors occur to avoid making snap decisions and possibly making the "wrong" change to the data. Data entry error is illustrated in figure 5-29.

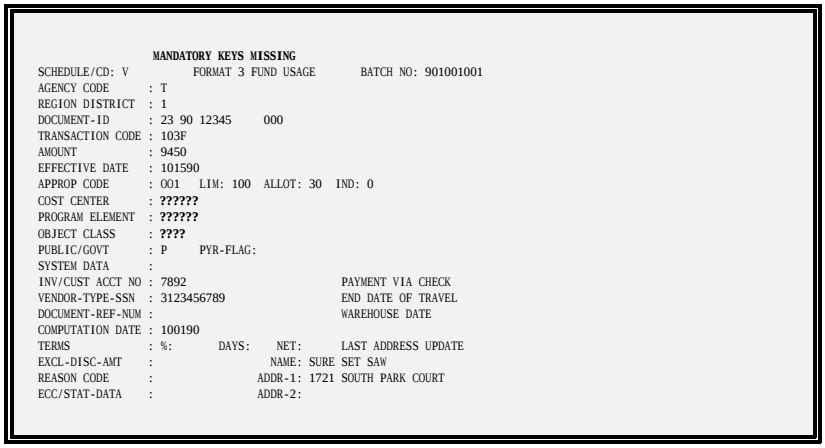


Figure 5-29 Data Entry Error

When a front-end edit error is received the user is being alerted that the transaction has not been added to the Batch Control File to be processed when the batch is balanced. After determining the cause and solution to the error, the user must move the cursor to the incorrect field(s), correct the erroneous and/or type in the missing data, and press ***Enter***. This process should be repeated until no further error messages are received.

b. Batch edits - When a batch is balanced DAFIS performs calculations to determine if the total line count, amount and hours of the individual transactions equal the line count, amount and hours entered on the Batch Header Menu. Batch errors occur under the following circumstances:

- Total amounts on header and individual records are not equal
- Total line items on header and individual records are not equal
- Total hours on header and individual records are not equal (format 11 only)
- Combination of amounts, line items, and/or hours on header and individual records are not equal
- Total debit and credit to cash transactions in a batch are not equal in G or J schedules

If any of these circumstances exist after balancing the batch, the Batch Out of Balance screen appears.

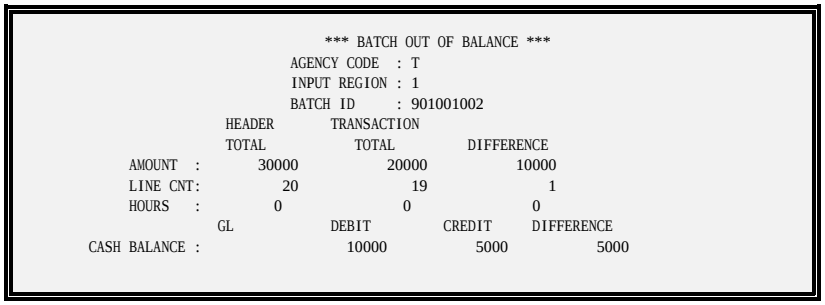


Figure 5-30 Batch Out of Balance

The Batch Out of Balance screen shows the circumstance(s) that caused the batch to be out of balance. The header total is compared to the transaction total and any differences are indicated. For G or J schedule batches, the general ledger debit to cash is compared to the general ledger credit to cash and any differences are indicated. The general ledger debit and credit portion of this screen does not appear unless the batch is a G or J and cash is out of balance. If a batch is out of balance, the user must first determine the reason.

If it is not readily apparent what caused the batch to be out of balance, the user should print the batch and compare each transaction entered to the source documents.

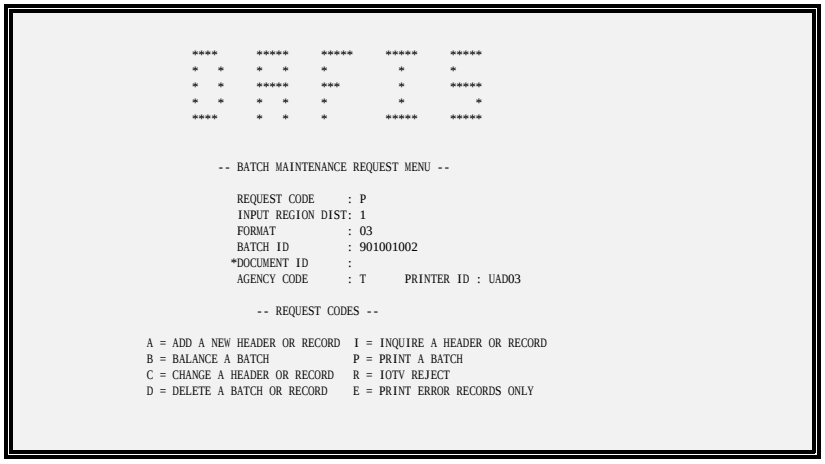


Figure 5-31 Print Out of Balance Batch

Determine which of the following four situations caused the batch to be out of balance.

- A document or documents were entered incorrectly (wrong amount/hours or wrong transaction code in G or J schedules)
- Header totals were entered incorrectly
- Too many transactions were entered
- Not all transactions were entered

(1) If a document or documents were entered incorrectly, access the Batch Maintenance Menu by pressing ***PF1***. Choose request code **C** and type the required information including the document ID number of the incorrect transaction.

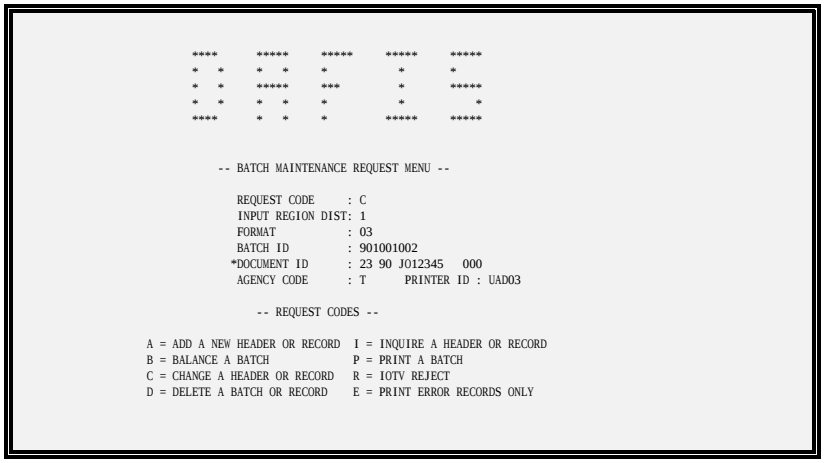


Figure 5-32 Change a Document in a Batch

NOTE: If you have more than one document in a batch to correct, you need only enter all the information in the Batch Maintenance Menu once. For al but the first record, you must type in the Document-ID only.

Press ***Enter***. Move the cursor to the incorrect field on the format screen, correct the erroneous data, and press ***Enter***.

(2) If header total(s) were entered incorrectly, access the Batch Maintenance Menu by pressing ***PF1***. Choose request code **C** and type the required information omitting the document-ID.

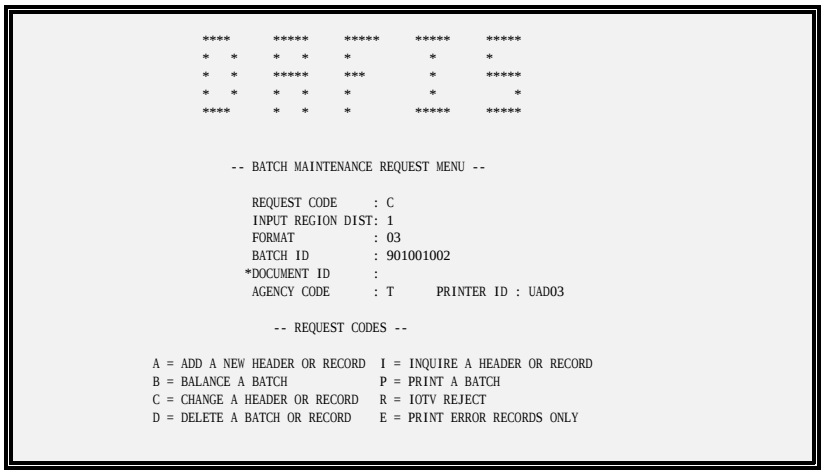


Figure 5-33 Change the Batch Header

Press ***Enter***. Move the cursor to the incorrect field on the Batch Header Menu, correct the erroneous data, and press ***Enter***.

(3) If an extra transaction was entered that should not have been included in the batch and the user determines it must be deleted, access the Batch Maintenance Menu by pressing ***PF1***. Choose request code **D** and type the required information including the document-ID number of the transaction to be deleted.

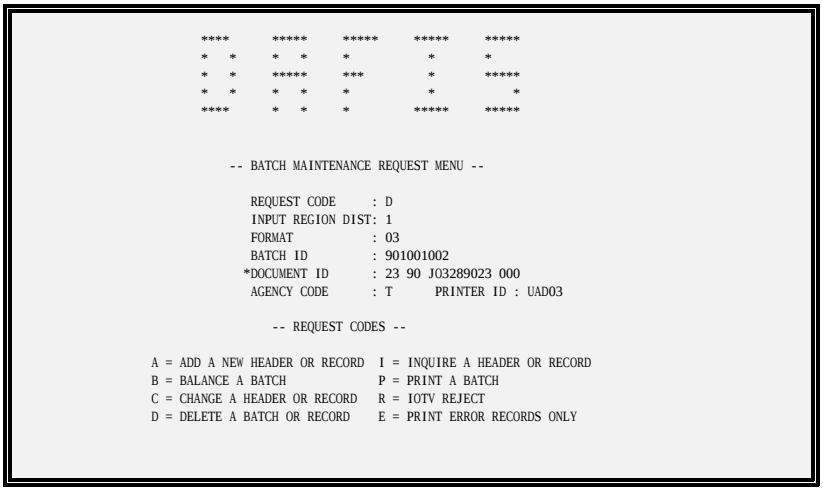


Figure 5-34 Delete a Document

Press ***Enter***. The document will be deleted.

NOTE: *Caution should be exercised when deleting a document from a batch. If the document-ID is not typed, the entire batch will be deleted.*

(4) If not all transactions were entered that should have been included in this batch, access the Batch Maintenance Menu by pressing ***PF1***. Choose request code **A** and type the required information including the document-ID number of the transaction that will be added.

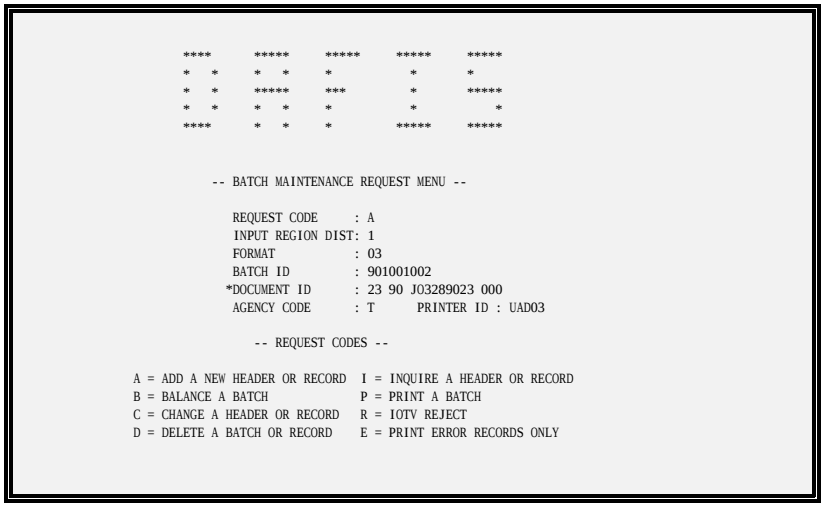


Figure 5-35 Add a Document

Press ***Enter***. The format screen will appear. Add the additional transaction.

After data has been corrected, deleted, or added, rebalance the batch using the Batch Maintenance Menu and request code **B**.

c. MAIN edits - After a batch is balanced, it is released for processing by the DAFIS MAIN program. This program is the only DAFIS program that updates files while on-line programs are running (system is up). During processing, the batch transactions are re-edited. Errors could occur if conditions change from the time of the on-line input of transactions until the time the batch is processed. To determine if MAIN errors exist, the user can inquire the Batch Header Menu.

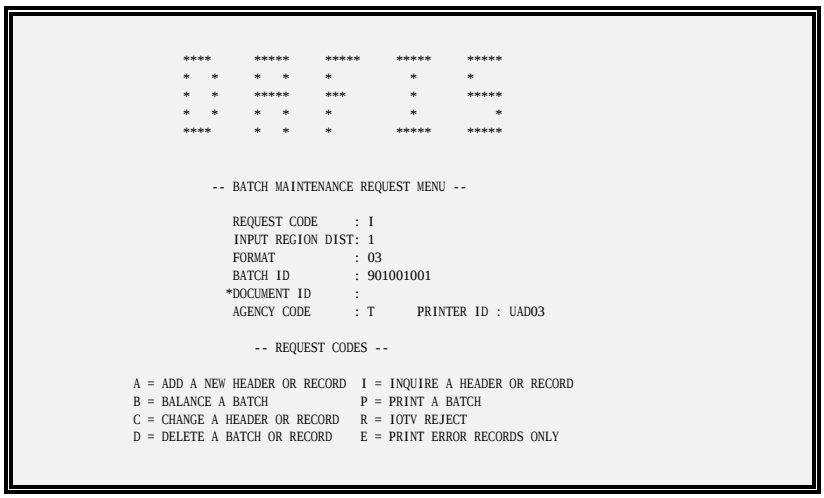


Figure 5-36 Inquire Batch Header

Press ***Enter***. An alternate and more efficient method of inquiring the status of multiple batches is the BCF-1 inquiry.

```
                    ENTER DATA

     BATCH  HEADER

AGENCY CODE          : T                        STATUS FLAG : 3
INPUT REGION DIST    : 1                        PROCESS DATE: 100190
BATCH ID             : 901001001                USER ID     : DACTEST1
FORMAT CODE          : 03
LINE COUNT           : 00020
BATCH AMOUNT         : 74500
BATCH TOTAL HOURS    :
IMPREST FUND CASHIER:
SCHEDULE/CD          : V
IOTV NUMBER          :
```

Figure 5-37 Inquired Batch Header - Status 3

If the batch is in status 3 (batch with errors) the user must first determine which transactions in the batch are in error. To do this, access the Batch Maintenance Menu by pressing ***PF1***. Choose request code **E** and type the required information to print the error records.

```
                ****     *****    *****    *****    *****
                *   *    *   *    *          *      *
                *   *    *****    ***        *      *****
                *   *    *   *    *          *          *
                ****     *   *    *        *****    *****


                    -- BATCH MAINTENANCE REQUEST MENU --

                       REQUEST CODE     : E
                       INPUT REGION DIST: 1
                       FORMAT           : 03
                       BATCH ID         : 901001001
                      *DOCUMENT ID      :
                       AGENCY CODE      : T      PRINTER ID : UAD03

                          -- REQUEST CODES --

          A = ADD A NEW HEADER OR RECORD  I = INQUIRE A HEADER OR RECORD
          B = BALANCE A BATCH             P = PRINT A BATCH
          C = CHANGE A HEADER OR RECORD   R = IOTV REJECT
          D = DELETE A BATCH OR RECORD    E = PRINT ERROR RECORDS ONLY
```

Figure 5-38 Print Batch Errors Only

All transactions with errors are printed on a Batch Proof Listing. The error code number is displayed on the first line of each transaction on this listing.

```
INPUT-RGN/DIST 1    BATCH ID 901001001
FORMAT 03 STATUS  3  SCHD/CD  V  BATCH PROOF LISTING
IMPREST FUND CASHIER USER ID UACTNG1AS OF MMDDYY

SEQUENCE/ERROR CODE          : 0000100 38
RECORD TYPE                  : PARENT ERROR TRANSACT
STOP PAY/CERTIFIER/BANK-ID   :
RGN/DIST/DOCUMENT ID         : 1 23 90 55551    000
APP/LIM/ALLOT/IND/TC/STATUS  : 101 900 30 0 102F
CC/PGM/OBJ/PUBLIC/GOVT       : 122100 123456 2634 P
DOC REF METER NUMBER         :
SYSTEM DATA                  : R   987654321
VEND-TYPE/VSSN/1099/ID       : 1 123456789 N
INV CUST ACCT NUMBER         : 1257
ECC/STAT DATA/ECC/STAT DATA  :
GL-ACCOUNTS/FAC-CODE         :
GL-ACCOUNTS                  :
EFFECTIVE DATE               : 10/15/90
AMOUNT                       :                94.50
A/R UPDATE FLAG/PYR-FLAG     :
TERMS%DAYS/NET/RC/COMP DATE  : .00000 00 30  10/01/90
WHSE-DATE/EXCL DISC AMT      :
DISC EARNED/DISC LOST AMTS   :
INT/PENALTY/NO DISC AMTS     :
                                      HASH AMOUNT              745.00
                                      PROCESSED AMOUNT-INPUT   650.50
                                      ERROR AMOUNT              94.50

                                      GENERATED TC AMOUNT        0.00

          **  END OF REPORT  **
```

Figure 5-39 Batch Proof Listing

Match the error code number to the corresponding number on the Batch/Main Processing Error Codes in Appendix 1 to determine the reason for the error. Using the same error number, the user can also refer to the list of error correction techniques in Appendix 2 to determine possible causes and solutions. After the cause and solution are determined, the user has several choices of action.

- Change the error transaction(s) (See Fig 5-32)
- Delete the error transaction(s) (See Fig 5-34)

At this point it will not be possible to modify transactions which are not in error. When the batch was processed through the MAIN all transactions which were not in error were processed and were updated on DAFIS files.

After all corrections have been made and control totals on the Batch Header Menu have been changed as required, the batch must be rebalanced. Again inquire the status to determine if all errors have been corrected.

4.3. Incorrect Data Entered - When a document-ID is established in DAFIS it becomes a permanent record assuring adequate audit trail for DAFIS transactions. Therefore after a document ID is established it is not possible to change the following elements in that document:

- Region/District
- Document ID
- Public/Government Indicator
- Allottee (Format 01)
- Vendor Type
- Vendor/SSN
- Ending Date of Travel
- Facility Location
- Facility Type
- Billing/Payment Frequency
- State/Sponsor Code
- Authorization Number (Format 01)

If one of these elements was entered incorrectly or has changed since the original entry of the document, it is necessary to process a batch to transfer amounts obligated or expensed to a different document-ID/suffix.

NOTE: *The exceptions to this rule are outlined in Sections 9I - ODF Change File and 9M, Chapter 4 - Intraoffice Transfers.*

The following chart summarizes correction methods for various incorrect actions.

INCORRECT ACTION	ORIGINAL OBLIGATION TC	CORRECT PAYMENT TC USED	INCORRECT PAYMENT TC USED	REVERSE TC	CORRECTIVE ACTION			SCHEDULE & FORMAT TYPE	
					DOCUMENT ID	ADD TC	DOCUMENT ID		
Payment made with wrong suffix when more than one line of accounting data is used -- Final Payment.	**O51**	**102F**		**1022**	Incorrect Suffix	**102F**	Correct Suffix	G	O3
	O73 or **O76**	**106F**		**1022**	Incorrect Suffix		Correct Suffix	G	O3
	O60 or **O63**	**100F**		**1002**	Incorrect Suffix	**1OOf**	Correct Suffix	G	O3
Obligation and payment made using wrong data (appropriation/ limitation/allotment, cost center, etc.) -- Not a final payment and obligation should still be outstanding.	**O51**	**102** or **1021**		**1022** **O512**	Original Suffix Deobligate Original Suffix	**O51** **102**	Obligate New Suffix New Suffix	N/A G N/A	O3 O3 O3
	O73	**106** or **1061**		**1062** **O732**	Original Suffix Deobligate Original Suffix	**O73** **106**	Obligate New Suffix New Suffix	N/A G N/A	O3 O3 O3
	O60	**100** or **1001**		**1002** **O602**	Original Suffix Deobligate Original Suffix	**O63** **100**	Obligate New Suffix New Suffix	N/A G N/A	O3 O3 O3
	O76	**106** or **1061**		**1062** **O762**	Original Suffix Deobligate Original Suffix	**O73** **106**	Obligate New Suffix New Suffix	N/A G N/A	O3 O3 O3
	O63	**100** or **1001**		**1002** **O632**	Original Suffix Deobligate Original Suffix	**O63** **100**	Obligate New Suffix New Suffix	N/A G N/A	O3 O3 O3
Payment made using wrong data (appropriation/limitation/ allotment, cost center, etc.) -- FINAL PAYMENT	**O51**	**102F**		**230F**	Original Doc ID	**128F**	New Doc ID	G	O3
	O73 or **O76**	**106F**		**230F**	Original Doc ID	**128F**	New Doc ID	G	O3
	O60 or **O63**	**100F**		**230F**	Original Doc ID	**128F**	New Doc ID	G	O3
		103F		**230F**	Original Doc ID	**128F**	New Doc ID	G	O3
	O85 Format 12	**145F** Format 12		**230F**	Original Doc ID	**128F**	New Doc ID	G	O3
	All Above	**All Above**		**330**	Original Doc ID	**331 ***	Same Doc ID	G	O6
Obligated on one Document ID or suffix, paid on different Document ID iwth no obligation established	**O51** **O60** **O76** **O63** **O73** **O85**		**103F** or **135F**	**O512** **O602** **O762** **O63** **O732** **O852**	Wrong Doc ID Deobligate Original Doc ID			N/A N/A N/A N/A N/A N/A	O3 12 O3 O3 O3 O3 O3 12
Travel advance paid with wrong data (appropriation/limitation/ allotment, cost center, etc.)		**111**		**248** **336**	Original Doc ID Original Doc ID	**129** **337 ***	New Doc ID Same Doc ID	G G	O3 O6
Recurring Charge wrong month paid (Wrong Suffix)	**O85**	**145F**		**O852**	Deobligate correct month	O851	Reobligate month paid in error	N/A N/A	12 12

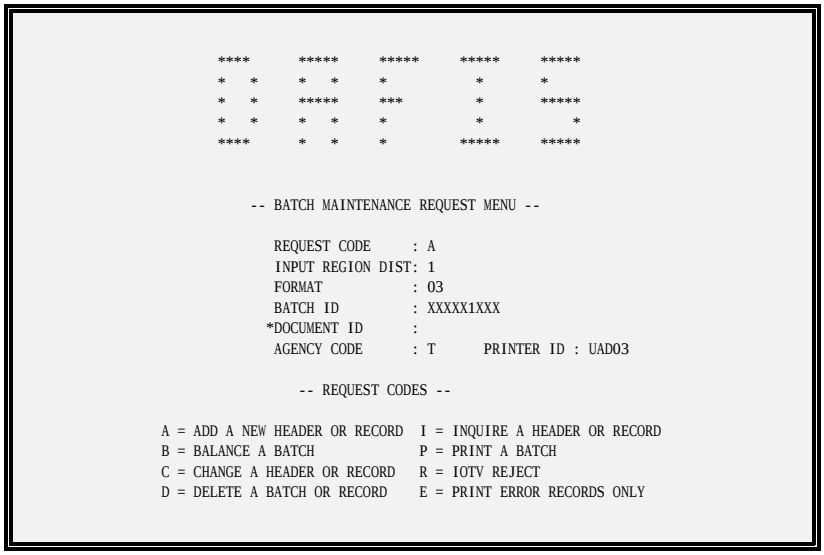
* This transaction is generated by DAFIS

The chart shown on the previous page is representative of the kinds of correction actions that can be made in DAFIS. Not all situations or transaction codes are indicated but the procedure is similar for most of these type situations.

4.4. Internal Adjustments - Internal adjustments are used to correct any of the items referenced in para 4.3. as well as other adjustments and journal vouchers. There are two types of internal adjustments; ODF-Change File and Double Entry G schedules.

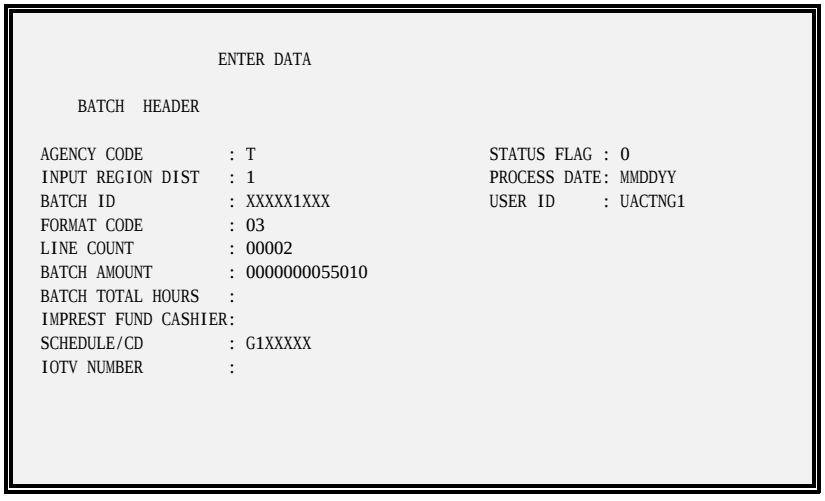
a. ODF-Change File is used when the accounting classification needs to be changed. See section 9I for complete detailed procedures to process an ODF-Change File transaction.

b. Double Entry - Can be used to correct accounting classification, document ID, general ledger accounts, etc. Debit and Credit to Cash must be equal. Each G schedule must have a separate batch number. There are always at least two line items on a double entry G schedule. Figures 5-40 thru 5-43 are procedures for a double entry G schedule to reverse an expenditure and apply it properly.



```
****     *****    *****    *****    *****
*  *     *  *     *          *      *
*  *     *****    ***        *      *****
*  *     *  *     *          *          *
****     *  *     *        *****    *****


    -- BATCH MAINTENANCE REQUEST MENU --

       REQUEST CODE     : A
       INPUT REGION DIST: 1
       FORMAT           : 03
       BATCH ID         : XXXXX1XXX
      *DOCUMENT ID      :
       AGENCY CODE      : T      PRINTER ID : UAD03

          -- REQUEST CODES --

A = ADD A NEW HEADER OR RECORD  I = INQUIRE A HEADER OR RECORD
B = BALANCE A BATCH             P = PRINT A BATCH
C = CHANGE A HEADER OR RECORD   R = IOTV REJECT
D = DELETE A BATCH OR RECORD    E = PRINT ERROR RECORDS ONLY
```

Figure 5-40 Add a New Header



```
                ENTER DATA

    BATCH  HEADER

AGENCY CODE         : T                      STATUS FLAG : 0
INPUT REGION DIST   : 1                      PROCESS DATE: MMDDYY
BATCH ID            : XXXXX1XXX              USER ID     : UACTNG1
FORMAT CODE         : 03
LINE COUNT          : 00002
BATCH AMOUNT        : 0000000055010
BATCH TOTAL HOURS   :
IMPREST FUND CASHIER:
SCHEDULE/CD         : G1XXXXX
IOTV NUMBER         :
```

Figure 5-41 G Schedule Batch Header

There are many different transaction codes available for a G schedule. The most common are:

Expenditures	TC's 230 and 128
Advances	TC's 248 and 129

```
                    ENTER DATA

SCHEDULE/CD: G1XXXXX   FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE            : T
REGION DISTRICT        : 1
DOCUMENT-ID            : 22 90 3014   XXX
TRANSACTION CODE       : 230
AMOUNT                 : 27505
EFFECTIVE DATE         : MMDDYY
APPROP CODE            :      LIM:     ALLOT:     IND:
COST CENTER            :
PROGRAM ELEMENT        :
OBJECT CLASS           :
PUBLIC/GOVT            :    PYR-FLAG:
SYSTEM DATA            :
INV/CUST ACCT NO       : TO CHG PROGRAM ELEMENT
VENDOR-TYPE-SSN        :                          END DATE OF TRAVEL
DOCUMENT-REF-NUM       :                          WAREHOUSE DATE
COMPUTATION DATE       :
TERMS                  : %:      DAYS:    NET:     LAST ADDRESS UPDATE
EXCL-DISC-AMT          :                 NAME:
REASON CODE            :               ADDR-1:
ECC/STAT-DATA          :               ADDR-2:
ECC/STAT-DATA          :               ADDR-3:
```

Figure 5-42 TC-230 to Reverse Original Expense

```
                    ENTER DATA

SCHEDULE/CD: G1XXXXX   FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE            : T
REGION DISTRICT        : 1
DOCUMENT-ID            : 22 90 3014   XXX
TRANSACTION CODE       : 128
AMOUNT                 : 27505
EFFECTIVE DATE         : MMDDYY
APPROP CODE            : 001  LIM: 100 ALLOT: 30  IND: 0
COST CENTER            : 122100
PROGRAM ELEMENT        : 444411
OBJECT CLASS           : 2634
PUBLIC/GOVT            : P    PYR-FLAG:
SYSTEM DATA            :
INV/CUST ACCT NO       : 18809
VENDOR-TYPE-SSN        : 3880000001               END DATE OF TRAVEL
DOCUMENT-REF-NUM       :                          WAREHOUSE DATE
COMPUTATION DATE       :
TERMS                  : %:      DAYS:    NET:     LAST ADDRESS UPDATE
EXCL-DISC-AMT          :                 NAME:
REASON CODE            :               ADDR-1:
ECC/STAT-DATA          :               ADDR-2:
ECC/STAT-DATA          :               ADDR-3:
FACILITY TYPE/LOC      :               ADDR-4:
```

Figure 5-43 TC-128 to Apply Expense

Balance the batch. Correct status code is 5.

4.5. Summary - DAFIS edits are important to the user. On-line messages and error codes exist to prevent errors which would take time later to correct. Error correction, however, is not always a simple task. Generally, judgment and experience are the best teachers. Two tools are provided the user -- Appendix 1 lists Batch/Main Processing Error Codes and Appendix 2 lists error correction techniques for these errors. Additionally, it is always advisable to perform inquiries before making decisions about error correction. When in doubt, ask a supervisor or manager or consult local operating procedures.

SECTION 6. INPUT REQUIREMENTS BY FORMAT

Chapter 1 - General Information

1.1. Introduction - This section is designed to give detailed descriptions of the DAFIS input Formats 01, 02, 03, 06, 07, and 12. It is intended to be used as a reference to determine required data input for the fields within each format. Each format is illustrated and the following information is included:

- Purpose and/or special instructions for batching
- Field lengths
- Detailed field edits
- Valid document types (where applicable)
- Indication of which fields are mandatory for all transactions entered on the format

Specific field entry requirements for each document type (including transaction codes and illustrations of the entries) are included in Section 7, Document Level Processing. The data input and maintenance of related files (i.e., Recurring Charge Master, inter and intraoffice transfers) are discussed in Section 9 as their special processes are described.

THIS PAGE INTENTIONALLY BLANK

Chapter 2 - Format 01 Fund Authority

```
.
                    ENTER DATA
              FORMAT 1 FUND AUTHORITY              BATCH NO: XXXXXXXXX
 AGENCY-CODE          : T
 RGN-DIST             : X
 DOCUMENT ID          : XX XX XXXXXXXXX XXX
 AUTHORIZATION NO     : XXXXXXXXXXXXXXXX
 TRANSACTION CODE     : XXXX
 EFFECTIVE DATE       : XXXXXX
 APPROP-CODE          : XXXX    LIM: XXX
 AMOUNT               : XXXXXXXXXXXXX
 AMOUNT-QTR1          : XXXXXXXXXXXXX
 AMOUNT-QTR2          : XXXXXXXXXXXXX
 AMOUNT-QTR3          : XXXXXXXXXXXXX
 AMOUNT-QTR4          : XXXXXXXXXXXXX
 ALLOTTEE             : X
 ALLOT-FUND-CNTL-CD   : XX   IND: X
 PROG-ELEM            : XXXXXX
 COST-CNTR            : XXXXXX
 OBJ-CLASS            : XXXX
```

Figure 6-1 Format 01 Fund Authority

2.1. Purpose - Format 01 is used to enter fund authority transactions (appropriation, apportionment, contract authority, allotments). These transactions are input at the national level for each agency. As the Batch Header Menu is input, enter **01** in the format field. The system requires that a **9** be entered as the region/district. This indicates national office entry.

2.2. Valid Document Types for this Format - 01, 02, 03, 04, 05

2.3. Mandatory Fields - Rgn-Dist, Document-ID, Transaction Code, Effective Date, Approp-Code/Lim, Amount.

2.4. Field Lengths and System Edits - Agency code, batch number and region/district are carried forward from the Batch Header Menu. Region/district must be **9**.

DOCUMENT-ID - (16X)

a. Edits for FAA -

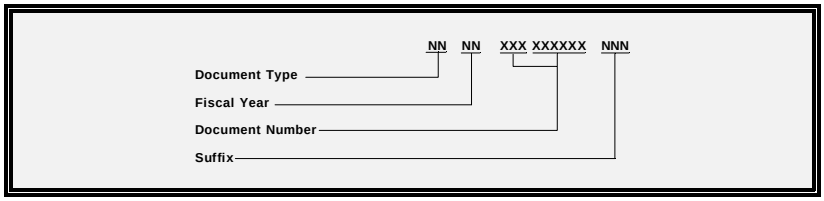


Figure 6-2 Document ID Format 01 - FAA

DOCUMENT TYPE (2N) Document types must be **01** through **05**.

FISCAL YEAR (2N) — The fiscal year in the document-ID must be the same as the fiscal year in the batch ID. All documents in a batch must have the same fiscal year.

DOCUMENT NUMBER (9X) — Document number is assigned by the site. For all document types it must be **A-Z** or **0-9**. It can have embedded blanks but no special characters can be entered. It cannot be all blank. For document types 04 and 05, the appropriation code of the document being entered must be entered in the first three digits of the document number.

SUFFIX (3N) — The suffix must be numeric and cannot be blank.

b. Edits for all agencies other than FAA -

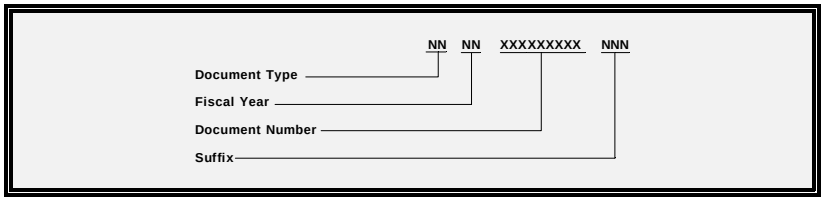


Figure 6-3 Document ID Format 01 - Other Than FAA

DOCUMENT TYPE (2X) — Document types must be **01** through **05**.

FISCAL YEAR (2X) — The fiscal year in the document-ID must be the same as the fiscal year in the batch ID. All documents in a batch must have the same fiscal year.

DOCUMENT NUMBER (9X) — Document number is assigned by the accounting site. For all document types it must be **A-Z** or **0-9**. It can have embedded blanks but no special characters and cannot be all blank.

SUFFIX (3X) — The suffix must be numeric and cannot be blank.

AUTHORIZATION NUMBER (16X) — This is mandatory for document types 04 and 05. There are no other edits.

TRANSACTION CODE (4X) — Valid transaction codes are codes which have 01 in the format field on Table T20 - Proforma. If the FAC code of the transaction code being used is A4 (allotment), the document type must be **02** or **04**.

a. For increases and decreases to apportionments and allotments issued:

(1) Status code blank: The document being entered can exist on the Open Document File, but the transaction code being entered must be a first time entry for that transaction code on the document.

(2) Status code 1: The document being entered must exist on the Open Document File and the transaction code being entered must have been used on the same document.

(3) Status code 2: The document being entered must exist on the Open Document File and the transaction code being entered must have been used on the document. The following amount edits are also performed: The amount being entered must be less than or equal to apportionment and allotment balances on the Open Document File for the document. Also, if amounts are entered in any of the quarter fields on the screen, there must also be an amount that is equal to or greater than the amount in the corresponding quarter field of the Open Document File for the document.

b. The following elements in an existing document cannot change when entering follow-on status 1 or 2 transactions.

(1) Document types 04 or 05 -

- Appropriation Code/Limitation
- Allotment Fund Control
- Program Element
- Cost Center
- Object Class
- Authorization Number

(2) All other document types -

- Appropriation Code/Limitation
- Authorization Number

c. The following special edits apply to FAA transaction code entries. These edits are for document type 04 allotments.

(1) Single straightline allotment edit -

- If the allotment fund control field digits 1 and 2 are entered as **00**, the system looks at the balance of the 45GX and 45GY general ledger account (allotment issued current quarter) for the appropriation code/limitation entered. All allotment fund control codes are searched. If there are any allotment fund control codes (other than 00) that have been issued an allotment for the entered appropriation code/limitation, the system will not allow **00** to be entered.

- If the allotment fund control field digits 1 and 2 are entered as **00**, the system also looks at the balance of the 45GA and 45GB general ledger account (funds to be internally distributed) for the appropriation code/limitation entered. All allotment fund control codes are searched. This is checking to insure that if there has already been a straightline allotment issued for this appropriation code/limitation, the allotment being entered is a single straightline allotment. If there have been none entered for the appropriation code/limitation or if the allotment fund control of those entered is **000**, it will pass the edit. However, if there are any other allotment fund control codes that have been issued an allotment for the entered appropriation code/limitation, the system will not allow **00** to be entered.

(2) Multiple straightline allotment edit -

- If the first digit of the allotment fund control field is entered as **1-7** or **A-Z** (excluding letters O and I) and the second digit is zero, the system looks at the balance of the 45GX and 45GY general ledger account (allotment issued current quarter) for the appropriation code/limitation entered. All allotment fund control codes are searched. If there are any allotment fund control codes (other than 1-7, A-Z for first digit, zero for second digit) that have been issued an allotment for the entered appropriation code/limitation, the system will not allow the user to enter a multiple straightline allotment.

- If the first digit of the allotment fund control field is entered as **1-7** or **A-Z** (excluding letters O and I) and the second digit is zero, the system also looks at the balance of the 45GA and 45GB general ledger account (funds to be internally distributed) for the appropriation code/limitation entered. All allotment fund control codes are searched. This is checking to insure that if there has already been a straightline allotment issued for this appropriation code/limitation, the allotment being entered is a multiple straightline allotment. If there have been none entered or if the first two digits are **10**, **20**, **30**, **40**, **50**, **60**, **70**, **A0**, **B0**, **C0**, **D0**, **E0**, **F0**, **G0**, **H0**, **J0**, **K0**, **L0**, **M0**, **N0**, **P0**, **Q0**, **R0**, **S0**, **T0**, **U0**, **V0**, **W0**, **X0**, **Y0**, or **Z0**, it will pass the edit. If allotment fund control code **000** or other allotment fund control codes have been issued an allotment for the entered appropriation code/limitation, the system will not allow the user to enter a multiple straightline allotment.

(3) Non-straightline allotment edit -

- If the first two digits of the allotment fund control code are entered as **8A** through **99** (except 8I, 8O, 9I, and 9O), the system looks at the balance of the 45GA and 45GB general ledger account (funds to be internally distributed) for the appropriation code/limitation entered. All allotment fund control codes are searched. This is checking to insure that a straightline allotment hasn't already been issued for this appropriation code/limitation. If there have been none entered, it will pass the edit. If there are any allotment fund control codes (other than 8A through 99) that have been issued an allotment for the entered appropriation code/limitation, the system will not allow the user to enter a non-straightline allotment.

EFFECTIVE DATE (6N)	Effective date is mandatory and must be the current date or earlier.
APPROP CODE/ LIM (4X)(3X)	The appropriation code/limitation is verified by Table R07. The limitation can be blank for document type 05. If the entry is a multi-year appropriation, current fiscal year must be entered in the document-ID.
AMOUNT (13N)	Amount must be positive and cannot be zero. If anything is entered in the quarters (document types 02 and 04), the total quarterly amounts must equal the amount field.
AMOUNT QTR 1-4 (13N)	These fields must be blank for document types 01, 03, and 05. Document types 02 and 04 must have at least one quarter field entered. The sum of the quarter(s) must equal the amount field.

For current quarter increases or decreases to apportionments or allotments, only the current quarter field can be entered. For subsequent quarter increases or decreases to apportionments or allotments, the first quarter field must be blank.

ALLOTTEE (1X) — Allottee must be blank for document types 01, 02, 03. Allottee is mandatory for document types 04 and 05. Allottee entered must be a valid region/district on Table T01.

ALLOT-FUND CNTL-CD (2X) — This is mandatory if allottee is entered (document types 04 and 05). Otherwise it must be blank. When the allotment fund control code is entered it must be a valid allotment fund control code on the allottee's RT1. If the approp code entered is X81, this is an optional entry.

The following special edits apply to FAA allotment fund control entries. These edits are for document type 04 allotments.

a. If the entry is an allowance

(1) The allottee cannot be **9**.

(2) The allotment fund control cannot be **00** or **8A - 99**.

(3) The first digit of the allotment fund control must be **1-7** or **A-Z** (except it cannot be letters O or I).

(4) The allotment level AFC can be **0**.

b. If the entry is a non-straightlining allotment, the allotment fund control must be **8A - 99** (except 8I, 8O, 9I, and 9O).

c. If the entry is a straightline allotment

(1) The allottee must be **9**.

(2) The allotment fund control must be **00**, **10**, **20**, **30**, **40**, **50**, **60**, **70**, **A0**, **B0**, **C0**, **D0**, **E0**, **F0**, **G0**, **H0**, **J0**, **K0**, **L0**, **M0**, **N0**, **P0**, **Q0**, **R0**, **S0**, **T0**, **U0**, **V0**, **W0**, **X0**, **Y0**, **Z0**.

(3) Allotment level AFC cannot be entered.

ALLOT-LEVEL-IND (2X) — If this is entered it must be a valid allotment level indicator on the allottee's RT1 for the appropriation code/limitation.

PROG-ELEM (6X) — If this is entered it must be a valid program element on the allottee's RT1 for the appropriation code/limitation.

COST-CNTR (6X) — If this is entered it must be a valid cost center on the allottee's RT1 for the appropriation code/limitation.

OBJ-CLASS (4X) — If this is entered it must be a valid object class on the allottee's RT1 for the appropriation code/limitation.

THIS PAGE INTENTIONALLY BLANK

Chapter 3 - Format 02 Program Plans

```
                ENTER DATA
                        FORMAT 2 PROGRAM PLANS
AGENCY-CODE      : T                                        BATCH NO: XXXXXXXXX
REGION/DISTRICT  : X
DOCUMENT ID      : XX XX XXXXXXXXX XXX
AUTHORIZATION NO : XXXXXXXXXXXXXXX
TRANSACTION CODE : XXXX
EFFECTIVE DATE   : XXXXXX
APPROP CODE      : XXXX  LIM: XXX  ALLOT: XX  IND: X
PROGRAM ELEMENT  : XXXXXX
COST CENTER      : XXXXXX
OBJECT CLASS     : XXXX
SYSTEM DATA      : XXXXXXXXXXXXXXX
AMOUNT           : XXXXXXXXXXXX
AMOUNT-QTR1      : XXXXXXXXXXXX
AMOUNT-QTR2      : XXXXXXXXXXXX
AMOUNT-QTR3      : XXXXXXXXXXXX
AMOUNT-QTR4      : XXXXXXXXXXXX
ALLOTTEE         : X
PRIOR FY AMOUNT  : XXXXXXXXXXXX
CARRY FWD AMOUNT : XXXXXXXXXXXX
```

Figure 6-4 Format 02 Program Plans

3.1. Purpose - Format 02 is used to enter program plans. Transactions in this format are entered at agency headquarters for national plans and at the region/district accounting site for region/district plans. As the Batch Header Menu is input, enter **02** in the format field.

3.2. Valid Document Types for this Format - 06, 07, 08, 09

3.3. Mandatory Fields - Region/District, Document-ID, Transaction Code, Effective Date, Approp Code/Lim/Allot, and Amount.

3.4. Field Lengths and System Edits - Agency code and batch number are carried forward from the Batch Header Menu.

REGION/DISTRICT (1X) — If document types 06, 07, or 08 are being entered, the region/district must be **9**. If document type 09 is being entered the region/district can be anything except 9 as long as it is a valid region/district on Table T01.

DOCUMENT-ID - (16X)

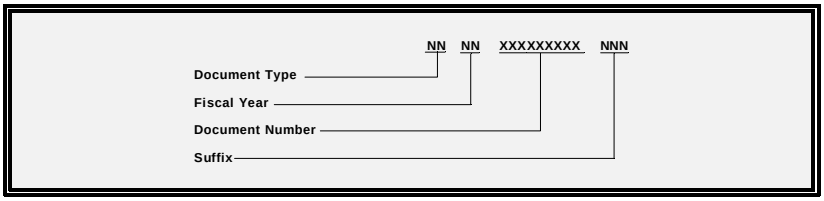


Figure 6-5 Document ID Format 02

DOCUMENT TYPE (2N) — Document types must be **06** through **09**.

FISCAL YEAR (2N)	All documents in a batch must have the same fiscal year. Note: Refer to approp code/limitation for edits relating to the appropriation code/limitation entered.
DOCUMENT NUMBER (9X)	Document number is assigned by the site. It must be **A-Z** or **0-9**. It can have embedded blanks but no special characters can be entered. Also, it cannot be all blank.
SUFFIX (3N)	The suffix must be numeric and cannot be blank.
AUTHORIZATION NUMBER (16X)	Entry for document types 06, 07, or 09 is optional. Entry is mandatory for document type 08. This field cannot contain embedded blanks or special characters.
TRANSACTION CODE (4X)	Valid transaction codes are codes which have 02 in the format field of Table T20 - Proforma. Document type 09 cannot be used for FHWA allocations (FAC Codes C1 or C2). For increases and decreases to operating plans and allocations issued: a. Status code blank: A document cannot exist on the Open Document File which has the same document-ID and transaction code. b. Status code 1: The document being entered must exist on the Open Document File and the transaction code being entered must have been used on the document. c. Status code 2: The document being entered must exist on the Open Document File and the transaction code being entered must have been used on the document. The following amount edits are also performed. The amount must be less than or equal to apportionment and allotment balances on the Open Document File. If an amount is entered in any of the quarter fields, there must be an amount in the corresponding quarter field on the Open Document File for the same document. The following elements in an existing document cannot change when entering follow-on transaction code status 1 or 2 transactions: • Appropriation code/limitation/allotment • Program element • Cost center • Object class • System data
EFFECTIVE DATE (6N)	Effective date is mandatory and must be the current date or earlier.
APPROP CODE/ LIMITATION (4X)(3X)	The appropriation code/limitation is verified by Table R07. The type appropriation on R07 for the appropriation entered must be **A**, **X**, or **1-9**. a. **A** (Annual) - The first digit of the appropriation code must be the same as the second digit of the fiscal year in the document-ID.

b. **X** (No Year) - There is no edit to the fiscal year in the document-ID.

c. **1-9** (Multi-year) - The number entered in type appropriation on Table R07 indicates the number of years of the life of the appropriation. The first digit of the appropriation is the year the appropriation expires. The fiscal year of the document-ID entered must fall into the range of the life of the appropriation. For example: Assume that 182 has been entered as a three-year appropriation. It will expire in 1991. The fiscal year in the document-ID must be 89, 90, or 91. For Coast Guard the ATU entered must match digits 2 and 3 of the limitation.

ALLOT FUND CONTROL/IND (2X)(1X)

The indicator must be **0-7** or blank. If the document type is 09, the accounting elements will be validated against Table RT1.

PROGRAM ELEMENT (6X)

If the document type is 06, 07, or 08, the program element cannot be entered with the following exception: For FHWA program element is mandatory if the document type is 08. For all agencies except NHTSA, FTA and FHWA, if the document type is 09 and the fund type on Table R07 is A, B, C, or D (grants) program element cannot be entered. For FTA it is optional and for FHWA it is mandatory. For all except OST region/district W, FTA and FHWA, if the fund type on Table R07 is not A, B, C, or D (not grants), program element is optional. If it is entered, it must be a valid program element on Table R06.

a. The following program element edits apply to NHTSA. If the document type is 09 and the fund type on Table R07 is A, B, C, or D (grants), then:

(1) If system data is not entered, the first two digits of program element are mandatory. Digits 3-5 are optional. Digits 1 and 2 are matched to NHTSA's Table S02.

(2) If system data is entered and object class or cost center are entered, the first four digits of program element must be entered. Digits 1 and 2 are matched to NHTSA's Table S02. If the object class or cost center were not entered, then the program element must be blank.

If the document type is 09 and the fund type on Table R07 is not A, B, C, or D (not grants), the program element is optional. If it is entered it must be a valid program element on R06.

b. The following program element edits apply to OST region/district W. If the document type is 09, program element is mandatory. If the first three digits are 000, it is edited against the WCU Table. If the first three digits are not 000, it is edited against the WSA Table. Program element entered must be a valid program element on R06.

c. The following program element edit applies to FAA region/district W. The program element is edited by finding the system code and job number on Table T07. The program element entered on the screen must match the program element on Table T07 for that job number.

COST CENTER (6X)

If the document type is 06, 07, or 08, the cost center cannot be entered with the following exception: For FHWA cost center is mandatory if the document type is 08. For Coast Guard, the cost center cannot be entered regardless of the document type. For document type 09:

a. For all agencies except NHTSA, FTA and FHWA, if the fund type on R07 is A, B, C, or D (grants), the cost center cannot be entered. For NHTSA fund types A, B, C, D the cost center must be blank or **000000**.

b. For all agencies except Coast Guard, if the Table R07 fund type is not A, B, C, or D (grants), and the cost center is entered it must be a valid cost center on Table T06.

c. For FHWA cost center is mandatory. It must be a valid cost center on Table T06.

d. For OST region/district W and FTA cost center is optional. If entered it must be a valid cost center on Table T06.

e. If both program element and cost center are entered, they are validated against Table RT2 (appropriation code/limitation, program element, cost center major).

OBJECT CLASS (4X)

If the document type is 06, 07, or 08, the object class cannot be entered. For Coast Guard and FHWA, the object class cannot be entered regardless of document type. For document type 09:

a. For all agencies except NHTSA and FTA, if the fund type on Table R07 is A, B, C, or D (grants), the object class cannot be entered. For NHTSA fund types A, B, C, D, the object class must be blank or **4100**. It must be blank if the cost center is not entered.

b. For all agencies except Coast Guard, if the Table R07 fund type is not A, B, C, or D if the object class is entered it must be a valid object class on Table R08.

c. The following edits apply to OST region/district W.

(1) If the first three digits of the program element are not 000, the object class is optional. Object class 9999 cannot be entered.

(2) If the first three digits of the program element are 000, the object class cannot be entered.

SYSTEM DATA (15X)

If the document type is 06, 07, or 08, system data cannot be entered. If the document type is 09, MAC Code (digit 2 and 3 of system data), must be blank.

a. For FAA, if the fund type on Table R07 is A, B, C, or D (grants) system data is mandatory. System code must be **G** and entry in this field is validated against Table T08. If the system code is **R**, the entry is validated against the Accounts Receivable File.

b. For NHTSA, if the program element is blank, system data is mandatory. If the program element is entered, system data must be blank unless the object class or cost center is entered. If the object class or cost center is entered, system data is mandatory. If system data is entered and the system code is **G**, the entry is validated against the Grants File. If the system code is **R**, the entry is validated against the Accounts Receivable File.

c. The following edits apply to OST region/district W.

(1) If the first three digits of the program element are not **000**, system data cannot be entered.

(2) If the first three digits of the program element are **000**, the system code must be **W**, digits 2-4 must be blank, and digits 5-10 must be a valid service activity on the WSA Table.

d. For FTA system data is optional and accepted as entered.

e. For FHWA the only valid system codes (first digit of system data field) are **P**, **D**, **S**, **X**, **R** and are edited as follows:

(1) System Code **P** - The fourth digit of system data (source code) must be **1** or **2**. Digits **5-13** are mandatory and cannot contain embedded spaces. Entry must be alpha or numeric. No special characters are allowed. Digits **14-15** are optional.

(2) System Codes **D**, **S**, **X** - Data entered must match T17 table as follows:

System Code	Digit 1 of System Data
MAC Code	Digit 2 and 3 of System Data - Must be Blank
Source Code	Digit 4 of System Data
Project Number	Digits 5 - 15 of System Data

(3) System Code **R** - Entry is validated against the accounts Receivable File.

f. For **Coast Guard** - System data is entered for reimbursable appropriations. If reimbursable, system code must be **R** and entry is validated against the Accounts Receivable File.

g. All other entries in system data will be accepted as entered. If the system code is **R**, the entry is validated against the Accounts Receivable File. If the system code is **W**, the agency must be OST and region/district must be **W**.

AMOUNT (13N)

The amount field is mandatory for data entry. Numbers entered must be positive. The entered amount must be equal to the total of all quarterly amounts entered plus the total of carry forward and prior fiscal year amounts.

QUARTERS 1-4 (13N)

One or more quarters must be filled in and the sum of quarters must equal the amount. If the Financial Activity Code (FAC) of the transaction code being entered is XX or C1, the only quarter that can be entered is the current quarter. If the document-ID fiscal year is not the current year, no entries are allowed. FHWA can only enter quarters up to and including the current quarter.

ALLOTTEE (1X) -

a. If the document type is 06, the allottee must be **W**.

b. If the document type is 07, the allottee cannot be **9** or **W** except NHTSA. NHTSA must enter **W**. Also, allottee entered must be on Table T01.

c. If the document type is 08, the allottee cannot be **9**. Allottee entered must be on Table T01. For FHWA, allottee is optional.

d. If the document type is 09, the allottee must be blank.

e. If the transaction code being entered has an entry in the Mandatory-1 or Mandatory-2 field on Table T20 - Proforma, an allottee must be entered. If there is nothing in Mandatory-1 or Mandatory-2, the allottee must be blank.

PRIOR FY AMOUNT (13N)
CARRIED FWD AMT (13N)

Either field can only be entered for document types 08 or 09. If the document-ID fiscal year is current year, no entries are allowed in these fields.

Chapter 4 - Format 03 Fund Usage

```
                    ENTER DATA
SCHEDULE/CD:  XXXXXXX   FORMAT 3 FUND USAGE       BATCH NO: XXXXXXXXX
AGENCY CODE      : T
REGION DISTRICT  : X
DOCUMENT-ID      : XX XX XXXXXXXXX XXX
TRANSACTION CODE : XXXX
AMOUNT           : XXXXXXXXXXXX
EFFECTIVE DATE   : XXXXXX
APPROP CODE      : XXXX  LIM: XXX  ALLOT: XX  IND: X
COST CENTER      : XXXXXX
PROGRAM ELEMENT  : XXXXXX
OBJECT CLASS     : XXXX
PUBLIC/GOVT      : X     PYR-FLAG: X
SYSTEM DATA      : XXXXXXXXXXXXXX
INV/CUST ACCT NO : XXXXXXXXXXXXXXXXXXXXX
VENDOR-TYPE-SSN  : XXXXXXXXX              END DATE OF TRAVEL XXXXXX
DOCUMENT-REF-NUM : XXXXXXXXXXXXXXX        WAREHOUSE DATE XXXXXX
COMPUTATION DATE : XXXXXX
TERMS            : %: XXXXX DAYS: XX NET: XX  LAST ADDRESS UPDATE
EXCL-DISC-AMT    : XXXXXXXXXXXX    NAME:
REASON CODE      : X             ADDR-1:
ECC/STAT-DATA    : X XXXXXXXXX   ADDR-2:
ECC/STAT-DATA    : X XXXXXXXXX   ADDR-3:
FACILITY TYPE/LOC: XXXXXX XXXX   ADDR-4:
```

Figure 6-6 Format 03 Fund Usage

4.1. Purpose - Format 03 is used to enter transactions for fund use, disbursement, and unfunded entries. Format 03 supports a wide range of general accounting transactions relating to procurement, imprest fund, non-recurring liabilities, travel and transportation, foreign disbursements, etc. As the Batch Header Menu is input, enter **03** in the format field.

4.2. Valid Document Types for this Format - 11 through 39 and 50 through 90. Can also be used for adjustments to document types 40-49 (recurring charge documents).

4.3. Mandatory Fields - Region District, Document-ID, Transaction Code, Amount, Effective Date.

4.4. Field Lengths and System Edits - Schedule/CD, Batch number, and agency code are carried forward from the Batch Header Menu.

REGION/DISTRICT (1X)	Region/district entered must be a valid region/district on Table T01. User must be authorized to enter data for the region/district typed in this field. Also, the region/district must be the same as the region/district in the batch-ID unless it is a serviced region.
DOCUMENT-ID (16X)	The document-ID entered cannot be closed (except FAC code XW).

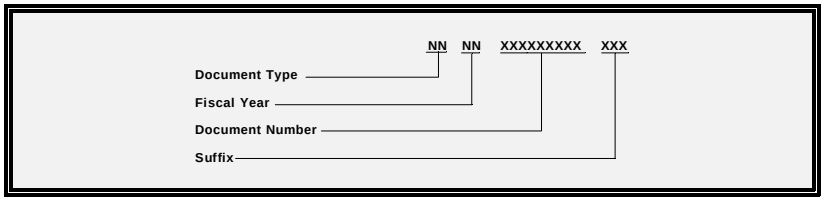


Figure 6-7 Document ID Format 03

DOCUMENT TYPE (2N)

Document types must be **11** through **90**. If the schedule type is S or T the document type must be **14**, **15**, **16**, or **17**. The schedule type for document types 14, 15 or 16 cannot be **V** or **W**. OST region/district W cannot enter document type 84 except for batch-ID XXXXXSQ86. For FAA, document type must be **17** if system code **C** is entered. Coast Guard cannot use document type **21** when entering transaction code **103**. For FHWA if the document type is **26**, **27**, or **63**, new year business cannot be entered during fiscal year grace period.

FISCAL YEAR (2N)

The fiscal year in the document-ID cannot be greater than the current fiscal year. Also the fiscal year cannot be greater than the fiscal year of the batch ID (during yearend grace period it is possible to enter prior and current fiscal year batches).
Note: *Refer to appropriation code/limitation for edits relating to appropriation code/limitations entered.*

DOCUMENT NUMBER (9X)

Document number is assigned by the site. It must be **A-Z** or **0-9**. It does not have to be completely filled but no embedded blanks nor special characters can be entered. Also, it cannot be all blank.

SUFFIX (3X)

The suffix must be **A-Z** or **0-9**. When document types 11, 12, or 13 are entered, the system checks the last two digits of the suffix. If they are both alphas (A-Z) they are edited against Table T11 (Foreign Country Codes). If the entry is a Format 14 transaction code for document type 51, the first position of the suffix cannot be **A** through **I**.

TRANSACTION CODE (4X)

The first three digits of the transaction code must be numeric. The fourth digit can be alpha or numeric. Valid transaction codes are codes which have 03 in the format field of Table T20-Proforma or have 14 in the format field of Table T20 if this format is obtained through the accounts receivable menu.

a. For Coast Guard if the fund type of the appropriation being entered is 5, the transaction code must be **051**, **189**, or **241**, or the first digit of the transaction code must be **5**.

b. For all other agencies, the first digit of transaction code cannot be **5**.

c. The schedule type/prefix on the screen must match one of the schedule types/prefixes on Table T20 - proforma for the transaction code being entered. If the schedule type/prefix on T20 is blank the schedule/CD field on format 03 must be blank.

d. If the status code of the transaction code (fourth digit) is 2 and the schedule prefix is **V**, **T**, or **W**, the percent and days fields cannot be entered. Warehouse date or computation date must be entered and there must be other documents previously entered in this batch with:

(1) The same vendor type/SSN, computation date, warehouse date and terms. However, if the schedule prefix is **W** the warehouse date does not have to match.

(2) Transactions with status 1, F or blank whose collective amounts are great enough to cover this and other status code 2 reversals.

e. If the transaction code/FAC code requires that a record be on the Open Document File, the system insures that the document is not closed (except X series FAC codes).

f. If the schedule prefix is **T**, **V**, or **W**, and the transaction code entered is 153, 154, 156, 163, or 879, the computation date, terms, and excluded discount amount fields cannot be entered. The warehouse date is supplied by the system for W schedules and is mandatory entry for T and V schedules.

g. If the format is obtained through the accounts receivable menu, the FAC code of the transaction code entered cannot begin with **R** or **S**.

h. For FTA, if the document type is 26, the transaction status code cannot be **F**.

i. The following edits apply to FHWA:

(1) For non-reimbursable entries, the transaction code is checked by the following MAC Codes to see if the object class entered is valid. If it is valid and the document type is greater than 19, system data is generated by DAFIS as follows:

MAC Code		Object Class
I10	-	3145, 3146, 3148, 3158, 3178
IA1	-	3211, 3212
IA2	-	3201, 3202
IA3	-	3224, 3225
IA7	-	3147
IA8	-	3179, 3180
IGH	-	3152
IGK	-	3161
IHF	-	3154
IHK	-	3157, 3162, 3165, 3166, 3167, 3168, 3169, 3170, 3171

The first digit of I is generated if there is not a system code present.

(2) If the first two digits of the cost center are 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 15, 16, or 17, transaction code **103** cannot be entered.

j. For Volpe Center non-reimbursable entries, the transaction code is checked by the following MAC Codes to see if the object class entered is valid. If it is valid and the document type is greater than 19, system data is generated by DAFIS as follows:

MAC Code		Object Class
I10	-	3141, 3142, 3144, 3145, 3146, 3151, 3153, 3158, 3164, 3178
IA1	-	3211, 3212
IA2	-	3201, 3202
IA3	-	3224, 3225
IA4	-	3221
IA7	-	3147
IA8	-	3179
IGH	-	3152
IGK	-	3161
IHF	-	3154
IHK	-	3157, 3162, 3165, 3166, 3167, 3168, 3169, 3170, 3171

If one of the above MAC Codes is not present, the MAC Code is generated from the first digit of the program element as follows:

MAC Code		Program Element
IIC	-	3
IDC	-	4
ISR	-	5, 6, 7

The first digit of I is generated if there is not a system code present.

k. FAA is the only agency that can enter either transaction code 698 or 699.

AMOUNT (13N)

Amounts entered must be positive, numeric and cannot be **0**. No decimal points are allowed.

EFFECTIVE DATE (6N)

Date entered must be the current date or earlier.

a. For all entries with a valid schedule prefix, the effective date must not be older than six months. For obligations, this date reflects the date the document was approved. For disbursements enter the current date.

b. For J and G schedule entries:

(1) During grace period if processing a batch for the new month, the effective date must be the same as the date in the batch ID.

(2) The effective date must be within the current month if processing a batch for the current or new fiscal year.

APPROP CODE/
LIMITATION (4X)(3X)

Appropriation code is mandatory unless the transaction being entered is a follow-on. The limitation field is not mandatory except for OST region/district W which must have **000** in the limitation field if approp code is not WOT. The appropriation code/limitation is verified by Table R07. The appropriation code/limitation/AFC is verified by Table RT1.

a. The type Appropriation on R07 for the appropriation entered must be **A**, **X**, or **1-9**.

(1) **A** (Annual) - The first digit of the appropriation code must be the same as the second digit of the fiscal year in the document-ID. The decade of the fiscal year in the document-ID must equal the decade of the appropriation code fiscal year.

(2) **X** (No Year) - If the appropriation is expired, the fiscal year must be earlier than the current fiscal year. If it is not expired there is no edit to the fiscal year. However, if the approp code is M01, the fiscal year must be three years or earlier than the current fiscal year.

(3) **1-9** (Multi-year) - The number entered in type appropriation on Table R07 indicates the number of years of the life of the appropriation. The first digit of the appropriation is the year the appropriation expires. The fiscal year of the document-ID entered must fall into the range of the life of the appropriation. For example: Assume that 182 has been entered as a three-year appropriation. It will expire in 1991. The fiscal year in the document-ID must be 89, 90, or 91. For FHWA the fiscal year in the document-ID must be the current fiscal year (except during yearend grace period). The second digit of the fiscal year must also be the same or less than the first digit of the approp code.

b. If the schedule prefix is T, V, or W and the fund type from Table R07 for the appropriation code/limitation entered is A, B, C, D, P, G, or N, the computation date, terms, or excluded discount amount fields cannot be entered. The warehouse date is supplied by the system for W schedules but is a mandatory entry for T and V schedules. The exception to this is FHWA. Also excepted are entries for FTA with object class 2596.

c. If the fund type from Table R07 for the appropriation code/limitation entered is P, G, or N, cost center, program element, and object class cannot be entered.

d. For OST, region/district W, if digits 2-4 of the appropriation code are **520**, the limitation must be **000**.

e. For Volpe Center, the appropriation code/limitation/AFC, and program element are generated from RT2 if a cost center is entered and the appropriation/limitation/ AFC, and program element are not entered.

ALLOT FUND CONTROL/ IND (2X)(1X)

This is optional for all agencies except FAA. The indicator must be **0-7** or blank. Entry is validated against Table RT1.

a. For OST, region/district W, if digits 2-4 of the appropriation code are **520** (Working Capital Fund), the allot fund control/ind must be **000**.

b. For FAA, the AFC is generated as follows if the document has not previously been entered (on the Open Document File):

(1) Generate **000** if the transaction code is 131, 158, 159, 370, or 371.

(2) Generate **blank** if the fund type is G, M, N, O, P, S, or Z.

(3) Generate **000** if conditions (1) or (2) do not exist and the financial activity code (FAC Code) is XD, XG, XH, XJ, XK, XL, XM, XN, XO, XR, XT, XW, XX, XY, 05, 33, 41, 80, or 81.

(4) Generate **000** if conditions (1), (2), or (3) do not exist and the program element or the cost center are blank and the financial activity code (FAC Code) is 3, 19, 24, 25, 26, 27, 28, 31, 63, 66, 75, 80.

(5) If conditions (1) - (4) do not exist, the AFC is generated from the RT2 Table.

COST CENTER (6X)

This is mandatory unless:

(1) The fund type on Table R07 for the appropriation code/limitation entered is P, G, N, A, B, C, or D.

(2) The transaction being entered is a follow-on.

(3) The document type is not 11, 12, or 13 and the financial activity code of the transaction code being entered is 3, 19, 24, 25, 26, 27, 28, 31, 63, 66, 75, or 80.

(4) The financial activity code of the transaction code being entered is 5, 33, 41, 47, 81, or any which begin with an alpha.

a. Cost center entered must be on Table T06.

b. This edit applies to all agencies with the exception of Coast Guard and NHTSA grants. Approp code/limitation, allot fund control/IND, program element and cost center major combination must be on RT2.

c. For NHTSA and FAA grants the system will generate zeros.

d. For OST, region/district W, **BL**, **CS**, or **RE** cannot be entered in digits 1 - 2 of cost center unless digits 6-9 of the batch ID equal **SQ86** and the cost center is **CSANLV**.

e. For FTA grants, zeros are not generated. Cost center is mandatory and must be a valid cost center on T06.

f. For FHWA grants, Cost Center cannot be entered if the first position of the financial activity code for the transaction code entered is **X**. Otherwise, it is mandatory. Zeros are not generated.

g. For MARAD grants, cost center is mandatory and must be on Table T06.

h. For Coast Guard approp code/limitation, allot fund control/IND, program element and cost center combination must be on RT2.

i. For FAA, if the fund type is 2 and the first digit of the appropriation code is 0, and the cost center, system data and MAC code have been entered, cost center must have no match on the Cost Center Split Table (T45).

j. The following edits apply to Volpe Center. If the close flag of the T06 Table is Y (cost center is closed):

(1) Cost center cannot be entered if the financial activity code of the transaction code is 11 or 82 and the transaction status code is blank or 1.

(2) Cost center cannot be entered if the financial activity code of the transaction code is 12, 15, or 29, the transaction status code is blank or F, and the first two positions of the document reference number are 21.

(3) Cost center cannot be entered if the financial activity code of the transaction code is 1, 6, 7, 10, 18, 23, 56, 65, 71, or 74 and the transaction status code is blank or F.

(4) Cost center cannot be entered if the financial activity code of the transaction code is 7 and the transaction status code is 2.

PROGRAM ELEMENT (6X) Program element entered must be on Table R06 except for grants.

a. For NHTSA grants the system generates the state code in digits 1-2 of program element from digits 2-3 of system data as entered. It also generates the standard code in digits 3-5 of program element from digits 4-6 of system data as entered. Digit six will be blank.

b. The following edits apply to FAA:

(1) For grants the system generates the program element from the appropriation code on the screen.

(2) If the program element is not **4A1000** and the system data is **F 211111111**, the first digit of program element must be 8. If the program element is 899, the system data must be **F 211111111**. If the first digit of the program element is not 8 and system data is not **F 21111111**, the program element is generated from the 1680 Master.

(3) The following edits also apply to the program element on T07: If the fund type is 3 (F&E), and the system code is P (region/district A only) or the system code is F (region/ district A, T, or W only):

- If the 4th digit of the appropriation code is A but not 482A, then the program element must match T07 if entered. If it is not manually entered, it is generated from T07.

- If the 4th digit of the appropriation code is P, then the first digit of the program element must be 8. This is not edited against the T07 Table.

c. For OST region/district W, if digits 2-4 of the appropriation code are 520 (Working Capital Fund), the program element (activity) entered must be on the WSA Table. If the activity entered is billable, it must also be on the WMB Table. The first digit of appropriation code entered must match the first position of the Secondary Table ID.

If the standard rate on the WMB Table is Y, the current year table must be loaded. Program element OFF999 cannot be entered unless it is a change to a generated monthend batch or the transaction code has a generated TC of 098 or 099.

d. For FTA grants the program element is mandatory and must be a valid program element on Table R06.

e. If the financial activity code of the transaction code entered is one of the following, program element is optional: 3, 5, 19, 24, 25, 26, 27, 28, 31, 33, 41, 47, 63, 66, 75, 80, 81, or any which begin with an alpha.

f. For FHWA grants, program element is mandatory and must be a valid program element on Table R06.

g. For MARAD grants, program element is not generated but if entered it must be on Table R06.

h. For Volpe Center, the appropriation code/limitation/ AFC, and program element are generated from RT2 if a cost center is entered and the appropriation/limitation/ AFC, and the program element are not entered.

OBJECT CLASS (4X)

Object class entered must be on Table R08. If the financial activity code of the transaction code entered is 3, 5, 19, 24, 25, 26, 27, 28, 31, 33, 41, 47, 63, 66, 75, 80, or 81 object class is optional.

a. For grants the system generates object class 4100 with the exception of FTA, FHWA, and MARAD.

b. Object class entered is checked against Tables RT7 and RT6. If the object class is on RT7 or RT6, its associated program element must be entered.

c. Object class entered is checked against Tables RT4 and RT8. If the object class is on RT4, its associated document type must be entered. If the approp code/AFC are on RT8, their associated object class must be entered.

d. For OST, region/district W, if the object class is 9999, the schedule prefix must be G. Also, if the approp code is not WOT and a MAC Code has been entered, the object class must be **3141-3180** or **3221**.

e. For FRA, if the object class is **3146**, **3147**, **3154**, **3167**, **3201**, or **3211**, reimbursable appropriation/limitation cannot be entered.

f. For FTA, MARAD, and FHWA grants, object class is not generated. Entry is not mandatory but if entered must be a valid object class on R08 and RT8.

g. For FAA region/distict T, generic interface G, object class major must be 11, 12, or 13.

PUBLIC/GOVT (1X)

The public/government indicator entered must be either P, G, or blank. It must also be valid for the transaction code being entered. For FAA region/district T, generic interface G, if the object class major is 11 or 13, the public/government indicator must be P, otherwise it must be G.

PYR-FLAG (1X)

The prior year recovery flag is optional. If entered it must be Y (Yes) or N (No).

a. Y (Yes) - Enter Y to request DAFIS to process a prior year recovery for this transaction. The edits are as follows:

(1) Fiscal year of the document being processed must be earlier than the current fiscal year.

(2) The effective date on the Open Document File of the document being processed must be earlier than the current fiscal year. If an Open Document File record does not exist the effective date on this record must be earlier than the current fiscal year.

(3) Transaction being entered must be a deobligation of a prior year transaction.

b. N (No) - Enter N to request DAFIS not to process a prior year recovery for this transaction.

c. Blank - Enter nothing to allow DAFIS to process prior year recovery transactions as applicable (see Section 3, paragraph 1.3f) with the following edit applied to a direct prior year recovery transaction (TC 804):

(1) Use transaction code 804 to process a prior year recovery transaction. Fiscal year of the document being processed must be earlier than the current fiscal year.

SYSTEM DATA (15X)

System data edits are specific for each agency. The structure of the system data field is as follows:

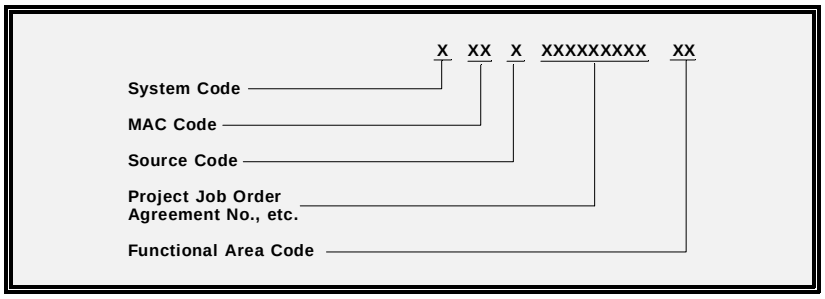


Figure 6-8 System Data Structure

The following edit applies to all agencies: If the financial activity code of the transaction code entered is 3, 19, 24, 25, 26, 27, 28, 31, 63, 66, 75, or 80 system data is optional.

a. Edits for FAA - System data entry is mandatory when entering an appropriation code whose fund type on Table R07 is 3 (F&E), 4 (FED), 5 (RED), A, B, C, D (Grants). It is also mandatory when entering a reimbursable appropriation code regardless of FAC code and for region/district A when entering a direct appropriation code and a cost center from 4200 to 4299 regardless of FAC code. If the document type is **17** the system code is mandatory and must be **C** regardless of FAC code. Also, if the generic interface ID is G, the system code must be F, N, or S and the source code must be 2. If the generic interface ID is G for Region/District T operations appropriation, the system data must be S----------or it must be blank.

(1) If system code F is entered the appropriation code entered must have a fund type of **3** or **O** on Table R07. For appropriation code WOT, source code must be **1** or **3**.

(2) The last three digits of system data must be blank if the system code is F and the region/district entering data is not A, 9, T, or W. If the system code is not P or G, digits 14 and 15 must always be blank for every region/district.

(3) The following edits are performed if system code F (F&E) is entered for all region/districts except A, 9, T, or W.

(a) The first three digits of the job number are edited. They must be numeric but cannot be **029**. If the remainder of job number is **11111**, the first three digits must be **111**.

(b) The fourth through eighth digits of the job number are edited against the F&E 1680 Master File. The status code on the 1680 Master record must be 1 or 3 unless the transaction code is 453. If the transaction code is 453, the status can be 1, 3, 4, 5, 6, or 7.

(c) The source code must be **1**, **2**, or **3**.

(d) The following edits are performed if the program element is entered and is not 4A1000:

(1) If the fourth digit of the appropriation code is P or W, the first digit of the program element must be 8. If the fourth digit of the appropriation code is P or W, the record is not edited against the 1680 Master.

(2) If the program element is blank and the fourth position of the appropriation code is A, the program element is generated from the 1680 Master.

(3) If the source code is 2, the appropriation code/limitation and program elements must match the 1680 Master File for the job number entered unless the system data is **F 211111111** or the first digit of the program element is 8, it is not reimbursable, and the system data is not **F 211111111**.

(4) The appropriation code cannot be WOT.

(e) If the source code is 1 or 3, the appropriation code must be **WOT** and does not have to match the 1680 Master File for the job number entered.

(f) If the appropriation code/limitation entered is reimbursable, the 1680 Master File for the job number entered must have a valid/active reimbursable agreement number on the Accounts Receivable File.

(g) If the appropriation code entered is WOT, the MAC Code is not edited.

(h) If the appropriation code/limitation entered is reimbursable, the cost class is 0, or if digits 4-8 of the job number are 11111, the MAC Code must be blank.

(i) If blank MAC Code is not previously required, MAC must be **91** if the Financial Activity Code (FAC) of the transaction is not 44.

(4) The following edits are performed if system code F (F&E), N (RED & FED), P (Production Control), or S (Special Maintenance Projects) are entered for region/districts A, 9, T, or W.

(a) System code and job number must be on Table T07.

(b) If the system code is N or S, there is no edit against Table T07 on appropriation code/limitation, allotment fund control, program element and MAC Code.

(c) The program element entered is edited against Table T07. However if the program element is 312, 313, or system code P; and if the appropriation code is direct where the second and third digits are 82 with the first digit of program element 8, this edit is bypassed.

(d) The MAC Code entered must match Table T07. The appropriation code/limitation must also match Table T07. An '*' can be entered in the first digit of the appropriation code on Table T07 to denote multiple years.

(e) If the appropriation code/limitation is reimbursable the system code and job number are matched to the Accounts Receivable File. The agreement number must be active. Appropriation code/limitation and allotment fund control are also matched. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(f) If the system code is N, F, or S, the source code must be **1**, **2**, or **3**.

(g) If the system code is P, the source code must be **2**.

(h) If the system code is P, the system generates the functional area code in digits 14 and 15 of the system data field. Also, if the object class entered is in the range of 2100-3199, stat data is mandatory.

For region/district T:

On F&E (fund type 3) records entered in an interface batch, if the system code is F, the source code must be 2.

On RE&D (fund type 5) records entered in an interface batch, if the system code is N, the source code must be 2.

On Operations (fund type 2) records entered in an interface batch, if the system code is S, the source code must be 2.

(5) For system code A:

(a) Region/district cannot be **T**.

(b) Digits 9 and 10 of system data cannot be blank.

(c) Digits 5-10 or 5-8 of system data must match Table T07. If digits 5-8 are on Table T07, they must also match Table A01 (FAA) digits 9-10. The program element entered must match the record on Table T07 unless it is 312, 313, or 44C. If positions 2-3 of the appropriation code are 82 and the first position of the program element is 8 for direct appropriation/limitations, the data is not validated against the T07 Table. The MAC Code entered must match the MAC Code on Table T07. The appropriation code/limitation entered must match the appropriation code/limitation on Table T07. An '*' can be entered in the first digit of the appropriation code on Table T07.

(d) If the appropriation code/limitation is reimbursable, the system code and job number are matched to the Accounts Receivable File. Appropriation code/limitation and allotment fund control are also matched. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(e) Source code must be **2**.

(6) For system code G if the first digit of program element is not 9, the system data field is matched to Table T08.

(7) For system code I, only a MAC Code can be entered in system data. The MAC Code entered must be a valid MAC Code for the transaction code used. This will be validated by Table T20 - Proforma. The appropriation code/limitation cannot be reimbursable.

(8) For system code R, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation code/limitation entered must be active on the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(9) For system code C, the document type must be 17 and system data is validated against Table T07.

(10) All other system codes are invalid.

b. Edits for Coast Guard - System data entry is mandatory if the appropriation code/limitation is reimbursable regardless of FAC code.

(1) The last two digits of system data must be blank.

(2) For system code I, only a MAC Code can be entered in system data. The MAC Code entered must be a valid MAC Code for the transaction code used. This will be validated by Table T20 - Proforma. The appropriation code/limitation cannot be reimbursable.

(3) For system code R, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation code/limitation/allotment fund control entered must be active on the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(4) For system code **N** or **S**, the system code and job number (digits 5-13 of system data) must be on T07.

(5) All other system codes are invalid.

c. Edits for NHTSA - System data entry is mandatory if the appropriation code/limitation is reimbursable regardless of FAC code. It is also mandatory for fund types A, B, C and D (grants).

(1) The last two digits of system data must be blank.

(2) For system code I, only a MAC Code can be entered in system data. The MAC Code entered must be a valid MAC Code for the transaction code used. This will be validated by Table T20 - Proforma. The appropriation code/limitation cannot be reimbursable.

(3) For system code R, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation code/limitation/allotment fund control entered must match the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(4) For system code G, the appropriation code/limitation/allotment fund control and system data entered are matched to the Grants File. The appropriation code/limitation cannot be reimbursable. The status flag on Grants File must be **2**.

(5) For system code S, digits 5-10 of system data are matched to Table T07.

d. Edits for OST - System data entry is mandatory if the appropriation/limitation is reimbursable regardless of FAC code. The only valid system codes are I, R, S, or W.

(1) For system code I, only a MAC code can be entered in system data. The MAC code entered must be a valid MAC code for the transaction code used. This will be validated by Table T20 - Proforma. The appropriation code/limitation cannot be reimbursable.

(2) For system code R, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation code/limitation entered must be active on the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years. System code R cannot be used for region/district W.

(3) For system code S, the region/district cannot be W. Digits 5-13 of system data, the program element, MAC code, and appropriation code/limitation are matched to Table T07. An '*' can be entered in the first digit of the appropriation code on Table T07 to denote multiple years. The source code (digit 4 of system data) must be 1, 2, or 3. The last two digits of system data must be blank.

(4) For system code W, the region/district must be W and the appropriation code must be **WOT** or digits 2-4 must be **520**.

(a) If the appropriation code is 520, the program element must be on the WSA Table.

(b) If digits 2-4 of the appropriation code are 520, or the appropriation code is WOT, and the activity entered in the program element field is a totally direct activity, the customer or service activity number must be entered in digits 5-10 of system data and must match the WCU or WSA Tables respectively.

(c) If digits 2-4 of the appropriation code are 520, and the activity entered in the program element field is a billable activity, the first digit of appropriation/limitation must match the activity and the first digit of the Secondary Table ID of the WMB Table.

(d) If the appropriation code is WOT, and the activity entered in the program element field is a billable activity, the first digit of the Secondary Table ID on the WMB Table must be the last digit of the current fiscal year. The activity must be on the table.

(e) Digits 2 and 3 of system data are optional for system code W. However, if a MAC Code is entered, it must be a valid MAC code for the transaction code used. This will be validated by Table T20-Proforma.

(f) Digit 4 of system data must be blank.

(g) For system code W, digits 5-10 of system data are mandatory regardless of FAC code.

(h) If digits 5-6-7 are 000, digits 5-10 of system data must be on the WCU Table. Also, if the activity entered in the program element field has a surcharge, a job number must be entered in digits 11-15. Job number cannot be entered if there is no surcharge on the activity.

(i) If digits 5-6-7 are not 000, digits 5-10 of system data (service activity) must be on the WSA Table.

e. Edits for FRA - System data entry is mandatory if the appropriation/limitation is reimbursable. The last two digits of system data (14-15) must be blank.

(1) For system code R, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation code/limitation entered must be active on the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(2) For system code I, the following Mac Codes are generated based on the object class entered:

Object Class	System Data
3146, 3147, 3154	I10
3167	IHK
3201	IA2
3211	IA1

f. Edits for FTA - System data entry is mandatory if the appropriation code/limitation entered is reimbursable or if it is a grants appropriation regardless of FAC code.

(1) For system code R, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation code/limitation entered must be active on the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(2) For system code I, only a MAC Code can be entered in system data. The MAC Code entered must be a valid MAC Code for the transaction code used. This will be validated by Table T20 - Proforma. The appropriation code/limitation cannot be reimbursable.

(3) For system code G, the appropriation entered must be for grants. Digits 2-4 must be blank. If the appropriation is reimbursable, the project number must be on the Accounts Receivable File.

g. Edits for MARAD - System data entry is mandatory if the appropriation code/limitation entered is reimbursable regardless of FAC code. Digits 14-15 must be blank.

(1) For system code **R**, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation code/limitation entered must be active on the Accounts Receivable File. An '*****' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(2) For system code **I**, only a MAC code can be entered in system data. The MAC code entered must be a valid MAC code for the transaction code used. This will be validated by Table T20 - Proforma. The appropriation code/limitation cannot be reimbursable.

h. Edits for FHWA - System data entry is mandatory if the appropriation code/limitation entered is reimbursable regardless of FAC code.

(1) For system code **R**, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation/limitation entered must be active on the Accounts Receivable File. An '*****' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(2) For system code **I**, only a MAC code can be entered in system data. The MAC code entered must be a valid MAC code for the transaction code used. This will be validated by Table T20 - Proforma. The following MAC codes are generated based on the object class entered.

Object Class	System Code MAC Code
3145, 3146, 3148, 3158, 3178	I10
3211, 3212	IA1
3201, 3202	IA2
3224, 3225	IA3
3147	IA7
3179, 3180	IA8
3152	IGH
3161	IGK

3154	IHF
3157, 3162, 3165, 3166, 3167, 3168 3169, 3170, 3171	IHK

The system code **I** is generated only if there is not already a system code present.

(3) For System Code **P**, document type **26** the fourth digit of system data (source code) must be **1**. If the document type is not **26** the source code must be **2**. The second and third digits (MAC code) will be validated by Table T20 - Proforma. Digits **5-13** must be entered and are alphanumeric. Cannot enter embedded spaces or special characters. Digits **5-13** must also match the document number of the document-ID. Digits **14-15** are optional. If entered, they are alphanumeric.

(4) For System Code **D**, **S**, **X**, or **T**, the data entered is validated against T17 as follows:

Cost Center
Program Element
System Code (D, S, X, or T)
Project Number (digits **5-15** of system data)
MAC Code (digits **2-3** of system data must be blank)
Source Code (digit **4** of system data)
Approp Code
Approp Code/Limitation
Allotment Fund Control

(5) All other system codes are invalid.

i. Edits for Volpe Center - System data entry is mandatory if the appropriation code/limitation entered is reimbursable regardless of FAC code. Digits 14-15 must be blank.

(1) For system code **R**, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation/limitation entered must be active on the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(2) For system code **I**, only a MAC code can be entered in system data. The MAC code entered must be a valid MAC code for the transaction code used. This will be validated by Table T20 - Proforma.

(3) All other system codes are invalid.

INV/CUST ACCT NO (22X)

This field identifies vendor information (invoice, contract number, etc.) that will be displayed on the vendor check for disbursements. It is optional when the transaction is not a disbursement. It must be **A-Z** or **0-9**. Embedded blanks are allowed and it does not have to be completely filled. It is mandatory when the transaction is a disbursement (schedule types N, S, H, U, T, V, J, W) except for:

a. Document types 11, 12, and 13 (travel). Entry is optional at all fund stages.

b. Document type 61 (imprest fund). Entry is optional at all fund stages.

VENDOR-TYPE-SSN (1X)(9X)

This field is the accounting office identification of vendors. The field consists of two elements, the vendor type (See Fig 6-9) and the vendor SSN which is assigned by the accounting office and identified on Table T16.

```
1 - SSN/EMPLOYEE
2 - DOMESTIC TRANSPORTATION
3 - VENDOR
4 - FEDERAL AGENCY
5 - IMPREST FUND CASHIER
6 - DESIGNATED AGENT
8 - FOREIGN TRANSPORTATION
9 - FOREIGN OTHER
```

Figure 6-9 DAFIS Vendor Types

During data entry the vendor type (1 digit) and vendor SSN (9 digits) are entered without a space between them. The vendor-type-ssn field is mandatory for disbursements (schedule types N, S, H, U, T, V, J, and W) except for batches with the imprest fund cashier number in the header. It is also mandatory for any schedule type if the document type is 11, 12, or 13. It is optional to enter prior to disbursement. The following edits are performed.

a. The number entered is matched to Table T16. If X is in the stop pay field of Table T16, the transaction cannot be entered. The stop pay edit applied to S, T, U, V and W schedules.

b. If the public/government indicator is G, the vendor type must be **4**. Otherwise the public/government indicator must be **P**.

c. If the schedule type is V, the vendor type cannot be **2**, **4**, or **8**.

d. If the schedule type is W and the approp/code/ limitation entered has a fund type of A, B, C, or D (grants) L (loan guaranty) or 9 (transfer approp) the vendor type must be **3**. For other fund types the vendor type must be **4** unless the imprest fund cashier number has been entered in the header. It can be **1, 3,** or **4** in imprest fund batches. For FHWA, if the schedule type is W and the vendor type is not 4, the imprest fund cashier number must be entered in the header. Only vendor types 1, 3, or 4 may be entered in a W schedule batch.

e. If the document type is 14, 15, or 16, the vendor type must be **2** or **8**. If the document type is 11, 12, or 13, the vendor type must be **1**.

f. If the vendor type SSN is entered for document type 18, the vendor type must be **3**.

g. If ACH/EFT Flag on T16 is X denoting that the payment will be electronic funds transfer, the Bank-ID is checked against the Bank File. If the New Bank-ID field has a Bank-ID in it this denotes that the bank has been reorganized and changed Bank-ID's. The system then requires that T16 be changed to the new Bank-ID before this entry can be processed.

h. Vendor type SSN is required for document types **11**, **12**, and **13** except for non-schedule batches.

i. If the schedule type is S or T, the document type must be 14, 15, 16, or 17.

DOCUMENT-REF NUMBER (16X)

Information entered in the document reference field is used by the system for various reports and inquiries. Therefore, the following edits are performed on this data.

a. Data entered must be **A-Z** or **0-9**. The field does not have to be completely filled.

b. For H, I, or K schedule types, this field is mandatory.

c. For document type 15 (transportation), object classes 2221, 2222, 255C (2532 for Coast Guard), or 255B (2522 for MARAD or Coast Guard) entry in this field is mandatory. Entry should be the **employee's social security number** and is matched to Table T16. For object class 2200, 2211, or 2212 document reference is optional. For all other object classes it is mandatory.

d. For document types 14, 15, and 16 (transportation) if the entry is a reimbursable refund (TC182), entry is mandatory but is not matched to Table T16.

e. For document types 11, 12, and 13 (travel) an entry is required. **POV or NONE** can be entered. If POV or NONE is entered this will be treated as a blank on the Batch Control File.

f. For schedule type K, the first seven digits of document reference is matched to the appropriation code/limitation on Table R07. The matching fund type on R07 must be **W**.

g. For schedules types I or H, the first seven digits of document reference is matched to the appropriation code/ limitation on Table R07. The matching fund type on R07 must be **T**.

h. For document types 14, 16, and 18, entry should be the **employee's social security number** and is matched to Table T16.

i. For FAA, if the system code is C, the document type is 17, the schedule type is T, and the vendor type is 2, the entry is the **employee's social security number** and is matched to Table T16.

NOTE: *The next six fields can be entered only in **T** and **V** schedules. Warehouse date, computation date, percent, days, net, and excluded discount amount cannot be entered in any other schedule type.*

WAREHOUSE DATE (6N)	Optional entry for schedule types T and V. If warehouse date is entered, computation date or terms cannot be entered. Warehouse date must be current date or greater but cannot be more than 90 days from the current date. For W schedules, warehouse date is supplied by the system and cannot be entered. For MARAD and FHWA grants or suspense, warehouse date is optional.
COMPUTATION DATE (6N)	The computation date is optional. It must be current date or earlier but cannot be more than 367 days old. If computation date is entered warehouse date cannot be entered.
TERMS (5N)	Represents discount terms. Terms cannot be entered if the warehouse date is entered. Computation date must be entered if any of the terms are entered. There are three valid combinations of terms that can be entered: • Percent - Net - Days • Percent - Days (If net is not entered the system assigns 30) • Net If percent-net-days or percent-days are entered, the entries are matched to Table T42.
PERCENT (5N)	Must be entered as a decimal omitting the decimal point. Must be entered if days is entered.
DAYS (2N)	Must be a positive number between **01** and **89**. Must be entered if percent is entered.
NET (2N)	Must be a positive number between **01** and **89**. If not entered when required, the system assigns 30.
EXCL-DISC-AMT (13N)	Represents the amount that should be excluded from the discount computation. This can only be entered if computation date, percent and/or days are entered. It should be a positive number. No decimal points are allowed.

REASON CODE (1X)

This is optional entry but required when a discount is lost or interest penalties are assessed. At the time of entry it is not required because these calculations are performed when the batch is balanced. However, if the employee is reasonably sure that there will be a lost discount or interest penalty, it should be entered. Entry must be **A-Z** or **0-9**.

a. Entry is mandatory if the transaction code is 881 or 883.

b. Entry is mandatory if the transaction code is 154, 156 and the schedule type is S, T, U, V, or W.

ECC/STAT-DATA 1 (1X) (9X)

The first digit is the energy conversion code. Digits 2 through 10 are statistical data. The energy conversion code must be **A-Z** or **1-9**. If an energy conversion code is entered, statistical data must be entered. Statistical data must be **A-Z** or **0-9**. For OST region/district W, if Stat Data-1 is entered the energy conversion code must be blank.

a. For OST, region/district W if the following General Ledger accounts are updated, when entering object classes 3141 through 3180 and 3221, Stat Data - 1 is required.

17CX	17JB	18AX	18DX
17GP	17DX	18BX	18EX
17EX	17FX	18CX	18FX

For OST, if Stat Data is entered on a follow-on transaction, it must match previously entered statistical data for the same document.

b. For FAA, if the document type is 17 and the schedule type is V, T, W, G, J, S, or U the first digit of Stat Data - 1 is mandatory and must be A, P, or C.

c. For FTA, the energy conversion code must be blank if Stat data - 1 is required. For authorized disbursement entries Stat data - 1 is mandatory. When entered for authorized disbursements, must be an 8-digit number, “REQU”, “OPAC”, “TSC”, or “WCF”. If the transaction code entered is 888, Stat Data - 1 is mandatory and must be numeric. For entries other than transaction code 888, “REQU”, “OPAC”, “TSC”, or “WCF”, if Stat Data is entered on a follow-on transaction, it must match previously entered statistical data for the same document.

d. For MARAD if something is entered in the ECC field, the ECC and Stat Data fields are edited against T16.

e. For Volpe Center, Stat Data is mandatory for document types 11, 12, and 13. Digits 3 - 6 must be numeric unless **NONE** is entered. If **NONE** is entered in either of the Stat Data fields it is treated as a blank.

ECC/STAT-DATA 2 (1X) (9X)

The first digit is the energy conversion code. Digits 2 through 10 are statistical data. The energy conversion code must be **A-Z** or **1-9**. If an energy conversion code is entered, statistical data must be entered. The exception to the rule is when the batch is from the voucher examination module (VEM) and the energy conversion code is **7**. Statistical data must be **A-Z** or **0-9**.

The following edits apply to FAA only:

a. If the region/district is T and the first digit of stat data is A, digits 2 - 7 are matched to Table T07. The approp code/limitation and program element must match. An **'*'** can be entered in the first digit of approp code on T07. Program element does not have to match if it is 312, 313, or 44C.

b. If the approp code/limitation entered is reimbursable, digits 2 - 7 must match the Accounts Receivable File. The approp code/limitation entered must match. An **'*'** can be entered in the first digit of the approp code on the Accounts Receivable File.

c. If the transaction code is 698 or 699, Stat Data-2 is mandatory. Digit 1 must be a valid region/district. The remainder of the field must be blank.

FACILITY TYPE/LOC (6X) (4X)

Facility type is optional and must be **A-Z** or **0-9**. Facility location is optional and must be **A-Z** or **0-9**.

END DATE OF TRAVEL (6N)

Optional entry unless document type is 11, 12, or 13 and it is an advance transaction. It is mandatory for these but may be changed after initial entry. If the document type is 13 and it is an advance transaction, the ending date of travel must be September 30 of the current fiscal year.

4.5. Special Edits for schedule type T, V and W -

a. If the public/government indicator is G, computation date, terms or excluded discount amount cannot be entered.

b. If schedule type is T or V:

(1) If the document type is 11, 12, or 13 warehouse date must be entered. The warehouse date entered must be within the current month unless yearend grace period.

(2) Warehouse date or computation date must be entered, but both cannot be entered.

(3) If anything is entered in invoice customer account number, any records within the batch that have the same vendor type, vendor SSN and invoice customer account number must also have the same computation date and terms or the same warehouse date.

c. If schedule type is W the imprest fund cashier number must be entered in the batch header except for grants, transfer approp, loan guaranty transactions, or payment to a government agency.

d. The following types of transactions require warehouse date. Computation date and terms cannot be entered.

- Travel advance payment and collection
- Supplemental pay
- Contract holdbacks
- Refund of cash advances-general fund receipts
- Advances to contractors
- Advances to grantees
- Advances to public

(1) All of the above types of transactions except supplemental pay require that the warehouse date be within the current month.

(2) For supplemental pay the warehouse date must be the current date.

4.6. Special Edits for Schedule Type T, V, W, J, N, E, U, K, and S - For a particular vendor, the invoice customer account number is edited against the Warehouse File, Paid Schedule file, and Batch Control File to check for duplicates.

4.7. Other information - Certain financial activity within DAFIS does not require that the full accounting classification be entered. The appropriation code/limitation is entered, but cost center, program element, object class, and system data are not required. Table T20 - Proforma has a financial activity code (FAC-CODE) associated with each transaction code. The following FAC codes do not require full accounting classification: **05**, **33**, **41**, **47**, **80**, **81**, and any which the first position is alpha.

Chapter 5 - Format 06 IOTV (Inter and Intra Office Transfers)

```
                        ENTER DATA
 SCHEDULE/CD :               FORMAT 6 IOTV                BATCH NO :  XXXXXXXXX
 IOTV NUMBER :  X X XXX X
*AGENCY CODE          :  T                    TRANSFER DATA
*REGION/DISTRICT      :  X                    REGION/DISTRICT  : X
*DOCUMENT-ID          :  XX XX XXXXXXXXX XXX
*TRANSACTION CODE     :  XXXX
*AMOUNT               :  XXXXXXXXXXXXX
*EFFECTIVE-DATE       :  XXXXXX
 APP/LIM/ALLOT/IND    :  XXXX XXX XX X
 COST CENTER          :  XXXXXX
 PROGRAM ELEMENT      :  XXXXXX
 OBJECT CLASS         :  XXXX
 PUBLIC/GOVT          :  X
 INV/CUST ACCT NO     :  XXXXXXXXXXXXXXXXXXXXX
 SYSTEM DATA          :  XXXXXXXXXXXXXX
 VENDOR-TYPE-SSN      :  XXXXXXXXXX
 DOCUMENT REF NUM     :  XXXXXXXXXXXXXXX
 CONV CODE/STAT-DATA  :  X XXXXXXXXX
 CONV CODE/STAT-DATA  :  X XXXXXXXXX
 FACILITY TYPE        :  XXXXXX
```

Figure 6-10 Format 06 IOTV

5.1. Purpose - The purpose of Format 06 is to transfer accounting transactions between region/districts and headquarters within the same agency. It is also used for intraoffice transfers within a region/district to correct errors. As the Batch Header Menu is input, enter **06** in the format field.

5.2. Valid Document Types for this Format - For funded transactions, use the same document type and number used on the initial Format 03 transaction. For unfunded transactions (unfunded cost, unidentified cost and obligation, unidentified asset), use document types 74, 75, or 77.

5.3. Mandatory Fields - Region/District, Document-ID, Transaction code, Amount, Effective date.

5.4. Field Lengths and System Edits - Schedule/CD, IOTV number, batch number and agency code are carried forward from the Batch Header Menu.

REGION/DISTRICT (1X) — User must be authorized to enter data for the region/district typed in this field. Region/district entered must be a valid region/district on Table T01. Also it must match the first digit of the IOTV number.

DOCUMENT - ID (16X)

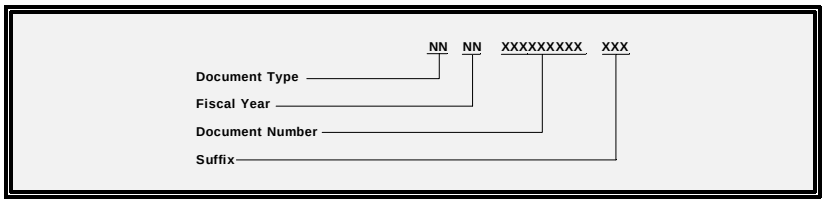


Figure 6-11 Document ID Format 06

DOCUMENT TYPE (2N) Document type 55 cannot be entered. For OST, region district W, document type 84 cannot be entered. Document types 40-49 must be closed.

FISCAL YEAR (2N) Fiscal year cannot be greater than the current fiscal year.

DOCUMENT NUMBER (9X) Document number is assigned by the site. It must be **A-Z** or **0-9**. It can have embedded blanks but no special characters can be entered. Also it cannot be all blank.

SUFFIX (3X) The suffix must be **A-Z** or **0-9**.

TRANSACTION CODE (4X) Valid transaction codes are codes which have 06 in the format field of Table T20-Proforma.

a. Transaction code status 2 cannot be entered.

b. For immediate update transactions (FAC Codes XQ, XR, XX, OR 69) the system checks to make sure that accounting data is the same on the receiving region/district's Open Document File (ODF) for the document-ID being entered (if it exists on the ODF).

c. For FHWA non-reimbursable entries, the transaction code is checked by the following MAC codes to see if the object class entered is valid. If it is valid and the document type is greater than 19, system data is generated by DAFIS as follows:

System Code MAC Code	Object Class
I10	3145, 3146, 3148, 3158, 3178
IA1	3211, 3212
IA2	3201, 3202
IA3	3224, 3225
IA7	3147
IA8	3179, 3180
IGH	3152
IGK	3161
IHF	3154
IHK	3157, 3162, 3165, 3166, 3167, 3168, 3169, 3170, 3171

The System Code **I** is generated if there is not a system code present.

d. For Volpe Center non-reimbursable entries, the transaction code is checked by the following MAC codes to see if the object class entered is valid. If it is valid and the document type is greater than 19, system data is generated by DAFIS as follows:

MAC Code	Object Class
I10	3141, 3142, 3144, 3145, 3146, 3151, 3153, 3158, 3164, 3178
IA1	3211, 3212
IA2	3201, 3202
IA3	3224, 3225
IA4	3221
IA7	3147
IA8	3179
IGH	3152
IGK	3161
IHF	3154
IHK	3157, 3162, 3165, 3166, 3167, 3168, 3169, 3170, 3171

If one of the above object classes is not present, the MAC Code is generated from the first digit of the program element as follows:

MAC Code	Object Class
IIC	3
IDC	4
ISR	5, 6, 7

The first digit of I is generated if there is not a system code present.

AMOUNT (13N)

The amount must be positive, numeric and cannot be **0**. Decimal points are not accepted. On funded transfers the amount must equal the total on the Open Document File for the document-ID.

EFFECTIVE DATE (6N)

The effective date must be the current date or earlier. For schedule type G during fiscal yearend grace period the effective date must be the same as the date in the batch ID if a new year batch is being entered.

APP/LIM (4X) (3X)

The appropriation code/limitation is verified by Table R07. The type appropriation on R07 for the appropriation entered must be **A**, **X**, or **1-9**.

a. **A** (Annual) - The first digit of the appropriation code must be the same as the second digit of the fiscal year in the document-ID.

b. **X** (No Year) - There is no edit to the fiscal year in the document-ID.

c. **1-9** (Multi-year) - The number entered in type appropriation on Table R07 indicates the number of years of the life of the appropriation. The first digit of the appropriation is the year the appropriation expires. The fiscal year of the document-ID entered must fall into the range of the life of the appropriation. For example: Assume that 182 has been entered as a three-year appropriation. It will expire in 1991. The fiscal year in the document-ID must be **89**, **90**, or **91**. On funded transfers this field is generated by the sys- tem from the Open Document File for the document-ID. For OST, region/ district W, if digits 2-4 of the appropriation code are 520, the limitation must be **000**.

ALLOT FUND CONTROL/IND (2X) (1X)

This is optional for all agencies except FAA. The indicator must be **0-7** or blank. Entry is validated against Table RT1. On funded transfers this field is generated by the system from the Open Document File for the document-ID. For OST, region/district W, if digits 2-4 of the appropriation code are 520, the allotment fund control/ind must be **000**.

COST CENTER (6X)

Entry is mandatory unless the Financial Activity Code (FAC Code) associated with the transaction code entered is XX, XR, or XY or the appropriation/limitation fund type is G, P, or N. If the transaction is a travel advance (document types 11, 12, 13), cost center is optional.

a. If the cost center is entered it must be a valid cost center on Table T06.

b. If program element and cost center are entered, they are validated against Table RT2 (appropriation/limitation/ allotment fund control, program element, cost center major).

c. On funded transfers this field is generated by the system from the Open Document File for the document-ID.

d. For OST, region/district W, BL, CS, or RE cannot be entered in digits 1-2 of cost center.

e. The following edits apply to Volpe Center. If the close flag of the T06 Table is Y:

(1) Cost Center cannot be entered if the financial activity code of the transaction code is 11 or 82 and the transaction status code is blank or 1.

(2) Cost center cannot be entered if the financial activity code of the transaction code is 12, 15, or 29, the transaction status code is blank or F, and the document reference number is blank.

(3) Cost center cannot be entered if the financial activity code of the transaction code is 1, 6, 7, 10, 18, 23, 56, 65, 71, or 74 and the transaction status code is blank or F.

(4) Cost center cannot be entered if the financial activity code of the transaction code is 7 and the transaction status code is 2.

PROGRAM ELEMENT (6X)

Entry is mandatory unless the Financial Activity Code (FAC Code) associated with the transaction code entered is XX, XR, XY, 66, or 24 or the fund type associated with the appropriation code/limitation entered is G, P, N. Program element entered must be a valid program element on Table R06. On funded transfers this field is generated by the system from the Open Document File for the document-ID.

a. For OST region/district W, if digits 2-4 of the appropriation code are 520 (Working Capital Fund), the program element (activity) entered must be on the WSA Table. If the activity entered is billable, it must also be on the WMB Table. The first digit of appropriation code entered must match the first digit of the Secondary Table ID.

b. For Volpe Center, the appropriation code/limitation/ AFC, and program element are generated from RT2 if a cost center is entered and the appropriation/limitation/AFC, and program element are not entered.

OBJECT CLASS (4X)

Entry is mandatory unless the Financial Activity Code (FAC-Code) associated with the transaction code entered is XX, XR, XY, 24, or 66 or the fund type associated with the appropriation code/ limitation entered is G, P, or N. Object class entered must be a valid object class on R08 and RT8. On funded transfers this field is generated by the system from the open document file for the document-ID.

a. Object class entered is checked against Tables RT7 and RT6. If the object class is on RT7 or RT6, its associated program element must be entered.

b. Object class entered is checked against Tables RT4 and RT8. If the object class is on RT4, its associated document type must be entered. If the approp code/AFC are on RT8, their associated object class must be entered.

c. For OST, region/district W, if the object class is **9999**, the schedule prefix must be **G**. Also, for all agencies except FRA and FHWA, if the approp code is not WOT and a MAC Code has been entered, the object class must be **3141-3180** or **3221**.

PUBLIC/GOVT (1X)

The public/government indicator must be blank, **P**, or **G**. It must also be valid for the transaction code being entered. On funded transfers this field is generated by the system from the open document file for the document-ID.

INV/CUST ACCT NO (22X)

Invoice customer account number is optional. It must be **A-Z** or **0-9**. It can have embedded blanks and the entire field does not have to be filled. On funded transfers this field is generated by the system from the open document file for the document-ID.

SYSTEM DATA (15X)

System data edits are specific for each agency. On funded transfers this field is generated by the system from the open document file for the document-ID. The structure of the system data field is as follows:

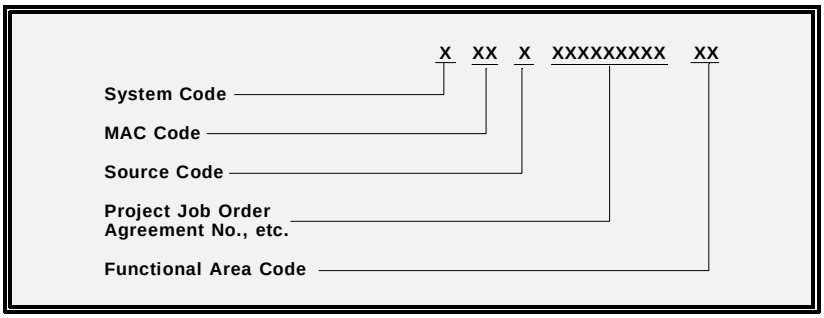


Figure 6-12 System Data Structure

a. Edits for FAA - System data entry is mandatory when entering an appropriation code whose fund type on Table R07 is 3 (F&E), 4 (FED), 5 (RED), A, B, C, D, (Grants). It is also mandatory when entering a reimbursable appropriation code and for region/district A when entering a direct appropriation code and a cost center from 4200 to 4299.

(1) If system code F is entered the appropriation code entered must have a fund type of **3** or **O** on Table R07. For appropriation code WOT, source code must be **1** or **3**.

(2) The last three digits of system data must be blank if the system code is F and the region/district entering data is not A, 9, T, or W. If the system code is not P or G, digits 14 and 15 must always be blank for every region/district.

(3) The following edits are performed if system code F (F&E) is entered for all region/districts except A, 9, T, or W.

(a) The first three digits of the job number are edited. They must be numeric but cannot be **029**. The last five digits of the job number cannot be **11111**. The last four digits cannot be **0000**.

(b) The fourth through eighth digits of the job number are edited against the F&E 1680 Master File.

(c) The source code must be **1**, **2**, or **3**.

(d) If the source code is 2, the appropriation code/limitation and program elements must match the 1680 Master File for the job number entered unless the appropriation code entered is **WOT**.

(e) If the source code is 1 or 3, the appropriation code must be **WOT** and does not have to match the 1680 Master File for the job number entered.

(f) If the appropriation code/limitation entered is reimbursable, the 1680 Master File for the job number entered must have a valid reimbursable agreement number on the Accounts Receivable File.

(g) If the appropriation code entered is WOT, the MAC code is not edited.

(h) If the appropriation code/limitation entered is reimbursable, the MAC code must be blank.

(i) Digits 13-15 of system data must be blank.

(4) The following edits are performed if system code F (F&E), N (RED & FED), P (Production Control), or S (Special Maintenance Projects) are entered for region/districts A, 9, T, or W.

(a) System code and job number must be on Table T07.

(b) For region/districts W or T, if the system code is F or if the system code is N or S for all region/districts, there is no edit against Table T07 on appropriation code/limitation, allotment fund control and MAC Code.

(c) The program element entered is edited against Table T07. However, if the program element is 312 or 313 or system code P; and if the appropriation code is direct where the second and third digits are 82 with the first digit of program element 8, this edit is bypassed.

(d) The MAC code entered must match Table T07. The appropriation code/limitation must also match Table T07. An '*' can be entered in the first digit of the appropriation code on Table T07 to denote multiple years.

(e) If the appropriation code/limitation is reimbursable the system code and job number are matched to the Accounts Receivable File. The agreement number must be active. Appropriation code/limitation and allotment fund control are also matched. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(f) If the system code is N, F, or S, the source code must be **1**, **2**, or **3**.

(g) If the system code is P, the source code must be **2**.

(h) If the system code is P, the system generates the functional area code in digits 14 and 15 of the system data field. Also, if the object class entered is in the range of 2100-3199, stat data is mandatory.

(5) For system code A:

(a) Region/district cannot be **T**.

(b) Digits 9 and 10 of system data cannot be blank.

(c) Digits 5-10 or 5-8 of system data must match Table T07. If digits 5-8 are on Table T07, they must also match Table A01 (FAA) digits 9-10. The program element entered must match the record on Table T07 unless it is 312, 313, or 44C. If positions 2-3 of the appropriation code are 82 and the first position of the program element is 8 for direct appropriation/ limitations, the data is not validated against the T07 Table. The MAC code entered must match the MAC code on Table T07. The appropriation code/limitation entered must match the appropriation code/limitation on Table T07. An '*' can be entered in the first digit of the appropriation code on Table T07.

(d) If the appropriation code/limitation is reimbursable, the system code and job number are matched to the Accounts Receivable file. Appropriation code/limitation and allotment fund control are also matched. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(e) Source code must be **2**.

(6) For system code I, only a MAC Code can be entered in system data. The MAC Code entered must be a valid MAC Code for the transaction code used. This will be validated by Table T20 - Proforma. The appropriation code/limitation cannot be reimbursable.

(7) For system code R, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation code/limitation entered must match the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(8) All other system codes are invalid.

b. Edits for Coast Guard - System data entry is mandatory if the appropriation code/limitation is reimbursable.

(1) The last two digits of system data must be blank.

(2) For system code I, only a MAC Code can be entered in system data. The MAC Code entered must be a valid MAC Code for the transaction code used. This will be validated by Table T20 - Proforma. The appropriation code/limitation cannot be reimbursable.

(3) For system code R, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation code/limitation/allotment fund control entered must be active on the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(4) For System Code **N** or **S**, the system code and job number (digit 5-13 of system data) must be on Table T07.

c. Edits for NHTSA - System data entry is mandatory if the appropriation code/limitation is reimbursable. It is also mandatory for fund types A, B, C and D (grants).

(1) The last two digits of system data must be blank.

(2) For system code I, only a MAC Code can be entered in system data. The MAC Code entered must be a valid MAC Code for the transaction code used. This will be validated by Table T20 - Proforma. The appropriation code/limitation cannot be reimbursable.

(3) For system code R, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation code/limitation/allotment fund control entered must be active on the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(4) For system code S, digits 5-10 of system data are matched to Table T07.

d. Edits for OST - System data entry is mandatory if the appropriation/limitation is reimbursable.

(1) For system code I, only a MAC Code can be entered in system data. The MAC Code entered must be a valid MAC Code for the transaction code used. This will be validated by Table T20 - Proforma. The appropriation code/limitation cannot be reimbursable.

(2) For system code R, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation code/limitation entered must be active on the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years. System code R cannot be used for region/district W.

(3) For system code S, the region/district cannot be W. Digits 5-13 of system data, the program element, MAC Code, and appropriation code/limitation are matched to Table T07. An '*' can be entered in the first digit of the appropriation code on Table T07 to denote multiple years. The source code (digit 4 of system data) must be 1, 2, or 3. The last two digits of system data must be blank.

(4) For system code W, the region/district must be W and the appropriation code must be **WOT** or digits 2-4 must be **520**.

(a) If digits 2-4 of the appropriation code are 520, or the appropriation code is WOT, and the activity entered in the program element field is a totally direct activity, the customer or service activity number must be entered in digits 5-20 of system data and must match the WCU or WSA Table.

(b) If digits 2-4 of the appropriation code are 520, and the activity entered in the program element field is a billable activity, the first digit of appropriation/limitation must match the activity and the first digit of the Secondary Table ID of the WMB Table.

(c) If the appropriation code is WOT, and the activity entered in the program element field is a billable activity, the first digit of the Secondary Table ID on the WMB Table must be the last digit of the current fiscal year. The activity must be on the table.

(d) Digits 2 and 3 of system data are optional for system code W. However, if a MAC Code is entered, it must be a valid MAC Code for the transaction code used. This will be validated by Table T20-Proforma.

(e) Digit 4 of system data must be blank.

(f) For system code W, digits 5-10 of system data are mandatory.

(g) If digits 5-6-7 are 000, digits 5-10 of system data must be on the WCU Table. Also, if the activity entered in the program element field has a surcharge, a job number must be entered in digits 11-15. Job number cannot be entered if there is no surcharge on the activity.

(h) If digits 5-6-7 are not 000, digits 5-10 of system data (service activity) must be on the WSA Table.

e. Edits for FRA - System data entry is mandatory if the appropriation/limitation is reimbursable. The last two digits of system data (14-15) must be blank.

(1) For system code R, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation code/limitation entered must be active on the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(2) For system code I, the following MAC Codes are generated based on the object class entered:

Object Class	System Data
3146, 3147, 3154	I10
3167	IHK
3201	IA2
3211	IA1

f. Edits for FTA - System data entry is mandatory if the appropriation code/limitation entered is reimbursable or if it is a grants appropriation regardless of FAC code.

(1) For system code R, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation code/limitation entered must be active on the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(2) For system code I, only a MAC Code can be entered in system data. The MAC Code entered must be a valid MAC Code for the transaction code used. This will be validated by Table T20 - Proforma. The appropriation code/limitation cannot be reimbursable.

(3) For system code G, the appropriation entered must be for grants. Digits 2-4 must be blank.

g. Edits for MARAD - System data entry is mandatory if the appropriation code/limitation entered is reimbursable regardless of FAC code. Digits 14-15 must be blank.

(1) For system code **R**, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation code/limitation entered must be active on the Accounts Receivable File. An '*****' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(2) For system code **I**, only a MAC code can be entered in system data. The MAC code entered must be a valid MAC code for the transaction code used. This will be validated by Table T20 - Proforma. The appropriation code/limitation cannot be reimbursable.

h. Edits for FHWA - System data entry is mandatory if the appropriation code/limitation entered is reimbursable regardless of FAC code.

(1) For system code **R**, the appropriation code/limitation

entered must be reimbursable. Also, the agreement number and appropriation/limitation entered must be active on the Accounts Receivable File. An '*****' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(2) For system code **I**, only a MAC code can be entered in system data. The MAC code entered must be a valid MAC code for the transaction code used. This will be validated by Table T20 - Proforma. The following MAC codes are generated and based on the object class entered.

Object Class	System Code MAC Code
3145, 3146, 3148, 3158, 3178	I10
3211, 3212	IA1
3201, 3202	IA2
3224, 3225	IA3
3147	IA7
3179, 3180	IA8
3152	IGH
3161	IGK
3154	IHF
3157, 3162, 3165, 3166, 3167, 3168 3169, 3170, 3171	IHK

The system code **I** is generated if there is not a system code present.

(3) For System Code **P** document type **26**, the fourth digit of system data (source code) must be **1**. If the document type is not **26** the source code must be **2**. The second and third digits (MAC code) will be validated by Table T20 - Proforma. Digits **5-13** must be entered and are alphanumeric. Cannot enter embedded spaces or special characters. Digits **14-15** are optional. If entered, they are alphanumeric.

(4) For System Code **D**, **S**, **X**, or **T**, the data entered is validated against T17 as follows:

Cost Center
Program Element
System Code (D, S, X, or T)
Project Number (digits **5-15** of system data)
MAC Code (digits **2-3** of system data)
Source Code (digit **4** of system data must be blank)
Approp Code
Approp Code/Limitation
Allotment Fund Control

i. Edits for Volpe Center - System data entry is mandatory if the appropriation code/limitation entered is reimbursable regardlesss of FAC code. Digits 14 - 15 must be blank.

(1) For System code **R**, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation/limitation entered must be active on the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(2) For system code **I**, only a MAC code can be entered in system data. The MAC code entered must be a valid MAC code for the transaction code used. This will be validated by Table T20 - Proforma.

VENDOR-TYPE-SSN (1X) (9X)

This field is the accounting office identification of vendors. The field consists of two elements; the vendor type and the vendor SSN which is assigned by the accounting office and identified on Table T16. On funded transfers this field is generated by the system from the Open Document File for the document-ID.

a. If the vendor type is 4, the public/government indicator must be **G**. Otherwise the public/government indicator must be **P**.

b. The number entered is matched to Table T16.

c. If the document type is 14, 15, or 16, the vendor type must be **2**. If the document type is 11, 12, or 13, the vendor type must be **1**.

d. If the vendor type/SSN is entered for document type 18, the vendor type must be **3**.

DOCUMENT REF NUM (16X)

On funded transfers this field is generated by the system from the Open Document File for the document-ID.

a. Data entered must be **A-Z** or **0-9**. This field does not have to be completely filled.

b. For document types 14, 16, and 18, entry should be the **employee's social security number** and is matched to Table T16.

c. For document type 15 (transportation), object classes 2221, 2222, 255C (2532 for Coast Guard), or 255B (2522 for MARAD or Coast Guard) entry in this field is mandatory. Entry should be the **employee's social security number** and is matched to Table T16. For object class 2200, 2211, or 2212, document reference is optional. For all other object classes it is mandatory.

d. For document type 11, 12, and 13 (travel) an entry is required. **POV** or **NONE** can be entered.

CONV CODE/STAT-DATA 1 (1X) (9X)

The first digit is the energy conversion code. Digits 2 through 10 are statistical data. The energy conversion code must be **A-Z** or **1-9**. If an energy conversion code is entered, statistical data must be entered. Statistical data must be **A-Z** or **0-9**. On funded transfers this field is

generated by the system from the Open Document File for the document-ID. For OST, if Stat Data-1 is entered, the energy conversion code must be blank.

a. For OST, region/district W, if the following General Ledger Accounts are updated when entering object class 3141 through 3180 and 3221, Stat Data-1 is required.

17CX	17JB	18AX	18DX
17GP	17DX	18BX	18EX
17EX	17FX	18CX	18FX

For OST, if Stat Data is entered on a follow-on transaction, it must match previously entered statistical data for the same document.

b. For Volpe Center, if **NONE** is entered in either of the Stat Data fields it is treated as a blank.

CONV CODE/STAT-DATA 2 (1X) (9X)	The first digit is the energy conversion code. Digits 2 through 10 are statistical data. The energy conversion code must be **A-Z** or **1-9**. If an energy conversion code is entered, statistical data must be entered. Statistical data must be **A-Z** or **0-9**. On funded transfers this field is generated by the system from the Open Document File for the document-ID.
FACILITY TYPE (6X)	Facility type is optional and must be **A-Z** or **0-9**. On funded transfers this field is generated by the system from the Open Document File for the document-ID.
FACILITY LOCATION (4X)	Facility location is optional and must be **A-Z** or **0-9**. On funded transfers this field is generated by the system from the Open Document File for the document-ID.
END DATE OF TRAVEL (6N)	Optional entry unless document type is 11, 12, or 13 and it is an advance transaction. It is mandatory for these but may be changed after initial entry. If the document type is 13 and it is an advance transaction, the ending date of travel must be September 30 of the current fiscal year. On funded transfers this field is generated by the system from the Open Document File for the document-ID.
TRANSFER DATA REGION/DISTRICT (1X)	This is generated by the system from the last digit of the IOTV number in the batch.

5.5. Other Edits -

a. On transfers that have to be accepted by the transferee, the system searches the IOTV Suspense File by document-ID. If the document-ID being entered is already on the transferee's IOTV Suspense File, the transfer transaction cannot be entered.

b. Document type 40-49 (recurring charge) can only be entered for intraoffice transfers.

Chapter 6 Format 07 IOTV Transfer Accept

```
          FORMAT 7                    BATCH ID :  XXXXXXXXX
AGENCY CODE          :  T      IOTV TRANSFEREE ACCEPT
REGION-DISTRICT      :  X                                TRANSFEROR REG/DIST: X
DOCUMENT ID          :  XX XX XXXXXXXXX XXX              GENERATED TC: XXX
AMOUNT               :  XXXXXXXXXXXXX
IOTV NUMBER          :  F X XXX X
APPROP CODE          :  XXXX  LIM: XXX  ALLOT: XX  IND: X
PUBLIC/GOVT          :  X
EFFECTIVE DATE       :  XXXXXX
INV/CUST ACCT NO     :  XXXXXXXXXXXXXXXXXXXXX
CONV CODE/STAT DATA  :  X XXXXXXXXXX
CONV CODE/STAT DATA  :  X XXXXXXXXXX
END DATE OF TRAVEL   :  XXXXXX
TRANSACTION CODE     :  XXXX
COST CENTER          :  XXXXXX
PROGRAM ELEMENT      :  XXXXXX
OBJECT CLASS         :  XXXX
SYSTEM DATA          :  XXXXXXXXXXXXXXX
VENDOR TYPE-SSN      :  XXXXXXXXXX
DOCUMENT REF NO      :  XXXXXXXXXXXXXXX
FACILITY TYPE        :  XXXXXX
FACILITY LOCATION    :  XXXX
```

Figure 6-13 Format 07 IOTV Transferee Accept

6.1. Purpose - Format 07 is used to accept transactions transferred in from another region/district or headquarters within the same agency. As the Batch Header Menu is input, enter **07** in the format field.

6.2. Valid Document Types for this Format - Use the same document type and number as the transaction transferred in.

6.3. Mandatory Fields - Region/District, Document-ID, Amount, Effective Date, Transaction Code.

6.4. Field Lengths and System Edits - Batch ID, Agency Code, Region/District, and IOTV Number are carried forward from the Batch Header Menu. Type in the document-ID number as it was originally entered for the transfer and press ***Enter***. Fields as they were entered by the transferring region/district appear on the screen.

DOCUMENT-ID (16X) Type the document-ID entered in the transfer.

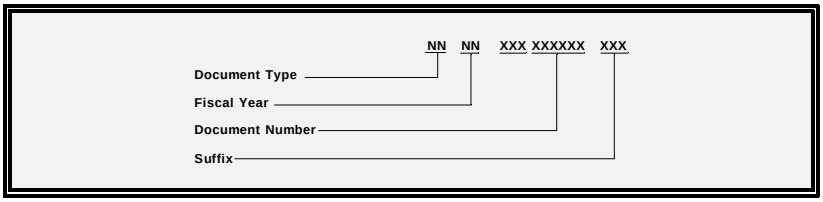


Figure 6-14 Document ID Format 07

DOCUMENT TYPE (2N) Document type 55 cannot be entered. For OST, region/district **W**, document type **84** cannot be entered.

FISCAL YEAR (2N)

Fiscal year cannot be greater than the current fiscal year. Fiscal year cannot be greater than the fiscal year of the batch ID.
NOTE: Refer to appropriation code/limitation for edits relating to appropriation code/limitation entered.

DOCUMENT NUMBER (9X)

Document number must be **A-Z** or **0-9**. It does not have to be completely filled but no embedded blanks nor special characters can be entered. Also, it cannot be all blanks.

SUFFIX (3X)

The suffix must be **A-Z** or **0-9**. When document types 11, 12, or 13 are entered, the system checks the last two digits of the suffix. If they are both alphas (A-Z) they are edited against Table T11 (Foreign Country Codes).

AMOUNT (13N)

The amount is generated by the system from the record on the IOTV Suspense File for the document-ID transferred. This field is protected and cannot be changed.

APPROP CODE/
LIMITATION (4X) (3X)

The appropriation code/limitation is verified by Table R07.

a. The type Appropriation on R07 for the appropriation entered must be **A**, **X**, or **1-9**. These fields are generated by the system from the IOTV Suspense File for the transferred document-ID. They may be changed on the screen.

(1) **A** (Annual) - The first digit of the appropriation code must be the same as the second digit of the fiscal year in the document-ID. The fiscal year must not be less than three years from the current fiscal year.

(2) **X** (No Year) - If the appropriation is expired, the fiscal year must be earlier than the current fiscal year. If it is not expired there is no edit to the fiscal year. However, if the approp code is M01, the fiscal year must be three years or earlier than the current fiscal year.

(3) **1-9** (Multi-year) - The number entered in type appropriation on Table R07 indicates the number of years of the life of the appropriation. The first digit of the appropriation is the year the appropriation expires. The fiscal year of the document-ID entered must fall into the range of the life of the appropriation. For example: Assume that 182 has been entered as a three-year appropriation. It will expire in 1991. The fiscal year in the document-ID must be **89**, **90**, or **91**. For OST, region/district **W**, if digits **2-4** of the appropriation code are **520**, the limitation must be **000**.

ALLOT FUND CONTROL/
(2X) (1X)

These fields are generated by the system from the IOTV IND Suspense File for the transferred document-ID. They may be changed on the screen. The indicator must be **0-7** or blank. Entry is validated against Table RT1. For OST, region/district **W**, if digits **2-4** of the appropriation code are **520**, the Allot Fund Control/Ind must be **000**.

PUBLIC/GOVT (1X)

This field is generated by the system from the IOTV Suspense File for the transferred document-ID. It may be changed. Entry must be either **P**, **G**, or blank. It must also be valid for the transaction code being entered.

EFFECTIVE DATE (6N)

This field is generated by the system from the IOTV Suspense File for the transferred document-ID. It may be changed on the screen. The effective date must be the current date or earlier.

INV/CUST ACCT NO (22X)

This field is generated by the system from the IOTV Suspense File for the transferred document-ID. It may be changed on the screen. Invoice Customer Account Number is optional. It must be **A-Z** or **0-9**. It can have embedded blanks and the entire field does not have to be filled.

CONV CODE/STAT DATA 1 (1X) (9X)

These fields are generated by the system from the IOTV Suspense File for the transferred document-ID. They may be changed on the screen. The first digit is the energy conversion code. Digits 2 through 10 are statistical data. The energy conversion code must be **A-Z** or **1-9**. If an energy conversion code is entered statistical data must be entered. Statistical data must be **A-Z** or **0-9**.

CONV CODE/STAT DATA 2 (1X) (9X)

These fields are generated by the system from the IOTV Suspense File for the transferred document-ID. They may be changed on the screen. The first digit is the energy conversion code. Digits 2 through 10 are statistical data. The energy conversion code must be **A-Z** or **1-9**. If an energy conversion code is entered statistical data must be entered. Statistical data must be **A-Z** or **0-9**.

END DATE OF TRAVEL (6N)

This field is generated by the system from the IOTV Suspense File for the transferred document-ID. It may be changed on the screen. Entry is optional unless document type is 11, 12, or 13 and it is an advance transaction. It is mandatory for these. If the document type is 13 and it is an advance transaction, the ending date of travel must be September 30 of the current fiscal year.

TRANSACTION CODE (4X)

Valid transaction codes are codes which have 07 in the format field of Table T20 - Proforma. Use matrix of acceptance transaction codes listed in Section 9 - Special Processes, Interoffice and Intraoffice Transfers.

a. For FHWA non-reimbursable entries, the transaction code is checked by the following MAC codes to see if the object class entered is valid. If it is valid and the document type is greater than 19, system data is generated by DAFIS as follows:

System Code MAC Code	Object Class
I10	3145, 3146, 3148, 3158, 3178
IA1	3211, 3212
IA2	3201, 3202
IA3	3224, 3225
IA7	3147
IA8	3179, 3180
IGH	3152

System Code MAC Code	Object Class
IGK	3161
IHF	3154
IHK	3157, 3162, 3165, 3166, 3167, 3168, 3169, 3170, 3171

The System Code **I** is generated if there is not a system code present.

b. For Volpe Center non-reimbursable entries, the transaction code is checked by the following MAC Codes to see if the object class entered is valid. If it is valid and the document type is greater than 19, system data is generated by DAFIS as follows:

MAC Code	Object Class
I10	3141, 3142, 3144, 3145, 3146, 3151, 3153, 3158, 3164, 3178
IA1	3211, 3212
IA2	3201, 3202
IA3	3224, 3225
IA4	3221
IA7	3147
IA8	3179
IGH	3152
IGK	3161
IHF	3154
IHK	3157, 3162, 3165, 3166, 3167, 3168, 3169, 3170, 3171

If one of the above object classes is not present, the MAC Code is generated from the first digit of the program element as follows:

MAC Code	Program Element
IIC	3
IDC	4
ISR	5, 6, 7

The first digit of I is generated if there is not a system code present.

COST CENTER (6X)

This field is generated by the system from the IOTV Suspense File for the transferred document-ID. It may be changed on the screen. It is mandatory unless the fund type on Table R07 for the appropriation code/limitation entered is G, P, or N or unless the financial activity code (FAC Code) associated with the transaction code entered is XY or 63. It is also mandatory if the FAC code is 63 and the document type is 11, 12, or 13.

a. If the cost center is entered it must be a valid cost center on Table T06.

b. If program element and cost center are entered, they are validated against Table RT2 (appropriation/limitation/ allotment fund control, program element, cost center major).

c. For OST region **W**, the first two digits cannot be BL, CS, or RE.

d. The following edits apply to Volpe Center. If the close flag of the T06 Table is Y:

(1) Cost center cannot be entered if the financial activity code of the transaction code is 11 or 82 and the transaction status code is blank or 1.

(2) Cost center cannot be entered if the financial activity code of the transaction code is 12, 15, or 29, the transaction status code is blank or F, and the document reference number is blank.

(3) Cost center cannot be entered if the financial activity code of the transaction code is 1, 6, 7, 10, 18, 23, 56, 65, 71 or 74 and the transaction status code is blank or F.

(4) Cost center cannot be entered if the financial activity code of the transaction code is 7 and the transaction status code is 2.

PROGRAM ELEMENT (6X)

This field is generated by the system from the IOTV Suspense File for the transferred document-ID. It may be changed on the screen. Entry is mandatory unless the Financial Activity Code (FAC Code) associated with the transaction code entered is XY or 63 or the fund type associated with the appropriation code/limitation entered is G, P, or N. Program element entered must be a valid program element on Table R06.

a. For OST region/district **W**, if digits **2-4** of the appropriation code are **520** (Working Capital Fund), the program element (activity) entered must be on the WSA Table. If the activity entered is billable, it must also be on the WMB Table. The first digit of appropriation code entered must match the first digit of the Secondary Table ID.

b. For Volpe Center, the appropriation code/limitation/ AFC, and program element are generated from RT2 if a cost center is entered and the appropriation/limitation/AFC, and program element are not entered.

OBJECT CLASS (4X)

This field is generated by the system from the IOTV Suspense File for the transferred document-ID. It may be changed on the screen. Entry is mandatory unless the financial activity code (FAC Code) associated with the transaction code entered is XY or 63 or the fund type associated with the appropriation code/limitation entered is G, P, or N. Object class entered must be a valid object class on Tables R08 and RT8.

a. Object class entered is checked against Tables RT7 and RT6. If the object class is on RT7 or RT6, its associated program element must be entered.

b. Object class entered is checked against Tables RT4 and RT8. If the object class is on RT4, its associated document type must be entered. If the approp code/AFC are on RT8, their associated object class must be entered.

c. For all agencies except FRA, and FHWA approp code is not WOT and a MAC code has been entered, the object class must be **3141-3180** or **3221**.

SYSTEM DATA (15X)

This field is generated by the system from the IOTV Suspense File for the transferred document-ID. It may be changed on the screen. System data edits are specific for each agency. The structure of the system data field is as follows:

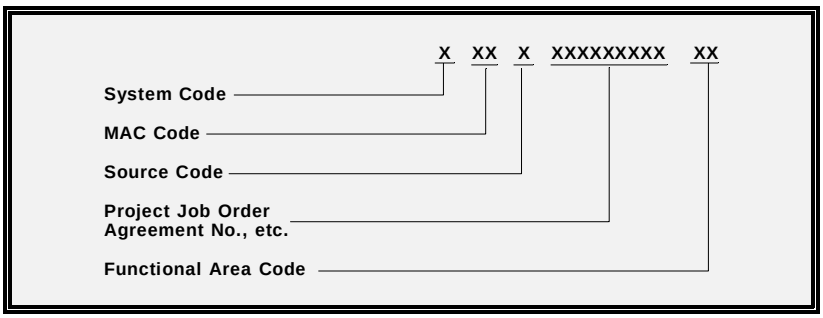


Figure 6-15 System Data Structure

This edit applies to all agencies. If the Financial Activity Code is **63**, system data is optional.

a. Edits for FAA - System data entry is mandatory when entering an appropriation code whose fund type on Table R07 is 3 (F&E), 4 (FED), 5 (RED), A, B, C, D (Grants). It is also mandatory when entering a reimbursable appropriation code regardless of FAC code and for region/district A when entering a direct appropriation code and a cost center from 4200 to 4299.

(1) If system code F is entered the appropriation code entered must have a fund type of **3** or **O** on Table R07. For appropriation code WOT, source code must be **1** or **3**.

(2) The last three digits of system data must be blank if the system code is F and the region/district entering data is not A, 9, T, or W. If the system code is not P or G, digits 14 and 15 must always be blank for every region/district.

(3) The following edits are performed if system code F (F&E) is entered for all region/districts except A, 9, T, or W.

(a) The first three digits of the job number are edited. They must be numeric but cannot be **029**. If the remainder of job number is 11111, the first three digits must be **111**.

(b) The fourth through eighth digits of the job number are edited against the F&E 1680 Master File.

(c) The source code must **1**, **2**, or **3**.

(d) If the source code is 2, the appropriation code/limitation and program elements must match the 1680 Master File for the job number entered unless the system data is **F 211111111**. The appropriation code entered cannot be **WOT**.

(e) If the source code is 1 or 3, the appropriation code must be **WOT** and does not have to match the 1680 Master File for the job number entered.

(f) If the appropriation code/limitation entered is reimbursable, the 1680 Master File for the job number entered must have a valid/active reimbursable agreement number on the Accounts Receivable File.

(g) If the appropriation code entered is WOT, the MAC Code is not edited.

(h) If the appropriation code/limitation entered is reimbursable, or if digits 4-8 of the job number are 11111, the MAC Code must be blank.

(4) The following edits are performed if system code F (F&E), N (RED & FED), P (Production Control), or S (Special Maintenance Projects) are entered for region/districts A, 9, T, or W.

(a) System code and job number must be on Table T07.

(b) For region/districts W or T, if the system code is N, S, or F, there is no edit against Table T07 on appropriation code/limitation, allotment fund control and MAC Code.

(c) The program element entered is edited against Table T07.

However if the program element is 312, 313, or system code P; and if the appropriation code is direct where the second and third digits are 82 with the first digit of program element 8, this edit is bypassed.

(d) The MAC Code entered must match Table T07. The code/limitation must also match Table T07. An '*' can be entered in the first digit of the appropriation code on Table T07 to denote multiple years.

(e) If the appropriation code/limitation is reimbursable the system code and job number are matched to the Accounts Receivable File. The agreement number must be active. Appropriation code/limitation and allotment fund control are also matched. An '*' can be entered in the first digit of the
appropriation code on the Accounts Receivable File to denote multiple years.

(f) If the system code is N, F, or S, the source code must be **1**, **2**, or **3**.

(g) If the system code is P, the source code must be **2**.

(h) If the system code is P, the system generates the functional area code in digits 14 and 15 of the system data field. Also, if the object class entered is in the range of 2100-3199, stat data is mandatory.

(5) For system code A:

(a) Region/district cannot be **T**.

(b) Digits 9 and 10 of system data cannot be blank.

(c) Digits 5-10 or 5-8 of system data must match Table T07. If digits 5-8 are on Table T07, they must also match Table A01 (FAA) digits 9-10. The program element entered must match the record on Table T07 unless it is 312, 313, or 44C. If positions 2-3 of the appropriation code are 82 and the first position of the program element is 8 for direct appropriation/ limitations, the data is not validated against the T07 Table. The MAC Code entered must match the MAC Code on Table T07. The appropriation code/limitation entered must match the appropriation code/limitation on Table T07. An '*' can be entered in the first digit of the appropriation code on Table T07.

(d) If the appropriation code/limitation is reimbursable, the system code and job number are matched to the Accounts Receivable File. Appropriation code/limitation and allotment fund control are also matched. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(e) Source code must be **2**.

(6) For system code I, only a MAC Code can be entered in system data. The MAC Code entered must be a valid MAC Code for the transaction code used. This will be validated by Table T20 - Proforma. The appropriation code/limitation cannot be reimbursable.

(7) For system code R, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation code/limitation/allotment fund control entered must be active on the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(8) All other system codes are invalid.

b. Edits for Coast Guard - System data entry is mandatory if the appropriation code/limitation is reimbursable.

(1) The last two digits of system data must be blank.

(2) For system code I, only a MAC Code can be entered in system data. The MAC Code entered must be a valid MAC Code for the transaction code used. This will be validated by Table T20 - Proforma. The appropriation code/limitation cannot be reimbursable.

(3) For system code R, the appropriation code/limitation/allotment fund control entered must be reimbursable. Also, the agreement number and appropriation code/limitation entered must be active on the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(4) For system code **N** or **S**, the system code and job number (digits 5-13 of system data) must be on Table T07.

c. Edits for NHTSA - System data entry is mandatory if the appropriation code/limitation is reimbursable.

(1) The last two digits of system data must be blank.

(2) For system code I, only a MAC Code can be entered in system data. The MAC Code entered must be a valid MAC Code for the transaction code used. This will be validated by Table T20 - Proforma. The appropriation code/limitation cannot be reimbursable.

(3) For system code R, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation code/limitation/allotment fund control entered must be active on the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

d. Edits for OST - System data entry is mandatory if the appropriation/limitation is reimbursable.

(1) For system code I, only a MAC code can be entered in system data. The MAC code entered must be a valid MAC code for the transaction code used. This will be validated by Table T20 - Proforma. The appropriation code/limitation cannot be reimbursable.

(2) For system code R, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation code/limitation entered must be active on the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years. System code R cannot be used for region/district W.

(3) For system code S, the region/district cannot be W. Digits 5-13 of system data, the program element, MAC code, and appropriation code/limitation are matched to Table T07. An '*' can be entered in the first digit of the appropriation code on Table T07 to denote multiple years. The source code (digit 4 of system data) must be 1, 2, or 3. The last two digits of system data must be blank.

(4) For system code W, the region/district must be W and the appropriation code must be **WOT** or digits 2-4 must be **520**.

(a) If digits 2-4 of the appropriation code are 520, or the appropriation code is WOT, and the activity entered in the program element field is a totally direct activity, the customer or service activity number must be entered in digits 5-10 of system data and must match the WCU or WSA Tables respectively.

e. Edits for FRA - System data entry is mandatory if the appropriation/limitation is reimbursable. The last two digits of system data (14-15) must be blank.

(1) For system code R, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation code/limitation entered must be active on the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(2) For system code I, the following Mac Codes are generated based on the object class entered:

Object Class	System Data
3146, 3147. 3154	I10
3167	IHK
3201	IA2
3211	IA1

f. Edits for FTA - System data entry is mandatory if the appropriation code/limitation entered is reimbursable or if it is a grants appropriation regardless of FAC code.

(1) For system code R, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation code/limitation entered must be active on the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(2) For system code I, only a MAC Code can be entered in system data. The MAC Code entered must be a valid MAC Code for the transaction code used. This will be validated by Table T20 - Proforma. The appropriation code/limitation cannot be reimbursable.

(3) For system code G, the appropriation entered must be for grants.

g. Edits for MARAD - System data entry is mandatory if the appropriation code/limitation entered is reimbursable regardless of FAC code. Digits 14-15 must be blank.

(1) For system code **R**, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation code/limitation entered must be active on the Accounts Receivable File. An '*****' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(2) For system code **I**, only a MAC code can be entered in system data. The MAC code entered must be a valid, MAC code for the transaction code used. This will be validated by Table T20 - Proforma. The appropriation code/limitation cannot be reimbursable.

h. Edits for FHWA - System data entry is mandatory if the appropriation code/limitation entered is reimbursable regardless of FAC code.

(1) For system code **R**, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation/limitation entered must be active on the Accounts Receivable File. An '*****' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(2) For system code **I**, only a MAC code can be entered in system data. The MAC code entered must be a valid MAC code for the transaction code used. This will be validated by Table T20 - Proforma. The following MAC codes are generated and based on the object class entered.

Object Class	System Code MAC Code
3145, 3146, 3148, 3158, 3178	I10
3211, 3212	IA1
3201, 3202	IA2
3224, 3225	IA3
3147	IA7
3179, 3180	IA8
3152	IGH
3161	IGK
3154	IHF
3157, 3162, 3165, 3166, 3167, 3168 3169, 3170, 3171	IHK

The system code **I** is generated if there is not a system code present.

(3) For System Code **P** document type **26**, the fourth digit of system data (source code) must be **1**. If the document type is not **26** the source code must be **2**. The second and third digits (MAC code) will be validated by Table T20 - Proforma. Digits **5-13** must be entered and are alphanumeric. Cannot enter embedded spaces or special characters. Digits **14-15** are optional. If entered, they are alphanumeric.

(4) For System Code **D**, **S**, **X**, or **T**, the data entered is validated against T17 as follows:

Cost Center
Program Element
System Code (D, S, X, or T)
Project Number (digits **5-15** of system data)
MAC Code (digits **2-3** of system data)
Source Code (digit **4** of system data must be blank)
Approp Code
Approp Code/Limitation
Allotment Fund Control

i. Edits for Volpe Center - System data entry is mandatory if the appropriation code/limitation entered is reimbursable regardless of FAC code. Digits 14 - 15 must be blank.

(1) For system code R, the appropriation code/limitation entered must be reimbursable. Also, the agreement number and appropriation/limitation entered must be active on the Accounts Receivable File. An '*' can be entered in the first digit of the appropriation code on the Accounts Receivable File to denote multiple years.

(2) For system code I, only a MAC code can be entered in system data. The MAC code entered must be a valid MAC code for the transaction code used. This will be validated by Table T20 - Proforma.

VENDOR TYPE-SSN (1X)(9X)

This field is generated by the system from the IOTV Suspense File for the transferred document-ID. It may be changed on the screen. It consists of two elements, the vendor type and the vendor SSN which is assigned by the accounting office and identified on Table T16.

a. If the vendor type is 4, the public/government indicator must be **G**. Otherwise the public/government indicator must be **P**.

b. The number entered is matched to Table T16.

c. If the document type is 14, 15, or 16, the vendor type must be **2** or **8**.

d. If the document type is 18, the vendor type must be **3**.

DOCUMENT REF NO (16X)

This field is generated by the system from the IOTV Suspense File for the transferred document-ID. It may be changed on the screen.

a. Data entered must be **A-Z** or **0-9**. This field does not have to be completely filled.

b. For document types 14, 16, and 18, entry should be the **employee's social security number** and is matched to Table T16.

c. For document type 15 (transportation), object classes 2221, 2222, 255C (2532 for Coast Guard), or 255B (2522 for MARAD or Coast Guard) entry in this field is mandatory. Entry should be the **employee's social security number** and is matched to Table T16. For object class 2200, 2211, or 2212, document reference is optional. For all other object classes it is mandatory.

d. For document type 11, 12, and 13 (travel) an entry is required. **POV** or **NONE** can be entered.

FACILITY TYPE (6X)

This field is generated by the system from the IOTV Suspense File for the transferred document-ID. It may be changed on the screen. Facility type is optional and must be **A-Z** or **0-9**.

FACILITY LOCATION (4X)

This field is generated by the system from the IOTV Suspense File for the transferred document-ID. It may be changed on the screen. Facility type is optional and must be **A-Z** or **0-9**.

END DATE OF TRAVEL (6N)

This field is generated by the system from the IOTV Suspense File for the transferred document-ID. It may be changed on the screen. Optional entry unless document type is 11, 12, or 13 and it is an advance transaction. It is mandatory for these but may be changed after initial entry. If the document type is 13 and it is an advance transaction, the ending date of travel must be September 30 of the current fiscal year.

THIS PAGE INTENTIONALLY BLANK

Chapter 7 - Format 12 Recurring Charge

```
                  ENTER DATA
SCHEDULE-CD: XXXXXXX        BATCH-NO: XXXXXXXXX
AGENCY-CODE        :  T
REGION-DIST        :  X
DOCUMENT-ID        :  XX XX XXXXXXXXX XXX
TRANSACTION-CODE   :  XXXX
AMOUNT             :  XXXXXXXXX
EFFECTIVE-DATE     :  XXXXXX
INVOICE            :  XXXXXXXXXXXXXXXXXXXXX
STATISTICAL-DATA   :  XXXXXXXXX
STATISTICAL-DATA   :  XXXXXXXXX
CURRENT-METER-RDG  :  XXXXXXXXX
COMPUTATION-DATE   :  XXXXXX          WAREHOUSE-DATE :  XXXXXX
TERMS              :  %:  XXXXX   DAYS:  XX  NET:  XX
EXCL-DISC-AMT      :  XXXXXXXXXXXXX
REASON-CODE        :  X

                                  VEND-TYPE/SSN:
PREVIOUS RECORD ADDED             NAME:
 DOC ID  : XX XX XXXXXXXXX XXX    ADDR-1:
 CURR READ :          0           ADDR-2:
 PREV READ :          0           ADDR-3:
```

Figure 6-16 Format 12 Recurring Charge

7.1. Purpose - Format 12 is used to enter transactions for accrual and disbursement of recurring contracts (utilities, telephones, leases, etc.) Corrections to these entries are entered on format 03. The entire recurring charge process is explained in Section 9 - Special Processes, Recurring Charge. As the Batch Header Menu is input, enter **12** in the format field.

7.2. Valid Document Types for this Format - 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49.

7.3. Mandatory Fields - Region-Dist, Document-ID, Transaction Code, Amount, Effective Date.

7.4. Field Lengths and System Edits - Schedule/CD, Batch-No, and Agency Code are carried forward from the Batch Header Menu.

REGION-DIST (1X) — User must be authorized to enter data for the region/district typed in this field. Region/district entered must be a valid region/district on Table T01.

DOCUMENT-ID (16X) — Must match a record on the Recurring Charge Master File through the first digit of the suffix (digits 1-13) unless the document type is 39.

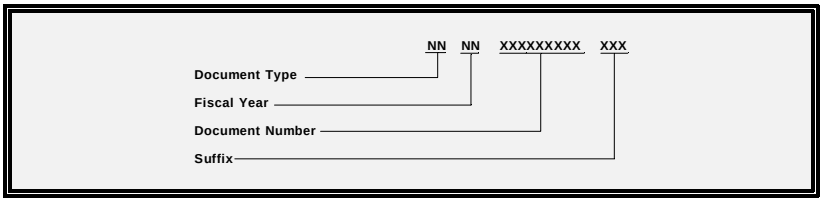


Figure 6-17 Document ID Format 12

DOCUMENT TYPE (2N)	Document types must be **39** or **40-49**. If the financial activity code associated with the transaction code is not 56, 57, or 58, the document type must be 39.
FISCAL YEAR (2N)	The fiscal year in the document-ID cannot be greater than the current fiscal year. The following appropriation code edits also apply. The appropriation code/limitation is entered on the Recurring Charge Master but the system uses this information to perform these edits. a. **A** (Annual) appropriations - The first digit of the appropriation code must be the same as the second digit of the fiscal year in the document-ID. b. **X** (No Year) - If the appropriation is expired, the fiscal year must be earlier than the current fiscal year. If it is not expired there is no edit to the fiscal year. c. **1-9** (Multi-year) appropriations - The number entered in type appropriation on Table R07 indicates the number of years of the life of the appropriation. The first digit of the appropriation is the year the appropriation expires. The fiscal year of the document-ID entered must fall into the range of the life of the appropriation. For example: Assume that 182 has been entered as a three-year appropriation. It will expire in 1991. The fiscal year in the document-ID must be **89**, **90**, or **91**.
DOCUMENT NUMBER (9X)	Document number is assigned by the site. It must be **A-Z** or **0-9**. It can have embedded blanks but no special characters can be entered. Also, it cannot be all blank.
SUFFIX (3X)	The suffix must be numeric.
TRANSACTION CODE (4X)	Valid transaction codes are codes which have 12 in the format field of Table T20-Proforma. The schedule type/prefix on the screen must match one of the schedule types/prefixes on Table T20-Proforma for the transaction code being entered. If the schedule type/prefix on T20 is blank the schedule/CD field on format 12 must be blank.
AMOUNT (13N)	Amounts entered must be positive, numeric and cannot be **0**. No decimal points are allowed.
EFFECTIVE DATE (6N)	Date entered must be the current date or earlier. In a schedule batch, the date must not be older than six months.
INVOICE (22X)	This field identifies vendor information (invoice, contract number, etc.) that will be displayed on the vendor check for disbursement. It is optional unless disbursements are entered (schedule types T, V, or W or if the document type is not 40-leases or 48-SIBAC).
STATISTICAL DATA 1 and 2 (9N)	These fields are optional but if entered must be numeric. Enter consumption in Statistical Data 1.

CURRENT-METER-RDG (9N)	Entry is optional. However, if data is entered it must be numeric. The number entered must equal the current meter reading on the Recurring Charge Master plus the consumption entered in statistical data on the screen.
COMPUTATION DATE (6N)	The computation date is optional. It must be current date or earlier. If warehouse date is entered computation date cannot be entered. Data entry is not allowed unless the schedule type is T or V. If a computation date is entered, the public/government indicator cannot be G.
TERMS	Represents discount terms. Terms cannot be entered if the warehouse date is entered. Computation date must be entered if any of the terms are entered. There are three valid combinations of terms that can be entered: Percent - Net - Days Percent - Days (If net is not entered the system assigns 30) Net If percent-net-days or percent-days are entered, the entries are matched to Table T42. All terms can be entered on T or V disbursement schedules only.
PERCENT (5N)	This field must be entered as a decimal omitting the decimal point. a. Must be entered if days is entered. b. Cannot be greater than 25%. c. Cannot be entered if the document type is 40 or 48.
DAYS (2N)	Must be a positive number between **01** and **89**. It is mandatory if percent is entered and cannot be entered if the document type is 40 or 48.
NET (2N)	Must be a positive number between **01** and **89**. If not entered when required the system assigns 30. Cannot be entered if the document type is 40 or 48.
EXCL-DISC-AMT (13N)	Represents the amount that should be excluded from the discount computation. This can only be entered if computation date, percent and/or days are entered. It should be a positive number. No decimal points are allowed. Cannot be entered if the document type is 40 or 48.
REASON CODE (1X)	This is optional entry but required when a discount is lost or interest penalties are assessed. At the time of entry it is not required because these calculations are performed when the batch is balanced. However, if the employee is reasonably sure that there will be a lost discount or interest penalty, he/she should enter a reason code. Entry must be **A-Z** or **0-9**.

7.5. Special Edits for Schedule Types T, V, and W -

a. If the public/government indicator is G, computation date, terms, or excluded discount amount cannot be entered.

b. If schedule type is T or V.

(1) If the document type is 11, 12, or 13 warehouse date must be entered. The warehouse date entered must be within the current month.

(2) Warehouse date or computation date must be entered, but both cannot be entered.

(3) If anything is entered in invoice customer account number, any records within the batch that have the same vendor type, vendor SSN and invoice customer account number must also have the same computation date and terms or the same warehouse date.

(4) If the billing payment frequency is A or S, any records within the batch that have the same document type and document number must also have the same computation date and terms or the same warehouse date.

7.6. Other Edits -

a. If the document type is 39 there must be a document-ID on the Open Document File that matches the one being entered.

b. If ACH/EFT Flag on T16 is X denoting that the payment will be electronic funds transfer, the Bank-ID is checked against the Bank File. If the new Bank-ID field has a Bank-ID in it, this denotes that the bank has been reorganized and changed Bank-ID's. The system then requires that T16 be changed to the new Bank-ID before this entry can be processed.

c. Batch detail is edited against the RT2 table (approp code/lim, program element, and cost center major from the Recurring Charge Master).

SECTION 7. DOCUMENT LEVEL PROCESSING

Chapter 1 - Processing by Document Type

1.1. Introduction - This section is designed to assist the user in the data entry of specific documents. The arrangement is by document type. The basic DAFIS document types listed in Section 1, Chapter 5 are used. Agency unique documents are not included in this section. However, transactions for additional document types are similar to the ones shown. Refer to local operating documentation for assistance with special document types. The following information is provided for each type of document:

- Document type
- Explanation of the types of entries for which this document type is used
- Transaction description for each type of transaction
- Transaction code for each type of transaction
- DAFIS format example for each type of transaction
- Special instructions or edits that apply for each document/transaction

The most common transactions are listed and illustrated. The user may use other transaction codes as instructed by local management. Detailed edits for each DAFIS format are listed in Section 6, Input Requirements by Format and are therefore not included here. For more information regarding data input and maintenance of related files (i.e., Recurring Charge Master, inter and intraoffice transfers) refer to Section 9, Special Processes. These instructions are intended for reference. For specific information about numbering of documents and field information refer to local operating instructions.

1.2. Document Type 01 - Document type 01 is used for recording passage of appropriation act or continuing resolution, Treasury warrants, and to record enactment of contract authority.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Record passage of appropriation act or continuing resolution	001
Record receipt of disbursing authority by Treasury warrant	002
Record enactment of contract authority	030

```
                    ENTER DATA
              FORMAT 1 FUND AUTHORITY                BATCH NO: XXXXX9XXX
 AGENCY-CODE          : T
 RGN-DIST             : 9
 DOCUMENT ID          : 01 90 XXXXXXXXX 000
 AUTHORIZATION NO     :
 TRANSACTION CODE     : 001
 EFFECTIVE DATE       : 100189
 APPROP-CODE          : 001     LIM: 100
 AMOUNT               : 100000000
 AMOUNT-QTR1          :
 AMOUNT-QTR2          :
 AMOUNT-QTR3          :
 AMOUNT-QTR4          :
 ALLOTTEE             :
 ALLOT-FUND-CNTL-CD   :      IND:
 PROG-ELEM            :
 COST-CNTR            :
 OBJ-CLASS            :
```

Figure 7-1 Passage of Appropriation

```
                    ENTER DATA
              FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 01 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 002
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-2 Receipt of Disbursing Authority

```
                    ENTER DATA
              FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 01 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 030
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-3 Contract Authority

SPECIAL INSTRUCTIONS:

These transactions are limited to Format 01, region/district 9. The authorization number is not mandatory. Amount-Qtr fields must be blank.

1.3. Document Type 02 - Document type 02 is used to record apportionment transactions.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Record amount of estimated reimbursements on an apportionment schedule	004
Record OMB receipt of contract authority - current quarter	005
Record apportioned amounts for direct and reimbursable programs - subsequent quarters	006
Record apportionment reserves	007
Record allocation from another agency's appropriation (transferring appropriation) - current quarter	008

TRANSACTION DESCRIPTION	TRANSACTION CODE
Record advice of allotment which concurrently generates a receipt of allotment on the allottee's automated records, current quarter	009
Record decrease adjustment to apportionment received - current quarter	040
Record decrease to apportionment - subsequent quarters	770
Record decrease of unallotted apportionment - current quarter	800
Record decrease of unallotted apportionment - subsequent quarters	801
Record increase of unallotted apportionment for allotments withdrawn - current quarter	802
Record increase of unallotted apportionment for allotments withdrawn - subsequent quarters	803
Advances from other agencies - subsequent quarters	810
Advances from other agencies - current quarter	811

```
                    ENTER DATA
               FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 02 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 004
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 900
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-4 Estimated Reimbursements

```
                    ENTER DATA
               FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 02 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 005
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          : 100000000
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
```

Figure 7-5 Receipt of Contract Authority

```
                    ENTER DATA
              FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 02 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 006
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 300000000
AMOUNT-QTR1          :
AMOUNT-QTR2          : 100000000
AMOUNT-QTR3          : 100000000
AMOUNT-QTR4          : 100000000
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-6 Apportionment - Subsequent Quarters

```
                    ENTER DATA
              FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 02 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 007
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-7 Apportionment Reserves

```
                    ENTER DATA
              FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 02 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 008
EFFECTIVE DATE       : 100189
APPROP-CODE          : X92     LIM: 000
AMOUNT               : 100000000
AMOUNT-QTR1          : 100000000
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-8 Allocation from Other Agency - Current Quarter

```
                    ENTER DATA
               FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 02 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 009
EFFECTIVE DATE       : 100189
APPROP-CODE          : X92     LIM: 000
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          : 100000000
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-9 Allocation from Other Agency - Subsequent Quarters

```
                    ENTER DATA
               FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 02 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 040
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          : 100000000
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-10 Decrease Apportionment - Current Quarter

```
                    ENTER DATA
               FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 02 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 770
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          : 100000000
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-11 Decrease Apportionment - Subsequent Quarters

```
                    ENTER DATA
              FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 02 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 800
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          : 100000000
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-12 Decrease Unallotted Apportionment - Current Quarter

```
                    ENTER DATA
              FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 02 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 801
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          : 100000000
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-13 Decrease Unallotted Apportionment - Subsequent Quarter

```
                    ENTER DATA
              FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 02 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 802
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          : 100000000
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-14 Increase Unallotted Apportionment for Allotments Withdrawn - Current Quarter

```
                    ENTER DATA
              FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 02 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 803
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          : 100000000
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :       IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-15 Increase Unallotted Apportionment for Allotments Withdrawn Subsequent Quarters

```
                    ENTER DATA
              FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 02 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 810
EFFECTIVE DATE       : 100189
APPROP-CODE          : X92     LIM: 000
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          : 100000000
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :       IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-16 Advances from Other Agencies - Subsequent Quarters

```
                    ENTER DATA
              FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 02 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 811
EFFECTIVE DATE       : 100189
APPROP-CODE          : X92     LIM: 000
AMOUNT               : 100000000
AMOUNT-QTR1          : 100000000
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :       IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-17 Advances from Other Agencies - Current Quarter

SPECIAL INSTRUCTIONS:

These transactions are limited to Format 01, region/district 9. Authorization number is not mandatory. Accumulated amounts entered in the Amount-Qtr 1-4 fields must total the amount field.

1.4. Document Type 03 - Document type 03 is used to record nonexpenditure transactions in the national ledger.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Transfer of appropriation to another agency or fund	003
Record allocations to other agencies or funds subsequent to apportionment - subsequent quarters	011
Transfers in from another agency's fund (without benefit to transferring account)	012
Record withdrawal and return of unobligated balances to Treasury for expired appropriations	025
Record transfers of other agency's funds which have not been apportioned	027
Record appropriation transfers to other agencies	028
Record enactment of contract liquidating authority	033
Record appropriated funds withdrawn by SF1151	038
Record estimated revenue from investments	749
Record earned revenue from investments	750

```
                    ENTER DATA
               FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 03 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 003
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-18 Transfer of Appropriation

```
                    ENTER DATA
              FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 03 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 010
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-19 Allocations to Other Agencies or Funds - Current Quarter

```
                    ENTER DATA
              FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 03 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 011
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-20 Allocations to Other Agencies or Funds - Subsequent Quarters

```
                    ENTER DATA
              FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 03 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 012
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-21 Transfers in from Another Agency's Fund

```
                    ENTER DATA
               FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 03 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 025
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-22 Withdrawal of Unobligated Balances

```
                    ENTER DATA
               FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 03 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 027
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-23 Transfers of Other Agency's Funds

```
                    ENTER DATA
               FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 03 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 028
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-24 Appropriation Transfers to Other Agencies

```
                    ENTER DATA
              FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 03 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 033
EFFECTIVE DATE       : 100189
APPROP-CODE          : X81    LIM: 000
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-25 Enactment of Contract Liquidating Authority

```
                    ENTER DATA
              FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 03 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 034
EFFECTIVE DATE       : 100189
APPROP-CODE          : X81     LIM: 000
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-26 Receipt of Contract Liquidating Authority

```
                    ENTER DATA
              FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 03 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 038
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-27 Appropriated Funds Withdrawn by SF1151

```
                    ENTER DATA
               FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 03 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 749
EFFECTIVE DATE       : 100189
APPROP-CODE          : X21    LIM: 000
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-28 Estimated Revenue from Investments

```
                    ENTER DATA
               FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 03 90 XXXXXXXXX 000
AUTHORIZATION NO     :
TRANSACTION CODE     : 750
EFFECTIVE DATE       : 100189
APPROP-CODE          : X21     LIM: 000
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             :
ALLOT-FUND-CNTL-CD   :      IND:
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-29 Earned Revenue from Investments

SPECIAL INSTRUCTIONS:

These transactions are limited to Format 01, region/district 9. Authorization number is not mandatory. Amount-Qtr fields must be blank.

1.5. Document Type 04 - Document type 04 is used to record allotment transactions.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Record advice of allotment - current quarter. This transaction generates TC 014 (receipt of allotment on allottee's records).	013
Record advice of allotment - subsequent quarters. This transaction generates TC 016 (receipt of allotment on allottee's records).	015
Record withdrawal of allotment from allottee. This transaction generates TC 766 (withdrawal of allotment on allottee's records).	043

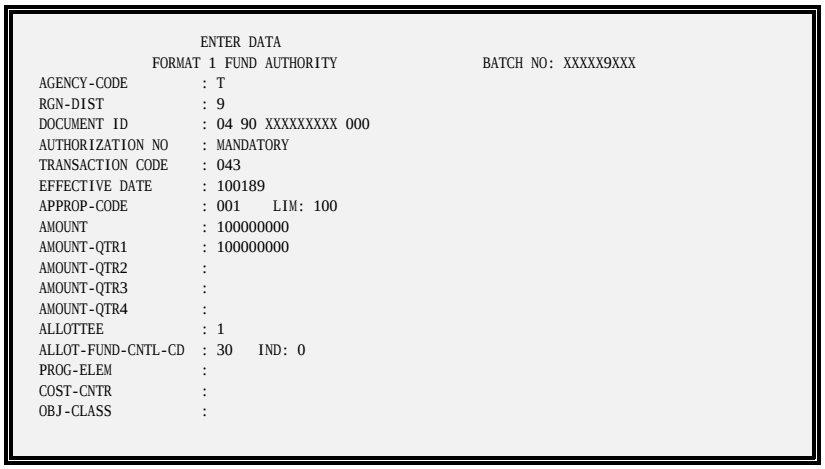
TRANSACTION DESCRIPTION	TRANSACTION CODE
Record decrease to allotments issued for subsequent quarters. This transaction generates TC 772 (decrease of allotment on allottee's records).	771

```
                    ENTER DATA
               FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 04 90 XXXXXXXXX 000
AUTHORIZATION NO     : MANDATORY
TRANSACTION CODE     : 013
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001    LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          : 100000000
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             : 1
ALLOT-FUND-CNTL-CD   : 30   IND: 0
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-30 Allotment - Current Quarter

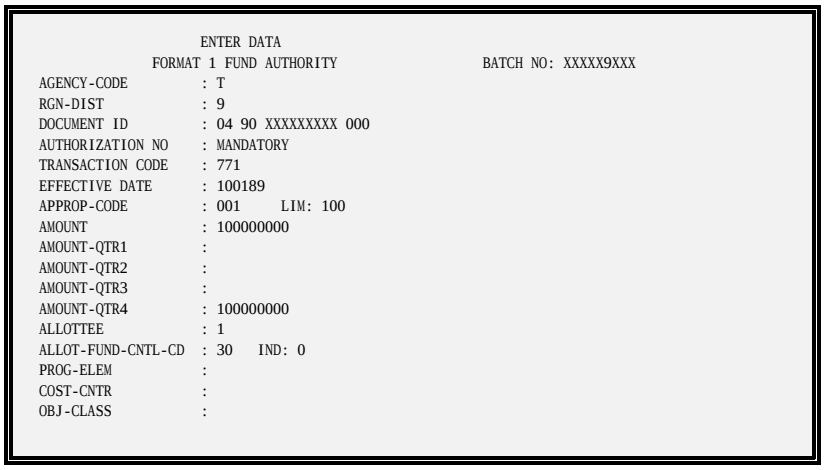
```
                    ENTER DATA
               FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 04 90 XXXXXXXXX 000
AUTHORIZATION NO     : MANDATORY
TRANSACTION CODE     : 015
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          : 100000000
ALLOTTEE             : 1
ALLOT-FUND-CNTL-CD   : 30   IND: 0
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-31 Allotment - Subsequent Quarters



```
                    ENTER DATA
               FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 04 90 XXXXXXXXX 000
AUTHORIZATION NO     : MANDATORY
TRANSACTION CODE     : 043
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001    LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          : 100000000
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             : 1
ALLOT-FUND-CNTL-CD   : 30   IND: 0
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-32 Withdrawal of Allotment



```
                    ENTER DATA
               FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 04 90 XXXXXXXXX 000
AUTHORIZATION NO     : MANDATORY
TRANSACTION CODE     : 771
EFFECTIVE DATE       : 100189
APPROP-CODE          : 001     LIM: 100
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          : 100000000
ALLOTTEE             : 1
ALLOT-FUND-CNTL-CD   : 30   IND: 0
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-33 Decrease to Allotments Issued - Subsequent Quarters

SPECIAL INSTRUCTIONS:

These transactions are limited to Format 01, region/district 9. Authorization number is mandatory. Accumulated amounts entered in the Amount-Qtr 1-4 fields must total the amount field. At least one quarter field must be entered. The allottee is mandatory and cannot be region/district 9. The Allot-Fund-Cntl-Cd field is mandatory and the code entered must be a valid allotment fund control code the allottee's RT1 Table. If the approp code entered is X81, this is optional.

1.6. Document Type 05 - Document type 05 is used to record contract liquidating authority.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Record allotment for contract liquidating authority. This transaction generates TC 036 (receipt of allotment on allottee's records).	035

```
                    ENTER DATA
              FORMAT 1 FUND AUTHORITY                  BATCH NO: XXXXX9XXX
AGENCY-CODE          : T
RGN-DIST             : 9
DOCUMENT ID          : 05 90 XXXXXXXXX 000
AUTHORIZATION NO     : MANDATORY
TRANSACTION CODE     : 035
EFFECTIVE DATE       : 100189
APPROP-CODE          : X82     LIM: 000
AMOUNT               : 100000000
AMOUNT-QTR1          :
AMOUNT-QTR2          :
AMOUNT-QTR3          :
AMOUNT-QTR4          :
ALLOTTEE             : 1
ALLOT-FUND-CNTL-CD   : 00    IND: 0
PROG-ELEM            :
COST-CNTR            :
OBJ-CLASS            :
```

Figure 7-34 Allotment for Contract Liquidating Authority

SPECIAL INSTRUCTIONS:

This transaction is limited to Format 01, region/district 9. Authorization number is mandatory. Amount-Qtr fields must be blank. Allottee is mandatory and cannot be region/district 9. The Allot-Fund-Cntl-Cd field is mandatory and the code entered must be a valid allotment fund control code on the allottee's RT1 Table. If the approp code entered is X81, this is optional.

1.7. Document Type 06 - Document type 06 is used to issue program plans from the national office to headquarters offices.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Record program plans on national ledger. This transaction generates TC 018 (receipt of plan on allottee's records).	017

```
                  ENTER DATA
                        FORMAT 2 PROGRAM PLANS
AGENCY-CODE      : T                                          BATCH NO: XXXXX9XXX
REGION/DISTRICT  : 9
DOCUMENT ID      : 06 90 XXXXXXXXX 000
AUTHORIZATION NO :
TRANSACTION CODE : 017
EFFECTIVE DATE   : 100189
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
PROGRAM ELEMENT  :
COST CENTER      :
OBJECT CLASS     :
SYSTEM DATA      :
AMOUNT           : 100000000
AMOUNT-QTR1      : 100000000
AMOUNT-QTR2      :
AMOUNT-QTR3      :
AMOUNT-QTR4      :
ALLOTTEE         : W
PRIOR FY AMOUNT  :
```

Figure 7-35 Issue Program Plans to Headquarters

SPECIAL INSTRUCTIONS:

This transaction is limited to Format 02, region/district 9. The allottee must be W.

1.8. Document Type 07 - Document type 07 is used to issue program plans from the national office to region/districts other than headquarters.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Record program plans on national ledger. This transaction generates TC 018 (receipt of plan on allottee's records).	017

```
                  ENTER DATA
                        FORMAT 2 PROGRAM PLANS
AGENCY-CODE      : T                                          BATCH NO: XXXXX9XXX
REGION/DISTRICT  : 9
DOCUMENT ID      : 07 90 XXXXXXXXX 000
AUTHORIZATION NO :
TRANSACTION CODE : 017
EFFECTIVE DATE   : 100189
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
PROGRAM ELEMENT  :
COST CENTER      :
OBJECT CLASS     :
SYSTEM DATA      :
AMOUNT           : 100000000
AMOUNT-QTR1      : 100000000
AMOUNT-QTR2      :
AMOUNT-QTR3      :
AMOUNT-QTR4      :
ALLOTTEE         : 1
PRIOR FY AMOUNT  :
CARRY FWD AMOUNT :
```

Figure 7-36 Issue Program Plans to Region/Districts

SPECIAL INSTRUCTIONS:

This transaction is limited to Format 02, region/district 9. Allottee is mandatory.

1.9. Document Type 08 - Document type 08 is used to issue project authorization plans.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Record program plans on national ledger. This transaction generates TC 018 (receipt of plan on allottee's records).	017

```
                    ENTER DATA
                            FORMAT 2 PROGRAM PLANS
AGENCY-CODE       : T                                      BATCH NO: XXXXX9XXX
REGION/DISTRICT   : 9
DOCUMENT ID       : 08 90 XXXXXXXXX 000
AUTHORIZATION NO  : MANDATORY
TRANSACTION CODE  : 017
EFFECTIVE DATE    : 100189
APPROP CODE       : 001   LIM: 100  ALLOT: 30  IND: 0
PROGRAM ELEMENT   :
COST CENTER       :
OBJECT CLASS      :
SYSTEM DATA       :
AMOUNT            : 100000000
AMOUNT-QTR1       : 100000000
AMOUNT-QTR2       :
AMOUNT-QTR3       :
AMOUNT-QTR4       :
ALLOTTEE          : 1
PRIOR FY AMOUNT   :
CARRY FWD AMOUNT  :
```

Figure 7-37 Issue Project Authorizations

SPECIAL INSTRUCTIONS:

This transaction is limited to Format 02, region/district 9. Allottee and authorization number are mandatory. Prior FY Amount and Carry Fwd Amount may be entered unless the document fiscal year is current year.

1.10. Document Type 09 - Document type 09 is used to issue region/district plans.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Record assignment of operating plans within the allottee's organization	755
Record decrease adjustments to operating plans assigned	756

```
                  ENTER DATA
                          FORMAT 2 PROGRAM PLANS
AGENCY-CODE      : T                                      BATCH NO: XXXXX1XXX
REGION/DISTRICT  : 1
DOCUMENT ID      : 09 90 XXXXXXXXX 000
AUTHORIZATION NO :
TRANSACTION CODE : 755
EFFECTIVE DATE   : 100189
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
PROGRAM ELEMENT  : 123456
COST CENTER      : 122100
OBJECT CLASS     : 2634
SYSTEM DATA      :
AMOUNT           : 100000000
AMOUNT-QTR1      : 100000000
AMOUNT-QTR2      :
AMOUNT-QTR3      :
AMOUNT-QTR4      :
ALLOTTEE         :
PRIOR FY AMOUNT  :
CARRY FWD AMOUNT :
```

Figure 7-38 Assignment of Plans

```
                  ENTER DATA
                          FORMAT 2 PROGRAM PLANS
AGENCY-CODE      : T                                      BATCH NO: XXXXX1XXX
REGION/DISTRICT  : 1
DOCUMENT ID      : 09 90 XXXXXXXXX 000
AUTHORIZATION NO :
TRANSACTION CODE : 756
EFFECTIVE DATE   : 100189
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
PROGRAM ELEMENT  : 123456
COST CENTER      : 122100
OBJECT CLASS     : 2634
SYSTEM DATA      :
AMOUNT           : 100000000
AMOUNT-QTR1      : 100000000
AMOUNT-QTR2      :
AMOUNT-QTR3      :
AMOUNT-QTR4      :
ALLOTTEE         :
PRIOR FY AMOUNT  :
CARRY FWD AMOUNT :
```

Figure 7-39 Decrease Adjustment of Plans

SPECIAL INSTRUCTIONS:

These transactions are limited to Format 02. Prior FY Amount and Carry Fwd Amount may be entered unless the document fiscal year is current year.

1.11. Document Type 11 - Document type 11 is used for recording various transactions for temporary duty travel.

a. TDY Travel Advance

TRANSACTION DESCRIPTION	TRANSACTION CODE
Issue new advance - disbursement	111
Increase existing advance - disbursement	1111

TRANSACTION DESCRIPTION	TRANSACTION CODE
Issue new advance - disbursement to be transferred to another accounting site	153
Move advance to accounts receivable	250
Internal adjustment to record issue of travel advance (use J schedule)	129
Internal adjustment to reclassify advance to undistributed advances to be transferred to another accounting site	259
Repay advance with payment of travel voucher - check issued	105
Repay advance with payment of travel voucher - no check issued (use J schedule)	248

```
                ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 11 90 XXXXXXXXX 999
TRANSACTION CODE : 111
AMOUNT           : 10000
EFFECTIVE DATE   : 092190
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2112
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 1123456789             END DATE OF TRAVEL  092790
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE  092190
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
```

Figure 7-40 Issue TDY Advance

```
                ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 11 90 XXXXXXXXX 999
TRANSACTION CODE : 153
AMOUNT           : 10000
EFFECTIVE DATE   : 092190
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2112
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 1123456789             END DATE OF TRAVEL  092790
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE  092190
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
```

Figure 7-41 Issue TDY Advance to be Transferred

```
                    ENTER DATA
SCHEDULE/CD:              FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 11 90 XXXXXXXXX 999
TRANSACTION CODE  : 250
AMOUNT            : 10000
EFFECTIVE DATE    : 092190
APPROP CODE       :       LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :       PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                          END DATE OF TRAVEL
DOCUMENT-REF-NUM  : ADVANCE                  WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                   NAME:
REASON CODE       :                 ADDR-1:
ECC/STAT-DATA     :                 ADDR-2:
ECC/STAT-DATA     :                 ADDR-3:
FACILITY TYPE/LOC:                  ADDR-4:
```

Figure 7-42 Transfer TDY Advance to Receivable

```
                    ENTER DATA
SCHEDULE/CD: J1XXXXX      FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 11 90 XXXXXXXXX 999
TRANSACTION CODE  : 129
AMOUNT            : 10000
EFFECTIVE DATE    : 092190
APPROP CODE       : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER       : 122100
PROGRAM ELEMENT   : 123456
OBJECT CLASS      : 2112
PUBLIC/GOVT       : P     PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   : 1123456789               END DATE OF TRAVEL  092790
DOCUMENT-REF-NUM  : NONE                     WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                   NAME:
REASON CODE       :                 ADDR-1:
ECC/STAT-DATA     :                 ADDR-2:
ECC/STAT-DATA     :                 ADDR-3:
FACILITY TYPE/LOC:                  ADDR-4:
```

Figure 7-43 Adjustment to Record Issue of TDY Advance

```
                    ENTER DATA
SCHEDULE/CD:              FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 11 90 XXXXXXXXX 999
TRANSACTION CODE  : 259
AMOUNT            : 10000
EFFECTIVE DATE    : 092190
APPROP CODE       :       LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :       PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                          END DATE OF TRAVEL
DOCUMENT-REF-NUM  : ADVANCE                  WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                   NAME:
REASON CODE       :                 ADDR-1:
ECC/STAT-DATA     :                 ADDR-2:
ECC/STAT-DATA     :                 ADDR-3:
FACILITY TYPE/LOC:                  ADDR-4:
```

Figure 7-44 Reclassify TDY Advance to be Transferred

b. TDY Travel Order

TRANSACTION DESCRIPTION	TRANSACTION CODE
Obligate Travel Order - Accrued Expenditure Unpaid (AEU)	073
Increase Accrued Expenditure Unpaid (AEU)	0731
Decrease Accrued Expenditure Unpaid (AEU)	0732

```
                  ENTER DATA
SCHEDULE/CD:             FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 11 90 XXXXXXXXX 000
TRANSACTION CODE  : 073
AMOUNT            : 50000
EFFECTIVE DATE    : 092190
APPROP CODE       : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER       : 122100
PROGRAM ELEMENT   : 123456
OBJECT CLASS      : 2112
PUBLIC/GOVT       : P     PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   : 1123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM  : NONE                   WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-45 Obligate TDY Travel Order

c. TDY Travel Voucher - Disbursement

TRANSACTION DESCRIPTION	TRANSACTION CODE
Pay TDY travel voucher (gross amount) - previous obligation	106
Pay TDY travel voucher (gross amount) - no previous obligation	103
Pay TDY travel voucher (gross amount) to be transferred	163
Repay TDY travel advance concurrent with payment of travel voucher	105

NOTE: *The voucher disbursement transaction must be entered before the travel advance repayment transaction can be entered (V Schedule).*

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 11 90 XXXXXXXXX 000
TRANSACTION CODE : 106F
AMOUNT           : 50000
EFFECTIVE DATE   : 093090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                          END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                     WAREHOUSE DATE  093090
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                   NAME:
REASON CODE      :                 ADDR-1:
ECC/STAT-DATA    :                 ADDR-2:
ECC/STAT-DATA    :                 ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-46 Disbursement of TDY Travel Voucher - Previous Obligation

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 11 90 XXXXXXXXX 000
TRANSACTION CODE : 103F
AMOUNT           : 50000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2112
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 1123456789               END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                     WAREHOUSE DATE  093090
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                   NAME:
REASON CODE      :                 ADDR-1:
ECC/STAT-DATA    :                 ADDR-2:
ECC/STAT-DATA    :                 ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-47 Disbursement of TDY Travel Voucher - No Obligation

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 11 90 XXXXXXXXX 000
TRANSACTION CODE : 163
AMOUNT           : 50000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 1123456789               END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                     WAREHOUSE DATE  093090
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                   NAME:
REASON CODE      :                 ADDR-1:
ECC/STAT-DATA    :                 ADDR-2:
ECC/STAT-DATA    :                 ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-48 Disbursement of TDY Travel Voucher to be Transferred

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 11 90 XXXXXXXXX 999
TRANSACTION CODE : 105
AMOUNT           : 10000
EFFECTIVE DATE   : 093090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                         END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                    WAREHOUSE DATE  093090
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                   NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-49 Repay TDY Travel Advance with Disbursement of Voucher

d. TDY Travel Voucher - No Check Issued

TRANSACTION DESCRIPTION	TRANSACTION CODE
Pay TDY travel voucher (gross amount) - previous obligation	146
Pay TDY travel voucher (gross amount) - no previous obligation	128
Repay TDY travel advance concurrent with payment of travel voucher	248

```
                  ENTER DATA
SCHEDULE/CD: J1XXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 11 90 XXXXXXXXX 000
TRANSACTION CODE : 146F
AMOUNT           : 50000
EFFECTIVE DATE   : 093090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                         END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                    WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                   NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-50 Pay TDY Travel Voucher - Previous Obligation No Check Issued

```
                ENTER DATA
SCHEDULE/CD: J1XXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 11 90 XXXXXXXXX 000
TRANSACTION CODE : 128F
AMOUNT           : 50000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2112
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 1123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-51 Pay TDY Travel Voucher - No Obligation
No Check Issued

```
                ENTER DATA
SCHEDULE/CD: J1XXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 11 90 XXXXXXXXX 999
TRANSACTION CODE : 248
AMOUNT           : 10000
EFFECTIVE DATE   : 093090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-52 Repay TDY Travel Advance with Payment of Voucher
No Check Issued

SPECIAL INSTRUCTIONS:

It is mandatory to type data in the following fields (except for follow-on entries):

Vendor Type/SSN - Must be Vendor Type 1
Document Reference Number (required for all entries)
Ending Date of Travel (travel advances only) - Optional entry for travel accruals to facilitate aging of obligations.
Warehouse Date (V schedule only) - Travel advances must be warehoused within the month of entry.

Invoice Customer Account Number is not mandatory but data entered appears on the check trailer card (V schedule only).

1.12. Document Type 12 - Document type 12 is used for reimbursement for change of official station travel of employee and immediate family, movement of household goods and residence transaction expenses. Refer to document type 70 for information about recording taxes on change of station vouchers.

a. Change of Station Travel Advance

TRANSACTION DESCRIPTION	TRANSACTION CODE
Issue new advance - disbursement	111
Increase existing advance - disbursement	1111
Issue new advance - disbursement to be transferred to another accounting site	153
Move advance to accounts receivable	250
Internal adjustment to record issue of travel advance (use J schedule)	129
Internal adjustment to reclassify advance to undistributed advances to be transferred to another accounting site	259
Repay advance with payment of travel voucher - check issued	105
Repay advance with payment of travel voucher - no check issued (use J schedule)	248

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 12 90 XXXXXXXXX 999
TRANSACTION CODE : 111
AMOUNT           : 10000
EFFECTIVE DATE   : 092190
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2113
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 1123456789             END DATE OF TRAVEL  092790
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE  092190
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-53 Issue Change of Station Advance

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 12 90 XXXXXXXXX 999
TRANSACTION CODE : 153
AMOUNT           : 10000
EFFECTIVE DATE   : 092190
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2113
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 1123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE  092190
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-54 Issue Change of Station Advance to be Transferred

```
                  ENTER DATA
SCHEDULE/CD:            FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 12 90 XXXXXXXXX 999
TRANSACTION CODE : 250
AMOUNT           : 10000
EFFECTIVE DATE   : 092190
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM : ADVANCE                WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-55 Transfer Change of Station Advance to Receivable

```
                  ENTER DATA
SCHEDULE/CD: J1XXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 12 90 XXXXXXXXX 999
TRANSACTION CODE : 129
AMOUNT           : 10000
EFFECTIVE DATE   : 092190
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2113
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 1123456789             END DATE OF TRAVEL  092790
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-56 Adjustment to Record Issue of Change of Station Advance

```
                    ENTER DATA
SCHEDULE/CD:              FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 12 90 XXXXXXXXX 999
TRANSACTION CODE  : 259
AMOUNT            : 10000
EFFECTIVE DATE    : 092190
APPROP CODE       :       LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :       PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                          END DATE OF TRAVEL
DOCUMENT-REF-NUM  : ADVANCE                  WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-57 Reclassify Change of Station Advance to be Transferred

b. Change of Station Travel Order

TRANSACTION DESCRIPTION	TRANSACTION CODE
Obligate Travel Order - Accrued Expenditure Unpaid (AEU)	073
Increase Accrued Expenditure Unpaid (AEU)	0731
Decrease Accrued Expenditure Unpaid (AEU)	0732

```
                    ENTER DATA
SCHEDULE/CD:              FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 12 90 XXXXXXXXX 000
TRANSACTION CODE  : 073
AMOUNT            : 50000
EFFECTIVE DATE    : 092190
APPROP CODE       : 001    LIM: 100  ALLOT: 30  IND: 0
COST CENTER       : 122100
PROGRAM ELEMENT   : 123456
OBJECT CLASS      : 2113
PUBLIC/GOVT       : P      PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   : 1123456789               END DATE OF TRAVEL
DOCUMENT-REF-NUM  : NONE                     WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-58 Obligate Change of Station Travel Order

c. Change of Station Travel Voucher - Disbursement

TRANSACTION DESCRIPTION	TRANSACTION CODE
Pay change of station travel voucher (gross amount) - previous obligation	106

TRANSACTION DESCRIPTION	TRANSACTION CODE
Pay change of station travel voucher (gross amount) - no previous obligation	103
Pay change of station travel voucher (gross amount) to be transferred	163
Repay change of station travel advance concurrent with payment of travel voucher	105

NOTE: *The voucher disbursement transaction must be entered before the travel advance repayment transaction can be entered (V Schedule).*

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 12 90 XXXXXXXXX 000
TRANSACTION CODE : 106F
AMOUNT           : 50000
EFFECTIVE DATE   : 093090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE  093090
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-59 Disbursement of Change of Station Travel Voucher Previous Obligation

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 12 90 XXXXXXXXX 000
TRANSACTION CODE : 103F
AMOUNT           : 50000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2113
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 1123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE  093090
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-60 Disbursement of Change of Station Travel Voucher No Obligation

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 12 90 XXXXXXXXX 000
TRANSACTION CODE : 163
AMOUNT           : 50000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 1123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE  093090
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

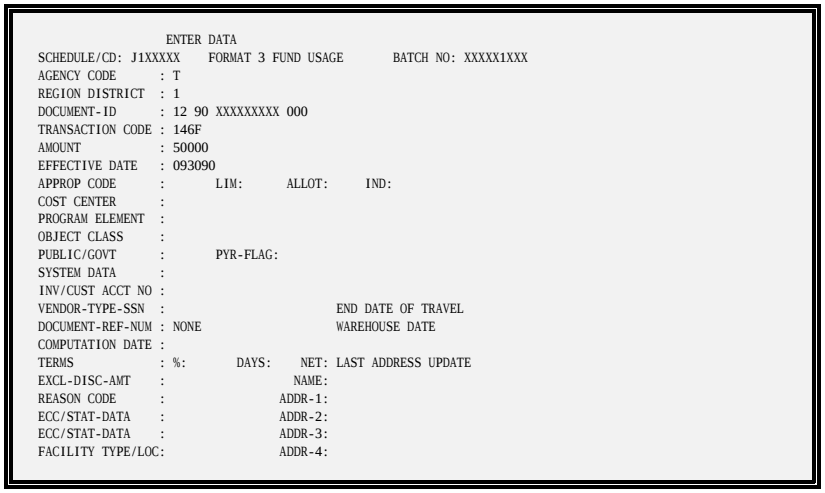
Figure 7-61 Disbursement of Change of Station Travel Voucher to be Transferred

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 12 90 XXXXXXXXX 999
TRANSACTION CODE : 105
AMOUNT           : 10000
EFFECTIVE DATE   : 093090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE  093090
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-62 Repay Change of Station Travel Advance with Disbursement of Voucher

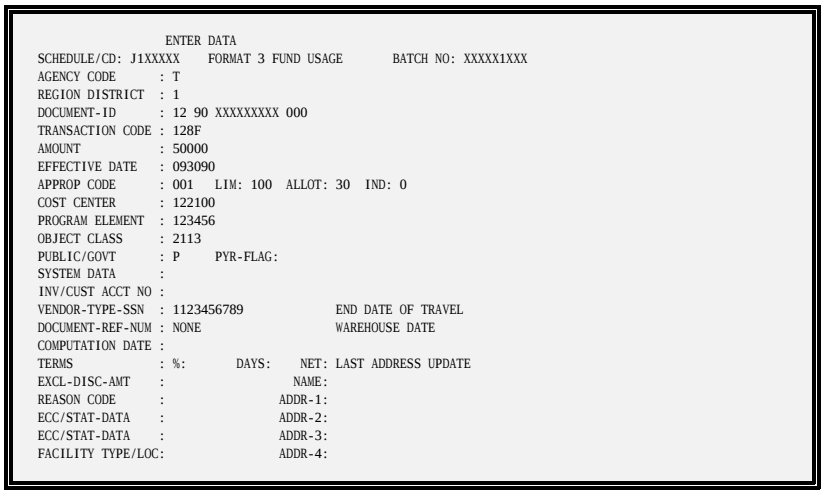
d. Change of Station Travel Voucher - No Check Issued

TRANSACTION DESCRIPTION	TRANSACTION CODE
Pay change of station travel voucher (gross amount) - previous obligation	146
Pay change of station travel voucher (gross amount) - no previous obligation	128
Repay change of station travel advance concurrent with payment of travel voucher	248



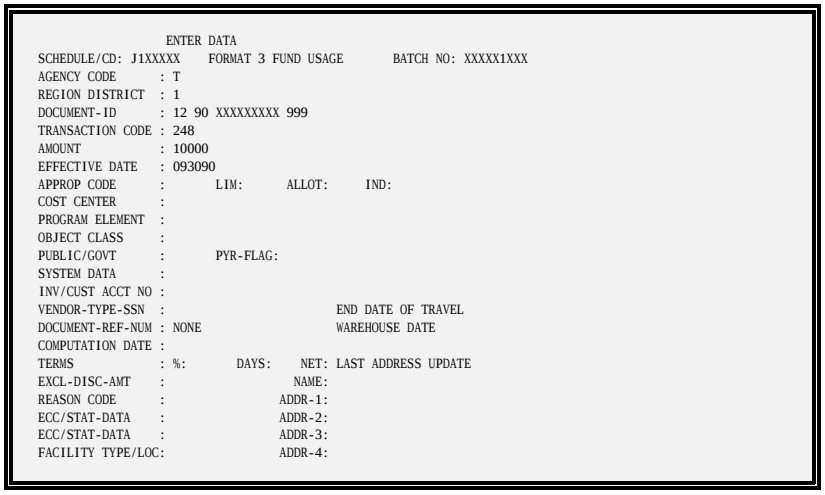
```
                    ENTER DATA
SCHEDULE/CD: J1XXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 12 90 XXXXXXXXX 000
TRANSACTION CODE : 146F
AMOUNT           : 50000
EFFECTIVE DATE   : 093090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                 NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-63 Pay Change of Station Travel Voucher - Previous Obligation No Check Issued



```
                    ENTER DATA
SCHEDULE/CD: J1XXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 12 90 XXXXXXXXX 000
TRANSACTION CODE : 128F
AMOUNT           : 50000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2113
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 1123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                 NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-64 Pay Change of Station Travel Voucher - No Obligation No Check Issued



```
                    ENTER DATA
SCHEDULE/CD: J1XXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 12 90 XXXXXXXXX 999
TRANSACTION CODE : 248
AMOUNT           : 10000
EFFECTIVE DATE   : 093090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                 NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-65 Repay Change of Station Travel Advance with Payment of Voucher - No Check Issued

SPECIAL INSTRUCTIONS:

It is mandatory to type data in the following fields (except for follow-on entries):

Vendor Type/SSN - Must be Vendor Type 1

Document Reference Number (required for all entries)

Ending Date of Travel (travel advances only) - Optional entry for travel accruals to facilitate aging of obligations.

Warehouse Date (V schedule only) - Travel advances must be warehoused within month of entry.

Invoice Customer Account Number is not mandatory but data entered appears on the check trailer card (V schedule only).

1.13. Document Type 13 - Document type 13 is used for recording various transactions for continuous travel.

a. Continuous Travel Advance

TRANSACTION DESCRIPTION	TRANSACTION CODE
Issue new advance - disbursement	111
Increase existing advance - disbursement	1111
Issue new advance - disbursement to be transferred to another accounting site	153
Move advance to accounts receivable	250
Internal adjustment to record issue of travel advance (use J schedule)	129
Internal adjustment to reclassify advance to undistributed advances to be transferred to another accounting site	259
Repay advance with payment of travel voucher - check issued	105
Repay advance with payment of travel voucher - no check issued (use J schedule)	248

```
                ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 13 90 XXXXXXXXX 999
TRANSACTION CODE : 111
AMOUNT           : 10000
EFFECTIVE DATE   : 092190
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2112
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 1123456789             END DATE OF TRAVEL  093090
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE  092190
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-66 Issue Continuous Travel Advance

```
                    ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 13 90 XXXXXXXXX 999
TRANSACTION CODE : 153
AMOUNT           : 10000
EFFECTIVE DATE   : 092190
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2112
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 1123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE  092190
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-67 Issue Continuous Travel Advance to be Transferred

```
                    ENTER DATA
SCHEDULE/CD:            FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 13 90 XXXXXXXXX 999
TRANSACTION CODE : 250
AMOUNT           : 10000
EFFECTIVE DATE   : 092190
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM : ADVANCE                WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-68 Transfer Continuous Travel Advance to Receivable

```
                    ENTER DATA
SCHEDULE/CD: J1XXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 13 90 XXXXXXXXX 999
TRANSACTION CODE : 129
AMOUNT           : 10000
EFFECTIVE DATE   : 092190
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2112
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 1123456789             END DATE OF TRAVEL  093090
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-69 Adjustment to Record Issue of Continuous Travel Advance

```
                    ENTER DATA
SCHEDULE/CD:              FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 13 90 XXXXXXXXX 999
TRANSACTION CODE  : 259
AMOUNT            : 10000
EFFECTIVE DATE    : 092190
APPROP CODE       :       LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :       PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                          END DATE OF TRAVEL
DOCUMENT-REF-NUM  : ADVANCE                  WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                   NAME:
REASON CODE       :                 ADDR-1:
ECC/STAT-DATA     :                 ADDR-2:
ECC/STAT-DATA     :                 ADDR-3:
FACILITY TYPE/LOC:                  ADDR-4:
```

Figure 7-70 Reclassify Continuous Travel Advance to be Transferred

b. Continuous Travel Order

TRANSACTION DESCRIPTION	TRANSACTION CODE
Obligate Travel Order - Accrued Expenditure Unpaid (AEU)	073
Increase Accrued Expenditure Unpaid (AEU)	0731
Decrease Accrued Expenditure Unpaid (AEU)	0732

```
                    ENTER DATA
SCHEDULE/CD:              FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 13 90 XXXXXXXXX 000
TRANSACTION CODE  : 073
AMOUNT            : 50000
EFFECTIVE DATE    : 092190
APPROP CODE       : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER       : 122100
PROGRAM ELEMENT   : 123456
OBJECT CLASS      : 2112
PUBLIC/GOVT       : P     PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   : 1123456789               END DATE OF TRAVEL
DOCUMENT-REF-NUM  : NONE                     WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                   NAME:
REASON CODE       :                 ADDR-1:
ECC/STAT-DATA     :                 ADDR-2:
ECC/STAT-DATA     :                 ADDR-3:
FACILITY TYPE/LOC:                  ADDR-4:
```

Figure 7-71 Obligate Continuous Travel Order

c. Continuous Travel Voucher - Disbursement

TRANSACTION DESCRIPTION	TRANSACTION CODE
Pay continuous travel voucher (gross amount) - previous obligation	106
Pay continuous travel voucher (gross amount) - no previous obligation	103

TRANSACTION DESCRIPTION	TRANSACTION CODE
Pay continuous travel voucher (gross amount) to be transferred	163
Repay continuous travel advance concurrent with payment of travel voucher	105

NOTE: *The voucher disbursement transaction must be entered before the travel advance repayment transaction can be entered (V Schedule).*

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 13 90 XXXXXXXXX 000
TRANSACTION CODE : 106F
AMOUNT           : 50000
EFFECTIVE DATE   : 093090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                          END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                     WAREHOUSE DATE  093090
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                   NAME:
REASON CODE      :                 ADDR-1:
ECC/STAT-DATA    :                 ADDR-2:
ECC/STAT-DATA    :                 ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-72 Disbursement of Continuous Travel Voucher Previous Obligation

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 13 90 XXXXXXXXX 000
TRANSACTION CODE : 103F
AMOUNT           : 50000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2112
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 1123456789               END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                     WAREHOUSE DATE  093090
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                   NAME:
REASON CODE      :                 ADDR-1:
ECC/STAT-DATA    :                 ADDR-2:
ECC/STAT-DATA    :                 ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-73 Disbursement of Continuous Travel Voucher No Obligation

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 13 90 XXXXXXXXX 000
TRANSACTION CODE : 163
AMOUNT           : 50000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 1123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE  093090
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-74 Disbursement of Continuous Travel Voucher to be Transferred

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 13 90 XXXXXXXXX 999
TRANSACTION CODE : 105
AMOUNT           : 10000
EFFECTIVE DATE   : 093090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE  093090
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-75 Repay Continuous Travel Advance with Disbursement of Voucher

d. Continuous Travel Voucher - No Check Issued

TRANSACTION DESCRIPTION	TRANSACTION CODE
Pay continuous travel voucher (gross amount) - previous obligation	146
Pay continuous travel voucher (gross amount) - no previous obligation	128
Repay continuous travel advance concurrent with payment of travel voucher	248

```
                    ENTER DATA
SCHEDULE/CD: J1XXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 13 90 XXXXXXXXX 000
TRANSACTION CODE : 146F
AMOUNT           : 50000
EFFECTIVE DATE   : 093090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-76 Pay Continuous Travel Voucher - Previous Obligation No Check Issued

```
                    ENTER DATA
SCHEDULE/CD: J1XXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 13 90 XXXXXXXXX 000
TRANSACTION CODE : 128F
AMOUNT           : 50000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2112
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 1123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-77 Pay Continuous Travel Voucher - No Obligation No Check Issued

```
                    ENTER DATA
SCHEDULE/CD: J1XXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 13 90 XXXXXXXXX 999
TRANSACTION CODE : 248
AMOUNT           : 10000
EFFECTIVE DATE   : 093090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM : NONE                   WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-78 Repay Continuous Travel Advance with Payment of Voucher - No Check Issued

SPECIAL INSTRUCTIONS:

It is mandatory to type data in the following fields (except for follow-on entries):

Vendor Type/SSN - Must be Vendor Type 1
Document Reference Number (required for all entries)
Ending Date of Travel (travel advances only) - Must be September 30 of the current year.
Warehouse Date (V schedule only) - Travel advances must be warehoused within the month of entry.

Invoice Customer Account Number is not mandatory but data entered appears on the check trailer card (V schedule only).

1.14. Document Type 14 - Document type 14 is used for recording transactions for government transportation requests (GTR). GTR's are issued to purchase common carrier tickets.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Obligate GTR - Accrued Expenditure Unpaid (AEU)	073
Increase Accrued Expenditure Unpaid (AEU)	0731
Decrease Accrued Expenditure Unpaid (AEU)	0732
Disbursement of GTR - previous obligation	106
Disbursement of GTR - no previous obligation	103
Disbursement of GTR to be transferred	163
Record cost of GTR to be transferred	168

```
                    ENTER DATA
SCHEDULE/CD:              FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 14 90 XXXXXXXXX 000
TRANSACTION CODE  : 073
AMOUNT            : 30000
EFFECTIVE DATE    : 092190
APPROP CODE       : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER       : 122100
PROGRAM ELEMENT   : 123456
OBJECT CLASS      : 2112
PUBLIC/GOVT       : P     PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                         END DATE OF TRAVEL
DOCUMENT-REF-NUM  : 123456789               WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                    NAME:
REASON CODE       :                  ADDR-1:
ECC/STAT-DATA     :                  ADDR-2:
ECC/STAT-DATA     :                  ADDR-3:
FACILITY TYPE/LOC:                   ADDR-4:
```

Figure 7-79 Obligate Government Transportation Request

```
                  ENTER DATA
SCHEDULE/CD: T          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 14 90 XXXXXXXXX 000
TRANSACTION CODE : 106F
AMOUNT           : 30000
EFFECTIVE DATE   : 093090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 75392
VENDOR-TYPE-SSN  : 2AAFS                  END DATE OF TRAVEL
DOCUMENT-REF-NUM : 123456789              WAREHOUSE DATE  093090
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                   NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-80 Disbursement of Government Transportation Request Previous Obligation

```
                  ENTER DATA
SCHEDULE/CD: T          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 14 90 XXXXXXXXX 000
TRANSACTION CODE : 103F
AMOUNT           : 30000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2112
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 75392
VENDOR-TYPE-SSN  : 2AAFS                  END DATE OF TRAVEL
DOCUMENT-REF-NUM : 123456789              WAREHOUSE DATE  093090
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                   NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-81 Disbursement of Government Transportation Request No Obligation

```
                  ENTER DATA
SCHEDULE/CD: T          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 14 90 XXXXXXXXX 000
TRANSACTION CODE : 163
AMOUNT           : 30000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 75392
VENDOR-TYPE-SSN  : 2AAFS                  END DATE OF TRAVEL
DOCUMENT-REF-NUM : 123456789              WAREHOUSE DATE  093090
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                   NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-82 Disbursement of Government Transportation Request to be Transferred

```
                    ENTER DATA
SCHEDULE/CD: J1XXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 14 90 XXXXXXXXX 000
TRANSACTION CODE : 168
AMOUNT           : 30000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 2AAFS                 END DATE OF TRAVEL
DOCUMENT-REF-NUM : 123456789             WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-83 Record Cost of Government Transportation Request to be Transferred

SPECIAL INSTRUCTIONS:

It is mandatory to type data in the following fields (except for follow-on entries):

Vendor Type/SSN - Must be Vendor Type 2 or 8 (Disbursement stage only)
Document Reference Number (required for all entries) Enter the employee's social security number. Employee's SSN must be loaded on T16 Table.
Computation or Warehouse Date (T schedule only)
Invoice Customer Account Number (T schedule only)

1.15. Document Type 15 - Document type 15 is used for recording transactions for government bill of lading (GBL). GBL's are issued to pay for transportation or storage of government property or employee property in an official change of station.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Obligate GBL - Accrued Expenditure Unpaid (AEU)	073
Increase Accrued Expenditure Unpaid (AEU)	0731
Decrease Accrued Expenditure Unpaid (AEU)	0732
Disbursement of GBL - previous obligation	106
Disbursement of GBL - no previous obligation	103
Disbursement of GBL to be transferred	163
Record cost of GBL to be transferred	168

```
                  ENTER DATA
SCHEDULE/CD:            FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 15 90 XXXXXXXXX 000
TRANSACTION CODE : 073
AMOUNT           : 450000
EFFECTIVE DATE   : 092190
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2221
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                         END DATE OF TRAVEL
DOCUMENT-REF-NUM : 123456789               WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                   NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-84 Obligate Government Bill of Lading

```
                  ENTER DATA
SCHEDULE/CD: T          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 15 90 XXXXXXXXX 000
TRANSACTION CODE : 106F
AMOUNT           : 450000
EFFECTIVE DATE   : 093090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 882474
VENDOR-TYPE-SSN  : 2ABFS                   END DATE OF TRAVEL
DOCUMENT-REF-NUM : 123456789               WAREHOUSE DATE
COMPUTATION DATE : 090390
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                   NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-85 Disbursement of Government Bill of Lading Previous Obligation

```
                  ENTER DATA
SCHEDULE/CD: T          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 15 90 XXXXXXXXX 000
TRANSACTION CODE : 103F
AMOUNT           : 450000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2221
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 882474
VENDOR-TYPE-SSN  : 2ABFS                   END DATE OF TRAVEL
DOCUMENT-REF-NUM : 123456789               WAREHOUSE DATE
COMPUTATION DATE : 090390
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                   NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-86 Disbursement of Government Bill of Lading No Obligation

```
                    ENTER DATA
SCHEDULE/CD: T          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 15 90 XXXXXXXXX 000
TRANSACTION CODE : 163
AMOUNT           : 450000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 882474
VENDOR-TYPE-SSN  : 2ABFS                 END DATE OF TRAVEL
DOCUMENT-REF-NUM : 123456789             WAREHOUSE DATE
COMPUTATION DATE : 090390
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-87 Disbursement of Government Bill of Lading to be Transferred

```
                    ENTER DATA
SCHEDULE/CD: J1XXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 15 90 XXXXXXXXX 000
TRANSACTION CODE : 168
AMOUNT           : 450000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 2ABFS                 END DATE OF TRAVEL
DOCUMENT-REF-NUM : 123456789             WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-88 Record Cost of Government Bill of Lading to be Transferred

SPECIAL INSTRUCTIONS:

It is mandatory to type data in the following fields (except for follow-on entries):

Vendor Type/SSN - Must be Vendor Type 2 or 8 (Disbursement stage only)
Document Reference Number (required for all entries) For object classes 2221, 2222, 2509, or 2510, entry is mandatory. Enter the employee's social security number. Employee's SSN must be loaded on T16 Table. For object classes 2200, 2211, or 2212, document reference is optional. For all other object classes it is mandatory but does not have to match T16.
Computation or Warehouse Date (T schedule only)
Invoice Customer Account Number (T schedule only)

1.16. Document Type 16 - Document type 16 is used for recording transactions for common carrier tickets purchased by contract.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Obligate Contract Airfare - Accrued Expenditure Unpaid (AEU)	073
Increase Accrued Expenditure Unpaid (AEU)	0731
Decrease Accrued Expenditure Unpaid (AEU)	0732
Disbursement of Contract Airfare - previous obligation	106
Disbursement of Contract Airfare - no previous obligation	103
Disbursement of Contract Airfare to be transferred	163
Record cost of Contract Airfare to be transferred	168

```
                  ENTER DATA
SCHEDULE/CD:             FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 16 90 XXXXXXXXX 000
TRANSACTION CODE : 073
AMOUNT           : 50000
EFFECTIVE DATE   : 092190
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2112
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                          END DATE OF TRAVEL
DOCUMENT-REF-NUM : 123456789                WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-89 Obligation for Contract Airline Tickets

```
                  ENTER DATA
SCHEDULE/CD: T           FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 16 90 XXXXXXXXX 000
TRANSACTION CODE : 106F
AMOUNT           : 50000
EFFECTIVE DATE   : 093090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 390237
VENDOR-TYPE-SSN  : 2DC                      END DATE OF TRAVEL
DOCUMENT-REF-NUM : 123456789                WAREHOUSE DATE
COMPUTATION DATE : 091090
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-90 Disbursement for Contract Airfare Previous Obligation

```
                    ENTER DATA
SCHEDULE/CD: T          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 16 90 XXXXXXXXX 000
TRANSACTION CODE : 103F
AMOUNT           : 50000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2112
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 390237
VENDOR-TYPE-SSN  : 2DC                    END DATE OF TRAVEL
DOCUMENT-REF-NUM : 123456789              WAREHOUSE DATE
COMPUTATION DATE : 091090
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-91 Disbursement for Contract Airfare No Obligation

```
                    ENTER DATA
SCHEDULE/CD: T          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 16 90 XXXXXXXXX 000
TRANSACTION CODE : 163
AMOUNT           : 50000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 390237
VENDOR-TYPE-SSN  : 2DC                    END DATE OF TRAVEL
DOCUMENT-REF-NUM : 123456789              WAREHOUSE DATE
COMPUTATION DATE : 091090
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-92 Disbursement for Contract Airfare to be Transferred

```
                    ENTER DATA
SCHEDULE/CD: J1XXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 16 90 XXXXXXXXX 000
TRANSACTION CODE : 168
AMOUNT           : 50000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 2DC                    END DATE OF TRAVEL
DOCUMENT-REF-NUM : 123456789              WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-93 Record Cost of Contract Airfare to be Transferred

SPECIAL INSTRUCTIONS:

It is mandatory to type data in the following fields (except for follow-on entries):

Vendor Type/SSN - Must be Vendor Type 2 or 8 (Disbursement stage only)
Document Reference Number (required for all entries) Enter the employee's social security number. Employee's SSN must be loaded on T16 Table.
Computation or Warehouse Date (T schedule only)
Invoice Customer Account Number (T schedule only)

1.17. Document Type 18 - Document type 18 is used for recording transactions for relocation services purchased by contract.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Obligate Relocation Services - Accrued Expenditure Unpaid (AEU)	073
Increase Accrued Expenditure Unpaid (AEU)	0731
Decrease Accrued Expenditure Unpaid (AEU)	0732
Disbursement of Relocation Services - previous obligation	106
Disbursement of Relocation Services - no previous obligation	103

```
                    ENTER DATA
SCHEDULE/CD:              FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 18 90 XXXXXXXXX 000
TRANSACTION CODE  : 073
AMOUNT            : 40000
EFFECTIVE DATE    : 092190
APPROP CODE       : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER       : 122100
PROGRAM ELEMENT   : 123456
OBJECT CLASS      : 2694
PUBLIC/GOVT       : P     PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                         END DATE OF TRAVEL
DOCUMENT-REF-NUM  : 123456789               WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-94 Obligation for Relocation Services

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 18 90 XXXXXXXXX 000
TRANSACTION CODE : 106F
AMOUNT           : 40000
EFFECTIVE DATE   : 093090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 31572
VENDOR-TYPE-SSN  : 3956416789             END DATE OF TRAVEL
DOCUMENT-REF-NUM : 123456789              WAREHOUSE DATE
COMPUTATION DATE : 091590
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-95 Disbursement for Relocation Services
Previous Obligation

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 18 90 XXXXXXXXX 000
TRANSACTION CODE : 103F
AMOUNT           : 40000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2694
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 31572
VENDOR-TYPE-SSN  : 3956416789             END DATE OF TRAVEL
DOCUMENT-REF-NUM : 123456789              WAREHOUSE DATE
COMPUTATION DATE : 091590
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-96 Disbursement for Relocation Services
No Obligation

SPECIAL INSTRUCTIONS:

It is mandatory to type data in the following fields (except for follow-on entries):

Vendor Type/SSN - (Disbursement stage only)
Document Reference Number (required for all entries) Enter the employee's social security number. Employee's SSN must be loaded on T16 Table.
Computation or Warehouse Date (V schedule only)
Invoice Customer Account Number (V schedule only)

1.18. Document Type 21 - Document type 21 is used to establish commitments. Generally a procurement request is used to temporarily reserve funds until an obligating document (e.g. contract or purchase order) is issued.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Record Commitment (intention of obligation)	050
Automated commitment reversal - establish Undelivered Order (UDO)	051

```
                  ENTER DATA
SCHEDULE/CD:             FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 21 90 TSSC902   000
TRANSACTION CODE  : 050
AMOUNT            : 9200000
EFFECTIVE DATE    : 063090
APPROP CODE       : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER       : 122100
PROGRAM ELEMENT   : 123456
OBJECT CLASS      : 2634
PUBLIC/GOVT       : P     PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                        WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-97 Record Commitment

```
                  ENTER DATA
SCHEDULE/CD:             FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 23 90 TSSC902   000
TRANSACTION CODE  : 051
AMOUNT            : 9200000
EFFECTIVE DATE    : 073090
APPROP CODE       : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER       : 122100
PROGRAM ELEMENT   : 123456
OBJECT CLASS      : 2634
PUBLIC/GOVT       : P     PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM  : 2190TSSC902  000       WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-98 Automated Commitment Reversal Establish UDO

SPECIAL INSTRUCTIONS:

For automated commitment reversal enter the commitment document-ID in the document reference field of the UDO transaction. Commitment document must be entered exactly as it was entered in the original commitment transaction. The following situations will prevent the system from generating a commitment reversal:

Error Code A1 - Approp Code/Approp Code Lim/Allot Fund Cntl does not match the Accounts Receivable Master.
Error Code A2 - Accounting classification does not match previously recorded allottee open document file records.
Error Code A3 - Referenced document was not present. No reversal was generated.
Error Code A4 - Referenced document has zero or negative amount in commitment. No reversal was generated.

1.19. Document Type 22 - Document type 22 is used for small purchases of supplies and non-personal services where there is no procurement office available. Generally these purchases are made with an SF-44.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Obligate small purchase order - Accrued Expenditure Unpaid (AEU)	073
Disbursement of small purchase order - previous obligation	106
Disbursement of small purchase order - no previous obligation	103

```
                    ENTER DATA
SCHEDULE/CD:              FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 22 90 XXXXXXXXX 000
TRANSACTION CODE  : 073
AMOUNT            : 10000
EFFECTIVE DATE    : 093090
APPROP CODE       : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER       : 122100
PROGRAM ELEMENT   : 123456
OBJECT CLASS      : 2634
PUBLIC/GOVT       : P     PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                          END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                          WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                   NAME:
REASON CODE       :                 ADDR-1:
ECC/STAT-DATA     :                 ADDR-2:
ECC/STAT-DATA     :                 ADDR-3:
FACILITY TYPE/LOC:                  ADDR-4:
```

Figure 7-99 Obligate SF-44

```
                    ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 22 90 XXXXXXXXX 000
TRANSACTION CODE  : 106F
AMOUNT            : 10000
EFFECTIVE DATE    : 102090
APPROP CODE       :       LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :       PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  : 526-16
VENDOR-TYPE-SSN   : 3123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                        WAREHOUSE DATE
COMPUTATION DATE  : 093090
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-100 Disbursement for SF-44 - Previous Obligation

```
                    ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 22 90 XXXXXXXXX 000
TRANSACTION CODE  : 103F
AMOUNT            : 10000
EFFECTIVE DATE    : 093090
APPROP CODE       : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER       : 122100
PROGRAM ELEMENT   : 123456
OBJECT CLASS      : 2634
PUBLIC/GOVT       : P     PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  : 526-16
VENDOR-TYPE-SSN   : 3123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                        WAREHOUSE DATE
COMPUTATION DATE  : 092190
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-101 Disbursement for SF-44 - No Obligation

1.20. Document Type 23 - Document type 23 is used for a purchase order in procuring supplies and services. Refer to the fund use flowchart in chapter 2.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Obligate purchase order - Undelivered Order (UDO)	051
Increase Undelivered Order (UDO)	0511
Decrease Undelivered Order (UDO)	0512

```
                    ENTER DATA
SCHEDULE/CD:              FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 23 90 21967    000
TRANSACTION CODE  : 051
AMOUNT            : 20000
EFFECTIVE DATE    : 092190
APPROP CODE       : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER       : 122100
PROGRAM ELEMENT   : 123456
OBJECT CLASS      : 2634
PUBLIC/GOVT       : P     PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM  : 219021967    000       WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-102 Obligate Purchase Order
Establish UDO

a. Transfer UDO to Accounts Payable - Purchase orders on hand at the end of the accounting period which have not been paid but for which the vendor invoices have not been received are processed as follows:

TRANSACTION DESCRIPTION	TRANSACTION CODE
Record Accounts Payable - previous Undelivered Order	060

```
                    ENTER DATA
SCHEDULE/CD:              FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 23 90 21967    000
TRANSACTION CODE  : 060
AMOUNT            : 20000
EFFECTIVE DATE    : 093090
APPROP CODE       :       LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :       PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                        WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-103 Record Accounts Payable for Purchase Order
Previous UDO

b. Transfer UDO to Accrued Liability - Purchase orders on hand at the end of the accounting period which have not been paid but for which the receiving reports have not been received are processed as follows:

TRANSACTION DESCRIPTION	TRANSACTION CODE
Record Accrued Liability - previous Undelivered Order	076

```
                  ENTER DATA
SCHEDULE/CD:            FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 23 90 21967    000
TRANSACTION CODE : 076
AMOUNT           : 20000
EFFECTIVE DATE   : 093090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-104 Record Accrued Liability for Purchase Order Previous UDO

c. Disbursement

TRANSACTION DESCRIPTION	TRANSACTION CODE
Disbursement of purchase order - previous Undelivered Order	102
Disbursement of purchase order - previous Accounts Payable	100
Disbursement of purchase order - previous Accrued Liability	106
Disbursement of purchase order - no previous obligation	103

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 23 90 XXXXXXXXX 000
TRANSACTION CODE : 102F
AMOUNT           : 20000
EFFECTIVE DATE   : 102090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 2953
VENDOR-TYPE-SSN  : 3123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE
COMPUTATION DATE : 093090
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-105 Disbursement for Purchase Order Previous UDO

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 23 90 XXXXXXXXX 000
TRANSACTION CODE : 100F
AMOUNT           : 20000
EFFECTIVE DATE   : 102090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 2953
VENDOR-TYPE-SSN  : 3123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE
COMPUTATION DATE : 093090
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-106 Disbursement for Purchase Order Previous Accounts Payable

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 23 90 XXXXXXXXX 000
TRANSACTION CODE : 106F
AMOUNT           : 20000
EFFECTIVE DATE   : 102090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 2953
VENDOR-TYPE-SSN  : 3123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE
COMPUTATION DATE : 093090
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-107 Disbursement for Purchase Order Previous Accrued Liability

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 23 90 XXXXXXXXX 000
TRANSACTION CODE : 103F
AMOUNT           : 20000
EFFECTIVE DATE   : 102090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2634
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 2953
VENDOR-TYPE-SSN  : 3123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE
COMPUTATION DATE : 093090
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-108 Disbursement for Purchase Order No Obligation

1.21. Document Type 24 - Document type 24 is used for contracts to site terms and conditions for furnishing supplies and services.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Obligate contract - Undelivered Order (UDO)	051
Increase Undelivered Order (UDO)	0511
Decrease Undelivered Order (UDO)	0512
Disbursement of contract - previous obligation	102
Disbursement of contract - no previous obligation	103

```
                  ENTER DATA
SCHEDULE/CD:            FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 24 90 XXXXXXXXX 000
TRANSACTION CODE : 051
AMOUNT           : 1250000
EFFECTIVE DATE   : 063090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2634
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-109 Obligate Contract

```
                    ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 24 90 XXXXXXXXX 000
TRANSACTION CODE  : 102F
AMOUNT            : 1250000
EFFECTIVE DATE    : 072090
APPROP CODE       :       LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :       PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  : 52
VENDOR-TYPE-SSN   : 3123456789              END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                         WAREHOUSE DATE
COMPUTATION DATE  : 070290
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                   NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-110 Disbursement for Contract - Previous Obligation

```
                    ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 24 90 XXXXXXXXX 000
TRANSACTION CODE  : 103F
AMOUNT            : 1250000
EFFECTIVE DATE    : 072090
APPROP CODE       : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER       : 122100
PROGRAM ELEMENT   : 123456
OBJECT CLASS      : 2634
PUBLIC/GOVT       : P     PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  : 52
VENDOR-TYPE-SSN   : 3123456789              END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                         WAREHOUSE DATE
COMPUTATION DATE  : 070290
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                   NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-111 Disbursement for Contract - No Obligation

1.22. Document Type 25 - Document type 25 is used for progress payments/construction contracts. Refer to the flowcharts in Chapter 2.

a. Progress Payment - The following process allows a vendor to bill in advance for expenses incurred as work progresses under the terms of the contract.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Obligate contract - Undelivered Order (UDO)	051
Increase Undelivered Order (UDO)	0511
Decrease Undelivered Order (UDO)	0512
Transfer vendor-earned amount to accounts payable	060
Record progress payment without invoice (advance of funds)	108

TRANSACTION DESCRIPTION	TRANSACTION CODE
Record total invoiced amount for contract	100
Record repayment of advance (Enter in same batch with TC 100)	254

```
                  ENTER DATA
SCHEDULE/CD:             FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 25 90 XXXXXXXXX 000
TRANSACTION CODE  : 051
AMOUNT            : 420000000
EFFECTIVE DATE    : 063090
APPROP CODE       : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER       : 122100
PROGRAM ELEMENT   : 123456
OBJECT CLASS      : 2634
PUBLIC/GOVT       : P     PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                        WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-112 Obligate Contract - Progress Payment

```
                  ENTER DATA
SCHEDULE/CD:             FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 25 90 XXXXXXXXX 000
TRANSACTION CODE  : 060
AMOUNT            : 150000000
EFFECTIVE DATE    : 073090
APPROP CODE       :       LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :       PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                        WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-113 Transfer to Accounts Payable - Progress Payment

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 25 90 XXXXXXXXX 000
TRANSACTION CODE : 108
AMOUNT           : 150000000
EFFECTIVE DATE   : 073090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : ADVANCE
VENDOR-TYPE-SSN  : 3123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE 073090
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-114 Record Progress Payment Without Invoice (Advance)

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 25 90 XXXXXXXXX 000
TRANSACTION CODE : 100
AMOUNT           : 250000000
EFFECTIVE DATE   : 083090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 24379
VENDOR-TYPE-SSN  : 3123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE 083090
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-115 Record Total Invoiced Amount - Progress Payment

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 25 90 XXXXXXXXX 000
TRANSACTION CODE : 254
AMOUNT           : 150000000
EFFECTIVE DATE   : 083090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 24379
VENDOR-TYPE-SSN  : 3123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE 083090
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-116 Reverse Prior Progress Payment Advance

b. Construction Contract - Holdback provides specified amount to be withheld from each payment due to the contractor to accumulate sufficient amount to be used as safeguard that the contractor will perform work in accordance with the contract. Upon completion, inspection and acceptance of the project, the holdback is paid to the contractor without penalty. Refer to the flowchart in chapter 2.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Obligate construction contract - Undelivered Order (UDO)	051
Increase Undelivered Order (UDO)	0511
Decrease Undelivered Order (UDO)	0512
Record accrued liability - total amount due plus the holdback amount	076
Record first partial payment plus holdback amount	106
Record additional partial payments plus holdback amount	1061
Record contract holdback (enter in batch with TC 106)	109
Record payment of holdback - final payment	110
Record liquidation of contract holdback which is not refunded to the contractor (this also decreases the accrued liability by the same amount)	265

```
                ENTER DATA
SCHEDULE/CD:          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 25 90 XXXXXXXXX 000
TRANSACTION CODE : 051
AMOUNT           : 50000000
EFFECTIVE DATE   : 063090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2634
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :               ADDR-1:
ECC/STAT-DATA    :               ADDR-2:
ECC/STAT-DATA    :               ADDR-3:
FACILITY TYPE/LOC:               ADDR-4:
```

Figure 7-117 Obligate Construction Contract

```
                  ENTER DATA
SCHEDULE/CD:             FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 25 90 XXXXXXXXX 000
TRANSACTION CODE  : 076
AMOUNT            : 50000000
EFFECTIVE DATE    : 071590
APPROP CODE       :       LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :       PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                        WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-118 Transfer Construction Contract to Accrued Liability

```
                  ENTER DATA
SCHEDULE/CD: V           FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 25 90 XXXXXXXXX 000
TRANSACTION CODE  : 106
AMOUNT            : 100000
EFFECTIVE DATE    : 073090
APPROP CODE       :       LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :       PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  : CONTRACT
VENDOR-TYPE-SSN   : 3123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                        WAREHOUSE DATE 073090
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-119 Disbursement of Construction Contract

```
                  ENTER DATA
SCHEDULE/CD: V           FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 25 90 XXXXXXXXX 000
TRANSACTION CODE  : 109
AMOUNT            : 50000
EFFECTIVE DATE    : 073090
APPROP CODE       :       LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :       PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  : CONTRACT
VENDOR-TYPE-SSN   : 3123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                        WAREHOUSE DATE 073090
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-120 Process Holdback on Construction Contract

```
                ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 25 90 XXXXXXXXX 000
TRANSACTION CODE : 110
AMOUNT           : 25000
EFFECTIVE DATE   : 083090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : CONTRACT
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE 083090
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-121 Disbursement of Holdback on Construction Contract

```
                ENTER DATA
SCHEDULE/CD:            FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 25 90 XXXXXXXXX 000
TRANSACTION CODE : 265
AMOUNT           : 25000
EFFECTIVE DATE   : 083090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : CONTRACT
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-122 Reverse Holdback Amount not Due Contractor

1.23. Document Type 32 - Document type 32 is used for payment of credit card purchases.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Obligate credit card purchases - Undelivered Order (UDO)	051
Increase Undelivered Order (UDO)	0511
Decrease Undelivered Order (UDO)	0512
Disbursment of credit card purchases - previous obligation	102
Disbursement of credit card purchases - no previous obligation	103

```
                    ENTER DATA
SCHEDULE/CD:              FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 32 90 XXXXXXXXX 000
TRANSACTION CODE  : 051
AMOUNT            : 30000
EFFECTIVE DATE    : 092190
APPROP CODE       : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER       : 122100
PROGRAM ELEMENT   : 123456
OBJECT CLASS      : 2634
PUBLIC/GOVT       : P     PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                         END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                         WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                   NAME:
REASON CODE       :                 ADDR-1:
ECC/STAT-DATA     :                 ADDR-2:
ECC/STAT-DATA     :                 ADDR-3:
FACILITY TYPE/LOC:                  ADDR-4:
```

Figure 7-123 Obligate Credit Card Purchase

```
                    ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 32 90 XXXXXXXXX 000
TRANSACTION CODE  : 102F
AMOUNT            : 30000
EFFECTIVE DATE    : 093090
APPROP CODE       :       LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :       PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  : 60 0061 052
VENDOR-TYPE-SSN   : 3123456789              END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                         WAREHOUSE DATE  093090
COMPUTATION DATE  : 091590
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                   NAME:
REASON CODE       :                 ADDR-1:
ECC/STAT-DATA     :                 ADDR-2:
ECC/STAT-DATA     :                 ADDR-3:
FACILITY TYPE/LOC:                  ADDR-4:
```

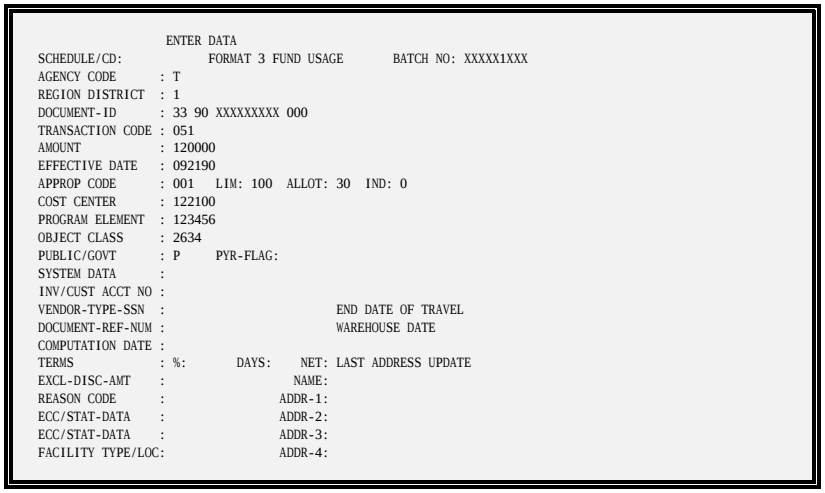
Figure 7-124 Disbursement of Credit Card Purchases Previous Obligation

```
                    ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 32 90 XXXXXXXXX 000
TRANSACTION CODE  : 103F
AMOUNT            : 30000
EFFECTIVE DATE    : 093090
APPROP CODE       : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER       : 122100
PROGRAM ELEMENT   : 123456
OBJECT CLASS      : 2634
PUBLIC/GOVT       : P     PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  : 60 0061 052
VENDOR-TYPE-SSN   : 3123456789              END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                         WAREHOUSE DATE  093090
COMPUTATION DATE  : 091590
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                   NAME:
REASON CODE       :                 ADDR-1:
ECC/STAT-DATA     :                 ADDR-2:
ECC/STAT-DATA     :                 ADDR-3:
FACILITY TYPE/LOC:                  ADDR-4:
```

Figure 7-125 Disbursement of Credit Card Purchases No Obligation

1.24. Document Type 33 - Document type 33 is used for miscellaneous purchases.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Obligate miscellaneous purchases - Undelivered Order (UDO)	051
Increase Undelivered Order (UDO)	0511
Decrease Undelivered Order (UDO)	0512
Or Obligate miscellaneous purchase - Accrued Liability (AEU)	073
Increase Accrued Liability (AEU)	0731
Decrease Accrued Liability (AEU)	0732
Disbursement of miscellaneous purchases - Previous UDO	102
Disbursement of miscellaneous purchases - Previous AEU	106
Disbursement of miscellaneous purchases - no previous obligation	103



```
                  ENTER DATA
SCHEDULE/CD:            FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 33 90 XXXXXXXXX 000
TRANSACTION CODE : 051
AMOUNT           : 120000
EFFECTIVE DATE   : 092190
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2634
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-126 Obligate Miscellaneous Purchase Establish UDO

```
                  ENTER DATA
SCHEDULE/CD:          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 33 90 XXXXXXXXX 000
TRANSACTION CODE : 073
AMOUNT           : 120000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2634
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE  093090
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :               ADDR-1:
ECC/STAT-DATA    :               ADDR-2:
ECC/STAT-DATA    :               ADDR-3:
FACILITY TYPE/LOC:               ADDR-4:
```

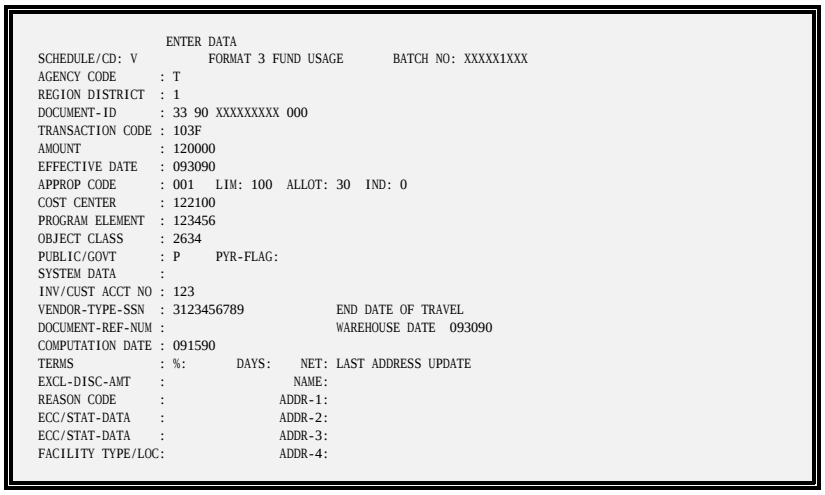
Figure 7-127 Obligate Miscellaneous Purchase Establish AEU

```
                  ENTER DATA
SCHEDULE/CD: V        FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 33 90 XXXXXXXXX 000
TRANSACTION CODE : 102F
AMOUNT           : 120000
EFFECTIVE DATE   : 093090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 123
VENDOR-TYPE-SSN  : 3123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE  093090
COMPUTATION DATE : 091590
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :               ADDR-1:
ECC/STAT-DATA    :               ADDR-2:
ECC/STAT-DATA    :               ADDR-3:
FACILITY TYPE/LOC:               ADDR-4:
```

Figure 7-128 Disbursement of Miscellaneous Purchase Previous UDO

```
                  ENTER DATA
SCHEDULE/CD: V        FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 33 90 XXXXXXXXX 000
TRANSACTION CODE : 106F
AMOUNT           : 120000
EFFECTIVE DATE   : 093090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 123
VENDOR-TYPE-SSN  : 3123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE  093090
COMPUTATION DATE : 091590
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :               ADDR-1:
ECC/STAT-DATA    :               ADDR-2:
ECC/STAT-DATA    :               ADDR-3:
FACILITY TYPE/LOC:               ADDR-4:
```

Figure 7-129 Disbursement of Miscellaneous Purchase Previous AEU



```
                    ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 33 90 XXXXXXXXX 000
TRANSACTION CODE : 103F
AMOUNT           : 120000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2634
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 123
VENDOR-TYPE-SSN  : 3123456789            END DATE OF TRAVEL
DOCUMENT-REF-NUM :                       WAREHOUSE DATE  093090
COMPUTATION DATE : 091590
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-130 Disbursement of Miscellaneous Purchase No Obligation

1.25. Document Types 35 and 36 - Document types 35 and 36 are used for Fedstrip/Milstrip and GSA stores.

35 - Fedstrip - Federal Standard Requisition and Issue - These items are billed on SIBAC (Simplified Intergovernmental and collection).

35 - Milstrip - Military Standard Requisition and Issue. These items are billed on an SF 1080.

36 - GSA Stores - GSA self services stores - These items are billed on SIBAC.

Some accounting sites have automated interfaces to process these transactions. Information about these automated processes is located in Section 9B. The following information explains the procedures to record manual entries. Also refer to Section 9C and the flow chart in this section, Chapter 2 for more information about SIBAC entries.

a. Fedstrip and GSA Stores -

TRANSACTION DESCRIPTION	TRANSACTION CODE
Obligate Fedstrip or GSA Stores - Undelivered Order (UDO)	051
Increase Undelivered Order (UDO)	0511
Decrease Undelivered Order (UDO)	0512
Reverse Control Group entry	1312 or 158
Record payment - previous obligation	136
Record payment - no previous obligation	128

```
                    ENTER DATA
SCHEDULE/CD:              FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 35(6) 90 XXXXXXXXX 000
TRANSACTION CODE  : 051
AMOUNT            : 10000
EFFECTIVE DATE    : 092190
APPROP CODE       : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER       : 122100
PROGRAM ELEMENT   : 123456
OBJECT CLASS      : 2634
PUBLIC/GOVT       : G     PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                        WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

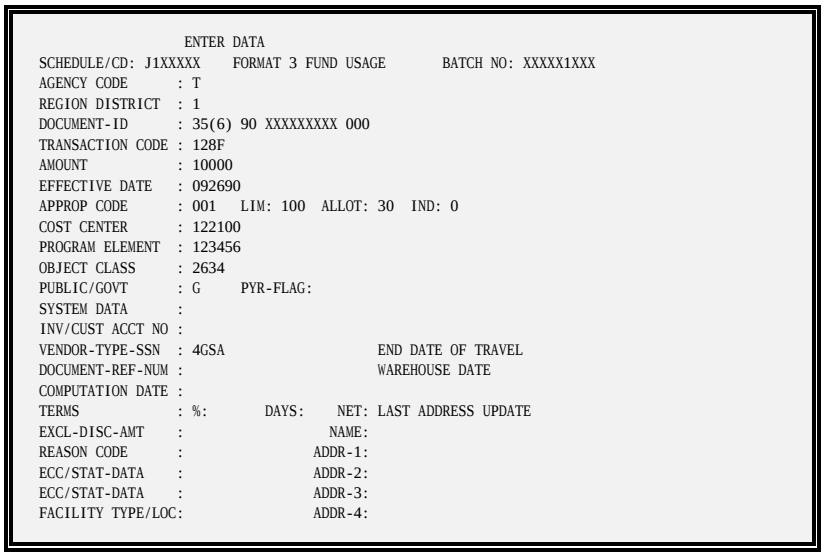
Figure 7-131 Obligate Fedstrip or GSA Stores

```
                    ENTER DATA
SCHEDULE/CD: J1XXXXX      FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 39 90 XXXXXXXXX 000
TRANSACTION CODE  : 1312 or 158
AMOUNT            : 10000
EFFECTIVE DATE    : 092690
APPROP CODE       :       LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :       PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                        WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-132 Reverse Control Group Entry

```
                    ENTER DATA
SCHEDULE/CD: J1XXXXX      FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 35(6) 90 XXXXXXXXX 000
TRANSACTION CODE  : 136F
AMOUNT            : 10000
EFFECTIVE DATE    : 092690
APPROP CODE       :       LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :       PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   : 4GSA                   END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                        WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-133 Record Payment for Fedstrip or Milstrip Previous Obligation



```
                    ENTER DATA
SCHEDULE/CD: J1XXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 35(6) 90 XXXXXXXXX 000
TRANSACTION CODE : 128F
AMOUNT           : 10000
EFFECTIVE DATE   : 092690
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2634
PUBLIC/GOVT      : G     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 4GSA                  END DATE OF TRAVEL
DOCUMENT-REF-NUM :                       WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-134 Record Payment for Fedstrip or Milstrip
No Obligation

SPECIAL INSTRUCTIONS:

On Control Group reversal entry, if message "NO RECORD ON OPEN DOCUMENT FILE" appears when entering transaction code 1312, it means this record has been purged from the Open Document File. In this case use transaction code 158 for the reversal entry.

b. Milstrip -

TRANSACTION DESCRIPTION	TRANSACTION CODE
Obligate Milstrip - Undelivered Order (UDO)	051
Increase Undelivered Order (UDO)	0511
Decrease Undelivered Order (UDO)	0512
Disbursement of Milstrip - previous obligation	102
Disbursement of Milstrip - no previous obligation	103

```
                    ENTER DATA
SCHEDULE/CD:              FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 35 90 XXXXXXXXX 000
TRANSACTION CODE  : 051
AMOUNT            : 20000
EFFECTIVE DATE    : 092190
APPROP CODE       : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER       : 122100
PROGRAM ELEMENT   : 123456
OBJECT CLASS      : 2634
PUBLIC/GOVT       : G     PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                         END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                         WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                   NAME:
REASON CODE       :                 ADDR-1:
ECC/STAT-DATA     :                 ADDR-2:
ECC/STAT-DATA     :                 ADDR-3:
FACILITY TYPE/LOC:                  ADDR-4:
```

Figure 7-135 Obligate Milstrip

```
                    ENTER DATA
SCHEDULE/CD: W            FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 35 90 XXXXXXXXX 000
TRANSACTION CODE  : 102F
AMOUNT            : 20000
EFFECTIVE DATE    : 092690
APPROP CODE       :       LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :       PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  : A6973K965
VENDOR-TYPE-SSN   : 4MIL                    END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                         WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                   NAME:
REASON CODE       :                 ADDR-1:
ECC/STAT-DATA     :                 ADDR-2:
ECC/STAT-DATA     :                 ADDR-3:
FACILITY TYPE/LOC:                  ADDR-4:
```

Figure 7-136 Disbursement of Milstrip Previous Obligation

```
                    ENTER DATA
SCHEDULE/CD: W            FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 35 90 XXXXXXXXX 000
TRANSACTION CODE  : 103F
AMOUNT            : 20000
EFFECTIVE DATE    : 092690
APPROP CODE       : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER       : 122100
PROGRAM ELEMENT   : 123456
OBJECT CLASS      : 2634
PUBLIC/GOVT       : G     PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  : A6973K965
VENDOR-TYPE-SSN   : 4MIL                    END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                         WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                   NAME:
REASON CODE       :                 ADDR-1:
ECC/STAT-DATA     :                 ADDR-2:
ECC/STAT-DATA     :                 ADDR-3:
FACILITY TYPE/LOC:                  ADDR-4:
```

Figure 7-137 Disbursement of Milstrip No Obligation

1.26. Document Type 37 - Document type 37 is used for payment of printing services by the Government Printing Office (GPO). These are billed on SIBAC. Refer to Section 9C and the flowchart in this section, chapter 2 for more information about SIBAC entries.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Obligate printing - Accrued Expenditure Unpaid (AEU)	073
Increase Accrued Expenditure Unpaid (AEU)	0731
Decrease Accrued Expenditure Unpaid (AEU)	0732
Reverse Control Group entry	1312 or 158
Record payment - previous obligation	146
Record payment - no previous obligation	128

```
                    ENTER DATA
SCHEDULE/CD:              FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 37 90 XXXXXXXXX 000
TRANSACTION CODE  : 073
AMOUNT            : 50000
EFFECTIVE DATE    : 092190
APPROP CODE       : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER       : 122100
PROGRAM ELEMENT   : 123456
OBJECT CLASS      : 2634
PUBLIC/GOVT       : G     PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                        WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                   NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-138 Obligate Printing (GPO)

```
                    ENTER DATA
SCHEDULE/CD: J1XXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 39 90 XXXXXXXXX 000
TRANSACTION CODE  : 1312 or 158
AMOUNT            : 50000
EFFECTIVE DATE    : 092690
APPROP CODE       :       LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :       PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                        WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                   NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-139 Reverse Control Group Entry

```
                    ENTER DATA
SCHEDULE/CD: J1XXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 37 90 XXXXXXXXX 000
TRANSACTION CODE : 146F
AMOUNT           : 50000
EFFECTIVE DATE   : 092690
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 4GPO                   END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-140 Record Payment for Printing (GPO)
Previous Obligation

```
                    ENTER DATA
SCHEDULE/CD: J1XXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 37 90 XXXXXXXXX 000
TRANSACTION CODE : 128F
AMOUNT           : 50000
EFFECTIVE DATE   : 092690
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2634
PUBLIC/GOVT      : G     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  : 4GPO                   END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-141 Record Payment for Printing (GPO)
No Obligation

SPECIAL INSTRUCTIONS:

On Control Group reversal entry, if message "NO RECORD ON OPEN DOCUMENT FILE" appears when entering transaction code 1312, it means this record has been purged from the Open Document File. In this case use transaction code 158 for the reversal entry.

1.27. Document Type 38 - Document type 38 is for blanket purchase orders which are a series of purchases from a vendor over a given period of time specified by the agreement.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Obligate blanket purchase order - Undelivered Order (UDO)	051
Increase Undelivered Order (UDO)	0511

TRANSACTION DESCRIPTION	TRANSACTION CODE
Decrease Undelivered Order (UDO)	0512
Disbursement of blanket purchase order - previous obligation	102
Disbursement of blanket purchase order - no previous obligation	103

```
                ENTER DATA
SCHEDULE/CD:          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 38 90 XXXXXXXXX 000
TRANSACTION CODE : 051
AMOUNT           : 30000
EFFECTIVE DATE   : 092190
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2634
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                 NAME:
REASON CODE      :               ADDR-1:
ECC/STAT-DATA    :               ADDR-2:
ECC/STAT-DATA    :               ADDR-3:
FACILITY TYPE/LOC:               ADDR-4:
```

Figure 7-142 Obligate Blanket Purchase Order

```
                ENTER DATA
SCHEDULE/CD: V        FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 38 90 XXXXXXXXX 000
TRANSACTION CODE : 102F
AMOUNT           : 30000
EFFECTIVE DATE   : 093090
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 192
VENDOR-TYPE-SSN  : 3123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE  093090
COMPUTATION DATE : 091590
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                 NAME:
REASON CODE      :               ADDR-1:
ECC/STAT-DATA    :               ADDR-2:
ECC/STAT-DATA    :               ADDR-3:
FACILITY TYPE/LOC:               ADDR-4:
```

Figure 7-143 Disbursement of Blanket Purchase Order Previous Obligation

```
                    ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 38 90 XXXXXXXXX 000
TRANSACTION CODE : 103F
AMOUNT           : 30000
EFFECTIVE DATE   : 093090
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2634
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 192
VENDOR-TYPE-SSN  : 3123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE  093090
COMPUTATION DATE : 091590
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-144 Disbursement of Blanket Purchase Order No Obligation

1.28. Document Type 39 - Document type 39 is used by the DAFIS Operations Control group to record transactions which will later be reversed by the region/districts. This document type is shown as it applies to various processes (See Figs 7-132 and 7-139). Also refer to Section 9C for more information regarding the DAFIS Control Group transactions.

1.29. Document Types 40 - 49 - Document types 40 - 49 are used for recurring charge documents. Refer to Section 9L and the recurring charge flowchart in this section, chapter 2.

1.30. Document Types 51 - 55 - Document types 51 - 55 are used for accounts receivable processes. Refer to Section 9J for information about accounts receivable transactions.

1.31. Document Type 61 - Document type 61 is used in a W schedule imprest fund batch for reimbursement to the imprest fund cashier.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Disbursement - no previous obligation	103

```
                    ENTER DATA
SCHEDULE/CD: W          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 61 90 XXXXXXXXX 000
TRANSACTION CODE : 103F
AMOUNT           : 5000
EFFECTIVE DATE   : 092590
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2634
PUBLIC/GOVT      : G     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-145 Disbursement of Imprest Fund Cashier Reimbursement No Obligation

SPECIAL INSTRUCTIONS:

It is mandatory to input the cashier's vendor number in the Batch Header Menu. Refer to Section 9A for a complete guide to imprest fund transactions.

1.32. Document Type 62 - Document type 62 is used to record cancelled check/SF 1098 transactions. SF 1098's are processed through the DAFIS Operations Control Group. These procedures are explained in detail in Section 9C, Chapter 3.

1.33. Document Type 63 - Document type 63 is used for other non-federal disbursements. The example shown below is for disbursement of a deposit fund collection (miscellaneous refund). This document type is also used for imprest fund cashier transactions. Refer to Section 9A.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Disbursement of deposit fund collection	117

```
                    ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 63 90 XXXXXXXXX 000
TRANSACTION CODE : 117
AMOUNT           : 15000
EFFECTIVE DATE   : 092590
APPROP CODE      : V6D   LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : REFUND CK
VENDOR-TYPE-SSN  : 3123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE  092590
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 7-146 Disbursement of Deposit Fund Collection

1.34. Document Types 64 - 69 - Document types 64 - 69 are used for miscellaneous collections. These procedures are explained in detail in Accounts Receivable, Section 9J.

1.35. Document Type 70 - Document Type 70 is used to record taxes for permanent change of station expenses. It is also used for automated payroll collections.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Record Federal Tax in suspense	221
Record Voucher Expense	146

```
                    ENTER DATA
SCHEDULE/CD: G1XXXXX     FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 70 90 XXXXXXXXX 000
TRANSACTION CODE  : 221
AMOUNT            : 5000
EFFECTIVE DATE    : 092590
APPROP CODE       : V6H   LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       : P     PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  : INCOME TAX PCS
VENDOR-TYPE-SSN   : 1123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM  : TO#                    WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-147 Record Federal Tax in Suspense
Permanent Change of Station

```
                    ENTER DATA
SCHEDULE/CD: G1XXXXX     FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 12 90 XXXXXXXXX 000
TRANSACTION CODE  : 146
AMOUNT            : 5000
EFFECTIVE DATE    : 092590
APPROP CODE       :        LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :       PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   : 1123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM  : PCSTAXES               WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 7-148 Record Voucher Expense
Permanent Change of Station

SPECIAL INSTRUCTIONS:

These two transactions must be processed in the same batch. The following chart shows the transactions required to record permanent change of station entries.

ACCRUE TRAVEL ORDER

Schedule Type	Doc Type	Trans Code	Amount
None	12	073	Relocation Estimate

PAY ADVANCE

Schedule Type	Doc Type	Trans Code	Amount
V	12	111	Advance Amount

PROCESS VOUCHER

RECORD DISBURSEMENT:

Schedule Type	Doc Type	Trans Code	Amount
V	12	106	Gross of voucher less taxes
V	12	105	Travel advance to be deducted

OR RECORD NO CHECK:

Schedule Type	Doc Type	Trans Code	Amount
J	12	146	Gross of voucher less taxes
J	12	248	Travel advance to be deducted

RECORD TAX LIABILITY

Schedule Type	Doc Type	Trans Code	Amount
G	12	146	Tax amount - use voucher Doc ID
	70	221	Total Tax Liability

Figure 7-149 Permanent Change of Station Entries

1.36. Document Types 71 - 72 - Document types 71 - 72 are used in the automated payroll process.

1.37. Document Type 73 - Document type 73 is used for supplemental payments (payroll).

TRANSACTION DESCRIPTION	TRANSACTION CODE
Supplemental payroll disbursement	103

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 73 90 XXXXXXXXX 000
TRANSACTION CODE : 103F
AMOUNT           : 30000
EFFECTIVE DATE   : 092590
APPROP CODE      : 001    LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 1111
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : RECERT CK PP 90 07
VENDOR-TYPE-SSN  : 3123456789             END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE  092590
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :               ADDR-1:
ECC/STAT-DATA    :               ADDR-2:
ECC/STAT-DATA    :               ADDR-3:
FACILITY TYPE/LOC:               ADDR-4:
```

Figure 7-150 Supplemental Payroll Disbursement

1.38. Document Types 74 - 77 - Document types 74 - 77 are used for interoffice transfer voucher (IOTV) entries for which no previous expenditure transaction is required. These transactions are processed on format 06. The IOTV process is explained in detail in Section 9M.

1.39. Document Type 78 - Document type 78 is used for adjustments of cost or reimbursable transfer transactions.

TRANSACTION DESCRIPTION	TRANSACTION CODE
Record negative expenditure (withdrawal of cost)	230
Record expenditure (assignment of cost)	128

```
                  ENTER DATA
SCHEDULE/CD: G1XXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 78 90 XXXXXXXXX 000
TRANSACTION CODE : 230F
AMOUNT           : 5000
EFFECTIVE DATE   : 092590
APPROP CODE      : 001    LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2634
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :               ADDR-1:
ECC/STAT-DATA    :               ADDR-2:
ECC/STAT-DATA    :               ADDR-3:
FACILITY TYPE/LOC:               ADDR-4:
```

Figure 7-151 Record Negative Expenditure

```
                  ENTER DATA
SCHEDULE/CD: G1XXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 78 90 XXXXXXXXX 001
TRANSACTION CODE : 128F
AMOUNT           : 5000
EFFECTIVE DATE   : 092590
APPROP CODE      : 001    LIM: 900  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2634
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      : R   AC005BAC1
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :               ADDR-1:
ECC/STAT-DATA    :               ADDR-2:
ECC/STAT-DATA    :               ADDR-3:
FACILITY TYPE/LOC:               ADDR-4:
```

Figure 7-152 Record Expenditure

1.40. Document Types 79 - 83 - Document type 79 is used for DAFIS automated closing entries at fiscal yearend. Document types 81 - 83 are used for specific agency processes.

1.41. Document Types 87 - 89 - Document types 87 - 89 are generated by DAFIS in the cash management process for system-calculated discounts lost, discounts not taken (not cost effective), and interest penalties. Refer to Section 9D for examples of these entries.

1.42. Document Type 90 - Document type 90 is used to record property transactions. Transaction codes for property are generated in the 400 - 499 series of Table T20 (proforma) and are recorded in fund type O (WOT approp). Using the Mac Code in the System Data field tells the system which inventory general ledger account to update. Figure 7-153 is an example of a property transaction.

```
                  ENTER DATA
SCHEDULE/CD:          FORMAT 3 FUND USAGE       BATCH NO: XXXXX1XXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 90 90 XXXXXXXXX 000
TRANSACTION CODE : 428
AMOUNT           : 73100
EFFECTIVE DATE   : 092590
APPROP CODE      : WOT    LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      : I40
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :               ADDR-1:
ECC/STAT-DATA    :               ADDR-2:
ECC/STAT-DATA    :               ADDR-3:
FACILITY TYPE/LOC:               ADDR-4:
```

Figure 7-153 Example of a Property Transaction
Approp WOT

Chapter 2 - Transaction Flows

2.1. Fund Authority -

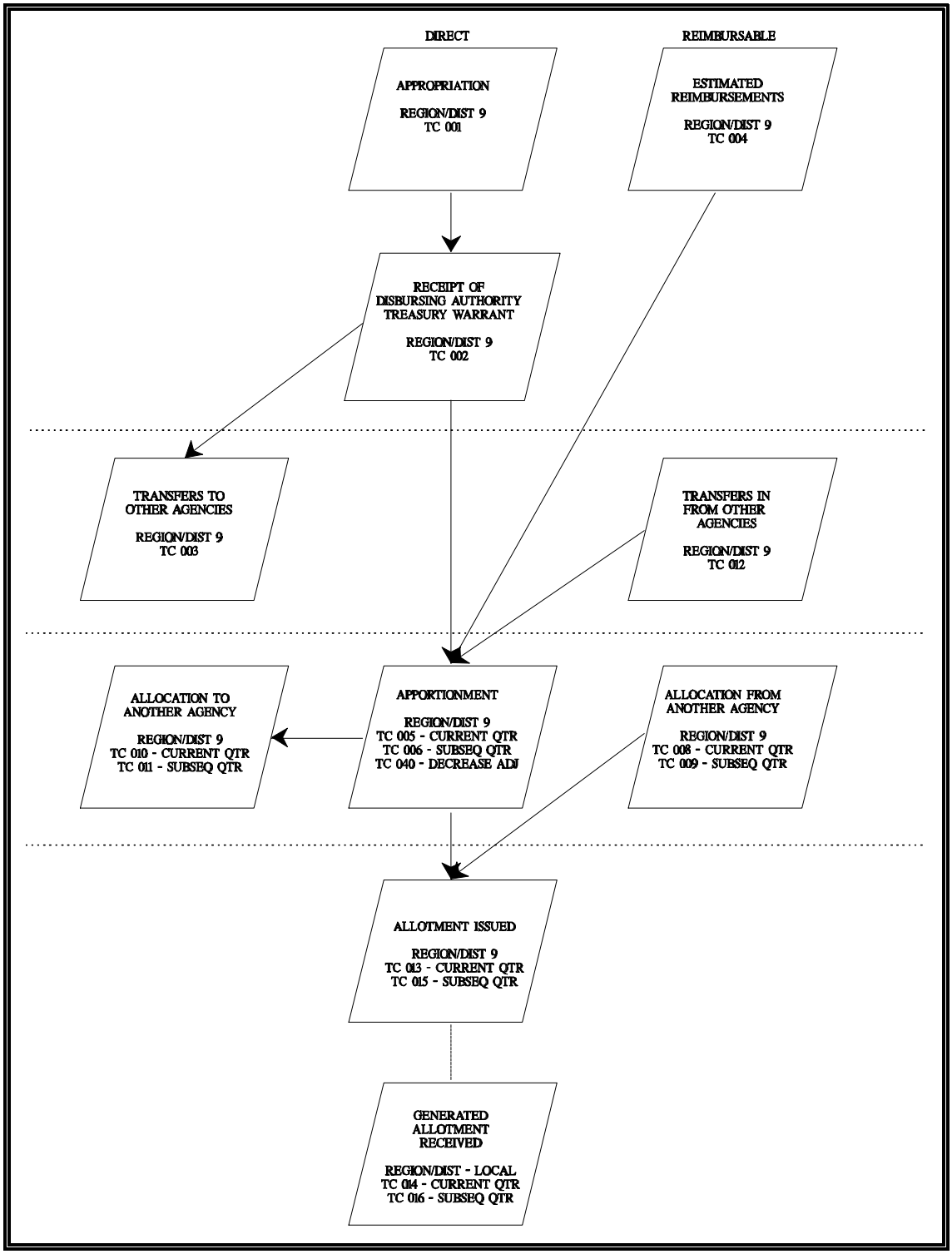


Figure 7-154 Fund Authority

2.2. Contract Authority -

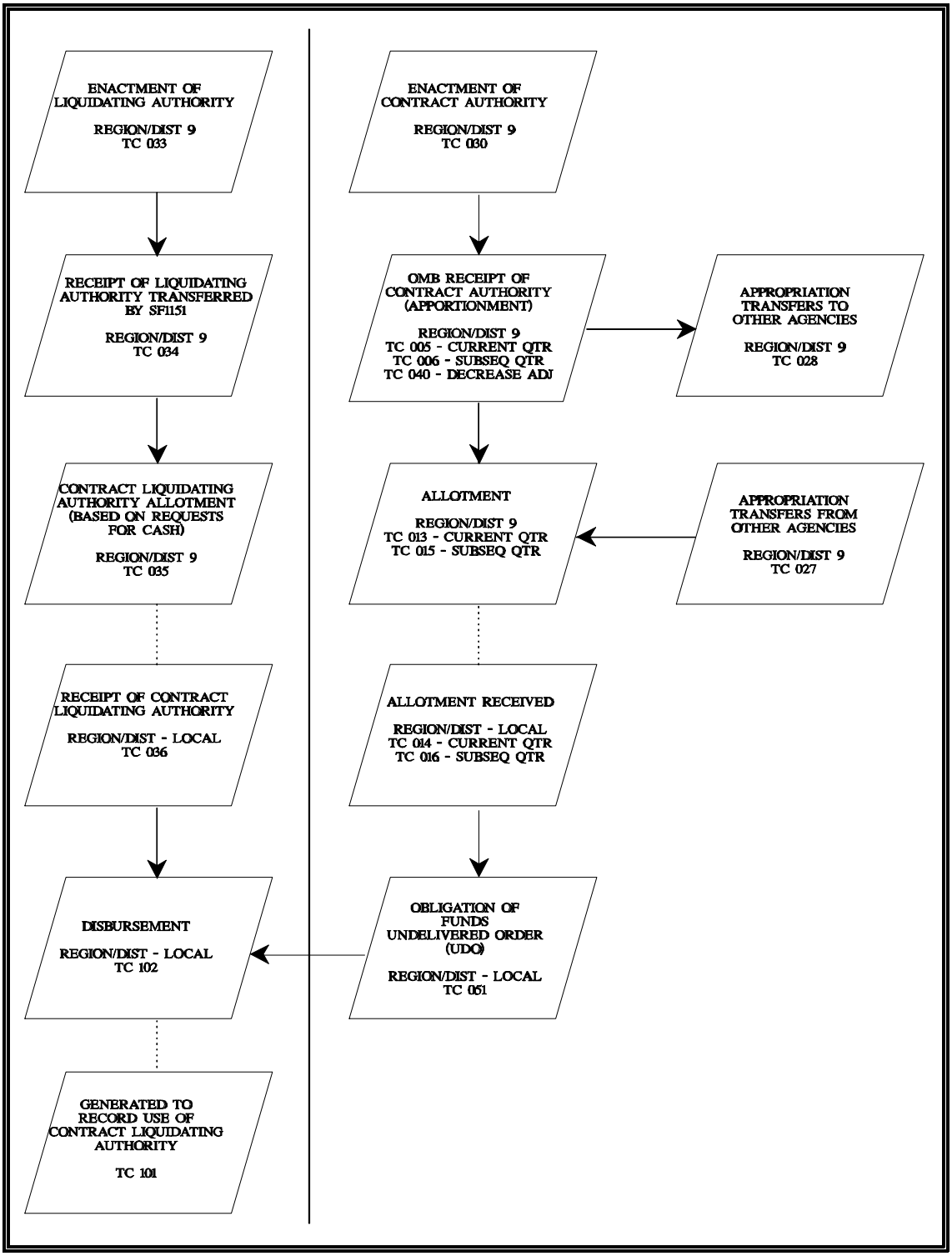


Figure 7-155 Contract Authority

2.3. Fund Use Transactions -

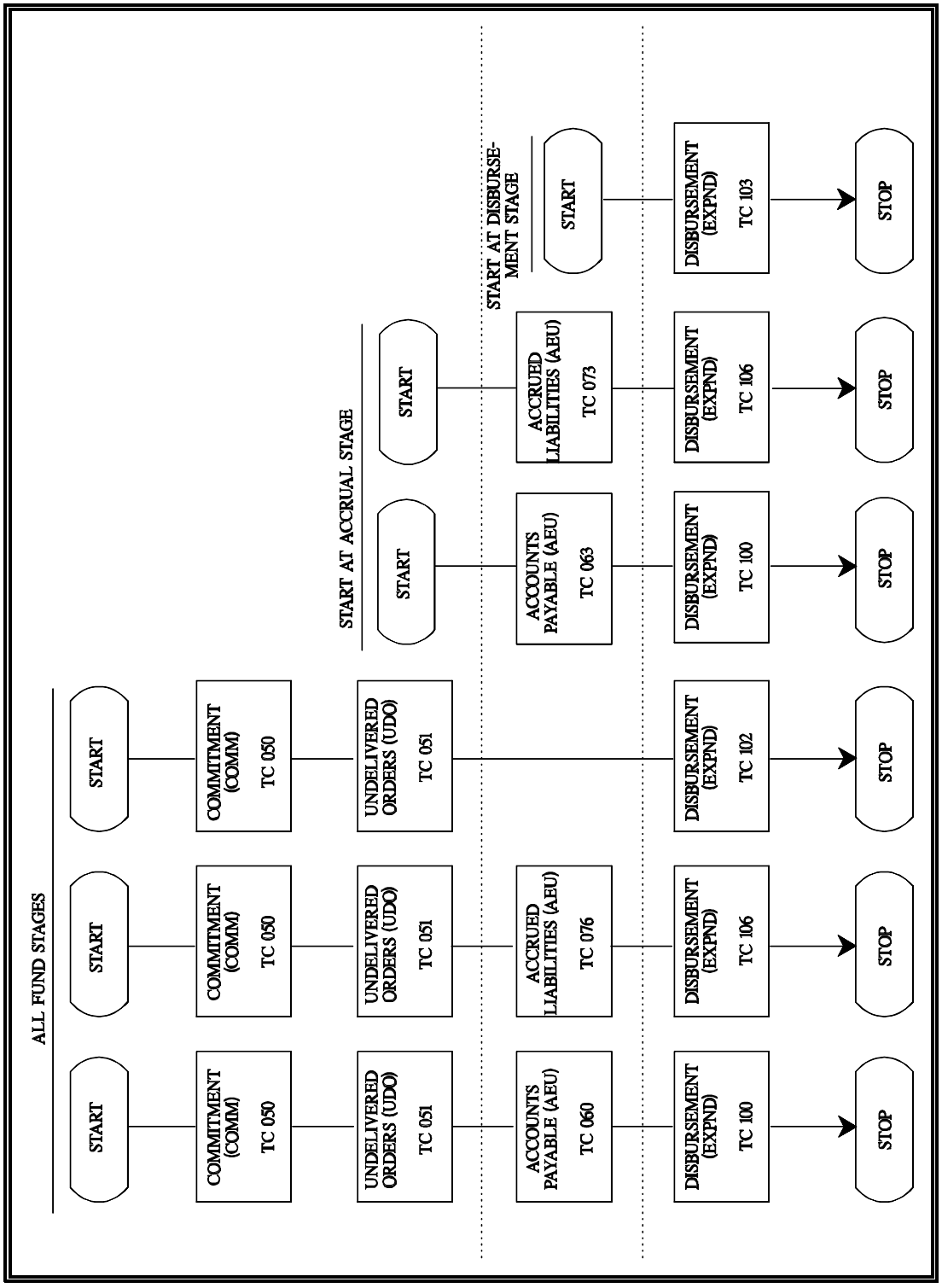


Figure 7-156 Fund Use Transactions

2.4. Travel Transactions -

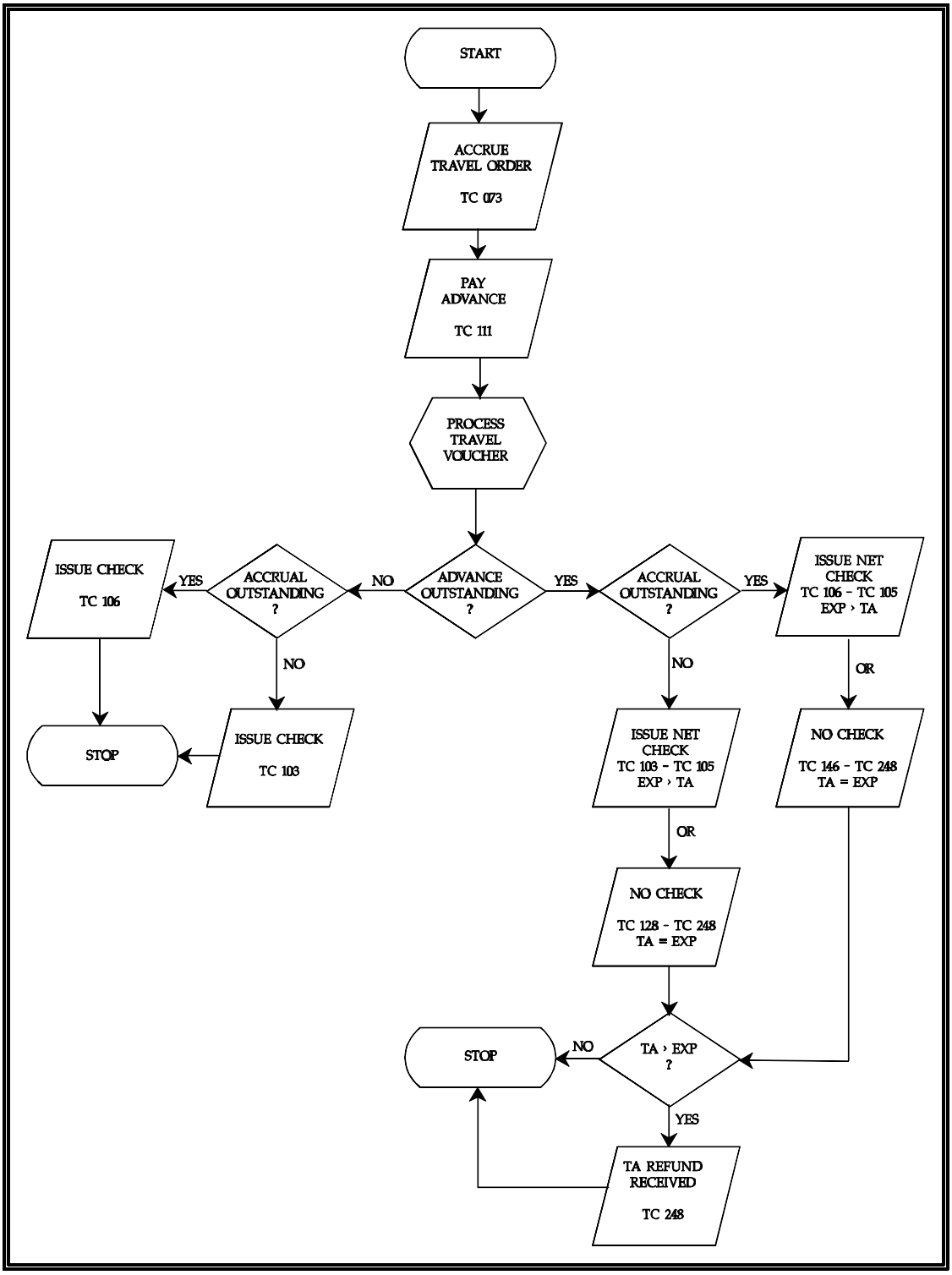


Figure 7-157 Travel Transactions

2.5. SIBAC Processes -

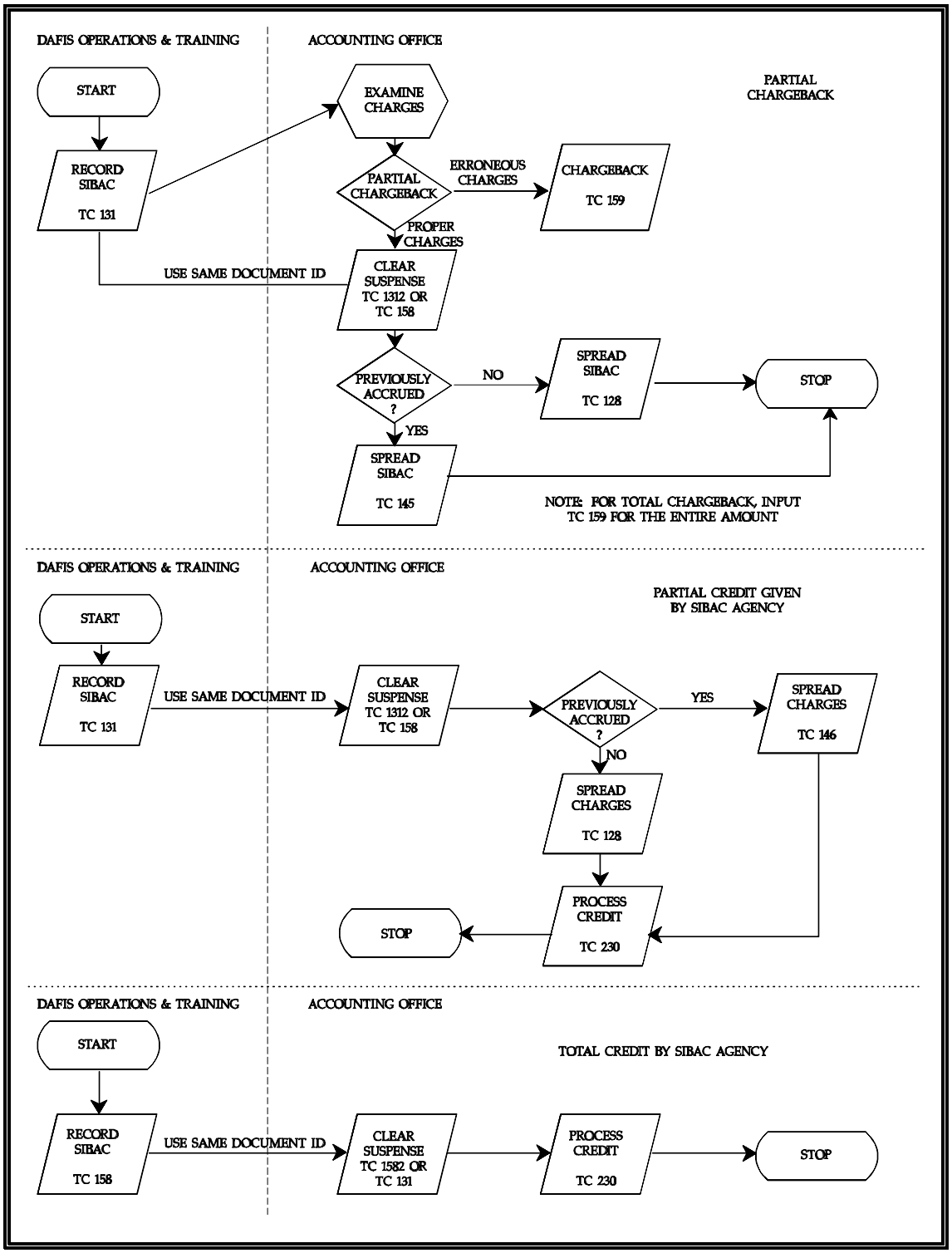


Figure 7-158 SIBAC Processes

2.6. Contracts with Holdback -

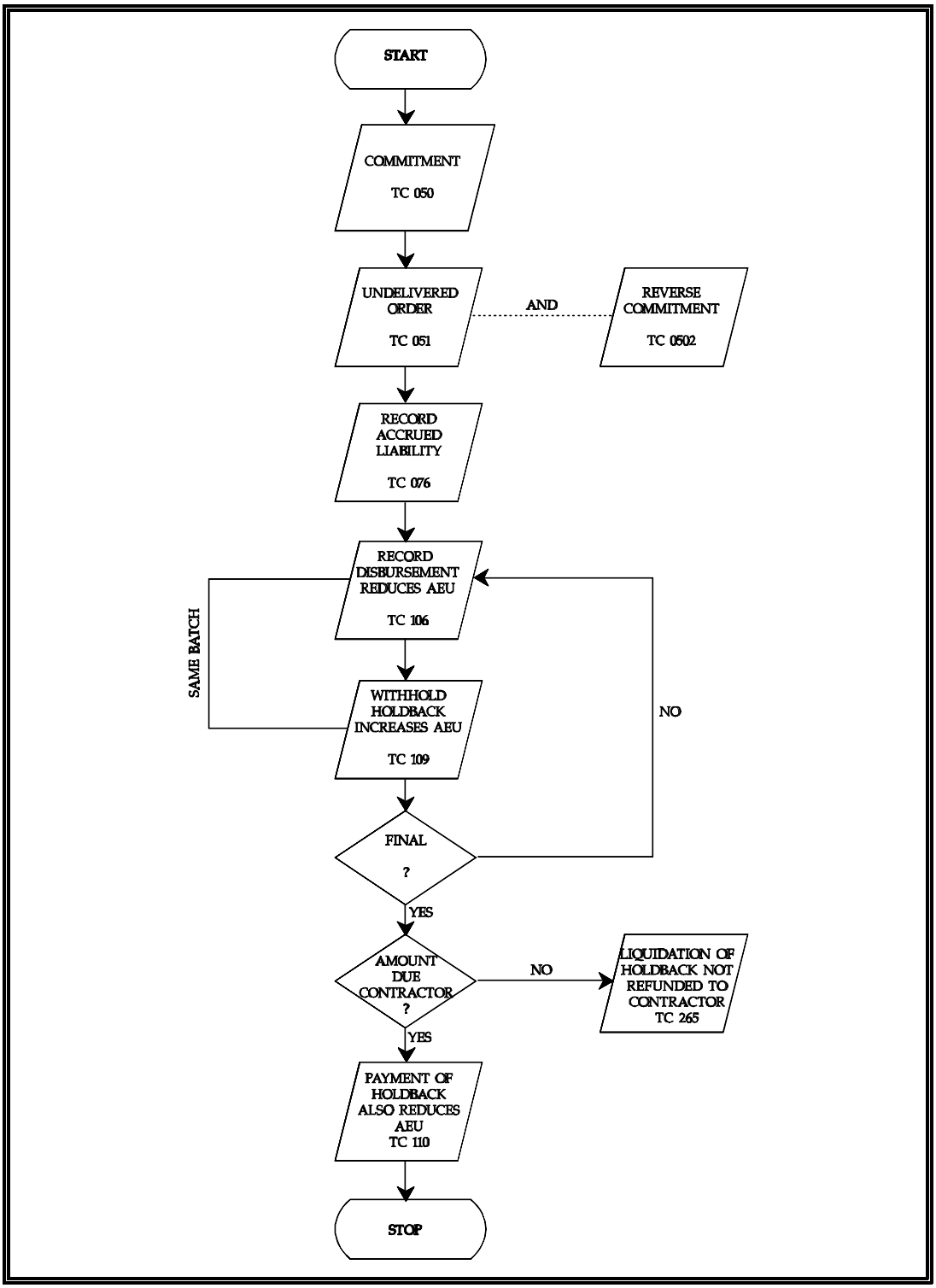


Figure 7-159 Contracts with Holdback

2.7. Progress Payments without Holdback -

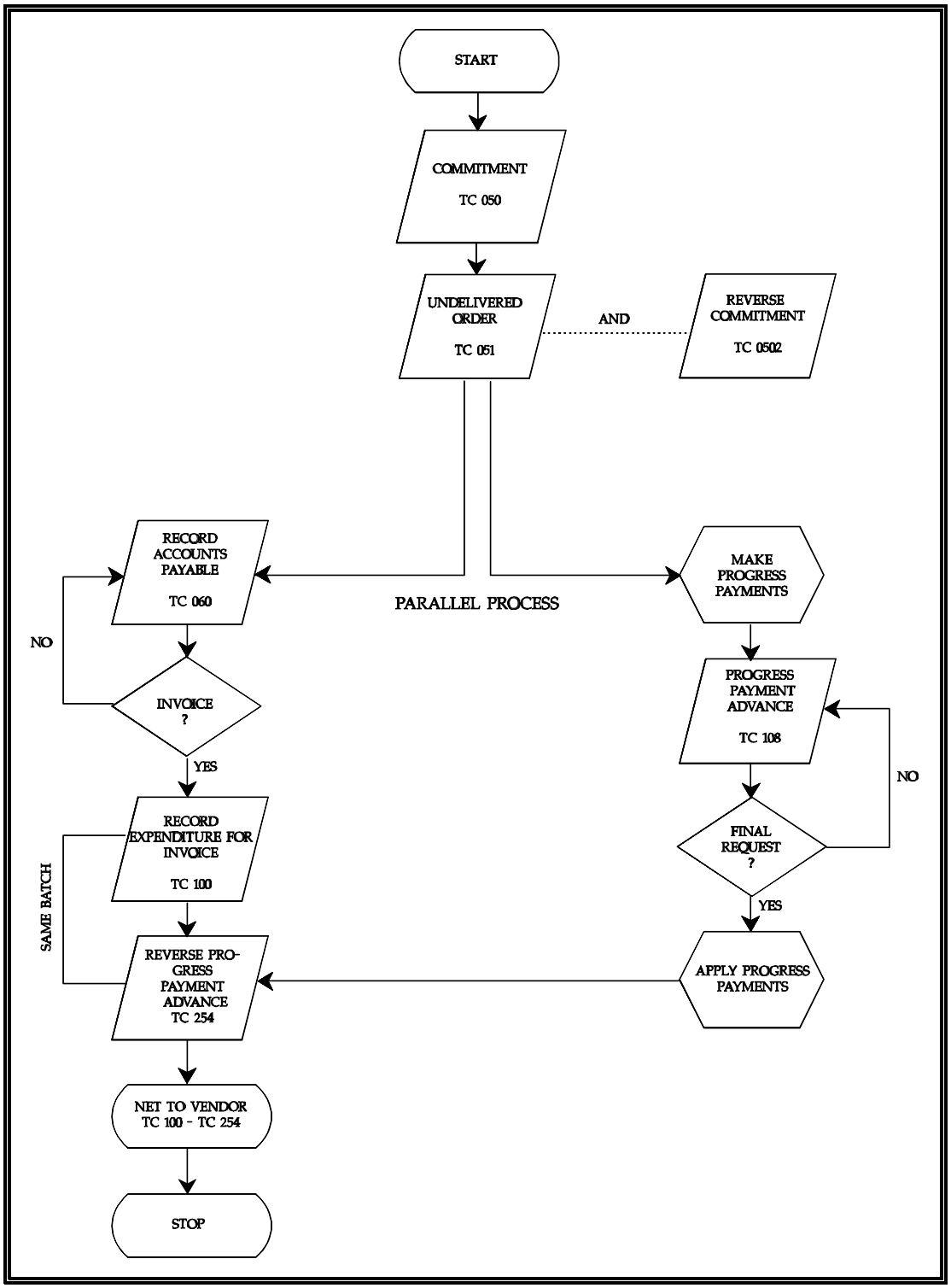


Figure 7-160 Progress Payments without Holdback

2.8. Capitalization of Work in Process or Construction in Process -

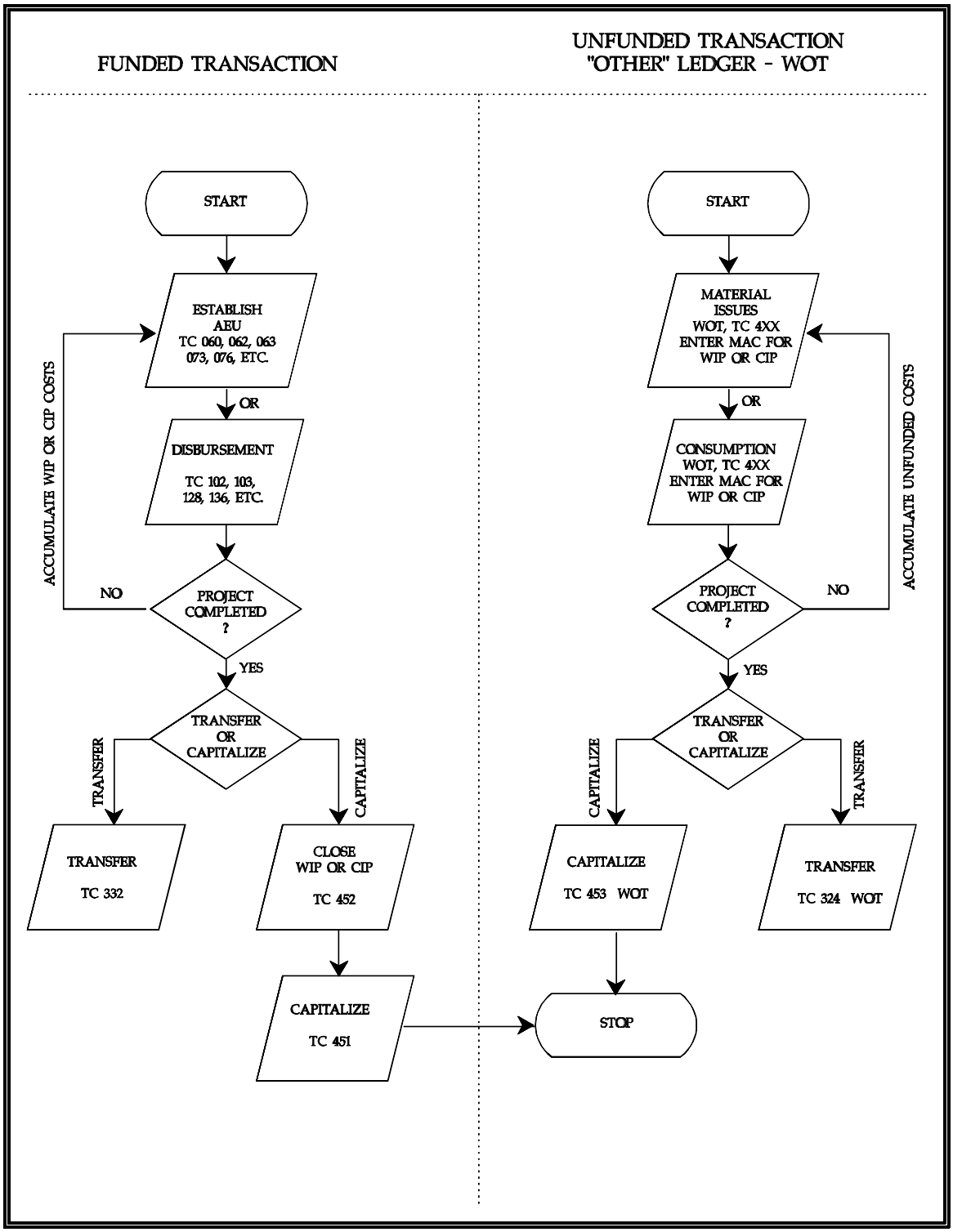


Figure 7-161 Capitalization of WIP or CIP

2.9. Amortization of Advances Paid -

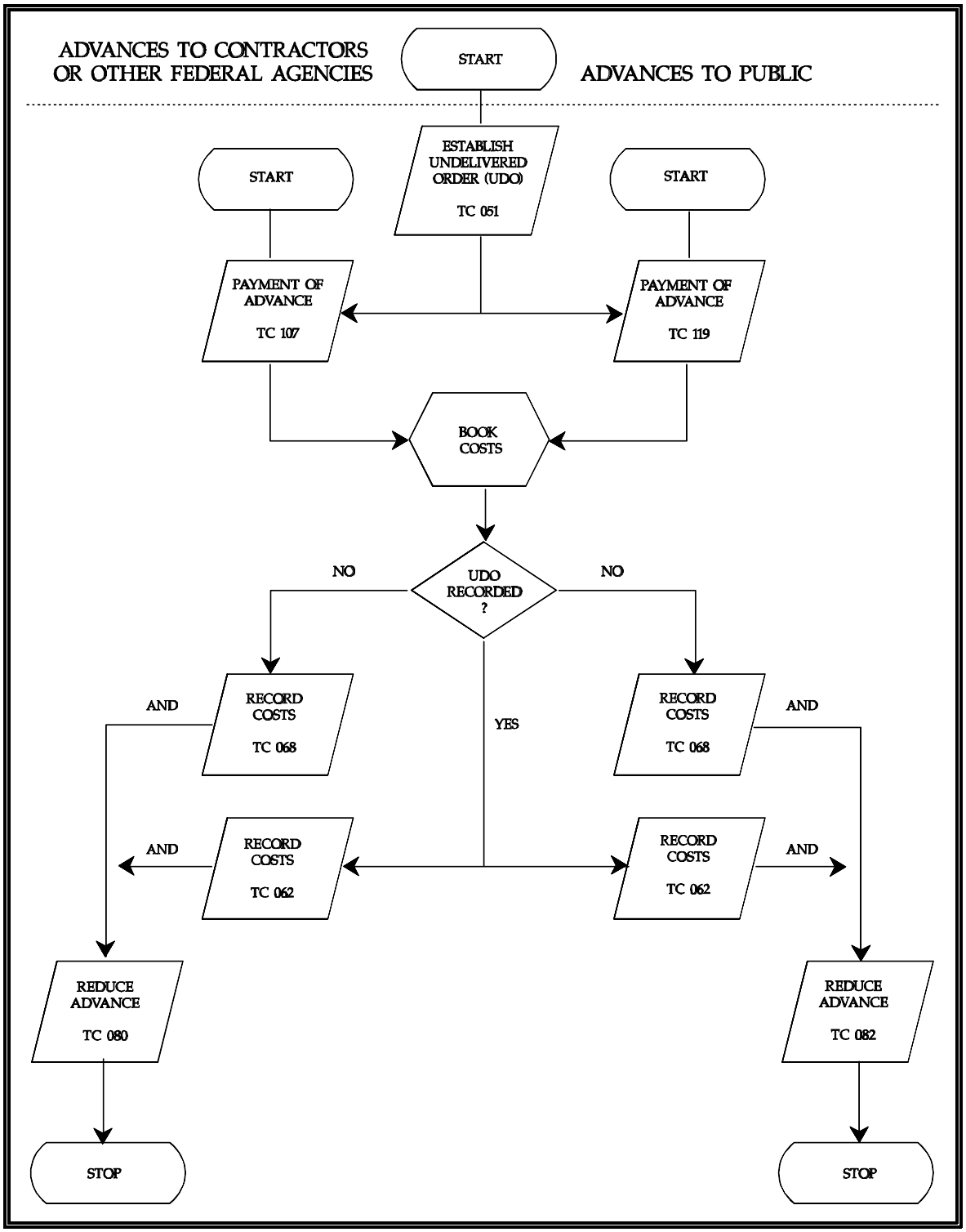


Figure 7-162 Amortization of Advances Paid

2.10. Foreign Disbursing Office Transactions -

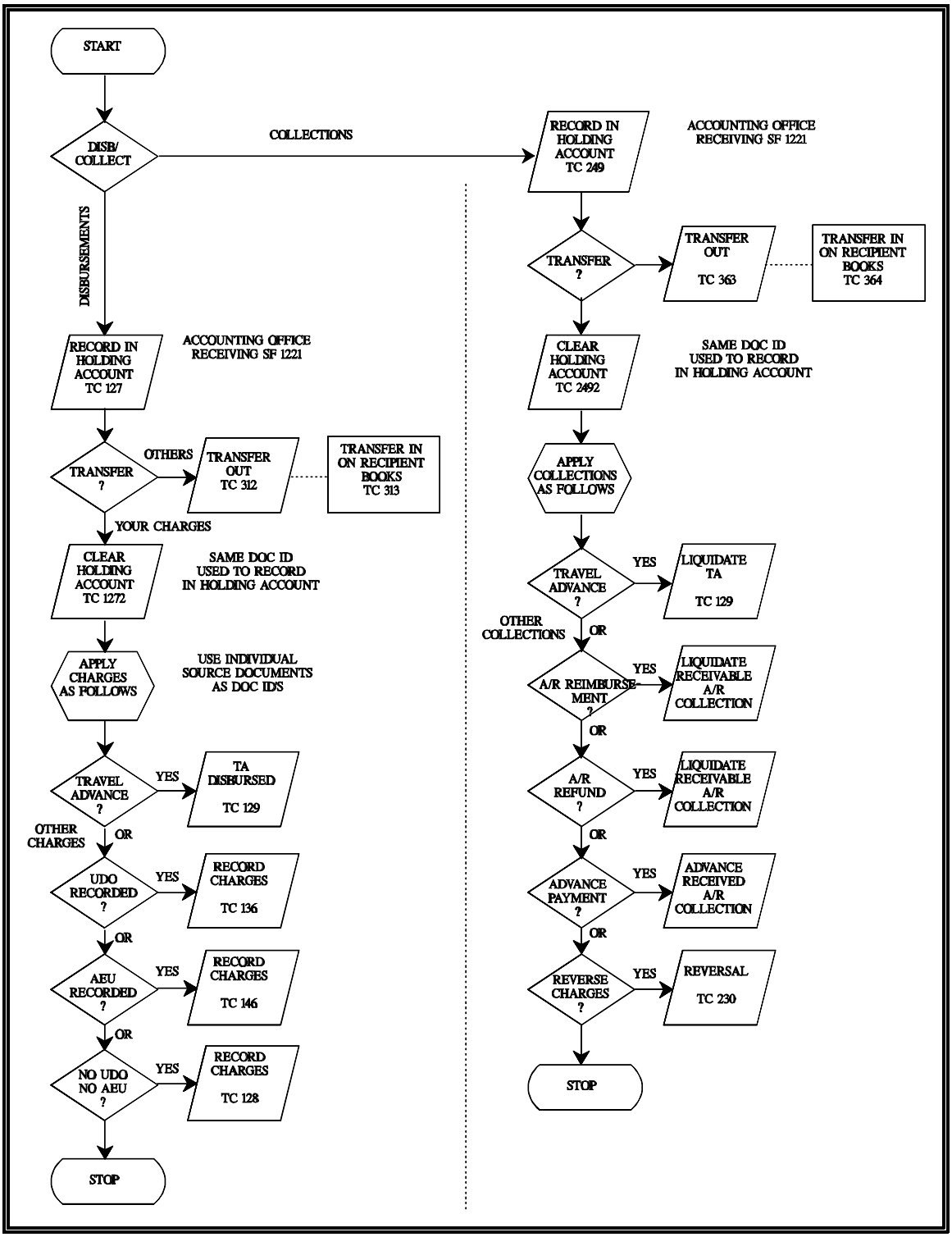


Figure 7-163 Foreign Disbursing Office Transactions

2.11. Recurring Charge Process - Fixed Charges - Document Type 40 -

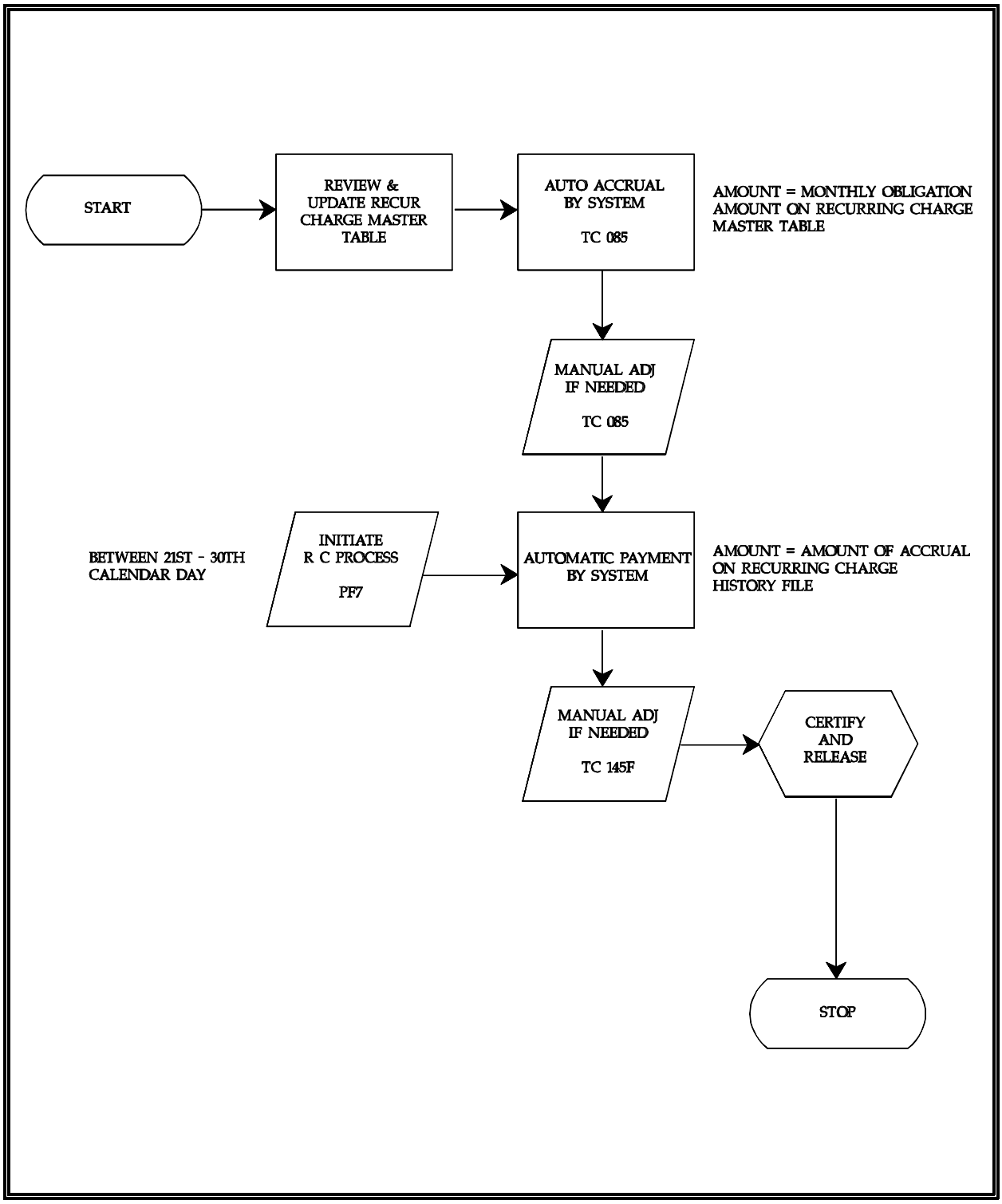


Figure 7-164 Recurring Charge - Fixed Charges Document Type 40

2.12. Recurring Charge Process - Variable Charges - Document Types 41 - 49 -

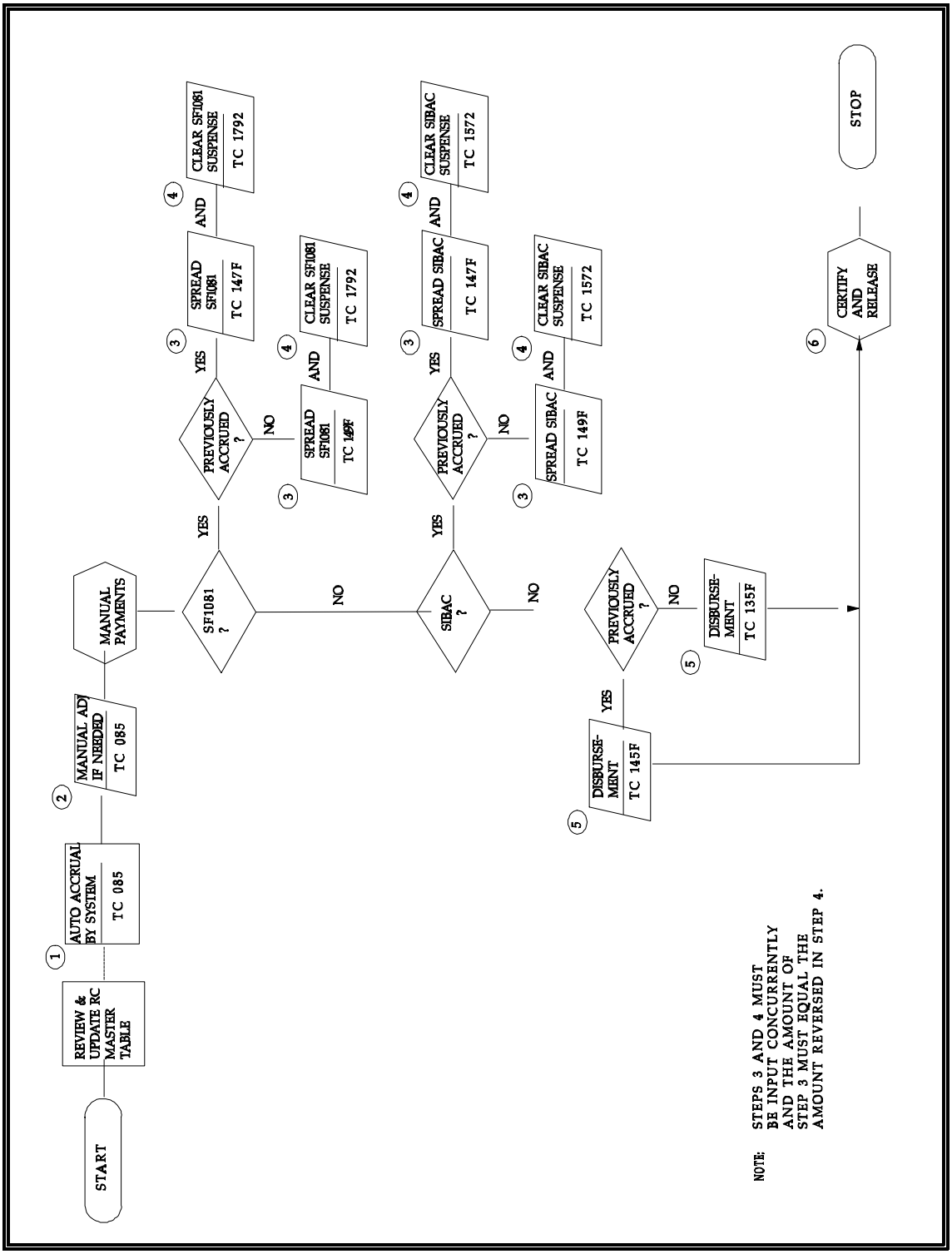


Figure 7-165 Recurring Charge - Variable Charges Document Types 41-49

2.13. Lease-Purchase Transactions -

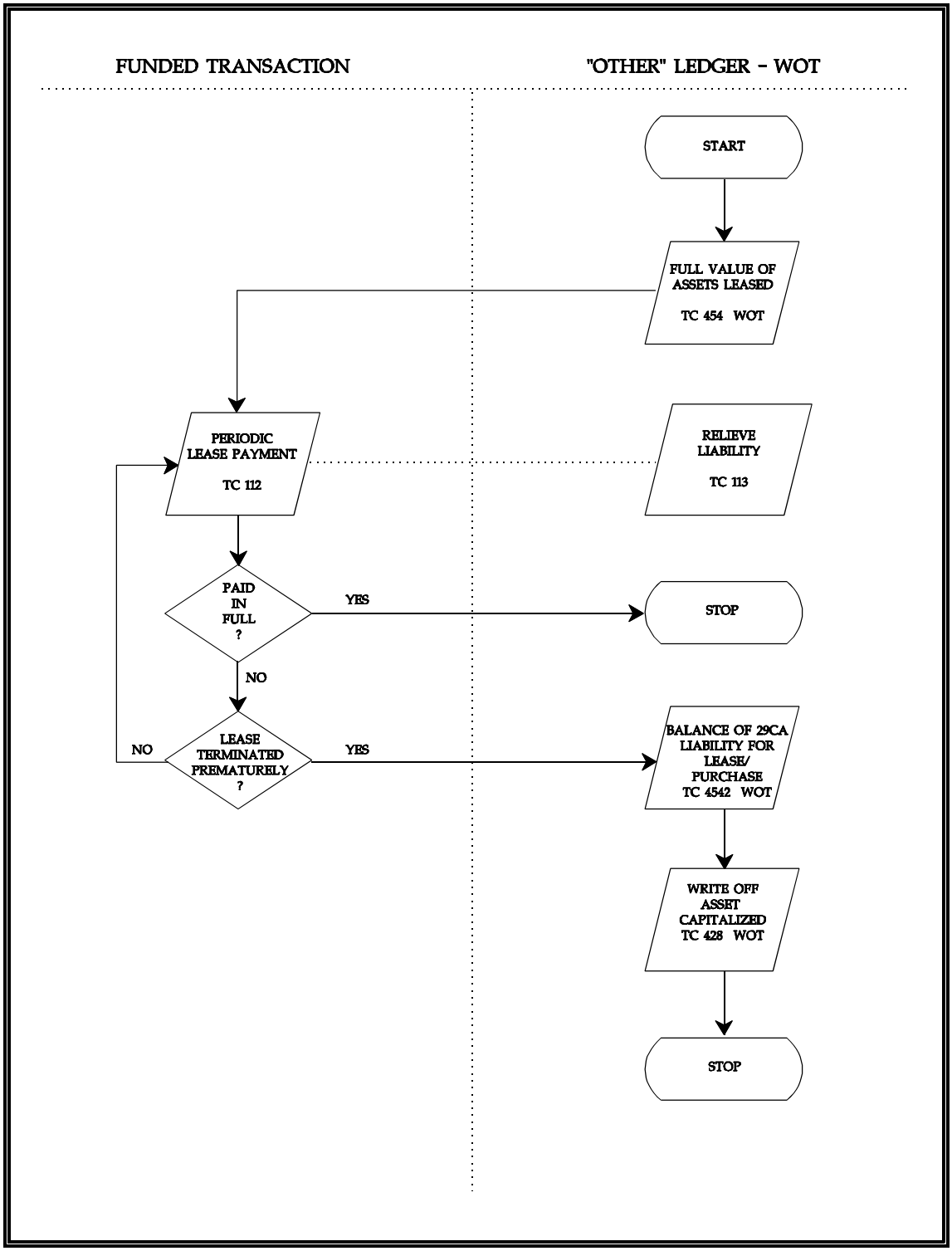


Figure 7-166 Lease-Purchase Transactions

THIS PAGE INTENTIONALLY BLANK

SECTION 8. INQUIRIES

Chapter 1 - Inquiries

1.1. Introduction - The DAFIS Inquiry/Print Menu allows user to extract information from different files within DAFIS. This capability enables the user to obtain selective information on request rather than waiting for a weekly, monthly or quarterly report. Procedure and results of each inquiry are shown. Inquiries developed for specific agencies are not included in this narrative.

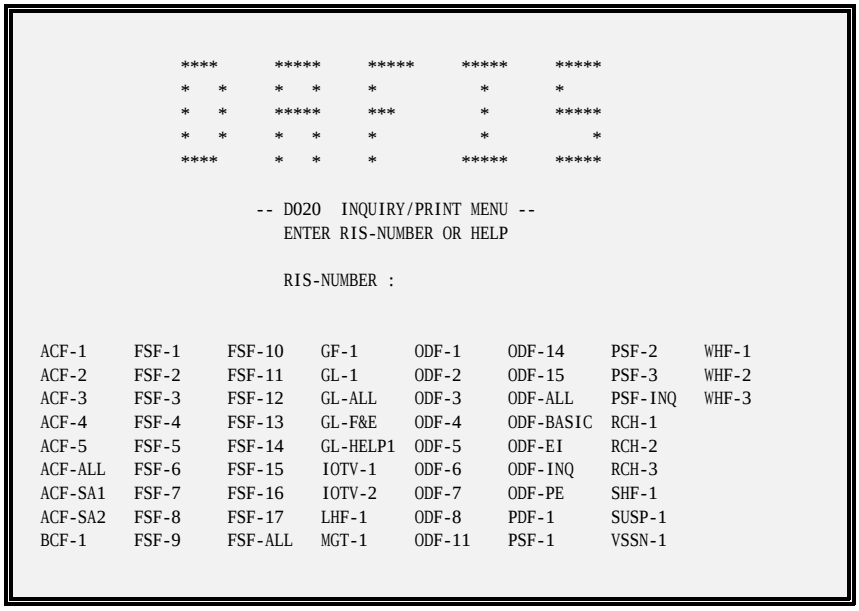
1.2. DAFIS Inquiry/Print Menu - The key field is the RIS (Reports Identification Symbol) Number. The numbers are located at the bottom of the Inquiry/Print Menu. To obtain access to the Inquiry/Print Menu and a particular inquiry, do the following.

a. Sign on to DAFIS using the sign on procedure outlined in Section 2.

.

b. Request Inquiry/Print Menu by pressing the ***PF2*** function key (See Fig 8-1).

c. Enter the RIS-Number of the inquiry requested and press ***Enter***.



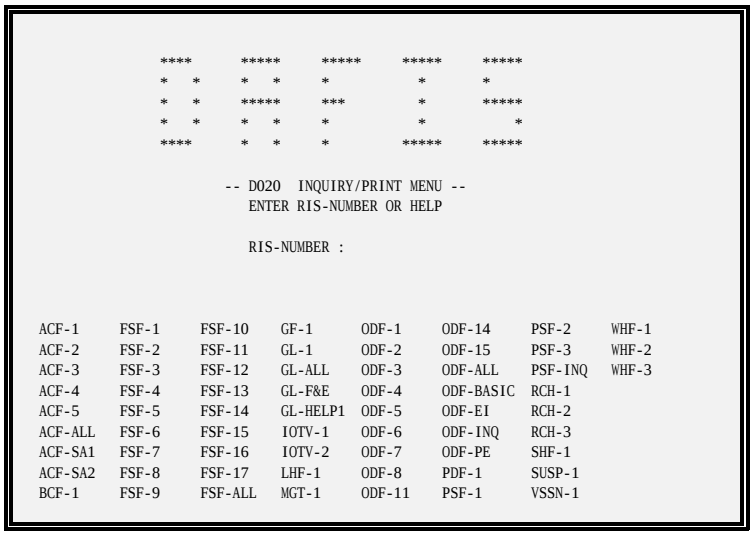
```
 ****     *****    *****    *****    *****
 *  *     *  *     *          *      *
 *  *     *****    ***        *      *****
 *  *     *  *     *          *          *
 ****     *  *     *        *****    *****

          -- D020  INQUIRY/PRINT MENU --
             ENTER RIS-NUMBER OR HELP

             RIS-NUMBER :

ACF-1     FSF-1     FSF-10    GF-1      ODF-1     ODF-14    PSF-2     WHF-1
ACF-2     FSF-2     FSF-11    GL-1      ODF-2     ODF-15    PSF-3     WHF-2
ACF-3     FSF-3     FSF-12    GL-ALL    ODF-3     ODF-ALL   PSF-INQ   WHF-3
ACF-4     FSF-4     FSF-13    GL-F&E    ODF-4     ODF-BASIC RCH-1
ACF-5     FSF-5     FSF-14    GL-HELP1  ODF-5     ODF-EI    RCH-2
ACF-ALL   FSF-6     FSF-15    IOTV-1    ODF-6     ODF-INQ   RCH-3
ACF-SA1   FSF-7     FSF-16    IOTV-2    ODF-7     ODF-PE    SHF-1
ACF-SA2   FSF-8     FSF-17    LHF-1     ODF-8     PDF-1     SUSP-1
BCF-1     FSF-9     FSF-ALL   MGT-1     ODF-11    PSF-1     VSSN-1
```

Figure 8-1 Inquiry/Print Menu

Fill in the required data on the inquiry screen selected. The system provides requested data either by screen display or by printer. Each of the following inquiries shows examples of a blank screen and a complete report showing the information provided.

1.3. Inquiry Help Function - If the RIS-Number of the desired inquiry is not known by the user, a printed listing of all inquiries is available and can be obtained by typing **HELP** in the RIS-Number space on the Inquiry-Print menu and pressing ***Enter***. The resulting printed report displays the following information: RIS-Number of each inquiry, required fields to enter, and remarks which include a title of the inquiry and whether the result is a screen display or printed output.

Note that the asterisk (*) to the left of an element denotes the items that must be filled in to complete an inquiry. When the message "ENTER KEYS" appears the user will fill in the elements with the asterisk (*). On printed inquiries the user is allowed the option of changing the printer ID if desired.

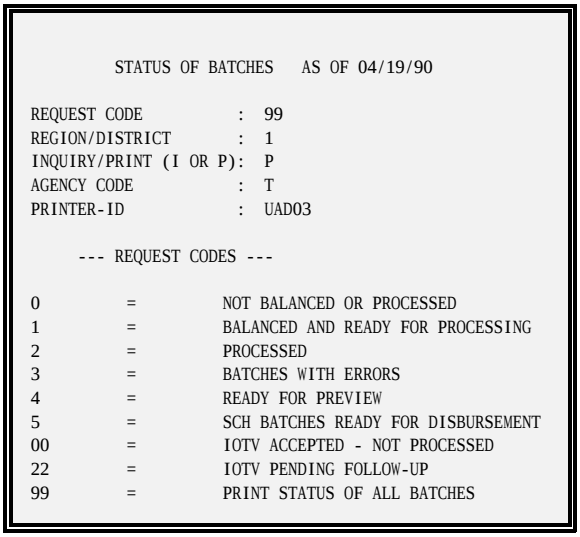


```
****     *****    *****    *****    *****
*   *    *   *    *          *      *
*   *    *****    ***        *      *****
*   *    *   *    *          *          *
****     *   *    *        *****    *****

        -- D020  INQUIRY/PRINT MENU --
           ENTER RIS-NUMBER OR HELP

           RIS-NUMBER :


ACF-1     FSF-1     FSF-10    GF-1      ODF-1     ODF-14     PSF-2     WHF-1
ACF-2     FSF-2     FSF-11    GL-1      ODF-2     ODF-15     PSF-3     WHF-2
ACF-3     FSF-3     FSF-12    GL-ALL    ODF-3     ODF-ALL    PSF-INQ   WHF-3
ACF-4     FSF-4     FSF-13    GL-F&E    ODF-4     ODF-BASIC  RCH-1
ACF-5     FSF-5     FSF-14    GL-HELP1  ODF-5     ODF-EI     RCH-2
ACF-ALL   FSF-6     FSF-15    IOTV-1    ODF-6     ODF-INQ    RCH-3
ACF-SA1   FSF-7     FSF-16    IOTV-2    ODF-7     ODF-PE     SHF-1
ACF-SA2   FSF-8     FSF-17    LHF-1     ODF-8     PDF-1      SUSP-1
BCF-1     FSF-9     FSF-ALL   MGT-1     ODF-11    PSF-1      VSSN-1
```

Figure 8-2 Inquiry Help Function

1.4. Batch Control File (BCF)

a. BCF-1 Status of Batches - The Batch Control File (BCF) provides the current status of batches by region/district. The BCF provides the batch-ID, Format, Line Count, Amount, Process Date, and Schedule/Certificate of Deposit and/or IOTV number if applicable. The system provides the data either as a screen display or printout (as requested) on all request codes except Request Code 99 which has only the print option.



```
         STATUS OF BATCHES   AS OF 04/19/90

REQUEST CODE          :  99
REGION/DISTRICT       :  1
INQUIRY/PRINT (I OR P):  P
AGENCY CODE           :  T
PRINTER-ID            :  UAD03

     --- REQUEST CODES ---

0         =         NOT BALANCED OR PROCESSED
1         =         BALANCED AND READY FOR PROCESSING
2         =         PROCESSED
3         =         BATCHES WITH ERRORS
4         =         READY FOR PREVIEW
5         =         SCH BATCHES READY FOR DISBURSEMENT
00        =         IOTV ACCEPTED - NOT PROCESSED
22        =         IOTV PENDING FOLLOW-UP
99        =         PRINT STATUS OF ALL BATCHES
```

Figure 8-3 BCF-1 Inquiry

The following BCF-1 Inquiry with Request Code 99 provides the status of all batches.

```
                                                                  STATUS OF BATCHES                                                  RIS NUMBER  BCF-1
REQUEST CODE 99                                                    AS OF  04/19/90

RGN/DIST:  1     NOT BALANCED OR PROCESSED

                                  LINE                                  SCH-CERT                  PROCESS         IOTV
   BATCH-ID        FORMAT         COUNT            AMOUNT          DEPOSIT          DATE          NUMBER

   900961398         03               1            23,450.00                                      90/04/06
   901001115         03               1               538.24                          90/04/12
RGN/DIST:  1    PROCESSED

   901081EW0         06               2            14,067.66                          90/04/19        1 O D18 W
   901081I48         03             152            66,325.02                          90/04/19
RGN/DIST:  1    BATCHES WITH ERRORS

   901001570         03              10            74,328.00                          90/04/10
   901071A08         03            2574         9,099,664.20                          90/04/14
RGN/DIST:  1    READY FOR PREVIEW

   901031260         12               3             2,346.69       V                  90/04/13
   901031280         03              20            13,195.21       V                  90/04/13
RGN/DIST:  1    SCH BATCHES READY FOR DISBURSEMENT

   901081S98         03              74            28,792.80       GA01081            90/04/19
   901081211         03              11            33,133.34       V                  90/04/18
                                                 ** END OF REPORT **
```

Figure 8-4 Completed BCF-1 Request Code 99

NOTE: *Most accounting offices inquire BCF-1 on a daily basis. This enables the user to clear any batches not balanced or processed, or with error, before monthend and/or yearend.*

1.5. Allotment Control File (ACF)

Inquiries obtained from this file provide the fund status at the fund authority, usage, and realization stages. Records contain quarterly summary and issuance level data by appropriation/limitation/allotment including Apportionments, Allotments Issued, and Unallotted Apportionments as well as summary and monthly fund use and realization data by appropriation/limitation/allotment including Commitments, Undelivered Orders, Accrued Expenditures Unpaid, and Expenditures.

The following inquiries give information from the Allotment Control File.

a. ACF-1 Apportionment Control Inquiry -

```
(IN DOLLARS)                              APPORTIONMENT CONTROL INQUIRY                      RIS NUMBER:  ACF-1
                                                   AS OF 11/06/89

 *APPROP CODE/LIMITATION        :  001  100
 *AGENCY CODE                   :  T

      QUARTER 1                QUARTER 2                QUARTER 3                QUARTER 4              TOTAL

APPORTIONMENTS:
ALLOTMENT ISSUED:
```

Figure 8-5 ACF-1 Inquiry

The ACF-1 Inquiry provides the amounts of Apportionments, Allotments Issued, and the Unalloted Apportionments, by quarter, by agency, and by appropriation/limitation. After accessing the Inquiry/Print Menu, type in the key fields and press ***Enter***. The screen returns with the quarterly summary amount fields. See example below of a completed inquiry.

```
(IN DOLLARS)                                        ** INQUIRY COMPLETE ** / ENTER KEYS
                                                      APPORTIONMENT CONTROL INQUIRY                                  RIS NUMBER:  ACF-1
                                                             AS OF 11/06/89

*APPROP CODE/LIMITATION:   001 100
*AGENCY CODE           :    T

          QUARTER 1       QUARTER 2                  QUARTER 3                     QUARTER 4                        TOTAL

APPORTIONMENTS:
      50,000,000,000
50,000,000,000

ALLOTMENT ISSUED:
      30,001,000,000
30,001,000,000

UNALLOTED APPORTIONMENTS:
      19,999,000,000            0                        0                              0
19,999,000,000
```

Figure 8-6 Completed ACF-1 Inquiry

*NOTE**:** ACF-1 Inquiry is shown by screen display only. Press special **Print** key to obtain a printout.*

b. ACF-2 Allotment Control File Inquiry/Allotments Issued -

```
(IN DOLLARS)                                        ALLOTMENT CONTROL FILE INQUIRY
                                                          ALLOTMENTS ISSUED                                  RIS NUMBER :  ACF-2
                                                           AS OF 11/06/89                                    PAGE NUMBER:  001

*RGN/DIST OR "ALL"   :  1    (ALL MAY BE ENTERED FOR ALL REGIONS)
*APPROP CODE         :  001     *LIM:  100      *ALLOT:  30      *IND:  0
*PROGRAM ELEMENT     :
*COST CENTER         :
*OBJECT CLASS        :
*AGENCY CODE      :  T

RGN/DIST            QUARTER 1                QUARTER 2                QUARTER 3                QUARTER 4
1                 30,001,000,000

TOTAL             30,001,000,000
```

Figure 8-7 ACF-2 Inquiry

The ACF-2 Inquiry provides summary amounts of allotments issued by fiscal year quarters, region/district and appropriation/limitation/allotment related to the key fields that are entered. Once these fields are entered and the ***Enter*** key is pressed, the screen returns with region/district and quarterly amounts of allotments issued for that region/district and appropriation/limitation/allotment. (See Fig 8-7).

```
(IN DOLLARS)                                        ** INQUIRY COMPLETE ** / ENTER KEYS
                                                      ALLOTMENT CONTROL FILE INQUIRY                                 RIS NUMBER :  ACF-2
                                                          ALLOTMENTS ISSUED                                          PAGE NUMBER: 001
                                                           AS OF 11/06/89

*RGN/DIST OR "ALL"  :  1    (ALL MAY BE ENTERED FOR ALL REGIONS)
*APPROP CODE        :  001     *LIM:  100      *ALLOT:  30       *IND:  0
*PROGRAM ELEMENT    :
*COST CENTER        :
*OBJECT CLASS       :
*AGENCY CODE        :  T

RGN/DIST              QUARTER 1                  QUARTER 2                      QUARTER 3                      QUARTER 4
1                   30,001,000,000

TOTAL               30,001,000,000
```

Figure 8-8 Completed ACF-2 Inquiry

NOTE: *ACF-2 Inquiry is shown by screen display only; for printout, press* ***Print*** *key.*

c. ACF-3 Unobligated Allotment by Issuance Level of Allotment -

```
                          UNOBLIGATED ALLOTMENT
                    BY ISSUANCE LEVEL OF ALLOTMENT

  *REGION/DISTRICT     :  1
  *APPROP-CODE         :  001  LIM:  100
  *ALLOT-FUND-CNTL-CD  :  30    IND:  0
  PROGRAM ELEMENT      :
  *AGENCY-CODE         :  T
```

Figure 8-9 ACF-3 Inquiry

The ACF-3 Inquiry provides information on unobligated allotments at the level an allotment was issued. Type the key fields, press ***Enter***, and the screen will return the summary fields and amounts which include Allotments Received, Commitments Outstanding, Undelivered Orders, Accrued Expenditures Unpaid, Expenditures, Prior Year Recoveries, and Unobligated Allotment. This inquiry tells the user at a glance if the allotment has been exceeded overall. An example of a completed inquiry is shown.

```
                                    ** INQUIRY COMPLETE ** / ENTER KEYS
                                       UNOBLIGATED ALLOTMENT                    RIS NUMBER :  ACF-3
                                    BY ISSUANCE LEVEL OF ALLOTMENT              PAGE NUMBER:  001
                                           AS OF 11/06/89

*REGION/DISTRICT       :  1
*APPROP-CODE           :  001      LIM:  100
*ALLOT-FUND-CNTL-CD    :  30       IND:  0
 PROGRAM ELEMENT       :
*AGENCY-CODE           :  T

                  ALLOTMENTS RECEIVED              30,001,000,000.00
                  COMMITMENTS OUTSTANDING          20,000,000,000.00
                  UNDELIVERED ORDERS                       12,500.00
                  ACCRUED EXP UNPAID                       50,234.00
                  EXPENDITURES                      1,379,050.00
                  PRIOR YEAR RECOVERIES                      .00
                  UNOBLIGATED ALLOTMENT            29,999,558,216.00
```

Figure 8-10 Completed ACF-3 Inquiry

NOTE: ACF-3 Inquiry is shown by screen display only. For a printout, press ***Print*** *key. Calculation done by the system: Undelivered Orders, Accrued Expenditures Unpaid, Expenditures, and Prior Year Recoveries are totaled, then deducted from Allotments Received, leaving the Unobligated Allotment amount. The ACF-3 inquiry includes Current Year and Prior Year amounts only. Carried Forward amounts are not included. If you wish to get a cumulative total for a multi-year or no year appropriation, use the ACF-4 inquiry which includes Carried Forward amounts.*

d. ACF-4 Allotment Control File Inquiry by Region/District and App/Lim/Allot -

```
                    ENTER KEYS ONLY
                          ALLOTMENT CONTROL FILE INQUIRY
                       BY REGION/DISTRICT AND APP/LIM/ALLOT

     *REGION/DISTRICT :  1
     *APPROP-CODE     :  001     LIM:  100     ALLOT:  30     IND:  0     PROG ELEM:
     *AGENCY-CODE     :  T
```

Figure 8-11 ACF-4 Inquiry

The ACF-4 Inquiry provides the user with information which reflects appropriation summary amounts for the current and prior year related to the key fields that are entered. Once key fields are entered and the ***Enter*** key is pressed, the screen returns the summary fields which include Allotments, Commitments, Undelivered Orders, Accrued Expenditures Unpaid, Expenditures, and Prior Year Recoveries. An example follows.

```
                                        REQUEST COMPLETE / ENTER KEYS ONLY
                                          ALLOTMENT CONTROL FILE INQUIRY
                                       BY REGION/DISTRICT AND APP/LIM/ALLOT                    RIS NUMBER:  ACF-4
                                                 AS OF 11/06/89

*REGION/DISTRICT:  1
*APPROP-CODE    :  001          LIM:  100        ALLOT:  30       IND:  0     PROG ELEM:
*AGENCY-CODE    :  T
                CARRIED              CURRENT                PRIOR              CUMULATIVE
                FORWARD              YEAR                   YEAR                  TOTALS

ALLOT                        30,001,000,000.00                                30,001,000,000.00
COMMIT                       20,000,000,000.00                                20,000,000,000.00
UDO                                  12,500.00                                        12,500.00
AEU                                  50.234.00                                        50,234.00
EXPND                             1,379,050.00                                     1,379,050.00
                                  1,441,784.00                                     1,441,784.00
                               UNCOMMITTED ALLOTMENT TO DATE                 9,999,558,216.00
                               UNOBLIGATED ALLOTMENT TO DATE                29,999,558,216.00
```

Figure 8-12 Completed ACF-4 Inquiry

NOTE: *ACF-4 is a screen display. Totals are derived from the Allotment Control File as follows:*

Total of Carried Forward Column = CFWD UDO + CFWD AEU + CFWD EXPND
Total of Current Year Column = CY UDO + CY AEU + CY EXPND
Total of Prior Year Column = PY UDO + PY AEU + PY EXPND
Total of Cumulative totals Column = CFWD UDO + CFWD AEU + CFWD EXPND +
CY UDO + CY AEU + CY EXPND +
PY UDO + PY AEU + PY EXPND + PY PYR

e. ACF-5 Allotment Control File Inquiry by Region/District, Approp/Lim/Allot -

```
                    ENTER DATA
                                                UNOBLIGATED ALLOTMENTS                                ACF-5
                                                    AS OF 09/19/90

*REGION/DISTRICT    :                                    (MAY ENTER "ALL", FOR ALL REGIONS)
*APPROP-CODE        :                           LIM:     (ENTER FIRST POSITION LIM ONLY, OR
                                                          LEAVE BLANK FOR ALL LIMS)
*ALLOT-FUND-CNTL-CD :                           IND:
*AGENCY CODE        :  T
*PRINTER ID         :  UAD03
```

Figure 8-13 ACF-5 Inquiry

The ACF-5 Inquiry provides the user with information regarding the key fields. After key fields are entered and the ***Enter*** key is pressed, the printed report includes Allotments Received, Commitments Outstanding, Undelivered Orders, Accrued Expenditure Unpaid, Expenditures, Prior Year Recoveries, and Unobligated Allotment.

```
REGION/DIST  :  1                          UNOBLIGATED ALLOTMENTS                    RIS NUMBER :  ACF-5
                                              AS OF 11/06/89                         PAGE NUMBER:  1
APPROP CODE  :  001
ALLOT-FUND-CONTROL/IND:  30  0

                                    LIM 100

ALLOTMENTS RECEIVED              30,001,000,000.00
COMMITMENTS OUTSTANDING          20,000,000,000.00
UNDELIVERED ORDERS                       12,500.00
ACCRUED EXP UNPAID                       50,234.00
EXPENDITURES                          1,379,050.00
PRIOR YEAR RECOVERIES
UNOBLIGATED ALLOTMENT            29,999,558,216.00

                                    ** END OF REPORT **
```

Figure 8-14 Completed ACF-5 Inquiry

NOTE: *The ACF-5 is a printed report. The total of the Undelivered Orders, Accrued Expenditures Unpaid, Expenditures, and Prior Year Recoveries are subtracted from the Allotments Received. The Total equals the Unobligated Allotment.*

f. ACF-ALL Allotment Control File Inquiry -

```
                  ENTER DATA
                          ALLOTMENT CONTROL FILE INQUIRY

RGN/DIST       :  1
APPROP-CODE    :  001     LIM:  100     ALLOT:  30     IND:  0
PROG-ELEM      :
COST-CNTR      :
OBJ-CLASS      :
AGY-CODE       :  T
PRINTER ID     :  UAD03
```

Figure 8-15 ACF-ALL Inquiry

The ACF-ALL Inquiry/Print produces a report which provides a history by month of fund use and funds realization by region/district and appropriation/limitation/allotment for the current year, and adjustments this year to obligations incurred in the prior year. It also provides amounts carried forward and amounts recorded during the grace period for current and prior year for Allotments, Commitments, Undelivered Orders, Accrued Expenditures Unpaid, Collections, Expenditures, Prior Year Recoveries, Allotments Received New Year, and quarterly breakdowns of allotments for the current and new year. Examples of the printout are shown - one for a prior year and one for a current year annual appropriation/limitation/allotment.

```
                                                DOT AGENCY
                                              ALLOTMENT CONTRO                                                                RIS NUMBER:
ACF-AL
                                               AS OF 11/06/89

RGN-DIST 1    APP/LIM/ALLOT/IND    001 100 30 0     PROG-ELEM       COST-CNTR        OBJ-CLASS          AUTH-NUM 112233
              DOC-ID 04 91 201001      000    FUND-TYPE 2       TYPE-APPROP        RCD-TYPE 3

** CY ****        OCT                    NOV                    DEC                    JAN                FEB                    MAR
COMM                  .00            20,000,000,000.00                .00                    .00                    .00                    .00
UDO                  .00                   12,500.00                .00                    .00                .00                    .00
AEU                  .00                    50,234.00               .00                    .00                .00                    .00
EXPND                .00                1,379,050.00                .00                    .00                .00                    .00
COLL                 .00                         .00                .00                    .00                .00                    .00
ALLOT       1,000,000.00            30,000,000,000.00                .00                    .00                .00                    .00

                 APR                    MAY                    JUN                    JUL                    AUG                    SEP
COMM                 .00                         .00                .00                    .00                .00                    .00
UDO                  .00                         .00                .00                    .00                .00                    .00
AEU                  .00                         .00                .00                    .00                .00                    .00
EXPND                .00                         .00                .00                    .00                .00                    .00
COLL                 .00                         .00                .00                    .00                .00                    .00
ALLOT                .00                         .00                .00                    .00                .00                    .00

** PY ****        OCT                    NOV                    DEC                    JAN                    FEB                    MAR
COMM                 .00                         .00                .00                    .00                .00                    .00
UDO                  .00                         .00                .00                    .00                .00                    .00
AEU                  .00                         .00                .00                    .00                .00                    .00
EXPND                .00                         .00                .00                    .00                    .00                    .00
PYR                  .00                         .00                .00                    .00                .00                    .00
COLL                 .00                         .00                .00                    .00                .00                    .00

                  APR                    MAY                    JUN                    JUL                    AUG                    SEP
COMM                 .00                         .00                .00                    .00                .00                    .00
UDO                  .00                         .00                .00                    .00                .00                    .00
AEU                  .00                         .00                .00                    .00                .00                    .00
EXPND                .00                         .00                .00                    .00                .00                    .00
PYR                  .00                         .00                .00                    .00                .00                    .00
COLL                 .00                         .00                .00                    .00                .00                    .00

                  *CFWD                  *NYCY*                                    *NYPY*                FUND
OBLIG ALLOT             .00                                                    AUTH                  *CY*                    *NY*
COMM                    .00                     .00                  .00       QTR1            30,001,000,000.00                  .00
UDO                     .00                     .00                  .00       QTR2                          .00                .00
AEU                     .00                     .00                  .00       QTR3                          .00                .00
EXPND                   .00                     .00                  .00       QTR4                          .00                .00
PYR                     .00                     .00
COLL                    .00                     .00                  .00       TOTL            30,001,000,000.00                .00
ALLOT RCV                                       .00

                                                                ** END OF REPORT **
```

Figure 8-16 ACF-ALL Inquiry - Current Year Appropriation

```
                                                DOT AGENCY
                                              ALLOTMENT CONTRO                                                                RIS NUMBER:
ACF-AL
                                               AS OF 04/18/90

RGN-DIST 1    APP/LIM/ALLOT/IND   001 100 30 0     PROG-ELEM      COST-CNTR        OBJ-CLASS          AUTH-NUM
              DOC-ID 04 90  0010AAC00 101    FUND-TYPE 2       TYPE-APPROP A        RCD-TYPE 3

** CY ****        OCT                    NOV                    DEC                    JAN                FEB                    MAR
COMM                  .00                        .00                    .00                    .00                    .00                        .00
UDO                  .00                        .00                    .00                    .00                .00                    .00
AEU                  .00                        .00                    .00                    .00                .00                    .00
EXPND                .00                        .00                    .00                    .00                .00                    .00
COLL                 .00                        .00                    .00                    .00                .00                    .00
ALLOT                .00                        .00                    .00                    .00                .00                    .00

                 APR                    MAY                    JUN                    JUL                    AUG                    SEP
COMM                  .00                        .00                    .00                    .00                .00                    .00
UDO                  .00                        .00                    .00                    .00                .00                    .00
AEU                  .00                        .00                    .00                    .00                .00                    .00
EXPND                .00                        .00                    .00                    .00                .00                    .00
COLL                 .00                        .00                    .00                    .00                .00                    .00
ALLOT                .00                        .00                    .00                    .00                .00                    .00

** PY ****        OCT                    NOV                    DEC                    JAN                    FEB                    MAR
COMM                  .00                        .00                    .00                    .00                .00                    .00
UDO         13,316,051.54-          8,149,263.87-      5,827,235.24-          5,015,203.00-              3.154,666.87-              3,329,135.18-
AEU         10,040,247.54-          1,321,916.53-        387,138.64-          1,015,144.18-                279,460.19-                397,922.35-
EXPND       23,145,144.04           8,609,940.38        6,323,558.56          5,833,819/45    3,400,763.68                3,413,926.14
PYR                   .00                        .00                    .00                    .00                .00                    .00
COLL               806.79                189,990.29        189,990.29              4,755.51          452.22                    668.19

                 APR                    MAY                    JUN                    JUL                    AUG                    SEP
COMM                  .00                        .00                    .00                    .00                .00                    .00
UDO            983,607.68-                      .00                    .00                    .00                .00                    .00
AEU            184,844.02-                      .00                    .00                    .00                .00                    .00
EXPND        1,250,817.80                       .00                    .00                    .00                .00                    .00
PYR                   .00                        .00                    .00                    .00                .00                    .00
COLL               457.26                        .00                    .00                    .00                .00                    .00

                  *CFWD                  *NYCY*                                    *NYPY*                FUND
OBLIG ALLOT    312,036,922.35                                                    AUTH                  *CY*                        *NY*
COMM                     .00                        .00                    .00    QTR1                          .00                        .00
UDO             58,308,765.52                       .00                    .00    QTR2                          .00                    .00
AEU             16,880,377.22                       .00                    .00    QTR3                          .00                    .00
EXPND          236,847,779.61                       .00                    .00    QTR4                          .00                    .00
PYR                      .00                                                .00    TOTL
COLL                91,659.02                       .00                    .00                                  .00                    .00
ALLOT RCV                                           .00

                                                                  ** END OF REPORT **
```

Figure 8-17 ACF-ALL Inquiry - Prior Year Appropriation

NOTE: *When the key fields are entered and the* ***Enter*** *key is pressed, the returning screen is blank. A printed report is produced. ACF-ALL Inquiry is particularly useful in researching problems.*

1.6. Fiscal Status File (FSF) - The Fiscal Status File provides the current status of program plans as well as summary fund use and fund realization information. File records contain quarterly plan data, as well as fund status information for the current year, prior year, and carry forward to the new year, by accounting classification to the system data level. Use the following FSF Inquiries to obtain Fiscal Status File data.

a. FSF-1 Fiscal Status File Inquiry - Program Plans - This inquiry provides the status of program plans distributed at the regional level, obligations related to those plans by accounting classification, and the balances of those plans by quarter.

```
                        FISCAL STATUS FILE INQUIR
                              PROGRAM PLANS

*REGION/DISTRICT   :  1
*APPROP-CODE       :  001   LIM: 100   ALLOT: 30   IND: 0
*PROGRAM ELEMENT   :  123456
*COST CENTER       :  122100
```

Figure 8-18 FSF-1 Inquiry

Complete mandatory keys; press ***Enter***. The system provides the requested data by screen display.

```
                                  INQUIRY COMPLETE / ENTER KEYS ONLY
                                      FISCAL STATUS FILE INQUIRY                    RIS NUMBER:  FSF-1
                                            PROGRAM PLANS
                                           AS OF 11/06/89

*REGION/DISTRICT:  1
*APPROP-CODE    :  001     LIM:  100     ALLOT:  30       IND:  0
*PROGRAM ELEMENT:  123456
*COST CENTER    :  122100
*OBJECT CLASS   :  2634
*SYSTEM DATA    :
*AGENCY CODE    :  T

                      PLANS              OBLIGATIONS              BALANCE
QUARTER 1    25,000,000,000.00       1,441,784.00          24,998,558,216.00
QUARTER 2                  .00                .00                       .00
QUARTER 3                  .00                .00                       .00
QUARTER 4                  .00                .00                       .00
```

Figure 8-19 Completed FSF-1 Inquiry

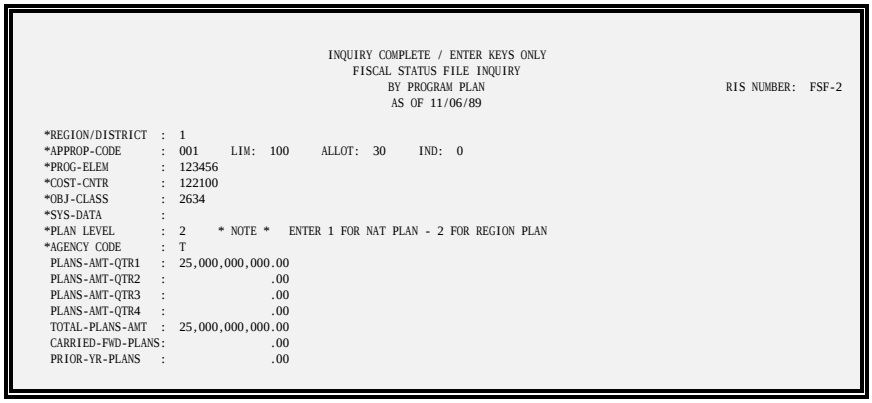
NOTE: *Plans minus Obligations (Undelivered Orders plus Accrued Expenditure Unpaid plus Expenditures) equals Balance of Plans.*

b. FSF-2 Fiscal Status File Inquiry by Program Plan - This inquiry provides quarterly and summary level program plans data by accounting classification. Once the key fields are entered and the ***Enter*** key is pressed, the screen returns with the requested data for national or regional plan.

An example of an FSF-2 Inquiry screen is shown below.

```
                                  FISCAL STATUS FILE INQUIRY
                                       BY PROGRAM PLAN                  RIS NUMBER:  FSF-2

*REGION/DISTRICT:  1
*APPROP-CODE    :  001     LIM:  100     ALLOT:  30     IND:  0
*PROG-ELEM      :  123456
*COST-CNTR      :  122100
*OBJ-CLASS      :  2634
*SYS-DATA       :
*PLAN LEVEL     :  2     * NOTE *   ENTER 1 FOR NAT PLAN - 2 FOR REGION PLAN
*AGENCY CODE    :  T
```

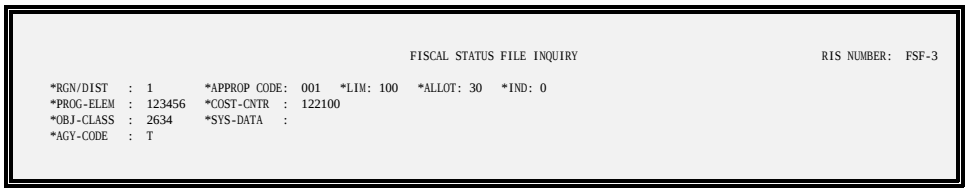
Figure 8-20 FSF-2 Inquiry



```
                                    INQUIRY COMPLETE / ENTER KEYS ONLY
                                       FISCAL STATUS FILE INQUIRY
                                          BY PROGRAM PLAN                          RIS NUMBER:  FSF-2
                                          AS OF 11/06/89

  *REGION/DISTRICT  :  1
  *APPROP-CODE      :  001     LIM:  100     ALLOT:  30     IND:  0
  *PROG-ELEM        :  123456
  *COST-CNTR        :  122100
  *OBJ-CLASS        :  2634
  *SYS-DATA         :
  *PLAN LEVEL       :  2     * NOTE *   ENTER 1 FOR NAT PLAN - 2 FOR REGION PLAN
  *AGENCY CODE      :  T
   PLANS-AMT-QTR1   :  25,000,000,000.00
   PLANS-AMT-QTR2   :                .00
   PLANS-AMT-QTR3   :                .00
   PLANS-AMT-QTR4   :                .00
   TOTAL-PLANS-AMT  :  25,000,000,000.00
   CARRIED-FWD-PLANS:                .00
   PRIOR-YR-PLANS   :                .00
```

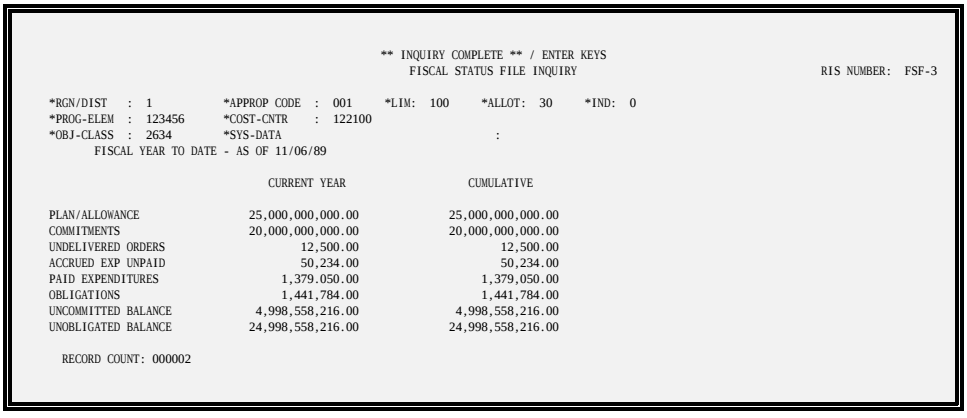
Figure 8-21 Completed FSF-2 Inquiry

c. FSF-3 Status of Accounting Classification - Plans and Fund Usage (totals) - This inquiry provides program plans and fund usage data by accounting classification. It is particularly useful because it allows inquiry by any and all elements of the accounting classification, including system data below the appropriation/limitation/allotment. Once the key fields are entered and the ***Enter*** key is pressed, the system provides the requested data by screen display. Below are a blank screen and a completed screen for information.



```
                                          FISCAL STATUS FILE INQUIRY                    RIS NUMBER:  FSF-3

*RGN/DIST   :  1        *APPROP CODE:  001   *LIM: 100   *ALLOT: 30   *IND: 0
*PROG-ELEM  :  123456   *COST-CNTR  :  122100
*OBJ-CLASS  :  2634     *SYS-DATA   :
*AGY-CODE   :  T
```

Figure 8-22 FSF-3 Inquiry



```
                                    ** INQUIRY COMPLETE ** / ENTER KEYS
                                       FISCAL STATUS FILE INQUIRY                    RIS NUMBER:  FSF-3

*RGN/DIST   :  1          *APPROP CODE  :  001     *LIM:  100     *ALLOT:  30     *IND:  0
*PROG-ELEM  :  123456     *COST-CNTR    :  122100
*OBJ-CLASS  :  2634       *SYS-DATA                          :
       FISCAL YEAR TO DATE - AS OF 11/06/89

                                  CURRENT YEAR                  CUMULATIVE

PLAN/ALLOWANCE                25,000,000,000.00             25,000,000,000.00
COMMITMENTS                   20,000,000,000.00             20,000,000,000.00
UNDELIVERED ORDERS                    12,500.00                     12,500.00
ACCRUED EXP UNPAID                    50,234.00                     50,234.00
PAID EXPENDITURES                  1,379.050.00                  1,379,050.00
OBLIGATIONS                           1,441,784.00                  1,441,784.00
UNCOMMITTED BALANCE            4,998,558,216.00              4,998,558,216.00
UNOBLIGATED BALANCE           24,998,558,216.00             24,998,558,216.00

  RECORD COUNT: 000002
```

Figure 8-23 Completed FSF-3 Inquiry

NOTE: *FSF-3 is a screen display. The system adds the Undelivered Orders, Accrued Exp Unpaid, and Paid Expenditures to equal Obligations. Plans minus Obligations equals Unobligated Balance. Total of Obligations and Commitments subtracted from Plans equals the Uncommitted Balance Current Year and Cumulative.*

d. FSF-4 Fiscal Status File Inquiry - Plans/Fund Use - This inquiry gives, by quarter, program plans and fund use data for the current and new years related to the key fields entered. The system provides quarterly amounts of Plans, Fund Use, and Balances for current and new years along with Prior Year Amounts, Carried Forward Amounts and Grand Total Amounts. The first example below shows the key fields to be entered and the second example is a printout of the data provided by the system.

```
                                    FISCAL STATUS FILE INQUIRY
                                         PLANS/FUND USE                          RIS NUMBER:  FSF-4

*RGN-DIST      :  1
*APPROP-CODE   :  001     LIM:  100     ALLOT:  30     IND:  0
*PROG-ELEM     :  123456
*COST-CNTR     :  122100
*OBJ-CLASS     :  2634
*SYS-DATA      :
*AGY-CODE      :  T
```

Figure 8-24 FSF-4 Inquiry

```
                                  ** INQUIRY COMPLETE ** / ENTER KEYS
                                      FISCAL STATUS FILE INQUIRY                          RIS NUMBER:  FSF-4
                                            PLANS/FUND USE
                                            AS OF 11/06/89

*RGN-DIST     :  A
*APPROP-CODE  :  001       LIM:  100       ALLOT:  30       IND:  0
*PROG-ELEM    :  123456
*COST-CNTR    :  122100
*OBJ-CLASS    :  2634
*SYS-DATA     :
*AGY-CODE     :  T

 CY                          PLANS                  FUND USE                  BALANCE
   QUARTER 1            25,000,000,000.00       20,001,441,784.00          4,998,558,216.00
   QUARTER 2                          .00                     .00                        .00
   QUARTER 3                          .00                     .00                        .00
   QUARTER 4                          .00                     .00                        .00

 NY
   QUARTER 1                          .00                     .00                        .00
   QUARTER 2                          .00                     .00                        .00
   QUARTER 3                          .00                     .00                        .00
   QUARTER 4                          .00                     .00                        .00
 py                                   .00                     .00                        .00
 CFWD                                 .00                     .00                        .00
 GRAND TOTAL            25,000,000,000.00       20,001,441,784.00          4,998,558,216.00
```

Figure 8-25 Completed FSF-4 Inquiry

NOTE: *Plans minus Fund Use (Commitments plus Undelivered Orders plus Accrued Expenditures Unpaid, plus Expenditures) equals Balance of Plans.*

e. FSF-7 Status of Accounting Class - Fund Usage to Date - Fiscal Status File inquiry provides data at any cost center level, object classification level, or a combination thereof. The information can be obtained for different levels of the accounting classification. Example shown is at the cost center level (cost center 122100). Once the fields are entered and the ***Enter*** key pressed, the screen returns with the Year-To-Date Commitment, Undelivered Order, Accrued Expenditure Unpaid, Expenditure, and Obligation amounts along with the number of records found that are related to the key fields entered. Shown below are blank and completed inquiries. The result is a screen display.

```
                              FISCAL STATUS FILE INQUIRY           RIS NUMBER:  FSF-7

 *RGN/DIST      :  1
 *APPROP-CODE   :  001      LIM:  100     ALLOT:  30     IND:  0
  PROG-ELEM     :
  COST-CNTR     :  122100
  OBJ-CLASS     :
 *AGY-CODE      :  T
```

Figure 8-26 FSF-7 Inquiry

```
                          ** REPORT COMPLETE ** / ENTER KEYS
                              FISCAL STATUS FILE INQUIRY           RIS NUMBER:  FSF-7

*RGN/DIST           :  1
*APP/LIM/ALLOT/IND  :  001  100  30  0
 PROG-ELEM          :
 COST-CNTR          :  122100
 OBJ-CLASS          :
*AGY-CODE           :  T
        FISCAL YEAR TO DATE - AS OF 11/06/89       RECORD COUNT:  000001
COMMITMENTS                      20,000,000,000.00
UNDELIVERED ORDERS                       12,500.00
ACCRUED EXPENDITURES UNPAID              50,234.00
EXPENDITURES                          1,379,050.00
OBLIGATIONS                           1,441,784.00
```

Figure 8-27 Completed FSF-7 Inquiry

NOTE: *Undelivered Orders plus Accrued Expenditures Unpaid plus Expenditures equals Obligations.*

f. FSF-10 Status of Accounting Class - Plans and Fund Usage - This Fiscal Status File inquiry provides current and summary program plan data at any level of the accounting classification. The information can be obtained for a particular plan or the entire appropriation. Shown are the request screen and the completed inquiry (screen display).

```
                                          FISCAL STATUS FILE INQUIRY                          RIS NUMBER:  FSF-10

*RGN/DIST  :  1        *APPROP-CODE:  001      LIM: 100   ALLOT: 30   IND: 0
*PROG-ELEM :  123456   *COST-CNTR  :  122100
*OBJ-CLASS :  2634                                          *SYS-DATA              :
```

Figure 8-28 FSF-10 Inquiry

```
                          ** INQUIRY COMPLETE ** / ENTER KEYS
                              FISCAL STATUS FILE INQUIRY              RIS NUMBER:  FSF-10

*RGN/DIST   :  1              *APPROP-CODE:  001     LIM:  100   ALLOT:  30     IND:  0
*PROG-ELEM  :  123456         *COST-CNTR  :  122100
*OBJ-CLASS  :  2634           *SYS-DATA   :
*AGY-CODE   :  T
       FISCAL YEAR TO DATE - AS OF 11/06/89
                        CURRENT YEAR (CY)      PRIOR YEAR (PY)       CUMULATIVE
PLAN/ALLOWANCE          25,000,000,000.00                          25,000,000,000.00
COMMITMENTS             20,000,000,000.00                          20,000,000,000.00
UNDELIVERED ORDERS              12,500.00                                  12,500.00
ACCRUED EXP UNPAID              50,234.00                                  50,234.00
PAID EXPENDITURES            1,379,050.00                               1,379,050.00
OBLIGATIONS                  1,441,784.00                                 441,784.00
UNCOMMITTED BALANCE      4,998,558,216.00                           4,998,558,216.00
UNOBLIGATED BALANCE     24,998,558,216.00                          24,998,558,216.00

                                                                RECORD COUNT:  000002
```

Figure 8-29 Complete FSF-10 Inquiry

NOTE: *Field calculations are for same as FSF-3. However, this inquiry also includes prior year activity.*

g. FSF-12 Fiscal Status - This inquiry provides current year and cumulative data by region/district, approp/lim/allot, and program element. Below is a screen showing the key fields to be entered.

```
                ENTER DATA
                              FISCAL STATUS FILE INQUIRY          RIS NUMBER:  FSF-12

*RGN/DIST   :  1       *APPROP-CODE:  001     *LIM: 100    *ALLOT:  30   *IND: 0
*PROG-ELEM  :  123456
```

Figure 8-30 FSF-12 Inquiry

The available information by program element is Plan/Allowance, Commitments, Undelivered Orders, Accrued Unpaid, Paid Expenditures, Obligations, Uncommitted Balance, and Unobligated Balances. Shown on screen display.

```
                REQUEST COMPLETE
                                FISCAL STATUS FILE INQUIRY              RIS NUMBER:  FSF-12

*RGN/DIST  :  1          *APPROP-CODE:  001    *LIM: 100    *ALLOT: 30    IND: 0
*PROG-ELEM :  123456
*AGY-CODE  :  T
           FISCAL YEAR TO DATE - AS OF 11/06/89                    RECORD COUNT:  2
                               CURRENT YEAR                        CUMULATIVE
PLAN/ALLOWANCE              25,000,000,000.00                   25,000,000,000.00
COMMITMENTS                 20,000,000,000.00                   20,000,000,000.00
UNDELIVERED ORDERS                 12,500.00                           12,500.00
ACCRUED UNPAID                     50,234.00                           50,234.00
PAID EXPENDITURES               1,379,050.00                        1,379,050.00
OBLIGATIONS                     1,441,784.00                        1,441,784.00
UNCOMMITTED BALANCE         4,998,558,216.00                    4,998,558,216.00
UNOBLIGATED BALANCE         4,998,558,216.00                   24,998,558,216.00

PROGRAM PLAN:
     QUARTER 1          QUARTER 2          QUARTER 3          QUARTER 4
25,000,000,000.00
```

Figure 8-31 Completed FSF-12 Inquiry

NOTE: *Field calculations are the same as FSF-3. However, planned amounts are shown by quarter.*

h. FSF-17 Cost Center Status Report - This inquiry provides the ability to inquire or print the status of any cost center. Information is taken from the fiscal status file. Below is a screen showing the key fields necessary to inquire.

```
                ENTER DATA
                        COST CENTER STATUS REPORT  RIS NUMBER: FSF-17
                              AS OF 07/08/94

 *REQUEST CODE  : I   (P)PRINT OR (I)INQUIRY
 *AGY-CODE      : T
 *COST-CNTR     : 122100
  APPROP-CODE   :         LIM:         AFC:      RGN-DIST: 1
 *PRINTER-ID    : DB305




IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 8-32 FSF-17 Inquiry

The available information on the inquiry option is Undelivered Orders, Accrued Expenditures, and Expenditures at the app/lim/AFC/Rgn level. Figures 8-33 and 34 show the inquiry and print options respectively.

```
                    ** INQUIRY COMPLETE ++ / ENTER KEYS
                            COST CENTER STATUS REPORT        RIS NUMBER: FSF-17
                                  AS OF 07/08/94

 *REQUEST CODE     : I   (P)PRINT OR (I)NQUIRY
 *AGY-CODE         : T
 *COST-CNTR        : 122100
  APPROP-CODE      :         LIM:        AFC:       RGN-DIST: 1
 *PRINTER-ID       : DB305

APP  LIM AFC  RGN  UNDEL ORDERS    ACCRUED EXPND    EXPEND      TOTAL

401  0   4C0   4           .00            .00       1,307.80     1,307.80
401  0   440   1     14,217.29     130,720.36   1,323,429.76 1,468,367.41
401  0   450   1           .00      43,120.88     508,598.64   551,719.52
401  0   450   4      1,906.18      11,246.40     137,927.16   151,079.74
401  8   990   1           .00       2,406.32      16,600.58    19,006.90
401  9   990   1      5,337.50      32,703.07     288,214.93   326,255.50


IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 8-33 Completed FSF-17 Inquiry

```
                                                DOT AGENCY
                                          COST CENTER STATUS REPORT                          RIS NUMBER:  FSF-17
                                                AS OF 07/08/94                                PAGE NUMBER:        1

COST CENTER:  122100

      APPROP  LIM   AFC   RGN      UNDEL ORDERS    ACCRUED       EXPND          TOTAL

         401  0     4CO    4                                    1,307.80       1,307.80

TOTAL    401  0     4CO                                         1,307.80       1,307.80

         401  0     440    1        14,217.29    130,720.36  1,323,429.76   1,468,367.41

TOTAL    401  0     440             14,217.29    130,720.36  1,323,429.76   1,468,367.41

         401  0     450    1                     43,120.88    508,598.64     551,719.52
         401  0     450    4         1.906.18     11,246.40    137,927.16     151,079,74

TOTAL    401  0     450              1,906.18     54,367.28    646,525.80     702,799.26

TOTAL    401  0                     16,123.47    185,087.64  1,971,263.36   2,172,474.47

         401  8     990    1                      2,406.32     16,600.58      19,006.90

TOTAL    401  8     990                           2,406.32     16,600.58      19,006.90

TOTAL    401  8                                   2,406.32     16,600.58      19,006.90

         401  9     990    1         5,337.50     32,703.07    288,214.93     326,255.50

TOTAL    401  9     990              5,337.50     32,703.07    288,214.93     326,255.50

TOTAL    401  9                      5,337.50     32,703.07    288,214.93     326,255.50

TOTAL    401                        21,460.97    220,197.03  2,276,078.87   2,517,736.87

TOTAL COST CENTER 122100            21,460.97    220,197.03  2,276,078.87   2,517,736.87

                                                  *** END OF REPORT ***
```

Figure 8-34 Completed FSF-17 Print

i. FSF-ALL Status of Accounting Class - Detail Information - This Fiscal Status File Print provides the user with a report showing the monthly history of Commitments, Undelivered Orders, Accrued Expenditures Unpaid, Expenditures, Prior Year Recoveries, and Collections by accounting classification for the current and prior year. It also shows the amounts carried forward, new year current year, and new year prior year; and gives prior year and carried forward plan amounts. When the necessary key information is entered (see Fig 8-35), the system provides a printout of the requested file (See Fig 8-36 and 37).

```
                              FISCAL STATUS FILE PRINT

RGN-DIST              :  1
APPROP-CODE           :  001    LIM: 100    ALLOT: 30    IND: 0
PROG-ELEM             :  123456
COST-CNTR             :  122100
OBJECT-CLASS          :  2634
SYSTEM DATA           :
AGENCY-CODE           :  T
PRINTER ID            :  UAD03
```

Figure 8-35 FSF-ALL Inquiry

```
                                          DOT AGENCY
                                       ALLOTMENT CONTRO                                                    RIS
NUMBER:  ACF-ALL
                                        AS OF 11/06/89

RGN-DIST   APP/LIM/ALLOT/IND       PROG-ELEM    COST-CNTR     OBJ-CLASS    SYS-DATA     FUND-TYPE     TYPE-APPROP          RCD-TYPE
 1         001 100   30   0         123456      122100          2634                        2             A                    2

** CY ****        OCT                    NOV                    DEC                    JAN              FEB                    MAR
COMM                  .00                        .00                    .00                    .00                    .00
.00
UDO                   .00                        .00                    .00                    .00                    .00                    .00
AEU                   .00                        .00                    .00                    .00                    .00                    .00
EXPND                 .00                        .00                    .00                    .00                    .00                    .00
COLL                  .00                        .00                    .00                    .00                    .00                    .00
ALLOT                 .00                        .00                    .00                    .00                    .00                    .00

                 APR                    MAY                    JUN                    JUL                    AUG                    SEP
COMM                  .00                        .00                    .00                    .00                    .00                    .00
UDO                   .00                        .00                    .00                    .00                    .00                    .00
AEU                   .00                        .00                    .00                    .00                    .00                    .00
EXPND                 .00                        .00                    .00                    .00                    .00                    .00
COLL                  .00                        .00                    .00                    .00                    .00                    .00
ALLOT                 .00                        .00                    .00                    .00                    .00                    .00

** PY ****        OCT                    NOV                    DEC                    JAN                    FEB                    MAR
COMM                  .00                        .00                    .00                    .00                    .00                    .00
UDO                   .00                        .00                    .00                    .00                    .00                    .00
AEU                   .00                        .00                    .00                    .00                    .00                    .00
EXPND                 .00                        .00                    .00                    .00                    .00                    .00
COLL                  .00                        .00                    .00                    .00                    .00                    .00
ALLOT                 .00                        .00                    .00                    .00                    .00                    .00

                  APR                    MAY                    JUN                    JUL                    AUG                    SEP

               *CFWD          *NYCY        *NYPY*                        PLANS              *CY*                    *NY*          PLANS

OALLOT            .00
COMM              .00            .00          .00       QTR1    25,000,000,000.00                .00          CFWD      .00
UDO               .00            .00          .00       QTR2                .00                .00          PY        .00
AEU               .00            .00          .00       QTR3                .00                .00
EXPND             .00            .00          .00       QTR4                .00                .00
PYR               .00                         .00                                .00
COLL              .00            .00          .00
```

Figure 8-36 Completed FSF-ALL Inquiry - Record Type 2 - Plans

```
                                                DOT AGENCY
                                              ALLOTMENT CONTRO                                                          RIS
NUMBER:  ACF-ALL
                                               AS OF 11/06/89

RGN-DIST   APP/LIM/ALLOT/IND        PROG-ELEM    COST-CNTR     OBJ-CLASS    SYS-DATA     FUND-TYPE     TYPE-APPROP          RCD-TYPE
 1         001 100   30   0          123456      122100          2634                        2             A                    2

** CY ****        OCT                    NOV                    DEC                    JAN                FEB                    MAR
COMM                  .00                    20,000.00                  .00                    .00                    .00
.00
UDO                   .00                  12,500.00                  .00                    .00                .00                    .00
AEU                   .00                   50,234.00                 .00                    .00                .00                    .00
EXPND                 .00                  79,050.00                  .00                    .00                .00                    .00
COLL                  .00                        .00                  .00                    .00                .00                    .00
ALLOT                 .00                        .00                  .00                    .00                .00                    .00

                  APR                    MAY                    JUN                    JUL                    AUG                    SEP
COMM                  .00                        .00                  .00                    .00                .00                    .00
UDO                   .00                        .00                  .00                    .00                .00                    .00
AEU                   .00                        .00                  .00                    .00                .00                    .00
EXPND                 .00                        .00                  .00                    .00                .00                    .00
COLL                  .00                        .00                  .00                    .00                .00                    .00
ALLOT                 .00                        .00                  .00                    .00                .00                    .00

** PY ****        OCT                    NOV                    DEC                    JAN                    FEB                    MAR
COMM                  .00                        .00                  .00                    .00                .00                    .00
UDO                   .00                        .00                  .00                    .00                .00                    .00
AEU                   .00                        .00                  .00                    .00                .00                    .00
EXPND                 .00                        .00                  .00                    .00                .00                    .00
COLL                  .00                        .00                  .00                    .00                .00                    .00
ALLOT                 .00                        .00                  .00                    .00                .00                    .00

                   APR                    MAY                    JUN                    JUL                    AUG                    SEP

                *CFWD          *NYCY        *NYPY*                        PLANS              *CY*                    *NY*          PLANS

OALLOT            .00
COMM              .00            .00          .00       QTR1                  .00                  .00         CFWD      .00
UDO               .00            .00          .00       QTR2              .00                  .00         PY        .00
AEU               .00            .00          .00       QTR3              .00                  .00
EXPND             .00            .00          .00       QTR4              .00                  .00
PYR               .00                         .00                             .00
COLL              .00            .00          .00
```

Figure 8-37 Completed FSF-ALL Inquiry - Record Type 4 - Fund Use

1.7. General Ledger File - This file produces a separate general ledger by appropriation/limitation/allotment for each region/district, headquarters operations, national ledger control accounts and a consolidated ledger for each agency. The national office can inquire general ledger account balances for all regions, but region/district accounting offices can inquire only their own and serviced regions/district account balances. The following are the different types of General Ledger File inquiries.

a. GL-1 Total Balances - Provides fiscal year opening, beginning month, and current general ledger account balances by appropriation/limitation/allotment and region/district.

When inquiring budgetary accounts enter the appropriation/limitation and allotment indicator. When inquiring proprietary accounts enter the appropriation only. If the user is not sure whether an account is budgetary or proprietary, inquire Table T21.

```
.
                                GENERAL LEDGER INQUIRY                RIS NUMBER : GL-1
                                      AS OF                           PAGE NUMBER: 1

*RGN/DIST OR ALL    :  1      (ENTER ALL FOR ALL REGIONS)
*APPROP CODE        : 001      *LIM:  100
*GL-ACCT            :  46AX
*ALLOT-FUND-CNTL/IND:  30 0    (ENTER ALL FOR ALL CODES)
*AGENCY-CODE        :  T
                  --- BY APPROP-CODE/LIM & GL-ACCT ---
RGN/       ALLOT-
DIST     CNTL/IND     FY OPENING BAL    BEGIN MONTH BAL    CURRENT BAL
```

Figure 8-38 GL-1 Inquiry

An optional entry for the GL-1 Inquiry is to type **ALL** in the allotment fund control field. The screen display will show totals for all allotment fund control codes for the requested account. After pressing ***Enter***, the following screen display returns.

```
.
                                ** INQUIRY COMPLETE ** / ENTER KEYS
                                GENERAL LEDGER INQUIRY                RIS NUMBER : GL-1
                                      AS OF                           PAGE NUMBER: 1

*RGN/DIST OR ALL      :  1      (ENTER ALL FOR ALL REGIONS)
*APPROP CODE          :  001    *LIM:  100
*GL-ACCT              :  46AX
*ALLOT-FUND-CNTL/IND  :  30 0    (ENTER ALL FOR ALL CODES)
*AGENCY-CODE          :  T
                --- BY APPROP-CODE/LIM & GL-ACCT ---
RGN/       ALLOT-
DIST     CNTL/IND       FY OPENING BAL      BEGIN MONTH BAL      CURRENT BAL
 1         000                 .00            215,330.89-      61,763,488.36-
```

Figure 8-39 Completed GL-1 Inquiry

b. GL-HELP1 Transaction Codes - Provides the transaction codes resulting in debits or credits to a specific general ledger account. Enter one general ledger account (debit or credit) or enter both sides of the requested transaction (debit and credit).

```
.                          PROFORMA FILE INQUIRY
                              BY GL ACCOUNTS

(ENTER ONE GL ACCT OR BOTH)
GL ACCT
   DR:  46AX       CR:
   TRANSACTION CODES:
```

Figure 8-40 GL-HELP1 Inquiry

After pressing ***Enter***, the screen returns with a list of transaction codes which have the general ledger effect the user has requested. Refer to Table T20 (Proforma) to look at the individual transaction codes to determine which to use.

```
.                                    ** INQUIRY COMPLETE ** / ENTER KEYS
                                          PROFORMA FILE INQUIRY                    RIS NUMBER:  GL-HELP-1
                                             BY GL ACCOUNTS
                                              AS OF 04/20/90

(ENTER ONE GL ACCT OR BOTH)
 GL ACCT
      DR:  46AX     CR:
      TRANSACTION CODES:
      051    052    055    056    063    068    070    072    073    078    084    085    087    103    112    116    120    122
      128    135    143    144    149    154    156    161    187    198    301    331    511    523    546    563    573    583
      584    588    593    595    620    695    709    766    816    817    820    821    825    870    871    872    879    890
      978    987
     TRANS CODES FOUND:  000000056
```

Figure 8-41 Completed GL-HELP1 Inquiry

c. GL-ALL Debit/Credit Balances by Month - Provides the month's opening and monthly general ledger account balances by month for debit and credit entries by appropriation/limitation/allotment and by region/district. Shown below are: a blank screen with key fields, and a completed inquiry print. When inquiring budgetary accounts enter the appropriation/limitation and allotment indicator. When inquiring proprietary accounts, enter the appropriation only. If the user is not sure whether an account is budgetary or proprietary refer to Table T21.

```
.              ENTER DATA
                                GENERAL LEDGER INQUIRY
                      BY RGN/DIST, APP/LIM/ALLOT/IND AND GL ACCT

 RGN/DIST    :  1
 APPROP CODE :  001    LIM:  100    ALLOT:  30    IND:  0
 GL-ACCT     :  46AX
 AGY-CODE    :  T
 PRINTER ID  :  UAD03
```

Figure 8-42 GL-ALL Inquiry

```
.                                                DOT AGENCY
                                          GENERAL LEDGER INQUIRY
                                             AS OF 04/20/90

RGN/DIST     :  1     APP/LIM/ALLOT/IND:  001  100  30 0     GL-ACCT:  46AX
FUND TYPE    :  2
TYPE APPROP  :  A
DR/CR        :  2
BUDG FLAG    :  B

             DEBIT ENTRIES                                  CREDIT ENTRIES
-------------------------------------                 ----------------------------------------------
OPENING BALANCE                    .00                OPENING BALANCE                                    .00
OCTOBER                 62,276,534.45                 OCTOBER          91,826,665.39
NOVEMBER                51,889,254.21                 NOVEMBER         41,183,270.97
DECEMBER                57,533,214.60                 DECEMBER         41,716,329.93
JANUARY                 58,320,664.86                 JANUARY         104,615,216.45
FEBRUARY                52,493,941.58                 FEBRUARY         27,433,406.73
MARCH                   55,292,383.63                 MARCH            31,246,434.75
APRIL                   53,329,946.01                 APRIL           114,878,103.48
MAY                                .00                MAY                        .00
JUNE                               .00                JUNE                       .00
JULY                               .00                JULY                       .00
AUGUST                             .00                AUGUST                     .00
SEPTEMBER                          .00                SEPTEMBER                  .00
GRACE                              .00                GRACE                      .00

DEBIT BALANCE          391,135,939.34                 CREDIT BALANCE                          452,899,427.70

BALANCE TO DATE                                                  61,763,488.36
```

Figure 8-43 Completed GL-ALL Inquiry

1.8. Interoffice Transfer Voucher Suspense File (IOTV) - The IOTV Suspense File provides information on interoffice transfers of cost, payments, etc. It is a file that contains descriptive information on transactions transferred between regions. The following types of inquiries are available from the IOTV Suspense File:

a. IOTV-1 Status of IOTV Number - This inquiry provides information on all documents transferred under a specific IOTV number. Request the IOTV-1 screen and complete the mandatory keys. The system provides the requested data on printer, which reflects the Document-ID, Transaction Code, Effective Date, Object Class, Appropriation/Limitation/Allotment, System Data, Cost Center, Program Element, Invoice/Customer Account Number, Amount, Document Reference Number, Vendor Type and VSSN, Generated Transaction Code, and Facility Location/Type.

```
.                ENTER KEYS
                                    NOTICE OF TRANSFER

  *AGENCY CODE    :  T
  *IOTV NUMBER    :  A 0 404 1
  *PRINTER ID     :  UAD03
```

Figure 8-44 IOTV-1 Inquiry

```
.

AGENCY CODE         : T                                          DOT AGENCY                                          RIS NUMBER :  IOTV-1
TRANSFEROR RGN/DIST : A  BATCH-ID: 901134952                     NOTICE OF TRANSFER                                  PAGE NUMBER:  1
TRANSFEREE RGN/DIST : 1  BATCH ID: 90113A998                          04/25/90
IOTV NUMBER         :  A 0 404 1

                  EFFECT  OBJ                                                                          FAC
DOCUMENT ID         DATE   CLASS  APP    LIM  SYSTEM DATA   CSTCTR   INV/CUST ACCT NO    DOC REF NO      CONV  CODE/  LOC/   GEN
        TC                         ALLOT  IND           P/G   PGELEM        AMOUNT       VEND TYPE/SSN    STAT  DATA   TYPE   TC

1690DINERS03 161    042390         001    100                        P                                          560608578
         304                                                                  30      0                                        500.00
                                                                                                                               355

TOTAL RECORDS :  1
TOTAL IOTV AMT:  500.00

                                                                  ** END OF REPORT **
```

Figure 8-45 Completed IOTV-1 Inquiry

b. IOTV-2 Region, Document-ID, and Accounting Classification, including the Total Amount, Effective Date, and the Batch-ID.

```
                                          IOTV SUSPENSE FILE INQUIRY BY DOC-ID                                  IOTV-2

        *AGENCY CODE        :  T
        *REGION-DISTRICT    :  1
        *DOCUMENT-ID        :  16 90 DINERS03 161          IOTV-NUMBER :
        APP/LIM/ALLOT/IND   :                              BATCH-ID    :
        PROGRAM ELEMENT     :
        COST CENTER         :                              GEN-BATCH-ID:
        OBJECT CLASS        :
        AMOUNT              :
        EFFECTIVE DATE      :
```

Figure 8-46 IOTV-2 Inquiry

```
                                    ** INQUIRY COMPLETE ** / ENTER KEYS
                                    IOTV SUSPENSE FILE INQUIRY BY DOC-ID                          IOTV-2

*AGENCY CODE        :  T
*REGION-DISTRICT    :  A
*DOCUMENT-ID        :  16 90 DINERS03  161                      IOTV-NUMBER :  A 0 404 1
 APP/LIM/ALLOT/IND  :  001  100  30  0                          BATCH-ID    :  90113A952
 PROGRAM ELEMENT    :
 COST CENTER        :                                              GEN-BATCH-ID:  901131998
 OBJECT CLASS       :
 AMOUNT             :  50000
 EFFECTIVE DATE     :  04/23/90
```

Figure 8-47 Completed IOTV-2 Inquiry

1.9. Cash Management Inquiry (MGT-1) - This inquiry provides the user with four separate reports on Cash Management. Each inquiry provides, by quarter, appropriation/limitation/allotment and Invoice Count; and the dollar value for Discounts Earned, Discounts Lost, Discounts Not Taken and Interest Penalties Paid. The result is a printed report.

```
 ENTER KEYS ONLY
                                  CASH MANAGEMENT INQUIRY

*RGN-DIST:  1
 (SELECT ONE OF THE FOLLOWING:  X
 ALL                :  A
 DISCOUNT EARNED    :  W
 DISCOUNT LOST      :  X
 NO DISCOUNT        :  Y
 INTEREST/PEN       :  Z
*AGENCY CODE        :  T
*PRINTER ID         :  UAD03
```

Figure 8-48 MGT-1 Inquiry

```
REGION:  1                                        DOT AGENCY                                  RIS NUMBER :  MGT-1
                                          CASH MANAGEMENT REPORT                              PAGE NUMBER:  1
                                              AS OF 04/20/90

DISCOUNT LOST - OPERATIONS:

 APP/LIM   R     QTR1                QTR2                QTR3                QTR4                FYTD
 ALLOT/IND C----AMOUNT----COUNT----AMOUNT----COUNT-----AMOUNT----COUNT-----AMOUNT----COUNT-----AMOUNT----COUNT

001 100  30 0 B   .99        1       .00        0        .00        0        .00        0        .99        1
001 100  30 0 D   .00        0     38.25        1        .00        0        .00        0     .38.25        1

TOTAL 001         .99        1     38.25        1        .00        0        .00        0      39.24        2

101 100  40 0 B  3.46        1    381.16       20        .00        0        .00        0     384.62       21
101 100  40 0 D   .00        0     43.41        2        .00        0        .00        0      43.41        2
```

Figure 8-49 Completed MGT-1 Inquiry

1.10. Purged Document File Inquiry (PDF-1) - This inquiry is used to obtain information on each document-ID purged from the system by region/district, including the suffix and date purged. Request the PDF-1 screen. When system responds with a blank screen, complete the mandatory keys. Enter only the first 13 digits of the document-ID. The system provides screen display of date purged for all suffixes on the document-ID inquired.

```
                ENTER KEYS ONLY
                              PURGED DOCUMENT FILE INQUIRY
                BY REGION/DISTRICT AND 13-DIGITS DOC-ID (IGNORE SUFFIX)

    *RGN/DIST: 1           *DOC-ID:  23 90 15769          *AGY-CODE:  T
```

Figure 8-50 PDF-1 Inquiry

```
                              ** INQUIRY COMPLETE ** / ENTER KEYS
                                 PURGED DOCUMENT FILE INQUIRY                RIS NUMBER:  PDF-1
                          BY REGION/DISTRICT AND 13-DIGITS DOC-ID (IGNORE SUFFIX)
                                          AS OF 04/23/90

*RGN/DIST:  1        * DOC-ID 23 90  15769         *AGY-CODE:  T
 SUFFIX     DATE PURGED       SUFFIX     DATE PURGED       SUFFIX     DATE PURGED
```

Figure 8-51 Completed PDF-1 Inquiry

NOTE: *Information obtained from this inquiry can be used to refer to the PDF-Purge report for the date shown. The PDF-Purge report contains detail document data.*

1.11. Paid Schedule File (PSF) - The Paid Schedule File provides information on payments made to specific vendors. The following are inquiries available from this file.

a. PSF-1 - Vendor Payments - Provides vendor payment information at the Invoice-Customer Account Number level or at Vendor level. When mandatory fields are entered, the system responds with a print of the requested data.

```
                    ENTER KEYS ONLY

                              PAID SCHEDULE INQUIRY

 *REGION/DISTRICT : 1
 *VENDOR TYPE     : 1
 *VENDOR SSN      : 999999999
 *INV CUST ACCT NO:                          (OPTIONAL)
 *AGENCY CODE     : T
 *PRINTER ID      : DF163

  START DATE      :
  END   DATE      :

  IF INV-CUST-ACCT-NUM ENTERED, A PAYMENT HISTORY OF SCHEDULES
  WILL BE PRODUCED FOR VENDOR FOR ENTERED INV-CUST-ACCT-NUM ONLY.

  IF INV-CUST-ACCT-NUM NOT ENTERED, A FULL PAYMENT HISTORY OF
  SCHEDULES WILL BE PRODUCED AT VENDOR LEVEL.

  IF START AND END DATE ENTERED.  A PAYMENT HISTORY OF SCHEDULES
```

Figure 8-52 PSF-1 Inquiry

```
REGION/DIST: 1                                          DOT AGENCY                                          RIS NUMBER: PSF-1
VEND TYPE  : 1                                    PAID SCHEDULE INQUIRY PRINT                               PAGE NUMBER:    1
VENDOR/SSN : 999999999                             AS OF  05/08/95 08:43:30                                 PRINTED BY DF$ABWP
VENDOR NAME: JANE DOE
   ADDRESS : 7717 SOUTH SPRINGFIELD                                                    START DATE XX/XX/XX
                                                                                       END   DATE XX/XX/XX

             SPRINGFIELD     CA 99999

                                        ACH/CHECK AMOUNT
                CONFIRM                 FORM OF PAYMENT
SCH-CD SCH-DATE  DATE     ACH/CHECK #       BANK ID     - - - - - - - - - - - - - - DETAIL PAYMENT DATA - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - - - - -  ACCOUNT NUMBER                          TOTAL INV AMT/      DOCUMENT-ID    DOCUMENT AMT/
       PAYMENT NAME/ADDRESS             LOCKBOX NUMBER     INVOICE NUMBER                              BATCH-ID     DISC-EARNED-AMT
_______ _______ _______ _____________ _______________ _____________________ _______________ _______________ _______________
VT91271 04/29/93 05/03/93 0000694699          552.25    ADVANCE XXX931469             210.00- 1193XXX931469999          210.00-
                                        PAYMENT VIA CHECK                                                951181555
                                                        XXX931469                     762.25  1193XXX931469000          762.25
                                                                                                         951181555

VT93141 05/21/93 05/25/93 0001059271          475.00    ADVANCE XXX931686             475.00  1193XXX931686999          475.00
                                        PAYMENT VIA CHECK                                                951411555


VT93175 06/24/93 06/28/93 0054586061        1,105.38    ADVANCE XXX931686             475.00- 1193XXX931686999          475.00-
                                        PAYMENT VIA CHECK                                                951751555
                                                        XXX931686                   1,580.38  1193XXX931686000        1,580.38
                                                                                                         951751555

                                                     ** END OF REPORT **
```

Figure 8-53 Completed PSF-1 Inquiry

b. PSF-2 - Imprest Fund Inquiry - Provides, by region/district and imprest fund cashier's SSN, a listing of paid schedules for imprest payments. A request for this file produces a printed list showing the Vendor/SSN, Document-ID, and Amount.

```
                PAID SCHEDULE IMPREST PAYMENT INQUIRY

   *REGION/DISTRICT      :  1
   *IMPREST FUND CASHIER :  123456789
   *SCHEDULE/CD          :  W88165
   *AGENCY CODE          :  T
   *PRINTER ID           :  UAD03
```

Figure 8-54 PSF-2 Inquiry

```
REGION/DIST          :  1                                DOT AGENCY                          RIS NUMBER :  PSF-2
VENDOR TYPE          :  5                      PAID SCHEDULE IMPREST PAYMENT                 PAGE NUMBER:  1
IMPREST FUND CASHIER :  123456789                      AS OF 04/25/90
SCHEDULE/CD          :  W 88165
CHECK AMOUNT         :  500.00
CHECK NUMBER         :  32121311
CONFIRM DATE         :  900325

RGN/      VENDOR      VENDOR          DOCUMENT              INVOICE CUSTOMER              DOCUMENT
DIST       TYPE        /SSN             ID                   ACCOUNT NUMBER               AMOUNT

 1          1        321423157    11 90 401003153999    ADVANCE 401003153                200.00
 1          4        00000ADOT    11 90 312123311999    DOE, JOHN Q.                     150.00
 1          1        227755612    11 90 401003157999    ADVANCE 401003157                150.00
```

Figure 8-55 Completed PSF-2 Inquiry

c. PSF-3 - Invoice Listing By Check Number - Provides, by region/district and check number, a printed list of all invoices adding up to the check amount. This inquiry is useful if a vendor has received a check but does not know where to apply the payment.

```
                        INVOICE LISTING BY ACH/CHECK NUMBER

*REGION/DIST     :  1
*ACH/CHECK NUMBER:  74672341
*AGENCY CODE     :  T
*PAYMENT DATE    :  063091
*PRINTER-ID      :  DF163

IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 8-56 PSF-3 Inquiry

```
REGION/DIST  :  1                                  DOT AGENCY
ACH/CHECK NO :  74672341                INVOICE LISTING BY ACH/CHECK NUMBER
ACH/CHECK AMT:  1,994.50                          AS OF 07/07/91
CONFIRM DATE :  06/30/91  PAYMENT VIA ACH/EFT
BANK ID      :  303081111
ACCOUNT #    :  12345678
LOCK BOX #   :

RGN/            DOCUMENT        INVOICE / CUSTOMER      DOCUMENT
DIST               ID             ACCOUNT NUMBER         AMOUNT

  1          238909626  000           101526            1,994.50

NUMBER OF INVOICES IN ACH/CHECK:  1
```

Figure 8-57 Completed PSF-3 Inquiry

d. PSF-INQ - Status of Invoice Within a Document - Provides an on-screen inquiry reflecting payment information at the Invoice-Customer-Account-Number level for a specific vendor. If record is found, "X" is placed next to PSF. If more than one record is found for a given Invoice-Customer-Account-Number, a message is displayed “See PSF-1 For Multiple Transactions.” The vendor name and address, schedule number, check/trace number, amount, and ACH information if applicable, is displayed. See Figure 8-59.

If no record is found on the PSF, the message "Record Not Found on PSF/Doc-ID Required" is displayed. When the document ID is entered, the Warehouse File is searched. If record is found, "X" is placed next to WHF. The vendor name and address, warehouse date, amount, and ACH information if applicable, is displayed.

If no record is found on the WHF, the Batch Control File is searched. No additional information is required to search the BCF. If record is found, "X" is placed next to BCF. The vendor name and address, amount, batch ID, and ACH information if applicable, is displayed.

If no record is found on the BCF, the message "No Record Found" is displayed.

```
                ENTER DATA
              STATUS OF INVOICE WITHIN A DOCUMENT       INQUIRED BY

*AGENCY CODE       : T
*REGION DISTRICT   : 1
*VENDOR TYPE/SSN   : 3 033052440
*INV-CUST-ACCT-NUM : 13251


 ACH/EFT FLAG      :   ACCT NUMBER:                      BANK-ID:
 LOCK BOX NUMBER   :
 VENDOR NAME       :
 SCHEDULE NUMBER   :            ADDR-LN1:
 CHECK NUMBER      :            ADDR-LN2:
 WAREHOUSE DATE    :            ADDR-LN3:
 BATCH-ID          :            ADDR-LN4:
 CONFIRMATION DATE :
 AMOUNT            :
 RECORD FOUND ON   :    PSF:       WHF:       BCF:
 NOTE:  RECORD WILL BE SEARCHED FOR ON THE PAID SCHEDULE FILE (PSF),
        WAREHOUSE FILE (WHF), AND BATCH CONTROL FILE (BCF) RESPECTIVELY,
        UNTIL LOCATED.

 IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 8-58 PSF-INQ Inquiry

```
                (INQUIRY COMPLETE) / (ENTER DATA)
              STATUS OF INVOICE WITHIN A DOCUMENT       INQUIRED BY DF$ABWP
                                                           05/08/95 09:50:11
*AGENCY CODE       : T
*REGION DISTRICT   : 1
*VENDOR TYPE/SSN   : 3 033052440
*INV-CUST-ACCT-NUM : 13251


 ACH/EFT FLAG      : X ACCT NUMBER:    00058999          BANK-ID:  111907999
 LOCK BOX NUMBER   : 00058999
 VENDOR NAME       : ANTENNA PRODUCTS CORPORATION
 SCHEDULE NUMBER   : VT9511Q    ADDR-LN1: ACCT 00 58999
 CHECK NUMBER      : 0001873741 ADDR-LN2: C/O OVERTON PARK NAT'L BANK
 WAREHOUSE DATE    :            ADDR-LN3: P O BOX 99999
 BATCH-ID          :            ADDR-LN4: OKLAHOMA CITY       OK 731253407
 CONFIRMATION DATE : 04/26/95
 AMOUNT            : 2267264
 RECORD FOUND ON   :    PSF: X     WHF:       BCF:
 NOTE:  RECORD WILL BE SEARCHED FOR ON THE PAID SCHEDULE FILE (PSF),
        WAREHOUSE FILE (WHF), AND BATCH CONTROL FILE (BCF) RESPECTIVELY,
        UNTIL LOCATED.

 IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 8-59 Completed PSF-INQ Inquiry

1.12. Recurring Charge History File (RCH) - This file provides accrual and disbursement history information for recurring charge contracts. File records contain accounting classification and vendor descriptive data, as well as detail at the transaction level. Refer to Section 9L for additional information about recurring charge. The following inquiries are available from this file:

a. RCH-1 Status by Contract Number - This inquiry provides transaction detail by region/district and contract number. Enter the necessary key information and the system provides a print of the requested data.

```
                ENTER KEYS ONLY
          RECURRING CHARGE ACCRUAL AND DISBURSEMENT HISTORY LIST
                          BY CONTRACT NUMBER

REGION/DIST        :  1
CONTRACT NUMBER    :  15071
AGENCY CODE        :  T
PRINTER ID         :  UAD03
```

Figure 8-60 RCH Inquiry

```
                                                  DOT AGENCY
REGION/DIST     :  1                  RECURRING CHARGE ACCRUAL AND DISBURSEMENT HISTORY LIST                  RIS NUMBER :  RCH-1
CONTRACT NUMBER :  15071                                AS OF 04/23/90                                        PAGE NUMBER:  1

RC CUST ACCT NUM:          APP/LIM/ALLOT/IND: 001 100 30 0      VENDOR NUMBER : 3880006936
DOC REF/METER   :          COST CNTR        : 122100            VENDOR NAME   : RICOH CORPORATION
SYSTEM DATA     :          OBJ CLASS        : 123456            VENDOR ADDRESS: PO BOX 993
                           PMT CYCLE        : M                                 BOWLING GREEN STATION

                                                                                OKLAHOMA CITY OK 73125


 DOCUMENT ID                                      PAID DATE     EFF MO    ACCRUAL AMOUNT      PAYMENT AMOUNT      SCHEDULE NUMBER
INVOICE NUMBER                                    ODF-ADJ

 439015071   001    89334       11                          300.00         V 89334            128721 1

 439015071   002    89363       11
                                12                          223.10         V 89363            131188 1

 439015071   003    90041       12
                                02                          353.00         V 90042            02449332

 439015071   004    90065       01
                                03                          504.04         V 90065            02467839

 439015071   005    90093       02
                                04                          478.26         V 90093            02485734

 439015071   006    00000       03       678.00

 439015071   007    00000       04       678.00

 439015071   013    90030       01                          251.49         V 90030            02432503
```

Figure 8-61 Completed RCH-1 Inquiry

b. RCH-2 Status by Customer Account Number - Provides transaction detail by region/district and recurring charge customer account number. After entering the mandatory keys shown on the blank screen, the system provides the detailed data, as shown, by printout.

```
                    ENTER KEYS ONLY
          RECURRING CHARGE ACCRUAL AND DISBURSEMENT HISTORY LIST
                     BY RC CUSTOMER ACCOUNT NUMBER


REGION/DIST           : 1
RC CUST ACCOUNT NUMBER: 00194154134
AGENCY CODE           : T
PRINTER ID            : UAD03
```

Figure 8-62 RCH-2 Inquiry

```
                                                  DOT AGENCY
REGION/DIST     :  1                  RECURRING CHARGE ACCRUAL AND DISBURSEMENT HISTORY LIST                    RIS NUMBER :  RCH-2
RC CUST ACCT NUM:  00194154134                          AS OF 04/23/90                                          PAGE NUMBER:  1

CONTRACT NUMBER ;  75351     APP/LIM/ALLOT/IND: 001 100 30 0       VENDOR NUMBER : 3880006688
DOC REF/METER   :            COST CNTR        : 122100             VENDOR NAME   : AT&T
SYSTEM DATA     :            OBJ CLASS        : 123456             VENDOR ADDRESS: P.O. BOX 1000
                             PMT CYCLE        : M

                                                                                  WASHINGTON DC 20013


 DOCUMENT ID                                    PAID DATE     EFF MO    ACCRUAL AMOUNT      PAYMENT AMOUNT      SCHEDULE NUMBER
INVOICE NUMBER                                  ODF-ADJ

4589001941541112    89345        09        203.25
                                 12                          203.25          V 89345            7081883590
                                 12                          203.25-
                                 12                          203.25          V                  7091883590

CONTRACT NUMBER ;  75252     APP/LIM/ALLOT/IND: 001 100 30 0       VENDOR NUMBER : 3880006688
DOC REF/METER   :            COST CNTR        : 122100             VENDOR NAME   : AT&T
SYSTEM DATA     :            OBJ CLASS        : 123456             VENDOR ADDRESS: P.O. BOX 1000
                             PMT CYCLE        : M

                                                                                  WASHINGTON DC 20013


 DOCUMENT ID                                    PAID DATE     EFF MO    ACCRUAL AMOUNT      PAYMENT AMOUNT      SCHEDULE NUMBER
INVOICE NUMBER                                  ODF-ADJ

458900194154A001    89345        12                        1,419.20          V 89345            7093252387

459000194154A003    00000        12      1,419.20
                                 12      1,419.20-
459000194154A004    90074        01      1,419.20
                                 03                          261.25          V 90075            7097307726
```

Figure 8-63 Completed RCH-2 Inquiry

c. RCH-3 Status of Documents by Document Type - Provides transaction detail of accrual and disbursement history information for recurring charge contracts, by region/district and document-ID . When the screen is requested enter the region/district document type, and the 9-digit document number. The system provides a print of the requested data.

```
              ENTER KEYS ONLY
          RECURRING CHARGE ACCRUAL AND DISBURSEMENT HISTORY LIST
                     BY DOCUMENT TYPE AND NUMBER

REGION/DIST      :  1
DOCUMENT TYPE    :  45
DOCUMENT NUMBER  :  001941541
```

Figure 8-64 RCH-3 Inquiry

```
                                        DOT AGENCY
REGION/DIST              RECURRING CHARGE ACCRUAL AND DISBURSEMENT HISTORY LIST        RIS NUMBER :  RCH-3
DOC-TYPE-NUM     :  45 001941541                AS OF 04/23/90                        PAGE NUMBER:  1

CONTRACT NUMBER  :  75351          APP/LIM/ALLOT/IND:  001 100 30 0      VENDOR NUMBER   :3880006688
RC CUST ACCT NUM :  00194154135    COST CNTR         :  122100           VENDOR NAME     : AT&T
DOC REF/METER    :                 OBJ CLASS         :  123456           VENDOR ADDRESS  : P.O. BOX 1000
SYSTEM DATA                        PMT CYCLE         :  M

                                                                                  WASHINGTON DC 20013


 DOCUMENT ID    PAID DATE   EFF MO   ACCRUAL AMOUNT   PAYMENT AMOUNT  SCHEDULE NUMBER   INVOICE NUMBER   ODF-ADJ

4589001941541112  89345        09          203.25
                               12                          203.25      V 89345          7081883590
                               12                          203.25-
                               12                          203.25      V                7091883590

CONTRACT NUMBER  :  75351          APP/LIM/ALLOT/IND:  001 100 30 0      VENDOR NUMBER   : 3880006688
RC CUST ACCT NUM :  00194154135    COST CNTR         :  122100             VENDOR NAME     : AT&T
DOC REF/METER    :                 OBJ CLASS         :  123456             VENDOR ADDRESS  : P.O. BOX 1000
SYSTEM DATA                        PMT CYCLE         :  M


                                                                                  WASHINGTON DC 20013

 DOCUMENT ID    PAID DATE   EFF MO   ACCRUAL AMOUNT   PAYMENT AMOUNT  SCHEDULE NUMBER   INVOICE NUMBER   ODF-ADJ

4590001941541101   89345       12                        232.25      V 89345          7093252387

4590001941541102   89353       12                      1,651.45      V 89353          7094615158

4590001941541103   90026       12                        232.25
                               01                      1,655.37      V 90026          7095964965
```

Figure 8-65 Completed RCH-3 Inquiry

1.13. Schedule History File (SHF-1) - Status of Schedules - This inquiry provides information on schedule/certificate of deposits. The record contains summarized schedule/CDs for all schedule prefixes found on the file. This inquiry prints the schedule/CDs and summarizes its detail data. When the screen is accessed, enter the region/district and schedule number. The system provides a print of the requested data.

```
            ENTER KEYS ONLY
                        SCHEDULE HISTORY INQUIRY

*REGION/DIST  :  1
*SCHEDULE/CD  :  VT94168
*AGENCY CODE  :  T
*PRINTER ID   :  UAD03
```

Figure 8-66 SHF-1 Inquiry

```
REGION/DIST:  1                                    DOT AGENCY                                    RIS NUMBER :  SHF-1
                                   SCHEDULE/CERTIFICATE OF DEPOSIT INQUIRY                       PAGE NUMBER:      1
                                                AS OF 06/20/94

                                                 < - - - - - - - - - - -DETAIL DATA - - - - - - - - - - - - - ->
SCHEDULE           SCHEDULE  PROC  CONF    CONF  APPROP   P/G  RGN/            APPROP    P/G   RGN/
  /CD    SCH DATE   AMOUNT    MO   DATE     MO    CODE    IND  DIST  AMOUNT  CODE     IND   DIST       AMOUNT

VT94168  06/03/94  555,598.43- 06 06/07/94  06    V6H      P    1  98,151.61-  V6P1     P     1     12,874.25-
                                                 301      P    1 108,918.55-  401      P     1    225,977.35-
                                                 482      P    1     532.53-  482P     P     1        551.55-
                                                 582      P    1  94,227.17-  582A     P     1        615.00-
                                                 582P     P    1   4,631.02-  682A     P     1      9,119.40-

                                                ** END OF REPORT **
```

Figure 8-67 Completed SHF-1 Inquiry

1.14. Document Suspense File (SUSP-1) - This inquiry provides the user with a printed report of detailed transaction data per document-ID by region/district, appropriation code, general ledger account, and document type of documents in the Document Suspense File awaiting further action. Document Type is optional. If entered, screen accommodates up to five document types. If doc type is not entered, all records are displayed. Refer to Section 9O for additional information about document suspense. Information provided includes Document-ID, Batch-ID, Transaction Code, IOTV Number, Schedule/CD Number, Process Date, and Debit/Credit Amounts. Examples of this inquiry are shown.

```
                          SUSPENSE ACCOUNT INQUIRY

   *REGION/DISTRICT :  1
   *APPROP CODE     :  001
   *GL-ACCOUNT      :  14AK
    DOCUMENT TYPE(S):          (BLANK FOR ALL DOC TYPES)
   *AGENCY CODE     :  T
   *PRINTER ID      :  UAD03
IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 8-68 SUSP-1 Inquiry

```
REGION/DISTRICT :  1                                DOT AGENCY                                  RIS NUMBER :  SUSP-1
APPROP CODE     :  001                         SUSPENSE ACCOUNT INQUIRY
GL-ACCT         :  14AK                             AS OF 04/23/90                                PAGE NUMBER:  1

                                  T/C-                 SCHED-    PROCESS
    DOCUMENT-ID       BATCH-ID    CODE   IOTV-NUM      CERT-DEP  -DATE       DEBIT-AMOUNT       CREDIT-AMOUNT

11 90 ANM084    999  901021999    354    S O 393 A               04/17/90         300.00
11 90 DMA901752 999  901101997    354    2 0 371 A               04/20/90          50.00
11 90 107406335 999  900541550    153                      W      02/23/90         200.00
11 90 438628034 999  900191490    153                      W      01/19/90          50.00
11 90 438628034 999  901081551    153                      W      04/18/90         100.00
11 90 442808547 999  900521564    153                      W      02/21/90         400.00
11 90 447584535 998  901001454    153                      W      04/10/90          50.00
11 90 490845335 999  900451543    153                      W      02/15/90         125.00
11 90 511444383 999  900371470    153                      W      02/07/90         225.00
12 90 567540838 999  900871998   3622                              03/28/90       1,200.00

                                                             TOTALS            2,875.00

                                                             BALANCE           2,875.00
```

Figure 8-69 Completed SUSP-1 Inquiry

1.15. Vendor/SSN Audit List (VSSN-1) - This print inquiry provides a listing of all additions and deletions to the Vendor/SSN Table (T16) since last inquired. It discloses the vendor, user-id, date, time, and terminal used to change a T16 entry. An example of a screen inquiry is shown.

```
                ENTER KEYS ONLY
                          VENDOR/SSN AUDIT LIST

*REGION/DISTRICT :  1
*AGENCY CODE     :  T
*PRINTER ID      :  UAD03
```

Figure 8-70 VSSN-1 Inquiry

NOTE: *This file can only be accessed by authorized persons within a region/district. After the inquiry is performed, the Vendor Audit List File is purged.*

1.16. Warehouse File (WHF) - The Warehouse File warehouses previewed payment transactions which will be paid at a future date. It is separated by payment due date. The available inquiries follow:

a. WHF-1 Records That Will Be Paid Next Payment Cycle - Prints all warehouse payment transactions scheduled for processing on the next day. Following are an inquiry screen and a printed report providing the requested data.

```
                    WAREHOUSE FILE INQUIRY - #1
        BY AGENCY, RGN/DIST, SCHEDULE, VEND TYPE, VENDOR SSN

*INPUT REGION :  1
*AGENCY CODE  :  T
*PRINTER ID   :  UAD03
```

Figure 8-71 WHF-1 Inquiry

```
INPUT REGION/DIST:  1                                    DOT AGENCY                                    RIS NUMBER :  WHF-1
                                                NEXT PAYMENT FROM WAREHOUSE FILE
SCHEDULE:  V                                          AS OF 04/23/90                                   PAGE NUMBER:  1

   VENDOR   RGN                                RC                DISCOUNT       INTEREST                 TRANS    WHSE
  TYPE/SSN  DIST    DOC ID      INV CUST ACCT NUM  IND   AMOUNT     EARNED/LOST*     PENALTY    BATCH ID        SEQ     DATE

3 088878863  1   239032089 000  7409                    1,357.20                                900951332      1900     042390
             1   239003392 000  7410                    2,035.80                                900931281       600     042390

VENDOR TYPE/SSN TOTAL - NET AMOUNT                      3,393.00

3 089475370  1   239065019 000  964120                 56,736.00                                900951331      2100     042190
             1   239065019 000  970799                 92,196.00                                900951331      2200     042190
             1   239065019 000  963781                 14,184.00                                900951332       100     042190
             1   239004069 000  969247                     39.36                                901071331      1100     042290

VENDOR TYPE/SSN TOTAL - NET AMOUNT                    163,155.36
```

Figure 8-72 Completed WHF-1 Inquiry

b. WHF-2 Listing by Vendor - Provides the user with a report which reflects all payments for a specific vendor which have been previewed and stored on the Warehouse File. Examples of the inquiry screen and resulting report are shown.

```
                    WAREHOUSE FILE - INQUIRY #2
              BY AGENCY, RGN/DIST AND VENDOR TYPE/SSN

*INPUT REGION/DIST :  1
*VENDOR TYPE       :  3
*VENDOR SSN        :  148263973
*AGENCY CODE       :  T
*PRINTER ID        :  UAD03
```

Figure 8-73 WHF-2 Inquiry

```
REGION/DIST  :  1                                    DOT AGENCY                                    RIS NUMBER :  WHF-2
                                                WAREHOUSE PAYMENTS BY VENDOR
VENDOR       :  3 148263973                          AS OF 04/23/90                                 PAGE NUMBER:  1
NAME/ADDRESS :  UNITED REFRIGERATION, INC.
                P.O. BOX 790051

                ST LOUIS   MO  631790051

             WHSE DATE
R              NET %
G            DAYS NET          DOC-ID        TRANS  RC   R  STOP                          CONTRACT
N  BATCH-ID  CHECK DATE   APP/LIM/ALLOT/IND   SEQ   IND  T  PAY   INV CUST ACCT   AMOUNT  NUMBER  RC CUST ACCT NUM

1  901081310 04/21/90      239032643     000 1900   D        5    09225           471.24
              .01000       001  100  30  0
```

Figure 8-74 Completed WHF-2 Inquiry

c. WHF-3 Listing by Invoice - Prints invoice information for a specific vendor. Enter region/district, vendor type, vendor SSN, warehouse date, and invoice on the WHF-3 Inquiry screen.

```
                    WAREHOUSE FILE - INQUIRY #3
      BY AGENCY, RGN/DIST, VENDOR, WAREHOUSE DATE, AND INVOICE

   *REGION/DIST    :  1
   *VENDOR TYPE    :  3
   *VENDOR SSN     :  088878863
   *WAREHOUSE DATE :  042390
   *INVOICE        :  7409
   *AGENCY CODE    :  T
   *PRINTER ID     :  UAD03
```

Figure 8-75 WHF-3 Inquiry

```
REGION/DIST  :  1                                  DOT AGENCY                                  RIS NUMBER :  WHF-3
                                            WAREHOUSE PAYMENTS BY INVOICE
VENDOR       :  3 088878863                       AS OF 04/23/90                              PAGE NUMBER:  1
NAME/ADDRESS :  JOHNSON CONTROLS
                BATTERY DIVISION
                P.O. BOX 1000

                CHARLOTTE  NC  28275

           WHSE DATE                                C
             NET %         DOC-ID        TRANS  RC   R  STOP                              CONTRACT
BATCH-ID   DAYS NET   APP/LIM/ALLOT/IND   SEQ   IND  T  PAY  INV CUST ACCT   AMOUNT     NUMBER   RC CUST ACCT NUM

900951332  04/23/90   239032089     000  1900                7409           1,357.20
           .00000     001  100  30  0
           00    30

           NET AMOUNT                                                       1,357.20

           NET INVOICE AMOUNT                                               1,357.20
```

Figure 8-76 Completed WHF-3 Inquiry

1.17. Open Document File (ODF) - This is the transaction detail in DAFIS. It provides document continuity from initial to follow-on transaction, as well as the basis for system edits designed to prevent duplicate input of data or to insure proper sequencing of related transactions. In addition to providing complete transaction history by document-ID, the file can also be used to obtain listings of documents sorted by selected key elements. The following inquiries are available for this file.

a. ODF-1 Allotments Issued - Provides quarterly amounts of allotments issued at the national level by appropriation/limitation/allotment, allottee, and document-ID. When the ODF-1 screen is accessed and the mandatory keys are entered, the screen returns with the requested data.

```
ENTER KEYS ONLY
                        ALLOTMENTS ISSUED INQUIRY
                    BY APP/LIM/ALLOT/IND & ALLOTTEE

*APPROP CODE    :  001     LIM:  100     ALLOT:  30     IND:  0
*ALLOTTEE       :  1
*AGENCY CODE    :  T
```

Figure 8-77 ODF-1 Inquiry

```
                                ** INQUIRY COMPLETE ** / ENTER KEYS ONLY
                                    ALLOTMENTS ISSUED INQUIRY                    RIS NUMBER :  ODF-1
                                BY APP/LIM/ALLOT/IND & ALLOTTEE                  PAGE NUMBER:  1
                                        AS OF 04/24/90

 (IN DOLLARS)
*APPROP-CODE :  001     LIM:  100     ALLOT:  30     IND:  0
*ALLOTTEE    :  1
*AGENCY CODE :  T

         DOC-ID          QUARTER 1         QUARTER 2          QUARTER 3          QUARTER 4
04904820AAC00101           787,088
04904820AAC00111           182,150
04904820AAC00110         2,000,000
04904820AAC00130         2,239,700
04904820AAC00025                           4,096,399
04904829AAC00026                                              8,094,741
*    TOTAL               5,208,938         4,096,399          8,094,741
```

Figure 8-78 Completed ODF-1 Inquiry

b. ODF-2 Allotments Issued - Provides quarterly amounts of allotments issued and related detailed transaction data by allottee and document-ID. These allotments are issued nationally and are generated to the region/district as document type 04. After the inquiry is completed, the system provides a screen display of the requested data.

```
                        FUND AUTHORITY INQUIRY

*REGION/DISTRICT  :  1
*DOCUMENT ID      :  04 90 4820AAC00 101
*AGENCY CODE      :  T
```

Figure 8-79 ODF-2 Inquiry

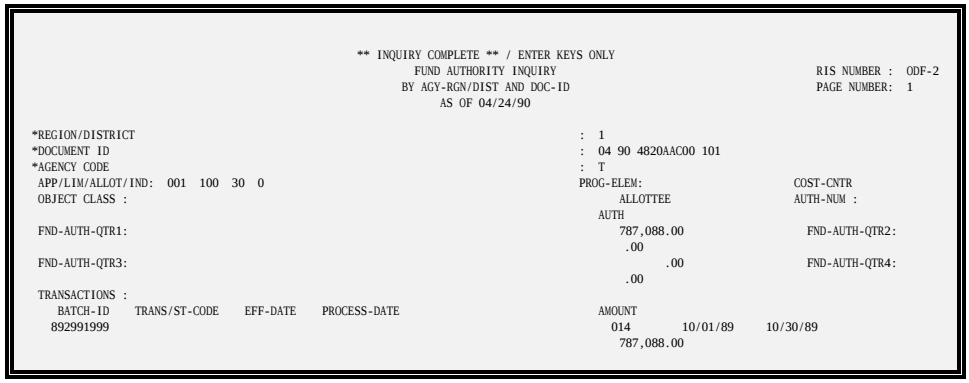


Figure 8-80 Completed ODF-2 Inquiry

c. ODF-3 Program Plans Issued - Provides information on program plans (allowances) issued and related batch-ID's by allottee and document-ID. After keying the mandatory fields, the screen returns with the accounting classification information, authorization number, quarterly fund authority, and carried forward and prior year plans. Also, detailed transaction data includes Batch-ID, Transaction and Transaction Status Codes, Effective and Process Dates, and the Amount.

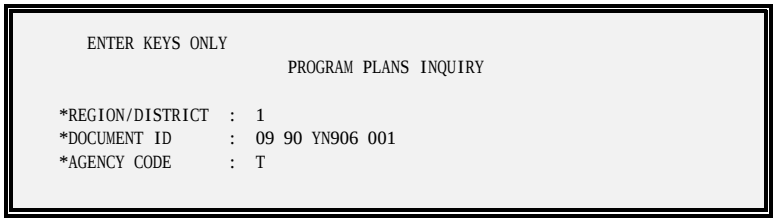


Figure 8-81 ODF-3 Inquiry

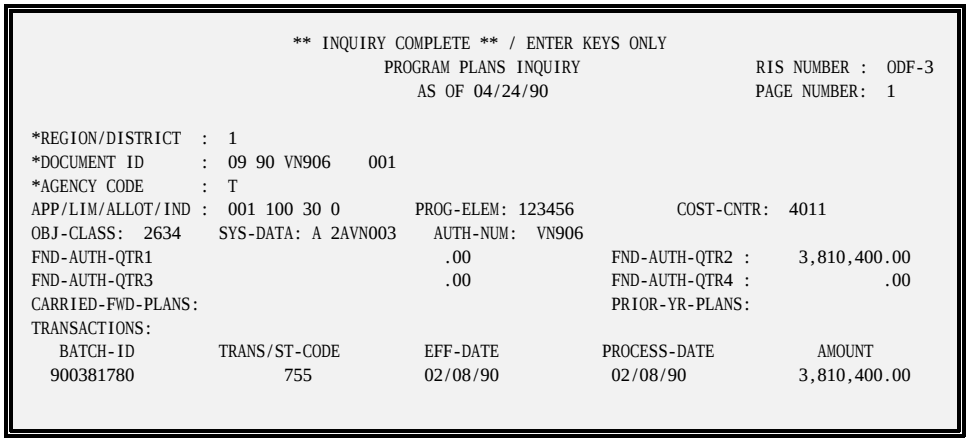


Figure 8-82 Completed ODF-3 Inquiry

d. ODF-4 Fund Status by Document - This inquiry shows the detail of initial and related documents. Enter only 13-digits of the document-ID. The resulting printed report displays the following information for each suffix recorded for the document number. Appropriation/Limitation/Allotment, Program Element, Cost Center, Object Class, System Data, Public/Government Indicator, Closing Date, and all fund stages/money fields. Totals are also printed. This inquiry is useful for determining fund status of all suffixes assigned to a document.

```
                    OPEN DOCUMENT FILE INQUIRY
              BY RGN/DIST AND 13-DIGIT DOC-ID (IGNORE SUFFIX)

*RGN/DIST  : 1
*DOC-ID    : 23 95 195P08744
*AGY-CODE  : T
*PRINTER-ID: DF163
```

Figure 8-83 ODF-4 Inquiry

```
                                                  DOT AGENCY                                  RIS NUMBER:  ODF-4
                                            OPEN DOCUMENT FILE INQUIRY
                                        BY RGN/DIST AND 13-DIGIT DOC-ID                       PAGE NUMBER:     1
                                                 AS OF 05/18/95
RGN/DIST: 1   13-DIGIT DOC-ID: 23 95 195P08744

SUFFIX: 000
    APP/LIM/ALLOT 501  100 30 0 PGM 123456 COST CNTR 122100 OBJ CLASS 2634 SYS DATA          P/G P CLOSING DATE 04/24/95
    AMTS:
     COMM              .00  UDO              .00  AEU              .00  EXPND        536.32  COL              .00
     APD               .00  AREC             .00  HBK              .00  ARCV            .00  DISB             .00
     QTR1              .00  QTR2             .00  QTR3             .00  QTR4            .00  PYR              .00

TOT: COMM              .00  UDO              .00  AEU              .00  EXPND        536.32  COL              .00
     APD               .00  AREC             .00  HBK              .00  ARCV            .00  DISB             .00
     QTR1              .00  QTR2             .00  QTR3             .00  QTR4            .00  PYR              .00



                                              **  END OF REPORT  **
```

Figure 8-84 Completed ODF-4 Inquiry

e. ODF-5 Fund Status of Documents by Document Reference - This inquiry shows the impact of individual documents having a common document reference number on fund status at all fund stages. Information is presented both by document-ID and by total document reference number. This is a printed report.

```
              ENTER KEYS ONLY
                    OPEN DOCUMENT FILE INQUIRY
        BY REGION/DISTRICT AND DOCUMENT-REFERENCE-METER NUMBER

*RGN/DIST     :  1
*DOC-REF      :  A697C0642
*AGY CODE     :  T
*PRINTER-ID   :  UAD03
```

Figure 8-85 ODF-5 Inquiry

```
                                                DOT AGENCY
                                        OPEN DOCUMENT FILE INQUIRY                                  RIS NUMBER :  ODF-5
                                   BY REGION/DISTRICT AND DOCUMENT-REFERENCE-METER
                                                AS OF 04/24/90                                      PAGE NUMBER:  1

REG/DIST:  1     DOC-REF-METER:  A697C0642

DOC-ID:  35 87 72710556   000  APP/LIM/ALLOT/IND:  001  100  30 0 VENDOR TYPE/SSN: 3123456789

       PGM 123456   COST CENTER 122100   OBJ CLASS 2634   SYSTEM DATA   PUBLIC/GOV G CLOSING DATE 00/00/00
       AMTS:
       COMM              .00  UDO            1.40  AEU            .00  EXPD           .00 COL          .00
       APD               .00  AREC            .00  HBK            .00  ARCV           .00
       QTR1              .00  QTR2            .00  QTR3           .00  QTR4           .00


DOC-ID:  35 88 72740009   000  APP/LIM/ALLOT/IND:  001  100  30 0 VENDOR TYPE/SSN: 3123456789

       PGM 123456   COST CENTER 122100   OBJ CLASS 2634   SYSTEM DATA   PUBLIC/GOV G CLOSING DATE 00/00/00
       AMTS:
                         .00  AEU             .00  EXPD         890.76 COL                            .00
       APD               .00  AREC            .00  HBK            .00  ARCV           .00
       QTR1              .00  QTR2            .00  QTR3           .00  QTR4           .00
```

Figure 8-86 Completed ODF-5 Inquiry

f. ODF-6 Fund Status by Vendor - Shows fund status at the fund-use stage by vendor. Information is sorted by vendor type and vendor-SSN and is presented on a printed report by document-ID. Printed results include Transaction Code, Invoice Number, Effective, Warehouse and Process Dates, and the various fund stages/money fields.

```
      ENTER KEYS ONLY
                    OPEN DOCUMENT FILE INQUIRY
                BY RGN/DIST, VEND-TYPE, AND VENDOR/SSN

   *RGN/DIST     :  1
   *VEND-TYPE    :  3
   *VENDOR/SSN   :  007204738
   *AGY-CODE     :  T
   *PRINTER-ID   :  UAD03
```

Figure 8-87 ODF-6 Inquiry

```
                                        DOT AGENCY
                                OPEN DOCUMENT FILE INQUIRY                    RIS NUMBER :  ODF-6
                              BY REGION/DISTRICT AND VENDOR SSN
                                        AS OF 04/24/90                        PAGE NUMBER:  2

RGN/DIST:  1     VEND-TYPE:  3     VENDOR-SSN:  007204738

DOCUMENT ID     TRANS     INVOICE NUMBER  EFF DATE  WHSE DATE  PROC DATE  ADV PAID   UNDEL ORDER   AE UNPAID     EXPND

238908997  000  051                       08/04/89  00/00/00   08/10/89              337.50
                102F      118962          10/30/89  11/20/89   10/30/89              337.50-                    337.50

                          DOCUMENT TOTAL                                                                       337.50

238940988  000  051                       08/15/89   00/00/00  08/17/89              147.81
                102F      115676           09/28/89   10/17/89  09/28/89              147.81-                    147.81

                          DOCUMENT TOTAL                                                                       147.81
```

Figure 8-88 Completed ODF-6 Inquiry

g. ODF-7 Open Document File - This inquiry gives the accounting classification for a document-ID (including suffix).

```
            ENTER DATA
       OPEN DOCUMENT FILE INQUIRY BY INPUT-RGN-DIST, DOCUMENT-ID

  *RGN/DIST    :  1
  *DOC-ID      :  23 90 75090 000
  *AGY-CODE    :  T
```

Figure 8-89 ODF-7 Inquiry

```
                    ** INQUIRY COMPLETE ** / ENTER KEYS
            OPEN DOCUMENT FILE INQUIRY BY INPUT-RGN-DIST, DOCUMENT ID

*RGN/DIST    :  1
*DOC-ID      :  23 90 75090   000
*AGY-CODE    :  T
AGY/RGN/DIST          DOCUMENT-ID    APP/LIM/AFC    PE         CC      OBJ-CLASS
      1T             239075090 000   001 100 30 0   123456   122100      2634
```

Figure 8-90 Completed ODF-7 Inquiry

h. ODF-8 Fund Status by Document (Summary) - This inquiry shows the impact of initial and related documents on fund status at the fund use stage. When a specific 13-digit document-ID is entered, the system provides the accounting classification and fund status for each suffix recorded for the document number.

```
                ENTER KEYS
                        OPEN DOCUMENT FILE INQUIRY
            BY REGION/DISTRICT AND 13-DIGIT DOC-ID (IGNORE SUFFIX)

     *RGN/DIST     :  1
     *DOC-ID       :  23 90 75090
     *AGY CODE     :  T
     *PRINTER-ID   :  UAD03
```

Figure 8-91 ODF-8 Inquiry

```
                                                DOT AGENCY
                                          OPEN DOCUMENT FILE INQUIRY                    RIS NUMBER :  ODF-8
                                       BY REGION/DISTRICT AND 13-DIGIT
                                             AS OF 04/24/90                             PAGE NUMBER:  1

REG/DIST:  1  13-DIGIT   DOC-ID:  23 90 75090

                                  APP/LIM/      PROG    COST    OBJ
SUF                               ALLOT/IND     ELEM    CNTR   CLASS  SYSTEM DATA   ADV PAID   COMMIT   UNDEL ORDER
                                AE UNPAID         EXPND

000                             001 100 30 0   123456  122100   2634                                      1,252.88
                                               4,949.52
```

Figure 8-92 Completed ODF-8 Inquiry

i. ODF-11 Status of Travel Advances - This inquiry provides a listing of outstanding travel advances by the employee social security number. Once the key fields are entered and the ***Enter*** key is pressed, the screen returns with information which includes Cost Center, Document-ID, Amount Outstanding, Travel Date, and the Total Amount Outstanding.

```
                ENTER KEYS ONLY
                          OUTSTANDING TRAVEL ADVANCES
                           BY VENDOR-SSN (WITHOUT TYPE)

     *REGION/DISTRICT  :  1
     *VENDOR-SSN       :  463789820
     *AGENCY-CODE      :  T
```

Figure 8-93 ODF-11 Inquiry

```
                  INQUIRY COMPLETE / ENTER KEYS ONLY
                       OUTSTANDING TRAVEL ADVANCES          RIS NUMBER: ODF-11
                       BY VENDOR-SSN (WITHOUT TYPE)         PAGE NUMBER:   1
                         AS OF 06/07/95  12:06:15         INQUIRED BY DF$ABWP

 *REGION/DISTRICT: 1           VENDOR NAME : JOHN Q TRAVELER
 *VENDOR-SSN     : 463789820       ADDRESS : 123456 NEARBY LANE
 *AGENCY-CODE    : T

                                             SUNNYVALE          CA 90260

                                          AMOUNT
  COST-CNTR        DOC-ID               OUTSTANDING      TRVL-DATE
    122100   1195TDTI95333999                1.81       04/07/95
    122100   1195TDTI95444999              435.00       05/26/95

             TOTAL AMOUNT                  436.81
```

Figure 8-94 Completed ODF-11 Inquiry

j. ODF-14 Accounting Classification by Suffix - This inquiry gives the accounting classification for each suffix of the document-ID. When the region and the 13-digit document-ID (ignore the suffix) are entered, a screen display shows the accounting classification for each document-ID suffix.

```
                ENTER KEYS ONLY
                        OPEN DOCUMENT FILE INQUIRY
                BY RGN/DIST AND 13-DIGIT DOC-ID (IGNORE SUFFIX)

     *RGN/DIST  :  1
     *DOC-ID    :  23 90 15060
     *AGY-CODE  :  T
```

Figure 8-95 ODF-14 Inquiry

```
                          ** INQUIRY COMPLETE ** / ENTER KEYS ONLY
                                OPEN DOCUMENT FILE INQUIRY              RIS NUMBER:  ODF-14
                          BY RGN/DIST AND 13-DIGIT DOC-ID (IGNORE SUFFIX)
                                       AS OF 04/24/90

 *RGN/DIST:  1
 *DOC-ID  :  23 90 15060
 *AGY-CODE:  T

                                      PROG      COST       OBJ
 SUFFIX        APP/LIM/ALLOT/IND      ELEM      CNTR      CLASS          SYSTEM DATA
  000          001 100  30    0     123456    122100     2634
  001          001 100  30    0     444411    122100     2634

                                    ** END OF REPORT **
```

Figure 8-96 Completed ODF-14 Inquiry

k. ODF-ALL Status of Document Detail Data - This inquiry provides a report which reflects a comprehensive summary and detailed fund authority, utilization and realization information associated with a document-ID. Summary information includes accounting classification data, other format screen data, transaction codes used at each fund stage, and fund status data at each fund stage. The detailed portion of this inquiry is composed of batch and transaction data for the individual transactions creating the summary level amounts.

```
                    ENTER DATA
              OPEN DOCUMENT FILE INQUIRY BY RGN/DIST, DOCUMENT-ID

*RGN/DIST  : 1
*DOC-ID    : 23 95 195P08744 000
*AGY-CODE  : T
*PRINTER ID: DF163
```

Figure 8-97 ODF-ALL Inquiry

```
                                                DOT AGENCY                                          RIS  NUMBER  ODF-ALL
                                              OPEN DOCUMENT FILE                                    PAGE NUMBER        1
                                            AS OF  05/08/95 09:18:51                                PRINTED BY   DF$ABWP

RGN/DIST 1 DOC-ID 23 95 195P08744 000
APP/LIM/ALLOT/IND 501  100 30 0 PROG-ELEM 123456 COST-CNTR 122100 OBJ-CLASS 2634 SYS-DATA             PUB-GOVT P ALLOTEE
FUND TYPE 2 VTYPE/SSN 3 033052440 TRVL-DATE 000000 ST-SPON-CODE     FAC-LOC      FAC-TYPE        METER-ID            RATE     0
BILL/PMT-FREQ   REV-CDE    DOC-REF-NR                ENRGY-CONV1   STAT-DTA1           ENRGY-CONV2   STAT-DTA2
APPORT-PRTD   IOTV-NUMBER           EFF-DATE 02/07/95 PYR-FLAG S
INV-CUST-ACCT-NUM:
13251









CLOSING DATE 04/24/95

TC-USED: AUTH COMM UDO AEU EXP PYR DISB ADV: PD-DECR PD-INCR RECV-DECR RECV-INCR HOLDBACK: INCR DECR COLL ACCT-RCV
                  051     102




AMTS:
COMM              .00   UDO              .00   AEU              .00   EXPD           536.32   COLL             .00
APD               .00  ADREC             .00   HBK              .00   A/R               .00   DISB             .00
QTR1              .00  QTR2              .00   QTR3             .00   QTR4              .00   PYR              .00

                                                --DETAIL DATA--
BATCH-ID 950381H04 EFF-DATE 02/07/95 PROC-DATE 02/07/95 PROC-MO 05 TC 051  FAC 12 AMT           536.32
GL ACCT 46AX/48AX     /         /         /     APPORT-PRTD   PYR-FLAG S
DOC-REF-NR                INV-CUST-ACCT-NUM                    SCHED
ENRGY/CONV1   STAT-DTA1          ENRGY/CONV2   STAT-DTA2          IOTV-NUMBER
WHSE-DATE 00/00/00 INT-PEN-AMT              DISC-LOST-AMT
NO-DISC-AMT               CONFIRM DATE 00/00/00  CHECK #          0
BATCH-ID 950941262 EFF-DATE 04/04/95 PROC-DATE 04/04/95 PROC-MO 07 TC 102F FAC 22 AMT           536.32
GL ACCT 48AX/49AX 61AA/21AD     /         /     APPORT-PRTD   PYR-FLAG S
DOC-REF-NR                INV-CUST-ACCT-NUM 13251              SCHED VT9511Q
ENRGY/CONV1   STAT-DTA1          ENRGY/CONV2   STAT-DTA2          IOTV-NUMBER
WHSE-DATE 04/24/95 INT-PEN-AMT              DISC-LOST-AMT
NO-DISC-AMT               CONFIRM DATE 04/26/95  CHECK #    1873742

                                              ** END OF REPORT **
```

Figure 8-98 Completed ODF-ALL Inquiry

l. ODF-BASIC Open Document Basic Record Only - The ODF-BASIC Inquiry provides a summary of the accounting classification data for a document-ID. It gives fund authority, fund utilization and fund realization data. The report shows the accounting classification and the related amounts that include Commitments, Undelivered Orders, Accrued Expenditures Unpaid, Expenditures, Unfilled Orders, Filled Orders Unpaid, Collections, Advances Paid and Received, Holdbacks, Accounts Receivable, and Fund Authority by quarter.

```
        ENTER KEYS ONLY
            OPEN DOCUMENT FILE INQUIRY BY RGN/DIST, DOCUMENT-ID

*RGN/DIST    :  1
*DOC-ID      :  23 90 75090 000
*AGY-CODE    :  T
*PRINTER-ID  :  UAD03
```

Figure 8-99 ODF-BASIC Inquiry

```
                                                  DOT AGENCY
                                              OPEN DOCUMENT FILE                          RIS NUMBER :  ODF-BASIC
                                                AS OF 04/24/90                              PAGE NUMBER:  1

RGN/DIST 1   DOC-ID 23 90 75090  000
APP/LIM/ALLOT/IND 001 100 30 0   PROG-ELEM 123456  COST-CNTR 122100  OBJ-CLASS 2634  SYS-DATA  PUB-GOVT P ALLOTTEE
FUND TYPE 2 VTYPE/SSN 3 880010094 TRVL-DATE 000000 ST-SPON-CODE   FAC-LOC        FAC-TYPE  METER-ID    RATE   0
BILL/PMT-FREQ   REV-CDE   DOC-REF-NR                 ENRGY-CONV1 STAT-DTA1     ENRGY-CONV2  STAT-DTA2
APPORT-PRTD   IOTV-NUMBER       EFF-DATE 10/27/89
INV-CUST-ACCT-NUM:
890031                      890032              89033                  890034


CLOSING DATE 00/00/00

TC-USED:  AUTH  COMM UDO AEU EXP ADV:  PD-DECR  PD-INCR  RECV-DECR  RECV-INCR  HOLDBACK:  INCR DECR COLL ACCT-RCV
                    051     102


AMTS:
COMM        .00  UDO           1,252.88  AEU          .00  EXPD      4,949.52  COLL          .00
APD         .00  ADREC              .00  HBK          .00  A/R            .00  DISB          .00

QTR1        .00  QTR2               .00  QTR3         .00  QTR4              .00

                                              ** END OF REPORT **
```

Figure 8-100 Completed ODF-BASIC Inquiry

m. ODF-EI - Open Document - Electronic Invoice - The ODF-EI Inquiry prints a report which provides a comprehensive summary of electronic invoicing documents. The first 13-digits of the document-ID are entered (document type 32 only) and detail of all documents with the same first 13 digits are printed. Summary information for each document includes accounting classification data, other record data, and fund status data. The detailed portion of this inquiry is composed of batch and transaction data for the individual transactions creating the summary level amounts.

```
        ENTER DATA
              OPEN DOCUMENT FILE INQUIRY - ELECTRONIC INVOICE

*RGN/DIST    :  1
*DOC-ID      :  32 91 ADMRMT1
*AGY-CODE    :  T
*PRINTER-ID  :  DF359
```

Figure 8-101 ODF-EI Inquiry

```
                                                DOT AGENCY
                                  OPEN DOCUMENT FILE - ELECTRONIC INVOICE                    RIS NUMBER :  ODF-EI
                                                AS OF 09/25/91                                    PAGE NUMBER:  1

RGN/DIST 1   DOC-ID 32 91 ADMRMT1 SEP
APP/LIM/ALLOT-IND 101 100 30 0  PROG-ELEM 123456  COST-CNTR 122100  OBJ-CLASS 2634  SYS-DATA  PUB-GOVT P ALLOTTEE
FUND TYPE 2 VTYPE/SSN           TRVL-DATE 000000    ST-SPON-CDE     FAC-LOC      FAC-TYPE   METER-ID   RATE  0
BILL/PMT-FREQ  REV-CODE  DOC-REF-NR ADMINISTRATIVE F ENRGY-CONV1     STAT-DTA1      ENERGY-CONV2   STAT-DTA2
APPORT-PRTD   IOTV-NUMBER           EFF-DATE 08/17/91
INV-CUST-ACCT-NUMB:


CLOSING DATE 00/00/00

TC-USED:  AUTH  COMM  UDO  AEU EXP ADV:  PO-DECRPD-INCR  RECV-DECR  RECV-INCR   HOLDBACK:  INCR DECR COLL ACCT/RCV
                    051       102
                              189




AMTS:
COMM          .00  UDO               .00  AEU        .00  EXPD       124.20  COLL                        .OO
APD           .00  ADREC             .00  HBK        .00  A/R           .00
QTR1          .00  QTR2              .00  QTR3       .00  QTR4          .00

                                                --DETAIL DATA--

BATCH-ID  912691QRO    EFF-DATE 08/17/91   PROC-DATE  09/26/91    AMT    124.20
DOC-REF-NR  ADMINISTRATIVE F     VENDOR-CODE          INV-CUST-ACCT-NUM

                                              ** END OF REPORT **
```

Figure 8A-102 Completed ODF-EI Inquiry

n. ODF-INQ - Open Document Basic Information - Provides an on-screen inquiry displaying all the header information and up to the first 9 ODF detail records. If detail records are greater than 8, use ODF-ALL inquiry. This screen version houses up to the last 25 invoices in the INV-CUST-ACCT-NUM field.

```
                    ENTER DATA
                       OPEN DOCUMENT FILE INQUIRY
*AGY T
*RGN 1 *DOC-ID 23 95 195P08744 000
```

Figure 8-103 ODF-INQ Inquiry

```
                 MORE RECORDS, CONTINUE (Y/N):
                    ODF INQUIRY - 05/08/95 09:36:56 BY DF$ABWP
*AGY T
*RGN 1 *DOC-ID 23 95 195P08744 000  APP/LIM/AFC 501  100 300  PROG-ELEM 123456
COST-CNTR 122100 OBJ-CLASS 2634  SYSDATA                    P/G P  ALLOTTEE
FUND-TYPE 2  VTYPE/SSN 3033052440  TRVL-DATE 00/00/00  ST-SPON-CDE
FAC-LOC       FAC-TYPE          METER-ID             RATE      0 BILL/PMT-FREQ
REV-CDE     DOC-REF-NUM                    ECC-1    STAT-1            ECC-2
STAT-2            APPORT-PRTD    IOTV-NUM            EFF-DATE 02/07/95
CLOSING-DATE 04/24/95 PYR-FL S  INV-CUST-ACCT-NUM:  13251




COMM                .00   UDO                .00   AEU                .00
EXPD             536.32   COLL               .00   APD                .00
ADVREC              .00   HBK                .00   A/R                .00
DISB                .00   QTR1               .00   QTR2               .00
PYR                 .00   QTR3               .00   QTR4               .00
IF LAST SCREEN ENTRY - ENTER (YES):       MORE RECORDS, CONTINUE (Y/N):
```

Figure 8-104 ODF-INQ Inquiry

```
                INQUIRY COMPLETE / ENTER DATA
                   ODF INQUIRY - 05/08/95 09:39:22 BY DF$ABWP
*AGY T
*RGN 1 *DOC-ID 23 95 195P08744 000

**DETAIL RECORD**
BATCH-ID 950381H04  EFF-DATE 02/07/95  PROC-DATE 02/07/95  PROC-MO 05  TC 051
FAC 12  AMT            536.32  GL ACCT 46AX/48AX
APPORT-PRTD    PYR-FLAG S DOC-REF-NUM                  SCHED
INV-CUST-ACCT-NUM                        ECC-1    STAT-1
ECC-2    STAT2             IOTV-NUM            WHSE-DATE 00/00/00
INT-PEN-AMT              .00   DISC-LOST-AMT               .00
NO-DISC-AMT              .00   CONFIRM-DATE 00/00/00 CHECK #          0

**DETAIL RECORD**
BATCH-ID 950941262  EFF-DATE 04/04/95  PROC-DATE 04/04/95  PROC-MO 07  TC 102F
FAC 22  AMT            536.32  GL ACCT 48AX/49AX 61AA/21AD
APPORT-PRTD    PYR-FLAG S DOC-REF-NUM                  SCHED VT9511Q
INV-CUST-ACCT-NUM 13251                  ECC-1    STAT-1
ECC-2    STAT2             IOTV-NUM            WHSE-DATE 04/24/95
INT-PEN-AMT              .00   DISC-LOST-AMT               .00
NO-DISC-AMT              .00   CONFIRM-DATE 04/26/95 CHECK #    1873742

IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 8-105 Completed ODF-INQ Inquiry

o. ODF-PE - Open Obligations by Appropriation/Limitation/AFC/Program Element - Provides a printed inquiry of all open obligations for a program element and a specified time period based on the date of the obligation (effective date). Beginning and ending effective dates must be entered in Year/Month/Day format. If the system finds too many records to print, the user is given the option to print overnight. The user is also given the option to exclude Document Type 35 by typing a **Y** in the EXEMPT DOC TYPE 35 field.

```
                ENTER DATA
                     FEDERAL AVIATION ADMINISTRATION
                       OPEN DOCUMENT FILE INQUIRY
                  FOR OPEN OBLIGATIONS BY APP/LIM/AFC/PE

 *REGION DISTRICT     : 1
 *APPROP-CODE         : 501
 *APPROP-CODE-LIM     : 100
 *ALLOT-FUND-CNTL     : 300
 *PROGRAM-ELEMENT     : 123456
  DOCUMENT TYPE       : 11
  EFFECTIVE DATE RANGE: 950510 THROUGH 950531 (YYMMDD)
  EXEMPT DOC TYPE 35  :   (Y)
  AGENCY-CODE         : T

  PRINTER-ID          : DF163




  IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 8-106 ODF-PE Inquiry

DOT AGENCY
OPEN OBLIGATIONS BY APP/LIM/AFC/PE
AS OF 06/07/95

RIS NO: ODF-PE-AGED
PAGE NO: 1

REGION: 1 APROP-CODE: 501 LIM: 100 AFC: 300 PROG-ELEM: 123456

DOCUMENT ID	BEG. OBLIG. DATE	LAST TRANS DATE	UNDEL ORDERS	AE-UNPAID	EXPENDITURES
11 95 TDTI95333 400	05/10/95	05/10/95		566.00	
11 95 TDTI95333 300	05/10/95	05/10/95		900.00	
11 95 TDTI95333 800	05/10/95	05/10/95		1,057.00	
11 95 TDTI95333 700	05/16/95	05/16/95		700.00	
11 95 TDTI95444 800	05/25/95	05/25/95		700.00	
TOTAL				3,923.00	

** END OF REPORT **

Figure 8-107 Completed ODF-PE Inquiry

SECTION 9. SPECIAL PROCESSES

1.1. General - This section explains special processes related to the batching of documents. Topics in this section are intended to enhance the user's knowledge of DAFIS and enter transactions related to a specific topic such as recurring charge or accounts receivable. They are cross-referenced in the index to assist the user in finding information about a specific process or type of transaction. The arrangement is somewhat different than that of other sections in this Guide. Each topic is assigned a letter and will be numbered as follows:

Section 9A.	Imprest Fund Transactions
Section 9B.	DAFIS Interfaces
Section 9C.	DAFIS Operations and Training (DOT) Transactions, Etc.
Section 9D.	Cash Management
Section 9E.	Opening Documents
Section 9F.	Cash Certification
Section 9G.	Mass Change
Section 9H.	Periodic Processing
Section 9I.	ODF Change File
Section 9J.	Accounts Receivable
Section 9K.	IRS 1099 Process
Section 9L.	Recurring Charge
Section 9M.	Interoffice Transfer Voucher (IOTV)
Section 9N.	System Purge Criteria
Section 9O.	Suspense File
Section 9P.	Voucher Examination Module (VEM)
Section 9Q.	Miscellaneous

Chapter 1 - Automatic Clearing House (ACH) Payments
Chapter 2 - Schedule Prefix/Type Corrections
Chapter 3 - Travel Advance Salary Offset
Chapter 4 - Unavailable Check Cancellation (SF1184)

THIS PAGE INTENTIONALLY BLANK

SECTION 9A. IMPREST FUND TRANSACTIONS

Chapter 1 - Transactions

1.1. Imprest Fund - An imprest fund (IF) is established to ensure cash is available for small, special, and emergency disbursements. These funds are not charged to a specific appropriation and they are replenished on a regular, recurring basis. The imprest fund cashier function herein described is limited to the establishment, change, and replenishment of the fund. The actual duties performed by the cashier are not described because of the cashier's limited use of DAFIS.

1.2. Establish Imprest Fund - The name, address, and identifying number of an imprest fund cashier must be added to Table T-16 (Vendor/SSN). To establish the imprest fund a V schedule, Format 03, Transaction Code (TC) 279 is entered using document identification (document-ID) 63 FY IFCashierID# Suffix with appropriation code limitation of *410 (*=FY). The cashier's last name is entered in the document reference field (See Fig 9A-1). The Inv/Cust Acct No. field is mandatory. Enter anything in the Inv/Cust Acct No. field that will identify the check for the imprest fund cashier. The correct status after processing the V schedule is 4. This is considered a payment, since the imprest fund cashier is requesting funds, and must be authorized for payment by a designated previewer.

```
                              ENTER DATA
SCHEDULE/CD:  V            FORMAT 3 FUND USAGE       BATCH NO:  901351100
AGENCY CODE          :  T
REGION DISTRICT      :  1
DOCUMENT-ID          :  63 90 IFCASHIERID#       000
TRANSACTION CODE     :  279
AMOUNT               :  50000
EFFECTIVE DATE       :  051590
APPROP CODE          :  041     LIM: 100    ALLOT: 30   IND: 0
COST CENTER          :  122100
PROGRAM ELEMENT      :  123456
OBJECT CLASS         :  2634
PUBLIC/GOVT          :  P
SYSTEM DATA          :
INV/CUST ACCT NO     :  1
VENDOR-TYPE-SSN      :  5123123123                    END DATE OF TRAVEL
DOCUMENT-REF-NUM     :  LAST NAME OF IFCASHIER        WAREHOUSE DATE  051590
COMPUTATION DATE     :
TERMS                :  %:       DAYS:      NET:      LAST ADDRESS UPDATE
EXCL-DISC-AM         :                     NAME:
REASON CODE          :                   ADDR-1:
ECC/STAT-DATA        :                   ADDR-2:
ECC/STAT-DATA        :                   ADDR-3:
FACILITY TYPE/LOC    :                   ADDR-4:
```

Figure 9A-1 Establish Imprest Fund

1.3. Increase Established Imprest Fund - An increase to an imprest fund is done with a follow-on transaction to the document-ID used to establish the imprest fund. To increase an imprest fund a V schedule, Format 03, TC 2791 is used (See Fig 9A-2). The correct status code after processing the V schedule is 4. Before a check is issued to the imprest fund cashier, payment must be certified.

```
                              ENTER DATA
SCHEDULE/CD:  V             FORMAT 3 FUND USAGE        BATCH NO: 901651100
AGENCY CODE            :  T
REGION DISTRICT        :  1
DOCUMENT-ID            :  63 90 IFCASHIERID#     000
TRANSACTION CODE       :  2791
AMOUNT                 :  20000
EFFECTIVE DATE         :  061590
APPROP CODE            :
COST CENTER            :
PROGRAM ELEMENT        :
OBJECT CLASS           :
PUBLIC/GOVT            :
SYSTEM DATA            :
INV/CUST ACCT NO       :  2
VENDOR-TYPE-SSN        :  5123123123                  END DATE OF TRAVEL
DOCUMENT-REF-NUM       :                              WAREHOUSE DATE 051590
COMPUTATION DATE       :
TERMS                  :  %:        DAYS:      NET:    LAST ADDRESS UPDATE
EXCL-DISC-AMT          :                      NAME:
REASON CODE            :                    ADDR-1:
ECC/STAT-DATA          :                    ADDR-2:
ECC/STAT-DATA          :                    ADDR-3:
FACILITY TYPE/LOC      :                    ADDR-4:
```

Figure 9A-2 Increase Imprest Fund

1.4. Decrease Established Imprest Fund With Check Issued for Deposit - An M schedule is used to decrease established imprest funds, using a check issued for deposit. Enter an M schedule, accounts receivable Format 03 collection screen, TC 286, using document-ID used with initial establishment of imprest fund (See Fig 9A-3 through 9A-7). The correct status code after processing is 5 for an M schedule.

```
          ****     *****    *****    *****    *****
          *   *    *   *    *          *      *
          *   *    *****    ***        *      *****      05/16/90
          *   *    *   *    *          *          *
          ****     *   *    *        *****    *****

              -- BATCH MAINTENANCE REQUEST MENU --

                 REQUEST CODE     :  A
                 INPUT REGION DIST:  1
                 FORMAT           :  14
                 BATCH ID         :  901361100
                *DOCUMENT ID      :
                 AGENCY CODE      :  T  PRINTER ID:  UAD03

                     -- REQUEST CODES --

   A = ADD A NEW HEADER OR RECORD   I = INQUIRE A HEADER OR RECORD
   B = BALANCE A BATCH              P = PRINT A BATCH
   C = CHANGE A HEADER OR RECORD    R = IOTV REJECT
   D = DELETE A BATCH OR RECORD     E = PRINT ERROR RECORDS ONLY
```

Figure 9A-3 Batch Maintenance Menu

```
                  ENTER DATA
    BATCH HEADER
AGENCY CODE          :  T                        STATUS FLAG :  0
INPUT REGION DIST    :  1                        PROCESS DATE:  051690
BATCH ID             :  901361100                USER ID     :  UACTNG1
FORMAT CODE          :  14
LINE COUNT           :  1
BATCH AMOUNT         :  10000
BATCH TOTAL HOURS    :
IMPREST FUND CASHIER :
SCHEDULE/CD          :  M187654
IOTV NUMBER          :
```

Figure 9A-4 Batch Header Menu

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE:  6    OPTION CODE:  A

 SELECTION                      OPTION   SELECTION
OPTION

  1. A/R MASTER FILE UPDATE    A-C-I     20. STATUS OF AN AGREEMENT        P
  2. PROJECT/JOB NUMBER UPDATE A-C-D     21. AGREEMENT NUMBER ROLLUP       I
  3. F&E SPLIT TABLE           A-C-D-I-P 22. CUSTOMER ACCOUNT              P
  4. COST CENTER SPLIT TABLE   A-C-D-I-P 23. BILL INQUIRY                  I
  5. FMT 14 MISC A/R           A-C-D     24. AGREEMENT HISTORY             P
  6. FMT 14 COLLECTIONS        A-C-D     25. AGREEMENT FOR PREVIEW         P
  7. FMT 14 REFUND ADV/CREDIT  A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
  8. FMT 14 WRITE OFFS         A-C-D     27. AR MASTER FILE PRINT          P
  9. FMT 14 MANUAL BILL        A-C-D     28. 1081 BILL INQUIRY             I
 10. REVERSE BILL              R         29. TRANSACTION HISTORY           P
                                         30. OIL POLLUTION BILL INQUIRY    P
                                         31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9A-5 Account Receivable Menu

```
                                  FORMAT 14
                                 COLLECTIONS
REQUEST CODE: A
AGY-CODE: T  RGN-DIST: 1   BATCH-ID: 901361100    SCHEDULE-CD: M187654
AGREE/CONTRACT NUMBER:             BILL NUMBER:           EFFECTIVE DATE:
OPTIONS           COLLECTED AMT   CORRECTED AMT
COLLECTIONS    :
ADVANCES       :
MISC COLLECTION:
QTR/SUBSISTENCE:
IF LAST ENTRY AND WANT A/R MENU - ENTER (YES):
IF LAST ENTRY AND WANT OTHER COLLECTION SCREEN - ENTER (YES):   YES
```

Figure 9A-6 Format 14 Collections Screen

```
                                  ENTER DATA
SCHEDULE/CD: M198764          FORMAT 3 FUND USAGE        BATCH NO: 901361100
AGENCY CODE      :  T
REGION DISTRICT  :  1
DOCUMENT-ID      :  63 90 IFCASHIERID#     000
TRANSACTION CODE :  286
AMOUNT           :  10000
EFFECTIVE DATE   :  051690
APPROP CODE      :        LIM:          ALLOT:    IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :                      IF LAST SCREEN ENTRY AND WANT OTHER
PUBLIC/GOVT      :                      COLLECTION SCREEN - ENTER YES:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                                 END DATE OF TRAVEL
DOCUMENT-REF-NUM :                                 WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:          DAYS:     NET:       LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                      NAME:
REASON CODE      :                    ADDR-1:
REASON CODE      :                    ADDR-2:
ECC/STAT-DATA    :                    ADDR-3:
ECC/STAT-DATA    :                    ADDR-4:
FACILITY TYPE/LOC:
```

Figure 9A-7 Accounts Receivable Format 03

1.5. Decrease an Established Imprest Fund When Check Issued Is To Be Cancelled - A G schedule is used to decrease established imprest funds when check issued is to be cancelled. Enter a G schedule, accounts receivable Format 03 collection screen, TC 286, with the document-ID used with initial establishment of funds and a TC 242 with document-ID 62 FY 1098# Suffix and appropriation V6H (See Fig 9A-8 and 9A-9). The correct status code after processing is 5 for a G schedule.

```
                                ENTER DATA
SCHEDULE/CD: G187651          FORMAT 3 FUND USAGE      BATCH NO:  901361200
AGENCY CODE       :  T
REGION DISTRICT   :  1
DOCUMENT-ID       :  63 90 IFCASHIERID#     000
TRANSACTION CODE  :  286
AMOUNT            :  10000
EFFECTIVE DATE    :  051690
APPROP CODE       :        LIM:         ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :                      IF LAST SCREEN ENTRY AND WANT OTHER
SYSTEM DATA       :                      COLLECTION SCREEN - ENTER YES:
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                                  END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                                  WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:        DAYS:       NET:      LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                      NAME:
REASON CODE       :                     ADDR-1:
REASON CODE       :                     ADDR-2:
ECC/STAT-DATA     :                     ADDR-3:
ECC/STAT-DATA     :                     ADDR-4:
FACILITY TYPE/LOC:
```

Figure 9A-8 Transaction Code 286

```
                                ENTER DATA
SCHEDULE/CD: G18765           FORMAT 3 FUND USAGE      BATCH NO: 901361200
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 62 90 1098#             000
TRANSACTION CODE  : 242
AMOUNT            : 10000
EFFECTIVE DATE    : 051690
APPROP CODE       : V6H    LIM:       ALLOT:       IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :                      IF LAST SCREEN ENTRY AND WANT OTHER
PUBLIC/GOVT       :                      COLLECTION SCREEN - ENTER YES:
SYSTEM DATA       :
INV/CUST ACCT NO  :                                  END DATE OF TRAVEL
VENDOR-TYPE-SSN   :                                  WAREHOUSE DATE
DOCUMENT-REF-NUM  :
COMPUTATION DATE  :
TERMS             : %:          DAYS:    NET:      LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                      NAME:
REASON CODE       :                     ADDR-1:
REASON CODE       :                     ADDR-2:
ECC/STAT-DATA     :                     ADDR-3:
ECC/STAT-DATA     :                     ADDR-4:
FACILITY TYPE/LOC:
```

Figure 9A-9 Transaction Code 242

1.6. Decrease Imprest Fund With Submitted Replenishment Voucher - A G schedule is used to decrease established imprest fund with a submitted replenishment voucher. Enter a G schedule, Format 03, TC 2792, with the document-ID used to establish the funds and a TC 111 (record travel advances) or TC 128F.

1.7. Change Name of Cashier - A G schedule is used to change cashiers on an established imprest fund. Enter a G schedule, Format 03, TC 2792 with the document-ID used to establish the fund and TC 279 to establish the new cashier's document-ID. (Note: The name, address, and identifying number of the new imprest fund cashier must be added to Table T-16 before replenishment can be made.)

1.8. Replenish Imprest Fund With Submitted Vouchers - As monies are disbursed from the fund, replenishment will be necessary. Replenishment is accomplished on a W schedule with the imprest fund cashier's Vendor/SSN number used in the Batch Header (See Fig 9A-10). Enter a W schedule, Format 03, and use transaction codes routinely used to process each source document (i.e, TC 103F for documents not previously recorded, TC 111 for travel advances, etc.). Before a check is issued to the imprest fund cashier, payment must be certified.

```
                    ENTER DATA
    BATCH HEADER
AGENCY CODE          :  T                          STATUS FLAG :  0
INPUT REGION DIST    :  1                          PROCESS DATE:  051790
BATCH ID             :  901371300                  USER ID     :  UACTNG1
FORMAT CODE          :  03
LINE COUNT           :  10
BATCH AMOUNT         :  25000
BATCH TOTAL HOURS    :
IMPREST FUND CASHIER:  123123123
SCHEDULE/CD          :  W
IOTV NUMBER          :
```

Figure 9A-10 Batch Header for Replenishment

THIS PAGE INTENTIONALLY BLANK

SECTION 9B. DAFIS INTERFACES

Chapter 1 - Types of Interfaces

1.1. Introduction - DAFIS is designed to accept the accounting and financial data from other systems. The acceptance of this data is accomplished through the use of generic interface programs or other internal programs which convert pre-formatted data into DAFIS batches. No direct file updates occur as a result of DAFIS interface transactions. All interfaces create Format 03 batches which are, in turn, used to update the DAFIS system. Specific information is included in this Guide for interfaces which are used throughout the department. Following is a list of interface Ids:

A = Payroll Accrual (CUPS)
B = Bonds (CUPS)
C = Recurring Charge Accrual
D = Recurring Charge Disbursements
E = Accounts Receivable
F = Benefits (CUPS)
G = Yearend Advance ADJ Tech Center Cost Spread
H = Generic Interface
I = FM/IOTV
J = Automated Warehouse ADJ
K = Production Control Spread
L = Leave (CUPS)
M = Monthly Accrual (CUPS)
N = No Pay (CUPS)
O = ODF Change Process
P = Payroll Payments (CUPS)
Q = General Purpose Generated Batches
R = Reversed Payroll Accrual (CUPS)
S = Production Control
T = Payroll Taxes (CUPS)
U = Generic Interface
V = Generated Reimbursable Billing
W = VEM
X = Disbursements In Transit
Y = Cash Management Stop Pay
Z = AMIS

a. Error Identification - Run a BCF-1 inquiry (***PF2***) daily for batches with errors (See Fig 9B-1).

STATUS OF BATCHES AS OF 05/16/90 RIS NUMBER BCF-1

RGN/DIST: 1 BATCHES WITH ERRORS

BATCH-ID	FORMAT	LINE COUNT	AMOUNT	SCH-CERT DEPOSIT	PROCESS DATE	IOTV NUMBER
901351H01	03	20	2,321.00		90/05/15	

Figure 9B-1 BCF-1

Batches in status code **3** should then be printed by calling up the Batch Maintenance Menu (***PF1***). Request a print of the batch proof listing for each interface batch in status code **3**. Use request code of **E** (See Figures 9B-2 and 9B-3).

```
****     *****     *****     *****     *****
*   *    *   *     *           *       *
*   *    *****     ***         *       *****
*   *    *   *     *           *           *
****     *   *     *         *****     *****

      -- BATCH MAINTENANCE REQUEST MENU --

    REQUEST CODE     :  E
    INPUT REGION DIST:  1
    FORMAT           :  03
    BATCH ID         :  901351H01
   *DOCUMENT ID      :
    AGENCY CODE      :  T   PRINTER ID : UAD03

         -- REQUEST CODES --

A = ADD A NEW HEADER OR RECORD   I = INQUIRE A HEADER OR RECORD
B = BALANCE A BATCH              P = PRINT A BATCH
C = CHANGE A HEADER OR RECORD    R = IOTV REJECT
D = DELETE A BATCH OR RECORD     E = PRINT ERROR RECORDS ONLY
```

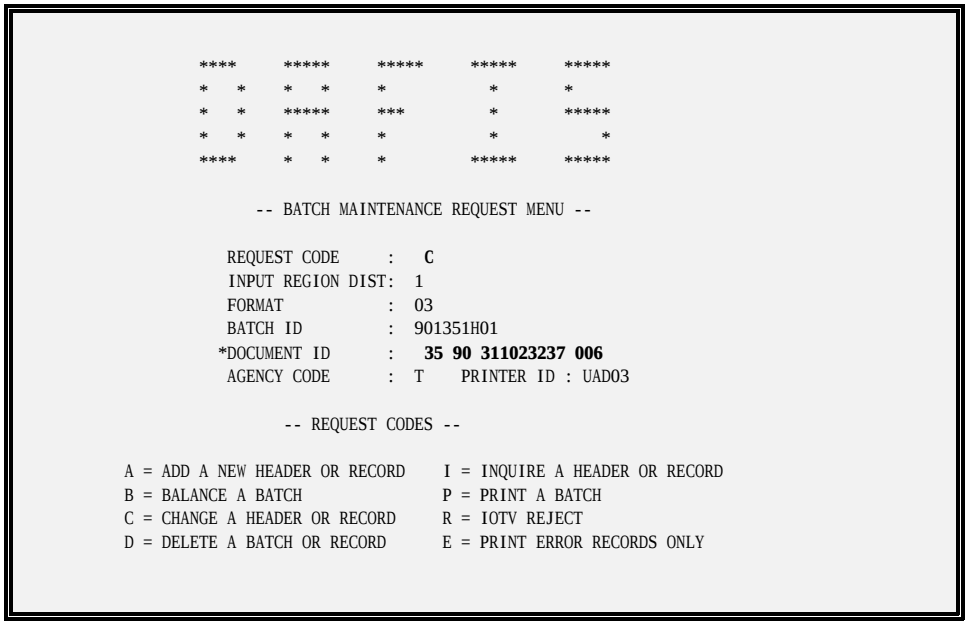
Figure 9B-2 Batch Maintenance Menu

```
INPUT-RGN/DIST 1  BATCH ID 901351H01
FORMAT 03 STATUS 3  SCHD/CD                              BATCH PROOF LISTING
IMPREST FUND CASHIER            USER ID UACTNG3            AS OF 06/04/90

SEQUENCE / ERROR CODE        :  0000100   A8
RECORD TYPE                  :  PARENT ERROR TRANSACT
STOP PAY / CERTIFIER /BANK-ID:
RGN/DIST / DOCUMENT ID       :  1  35 90 311023237 006
APP/LIM/ALLOT/IND / TC/STATUS:  001  100 30 0    051
CC / PGM / OBJ / PUBLIC/GOVT :  122100  123456    2634  P
DOC REF METER NUMBER         :
SYSTEM DATA                  :
VEND-TYPE/VSSN / 1099-ID     :
INV CUST ACCT NUMBER         :
ECC/STAT DATA / ECC/STAT DATA:
GL-ACCOUNTS / FAC CODE       :
GL-ACCOUNTS                  :
EFFECTIVE-DATE               :  05/18/90
AMOUNT                       :            50.00
A/R UPDATE FLAG / PYR-FLAG   :
TERMS %/DAYS/NET/RC/COMP DATE:
WHSE-DATE / EXCL DISC AMT    :
DISC EARNED / DISC LOST AMTS :
INT/PENALTY / NO DISC AMTS   :

                                  HASH AMOUNT                    50.00
                                  PROCESSED AMOUNT - INPUT        0.00
                                  ERROR AMOUNT                   50.00

                                  GENERATED TC AMOUNT             0.00

                                  ** END OR REPORT **
```

Figure 9B-3 Error Records

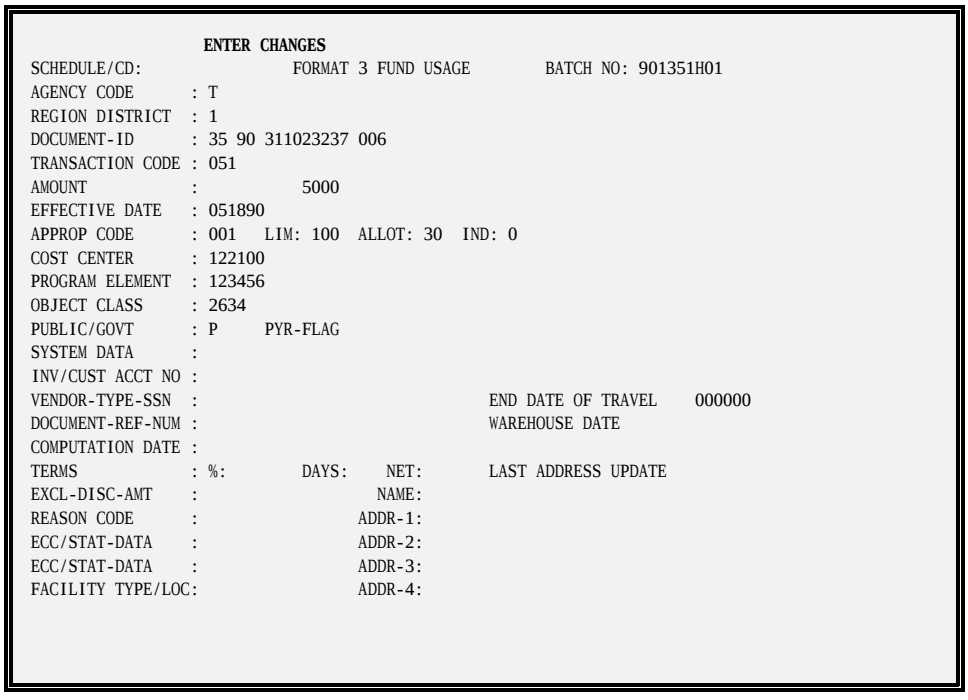
The batch proof listing will print only those records that failed the Format 03 and MAIN edits. These records will be coded with the generic interface error code of **A8** or one of the batch error codes.

(1) If the error code is an **A8** and the user is unable to determine the actual Format 03 error condition that caused the record to reject, it will be necessary to re-process the record. This is accomplished by calling the error record up through the Batch Maintenance Menu. Use request code **C** for each record. When the record is displayed press the ***Enter*** key to invoke the DAFIS on-line edit. A display with the specific error message will appear (See Figures 9B-4 through 9B-6).



```
 ****     *****     *****     *****     *****
 *   *    *   *     *           *       *
 *   *    *****     ***         *       *****
 *   *    *   *     *           *           *
 ****     *   *     *         *****     *****

      -- BATCH MAINTENANCE REQUEST MENU --

    REQUEST CODE     :   C
    INPUT REGION DIST:  1
    FORMAT           :  03
    BATCH ID         :  901351H01
   *DOCUMENT ID      :   35 90 311023237 006
    AGENCY CODE      :  T    PRINTER ID : UAD03

          -- REQUEST CODES --

A = ADD A NEW HEADER OR RECORD    I = INQUIRE A HEADER OR RECORD
B = BALANCE A BATCH               P = PRINT A BATCH
C = CHANGE A HEADER OR RECORD     R = IOTV REJECT
D = DELETE A BATCH OR RECORD      E = PRINT ERROR RECORDS ONLY
```

Figure 9B-4 Batch Maintenance Menu



```
                ENTER CHANGES
SCHEDULE/CD:              FORMAT 3 FUND USAGE        BATCH NO: 901351H01
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 35 90 311023237 006
TRANSACTION CODE : 051
AMOUNT           :           5000
EFFECTIVE DATE   : 051890
APPROP CODE      : 001   LIM: 100  ALLOT: 30  IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2634
PUBLIC/GOVT      : P     PYR-FLAG
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                              END DATE OF TRAVEL    000000
DOCUMENT-REF-NUM :                              WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:        DAYS:    NET:      LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                   NAME:
REASON CODE      :                 ADDR-1:
ECC/STAT-DATA    :                 ADDR-2:
ECC/STAT-DATA    :                 ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 9B-5 Record Displayed

```
                    NO RECORD FOUND ON R06
SCHEDULE/CD:                  FORMAT 3 FUND USAGE            BATCH NO: 901351H01
AGENCY CODE       :  T
REGION DISTRICT   :  1
DOCUMENT-ID       :  35 90 311023237 006
TRANSACTION CODE  :  051
AMOUNT            :           5000
EFFECTIVE DATE    :  051890
APPROP CODE       :  001   LIM:  100   ALLOT: 30   IND:  0
COST CENTER       :  122100
PROGRAM ELEMENT   :  123456
OBJECT CLASS      :  2634
PUBLIC/GOVT       :  P     PYR-FLAG
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                                  END DATE OF TRAVEL      000000
DOCUMENT-REF-NUM  :                                  WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             :  %:      DAYS:       NET:      LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                     NAME:
REASON CODE       :                   ADDR-1:
ECC/STAT-DATA     :                   ADDR-2:
ECC/STAT-DATA     :                   ADDR-3:
FACILITY TYPE/LOC:                    ADDR-4:
```

Figure 9B-6 Error Message

b. Correcting Errors - Error records may be corrected in one of three ways.

(1) Delete the error record/records from the interface batch to re-enter later in manual batches. The line count and amount will have to be changed in the batch header record. Re-balance the batch for a correct status.

(2) Correct the condition that caused the error (i.e. update tables, create UDOs, etc.) and re-balance the batch.

(3) Delete the interface batch entirely. This can be accomplished only if all records in the batch are in an error status.

1.2. ERROR CORRECTION - The handling of DAFIS interface transactions is similar to DAFIS on-line transactions. The following error identification information applies to interface error correction in general.

a. Payroll accrual transactions are automatically batched, assigned batch ID numbers and generated both monthly and bi-weekly. At the beginning of each month the total estimated gross payroll obligation for the entire month is recorded as accrued payroll liabilities.

(1) Generated IDs - Figure 9B-7 shows generated batch IDs, document-IDs, and TCs for accrual interface batches.

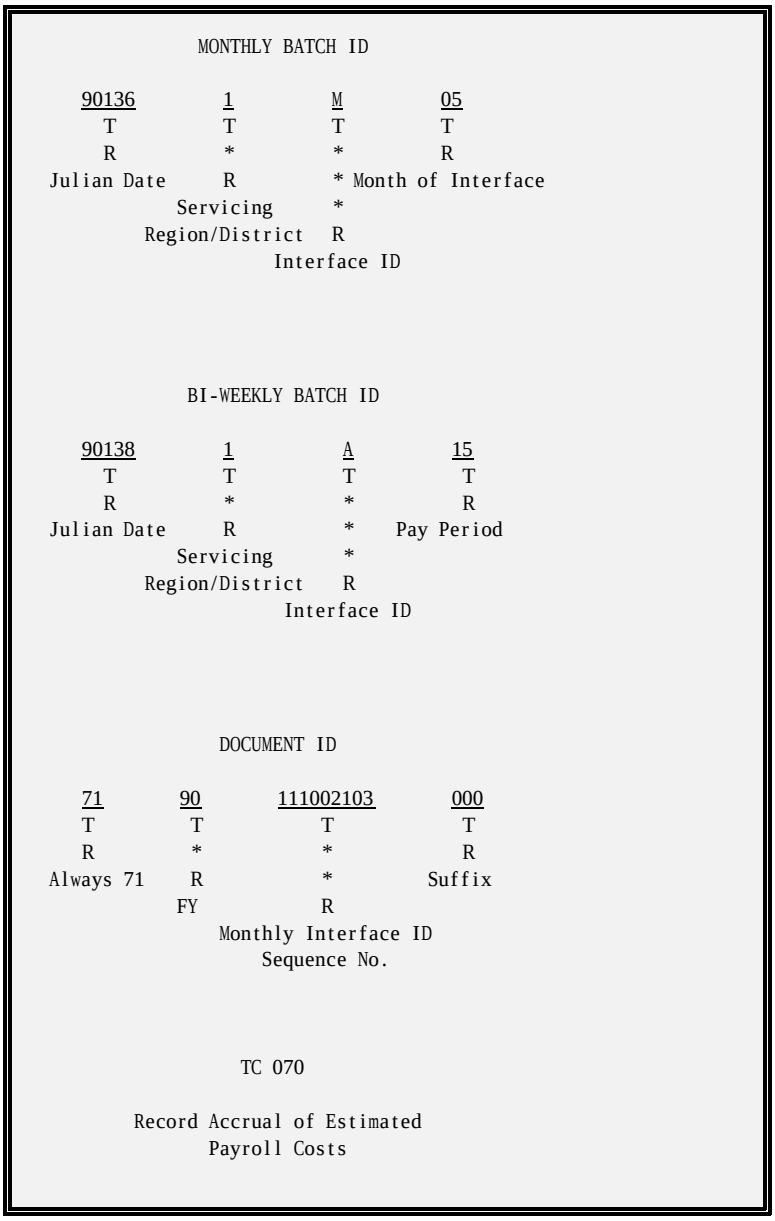


Figure 9B-7 CUPS Accrual IDs

(2) Error Conditions - Errors generally apply to accounting classification or statistical data fields.

(3) Error Identification - Run a BCF-1 inquiry ***(PF2)*** for identification of batches with errors. CUPS batches in status code **3** will be printed using the Batch Maintenance Menu ***(PF1)***. Use request code of **E** to print error records only for each batch with errors.

(4) Correcting Errors - Error records may be corrected by correcting the condition that caused the error (i.e., update tables, change data field to correct data, etc.). You cannot change the dollar amount on generated batches. It is advised that a record of changes made be kept, since the reversal batch is identical to the accrual batch.

b. After each pay calculation cycle, actual payroll expenses are paid. Actual payroll expense detail records are recorded as expenditures and are distributed to a payroll holding file for further processing. Following are the appropriations used to record payroll collections being held for disbursement.

V6P1 Third party payments.
V6P2 Military Deposits.
V6P3 Permanent change of station.
V6P4 Health benefits collection and clearing.
V6P5 Salary overpayments.
V6P6 Other collection (travel advances, receivable, jury fees, etc).
V6P7 Death benefits.

(1) Generated IDs - Batch IDs, document-IDs, and transaction codes will be generated by DAFIS (See Fig 9B-8).

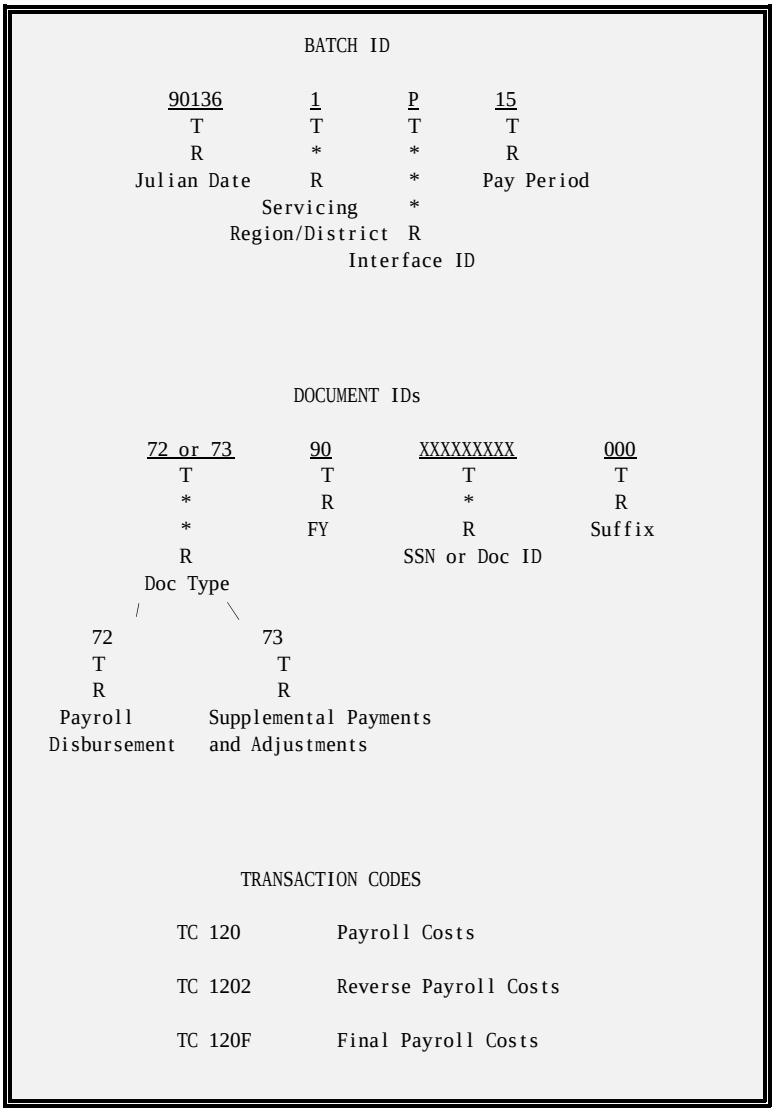


Figure 9B-8 CUPS Payment IDs

(2) Error Conditions - Errors generally apply to accounting classification or statistical data fields.

(3) Error Identification - Run a BCF-1 inquiry ***(PF2)*** for identification of batches with errors. Batches in status code **3** will be printed using the Batch Maintenance Menu ***(PF1)***. Use request code of **E** to print error records only for batches with errors.

(4) Correcting Errors - Error records may be corrected by correcting the condition that caused the error (i.e., update tables, change data field to correct data, etc.). You cannot change the amount field on generated batches.

c. After the actual payroll liability is paid, the estimated accrued payroll liability is reversed so the actual accrual may be recorded. A new estimate is then calculated based on the actual payroll costs for the remainder of the month. All accrual computations are based on the most recent actual payroll costs.

(1) Generated IDs - DAFIS will generate the batch IDs, document-IDs and TCs for the payment batches (See Fig 9B-9). Whatever was included at the time of accrual will also be included in the reversal batches. Therefore, corrections made to data fields on accrual batches will need to be made on the reversal batch.

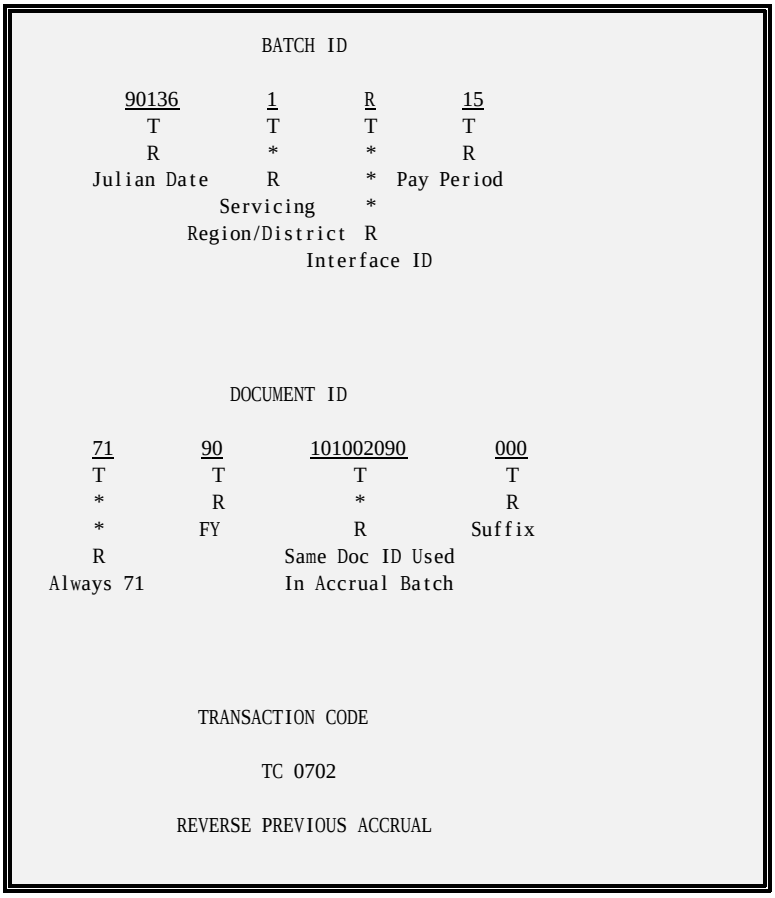


Figure 9B-9 CUPS Reversal IDs

(2) ErrorConditions - Errors generally apply to accounting classification or statistical data fields.

(3) Error Identification - Run a BCF-1 inquiry ***(PF2)*** for identification of batches with errors. Batches in status code **3** will be printed using the Batch Maintenance Menu ***(PF1)***. Request a print of the batch proof listing for each interface batch with errors. Use request code of **E** to print error records only.

(4) Correcting Errors - Error records may be corrected by correcting the condition that caused the error (i.e., update tables, change data field to correct data, etc.). You cannot change the amount field on generated batches.

1.4. GSA Supply Billing - Two tapes are received monthly for GSA Supply Billings. Upon receipt of the tapes a GSA SIBAC Supply Billing interface is run. This creates Format 03 E schedule batches to record the disbursement under one record. Format 03 J schedule batches are run to reverse out the E schedules and liquidate their applicable UDO Open Document File (ODF) records.

a. Generated IDs - One E schedule batch will be created for each GSA bill number with a TC 131 for positive amounts and/or TC 158 for negative amounts. The following batch IDs and document-IDs will be used for the E schedule (See Fig 9B-10).

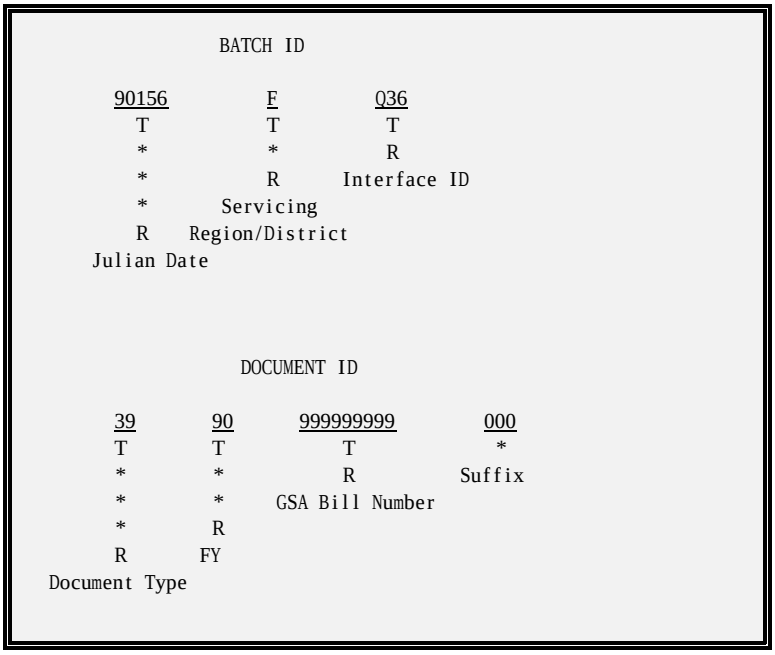


Figure 9B-10 GSA Supply Billing E Schedule

The J schedule batches are created with a reversal record using the same document-ID as the **E** schedule record. To reverse the payment transaction a TC 1312 or TC 1582 is generated. The detail records are then created which liquidate existing UDOs using TC 136 for partial shipments, TC 136F for final shipments and/or TC 1362 for negative transactions. Detail record document-IDs will be constructed to match the ARMS created document-IDs. An ODF search is made by document-ID to obtain the accounting classification for the Format 03 batch creation. The following batch ID will be used for the J schedule (See Fig 9B-11).

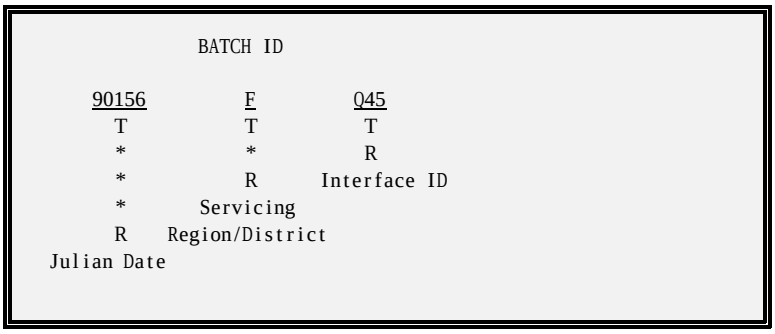


Figure 9B-11 GSA Supply Billing J Schedule

b. Error Identification - Run a BCF-1 inquiry ***(PF2)*** monthly for batches with errors (See Fig 9B-1). Interface batches in status code **3** should then be printed by calling up the Batch Maintenance Menu ***(PF1)***. Request a print of the batch proof listing for each interface batch in error status. Use request code of E (See Figures 9B-2 and 9B-3). The batch proof listing will print only those records that failed the Format 03 and MAIN edits.

c. Correcting Errors - Records cannot be added or deleted from the GSA supply billing interface only changed. Error records may be changed by furnishing the accounting classification for the rejected records and changing TC 136F to TC 128F for positive amounts or TC 1362 to TC 230 for negative amounts. The batch must be re-balanced and inquired for a correct status.

1.5. Electronic Invoicing - Rocky Mountain Bankcard (RMBC) - The Government Credit Card Electronic Invoicing (EI) System was initiated by a GSA Contract. EI is designed to transmit detail purchase transactions and administrative fees from the bankcard system to DAFIS. These are purchases made by employees using the government credit card.

One line of accounting is assigned to each credit card. Users with multiple accounting lines are issued a card for each.

Administrative fee is an amount assessed on each charge. The fee is a fixed percentage of the total charge and is determined by the contract. Administrative fees are applied to various accounting lines by cardholder or to one centralized line of accounting per region/district as determined by agency policy and/or local operating procedures.

During the overnight process, the transmitted data is retrieved, converted to Format 03, a batch generated and recorded in DAFIS.

Charges are accumulated daily in General Ledger (GL) Account 21AY - Accounts Payable - Electronic Invoicing.

As the transactions are converted to Format 03, DAFIS enters selected data in certain fields. The following list depicts data and Format 03 fields:

DATA	FORMAT 03 FIELD
Vendor Name	Document Reference
Standard Industry Code (SIC)	Stat Data 1
Purchase Date	Effective Date

After the batch is recorded in DAFIS, the information is available for inquiry.

NOTE: *Some inquiries available are ODF-5 (Document Reference Number) and ODF-EI (13 digit document ID). See Section 8A for information on these specific inquiries and for additional inquiries.*

a. The Electronic Invoicing/Administrative Fee system for RMBC is driven by Tables T12 and T13. Details of these tables are described in Section 4. The purchase transactions are edited against Table T12 which includes the cardholder's data, credit card number, and the line of accounting classification. The administrative fees are edited against Table T13 to charge one centralized line of accounting per region/district. If nothing is found on T13 the system defaults to Table T12 to charge each cardholder.

The following chart depicts the system generated transaction code, GL accounts, and document ID.

SYSTEM GENERATED BATCH EVENT	TRANSACTION CODE	SCHEDULE TYPE	GENERAL LEDGER		DOCUMENT ID				APPROPRIATION
			DEBIT	CREDIT	DOC TYPE	FY	DOC NUMBER	SUFFIX	
RECORD INDIVIDUAL	189	NONE	46AX	49AX	32	CURRENT	RMXXXXOCT	XXX	OPS
PURCHASES AGAINST			61AA	21AY				JULIAN	
ASSIGNED LINE OF			OR					DATE	
ACCOUNTING			46AX	49AX					F & E
			15GV	21AY					

AND

SYSTEM GENERATED BATCH EVENT	TRANSACTION CODE	SCHEDULE TYPE	GENERAL LEDGER		DOCUMENT ID				APPROPRIATION
			DEBIT	CREDIT	DOC TYPE	FY	DOC NUMBER	SUFFIX	
RECORD ADMINISTRATIVE	189	NONE	46AX	49AX	32	CURRENT	ADMRMXXXX	XXX	OPS
FEE AT			61AA	21AY				MONTH	
CARDHOLDER LEVEL			OR					ALPHA	
T-12			46AX	49AX					F & E
			15GV	21AY					

OR

SYSTEM GENERATED BATCH EVENT	TRANSACTION CODE	SCHEDULE TYPE	GENERAL LEDGER		DOCUMENT ID				APPROPRIATION
			DEBIT	CREDIT	DOC TYPE	FY	DOC NUMBER	SUFFIX	
RECORD ADMINISTRATIVE	189	NONE	46AX	49AX	32	CURRENT	ADMRMXXXX	XXX	OPS
FEE AT			61AA	21AY				MONTH	
CARDHOLDER LEVEL			OR					ALPHA	
T-12			46AX	49AX					F & E
			15GV	21AY					

Figure 9B-12 Electronic Invoicing - Generated Batch

The following is a breakdown of the document-ID and batch ID structure for this process:

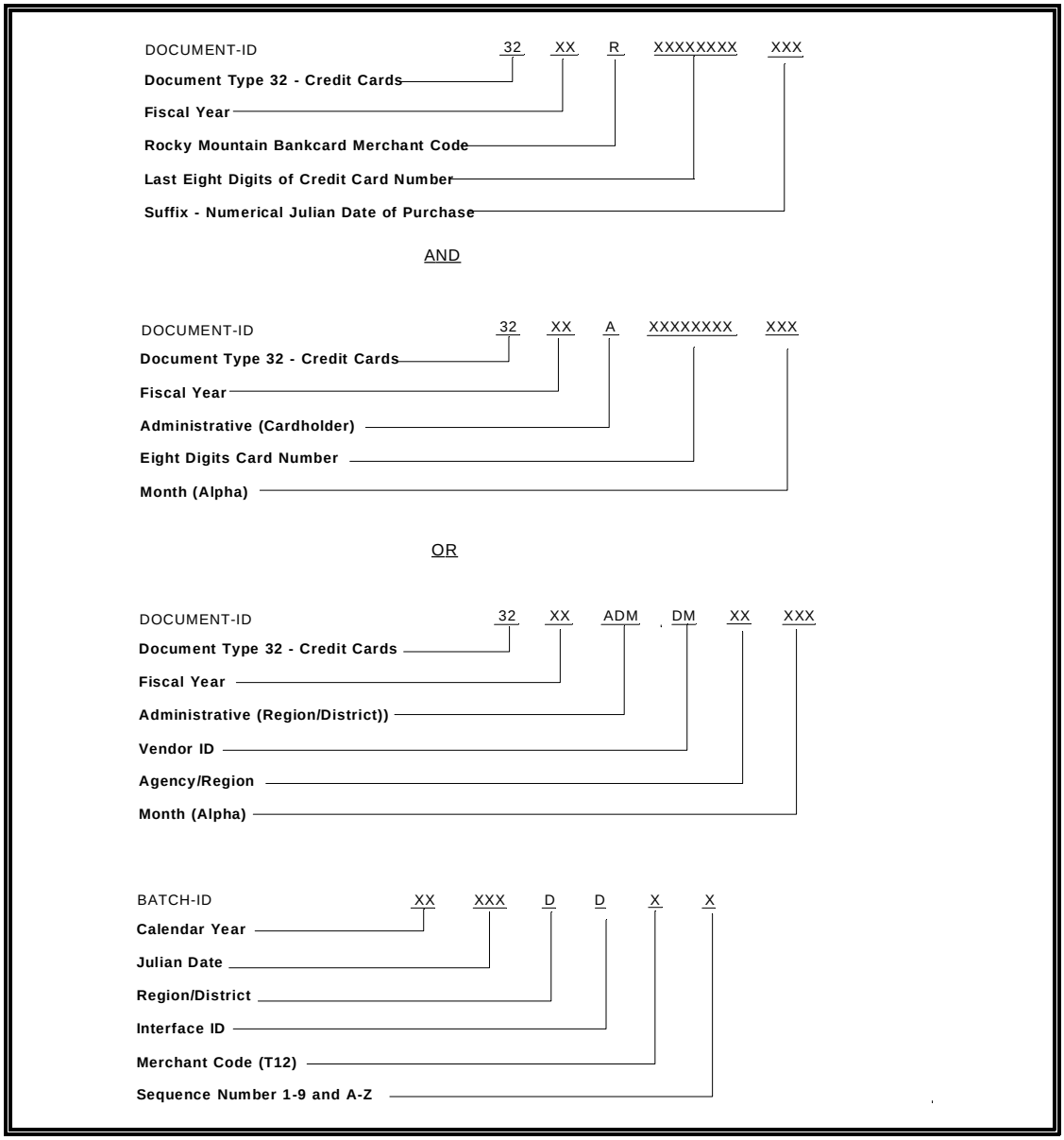


Figure 9B-13 Document-ID and Batch ID for Electronic Invoicing

b. After each daily transmission, DAFIS generates a G schedule batch to reverse the total amount by appropriation from GL Account 21AY - Accounts Payable - Electronic Invoicing and charge one line item to GL Account 24BC - Unapplied Deposit Account (Suspense), Appropriation V6X to await payment. This transaction updates the Document Suspense File.

NOTE: *Valid transactions roll together by appropriation and a reversal entry is generated. I5 error code transactions are listed individually with a blank appropriation code and a zero filled four digit appropriation in the document ID. All other transactions with errors are listed individually with the applicable error code. See paragraph 1.4f for error correction procedures.*

The following chart depicts the system generated transaction code, GL accounts, and document ID.

SYSTEM GENERATED BATCH EVENT	TRANSACTION CODE	SCHEDULE TYPE	GENERAL LEDGER		DOCUMENT ID				APPROPRIATION
			DEBIT	CREDIT	DOC TYPE	FY	DOC NUMBER	SUFFIX	
REVERSE ACCOUNTS PAYABLE - ELECTRONIC INVOICING-BY APPROPRIATION	241	G	21AY	10AX	32	CURRENT	RRMXXXXX	XXX	VARIOUS
RECORD IN SUSPENSE	221	G	10AX	24BC	32	CURRENT	RVRMXXXXX	SUS	V6X

Figure 9B-14 Generated Suspense Transactions - Electronic Invoicing

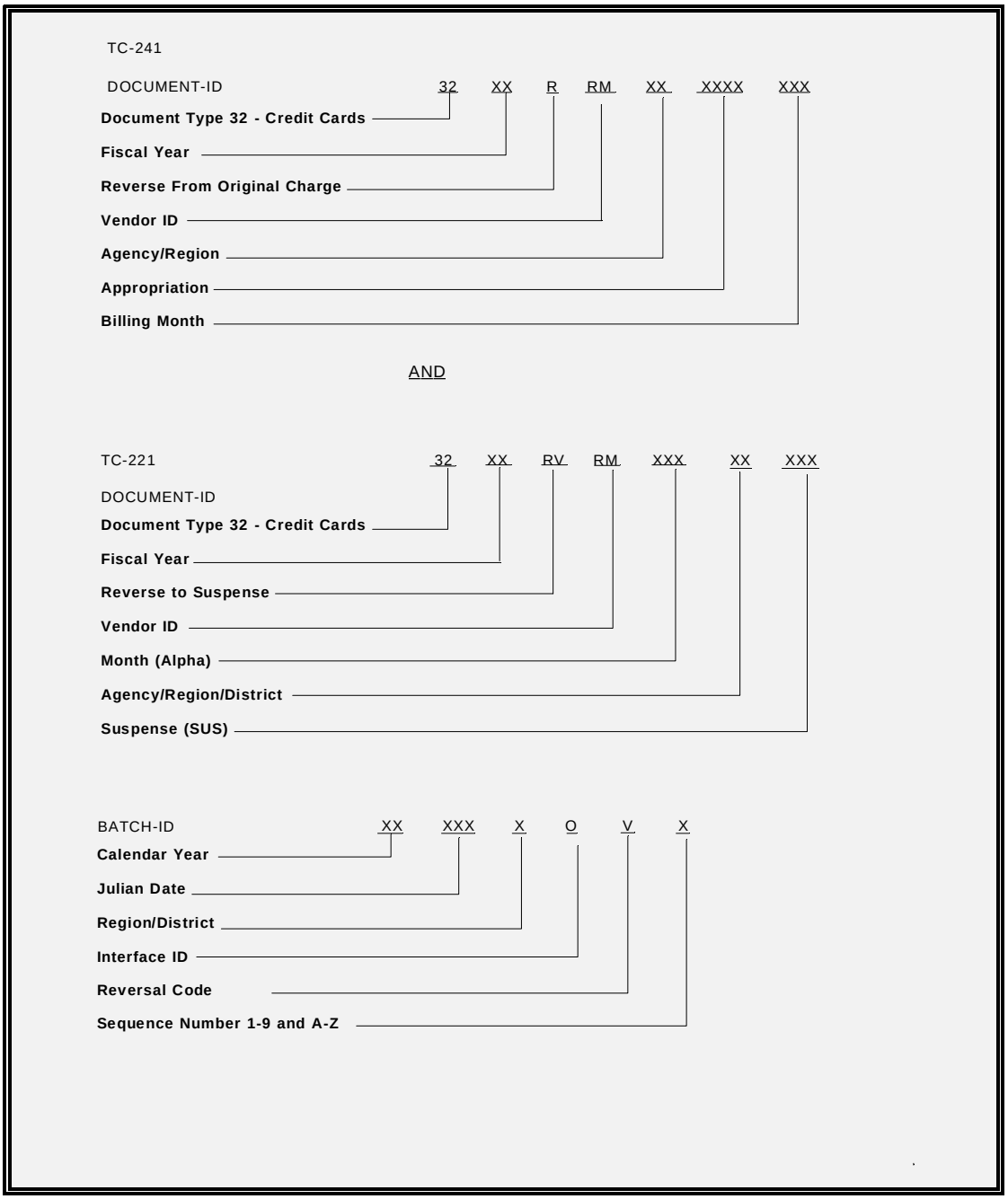


Figure 9B-15 Document-ID and Batch ID for Electronic Invoicing G-Schedule

c. The established cut-off date for processing transactions is the 19th. Upon receipt of the monthly statement/invoice, payment is initiated by the accounting office in the form of a Format 03 V Schedule payment batch. One line item is processed on this payment batch as illustrated by the following chart.

MANUAL BATCH EVENT	TRANSACTION CODE	SCHEDULE TYPE	GENERAL LEDGER		DOCUMENT ID				APPROPRIATION
			DEBIT	CREDIT	DOC TYPE	FY	DOC NUMBER	SUFFIX	
PAYMENT FROM STATEMENT/INVOICE OF MONTHLY CHARGES	126	V	24BC	21AD	32	CURRENT	RVRMXXXXX	SUS	V6X

Figure 9B-16 Manual Monthly Payments - Electronic Invoicing

The following is a breakdown of the document-ID structure for this manual process:

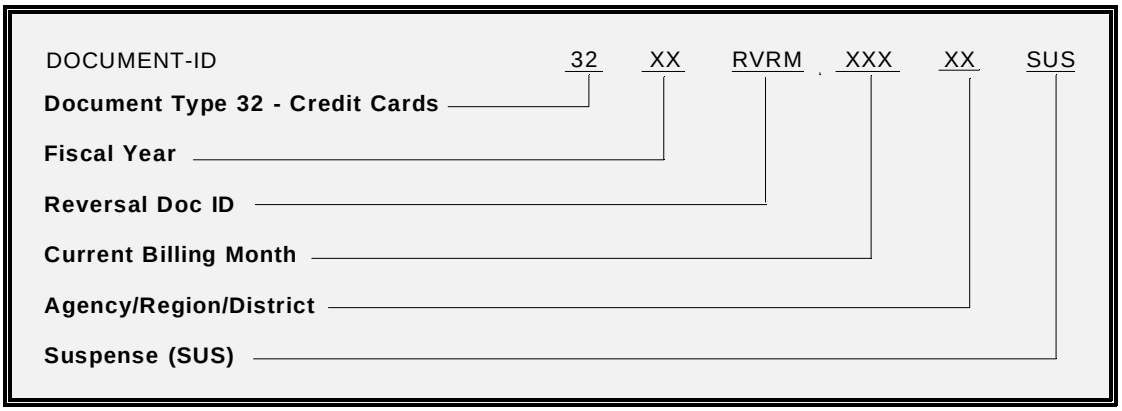


Figure 9B-17 Document-IDs for Manual Payments - Electronic Invoicing

d. Error Conditions - Generally there are five types of errors:

(1) Cardholder not identifiable by the first 8 digits of card number on T12 Table.

(2) Cardholder identifiable but not loaded on T12 Table. (Error Code I5)

(3) Agency/Region/Cardholder identifiable but not loaded on T12 or T13 Tables. (Error Code I6)

(4) Other batch errors. (Various error codes)

(5) Errors from the original generated Q batch are carried forward individually as a reversal transaction (TC241) on the generated G schedule reversal batch. The error code is the same as the original batch.

e. Error Identification - If the cardholder is not identifiable by the first 8 digits of the card number, the charge will default to Region U. The agency will not see these charges. DAFIS operations is responsible for contacting Rocky Mountain Bankcard to have these charges reversed.

The agency can identify error batches by running a BCF-1 inquiry. Batch errors are printed using the Batch Maintenance Menu (PF1) request Code **E** (print error records only). Determine which error condition exists.

f. Error Correction - Corrections are made according to the error condition.

(1) Condition 2 and 3 errors are corrected by:

(a) Update T12 or T13 Table.

(b) Access Batch Maintenance Menu (PF1) request Code **C**(change a record).

(c) Complete the information on the Batch Maintenance Menu including the document ID to be changed.

(d) Press ***Enter*** (the transaction is displayed on screen).

(e) Type the accounting classification from Table T12.

(f) Press ***Enter***.

(g) After all errors are corrected, re-balance the batch. The correct status code is **2**.

(2) Condition 4 errors are corrected by:

(a) Access Batch Maintenance Menu (PF1) request code **C** (change a record).

(b) Complete the information on the Batch Maintenance Menu including the document ID to be changed.

(c) Press ***Enter*** (the transaction is displayed on screen).

(d) Tab down to field(s) in error and type the change.

(e) Press ***Enter***.

(f) After all errors are corrected, re-balance the batch. The correct status code is **2**.

(3) Condition 5 errors with I5 error code are corrected by:

(a) Access Batch Maintenance Menu (PF1) request code (Change a record).

(b) Complete the information on the Batch Maintenance Menu including the document ID to be changed.

(c) Press ***Enter*** (if there are multiple transactions with the same document ID, the screen displays a request for the transaction amount and the tran-seq-num).

(d) Type the amount and tran-seq-num (if applicable).

(e) Press ***Enter*** (the transaction is displayed on screen).

(f) Type the appropriation in the appropriation code field and also in the last four positions of the document ID.

(g) Press ***Enter***.

(h) After all errors are corrected, re-balance the batch. The correct status code is **5**.

(4) Condition 5 errors with all other error codes are corrected by:

(a) Access Batch Maintenance Menu (PF1) request code C (Change a record).

(b) Complete the information on the Batch Maintenance Menu including the document ID to be changed.

(c) Press ***Enter*** (if there are multiple transactions with the same document ID, the screen displays a request for the transaction amount and the tran-seq-num).

(d) Type the amount and tran-seq-num (if applicable).

(e) Press ***Enter*** (the transaction is displayed on screen).

(f) Tab down to field(s) in error and type the change.

(g) Press ***Enter***.

(h) After all errors are corrected, re-balance the batch. The correct status code is **5**.

g. Modification - The accounting classification on the T12 and T13 Tables can be changed.

NOTE: *All previous data will remain unchanged. A G schedule is required if changes or corrections are needed. (See Section 5, paragraph 4.4 for G schedule procedures.)*

SECTION 9C. DAFIS OPERATIONS AND TRAINING (DOT) TRANSACTIONS, ETC.

This section explains the procedures for Simplified Intragovernment Billing and Collections (SIBAC), On-line Payment and Collection (OPAC)/Voucher and Schedule of /withdrawals and Credits (SF1081), Schedule of Canceled or Undelivered Checks (SF1098), Voucher and Schedule of Payments (SF1166), Correction of Reconciling Items of the Statement of Transactions (SF224), DAFIS Updating and Cash Reconciliation. These transactions are ones which are done in part by DAFIS Operations and Training (DOT) personnel located at the Mike Monroney Aeronautical Center in Oklahoma City, Oklahoma. For each type of transaction the DOT and User operations are explained.

THIS PAGE INTENTIONALLY BLANK

Chapter 1 - SIBAC

1.1. Introduction - The Simplified Intragovernmental Billing and Collections (SIBAC), is a system that allows agencies to simultaneously bill and receive payment by going through the Treasury Department. DAFIS Operations and Training (DOT) receives the billing for all agencies on DAFIS.

1.2. DOT Entries - DOT accomplishes the following steps:

a. Step 1 - Receive Paid Billing Statement for SIBAC Transactions (TFS-7306), ensure that the cited ALC is a DAFIS ALC and charges are accurate (See Fig 9C-1).

TREASURY TFS FORM 7306
OCTOBER 1975
6 TREASURY FRM 5000

PAID BILLING STATEMENT FOR SIBAC TRANSACTIONS

CUSTOMER AGENCY (OFFICE BILLED) 8-DIGIT ALC
BILL NO.

FAA MIKE MONRONEY AERONAUTICAL CTR 69-00-1104
00360164
DAFIS OPEN MGR
PO BOX 25082 PAYMENT DATE

FEB 05, 1990

THE TOTAL AMOUNT SHOWN BELOW HAS BEEN CHARGED TO YOUR AGENCY LOCATION CODE ON THE DATE OF PAYMENT INDICATED ABOVE.

REF. NO.	SERVICES	AMOUNT
SEE ATTACHED REGISTER	REIMBURSABLE WORK AUTHORIZATION	107,860.66

* * * BILLING OFFICE INFORMATION ONLY * * *

SIBAC AGENCY (BILLING OFFICE) 8-DIGIT ALC

GENERAL SERVICES ADMINISTRATION 47-00-0017
OAD, FINANCE DIVISION

Figure 9C-1 TFS-7306

b. Step 2 - Identify which DAFIS' agency/region/district each charge belongs to using several sources from the supporting documents (i.e., BOAC number, "bill to" address, etc. See Figures 9C-2 and 9C-3).

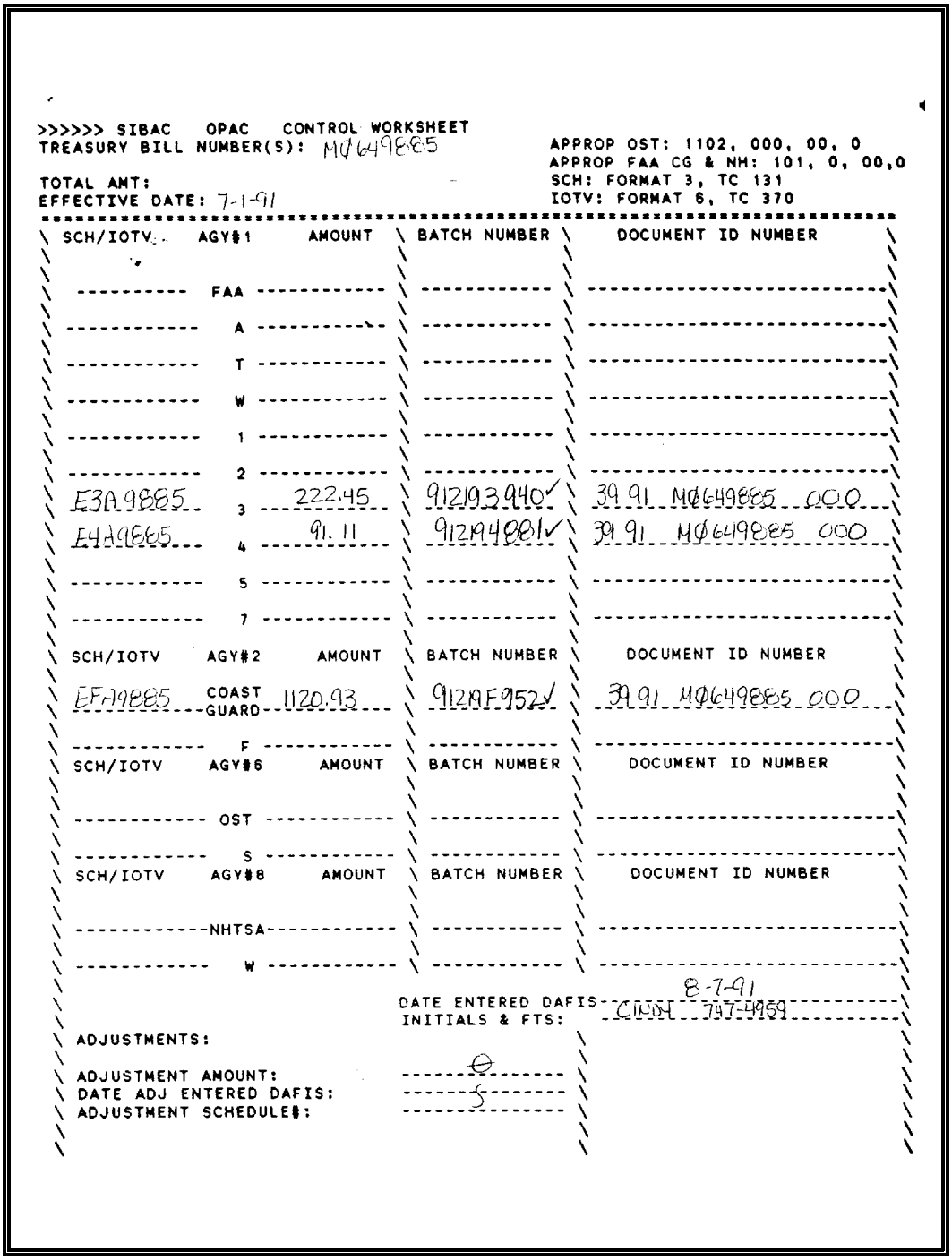
c. Step 3 - Sort and subtotal charges for each agency/region/district ensuring totals equal billing statement.

```
GSA-OFA                GENERAL SERVICES ADMINISTRATION - PUBLIC BUILDINGS SERVICE          PAGE     88
COMPUTER FORMAT *FP-298      FEDERAL BUILDINGS FUND DETAIL BILLING REGISTER
                                  REIMBURSABLE WORK AUTHORIZATIONS

OFFICE BILLED: 69001104

 FAA MIKE MONRONEY AERONAUTICAL CTR                                          STATEMENT NO.  8900360164
 DAFIS OPER MGR                                                              DATE BILLED        020590
 AMZ-200 PO BOX 25082                                                        AGENCY


S-I-M-P-L-I-F-I-E-D B-I-L-L-I-N-G L-I-S-T-I-N-G -- DO NOT PROCESS PAYMENT DOCUMENT TO TREASURY DEPARTMENT

    BOAC         AGENCY       FUND    AGENCY      PROJECT      GSA      WORK       BUILDING        AMOUNT
REG CUSTOMER   IDENTIFICATION CODE  ACCTG DATA     NUMBER   ORG CODE   AUTHOR      NUMBER

3 / 692003     DTFA0790F00001      0001182842378            P0333222   8787876     PA0064ZZ        500.00

                                                                 TOTAL FUND CODE                    500.00

                                                                 TOTAL BOAC 693015                  500.00
```

Figure 9C-2 SIBAC Support Document

```
FUND 265X                          GENERAL SERVICES ADMINISTRATION                        STMT NO. I0007044
REGION 07                         REPORT OF ADP SERVICES PERFORMED                         SIBAC PAGE NO. 3
FR56VA.07                              PAID BILLING STATEMENT                              RUN DATE 9/17/89
                                     AS OF SEPTEMBER 23, 1989                              RUN PAGE NO. 557

BILL TO: 69001104                  ************************************          AGENCY BUREAU: 6905
DAFIS OPER MGR                     *                                  *          CERTIFYING OFFICE: 692150
AMZ-200 PO BOX 25082               *       DO NOT PAY THESE CHARGES   *          DOT FEDERAL AVIATION ADMIN
OKLAHOMA CITY, OK 73125            *   THEY HAVE BEEN PAID BY THE GSA *          TECHNICAL CENTER
                                   *           SIBAC SYSTEM           *          ACCOUNTING BRANCH ACT 832
                                   ************************************          ATLANTIC CITY, NJ 08405

TLCFEDSIM
PURCHASE ORDER/ACCT CLS   DTFA03-84-A-40017 182-340-200/T17058  DTFA03-84-A-40017/////////////////
ACT NUMBER                84020DOT
PROJECT NUMBER            84020DOTT000000
START DATE                05/01/84
EXPIRATION DATE             /  /                 BILLING
 AGENCY CONTACT:          703-557-4560         DESCRIPTION          SERVICE MONTH/YEAR        BILL AMOUNT

                                          ANALYST HOURS                    06 89                1,040.00

FUNDING AUTHORITY          245,000.00

BILLED-TO-DATE              27,064.81
                                                                    TOTAL TASK ORDER             1,040.00
REMAINING BALANCE          217,935.19
```

Figure 9C-3 SIBAC Support Document



>>>>>> SIBAC OPAC CONTROL WORKSHEET
TREASURY BILL NUMBER(S): M0649885

APPROP OST: 1102, 000, 00, 0
APPROP FAA CG & NH: 101, 0, 00,0
SCH: FORMAT 3, TC 131
IOTV: FORMAT 6, TC 370

TOTAL AMT:
EFFECTIVE DATE: 7-1-91

SCH/IOTV	AGY#1	AMOUNT	BATCH NUMBER	DOCUMENT ID NUMBER
	FAA			
	A			
	T			
	W			
	1			
	2			
E3A9885	3	222.45	91219394 0✓	39 91 M0649885 000
E4A9885	4	91.11	91219400 1✓	39 91 M0649885 000
	5			
	7			

SCH/IOTV	AGY#2	AMOUNT	BATCH NUMBER	DOCUMENT ID NUMBER
EFA9885	COAST GUARD	1120.93	9121AF952✓	39 91 M0649885 000
	F			

SCH/IOTV	AGY#6	AMOUNT	BATCH NUMBER	DOCUMENT ID NUMBER
	OST			
	S			

SCH/IOTV	AGY#8	AMOUNT	BATCH NUMBER	DOCUMENT ID NUMBER
	NHTSA			
	W			

DATE ENTERED DAFIS: 8-7-91
INITIALS & FTS: CLDH 747-4959

ADJUSTMENTS:

ADJUSTMENT AMOUNT: 0
DATE ADJ ENTERED DAFIS: 5
ADJUSTMENT SCHEDULE#:

Figure 9C-4 SIBAC Control Sheet

d. Step 4 - Enter an E schedule, Format 03, TC 131 (charges) or TC 158 (credits) and document ID 39 FY Bill # Suffix. If the agency is FAA use region U. All other agencies use the correct region/district for the agency. (See Figure 9-C4).

e. Step 5 - Prepare and enter an IOTV, Format 06 for each agency/region/district using TC 370 for positive amounts (charges), or TC 371 for negative amounts (credits). Assign an IOTV number as follows:

U	**O**	**940**	**I**
Transfer Region	Last Digit FY	Series	Transfer to Region

***NOTE**: This step is for FAA use only.*

f. Step 6 - Copy the TFS-7306 and supporting documentation and mail to each agency/region/district. ***NOTE:** It may be 2 to 3 weeks before documentation is received.*

1.3. DAFIS Agency/Region/District Regular SIBAC Entries - The receiving agency/region/district will reverse the entry and record the charges as required using a G or J schedule. The receiving agency/region/district will accomplish the following steps:

a. Step 1- Verify changes using supporting documents forwarded by DOT. If there is a n error in the distribution call them at (FTS 405-954-3287) and they will make corrections.

b. Step 2 - Assign a G or J schedule number.

c. Step 3 - Enter a G or J schedule, Format 03 using a TC 1312 or TC 158 with document-ID 39 FY Bill # Suffix (located on SIBAC Worksheet) for the amount charged. Record charges using TC 136 (previously UDO), TC 146 (previously accrued), or TC 128 (not previously recorded). If credits are received use TC 1311 or TC 1582 with document-ID 39 FY Bill # Suffix (Iocated on SIBAC Worksheet) to reverse the DOT entry and TC 230 to record the credit.

d. Step 4 - Balance the batch. The correct status code is 5.

e. Step 5 - File according to established office procedures.

1.4. DAFIS Agency/Region/District Recurring Charge SIBAC Entri es - The receiving agency/region/district will reverse the DOT entry and record the charges as required using a G schedule. The receiving/agency/region/district will accomplish the following steps:

a. Step 1 - Verify charges using supporting documents forwarded by DOT. If there is an error in the distribution, call them and they will make corrections.

b. Step 2 - Assign a G schedule number.

c. Step 3 - Enter the G schedule, Format 12 using a TC 1572 to reverse the DOT entry with document-ID 39 FY Bill # Suffix and record charges with TC 147 (previously accrued) or TC 149 (not previously accrued). If credits are received use format 03 TC 1311 or TC 1582 with document-ID 39 FY Bill # Suffix to reverse the DOT entry and use TC 230 to record the credit.

1.5. DAFIS Agency/Region/District Entries - When credits and charges are included in the net amount of a SIBAC, process a G schedule under two batches.

EXAMPLE: *DOT ENTRY*

CHARGES	$3,000.00	
CREDITS	100.00	
NET	$2,900.00	TC 131

RECEIVING ORGANIZATION

BATCH #1	
TC 1311	$100.00
TC 230	100.00

BATCH #2	
TC 1312	$3,000.00
TC 128	3,000.00

The same holds true when a SIBAC is mixed with recurring charge and regular charges. Process two batches.

EXAMPLE: *DOT ENTRY*

REGULAR	$100.00
RECURRING CHARGE	200.00
NET	$300.00 TC 131

RECEIVING ORGANIZATION

BATCH #1	
TC 1312 or TC 158	$100.00
TC 136, 146, or 128	100.00

BATCH #2	
TC 1572	$200.00
TC 147 or 149	200.00

THIS PAGE INTENTIONALLY BLANK

Chapter 2 - SF1081/OPAC

2.1. Introduction - Transfers of funds between agencies who use Treasury as their disbursing office, are accomplished with Voucher and Schedule of Withdrawals and Credits (SF1081). The SF1081s are processed by Treasury either through the On-Line Payment and Collection (OPAC) System or manually. The OPAC System was developed in an effort to eliminate the paper work and automate the processes associated with the SF1081. Not all agencies are on OPAC and they must be handled differently. DAFIS Operations and Training (DOT) processes the OPAC transactions for all agencies on DAFIS. The SF1081 procedures for both OPAC and NON-OPAC transactions will follow.

2.2. DOT Entries - DOT will accomplish the following steps for SF1081s billed to a DAFIS ALC on the OPAC System:

a. Step 1 - With dial-up access to the OPAC system DOT will print each bill once a week and once after the 25th of each month.

b. Step 2 - Identify which DAFIS agency/region/district each bill should be charged to. This identification is made thru the description following the charge or by backup received from the billing agency (See Fig 9C-5). Since one of the purposes of OPAC is to eliminate the paperwork between agencies, copies of SF1081s will not be sent from one agency to another. If additional information is needed, the telephone number of a contact person will be provided on the OPAC bill.

BILLS CHARGED TO YOUR ALC:

Page 9

Billing Agency	Billing ALC	D.O. Symbol	Agency Contact
GENERAL SERVICES ADMIN. REGION	47-00-0016	x0109	(FTS) 926-5242

Acctg. Date	Accom. Date	D.O. Symbol	Document Ref. No.	Dollar Amount
01/31/90	01/30/90	X0109	10923764	900.00

Description:
DO NOT PAY THESE CHARGES. THEY HAVE BEEN PAID BY THE GSA OPAC SYSTEM. TOPOGRAPHIC/GEOLOGIC MAPS, ORDER-NUMBER = C8809270148, REFERENCE NUMBER = 88P38878 CONTACT = ACCOUNTING (FTS) 776-7477.

Figure 9C-5 OPAC Billing

c. Step 3 - A worksheet is made for each agency/region/district billed. DOT ensures total of worksheet equals total billed (See Fig 9C-6).

d. Step 4 - Enter an N schedule, Format 03, TC 192 for disbursements (payments) and/or a B schedule, Format 03, TC 177 for collections (credits) for each DAFIS agency/region/district.

e. Step 5 - Copy the worksheet and all backup and mail to each DAFIS agency/region/district involved.

>>>>>> SIBAC OPAC CONTROL WORKSHEET
TREASURY BILL NUMBER(S): M0649885

APPROP OST: 1102, 000, 00, 0
APPROP FAA CG & NH: 101, 0, 00,0
SCH: FORMAT 3, TC 131
IOTV: FORMAT 6, TC 370

TOTAL AMT:
EFFECTIVE DATE: 7-1-91

SCH/IOTV	AGY#1	AMOUNT	BATCH NUMBER	DOCUMENT ID NUMBER
	FAA			
	A			
	T			
	W			
	1			
	2			
E3A9885	3	222.45	91219390✓	3991 M0649885 000
E4A9885	4	91.11	91219401✓	3991 M0649885 000
	5			
	7			

SCH/IOTV	AGY#2	AMOUNT	BATCH NUMBER	DOCUMENT ID NUMBER
EF-A9885	COAST GUARD	1120.93	9129F952✓	3991 M0649885 000
	F			

SCH/IOTV	AGY#6	AMOUNT	BATCH NUMBER	DOCUMENT ID NUMBER
	OST			
	S			

SCH/IOTV	AGY#8	AMOUNT	BATCH NUMBER	DOCUMENT ID NUMBER
	NHTSA			
	W			

DATE ENTERED DAFIS: 8-7-91
INITIALS & FTS: CLSH 747-4959

ADJUSTMENTS:

ADJUSTMENT AMOUNT: 0
DATE ADJ ENTERED DAFIS:
ADJUSTMENT SCHEDULE#:

Figure 9C-6 OPAC Worksheet

2.3. DAFIS Agency/Region/District OPAC Entries - The receiving DAFIS agency/region/district of SF1081s billed on OPAC will reverse the DOT entry and record the charges as required using a G or J schedule. The receiving office will accomplish the following steps:

a. Step 1 - Verify charges using supporting documents forwarded by DOT. If an erroneous charge is found contact them and they will make corrections.

b. Step 2 - Assign a G or J schedule number.

c. Step 3 - Enter a G or J schedule, Format 03 using TC 1922 (charges) or TC 1772 (credits) with document-ID on OPAC worksheet to reverse DOT entry. Record charges using TC 136 (previously UDO), TC 128 (not previously recorded). Record credits using TC 230. When charges and credits are combined in the net total on the OPAC worksheet and entered with TC 192 by the Control Group, TC 177 is used to reverse a credit charge from the net total if necessary.

d. Step 4 - Balance the batch. The correct status code is "5".

e. Step 5 - File according to established office procedures.

2.4. DAFIS Agency/Region/District Non-OPAC Entries - Payment of SF1081 if other agency is not on OPAC requires no special handling by DOT. Agency/region/districts will receive the SF1081 direct from the billing agency.

a. The agency paying the SF1081 (or processing a credit SF1081) will accomplish the following steps:

(1) Step 1 - Receive SF1081 and verify charges.

(2) Step 2 - Record SF1081 using K schedule, Format 03 and TC 195 (previously UDO), TC 196 (previously AEU), or TC 128 (not previously recorded). Enter the other agency's approp code from the R07 Table in the document reference field. (Other agency approp-code must be fund type W on R07 table).

(3) Step 3 - Balance the batch. The correct status code is 5.

(4) Step 4 - Complete SF1081 with appropriate information and forward a "PAID" copy to the billing agency. File according to established office procedures.

b. The agency receiving payment of SF1081 (or receiving a credit SF1081) will accomplish the following steps:

(1) Step 1 - Receive notification of credits.

(2) Step 2 - Record credits like collections except use an O schedule in lieu of an M schedule. (Refer to Collections in Section 9J, Chapter 12.)

(3) Step 3 - Balance the batch. The correct status code is "5".

(4) Step 4 - File according to established office procedures.

2.5. DOT Receivables on OPAC Entries - DOT will accomplish the following steps for Accounts Receivable Collections on SF1081 when the other agency is on OPAC:

a. Step 1 - Receive SF1081 generated by Accounts Receivable from the ADP computer room with the daily run and after the monthly billing process run (See Fig 9C-7).

b. Step 2 - Collect each bill through the OPAC system and write the document reference number assigned by Treasury on each.

c. Step 3 - Write the billed agency ALC on each SF1081.

d. Step 4 - Inquire Accounts Receivable using the bill number to obtain the bill agreement number and annotate this number on each bill.

e. Step 5 - Ensure the amount on the generated SF1081 is the same as in Accounts Receivable.

f. Step 6 - Determine to which agency/region/district the printed bills belong.

SF 1081-EDP

VOUCHER AND SCHEDULE
OF WITHDRAWALS AND CREDITS

TRANSACTION DATE
09/09/87

CUSTOMER AGENCY VOUCHER NO.:	BILLING AGENCY VOUCHER NO.: 71UAB0
AGENCY LOCATION CODE (ALC):	AGENCY LOCATION CODE (ALC): 69-00-1104
DEPARTMENT: DOT, OST, WASHINGTON BUREAU: OFFICE OF THE SECRETARY ADDRESS: ROOM 2227 400 S. 7TH ST., SW WASHINGTON, DC 20590	DEPARTMENT: DEPT OF TRANSPORTATION BUREAU: FEDERAL AVIATION ADM. ADDRESS: AAC-20 P.O. BOX 25082 OKLAHOMA CITY, OK 73125

SUMMARY		SUMMARY	
APPROPRIATION OR FUND SYMBOL	AMOUNT	APPROPRIATION OR FUND SYMBOL	AMOUNT
		6971301	449.33

OPAC SYSTEM
SF 1081

THIS AMOUNT SHOULD BE CLASSIFIED IN
SECTION I AND II OF YOUR SF-224 AS
A DISBURSEMENT FOR MONTH OF SEP 1987.

TOTAL TOTAL

TRAVEL EXPENSES FOR JANE DOE

BILLING AGENCY CONTACT: KEN POINT 405-555-2222
PREPARED BY:_____
APPROVED BY:_____
TELEPHONE NO. _____

CERTIFICATION OF CUSTOMER OFFICE

I CERTIFY THAT THE ITEMS LISTED HEREIN ARE CORRECT AND PROPER FOR PAYMENT FROM AND TO THE APPROPRIATION(S) DESIGNATED.

_____ _____
DATE (AUTHORIZED ADMINISTRATIVE OR CERTIFYING OFFICER)

Figure 9C-7 SF-1081

g. Step 7 - Enter a batch for each agency/region/district using Format 14, and a B schedule. Accounting Offices receive a copy of SF1081 with a notation on it identifying it as an "OPAC SF1081" and a copy of the B schedule (batch proof listing) from their usual ADP source.

h. Step 8 - Balance the batch and file according to established office procedures.

2.6. DAFIS Agency/Region/District Receivables Non-OPAC Entries - Collection of SF1081 when other agency is not on OPAC requires no special handling by DOT. Accounting offices will receive the SF1081 directly and will accomplish the following:

a. Step 1 - Record the SF1081 using Format 03, O schedule and TC 230.

b. Step 2 - Balance the batch. The correct status code is 5.

c. Step 3 - File according to established office procedures.

2.7. DOT Entries - Checks not received and presumed lost are reported to Treasury with an SF1184. If the check has not cleared, Treasury will issue a SF1081 and credit DAFIS' ALC immediately. This SF1081 is mailed directly to DOT from Treasury and is known as a "Manual" SF1081 (See Fig 9C-8). DOT will accomplish the following steps:

a. Step 1 - Determine whether an O schedule (credits) or a Q schedule (charges) should be used.

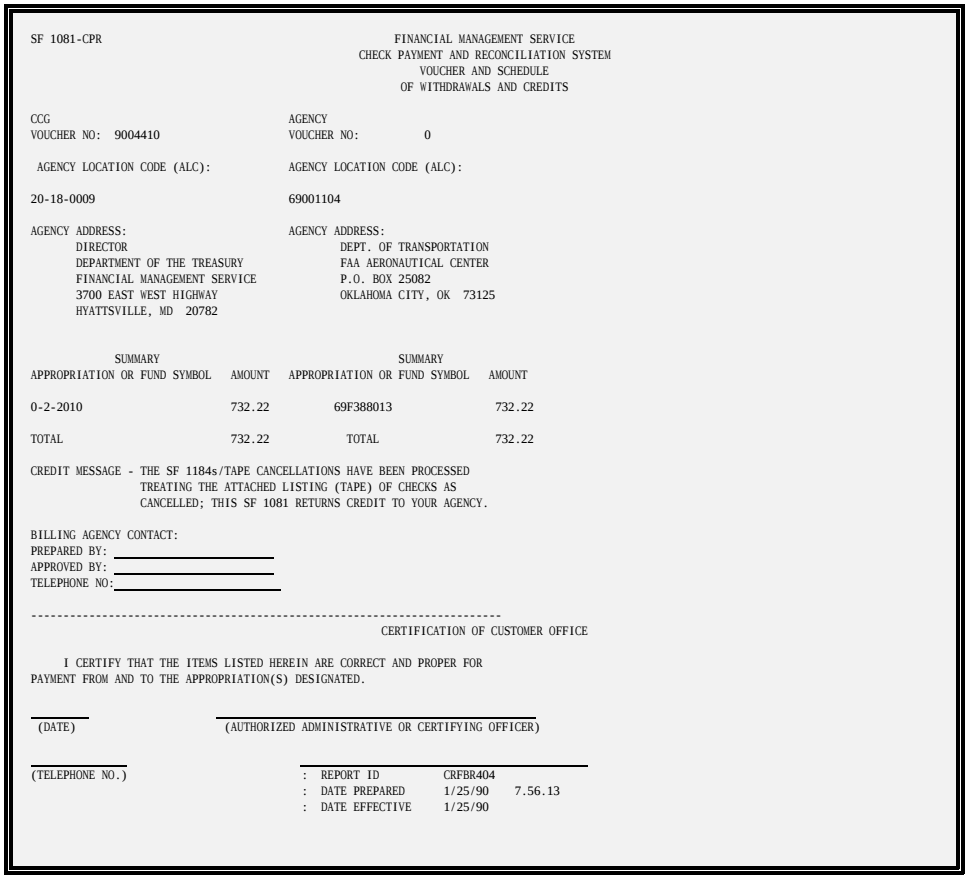
b. Step 2 - Post in log book - Treasury's schedule number.

c. Step 3 - Determine each DAFIS agency/region/district involved and their money amounts.

d. Step 4 - Post in log book by agency/region/district and assign individual schedule numbers to each.

e. Step 5 - Enter each record into DAFIS on Format 03, O schedule, TC 239 with V6T appropriation for credits, or Q schedule, TC 165 with V6T appropriation for charges. DOT will use a document number of 62 FY Document # Suffix to enter each record. The document-ID and the transaction code used will be marked on the SF1081.

f. Step 6 - Copy and mail to each agency/region/district involved with a copy maintained in file.



SF 1081-CPR

FINANCIAL MANAGEMENT SERVICE
CHECK PAYMENT AND RECONCILIATION SYSTEM
VOUCHER AND SCHEDULE
OF WITHDRAWALS AND CREDITS

CCG
VOUCHER NO: 9004410

AGENCY LOCATION CODE (ALC):

20-18-0009

AGENCY ADDRESS:
DIRECTOR
DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
3700 EAST WEST HIGHWAY
HYATTSVILLE, MD 20782

AGENCY
VOUCHER NO: 0

AGENCY LOCATION CODE (ALC):

69001104

AGENCY ADDRESS:
DEPT. OF TRANSPORTATION
FAA AERONAUTICAL CENTER
P.O. BOX 25082
OKLAHOMA CITY, OK 73125

SUMMARY		SUMMARY	
APPROPRIATION OR FUND SYMBOL	AMOUNT	APPROPRIATION OR FUND SYMBOL	AMOUNT
0-2-2010	732.22	69F388013	732.22
TOTAL	732.22	TOTAL	732.22

CREDIT MESSAGE - THE SF 1184s/TAPE CANCELLATIONS HAVE BEEN PROCESSED
TREATING THE ATTACHED LISTING (TAPE) OF CHECKS AS
CANCELLED; THIS SF 1081 RETURNS CREDIT TO YOUR AGENCY.

BILLING AGENCY CONTACT:
PREPARED BY: _____
APPROVED BY: _____
TELEPHONE NO: _____

CERTIFICATION OF CUSTOMER OFFICE

I CERTIFY THAT THE ITEMS LISTED HEREIN ARE CORRECT AND PROPER FOR PAYMENT FROM AND TO THE APPROPRIATION(S) DESIGNATED.

_____ (DATE)

_____ (AUTHORIZED ADMINISTRATIVE OR CERTIFYING OFFICER)

_____ (TELEPHONE NO.)

: REPORT ID CRFBR404
: DATE PREPARED 1/25/90 7.56.13
: DATE EFFECTIVE 1/25/90

Figure 9C-8 "Manual" SF-1081

2.8. DAFIS Agency/Region/District Entries - The receiving DAFIS agency/region/district will accomplish the following steps:

a. Step 1 - For credits, reverse the DOT entry by reissuing a check using Format 03, TC 126 with document-ID identified on the SF1081 and a V, T, or W schedule. For credits where a check is not to be reissued reverse the DOT entry using Format 03, G schedule, TC 165 with document-ID identified on the SF1081 and TC 230 to the document-ID to be credited. For charges, reverse the DOT entry using Format 03, G schedule, TC 239 with document-ID identified on the SF1081 and TC 128 to charge correct appropriation (use V6T appropriation on reversing entries).

b. Step 2 - File according to established office procedures. (Note: When reissuing checks it is advised to cross reference with original payment batch).

Chapter 3 - SF1098 Schedule of Cancelled or Undelivered Checks

3.1. Introduction - Schedule of Cancelled or Undelivered Checks (SF1098) is used to credit the agency ALC for checks returned to or cancelled by Treasury (See Fig 9C-9 and 9C-10). This list contains payment information which includes; vendor/SSN#, V-schedule (date payment released to Treasury), reason for cancellation (RC), Treasury symbol, and check number, date, and amount. The RC indicates why the check was cancelled by using one of the following codes; 02-Bad Address, 08-Hold Request, 11-Letter-Bank, or 10-Other.

3.2. DAFIS Operations and Training (DOT) Entries - Upon receipt of the SF1098 from Treasury DOT accomplishes the following steps:

a. Step 1 - Determine the DAFIS agency/region/district each credit belongs to and make copies for each.

b. Step 2 - Split the SF1098 between payroll items and other than payroll items.

c. Step 3 - Record that portion of the SF1098 belonging to payroll items on Format 03, X schedule, V6H appropriation, and TC 238 on ALC 69001103 for each agency/region/district.

d. Step 4 - Record that portion of the SF1098 belonging to other than payroll items on Format 03, L schedule, V6H appropriation, and TC 238 on the ALC for the agency/region/district.

STANDARD FORM 1098 EDP — SCHEDULE OF CANCELED OR UNDELIVERED CHECKS

DEPARTMENT OF THE TREASURY
1 TFRM 4-7000 — CANCELED X — UNDELIVERED
1098-110

DEPARTMENT OR ESTABLISHMENT

SCHEDULE NO. ----------310-0-014
SHEET NUMBER----------1
DO SYMBOL NO.----------310
ACCOUNTING PERIOD------01/90
AGENCY LOCATION CODE---69001103

DOT FAA
OK CITY OK

DATE OF ISSUE	CHECK NUMBER	PAYEE	VOUCHER NUMBER APPLICABLE	AMOUNT	SYMBOL OF APPROPRIATION OR FUND TO BE CREDITED
CREDIT CATEGORIES	ITEM TOTAL				
	21			8,079.02	
GRAND TOTAL	21			8,079.02	

THE ATTACHED LISTING AND FORMS 1664 ARE PROVIDED TO FACILITATE THE IDENTIFICATION OF THE PAYMENTS BY YOUR AGENCY AND SHOULD NOT BE DISCARDED. THEY ARE IMPORTANT TO YOU FOR RESEARCH PURPOSES.

THE AMOUNT OF THESE CHECKS WAS DEPOSITED FOR CREDIT IN THE ACCOUNT OF THE U.S. TREASURY

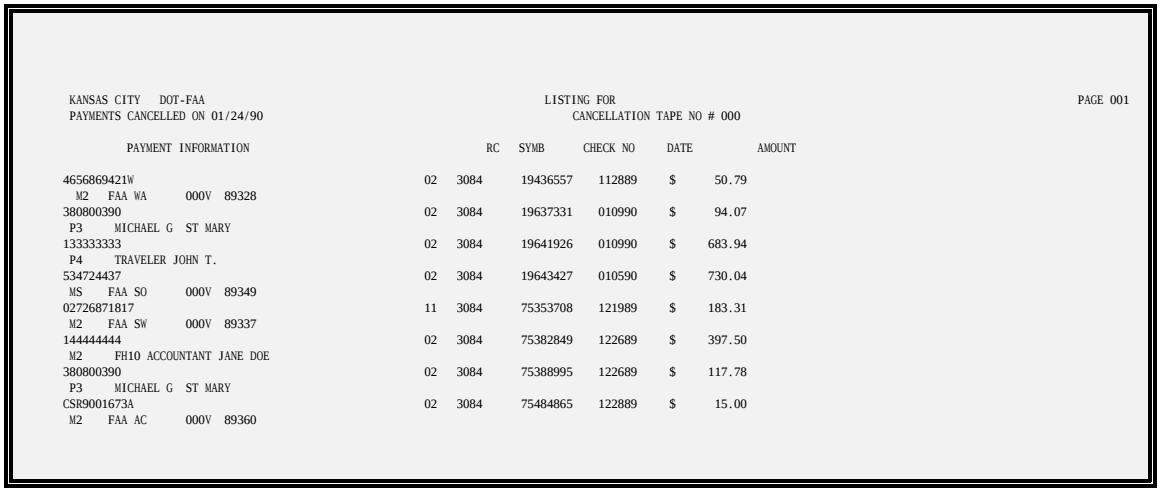
NAME AND MAILING ADDRESS OF REGIONAL FINANCIAL CENTER ACCOUNTABLE OFFICER

KANSAS CITY FINANCIAL CENTER
P.O. BOX 3329
KANSAS CITY, KANSAS 66103

SIGNATURE FOR RFC ACCOUNTING OFFICIAL

TITLE MANAGER
CLAIMS BRANCH
DATE OF CERTIFICATION 01/24/90
DATE FORWARDED 01/24/90

Figure 9C-9 SF-1098 for Payroll



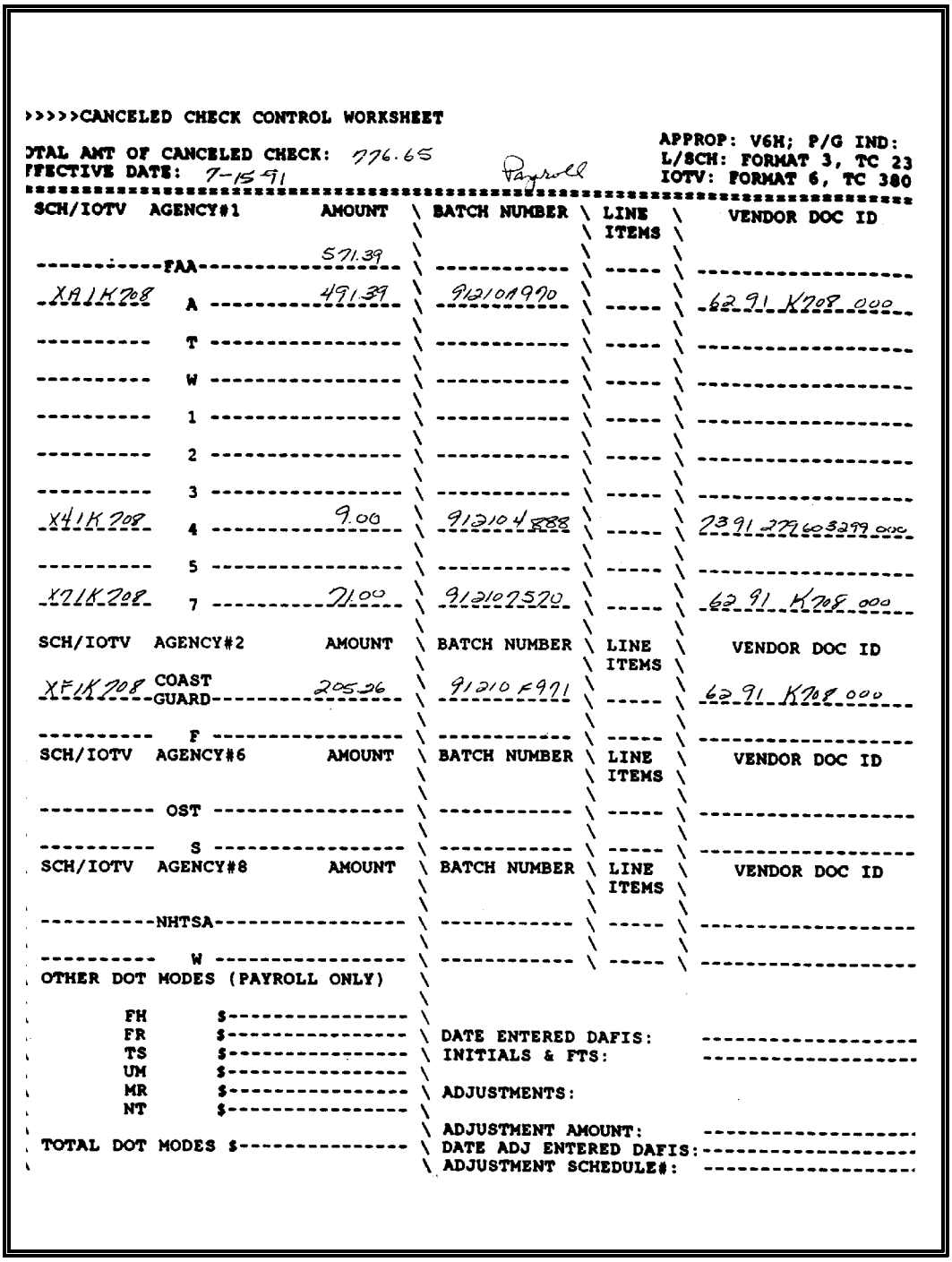
KANSAS CITY DOT-FAA LISTING FOR PAGE 001
PAYMENTS CANCELLED ON 01/24/90 CANCELLATION TAPE NO # 000

PAYMENT INFORMATION	RC	SYMB	CHECK NO	DATE	AMOUNT
4656869421W	02	3084	19436557	112889	$ 50.79
M2 FAA WA 000V 89328					
380800390	02	3084	19637331	010990	$ 94.07
P3 MICHAEL G ST MARY					
133333333	02	3084	19641926	010990	$ 683.94
P4 TRAVELER JOHN T.					
534724437	02	3084	19643427	010590	$ 730.04
MS FAA SO 000V 89349					
02726871817	11	3084	75353708	121989	$ 183.31
M2 FAA SW 000V 89337					
144444444	02	3084	75382849	122689	$ 397.50
M2 FH10 ACCOUNTANT JANE DOE					
380800390	02	3084	75388995	122689	$ 117.78
P3 MICHAEL G ST MARY					
CSR9001673A	02	3084	75484865	122889	$ 15.00
M2 FAA AC 000V 89360					

Figure 9C-10 Cancel Check Listing

e. Step 5 - Prepare a Cancelled Check Control Sheet (See Fig 9C-11).

f. Step 6 - Mail copies of the control sheet, SF1098, and applicable supporting documentation to each agency/region/district.



```
>>>>>CANCELED CHECK CONTROL WORKSHEET
                                                                  APPROP: V6H; P/G IND:
OTAL AMT OF CANCELED CHECK: 776.65                                L/SCH: FORMAT 3, TC 23
FFECTIVE DATE: 7-15-91                  Payroll                   IOTV: FORMAT 6, TC 380
=====================================================================================
SCH/IOTV  AGENCY#1        AMOUNT  \ BATCH NUMBER \ LINE  \   VENDOR DOC ID
                                  \              \ ITEMS \
----------FAA-------------------- \ ------------ \ ----- \ -------------------
XA1K708   A ------------------ 491.39 \ 912101970 \ ----- \ 6291 K708 000
----------  T ------------------ \ ------------ \ ----- \ -------------------
----------  W ------------------ \ ------------ \ ----- \ -------------------
----------  1 ------------------ \ ------------ \ ----- \ -------------------
----------  2 ------------------ \ ------------ \ ----- \ -------------------
----------  3 ------------------ \ ------------ \ ----- \ -------------------
X41K708   4 ------------------ 9.00 \ 912104888 \ ----- \ 7391 279603299 000
----------  5 ------------------ \ ------------ \ ----- \ -------------------
X71K708   7 ------------------ 71.00 \ 912107570 \ ----- \ 6291 K708 000
SCH/IOTV  AGENCY#2        AMOUNT  \ BATCH NUMBER \ LINE  \   VENDOR DOC ID
                                  \              \ ITEMS \
XF1K708 COAST                     \ 91210F971 \ ----- \ 6291 K708 000
----------GUARD------------------ \ ------------ \ ----- \ -------------------
----------  F ------------------ \ ------------ \ ----- \ -------------------
SCH/IOTV  AGENCY#6        AMOUNT  \ BATCH NUMBER \ LINE  \   VENDOR DOC ID
                                  \              \ ITEMS \
---------- OST ------------------ \ ------------ \ ----- \ -------------------
----------  S ------------------ \ ------------ \ ----- \ -------------------
SCH/IOTV  AGENCY#8        AMOUNT  \ BATCH NUMBER \ LINE  \   VENDOR DOC ID
                                  \              \ ITEMS \
----------NHTSA------------------ \ ------------ \ ----- \ -------------------
----------  W ------------------ \ ------------ \ ----- \ -------------------
OTHER DOT MODES (PAYROLL ONLY)    \
                                  \
        FH      $---------------- \
        FR      $---------------- \ DATE ENTERED DAFIS:      -------------------
        TS      $---------------- \ INITIALS & FTS:          -------------------
        UM      $---------------- \
        MR      $---------------- \ ADJUSTMENTS:
        NT      $---------------- \
                                  \ ADJUSTMENT AMOUNT:       -------------------
TOTAL DOT MODES $---------------- \ DATE ADJ ENTERED DAFIS:-------------------
                                  \ ADJUSTMENT SCHEDULE#:    -------------------
```

Figure 9C-11 Cancelled Check Control Sheet

3.3. DAFIS Agency/Region/District Entries - The receiving DAFIS agency/region/district will accomplish the following steps:

a. Step 1 - Reverse the DOT entry on Format 03, G schedule, using TC 165 with the document-ID identified on the control sheet (use V6H appropriation) and credit the correct appropriation using TC 230 or TC 238.

b. Step 2 - Balance the batch. The correct status code is 5.

c. Step 3 - File according to established office procedures.

Chapter 4 - SF1166 Voucher and Schedule of Payments

4.1. Introduction - A Voucher and Schedule of Payments (SF1166) is generated by DAFIS during the overnight process based on payment information input by each agency/region/district. Payment information is sorted into two categories; checks and ACH/EFT. An SF1166 is generated for check payments. A separate SF1166 is generated for ACH payments. The SF1166s are certified electronically. The Electronic Certification System (ECS) is an automated system for SF1166 preparation, certification, transmission, and verification that replaces the paper SF1166 and manual signature process. ECS uses a microcomputer to generate and electronically certify the SF1166 and transmit via a dial-up telephone line to a mainframe host computer at Treasury.

4.2. Manual SF1166 - Emergency payments may be necessary on occasion. The following steps are to establish a manual SF1166:

a. Type a manual SF1166 assigning a U schedule number and submit to your local Disbursing Office.

b. Enter the U schedule as a batch into DAFIS using Format 03 and transaction code 102 if previously UDO, TC 103 if not previously UDO, TC100 if previously AEU and UDO, and TC106 if previously AEU only.

NOTE: *These are the same transaction codes used on a V schedule payment.*

c. Balance the batch. The correct status code is 5.

d. File according to established office procedures.

NOTE: *To keep the SF224 in balance with Treasury, the U schedule should be entered in DAFIS the same month it is processed by Treasury.*

4.3. Fox Payments - Wire transfer payments are accomplished by the following steps:

a. Type an SF1166 assigning a schedule number and submit to MARAD for processing.

b. When the debit voucher comes back from Treasury, enter an A schedule batch into DAFIS using the debit voucher number as the A schedule number on Format 03 and transaction code 128 if not previously recorded, or transaction code 136 if previously UDO.

c. Balance the batch. The correct status code is 5.

d. File according to established office procedures.

NOTE: *To keep the SF224 in balance with Treasury, the A schedule should be entered in DAFIS the same month Treasury processes the wire transfer.*

THIS PAGE INTENTIONALLY BLANK

Chapter 5 - Reconciling Treasury Statement of Transactions (SF224)

5.1. Introduction - The SF224 is completely automated. DAFIS Operations and Training (DOT) is responsible for reconciliation of the SF224 and preparation of the Statement of Differences (TFS 6652). Reconciliation items will be held for one month to determine if the item was due to processing delays. After one month, if the item(s) has/have not been processed, DOT will automatically charge the agency for any resulting differences. The following list represents how such differences could occur:

a. Any transaction other than a **G** or **J** schedule that affects cash and is not processed through the automated ACH/check tape process such as a manual SF1166 must be processed in the month it was either submitted to or received from/dated by Treasury.

b. Deposits or debit vouchers must cite the last five-digits of the deposit number or debit voucher number in the schedule number field of the DAFIS transaction.

c. The date of the Treasury transaction must be used as the effective date.

d. Enter the schedule number correctly.

e. Enter the correct schedule type (Refer to Section 1, Chapter 5.2.d).

Paragraphs 5.2 and 5.3 describe the entries required to correct these differences.

5.2. DOT Entries - DOT records outstanding differences to the SF224 Clearing Account using the following steps:

a. Step 1 - Separate differences by SIBAC, deposits, or disbursements.

b. Step 2 - Record SIBAC differences using an E schedule, Format 03, and TC 186.

c. Step 3 - Record deposit differences using an A schedule, Format 03, and TC 193.

d. Step 4 - Record disbursement differences using an E schedule, Format 03, and TC 194.

e. Step 5 - Balance the batch. The correct status code is 5.

f. Step 6 - Send copy of worksheet to agency, region/district (See Fig. 9C-12).

>AMZ-200 DAFIS CONTROL GROUP
OPERATIONS WORKSHEET

APPROP OST: 3102, 000, 00, 0
APPROP FAA & CG: 301, 0
APPROP NH: 450
APPROP MARAD: V6H
APPROP FHWA:
APPROP FTA:
APPROP TSC:

GENCY/REGION DOT/HQ MONTH/YEAR OCT '92

SCHEDULE/DOCUMENT#	TREASURY	DAFIS	INCREASE/DECREASE
U412757	15,472.00	15,872.00	400.00

SCHEDULE: E4REC10

DOCUMENT ID# 6993 REC10 000

BATCH ID: 922754880

TRANSACTION CODE: 186

DATE ENTERED DAFIS 10/1/92

INITIALS & FTS# SDS
405-680-6985

Figure 9C-12 Worksheet

5.3 DAFIS Agency/Region/District Entries - The receiving DAFIS agency/region/district will reverse the DOT entry and record the outstanding differences as required.

The receiving office will accomplish the following steps:

a. Step 1 - Determine where the outstanding differences should be applied.

b. Step 2 - Record reversal of SIBAC difference using a G schedule, Format 03, TC 1862, and document ID identified on the worksheet. Record/apply the difference on the same G schedule, using the proper TC to correct the problem.

c. Step 3 - Record reversal of Deposit difference using a G schedule, Format 03, TC 1932, and document ID identified on the worksheet. Record/apply the difference on the same G schedule, using the proper TC to correct the problem.

d. Step 4 - Record reversal of disbursement difference using a G schedule, Format 03, TC 1942, and document ID identified on the worksheet. Record/apply the difference on the same G schedule using the proper TC to correct the problem.

e. Step 5 - Balance the batch. The correct status code is 5.

f. File according to established office procedures.

THIS PAGE INTENTIONALLY BLANK

Chapter 6 - DAFIS Updating and TFS 6653 Reconciliation

6.1. DAFIS Updating - At month end all items on the SF224 file are combined by appropriation and a SF224 Statement of Transactions is generated. After review the SF224 is transmitted direct to Treasury. Each ALC is required to "Reconcile the Differences"(TFS-6652) with Treasury and their SF224. Treasury makes various information available to aid in the reconciliation of the SF224 and the TFS-6652. A key feature of DAFIS is that the SF224 cannot be updated without updating the general ledger cash accounts. DAFIS Operations and Training (DOT) is responsible for reconciling the TFS-6652 and coordinating with the appropriate administration to insure that all corrections are resolved. Treasury posts the other agencies appropriation on their TFS-6653 report and the other agencies get the amounts from Treasury in that manner. Presented is a flow chart representing updating of TFS-6652, SF224 and TFS-6653 Cash Account.

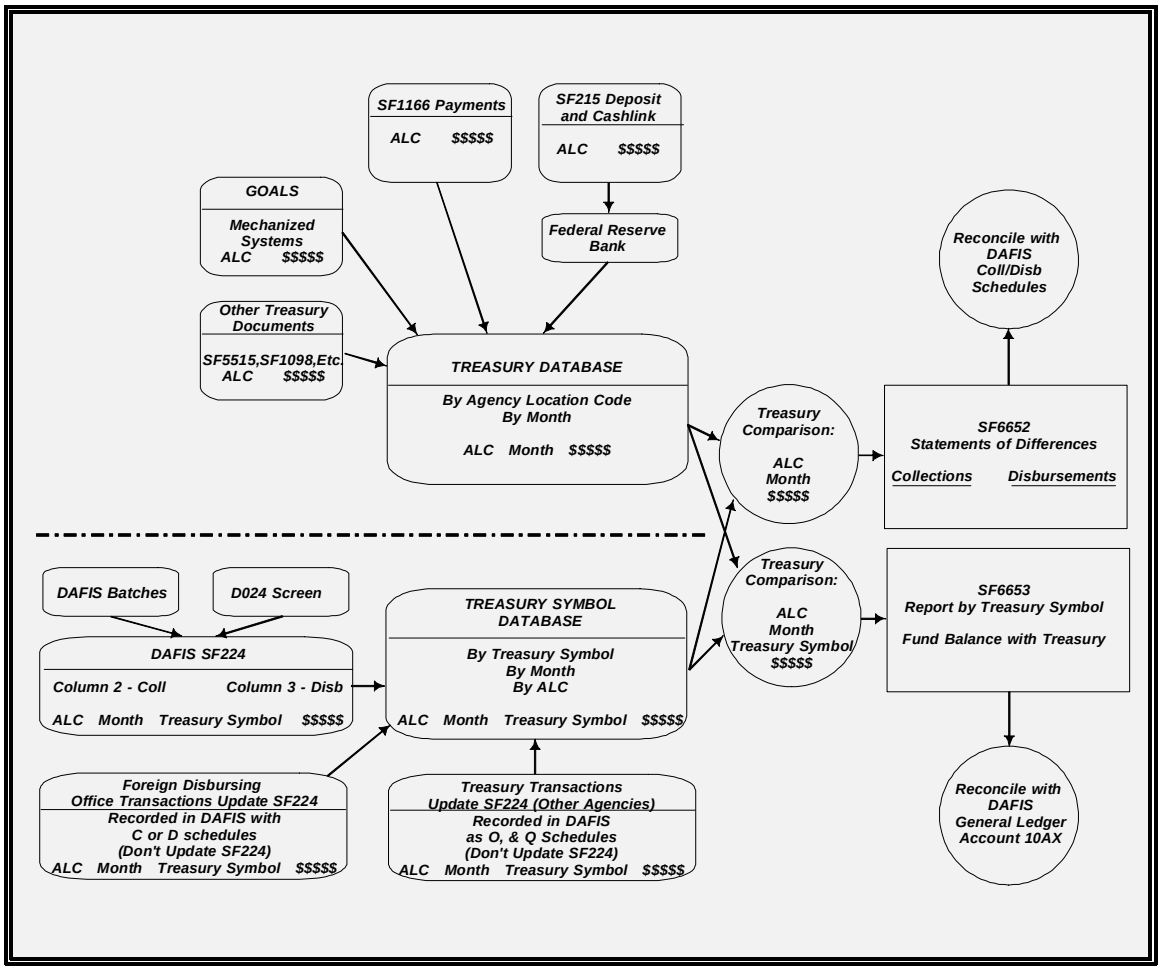


Figure 9C-13 DAFIS Updating

6.2. Introduction to TFS6653 - The TFS6653 cash reconciliation involves identification of the differences between the amounts that are recorded in the general ledger, and the amounts reported by Treasury on the TFS6653. This reconciliation process involves to some extent the reconciliation of the SF224, as well as all cash transactions recorded in the general ledger. The TFS6653 is Treasury's record of each appropriation's "bank balance". That balance is compared to the appropriation balance in the DAFIS general ledger. This particular reconciliation is accomplished at the agency level, and is not performed by DOT, because it is not specific to the ALC, but to the agency itself. For instance, the TFS6653 of a particular Coast Guard appropriation may show disbursements/collections under several different ALCs, such as the current Coast Guard ALC, the DAFIS payroll ALC, Coast Guard's Inventory Control Points, commonly referred to as ICPs, as well as the ALCs of other agencies that have charged or credited a Coast Guard appropriation.

The summary for each appropriation shows the balance forwarded from prior years (on multi-year and prior year approps), the current year appropriation amount received by warrant from Treasury (for current year approps and multi-year approps), and the total net disbursements for the entire year.

Above that computation, the monthly activity begins with the opening balance (closing balance for prior month) and updates that with all activities to the appropriation that have occurred during the month. The closing balance should agree to the DAFIS general ledger amount for that appropriation--if there are no differences.

UNDISBURSED APPROPRIATION ACCOUNT LEDGER (TFS 6653)

ACCOUNT SYMBOL DEPT	TR	FY	MAIN	SUB	AMOUNT	TRAN CODE	SUB CLS	LOCATION CODE	REF NUM	ACCTG DATE	RPT DATE	DISB CODE
69		92	0201									
OPENING BAL:					1,436,049,289.12							02
NET DISB:					18,478.18	61		69028489		05/92	04/92	
NET DISB:					16,484,819.78	61		69001103		05/92	05/92	
NET DISB:					100.00	61		69001104		05/92	05/92	
NET DISB:					4,263,737.35	61		69025096		05/92	05/92	
NET DISB:					68,906,236.66	61		69025102		05/92	05/92	
NET DISB:					12,201,764.20	61		69025351		05/92	05/92	
NET DISB:					282,907.90	61		69025355		05/92	05/92	
NET DISB:					78,832,055.13	61		69025356		05/92	05/92	
NET DISB:					3,271.24	61		17000000		05/92	05/92	
NET DISB:					125.72	61		57000000		05/92	05/92	
SUBTOTALS:												
CURR YR APP:					2,392,096,000.00							
NET DISB:					1,137,040,207.04							

Figure 9C-14 TFS6653

6.3. What goes into the TFS6653 - A month's activity within the TFS6653 is made up of the following types of transactions:

a. Entries made through the agency's own SF224. This is the most inclusive record of transactions by appropriation, since most transactions are made by the agency that "owns" that appropriation. Treasury takes this information from Section 1 of the SF224, which summarizes dollar values by appropriation. What is reported on the SF224 is transmitted to Treasury and finds its way through Treasury's database to the TFS6653 of that appropriation's owner agency.

STATEMENT OF TRANSACTIONS RIS NUMBER TREAS-10
SF-224 PAGE NUMBER 2

DEPARTMENT OF TRANSPORTATION
C/O MIKE MONRONEY AERONAUTICAL CENTER
DAFIS OPERATIONS BRANCH, AMZ-200 ACCOUNTING STATION: 69-02-5102
P O BOX 25082
OKLAHOMA CITY, OK 73125 ACCOUNTING MONTH: MAY 31 1992

SECTION I - CLASSIFICATION OF DISBURSEMENTS AND COLLECTIONS BY
APPROPRIATION, FUND AND RECEIPT ACCOUNT

APPROPRIATION, FUND OR RECEIPT SYMBOL -1-	RECEIPTS AND REVOLVING FUND REPAYMENT -2-	NET DISBURSEMENTS -3-
69F3875.02	159,908.23	127,796.52
69F3880.02		18,532.05CR
69X6875.02		1,476,190.61
20X8185.3	117,752.35	19,000.00
20X8185.4	58,857.17	50.00
690850	44,028.65	
691040	88,602.57	
691099	2,170.29	
691435	634.36	
692421	24,035,358.02	
692442	758.72	
693099	4,414.60	
693220	1,160,583.92	
6947X0535.02		291,775.50
6947X4542.001		94.12
6947X4542.001		46,224.12
69X4743		26,567,901.00CR
20X6822.57		814.96
COLUMNAR TOTALS	25,693,278.26	118,337,264.71

Figure 9C-15 SF224 Statement of Transactions

b. Entries made by other agencies through their SF224. These include SF1081 charges from other agencies (manual 1081s), charges made through the Military Disbursing Office from the Army, Navy and Air Force (cross disbursements), and Foreign Disbursing Office (FDO) charges, via SF1221. All of these occur outside the GOALS/OPAC system, and are entered through the SF224 of the agency initiating the transaction.

DEPARTMENT OF TRANSPORTATION RIS NUMBER: SF244-LIST
SF224 FILE PRINT PAGE NUMBER 247

SCHED CERT DEPST	PROCSD DATE	CONFIRM DATE	CONFIRM MONTH	CONF FLAG	FUND TYPE	APPROP CODE	SF224 COLUMN-2 AMOUNT	SF224 COLUMN-3 AMOUNT	PAY ROLL IND	TREASURY SYMBOL	TREAS SYMB YEAR	TREAS APPR PFX	TREAS APPR SYMB	SF224 GROUP
KF91032	910628	910626	6	X	W	ZCJ	0	193448-		13X8546	X		8546	9
KF91032	910628	910626	6	X	2	901	0	193448		69X0201	X		0201	1
KF91033	910628	910628	6	X	W	ZGN	0	4880300-		20X8042.10	X		8042	9
KF91033	910628	910628	6	X	W	ZGN	0	54624800-		20X8042.10	X		8042	9
KF91033	910628	910628	6	X	2	001	0	4880300		69X0201	X		0201	1
KF91033	910628	910628	6	X	2	101	0	54624800		69X0201	X		0201	1
							-------	--------						

Figure 9C-16 SF224 Entries Outside Goals/OPAC

When a manual 1081 is initiated by a DAFIS agency, it is accomplished with a "K" schedule. A "K" schedule is similar to a "G" or "J" schedule. It is a journal voucher entry that moves monies from one appropriation to another. The net cash effect to the SF224 is zero. However, the difference is that the "K" schedule moves monies between a DAFIS appropriation, and the appropriation of another agency. When the SF224 is transmitted at month end to Treasury, the other agency's appropriation is picked up by Treasury's database, and the amount of that charge is transferred to the TFS6653 of the other agency. An example would be a situation in which The Office of the Secretary of Transportation (OST) has an account payable due to the Marine Mammal Commission. Marine Mammal is not an OPAC user, so a manual 1081 is required. OST prepares a "K" schedule using transaction code 165 to debit general ledger (GL) account 24BC and credit GL account, 10AX. A three digit DAFIS approp code (a shorthand symbol for a Treasury

appropriation) belonging to Marine Mammal is added to the R07 Table for OST and entered in the "Document Ref No"

field in the batch detail record of the "K" schedule. The "K" schedule as it appears subsequently on the SF224 File Print is two sided, with a disbursement for an OST appropriation, and a collection for the Marine Mammal appropriation. When the SF224 is transmitted at month end, Treasury sorts the appropriations and returns them to their "owner" agencies. The TFS6653 entry for Marine Mammal is:

APPROPRIATION	AMOUNT	LOCATION CODE
95 2200		
Net Disbursement	-450.00	69025102

This entry tells the Marine Mammal Commission that they have been credited by OST for $450.00. They should, within the same timeframe, receive documentation from OST detailing the credit, so they can post the entry to their general ledger. The "K" schedule updated the SF224 for both appropriations, as well as updating OST's general ledger. Therefore, OST's TFS6653 should show no reconciliation difference as a result of this transaction. **Remember: If a transaction occurs on the SF224, it will be reflected on the TFS6653. The converse is also true, if the entry does not occur on the TFS6653, it does not appear on the SF224.**

c. Nonexpenditure entries These consist of certain centrally processed documents such as the SF1151, Nonexpenditure Transfer Authorizations. The Treasury Financial Manual gives the following definition of nonexpenditure transactions: "the establishment of (1) appropriations, on the basis of appropriation warrants, including increases or decreases of such appropriations pursuant to authorized nonexpenditure transfers between the appropriations and funds; (2) borrowings from Treasury and repayments of such borrowings; and (3) credits to miscellaneous receipts representing either the repayment of the Government's investment in a revolving fund or the distribution of earnings of a revolving fund." TFM 2-2020. Basically, this translates to Treasury Warrants, and the revolving transactions of the Imprest Fund cashiers.

6.4. TFS6653 Reconciliation Differences - The majority of appropriation transactions, however, occur within the SF224 of the agency that "owns" the appropriation, and since, most of the time, these transactions automatically update the general ledger as well as the SF224, reconciliation would appear to be fairly simple. When another agency has charged an appropriation, backup documentation is mailed by the agency initiating the transaction, so an entry can be made to the other agency's general ledger. However, problems involving transactions that occur within the "owner" agency's own system, problems involving charges from other agencies, and timing differences do still occur.

6.5. Reconciling the Agency's SF224 Entries to the General Ledger - DOT reconciles the SF224 to Treasury by agency. Corrections or adjustments are accomplished on the D024 screen. Access to this screen is limited to DOT. Transactions on the agency's SF224 are not always reflected on their general ledger. For instance, when a D024 screen entry updates the SF224, that entry is reported, not only in Section II, by dollar amount and accounting month, but also in Section I by appropriation. At month end, when the SF224 is transmitted to Treasury, the amount of the D024 entry, by appropriation, is automatically transferred to the TFS6653, but that amount will not appear on the DAFIS general ledger. If the D024 entry was made as a one sided transaction, it will cause a reconciling difference between the DAFIS general ledger and the TFS6653. The TFS6653 will reflect the D024 entry to the appropriation, but there will be no record of the entry on the General Ledger Transaction Analysis (I-O Report).

A one sided D024 screen entry should not be made except to correct a system problem that caused a batch entry to update the SF224 differently than it updated the general ledger. To determine if a system problem occurred, research both the SF224 Proof Listing, (SF224) for that particular appropriation, and compare it to the I-O Listing (general ledger) to find the difference. See Figures 9C-17 and 18.

STATION SYMBOL: 69-00-1104 DEPARTMENT OF TRANSPORTATION RIS NUMBER TREAS 10.1
SF224 PROOF LISTING
AS OF 06/30/92

PART - 1

CASH TRANSASCTIONS

APPROPRIATION SYMBOL	APPROP SCHEDULE CODE /CD	COLLECTIONS	DISBURSEMENTS	NET TOTAL (DISB LESS COLL)
	GAC2721		571.00	
	GAC2722			
	GAC2723			
	GAC2724			
	GAC2725			
	GAC2726			
	GAC2727		509.72	
	GAC2728			
	GAC2729			
	GAC2731			
	GAC2732			
	GAC2734			
	GAC2735		348.52	
	GAC2736		1,069.82	
	GAC2737		3,257.00	
	GAC2749			
	GAC2752			
	GAD2542		1,560.00-	
	GAD2543		1,832.00-	
	GAD2544		**119,352.04-**	

Figure 9C-17 SF224 Proof Listing

DEPARTMENT OF TRANSPORTATION RIS NUMBER TREAS I-0
GENERAL LEDGER TRANSACTION ANALYSIS
AS OF END OF MONTH
JUNE, 1992

REGION/DISTRICT: A
PART II - GL ACCT SEQUENCE

GL ACCT: 10AX

APP/LIM/ALL/IND	DOCUMENT ID BATCH ID	SCHEDULE/ IOTV	MO BEGINNING BALANCE DEBIT	MO BEGINNING BALANCE CREDIT	CURRENT MONTH DEBIT	CURRENT MONTH CREDIT	ENDING BALANCE DEBIT	ENDING BALANCE CREDIT
201	5192AC92JURY J01 MA14216 92169A667				10.00			
201	5192AC92JURY J01 MA14218 92171A668				44.32			
201	5192AC92JURY J01 MA14221 92175A668				140.00			
201	5192AC92JURY J01 MA14219 92174A667				25.00			
201	5192AC92JURY J01 MA14228 92182A669				25.00			
201	5192N10735ID8101 92154A677	GAD2544			**119,352.04**			

Figure 9C-18 General Ledger Transaction Analysis

Fortunately, this type of problem rarely occurs. Most D024 screen entries are two sided. The entry increases and decreases the appropriation by the same amount. There are generally three reasons why the D024 screen is used. The three types of changes on the D024 screen are the following:

a. Timing difference adjustments between DAFIS and Treasury on the SF224. The SF224 is reconciled by accounting month, and DAFIS must conform to Treasury's transaction dates. When a batch entry is made with the wrong transaction month, DOT uses the D024 screen to make a two sided entry, to remove the transaction from the wrong date, and re-enter it with the correct date.

b. Schedule prefix changes that affect the SF224 reporting of transactions. The D024 screen is also used to change the schedule type. "A" and "M" schedule prefixes in DAFIS record deposits, and all other schedules record disbursement transactions. Because of this, if a disbursement has been entered as an "A" schedule, for example, the D024 screen is used to change the schedule prefix to a disbursement schedule type.

c. Incorrect ALC used to report DAFIS entry. The ALC reported to Treasury must also be recorded in DAFIS. The ALC is critical to the SF224 reconciliation but is non-critical in regard to the general ledger. The D024 screen is used to remove the entry with the incorrect ALC, and reenter it with the correct ALC.

In all three of these situations, a two sided entry is made, with the net dollar effect to the appropriation, zero.

Another problem can occur when the SF224 is transmitted at month end to Treasury. Treasury has edits in the electronic transmittal program that will only accept the SF224 if all appropriations are valid. Appropriations that are valid by Treasury standards are those that have been previously loaded into Treasury's master file. If the appropriation is a new one, and it is on Treasury's pending list, but not yet on the master file, the appropriation can be transmitted by the use of a password. If, however, Treasury determines the appropriation to be invalid, another appropriation must be substituted. The TFM allows only five working days to transmit the SF224 to Treasury.

DOT is responsible for the transmission of the SF224. When an appropriation must be changed, the DOT Lead contacts the agency involved, to give notice of the change, and if possible within the time available, asks the agency what appropriation to substitute for the invalid appropriation. At this point, the DAFIS accounting month is closed, and the general ledger reflects the invalid appropriation. As a result of the change made during the SF224 transmittal, the TFS6653 will reflect the substituted appropriation.

```
DF1008 - DFS SF224 BULK TRANSMIT RESPONSE FROM CDC
--------------------------------------------------
ALC TYPES TRANSMITTED TO CDC:
        69001103        69009700        69008701
        69001104        69010005        69025102
                        69060011        69070001

ALC TYPES ACCEPTED BY CDC:
        69001103        69008701
        69001104

ALC TYPES REJECTED BY CDC:
        69009700
        69010005        69025102
        69060011        69070001

--------------------------------------------------
     DATA REJECTED BY CDC - CALL AMI-440 ASAP
     SEND SF224.LOG TO AMI-440     ASAP
```

Figure 9C-19 Transmittal of SF224 to Treasury

6.6. Reconciling the Entries Made by Other Agencies - In DAFIS, the following schedule types update the general ledger only, and not the SF224. "0" and "Q" schedules are used to record manual 1081s. "C" and "D" schedules are used for "cross disbursements" and foreign disbursing office charges. These schedule types are used when another agency charges or credits a DAFIS appropriation.

Since the agency that initiates the transaction has already entered the charge/credit to the DAFIS appropriation through their SF224, only the general ledger should be updated, and not the DAFIS SF224. Other than timing differences, problems generally occur for the following three reasons:

a. <u>The wrong schedule type was used.</u> An example of this might occur if an "O" schedule was used to record a cancelled check credit. Yet, in this instance, the credit was returned by Treasury, not as a manual 1081, but via the GOALS/OPAC system. The correct DAFIS schedule to use in this case is a "B" schedule, to balance the SF224 by offsetting the OPAC credit, as well as to update the general ledger. By using an "O" schedule, only the general ledger is affected. There is nothing on the TFS6653 to match the general ledger and nothing on the SF224 to match OPAC.

b. <u>No entry was made by the other agency on their SF224.</u> An example of this might occur if the Coast Guard received the documentation to back up a manual 1081 initiated by another agency. A "Q" schedule was

entered into DAFIS, based on the documentation. However, the other agency never recorded the transaction on their SF224, so, there is a disbursement to the general ledger, but no record on the TFS6653.

c. Entry was made to wrong appropriation in general ledger. The documentation for the SF1081 should reveal the Treasury symbol appropriation that is charged on the other agency's SF224. Since that is the appropriation against which the amount is charged on the TFS6653, it is important that the general ledger schedule entry be made to the same appropriation. For instance, suppose a manual SF1081 is issued by Treasury to return credit to a DAFIS agency for a cancelled check. Treasury records a disbursement to their appropriation and a collection to the DAFIS appropriation on the SF224.

The agency needs to update the general ledger only. The correct SF224 entry is already done by Treasury. The correct procedure is to remove the amount with a "Q" schedule and re-enter it with an "O" schedule. Neither the "Q" or the "O" schedule update the SF224.

6.7. Timing Differences - The TFS6653 entry date does not always coincide with the schedule entry date; when this happens, the TFS6653 and the general ledger are out of balance. When a charge comes through on the TFS6653, it is identified by ALC, appropriation, and total money amount, which may be the sum of several transactions. In some instances, it may be several accounting months after the TFS6653 entry appears before the backup documentation is received so that the general ledger schedule can be input. In these instances, agencies can enter a schedule to the general ledger based on the total dollar amount shown for the ALC on the TFS6653, and then apply the charges when the backup documentation is received.

In other instances, the documentation is received on time, but the general ledger schedules are not entered by the accounting office on time. If the general ledger schedules are not entered on time, the agency must determine who processed the charge against the appropriation.

6.8. Recognizing the Charges - One of the keys to reconciling the TFS6653 is to recognize the charge by ALC. It is important to communicate with the other agency (the agency initiating the Manual 1081) to discuss matters such as the billings, backup documentation, and the correctness of the charge itself. For reconciliation purposes, it is beneficial for the agencies (ALC's) to develop contact points with each other.

The following are some of the ALCs that make charges against DOT appropriations.

17000000	Navy--cross disbursements
21000000	Army--cross disbursements
57000000	Air Force--cross disbursements
20180100	Treasury--GOALS charges
20180009	Treasury--Manual 1081s for cancelled check credits ("O" schedules input by Control Group, Operations)
68010099	EPA (reimbursement to CG for monitoring dumping of hazardous wastes in territorial waters)
75010098	Public Health Service (charge to CG for salaries of medical officers)
75089701	Health and Human Services--Letter of Credit
47000017	General Services Administration--Kansas City -- supplies and motor pool
19009999	State Department, Consolidated Payroll (FAA is charged for the household and education allowances given to FAA employees stationed in American embassies)
19006207	State Department, FDO charges
6913XXXX	All Foreign Disbursing Office ALCs begin with "6913". The last four digits identify the country. ***NOTE:*** *Figure 9C-20 is a list of the 4-digit foreign country identifier codes*.

772 NUMERICAL LISTING OF CHECKING ACCOUNT SYMBOLS

SYMBOL	POST/OFFICE
3000	Washington, D.C. Treasury Region Disbursing Officer
*6148	BRIDGETOWN, Barbados
*6149	PARAMARIBO, Suriname
*6150	GEORGETOWN, Guyana
*6151	KINGSTON, Jamaica
*6163	PORT OF SPAIN, Trinidad and Tobago
6202	BANGKOK, Thailand (RAMC)
6203	MEXICO, RAMC
*6206	BELIZE CITY, Balize
6207	PARIS, France (RAMC)
*6208	SANA, Yemen
*6209	KATHMANDU, Nepal
*6210	SOFIA, Bulgaria
*6216	BEIJING (PEKING) Peoples Rep. of China
*6217	ACCRA, Ghana
*6218	ADDIS ABABA, Ethiopia
*6219	ADEN, Southern Yemen
*6221	AMMAN, Jordan
*6222	ANKARA, Turkey
*6223	ASUNCION, Paraguay
*6225	HAVANA, Cuba
*6227	JAKARTA, Indonesia
*6228	BEIRUT, Lebanon
*6229	BELGRADE, Yugoslavia
*6231	BOGOTA, Colombia
*6233	BUCHAREST, Romania
*6234	BUDAPEST, Hungary
*6238	KHARTOUM, Sudan
*6239	SANTO DOMINGO, Dominican Republic
*6240	COLOMBO, Ceylon
*6241	COPENHAGEN, Denmark
*6242	DACCA, Pakistan (East)
*6243	DAKAR, Senegal
*6244	DAMASCUS, Syrian Arab Republic
*6245	DHAHRAN, Saudi Arabia
*6246	DUBLIN, Ireland
*6248	GUATEMALA, Guatemala
*6249	CURACAO, Netherlands Antilles
*6250	THE HAGUE, Netherlands
*6251	KUALA LUMPUR, Malaysia
*6252	HELSINKI, Finland
*6253	HONG KONG, British Crown Colony
*6254	JIDDA, Saudi Arabia
*6255	KABUL, Afghanistan
*6256	ISLAMABAD, Pakistan
*6257	MOGADISHU, Somali Rep.
*6258	LAGOS, Nigeria
*6259	LA PAZ, Bolovia
*6260	KINSHASA, Republic of Zaire
6261	LIMA, Peru
*6262	LISBON, Portugal
*6264	MAPUTO, Mozambique
*6266	HAMILTON, Bermuda
*6267	MADRID, Spain
*6268	MANAGUA, Nicaragua
*6271	MONROVIA, Liberia
*6272	MONTEVIDEO, Uruguay
*6273	MOSCOW, Union of Soviet Socialist Republics (USSR)
*6274	FREETOWN, Sierra Leone
*6276	DHAKA, Bangladesh
*6278	NICOSIA, Cyprus
*6279	FORT DE FRANCE, MARTINIQUE, French West Indies
*6280	NASSAU, Bahama
*6282	PANAMA, Panama
*6284	CONAKRY, Guinea
*6285	Ponta Delgada, Azores
*6286	PORT-AU-PRINCE, Haiti
*6287	PRAGUE, Czechoslovakia
*6289	QUITO, Ecuador
*6290	RANGOON, Burma
*6291	REYKJAVIK, Iceland
6292	BRASILIA, Brazil
*6294	SAIGON, Viet-Nam
*6295	SAN JOSE, Costa Rica
*6296	SAN SALVADOR, El Salvador
*6297	SANTIAGO, Chile
*6299	SINGAPORE, Singapore
*6301	STOCKHOLM, Sweden
*6303	TAIPEI, Taiwan (RDO, Manila)
*6304	RABAT, Morocco
*6305	TEGUCIGALPA, Honduras
*6306	TEHRAN, Iran
*6307	TEL AVIV, Israel
*6310	TRIPOLI, Libya
*6312	TUNIS, Tunisia
*6314	WARSAW, Poland
*6315	WELLINGTON, New Zealand
*6316	VALLETTA, Malta
*6317	GENEVA, Switzerland
*6318	SALISBURY, Southern Rhodesia
*6319	KUWAIT, Kuwait
*6320	State's Washington Finance Center Office of Financial Operations (M/COMP/FO) Washington, D.C.
*6322	PHNOM PENH, Kampuchea Republic
*6323	VIENTIANE. Laos
8462	BONN, Germany
8463	TOKYO, Japan
8464	CAIRO, Egypt
8486	LONDON, England
8487	BRUSSELS, Belgium
8488	NEW DELHI, India
8489	BUENOS AIRES, Argentina
8490	MANILA, Philippines
8491	ROME, Italy
8492	VIENNA, Austria
8493	NAIROBI, Kenya
8509	SEOUL, Korea
8510	CARACAS, Venezuela
8511	ATHENS, Greece
8512	JAKARTA, Indonesia
8513	CANBERRA, Australia
8514	ABIDJAN, Ivory Coast
8515	OTTAWA, Canada
8516	PRETORIA, South Africa
8530	BANGKOK, Thailand (FMC)**
8531	MEXICO, Mexico (D.F.) (FMC)**
8532	PARIS, France (FMC)**
8533	RIYADH, Saudi Arabia**
8701	Department of State, Electronic Funds Transfer
9701	Department of State, Letters of Credit - Federal Reserve Bank System
9999	Department of State, Financial Operations Office

NOTE: *Discontinued post checking account symbols.
** New Material.

Figure 9C-20 Foreign Country Identifier Codes

6.9. Sources of Information Available through DAFIS to Assist in the Reconciliation Process -

a. The General Ledger Trial Balance (I-M) Report. This is a summary cash account balance, sorted by region.

DEPARTMENT OF TRANSPORTATION — RIS NUMBER: I-M
AGENCY GENERAL LEDGER TRIAL BALANCE
AS OF 06/30/92 — PAGE NUMBER: 16

PART II - GL ACCOUNT SEQUENCE
ACCOUNT: 10AX FUND BALANCE W/TREAS

RGN DST	APPROP CODE	LIN	AFC	FY-BEGINNING BALANCE DEBIT	FY-BEGINNING BALANCE CREDIT	YEAR - TO - DATE DEBIT	YEAR - TO - DATE CREDIT	ENDING BALANCE DEBIT	ENDING BALANCE CREDIT
W	201				29,936.53	8,401.15		21,456.38	
1	201				6,824,521.08	24,700,761.44			17,876.240.36
2	201				1,345,312.24	5,119,893.03			4,774,580.79
3	201				19,039,348.82	101,851,617.42			82,812,268.80
4	201				1,592,621.31	9,480,271.07			7,387,649.76
5	201				2,941,938.54	13,763,331.65			10,821,393.11
6	201				6,275,937.59	67,517,906.21			61,241,968.62
7	201				6,140,523.18	31,934,823.59			25,794,300.41
8	201				2,968,257.71	14,729,031.10			11,760,773.39
9	201				2,409,996,000.00	17,900,000.00		2,392,096,000.00	
TOT	201				3,600,337,453.07	2,511,993,108.28		1,088,344,344.79	
C	22				39,578.32	595,417.21			555,838.89
F	22				660,917.30	660,680.17		273.13	
H	22				2,792,765.94	49,836,829.39			47,044,063.45
J	22				709.85	40,612.08			39,902.23
L	22				53,721.05	894,090.41			840,369.36
P	22				12,821,457.90	15,149,283.77			2,327,025.87
S	22				40,282.67	698,098.87			658,616.20
1	22				65,966.30	1,009,910.25			943,943.95
2	22				47,017.78	777,785.26			730,767,48
3	22				1,711.03	15,746.96			14,035.93
4	22				13,351.74	116,051.24			102,899.50
5	22				57,627.83	1,073,630.64			1,016,002.81
6	22					24,967.75			24,997.75
7	22				64,945.45	1,153,959.80			1,089,014.15
8	22				39,106.29	703,675.59			664,559.30
9	22				75,000,000.00			75,000,000.00	
TOT	22				91,699,159.45	72,751,539.19		18,947,620.26	
2	24Z					49,273,500.00			49,273,500.00
9	24Z				21,250,666.66			21,250,666.66	
TOT	24Z				21,250,666.66	49,273,500.00			28,022,833.34

Figure 9C-21 General Ledger Trial Balance

b. The General Ledger Transaction Analysis (I-O) Report is a regional report detailed by batch/schedule of the cash account. See Figure 9C-18.

c. The SF224 Proof Listing (RIS# Treas 10.1) is a report of all cash schedules entered through the SF224, sorted by the DAFIS approp code, and then by schedule number. See Figure 9C-17.

d. Schedule History File Print (RIS# 6653REC) is a report of all schedules that do not update the SF224, sorted by region. See Figure 9C-23.

```
                                DEPARTMENT OF TRANSPORTATION                    RIS NO:  6653REC
                          SCHEDULE HISTORY FILE PRINT OF SCHEDULE-PREFIXES         PAGE NO:  050
                                          AS OF 06/30/92

RGN-DIST:     1
APPROP-CODE:  XA6

                            SCHEDULE
                            CERTIFICATE          PROCESS       CONFIRM       DOLLAR
                            OF DEPOSIT           MONTH         DATE           AMT

                              DF92041              06          920626       292508.47-
                              DF92042              06          920629          246.69-
                              DF92043              06          920629        47775.62-
```

Figure 9C-23

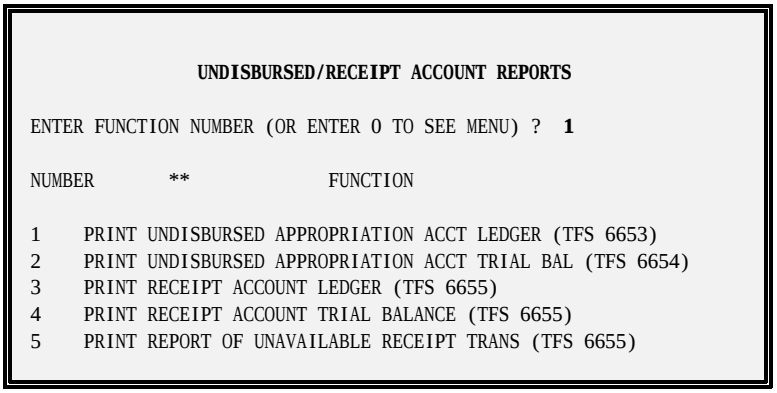
6.10. Record Available through Treasury - The TFS6653 is available within the last week of the accounting month. It is obtained from the Government On-Line Accounting Link System (GOALS). See Figure 9C-24 thru 9C-26.

```
                          GOALS MENU

1 = AUTOMATED REPORTS
2 = ON-LINE PAYMENT AND COLLECTION SYSTEM (OPAC)
3 = RFC / AGENCY LINK
4 = RETIREMENT & INSURANCE TRANSFER SYSTEM (RITS)
5 = NOT AVAILABLE
6 = GOALS ADMINISTRATIVE INFORMATION 7/13/92
7 = LOG ONTO ANOTHER ID
8 = SIGN OFF
```

Figure 9C-24 Goals Menu

```
                       AUTOMATED REPORTS MENU

1 = SF 224 SYSTEM
2 = UNDISBURSED / RECEIPT ACCOUNT REPORTS
3 = FEDERAL AGENCIES' FINANCIAL REPORTS
4 = TFS 6652 - STATEMENT OF DIFFERENCES
5 = SF 1219/1220 SYSTEM
6 = SF 133 REPORT ON BUDGET EXECUTION
7 = RETURN TO GOALS MENU

WHICH AUTOMATED REPORTS OPTION DO YOU WANT (0 TO 7 = LIST OF
```

Figure 9C-25 Automated Reports Menu



```
                    UNDISBURSED/RECEIPT ACCOUNT REPORTS

ENTER FUNCTION NUMBER (OR ENTER 0 TO SEE MENU) ?  1

NUMBER        **              FUNCTION

1     PRINT UNDISBURSED APPROPRIATION ACCT LEDGER (TFS 6653)
2     PRINT UNDISBURSED APPROPRIATION ACCT TRIAL BAL (TFS 6654)
3     PRINT RECEIPT ACCOUNT LEDGER (TFS 6655)
4     PRINT RECEIPT ACCOUNT TRIAL BALANCE (TFS 6655)
5     PRINT REPORT OF UNAVAILABLE RECEIPT TRANS (TFS 6655)
```

Figure 9C-26 Undisbursed/Receipt Account Reports

6.11. Capturing the Current Month's Difference - The TFS6653 reconciliation is based on a balance, rather than on activity. The ending balance on the TFS6653 should agree with the ending balance on the I-M report. If there is a difference, the first step is to distinguish the current cash difference from the prior month difference. If there are unresolved prior month differences, they must be taken into consideration in determining the current month difference.

6.12. Using the PC Spreadsheet to Assist in the Reconciliation Process - There are a variety of spreadsheet programs being used by DAFIS agencies to track these prior month items, and to capture the current month's outstanding differences. Each of these microcomputer programs are unique to the various transactions and situations that are faced by the different agencies. Figure 9C-27 is one example of a PC spreadsheet.

		OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
69X4743	YARD FUND	($3,656,703.38)	$2,869,746.88	$1,485,098.06	$2,876,331.13	$1,582,690.25	$1,829,657.15	$2,424,262.42	$0.00
	224'S	$3,363,134.03	$2,258,813.32	$2,202,325.27	$2,090,274.14	$2,461,614.00	$3,657,549.59	$2,445,728.33	$0.00
	FAA 1103	($41,863.05)	$0.00	$722.34	$28.80	($211,768.72)	($302,751.52)	($2,334,157.13)	
	FAA 5102	$0.00	$10,427.84	$0.00	$0.00	$584.10	$0.00	($33,669.45)	$0.00
	PRIORMONCRDISB	$277,503.21	$0.00	$427.74	$2,077.35	$0.00	$2,579.85	($92,863.81)	$0.00
	CRDISBREST.								
	TOTAL 7	($57,929.19)	$5,138,988.04	$3,688,573.41	$4,968,711.42	$3,833,119.63	$5,187,035.07	$2,409,300.36	$0.00
	CUMULATIVE	($57,929.19)	$5,081,058.85	$8,769,632.26	$13,738,343.68	$17,571,463.31	$22,758,498.38	$25,167,798.74	$25,167,798.74
69X4535		OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
	SUPPLY FUND	$517,470.34	$459,005.03	$358,834.18	($150,213.76)	($620,677.10)	$450,699.91	$310,739.02	$0.00
	224'S	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	PRIORMONNAVADJ	$42,848.20	$16,162.38	$1,568,501.03	$10,064.47	$19,528.34	($126,456.81)	$623.78	$0.00
	NAVY C/DEST.	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	PRIORMONARMADJ	$15,163.06	$203.75	$0.00	$0.00	$0.00	$47.57	$94.17	$0.00
	ARMY C/DEST.	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	PRIORMONAFADJ	$7,131.65	$0.00	$334,279.96	$0.00	$0.00	$19,453.63	$0.00	$0.00
	AIRFORCEC/DEST.	$34,846.64	$104.79	$770.48	$500.26	$0.00	$78.46	$424.45	$0.00
	FADO'S	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($21,408.84)	$0.00
	FAA 1104	($1,338,724.82)	$2,702,308.55	$1,261,905.16	$586,308.11	($3,507,118.69)	($1,168,042.42)	$498,990.08	
	FAA 5102	($238,086.78)	($5,375.95)	($14,742.06)	$14,742.06	$1,813,681.31	$0.00	($4,928.38)	$0.00
	FAA 1103								
	TOTAL 6	($959,351.71)	$3,172,408.55	$3,509,548.75	$461,401.14	($2,294,586.14)	($824,219.66)	$784,534.28	$0.00
	CUMULATIVE	($959,351.71)	$2,213,056.84	$5,722,605.59	$6,184,006.73	$3,889,420.59	$3,065,200.93	$3,849,735.21	$3,849,735.21
69X8149		OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
	BOAT SAFETY	$36,555.00	$4,378,946.00	$3,950,023.00	$18,934,620.66	$3,144,296.33	$5,503,526.02	$4,321,684.99	$0.00
	FAA 5102	$0.00	$0.00	$0.00	$0.00	$503,936.00	$0.00	$0.00	$0.00
	FAA 1103	$36,555.00	$4,378,946.00	$3,950,023.00	$18,934,620.66	$3,648,232.33	$5,503,526.02	$4,321,684.99	$0.00
	TOTAL S								
	CUMULATIVE	$36,555.00	$4,415,501.00	$8,365,524.00	$27,300,144.66	$30,948,376.99	$36,451,903.01	$40,773,588.00	$40,773,588.00
69X8428	O2CADET FUND	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
	224'SDISBURSE	$389,039.79	$341,682.57	$401,588.42	$485,221.01	$536,813.21	$296,138.52	$424,780.64	$0.00
	FADO	$0.00	$0.00	$0.00	$0.00	$144.53		$601.82	
	224'SRECEIPTS	($429,114.39)	($443,452.10)	($463,983.47)	($441,493.83)	($405,065.37)	($437,331.45)	($400,990.74)	$0.00
	TOTAL C	($40,074.60)	($101,769.53)	($62,395.05)	$43,727.18	$131,892.37	($141,192.93)	$24,391.72	$0.00
	CUMULATIVE	($40,074.60)	($141,844.13)	($204,239.18)	($160,512.00)	($28,619.63)	($169,812.56)	($145,420.84)	($145,420.84)
69X6275		OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
	LOCALGSTA TAX	$829,819.18	$828,643.66	($1,070,000.00)	$0.00	($203,134.00)	$412,175.00	$6,781.00	$0.00
	224'S	($348.76)	($248.85)	$597.61	($303.56)	($340.22)	$643.78	($327.00)	$0.00
	FAA 1103	$829,470.42	$828,394.81	($1,069,402.39)	($303.56)	($203,474.22)	$412,818.78	$6,454.00	$0.00
	TOTAL F	$829,470.42	$1,657,865.23	$588,462.84	$588,159.28	$384,685.06	$797,503.84	$803,957.84	$803,957.84
	CUMULATIVE								
69X6875		OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
	SUSPENCE	($926,926.12)	($15,001.78)	($13,424.39)	($17,479.31)	($367,385.84)	$23,165,101.84	$6,162,218.35	$0.00
	224'S DISBURSE	($28,150.34)	($255,961.22)	($549,457.57)	($43,625.59)	$7,293,593.68	($58,257.29)	($64,483.30)	$0.00
	FAA 1103	$344,121.28	$13,415,714.33	$5,995,344.33	($15,560,119.39)	($18,154,818.31)	$9,560,451.12	$3,490,747.73	
	FAA 5102	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	224'S RECEIPT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	TOTAL G	($610,955.18)	$13,144,751.33	$5,432,462.37	($15,621,224.29)	($11,228,610.47)	$32,667,295.67	$9,588,482.78	$0.00
	CUMULATIVE	($610,955.18)	$12,533,796.15	$17,966,258.52	$2,345,034.23	($8,883,576.24)	$23,783,719.43	$33,372,202.21	$33,372,202.21

Figure 9C-27 PC Spreadsheet

6.13. Getting Assistance from Treasury - Questions will arise from time to time, concerning entries made to the TFS6653 by Treasury and about the validity of new appropriations. The following are some Treasury numbers that have proven helpful in the past:

Financial Analysis Branch	Questions about TFS6653 reporting	(202) 874-7980
Finance and Funding Branch	Questions about new appropriations	(202) 208-1480
GOALS Marketing Team	Questions about GOALS charges	(202) 874-8270

THIS PAGE INTENTIONALLY BLANK

SECTION 9D. CASH MANAGEMENT

Chapter 1 - General Information

1.1. Introduction - This section introduces the DAFIS Cash Management System and gives an explanation of each cash management element. Figure 9D-1 shows the system flow of the cash management process.

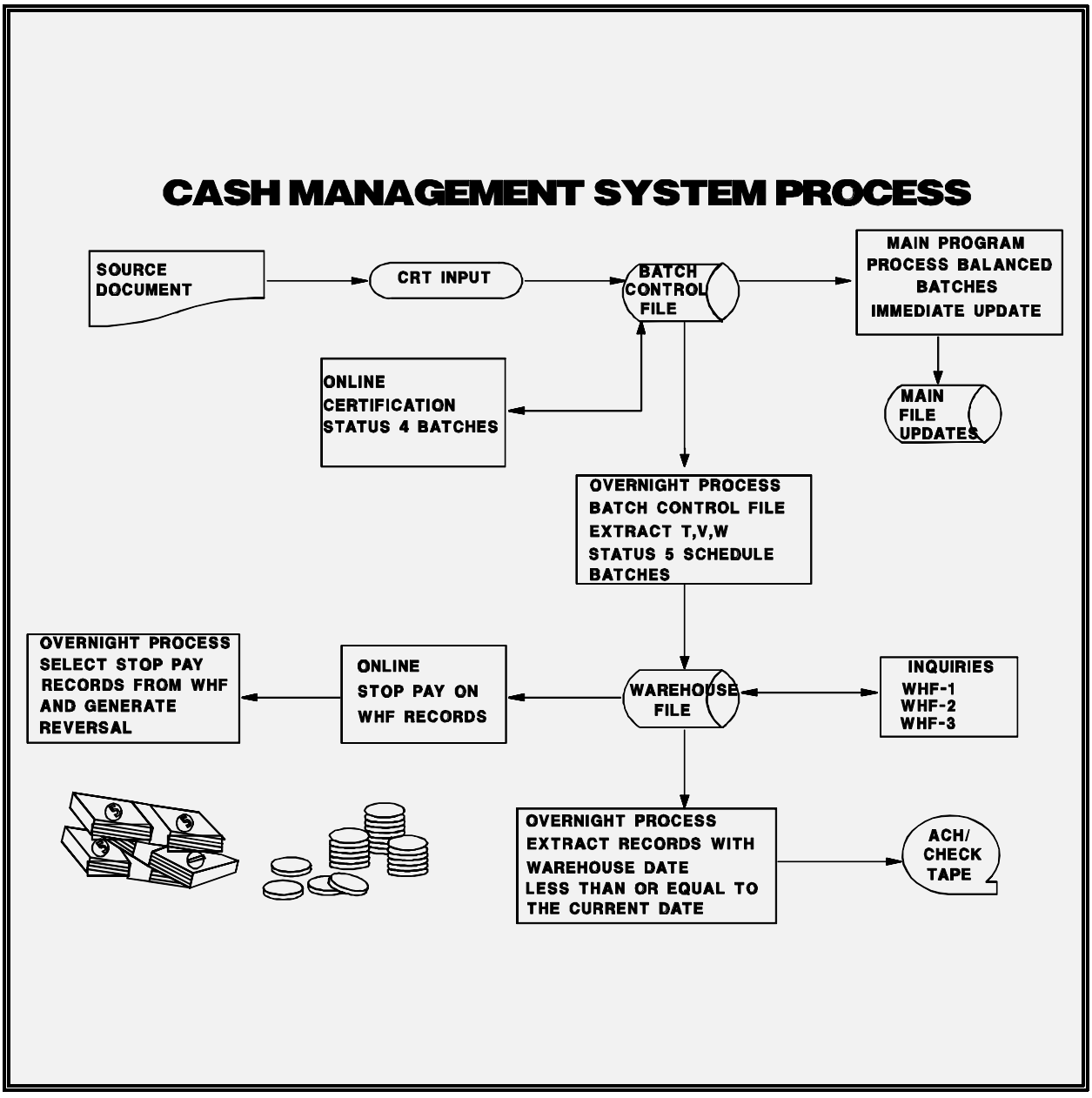


Figure 9D-1 Cash Management System Process

1.2. DAFIS Cash Management - The Prompt Payment Act (P.L. 97-177), was implemented by the Office of Management and Budget (OMB) Circular A-125. The Prompt Payment Act requires federal agencies to pay their bills on time. Additionally, if bills are not paid on time, interest penalties must be paid. Unless otherwise stated in the contract with the vendor, payments are due 30 days after the goods or services are received, or 30 days after the receipt of a proper invoice, whichever is later. Further, the federal government has been mandated to take advantage of discounts offered by vendors. The discount must be taken within the allowed time limit and must be advantageous to the government.

1.3. DAFIS Cash Management Data Elements - The cash management data elements are:

a. Warehouse Date

b. Computation Date

c. Terms = Percent, Days, Net

d. Excluded Discount Amount

e. Reason Code

The edits for data input are covered in detail in Section 6, Chapter 4 (Format 03) and Chapter 7 (Format 12).

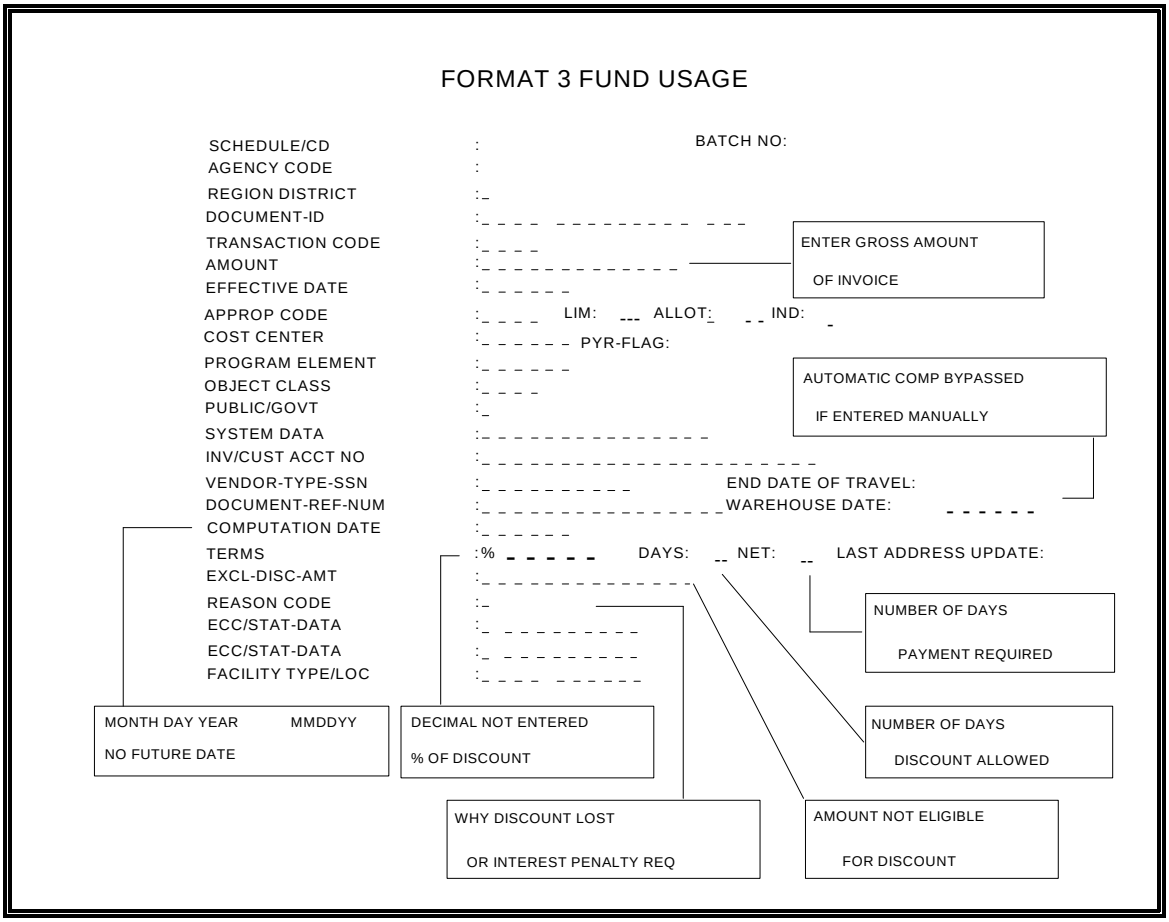


Figure 9D-2 Cash Management Format 03

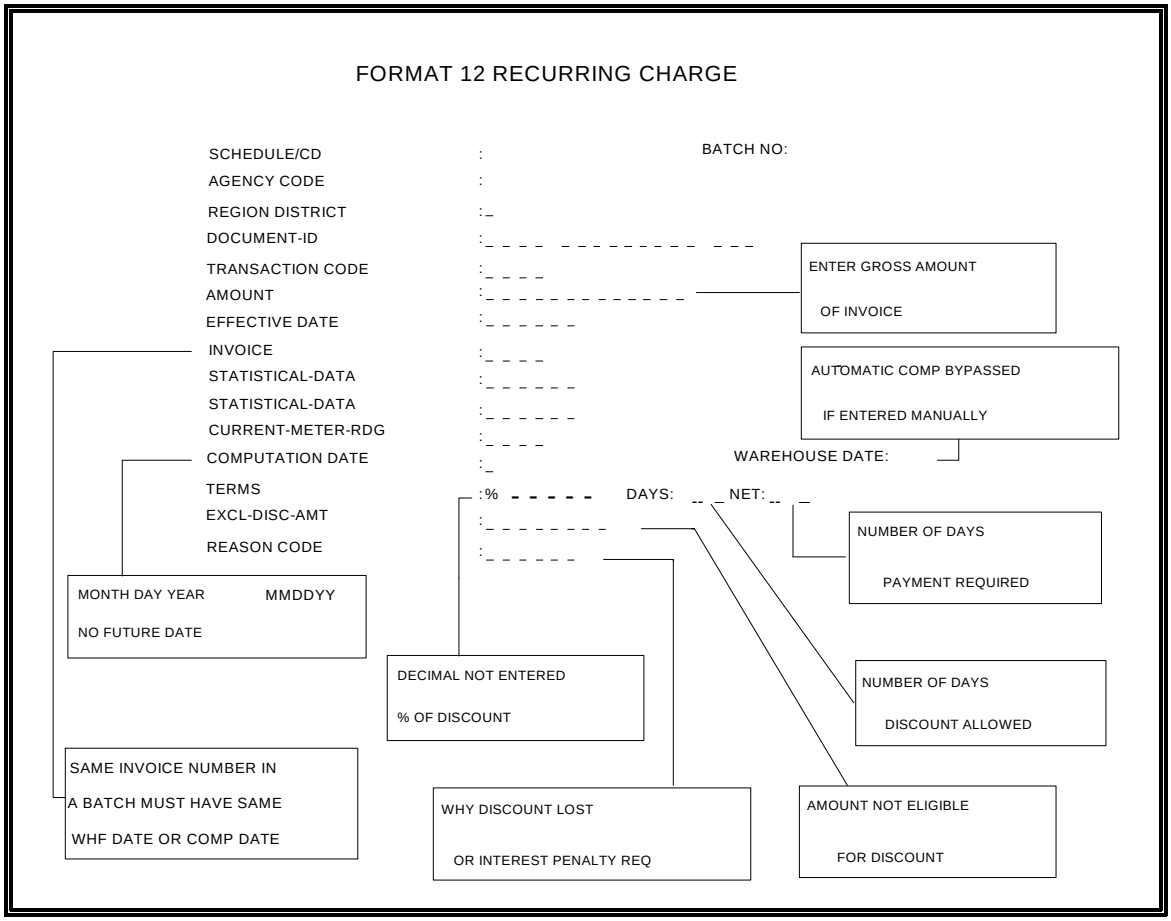


Figure 9D-3 Cash Management Format 12

The cash management process applies only to those payments processed on T (Transportation) and V (Public Vendor) schedules.

THIS PAGE INTENTIONALLY BLANK

Chapter 2 - User Functions

2.1. Data Elements - DAFIS performs the cash management functions based on the information entered by the user.

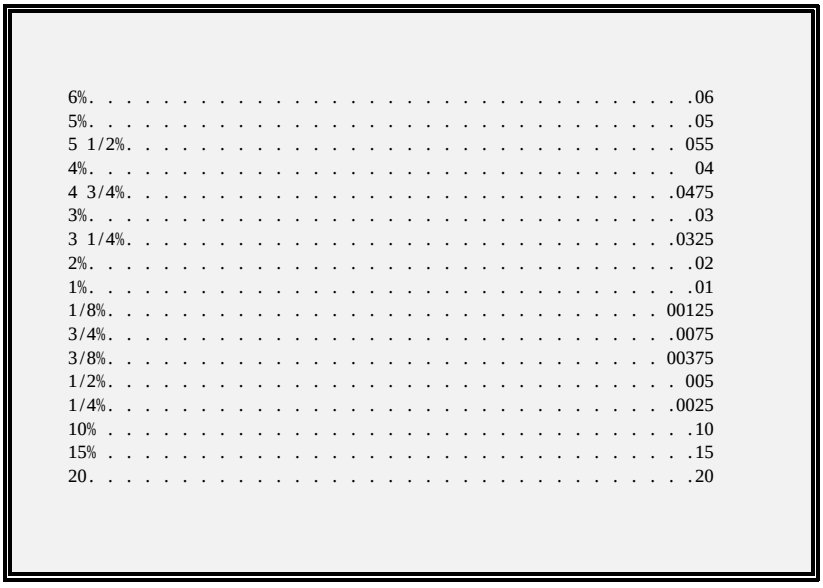
a. Warehouse Date - Warehouse Date is the date that DAFIS pulls a payment for inclusion on the daily automated check/ACH payment tape. DAFIS requires that on T and V schedules either a Warehouse Date or Computation Date be entered. If a Computation Date is entered, DAFIS automatically computes the Warehouse Date based on the Computation Date entered and terms of the contract. The Warehouse Date assigned by DAFIS on these transactions is five days prior to the actual due date of the payment. This allows for Treasury processing of the payment. The user may bypass the automatic computations by manually entering a Warehouse Date. Payments may be warehoused up to 90 days in advance. Travel advances must be warehoused within the month of the transaction.

On W schedules the Warehouse Date is not entered by the user. However, DAFIS assigns a current date on all transactions in a W schedule.

b. Computation Date - The system begins to compute the payment due date based on the date and terms entered. The Computation Date can be either the current date or a prior date. It cannot be a future date. The comp date entered here is determined by the Prompt Payment Act.

c. Terms - This field represents discount terms and consists of:

(1) Percentage - This is the percentage a payment may be reduced if a discount is taken. Percentage cannot be entered without a Computation Date and Days. The percentage cannot be greater than 25%. It is converted to a decimal; however, the decimal point is not entered. See figure 9D-4 to convert percentage to decimal.



6%. 06
5%. 05
5 1/2%. 055
4%. 04
4 3/4%. 0475
3%. 03
3 1/4%. 0325
2%. 02
1%. 01
1/8%. 00125
3/4%. 0075
3/8%. 00375
1/2%. 005
1/4%. 0025
10% 10
15% 15
20. 20

Figure 9D-4 Conversion of Percentage to Decimal

(2) Days - This is the number of days from the computation date in which payment must be made to take a discount. Days can be a number from 1 to 89 and must be less than Net in the same set of terms. Days cannot be entered without a Computation Date and Percentage.

(3) Net - This is the number of days from the Computation Date that full payment is required if a discount is not taken. Net can be a number from 1 to 89 and must be greater than Days in the same set of terms.

NOTE: *The system automatically assigns 30 in the Net field if it is left blank. Therefore, entry is required only if the value is other than 30. Net may be entered with or without discount terms. It is possible to have discount terms with Net being greater than 30.*

d. Excluded Discount Amount - This is the amount of freight charges, postage, handling, or any charges which are not eligible for discounts but are included in the invoice amount. Excluded amount cannot be entered without discount terms and may not be greater than the Amount field.

NOTE: *The Amount field should be the total or gross amount on the invoice. Using the total amount and the discount terms, the system will compute the discount amount and deduct it from the invoice amount to determine the correct amount of the check. Also, the system computes the interest penalty and adds it to the invoice amount to determine the amount of the check.*

e. Reason Code - This code identifies why a discount was lost or interest penalty paid. Reason codes are listed in figure 9D-5. The reason code list may be updated locally. However, reason codes must be letters **A-Z** or numbers **0-9**. Special characters may not be entered.

CODES	REASONS
A	NO PURCHASE ORDER OR CONTRACT
B	NO RECEIVING REPORT
C	CERTIFIED INVOICE SUBMITTED LATE
D	PAYMENT DELAYED BY PAYING OFFICE
E	DISCOUNT TAKEN IN ERROR
F	IMPROPER INVOICE NOT RETURNED WITHIN 7 DAYS
G	COMPUTER SYSTEM PROBLEMS
H	PROCUREMENT DOCUMENT NOT SIGNED BY AN AUTHORIZED CONTRACTING OFFICER OR NO SIGNATURE CARD ON FILE
I	DEFECTIVE PURCHASE ORDER, CONTRACT, OR SF44
J	DISBURSING OFFICE TAPE RETURNED
K	ALL OTHERS (Reasons must be reported by technician to supervisor)
L	MISSING DOCUMENTATION TO SUPPORT GBL'S
M	SYSTEM DOWN DUE TO MONTHEND/YEAREND CLOSING (Other than equipment failure)
N	MISSING DOCUMENTATION TO SUPPORT FREIGHT CHARGES
P	MISSING DOCUMENTATION TO SUPPORT GTR'S
R	CONTRACT EXPIRED WAITING FOR PROPER PURCHASE ORDER
S	INVOICE RETURNED FOR CERTIFICATION
T	BACKLOG
Y	DISCOUNT NOT TAKEN - CASH MANAGEMENT (System controlled)

Figure 9D-5 DAFIS Reason Codes

Figure 9D-6 represents a cash management coded document ready for input and figure 9D-8 represents a completed DAFIS Format 03 containing cash management information for this document.

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF PAGES 1

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER	2. CONTRACT NO. (If any)	3. ORDER NO.	4. REQUISITION/REFERENCE NO.
CURRENT DATE		90P55551	

5. ISSUING OFFICE (Address correspondence to)

DEPARTMENT OF TRANSPORTATION
1 SOMEWHERE LANE
WASHINGTON, DC 20001

SECT | CO | DIST

6. SHIP TO: (Consignee and Address, ZIP Code)

DEPARTMENT OF TRANSPORATION
3 ANYWHERE CIRCLE
WASHINGTON, DC 20003

SHIP VIA: BEST MEANS

7. TO: CONTRACTOR (Name, address and ZIP Code)

SAM AND JANE ELECTRONICS
131 TRUSTY LANE
TULSA, OK 74146

DUNS NO.

METH | CAT | COMM TYPE | PRI | SPEC | TYPE OF BUS TYPE MIN CAT

8. TYPE OF ORDER

[X] A. PURCHASE - Reference your ORAL QUOTE
Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheets. If any, including delivery as indicated. This purchase is negotiated under authority of:

[ ] B. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA	10. REQUISITIONING OFFICE
001 / 900 / 300 / 123456 / 122100 / 2634 AGREEMENT NO. 987654321	ABC-123

11. BUSINESS CLASSIFICATION (Check appropriate box(es))

[X] SMALL [ ] OTHER THAN SMALL [ ] DISADVANTAGED [ ] WOMEN-OWNED

12. F.O.B. POINT	13. PLACE OF INSPECTION AND ACCEPTANCE	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
DESTINATION	DESTINATION			N/A

17. SCHEDULE (See reverse for Rejections)

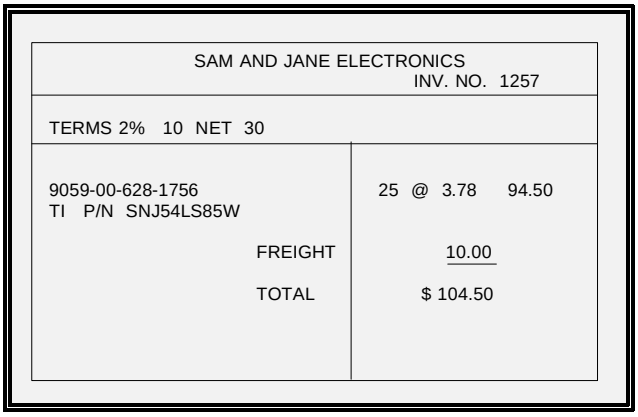
ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
001	9059-00-628-1756 TI P/N SNJ54LS85W	25	EA	3.78	94.50	

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17(H).TOT. (Cont. pages)
	21. MAIL INVOICE TO: (Include ZIP Code) DEPT. OF TRANSPORTATION ACCOUNTS PAYABLE WASHINGTON, DC 20003			94.50	17(I). GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)	23. NAME (Typed) DAVID F. ANSLEY TITLE: CONTRACTING/ORDERING OFFICER

OPTIONAL FORM 347

Figure 9D-6 Cash Management Document Coded for Data Entry

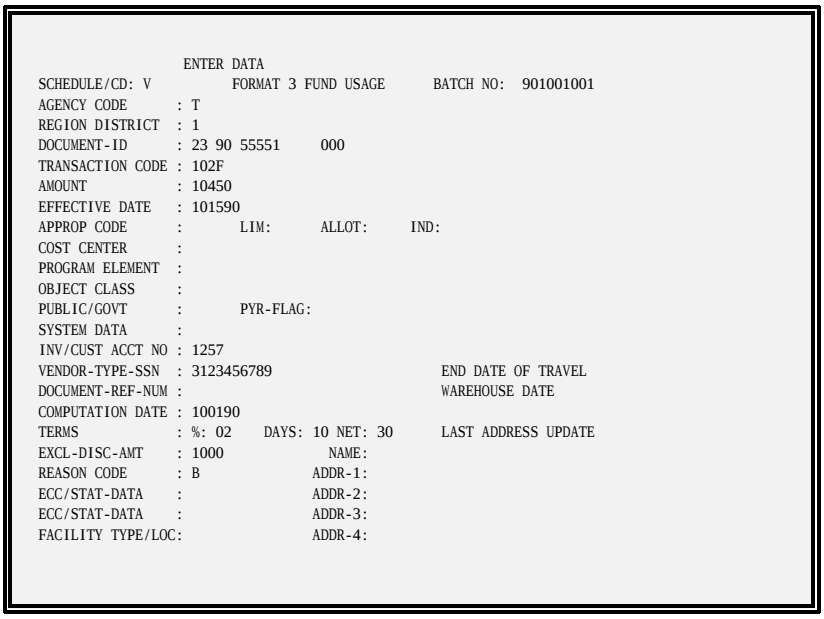


SAM AND JANE ELECTRONICS
INV. NO. 1257

TERMS 2% 10 NET 30

9059-00-628-1756 TI P/N SNJ54LS85W	25 @ 3.78 94.50
FREIGHT	10.00
TOTAL	$ 104.50

Figure 9D-7 Cash Management Invoice



```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE      BATCH NO:  901001001
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 23 90 55551     000
TRANSACTION CODE : 102F
AMOUNT           : 10450
EFFECTIVE DATE   : 101590
APPROP CODE      :       LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      :       PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO : 1257
VENDOR-TYPE-SSN  : 3123456789                     END DATE OF TRAVEL
DOCUMENT-REF-NUM :                                WAREHOUSE DATE
COMPUTATION DATE : 100190
TERMS            : %: 02    DAYS: 10 NET: 30      LAST ADDRESS UPDATE
EXCL-DISC-AMT    : 1000             NAME:
REASON CODE      : B              ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 9D-8 Cash Management Format 03 Completed

Chapter 3 - System Functions

3.1. Introduction - The DAFIS performs certain key functions of the cash management process:

a. Warehouses payments up to 90 days.

b. Automatically computes the warehouse date, interest penalties, discounts, and determines if a discount is cost effective.

c. Keeps a record by reason code of discounts lost and interest penalties.

d. Previewed/released payments are moved to the warehouse file and segmented by warehouse date.

e. The overnight disbursement process selects payments with a Warehouse Date five days before the due date and transmits them to Treasury for payment.

3.2. Computations - When a disbursement batch is balanced, DAFIS begins the computations for interest penalties, lost discounts, and discounts not cost effective. It also computes and assigns the Warehouse Date (payment due date) based on the Computation Date and Terms entered.

NOTE: *The system compares discount terms against the Treasury Rate to determine if a discount is cost effective. Reason code* ***Y*** *is assigned by the system if the discount was not taken because it was not advantageous to the government.*

Interest penalties and discounts lost require a reason code. A reason code is not required at the time of original entry. However, if the user knows at the time of entry that a reason code is required for a particular transaction, it saves time later to enter the reason code at the time of the original entry.

3.3. Cash Management Errors - If the reason code is not entered, DAFIS displays a message when the batch is balanced: "CASH MANAGEMENT ERRORS - PRINT FOR ERROR LISTING." When this occurs, use the ***E*** option on the Batch Maintenance Menu to print the error records only. This allows the user to identify the type of error (Refer to Section 5, Fig 5-37 to print error records). There are two cash management error codes:

a. Error Code 92 - Terms not on T42 Table. To correct this error, verify that the correct terms were entered on the screen. If terms are correct, update the T42 table. If terms are incorrect, correct the entry on the screen. After the correction is made, re-balance the batch.

b. Error Code 93 - Record must have a reason code. To correct this error, verify that the correct Computation Date is entered on the screen. If the Computation Date is correct, add the Reason Code to the record on the Format 03 screen. If the Computation Date is incorrect, type the correct Computation Date on the Format 03 screen. After the correction is made, re-balance the batch. Error code 93 is shown in figure 9D-9.

A complete list of error codes is located in Appendix 1.

NOTE: *Discounts earned or lost and interest penalties are computed at the time a batch is balanced. Therefore, it is extremely important that payment batches be certified and released the same day they are entered.*

```
INPUT-RGN/DIST 1    BATCH ID XXXXX1XXX
FORMAT 03 STATUS  3  SCHD/CD  V  BATCH PROOF LISTING
IMPREST FUND CASHIER USER ID UACTNG1 AS OF MMDDYY

SEQUENCE/ERROR CODE          : 0000100  93
RECORD TYPE                  : PARENT ERROR TRANSACT
STOP PAY/CERTIFIER/BANK-ID   :
RGN/DIST/DOCUMENT ID         : 1 23 90 55551    000
APP/LIM/ALLOT/IND/TC/STATUS  : 001 100 30 0 102F
CC/PGM/OBJ/PUBLIC/GOVT       : 122100 123456 2634 P
DOC REF METER NUMBER         :
SYSTEM DATA                  :
VEND-TYPE/VSSN/1099/ID       : 3 123456789 N
INV CUST ACCT NUMBER         :
ECC/STAT DATA/ECC/STAT DATA  :
GL-ACCOUNTS/FAC-CODE         :
GL-ACCOUNTS                  :
EFFECTIVE DATE               : CURRENT DATE (MMDDYY)
AMOUNT                       :                  104.50
A/R UPDATE FLAG / PYR-FLAG   :
TERMS%DAYS/NET/RC/COMP DATE  : .02   10 30 B 100190
WHSE-DATE/EXCL DISC AMT      : MMDDYY            10.00
DISC EARNED/DISC LOST AMTS   :
INT/PENALTY/NO DISC AMTS     :
                                        HASH AMOUNT              104.50
                                        PROCESSED AMOUNT-INPUT
                                        ERROR AMOUNT             104.50

                                        GENERATED TC AMOUNT        0.00

                                      **  END OF REPORT  **
```

Figure 9D-9 Batch Proof Listing Error Code 93

3.4. System Generated Records - For each parent transaction subject to interest penalty and discounts earned or lost, the system generates a new record after the batch is balanced and transactions are processed successfully through the MAIN. Figure 9D-10 is a chart which represents the document types, transaction codes, object classes and disbursement action for each of these generated transactions. Figures 9D-11 through 9D-14 are examples of batch proof listings for these generated records.

SYSTEM ACTION	GENERATED DOCUMENT TYPE	GENERATED TRANSACTION CODE	GENERATED OBJECT CLASS	ADD OR SUBTRACT FROM DISBURSEMENT
NO DISCOUNT TAKEN	88	871	XX98*	N/A
DISCOUNT EARNED	SAME AS PARENT	873	SAME AS PARENT	SUBTRACT
DISCOUNT LOST	87	872	XX97*	ADD
INTEREST PENALTY	89	870	XX99*	ADD

* THE FIRST TWO POSITIONS ARE SAME AS PARENT TRANSACTION.

Figure 9D-10 Cash Management Generated Transactions

EXAMPLE OF GENERATED RECORD
NO DISCOUNT TAKEN

```
SEQUENCE / ERROR CODE        : 0000200                0000201
RECORD TYPE                  : PARENT TRANSACTION     GENERATED OTHER TRANS
STOP PAY / CERTIFIER /BANK-ID:
RGN/DIST / DOCUMENT ID       : 1 23 90 CASHMGT   002  1 88 90 830085144  001
APP/LIM/ALLOT/IND/TC/STATUS  : 001 100 30 0  103      001 100 30 0    871  F
CC / PGM / OBJ / PUBLIC/GOVT : 122100 123456 2634  P  122100 123456 2698   P
DOC REF METER NUMBER         :                        2390CASHMGT  002
SYSTEM DATA                  :
VEND-TYPE/VSSN / 1099 ID     : 3 441540747            3 441540747
INV CUST ACCT NUMBER         : CASHMGT2               CASHMGT2    NO DISC
ECC/STAT DATA / ECC/STAT DATA:                              Y
GL-ACCOUNTS / FAC-CODE       : 46AX-49AX 61AA-21AD 29 46AX-49AX 69AB-21AD 01
GL-ACCOUNTS                  :
EFFECTIVE-DATE               : 01/04/90               01/04/90
AMOUNT                       :            99.99                    .01
A/R UPDATE FLAG / PYR-FLAG   :
TERMS %/DAYS/NET/RC/COMP DATE: .00010 10 30 Y 01/04/90   .00010 10 30 Y
WHSE-DATE / EXCL DISC AMT    : 01/09/90         20.00      01/09/90
DISC EARNED / DISC LOST AMTS :
INT/PENALTY / NO DISC AMTS   :              .01                  .01
```

Figure 9D-11 Generated Record - No Discount Taken

EXAMPLE OF GENERATED RECORD
DISCOUNT EARNED

```
SEQUENCE/ERROR CODE          : 0000300              0000301
RECORD TYPE                  : PARENT TRANSACTION   GENERATED OTHER TRANS
STOP PAY/CERTIFIER/BANK-ID   :
RGN/DIST/DOCUMENT ID         : 1 23 90 CASHMGT 003  1 23 90 CASHMGT  003
APP/LIM/ALLOT/IND/TC/STATUS  : 001 100 30 0   103   001 100 30 0   873
CC/PGM/OBJ/PUBLIC/GOVT       : 122100 123456 2634 P 122100 123456 2634 P
DOC REF METER NUMBER         :
SYSTEM DATA                  :
VEND-TYPE/VSSN/1099 ID       : 3 441540747          3 441540747
INV CUST ACCT NUMBER         : CASHMGT3             CASHMGT3  DIS EARN
ECC/STAT DATA/ECC/STAT DATA  :
GL-ACCOUNTS/FAC-CODE         : 46AX-49AX 61AA-21AD 29  92AT-92AQ   XP
GL-ACCOUNTS                  :
EFFECTIVE-DATE               : 01/04/90             01/04/90
AMOUNT                       :         196.40             3.53
A/R UPDATE FLAG / PYR-FLAG   :
TERMS%/DAYS/NET/RC/COMP DATE:.02000 10 35  01/04/90 .02000 10 35
WHSE-DATE/EXCL DISC AMT      : 01/09/90      20.00   01/04/90
DISC EARNED/DISC LOST AMTS   : 3.53                      3.53
INT/PENALTY/NO DISC AMTS     :
```

Figure 9D-12 Generated Record - Discount Earned

EXAMPLE OF GENERATED RECORD
DISCOUNT LOST

```
SEQUENCE/ERROR CODE          : 0000400              0000401
RECORD TYPE                  : PARENT TRANSACTION   GENERATED OTHER TRANS
STOP PAY/CERTIFIER/BANK-ID   :
RGN/DIST/DOCUMENT ID         : 1 23 90 CASHMGT 004  1 87 90 830085144 411
APP/LIM/ALLOT/IND/TC/STATUS  : 001 100 30 0  103    001 100 30 0   872  F
CC/PGM/OBJ/PUBLIC/GOVT       : 122100 123456 2634 P 122100 123456 2697 P
DOC REF METER NUMBER         :                      2390CASHMGT  004
SYSTEM DATA                  :
VEND-TYPE/VSSN/1099 ID       : 3 441540747          3 441540747
INV CUST ACCT NUMBER         : CASHMGT 4            CASHMGT 4  DIS LOST
ECC/STAT DATA/ECC/STAT DATA  :                            K
GL-ACCOUNTS / FAC-CODE       : 46AX-49AX 61AA-21AD 29 46AX-49AX 61AC-21AD  01
GL-ACCOUNTS                  :
EFFECTIVE-DATE               : 02/28/90               02/28/90
AMOUNT                       :        294.40                      5.89
A/R UPDATE FLAG / PYR-FLAG   :
TERMS%/DAYS/NET/RC/COMP DATE :.02000 10 35K 01/17/90  .02000 10 35      K
WHSE-DATE / EXCL DISC AMT    : 02/28/90               02/28/90
DISC EARNED / DISC LOST AMTS :            5.89                    5.89
INT/PENALTY / NO DISC AMTS   :
```

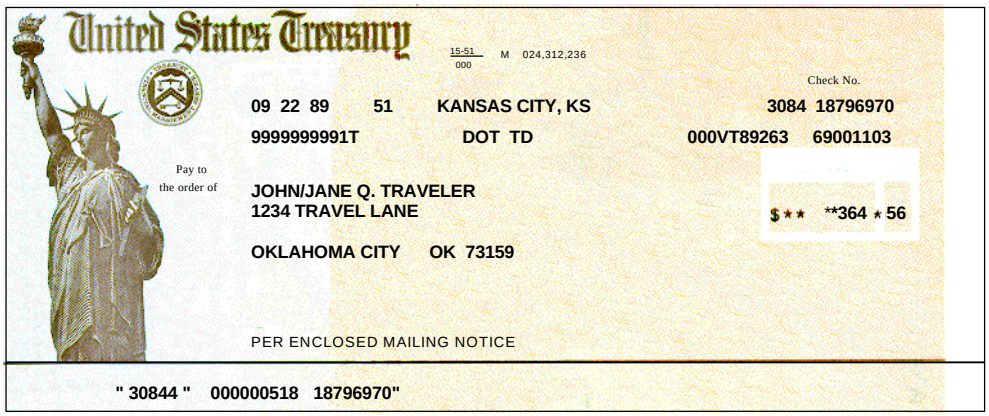
Figure 9D-13 Generated Record - Discount Lost

EXAMPLE OF GENERATED RECORD
INTEREST PENALTY

SEQUENCE/ERROR CODE	:0000800	0000801
RECORD TYPE	:PARENT TRANSACTION	GENERATED OTHER TRANS
STOP PAY/CERTIFIER/BANK-ID	:	
RGN/DIST/DOCUMENT ID	:1 23 90 CASHMGT 008	1 89 90 830085145 191
APP/LIM/ALLOT/IND/TC/STATUS	:001 100 30 0 103	001 100 30 0 870 F CC/PGM/OBJ/PUBLIC/GOVT :122100 123456 2634 P 122100 123456 2699 P
DOC REF METER NUMBER	:	2390CASHMGT 008
SYSTEM DATA	:	
VEND-TYPE/VSSN/1099 ID	:3 441540747	3 441540747
INV CUST ACCT NUMBER	:CASHMGT8	CASHMGT8 09250X038
ECC/STAT DATA/ECC/STAT DATA	: 09250X038	K
GL-ACCOUNTS/FAC-CODE	:46AX-49AX 61AA-21AD 29	46AX-49AX 61CD-21AD 01
GL-ACCOUNTS	:	
EFFECTIVE-DATE	: 03/13/90	03/13/90
AMOUNT	: 686.00	6.85
A/R UPDATE FLAG / PYR-FLAG	:	
TERMS%/DAYS/NET/RC/COMP DATE	: K 01/04/90	K
WHSE-DATE/EXCL DISC AMT	: 03/13/90	03/13/90
DISC EARNED/DISC LOST AMTS	:	
INT/PENALTY/NO DISC AMTS	: 6.85	6.85

Figure 9D-14 Generated Record - Interest Penalty

3.5. Interest Penalty - The system computes the interest penalty based on the rate in effect at the time of the late payment. This information is obtained from the T40 Treasury Rate Table (Chapter 4). In addition to the generated transaction, the check trailer card enclosed with the check identifies to the vendor the interest rate and the number of days paid (See Fig 9D-15).



United States Treasury

15-51 / 000 M 024,312,236

Check No.

09 22 89 51 KANSAS CITY, KS 3084 18796970

9999999991T DOT TD 000VT89263 69001103

Pay to the order of

JOHN/JANE Q. TRAVELER
1234 TRAVEL LANE

OKLAHOMA CITY OK 73159

$*** **364 * 56

PER ENCLOSED MAILING NOTICE

" 30844 " 000000518 18796970"

NOTICE TO CHECK RECIPIENT

TREASURY-FINANCIAL MANAGEMENT SERVICE TFS FORM 3039 (Rev.)

VENDOR NAME: JOHN/JANE Q. TRAVELER

VENDOR I.D. NUMBER: 9999999991T

AGENCY NAME AND BILLING ADDRESS: DOT
TRAINING DIVISION
OKLAHOMA CITY, OK 73125

U.S. TREASURY REG. FINANCIAL CENTER: KANSAS CITY, KS

CHECK NUMBER	CHECK AMOUNT	CHECK DATE
3084-18796970	$****364*56	09-22-89

AGENCY SCHEDULE NUMBER 000VT89263

AGENCY TELEPHONE NUMBER 405-645-9999

PAYMENT IDENTIFICATION DATA

D-118920895155 999 I-ADVANCE 20895155	$125.00-
D-118920895155 000 I-20895155	$489.56

PLEASE DIRECT ANY INQUIRIES CONCERNING THIS PAYMENT TO THE AGENCY AT THE ADDRESS (OR TELEPHONE NUMBER) INDICATED ABOVE.

Figure 9D-15 Treasury Check and Trailer Card

THIS PAGE INTENTIONALLY BLANK

Chapter 4 - Cash Management Tables

4.1. Validation of Data - DAFIS tables exist for the purpose of validating information during data entry. Listed below are the tables that relate either directly or indirectly to the cash management function of DAFIS.

a. T40 Treasury Rate Table - This table is maintained by headquarters of each agency. It is used to compute interest penalties for the cash management process. See Vocabulary in Section 10 for definition of each rate on the table. Figure 9D-16 is an example of the T40 table.

```
                  INQUIRY COMPLETE - TABLE T40/ ENTER KEYS
                          TABLE T40 - TREASURY RATES
REQUEST CODE  :  I
TREASURY RATE :  09000
PENALTY RATE  :  06000
ADMIN SURCHG  :  01200
INT/PEN RATE  :  08500      EFF-DATE: 010190
                 09125                070189
                 09750                010189
                 09250                070188
                 09375                010188
AGENCY CODE   :  T
IF LAST SCREEN ENTRY, ENTER (YES):
```

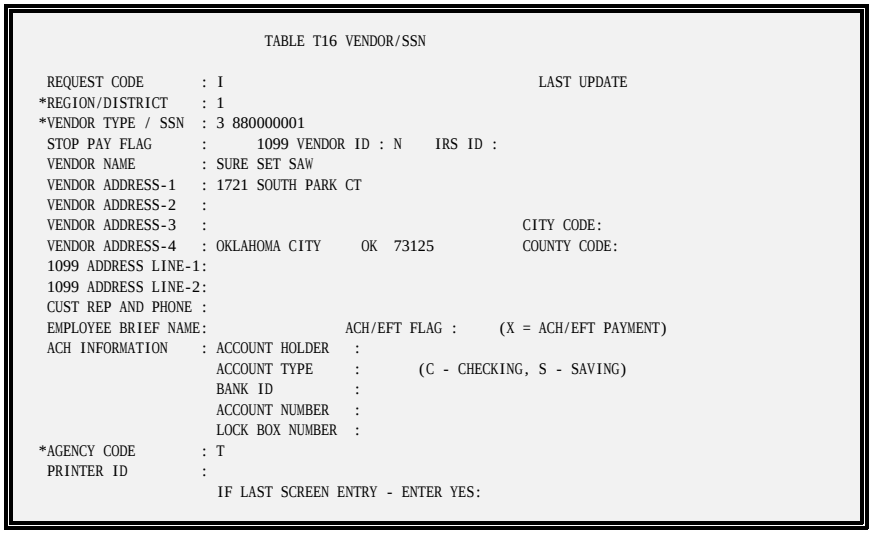
Figure 9D-16 T40 Treasury Rate Table

b. T42 Terms Table - This table is maintained by the local accounting office. It is used to compute discount terms and for a comparison to the Treasury Rate to determine if a discount is cost effective. Terms must be loaded on this table before the system will allow user input on any of the DAFIS formats. Figure 9D-17 is an example of the T42 Table printed.

```
AGENCY CODE: T                          DEPARTMENT OF TRANSPORTATION          RIS NUMBER:  TABLE-T42
                                              T42 - TERMS
REGION/DIST: 1                             AS OF 10/01/90                     PAGE NUMBER:         1

<-----------  TERM NO. 1  ----------->   <-- LAST UPDATE -->
DISCOUNT %    DAYS    NET    COMPARISON %   TRM-USER   - DATE -

.00500          10     65      .03289       UACDAC     88/05/03
.01000          10     30      .18182       UACDAC     88/05/03
.02000          20     45      .29388       UACDAC     88/05/03
.03000          15     30      .74225       UACDAC     89/10/20
.05000          10     45      .54135       UACDAC     88/05/03
```

Figure 9D-17 T42 - Terms Table

c. T16 Vendor/SSN Table - This table is maintained by the local accounting office. It is used to establish the remittance name and address for a payment. Figure 9D-18 is an example of the T16 Table.



```
                          TABLE T16 VENDOR/SSN

 REQUEST CODE       : I                                        LAST UPDATE
*REGION/DISTRICT    : 1
*VENDOR TYPE / SSN  : 3 880000001
 STOP PAY FLAG      :      1099 VENDOR ID : N    IRS ID :
 VENDOR NAME        : SURE SET SAW
 VENDOR ADDRESS-1   : 1721 SOUTH PARK CT
 VENDOR ADDRESS-2   :
 VENDOR ADDRESS-3   :                                       CITY CODE:
 VENDOR ADDRESS-4   : OKLAHOMA CITY     OK  73125           COUNTY CODE:
 1099 ADDRESS LINE-1:
 1099 ADDRESS LINE-2:
 CUST REP AND PHONE :
 EMPLOYEE BRIEF NAME:                 ACH/EFT FLAG :     (X = ACH/EFT PAYMENT)
 ACH INFORMATION    : ACCOUNT HOLDER   :
                      ACCOUNT TYPE     :       (C - CHECKING, S - SAVING)
                      BANK ID          :
                      ACCOUNT NUMBER   :
                      LOCK BOX NUMBER  :
*AGENCY CODE        : T
 PRINTER ID         :
                      IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9D-18 Table T16 Vendor/SSN

d. T41 Cash Management Calendar - This table is maintained by the Accounting Functional Division. It contains the necessary dates for the system to determine when a payment is due based on the Warehouse Date.

NOTE: *Refer to Section 4, Chapter 2 for instructions on how to load tables.*

Chapter 5 - Warehouse File Inquiries

5.1. Warehouse File Inquiries - All payments entered on a T or V schedule are warehoused until 5 days before the payment is due (Warehouse Date). The user may inquire the Warehouse File for these warehoused payments. There are three inquiries into the Warehouse File. Use the ***PF2*** function key to access these inquiries.

a. WHF-1 - This inquiry prints all payments scheduled to be paid the next day. Enter the input region/district (servicing) only. Press ***Enter*** and the WHF-1 will print.

INPUT REGION/DIST: 1 — DEPARTMENT OF TRANSPORTATION — RIS NUMBER: WHF-1
NEXT PAYMENT FROM WAREHOUSE FILE
SCHEDULE: V — AS OF 10/01/90 — PAGE NUMBER: 1

VENDOR TYPE/SSN	RGN DIST	DOC ID	INV CUST ACCT NUM	RC IND	AMOUNT	DISCOUNT EARNED/LOST*	INTEREST PENALTY	BATCH ID	TRANS SEQ	WHSE DATE
3 000736389	1	238970424	000 14713		1,274.00	26.00		XXXXX1XXX	1100	100190
VENDOR TYPE/SSN TOTAL - NET AMOUNT					1,274.00					
3 001337823	1	239070350	000 646110		3,462.60	17.40		XXXXX1XXX	1400	100190
VENDOR TYPE/SSN TOTAL - NET AMOUNT					3,462.60					
3 007205065	1	239006716	000 173389		15.97	.33		XXXXX1XXX	1300	100190
	1	239021542	000 173862		183.92	3.14		XXXXX1XXX	800	100190
	1	239035190	000 173390		52.34	1.07		XXXXX1XXX	200	100190
	1	239019221	000 170260		102.41	2.04		XXXXX1XXX	100	100190
	1	239034480	000 169311		91.53	1.87		XXXXX1XXX	900	100190
	1	239006647	000 173386		1,659.10	33.86		XXXXX1XXX	600	100190
	1	239034878	000 168920		51.35	1.05		XXXXX1XXX	100	100190
	1	239021542	000 176712		96.72	1.08		XXXXX1XXX	1100	100190
	1	239035198	000 173391		63.75	1.26		XXXXX1XXX	200	100190
VENDOR TYPE/SSN TOTAL - NET AMOUNT					2,317.09					
SCHEDULE TOTAL - NET AMOUNT					7,053.69					

Figure 9D-19 WHF-1 Inquiry Print

b. WHF-2 - This inquiry prints all payments on the Warehouse File for a particular vendor. Enter the Input Region/Dist, Vendor Type, and Vendor/SSN. Press ***Enter*** and the WHF-2 will print.

```
INPUT REGION/DIST: 1                                    DEPARTMENT OF TRANSPORTATION                    RIS NUMBER:    WHF-2
                                                         WAREHOUSE PAYMENTS BY VENDOR
                                                               AS OF 10/01/90                            PAGE NUMBER:       1

VENDOR      :  3 880000001
NAME/ADDRESS:  SURE SET SAW
               1721 SOUTH PARK COURT


               OKLAHOMA CITY           OK  73125

           WHSE DATE
R            NET %
G          DAYS NET       DOC-ID       TRANS RC  R  STOP                          CONTRACT
N BATCH-ID CHECK DATE APP/LIM/ALLOT/IND  SEQ  IND T  PAY  INV CUST ACCT   AMOUNT    NUMBER   RC CUST ACCT NUM

1 XXXXX1XXX  10/01/90  239035203    000   900             536226          2,656.50
              .00000   001 100 30 0
             00    30
             10/12/90

           NET AMOUNT                                                     2,656.50

WAREHOUSE DATE - NET AMOUNT                                             2,656.50

1 XXXXX1XXX  10/05/90  239001885    000  1200             536771            252.53
              .00000   001 100 30 0
             00    30
             10/07/90

           NET AMOUNT                                                       252.53

1 XXXXX1XXX  10/05/90  239001218    000   900             536597            102.66
              .00000   001 100 30 0
             00    30
             10/07/90

           NET AMOUNT                                                       102.66

1 XXXXX1XXX  10/05/90  239001220    000   800             534647             22.09
              .00000   001 100 30 0
             00    30
             10/07/90

           NET AMOUNT                                                        22.09

WAREHOUSE DATE - NET AMOUNT                                               377.28

VENDOR-TOTAL - NET AMOUNT                                               3,033.78
```

Figure 9D-20 WHF-2 Inquiry Print

c. WHF-3 - This inquiry prints information for a particular vendor's invoice for a requested Warehouse Date. Enter Input Region/Dist, Vendor Type, Vendor/SSN, Warehouse Date, and Invoice Number. Press ***Enter*** and the WHF-3 will print.

```
INPUT REGION/DIST: 1                                    DEPARTMENT OF TRANSPORTATION                    RIS NUMBER:    WHF-3
                                                        WAREHOUSE PAYMENTS BY INVOICE
                                                              AS OF 10/01/90                            PAGE NUMBER:       1

VENDOR      : 3 880000001
NAME/ADDRESS: SURE SET SAW
              1721 SOUTH PARK COURT


              OKLAHOMA CITY           OK  73125


          WHSE DATE                              C
            NET %         DOC-ID       TRANS RC  R  STOP                          CONTRACT
BATCH-ID  DAYS NET  APP/LIM/ALLOT/IND  SEQ  IND T  PAY  INV CUST ACCT   AMOUNT     NUMBER   RC CUST ACCT NUM

XXXXX1XXX  10/01/90  239001885    000   1200            536771            252.53
            .00000   001 100 30 0
           00    30

           NET AMOUNT                                                     252.53

XXXXX1XXX  10/01/90  239001885    000   1202             536771             2.53
            .00000   001 100 30 0
           00    30

           NET AMOUNT                                                       2.53

           NET INVOICE AMOUNT                                             255.06
```

Figure 9D-21 WHF-3 Inquiry Print

THIS PAGE INTENTIONALLY BLANK

SECTION 9E. OPENING DOCUMENTS

Chapter 1 - How to Open a Document

1.1. Purpose - When a transaction status code **F** is used at the expenditure stage is automatically closes the document. Sometimes a closed document requires further activity. Some possible reasons to open a document are:

a. Change to original document (purchase order, travel order, etc.)

b. Additional invoice received (amendment to contract)

c. Document closed in error (used **F** transaction status code when the transaction was not a final)

1.2. Open a Document - Use the ***PF9*** function key to open a document. There are three options available. "OPEN" is the most commonly used option.

```
                              OPEN/CLOSE/PURGE A DOCUMENT

SELECT OPTION DESIRED:
   ENTER 'OPEN' TO OPEN A DOCUMENT
   ENTER 'CLOSE' TO CLOSE A DOCUMENT
   ENTER 'PURGE' TO PURGE A DOCUMENT

           OPTION  :

           RGN/DIST:

           DOC-ID  :

           AGY-CODE: T
```

Figure 9E-1 Open/Close/Purge a Document

Type the option desired, the Rgn/Dist, and the document-ID to be opened (See Fig 9E-2). Press ***Enter***.

```
                              OPEN/CLOSE/PURGE A DOCUMENT

SELECT OPTION DESIRED:
   ENTER 'OPEN' TO OPEN A DOCUMENT
   ENTER 'CLOSE' TO CLOSE A DOCUMENT
   ENTER 'PURGE' TO PURGE A DOCUMENT

           OPTION  : OPEN

           RGN/DIST: 1

           DOC-ID  : 23 90 12345     456

           AGY-CODE: T
```

Figure 9E-2 Opening a Document

The following screen appears.

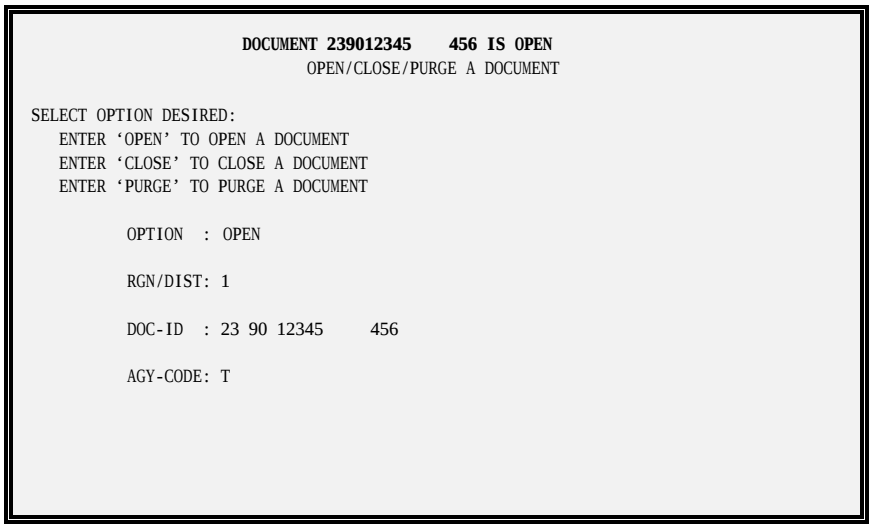


Figure 9E-3 Document is Open

Your document is open ready for further action. An additional transaction to open the document appears on your ODF-ALL inquiry.

SECTION 9F. CASH CERTIFICATION

Chapter 1 - Introduction to Cash Certification

1.1. Purpose - DAFIS processes for payment any voucher that a previewer verifies as accurate and ready to pay. Documents that are ready to pay are batched, entered, and balanced. Balanced batches are reviewed by previewers and either approved for processing or stopped if necessary. Once approved, disbursement transactions are processed for payment, transmitted to Federal Aviation Administration Central Region where a check or ACH/EFT tape is prepared, certified, and forwarded to the Kansas City Regional Disbursing Office (DO) for processing of checks. Refer to Section 1, Chapter 2 for further explanation of this process.

Discounts earned or lost and interest penalties are computed at the time a batch is balanced. Therefore, it is extremely important that payment batches be certified and released the same day they are balanced. All payment batches must be previewed and released by close of business on the last day of the month.

1.2. Payment Previewers - Personnel are selected by management at each accounting office to preview/certify documents for payment in their own region/district. Certifier user-id's are entered on the C01 Certifier Table and only those on the C01 Table are accepted by DAFIS to release documents for payment. DAFIS security does not allow a certifier to release payment batches which they have input or to update the T16 Table. Figure 9F-1 is an example of the C01 Certifier Table. Refer to Section 4, Chapter 2 for instructions on how to load this table.

REGION/DISTRICT: 1 RIS NUMBER TABLE C01

C01 CERTIFIER TABLE PAGE NUMBER 1

AS OF 07/20/90

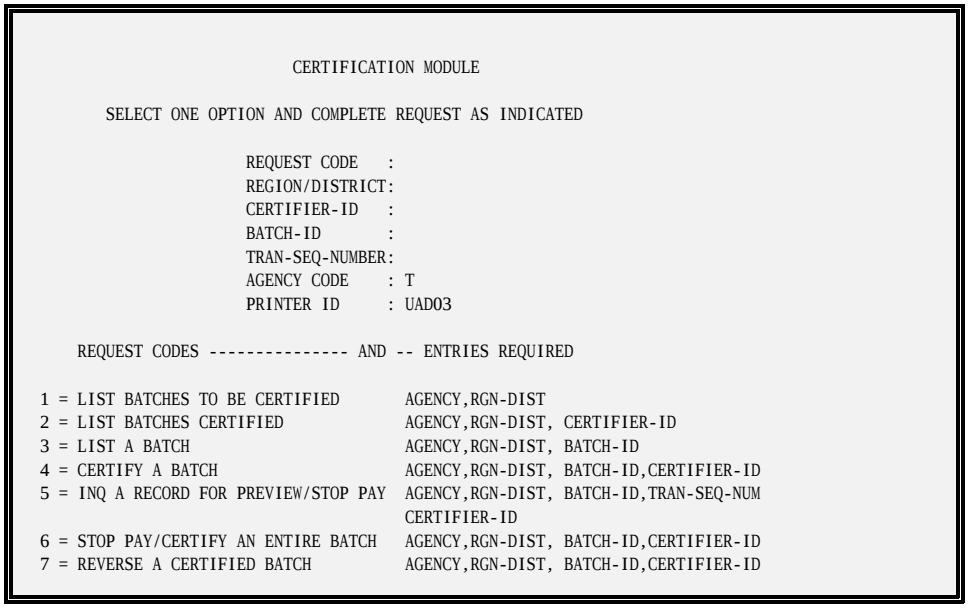
CERTIFIER	NAME	PROCESS DATE	TERM USER-ID	CERTIFIER	NAME	PROCESS DATE	TERM USER-ID
URN	U. R. NICE	04/03/90	UACDAC1	UBG	U. B. GOODE	06/04/90	UACDAC1
IMF	I. M. FRIENDLY	03/15/90	UACDAC1	EZP	E. Z. PLEASURE	03/02/90	UACDAC1

TOTAL RECORDS: 4

** END OF REPORT **

Figure 9F-1 C01 Certifier Table

1.3. Options - The DAFIS cash certification process has seven options available which in this case are termed Request Codes. Certain options are for information only. Others are required to release a payment batch, stop a payment, or reverse a certified batch. Cash certification applies to all T (Transportation), V (Public Vendor), and W (Government) schedules. Access to cash certification is gained by pressing the ***PF6*** function key. Figure 9F-2 is an example of the screen display for cash certification showing the seven available options. The required data to complete each request is listed beside each request code.



```
                          CERTIFICATION MODULE

       SELECT ONE OPTION AND COMPLETE REQUEST AS INDICATED

                      REQUEST CODE   :
                      REGION/DISTRICT:
                      CERTIFIER-ID   :
                      BATCH-ID       :
                      TRAN-SEQ-NUMBER:
                      AGENCY CODE    : T
                      PRINTER ID     : UAD03

    REQUEST CODES ---------------- AND -- ENTRIES REQUIRED

1 = LIST BATCHES TO BE CERTIFIED       AGENCY,RGN-DIST
2 = LIST BATCHES CERTIFIED             AGENCY,RGN-DIST, CERTIFIER-ID
3 = LIST A BATCH                       AGENCY,RGN-DIST, BATCH-ID
4 = CERTIFY A BATCH                    AGENCY,RGN-DIST, BATCH-ID,CERTIFIER-ID
5 = INQ A RECORD FOR PREVIEW/STOP PAY  AGENCY,RGN-DIST, BATCH-ID,TRAN-SEQ-NUM
                                       CERTIFIER-ID
6 = STOP PAY/CERTIFY AN ENTIRE BATCH   AGENCY,RGN-DIST, BATCH-ID,CERTIFIER-ID
7 = REVERSE A CERTIFIED BATCH          AGENCY,RGN-DIST, BATCH-ID,CERTIFIER-ID
```

Figure 9F-2 Cash Certification Menu

Chapter 2 - Cash Certification Process

2.1. Functions - DAFIS performs cash certification functions based on information entered by the user. Each option is covered in this chapter. Press the ***PF6*** function key to access the Cash Certification Menu.

a. Request Code 1 - List Batches to be Certified. Request Code 1 lists all outstanding batches that must be certified before monthend processing. Figure 9F-3 is an example of a printout of batches to be certified.

REGION/DISTRICT 1 RIS NO 1-C-
2.A

STATUS OF BATCHES FOR DAFIS CERTIFICATION PAGE NO.
1

AS OF 03/14/90

BATCHES TO BE CERTIFIED

BATCH-ID	CERT CNT	LINE AMOUNT	SCHEDULE	FND/CSH	IMPREST BY	CERT BATCH-ID	CNT	LINE AMOUNT	SCHEDULE	FND/CSH	IMPREST BY
891301001	1	1,000.00	V			891301006	2	308.70	V		
891301007	1	1,700.00	V			891301137	2	308.70	V		
891301347	1	275.05	V			891301362	2	308.70	V		
891301363	1	1,700.00	V			891301364	1	1,000.00	V		
891031365	1	5,000.00	V			891301366	1	1,000.00	V		
891301367	2	8,500.00	V			891301368	2	700.00	W		
891301372	1	575.00	W			891301468	1	1,700.00	V		
891311109	1	1,000.00	V			891311110	1	5,000.00	V		
891311111	1	1,000.00	V			891311112	1	1,700.00	V		
891311164	2	308.70	V			891311195	1	1,000.00	V		
891311198	2	1,779.50	V			891311205	2	8,500.00	V		
891311206	1	1,700.00	V			891311267	2	8,500.00	V		
891311268	1	1,700.00	V			891311286	1	1,000.00	V		
891311287	1	5,000.00	V			891311288	1	1,000.00	V		
891311306	1	5,000.00	V			891311310	1	1,000.00	V		
891311312	1	1,000.00	V			891311349	1	1,000.00	V		
891311350	1	5,000.00	V			891311377	1	1,000.00	V		
891311452	2	308.70	V			891311453	1	1,700.00	V		
891311454	2	8,500.00	V			891311455	2	700.00	W		
891311476	1	1,000.00	V			891311478	1	1,000.00	V		
891311479	1	5,000.00	V			891311480	1	1,000.00	V		
891311500	1	1,000.00	V			891311503	1	1,700.00	V		

Figure 9F-3 List Batches to be Certified

b. Request Code 2 - List Batches Certified. Request Code 2 lists all batches certified by an individual certifier. This lists all batches certified for one day only. Figure 9F-4 is an example of a printout of batches certified.

```
REGION/DIST:  1                                                                                    RIS NO I-C-2.A
                                    STATUS OF BATCHES FOR DAFIS CERTIFICATION                      PAGE NO.     1
                                                AS OF 03/14/90


                                          BATCHES CERTIFIED BY XXX

          LINE                      IMPREST   CERT              LINE                          IMPREST   CERT
BATCH-ID   CNT   AMOUNT   SCHEDULE  FUND/CSH    BY     BATCH-ID   CNT    AMOUNT    SCHEDULE    FUND/CSH    BY

892151182  5     707.99       V                XXX

NO. OF RECORDS     1

                                             ** END OF REPORT **
```

Figure 9F-4 List Batches Certified

c. Request Code 3 - List a Batch. Request Code 3 lists an individual batch. Verification of each element on the ACH/Check Tape Preview List must be determined by each agency's certification procedures. A suggestion of items to verify are the vendor name and address, invoice/customer account number, and amount. Figure 9F-5 is an example of a Check Tape Preview List printout of an individual batch.

```
REGION/DIST       : 1                                  DOT AGENCY                                    RIS NUMBER: I-C.2
SCHEDULE NO.      : V                             ACH/CHECK TAPE PREVIEW LIST                        PAGE NUMBER:    1
BATCH-ID          : 950721300                         AS OF 07/26/95
BATCH CERTIFIED BY:

                                                                                  INV-CUST-ACCT-NUM
                                                                                  INV-CUST-ACCT-NUM(DIS/PEN)
                                                                                  INV-CUST-ACCT-NUM(DIS/PEN)
                                                                  WHSE            FORM OF PAYMENT
                                                DOCUMENT-ID       COMP            BANK-ID
APP/LIM/ALLOT/IND                               CONTRACT-NUMBER   TERM %          ACCOUNT NUMBER
 VENDOR TYPE/SSN                                RC-CUST-ACCT-NR   DAY/NET         LOCK BOX NUMBER                                  S
    CERTIFIER       VENDOR NAME AND ADDRESS     EXCL-DISC-AMT     REASON  TC      ACCOUNT HOLDER              AMOUNT       TRANSEQ P

501  100 30 0   MOM HOMEQUITY                   1895MOM95803 000  080795 103      99 9999 5885 B                19,150.00     100
3  880009999    PO BOX 99999                                      071395
                                                                  .00000
                                                                   00/30          PAYMENT VIA CHECK
                CHICAGO          IL 606737049                .00

   PREVIOUS     MOM HOMEQUITY                          PREVIOUS            PAYMENT VIA CHECK       PREVIOUS
   VENDOR       PO BOX 12345                           VENDOR                                      BATCH
   NAME/ADDRESS                                        ACH                                         ID        950711300
                                                       INFORMATION
                CHICAGO          IL 606737049

  ORIG PARENT TOTAL           19,150.00                                                  NET             19,150.00

TOTAL AMOUNT (NET)                                                                                        19,150.00
                                                ** END OF REPORT **
```

Figure 9F-5 List a Batch

NOTE: *If the batch is an imprest fund, the cashier's name, address, and bank information will be displayed under the "BATCH CERTIFIEDBY:" line. If the vendor information has been changed on T16 after the batch has balanced the previous vendor name, address, and ACH information is displayed. The previous batch ID is also displayed as shown above.*

d. Request Code 4 - Certify a Batch. Request Code 4 certifies/releases a batch for payment. Type in the required information (Region/District, Certifier-ID, and Batch-ID) and press ***Enter*** (See Fig 9F-6).

```
                          CERTIFICATION MODULE

       SELECT ONE OPTION AND COMPLETE REQUEST AS INDICATED

                      REQUEST CODE   : 4
                      REGION/DISTRICT: 1
                      CERTIFIER-ID   : XXX
                      BATCH-ID       : 900721300
                      TRAN-SEQ-NUMBER:
                      AGENCY CODE    : T
                      PRINTER ID     : UAD03

    REQUEST CODES --------------- AND -- ENTRIES REQUIRED

1 = LIST BATCHES TO BE CERTIFIED       AGENCY,RGN-DIST
2 = LIST BATCHES CERTIFIED             AGENCY,RGN-DIST, CERTIFIER-ID
3 = LIST A BATCH                       AGENCY,RGN-DIST, BATCH-ID
4 = CERTIFY A BATCH                    AGENCY,RGN-DIST, BATCH-ID,CERTIFIER-ID
5 = INQ A RECORD FOR PREVIEW/STOP PAY  AGENCY,RGN-DIST, BATCH-ID,TRAN-SEQ-NUM
                                       CERTIFIER-ID
6 = STOP PAY/CERTIFY AN ENTIRE BATCH   AGENCY,RGN-DIST, BATCH-ID,CERTIFIER-ID
7 = REVERSE A CERTIFIED BATCH          AGENCY,RGN-DIST, BATCH-ID,CERTIFIER-ID
```

Figure 9F-6 Certify a Batch

The batch is released (See Fig 9F-7).

```
        BATCH CERTIFIED AND RELEASED FOR OVERNIGHT PROCESS
                          CERTIFICATION MODULE

       SELECT ONE OPTION AND COMPLETE REQUEST AS INDICATED

                      REQUEST CODE   : 4
                      REGION/DISTRICT: 1
                      CERTIFIER-ID   : XXX
                      BATCH-ID       : 900721300
                      TRAN-SEQ-NUMBER:
                      AGENCY CODE    : T
                      PRINTER ID     : UAD03

    REQUEST CODES --------------- AND -- ENTRIES REQUIRED

1 = LIST BATCHES TO BE CERTIFIED       AGENCY,RGN-DIST
2 = LIST BATCHES CERTIFIED             AGENCY,RGN-DIST, CERTIFIER-ID
3 = LIST A BATCH                       AGENCY,RGN-DIST, BATCH-ID
4 = CERTIFY A BATCH                    AGENCY,RGN-DIST, BATCH-ID,CERTIFIER-ID
5 = INQ A RECORD FOR PREVIEW/STOP PAY  AGENCY,RGN-DIST, BATCH-ID,TRAN-SEQ-NUM
                                       CERTIFIER-ID
6 = STOP PAY/CERTIFY AN ENTIRE BATCH   AGENCY,RGN-DIST, BATCH-ID,CERTIFIER-ID
7 = REVERSE A CERTIFIED BATCH          AGENCY,RGN-DIST, BATCH-ID,CERTIFIER-ID
```

Figure 9F-7 Batch Certified and Released for Process

e. Request Code 5 - Inquire a Record for Preview/Stop Pay. Request Code 5 is used to inquire a particular record in a batch for stop payment. In addition to entering **5** for the Request code, the Tran-Seq-Number must be entered. This number is the sequence number of the transaction on the batch and can be obtained from the Check Tape Preview List far right column. After the required information is entered, (See Fig 9F-8) press ***Enter***.

```
                          CERTIFICATION MODULE

        SELECT ONE OPTION AND COMPLETE REQUEST AS INDICATED

                      REQUEST CODE   : 5
                      REGION/DISTRICT: 1
                      CERTIFIER-ID   : XXX
                      BATCH-ID       : 900721300
                      TRAN-SEQ-NUMBER: 1
                      AGENCY CODE    : T
                      PRINTER ID     : UAD03

    REQUEST CODES --------------- AND -- ENTRIES REQUIRED

 1 = LIST BATCHES TO BE CERTIFIED       AGENCY,RGN-DIST
 2 = LIST BATCHES CERTIFIED             AGENCY,RGN-DIST, CERTIFIER-ID
 3 = LIST A BATCH                       AGENCY,RGN-DIST, BATCH-ID
 4 = CERTIFY A BATCH                    AGENCY,RGN-DIST, BATCH-ID,CERTIFIER-ID
 5 = INQ A RECORD FOR PREVIEW/STOP PAY  AGENCY,RGN-DIST, BATCH-ID,TRAN-SEQ-NUM
                                        CERTIFIER-ID
 6 = STOP PAY/CERTIFY AN ENTIRE BATCH   AGENCY,RGN-DIST, BATCH-ID,CERTIFIER-ID
 7 = REVERSE A CERTIFIED BATCH          AGENCY,RGN-DIST, BATCH-ID,CERTIFIER-ID
```

Figure 9F-8 Inquire a Record for Preview/Stop Pay

```
                                  ENTER (SGLE) FOR SINGLE PMT REJECTION OR (HOLD)
                                      FOR ALL ITEMS, AND AUTHORIZED CERTIFIER

                                           PREVIEW RECORD WAREHOUSE FILE

AGENCY-CODE            T
REGION/DIST            1
WAREHOUSE-DATE         031490
SCHEDULE               V
BATCH-ID               900721300    TRANS-SEQ-NUMBER  00001   EX-DISC-AMT        .00
CUST-ACCT-NO                                                          CONTRACT-NO
TERMS % DAYS NET       00000 00 00  REASON CODE
VENDOR TYPE/SSN        1 243278351  NAME/ADDR  M.D. CLARK
APP/LIM/ALLOT/IND      001 100 30 0                      24 DUTCH LANDING
FORM OF PAYMENT        CHECK
                                                                NEWPORT BEACH    NC  28505

        DOC-ID                    INV-CUST-ACCT-NUM                          TC         TRANSEQ                AMOUNT
11 90 HCN41006 000  32246                                                    103F       0000100              267.85


IF THIS RECORD IS NOT TO BE PAID ENTER (SGLE OR HOLD) AND INITIAL                          NET     267.85
          ENTER:  XXXX          INITIAL:  XXX
```

Figure 9F-9 Inquired Record for Stop Pay

It is important to annotate the Check Tape Preview List and the source document that a payment has been stopped. During the stop payment process, the system reverses the stop pay record and all associated generated records.

Once the payment is stopped, repeat Request Code 3 to verify the stop payment. After verification, the batch must be certified/released for payment (Request Code 4).

f. Request Code 6 - Stop Pay/Certify an Entire Batch. Request Code 6 is used to stop payment when every record in the batch is in error. After entering the required information on the Cash Certification Menu for Request Code 6, press ***Enter***. DAFIS displays the Batch Header Menu with the question "DO YOU WISH TO STOP PAYMENT ON THIS ENTIRE BATCH? (Y/N)." This gives the user a second opportunity to decide whether to stop every record on the batch. To stop payment on all records, enter **Y** for yes (See Fig 9F-10).

```
BATCH INFORMATION          :
AGENCY CODE                : T                  STATUS FLAG  : 4
INPUT REGION DIST          : 1                  PROCESS DATE : 900314
BATCH ID                   : 900721300          USER ID      : UACTNG2
FORMAT CODE                : 03
LINE COUNT                 : 00001
BATCH AMOUNT               : 0000000000100
BATCH TOTAL HOURS          :
IMPREST FUND CASHIER       :
SCHEDULE/CD                : V
IOTV NUMBER                :
DO YOU WISH TO STOP PAYMENT ON THIS ENTIRE BATCH (Y/N)  Y
```

Figure 9F-10 Stop Pay/Certify an Entire Batch

The system certifies/releases the batch automatically after stopping payment on each transaction in the batch (See Fig 9F-11).

```
                    STOP PAY COMPLETION/BATCH CERTIFIED AND RELEASED
                              CERTIFICATION MODULE

                  SELECT ONE OPTION AND COMPLETE REQUEST AS INDICATED

                       REQUEST CODE    : 6
                       REGION/DISTRICT: 1
                       CERTIFIER-ID    : XXX
                       BATCH-ID        : 900721300
                       TRAN-SEQ-NUMBER: 00000
                       AGENCY CODE     : T
                       PRINTER ID      : UAD03

    REQUEST CODES ---------------- AND -- ENTRIES REQUIRED

1 = LIST BATCHES TO BE CERTIFIED       AGENCY,RGN-DIST
2 = LIST BATCHES CERTIFIED             AGENCY,RGN-DIST, CERTIFIER-ID
3 = LIST A BATCH                       AGENCY,RGN-DIST, BATCH-ID
4 = CERTIFY A BATCH                    AGENCY,RGN-DIST, BATCH-ID,CERTIFIER-ID
5 = INQ A RECORD FOR PREVIEW/STOP PAY  AGENCY,RGN-DIST, BATCH-ID,TRAN-SEQ-NUM
                                       CERTIFIER-ID
6 = STOP PAY/CERTIFY AN ENTIRE BATCH   AGENCY,RGN-DIST, BATCH-ID,CERTIFIER-ID
7 = REVERSE A CERTIFIED BATCH          AGENCY,RGN-DIST, BATCH-ID,CERTIFIER-ID
```

Figure 9F-11 Inquire a Record for Preview/Stop Pay

Again, it is important to annotate the Check Tape Preview List and the source documents that the entire batch was stopped.

g. Request Code 7 - Reverse a Certified Batch. Request Code 7 is used to reverse or "un-certify" an entire batch. This option is available only on the day the batch is certified. After the certified batch goes thru the overnight process, it cannot be reversed. This action returns the batch to Status Flag 4. The batch must then be recertified/released for process. (See Figure 9F-12).

NOTE: *Items with a warehouse date greater than the current date can be stopped, if necessary, by accessing the Warehouse File (see procedures in Section 9F, Chapter 3,). Request Code 7 is to be used if an error exists on an item with a warehouse date of the current date on a batch certified on the current day.*

```
                    BATCH 900721300 HAS BEEN REVERSED/UN-CERTIFIED
                                CERTIFICATION MODULE

                SELECT ONE OPTION AND COMPLETE REQUEST AS INDICATED

                     REQUEST CODE    : 7
                     REGION/DISTRICT: 1
                     CERTIFIER-ID    : XXX
                     BATCH-ID        : 900721300
                     TRAN-SEQ-NUMBER: 00000
                     AGENCY CODE     : T
                     PRINTER ID      : UAD03

    REQUEST CODES --------------- AND -- ENTRIES REQUIRED

1 = LIST BATCHES TO BE CERTIFIED       AGENCY,RGN-DIST
2 = LIST BATCHES CERTIFIED             AGENCY,RGN-DIST, CERTIFIER-ID
3 = LIST A BATCH                       AGENCY,RGN-DIST, BATCH-ID
4 = CERTIFY A BATCH                    AGENCY,RGN-DIST, BATCH-ID,CERTIFIER-ID
5 = INQ A RECORD FOR PREVIEW/STOP PAY  AGENCY,RGN-DIST, BATCH-ID,TRAN-SEQ-NUM
                                       CERTIFIER-ID
6 = STOP PAY/CERTIFY AN ENTIRE BATCH   AGENCY,RGN-DIST, BATCH-ID,CERTIFIER-ID
7 = REVERSE A CERTIFIED BATCH          AGENCY,RGN-DIST, BATCH-ID,CERTIFIER-ID
```

Figure 9F-12 Reverse a Certified Batch

This action returns the batch to Status Flag 4. The batch must then be recertified/released for process.

Chapter 3 - Stop Pay in Warehouse File

3.1. Warehouse File - During the overnight Cash Disbursement process, all disbursements in batch status 5 are extracted from the Batch Control File (BCF) and moved to the warehouse file where they reside until the payment due date.

NOTE: *Payments with a current warehouse date are simultaneously moved to the check/ACH tape for transmission to Treasury.*

A stop pay can be processed on any payment still residing in the warehouse. However, as in the Cash Certification process, only authorized certifiers who are on the C01 Certifier Table are allowed to process a stop payment. Procedures to load the C01 Table are found in Section 4, para. 2.4c1.

3.2. Procedure to Stop Pay in the Warehouse File - To access the Stop Pay Warehouse File, press the ***PF4*** function key. Type the Region/District, Batch ID, and original Tran-Seq-Number of payment to be stopped. Figure 9F-5 is the ACH/Check Tape Preview List (RIS No. I-C.2) used to obtain the Tran-Seq-Number. Press ENTER. See Figure 9F-13.

```
                    STOP PAY WAREHOUSE FILE

          REGION/DISTRICT       :  1
          BATCH-ID              :  XXXXX1XXX
          TRAN-SEQ-NUMBER       :  13
          AGENCY CODE           :  T
```

Figure 9F-13 Stop Pay Warehouse File

The requested record is displayed on the screen. Stop payment by typing **HOLD** and your initials (See Fig 9F-14).

```
                                  ENTER HOLD AND AUTHORIZED CERTIFIER

                                     PREVIEW RECORD WAREHOUSE FILE

AGENCY-CODE            T
REGION/DIST            1
WAREHOUSE-DATE         031490
SCHEDULE               V
BATCH-ID               XXXXX1XXX  TRANS-SEQ-NUMBER 00013    EX-DISC-AMT          .00
CUST-ACT-NO                         CONTRACT-NO
TERMS % DAYS NET       02000 30 30   REASON CODE
VENDOR TYPE/SSN        3 148047368   NAME/ADDR     GENERAL ELECTRIC COMPANY
APP/LIM/ALLOT/IND 001  100 30 0                    P.O. BOX 5250N
FORM OF PAYMENT   ACH/EFT
                                                   NEWPORT BEACH    NC  28505

          DOC-ID                        INV-CUST-ACCT-NUM     TC   TRANSEQ                        AMOUNT
23 90 1153  0000    6461772                                   102  0001300                        749.93
                    6461772                   DIS EARN        873  001302                    15.30

                                                                                NET                      749.93
IF THIS RECORD IS NOT TO BE PAID ENTER (HOLD) AND INITIAL
             ENTER:  HOLD              INITIAL:  XXX
```

Figure 9F-14 Inquired Record for Stop Pay on Warehouse File

NOTE: *The system stops all payments to the same vendor with the same doc-ID, invoice number, and warehouse date.*

During the overnight cash disbursement process, DAFIS reverses the stopped payment records and all associated generated records from the Warehouse File.

3.3. Reissuing Payments Stopped from the Warehous e File - There are two options for reissuing payments which have been stopped in the Warehouse File:

a. Reissue after the overnight process - This requires no extra steps to accomplish the reissue. Make any necessary changes to the stopped payment. Example: Correct the amount, the vendor name and/or address, or the date. Reenter the payment in a new batch. Follow normal procedures for cash certification (Refer to Section 9F, Chapter 2).

b. Reissue before the overnight process - The check may be reissued the same day it is stopped. However, if the expenditure was originally recorded as an undelivered order (UDO) or accrued expenditure unpaid (AEU), the overnight reversal process moves the expenditure to its original fund stage (i.e., UDO or AEU). The following steps are necessary to complete this reissue:

(1) The document must be opened. Use the ***PF9*** function key to open the document (Refer to Section 9E).

(2) Make any necessary changes to the stopped payment. Example: Correct the amount, the vendor name and/or address, or date. Reenter the payment in a new batch. The transaction status code must be **F**. Follow normal cash certification procedures (Refer to Section 9F, Chapter 2).

(3) After the payment is reissued the document must be reopened to clear the amount moved to undelivered orders or accrued expenditures unpaid during the overnight stop pay reversal process.

NOTE: *An ODF-ALL inquiry provides the information needed to determine the amount of UDO or AEU to reverse.*

Chapter 4 - Recertification - Making Changes to Vendor Information on T16

4.1. Introduction - Effective in December of 1994 a change was made to DAFIS to allow a change to vendor information on Table T16 if there is a batch containing the vendor currently in process in the Batch Control File or if there is a record containing the vendor currently in the Warehouse File. Vendor information that can be changed is as follows:

- Vendor Name
- Vendor Address
- ACH/EFT Flag
- Account Holder
- Bank ID
- Account Number
- Lock Box Number

When this data is changed, the user is given the option to apply the changes to outstanding records on the Batch Control File and the Warehouse File.

Before this data can be changed, the user must have special security to do so. This security is granted by the security officer on Table T04 by placing an **X** in the T16-Special-Update field. Users who do not have this security will not be allowed to change a T16 record until the record(s) are cleared from the Batch Control File and/or Warehouse File. Refer to Section 9F, Chapter 3.

4.2. Making Changes to Address Data - If the user tries to change address data on T16 and has security to do so:

a. If there is a record containing the vendor number on the Batch Control File with a T, V, or W schedule, DAFIS sends a message asking the user whether the matching record on the BCF will be changed also "DO YOU WANT MATCHING BCF RECORDS(S) TO BE CHANGED? ENTER Y TO CHANGE T16/BCF RECORD(S) / N TO CHANGE T16 RCD ONLY." Type **N** for no or **Y** for yes**.**

(1) If **Y** is entered:

(a) DAFIS moves the old vendor information to the previous-vendor-information fields in the batch.

(b) DAFIS moves the new vendor information to the current-vendor-information fields in the batch.

(c) If the batch is in status 5, DAFIS changes it to status 4 so it can be previewed and released for payment.

(2) If **N** is entered: Only the T16 record is changed.

b. If there is a record containing the vendor number on the Warehouse File with a T, V, or W schedule, DAFIS sends a message asking the user whether the matching record on the WHF will be changed also "DO YOU WANT MATCHING WHF RECORDS(S) TO BE CHANGED? ENTER Y TO CHANGE T16/WHF RECORD(S) / N TO CHANGE T16 RCD ONLY:" Type **N** for no or **Y** for yes.

(1) If **Y** is entered:

(a) DAFIS generates a batch reversing the Warehouse File record with the old vendor information. The status flag of this batch is 5.

(b) DAFIS generates a batch reapplying the Warehouse File record with the new vendor information. The status flag of this batch is 4. It must be previewed and released for payment.

(2) If **N** is entered: Only the T16 record is changed.

c. If there is a record containing the vendor number on the Batch Control File and the Warehouse File with a T, V, or W schedule, DAFIS sends a message asking the user whether the matching record on the BCF and WHF will be changed also "DO YOU WANT MATCHING BCF/WHF RECORD(S) TO BE CHANGED? ENTER Y TO CHANGE T16/BCF/WHF RECORD(S) / N TO CHANGE T16 RCD ONLY:" Type **N** for no or **Y** for yes.

(1) If **Y** is entered:

(a) DAFIS moves the old vendor information to the previous-vendor-information fields in the batch on the Batch Control File.

(b) DAFIS moves the new vendor information to the current-vendor-information fields in the batch on the Batch Control File.

(c) If the batch on the Batch Control File is in status 5, DAFIS changes it to status 4 so it can be previewed and released for payment.

(d) DAFIS generates a batch reversing the Warehouse File record with the old vendor information. The status flag of this batch is 5.

(e) DAFIS generates a batch reapplying the Warehouse File record with the new vendor information. The status flag of this batch is 4. It must be previewed and released for payment.

(2) If **N** is entered: Only the T16 record is changed.

4.3. Making Changes to Other T16 Data - If the user tries to change

- ACH/EFT Flag
- Account Holder
- Bank ID
- Account Number
- Lock Box Number

on T16 and has security to do so:

a. If there is a record containing the vendor number on the Batch Control File with a T, V, or W schedule, DAFIS sends a message asking the user whether the matching record on the BCF will be changed also "DO YOU WANT MATCHING BCF RECORDS(S) TO BE CHANGED? ENTER Y TO CHANGE T16/BCF RECORDS(S) / N TO CANCEL T16 CHANGE." Type **N** for no or **Y** for yes**.**

(1) If **Y** is entered:

(a) DAFIS moves the old vendor information to the previous-vendor-information fields in the batch.

(b) DAFIS moves the new vendor information to the current-vendor-information fields in the batch.

(c) If the batch is in status 5, DAFIS changes it to status 4 so it can be previewed and released for payment.

(2) If **N** is entered:

(a) The T16 record is not changed.

(b) The following message is displayed: "RECORD NOT CHANGED ON T16/BCF."

b. If there is a record containing the vendor number on the Warehouse File with a T, V, or W schedule, DAFIS sends a message asking the user whether the matching record on the WHF will be changed also "DO YOU WANT MATCHING WHF RECORDS(S) TO BE CHANGED? ENTER Y TO CHANGE T16/WHF RECORD(S) / N TO CANCEL T16 CHANGE:" Type **N** for no or **Y** for yes.

(1) If **Y** is entered:

(a) DAFIS generates a batch reversing the Warehouse File record with the old vendor information. The status flag of this batch is 5.

(b) DAFIS generates a batch reapplying the Warehouse File record with the new vendor information. The status flag of this batch is 4. It must be previewed and released for payment.

(2) If **N** is entered:

(a) The T16 record is not changed.

(b) The following message is displayed: "RECORD NOT CHANGED ON T16/WHF."

c. If there is a record containing the vendor number on the Batch Control File and the Warehouse File with a T, V, or W schedule, DAFIS sends a message asking the user whether the matching record on the BCF and WHF will be changed also "DO YOU WANT MATCHING BCF/WHF RECORD(S) TO BE CHANGED? ENTER Y TO CHANGE T16/BCF/WHF RECORD(S) / N TO CANCEL T16 CHANGE:" Type **N** for no or **Y** for yes.

(1) If **Y** is entered:

(a) DAFIS moves the old vendor information to the previous-vendor-information fields in the batch on the Batch Control File.

(b) DAFIS moves the new vendor information to the current-vendor-information fields in the batch on the Batch Control File.

(c) If the batch on the Batch Control File is in status 5, DAFIS changes it to status 4 so it can be previewed and released for payment.

(d) DAFIS generates a batch reversing the Warehouse File record with the old vendor information. The status flag of this batch is 5.

(e) DAFIS generates a batch reapplying the Warehouse File record with the new vendor information. The status flag of this batch is 4. It must be previewed and released for payment.

(2) If **N** is entered:

(a) The T16 record is not changed.

(b) The following message is displayed: "RECORD NOT CHANGED ON T16/BCFWHF."

SECTION 9G. MASS CHANGE

Chapter 1 - General Information

1.1. Introduction - DAFIS has a mass change option which will allow mass changes to specified data elements in the DAFIS files where they reside. The following are general information, processing steps, and a list of available options for mass change.

1.2. Open a Document - Use the ***PF9*** function key to open a document. There are three options available. "OPEN" is the most commonly used option.

a. All region/district records on file in the system which match the "old" codes entered in MC1 will be changed to the "new" codes. All tables including T07 are to manually changed.

b. It is mechanically possible to perform a one-for-one change and to perform a change which combines several "from" codes to one "to" code. It is not possible to change one "from" code to more than one "to" code. If an organization is being reorganized into two or more organizations, the change will require manual adjustments.

c. If there is a requirement to change a program element at the national level, the appropriate national office will advise region/district accounting offices and add the new program element code to Table R06. Each region/district will review Table RT2 to determine the mass change requirement. After the mass change is completed for all regions/districts, the old program element will be deleted from the Table R06.

d. When the new code is added and until the actual mass change is processed both the old and new codes will process in the system and any data on management reports will need to be combined. After the mass change is complete, the old code will not be available for processing.

e. The mechanized mass change overlays records on the following files:

Biweekly payroll accrual	Schedule History
Monthly payroll accrual	Accounts Receivable
Payroll holiday	Document Suspense
Paytran	Vendor-1099
DS Labor	Warehouse
Open Document	MGT Table
Interface-ODF	T45 Table
1680 Master	Batch Control File
IOTV Suspense	Recurring Charge Master
	Recurring Charge History*

NOTE: *The method used for overlaying the recurring charge history file is indirect. When a record to be overlayed on open document file is found and the document type is 40-49, the matching record by document ID is found on the recurring charge history and the cost center is overlayed.*

f. The mechanized mass change overlays and merges records, as required one:

Fiscal Status File
Allotment Control File
General Ledger File

g. When data is added to tables, each table has to be loaded independently with the highest order table loaded first.

h. When data is deleted from tables, the table relation is used to delete from several tables at once, such as:\

(1) Manually deleting a fund code/limitation from R07 mechanically deletes all records with matching approp code/limitation from RT1 and RT2.

(2) Manually deleting cost center major from T28 or approp code/program element from R06 mechanically deletes all matching records from RT2.

(3) Manually deleting object class from R08 mechanically deletes all matching records on RT6 and RT7.

Chapter 2 - Mass Change Procedures

2.1. Notify Other Systems - The region/district accounting office initiates written request for a mass change to all affected organizations and interfaced mechanized systems.

2.2. Review Tables - The region/district accounting office must review and add to or change related edit tables in DAFIS for all future transactions.

a. For an appropriation code to appropriation code change, the related table is R07.

b. For an appropriation code/limitation to appropriation code/limitation change, the related table is R07.

c. For an allotment fund control to allotment fund control change, the related tables are R07 and RT1.

d. For a program element to program element change, the related tables are R07, RT1, R06, RT6, RT2, RT6, RT7, T28, T06.

e. For cost center/program element combination changes, the related tables are R07, RT1, R06, RT2, RT6, RT7, T28, T06.

f. For cost center to cost center changes, the related tables are T28, RT2, T06.

g. For object class to object class changes, the related table is R08, RT6, RT7.

h. For job number to job number changes, the related table is T07, 1680 Master.

2.3. Prepare Written Request - After all mechanized systems are using the new codes, provide a written request to the operations control group. All elements required for the option selected must be shown on the "from" and "to" side of the request. Example: From: "01/105/300; To: "01/205/300.

2.4. DAFIS Operations Control Group Responsibilities - Upon receipt of the written request, the operations control group will do the following:

a. Review the request to determine validity of the combinations requested for change. Validity checks will be based on the following valid combinations:

(1) Option 1 - Agency Code, Region/District and 4-digit Appropriation Code. Change general fund receipt accounts. No appropriated approp codes can be changed. Fund type, reimbursable agreement flag, and type appropriation on R07 must be the same for both appropriations. The fund type cannot be A, B, C, and D.

(2) Option 2 - Agency Code, Region/District, Appropriation Code/Limitation/Allotment Fund Control. Change limitations within the same approp code. Must be direct limitations. Fund type and type appropriation on R07 must be the same.

(3) Option 3 - Agency Code, Region/District, Appropriation Code/Limitation/Allotment Fund Control. Change allotment fund control within same appropriation code/limitation. Old and new appropriation code/limitation and allotment indicator code must be the same. Fund type and type-appropriation on R07 must be the same for old and new allotment fund control. Must be direct limitations.

(4) Option 4 - Agency Code, Region/District, Appropriation Code/Limitation/Allotment Indicator, and Program Element. Provides capability to change the program element. The "from" and "to" approp code/limitation/ allotment indicator must be the same. This is not a valid option for F&E. Must be fund types **2, 4, 5, 7, 8, 9, R** or **L**.

(5) Option 5 - Agency Code, Region/District, Appropriation Code/Limitation/Allotment Indicator, Program Element, and Cost Center. Provides capability to change program element-cost center combinations. The "from" and "to" approp code/limitation/allotment indicator must be the same. Must be fund types **2, 4, 5, 7, 8, 9, R,** or **L**.

(6) Option 6 - Agency Code, Region/District and Cost Center. Changes cost centers regardless of approp code.

(7) Option 7 - Agency Code, Region/District and Object Class. Changes object class regardless of approp code.

(8) Option 8 - Agency Code, Region/District, Appropriation Code/Limitation/Allotment Indicator, System Code, and Job Number. The "from" and "to" approp code/limitation/allotment indicator and system code must be the same. Valid fund types are **2, 3, 4,** and **5**. If fund type is 3 (F&E), region/district must be **A, T,** or **W**. Valid only for direct limitation.

(9) Option 9 - Agency Code, Region/District, Appropriation Code/Limitation/Allotment Indicator, Program Element, System code, and Job Number. Program element is the only element changed. This allows only a change to the program element assigned to a specific job or project number. For F&E, enter only the 5-digit job number in system data. Can be used only for fund types **2, 3, 4, 5**, and allotment indicator codes **0, 5, 6, 7**. The "from" and "to" appropriation/limitation/allotment indicator, system code, and job number must be the same.

NOTE: *Only one valid combination can be used in a mass change*.

b. Call the DAFIS ADP Control Group (AAC-352) to establish a processing date. Coordinate with requesting region/district.

c. Enter mass change combination on Table MC-1. Press ***PF3*** to call up the table menu and use the "ADD" option.

d. Print the table, check for accuracy, and retain the printout in the mass change folder. Update the log for the run time.

e. After the mass change has run, call the requesting region/district and advise that the change is complete.

f. Receive the "MC1-EDIT" report from ADP and attach to the copy of the table print in the mass change folder. All records on the MC1 table will be mechanically deleted when the mass change runs.

SECTION 9H. PERIODIC PROCESSING

Chapter 1 - General Information

1.1. Introduction - In addition to the MAIN program which updates various files throughout daily processing, some DAFIS files are updated through periodic batch processing. This occurs at regular intervals throughout the accounting cycle. A list of these processes and a brief explanation of each follows:

1.2. Daily - The daily process begins at 7:30 p.m. Central time daily except Saturday, Sunday and holidays. The daily process includes:

a. Cash Disbursement process

(1) Check tape to Treasury

(2) File updates for payment data (Open document File, Accounts Receivable File, Recurring Charge History file, Paid Schedule File, Schedule History File, Vendor 1099 File, 224 file)

b. Accounts Receivable

(1) Produce daily bills

(2) Update Accounts Receivable File with billing data

c. Daily reporting

(1) Allotment Control Journal

(2) General Ledger Exception Report

(3) Check Tape List

(4) Batch Proof Listings

d. Update Document Suspense File

e. Batch Control File data transmit to region/districts

f. Batch Control File purge completed batches

g. Generic Interface processing

1.3. Weekly - The weekly process is run normally at the end of each processing week. It includes all of the normal daily processes in addition to the following:

a. Weekly reporting

(1) Fiscal Status File - Fund authority/plans

(2) SF224 proof

b. Transmit data to region/districts

1.4 Day 7 - The day 7 process is run on the seventh workday of each month after close of business. This process includes the daily and weekly processing as necessary as well as the following:

a. Recurring charge accrual batches

b. Accounts Receivable

(1) Create bills for reimbursable charges

(2) Update Accounts Receivable File with billing data

(3) Create delinquency notices

c. Day 7 reporting

(1) Accounts Receivable Bill Support List

1.5. Biweekly - In addition to the normal daily and weekly processing, DAFIS interfaces biweekly with the Consolidated Uniform Payroll System. Biweekly processing includes:

a. Payroll accrual batches

b. Reversal of previous biweekly accrual

c. Labor spreads - Cost accounting system

d. Biweekly reporting

(2) Payroll balance

(3) Cost accounting

1.6. Monthly - After close of business the last workday of the month, a series of programs run which, in addition to daily and weekly processing, do the following:

a. Monthly general ledger trial balance

b. Accounts Receivable

(1) Aging

(2) Purge

(3) Monthly bills (SF1114/1080)

c. File purging

(1) Recurring Charge Master

(2) Recurring Charge History

(3) SF224

(4) Vendor Audit

(5) Open Document

d. Monthly reporting

(1) Monthly Allotment Control Journal

(2) Fiscal Status File - Fund authority/plans

(3) Open Document File detail reports

(4) Accounts Receivable Billing Proof

(5) Suspense File detail

(6) SF224

(7) Vendor/SSN detail

e. Transmit data to region/districts

f. Labor spreads - Cost accounting

1.7. Quarterly - During quarterly processing the normal daily, weekly, biweekly, and monthly programs are run as necessary. In addition to these procedures, a quarterly routine is run which includes the following:

a. File purging

(1) Paid Schedule File

(2) Schedule History File

b. Quarterly reporting

(1) Quarterly outstanding travel advances

(2) Quarterly fund authority reports

c. Current quarter roll to subsequent quarter on Allotment Control File and Fiscal Status File

1.8. Fiscal Yearend - All processes are run as necessary as well as the following:

a. General ledger closing entries

b. Updating files - Initialize for new year

c. File purging

d. Transmit data to region/districts

e. Yearend payroll accruals and cost accounting labor spreads

f. Update Date Table to new fiscal year

g. Fiscal yearend reporting

(1) Preclosing general ledger trial balance

(2) Post closing general ledger trial balance

(3) Closing entries

(4) Cost accounting reports

1.9. Calendar Yearend - The annual process primarily related to IRS reporting requirements and DAFIS date table adjustments as follows:

a. Vendor 1099 proof to region/districts

b. 1099 to vendors

c. 1099 tape to IRS

d. Update Date Table to new year

SECTION 9I. ODF CHANGE FILE - CHANGE ACCOUNTING CLASSIFICATION

Chapter 1 - General Information

1.1. Introduction - This section describes the option to change the accounting classification for a document on the Open Document File without changing any element of the document-ID (document type, fiscal year, document number, suffix).

1.2. Change Criteria - In order to be changed using this process, documents must meet the following criteria:

a. The document must not be a Working Capital Fund document (Agency/Region/District 6W). A message is displayed if the region/district entered does not meet this criteria (**AGENCY-REGION 6W IS INVALID FOR THIS PROCESS**).

b. The document must not have been processed in the Voucher Examination Module (VEM). An error message is displayed if the document entered is a VEM document (**VEM DOCUMENTS NOT VALID FOR THIS PROCESS**).

c. The document must cite a direct appropriation/limitation. Documents with reimbursable limitations cannot be changed using this method nor can documents which have direct limitations be changed to reimbursable. An error message is displayed if the document entered is reimbursable (**DOCUMENT IS REIMBURSABLE NOT VALID FOR THIS PROCESS**).

d. The document must have money in at least one of the following money fields. COMMIT - Commitments, UDO - Undelivered Orders, AEU - Accrued Expenditures Unpaid, EXPND - Expenditures. If there is money in any other money field, the document cannot be changed using this method. A message is displayed if the document entered does not meet this criteria (**MONEY FOUND IN INVALID FIELDS** OR **VALID MONEY FIELDS ALL EQUAL ZERO**).

e. The document must not be closed. The following message is displayed if the document is closed (**DOCUMENT CLOSED**).

f. On any Commitments (COMMIT), Undelivered Orders (UDO), or Accrued Expenditures Unpaid (AEU) that have previously been processed against this document, the same transaction code must have been used. For instance, if the AEU was established with transaction code 060, all subsequent AEU transaction codes used must also be 060. A message is displayed if the document entered does not meet this criteria (**TC USED NOT ALL SAME ON XXXXXX**). The X's represent the fund stage (COMMIT, UDO, AEU) in which transaction codes are different.

g. The document must have been originally processed in Format 03. If the document was entered on another format a message is displayed (**NOT A FORMAT 3 TRANSACTION CANNOT PROCESS**).

h. The document must not cite any of the following types of funds:

General Fund Receipts (Fund Type G)
Clearing Accounts (Fund Type N)
Other Ledger (WOT Inventory) (Fund Type O)
Deposit Funds (Fund Type P)
SIBAC Chargeback (Fund Type S)
Misc DOT (Fund Type Z)
Other Agencies (Fund Type W)
PGP & FAAP Grants (Fund Type X)

If the document entered does not meet this criteria a message is displayed (**FUND TYPE ON DOCUMENT NOT VALID FOR THIS PROCESS**).

I. The document type must not be 40 - 49. A message is displayed if the document entered does not meet this criteria (**DOC TYPE NOT VALID FOR THIS PROCESS**).

j. If an existing batch contains the document entered, the existing batch must be balanced and the document must be processed without errors. A message is displayed if the document entered does not meet this criteria (**DOC PENDING ON BCF XXXXXXXXX**). The X's represent the batch number or numbers in which this document exists.

k. Format 03 edits are applied, therefore the changes entered on the document must meet all the criteria required to process a Format 03 transaction.

1.3. Change Data -

a. The following elements of the document can be changed using this procedure: Appropriation Code, Limitation, Allotment Fund Control Code and Indicator, Program Element, Cost Center, Object Class, and System Data.

b. After all system edits are passed for the changed elements, DAFIS builds a batch to process transactions in the following manner:

(1) A detail Open Document File record is created with the old accounting classification data (audit trail) in the following fields:

INVOICE CUSTOMER ACCOUNT NO. - Appropriation, Limitation
Allotment Fund Control, Program Element,
Cost Center

STAT DATA 1 - Object Class

DOCUMENT REFERENCE NUMBER - System Data

(2) The original transactions (UDO, AEU, etc.) are reversed and processed through the DAFIS main update program to update the major files.

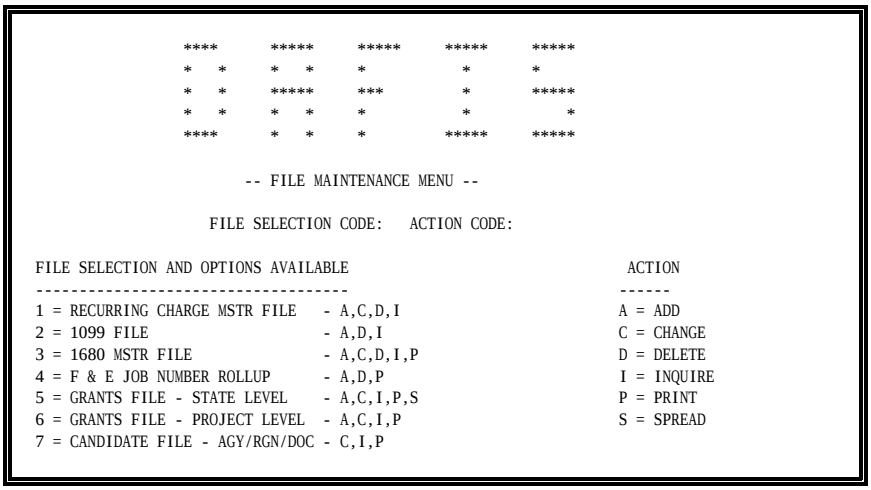
(3) The old accounting classification is overlaid with the new accounting classification. New transactions (UDO, AEU, etc.) Are entered and processed through the DAFIS main update program to update the major files.

All transactions listed above appear as detail records on the original document number and will appear on ODF inquiries which include detail records (ODF-ALL, ODF-INQ, etc.)

Chapter 2 - Change Procedure

2.1. Access the Change Procedure -

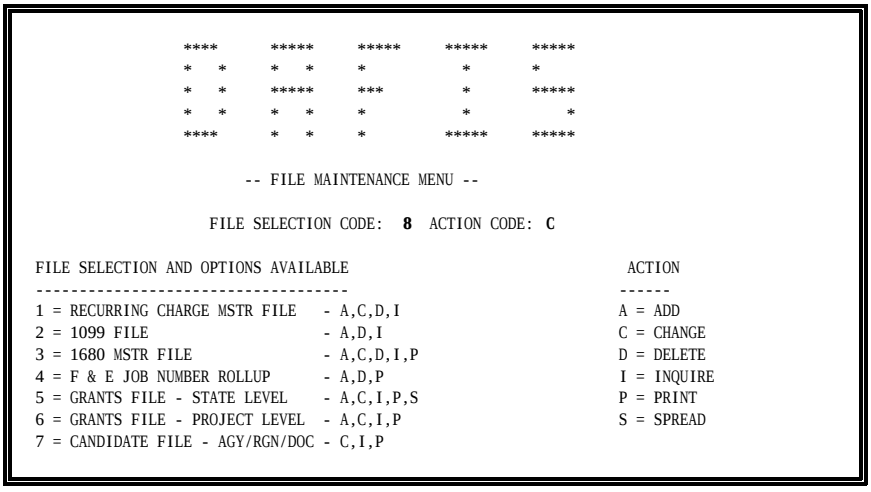
a. Access the File Maintenance Menu by pressing the ***PF5*** function key.



```
****     *****    *****    *****    *****
*  *     *  *     *          *      *
*  *     *****    ***        *      *****
*  *     *  *     *          *          *
****     *  *     *        *****    *****

              -- FILE MAINTENANCE MENU --

          FILE SELECTION CODE:   ACTION CODE:

FILE SELECTION AND OPTIONS AVAILABLE                          ACTION
-----------------------------------                           ------
1 = RECURRING CHARGE MSTR FILE   - A,C,D,I                    A = ADD
2 = 1099 FILE                    - A,D,I                      C = CHANGE
3 = 1680 MSTR FILE               - A,C,D,I,P                  D = DELETE
4 = F & E JOB NUMBER ROLLUP      - A,D,P                      I = INQUIRE
5 = GRANTS FILE - STATE LEVEL    - A,C,I,P,S                  P = PRINT
6 = GRANTS FILE - PROJECT LEVEL  - A,C,I,P                    S = SPREAD
7 = CANDIDATE FILE - AGY/RGN/DOC - C,I,P
```

Figure 9I-1 File Maintenance Menu

b. Type File Selection Code **8** and Action Code **C**. Press ***Enter*.**



```
****     *****    *****    *****    *****
*  *     *  *     *          *      *
*  *     *****    ***        *      *****
*  *     *  *     *          *          *
****     *  *     *        *****    *****

              -- FILE MAINTENANCE MENU --

          FILE SELECTION CODE:  8  ACTION CODE: C

FILE SELECTION AND OPTIONS AVAILABLE                          ACTION
-----------------------------------                           ------
1 = RECURRING CHARGE MSTR FILE   - A,C,D,I                    A = ADD
2 = 1099 FILE                    - A,D,I                      C = CHANGE
3 = 1680 MSTR FILE               - A,C,D,I,P                  D = DELETE
4 = F & E JOB NUMBER ROLLUP      - A,D,P                      I = INQUIRE
5 = GRANTS FILE - STATE LEVEL    - A,C,I,P,S                  P = PRINT
6 = GRANTS FILE - PROJECT LEVEL  - A,C,I,P                    S = SPREAD
7 = CANDIDATE FILE - AGY/RGN/DOC - C,I,P
```

Figure 9I-2 Access ODF Change

2.2. Change Document Process -

a. The following screen is displayed.

```
             ENTER DATA
             ODF-CHG TO CHANGE ACS ON MAJOR FILES

*AGENCY CODE      : T
*REGION DISTRICT  :
*DOCUMENT ID      :

 APP/LIM/ALLOT/IND:
 PROGRAM ELEMENT  :
 COST CENTER      :
 OBJECT CLASS     :
 SYSTEM DATA      :


 IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9I-3 ODF Change Screen

b. Type the region/district and the document-ID to be changed.

```
             ENTER DATA
             ODF-CHG TO CHANGE ACS ON MAJOR FILES

*AGENCY CODE      : T
*REGION DISTRICT  : 1
*DOCUMENT ID      : 33 90 54237    000

 APP/LIM/ALLOT/IND:
 PROGRAM ELEMENT  :
 COST CENTER      :
 OBJECT CLASS     :
 SYSTEM DATA      :


 IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9I-4 Type Region/District and Document-ID

c. Press ***Enter***. The following screen appears which displays a duplicate set of accounting data to the right of the original set. Tab to the accounting data element to be changed on the right side of the screen under **Transfer to Data**. Type the correct data. In the following illustration the Cost Center was changed from 122100 to 121000.

```
             ODF-CHG TO CHANGE ACS ON MAJOR FILES

*AGENCY CODE      : T
*REGION DISTRICT  : 1
*DOCUMENT ID      : 33 90 54237    000          TRANSFER TO DATA

 APP/LIM/ALLOT/IND: 001 100 300         APP/LIM/ALLOT/IND: 001 100 300
 PROGRAM ELEMENT  : 123456              PROGRAM ELEMENT  : 123456
 COST CENTER      : 122100              COST CENTER      : 121000
 OBJECT CLASS     : 2634                OBJECT CLASS     : 2634
 SYSTEM DATA      :                     SYSTEM DATA      :

                                        READY TO GENERATE:
```

Figure 9I-5 Change Accounting Data

d. Press ***Enter***. A message is displayed which allows the user to confirm if this is the correct information as shown in the following illustration. Question marks are displayed in the **Ready to Generate**.

```
              MUST CONFIRM TO BUILD BATCH
             ODF-CHG TO CHANGE ACS ON MAJOR FILES

*AGENCY CODE      : T
*REGION DISTRICT  : 1
*DOCUMENT ID      : 33 90 54237    000          TRANSFER TO DATA

 APP/LIM/ALLOT/IND: 001 100 300         APP/LIM/ALLOT/IND: 001 100 300
 PROGRAM ELEMENT  : 123456              PROGRAM ELEMENT  : 123456
 COST CENTER      : 122100              COST CENTER      : 121000
 OBJECT CLASS     : 2634                OBJECT CLASS     : 2634
 SYSTEM DATA      :                     SYSTEM DATA      :

                                        READY TO GENERATE: ???

 IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9I-6 Confirm Change

e. Type **YES** in the **Ready to Generate** field.

```
              MUST CONFIRM TO BUILD BATCH
             ODF-CHG TO CHANGE ACS ON MAJOR FILES

*AGENCY CODE      : T
*REGION DISTRICT  : 1
*DOCUMENT ID      : 33 90 54237    000          TRANSFER TO DATA

 APP/LIM/ALLOT/IND: 001 100 300         APP/LIM/ALLOT/IND: 001 100 300
 PROGRAM ELEMENT  : 123456              PROGRAM ELEMENT  : 123456
 COST CENTER      : 122100              COST CENTER      : 121000
 OBJECT CLASS     : 2634                OBJECT CLASS     : 2634
 SYSTEM DATA      :                     SYSTEM DATA      :

                                        READY TO GENERATE: YES
                                        9ENTER YES TO CONFIRM)

 IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9I-7 Enter YES to Confirm Change

f. Press ***Enter*.** The normal Format 03 edits are applied to all lines of the accounting classification. If the transaction passes all edits, the following message is displayed.

```
              CHANGE COMPLETE / GENERATED BATCH 941751099 / ENTER DATA
             ODF-CHG TO CHANGE ACS ON MAJOR FILES

*AGENCY CODE      : T
*REGION DISTRICT  : 1
*DOCUMENT ID      :

 APP/LIM/ALLOT/IND:
 PROGRAM ELEMENT  :
 COST CENTER      :
 OBJECT CLASS     :
 SYSTEM DATA      :


 IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9I-8 Complete Change

Inquire the status of the batch number displayed at the top of the screen as described in Section 5, Figure 5-21 and 5-22.

THIS PAGE INTENTIONALLY BLANK

SECTION 9J. ACCOUNTS RECEIVABLE

Chapter 1 - Introduction to Accounts Receivable

1.1. Background - The accounts receivable module was implemented in DAFIS in 1986. New menus, inquiries, and data entry screens were developed to meet accounting requirements for receivables.

1.2. General Information -

a. Menus - Two menus were developed for accounts receivable. These are the Accounts Receivable Menu and Billing Preview Menu.

The Accounts Receivable Menu is used to establish or change an accounts receivable master record, reverse bills, record miscellaneous actions, record collections, write off bills, and obtain on-line inquiries. This menu is accessed by pressing the ***PF13*** function key (See Fig 9J-1).

```
                        --- ACCOUNTS RECEIVABLE MENU ---

                     SELECTION CODE:     OPTION CODE:

SELECTION                       OPTION   SELECTION                       OPTION

 1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY             I
10. REVERSE BILL               R         29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS        A-I-P     30. OIL POLLUTION BILL INQUIRY    P
```

Figure 9J-1 Accounts Receivable menu

The Billing Preview Menu is used to:

(1) Obtain an on-line Billing Proof List (RIS: I-G-1) for a specific agreement.

(2) Change the Assess Late Charge indicator on the Master Record.

(3) Place a stop bill indicator on specific charge (s) for an agreement.

(4) Remove a stop bill indicator.

(5) Change the interest rate being assessed on a bill.

(6) Preview an agreement.

(7) Reverse a preview.

(8) Change Schedule 9 code and obtain a printout of agreements which have Schedule 9 codes assigned.

This menu is accessed by pressing the ***PF14*** function key (See Fig 9J-2).

```
                        BILLING PREVIEW MENU


BILLING PROOF LIST  :   RGN/DIST:   AGREE NUM           :
ASSESS LATE CHARGE  :   RGN/DIST:   BILL AGREE          :  Y OR N:
STOP BILL           :   RGN/DIST:   BILL SEQUENCE       :
REMOVE STOP BILL    :   RGN/DIST:   BILL SEQUENCE       :
CH BILL RATE/SCH9   :   RGN/DIST:   BILL NUM            :
SCH 9 STATUS PRINT  :   RGN/DIST:   SCH 9 STATUS        :  (ENTER CODE OR "99" FOR ALL)
BILLING PREVIEW     :   RGN/DIST:   BILL AGREE : XXXXXXXXX XXBILL NUM: XXXXX
REVERSE PREVIEW     :   RGN/DIST:   BILL AGREE :
AGY-CODE            : T
```

Figure 9J-2 Billing Preview Menu

b. Generated Transaction Codes - The transaction codes are generated based on the type of transaction being accomplished. Therefore, you do not need to know the transaction code to be used. It will appear on the daily Batch Proof Listing. A matrix of the transaction codes appears in Chapter 14 of this section.

c. Generated Document Numbers - Receivable transactions are recorded according to agreement or contract number. To fulfill a requirement of DAFIS edits, a document identification number is generated when receivable transactions are input. However, the document number is not used as a level of recording or tracking receivable documents. The level of control is by agreement/contract number. These transactions do not appear on the Open Document File.

The document identification number is generated as follows:

Document Type	:	51
Fiscal Year	:	Current fiscal year
Document Number	:	Agreement or contract number
Suffix	:	First digit is an alpha character which designates the screen and option (program) from which the transaction originated. See below for matrix. Positions 2 - 3 is a sequential number beginning with 01 through 99. Within a batch and when the alpha character changes, the sequential numbering starts again at 01.

DOCUMENT ID ALPHA SUFFIX

A	-	Format 14 Misc. Accounts Receivable - Establish Reserve Option
B	-	Format 14 Write Offs - Write Off Option
C	-	Format 14 Misc. Accounts Receivable - Estimated Reimb. Option
D	-	Format 14 Misc. Accounts Receivable - Late Charges Option
E	-	Format 14 Refund Advance/Credit Balance - Refund Advance Option
F	-	Format 14 Refund Advance/Credit Balance - Refund Credit Option
G	-	Format 14 Manual Bill - Manual Bill Option
H	-	Format 14 Collections - Collection Option
I	-	Format 14 Collections - Advance Option
J	-	Format 14 Collections - Misc Collection Option
K	-	Format 14 Write Offs - Principal Option
L	-	Format 14 Write Offs - Overhead Option
M	-	Format 14 Write Offs - Interest Option
N	-	Format 14 Write Offs - Penalty Option
P	-	Format 14 Write Offs - Admin Charge Option
Q	-	Format 14 Collections - Qtr/Subsistence Option

Chapter 2 - Accounts Receivable Master

2.1. Introduction - Before any receivable can be recorded or charges accrued against a reimbursable agreement, an Accounts Receivable Master record must be established.

2.2. Establishing the Master - First access the Accounts Receivable Menu by pressing ***PF13*** function key. When the Accounts Receivable Menu is displayed, enter Selection Code **01** and an Option Code (See Fig 9J-3).

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE:  01   OPTION CODE:  A

SELECTION                    OPTION    SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE    A-C-I     20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE A-C-D     21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE           A-C-D-I-P 22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE   A-C-D-I-P 23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R           A-C-D     24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS        A-C-D     25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT  A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS         A-C-D     27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL        A-C-D     28. 1081 BILL INQUIRY             I
10. REVERSE BILL              R         29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS       A-I-P     30. OIL POLLUTION BILL INQUIRY    P
                                        31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9J-3 Accounts Receivable Menu

The Option Codes are:

a. A - Add - To add a master record

NOTE: *Once a master has been established, the record cannot be deleted. In order to delete the master record, set the inactive flag to* ***Y*** *for yes.*

b. C - Change - To change a field in the record

NOTE: *The following fields cannot be changed after having been established:*

1. Agreement/Contract number
2. Bill Agreement & Suffix
3. App/Lim/Allot/Ind
4. Public/govt indicator
5. Billing Stage

c. I - Inquire - To inquire a master record by Agreement Number.

2.3. Accounts Receivable Master - The following is an explanation of data to be entered into each field on the master record (See Fig 9J-4). Specific information on the fields to be entered for different types of bills will be explained in other chapters.

```
                          ACCOUNTS RECEIVABLE MASTER FILE
REQUEST CODE          A
REGION/DISTRICT       X     BILLING OFFICE: X     INACTIVE FLAG: X
AGREE/CONTRACT NUM:   XXXXXXXXX                   CPC-CASE-NUM : XXXXXXXXXXXXXX

IF YOU ARE BILLING OFFICE, ENTER:

BILL AGREE & SUFFIX    : XXXXXXXXX XX   VENDOR TYPE & SSN      : X XXXXXXXXX
APP/LIM/ALLOT/IND      : XXXX XXX XX X  BILLING STAGE          : XXX
PUBLIC GOVT INDICATOR  : X              AID/PIO NUMBER         : XXXXXXXX
BILLING FREQUENCY      : X              OVERHEAD RATE GEN FUND : XXX
OVERHEAD RATE          : XXX            ASSESS LATE CHARGE     : X
EXCEPTION BILLING FLAG: X               BILL FORMAT            : XXXX
FIXED BILLING AMOUNT   : XXXXXXXXXXXX  BILL DAY               : XX
BILL MONTHS            : XX XX XX XX    ADDRESS CODE           : XX
REASON FOR DEBT LINE 1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
REASON FOR DEBT LINE 2: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
REASON FOR DEBT LINE 3: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
REASON FOR DEBT LINE 4: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

AGENCY CODE            : T

IF LAST SCREEN ENTRY - ENTER YES: XXX
```

Figure 9J-4 Accounts Receivable Master File

REQUEST CODE: This is automatically displayed from the option entered on Accounts Receivable

REGION/DISTRICT: Must match T01 (Region/District Table).

BILLING OFFICE: Must match T01 (Region/District Table).

INACTIVE FLAG: Must be <u>blank</u> or **Y**. Cannot be set to **Y** unless all charges have been billed and collected.

AGREE/CONTRACT NUMBER: (CANNOT BE CHANGED ONCE ESTABLISHED).

- A 9-digit field where any combination of alpha-numerics can be used. Cannot have blanks embedded <u>within</u> the positions entered, but can have trailing spaces or blanks.
- Agreement/Contract Number can only be assigned once by the same region/district. There cannot be duplicate agreement/contract numbers.
- For reimbursable agreements, enter the agreement numbers as assigned by local management.
- For refund receivables, enter the 9-digit portion of the 16-digit document-ID of the purchase order or travel advance if the overpayment relates to a specific document. If the refund does not relate to a specific document, use any identifying information. For example: SSN of employee for salary overpayment.

NOTE: *This field must agree with the nine position portion of the document-ID entered in the Format 03 batch used to establish a daily bill.*

- For miscellaneous receivables, enter the number assigned by local management.

CPC - CASE - NUMBER: A 14-digit field titled Civil Penalty Collection Case Number. This field can be used for any type of bill. Its purpose is to cross-reference to the agreement. Selection Code 31 on the Accounts Receivable Menu can be used to inquire data entered.

NOTE: *If another region is the billing office, press* ***Enter*** *and the information for the lower part of the accounts receivable master will be displayed. Only the billing office enters the following data fields when establishing the Accounts Receivable Master.*

BILL AGREE & SUFFIX: (CANNOT BE CHANGED ONCE ESTABLISHED).

This is an 11-digit field: 9-digit (can be combination of alpha-numerics and trailing spaces or blanks) and 2-digit suffix. The suffix entry is optional to denote more than one billing address on the same agreement.

- The bill agreement MUST be entered if the appropriation/limitation is reimbursable.
- The bill agreement CANNOT be entered if the appropriation/limitation is NOT reimbursable. In this case, the agreement/contract number will be automatically assigned and placed in this field.

APP/LIM/ALLOT/IND: (CANNOT BE CHANGED ONCE ESTABLISHED)

The appropriation/limitation is a primary edit for several fields on the Accounts Receivable Master. (Refer to Section 3 DAFIS Accounting Classification for explanation of the accounting classification code structure.)

- An asterisk (*) in the first position can be used for agreements that are active for several years.
- Appropriation/limitation must be Fund Type **G**, General Fund, on all fixed contracts. For example, enter **GCB**.

VENDOR TYPE & SSN: Must match T16 (Vendor/SSN Table) (See Section 4 DAFIS Tables).

PUBLIC/GOVT INDICATOR: (CANNOT BE CHANGED ONCE ESTABLISHED).

If the vendor type is 4, the indicator must be **G**. If vendor type is 1, 2, 3, 8, or 9, the indicator must be **P**. (See Section 4 DAFIS Tables for explanation of vendor types).

BILLING STAGE: (CANNOT BE CHANGED ONCE ESTABLISHED).

- Must be entered as **AEU** Accrued Expenditures Unpaid or **EXP** actual expenditure if appropriation/limitation is reimbursable.
- Cannot be entered if appropriation/limitation is not reimbursable.

BILLING FREQUENCY: Must be entered for reimbursable agreements and fixed contracts. When entered must be **M** (monthly), **Q** (quarterly), **S** (semi-annual), **A** (annual), or **F** (Final - F&E only).

AID/PIO NUMBER: An optional 8-digit alpha-numeric field for Agency for International Development (AID) or Project Inspection/Implementation Order (PIO) numbers.

OVERHEAD RATE: A 3-digit field that can be entered with reimbursable appropriation/ limitation. It cannot be entered for a fixed contract. For all agencies except FAA, the appropriation/limitation must be operations (fund type 2). The system assumes a decimal in the first position. Enter 10 percent as **100**. Enter 5.5 percent as **055**.

OVERHEAD RATE GENERAL FUND: Edits are the same as overhead rate.

EXCEPTION BILLING FLAG: Used to allow manually entered overhead amounts and/or depreciation/interest on the billing preview screen.

- If entered, must be **Y**.
- Cannot enter unless appropriation/limitation is reimbursable.

ASSESS LATE CHARGES: Must enter **Y** (Yes) or **N** (No). Late charges cannot be assessed against Vendor Type 4.

FIXED BILLING AMOUNT: Can be set to **0** (Zero) when you no longer want to bill by using the change option. This should be accomplished during the bill preview period which is the first seven working days after the system comes back up following the month-end process.

- Must be entered on fixed contracts.
- If fixed billing amount is entered, bill day must be entered.

BILL FORMAT: Format 1080 (Voucher for Transfers Between Appropriation and/or Funds), and 1081 (Voucher and Schedule of Withdrawals and Credits used in OPAC system (Online Payment and Collection system) can only be entered if public/govt indicator is **G** (Government). Format 1114 (Bill for Collection) can only be entered if public/govt indicator is **P** (Public).

- Cannot enter for fixed contracts (a bill is not issued).

BILL MONTHS: Can only be entered for a fixed contract. If entries are made in this field, use calendar months.

- If billing frequency is monthly, cannot enter.
- If billing frequency is quarterly, 4 entries are required (for example: 03 06 09 12).
- If billing frequency is semi-annual, 2 entries are required.
- If billing frequency is annual, 1 entry is required.

BILL DAY: If fixed contract, must be entered on all billing frequencies. Must be **1** through **28**.

ADDRESS CODE: This field is used to have collections for commercial vendor bills sent to a lockbox address. Enter the two-digit code from table T22, Accounts Receivable Remit To Address.

REASON FOR DEBT: Four lines of 50 characters per line may be entered. This explanation will appear as "Type of Debt" on delinquency notices.

AGENCY CODE: Automatically displayed.

IF LAST SCREEN ENTRY-ENTER YES: Enter **YES** if last entry. After pressing ***Enter*** the Accounts Receivable Menu will be displayed.

THIS PAGE INTENTIONALLY BLANK

Chapter 3 - Reimbursable Bills

3.1. Introduction - This type of bill is used when reimbursing the government for services and materials provided under a reimbursable agreement to other federal and non-federal parties. Agreement numbers (a nine digit field on the Accounts Receivable Master) are assigned by local management or agency directives. The steps to establish a reimbursable bill are:

- Establish vendor type/SSN on T16 (Vendor/SSN Table).
- Establish Accounts Receivable Master.
- Preview Billing Proof List (RIS: I-G-1). This is a system generated report and an on-line print can be obtained (See Preview Cycle in this chapter).
- Preview bill on Billing Preview Menu accessed by pressing ***PF14*** key (See Preview Cycle for procedures and screens).

a. A vendor type/SSN must be established on T16 for each billing address as given in agreement if not currently loaded on the T16 Table. Foreign country vendor addresses are loaded differently than commercial and government addresses. Refer to Section 4, DAFIS Tables for instruction on adding vendor addresses. To determine if the vendor name and address are currently loaded (See Section 4, DAFIS Tables) or use the Monthly Vendor/SSN Report by name (RIS: VSSN - Name).

b. After the vendor type/SSN is established, the Accounts Receivable Master must be added. To establish the master record, access the Accounts Receivable Menu by pressing ***PF13*** key. Enter Selection Code: **01** and Option Code: **A**. Press ***Enter***.

```
                        --- ACCOUNTS RECEIVABLE MENU ---

                      SELECTION CODE:  01   OPTION CODE:  A

SELECTION                      OPTION    SELECTION                       OPTION

 1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY             I
10. REVERSE BILL               R         29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS        A-I-P    30. OIL POLLUTION BILL INQUIRY    P
                                         31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9J-5 Accounts Receivable Menu

The Accounts Receivable Master File screen with request code and agency code is displayed.

```
                          ACCOUNTS RECEIVABLE MASTER FILE
REQUEST CODE         A
REGION/DISTRICT             BILLING OFFICE:       INACTIVE FLAG:
AGREE/CONTRACT NUM:                               CPC-CASE-NUM :

IF YOU ARE BILLING OFFICE, ENTER:

BILL AGREE & SUFFIX   :                 VENDOR TYPE & SSN      :
APP/LIM/ALLOT/IND     :                 BILLING STAGE          :
PUBLIC GOVT INDICATOR :                 AID/PIO NUMBER         :
BILLING FREQUENCY     :                 OVERHEAD RATE GEN FUND :
OVERHEAD RATE         :                 ASSESS LATE CHARGE     :
EXCEPTION BILLING FLAG:                 BILL FORMAT            :
FIXED BILLING AMOUNT  :                 BILL DAY               :
BILL MONTHS           :                 ADDRESS CODE           :
REASON FOR DEBT LINE 1:
REASON FOR DEBT LINE 2:
REASON FOR DEBT LINE 3:
REASON FOR DEBT LINE 4:

AGENCY CODE           : T
```

Figure 9J-6 Accounts Receivable Master File

The Accounts Receivable Master is loaded as follows for Government receivables:

```
                          ACCOUNTS RECEIVABLE MASTER FILE
REQUEST CODE         A
REGION/DISTRICT      X     BILLING OFFICE: X      INACTIVE FLAG:
AGREE/CONTRACT NUM:  XXXXXXXX                    CPC-CASE-NUM :

IF YOU ARE BILLING OFFICE, ENTER:

BILL AGREE & SUFFIX   : XXXXXXXXX XX   VENDOR TYPE & SSN      : X XXXXXXXXX
APP/LIM/ALLOT/IND     : XXX X XX X     BILLING STAGE          : XXX
PUBLIC GOVT INDICATOR : G              AID/PIO NUMBER         :
BILLING FREQUENCY     : X              OVERHEAD RATE GEN FUND : 0
OVERHEAD RATE         : XXX            ASSESS LATE CHARGE     : N
EXCEPTION BILLING FLAG:                BILL FORMAT            : XXXX
FIXED BILLING AMOUNT  :                BILL DAY               :
BILL MONTHS           :                ADDRESS CODE           :
REASON FOR DEBT LINE 1: XXXXXXXXX
REASON FOR DEBT LINE 2:
REASON FOR DEBT LINE 3:
REASON FOR DEBT LINE 4:

AGENCY CODE           : T
```

Figure 9J-7 Accounts Receivable Master File Reimbursable for Government

The Accounts Receivable Master is loaded as follows for Public receivables:

```
                          ACCOUNTS RECEIVABLE MASTER FILE
REQUEST CODE         A
REGION/DISTRICT      X     BILLING OFFICE:       INACTIVE FLAG:
AGREE/CONTRACT NUM: XXXXXXXXX                    CPC-CASE-NUM :

IF YOU ARE BILLING OFFICE, ENTER:

BILL AGREE & SUFFIX   : XXXXXXXXX XX   VENDOR TYPE & SSN      : X XXXXXXXXX
APP/LIM/ALLOT/IND     : XXX X XX X     BILLING STAGE          : XXX
PUBLIC GOVT INDICATOR : P              AID/PIO NUMBER         :
BILLING FREQUENCY     : XXX            OVERHEAD RATE GEN FUND : XXX
OVERHEAD RATE         : XXX            ASSESS LATE CHARGE     : Y or N
EXCEPTION BILLING FLAG:                BILL FORMAT            : 1114
FIXED BILLING AMOUNT  :                BILL DAY               :
BILL MONTHS           :                ADDRESS CODE           :
REASON FOR DEBT LINE 1: XXXXXXXXX
REASON FOR DEBT LINE 2:
REASON FOR DEBT LINE 3:
REASON FOR DEBT LINE 4:

AGENCY CODE           : T
```

Figure 9J-8 Accounts Receivable Master File Reimbursable for Public

REGION/DISTRICT:	Enter appropriate region/district code.
BILLING OFFICE:	When the billing office is different, the billing office must first record an Accounts Receivable Master for this agreement.
INACTIVE FLAG:	Must be blank.
AGREE/CONTRACT NUM:	This field cannot be changed once established. Enter into this nine digit field the number as assigned by local management.
BILL AGREE & SUFFIX:	This field cannot be changed once established. Enter into this eleven position field the number as assigned by local management (usually the agreement number that will be recognized by the other party to the agreement).
APP/LIM/ALLOT/IND:	This field cannot be changed once established. Enter appropriate accounting data for reimbursable agreements.
VENDOR TYPE & SSN:	Must agree with T16 address established.
PUBLIC/GOVT INDICATOR:	This field cannot be changed once established. Enter **P** for public. Enter **G** for government.
BILLING STAGE:	This field cannot be changed once established. Enter **AEU** for billing at accrued expenditure unpaid stage. Enter **EXP** for billing at expenditure stage.
BILLING FREQUENCY:	Enter **M** for monthly, **Q** for quarterly, **S** for semi-annual and **A** for annual.
OVERHEAD RATE:	If stated in the agreement, enter amount for administrative overhead. Enter 10 percent as 100. The system assumes a decimal in the first position. For all agencies except FAA, the appropriation/limitation must be operations (fund type 2).
OVERHEAD RATE GEN FUND:	Enter amount of administrative overhead to be applied to general fund stated in agency directive. Enter two percent as 020. The system assumes a decimal in the first position.
ASSESS LATE CHARGE:	Enter **Y** for yes or **N** for no. Late charges are not assessed on other federal agencies, state governments, or local governments. The agreement will state if late charges are waived.
BILL FORMAT:	**1080** can only be entered if public/govt indicator is **G** for government. **1114** can only be entered if public/govt indicator is **P** for public. **1081** is for on-line payment and collections and can only be entered if public/govt indicator is **G** for government.
ADDRESS CODE:	This field is used to have collections for commercial vendor bills sent to a lockbox address. Enter the two-digit code from table T22, Accounts Receivable Remit To Address.
REASON FOR DEBT:	Four lines of 50 characters per line are available. The information entered will appear on the generated delinquency notices as "Type of Debt".

c. If the reimbursable accounts receivable is to include a project number, it will be necessary to set it up on the project/job number update accessed through the Accounts Receivable Menu after Table T07 (See Fig 4-22), System Data Description, has been updated. The Accounts Receivable Master has already been set up.

(1) Access T07 using program function key ***PF3*** for Table Request Maintenance Menu.

(2) Enter Table ID **T07** and Request Code **A** to add. Press ***Enter***.

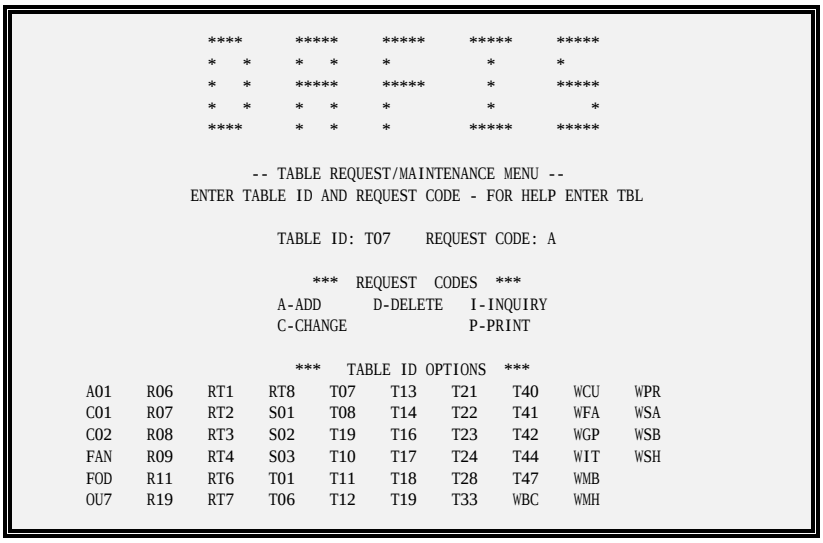


Figure 9J-9 Table Request/Maintenance Menu

(3) Table T07 System Data Description is displayed with request code.

(4) Enter region/district, system code, MAC code if necessary, source code, job order number and appropriation code (* Asterisk in first digit of appropriation code to denote fiscal years) (See Section 1, Figures 1-13, 1-14 and 1-15). Press ***Enter***.

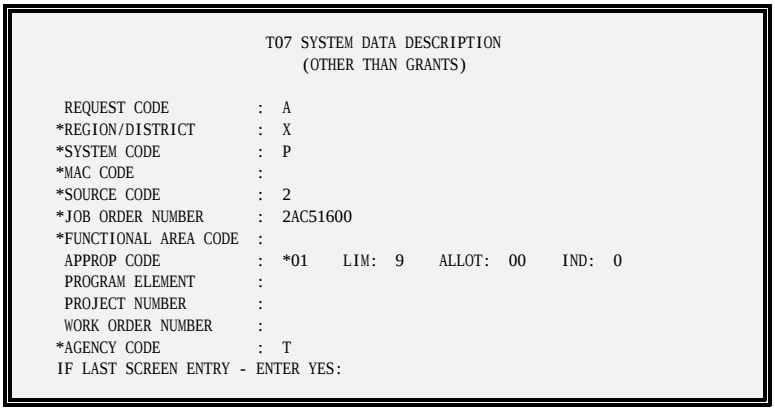


Figure 9J-10

(5) Access the Accounts Receivable Menu by pressing ***PF13*** function key.

(6) Enter Selection Code **02** and Option Code **A** to add. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE:  02   OPTION CODE:  A

SELECTION                      OPTION   SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE    A-C-I     20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE A-C-D     21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE           A-C-D-I-P 22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE   A-C-D-I-P 23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R           A-C-D     24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS        A-C-D     25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT  A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS         A-C-D     27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL        A-C-D     28. 1081 BILL INQUIRY             I
10. REVERSE BILL              R         29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS       A-I-P     30. OIL POLLUTION BILL INQUIRY    P
                                        31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9J-11

(7) Project/job number Accounts Receivable File update is displayed with Request Code A.

(8) Enter region/district, the agreement/contract number as on the master record project number (job order number as on T07), and system code and job number. Press ***Enter***.

```
          PROJECT/JOB NUMBER ACCOUNTS RECEIVABLE FILE UPDATE

        REQUEST CODE            :  A
        REGION/DISTRICT         :  X
        AGREEMENT/CONTRACT NUM  :  NAT516000
        PROJECT NUMBER          :  2AC51600
        SYSTEM CODE & JOB NUM   :  P 2AC51600
        AGENCY CODE             :  T
        IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9J-12

3.2. Recognition of Revenue - Before any receivable can be recorded or charges accrued against a reimbursable agreement, an Accounts Receivable Master must be established. As fund use transactions are input, the Accounts Receivable File will be updated based upon the data which has been entered on the Format 03 batch in the system data field. The system data field will be entered as R bb XXXXXXXXX. (R for reimbursable, blank, blank, source code, agreement number) (See Section 1, Introduction/Overview.)

3.3. Erroneous Charges - If a charge was in error, it will be necessary to process a batch to reverse the fund use transaction. If the erroneous charge is obligated or in the accrued expenditure unpaid stage, reverse the obligation and re-obligate using the correct accounting data. If the erroneous charge is in the expended stage, the correction is made using a Format 03, G Schedule batch.

3.4. Billing Stage - The billing stage (AEU - accrued expenditures unpaid or EXP expenditures) established on the Accounts Receivable Master determines whether the charges input by the fund use transaction will update the Accounts Receivable File as unbilled or ready-to-bill. For example, if the billing stage established on the Accounts Receivable Master Record is EXP and the amount entered on the fund use transaction represents an accrued expenditure unpaid, AEU, the amount would be recorded in the Accounts Receivable File as unbilled. The ready-to-bill amount would not be updated until the expenditure actually occurred. If an expenditure such as on a purchase order in the current month has a warehouse date of next month, the ready-to-bill will be updated when the disbursement is actually made (next month).

3.5. Interoffice Transfers of Unbilled Receivables - Interoffice transfers of unbilled receivables are automatically generated on a daily basis to the billing office, and are derived from the incurring and billing office information established on the Accounts Receivable Master record. The receivable is transferred out at the AEU or EXP stage, depending on the billing stage indicated on the master record.

The receiving and transferring office will receive a Notice of Transfer - Unbilled. Receivables NT-1 (Transferor) and NT-2 (Transferee) documenting each transfer.

Examples of NT-1 and NT-2 follow giving IOTV Number, Agreement Number, Document-ID, App/Lim/Allot/Ind, Cost Center, Object Class, Program Element, System Data, and Amount.

FEDERAL AVIATION ADMINISTRATION

REGION-DIST: A NOTICE OF TRANSFER - UNBILLED RECEIVABLES RIS NUMBER: NT-2

(TRANSFEREE) PAGE NUMBER: 1

IOTV NUMBER	AGREEMENT NUMBER	DOCUMENT ID	APP/LIM/ALLOT/IND	COST CENTER	OBJ CLASS	PROG ELEM	SYSTEM DATA	AMOUNT
W O G09 A	AW0545A01	78 90 P11THRU13 009	001 9 00 0	3520	1111	820	R AW0545AC1	968.73
W O G09 A	AW0545A01	78 90 TRIPCOST 009	001 9 00 0	3520	2111	820	R AW0545AC1	50.25
W O G09 A	AW0545A01							1,018.98
W O G09 A	NA0720A11	78 90 P11THRU13 000	001 9 00 0	3520	1111	820	R NA0720A11	1,118.81
W O G09 A	NA0720A11	14 90 TRIPCOST 000	001 9 00 0	3520	2111	820	R NA0720A11	=58.06
W O G09 A	NA0720A11							1,176.87
W O G09 A	NA0720021	14 90 TRIPCOST 001	001 9 00 0	3520	2111	820	R NA0720021	269.75
W O G09 A	NA0720021	78 90 P11THRU13 001	001 9 00 0	3520	1111	820	R NA0720021	5,198.39
W O G09 A	NA0720021							5,468.14
W O G09 A	NA0720031	78 90 P11THRU13 002	001 9 00 0	3520	1111	820	R NA0720031	3,356.44
W O G09 A	NA0720031	14 90 TRIPCOST 002	001 9 00 0	3520	2111	820	R NA0720031	174.17
W O G09 A	NA0720031							3,530.61
W O G09 A	NA0720041	14 90 TRIPCOST 003	001 9 00 0	3520	2111	820	R NA0720041	26.20
W O G09 A	NA0720041	78 90 P11THRU13 003	001 9 00 0	3520	1111	820	R NA0720041	504.83
W O G09 A	NA0720041							531.03
W O G09 A	NA0720051	78 90 P11THRU13 004	001 9 00 0	3520	1111	820	R NA0720051	627.63
W O G09 A	NA0722051	78 90 TRIPCOST 004	001 9 00 0	3520	2111	820	R NA0720051	32.57
W O G09 A	NA0720051							660.20
W O G09 A	NA0720061	78 90 P11THRU13 005	001 9 00 0	3520	1111	820	R NA0720061	736.78
W O G09 A	NA0720061	78 90 TRIPCOST 005	001 9 00 0	3520	2111	820	R NA0720061	38.23
W O G09 A	NA0720061							775.01
W O G09 A	NA0720071	78 90 TRIPCOST 006	001 9 00 0	3520	2111	820	R NA0720071	20.53
W O G09 A	NA0720071	78 90 P11THRU13 006	001 9 00 0	3520	1111	820	R NA0720071	395.68
W O G09 A	NA0720071							416.21
W O G09 A	NA0720081	78 90 P11THRU13 007	001 9 00 0	3520	1111	820	R NA0720081	300.17
W O G09 A	NA0720081	78 90 TRIPCOST 007	001 9 00 0	3520	2111	820	R NA0720081	15.58
W O G09 A	NA0720081							315.75
W O G09 A	NA0720091	78 90 TRIPCOST 008	001 9 00 0	3520	2111	820	R NA0720091	22.66
W O G09 A	NA0720091	78 90 P11THRU13 008	001 9 00 0	3520	1111	820	R NA0720091	436.60
W O G09 A	NA0720091							459.26

This is an example of charges entered by region/district W with region/district A as the billing office.

Figure 9J-13 Notice of Transfer - Unbilled Receivables NT-2

FEDERAL AVIATION ADMINISTRATION

REGION-DIST: A NOTICE OF TRANSFER - UNBILLED RECEIVABLES RIS NUMBER: NT-1

(TRANSFERROR) PAGE NUMBER: 1

IOTV NUMBER	AGREEMENT NUMBER	DOCUMENT ID	APP/LIM/ALLOT/IND	COST CENTER	OBJ CLASS	PROG ELEM	SYSTEM DATA	AMOUNT
A 0 G17 7	NA0767071	78 90 NA0767P14 040	001 9 00 0	1270	1111	99A	R 2NA0767071	561.69
A 0 G17 7	NA0767071	78 90 NA0767P14 041	001 9 00 0	1270	1134	99A	R 2NA0767071	22.50
A 0 G17 7	NA0767071	78 90 NA0767P14 042	001 9 00 0	1270	1151	99A	R 2NA0767071	151.47
A 0 G17 7	NA0767071	78 90 NA0767P14 043	001 9 00 0	1270	1221	99A	R 2NA0767071	28.31
A 0 G17 7	NA0767071	78 90 NA0767P14 044	001 9 00 0	1270	1222	99A	R 2NA0767071	1.46
A 0 G17 7	NA0767071	78 90 NA0767P14 045	001 9 00 0	1270	1223	99A	R 2NA0767071	30.47
A 0 G17 7	NA0767071	78 90 NA0767P14 046	001 9 00 0	1270	1224	99A	R 2NA0767071	12.42
A 0 G17 7	NA0767071	78 90 NA0767P14 047	001 9 00 0	1270	1226	99A	R 2NA0767071	8.31
A 0 G17 7	NA0767071	78 90 NA0767P14 048	001 9 00 0	1270	1227	99A	R 2NA0767071	16.43
A 0 G17 7	NA0767071	78 90 NA0767P14 049	001 9 00 0	1270	1229	99A	R 2NA0767071	6.32
A 0 G17 7	NA0772071	78 90 NA0772P14 021	001 9 00 0	1270	1111	99A	R 2NA0772071	3,248.69
A 0 G17 7	NA0772071	78 90 NA0772P14 022	001 9 00 0	1270	1134	99A	R 2NA0772071	130.11
A 0 G17 7	NA0772071	78 90 NA0772P14 023	001 9 00 0	1270	1151	99A	R 2NA0772071	876.07
A 0 G17 7	NA0772071	78 90 NA0772P14 024	001 9 00 0	1270	1221	99A	R 2NA0772071	163.71
A 0 G17 7	NA0772071	78 90 NA0772P14 025	001 9 00 0	1270	1222	99A	R WNA0772071	8.44
A 0 G17 7	NA0772071	78 90 NA0772P14 026	001 9 00 0	1270	1223	99A	R 2NA0772071	176.24
A 0 G17 7	NA0772071	78 90 NA0772P14 027	001 9 00 0	1270	1224	99A	R 2NA0772071	71.85
A 0 G17 7	NA0772071	78 90 NA0772P14 028	001 9 00 0	1270	1226	99A	R 2NA0772071	48.08
A 0 G17 7	NA0772071	78 90 NA0772P14 029	001 9 00 0	1270	1227	99A	R 2NA0772071	95.03
A 0 G17 7	NA0772071	78 90 NA0772P14 030	001 9 00 0	1270	1229	99A	R 2NA0772071	36.56
A 0 G17 7	NA0810071	78 90 NA0810P14 050	001 9 00 0	1270	1111	99A	R 2NA0810071	546.51
A 0 G17 7	NA0810071	78 90 NA0810P14 051	001 9 00 0	1270	1134	99A	R 2NA0810071	21.89
A 0 G17 7	NA0810071	78 90 NA0810P14 052	001 9 00 0	1270	1151	99A	R 2NA0810071	147.38
A 0 G17 7	NA0810071	78 90 NA0810P14 053	001 9 00 0	1270	1221	99A	R 2NA0810071	27.54
A 0 G17 7	NA0810071	78 90 NA0810P14 054	001 9 00 0	1270	1222	99A	R 2NA0810071	1.42
A 0 G17 7	NA0810071	78 90 NA0810P14 055	001 9 00 0	1270	1223	99A	R 2NA0810071	29.65
A 0 G17 7	NA0810071	78 90 NA0810P14 056	001 9 00 0	1270	1224	99A	R 2NA0810071	12.09
A 0 G17 7	NA0810071	78 90 NA0810P14 057	001 9 00 0	1270	1224	99A	R 2NA0810071	8.09
A 0 G17 7	NA0810071	78 90 NA0810P14 058	001 9 00 0	1270	1227	99A	R 2NA0810071	15.99
A 0 G17 7	NA0810071	78 90 NA0810P14 059	001 9 00 0	1270	1229	99A	R 2NA0810071	6.15

This is an example of charges entered by region/district A with region/district 7 as the billing office.

Figure 9J-14 Notice of Transfer - Unbilled Receivables NT-1

3.6. Preview Cycle -

a. An on-line inquiry Agreement for Preview is available by pressing ***PF13*** to access the Accounts Receivable Menu and entering Selection Code **25** Option Code **P** (Print). Press ***Enter***.

--- ACCOUNTS RECEIVABLE MENU ---

SELECTION CODE: 25 OPTION CODE: P

SELECTION	OPTION	SELECTION	OPTION
1. A/R MASTER FILE UPDATE	A-C-I	20. STATUS OF AN AGREEMENT	P
2. PROJECT/JOB NUMBER UPDATE	A-C-D	21. AGREEMENT NUMBER ROLLUP	I
3. F&E SPLIT TABLE	A-C-D-I-P	22. CUSTOMER ACCOUNT	P
4. COST CENTER SPLIT TABLE	A-C-D-I-P	23. BILL INQUIRY	I
5. FMT 14 MISC A/R	A-C-D	24. AGREEMENT HISTORY	P
6. FMT 14 COLLECTIONS	A-C-D	25. AGREEMENT FOR PREVIEW	P
7. FMT 14 REFUND ADV/CREDIT	A-C-D	26. UNCOLL ACCOUNT SUBSIDIARY	P
8. FMT 14 WRITE OFFS	A-C-D	27. AR MASTER FILE PRINT	P
9. FMT 14 MANUAL BILL	A-C-D	28. 1081 BILL INQUIRY	I
10. REVERSE BILL	R	29. TRANSACTION HISTORY	P
11. ADJUST BILL AMOUNTS	A-I-P	30. OIL POLLUTION BILL INQUIRY	P
		31. CPC-CASE-NUMBER INQUIRY	I-P

Figure 9J-15 Accounts Receivable Menu

Agreements for Preview Screen is displayed. Enter region/district. Press ***Enter***.

```
ENTER KEYS ONLY
 AGREEMENTS FOR PREVIEW

*RGN DIST  : 1
*AGY-CODE  : T
*PRINTER-ID: UAD03
```

Figure 9J-16 Agreements for Preview

```
                                        ACCOUNTS RECEIVABLE INQUIRY                                  RIS NUMBER:  AR-6
RGN/DIST:                                 AGREEMENTS FOR PREVIEW                                      PAGE NUMBER:  1

AGREEMENT                          BILL NUMBER          BILL FREQUENCY

DOT115000                                                        M
DOT125002                                                        M
DOT143000                                                        Q
DOT146000                                                        Q
DOT152000                                                        Q
DOT173000                                                        M
DOT177000                                                        M
DOT180000                                                        Q
DOT190000                                                        Q
DOT191000                                                        Q
DOT208000                                                        Q
DOT216000                                                        Q
DOT217000                                                        Q
DOT229003                                                        Q
DOT229004                                                        Q
DOT229005                                                        Q
DOT229007                                                        Q
DOT229009                                                        Q
DOT229011                                                        Q
DOT229015                                                        Q
DOT229016                                                        Q
DOT229017                                                        Q
DOT229018                                                        Q
DOT229020                                                        Q
DOT229021                                                        Q
DOT229022                                                        Q
DOT229023                                                        Q
DOT229026                                                        Q
DOT229027                                                        Q
DOT229028                                                        Q
DOT229030                                                        Q
DOT229031                                                        Q
DOT229032                                                        Q
DOT229033                                                        Q
DOT229038                                                        Q
DOT229039                                                        Q
DOT229040                                                        Q
DOT229043                                                        Q
DOT229044                                                        Q
DOT229045                                                        Q
DOT230006                                                        M
DOT5C2000                                                        Q
DOT5F0000                                                        Q
DOT017AC1                                                        Q
DOT05AAC1                                                        Q
DOT05BAC1                                                        Q
DOT05DAC1                                                        Q
```

Figure 9J-17 Agreements for Preview

b. The monthly Billing Proof List (RIS: I-G-1) is used to preview an agreement. Preview the charges to determine that all charges are valid. Also, if back up documentation is required, determine that copies of backup are available before previewing on DAFIS. The upper portion of the Billing Proof List is the agreement information as set up on the Accounts Receivable Master record and T16 Table with space to enter the assigned bill number. The lower portion shows the individual charges by bill sequence number with an Agreement Total, Stop Bill Total, and Ready-To-Bill Amount.

```
PART 1                                                                                                                  RIS NUMBER:  I-G-1
                                                                  BILLING PROOF LIST
REGION/DISTRICT  :  1                                              AS OF 06/30/90                                       PAGE NUMBER:    29

AGREE-NUM        : DOT123456   BILL FREQUENCY : Q   OVR/HD RATE     :  100  VEND TYPE/NUM: 4 ARG000135
BILL AGREE       : DOT123456   ASSESS LATE CHG: N   OH RATE GEN FUND:    0  VENDOR NAME  : USA, FT. RUCKER
AID (PIO)        :             ADVANCE        :               .00        AND ADDRESS     : US ARMY AVIATION
APP/LIM/ALLOT/IND: *01 9  00 0                                                              CENTER & FT RUCKNER
BILL NUM                                                                                    US ARMY AIR TRAFFIC
                                                                                             CONTROL ACTIVITY
                                                                                            ATTN: ATZQ-ATC-MR
                                                                                            FORT RUCKNER, AL
                                                                                                        363625265
BILL SEQ                 COST   OBJ  SYSTEM DATA   SRC      DOCUMENT            VENDOR  PROJ  STOP  READY-TO-BILL
DATE   APP/LIM/ALL/IND  CENTER  CLS  PROG ELEM     RGN         ID                NAME   AUTH  BILL     AMOUNT

00197  001  9   00  0    6068  2645R  DOT123456     A   2490359761872A00 AIRBORNE FREIGHT CORP              5.00
 9004                            312
00198  001  9   00  0    6068  2645R  DOT123456     A   2490359761931A00 AIRBORNE FREIGHT CORP             26.36
 9004                            312
00199  001  9   00  0    6068  2645R  DOT123456     A   2490359762196A00 AIRBORNE FREIGHT CORP              5.89
9004                             312

       001  9   00  0    6068  2645                                                                        37.25

       001  9   00  0    6068                                                                              37.25

00200  001  9   00  0    6000  2643R  DOT123456     A   7890GAD0409 378                                    369.70
 9006                            312

       001  9   00  0    6000  2643                                                                       369.70

00201  001  9   00  0    6000  2644R  DOT123456     A   7890GAD0409 078                                  1,855.01
 9006                            312

       001  9   00  0    6000  2644                                                                     1,855.01

       001  9   00  0    6000                                                                           2,224.71

00202  001  9   00  0    6040  1111R  DOT123456     A   7890GAD0409 528                                    332.91
 9006                            316

       001  9   00  0    6040  1111                                                                       332.91

00203  001  9   00  0    6040  1221R  DOT123456     A   7890GAD0409 603                                      9.60
 9006                            316
       001  9   00  0    6040  1221                                                                         9.60

00204  001  9   00  0    6040  1222R  DOT123456     A   7890GAD0409 678                                      1.28
 9006                            316

       001  9   00  0    6040  1222                                                                         1.28

                                                                          AGREEMENT TOTAL                7,473.46

                                                                          STOP BILL TOTAL                     .00

                                                                          READY TO BILL                  7,473.46
```

Figure 9J-18 Billing Proof List

c. The Billing Preview Menu is available by pressing ***PF14***. Only <u>one</u> option can be selected on the menu at a time.

```
                                BILLING PREVIEW MENU


BILLING PROOF LIST:       RGN/DIST:         AGREE NUM    :
ASSESS LATE CHARGE:       RGN/DIST:         BILL AGREE   :       Y OR N:
STOP BILL         :       RGN/DIST:         BILL SEQUENCE:
REMOVE STOP BILL  :       RGN/DIST:         BILL SEQUENCE:
CH BILL RATE/SCH9 :       RGN/DIST:         BILL NUM     :
SCH 9 STATUS PRINT:       RGN/DIST:         SCH 9 STATUS : (ENTER CODE OR "99" FOR ALL)
BILLING PREVIEW   :       RGN/DIST:         BILL AGREE   :    BILL NUM:
REVERSE PREVIEW   :       RGN/DIST:         BILL AGREE   :
AGY-CODE          : T
PRINTER-ID        : UAC61
```

Figure 9J-19 Billing Preview Menu

(1) Billing Proof List - Enter region/district and agreement number. This on-line inquiry shows all ready-to-bill amounts as of the current calendar date; however, only those transactions which have been assigned a bill sequence number (up to seven digits) and which have a date prior to the current month, can be previewed. Items with bill sequence number (0000000) cannot be previewed. The bill sequence number changes each preview period.

```
                                                                                                  RIS NUMBER:  I-G-i
                                                   BILLING PROOF LIST
RGN/DIST:  1                                         AS OF 08/09/90                                PAGE NUMBER:     1

AGREE-NUM         : DOT123456    BILL FREQUENCY  : 1    OVR/HD RATE     : 100   VEND TYPE/NUM: 4 ARG00013S
BILL AGREE        : DOT123456    ASSESS LATE CHG : N    OH RATE GEN FUND: 0     VEND NAME    :  USA, FT RUCKER
AID (PIO)                        ADVANCE         :                              AND ADDRESS  :  US ARMY AVIATION
APP/LIM/ALLOT/IND : *01 9 00 0                                                                  CENTER & FT RUCKER
BILL NUM          :                                                                             US ARMY AIR TRAFFIC
                                                                                                CONTROL ACTIVITY
                                                                                                ATTN: ATZ1-ATC-MR
                                                                                                FORT RUCKER, AL
                                                                                                          363625265


BILL    CAL                    COST    OBJ    SYSTEM   PROG  SRC      DOCUMENT    VENDOR    PROJ     STOP    READY-TO-BILL
SEQ     DATE  APP  LIM  ALOT  CENTER   CLS     DATA    ELEM  RGN         ID        NAME     AUTH     BILL       AMOUNT

0000204 9006  001   9   000   6068     2645R DOT123456 312    A   2490581872561A00 AIRBORNE FREIGHT CORP         5.89
0000205 9007  001   9   000   6068     2645R DOT123456 312    A   2490581872561A00 AIRBORNE FREIGHT CORP         5.89-
0000000 9008  001   9   000   6068     2645R DOT123456 312    A   2490916587615A00 AIRBORNE FREIGHT CORP        14.45
(cannot be previewed)
              001   9   000   6068     2645                                                                      14.45

              001   9   000   6068                                                                              14.45

              001   9   000                                                                                        14.45

              001   9   000                                                                                        14.45

                                                                                 AGREEMENT TOTAL                  14.45

                                                                                 STOP BILL TOTAL M                .00

                                                                                 READY TO BILL                  14.45
```

Figure 9J-20 Billing Proof List

(2) Stop Bill - Enter region/district and bill sequence. This option is used to place a stop bill on a particular charge by bill sequence number shown on the Billing Proof List before doing the billing preview.

```
                                BILLING PREVIEW MENU



BILLING PROOF LIST:          RGN/DIST:        AGREE NUM    :
ASSESS LATE CHARGE:          RGN/DIST:        BILL AGREE   :      Y OR N:
STOP BILL         :          RGN/DIST: X      BILL SEQUENCE:
REMOVE STOP BILL  :          RGN/DIST:        BILL SEQUENCE:
CH BILL RATE/SCH9 :          RGN/DIST:        BILL NUM     :
SCH 9 STATUS PRINT:          RGN/DIST:        SCH 9 STATUS :    (ENTER CODE OR "99" FOR ALL)
BILLING PREVIEW   :          RGN/DIST:        BILL AGREE   :             BILL NUM:
REVERSE PREVIEW   :          RGN/DIST:        BILL AGREE   :
AGY-CODE          : 1
PRINTER-ID        : UAC61
```

Figure 9J-21 Billing Preview Menu

(3) Remove Stop Bill - Enter region/district and bill sequence. This option is used to remove a stop bill on a charge by bill sequence number shown on the Billing Proof List before doing the billing preview.

```
                                    BILLING PREVIEW MENU


BILLING PROOF LIST:          RGN/DIST:         AGREE NUM        :
ASSESS LATE CHARGE:          RGN/DIST:         BILL AGREE       :      Y OR N:
STOP BILL         :          RGN/DIST:         BILL SEQUENCE    :
REMOVE STOP BILL  :          RGN/DIST: X       BILL SEQUENCE    :
CH BILL RATE/SCH9 :          RGN/DIST:         BILL NUM         :
SCH 9 STATUS PRINT:          RGN/DIST:         SCH 9 STATUS     : (ENTER CODE OR "99" FOR ALL)
BILLING PREVIEW   :          RGN/DIST:         BILL AGREE       :           BILL NUM:
REVERSE PREVIEW   :          RGN/DIST:         BILL AGREE       :
AGY-CODE          : T
PRINTER-ID        : UAC61
```

Figure 9J-22 Billing Preview Menu

(4) Billing Preview - Enter region/district, bill-agreement, and bill number. When previewing, the bill agreement number rather than the agreement/contract number is used. This is shown on the Accounts Receivable Master and also on the Billing Proof List (RIS: I-G-1). The bill number is a five digit number assigned by local management (the sixth position, an alpha suffix, is system assigned during the billing process) and can only be used once by a region/district. The bill number cannot have an alpha in the third, fourth, and fifth digit as this is reserved for use in generating the daily bill numbers.

```
                                    BILLING PREVIEW MENU


BILLING PROOF LIST:          RGN/DIST:         AGREE NUM        :
ASSESS LATE CHARGE:          RGN/DIST:         BILL AGREE       :      Y OR N:
STOP BILL         :          RGN/DIST:         BILL SEQUENCE    :
REMOVE STOP BILL  :          RGN/DIST:         BILL SEQUENCE    :
CH BILL RATE/SCH9 :          RGN/DIST:         BILL NUM         :
SCH 9 STATUS PRINT:          RGN/DIST:         SCH 9 STATUS     :    (ENTER CODE OR "99" FOR ALL)
BILLING PREVIEW   :          RGN/DIST:         BILL AGREE       :              BILL NUM:
REVERSE PREVIEW   :          RGN/DIST:         BILL AGREE       :
AGY-CODE          : T
PRINTER-ID        : UAC61
```

Figure 9J-23 Billing Preview Menu

The Billing Preview Menu is displayed with Agency/Code, Region/District, Bill/Agree, and Bill Number automatically displayed.

```
                                        BILLING PREVIEW

AGY-CODE:  T       RGN/DIST:  X     BILL-AGREE:  XXXXXXXXX     BILL-NUM:  XXXXX
DESC OF CHARGES - LINE 1:  DEPOT SUPPLY SUPPORT CHARGES
                  LINE 2:  PER AGREEMENT DOT123456
                  LINE 3:
                  LINE 4:
                                  BILL--------FLIGHT INSPECTION--------TRAINING

AGREE-NUM EXCP PRINCIPAL-AMT NUMBER ADMIN-OH OH-NONFED DEPR-INT ADDL-ADM-CHG
XXXXXXXXX      XXXXXX
```

Figure 9J-24 Billing Preview Screen

(a) The Description of Charges can be entered at this time. The description will repeat each month until it is changed.

(b) The entire amount of the ready-to-bill on the Billing Proof List (I-G-1) must be entered in the principal field (without decimal). If partial amounts are to be billed, a stop bill action must be taken. Once a bill has been previewed, a bill will be issued during the billing cycle (the evening of the 7th workday after the system comes up from monthend processing).

NOTE: *The overhead will be automatically generated if no exception flag is on Master Record.*

(5) Reverse Preview - Enter region/district and bill agree. If a preview has been done in error before the billing cycle (7th workday) has been run, the preview can be reversed. This places the charges back into a status as if nothing has occurred. If preview has been reversed to do a stop bill or remove stop bill, preview the agreement again in order for the billing process to take place. The same bill number can be used again to preview.

(6) Assess Late Charges: Enter region/district, bill agree, and **Y** or **N**. This option is a convenient feature. If during the preview cycle, you decide that late charges should (or should not) be assessed during the billing cycle, you can make this change at this point without having to access the Accounts Receivable Master (***PF13***). This action must be taken prior to preview.

3.7. Billing Cycle -

a. After the preview cycle has been completed, the billing cycle will take place the evening of the 7th workday. Bills and the bill support list are generated. The bills are post-dated three days after the cycle has been completed.

b. All bills are prepared on the bill format specified on the master record, i.e., SF1114, SF1080, or SF1081.

1. The SF1080 is for **G** Government as entered in public/govt indicator on the Accounts Receivable Master.

2. The SF1081 is for OPAC (Online Payment and Collection System) with **G** entered in public/govt indicator on the Accounts Receivable Master.

3. The SF1114 is for **P** public as entered in public/govt indicator on the Accounts Receivable Master.

Following are examples of the three types of bills and Bill Support Lists.

BILL FOR COLLECTION

DEPARTMENT OF TRANSPORTATION — IN LIEU OF SF-1114/1080
ACCOUNTS RECEIVABLE BRANCH
P. O. BOX 25282
OKLAHOMA CITY OK 73126
PLEASE CONTACT: JANE DOE XXX-XXX-XXXX

BILL TO:
NATIONAL WEATHER SERVICE
EXECUTIVE TERMINAL BUILDING
337 NORTH 2370 WEST
ATTN: SENIOR ELECTRONIC TECH.
SALT LAKE CITY, UT 84116

AGREEMENT NO: DOT123456
DATE OF BILL: 07/16/90
BILL NUMBER: 01050

****

CHARGES THROUGH: 06/30/90 DATE PAYMENT DUE: 08/15/90
****

DESC OF CHARGES: AGREEMENT DOT123456 CHARGES PER ATTACHED FREIGHT VOUCHER

PAST-DUE BALANCE (DISREGARD IF PAID)		$ .00
LATE CHARGES ON PAST-DUE BALANCE		
INTEREST	.00	
PENALTY	.00	
DOT HANDLING CHARGE	.00	.00
CURRENT DIRECT CHARGES	122.75	
ADMINISTRATIVE OVERHEAD	12.28	
OVERHEAD NON-FEDERAL	.00	
DEPRECIATION AND INTEREST	.00	
TOTAL CURRENT CHARGES	135.03	
LESS ADVANCE APPLIED	.00	
TOTAL CURRENT BILLING AMOUNT		135.03
TOTAL AMOUNT DUE		$ 135.03

****

MAKE CHECK PAYABLE TO: DEPARTMENT OF TRANSPORTATION

ACCOUNTING DATA (DOT FILE NO/BILL NO/AMOUNT)
DOT123456/01050A/ 135.03

RETURN COPY OF THIS BILL WITH REMITTANCE TO ABOVE ADDRESS

Figure 9J-25 Bill for Collection SF1080

BILL FOR COLLECTION

DEPARTMENT OF TRANSPORTATION — IN LIEU OF SF-1114/1080
ACCOUNTS RECEIVABLE BRANCH
P. O. BOX 25282
OKLAHOMA CITY OK 73126
PLEASE CONTACT: JANE DOE XXX-XXX-XXXX

BILL TO:
SAUDI ARABIA
PRESIDENCY OF CIVIL AVIATION
ATTN: LOGISTICS MANAGER
P.O. BOX 15441
JEDDAH 21444 SA 836

AGREEMENT NO: DOT123456
DATE OF BILL: 07/16/90
BILL NUMBER: 01072

****

CHARGES THROUGH: 06/30/90 DATE PAYMENT DUE: 09/14/90
****

DESC OF CHARGES : REF: DOT123456 AGREEMENT - DOT DEPOT SUPPLY SUPPORT CHARGES PER ATTACHED SHIPPING ORDERS

PAST-DUE BALANCE (DISREGARD IF PAID)		$ 1,400.64
LATE CHARGES ON PAST-DUE BALANCE		
INTEREST	31.51	
PENALTY	.00	
DOT HANDLING CHARGE	12.00	43.51
CURRENT DIRECT CHARGES	6,313.16	
ADMINISTRATIVE OVERHEAD	631.32	
OVERHEAD NON-FEDERAL	126.25	
DEPRECIATION AND INTEREST	.00	
TOTAL CURRENT CHARGES	7,070.74	
LESS ADVANCE APPLIED	.00	
TOTAL CURRENT BILLING AMOUNT		7,070.74
TOTAL AMOUNT DUE		$ 8,514.89

****

MAKE CHECK PAYABLE TO: DEPARTMENT OF TRANSPORTATION

ACCOUNTING DATA (DOT FILE NO/BILL NO/AMOUNT)
N12880SA8/01072A/ 7,070.74

RETURN COPY OF THIS BILL WITH REMITTANCE TO ABOVE ADDRESS

Figure 9J-26 Bill for Collection SF1114

SF 1081-EDP

VOUCHER AND SCHEDULE
OF WITHDRAWALS AND CREDITS

TRANSACTION DATE
06/30/90

CUSTOMER AGENCY	BILLING AGENCY
VOUCHER NO.:	VOUCHER NO.: 01011
AGENCY LOCATION CODE (ALC):	AGENCY LOCATION CODE (ALC): 69-00-1103
DEPARTMENT: USN, OKLAHOMA CITY	DEPARTMENT: DEPT. OF TRANSPORTATION
BUREAU: NAVAL AIR STATION	BUREAU: ACCOUNTS RECEIVABLE BRANCH
ADDRESS: ATTN: GROUND ELECTRONICS OKLAHOMA CITY OK 73124	ADDRESS: P.O. BOX 25282 OKLAHOMA CITY OK 73126

SUMMARY APPROPRIATION OR FUND SYMBOL	AMOUNT	SUMMARY APPROPRIATION OR FUND SYMBOL	AMOUNT
		6901301	3,383.70
OPAC SYSTEM SF 1081			
THIS AMOUNT SHOULD BE CLASSIFIED IN SECTION I AND II OF YOUR SF-224 AS A DISBURSEMENT FOR MONTH OF JUL 1990.			
TOTAL	3,383.70	TOTAL	3,383.70

DOT123456 AGREEMENT CHARGES PER ATTACHED
1ADOT123456
MEMO.

BILLING AGENCY CONTACT: JANE DOE XXX-XXX-XXXX

PREPARED BY: _____ INCLUDES OVERHEAD OF $ 307.61

APPROVED BY: _____ TELEPHONE NO.: _____

CERTIFICATION OF CUSTOMER OFFICE

I CERTIFY THAT THE ITEMS LISTED HEREIN ARE CORRECT AND PROPER FOR PAYMENT FROM AND TO THE APPROPRIATION(S) DESIGNATED.

_____ _____
DATE (AUTHORIZED ADMINISTRATIVE OR CERTIFYING OFFICER)

_____ _____
(TELEPHONE NO.) (DATE REPORTED ON SF-224)

Figure 9J-27 Voucher Schedule of Withdrawals and Credits SF 1081

```
                                    REIMBURSABLE BILL SUPPORT LIST              RIS NUMBER:   AR-8
                                          AS OF 06/30/90                        PAGE NUMBER:   139

RGN/    BILL      AGREEMENT   COST                      OBJ                        APP/LIM/ALLOT/     CURRENT
CNTR  AGREE NUM    NUMBER    CENTER   COST CENTER NAME   CLASS   MAJOR OBJ CLASS NAME       IND
   DIRECT CHARGES

 A    DOT123456  DOT123456   1270     1 ADMIN           11       PERSONNEL COMP      001   9  00 0        624.89
                                                                                       001   9  TOTAL       624.89
                                                        11      TOTAL                                        624.89

 A               DOT123456   1270                       12       CIV PERSONNEL BEN   001   9  00 0        108.20
                                                                                       001   9  TOTAL       108.20
                                                        12      TOTAL                                        108.20

                             1270    TOTAL                                                                 733.09

 A               DOT123456   1310      1 PLANNING &     23       RENT COMM & UTIL    001   9  00 0        900.84
                                         SUPPORT BR                                    001   9  TOTAL       900.84
                                                        23     TOTAL                          900.84

 A               DOT123456   1310                       25       OTHER SERVICES      001   9  00 0        395.12
                                                                                       001   9  TOTAL       395.12
                                                        25      TOTAL                                        395.12

                             1310    TOTAL                                                               1,295.96

 A               DOT123456   1350      1 DEPT SYS       11       PERSONNEL COMP      001   9  00 0        899.69
                                         SUPPORT BR                                    001   9  TOTAL       899.69
                                                        11      TOTAL                                        899.69

 A              DOT123456    1350                       12       CIV PERSONNEL BEN   001   9  00 0        147.35
                                                                                        001   9  TOTAL       147.35
                                                        12      TOTAL                                        147.35

                             1350    TOTAL                                                               1,047.04
```

Figure 9J-28 Reimbursable Bill Support List

3.8. Reversing a Reimbursable Bill - If a bill was in error or with erroneous charges, you can reverse the entire bill. If late charges have been assessed, a Format 14 batch must be input to decrease all the late charges. If the charges are erroneous, it is necessary to prepare a Format 03 batch, G Schedule, to reverse the charges. The steps to reverse a reimbursable bill are:

a. Do a Bill Inquiry (RIS: AR-4) by accessing the Accounts Receivable Menu ***PF13***. Type Selection Code: **23** Option Code: **I** Press ***Enter***.

```
                         --- ACCOUNTS RECEIVABLE MENU ---

                    SELECTION CODE:  23   OPTION CODE:  I

   SELECTION                      OPTION    SELECTION                      OPTION

    1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT        P
    2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP       I
    3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT              P
    4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                  I
    5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY             P
    6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW         P
    7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
    8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT          P
    9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY             I
   10. REVERSE BILL               R         29. TRANSACTION HISTORY           P
   11. ADJUST BILL AMOUNTS       A-I-P      30. OIL POLLUTION BILL INQUIRY    P
                                            31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9J-29 Accounts Receivable Menu

b. The Bill Inquiry Screen with agency code is displayed. Enter region/district and bill number. Only the first five digits of the bill number are entered. Press ***Enter***.

```
                              BILL INQUIRY

  *RGN-DIST:          X
  *BILL-NO: XXXXX
  *AGY-CODE:          T
```

Figure 9J-30 Bill Inquiry Screen

```
                      ** INQUIRY COMPLETE **/ENTER KEYS ONLY
                                BILL INQUIRY
                              AS OF 07/26/90      RIS NUMBER:  AR-4

*RGN-DIST:  X
*BILL-NO :  XXXXX
*AGY-CODE:  T
 VENDOR NUMBER    :  ARG000069
 BILL DATE        :  041790
 RESERVE ACCT     :
 BILLED PRINCIPAL :                  65.00      COLL PENALTY     :
 BILLED OVERHEAD  :                   6.50      COLL ADMIN       :
 BILLED INTEREST  :                             PY COLL PRINCIPAL:
 BILLED PENALTY   :                             PY COLL OVERHEAD :
 BILLED ADMIN     :                             PY COLL INTEREST :
 COLL PRINCIPAL   :                             PY COLL PENALTY  :
 COLL OVERHEAD    :                             PY COLL ADMIN    :
 COLL INTEREST    :
 TREASURY RATE    : .09000          ASSESSED THRU DATE:
 PENALTY RATE     : .06000          ASSESSED THRU DATE:
 ADMIN RATE       : 12.00           ASSESSED THRU DATE
```

Figure 9J-31 Bill Inquiry Complete

c. If late charges have been assessed, a Format 14 batch must be input to reverse late charges. Prepare and enter a Format 14 batch.

After the Format 14 batch header has been entered the Accounts Receivable Menu screen is displayed with Option Code A. Type: Selection Code: **05**, and press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                SELECTION CODE:  05     OPTION CODE:  A

  SELECTION                    OPTION     SELECTION                       OPTION

   1. A/R MASTER FILE UPDATE    A-C-I      20. STATUS OF AN AGREEMENT        P
   2. PROJECT/JOB NUMBER UPDATE A-C-D      21. AGREEMENT NUMBER ROLLUP       I
   3. F&E SPLIT TABLE           A-C-D-I-P  22. CUSTOMER ACCOUNT              P
   4. COST CENTER SPLIT TABLE   A-C-D-I-P  23. BILL INQUIRY                  I
   5. FMT 14 MISC A/R           A-C-D      24. AGREEMENT HISTORY             P
   6. FMT 14 COLLECTIONS        A-C-D      25. AGREEMENT FOR PREVIEW         P
   7. FMT 14 REFUND ADV/CREDIT  A-C-D      26. UNCOLL ACCOUNT SUBSIDIARY     P
   8. FMT 14 WRITE OFFS         A-C-D      27. AR MASTER FILE PRINT          P
   9. FMT 14 MANUAL BILL        A-C-D      28. 1081 BILL INQUIRY             I
  10. REVERSE BILL              R          29. TRANSACTION HISTORY           P
  11. ADJUST BILL AMOUNTS       A-I-P      30. OIL POLLUTION BILL INQUIRY    P
```

Figure 9J-32 Accounts Receivable Menu

The Format 14 Miscellaneous Accounts Receivable Screen is displayed with Request Code A, Agency Code, Region/District, and Batch ID. Enter the agreement/contract number as established on the master record and the six position bill number (five digit that was manually assigned and sixth position alpha that the DAFIS system generated). Enter the amounts of the late charges under the decrease amount column. Balance the batch and inquire the status (should be status 2).

```
                          FORMAT 14
              MISCELLANEOUS ACCOUNTS RECEIVABLE

    REQUEST CODE:  A
    AGY-CODE:  T    RGN-DIST:  1    BATCH-ID:  90206A637
    AGREE/CONTRACT NUMBER:  XXXXXXXX      BILL NUMBER:  XXXXXX
    BILL DATE (OIL POLLUTION):

    OPTIONS                       INCREASE AMT       DECREASE AMT

    ESTABLISH RESERVE           :

    ESTIMATED REIMBURSEMENT     :

    LATE CHARGES
     INTEREST                   :                      XXXX
     PENALTY                    :                      XXXX
     ADMIN SURCHARGE            :                      XXXX


    IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 9J-33 Miscellaneous Accounts Receivable

d. Access Accounts Receivable Menu by pressing ***PF13***. Enter: Selection Code: **10**, Option Code: **R**. Press ***Enter***.

```
                        --- ACCOUNTS RECEIVABLE MENU ---

                    SELECTION CODE:  10    OPTION CODE:  R

  SELECTION                     OPTION     SELECTION                       OPTION

   1. A/R MASTER FILE UPDATE    A-C-I      20. STATUS OF AN AGREEMENT        P
   2. PROJECT/JOB NUMBER UPDATE A-C-D      21. AGREEMENT NUMBER ROLLUP       I
   3. F&E SPLIT TABLE           A-C-D-I-P  22. CUSTOMER ACCOUNT              P
   4. COST CENTER SPLIT TABLE   A-C-D-I-P  23. BILL INQUIRY                  I
   5. FMT 14 MISC A/R           A-C-D      24. AGREEMENT HISTORY             P
   6. FMT 14 COLLECTIONS        A-C-D      25. AGREEMENT FOR PREVIEW         P
   7. FMT 14 REFUND ADV/CREDIT  A-C-D      26. UNCOLL ACCOUNT SUBSIDIARY     P
   8. FMT 14 WRITE OFFS         A-C-D      27. AR MASTER FILE PRINT          P
   9. FMT 14 MANUAL BILL        A-C-D      28. 1081 BILL INQUIRY             I
  10. REVERSE BILL              R          29. TRANSACTION HISTORY           P
  11. ADJUST BILL AMOUNTS       A-I-P      30. OIL POLLUTION BILL INQUIRY    P
                                           31. CPC-CASE-NUMBER INQUIRY       I-P

                      ** INQUIRY COMPLETE **/ENTER KEYS ONLY
```

Figure 9J-34 Accounts Receivable Menu

e. The Reverse Bill Screen is displayed with Agency Code. Enter region/district, bill number: (five digit that was manually assigned and sixth position that the DAFIS System generated), agreement number (as on master file) and total amount: (Principal plus Overhead). Press ***Enter***.

```
                              REVERSE BILL

  *AGY-CODE    : T
  *RGN/DIST    : X
  *BILL NUMBER : XXXXXX
  *AGREE NUMBER: XXXXXXXXX
  *TOTAL AMOUNT: XXXXXX
   BILL DATE (OIL POLLUTION):

  AMOUNT MUST EQUAL:
   BILLED-PRINCIPAL
   BILLED-OVRHD
   BILLED FINES/PENALTIES
   COLLECTIONS-PRINCIPAL
   COLLECTIONS-OVRHD



                     IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9J-35 Reverse Bill

f. A system generated batch number will appear at the top of blank Reverse Bill Screen.

```
                     BATCH/S GENERATED:  90222A959
                              REVERSE BILL

*AGY-CODE    :
*RGN/DIST    :
*BILL NUMBER :
*AGREE NUMBER:
*TOTAL AMOUNT:
 BILL DATE (OIL POLLUTION):

 AMOUNT MUST EQUAL:
 BILLED PRINCIPAL
 BILLED-OVRHD
 BILLED FINES/PENALTIES
 COLLECTIONS-PRINCIPAL
 COLLECTIONS-OVRHD


                   IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9J-36 Reverse Bill - Generated Batch

The batch proof listing print out with generated transaction codes, document-ID, app/lim/allot/ind, system data, vendor-type/SSN, inv cust account number, general ledger accounts, effective date and amounts will be included in the daily reports after processing.

```
INPUT RGN/DIST  1     BATCH ID 890721959
FORMAT: 14    STATUS 2    SCHD/CD                        BATCH PROOF LISTING                                    RIS NUMBER   I-A
IMPREST FUND CASHIER      USER ID                      AS OF 03/13/89  23.36                                    PAGE NUMBER  779


SEQUENCE / ERROR CODE         :  0000100              0000200              0000300              0000400
RECORD TYPE                   :  PARENT TRANSACTION   PARENT TRANSACTION   PARENT TRANSACTION   PARENT TRANSACTION
STOP PAY / CERTIFIER / BANK-ID:
RGN/DIST / DOCUMENT ID        :  1 51 88 REVERSE 000  1 51 88 REVERSE 000  1 51 89 REVERSE 000  1 51 89 REVERSE 000 APP/LIM/ALLOT/IND
/ TC/STATUS                   :   801 9 00 0  171 2     801 9 00 0  173 2    901 9 00 0  171 2    901 9 00 0  173 2
CC / PGM / OBJ / PUBLIC/GOVT  :                 G                    G                                        G                    G
DOC REF METER NUMBER          :
SYSTEM DATA                   :  R   DOT229037        R   DOT229037        R   DOT229037        R   DOT229037
VEND-TYPE/VSSN / 1099-ID/SCAC :  4  ARG000254        4  ARG000254         4  ARG000254         R  ARG000254
INV CUST ACCT NUMBER          :  DOT 229037           DOT 229037           DOT 229037           DOT 229037
ECC/STAT DATA / ECC/STAT DATA :       8901790408A          8901790408A          8901790408A          8901790408A
GL-ACCOUNTS / FAC CODE        :  13AC-13AA            42EA-42BX 13AC-52BF  13AC-13AA            42EA-42BX
GL-ACCOUNTS                   :              R5                     R6             R5              13AC-52BF  R6
EFFECTIVE-DATE                :  03/13/89             03/13/89             03/13/89             03/13/89
AMOUNT                        :             19.27              1.93             1,242.90             124.29
A/R UPDATE / PYR-FLAG         :
TERMS %/DAYS/NET/RC/COMP DATE :
WHSE-DATE / EXCL DISC AMT     :
DISC EARNED / DISC LOST AMTS  :
INT-PENALTY / NO DISC AMTS    :

                                    HASH AMOUNT              1,388.39

                                    PROCESSED AMOUNT INPUT   1,388.39
                                    ERROR AMOUNT                 0.00

                                    GENERATED TC AMOUNT          0.00
```

Figure 9J-37 Batch Proof Listing

When a bill inquiry is entered on the reversed bill number, only the vendor number, bill date, Treasury rate, penalty rate, and administrative rate information is displayed.

```
                                    BILL INQUIRY
                                  AS OF 07/25/90          RIS NUMBER:  AR-4

*RGN-DIST:  T
*BILL-NO :  XXXXX
*AGY-CODE:  1
 VENDOR NUMBER    :  ARG000054
 BILL DATE        :  041790
 RESERVE ACCT     :
 BILLED PRINCIPAL :                              COLL PENALTY      :
 BILLED OVERHEAD  :                              COLL ADMIN        :
 BILLED INTEREST  :                              PY COLL PRINCIPAL :
 BILLED PENALTY   :                              PY COLL OVERHEAD  :
 BILLED ADMIN     :                              PY COLL INTEREST  :
 COLL PRINCIPAL   :                              PY COLL PENALTY   :
 COLL OVERHEAD    :                              PY COLL ADMIN     :
 COLL INTEREST    :
 TREASURY RATE    :  .09000         ASSESSED THRU DATE:
 PENALTY RATE     :  .06000         ASSESSED THRU DATE:
 ADMIN RATE       :  12.00          ASSESSED THRU DATE:
```

Figure 9J-38 Bill Inquiry

g. After the bill has been reversed, the ready-to-bill amount will have been increased by the amount of the current direct charges on the reversed bill. If the charges are in error, it is necessary to prepare and enter a fund use Format 03 batch, G Schedule to reverse the erroneous charges against the agreement.

Chapter 4 - Daily Bills (Appropriation Refunds)

4.1. Introduction - Daily bills are used when refunding the appropriation. An example of this is an erroneous payment and, as such, credit will be made to the same accounting data that was charged when the disbursement was made. A refund may be due either a direct or reimbursable limitation. Some examples of daily bills are:

- Vendor overpayment
- Salary overpayment
- Transfer of outstanding travel advance to a receivable

4.2. Establishing a Daily Bill - The steps to establish a daily bill are:

- Establish Vendor Type/SSN on T16 (if necessary).
- Establish Accounts Receivable Master record.
- Enter Format 03 batch.

a. A T16 must be established for each individual/customer billed if the vendor name and address are not currently loaded on the T16 Table. To determine if the vendor name and address are loaded, do an on-line inquiry on the T16 Table (refer to Section 4, DAFIS Tables) or use the Monthly Vendor/SSN Report by name (RIS: VSSN - Name).

b. After the vendor type/SSN is established, an Accounts Receivable Master record must be added. Fields to be completed depend on whether it is a refund to a direct or reimbursable appropriation. To establish a master record, access the Accounts Receivable Menu by pressing the ***PF13*** function key. When the Accounts Receivable Menu is displayed, enter Selection Code **01** and Option Code **A** as shown in figure 9J-39. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                    SELECTION CODE:  01    OPTION CODE:  A

SELECTION                    OPTION     SELECTION                    OPTION

 1. A/R MASTER FILE UPDATE   A-C-I      20. STATUS OF AN AGREEMENT       P
 2. PROJECT/JOB NUMBER UPDATE A-C-D     21. AGREEMENT NUMBER ROLLUP      I
 3. F&E SPLIT TABLE          A-C-D-I-P  22. CUSTOMER ACCOUNT             P
 4. COST CENTER SPLIT TABLE  A-C-D-I-P  23. BILL INQUIRY                 I
 5. FMT 14 MISC A/R          A-C-D      24. AGREEMENT HISTORY            P
 6. FMT 14 COLLECTIONS       A-C-D      25. AGREEMENT FOR PREVIEW        P
 7. FMT 14 REFUND ADV/CREDIT A-C-D      26. UNCOLL ACCOUNT SUBSIDIARY    P
 8. FMT 14 WRITE OFFS        A-C-D      27. AR MASTER FILE PRINT         P
 9. FMT 14 MANUAL BILL       A-C-D      28. 1081 BILL INQUIRY            I
10. REVERSE BILL             R          29. TRANSACTION HISTORY          P
11. ADJUST BILL AMOUNTS      A-I-P      30. OIL POLLUTION BILL INQUIRY   P
                                        31. CPC-CASE-NUMBER INQUIRY      I-P
```

Figure 9J-39 Accounts Receivable Menu

The Accounts Receivable Master File screen with the Request Code and Agency Code is displayed (See Figure 9J-40).

```
                          ACCOUNTS RECEIVABLE MASTER FILE
REQUEST CODE          A
REGION/DISTRICT             BILLING OFFICE:       INACTIVE FLAG:
AGREE/CONTRACT NUM:                               CPC-CASE-NUM :

IF YOU ARE BILLING OFFICE, ENTER:

BILL AGREE & SUFFIX   :                VENDOR TYPE & SSN      :
APP/LIM/ALLOT/IND     :                BILLING STAGE          :
PUBLIC GOVT INDICATOR :                AID/PIO NUMBER         :
BILLING FREQUENCY     :                OVERHEAD RATE GEN FUND :
OVERHEAD RATE         :                ASSESS LATE CHARGE     :
EXCEPTION BILLING FLAG:                BILL FORMAT            :
FIXED BILLING AMOUNT  :                BILL DAY               :
BILL MONTHS           :                ADDRESS CODE           :
REASON FOR DEBT LINE 1:
REASON FOR DEBT LINE 2:
REASON FOR DEBT LINE 3:
REASON FOR DEBT LINE 4:

AGENCY CODE           : T
```

Figure 9J-40 Accounts Receivable Master File

(1) The following Accounts Receivable Master File shows the fields to be completed for a refund to a direct appropriation.

```
                          ACCOUNTS RECEIVABLE MASTER FILE
REQUEST CODE          A
REGION/DISTRICT       X     BILLING OFFICE:       INACTIVE FLAG:
AGREE/CONTRACT NUM: XXXXXXXXX                     CPC-CASE-NUM :

IF YOU ARE BILLING OFFICE, ENTER:

BILL AGREE & SUFFIX   :                VENDOR TYPE & SSN      : X XXXXXXXXX
APP/LIM/ALLOT/IND     : 001 100 30 0   BILLING STAGE          :
PUBLIC GOVT INDICATOR : X              AID/PIO NUMBER         :
BILLING FREQUENCY     :                OVERHEAD RATE GEN FUND :
OVERHEAD RATE         :                ASSESS LATE CHARGE     : X
EXCEPTION BILLING FLAG:                BILL FORMAT            : XXXX
FIXED BILLING AMOUNT  :                BILL DAY               :
BILL MONTHS           :                ADDRESS CODE           :
REASON FOR DEBT LINE 1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
REASON FOR DEBT LINE 2: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
REASON FOR DEBT LINE 3: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
REASON FOR DEBT LINE 4: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

AGENCY CODE           : T
```

Figure 9J-41 Accounts Receivable Master Record - Direct Appropriation

REGION/DISTRICT: Enter appropriate region/district code.

BILLING OFFICE: Enter appropriate region/district code.

INACTIVE FLAG: Must be blank.

AGREE/CONTRACT NUM: This field must agree with the nine position portion of the purchase order document-ID if the overpayment relates to a specific purchase order. If the daily bill is being established to transfer a travel advance to a receivable, this field must agree with the nine position portion of the travel advance document-ID. If the bill does not relate to a specific purchase order or travel order, any identifying information can be used. For example: SSN of employee for salary overpayment. However, the number used must always match the document-ID used in the Format 03 batch to record the refund.

VENDOR TYPE/SSN: Must agree with vendor number established for the individual/customer to be billed.

PUBLIC/GOVT INDICATOR: Enter **P** for public. Enter **G** for government.

ASSESS LATE CHARGE: Enter **Y** for Yes. Enter **N** for No.

BILL FORMAT: Enter **1114** if public/govt indicator is P. Enter **1080** if public/govt indicator is G and the government agency will be making a check payment. Enter **1081** if public/govt indicator is G and the collection of the bill will be through the On-line Payment and Collection System (OPAC).

ADDRESS CODE: This field is used to have collections for commercial vendor bills sent to a lockbox address. Enter the two-digit code from table T22, Accounts Receivable Remit To Address.

REASON FOR DEBT: There are four lines of 50 spaces each available for entering the reason for the debt. This appears as "Type of Debt" on Delinquency Notices.

Press ***Enter***.

(2) The following Accounts Receivable Master File shows the fields to be completed for a refund to a reimbursable appropriation.

```
                          ACCOUNTS RECEIVABLE MASTER FILE
REQUEST CODE          A
REGION/DISTRICT       X     BILLING OFFICE:       INACTIVE FLAG:
AGREE/CONTRACT NUM:                               CPC-CASE-NUM :

IF YOU ARE BILLING OFFICE, ENTER:

BILL AGREE & SUFFIX    : XXXXXXXXX      VENDOR TYPE & SSN      : X XXXXXXXXX
APP/LIM/ALLOT/IND      : 001 800 30 0   BILLING STAGE          : EXP
PUBLIC GOVT INDICATOR : X               AID/PIO NUMBER         :
BILLING FREQUENCY      : M              OVERHEAD RATE GEN FUND :
OVERHEAD RATE          :                ASSESS LATE CHARGE     : X
EXCEPTION BILLING FLAG:                 BILL FORMAT            : XXXX
FIXED BILLING AMOUNT   :                BILL DAY               :
BILL MONTHS            :                ADDRESS CODE           :
REASON FOR DEBT LINE 1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
REASON FOR DEBT LINE 2: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
REASON FOR DEBT LINE 3: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
REASON FOR DEBT LINE 4: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

AGENCY CODE            : T

IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9J-42 Accounts Receivable Master Record - Reimbursable Appropriation

For reimbursable appropriation the nine digit document number must be entered in both the bill agree/suffix and agree/contract num field. Also, since the limitation is reimbursable the billing stage (EXP=Expended) and billing frequency (M=Monthly) must be completed.

c. After the vendor type/SSN and the Accounts Receivable Master are established, enter a Format 03 batch. If establishing a daily bill other than on a travel advance, enter a Format 03, Q schedule batch. If establishing a daily bill for a travel advance, enter a Format 03 batch with no schedule. Instructions for preparing a batch header are covered in Section 5, Menu and Batching Concepts. Instructions for assigning schedule numbers are covered in Section 1, Introduction/Overview (See Fig. 1-21). After the batch header is entered, the Format 03 screen is displayed.

Complete the format screen as follows:

REGION/DISTRICT: Enter region/district.

DOCUMENT-ID: Must agree with the document-ID of the purchase order or travel order. If the bill does not relate to a specific purchase order or travel order, any identifying information can be used. For example: SSN of employee for salary overpayment (70-FY-xxxxxxxxxxxx).

NOTE: *The nine digit portion of the document-ID must match the agree/contract number field on the Accounts Receivable Master.*

TRANSACTION CODE: Enter **250** if transferring a travel advance to a receivable. Enter **182** for transactions on all other refunds.

NOTE: *If the document-ID matches a purchase order or travel order number on the Open Document File, the appropriation code/limitation/allotment/indicator, cost center, program element, object class, public/govt indicator, system data and vendor type/SSN do not need to be entered. This is considered a follow-on transaction, and the system will obtain this information from the Open Document File. If the document-ID does not match a document number on the Open Document File, the appropriate data must be entered in these fields.*

A completed Format 03 screen for a daily bill is shown in figure 9J-43. Note that in the example, the document-ID did not match a document on the Open Document File. Therefore, all appropriate fields are entered.

```
                    ENTER DATA
SCHEDULE/CD:  Q1XXXXX       FORMAT 3 FUND USAGE           BATCH NO:  XXXXX1XXX
AGENCY CODE         : T
REGION DISTRICT     : 1
DOCUMENT-ID         : XX XX XXXXXXXXX XXX
TRANSACTION CODE    : 182
AMOUNT              : XXXXX
EFFECTIVE DATE      : MMDDYY
APPROP CODE         : 001    LIM:  100    ALLOT:  30   IND:  0
COST CENTER         : 122100
PROGRAM ELEMENT     : 123456
OBJECT CLASS        : 2634
PUBLIC/GOVT         : P      PYR-FLAG
SYSTEM DATA         :
INV/CUST ACCT NO    :
VENDOR-TYPE-SSN     : XXXXXXXXXX           END DATE OF TRAVEL
DOCUMENT-REF-NUMBER:                        WAREHOUSE DATE
COMPUTATION DATE    :
TERMS               : %:       DAYS:    NET:
EXCL-DISC-AMT       :
REASON CODE         :
ECC/STAT-DATA       :
ECC/STAT-DATA       :
FACILITY TYPE/LOC   :
```

Figure 9J-43 Format 3 Fund Usage Screen

After the batch is entered, it must be balanced and status inquired. The status for the batch with Transaction Code 250 is 2. The status for the batch with Transaction Code 182 is 5. Refer to Section 5, Menu and Batching Concepts, for procedures on balancing batches and inquiring status.

A system numbered bill is generated for each document in a batch during the overnight process. See Fig 9J-44 for an example of a daily bill. Figure 9J-45 is a chart explaining how the daily bill number is generated.

```
                                                DAILY BILL

DEPARTMENT OF TRANSPORTATION                                    BILL FOR COLLECTION
ACCOUNTS RECEIVABLE BRANCH                                      IN LIEU OF SF-1114/1080
P.O. BOX 25282
OKLAHOMA CITY  OK  73126                                INTEREST, PENALTY AND ADMINISTRATIVE
                                                        CHARGES WILL BE ASSESSED ON DELINQUENT
                                ACCOUNTS.

PLEASE CONTACT:  JANE DOE       XXX-XXX-XXXX

BILL TO:
SURE SET SAW                                            CONTRACT NO.  11204
1721 SOUTH PARK COURT                                   DATE OF BILL  09/26/89
OKLAHOMA CITY  OK  73125                                BILL NUMBER   9ZUAAO

*************************************************************************************************

CHARGES FOR:      ONE ALTIMETER, BENDIX PART NUMBER 2067631-0501

PAST-DUE BALANCE (DISREGARD IF PAID)                                $              .00

CURRENT CHARGES                                                                6,848.00

LESS ADVANCES APPLIED                                                            .00

CURRENT BILLING                                                                6,848.00

TOTAL AMOUNT DUE                                                    $          6,848.00

DATE PAYMENT DUE  10/26/89
                  ********

MAKE CHECK PAYABLE TO:  DEPARTMENT OF TRANSPORTATION

                        **RETURN ONE COPY OF THIS BILL WITH REMITTANCE TO ABOVE ADDRESS**
```

Figure 9J-44 Daily Bill

```
     GENERATED BILL NUMBER - DAILY BILLS

1ST POSITION = LAST POSITION OF CALENDAR YEAR

2ND POSITION = DAY, CONVERTED AS
                      1 = A
                      2 = B
                      3 = C
                        :
                     26 = Z
                     27 = 1
                     28 = 2
                     29 = 3
                     30 = 4
                     31 = 5

3RD POSITION = MONTH, CONVERTED AS
                      1 = M
                      2 = N
                      3 = O
                        :
                     12 = X

4TH & 5TH POSITION = AA - 1ST BILL OF DAY
                     AB - 2ND BILL OF DAY
                     AC - 3RD BILL OF DAY
                     :
                     AZ - 26TH BILL OF DAY
                     BA - 27TH BILL OF DAY
                     BB - 28TH BILL OF DAY
                     BC - 29TH BILL OF DAY
                     ETC.
```

Figure 9J-45 Generated Bill Numbers - Daily Bill

4.3. Reversing a Daily Bill -

a. When a daily bill must be reversed, determine whether the bill has been collected and/or late charges have been assessed. To determine if the bill has been collected, or late charges assessed, do a bill inquiry. Access the Accounts Receivable Menu by pressing the ***PF13*** function key. When the Accounts Receivable Menu is displayed, Enter Selection Code **23** and Option Code **I** as shown in Figure 9J-46. Press ***Enter***.

```
                        --- ACCOUNTS RECEIVABLE MENU ---

                       SELECTION CODE: 23    OPTION CODE: I

 SELECTION                      OPTION     SELECTION                       OPTION

  1. A/R MASTER FILE UPDATE     A-C-I      20. STATUS OF AN AGREEMENT        P
  2. PROJECT/JOB NUMBER UPDATE  A-C-D      21. AGREEMENT NUMBER ROLLUP       I
  3. F&E SPLIT TABLE            A-C-D-I-P  22. CUSTOMER ACCOUNT              P
  4. COST CENTER SPLIT TABLE    A-C-D-I-P  23. BILL INQUIRY                  I
  5. FMT 14 MISC A/R            A-C-D      24. AGREEMENT HISTORY             P
  6. FMT 14 COLLECTIONS         A-C-D      25. AGREEMENT FOR PREVIEW         P
  7. FMT 14 REFUND ADV/CREDIT   A-C-D      26. UNCOLL ACCOUNT SUBSIDIARY     P
  8. FMT 14 WRITE OFFS          A-C-D      27. AR MASTER FILE PRINT          P
  9. FMT 14 MANUAL BILL         A-C-D      28. 1081 BILL INQUIRY             I
 10. REVERSE BILL               R          29. TRANSACTION HISTORY           P
 11. ADJUST BILL AMOUNTS        A-I-P      30. OIL POLLUTION BILL INQUIRY    P
```

Figure 9J - 46 Accounts Receivable Menu

The Bill Inquiry Screen with Agency Code is displayed (See Fig 9J-47).

```
                        BILL INQUIRY

   *RGN-DIST:  X
   *BILL-NO :  XXXXX
   *AGY-CODE:  T
```

Figure 9J - 47 Bill Inquiry Screen

```
                          ** INQUIRY COMPLETE **/ENTER KEYS ONLY
                                    BILL INQUIRY
                                  AS OF 07/26/90              RIS NUMBER:  AR-4

*RGN-DIST:  1
*BILL-NO :  OQMAB
*AGY-CODE:  T
 VENDOR NUMBER    : ARG000069
 BILL DATE        : 041790
 RESERVE ACCT     :
 BILLED PRINCIPAL :                  65.00      COLL PENALTY     :
 BILLED OVERHEAD  :                   6.50      COLL ADMIN       :
 BILLED INTEREST  :                             PY COLL PRINCIPAL:
 BILLED PENALTY   :                             PY COLL OVERHEAD :
 BILLED ADMIN     :                             PY COLL INTEREST :
 COLL PRINCIPAL   :                             PY COLL PENALTY  :
 COLL OVERHEAD    :                             PY COLL ADMIN    :
 COLL INTEREST    :
 TREASURY RATE    : .09000          ASSESSED THRU DATE:
 PENALTY RATE     : .06000          ASSESSED THRU DATE:
 ADMIN RATE       : 12.00           ASSESSED THRU DATE:
```

Figure 9J - 48 Bill Inquiry Complete

b. To reverse a daily bill (other than a daily bill established on a travel advance) that has not been collected, first reverse any late charges that have been assessed. A Format 14 batch must be input to reverse the late charges. Refer to Section 5, Menu and Batching Concepts, for instructions on preparing a batch header. After the batch header is entered, the Accounts Receivable Menu with Option Code A is displayed. Type Selection Code **05**. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                   SELECTION CODE:  05    OPTION CODE:  A

SELECTION                      OPTION     SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE     A-C-I      20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D      21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE            A-C-D-I-P  22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P  23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R            A-C-D      24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS         A-C-D      25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D      26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS          A-C-D      27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL         A-C-D      28. 1081 BILL INQUIRY             I
10. REVERSE BILL               R          29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS        A-I-P      30. OIL POLLUTION BILL INQUIRY    P
```

Figure 9J - 49 Accounts Receivable Menu

The Format 14 Miscellaneous Accounts Receivable Screen with Request Code A, Agy-Code, Rgn-Dist and Batch ID is displayed. Enter the agreement/contract number as entered on the master record and the six digit bill number. Enter the amounts of late charges to be reversed under the decrease amt column. Balance the batch and inquire the status. The correct status is 2.

```
                              FORMAT 14
                    MISCELLANEOUS ACCOUNTS RECEIVABLE

REQUEST CODE: A
AGY-CODE:  T     RGN-DIST:  1     BATCH-ID:  XXXXXXXXX
AGREE/CONTRACT NUMBER:  XXXXXXXXX      BILL NUMBER:  XXXXXX
BILL DATE (OIL POLLUTION):

OPTIONS                                  INCREASE AMT          DECREASE AMT

ESTABLISH RESERVE              :

ESTIMATED REIMBURSEMENT        :

LATE CHARGES
 INTEREST                      :                                      XXXX
 PENALTY                       :                                      XXXX
 ADMIN SURCHARGE               :                                      XXXX
```

Figure 9J - 50 Miscellaneous Accounts Receivable Screen

Prepare a Format 14, G Schedule batch. After the batch header is entered, the Accounts Receivable Menu with Option Code A is displayed. Type Selection Code **06**. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                   SELECTION CODE:  06    OPTION CODE:  A

SELECTION                    OPTION     SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE    A-C-I      20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE A-C-D      21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE           A-C-D-I-P  22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE   A-C-D-I-P  23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R           A-C-D      24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS        A-C-D      25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT  A-C-D      26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS         A-C-D      27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL        A-C-D      28. 1081 BILL INQUIRY             I
10. REVERSE BILL              R          29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS       A-I-P      30. OIL POLLUTION BILL INQUIRY    P
```

Figure 9J - 51 Accounts Receivable Menu

The Format 14 Collections Screen with Request Code, Agy-Code, Rgn-Dist, Batch ID and Schedule CD is displayed. Enter agree/contract number, bill number (six positions), effective date, and the bill amount under the collected amt column on the collections line. Type **YES** on the last line of this screen. Press ***Enter***.

```
                                  FORMAT 14
                                 COLLECTIONS

REQUEST CODE: A
AGY-CODE: T    RGN-DIST: X    BATCH-ID: XXXXXXXXX       SCHEDULE-CD: GXXXXXX
AGREE/CONTRACT NUMBER: XXXXXXXXX  BILL NUMBER: XXXXXX  EFFECTIVE DATE: MMDDYY

 OPTIONS                        COLLECTED AMT                  CORRECTED AMT

 COLLECTIONS            :            XXXX

 ADVANCES               :

 MISC COLLECTION        :

 QTR/SUBSISTENCE        :


 IF LAST ENTRY AND WANT A/R MENU - ENTER (YES):
 IF LAST ENTRY AND WANT OTHER COLLECTION SCREEN - ENTER (YES): YES
```

Figure 9J - 52 Format 14 Collections Screen

The Format 03 screen is displayed. Type the region/district and document-ID which was entered when the bill was established. Enter Transaction Code **978**, the amount being reversed, the effective date and the public/govt indicator. Press ***Enter***. Balance the batch and inquire the status. The correct status is 5.

c. To reverse a daily bill for a travel advance that has not been collected, first reverse the late charges that have been assessed. See previous paragraph for procedures on reversing late charges. After the late charges have been reversed, prepare and enter a Format 03 batch. When the batch header is entered, the Format 03 screen is displayed. Enter region/district and the document-ID which was entered when the bill was established. Enter Transaction Code **2502**, the bill amount, and effective date. Press ***Enter***. Balance the batch and inquire the status. The correct status is 2. A system numbered credit daily bill is generated during the overnight process.

After the credit daily bill is generated, prepare a Format 14, G Schedule to collect the original bill and the credit bill. When the batch header is entered, the Accounts Receivable Menu with Option Code A is displayed. Enter Selection Code **06** and press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE:  06    OPTION CODE:  A

SELECTION                    OPTION     SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE   A-C-I      20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE A-C-D     21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE          A-C-D-I-P  22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE  A-C-D-I-P  23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R          A-C-D      24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS       A-C-D      25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT A-C-D      26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS        A-C-D      27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL       A-C-D      28. 1081 BILL INQUIRY             I
10. REVERSE BILL             R          29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS      A-I-P      30. OIL POLLUTION BILL INQUIRY    P
                                        31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9J - 53 Accounts Receivable Menu

The Format 14 Collections Screen with Request Code, Agy-Code, Rgn-Dist, Batch ID and Schedule-CD is displayed.

Type the agree/contract number, and the six digit bill number of the original bill. Type the effective date and the amount of the b ill under the collected amt column on the collections line. Press ***Enter***.

```
                                  FORMAT 14
                                 COLLECTIONS

REQUEST CODE: A
AGY-CODE: T   RGN-DIST: X   BATCH-ID: XXXXXXXXX   SCHEDULE-CD: GXXXXXX
AGREE/CONTRACT NUMBER: XXXXXXXXX BILL NUMBER: XXXXXX  EFFECTIVE DATE: MMDDYY

OPTIONS                          COLLECTED AMT                  CORRECTED AMT

COLLECTIONS             :            XXXX

ADVANCES                :

MISC COLLECTION         :

QTR/SUBSISTENCE         :


 IF LAST ENTRY AND WANT A/R MENU - ENTER (YES):
 IF LAST ENTRY AND WANT OTHER COLLECTION SCREEN - ENTER (YES):
```

Figure 9J - 54 Format 14 Collections Screen

The collection screen is displayed again to enter data from the credit daily bill in the same fields. Press ***Enter*** after entering the amount. Balance the batch and inquire the status. The correct status is 5.

d. To reverse a daily bill (other than a daily bill on a travel advance) that has been partially or completely collected, the collection must first be reversed. Prepare a Format 14, G schedule batch. After the batch header is entered, the Accounts Receivable Menu with Option Code A is displayed. Enter Selection Code **06**. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                    SELECTION CODE:  06    OPTION CODE:  A

SELECTION                      OPTION     SELECTION                        OPTION

 1. A/R MASTER FILE UPDATE     A-C-I      20. STATUS OF AN AGREEMENT         P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D      21. AGREEMENT NUMBER ROLLUP        I
 3. F&E SPLIT TABLE            A-C-D-I-P  22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P  23. BILL INQUIRY                   I
 5. FMT 14 MISC A/R            A-C-D      24. AGREEMENT HISTORY              P
 6. FMT 14 COLLECTIONS         A-C-D      25. AGREEMENT FOR PREVIEW          P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D      26. UNCOLL ACCOUNT SUBSIDIARY      P
 8. FMT 14 WRITE OFFS          A-C-D      27. AR MASTER FILE PRINT           P
 9. FMT 14 MANUAL BILL         A-C-D      28. 1081 BILL INQUIRY              I
10. REVERSE BILL               R          29. TRANSACTION HISTORY            P
11. ADJUST BILL AMOUNTS        A-I-P      30. OIL POLLUTION BILL INQUIRY     P
                                          31. CPC-CASE-NUMBER INQUIRY        I-P
```

Figure 9J - 55 Accounts Receivable Menu

The Format 14 Collections Screen with Request Code, Agy-Code, Rgn-Dist, Batch ID and Schedule-CD is displayed. Enter the agree/contract number, six digit bill number, effective date, and the amount previously collected under the corrected amt column on the collections lines. Enter **YES** on the last line and press ***Enter***.

```
                                  FORMAT 14
                                 COLLECTIONS

REQUEST CODE: A
AGY-CODE: T  RGN-DIST: X   BATCH-ID: XXXXXXXXX   SCHEDULE-CD: GXXXXXX
AGREE/CONTRACT NUMBER: XXXXXXXXX  BILL NUMBER: XXXXXX  EFFECTIVE DATE: MMDDYY

OPTIONS                          COLLECTED AMT                  CORRECTED AMT

COLLECTIONS              :                                          XXXX

ADVANCES                 :

MISC COLLECTION          :

QTR/SUBSISTENCE          :


 IF LAST ENTRY AND WANT A/R MENU - ENTER (YES):
 IF LAST ENTRY AND WANT OTHER COLLECTION SCREEN - ENTER (YES): YES
```

Figure 9J - 56 Format 14 Collections Screen

The Format 03 Screen is displayed. Enter region/district and the document-ID with document type **78**, Transaction Code **926**, amount, effective date, **V6H** in approp code, and **P** in public/govt. Press ***Enter***. A suggestion for the nine characters in the document-ID is the G schedule number.

```
                    ENTER DATA
SCHEDULE/CD: GXXXXXX    FORMAT 3 FUND USAGE             BATCH NO:
AGENCY CODE       : T
REGION DISTRICT   : X
DOCUMENT-ID       : XX XX XXXXXXXXX XXX
TRANSACTION CODE  : 926
AMOUNT            : XXXX
EFFECTIVE DATE    : MMDDYY
APPROP CODE       : V6H   LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       : P     PYR-FLAG
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                        WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                  NAME:
REASON CODE       :                ADDR-1:
ECC/STAT-DATA     :                ADDR-2:
ECC/STAT-DATA     :                ADDR-3:
FACILITY TYPE/LOC:                 ADDR-4:
```

Figure 9J - 57 Format 3 Fund Usage Screen

After the collection has been reversed, use the bill inquiry (Selection 23 on the Accounts Receivable Menu) to determine if late charges have been assessed.

Access the Accounts Receivable Menu by pressing ***PF13*** function key. Type Selection Code **23** and Option Code **I** for inquire. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                   SELECTION CODE: 23    OPTION CODE: I

SELECTION                      OPTION     SELECTION                       OPTION

 1. A/R MASTER FILE UPDATE     A-C-I      20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D      21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE            A-C-D-I-P  22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P  23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R            A-C-D      24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS         A-C-D      25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D      26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS          A-C-D      27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL         A-C-D      28. 1081 BILL INQUIRY             I
10. REVERSE BILL               R          29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS        A-I-P      30. OIL POLLUTION BILL INQUIRY    P
                                          31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9J - 58 Accounts Receivable Menu

The Bill Inquiry Screen with Agency Code is displayed.

```
                    BILL INQUIRY

  *RGN-DIST:  X
  *BILL-NO :  XXXXX
```

Figure 9J - 59 Bill Inquiry Screen

Type the region/district and the first five digits of the bill number. Press ***Enter***. The following is displayed:

```
                          ** INQUIRY COMPLETE **/ENTER KEYS ONLY
                                    BILL INQUIRY
                                  AS OF 07/26/90              RIS NUMBER:  AR-4

*RGN-DIST:  1
*BILL-NO :  OQMAB
*AGY-CODE:  T
 VENDOR NUMBER    : ARG000069
 BILL DATE        : 041790
 RESERVE ACCT     :
 BILLED PRINCIPAL :                    65.00      COLL PENALTY     :
 BILLED OVERHEAD  :                     6.50      COLL ADMIN       :
 BILLED INTEREST  :                               PY COLL PRINCIPAL:
 BILLED PENALTY   :                               PY COLL OVERHEAD :
 BILLED ADMIN     :                               PY COLL INTEREST :
 COLL PRINCIPAL   :                               PY COLL PENALTY  :
 COLL OVERHEAD    :                               PY COLL ADMIN    :
 COLL INTEREST    :
 TREASURY RATE    : .09000           ASSESSED THRU DATE:
 PENALTY RATE     : .06000           ASSESSED THRU DATE:
 ADMIN RATE       : 12.00            ASSESSED THRU DATE:
```

Figure 9J - 60 Bill Inquiry Complete

If the Bill Inquiry shows that late charges have been assessed, print the screen. Prepare and enter a Format 14 batch to reverse late charges. Refer to Section 5, Menu and Batching Concepts, for instructions on preparing a batch header. After the batch header has been entered, the Accounts Receivable Menu with Option Code A is displayed. Type Selection Code **05**. Press ***Enter***.

```
                          --- ACCOUNTS RECEIVABLE MENU ---

                        SELECTION CODE: 05    OPTION CODE: A

  SELECTION                      OPTION     SELECTION                       OPTION

   1. A/R MASTER FILE UPDATE     A-C-I      20. STATUS OF AN AGREEMENT        P
   2. PROJECT/JOB NUMBER UPDATE  A-C-D      21. AGREEMENT NUMBER ROLLUP       I
   3. F&E SPLIT TABLE            A-C-D-I-P  22. CUSTOMER ACCOUNT              P
   4. COST CENTER SPLIT TABLE    A-C-D-I-P  23. BILL INQUIRY                  I
   5. FMT 14 MISC A/R            A-C-D      24. AGREEMENT HISTORY             P
   6. FMT 14 COLLECTIONS         A-C-D      25. AGREEMENT FOR PREVIEW         P
   7. FMT 14 REFUND ADV/CREDIT   A-C-D      26. UNCOLL ACCOUNT SUBSIDIARY     P
   8. FMT 14 WRITE OFFS          A-C-D      27. AR MASTER FILE PRINT          P
   9. FMT 14 MANUAL BILL         A-C-D      28. 1081 BILL INQUIRY             I
  10. REVERSE BILL               R          29. TRANSACTION HISTORY           P
  11. ADJUST BILL AMOUNTS        A-I-P      30. OIL POLLUTION BILL INQUIRY    P
                                            31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9J - 61 Accounts Receivable Menu

The Format 14 Miscellaneous Accounts Receivable Screen with Request Code A, Agy-Code, Rgn-Dist and Batch ID is displayed. Type the agreement/contract number as entered on the master record and the six digit bill number. Enter the amounts of late charges to be reversed under the decrease amt column on the appropriate interest, penalty and administrative surcharge lines.

```
                                        FORMAT 14
                                MISCELLANEOUS ACCOUNTS RECEIVABLE

REQUEST CODE: A
AGY-CODE:  T    RGN-DIST:  1    BATCH-ID:  XXXXXXXXX
AGREE/CONTRACT NUMBER:  XXXXXXXXX     BILL NUMBER:  XXXXXX
BILL DATE (OIL POLLUTION):

OPTIONS                                        INCREASE AMT          DECREASE AMT

ESTABLISH RESERVE                  :

ESTIMATED REIMBURSEMENT            :

LATE CHARGES
 INTEREST                          :                                      XXXX
 PENALTY                           :                                      XXXX
 ADMIN SURCHARGE                   :                                      XXXX
```

Figure 9J - 62 Format 14 Miscellaneous Accounts Receivable Screen

Balance the batch and inquire the status. The status should be 2.

After the collection and late charges are reversed, a Format 14, G schedule is entered. After the batch header is entered, the Accounts Receivable Menu with Option Code A appears. Enter Selection Code **06**. Press ***Enter***. The Format 14 Collection Screen with Request Code, Agy-Code, Rgn-Dist, Batch ID and Schedule-CD is displayed. Type agree/contract number, six digit bill number, effective date, and the bill amount under the collected amt column on the collection line. Type **YES** on the last line of the screen. Press ***Enter***. The Format 03 screen is displayed. Type region/district and the document-ID which was entered when the bill was established. Enter Transaction Code **978**, the amount being reversed, the effective date, and the public/govt indicator. Press ***Enter***. Balance the batch and inquire the status. The correct status is 5.

The amount transferred to suspense (V6H) in the first batch can be refunded to the customer or held in suspense to be applied to a future bill.

If the amount should be refunded, prepare a Format 03 batch, V schedule. Type the region/district, the document-ID that was entered in the batch to reverse the collection, Transaction Code **126F**, amount, effective date, **V6H** in the approp code field, the public/govt indicator, invoice/customer account number, vendor-type/SSN, and warehouse date. The invoice/customer account number should contain information that the customer would recognize, because this information is displayed on the trailer card that is mailed with the check. The warehouse date can be the current date unless the payment should be delayed.

```
                  ENTER DATA
SCHEDULE/CD: V          FORMAT 3 FUND USAGE       BATCH NO:
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : XX XX XXXXXXXXX XXX
TRANSACTION CODE : 126F
AMOUNT           : XXXXX
EFFECTIVE DATE   : MMDDYY
APPROP CODE      : V6H   LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      : P     PYR-FLAG
SYSTEM DATA      :
INV/CUST ACCT NO : XXXXX
VENDOR-TYPE-SSN  : XXXXXXXXX             END DATE OF TRAVEL
DOCUMENT-REF-NUM :                       WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
```

Figure 9J - 63 Format 3 Fund Usage Screen

Press ***Enter***. Balance the batch and inquire the status. The status should be 4.

The payment batch must then be previewed and released for payment.

If the amount transferred to V6H should be applied to a future bill, prepare a Format 14, G schedule batch after a bill has been generated. After the batch header is entered, the Accounts Receivable Menu with Option Code A is displayed. Enter Selection Code **06**. Press ***Enter***.

```
                        --- ACCOUNTS RECEIVABLE MENU ---

                      SELECTION CODE: 06    OPTION CODE: A

SELECTION                       OPTION     SELECTION                        OPTION

 1. A/R MASTER FILE UPDATE      A-C-I      20. STATUS OF AN AGREEMENT         P
 2. PROJECT/JOB NUMBER UPDATE   A-C-D      21. AGREEMENT NUMBER ROLLUP        I
 3. F&E SPLIT TABLE             A-C-D-I-P  22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE     A-C-D-I-P  23. BILL INQUIRY                   I
 5. FMT 14 MISC A/R             A-C-D      24. AGREEMENT HISTORY              P
 6. FMT 14 COLLECTIONS          A-C-D      25. AGREEMENT FOR PREVIEW          P
 7. FMT 14 REFUND ADV/CREDIT    A-C-D      26. UNCOLL ACCOUNT SUBSIDIARY      P
 8. FMT 14 WRITE OFFS           A-C-D      27. AR MASTER FILE PRINT           P
 9. FMT 14 MANUAL BILL          A-C-D      28. 1081 BILL INQUIRY              I
10. REVERSE BILL                R          29. TRANSACTION HISTORY            P
11. ADJUST BILL AMOUNTS         A-I-P      30. OIL POLLUTION BILL INQUIRY     P
```

Figure 9J - 64 Accounts Receivable Menu

The Format 14 Collections Screen with Request Code, Agy-Code, Rgn-Dist, Batch ID, and Schedule-CD is displayed. Type the agree/contract number, six digit bill number, effective date and the amount under the collected amt on the collections line. Enter **YES** on the last line and press ***Enter***.

```
                                    FORMAT 14
                                  COLLECTIONS

REQUEST CODE: A
AGY-CODE: T  RGN-DIST: X  BATCH-ID: XXXXXXXXX  SCHEDULE-CD: XXXXXXX
AGREE/CONTRACT NUMBER: XXXXXXXXX  BILL NUMBER: XXXXXX  EFFECTIVE DATE: MMDDYY

OPTIONS                          COLLECTED AMT          CORRECTED AMT

COLLECTIONS             :              XXXXX

ADVANCES                :

MISC COLLECTION         :

QTR/SUBSISTENCE         :


IF LAST ENTRY AND WANT A/R MENU - ENTER (YES):
IF LAST ENTRY AND WANT OTHER COLLECTION SCREEN - ENTER (YES):  YES
```

Figure 9J - 65 Format 14 Collections Screen

The Format 03 screen with Schedule/CD, Batch Number, and Agency Code is displayed. Enter the region/district, the document-ID that was entered in the batch to reverse the collection, Transaction Code **9262**, the amount, effective date, **V6H** in the approp code, and the public/govt indicator. Press ***Enter***.

```
                    ENTER DATA
SCHEDULE/CD: XXXXXXX    FORMAT 3 FUND USAGE       BATCH NO: XXXXXXXXX
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : XX XX XXXXXXXXX XXX
TRANSACTION CODE : 9262
AMOUNT           : XXXXX
EFFECTIVE DATE   : MMDDYY
APPROP CODE      : V6H   LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      : X     PYR-FLAG
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                        END DATE OF TRAVEL
DOCUMENT-REF-NUM :                        WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:       DAYS:    NET: LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                  NAME:
REASON CODE      :                ADDR-1:
ECC/STAT-DATA    :                ADDR-2:
ECC/STAT-DATA    :                ADDR-3:
FACILITY TYPE/LOC:                ADDR-4:
```

Figure 9J - 66 Format 3 Fund Usage Screen

Balance the batch and inquire the status. The status should be 5.

e. To reverse a daily bill on a travel advance that has been partially or completely collected, the collection must first be reversed. Then, any late charges must be reversed. Refer to previous sub-paragraph d., for procedures to reverse collection and late charges. After these batches have been entered, the amount transferred to suspense V6H can be refunded to the customer or held in suspense to be applied to a future bill. Again, refer to the previous sub-paragraph d., for procedures.

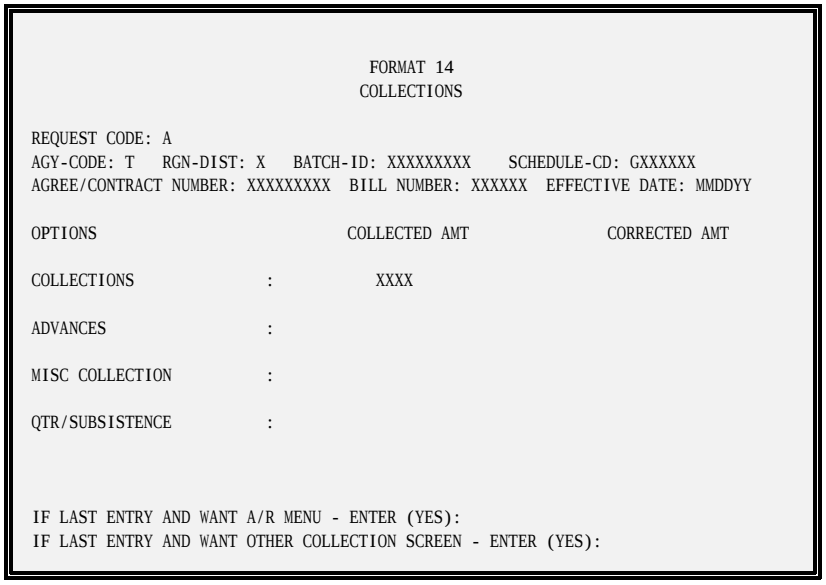
Then the bill must be reversed. Prepare and enter a Format 03 batch. When the batch header is entered, the Format 03 screen is displayed. Type region/district and the document-ID which was entered when the bill was established. Type Transaction Code **2502**, the bill amount and effective date. Press ***Enter***. Balance the batch and inquire the status. The correct status is 2. A system numbered credit daily bill is generated during the overnight process.

After the credit daily bill is generated, prepare a Format 14, G schedule to collect the original bill and the credit bill. When the batch header is entered, the Accounts Receivable Menu with Option Code A is displayed. Enter Selection Code **06** and press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                   SELECTION CODE: 06    OPTION CODE: A

SELECTION                    OPTION     SELECTION                     OPTION

 1. A/R MASTER FILE UPDATE    A-C-I      20. STATUS OF AN AGREEMENT       P
 2. PROJECT/JOB NUMBER UPDATE A-C-D      21. AGREEMENT NUMBER ROLLUP      I
 3. F&E SPLIT TABLE           A-C-D-I-P  22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE   A-C-D-I-P  23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R           A-C-D      24. AGREEMENT HISTORY            P
 6. FMT 14 COLLECTIONS        A-C-D      25. AGREEMENT FOR PREVIEW        P
 7. FMT 14 REFUND ADV/CREDIT  A-C-D      26. UNCOLL ACCOUNT SUBSIDIARY    P
 8. FMT 14 WRITE OFFS         A-C-D      27. AR MASTER FILE PRINT         P
 9. FMT 14 MANUAL BILL        A-C-D      28. 1081 BILL INQUIRY            I
10. REVERSE BILL              R          29. TRANSACTION HISTORY          P
11. ADJUST BILL AMOUNTS       A-I-P      30. OIL POLLUTION BILL INQUIRY   P
                                         31. CPC-CASE-NUMBER INQUIRY      I-P
```

Figure 9J - 67 Accounts Receivable Menu

The Format 14 Collections Screen with Request Code, Agy-Code, Rgn-Dist, Batch ID and Schedule-CD is displayed.



```
                                FORMAT 14
                              COLLECTIONS

REQUEST CODE: A
AGY-CODE: T   RGN-DIST: X   BATCH-ID: XXXXXXXXX    SCHEDULE-CD: GXXXXXX
AGREE/CONTRACT NUMBER: XXXXXXXXX  BILL NUMBER: XXXXXX  EFFECTIVE DATE: MMDDYY

OPTIONS                          COLLECTED AMT              CORRECTED AMT

COLLECTIONS              :           XXXX

ADVANCES                 :

MISC COLLECTION          :

QTR/SUBSISTENCE          :



IF LAST ENTRY AND WANT A/R MENU - ENTER (YES):
IF LAST ENTRY AND WANT OTHER COLLECTION SCREEN - ENTER (YES):
```

Figure 9J - 68 Format 14 Collections Screen

Type the agree/contract number and the bill number of the original bill. Type the effective date and the amount of the bill under the collected amt column on the collections line. Press ***Enter***. The collection screen is displayed again to enter data from the credit daily bill in the same fields. Press ***Enter*** after entering the amount. Balance the batch and inquire the status. The correct status is 5.

Chapter 5 Manual Bills

5.1. Introduction - A manual bill is entered into DAFIS to establish a receivable in a general fund/miscellaneous receipts account or deposit fund (suspense account). It is called a manual bill because the bill is typed rather than system generated. However, the system will compute interest and late charges and will generate delinquency notices during the monthly billing cycle (the night of the seventh workday after the system has been brought up from month-end processing). Examples of a manual bill are health benefit premiums owed by an employee due to LWOP status or freight claim losses.

5.2. Establishing a Manual Bill - The steps to establish a manual bill are:

- Establish Vendor Type/SSN on T16 (Vendor/SSN Table).
- Establish Accounts Receivable Master.
- Type the manual bill.
- Inquire Table T40, Treasury Rates for current interest, penalty and administrative rates to be entered on Format 14 batch.
- Enter Format 14 batch.

a. A T16 must be established for each individual/customer billed if the vendor name and address are not currently loaded on the T16 Table. To determine if the vendor name and address are loaded, do an on-line inquiry on the T16 Table or use the monthly vendor/SSN report by name. If a T16 must be added, refer to Section 4, DAFIS Tables for Procedures.

b. After the T16 is established, the Accounts Receivable Master record must be entered. Access the Accounts Receivable Menu by pressing ***PF13*** function key. When the Accounts Receivable Menu is displayed, enter Selection Code **01** and Option Code **A** as shown in Figure 9J-69. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                   SELECTION CODE:  01    OPTION CODE:  A

SELECTION                    OPTION     SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE   A-C-I      20. STATUS OF AN AGREEMENT       P
 2. PROJECT/JOB NUMBER UPDATE A-C-D     21. AGREEMENT NUMBER ROLLUP      I
 3. F&E SPLIT TABLE          A-C-D-I-P  22. CUSTOMER ACCOUNT             P
 4. COST CENTER SPLIT TABLE  A-C-D-I-P  23. BILL INQUIRY                 I
 5. FMT 14 MISC A/R          A-C-D      24. AGREEMENT HISTORY            P
 6. FMT 14 COLLECTIONS       A-C-D      25. AGREEMENT FOR PREVIEW        P
 7. FMT 14 REFUND ADV/CREDIT A-C-D      26. UNCOLL ACCOUNT SUBSIDIARY    P
 8. FMT 14 WRITE OFFS        A-C-D      27. AR MASTER FILE PRINT         P
 9. FMT 14 MANUAL BILL       A-C-D      28. 1081 BILL INQUIRY            I
10. REVERSE BILL             R          29. TRANSACTION HISTORY          P
11. ADJUST BILL AMOUNTS      A-I-P      30. OIL POLLUTION BILL INQUIRY   P
                                        31. CPC-CASE-NUMBER INQUIRY      I-P
```

Figure 9J-69 Accounts Receivable Menu

The Accounts Receivable Master File screen with the Request Code and Agency Code is displayed.

The following Accounts Receivable Master File shows the fields to be completed for a manual bill.

```
                          ACCOUNTS RECEIVABLE MASTER FILE
REQUEST CODE          A
REGION/DISTRICT       X     BILLING OFFICE:       INACTIVE FLAG:
AGREE/CONTRACT NUM:   XXXXXX                      CPC-CASE-NUM :

IF YOU ARE BILLING OFFICE, ENTER:

BILL AGREE & SUFFIX   : XXX            VENDOR TYPE & SSN      : X XXXXXXXXX
APP/LIM/ALLOT/IND     : P              BILLING STAGE          :
PUBLIC GOVT INDICATOR :                AID/PIO NUMBER         :
BILLING FREQUENCY     :                OVERHEAD RATE GEN FUND :
OVERHEAD RATE         :                ASSESS LATE CHARGE     :
EXCEPTION BILLING FLAG:                BILL FORMAT            :
FIXED BILLING AMOUNT  :                BILL DAY               : X
BILL MONTHS           :                ADDRESS CODE           : 1114
REASON FOR DEBT LINE 1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
REASON FOR DEBT LINE 2: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
REASON FOR DEBT LINE 3: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
REASON FOR DEBT LINE 4: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

AGENCY CODE           : T

IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9J-70 Accounts Receivable Master File

REGION/DISTRICT:	Enter appropriate region/district code.
BILLING OFFICE:	Enter appropriate region/district code.
INACTIVE FLAG:	Must be blank.
AGREE/CONTRACT NUM:	Enter the six digit bill number as assigned by local management. The bill number cannot have an alpha in the third, fourth, or fifth position. These positions are reserved for use in generating the daily bill numbers.
APP/LIM/ALLOT/IND:	Enter appropriation such as V6H, V6D, V6E or GCB.
VENDOR TYPE & SSN:	Must agree with vendor number established on T16 vendor/SSN table.
PUBLIC/GOVT INDICATOR:	Enter **P** for public or **G** for Government. Vendor type must be 4 to enter G.
ASSESS LATE CHARGE:	Enter **Y** for Yes. Enter **N** for no.
BILL FORMAT:	Enter **1114** for bill format.
ADDRESS CODE:	This field is used to have collections for commercial vendor bills sent to a lockbox address. Enter the two-digit code from table T22, Accounts Receivable Remit To Address.
REASON FOR DEBT:	There are four lines of 50 spaces each available for entering the reason for debt. This appears as "Type of Debt" on delinquency notices.

Press ***Enter***.

c. Inquire Table T40 - Treasury Rates by pressing ***PF3*** function key. The Table Request/Maintenance Menu screen is displayed. Enter **T40** for Table ID and **I** for request code. Press ***Enter***.

```
    ****      *****     *****     *****     *****
    *   *     *   *     *           *       *
    *   *     *****     *****       *       *****
    *   *     *   *     *           *           *
    ****      *   *     *         *****     *****

          -- TABLE REQUEST/MAINTENANCE MENU --
     ENTER TABLE ID AND REQUEST CODE - FOR HELP ENTER TBL

               TABLE ID: T40    REQUEST CODE: I

                  ***  REQUEST  CODES  ***
               A-ADD      D-DELETE   I-INQUIRY
               C-CHANGE              P-PRINT

                  ***   TABLE ID OPTIONS  ***
A01   R06   RT1   RT8   T07   T13   T21   T40   WCU   WPR
C01   R07   RT2   S01   T08   T14   T22   T41   WFA   WSA
C02   R08   RT3   S02   T19   T16   T23   T42   WGP   WSB
FAN   R09   RT4   S03   T10   T17   T24   T44   WIT   WSH
FOD   R11   RT6   T01   T11   T18   T28   T47   WMB
OU7   R19   RT7   T06   T12   T19   T33   WBC   WMH
```

Figure 9J-71 Table Request/Maintenance Menu

The Table T40 - Treasury Rates screen with Request Code and Agency Code is displayed. Press ***Enter***.

```
                  ENTER KEYS
                          TABLE T40 - TREASURY RATES
REQUEST CODE  :  I
TREASURY RATE :
PENALTY RATE  :
ADMIN SURCHG  :
INT/PEN RATE  :             EFF-DATE:
AGENCY CODE   :  T
IF LAST SCREEN ENTRY, ENTER (YES):
```

Figure 9J-72 Table T40 - Treasury Rates

The Inquiry Complete screen with the current Treasury Rate, Penalty Rate, and Administrative Surcharge is displayed. The screen may be printed for reference when entering a batch.

```
          INQUIRY COMPLETE - TABLE T40 / ENTER KEYS
                  TABLE T40 - TREASURY RATES
 REQUEST CODE   :  I
 TREASURY RATE  :  09000
 PENALTY RATE   :  06000
 ADMIN SURCHG   :  01200
 INT/PEN RATE   :  08500          EFF-DATE:  010190
                   09125                     070189
                   09750                     010189
                   09250                     070188
                   09375                     010188
 AGENCY CODE    :  T
 IF LAST SCREEN ENTRY, ENTER (YES):
```

Figure 9J-73 Table T40 - Inquiry Complete Screen

d. Type the manual bill. Refer to Figure 9J-74 for an example.

Optional Form 1114 (12-79)
Title 7, GAO Manual
501114-107

BILL FOR COLLECTION

Bill No. 00621A

DEPARTMENT OF TRANSPORTATION
ACCOUNTS RECEIVABLE BRANCH
(Department or Establishment and Bureau or Office)

Date 4/3/90

P O Box 25282 Oklahoma City OK 73125
(Address)

PAYER:

Sure Set Saw
1721 South Park Court
Oklahoma City, OK 73125

This bill should be returned by the payer with his remittance.
SEE INSTRUCTIONS BELOW.

Date	DESCRIPTION	Quantity	Unit Price Cost	Unit Price Per	Amount	
	Charges for Training Provided by the Institute of Transportation Safety Oklahoma City, OK for: Course: Cargo Tank Roadside Inspection March 20-23, 1990 (XXX) XXX-XXXX Accounting (XXX) XXX-XXXX Institute of Transportation Safety XXXXXXX (XXX) (Examples: 69X6875(V6H) 693220(GCB)) Agreement 00621A X XXXXXXXXX (VENDOR SSN)				2,850	00
	Payment Due Date: 5/2/90			*AMOUNT DUE THIS BILL,*	$ 2,850	00

This is not a receipt

INSTRUCTIONS

Tender of payment of the above bill may be made in cash, United States postal money order, express money order, bank draft, or check, to the office indicated. Such tender, when in any other form than cash, should be drawn to the order of the Department or Establishment and Bureau or Office indicated above.

Receipts will be issued in all cases where "cash" is received, and only upon request when remittance is in any other form. If tender of payment of this bill is other than cash or United States postal money order, the receipt shall not become an acquittance until such tender has been cleared and the amount received by the Department or Establishment and Bureau or Office indicated above.

Failure to receive a receipt for a cash payment should be promptly reported by the payer to the chief administrative officer of the bureau or agency mentioned above.

☆ U.S. GOVERNMENT PRINTING OFFICE : 1982 O - 361-526 (7443)

Figure 9J-74 Manual Bill for Collection

e. After typing the manual bill, prepare a Format 14 batch and enter on the Batch Maintenance Request Menu by pressing the ***PF1*** function key. Press ***Enter***.

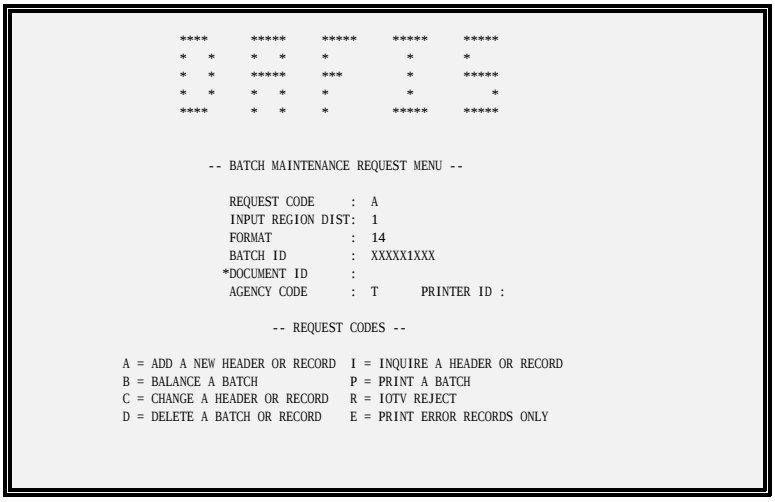


Figure 9J-75 Batch Maintenance Request Menu

Enter the Batch Header information and press ***Enter***.

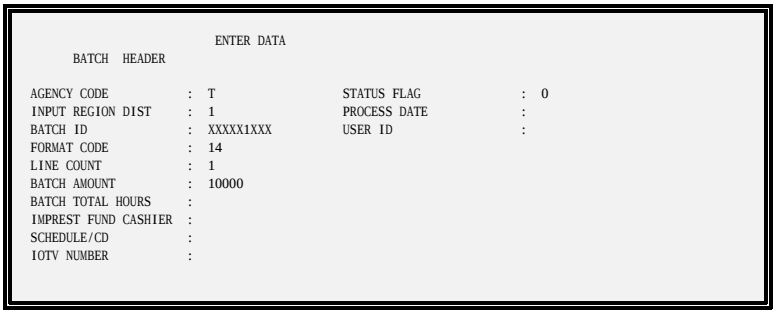


Figure 9J-76 Batch Header

The Accounts Receivable Menu screen with Option Code A is displayed. Enter **09** for Selection Code. Press ***Enter***.

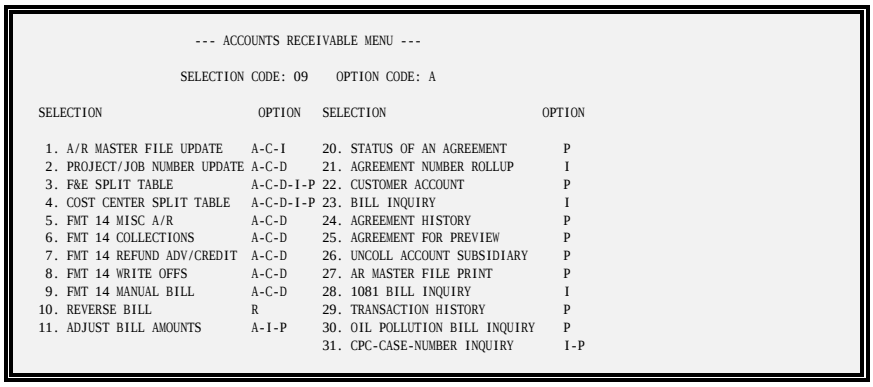


Figure 9J-77 Accounts Receivable Menu

The Format 14 manual bill screen with Request Code A, Agy-Code, Rgn/Dist and batch ID is displayed.

Enter the following:

BILL NUMBER:	The bill number (six positions) must match the agree/contract number entered on the Accounts Receivable Master file.
BILL DATE:	Enter current date.
TREAS RATE:	Enter current rate from Table T40. Example: 9% is entered as 09000 without a decimal point. See Vocabulary in Section 10, Appendix 3 pg 24 for definition of Treasury Rate.
PEN RATE:	Enter current rate from Table T40. Example: 6% is entered as 06000 without a decimal point. See Vocabulary in Section 10, Appendix 3 pg 15 for definition of Penalty Rate.
ADMIN CHG RATE:	Enter current rate from Table T40. Example: $12.00 is entered as 01200 without a decimal point. See Vocabulary in Section 10, Appendix 3 pg 1 for definition of Administrative Charge.
ACCTS RCVBL AMT:	Enter the amount without a decimal point.

Press ***Enter***.

```
                                FORMAT 14
                              MANUAL BILL

REQUEST CODE     :  A
AGY-CODE         :  T                          RGN/DIST    : 1
BATCH-ID         :  XXXXX1XXX                  SCHEDULE-CD :
BILL NUMBER      :  XXXXXX
BILL DATE        :  MMDDYY
TREAS RATE       :  XXXXX
PEN RATE         :  XXXXX
ADMIN CHG RATE   :  XXXXX
ACCTS RCVBL AMT  :  10000


IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 9J-78 Format 14 Manual Bill Screen

After the batch is entered, it must be balanced and the status inquired. The correct status is 2. Refer to Section 5, Menu and Batching Concepts, for procedures on balancing batches and inquiring status.

5.3. Reverse a Manual Bill -

a. When a manual bill must be reversed, determine whether the bill has been collected and/or late charges have been assessed. To determine if the bill has been collected or late charges assessed, perform a bill inquiry. Access the Accounts Receivable Menu by pressing the ***PF13*** function key. When the Accounts Receivable Menu is displayed, enter Selection Code **23** and Option Code **I**. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 23    OPTION CODE: I

 SELECTION                      OPTION   SELECTION                      OPTION

  1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT       P
  2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP      I
  3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT             P
  4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                 I
  5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY            P
  6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW        P
  7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY    P
  8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT         P
  9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY            I
 10. REVERSE BILL               R         29. TRANSACTION HISTORY          P
 11. ADJUST BILL AMOUNTS        A-I-P     30. OIL POLLUTION BILL INQUIRY   P
                                          31. CPC-CASE-NUMBER INQUIRY      I-P
```

Figure 9J-79 Accounts Receivable Menu

The Bill Inquiry screen is displayed with Agency Code. Enter the rgn-dist and the first five digits of the bill number. Press ***Enter***.

```
                              BILL INQUIRY
*RGN-DIST : 1
*BILL-NO  : XXXXX
*AGY-CODE : T
```

Figure 9J-80 Bill Inquiry Screen

The following screen is displayed.

```
              ** INQUIRY COMPLETE **/ENTER KEYS ONLY

                              BILL INQUIRY
                             AS OF 09/19/95          RIS NUMBER:  AR-4

*RGN-DIST        : 1
*BILL-NO         : XXXXX
*AGY-CODE        : T
 VENDOR NUMBER   : XXXXXXXXX
 BILL DATE       : 011690
 RESERVE ACCT    :
 BILLED PRINCIPAL:            X XXX.XX     COLL PENALTY         :
 BILLED OVERHEAD :              XXX.XX     COLL ADMIN           :
 BILLED INTEREST :               XX.XX     PY COLL PRINCIPAL    :
 BILLED PENALTY  :               XX.XX     PY COLL OVERHEAD     :
 BILLED ADMIN    :               XX.XX     PY COLL INTEREST     :
 COLL PRINCIPAL  :                         PY COLL PENALTY      :
 COLL OVERHEAD   :                         PY COLL ADMIN        :
 COLL INTEREST   :

 TREASURY RATE   : .07000    ASSESSED THRU DATE:
 PENALTY RATE    : .06000    ASSESSED THRU DATE:
```

Figure 9J-81 Bill Inquiry Complete

Print the screen. The screen print will be used later for batch entry.

b. To reverse a manual bill that has not been collected, first reverse any late charges that have been assessed. A Format 14 batch must be input to reverse the late charges. Refer to Section 5, Menu and Batching Concepts for instructions on preparing a batch header. After the batch header is entered, the Accounts Receivable Menu with Option Code A is displayed. Enter Selection Code **05**. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 05    OPTION CODE: A

 SELECTION                      OPTION   SELECTION                      OPTION

  1. A/R MASTER FILE UPDATE     A-C-I    20. STATUS OF AN AGREEMENT       P
  2. PROJECT/JOB NUMBER UPDATE  A-C-D    21. AGREEMENT NUMBER ROLLUP      I
  3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT            P
  4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                I
  5. FMT 14 MISC A/R            A-C-D    24. AGREEMENT HISTORY            P
  6. FMT 14 COLLECTIONS         A-C-D    25. AGREEMENT FOR PREVIEW        P
  7. FMT 14 REFUND ADV/CREDIT   A-C-D    26. UNCOLL ACCOUNT SUBSIDIARY    P
  8. FMT 14 WRITE OFFS          A-C-D    27. AR MASTER FILE PRINT         P
  9. FMT 14 MANUAL BILL         A-C-D    28. 1081 BILL INQUIRY            I
 10. REVERSE BILL               R        29. TRANSACTION HISTORY          P
 11. ADJUST BILL AMOUNTS        A-I-P    30. OIL POLLUTION BILL INQUIRY   P
                                         31. CPC-CASE-NUMBER INQUIRY      I-P
```

Figure 9J-82 Accounts Receivable Menu

The Format 14 Miscellaneous Accounts Receivable screen with Request Code, Agy-Code, Rgn-Dist, and Batch-ID is displayed. Enter the agree/contract number and bill number. Using the screen print of the bill inquiry, enter the amounts of late charges to be reversed under the decrease amount column. Press ***Enter***.

```
                                FORMAT 14
                        MISCELLANEOUS ACCOUNTS RECEIVABLE

 REQUEST CODE: A
 AGY-CODE:  T    RGN-DIST:  1    BATCH-ID:     XXXXX1XXX
 AGREE/CONTRACT NUMBER:  XXXXXX        BILL NUMBER:  XXXXXX
 BILL DATE (OIL POLLUTION):

 OPTIONS                  INCREASE AMT       DECREASE AMT

 ESTABLISH RESERVE      :

 ESTIMATED REIMBURSEMENT:

 LATE CHARGES
  INTEREST              :                    XXXX
  PENALTY               :                    XXXX
  ADMIN SURCHARGE       :                    XXXX


 IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 9J-83 Format 14 Miscellaneous Accounts Receivable Screen

Balance the batch and inquire the status. The correct status is 2.

After the late charges are reversed, the bill can be reversed. Access the Accounts Receivable Menu by pressing the

PF13 function key. When the Accounts Receivable Menu is displayed, enter Selection Code **10** and Option Code **R**. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 10    OPTION CODE: R

SELECTION                      OPTION   SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT       P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP      I
 3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT             P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                 I
 5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY            P
 6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW        P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY    P
 8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT         P
 9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY            I
10. REVERSE BILL               R         29. TRANSACTION HISTORY          P
11. ADJUST BILL AMOUNTS        A-I-P     30. OIL POLLUTION BILL INQUIRY   P
                                         31. CPC-CASE-NUMBER INQUIRY      I-P
```

Figure 9J-84 Accounts Receivable Menu

The Reverse Bill screen is displayed with Agency Code. Enter the rgn/dist, six position bill number and agreement number, and total amount. Press ***Enter***.

```
                                        REVERSE BILL
*AGY-CODE    : T
*RGN/DIST    : 1
*BILL NUMBER : XXXXXX
*AGREE NUMBER: XXXXXX
*TOTAL AMOUNT: XXXXXX
 BILL DATE (OIL POLLUTION):

 AMOUNT MUST EQUAL :
 BILLED-PRINCIPAL
 BILLED-OVRHD
 BILLED FINES/PENALTIES
 COLLECTIONS-PRINCIPAL
 COLLECTIONS-OVRHD

                  IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9J-85 Reverse Bill Screen

The generated batch number is displayed at the top of the Reverse Bill screen. Annotate the batch number on the bill being reversed.

```
                              BATCH/S GENERATED:  902221959
                                     REVERSE BILL
*AGY-CODE    :
*RGN/DIST    :
*BILL NUMBER :
*AGREE NUMBER:
*TOTAL AMOUNT:
 BILL DATE (OIL POLLUTION):

 AMOUNT MUST EQUAL :
 BILLED-PRINCIPAL
 BILLED-OVRHD
 BILLED FINES/PENALTIES
 COLLECTIONS-PRINCIPAL
 COLLECTIONS-OVRHD

                  IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9J-86 Reverse Bill Generated Batch Screen

If the manual bill was established in a suspense account, another batch is needed to clear document identification numbers. When the bill was established, the document-ID was generated as 51-FY-Bill Number-Suffix. When the bill is reversed, the document-ID is generated as 51-FY-REVERSE-Suffix.

Prepare a Format 03, G Schedule to clear these document-ID's from the suspense account. Use Transaction Code 926 to clear the document-ID's if the bill was established in V6H (general ledger account 24BC) and Transaction Code 924 if the bill was established in a deposit fund account other than V6H (general ledger account 24AX or 24AY).

c. To reverse a manual bill that has been partially or completely collected, the collection must be reversed first. A Format 14, G Schedule must be entered to reverse the collection. Refer to Section 5, Menu and Batching Concepts, for instructions on preparing a batch header. After the batch header is entered, the Accounts Receivable Menu with Option Code A is displayed. Enter Selection Code **06**. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 06    OPTION CODE: A

 SELECTION                      OPTION   SELECTION                      OPTION

  1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT       P
  2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP      I
  3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT             P
  4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                 I
  5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY            P
  6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW        P
  7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY    P
  8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT         P
  9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY            I
 10. REVERSE BILL               R         29. TRANSACTION HISTORY          P
 11. ADJUST BILL AMOUNTS        A-I-P     30. OIL POLLUTION BILL INQUIRY   P
                                          31. CPC-CASE-NUMBER INQUIRY      I-P
```

Figure 9J-87 Accounts Receivable Menu

The Format 14 Collections screen with Request Code A, Agy-Code, Rgn/Dist, Batch ID, and Schedule-CD is displayed. Enter the agree/contract number, bill number, effective date, and the amount previously collected under the corrected amt column. Tab to "If Last Entry and Want Other Collection Screen - Enter (YES)". Type **YES** and press ***Enter***.

```
                                    FORMAT 14
                                  COLLECTIONS

REQUEST CODE: A
AGY-CODE:  T   RGN-DIST:  1    BATCH-ID:  XXXXXXXXX  SCHEDULE-CD:  XXXXXXX
AGREE/CONTRACT NUMBER: XXXXX         BILL NUMBER: XXXXX       EFFECTIVE DATE: MMDDYY

OPTIONS          COLLECTED AMT         CORRECTED AMT

COLLECTIONS       :                          XXXX

ADVANCES          :

MISC COLLECTION   :

QTR/SUBSISTENCE   :


IF LAST ENTRY AND WANT A/R MENU - ENTER (YES):
```

Figure 9J-88 Format 14 Collections Screen

The Format 03 Fund Usage screen with schedule/CD, Batch No., and Agency Code is displayed. Enter the region/district, the document-ID (78-FY-up to nine characters -000), Transaction Code 926, the amount, effective date, approp code V6H, and the public/govt indicator. Press ***Enter***.

```
                    ENTER DATA
SCHEDULE/CD:  GXXXXXX    FORMAT 3 FUND USAGE       BATCH NO:  XXXXXXXXX
AGENCY CODE       :  X
REGION DISTRICT   :  X
DOCUMENT-ID       :  XX XX XXXXXXXXX XXX
TRANSACTION CODE  :  926
AMOUNT            :  XXXX
EFFECTIVE DATE    :  MMDDYY
APPROP CODE       :  V6H      LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :  P        PYR-FLAG
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                              END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                              WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:    DAYS:        NET:
EXCL-DISC-AMT     :
REASON CODE       :
ECC/STAT-DATA     :
FACILITY TYPE/LOC :
```

Figure 9J-89 Format 03 Fund Usage Screen

Balance the batch and inquire the status. The correct status is 5.

Reverse any late charges that have been assessed. Enter a Format 14 batch to reverse the late charges. After the batch header is entered, the Accounts Receivable Menu with Option Code A is displayed. Enter Selection Code **05**. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 05     OPTION CODE: A

SELECTION                      OPTION   SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY             I
10. REVERSE BILL               R         29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS        A-I-P     30. OIL POLLUTION BILL INQUIRY    P
                                         31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9J-90 Accounts Receivable Menu

The Format 14 Miscellaneous Accounts Receivable screen with Request Code, Agy-Code, Rgn-Dist and Batch ID is displayed. Enter the agree/contract number and the bill number. Using the screen print of the bill inquiry, enter the amount of late charges to be reversed under the decrease amount column.

```
                                FORMAT 14
                        MISCELLANEOUS ACCOUNTS RECEIVABLE

REQUEST CODE: A
AGY-CODE:  T    RGN-DIST:  1    BATCH-ID:  XXXXX1XXX
AGREE/CONTRACT NUMBER:  XXXXXX          BILL NUMBER:  XXXXXX
BILL DATE (OIL POLLUTION):

OPTIONS                   INCREASE AMT          DECREASE AMT

ESTABLISH RESERVE                                                          :

ESTIMATED REIMBURSEMENT  :

LATE CHARGES
 INTEREST                 :                            XXXX
 PENALTY                  :                            XXXX
 ADMIN SURCHARGE          :                            XXXX

IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 9J-91 Miscellaneous Accounts Receivable Screen

Balance the batch and inquire the status. The correct status is 2.

After the late charges are reversed, the bill can be reversed. Access the Accounts Receivable Menu by pressing the ***PF13*** function key. When the Accounts Receivable Menu is displayed, enter Selection Code **10** and Option Code **R**. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 10   OPTION CODE: R

SELECTION                      OPTION   SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE     A-C-I    20. STATUS OF AN AGREEMENT       P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D    21. AGREEMENT NUMBER ROLLUP      I
 3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT            P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                I
 5. FMT 14 MISC A/R            A-C-D    24. AGREEMENT HISTORY            P
 6. FMT 14 COLLECTIONS         A-C-D    25. AGREEMENT FOR PREVIEW        P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D    26. UNCOLL ACCOUNT SUBSIDIARY    P
 8. FMT 14 WRITE OFFS          A-C-D    27. AR MASTER FILE PRINT         P
 9. FMT 14 MANUAL BILL         A-C-D    28. 1081 BILL INQUIRY            I
10. REVERSE BILL               R        29. TRANSACTION HISTORY          P
11. ADJUST BILL AMOUNTS        A-I-P    30. OIL POLLUTION BILL INQUIRY   P
                                        31. CPC-CASE-NUMBER INQUIRY      I-P
```

Figure 9J-92 Accounts Receivable Menu

The Reverse Bill screen with Agency Code is displayed. Enter the rgn/dist, six position bill number and agreement number, and total amount. Press ***Enter***.

```
                                    REVERSE BILL
*AGY-CODE    : T
*RGN/DIST    : 1
*BILL NUMBER : XXXXXX
*AGREE NUMBER: XXXXXX
*TOTAL AMOUNT: XXXXXX
 BILL DATE (OIL POLLUTION):

 AMOUNT MUST EQUAL:
 BILLED-PRINCIPAL
 BILLED-OVRHD
 BILLED FINES/PENALTIES
 COLLECTIONS-PRINCIPAL
 COLLECTIONS-OVRHD


                  IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9J-93 Reverse Bill Screen

The generated batch number is displayed at the top of the Reverse Bill screen. Annotate the batch number on the bill being reversed.

```
                          BATCH/S GENERATED:  902221959
                                    REVERSE BILL
*AGY-CODE    :
*RGN/DIST    :
*BILL NUMBER :
*AGREE NUMBER:
*TOTAL AMOUNT:
 BILL DATE (OIL POLLUTION):
 AMOUNT MUST EQUAL:
 BILLED-PRINCIPAL
 BILLED-OVRHD
 BILLED FINES/PENALTIES
 COLLECTIONS-PRINCIPAL
 COLLECTIONS-OVRHD


                  IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9J-94 Reverse Bill Generated Batch Screen

d. The money that had been collected was transferred to suspense (V6H) in the batch that reversed the collection. The money can be refunded or applied to a future bill.

If the amount should be refunded, prepare and enter a Format 03 batch, V Schedule. After the batch header is entered, the Format 03 Fund Usage screen with Schedule/CD, Batch No. and Agency Code is displayed. Enter the region/district, the document-ID that was entered in the reverse collection batch, Transaction Code 126, amount, effective date, approp code V6H, public/govt indicator, invoice/customer account number, vendor-type/SSN, and warehouse date. The invoice/customer account number field should contain payment identification information. This information is displayed on the check trailer card.

The warehouse date can be the current date or future date if the payment should be delayed.

```
                    ENTER DATA
SCHEDULE/CD:  V          FORMAT 3 FUND USAGE       BATCH NO:  XXXXXXXXX
AGENCY CODE       :  X
REGION DISTRICT   :  X
DOCUMENT-ID       :  XX XX XXXXXXXXX XXX
TRANSACTION CODE  :  126
AMOUNT            :  XXXX
EFFECTIVE DATE    :  MMDDYY
APPROP CODE       :  V6H      LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :  P        PYR-FLAG
SYSTEM DATA       :
INV/CUST ACCT NO  :  XXXXX
VENDOR-TYPE-SSN   :  XXXXXXXXXX             END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                          WAREHOUSE DATE   MMDDYY
COMPUTATION DATE  :
TERMS             : %:    DAYS:      NET:
EXCL-DISC-AMT     :
REASON CODE       :
ECC/STAT-DATA     :
FACILITY TYPE/LOC :
```

Figure 9J-95 Format 03 Fund Usage Screen

Press ***Enter***. Balance the batch and inquire the status. The status should be 4. Since this is a payment batch, it must be previewed and released for payment.

If the amount transferred to suspense (V6H) should be applied to a future bill, prepare a Format 14 batch, G Schedule after the bill has been established. After the batch header is entered, the Accounts Receivable menu with Option Code A is displayed. Enter Selection Code **06**. Press **Enter**.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 06   OPTION CODE: A

SELECTION                      OPTION   SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE    A-C-I     20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE A-C-D     21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE           A-C-D-I-P 22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE   A-C-D-I-P 23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R           A-C-D     24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS        A-C-D     25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT  A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS         A-C-D     27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL        A-C-D     28. 1081 BILL INQUIRY             I
10. REVERSE BILL              R         29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS       A-I-P     30. OIL POLLUTION BILL INQUIRY    P
                                        31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9J-96 Accounts Receivable Menu

The Format 14 Collections screen with Request Code, Agy-Code, Rgn-Dist, Batch ID, and Schedule-CD is displayed. Enter the agree/contract number, six position bill number, effective date and the amount under the collected amt column on the collection line. Enter **YES** on the last line (If Last Entry and Want Other Collection Screen - Enter (YES):) and press ***Enter***.

```
                                        FORMAT 14
                                      COLLECTIONS

REQUEST CODE: A
AGY-CODE:  T   RGN-DIST:  X    BATCH-ID:  XXXXXXXXX   SCHEDULE-CD:  XXXXXXX
AGREE/CONTRACT NUMBER: XXXXXXXXX            BILL NUMBER: XXXXXX       EFFECTIVE DATE: MMDDYY

OPTIONS           COLLECTED AMT   CORRECTED AMT

COLLECTIONS       :  XXXX

ADVANCES                        :

MISC COLLECTION:

QTR/SUBSISTENCE   :


IF LAST ENTRY AND WANT A/R MENU - ENTER (YES):
IF LAST ENTRY AND WANT OTHER COLLECTION SCREEN - ENTER (YES):  YES
```

Figure 9J-97 Format 14 Collections Screen

The Format 03 Fund Usage screen with Schedule/CD, Batch No and Agency Code is displayed. Enter the region/district, the document-ID that was entered in the reverse collection batch, Transaction Code 9262, amount, effective date, approp code V6H, and the public/govt indicator. Press ***Enter***.

```
                   ENTER DATA
SCHEDULE/CD:  XXXXXXX     FORMAT 3 FUND USAGE       BATCH NO:  XXXXXXXXX
AGENCY CODE       :  T
REGION DISTRICT   :  X
DOCUMENT-ID       :  XX XX XXXXXXXXX XXX
TRANSACTION CODE  :  9262
AMOUNT            :  XXXXX
EFFECTIVE DATE    :  MMDDYY
APPROP CODE       :  V6H      LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :  X        PYR-FLAG
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                          END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                          WAREHOUSE DATE   MMDDYY
COMPUTATION DATE  :
TERMS             : %:    DAYS:      NET:
EXCL-DISC-AMT     :
REASON CODE       :
ECC/STAT-DATA     :
FACILITY TYPE/LOC :
```

Figure 9J-98 Format 03 Fund Usage Screen

Balance the batch and inquire the status. The status should be 5.

THIS PAGE INTENTIONALLY BLANK

Chapter 6 Fixed Contracts

6.1. Introduction - Fixed Contract receivables generate revenue which must be deposited to a General Fund Receipt Account (Miscellaneous Receipts). The system does not generate a bill; however, it generates a bill number. The system also generates delinquency notices and assesses late charges. The system generated bill number does not appear on the transaction history and agreement history until after the seventh workday after the system comes back up from month-end processing. An example of this type of bill is a fixed contract covering rental or lease of property.

6.2. Establishing a Fixed Contract Bill - The steps to established a fixed bill are:

- Establish vendor type/SSN on (Vendor/SSN Table).
- Establish Accounts Receivable Master.
- Review Billing Proof List, Part II (RIS: I-G-2).
- Perform agreement history or transaction history to obtain the bill number.
- Type the bill.

a. A vendor type/SSN must be established on T16 for each billing address as given in the contract if it is not currently loaded on the T16 Table. To determine if the vendor name and address are currently on the T16 Table (Refer to Section 4, DAFIS Tables) or use the monthly Vendor/SSN Report by name (RIS: VSSN-Name). If a vendor type/SSN must be added, refer to Section 4, DAFIS Tables for procedures.

b. After the vendor type/SSN is established, an Accounts Receivable Master record must be entered for each contract. To establish a master record, access the Accounts Receivable Menu by pressing ***PF13*** function key. When the Accounts Receivable Menu is displayed, type Selection Code **01** and Option Code **A** as shown in Figure 9J-99. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 01    OPTION CODE:  A

SELECTION                     OPTION    SELECTION                  OPTION

 1. A/R MASTER FILE UPDATE    A-C-I     20. STATUS OF AN AGREEMENT    P
 2. PROJECT/JOB NUMBER UPDATE A-C-D     21. AGREEMENT NUMBER ROLLUP   I
 3. F&E SPLIT TABLE           A-C-D-I-P 22. CUSTOMER ACCOUNT          P
 4. COST CENTER SPLIT TABLE   A-C-D-I-P 23. BILL INQUIRY              I
 5. FMT 14 MISC A/R           A-C-D     24. AGREEMENT HISTORY         P
 6. FMT 14 COLLECTIONS        A-C-D     25. AGREEMENT FOR PREVIEW     P
 7. FMT 14 REFUND ADV/CREDIT  A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY P
 8. FMT 14 WRITE OFFS         A-C-D     27. AR MASTER FILE PRINT      P
 9. FMT 14 MANUAL BILL        A-C-D     28. 1081 BILL INQUIRY         I
10. REVERSE BILL              R         29. TRANSACTION HISTORY       P
11. ADJUST BILL AMOUNTS       A-I-P     30. OIL POLLUTION BILL INQUIRYP
                                        31. CPC-CASE-NUMBER INQUIRY   I-P
```

Figure 9J-99 Accounts Receivable Menu

Next, the Accounts Receivable Master File With the Request Code and Agency Code is displayed. (See Figure 9J-100).

```
                          ACCOUNTS RECEIVABLE MASTER FILE
REQUEST CODE         A
REGION/DISTRICT            BILLING OFFICE:       INACTIVE FLAG:
AGREE/CONTRACT NUM:                              CPC-CASE-NUM :

IF YOU ARE BILLING OFFICE, ENTER:

BILL AGREE & SUFFIX   :                VENDOR TYPE & SSN      :
APP/LIM/ALLOT/IND     :                BILLING STAGE          :
PUBLIC GOVT INDICATOR :                AID/PIO NUMBER         :
BILLING FREQUENCY     :                OVERHEAD RATE GEN FUND :
OVERHEAD RATE         :                ASSESS LATE CHARGE     :
EXCEPTION BILLING FLAG:                BILL FORMAT            :
FIXED BILLING AMOUNT  :                BILL DAY               :
BILL MONTHS           :                ADDRESS CODE           :
REASON FOR DEBT LINE 1:
REASON FOR DEBT LINE 2:
REASON FOR DEBT LINE 3:
REASON FOR DEBT LINE 4:

AGENCY CODE           : T
```

Figure 9J-100 Accounts Receivable Master File

The following Accounts Receivable Master File shows the fields to be completed for a fixed contract.

```
                          ACCOUNTS RECEIVABLE MASTER FILE
REQUEST CODE         A
REGION/DISTRICT      1     BILLING OFFICE:       INACTIVE FLAG:
AGREE/CONTRACT NUM:                              CPC-CASE-NUM :

IF YOU ARE BILLING OFFICE, ENTER:

BILL AGREE & SUFFIX   :                VENDOR TYPE & SSN      : X XXXXXXXXX
APP/LIM/ALLOT/IND     : GCB            BILLING STAGE          :
PUBLIC GOVT INDICATOR : X              AID/PIO NUMBER         :
BILLING FREQUENCY     : X              OVERHEAD RATE GEN FUND :
OVERHEAD RATE         :                ASSESS LATE CHARGE     : X
EXCEPTION BILLING FLAG:                BILL FORMAT            :
FIXED BILLING AMOUNT  : XXXXX          BILL DAY               : XX
BILL MONTHS           : XX XX XX XX    ADDRESS CODE           :
REASON FOR DEBT LINE 1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
REASON FOR DEBT LINE 2: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
REASON FOR DEBT LINE 3: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
REASON FOR DEBT LINE 4: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

AGENCY CODE           : T
```

Figure 9J-101 Accounts Receivable Master Record - Fixed Contract

REGION/DISTRICT: Enter appropriate region/district code.

BILLING OFFICE: Enter appropriate region/district code.

INACTIVE FLAG: Must be blank.

AGREE/CONTRACT NUMBER: (CANNOT BE CHANGED ONCE ESTABLISHED)

Enter the contract number into this nine digit field.

APP/LIM/ALLOT/IND: (CANNOT BE CHANGED ONCE ESTABLISHED)

Enter the General Fund Receipt Account (Miscellaneous Receipts) such as **GCB**.

VENDOR TYPE & SSN: Must agree with T16 that is established.

PUBLIC GOVT INDICATOR: (CANNOT BE CHANGED ONCE ESTABLISHED)
Enter **P** (Public). Enter **G** (Government).

BILLING FREQUENCY: Enter **M** (Monthly), **Q** (Quarterly), **S** (Semi-Annual), or **A** (Annual).

ASSESS LATE CHARGE: Enter **Y** (Yes) or **N** (No).

FIXED BILLING AMOUNT: Enter the billing amount. When the amount should no longer be billed, set to **0** (Zero) by using the change option on the Accounts Receivable Menu. This must be accomplished during the Bill Preview Period which is the first seven working days after the system comes back up following the month-end process.

BILL MONTHS:

- If entries are made in this field use calendar months.
- If billing frequency is monthly, nothing is entered.
- If billing frequency is quarterly, four entries are required (For example: 03 06 09 12).
- If billing frequency is semi-annual, two entries are required.
- If billing frequency is annual, one entry is required.

BILL DAY: Must be **1** through **28**.

ADDRESS CODE: This field is used to have collections for commercial vendor bills sent to a lockbox address. Enter the two-digit code from table T22, Accounts Receivable Remit To Address.

REASON FOR DEBT: Four lines of 50 characters are available.

Press ***Enter***.

c. The monthly Billing Proof List, Part II (RIS: I-G-2) is generated during the month-end processing. It is used to review which contracts need to be billed during the month. If the contract should no longer be billed, the billing amount can be set to **0** (Zero) during the Bill Preview Period. The Bill Preview Period is the first seven workdays after the system comes back up following month-end processing. Figure 9J-102 is an example of the Billing Proof List .

```
PART II                                                                                    RIS NUMBER:
I-G-2

REGION/DISTRICT : 1              BILLING PROOF LIST                                        PAGE NUMBER:
  1
                                  AS OF 09/30/90

AGREE-NUM   : DOT123456      BILL FREQ  : M ASSESS LATE CHARGE: Y    VEND TYPE/NUM:   3 880000001
BILL AGREE  : DOT123456      BILL NUM   :                            VENDOR NAME  :   SURE SET SAW
APP/LIM/ALLOT/LIM: GCB       BILL MONTH : 10                                          1721 SOUTH PARK COURT
BILL AMOUNT :     100.00     BILL DAY   : 05                                          OKLAHOMA CITY OK 73125
ADVANCE     :

AGREE-NUM   : DOT456789      BILL FREQ  : A ASSESS LATE CHARGE: N    VEND TYPE/NUM:   3 860480000
BILL AGREE  : DOT456789      BILL NUM   :                            VENDOR NAME  :   BEST FOOD CAFETERIA SERV
APP/LIM/ALLOT/LIM: GCB       BILL MONTH : 10                                          300 OAK STREET
BILL AMOUNT :     300.00     BILL DAY   : 22                                          OKLAHOMA CITY OK 73104  ADVANCE        :
```

Figure 9J-102 Billing Proof List (RIS: I-G-2)

d. To obtain the system generated bill number, perform an on-line inquiry of the agreement history or transaction history. Access the Accounts Receivable Menu by pressing the ***PF13*** function key. When the Accounts Receivable Menu is displayed, enter Selection Code **24** for agreement history or Selection Code **29** for transaction history. Enter **P** for Option Code and press ***Enter***. If Selection Code **24** is entered, the Agreement History Inquiry Screen with Agy-Code and Printer ID is displayed.

```
                    AGREEMENT HISTORY INQUIRY

* RGN-DIST  :
* AGREE-NUM :
* AGY-CODE  :  T
* PRINTER ID:  UAD03
```

Figure 9J-103 Agreement History Inquiry Screen

Enter the Rgn-Dist and Agree-Num. Press ***Enter.***

```
                    AGREEMENT HISTORY INQUIRY

*RGN-DIST  :
*AGREE-NUM :  DOT123456
*AGY-CODE  :  T
*PRINTER ID:  UAD03
```

Figure 9J-104 Agreement History Inquiry Screen

The agreement history with the generated bill number is printed. See Figure 9J-105.

```
                                                                                                  RIS NUMBER: AR-5
                                                  ACCOUNTS RECEIVABLE INQUIRY
RGN/DIST : 1                                        AGREEMENT HISTORY                          PAGE NUMBER :  1
AGREEMENT: DOT123456                                   AS OF 11/02/90

BILL NO APP/LIM/ALLOT

90JAE0 GCB      BILLED PRINCIPAL:                      COLL PRINCIPAL:                        PY COLL PRINCIPAL:
                BILLED OVERHEAD :                      COLL OVERHEAD :                        PY COLL OVERHEAD :
                BILLED FINES/PEN:                      COLL FINES/PEN:                        PY COLL FINES/PEN:
                BILLED INTEREST :                      COLL INTEREST :                        PY COLL INTEREST :
                BILLED PENALTY  :                      COLL PENALTY  :                        PY COLL PENALTY  :
                BILLED ADMIN    :                      COLL ADMIN    :                        PY COLL ADMIN    :
                UNBILLED        : 100.00               ESTIMATES     :                        RESERVE ACCOUNT  :
                READY TO BILL   : 100.00               ADVANCES      :

                BILLED PRINCIPAL:                      COLL PRINCIPAL:                        PY COLL PRINCIPAL:
                BILLED OVERHEAD :                      COLL OVERHEAD :                        PY COLL OVERHEAD :
                BILLED INTEREST :                      COLL INTEREST :                        PY COLL INTEREST :
                BILLED PENALTY  :                      COLL PENALTY  :                        PY COLL PENALTY  :
                BILLED ADMIN    :                      COLL ADMIN    :                        PY COLL ADMIN    :
                UNBILLED        :                      ESTIMATES     :                        RESERVE ACCOUNT  :
                READY TO BILL   :                      ADVANCES      :

PRIOR BILLS     COLL PRINCIPAL  :
                COLL OVERHEAD   :
                COLL FINES/PEN  :
                COLL INTEREST   :
                COLL PENALTY    :
                COLL ADMIN      :

                                                   **  END OF REPORT  **
```

Figure 9J-105 Agreement History

If Selection Code **29** is entered, the Transaction History Screen with Agy-Code is displayed.

```
                          ACCOUNTS RECEIVABLE
                          TRANSACTION HISTORY
                          * = MANDATORY ENTRY

*  RGN/DIST:
* AGREEMENT:
*    OPTION:
BILL NUMBER:
*  AGY-CODE: T                  PRINTER ID:  UAD03
OPTIONS
  A        BILLED/READY-TO-BILL/UNBILLED
  B        COLLECTIONS/ADVANCES
  C        RESERVE/ESTIMATES
```

Figure 9J-106 Transaction History Screen

Enter the rgn-dist, agreement and option. Press ***Enter.***

```
                    ACCOUNTS RECEIVABLE
                    TRANSACTION HISTORY
                    * = MANDATORY ENTRY

*  RGN/DIST:
* AGREEMENT: 88C02551
*    OPTION: D
BILL NUMBER:
*  AGY-CODE: T                    PRINTER ID:  UAD03
OPTIONS
  A         BILLED/READY-TO-BILL/UNBILLED
  B         COLLECTIONS/ADVANCES
  C         RESERVE/ESTIMATES
```

Figure 9J-107 Transaction History Screen

The transaction history with the generated bill number is printed. See Figure 9J-108.

```
                          ACCOUNTS RECEIVABLE TRANSACTION HISTORY
RGN-DIST:                              AS OF 11/29/90                          RIS NUMBER:  AR-ALL
AGREEMENT: 88C02551                 SELECTED OPTION: D                        PAGE NUMBER:       1
BILL NUMBER:

CAL     BATCH      DOCUMENT          AR-APP/LIM  IOTV   SCHEDULE  BILL   AMOUNT CODE AMOUNT CODE AMOUNT CODE
DATE    ID         NUMBER            ALLOT/IND   NUMBER NUMBER    NUMBER
890913 892562E26 518980C02748 000                                  89IAD0    75.00 BIL
891016 892832422 519089IAD0   H01                    M224071   89IAD0    75.00-BIL
891016 892832422 519089IAD0   H01                    M224071   89IAD0    75.00 COL
891212 893462E26 519080C02748 000                                  89LAD0    75.00 BIL
900109 900092502 519089LAD0   H01                    M223403   89LAD0    75.00-BIL
900109 900092502 519089LAD0   H01                    M223403   89LAD0    75.00 COL
900312 900712E26 519080C02748 000                                  90CAC0    75.00 BIL
900326 900852503 519090CAC0   H01                    M223439   90CAC0    75.00-BIL
900326 900852503 519090CAC0   H01                    M223439   90CAC0    75.00 COL
900612 901632E26 519080C02748 000                                  90FAF0    75.00 BIL
900706 901872433 519090FAF0   H01                    M224644   90FAF0    75.00-BIL
900706 901872433 519090FAF0   H01                    M224644   90FAF0    75.00 COL
900913 902562E26 519080C02748 000                                  90IAD0    75.00 BIL
901015 902742436 519190IAD0   H01                    M282770   90IAD0    75.00-BIL
901015 902742436 519190IAD0   H01                    M282770   90IAD0    75.00 COL


                                        SUMMARY OF SELECTED RECORDS
   BILLED     COLLECTIONS     UNBILLED     READY-TO-BILL     ADVANCES     RESERVE     ESTIMATES
```

Figure 9J-108 Transaction History

e. Using the system generated bill number and the bill day, type the bill. Figure 9J-109 is an example of a fixed contract bill.

Optional Form 1114 (12-79)
Title 7, GAO Manual
501114-107

BILL FOR COLLECTION

Bill No. 00621A

DEPARTMENT OF TRANSPORTATION
ACCOUNTS RECEIVABLE BRANCH
(Department or Establishment and Bureau or Office)

Date 4/3/90

P O Box 25282 Oklahoma City OK 73125
(Address)

PAYER:

Sure Set Saw
1721 South Park Court
Oklahoma City, OK 73125

This bill should be returned by the payer with his remittance.
SEE INSTRUCTIONS BELOW.

Date	DESCRIPTION	Quantity	Unit Price Cost	Unit Price Per	Amount	
	Charges for Training Provided by the Institute of Transportation Safety Oklahoma City, OK for: Course: Cargo Tank Roadside Inspection March 20-23, 1990 (XXX) XXX-XXXX Accounting (XXX) XXX-XXXX Institute of Transportation Safety XXXXXXX (XXX) (Examples: 69X6875(V6H) 693220(GCB)) Agreement 00621A X XXXXXXXXX (VENDOR SSN)				2,850	00
	Payment Due Date: 5/2/90			*AMOUNT DUE THIS BILL,*	$ 2,850	00

This is not a receipt

INSTRUCTIONS

Tender of payment of the above bill may be made in cash, United States postal money order, express money order, bank draft, or check, to the office indicated. Such tender, when in any other form than cash, should be drawn to the order of the Department or Establishment and Bureau or Office indicated above.

Receipts will be issued in all cases where "cash" is received, and only upon request when remittance is in any other form. If tender of payment of this bill is other than cash or United States postal money order, the receipt shall not become an acquittance until such tender has been cleared and the amount received by the Department or Establishment and Bureau or Office indicated above.

Failure to receive a receipt for a cash payment should be promptly reported by the payer to the chief administrative officer of the bureau or agency mentioned above.

☆ U.S. GOVERNMENT PRINTING OFFICE : 1982 O - 361-526 (7443)

Figure 9J-109 Fixed Contract Bill

6.3. Reversing a Fixed Contract Bill -

a. When a fixed contract bill must be reversed, determine whether the bill has been collected and/or late charges have been assessed. To determine if the bill has been collected or late charges assessed, perform a bill inquiry. Access the Accounts Receivable Menu by pressing the ***PF13*** function key. When the Accounts Receivable Menu is displayed, enter Selection Code **23** and Option Code **I**. Press ***Enter.***

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                   SELECTION CODE: 23  OPTION CODE: I

 SELECTION                      OPTION   SELECTION                      OPTION

  1. A/R MASTER FILE UPDATE    A-C-I     20. STATUS OF AN AGREEMENT        P
  2. PROJECT/JOB NUMBER UPDATE A-C-D     21. AGREEMENT NUMBER ROLLUP       I
  3. F&E SPLIT TABLE           A-C-D-I-P 22. CUSTOMER ACCOUNT              P
  4. COST CENTER SPLIT TABLE   A-C-D-I-P 23. BILL INQUIRY                  I
  5. FMT 14 MISC A/R           A-C-D     24. AGREEMENT HISTORY             P
  6. FMT 14 COLLECTIONS        A-C-D     25. AGREEMENT FOR PREVIEW         P
  7. FMT 14 REFUND ADV/CREDIT  A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
  8. FMT 14 WRITE OFFS         A-C-D     27. AR MASTER FILE PRINT          P
  9. FMT 14 MANUAL BILL        A-C-D     28. 1081 BILL INQUIRY             I
 10. REVERSE BILL              R         29. TRANSACTION HISTORY           P
 11. ADJUST BILL AMOUNTS       A-I-P     30. OIL POLLUTION BILL INQUIRY    P
                                         31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9J-110 Accounts Receivable Menu

The Bill Inquiry Screen is displayed with Agency Code. Enter the rgn-dist and the first five digits of the bill number. Press ***Enter.***

```
                              BILL INQUIRY
 *RGN-DIST : 1
 *BILL-NO  : XXXXX
 *AGY-CODE : T
```

Figure 9J-111 Bill Inquiry Screen

The following screen is displayed.

```
              ** INQUIRY COMPLETE **/ENTER KEYS ONLY

                           BILL INQUIRY
                          AS OF 09/19/95          RIS NUMBER:  AR-4

*RGN-DIST        : 1
*BILL-NO         : XXXXX
*AGY-CODE        : T
 VENDOR NUMBER   :
 BILL DATE       :
 RESERVE ACCT    :
 BILLED PRINCIPAL:           X XXX.XX     COLL PENALTY         :
 BILLED OVERHEAD :             XXX.XX     COLL ADMIN           :
 BILLED INTEREST :              XX.XX     PY COLL PRINCIPAL    :
 BILLED PENALTY  :              XX.XX     PY COLL OVERHEAD     :
 BILLED ADMIN    :              XX.XX     PY COLL INTEREST     :
 COLL PRINCIPAL  :                        PY COLL PENALTY      :
 COLL OVERHEAD   :                        PY COLL ADMIN        :
 COLL INTEREST   :

 TREASURY RATE   : .07000    ASSESSED THRU DATE: 071690
 PENALTY RATE    : .06000    ASSESSED THRU DATE: 071690
 ADMIN RATE      :  12.00    ASSESSED THRU DATE: 071690
```

Figure 9J-112 Bill Inquiry Complete

Print the screen. The screen print will be used later for batch entry.

b. To reverse a Fixed Contract Bill that has <u>not been collected</u>, first reverse any late charges that have been assessed. A Format 14 batch must be input to reverse the late charges. Refer to Section 5, Menu and Batching Concepts for instructions on preparing a batch header. After the batch header is entered, the Accounts Receivable Menu with Option Code **A** is displayed. Enter Selection Code **05**. Press ***Enter.***

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 05 OPTION CODE: A

SELECTION                      OPTION   SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE     A-C-I    20. STATUS OF AN AGREEMENT       P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D    21. AGREEMENT NUMBER ROLLUP      I
 3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT            P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                I
 5. FMT 14 MISC A/R            A-C-D    24. AGREEMENT HISTORY            P
 6. FMT 14 COLLECTIONS         A-C-D    25. AGREEMENT FOR PREVIEW        P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D    26. UNCOLL ACCOUNT SUBSIDIARY    P
 8. FMT 14 WRITE OFFS          A-C-D    27. AR MASTER FILE PRINT         P
 9. FMT 14 MANUAL BILL         A-C-D    28. 1081 BILL INQUIRY            I
10. REVERSE BILL               R        29. TRANSACTION HISTORY          P
11. ADJUST BILL AMOUNTS        A-I-P    30. OIL POLLUTION BILL INQUIRY   P
                                        31. CPC-CASE-NUMBER INQUIRY      I-P
```

Figure 9J-113 Accounts Receivable Menu

The Format 14 Miscellaneous Accounts Receivable screen with Request Code, Agy-Code, Rgn-Dist, and Batch ID is displayed. Enter the contract number and bill number. Using the print screen of the bill inquiry, enter the amounts of the late charges to be reversed under the decrease amount column. Press ***Enter.***

```
                                FORMAT 14
                        MISCELLANEOUS ACCOUNTS RECEIVABLE

REQUEST CODE: A
AGY-CODE:  T    RGN-DIST:  1    BATCH-ID:     XXXXX1XXX
AGREE/CONTRACT NUMBER:  XXXXXXXXX     BILL NUMBER:  XXXXXX
BILL DATE (OIL POLLUTION):

OPTIONS                   INCREASE AMT       DECREASE AMT

ESTABLISH RESERVE      :

ESTIMATED REIMBURSEMENT:

LATE CHARGES
 INTEREST              :                    XXXX
 PENALTY               :                    XXXX
 ADMIN SURCHARGE       :                    XXXX

IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 9J-114 Format 14 Miscellaneous Accounts Receivable Screen

Balance the batch and inquire the status. The correct status is 2. After the late charges are reversed, the bill can be reversed. Access the Accounts Receivable Menu by using ***PF13*** function key. When the Accounts Receivable Menu is displayed, enter Selection Code **10** and Option Code **R**. Press ***Enter.***

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 10    OPTION CODE: R

SELECTION                       OPTION   SELECTION                       OPTION

 1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT         P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP        I
 3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT               P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                   I
 5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY              P
 6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW          P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY      P
 8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT           P
 9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY              I
10. REVERSE BILL               R         29. TRANSACTION HISTORY            P
11. ADJUST BILL AMOUNTS        A-I-P     30. OIL POLLUTION BILL INQUIRY     P
                                         31. CPC-CASE-NUMBER INQUIRY        I-P
```

Figure 9J-115 Accounts Receivable Menu

The reverse bill screen with Agency Code is displayed. Enter rgn/dist, six digit bill number, contract number in the agreement number field, and the total amount. Press ***Enter.***

```
                                    REVERSE BILL
*AGY-CODE          :  T
*RGN/DIST          :  1
*BILL NUMBER       :  XXXXXX
*AGREE NUMBER      :  XXXXXXXXX
*TOTAL AMOUNT      :  XXXXXX
 BILL DATE (OIL POLLUTION):
 AMOUNT MUST EQUAL :
 BILLED-PRINCIPAL
 BILLED-OVRHD
 BILLED FINES/PENALTIES
 COLLECTIONS-PRINCIPAL
 COLLECTIONS-OVRHD
                          IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9J-116 Reverse Bill Screen

The generated batch number is displayed at the top of the reverse bill screen. Annotate the batch number on the bill being reversed.

```
                          BATCH/S GENERATED:  902221959
                                  REVERSE BILL
*AGY-CODE          :
*RGN/DIST          :
*BILL NUMBER       :
*AGREE NUMBER      :
*TOTAL AMOUNT      :
 BILL DATE (OIL POLLUTION):
 AMOUNT MUST EQUAL :
 BILLED-PRINCIPAL
 BILLED-OVRHD
 BILLED FINES/PENALTIES
 COLLECTIONS-PRINCIPAL
 COLLECTIONS-OVRHD
                          IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9J-117 Reverse Bill Generated Batch Screen

c. To reverse a fixed contract bill that has been partially or completely collected, the collection must be reversed first. A Format 14, G Schedule must be entered to reverse the collection. Refer to Section 5, Menu and Batching Concepts, for instructions on preparing a batch header. After the batch header is entered, the Accounts Receivable Menu with Option Code **A** is displayed. Enter Selection Code **06**. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 06    OPTION CODE: A

SELECTION                      OPTION   SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY             I
10. REVERSE BILL               R         29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS        A-I-P     30. OIL POLLUTION BILL INQUIRY    P
                                         31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9J-118 Accounts Receivable Menu

The Format 14 Collections screen with Request Code **A**, Agy-Code, Rgn-dist, Batch ID, and Schedule CD is displayed. Enter the contract number, bill number, effective date, and the amount previously collected under the corrected amt column. Tab to "If Last Entry and Want Other Collection Screen - Enter (YES)".
Type **YES** and press ***Enter***.

```
                                    FORMAT 14
                                   COLLECTIONS

REQUEST CODE: A
AGY-CODE:  T   RGN-DIST:  1    BATCH-ID:  XXXXXXXXX  SCHEDULE-CD:  XXXXXXX
AGREE/CONTRACT NUMBER: XXXXXXXXX     BILL NUMBER: XXXXXX      EFFECTIVE DATE: MMDDYY

OPTIONS          COLLECTED AMT          CORRECTED AMT

COLLECTIONS     :                          XXXX

ADVANCES        :

MISC COLLECTION :

QTR/SUBSISTENCE :


IF LAST ENTRY AND WANT A/R MENU - ENTER (YES):
IF LAST ENTRY AND WANT OTHER COLLECTION SCREEN - ENTER (YES):  YES
```

Figure 9J-119 Format 14 Collections Screen

The Format 03 screen with Schedule-CD, Batch ID, and Agency Code is displayed. Enter the region/district, the document-ID (78-FY-up to nine characters-000), Transaction Code 926, the amount, effective date, approp code (V6H), and the public/govt indicator. Press ***Enter***.

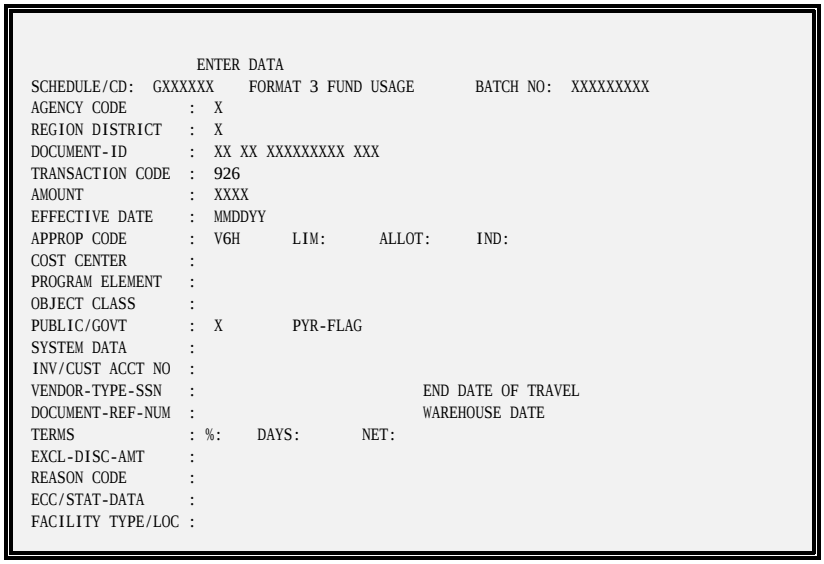


Figure 9J-120 Format 3 Fund Usage Screen

Balance the batch and inquire the status. The correct status is 5.

Next reverse any late charges that have been assessed. Enter Format 14 batch to reverse the late charges. After the batch header is entered, the Accounts Receivable Menu with Option Code **A** is displayed. Enter Selection Code **05**. Press ***Enter***.

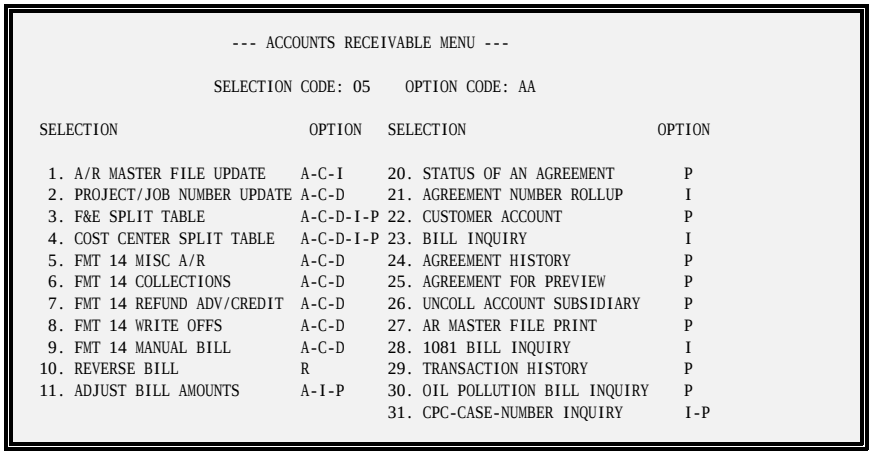
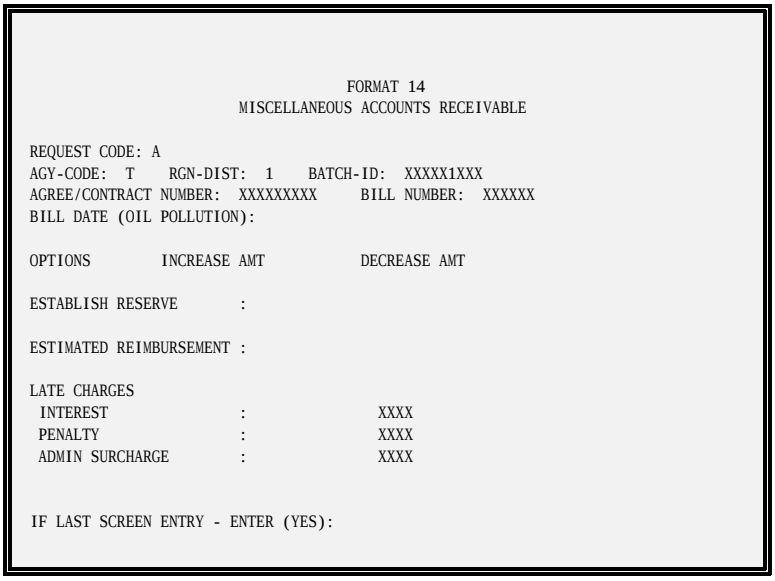


Figure 9J-121 Accounts Receivable Menu

The Format 14 Miscellaneous Accounts Receivable screen with Request Code, Agy-Code, Rgn-Dist, and Batch-ID is displayed. Enter the contract number and the bill number. Using the print screen of the bill inquiry, enter the amounts of late charges to be reversed under the decrease amount column.

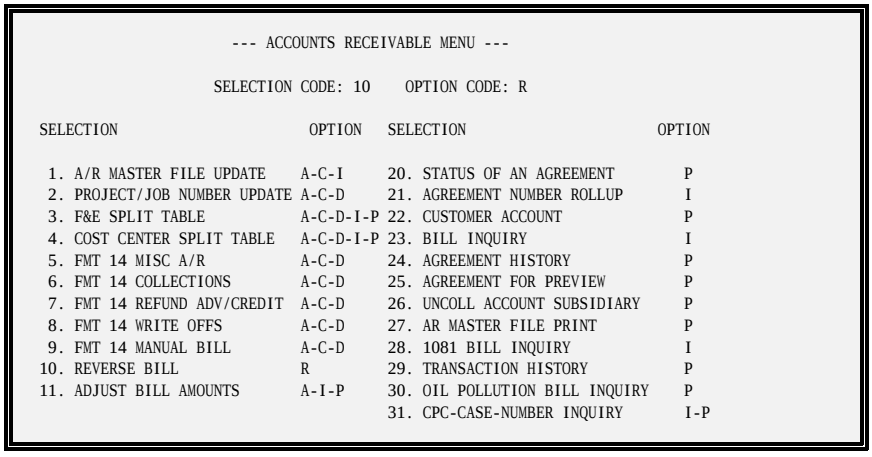


```
                                FORMAT 14
                        MISCELLANEOUS ACCOUNTS RECEIVABLE

REQUEST CODE: A
AGY-CODE:  T    RGN-DIST:  1    BATCH-ID:  XXXXX1XXX
AGREE/CONTRACT NUMBER:  XXXXXXXXX     BILL NUMBER:  XXXXXX
BILL DATE (OIL POLLUTION):

OPTIONS         INCREASE AMT            DECREASE AMT

ESTABLISH RESERVE       :

ESTIMATED REIMBURSEMENT :

LATE CHARGES
 INTEREST               :                XXXX
 PENALTY                :                XXXX
 ADMIN SURCHARGE        :                XXXX


IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 9J-122 Miscellaneous Accounts Receivable Screen

Balance the batch and inquire the status. The status correct is 2.

After the late charges are reversed, the bill can be reversed. Access the Accounts Receivable Menu by pressing the ***PF13*** function key. When the Accounts Receivable Menu is displayed, enter Selection Code **10** and Option Code **R**. Press ***Enter***.



```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 10    OPTION CODE: R

SELECTION                       OPTION   SELECTION                       OPTION

 1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY             I
10. REVERSE BILL               R         29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS        A-I-P     30. OIL POLLUTION BILL INQUIRY    P
                                         31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9J-123 Accounts Receivable Menu

The Reverse Bill screen with agency code is displayed. Enter the rgn/dist, six digit bill number, agreement number, and total amount. Press ***Enter***.

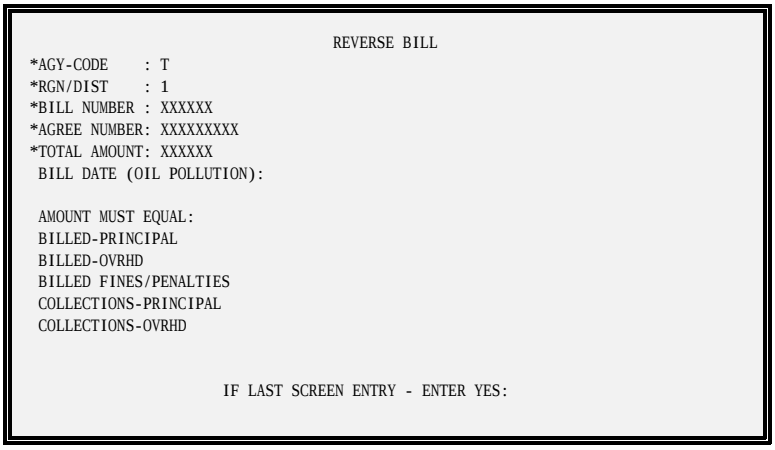


Figure 9J-124 Reverse Bill Screen

The generated batch number is displayed at the top of the reverse bill screen. Annotate the batch number on the bill being reversed.

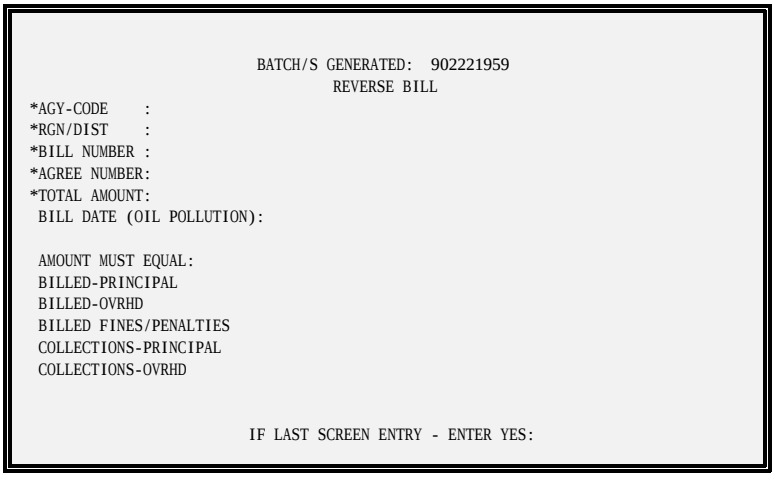


Figure 9J-125 Reverse Bill Generated Batch Screen

d. The money that had been collected was transferred to suspense (V6H) in the batch that reversed the collection.

If the amount should be refunded, prepare and enter a Format 03 batch, V Schedule. After the batch header is entered, the Format 03 screen with Schedule/CD, Batch ID, and Agency Code is displayed. Enter the region/district, the document-ID that was entered in the reverse collection batch, Transaction Code 126F, amount, effective date, approp code V6H, public/ govt indicator, invoice/customer account number, vendor-type/SSN, and warehouse date. The invoice number should contain payment identifying information, because this information will be displayed on the trailer card. The warehouse date can be current date or future date.

```
                    ENTER DATA
SCHEDULE/CD:  V          FORMAT 3 FUND USAGE       BATCH NO:  XXXXXXXXX
AGENCY CODE       :  X
REGION DISTRICT   :  X
DOCUMENT-ID       :  XX XX XXXXXXXXX XXX
TRANSACTION CODE  :  126
AMOUNT            :  XXXX
EFFECTIVE DATE    :  MMDDYY
APPROP CODE       :  V6H      LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :  P        PYR-FLAG
SYSTEM DATA       :
INV/CUST ACCT NO  :  XXXXX
VENDOR-TYPE-SSN   :  XXXXXXXXXX               END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                           WAREHOUSE DATE   MMDDYY
COMPUTATION DATE  :
TERMS             : %:    DAYS:      NET:
EXCL-DISC-AMT     :
REASON CODE       :
ECC/STAT-DATA     :
FACILITY TYPE/LOC :
```

Figure 9J-126 Format 3 Fund Usage

Press ***Enter***. Balance the batch and inquire the status. The status should be 4. Since this is a payment batch, it must be previewed and released for payment.

If the amount transferred to suspense (V6H) should be applied to a future bill, prepare a Format 14 batch, G schedule after the bill has been established. After the batch header is entered, The Accounts Receivable Menu with Option Code **A** is displayed. Enter Selection Code **06**. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 06    OPTION CODE: A

SELECTION                       OPTION   SELECTION                       OPTION

 1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY             I
10. REVERSE BILL               R         29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS        A-I-P     30. OIL POLLUTION BILL INQUIRY    P
                                         31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9J-127 Accounts Receivable Menu

The Format 14 Collections Screen with request code, agy-code, rgn-dist, batch ID, and Schedule-CD is displayed. Enter the agree/contract number, six digit bill number, effective date, and the amount under the collected amt column on the Collection Line. Enter **YES** on the last line "If Last Entry and Want Other Collection Screen - Enter (YES):" and press ***Enter***.

```
                                        FORMAT 14
                                      COLLECTIONS

REQUEST CODE: A
AGY-CODE:  T   RGN-DIST:  X    BATCH-ID:  XXXXXXXXX  SCHEDULE-CD:  XXXXXXX
AGREE/CONTRACT NUMBER: XXXXXXXXX     BILL NUMBER: XXXXXX      EFFECTIVE DATE: MMDDYY

OPTIONS          COLLECTED AMT         CORRECTED AMT

COLLECTIONS     :   XXXX

ADVANCES        :

MISC COLLECTION :

QTR/SUBSISTENCE :


IF LAST ENTRY AND WANT A/R MENU - ENTER (YES):
IF LAST ENTRY AND WANT OTHER COLLECTION SCREEN - ENTER (YES):  YES
```

Figure 9J-128 Format 14 Collections Screen

The Format 03 screen with Schedule/CD, Batch No, and Agency Code is displayed. Enter the region/district, document-ID that was entered in the reverse collection batch, Transaction Code 9262, the amount, effective date, approp code V6H, and the public/govt indicator. Press ***Enter***.

```
                   ENTER DATA
SCHEDULE/CD:  V          FORMAT 3 FUND USAGE       BATCH NO:  XXXXXXXXX
AGENCY CODE       :  T
REGION DISTRICT   :  X
DOCUMENT-ID       :  XX XX XXXXXXXXX XXX
TRANSACTION CODE  :  9262
AMOUNT            :  XXXX
EFFECTIVE DATE    :  MMDDYY
APPROP CODE       :  V6H       LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :  X         PYR-FLAG
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                          END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                          WAREHOUSE DATE   MMDDYY
COMPUTATION DATE  :
TERMS             : %:    DAYS:      NET:
EXCL-DISC-AMT     :
REASON CODE       :
ECC/STAT-DATA     :
FACILITY TYPE/LOC :
```

Figure 9J-129 Format 3 Fund Usage

Balance the batch and inquire the status. The status should be 5.

Chapter 7 - Delinquency Notices

7.1. Introduction - Delinquency notices are generated during the monthly billing cycle (the night of the seventh workday after the system has been brought up from month-end process). Delinquency notices are generated for each bill which is past due. If a debtor has both a past-due reimbursable bill and is also concurrently receiving a new reimbursable bill, the debtor will receive both a delinquency notice for the past-due bill and a new bill which also reflects his past-due balance.

The number of months delinquency notices are generated for a bill is determined by the category of the debtor. For example, the system generates 99 delinquency notices if the debtor is a government agency, three delinquency notices for foreign governments and individuals, and two delinquency notices for all other debtors.

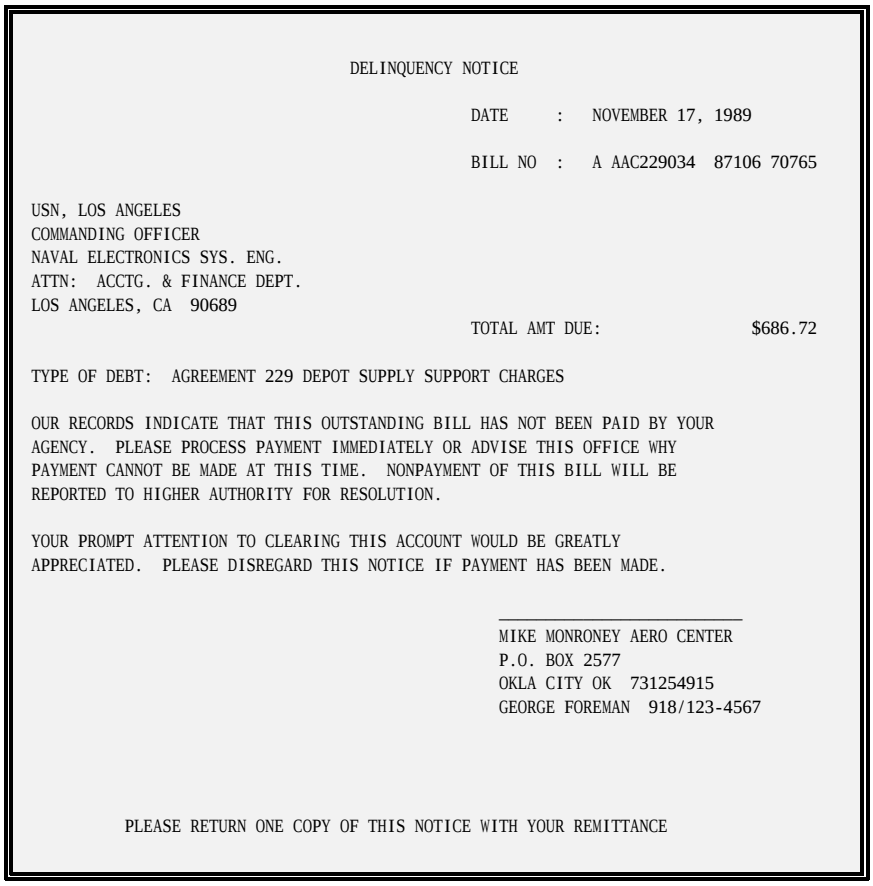
All delinquency notices show principal amount (direct charges plus overhead), late charges assessed (interest, administrative charges, penalty interest), and type of debt. Late charges are not assessed on government bills. On the delinquency notice, the "Type of Debt" is the same as the "Reason for Debt" on the Accounts Receivable Master File.

```
                          ACCOUNTS RECEIVABLE MASTER FILE
REQUEST CODE
REGION/DISTRICT           BILLING OFFICE:       INACTIVE FLAG:
AGREE/CONTRACT NUM:       XXXXXX                CPC-CASE-NUM:

IF YOU ARE BILLING OFFICE, ENTER:

BILL AGREE & SUFFIX   :               VENDOR TYPE & SSN      :
APP/LIM/ALLOT/IND     :               BILLING STAGE          :
PUBLIC GOVT INDICATOR :               AID/PIO NUMBER         :
BILLING FREQUENCY     :               OVERHEAD RATE GEN FUND :
OVERHEAD RATE         :               ASSESS LATE CHARGE     :
EXCEPTION BILLING FLAG:               BILL FORMAT            :
FIXED BILLING AMOUNT  :               BILL DAY               :
BILL MONTHS           :               ADDRESS CODE           :
REASON FOR DEBT LINE 1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
REASON FOR DEBT LINE 2: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
REASON FOR DEBT LINE 3: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
REASON FOR DEBT LINE 4: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

AGENCY CODE           : T

IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9J-130 Accounts Receivable Master File

7.2. Delinquency Notices -

a. Government - Indebtedness from other government agencies will remain on the books until collected. The system generates the first delinquency notice during the monthly billing cycle after the bill becomes 30 days delinquent. Thereafter, a notice will be generated in approximately 30-day intervals (consistent with the monthly billing cycle) up to 99 notices.



DELINQUENCY NOTICE

DATE : NOVEMBER 17, 1989

BILL NO : A AAC229034 87106 70765

USN, LOS ANGELES
COMMANDING OFFICER
NAVAL ELECTRONICS SYS. ENG.
ATTN: ACCTG. & FINANCE DEPT.
LOS ANGELES, CA 90689

TOTAL AMT DUE: $686.72

TYPE OF DEBT: AGREEMENT 229 DEPOT SUPPLY SUPPORT CHARGES

OUR RECORDS INDICATE THAT THIS OUTSTANDING BILL HAS NOT BEEN PAID BY YOUR AGENCY. PLEASE PROCESS PAYMENT IMMEDIATELY OR ADVISE THIS OFFICE WHY PAYMENT CANNOT BE MADE AT THIS TIME. NONPAYMENT OF THIS BILL WILL BE REPORTED TO HIGHER AUTHORITY FOR RESOLUTION.

YOUR PROMPT ATTENTION TO CLEARING THIS ACCOUNT WOULD BE GREATLY APPRECIATED. PLEASE DISREGARD THIS NOTICE IF PAYMENT HAS BEEN MADE.

MIKE MONRONEY AERO CENTER
P.O. BOX 2577
OKLA CITY OK 731254915
GEORGE FOREMAN 918/123-4567

PLEASE RETURN ONE COPY OF THIS NOTICE WITH YOUR REMITTANCE

Figure 9J-131 Delinquency Notice - Government

b. Foreign Governments and Individuals - The delinquency notice produced for past-due accounts from foreign government and individuals only provides the debtor name, address, and account information. The text portion is blank. The automated delinquency notice is provided primarily as a reminder that follow-up is required. It may be attached to a letter composed to meet the individual agency requirements.

The system generates the first delinquency notice during the monthly billing cycle after the bill becomes 60 days delinquent. Thereafter, the system will generate two (2) additional delinquency notices in approximately 30-day intervals (consistent with the monthly billing cycle). See Figures 9J-132 and 9J-133. Figures 9J-132 and 9J-133 are examples of the first delinquency notices generated for foreign governments and foreign individuals respectively. The second and third notices are identified as **SECOND NOTICE** and **THIRD NOTICE**.

```
                                        DELINQUENCY NOTICE


                                              DATE          :  APRIL 17, 1990
                                              BILL NO       :  A NI1161CI8 90016 00442

CHILE                                         PRINCIPAL     :  $2,286.07
CHILEAN AF MISSION SUITE 615                  FINES/PEN     :        .00
920 L ST. SE                                  INTEREST      :      40.45
ATTN:  CHIEF OF AF MISSION                    ADMIN. CHGS   :      12.00
WASH. DC  20036  CI  768                      PENALTY INT   :        .00
                                              TOTAL AMT DUE :  $2,338.52

TYPE OF DEBT:  SUPPLY SUPPORT


                                            FIRST NOTICE


                                            ____________________
                                            MIKE MONRONEY AERO CENTER
                                            P.O. BOX 2577
                                            OKLA CITY  OK  731254915
                                            GEORGE FOREMAN  918/123-4567


     PLEASE RETURN ONE COPY OF THIS NOTICE WITH YOUR REMITTANCE
```

Figure 9J-132 Delinquency Notice - Foreign Government

```
                                                    DELINQUENCY NOTICE


                                              DATE          :  FEBRUARY 15, 1990
                                              BILL NO       :  A V0019A 89331 V0019

HARRY BEAR                                    PRINCIPAL     :  $11.00
#248-45                                       FINES/PEN     :     .00
PROVIDENCIALES                                INTEREST      :     .17
TURKS & CAICOS IS   WI   906                  ADMIN. CHGS   :   12.00
                                              PENALTY INT   :     .00
                                              TOTAL AMT DUE :  $23.17

TYPE OF DEBT: THE BANK HAS RETURNED YOUR CHECK MARKED
              "NOT PAYABLE IN USA".


                                            FIRST NOTICE


                                            ____________________
                                            MIKE MONRONEY AERO CENTER
                                            P.O. BOX 2577
                                            OKLA CITY  OK  731254915
                                            GEORGE FOREMAN  918/123-4567


     PLEASE RETURN ONE COPY OF THIS NOTICE WITH YOUR REMITTANCE
```

Figure 9J-133 Delinquency Notice - Foreign Individual

c. All Other Debtors - The system generates two (2) delinquency notices for all other individual debtors. The first delinquency notice is generated during the monthly billing cycle after the bill becomes 30-days delinquent. The second notice is generated in approximately 30 days after the first notice (consistent with the monthly billing cycle). The text on the first notice and second notice is different. Also, the text on the notices to employees is different from the notices to other debtors. See Figures 9J-134, 9J-135, 9J-136 and 9J-137.

DELINQUENCY NOTICE

DATE : APRIL 17, 1990
BILL NO : A V0050A 90057 V0050

CHRIS P. FRY
8750 MELL DR.
MI CASA CA 92045

PRINCIPAL : $ 2.00
FINES/PEN : .00
INTEREST : .02
ADMIN. CHGS : 12.00
PENALTY INT : .00
TOTAL AMT DUE: $14.02

TYPE OF DEBT: BANK HAS RETD CHECK MARKED INSUFFICIENT FUNDS

OUR RECORDS INDICATE THAT AN OVERDUE, UNPAID DEBT EXISTS IN YOUR NAME AS OF MAR 28, 1990.

IN ACCORDANCE WITH P. L. 97-365 AND OUR BILL, INTEREST AND ADMINISTRATIVE CHARGES HAVE BEN ASSESSED ON THE OUTSTANDING BALANCE. IF PAYMENT IS NOT RECEIVED WITHIN 90 DAYS FROM THE DATE OF THIS NOTICE, A PENALTY WILL BE ASSESSED AT A RATE OF 6% PER ANNUM, RETROACTIVE TO MAR 28, 1990.

NONPAYMENT OF BILLS WILL RESULT IN THE DEBT INFORMATION BEING RELEASED TO A CONSUMER REPORTING AGENCY AND COULD AFFECT YOUR CREDIT RATING. TO AVOID THIS ACTION, PLEASE SEND YOUR PAYMENT IMMEDIATELY. PAYMENT IN FULL IS CONSIDERED THE "TOTAL AMOUNT DUE" INDICATED ABOVE. MAKE YOUR CHECK OR MONEY ORDER PAYABLE TO THIS AGENCY.

IF YOU WISH AN EXPLANATION OR AN ADMINISTRATIVE REVIEW OF THIS DEBT OR AN OPPORTUNITY TO DISPUTE ANY INFORMATION CONCERNING THIS DEBT, YOU MUST FORWARD A WRITTEN REQUEST TO THE ADDRESS BELOW BY JUN 16, 1990.

SHOULD YOU HAVE OTHER QUESTIONS RELATED TO THE REPAYMENT OF THIS DEBT, PLEASE CALL US AT THE NUMBER BELOW. IF YOU HAVE PAID THIS INDEBTEDNESS BEFORE YOU RECEIVED THIS NOTICE, PLEASE DISREGARD.

MIKE MONRONEY AERO CENTER
P.O. BOX 2577
OKLA CITY OK 731254915
GEORGE FOREMAN 918/123-4567

PLEASE RETURN ONE COPY OF THIS NOTICE WITH YOUR REMITTANCE

Figure 9J-134 Delinquency Notice - Other Debtors First Notice (Non-Employees)

DELINQUENCY NOTICE

DATE : MAY 15, 1990
BILL NO : A V0050A 90057 V0050

CHRIS P. FRY
8750 MELL DR.
MI CASA CA 92045

PRINCIPAL : $ 2.00
FINES/PEN : .00
INTEREST : .03
ADMIN. CHGS : 24.00
PENALTY INT : .00
TOTAL AMT DUE: $26.03

TYPE OF DEBT: BANK HAS RETD CHECK MARKED INSUFFICIENT FUNDS

AS INDICATED IN OUR PREVIOUS CORRESPONDENCE, OUR RECORDS SHOW THAT AN OVERDUE, UNPAID DEBT EXISTS IN YOUR NAME.

SINCE PAYMENT HAS NOT BEEN RECEIVED, ADDITIONAL INTEREST AND ADMINISTRATIVE CHARGES HAVE BEEN ASSESSED ON THE OUTSTANDING BALANCE. IF PAYMENT IS NOT RECEIVED WITHIN 60 DYS FROM THE DATE OF THIS NOTICE, A PENALTY WILL BE ASSESSED AT THE RATE OF 6% PER ANNUM, RETROACTIVE TO MAR 28, 1990.

IF PAYMENT IS NOT RECEIVED WITHIN 30 DAYS FROM THE DATE OF THIS NOTICE, YOUR DEBT INFORMATION WILL BE FURNISHED TO A CONSUMER REPORTING AGENCY. FURTHER, YOUR ACCOUNT WILL BE REFERRED TO A COLLECTION AGENCY FOR FURTHER ACTIONS OR TO THE DEPARTMENT OF JUSTICE FOR LITIGATION. TO AVOID THESE ACTIONS, PLEASE SEND YOUR PAYMENT IMMEDIATELY. PAYMENT IN FULL IS CONSIDERED "TOTAL AMOUNT DUE" AS INDICATED ABOVE. MAKE YOUR CHECK OR MONEY ORDER PAYABLE TO THIS AGENCY.

IF YOU WISH AN EXPLANATION OR AN ADMINISTRATIVE REVIEW OF THIS DEBT OR AN OPPORTUNITY TO DISPUTE ANY INFORMATION CONCERNING THIS DEBT, YOU MUST FORWARD A WRITTEN REQUEST TO THE ADDRESS BELOW BY JUN 14, 1990.

SHOULD YOU HAVE ANY QUESTIONS RELATED TO THE REPAYMENT OF THIS DEBT, PLEASE CALL US AT THE NUMBER BELOW. IF YOU HAVE PAID THIS INDEBTEDNESS BEFORE YOU RECEIVED THIS NOTICE, PLEASE DISREGARD.

MIKE MONRONEY AERO CENTER
P.O. BOX 2577
OKLA CITY OK 731254915
GEORGE FOREMAN 918/123-4567

PLEASE RETURN ONE COPY OF THIS NOTICE WITH YOUR REMITTANCE

Figure 9J-135 Delinquency Notice - Other Debtors Second Notice (Non-Employee)

DELINQUENCY NOTICE

DATE : JULY 17, 1989
BILL NO : A AVN892376 89166 9ORAA

BULL WINKLE
32 PRISON DRIVE
FOLSOM GA 25896

PRINCIPAL : $626.50
INTEREST : 3.90
ADMIN. CHGS : 12.00
PENALTIES : .00
TOTAL AMT DUE: $642.40

TYPE OF DEBT: OUTSTANDING TRAVEL ADVANCE, 04OCT88 TO 26OCT88,
TRAVEL ORDER AVN-89-2371.

OUR RECORDS INDICATE THAT AN OVERDUE, UNPAID DEBT EXISTS IN YOUR NAME AS OF JUL 15, 1989.

IN ACCORDANCE WITH P. L. 97-365 AND OUR BILL, INTEREST AND ADMINISTRATIVE CHARGES HAVE BEEN ASSESSED ON THE OUTSTANDING BALANCE. IF PAYMENT IS NOT RECEIVED WITHIN 90 DAYS FROM THE DATE OF THIS NOTICE, A PENALTY WILL BE ASSESSED AT A RATE OF 6% PER ANNUM, RETROACTIVE TO JUL 15, 1989.

FAILURE TO RESPOND TO THIS NOTICE WILL RESULT IN PAYROLL DEDUCTIONS TO SATISFY YOUR OUTSTANDING INDEBTEDNESS. TO AVOID THIS ACTION, PLEASE SEND YOUR PAYMENT IMMEDIATELY. PAYMENT IN FULL IS CONSIDERED THE "TOTAL AMOUNT DUE" INDICATED ABOVE. MAKE YOUR CHECK OR MONEY ORDER PAYABLE TO THIS AGENCY.

IF YOU WISH AN EXPLANATION OR AN ADMINISTRATIVE REVIEW OF THIS DEBT OR AN OPPORTUNITY TO DISPUTE ANY INFORMATION CONCERNING THIS DEBT, YOU MUST FORWARD A WRITTEN REQUEST TO THE ADDRESS BELOW BY SEP 15, 1989.

SHOULD YOU HAVE ANY QUESTIONS RELATED TO THE REPAYMENT OF THIS DEBT, PLEASE CALL US AT THE NUMBER BELOW. IF YOU HAVE PAID THE INDEBTEDNESS BEFORE YOU RECEIVED THIS NOTICE, PLEASE DISREGARD.

MIKE MONRONEY AERO CENTER
P.O. BOX 2508
OKLA CITY OK 73125
U.R. GUARD 918/567/8901

PLEASE RETURN ONE COPY OF THIS NOTICE WITH YOUR REMITTANCE

Figure 9J-136 Delinquency Notice - Other Debtors First Notice (Employee)

DELINQUENCY NOTICE

DATE : AUGUST 15, 1989
BILL NO : A AVN892376 89166 904AA

BULL WINKLE
32 PRISON DRIVE
FOLSOM GA 25896

PRINCIPAL : $626.50
INTEREST : 7.43
ADMIN. CHGS : 24.00
PENALTIES : .00
TOTAL AMT DUE: $657.93

TYPE OF DEBT: OUTSTANDING TRAVEL ADVANCE, 04OCT88 TO 26OCT88,
TRAVEL ORDER AVN-89-2376.

AS INDICATED IN OUR PREVIOUS CORRESPONDENCE, OUR RECORDS SHOW THAT AN OVERDUE, UNPAID DEBT EXISTS IN YOUR NAME.

SINCE PAYMENT HAS NOT BEEN RECEIVED, ADDITIONAL INTEREST AND ADMINISTRATIVE CHARGES HAVE BEEN ASSESSED ON THE OUTSTANDING BALANCE. IF PAYMENT IS NOT RECEIVED WITHIN 60 DAYS FROM THE DATE OF THIS NOTICE, A PENALTY WILL BE ASSESSED AT THE RATE OF 6% PER ANNUM, RETROACTIVE TO JUL 15, 1989.

YOU ARE GIVEN 30 DAYS TO PAY YOUR INDEBTEDNESS OR REQUEST AN ADMINISTRATIVE REVIEW. OTHERWISE, WE WILL PROCEED WITH THE PAYROLL DEDUCTION TO LIQUIDATE YOUR DEBT AT THE EARLIEST OPPORTUNITY. IF YOUR NET PAY IS NOT SUFFICIENT TO SATISFY THE ENTIRE INDEBTEDNESS, THE DEDUCTIONS WILL CONTINUE UNTIL THE OUTSTANDING AMOUNT HAS BEEN LIQUIDATED. TO AVOID THIS ACTION, PLEASE SEND YOUR PAYMENT IMMEDIATELY. PAYMENT IN FULL IS CONSIDERED THE "TOTAL AMOUNT DUE" INDICATED ABOVE. MAKE YOUR CHECK OR MONEY ORDER PAYABLE TO THIS AGENCY.

SHOULD YOU HAVE ANY QUESTIONS RELATED TO THE REPAYMENT OF THIS DEBT, PLEASE CALL US AT THE NUMBER BELOW. IF YOU HAVE PAID THE INDEBTEDNESS BEFORE YOU RECEIVED THIS NOTICE, PLEASE DISREGARD.

MIKE MONRONEY AERO CENTER
P.O. BOX 2508
OKLA CITY OK 73125
U.R. GUARD 918/567-8901

PLEASE RETURN ONE COPY OF THIS NOTICE WITH YOUR REMITTANCE

Figure 9J-137 Delinquency Notice - Other Debtors Second Notice (Employee)

THIS PAGE INTENTIONALLY BLANK

Chapter 8 - Allowance for Doubtful Accounts

8.1. Introduction - When a review of outstanding accounts receivable warrants establishing or increasing the Allowance for Uncollectible Accounts, General Ledger Account 13FY, this will be done using the specific identification method. When collection of a debt is deemed questionable, the entire amount of the bill will be recorded as a reserve. This includes principal amount due and any applicable overhead and late charges. An Allowance for Uncollectible Accounts cannot be established for Deposit Fund Accounts, such as 69X6875(13) (V6H).

8.2. Establishing Allowance for Uncollectible Accounts - The steps to establish an Allowance for Uncollectible Accounts follow:

a. Bill Inquiry

(1) Access the Accounts Receivable Menu by pressing ***PF13*** function key. Enter Selection Code **23** and Option Code **I**. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 23    OPTION CODE: I

SELECTION                      OPTION   SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY             I
10. REVERSE BILL               R         29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS        A-I-P     30. OIL POLLUTION BILL INQUIRY    P
                                         31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9J-138 Accounts Receivable Menu

(2) The Bill Inquiry request screen is displayed with Agency Code. Enter rgn-dist and bill-no first five digits of bill number). Press ***Enter***.

```
                              BILL INQUIRY

*RGN-DIST  : X
*BILL-NO   : XXXXX
*AGY-CODE  : T
```

Figure 9J-139 Bill Inquiry Request Screen

(3) Bill Inquiry (RIS Number: AR-4) is displayed when the inquiry is complete.

```
                          ** INQUIRY COMPLETE **/ENTER KEYS ONLY
                                      BILL INQUIRY
                                     AS OF 07/27/90                    RIS NUMBER:  AR-4

*RGN-DIST          :  1
*BILL-NO           :  XXXXX
*AGY-CODE          :  T
 VENDOR NUMBER     :  XXXXXXXXX
 BILL DATE         :  XXXXXX
 RESERVE ACCT      :
 BILLED PRINCIPAL  :            X XXX.XX       COLL PENALTY         :
 BILLED OVERHEAD   :              XXX.XX       COLL ADMIN           :
 BILLED INTEREST   :                XX.XX      PY COLL PRINCIPAL    :
 BILLED PENALTY    :                XX.XX      PY COLL OVERHEAD     :
 BILLED ADMIN      :                XX.XX      PY COLL INTEREST     :
 COLL PRINCIPAL    :                           PY COLL PENALTY      :
 COLL OVERHEAD     :                           PY COLL ADMIN        :
 COLL INTEREST     :
 TREASURY RATE     :  .09000      ASSESSED THRU DATE:
 PENALTY RATE      :  .06000      ASSESSED THRU DATE:
 ADMIN RATE        :  12.00       ASSESSED THRU DATE:
```

Figure 9J-140 Bill Inquiry

(4) Print screen to be used as reference for establishing allowance for doubtful accounts.

b. Allowance for Uncollectible Accounts entry -

(1) Prepare and enter a Format 14 batch header. Press ***Enter***.

(2) The Accounts Receivable Menu is displayed with Option Code **A**. Enter Selection Code **05**. Press ***Enter***.

```
                        --- ACCOUNTS RECEIVABLE MENU ---

                      SELECTION CODE: 05    OPTION CODE: A

 SELECTION                        OPTION   SELECTION                        OPTION

  1. A/R MASTER FILE UPDATE       A-C-I     20. STATUS OF AN AGREEMENT         P
  2. PROJECT/JOB NUMBER UPDATE    A-C-D     21. AGREEMENT NUMBER ROLLUP        I
  3. F&E SPLIT TABLE              A-C-D-I-P 22. CUSTOMER ACCOUNT               P
  4. COST CENTER SPLIT TABLE      A-C-D-I-P 23. BILL INQUIRY                   I
  5. FMT 14 MISC A/R              A-C-D     24. AGREEMENT HISTORY              P
  6. FMT 14 COLLECTIONS           A-C-D     25. AGREEMENT FOR PREVIEW          P
  7. FMT 14 REFUND ADV/CREDIT     A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY      P
  8. FMT 14 WRITE OFFS            A-C-D     27. AR MASTER FILE PRINT           P
  9. FMT 14 MANUAL BILL           A-C-D     28. 1081 BILL INQUIRY              I
 10. REVERSE BILL                 R         29. TRANSACTION HISTORY            P
 11. ADJUST BILL AMOUNTS          A-I-P     30. OIL POLLUTION BILL INQUIRY     P
                                            31. CPC-CASE-NUMBER INQUIRY        I-P
```

Figure 9J-141 Accounts Receivable Menu

(3) The Miscellaneous Accounts Receivable screen is displayed with Request Code A, Agy-Code, Rgn-Dist, and Batch-ID. Enter Bill Number. To determine reserve amount total the principal, overhead, and late charges on the bill inquiry (See Fig 9J-140). This total will be entered on the Establish Reserve line under increase amt. Press ***Enter***.

```
                                FORMAT 14
                        MISCELLANEOUS ACCOUNTS RECEIVABLE

REQUEST CODE: A
AGY-CODE:  T    RGN-DIST:  X    BATCH-ID:     XXXXX1XXX
AGREE/CONTRACT NUMBER:               BILL NUMBER:  XXXXXX
BILL DATE (OIL POLLUTION):

OPTIONS                  INCREASE AMT       DECREASE AMT

ESTABLISH RESERVE      :       XXXXXX

ESTIMATED REIMBURSEMENT:

LATE CHARGES
 INTEREST              :
 PENALTY               :
 ADMIN SURCHARGE       :


IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 9J-142 Miscellaneous Accounts Receivable

(4) Complete a Miscellaneous Accounts Receivable screen for each bill for which a reserve is being established.

(5) Balance the batch and inquire the batch status. The status code should be 2.

(6) After the batch is balanced, a Bill Inquiry will show a total in Reserve Acct. field. (See Paragraph 8.2. for steps to request a Bill Inquiry.)

```
                          ** INQUIRY COMPLETE **/ENTER KEYS ONLY
                                    BILL INQUIRY
                                    AS OF 07/27/90                    RIS NUMBER:  AR-4

*RGN-DIST         :  X
*BILL-NO          :  XXXXX
*AGY-CODE         :  T
 VENDOR NUMBER    :  XXXXXXXXX
 BILL DATE        :  XXXXX
 RESERVE ACCT     :           X XXX.XX
 BILLED PRINCIPAL :           X XXX.XX       COLL PENALTY        :
 BILLED OVERHEAD  :             XXX.XX       COLL ADMIN          :
 BILLED INTEREST  :              XX.XX       PY COLL PRINCIPAL   :
 BILLED PENALTY   :              XX.XX       PY COLL OVERHEAD    :
 BILLED ADMIN     :              XX.XX       PY COLL INTEREST    :
 COLL PRINCIPAL   :                          PY COLL PENALTY     :
 COLL OVERHEAD    :                          PY COLL ADMIN       :
 COLL INTEREST    :
 TREASURY RATE    :  .09000     ASSESSED THRU DATE:
 PENALTY RATE     :  .06000     ASSESSED THRU DATE:
 ADMIN RATE       :  12.00      ASSESSED THRU DATE:
```

Figure 9J-143 Bill Inquiry

8.3. Subsequent Late Charges - Once a bill has been shown as doubtful, any subsequent late charges assessed will automatically be considered doubtful and placed into general ledger account when the additional charges are recorded. This will continue to happen with each billing cycle.

8.4. Uncollectible Account Subsidiary - Listings of bills established in the reserve account can be requested. These listings are by appropriation and bill number.

a. Access the Accounts Receivable Menu by pressing ***PF13*** function key. Enter Selection Code **26** Option Code **P**. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 26   OPTION CODE: P

SELECTION                      OPTION   SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE     A-C-I    20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D    21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT             P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                 I
 5. FMT 14 MISC A/R            A-C-D    24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS         A-C-D    25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D    26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS          A-C-D    27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL         A-C-D    28. 1081 BILL INQUIRY             I
10. REVERSE BILL               R        29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS        A-I-P    30. OIL POLLUTION BILL INQUIRY    P
                                        31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9J-144 Accounts Receivable Menu

b. The Uncollectible Account Subsidiary Screen is displayed with Agency Code. Enter Rgn/Dist and Approp-Code (3 positions only). Press ***Enter.***

```
                        UNCOLLECTIBLE ACCOUNT SUBSIDIARY

*RGN/DIST              : X
*APPROP-CODE           : XXXX
*AGY-CODE              : T
*PRINTER-ID            : UAD03
IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9J-145 Uncollectible Account Subsidiary Request Screen

Separate requests need to be made for each appropriation code desired.

c. The Uncollectible Account Subsidiary listing for the appropriation code requested will be printed.

```
                              DEPARTMENT OF TRANSPORTATION
                                    ACCTS RECEIVABLE
                                  AS OF 11/28/90                PAGE NUMBER: 1
                               UNCOLLECTIBLE ACCOUNT SUBSIDIARY

APPROP-CODE                 XXXX

BILL NUMBER                   RESERVE ACCOUNT

0G0AE                                                  300.00
0G0AF                                                  272.77
01234                                                1,901.61

TOTAL RECORDS:        3

                                    **  END OF REPORT  **
```

Figure 9J-146 Uncollectible Account Subsidiary Printout

8.5. Reverse an Allowance for Doubtful Account - If a collection is received, the Allowance for Doubtful Account must be reversed. If the record is already written off, the write off must first be reversed. Follow the procedures in Chapter 9.3.a to reverse the write off.

Following are procedures to reverse the Allowance for Doubtful Account.

a. Reverse an Allowance for Doubtful Account -

(1) Prepare and enter a Format 14 batch header. Press ***Enter***.

(2) The Accounts Receivable Menu is displayed with option Code ***A***. Type Selection Code **05**. Press ***Enter***.

(3) The Miscellaneous Accounts Receivable screen is displayed with Request Code A, Agy-Rgn/Dist, and Batch ID. Enter agree/contract number and 6 digit bill number. Enter the amount on the Establish Reserve line, in the Decrease Amount column.

(4) Balance the batch. Correct status code is ***2***. See Figure 9J-147 for a completed miscellaneous accounts receivable screen to reverse an allowance for doubtful account.

```
                                FORMAT 14
                        MISCELLANEOUS ACCOUNTS RECEIVABLE

REQUEST CODE: A
AGY-CODE:  T    RGN-DIST:  1    BATCH-ID:     XXXXX1XXX
AGREE/CONTRACT NUMBER:                BILL NUMBER:  XXXXXX
BILL DATE (OIL POLLUTION):

OPTIONS                   INCREASE AMT       DECREASE AMT

ESTABLISH RESERVE      :                        XXXXXX

ESTIMATED REIMBURSEMENT:

LATE CHARGES
 INTEREST              :
 PENALTY               :
 ADMIN SURCHARGE       :


IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 9J-147 Miscellaneous Accounts Receivable

THIS PAGE INTENTIONALLY BLANK

Chapter 9 - Write Offs

9.1. Introduction - After all collection efforts have failed, an uncollectible amount will be written off. Before an account can be written off, it must first have been recorded as a bad debt (See Chapter 8, Allowance for Doubtful Accounts).

9.2. Write Off a Bill - The steps to write off a bill follow:

a. Bill Inquiry

(1) Access Accounts Receivable Menu by pressing ***PF13*** function key. Enter Selection Code **23** and Option Code **I**. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                   SELECTION CODE: 23    OPTION CODE: I

SELECTION                      OPTION   SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY             I
10. REVERSE BILL               R         29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS        A-I-P     30. OIL POLLUTION BILL INQUIRY    P
                                         31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9J-148 Accounts Receivable Menu

(2) The Bill Inquiry request screen is displayed with Agency Code. Enter rgn/dist and bill-no. (first five digits of bill number). Press ***Enter***.

```
                          BILL INQUIRY

*RGN-DIST : 1
*BILL-NO  : XXXXX
*AGY-CODE : T
```

Figure 9J-149 Bill Inquiry Request Screen

(3) Bill Inquiry (RIS Number: AR-4) is displayed when the inquiry is complete.

```
                          ** INQUIRY COMPLETE **/ENTER KEYS ONLY
                                    BILL INQUIRY
                                   AS OF 08/07/90                        RIS NUMBER:  AR-4

 *RGN-DIST        :  1
 *BILL-NO         :  XXXXX
 *AGY-CODE        :  T
  VENDOR NUMBER   :  XXXXXXXXX
  BILL DATE       :  011690
  RESERVE ACCT    :            XXXX.XX
  BILLED PRINCIPAL:            XXXX.XX     COLL PENALTY         :
  BILLED OVERHEAD :             XXX.XX     COLL ADMIN           :
  BILLED INTEREST :              XX.XX     PY COLL PRINCIPAL    :
  BILLED PENALTY  :              XX.XX     PY COLL OVERHEAD     :
  BILLED ADMIN    :              XX.XX     PY COLL INTEREST     :
  COLL PRINCIPAL  :                        PY COLL PENALTY      :
  COLL OVERHEAD   :                        PY COLL ADMIN        :
  COLL INTEREST   :
  TREASURY RATE   :  .07000  ASSESSED THRU DATE:  071690
  PENALTY RATE    :  .06000  ASSESSED THRU DATE:  071690
  ADMIN RATE      :  12.00   ASSESSED THRU DATE:  071690
```

Figure 9J-150 Bill Inquiry

(4) Print screen to be used as reference for writing off this bill.

b. Schedule 9 Status Code - The Schedule 9 code is a code manually input and assigned to a bill to indicate the status for reporting on Schedule 9 to SF-220, "Report on Status of Accounts and Loans Receivable Due from the Public". The steps to establish the Schedule 9 Status Code follow:

(1) Access the Billing Preview Menu by pressing ***PF14*** function key. The menu is displayed. On the CH Bill Rate/SCH 9 line, enter rgn/dist and bill num (first five digits of bill number). Press ***Enter***.

```
                                    BILLING PREVIEW MENU


 BILLING PROOF LIST :    RGN/DIST:       AGREE NUM    :
 ASSESS LATE CHARGE :    RGN/DIST:       BILL AGREE   :  Y OR N:
 STOP BILL          :    RGN/DIST:       BILL SEQUENCE:
 REMOVE STOP BILL   :    RGN/DIST:       BILL SEQUENCE:
 CH BILL RATE/SCH9  :    RGN/DIST:       BILL NUM     :
 SCH 9 STATUS PRINT :    RGN/DIST:       SCH 9 STATUS :  (ENTER CODE OR "99" FOR ALL)
 BILLING PREVIEW    :    RGN/DIST:  1    BILL AGREE   :  XXXXXXXXX XXBILL NUM:XXXXX
 REVERSE PREVIEW    :    RGN/DIST:       BILL AGREE   :
 AGY-CODE    :  T
 PRINTER-ID  :  UAD03
```

Figure 9J-151 Billing Preview Menu

(2) Change Bill Rate/Sch 9 is displayed with Agy-Code, Rgn/Dist, and Bill Num. To change the Schedule 9 Status Code, on the Update Sch 9 Code line, enter the applicable status code (See Paragraph 9.2.b.(3). Press ***Enter***.

```
                                        ENTER DATA
                                CHANGE BILL RATES/SCH 9

AGY-CODE   :  T            RGN/DIST : 1
BILL NUM   :  12345
           CURRENT RATES AND SCHEDULE 9 CODE
           TREASURY RATE     : 09000
           PENALTY RATE      : 06000
           ADMIN SURCHARGE   : 01200
           SCHEDULE 9 CODE   :
TO CHANGE RATES, ENTER -0- TO ZERO OUT OR -P- FOR PREVAILING RATE
           TREASURY RATE     :
           PENALTY RATE      :
           ADMIN SURCHARGE   :
           UPDATE SCH 9 CODE : XX
```

Figure 9J-152 Change Bill Rates/Schedule 9

(3) Status Codes to Support Schedule 9

01 - Reclassified

02 - Rescheduled

03 - Referred to Credit Bureaus - consumer

04 - Referred to Credit Bureaus - commercial

05 - Referred to Collection Agencies - consumer

06 - Referred to Collection Agencies - commercial

07 - Referred to Agency Counsel

08 - Settled by Agency Counsel

09 - Referred to Justice

10 - Settled By Justice

11 - Referred to Agency Internal Workout Groups

12 - Settled by Agency Internal Workout Groups

13 - Referred for salary offset

14 - Referred for administrative offset

15 - Referred for Income Tax Refund Offset

16 - Write Off - reported to IRS

17 - Write Off - not reported to IRS

18 - To be written off

19 - Other - explain

20 - Delinquency - in bankruptcy

21 - Delinquency - in foreclosure

22 - Delinquency - in adjudication

23 - Delinquency - soverign debt

24 - Delinquency - state or local government debt

25 - Delinquency - eligible for other collection action

c. Write Off a Bill -

(1) Prepare and enter a Format 14 batch header. Press ***Enter***.

(2) The Accounts Receivable Menu is displayed with Option Code **A**. Enter Selection Code **08**. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 08    OPTION CODE: A

SELECTION                      OPTION   SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT       P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP      I
 3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT             P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                 I
 5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY            P
 6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW        P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY    P
 8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT         P
 9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY            I
10. REVERSE BILL               R         29. TRANSACTION HISTORY          P
11. ADJUST BILL AMOUNTS        A-I-P     30. OIL POLLUTION BILL INQUIRY   P
                                         31. CPC-CASE-NUMBER INQUIRY      I-P
```

Figure 9J-153 Accounts Receivable Menu

(3) The Write Offs screen is displayed with Request Code **A**, Rgn/Dist, and Batch ID. Enter agree/contract number, and bill number (6 digits). On the Write Off line under the increase amt column, enter the dollar amount of the reserve acct from bill inquiry (See Figure 9J-154). Press ***Enter***.

```
                                      FORMAT 14
                                      WRITE OFFS
REQUEST CODE: A
AGY-CODE: T    RGN-DIST: 1        BATCH-ID: XXXXX1XXX
AGREE/CONTRACT NUMBER: XXXXXXXXX       BILL NUMBER: XXXXXX

OPTIONS                           APP/LIM/ALLOT/IND  INCREASE AMT  DECREASE AMT

WRITE OFF                  :                         100000

REESTABLISH BILL--PRINCIPAL:


                  OVERHEAD :


           INTEREST        :
           PENALTY INTEREST:
           ADMIN CHG       :
           FINES/PENALTIES :
IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 9J-154 Write Offs

(4) Complete a Write Offs screen for each bill to be written off. Only one bill number per agreement can be entered in the same batch. If more than one bill with the same agreement is to be written off, a separate batch for each bill number should processed.

(5) Balance the batch and inquire status. The status code should be 2.

9.3. Re-establish a Bill - A bill previously written off may be re-established. A write off transaction brings all amount fields to zero, so there is not a system control to assure that the amount re-established is the same as the amount written off. The re-establishment must be in the same fund code as the original. A re-established bill places the receivable in the Allowance for Doubtful Account.

a. Re-establish a Bill -

(1) Prepare and enter a Format 14 batch header. Press ***Enter***.

(2) The Accounts Receivable Menu is displayed with Option Code A. Type Selection Code **08**. Press ***Enter***.

(3) The write off screen is displayed with Request Code A, Agy-Rgn/Dist, and Batch ID. Enter agree/contract number and 6 digit bill number. Enter the amount on the Reestablish Bill-Principal line under the increase amount column.

(4) Balance the batch. Correct status code is ***2***. See Figure 9J-155 for a completed re-establish write off screen.

```
                                        FORMAT 14
                                        WRITE OFFS
REQUEST CODE: A
AGY-CODE: T    RGN-DIST: 1         BATCH-ID: XXXXX1XXX
AGREE/CONTRACT NUMBER: XXXXXXXXX        BILL NUMBER: XXXXXX

OPTIONS                            APP/LIM/ALLOT/IND    INCREASE AMT   DECREASE AMT


WRITE OFF                  :


REESTABLISH BILL--PRINCIPAL:                            100000


                OVERHEAD :


          INTEREST        :
          PENALTY INTEREST:
          ADMIN CHG       :
          FINES/PENALTIES :
IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 9J-155 Reestablish Write Off

Chapter 10 - Miscellaneous Actions

10.1. Introduction - Refunds may be issued because of an advanced payment balance or a credit balance remaining on a completed agreement.

10.2. Refunds - Advances and Credit Balances -

a. Advances - Advances are amounts received on specific agreements in contemplation of goods, services, or other assets to be provided. Advances are liquidated when charges are made to the appropriate account upon actual or constructive delivery of the requested goods or services. Any advance balance unearned at the completion of the agreement must be refunded.

The steps to refund an unearned advance balance follow:

(1) Prepare and enter a Format 14 batch header. The schedule/CD will be V for all agreements.

(2) The Accounts Receivable Menu is displayed. Enter Selection Code **07** and Option Code **A**. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 07    OPTION CODE: A

SELECTION                      OPTION   SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT       P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP      I
 3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT             P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                 I
 5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY            P
 6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW        P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY    P
 8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT         P
 9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY            I
10. REVERSE BILL               R         29. TRANSACTION HISTORY          P
11. ADJUST BILL AMOUNTS        A-I-P     30. OIL POLLUTION BILL INQUIRY   P
                                         31. CPC-CASE-NUMBER INQUIRY      I-P
```

Figure 9J-156 Accounts Receivable Menu

(3) The Refund Advance/Credit Balance Screen is displayed with Request Code **A**, Agy-Code, Rgn/Dist, Batch-ID, and Schedule/CD. Enter the agree/contract number. Enter the amount on the Refund Advance line. Press ***Enter***.

```
                                FORMAT 14
                        REFUND ADVANCE/CREDIT BALANCE

REQUEST CODE:  A
AGY-CODE:  T     RGN/DIST:  1     BATCH-ID:  XXXXX1XXX     SCHEDULE-CD:  V
AGREE/CONTRACT NUMBER :  XXXXXXXXX     BILL NUMBER:
OPTIONS               AMOUNT
REFUND ADVANCE:       XXXXX
REFUND CREDIT:
IF LAST SCREEN ENTRY - ENTRY (YES):
```

Figure 9J-157 Refund Advance/Credit Balance Screen

(4) Balance the batch and inquire the status. The status should be 4. This batch must be previewed and released for payment.

(5) The Accounts Receivable Outstanding Advances, Part III, RIS Number I-J, is generated monthly. This report lists the outstanding advances by appropriation and agreement number as of monthend.

REGION/DISTRICT: PART III — DEPARTMENT OF TRANSPORTATION — PAGE NUMBER: 1
ACCOUNTS RECEIVABLE OUTSTANDING ADVANCES — RIS NUMBER : I-J
AS OF 07/31/90

APP/LIM/ALL/IND	AGREE-NUM	ADVANCE BALANCE
001 8 00 0	AC0116008	795.00
	NI1554VE8	545.51
	NI1584H08	125.00
	NI2390BE8	652.42
	NI2691SA8	214.00
	NI6014IS8	2,910.00
001 8 00 0	TOTAL	5,241.93
001 8	TOTAL	5,241.93
001 9 00 0	AAC143050	44.36
	AC0105VB1	1,542.00
	AC0105001	687.00
	AC0277VN9	5,225.16
	NAT236000	.01
001 9 00 0	TOTAL	7,498.53
001 9	TOTAL	7,498.53
RGN/DIST TOTAL		12,740.46

Figure 9J-158 Accounts Receivable Outstanding Advances

b. Credit balances - Credit balances on an agreement can be refunded. This option should only be used if no other charges will be applied against the agreement.

Before the credit balance can be refunded,

- A credit balance must be previewed and assigned a bill number.
- The monthly billing cycle must run before an amount can be refunded.
- Only amounts in billed principal and/or billed overhead can be refunded.

The steps to refund a credit balance remaining on a completed agreement follows:

(1) Bill Formats 1080 and 1114.

(a) Prepare and enter a Format 14 batch header. The schedule/CD will be V for all agreements.

(b) The Accounts Receivable Menu is displayed. Enter Selection Code **07** and Option Code **A**. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 07    OPTION CODE: A

SELECTION                      OPTION   SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY             I
10. REVERSE BILL               R         29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS        A-I-P     30. OIL POLLUTION BILL INQUIRY    P
                                         31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9J-159 Accounts Receivable Menu

(c) The Refund Advance/Credit Balance Screen is displayed with Request Code A, Agy-Code, Rgn/Dist, Batch-ID, and Schedule-CD. Enter the agree/contract number, bill number (6 digits), and the amount on the Refund Credit Line. Press ***Enter***.

```
                                  FORMAT 14
                          REFUND ADVANCE/CREDIT BALANCE

REQUEST CODE:  A
AGY-CODE:  T     RGN/DIST:  1     BATCH-ID:  XXXXX1XXX     SCHEDULE-CD:  V
AGREE/CONTRACT NUMBER :  XXXXXXXXX     BILL NUMBER:  XXXXXX
OPTIONS              AMOUNT
REFUND ADVANCE:
REFUND CREDIT:       XXXXX
IF LAST SCREEN ENTRY - ENTRY (YES):
```

Figure 9J-160 Refund Advance/Credit Balance Screen

(d) Balance the batch and inquire the status. The status should be 4. This batch must be previewed and released for payment.

(e) A courtesy copy of the credit bill can be sent to the customer.

```
                                BILL FOR COLLECTION

DEPARTMENT OF TRANSPORTATION                          IN LIEU OF SF-1114/1080
P. O. BOX 2508
OKLAHOMA CITY OK 73125
PLEASE CONTACT: J. JACK FLASH      918-456-7890

BILL TO:                                    AGREEMENT NO: NI0787NZ8
USAF, UNIQUE AFB                                 DATE OF BILL: 07/17/90
2852 ABG/ACFSCM                                  BILL NUMBER:  01127
ATTN. ACCOUNTING & FINANCE
UNIQUE AFB    CA 90650
*******************************************************************************

CHARGES THROUGH:   06/30/90

DESC OF CHARGES :  REF:  NAT I 787 - FAA DEPOT SUPPLY SUPPORT.
                   SEE ATTACHMENT) REF 50794107

PAST-DUE BALANCE      (DISREGARD IF PAID)                          $    .00

LATE CHARGES ON PAST-DUE BALANCE
           INTEREST                                      .00
           PENALTY                                       .00
           FAA HANDLING CHARGE                .00                      .00

CURRENT DIRECT CHARGES                                653.37-
ADMINISTRATIVE OVERHEAD                                65.34-
OVERHEAD NON-FEDERAL                               .00
DEPRECIATION AND INTEREST                             .00

           TOTAL CURRENT CHARGES                      718.71-

           LESS ADVANCE APPLIED                .00

                      TOTAL CURRENT BILLING AMOUNT                  718.71-

                      TOTAL AMOUNT DUE    *DO NOT PAY*              $ 718.71-
                                                                    ***********
DATE PAYMENT DUE:  08/16/90
                   ********
MAKE CHECK PAYABLE TO:  DEPARTMENT OF TRANSPORTATION

ACCOUNTING DATA (DOT FILE NO/BILL NO/AMOUNT)
NI0787NZ8/01127A/          718.71-


              **RETURN COPY OF THIS BILL WITH REMITTANCE TO ABOVE ADDRESS**
```

Figure 9J-161 Credit Bill-Bill Format 1114/1080

(2) Bill Format 1081.

(a) If an existing credit balance on an agreement should be refunded, preview and assign a bill number.

(b) A credit bill will be generated. Send a copy to the DAFIS Operations Branch.

SF1081-EDP VOUCHER AND SCHEDULE
OF WITHDRAWALS AND CREDITS

TRANSACTION DATE
09/30/90

CUSTOMER AGENCY	BILLING AGENCY
VOUCHER NO.:	VOUCHER NO.: 10108
AGENCY LOCATION CODE (ALC):	AGENCY LOCATION CODE (ALC): 69-00-1103
DEPARTMENT: DEPARTMENT OF TRANSPORTATION	DEPARTMENT: DEPT OF TRANSPORTATION
BUREAU: OFFICE OF THE SECRETARY	BUREAU:
ADDRESS: OFFICE OF THE ADM. OPRS. ACCTG	ADDRESS: DOT P.O. BOX 257 GEORGIA CITY, TX 789994915

SUMMARY APPROPRIATION OR FUND SYMBOL AMOUNT	SUMMARY APPROPRIATION OR FUND SYMBOL AMOUNT
	6901301 -232.38

OPAC SYSTEM
SF 1081

THIS AMOUNT SHOULD BE CLASSIFIED IN
SECTION I AND II OF YOUR SF-224 AS
A DISBURSEMENT FOR MONTH OF OCT 1990.

TOTAL -232.38	TOTAL -232.38

REIMBURSABLE AGREEMENT NAT820 1ANA0720A11

BILLING AGENCY CONTACT: GEORGE FOREMAN 405/567-8901

PREPARED BY: _____ INCLUDES OVERHEAD OF $- 21.13

APPROVED BY: _____ TELEPHONE NO.: _____

CERTIFICATION OF CUSTOMER OFFICE

I CERTIFY THAT THE ITEMS LISTED HEREIN ARE CORRECT AND PROPER FOR PAYMENT FROM AND TO THE APPROPRIATION(S) DESIGNATED.

_____ _____
DATE (AUTHORIZED ADMINISTRATIVE OR CERTIFYING OFFICER)

_____ _____
(TELEPHONE NO.) (DATE REPORTED ON SF-224)

Figure 9J-162 Credit Bill-Bill Format 1081

(c) The DAFIS Operations Branch will enter the refund on the On-line Payment and Collection (OPAC) System, and prepare an N schedule to record the refund in DAFIS.

(d) The daily batch proof listing (RIS Number I-A) will contain the batch and schedule number. This information may be annotated on the credit bill as reference.

THIS PAGE INTENTIONALLY BLANK

Chapter 11 - On-Line Inquiries

11.1. Introduction - On-line inquiries are provided to obtain current information about an agreement, a contract, or a specific receivable. The user may access the inquiries through the Accounts Receivable Menu by press the ***PF13*** function key. Inquiries may be made at any time and as frequently as desired.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE:     OPTION CODE:

SELECTION                      OPTION   SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT       P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP      I
 3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT             P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                 I
 5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY            P
 6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW        P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY    P
 8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT         P
 9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY            I
10. REVERSE BILL               R         29. TRANSACTION HISTORY          P
11. ADJUST BILL AMOUNTS        A-I-P     30. OIL POLLUTION BILL INQUIRY   P
                                         31. CPC-CASE-NUMBER INQUIRY      I-P
```

Figure 9J-163 Accounts Receivable Menu

11.2. On-Line Inquiries - Several on-line inquiries are available providing data upon request.

a. Accounts Receivable File Update - The inquiry function provides information about the Accounts Receivable Master Record established previously.

(1) Enter Selection Code **01** and Option Code **I** on the Accounts Receivable Menu accessed by pressing the ***PF13*** function key. Press ***Enter***.

(2) The Accounts Receivable Master Record Screen is displayed with Agency Code. Enter region/district and agree/contract num. Press ***Enter***.

```
                        ACCOUNTS RECEIVABLE MASTER RECORD
REGION/DISTRICT       :   AGREE/CONTRACT NUM :             AGENCY CODE  : T
BILLING OFFICE        :   BILL AGREE & SUFFIX:             INACTIVE FLAG:
APP/LIM/ALLOT/IND     :              VENDOR TYPE & SSN     :
PUBLIC GOVT INDICATOR :              BILLING STAGE         :
BILLING FREQUENCY     :              CPC-CASE-NUMBER       :
OVERHEAD RATE         :              OVERHEAD RATE GEN FUND:
EXCEPTION BILLING FLAG:              ASSESS LATE CHARGE    :
FIXED BILLING AMOUNT  :              BILL FORMAT/BILL DAY  :
BILL MONTHS           :              ADDRESS CODE          :
REASON FOR DEBT       :



DESCR OF CHARGES      :



ADMIN-OH-FLT-INSP     :              OH-NONFED-FLT-INSP    :
DEP-INT-FLT-INSP      :              ADDL-ADM-TNG          :
BILL PREVIEW NUM      :                      AID/PIO NUMBER:
TERM USER ID          :                      PROCESS DATE  :
IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9J-164 Accounts Receivable Master Record

(3) The Accounts Receivable Master Record for the agreement requested will be displayed. If a hard copy is needed, use the print screen function.

b. Status of an Agreement (RIS Number: AR-1). This inquiry provides an overall status of an agreement/contract.

(1) Enter Selection Code **20** and Option Code **P** on the Accounts Receivable Menu accessed by pressing the ***PF13*** function key.

(2) The status of an agreement inquiry screen is displayed. Enter rgn-dist and agree/num. The agree/num should be entered as it is on the Accounts Receivable Master Record. Press ***Enter***.

```
                    ** INQUIRY COMPLETE **/ENTER KEYS ONLY
                        STATUS OF AN AGREEMENT INQUIRY
*RGN-DIST      :  1
*AGREE-NUM     :  NI4387BF8
*AGY-CODE      :  T
*PRINTER ID    :  UAD03
```

Figure 9J-165 Status of an Agreement Inquiry

(3) The Accounts Receivable Inquiry Status of an Agreement is printed.

```
                                                  ACCOUNTS RECEIVABLE INQUIRY                                    RIS NUMBER :  AR-1
RGN-DIST :  1                                        STATUS OF AN AGREEMENT                                      PAGE NUMBER:  1
AGREEMENT:  NI4387BF8                                     AS OF 07/31/90

GAG       BILL PRINCIPAL   :                      COLL PRINCIPAL   :                      PY COLL PRINCIPAL   :
          BILL OVERHEAD    :                      COLL OVERHEAD    :                      PY COLL OVERHEAD    :
          BILL FINES/PEN   :                      COLL FINES/PEN   :                      PY COLL FINES/PEN   :
          BILL INTEREST    :                      COLL INTEREST    :                      PY COLL INTEREST    :
          BILL PENALTY INT :                      COLL PENALTY     :                      PY COLL PENALTY INT :
          BILL ADMIN       :        12.00         COLL ADMIN       :                      PY COLL ADMIN       :
          UNBILLED         :                      ESTIMATES        :                      RESERVE ACCOUNT     :
          READY TO BILL    :                      ADVANCES         :

GLA       BILL PRINCIPAL   :                      COLL PRINCIPAL   :                      PY COLL PRINCIPAL   :
          BILL OVERHEAD    :                      COLL OVERHEAD    :                      PY COLL OVERHEAD    :
          BILL FINES/PEN   :                      COLL FINES/PEN   :                      PY COLL FINES/PEN   :
          BILL INTEREST    :       125.78         COLL INTEREST    :                      PY COLL INTEREST    :
          BILL PENALTY INT :                      COLL PENALTY     :                      PY COLL PENALTY INT :
          BILL ADMIN       :                      COLL ADMIN       :                      PY COLL ADMIN       :
          UNBILLED         :                      ESTIMATES        :                      RESERVE ACCOUNT     :
          READY TO BILL    :                      ADVANCES         :

GCB       BILL PRINCIPAL   :                      COLL PRINCIPAL   :                      PY COLL PRINCIPAL   :
          BILL OVERHEAD    :       385.93         COLL OVERHEAD    :         575.61       PY COLL OVERHEAD    :
          BILL FINES/PEN   :                      COLL FINES/PEN   :                      PY COLL FINES/PEN   :
          BILL INTEREST    :                      COLL INTEREST    :                      PY COLL INTEREST    :
          BILL PENALTY INT :                      COLL PENALTY     :                      PY COLL PENALTY INT :
          BILL ADMIN       :                      COLL ADMIN       :                      PY COLL ADMIN       :
          UNBILLED         :                      ESTIMATES        :                      RESERVE ACCOUNT     :
          READY TO BILL    :                      ADVANCES         :

001 8 000 BILL PRINCIPAL   :    16,821.94         COLL PRINCIPAL   :      12,887.94       PY COLL PRINCIPAL   :
          BILL OVERHEAD    :     1,682.19         COLL OVERHEAD    :       1,288.79       PY COLL OVERHEAD    :
          BILL FINES/PEN   :                      COLL FINES/PEN   :                      PY COLL FINES/PEN   :
          BILL INTEREST                           COLL INTEREST    :                      PY COLL INTEREST    :
          BILL PENALTY INT :                      COLL PENALTY     :                      PY COLL PENALTY INT :
          BILL ADMIN       :                      COLL ADMIN       :                      PY COLL ADMIN       :
          UNBILLED         :     6,325.09         ESTIMATES        :                      RESERVE ACCOUNT     :
          READY TO BILL    :     6,290.09         ADVANCES         :

001 8 000 BILL PRINCIPAL   :     2,474.47         COLL PRINCIPAL   :      12,887.94       PY COLL PRINCIPAL   :
          BILL OVERHEAD    :       247.45         COLL OVERHEAD    :       1,288.79       PY COLL OVERHEAD    :
          BILL FINES/PEN   :                      COLL FINES/PEN   :                      PY COLL FINES/PEN   :
          BILL INTEREST                           COLL INTEREST    :                      PY COLL INTEREST    :
          BILL PENALTY INT :                      COLL PENALTY     :                      PY COLL PENALTY INT :
          BILL ADMIN       :                      COLL ADMIN       :                      PY COLL ADMIN       :
          UNBILLED         :        94.25         ESTIMATES        :                      RESERVE ACCOUNT     :
          READY TO BILL    :                      ADVANCES         :

OTHER     COLL PRINCIPAL   :
          COLL OVERHEAD    :
          COLL FINES/PEN   :
```

Figure 9J-166 Status of an Agreement Inquiry

(4) All money fields for the agreement/contract are summarized by appropriation/limitation/allot/indicator. The "Unbilled" and "Ready-to-Bill" amounts do not include charges still on the Batch Control File which have not been extracted during the receivable nightly process.

c. Agreement Number Rollup (RIS Number: AR-2) - This inquiry provides either the billing office and/or the incurring office(s) all agreement numbers established on the Accounts Receivable Master Record which will consolidate into a single bill at the time of billing.

(1) Enter Selection Code **21** and Option Code **I** on the Accounts Receivable Menu accessed by pressing the ***PF13*** function key. Press ***Enter***.

(2) The Agreement Number Rollup Inquiry Screen is displayed. Enter the rgn-dist and bill-agreement-number as it is on the Accounts Receivable Master Record. Press ***Enter***.

```
                    AGREEMENT NUMBER ROLLUP INQUIRY

*RGN-DIST          :  1
*BILL-AGREE-NUM    :  NATI1346
*AGY-CODE          :  T
```

Figure 9J-167 Agreement Number Rollup Inquiry

(3) The Agreement Number Rollup Inquiry Screen for the requested Bill-Agree-Num is displayed. To obtain a hard copy, use the print screen function.

```
                          INQUIRY COMPLETE / ENTER KEYS ONLY
                           AGREEMENT NUMBER ROLLUP INQUIRY
                                   AS OF 12/05/90                    RIS NUMBER:  AR-2

*RGN-DIST       :  1
*BILL-AGREE-NUM :  NATI1346
*AGY-CODE       :  T
   AGREEMENTS
     NI1346SP1
     NI1346SP8
     NI1875SP8
     NI1876SP8
     NI1877SP8
     NI2050SP8
     NI2051SP8
     NI2052SP8
     NI2053SP8
```

Figure 9J-168 Agreement Number Rollup Inquiry

(4) This report provides a listing of all agreements citing the same bill agreement number as specified in the request.

d. Customer Account Inquiry (RIS Number: AR-3) - This inquiry provides a printout of all outstanding bills for a single debtor.

(1) Enter Selection Code **22** and Option Code **I** on the Accounts Receivable Menu accessed by pressing the ***PF13*** function key.

(2) The customer account inquiry screen is displayed with the Agy-Code and Printer-ID. Enter the rgn-dist, vend-type, and vendor. The vendor information is the same as on the Accounts Receivable Master Record. Press ***Enter***.

```
                          CUSTOMER ACCOUNT INQUIRY
*RGN-DIST   :  1
*VEND-TYPE  :  3
*VENDOR-SSN :  ARF000008
*AGY-CODE   :  T
*PRINTER ID :  UAD03
```

Figure 9J-169 Customer Account Inquiry

(3) The customer account is printed showing the outstanding bills for a specific debtor.

```
                                        ACCOUNTS RECEIVABLE INQUIRY                          RIS NUMBER :  AR-3
RGN/DIST:  1                                  CUSTOMER ACCOUNT                               PAGE NUMBER:  1
CUSTOMER:  ARF000008                            AS OF 11/06/90

           BILL          BILLED          BILLED          BILLED          BILLED            BILLED          BILLED
AGREEMENT   NO          PRINCIPAL       OVERHEAD      FINES/PENALTIES    INTEREST       PENALTY INTEREST    ADMIN

NI0721BF8
NI0721BF8  00319
NI0721BF8  00659         2,784.60        334.60                          148.93                68.11       48.00
NI0721BF8  00997         6,015.60                                        151.89                            24.00
NI0721BF8  01122         4,904.90        588.00                           97.50                            12.00
NI0721BF8  10148         2,202.20        264.00
NI0721BF8  90768
NI0721BF8  91344

NI0721BF8 TOTAL         15,907.30      1,186.60                          398.32                68.11       84.00

NI1369BF8
NI1369BF8 00155
NI1369BF8 00444
NI1369BF8 00745
NI1369BF8 01088         14,305.10      1,716.61                          404.55                            24.00
NI1369BF8 10123         14,960.71      1,795.28

NI1369BF8 TOTAL         29,265.81      3,511.89                          404.55                            24.00

                                          **  END OF REPORT  **
```

Figure 9J-170 Customer Account Printout

(4) This report provides all billed amounts still uncollected by bill number with totals by agreement/contract. The billed amounts are principal, overhead, fines/penalties, interest, penalty interest, and administrative charges. Up to ten agreements/contracts will print on the report for a specific debtor.

e. Bill Inquiry (RIS Number: AR-4) - This inquiry obtains the status when only a bill number is known.

(1) Enter Selection Code **23** and Option Code **I** on the Accounts Receivable Menu accessed by pressing ***PF13***. Press ***Enter***.

(2) The Bill Inquiry request screen is displayed with Agy-Code. Enter rgn-dist and the first five digits of the bill-no. Press ***Enter***.

```
                    BILL INQUIRY

*RGN-DIST            : 1
*BILL-NO             : 00989
*AGY-CODE            : T
```

Figure 9J-171 Bill Inquiry Request

(3) The Bill Inquiry screen is displayed with information about requested bill number. If a hard copy is needed, use the print screen function.

```
                        **  INQUIRY COMPLETE  **/ENTER KEYS ONLY
                                    BILL INQUIRY
                          AS OF 07/31/90            RIS NUMBER:  AR-4

*RGN-DIST             : 1
*BILL-NO              : 00989
*AGY-CODE             : T
 VENDOR NUMBER        : ARG000240
 BILL DATE            : 071690
 RESERVE ACCT         :
 BILLED PRINCIPAL     :                    910.89     COLL PENALTY          :
 BILLED OVERHEAD      :                               COLL ADMIN            :
 BILLED INTEREST      :                               PY COLL PRINCIPAL     :
 BILLED PENALTY       :                               PY COLL OVERHEAD      :
 BILLED ADMIN         :                               PY COLL INTEREST      :
 COLL PRINCIPAL       :                               PY COLL PENALTY       :
 COLL OVERHEAD        :                               PY COLL ADMIN         :
 COLL INTEREST        :
 TREASURY RATE        :  .09000            ASSESSED THRU DATE    :
 PENALTY RATE         :  .06000            ASSESSED THRU DATE    :
 ADMIN RATE           :   12.00            ASSESSED THRU DATE    :
```

Figure 9J-172 Bill Inquiry

(4) The report provides the vendor number, bill date, status of collections and outstanding receivables. If the bill is set up as an uncollectible debt, the reserve account field will contain a balance. The treasury penalty, and administrative rates shown on the bill inquiry are the rates in effect when the bill was established.

f. Agreement History (RIS Number: AR-5) - This inquiry provides a printout containing all charges (unbilled, ready-to-bill, billed and collected) for a single agreement/contract. Also, the bill numbers are provided on the billed and collected charges. If a bill is reported as uncollectible, a balance will be reported in the reserve account. If any estimates or advances are made on the agreement, the balances will be listed on this report.

(1) Enter Selection Code **24** and Option Code **P** on the Accounts Receivable Menu accessed by pressing ***PF13***. Press ***Enter***.

(2) The Agreement History Inquiry request screen will be displayed with the Agy-Code and Printer ID. Enter rgn-dist and agree-num as recorded on the Accounts Receivable Master Record. Press ***Enter***.

```
                    AGREEMENT HISTORY INQUIRY

*RGN-DIST                    : 1
*AGREE-NUM                   : AAC118000
*AGY-CODE                    : T
*PRINTER ID                  : UAD03
```

Figure 9J-173 Agreement History Inquiry Request

(3) The Agreement History for the requested agreement contract is printed.

```
                                                    ACCOUNTS RECEIVABLE INQUIRY                                                  RIS NUMBER :  AR-5
RGN-DIST :  1                                            AGREEMENT HISTORY                                                       PAGE NUMBER:  1
AGREEMENT:  AAC118000                                      AS OF 07/31/90

BILL NO APP/LIM/ALLOT

91271A 901   9   000    BILL PRINCIPAL   :              COLL PRINCIPAL   :  883.87          PY COLL PRINCIPAL   :
                        BILL OVERHEAD    :              COLL OVERHEAD    :                  PY COLL OVERHEAD    :
                        BILL FINES/PEN   :              COLL FINES/PEN   :                  PY COLL FINES/PEN   :
                        BILL INTEREST    :              COLL INTEREST    :                  PY COLL INTEREST    :
                        BILL PENALTY     :              COLL PENALTY     :                  PY COLL PENALTY     :
                        BILL ADMIN       :              COLL ADMIN       :                  PY COLL ADMIN       :
                        UNBILLED         :              ESTIMATES        :                  RESERVE ACCOUNT     :
                        READY TO BILL    :              ADVANCES         :

01166A 901   9   000    BILL PRINCIPAL   :              COLL PRINCIPAL   :  650.12          PY COLL PRINCIPAL   :
                        BILL OVERHEAD    :              COLL OVERHEAD    :                  PY COLL OVERHEAD    :
                        BILL FINES/PEN   :              COLL FINES/PEN   :                  PY COLL FINES/PEN   :
                        BILL INTEREST    :              COLL INTEREST    :                  PY COLL INTEREST    :
                        BILL PENALTY     :              COLL PENALTY     :                  PY COLL PENALTY     :
                        BILL ADMIN       :              COLL ADMIN       :                  PY COLL ADMIN       :
                        UNBILLED         :              ESTIMATES        :                  RESERVE ACCOUNT     :
                        READY TO BILL    :              ADVANCES         :

       001   9   000    BILL PRINCIPAL   :              COLL PRINCIPAL   :                  PY COLL PRINCIPAL   :
                        BILL OVERHEAD    :              COLL OVERHEAD    :                  PY COLL OVERHEAD    :
                        BILL FINES/PEN   :              COLL FINES/PEN   :                  PY COLL FINES/PEN   :
                        BILL INTEREST    :              COLL INTEREST    :                  PY COLL INTEREST    :
                        BILL PENALTY     :              COLL PENALTY     :                  PY COLL PENALTY     :
                        BILL ADMIN       :              COLL ADMIN       :                  PY COLL ADMIN       :
                        UNBILLED         :  917.09      ESTIMATES        :                  RESERVE ACCOUNT     :
                        READY TO BILL    :  917.09      ADVANCES         :

00981A 001   9   000    BILL PRINCIPAL   :  910.89      COLL PRINCIPAL   :                  PY COLL PRINCIPAL   :
                        BILL OVERHEAD    :              COLL OVERHEAD    :                  PY COLL OVERHEAD    :
                        BILL FINES/PEN   :              COLL FINES/PEN   :                  PY COLL FINES/PEN   :
                        BILL INTEREST    :              COLL INTEREST    :                  PY COLL INTEREST    :
                        BILL PENALTY     :              COLL PENALTY     :                  PY COLL PENALTY     :
                        BILL ADMIN       :              COLL ADMIN       :                  PY COLL ADMIN       :
                        UNBILLED         :              ESTIMATES        :                  RESERVE ACCOUNT     :
                        READY TO BILL    :              ADVANCES         :

PRIOR BILLS             COLL PRINCIPAL   :
                        COLL OVERHEAD    :
                        COLL FINES/PEN   :
                        COLL INTEREST    :
                        COLL PENALTY     :
                        COLL ADMIN       :

                                                          ** END OF REPORT **
```

Figure 9J-174 Agreement History

(4) This report provides all amounts in the agreement by Bill Number and by App/Lim/Allot.

g. Agreements for Preview (RIS: AR-6) - This inquiry provides a printout of all agreements which have accrued charges and have not yet been previewed. This report should be utilized during the billing preview cycle to assure charges are billed that should be.

(1) Enter the Selection Code **25** and Option Code **P** on the Accounts receivable Menu accessed by pressing ***PF13***. Press ***Enter***.

(2) The Agreements for Preview request screen will be displayed with the Agy-Code and Printer-ID. Enter the rgn-dist. Press ***Enter***.

```
                        ENTER KEYS ONLY
                          AGREEMENTS FOR PREVIEW

*RGN-DIST               : 1
*AGY-CODE               : T
*PRINTER-ID             : UAD03
```

Figure 9J-175 Agreements for Preview Request

(3) The Agreement for Preview list is printed.

```
                                                                                  RIS NUMBER:          AR-6
                                        ACCOUNTS RECEIVABLE INQUIRY               PAGE NUMBER:            1
RGN/DIST:  1                              AGREEMENTS FOR PREVIEW
                                             AS OF 07/31/90

AGREEMENT            BILL NUMBER                    BILL FREQUENCY

AAC118001                                                  M
AAC128002                                                  M
AAC148001                                                  Q
AAC149001                                                  Q
AAC150001                                                  Q
AAC178001                                                  Q
AAC179001                                                  M
AAC181001                                                  M
AAC191001                                                  Q
AAC199001                                                  Q
```

Figure 9J-176 Agreements for Preview

(4) The report provides a listing of agreements and bill frequency as established on the Accounts Receivable Master Record. If the preview has been accomplished, the bill number will be shown on the report. If bill number is blank, the agreement needs to be previewed in order to be billed.

h. Uncollectible Account Subsidiary (RIS Number: AR-7) - This inquiry provides a listing of all bills placed into the Reserve Account.

(1) Enter Selection Code **26** and Option Code **P** on the Accounts Receivable Menu accessed by pressing ***PF13***. Press ***Enter***.

(2) The Uncollectible Account Subsidiary request screen is displayed with the Agy-Code and the Printer-ID. Enter rgn/dist and approp-code (first 3 digits). Press ***Enter***.

```
                UNCOLLECTIBLE ACCOUNT SUBSIDIARY

*RGN/DIST             : 1
*APPROP-CODE          : XXX
*AGY-CODE             : T
*PRINTER-ID           : UAD03
IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9J-177 Uncollectible Account Subsidiary Request

(3) The Uncollectible Account Subsidiary list for the Approp-Code requested is printed.

```
                                    ACCTS RECEIVABLE
                                      AS OF 12/10/90                PAGE NUMBER: 1
                                UNCOLLECTIBLE ACCOUNT SUBSIDIARY

APPROP-CODE  XXX

BILL NUMBER                                    RESERVE ACCOUNT

0QMBB                                             567.46
00180                                           1,342.33
00310                                           8,314.02
8MX00                                             200.00
8MXA0                                             300.00
9FNBB                                             220.06
9IRBB                                             459.78
9KPBB                                          10,601.14
9KSBB                                             480.91
9KTBB                                             667.53
9LPBB                                           2,010.00
9LPBC                                             398.47
9MRBB                                             490.00
9MXBC                                             296.00

TOTAL RECORDS:  14

                                        **  END OF REPORT  **
```

Figure 9J-178 Uncollectible Account Subsidiary

(4) The report lists all bills for the request Approp-Code moved into the Reserve Account (General Ledger Account 13FY-Allowance for Uncollectible Accounts).

i. Accounts Receivable Master File print (RIS Number: AR-8) - This inquiry provides for a region/district.

(1) Enter Selection Code **27** and Option Code **P** on the Accounts Receivable Menu accessed by pressing ***PF13***. Press ***Enter***.

(2) The Accounts Receivable Master File request screen is displayed with the Agy-Code and the Printer-ID. Enter rgn-dist. Press ***Enter***.

```
                    ACCOUNTS RECEIVABLE MASTER FILE

*RGN-DIST              : 1
*AGY-CODE              : T
*PRINTER-ID            : UAD03
IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9J-179 Accounts Receivable Master File Request

(3) The Accounts Receivable Master File is printed.

```
REGION: 1                                                                    RIS NUMBER:  AR-8
                                    ACCOUNTS RECEIVABLE MASTER FILE
                                              AS OF 02/07/90                 PAGE NUMBER:   1

                BILL      APP/LIM/          P/   BILL  LATE  O/H  O/H     FIXED FIXED BILL BILL PROJECT       SYS CODE/
AGREEMENT   BO AGREEMENT  ALLOT/IND  VENDOR  G  STAGE  CHG  RATE  GFR EXC  AMT    MONTHS    DAY  NUMBER        JOB NUMBER

AACJURY     T1 AACJURY    *01 9 000 ARG000285 G  AEU    N   .000 .000       .00
AAC102041   T1 AAC102041  *01 9 000 ARG000315 G  EXP    N   .100 .000       .00
AAC106000   T1 AAC106000  *01 9 000 ARG000054 G  EXP    N   .000 .000       .00                  2AC10600      P2AC10600
                                                                                                  3AC10600      P3AC10600
                                                                                                  4AC10600      P4AC10600

AAC115000   T1 AAC115000  *01 9 000 ARG000129 G EXP    N    .000 .000       .00
AAC116IR1   T1 AAC116IR1  *01 9 000 ARF000026 P EXP    N    .000 .020       .00                  NAI488
AAC125002   T1 AAC125002  *01 9 000 ARG000369 G EXP    N    .100 .000       .00                  789363        A789363
AAC129000   T1 AAC129000  *01 9 000 ARG000132 G EXP    N    .100 .000       .00
AAC132000   T1 AAC132000  *01 9 000 ARG000066 G EXP    N    .100 .000       .00                  3AC13201      P3AC13201
                                                                                                  4AC13200      P4AC13200
```

Figure 9J-180 Accounts Receivable Master File

j. 1081 Bill Inquiry (RIS Number: AR-10) - This inquiry provides the status of a 1081 bill.

(1) Enter Selection Code **28** and Option Code **I** on the Accounts Receivable Menu accessed by pressing ***PF13***. Press ***Enter***.

(2) The 1081 Bill Inquiry request screen is displayed with the Agy-Code. Enter the rgn-dist and the bill-no (the first five digits). Press ***Enter***.

```
                          1081 BILL INQUIRY
                                   RIS NUMBER:  AR-10
*RGN-DIST              : 1
*BILL-NO               : XXXXX
*AGY-CODE              : T
IF LAST SCREEN ENTRY, ENTER (YES):
```

Figure 9J-181 Bill Inquiry Request

(3) If the bill has not been collected, the amount billed will be displayed on the completed inquiry.

```
        ** INQUIRY COMPLETE **/ENTER KEYS ONLY
                  1081 BILL INQUIRY
            AS OF 08/13/90  RIS NUMBER: AR-10

*RGN-DIST              : 1
*BILL-NO               : XXXXX
*AGY-CODE              : T
BILL-NO  AGREE-NO  AMOUNT BILLED
XXXXXT   AC0267VN9        3,450.60
IF LAST SCREEN ENTRY, ENTER (YES):
```

Figure 9J-182 1081 Bill Inquiry - Outstanding Bill

(4) If the bill has been collected, the amount billed will be 0.00 on the completed inquiry.

```
** INQUIRY COMPLETE **/ENTER KEYS ONLY
                  1081 BILL INQUIRY
          AS OF 07/31/90  RIS NUMBER: AR-10

*RGN-DIST                    : 1
*BILL-NO                     : XXXXX
*AGY-CODE                    : T
BILL-NO  AGREE-NO  AMOUNT BILLED
XXXXXT   AC005LAC1           0.00
IF LAST SCREEN ENTRY, ENTER (YES):
```

Figure 9J-183 1081 Bill Inquiry - Bill Collected

(5) The DAFIS Operations Branch will enter the collection on the On-Line Payment and Collection (OPAC) System, and prepare a B schedule recording the collection in DAFIS.

(6) The Batch Proof Listing (RIS Number: I-A) will contain the batch and schedule number. This information may be annotated on the 1081 Bill as reference.

k. Transaction History (RIS Number: AR-All) - This inquiry provides printouts of detailed transactions for a specific agreement. There are four options that can be selected.

Option	
A	Billed/Ready-to-Bill/Unbilled
B	Collections/Advances
C	Reserve/Estimates
D	All of the Above

(1) Enter Selection Code **29** and Option Code **P** on the Accounts Receivable Menu accessed by pressing ***PF13***. Press ***Enter***.

(2) The Accounts Receivable Transaction History request screen is displayed with the Agy-Code and Printer-ID. Enter rgn/dist, agreement, and option which are mandatory fields. Bill number is not mandatory but can be entered when applicable. The bill number requires six digits to be entered.

```
                          ACCOUNTS RECEIVABLE
                          TRANSACTION HISTORY
                          = * MANDATORY ENTRY

*   RGN/DIST      : 1
*   AGREEMENT     : AAC115000
*   OPTION        : A
    BILL NUMBER   :
*   AGY-CODE      : T      PRINTER-ID:  UAD03
OPTIONS
A  BILLED/READY-TO-BILL/UNBILLED
B  COLLECTIONS/ADVANCES
C  RESERVE/ESTIMATES
D  ALL OF THE ABOVE
```

Figure 9J-184 Accounts Receivable Transaction History Request

(3) If Option A (billed/ready-to-bill/unbilled) for an agreement only is desired, enter rgn/dist, agreement, and option. Press ***Enter***.

```
                                    ACCOUNTS RECEIVABLE
                                    TRANSACTION HISTORY
                                    = * MANDATORY ENTRY

*   RGN/DIST       :  1
*   AGREEMENT      :  AAC115000
*   OPTION         :  A
    BILL NUMBER    :
*   AGY-CODE       :  T      PRINTER-ID:  UAD03
OPTIONS
A  BILLED/READY-TO-BILL/UNBILLED
B  COLLECTIONS/ADVANCES
C  RESERVE/ESTIMATES
D  ALL OF THE ABOVE
```

Figure 9J-185 Accounts Receivable Transaction History - Option A

The Accounts Receivable Transaction History with Option A for an agreement only is printed. The printout provides detailed data for the billed, ready-to-bill, and unbilled on each transaction affecting the agreement.

```
                          ACCOUNTS RECEIVABLE TRANSACTION HISTORY
RGN-DIST: 1                              AS OF 07/31/90                          RIS NUMBER:  AR-ALL
AGREEMENT: AAC115000                  SELECTED OPTION: A                       PAGE NUMBER:       1
BILL NUMBER:

CAL     BATCH      DOCUMENT          AR-APP/LIM  IOTV   SCHEDULE  BILL   AMOUNT CODE AMOUNT CODE AMOUNT CODE
DATE    ID         NUMBER            ALLOT/IND   NUMBER NUMBER    NUMBER
890830 892411636 7889GSAJUL26A002 901 9 000                       91270A   883.87 UNB  883.87 RTB
890913 892561EA5 5189AAC115000000                                 91270A   883.87 BIL  883.87-UNB  883.87-RTB
890926 892691636 7889GSAAUG26S000 901 9 000                       00066A   650.12 UNB  650.12-RTB
891020 892921708 518991270A    H01                    M122787     91270A   883.87-BIL
891020 892931EA5 5189AAC115000000                                 00066A   650.12 BIL  650.12-UNB  650.12-RTB
891030 893031636 7890GSASEP260002 001 9 000                       00266A   748.57 UNB  748.57 RTB
891113 893171657 518900066A    H01                    M122810     00066A   650.12-BIL
891114 893181EA5 5190AAC115000000                                 00266A   748.57 BIL  748.57-UNB  748.57-RTB
891204 893381636 7890GSAOCT26N001 001 9 000                       00370A   676.29 UNB  676.29 RTB
891229 893631634 519000266A    H01                    M122848     00266A   748.57-BIL
900103 900031636 7890GSANOV26D002 001 9 000                       00512A   658.48 UNB  658.48 RTB
900110 900101EA5 5190AAC115000000                                 00370A   676.29 BIL  676.29-UNB  676.29-RTB
900130 900301636 7890GSADEC26J001 001 9 000                       00512A   729.62 UNB  729.62 RTB
900212 900431EA5 5190AAC115000000                                 00512A 1,388.10 BIL1,388.10-UNB1,388.10-RTB
900224 900541672 51900370A     H01                    M110194     00370A   676.29-BIL
900228 900591636 7890GSAJAN26F002 001 9 000                       00558A   689.14 UNB  689.14 RTB
900312 900711EA5 5190AAC115000000                                 00558A   689.14 BIL  689.14-UNB  689.14-RTB
900327 900861637 7890GSAFEB26M001 001 9 000                       00671A   716.40 UNB  716.40 RTB
900412 901021EA5 5190AAC115000000                                 00671A   716.40 BIL  716.40-UNB  716.40-RTB
900425 901151668 519000512A    H01                    M161351     00512A 1,388.10-BIL
900427 901161670 519000558A    H01                    M161352     00558A   689.14-BIL
900430 901201636 7890GSAMAR26A001 001 9 000                       00799A   829.97 UNB  829.97 RTB
900510 901301EA5 5190AAC115000000                                 00799A   829.97 BIL  829.97-UNB  829.97-RTB
900510 901301EA7 5190AAC115000000                                 00799A   676.29-BIL
900511 901311666 519000671A    H01                    M161363     00671A   716.40-BIL
900604 901551636 7890GSAAPR26M001 001 9 000                       00981A   910.89 UNB  910.89 RTB
900619 901701667 519000799A    H01                    M161397     00799A   153.68-BIL
900705 901861637 7890GSAMAY26J002 001 9 000                                917.09 UNB  917.09 RTB
900711 901921EA5 5190AAC115000000                                 00981A   910.89 BIL  910.89-UNB  910.89-RTB

                                SUMMARY OF SELECTED RECORDS
   BILLED      COLLECTIONS      UNBILLED      READY-TO-BILL      ADVANCES      RESERVE       ESTIMATES

   $    910.89                $   917.09  $     917.09
```

Figure 9J-186 Accounts Receivable Transaction History - Option A

(4) If Option A (billed/ready-to-bill/unbilled) for an agreement and a specific bill number is desired, enter rgn/dist, agreement, option and bill number (six digits). Press ***Enter***.

```
                                        ACCOUNTS RECEIVABLE
                                        TRANSACTION HISTORY
                                        = * MANDATORY ENTRY

    *   RGN/DIST       :  1
    *   AGREEMENT      :  AAC115000
    *   OPTION         :  A
      BILL NUMBER      :  00981A
    *   AGY-CODE       :  T        PRINTER-ID:  UAD03
    OPTIONS
    A  BILLED/READY-TO-BILL/UNBILLED
    B  COLLECTIONS/ADVANCES
    C  RESERVE/ESTIMATES
    D  ALL OF THE ABOVE
```

Figure 9J-187 Accounts Receivable Transaction History - Option A - Bill Number

The Accounts Receivable Transaction History with Option A for an agreement and a specific bill number is printed. The printout provides detailed data for the billed, ready-to-bill, and unbilled on each transaction affecting that agreement and bill number.

```
                          ACCOUNTS RECEIVABLE TRANSACTION HISTORY
RGN-DIST:  1                          AS OF 08/02/90                          RIS NUMBER:  AR-ALL
AGREEMENT: AAC115000                SELECTED OPTION: A                        PAGE NUMBER:       1
BILL NUMBER:  00981A

CAL     BATCH      DOCUMENT          AR-APP/LIM  IOTV   SCHEDULE  BILL   AMOUNT CODE AMOUNT CODE AMOUNT CODE
DATE     ID         NUMBER           ALLOT/IND  NUMBER   NUMBER  NUMBER

900604 901551636 7890GSAAPR26M001 001 9 000                        00981A    910.89 UNB  910.89 RTB
900711 901921EA5 5190AAC115000000                                  00981A    910.89 BIL  910.89-UNB  910.89-RTB


                                              SUMMARY OF SELECTED RECORDS
BILLED          COLLECTIONS         UNBILLED        READY-TO-BILL         ADVANCES        RESERVE      ESTIMATES

$  910.89
```

Figure 9J-188 Accounts Receivable Transaction History - Option A - Bill Number

(5) If Option B (collections/advances) for an agreement only is desired, enter rgn-dist, agreement, and option. Press ***Enter***.

```
                                        ACCOUNTS RECEIVABLE
                                        TRANSACTION HISTORY
                                        = * MANDATORY ENTRY

    *   RGN/DIST       :  1
    *   AGREEMENT      :  AAC115000
    *   OPTION         :  B
      BILL NUMBER      :
    *   AGY-CODE       :  T          PRINTER-ID:  UAD03
    OPTIONS
    A  BILLED/READY-TO-BILL/UNBILLED
    B  COLLECTIONS/ADVANCES
    C  RESERVE/ESTIMATES
    D  ALL OF THE ABOVE
```

Figure 9J-189 Accounts Receivable Transaction History - Option B

The Accounts Receivable Transaction History with Option B for an agreement only is printed. The printout provides detailed data for collections and advances on each transaction affecting the agreement.

```
                          ACCOUNTS RECEIVABLE TRANSACTION HISTORY
RGN-DIST: 1                              AS OF 07/31/90                          RIS NUMBER:  AR-ALL
AGREEMENT: AAC115000                  SELECTED OPTION: B                         PAGE NUMBER:       1
BILL NUMBER:

CAL    BATCH     DOCUMENT         AR-APP/LIM  IOTV   SCHEDULE  BILL   AMOUNT CODE AMOUNT CODE AMOUNT CODE
DATE   ID        NUMBER           ALLOT/IND   NUMBER NUMBER    NUMBER

860514 861321653 5186AAC115000101                    M176908             907.42 ADV
891020 892921708 518991270A    H01                   M122787  91270A     883.87 COL
891113 893171657 518900066A    H01                   M122810  00066A     650.12 COL
891229 893631654 519000266A    H01                   M122848  00266A     748.57 COL
900224 900541672 519000370A    H01                   M110194  00370A     676.29 COL
900425 901151668 519000512A    H01                   M161351  00512A   1,388.10 COL
900425 901151668 5190AAC115000101                    M161351             676.29 ADV
900427 901161670 519000558A    H01                   M161352  00558A     689.14 COL
900510 901301EA7 5190AAC115000000                              00799A     676.29 COL    676.29-ADV
900511 901311666 519000671A    H01                   M161363  00671A     716.40 COL
900619 901701667 519000799A    H01                   M161397  00799A     153.68 COL
000000           5190PURGE ADJ000                              61185A     907.42-ADV


                                        SUMMARY OF SELECTED RECORDS
   BILLED      COLLECTIONS      UNBILLED      READY-TO-BILL      ADVANCES      RESERVE      ESTIMATES

               $  6,582.46
```

Figure 9J-190 Accounts Receivable Transaction History - Option B

(6) If Option B (collections/advances) for an agreement and a specific bill number is desired, enter rgn/dist, agreement, option, and bill number (six digits). Press ***Enter***.

```
                                              ACCOUNTS RECEIVABLE
                                              TRANSACTION HISTORY
                                              = * MANDATORY ENTRY

    *   RGN/DIST          :  1
    *   AGREEMENT         :  AAC11500
    *   OPTION            :  B
        BILL NUMBER       :  00799A
    *   AGY-CODE          :  T       PRINTER-ID:  UAD03
    OPTIONS
    A  BILLED/READY-TO-BILL/UNBILLED
    B  COLLECTIONS/ADVANCES
    C  RESERVE/ESTIMATES
    D  ALL OF THE ABOVE
```

Figure 9J-191 Accounts Receivable Transaction History - Option B - Bill Number

The Accounts Receivable Transaction History with Option B for an agreement and a specific bill number is printed. The printout provides detailed data for collections and advances on each transaction affecting that agreement and bill number.

```
                          ACCOUNTS RECEIVABLE TRANSACTION HISTORY
RGN-DIST:  1                             AS OF 12/12/90                          RIS NUMBER:  AR-ALL
AGREEMENT: AAC115000                  SELECTED OPTION: B                         PAGE NUMBER:       1
BILL NUMBER:  00799A

CAL    BATCH     DOCUMENT         AR-APP/LIM  IOTV   SCHEDULE  BILL   AMOUNT CODE AMOUNT CODE AMOUNT CODE
DATE   ID        NUMBER           ALLOT/IND   NUMBER NUMBER    NUMBER

900510 901301EA7 5190AAC115000000                              00799A     676.29 COL 676.29-ADV
900619 901701667 519000799A    H01                   M161397  00799A     153.68 COL


                                        SUMMARY OF SELECTED RECORDS
BILLED          COLLECTIONS          UNBILLED        READY-TO-BILL         ADVANCES         RESERVE      ESTIMATES

                $ 829.97                                                   $ 676.29-
```

Figure 9J-192 Accounts Receivable Transaction History - Option B - Bill Number

(7) If Option C (reserves/estimates) for an agreement only is desired, enter rgn/dist, agreement, and option. Press ***Enter***.

```
                                ACCOUNTS RECEIVABLE
                                TRANSACTION HISTORY
                                = * MANDATORY ENTRY

*   RGN/DIST      :  1
*   AGREEMENT     :  WI0152GE8
*   OPTION        :  C
    BILL NUMBER   :
*   AGY-CODE      :  T          PRINTER-ID:  UAD03
OPTIONS
A  BILLED/READY-TO-BILL/UNBILLED
B  COLLECTIONS/ADVANCES
C  RESERVE/ESTIMATES
D  ALL OF THE ABOVE
```

Figure 9J-193 Accounts Receivable Transaction History - Option C

The Accounts Receivable Transaction History with Option C for an agreement only is printed. The printout provides detailed data for reserves and estimates on each transaction affecting the agreement.

```
                          ACCOUNTS RECEIVABLE TRANSACTION HISTORY
RGN-DIST: 1                          AS OF 10/30/90                          RIS NUMBER:  AR-ALL
AGREEMENT: WI0152GE8                 SELECTED OPTION: C                      PAGE NUMBER:       1
BILL NUMBER:

CAL     BATCH      DOCUMENT          AR-APP/LIM  IOTV   SCHEDULE  BILL   AMOUNT CODE AMOUNT CODE AMOUNT CODE
DATE    ID         NUMBER            ALLOT/IND   NUMBER NUMBER    NUMBER

900130 900301600 5190WI0152GE8A01                                  91040A 7,876.44 RES
900130 900301600 5190WI0152GE8A02                                  91040A   144.36 RES
900130 900301600 5190WI0152GE8A03                                  91040A   285.41 RES
900130 900301600 5190WI0152GE8A04                                  91040A   224.43 RES
900212 900431EA8 5190ADMINCHGS738                                  91040A    12.00 RES
900212 900431EA8 5190PENALTY  737                                  91040A    40.10 RES
900212 900431EA8 5190INTEREST 736                                  91040A    46.79 RES
900926 902691600 5190WI0152GE8A01                                  91176A 9,189.18 RES
900926 902691600 5190WI0152GE8A02                                  91176A   168.42 RES
900926 902691600 5190WI0152GE8A03                                  91176A   726.02 RES
900926 902691600 5190WI0152GE8A04                                  91176A   672.72 RES
901022 902951EA8 5191ADMINCHGS932                                  91176A    12.00 RES
901022 902951EA8 5191PENALTY  931                                  91176A    57.71 RES
901022 902951EA8 5191INTEREST 930                                  91176A    67.32 RES


                                    SUMMARY OF SELECTED RECORDS
   BILLED      COLLECTIONS      UNBILLED      READY-TO-BILL      ADVANCES      RESERVE      ESTIMATES

                                                                              $ 19,522.90
```

Figure 9J-194 Accounts Receivable Transaction History - Option C

(8) If Option C (reserves/estimates) for an agreement and a specific bill number is desired, enter rgn/dist, agreement, option, and bill number (six digits). Press ***Enter***.

```
                                        ACCOUNTS RECEIVABLE
                                        TRANSACTION HISTORY
                                        = * MANDATORY ENTRY

*   RGN/DIST          : 1
*   AGREEMENT         : WI0152GE8
*   OPTION            : C
  BILL NUMBER         : 91176A
*   AGY-CODE          : T      PRINTER-ID:  UAD03
OPTIONS
A  BILLED/READY-TO-BILL/UNBILLED
B  COLLECTIONS/ADVANCES
C  RESERVE/ESTIMATES
```

Figure 9J-195 Accounts Receivable Transaction History - Option C - Bill Number

The Accounts Receivable Transaction History with Option C for an agreement and a specific bill number is printed. The printout provides detailed data for reserves and estimates on each transaction affecting that agreement and bill number.

```
                          ACCOUNTS RECEIVABLE TRANSACTION HISTORY
RGN-DIST: 1                          AS OF 10/30/90                          RIS NUMBER:  AR-ALL
AGREEMENT: WI0152GE8                 SELECTED OPTION: C                      PAGE NUMBER:       1
BILL NUMBER:  91176A

CAL     BATCH      DOCUMENT          AR-APP/LIM  IOTV   SCHEDULE  BILL   AMOUNT CODE AMOUNT CODE AMOUNT CODE
DATE    ID         NUMBER            ALLOT/IND   NUMBER NUMBER    NUMBER

900926 902691600 5190WI0152GE8A01                                  91176A 9,189.18 RES
900926 902691600 5190WI0152GE8A02                                  91176A   168.42 RES
900926 902691600 5190WI0152GE8A03                                  91176A   726.02 RES
900926 902691600 5190WI0152GE8A04                                  91176A   672.72 RES
901022 902951EA8 5191ADMINCHGS932                                  91176A    12.00 RES
901022 902951EA8 5191PENALTY  931                                  91176A    57.71 RES
901022 902951EA8 5191INTEREST 930                                  91176A    67.32 RES


                                        SUMMARY OF SELECTED RECORDS
   BILLED      COLLECTIONS      UNBILLED      READY-TO-BILL      ADVANCES      RESERVE      ESTIMATES

                                                                              $ 10,893.37
```

Figure 9J-196 Accounts Receivable Transaction History - Option C - Bill Number

(9) If Option D (all of the above) for an agreement is desired, enter rgn/dist, agreement, and option. Press ***Enter***.

```
                                        ACCOUNTS RECEIVABLE
                                        TRANSACTION HISTORY
                                        = * MANDATORY ENTRY

*   RGN/DIST          : 1
*   AGREEMENT         : AAC115000
*   OPTION            : D
  BILL NUMBER         :
*   AGY-CODE          : T      PRINTER-ID:  UAD03
OPTIONS
A  BILLED/READY-TO-BILL/UNBILLED
B  COLLECTIONS/ADVANCES
C  RESERVE/ESTIMATES
D  ALL OF THE ABOVE
```

Figure 9J-197 Accounts Receivable Transaction History - Option D

The Accounts Receivable Transaction History with Option D for an agreement only is printed. The printout provides detailed data for all transactions affecting the agreement.

```
                          ACCOUNTS RECEIVABLE TRANSACTION HISTORY
RGN-DIST: 1                                AS OF 02/01/90                          RIS NUMBER:  AR-ALL
AGREEMENT: AAC115000                    SELECTED OPTION: D                         PAGE NUMBER:       1
BILL NUMBER:

CAL     BATCH      DOCUMENT          AR-APP/LIM  IOTV   SCHEDULE  BILL   AMOUNT CODE AMOUNT CODE AMOUNT CODE
DATE    ID         NUMBER            ALLOT/IND   NUMBER NUMBER    NUMBER

860514 891321653 5186AAC115000I01                        M176908           907.42 ADV
890830 892411636 7889GSAJUL26A002 901 9 000                        91270A   883.87 UNB   883.87 RTB
890913 892561EA5 5189AAC115000000                                  91270A   883.87 BIL   883.87-UNB   883.87-RTB
890926 892691636 7889GSAAUG26S000 901 9 000                        00066A   650.12 UNB   650.12 RTB
891020 892921708 518991270A    H01                 M122787   91270A   883.87-BIL
891020 892921708 518991270A    H01                 M122787   91270A   883.87 COL
891020 892931EA5 5189AAC115000000                                  00066A   650.12 BIL   650.12-UNB   650.12-RTB
891030 893031636 7890GSASEP260002 001 9 000                        00266A   748.57 UNB   748.57 RTB
891113 893171657 518900066A    H01                 M122810   00066A   650.12-BIL
891113 893171657 518900066A    H01                 M122810   00066A   650.12 COL
891114 893181EA5 5190AAC115000000                                  00266A   748.57 BIL   748.57-UNB   748.57-RTB
891204 893381636 7890GSAOCT26N001 001 9 000                        00370A   676.29 UNB   676.29 RTB
891229 893631654 519000266A    H01                 M122848   00266A   748.57-BIL
891229 893631654 519000266A    H01                 M122848   00266A   748.57 COL
900103 900031636 7890GSANOV26D002 001 9 000                        00512A   658.48 UNB   658.48 RTB
900110 900101EA5 5190AAC115000000                                  00370A   676.29 BIL   676.29-UNB   676.29-RTB
900130 900301636 7890GSADEC26J001 001 9 000                        00512A   729.62 UNB   729.62 RTB

                                                SUMMARY OF SELECTED RECORDS
   BILLED      COLLECTIONS       UNBILLED      READY-TO-BILL      ADVANCES      RESERVE       ESTIMATES
 $  676.29    $  2,282.56    $  1,388.10      $  1,388.10       $  907.42
```

Figure 9J-198 Accounts Receivable Transaction History - Option D

(10) If Option D (all of the above) for an agreement and a specific bill number is desired, enter rgn/dist, agreement, option, and bill number (six digits). Press ***Enter***.

```
                                    ACCOUNTS RECEIVABLE
                                    TRANSACTION HISTORY
                                    = * MANDATORY ENTRY

   *   RGN/DIST      :  1
   *   AGREEMENT     :  AAC115000
   *   OPTION        :  D
     BILL NUMBER     :  00981A
   *   AGY-CODE      :  T       PRINTER-ID:  UAD03
   OPTIONS
   A  BILLED/READY-TO-BILL/UNBILLED
   B  COLLECTIONS/ADVANCES
   C  RESERVE/ESTIMATES
   D  ALL OF THE ABOVE
```

Figure 9J-199 Accounts Receivable Transaction History - Option D - Bill Number

The Accounts Receivable Transaction History with Option D for an agreement and a specific bill number is printed. This provides detailed data for all transactions affecting the agreement and bill number.

```
                              ACCOUNTS RECEIVABLE TRANSACTION HISTORY
RGN-DIST: 1                                AS OF 08/02/90                              RIS NUMBER:  AR-ALL
AGREEMENT: AAC115000                    SELECTED OPTION: D                             PAGE NUMBER:       1
BILL NUMBER: 00981A

CAL     BATCH      DOCUMENT          AR-APP/LIM  IOTV   SCHEDULE  BILL   AMOUNT CODE AMOUNT CODE AMOUNT CODE
DATE    ID         NUMBER            ALLOT/IND   NUMBER NUMBER    NUMBER

900604 901551636 7890GSAAPR26M001 001 9 000                       00981A   910.89 UNB  910.89 RTB
900711 901921EA5 5190AAC115000000                                 00981A   910.89 BIL  910.89-UNB   910.89-RTB

                                              SUMMARY OF SELECTED RECORDS
   BILLED      COLLECTIONS       UNBILLED      READY-TO-BILL      ADVANCES      RESERVE       ESTIMATES

$  910.89
```

Figure 9J-200 Accounts Receivable Transaction History - Option D - Bill Number

Chapter 12 - Collections

12.1. Introduction - Collections are recorded into DAFIS on a Format 14 batch, M Schedule. Two screens are used for collections: the Format 14 Collections Screen as shown in Figure 9J-201 and the Format 03 Fund Usage Screen as shown in Figure 9J-202.

```
                                    FORMAT 14
                                   COLLECTIONS

REQUEST CODE:
AGY-CODE:     RGN-DIST:     BATCH-ID:          SCHEDULE-CD:
AGREE/CONTRACT NUMBER:            BILL NUMBER:          EFFECTIVE DATE:

 OPTIONS                       COLLECTED AMT                  CORRECTED AMT

 COLLECTIONS      :

 ADVANCES         :

 MISC COLLECTION  :

 QTR/SUBSISTENCE  :
```

Figure 9J - 201 Format 14 Collections Screen

```
                  ENTER DATA
SCHEDULE/CD:              FORMAT 3 FUND USAGE          BATCH NO:
AGENCY CODE       :
REGION DISTRICT   :
DOCUMENT-ID       :
TRANSACTION CODE  :
AMOUNT            :
EFFECTIVE DATE    :
APPROP CODE       :     LIM:      ALLOT:     IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       :     PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                    END DATE OF TRAVEL
DOCUMENT-REF-NUMBER:                   WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:       DAYS:    NET:
EXCL-DISC-AMT     :
REASON CODE       :
ECC/STAT-DATA     :
ECC/STAT-DATA     :
FACILITY TYPE/LOC :
```

Figure 9J-202 Format 3 Fund Usage Screen

The Format 14 Collections screen is used to collect bills, collect advance payments received on a specific agreement, record miscellaneous collections and record collections for quarters and subsistence. The transaction codes are generated based on the type of transaction being accomplished and appear on the daily Batch Proof Listing. A matrix of transaction codes appears in Section 9J, Chapter 15.

The Format 03 screen is used for all other collections such as repayment of travel advances, refund on a purchase order if a receivable has not been established, and collections into suspense. Entries on the Format 03 screen require a transaction code.

12.2. Obtaining the Collections Screen - There are two ways to obtain the Format 14 Collections screen. One is through the Batch Maintenance screen and the other is through the Accounts Receivable Menu screen.

a. To initially record a collection batch into DAFIS, a batch header with Format 14 must be entered. Refer to Section 5, Menu and Batching Concepts, for procedures on how to prepare and enter a batch header. After the batch header is entered, the Accounts Receivable Menu is displayed. Enter Selection Code **06**. Press ***Enter***. The Format 14 Collections screen with Request Code, Agy-Code, Rgn-Dist, Batch-ID, and Schedule-CD is displayed.

b. You can go directly to the Format 14 Collections screen by accessing the Accounts Receivable Menu using the ***PF13*** function key. Enter Selection Code **06** and Option Code **A, C,** or **D**. However, there must be a batch header on the Batch Control File before you can add, change or delete a record. If the Format 14 Collections screen is obtained in this manner, the Rgn-Dist and Batch-ID must be entered. They will not be generated by the system. The Schedule-CD field cannot be entered.

12.3. Collection of SF1081's - Bills established as SF1081's are collected through the OPAC System (On-Line Payment and Collection). The DAFIS Operations Branch prepares and enters a Format 14 B Schedule. Figure 9J-203 is an example of a Batch Proof Listing (RIS: I-A) which shows the generated document-ID and transaction code. Use this batch to annotate the batch and schedule number on 1081 bills to indicate collection has been made.

```
INPUT RGN/DIST:  1   BATCH ID 901381900                    DEPARTMENT OF TRANSPORTATION
FORMAT: 14    STATUS 6    SCHD/CD                             BATCH PROOF LISTING                                    RIS NUMBER   I-A
IMPREST FUND CASHIER      USER ID                           AS OF 05/18/90  21.56                                    PAGE NUMBER  567


SEQUENCE / ERROR CODE              :  0000100                  0000200                  0000300                  0000400
RECORD TYPE                        :  PARENT TRANSACTION       PARENT TRANSACTION       PARENT TRANSACTION       PARENT TRANSACTION
STOP PAY / CERTIFIER               :
RGN/DIST / DOCUMENT ID             :  1 51 90 00808A  H01      1 51 90 00814A  H01      1 51 90 00814A  H02      1 51 90 00812A H01
APP/LIM/ALLOT/IND/TC/STATUS        :  001 9 00 0  216          001 9 00 0  913          001 9 00 0  216          001 9 00 0  913
CC / PGM / OBJ / PUBLIC/GOVT       :                  G                        G                        G                        G
DOC REF METER NUMBER               :
SYSTEM DATA                        :  R   AC0267VN9            R   NA0720021            R   NA0720021            R   NA0580AC1
VEND-TYPE/VSSN / 1099-ID/SCAC      :
INV CUST ACCT NUMBER               :  AC0267VN9 9013500808A    NA0720021 9013500814A    NA0720021 9013500814     NA0580AC1 9013500812A
ECC/STAT DATA / ECC/STAT DATA      :
GL-ACCOUNTS / FAC-CODE             :  10AX-13AC        RA      10AX-13AC        RB      10AX-13AC        RA      10AX-13AC        RB
GL-ACCOUNTS                        :
EFFECTIVE-DATE                     :  05/18/90                 05/18/90                 05/18/90                 05/18/90
AMOUNT                             :         10,551.64                 1,563.17                 15,631.74                4,905.94
A/R UPDATE FLAG / PYR-FLAG         :
TERMS %/DAYS/NET/RC/COMP DATE      :
WHSE-DATE / EXCL DISC AMT          :
DISC EARNED / DISC LOST AMTS       :
INT-PENALTY / NO DISC AMTS         :

SEQUENCE / ERROR CODE              :  0000500                  0000600                  0000700                  0000800
RECORD TYPE                        :  PARENT TRANSACTION       PARENT TRANSACTION       PARENT TRANSACTION       PARENT TRANSACTION
STOP PAY / CERTIFIER               :
RGN/DIST / DOCUMENT ID             :  1 51 90 00812A  H02      1 51 90 00815A  H01      1 51 90 00815A  H02      1 51 90 00809A H01
APP/LIM/ALLOT/IND/TC/STATUS        :  001 9 00 0  216          001 9 00 0  913          001 9 00 0  216          001 9 00 0  913
CC / PGM / OBJ / PUBLIC/GOVT       :                  G                        G                        G                        G
DOC REF METER NUMBER               :
SYSTEM DATA                        :  R   NA0580AC1            R   NA0720031            R   NA0720031            R   AW0545AC1
VEND-TYPE/VSSN / 1099-ID/SCAC      :
INV CUST ACCT NUMBER               :  NA0580AC1 9013500812A    NA0720031 9013500815A    NA0720031 9013500815A    AW0545AC1 9013500809A
ECC/STAT DATA / ECC/STAT DATA      :
GL-ACCOUNTS / FAC-CODE             :  10AX-13AC        RA      10AX-13AC        RB      10AX-13AC        RA      10AX-13AC        RB
GL-ACCOUNTS                        :
EFFECTIVE-DATE                     :  05/18/90                 05/18/90                 05/18/90                 05/18/90
AMOUNT                             :         49,059.44                 1,008.20                 10,082.02                304.42
A/R UPDATE FLAG / PYR-FLAG         :
TERMS %/DAYS/NET/RC/COMP DATE      :
WHSE-DATE / EXCL DISC AMT          :
DISC EARNED / DISC LOST AMTS       :
INT-PENALTY / NO DISC AMTS         :
```

Figure 9J-203 Batch Proof Listing

12.4. Preparation of Deposit - Since data entry is performed from the source document, preparation of the deposit is an important step in the process. DAFIS requires some additional information during data entry that may not be provided on the deposit. It is helpful to write this additional information on the deposit as well as circling or highlighting data elements to be entered into DAFIS. Figure 9J-204 shows a deposit that has been prepared for data entry. NOTE: Items shown in bold print are examples of additional information.

RECORD OF CASH RECEIPTS — NO: 1

TO: ACCOUNTING OFFICE — FRIOM: — DATE: 1-25-90

DATE REC'D 19 90	NAME AND ADDRESS OF REMITTER	PURPOSE	TYPE OF REMITTANCE CASH	TYPE OF REMITTANCE OTHER	AMOUNT DOLLARS	AMOUNT CTS	Acct.'g Office Use Only: BILL NO. OR OTHER REFERENCE	Acct.'g Office Use Only: APPROPRIATION OR FUND SYMBOL AND COST CODES (Refunds only)
JAN 24	2843102 15-51 1-17-90 USN, POINT MUGU	**AAC229018** BILL FOR COL		X	320	00	00101	6901301
JAN 24	71004 12-28-89 ISRAEL	**NI1556IS8** BILL FOR COL		X	55	50	0015B	6901301
JAN 24	23054 63-101 1-12-90 BOARD OF COUNTY COMMISSIONERS	**00336A** BILL FOR COL		X	40	00	00336A	69X6875
JAN 24	4738785718 1-15-90 29519822793 1-15-90 JOHN DOE	 **V0003A** DEBIT VOU		X X	22 20 42	29 00 29	 **V0003A** 90-003	 69X6875
JAN 24	5651 39-8522 1-17-90 JANE DOE **AVN891044**	BILL FOR COL		X	61	13	OLMAAO	69X6875
JAN 24	5652 39-8522 1-17-90 JACK DOE **900892649**	**78900LMBG0000** BILL FOR COL		X	67	01 50	**T/C 915** OLMBGO	GCB 69X6875 **BILL IS 67.50**
JAN 24	3085 64-1 1-23-90 JERRY DOE 463-78-9810 **1190DMA894553999**	 TVL ADV		X	20	50	**T/C 935**	**DOC REF 210177** 6901301
JAN 24	4096 38-8622 1-20-90 CANADA	ADVANCE PAYMENT		X	1,000	00		6901301
JAN 24	3333-40-9022 1-19-90 **78-90-00100A-000**	OVERPAYMENT ON BILL		X	5	00	**T/C 926**	69X6875

RECEIPT OF FUNDS

AMT.	DATE	SIGNATURE
		MAILROOM
		ACCOUNTING OFFICE

TOTAL REMITTANCE _____

CERT. OF DEPOSIT NO.. 210177 — DATED 1-25-90

DATE 900221825 1/19/1990

SIGNATURE

Figure 9J-204 Deposit

a. If bills are being collected, perform a bill inquiry to verify that the amount collected agrees with the amount billed. To perform a bill inquiry, access the Accounts Receivable Menu using the ***PF13*** function key. Enter Selection Code **23** and Option Code **I**. Press ***Enter***. If the amount collected agrees with the amount billed, the bill is ready for collection.

(1) If the billed amount is greater than the amount collected, determine if this is a partial payment or if additional late charges have been assessed since the payment was mailed. If late charges need to be reversed, this must be accomplished before the collection batch is entered.

To reverse late charges, use a screen print of the bill inquiry screen to annotate late charges to be reversed. Prepare and enter a Format 14 batch. When the batch header is entered, the Accounts Receivable Menu is displayed. Enter Selection Code **05**. Press ***Enter***. The Format 14, Miscellaneous Accounts Receivable Screen with Request Code, Agy-Code, Rgn-Dist, and Batch-ID is displayed. Enter the Agree/Contract Number, six position Bill Number, and the amount to be reversed under the Decrease Amt column on the appropriate Interest, Penalty and Admin Surcharge lines.

```
                              FORMAT 14
                    MISCELLANEOUS ACCOUNTS RECEIVABLE

     REQUEST CODE:  A
     AGY-CODE:  T    RGN-DIST:  1    BATCH-ID:  XXXXX1XXX
     AGREE/CONTRACT NUMBER:  XXXXXXXX      BILL NUMBER:  XXXXXX
     BILL DATE (OIL POLLUTION):

     OPTIONS                        INCREASE AMT       DECREASE AMT

     ESTABLISH RESERVE        :

     ESTIMATED REIMBURSEMENT  :

     LATE CHARGES
      INTEREST                :                                 XXXX
      PENALTY                 :                                 XXXX
      ADMIN SURCHARGE         :                                 XXXX


     IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 9J-205 Miscellaneous Accounts Receivable

(2) If it is a partial payment, DAFIS applies the collection in the following order:

1. Billed penalty
2. Billed administrative charge
3. Billed interest
4. Billed overhead
5. Billed principal

(3) If the collected amount is greater than the billed amount, more than one bill may have been paid on the same agreement. Do an agreement history inquiry by accessing the Accounts Receivable menu using the ***PF13*** function key. Enter Selection Code **24** and Option Code **P**. Press ***Enter***.

```
                      --- ACCOUNTS RECEIVABLE MENU ---

                    SELECTION CODE: 24    OPTION CODE: P

 SELECTION                      OPTION   SELECTION                      OPTION

  1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT       P
  2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP      I
  3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT             P
  4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                 I
  5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY            P
  6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW        P
  7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY    P
  8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT         P
  9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY            I
 10. REVERSE BILL               R         29. TRANSACTION HISTORY          P
 11. ADJUST BILL AMOUNTS        A-I-P     30. OIL POLLUTION BILL INQUIRY   P
                                          31. CPC-CASE-NUMBER INQUIRY      I-P
```

Figure 9J-206 Accounts Receivable menu

The Agreement History Inquiry screen is displayed. Enter the Rgn-Dist and Agree-Num. Press ***Enter***.

```
                          AGREEMENT HISTORY INQUIRY

*RGN-DIST    :  1
*AGREE-NUM   :  XXXXXXXXX
*AGY-CODE    ;  T
*PRINTER ID  :  UAD03
```

Figure 9J-207 Agreement History Inquiry Screen

The agreement history is printed. This printout shows all the bill numbers for a particular agreement. You will then be able to determine which bills have been collected.

(4) If there is an actual overpayment, the amount of the overpayment can be collected in advance against the agreement number or collected in suspense. If collected in advance, the DAFIS system applies this advance against a future bill. If the overpayment is collected in suspense, a refund payment batch must be prepared. Prepare and enter a Format 03 batch, V schedule. Figure 9J-208 is an example of a completed Format 03 Screen. Balance and inquire the status of the batch. The status should be 4. The payment batch must be previewed and released for payment.

```
              ENTER DATA
SCHEDULE/CD:  V            FORMAT 3 FUND USAGE          BATCH NO:  XXXXX1XXX
AGENCY CODE         : T
REGION DISTRICT     : 1
DOCUMENT-ID         : XX XX XXXXXXXXX XXX
TRANSACTION CODE    : 126
AMOUNT              : XXXXX
EFFECTIVE DATE      : MMDDYY
APPROP CODE         : V6H    LIM:      ALLOT:     IND:
COST CENTER         :
PROGRAM ELEMENT     :
OBJECT CLASS        :
PUBLIC/GOVT         : P      PYR-FLAG:
SYSTEM DATA         :
INV/CUST ACCT NO    : REF OVERPAYMENT *
VENDOR-TYPE-SSN     : XXXXXXXXXX           END DATE OF TRAVEL
DOCUMENT-REF-NUMBER:                       WAREHOUSE DATE  MMDDYY
COMPUTATION DATE    :
TERMS               : %:       DAYS:    NET:
EXCL-DISC-AMT       :
REASON CODE         :
ECC/STAT-DATA       :
ECC/STAT-DATA       :
FACILITY TYPE/LOC   :


*    Or any identifying information
```

Figure 9J-208 Format 3 Fund Usage Screen

b. If a bill has previously been recorded in the Allowance for Doubtful Accounts, the allowance must be reversed before the bill is collected. Prepare and enter a Format 14 batch. After the batch header is entered, the Accounts Receivable Menu is displayed with Option Code A. Enter Selection Code **05**. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 05    OPTION CODE: A

SELECTION                     OPTION   SELECTION                     OPTION

 1. A/R MASTER FILE UPDATE    A-C-I     20. STATUS OF AN AGREEMENT       P
 2. PROJECT/JOB NUMBER UPDATE A-C-D     21. AGREEMENT NUMBER ROLLUP      I
 3. F&E SPLIT TABLE           A-C-D-I-P 22. CUSTOMER ACCOUNT             P
 4. COST CENTER SPLIT TABLE   A-C-D-I-P 23. BILL INQUIRY                 I
 5. FMT 14 MISC A/R           A-C-D     24. AGREEMENT HISTORY            P
 6. FMT 14 COLLECTIONS        A-C-D     25. AGREEMENT FOR PREVIEW        P
 7. FMT 14 REFUND ADV/CREDIT  A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY    P
 8. FMT 14 WRITE OFFS         A-C-D     27. AR MASTER FILE PRINT         P
 9. FMT 14 MANUAL BILL        A-C-D     28. 1081 BILL INQUIRY            I
10. REVERSE BILL              R         29. TRANSACTION HISTORY          P
11. ADJUST BILL AMOUNTS       A-I-P     30. OIL POLLUTION BILL INQUIRY   P
                                        31. CPC-CASE-NUMBER INQUIRY      I-P
```

Figure 9J-209 Accounts Receivable Menu

The Format 14 Miscellaneous Accounts Receivable screen with Request Code, Agy-Code, Rgn-Dist, and Batch-ID is displayed. Enter the six position Bill Number and the Amount under the Decreased Amt column on the Establish Reserve line. Balance and inquire the status of the batch. The status should be 2.

```
                              FORMAT 14
                    MISCELLANEOUS ACCOUNTS RECEIVABLE

        REQUEST CODE:  A
        AGY-CODE:  T    RGN-DIST:  1    BATCH-ID:  XXXXX1XXX
        AGREE/CONTRACT NUMBER:              BILL NUMBER:  XXXXXX
        BILL DATE (OIL POLLUTION):

        OPTIONS                      INCREASE AMT       DECREASE AMT

        ESTABLISH RESERVE          :                            XXXX

        ESTIMATED REIMBURSEMENT              :

        LATE CHARGES
         INTEREST                            :
         PENALTY                 :
         ADMIN SURCHARGE         :


        IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 9J-210 Miscellaneous Accounts Receivable

12.5. Preparation of Batch Header - Refer to Section 5, Menu and Batching Concepts, for instructions on how to prepare a batch header. The format is 14 and the schedule is M for collections. An example of a schedule number is:

```
M 1  22222
↑  ↑    ↑
*  *    .)))))))   Last Five Digits of the Deposit Number
*  *               on SF-215
*  *
*  .))))))))))    Region
*
.))))))))))))    Schedule
```

12.6. Entering the Collection Batch - After the batch header is entered, the Accounts Receivable Menu is displayed. Enter Selection Code **06**. Press ***Enter***. The Format 14 Collections Screen with Request Code, Agy-Code, Rgn-Dist, Batch-ID, and Schedule-CD is displayed.

```
                                    FORMAT 14
                                   COLLECTIONS

REQUEST CODE: A
AGY-CODE: T    RGN-DIST: 1    BATCH-ID: XXXXX1XXX     SCHEDULE-CD: M1XXXXX
AGREE/CONTRACT NUMBER:             BILL NUMBER:              EFFECTIVE DATE:

 OPTIONS                         COLLECTED AMT               CORRECTED AMT

 COLLECTIONS          :

 ADVANCES             :

 MISC COLLECTION      :

 QTR/SUBSISTENCE      :


 IF LAST ENTRY AND WANT A/R MENU - ENTER (YES):
 IF LAST ENTRY AND WANT OTHER COLLECTION SCREEN - ENTER (YES):
```

Figure 9J - 211 Format 14 Collections Screen

a. To collect a bill, enter the agreement number, six digit bill number, effective date (must be the date on the Deposit Ticket, SF-215), and the amount under the Collected Amt column on the Collections line. If this is the last entry on the Format 14 Collections Screen and the other collection screen is needed, enter ***Yes*** on the last line. Press ***Enter***.

```
                                    FORMAT 14
                                   COLLECTIONS

REQUEST CODE: A
AGY-CODE: T    RGN-DIST: 1    BATCH-ID: XXXXX1XXX     SCHEDULE-CD: M1XXXXX
AGREE/CONTRACT NUMBER: XXXXXXXXX  BILL NUMBER: XXXXXX  EFFECTIVE DATE: MMDDYY

 OPTIONS                         COLLECTED AMT                 CORRECTED AMT

 COLLECTIONS          :    XXXX

 ADVANCES             :

 MISC COLLECTION      :

 QTR/SUBSISTENCE      :


  IF LAST ENTRY AND WANT A/R MENU - ENTER (YES):
 IF LAST ENTRY AND WANT OTHER COLLECTION SCREEN - ENTER (YES): YES
```

Figure 9J - 212 Format 14 Collections Screen

If additional bills, advances or miscellaneous collections need to be entered, press ***Enter*** after the last amount has been entered. The Format 14 Collections Screen is displayed. again.

b. To collect an advance payment on an agreement, enter the agreement number, the effective date (must be the date on the Deposit Ticket, SF-215), and the amount under the Collected Amt column on the Advances line.

```
                                    FORMAT 14
                                   COLLECTIONS

REQUEST CODE: A
AGY-CODE: T    RGN-DIST: 1    BATCH-ID: XXXXX1XXX     SCHEDULE-CD: M1XXXXX
AGREE/CONTRACT NUMBER: XXXXXXXXX  BILL NUMBER:         EFFECTIVE DATE: MMDDYY

 OPTIONS               COLLECTED AMT                      CORRECTED AMT

 COLLECTIONS           :

 ADVANCES              :    XXXX

 MISC COLLECTION       :

 QTR/SUBSISTENCE       :


 IF LAST ENTRY AND WANT A/R MENU - ENTER (YES):
 IF LAST ENTRY AND WANT OTHER COLLECTION SCREEN - ENTER (YES):
```

Figure 9J - 213 Format 14 Collections Screen

c. Miscellaneous collections can be recorded through the Format 14 Collections Screen or the other collection screen (Format 03). If the Format 14 Collections Screen is used, an Accounts Receivable Master Record must be established. Also, there can be no amounts in Unbilled, Ready-to-Bill, or Billed Principal. If the Format 03 Collection Screen is used, a document-ID and transaction code must be entered.

(1) To record miscellaneous collections using the Format 14 Collections Screen, enter the agreement number, effective date (must be the date on the Deposit Ticket, SF-215), and the amount under the Collected Amt column on the Misc Collection line.

Figure 9J-214 shows an example of an Accounts Receivable Master Record established for miscellaneous collections.

```
                        ACCOUNTS RECEIVABLE MASTER FILE
REQUEST CODE          A
REGION/DISTRICT       1     BILLING OFFICE:       INACTIVE FLAG:
AGREE/CONTRACT NUM:         MISCGCB               CPC-CASE-NUM :

IF YOU ARE BILLING OFFICE, ENTER:

BILL AGREE & SUFFIX   :                VENDOR TYPE & SSN      : X XXXXXXXXX
APP/LIM/ALLOT/IND     : GCB            BILLING STAGE          :
PUBLIC GOVT INDICATOR : P              AID/PIO NUMBER         :
BILLING FREQUENCY     :                OVERHEAD RATE GEN FUND :
OVERHEAD RATE         :                ASSESS LATE CHARGE     : N
EXCEPTION BILLING FLAG:                BILL FORMAT            : 1114
FIXED BILLING AMOUNT  :                BILL DAY               :
BILL MONTHS           :                ADDRESS CODE           :
REASON FOR DEBT LINE 1: MISCELLANEOUS COLLECTIONS
REASON FOR DEBT LINE 2:
REASON FOR DEBT LINE 3:
REASON FOR DEBT LINE 4:

AGENCY CODE           : T

IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9J-214 Accounts Receivable Master File

A completed Format 14 Collections Screen is shown in Figure 9J-215.

```
                                        FORMAT 14
                                      COLLECTIONS

REQUEST CODE: A
AGY-CODE: T    RGN-DIST: 1    BATCH-ID: XXXXX1XXX     SCHEDULE-CD: M1XXXXX
AGREE/CONTRACT NUMBER: MISCGCB    BILL NUMBER:         EFFECTIVE DATE: MMDDYY

 OPTIONS                              COLLECTED AMT                          CORRECTED AMT

 COLLECTIONS           :

 ADVANCES              :

 MISC COLLECTION       :    XXXX

 QTR/SUBSISTENCE       :


 IF LAST ENTRY AND WANT A/R MENU - ENTER (YES):
 IF LAST ENTRY AND WANT OTHER COLLECTION SCREEN - ENTER (YES):
```

Figure 9J - 215 Format 14 Collections Screen

(2) To record miscellaneous collections using the other collection screen (Format 03), enter the region district, Document-ID, Transaction Code 915, Amount, Effective Date (must be the date on the Deposit Ticket, SF-215), appropriation, and public/govt indicator. See Figure 9J-216 for an example of a completed other collection screen for a miscellaneous collection.

```
                  ENTER DATA
SCHEDULE/CD:  M1XXXXX      FORMAT 3 FUND USAGE          BATCH NO:  XXXXX1XXX
AGENCY CODE        : T
REGION DISTRICT    : 1
DOCUMENT-ID        : 78 FY XXXXXXXXX XXX
TRANSACTION CODE   : 915
AMOUNT             : XXXXX
EFFECTIVE DATE     : MMDDYY
APPROP CODE        : GCB    LIM:      ALLOT:     IND:
COST CENTER        :
PROGRAM ELEMENT    :
OBJECT CLASS       :
PUBLIC/GOVT        : P      PYR-FLAG:
SYSTEM DATA        :
INV/CUST ACCT NO   :
VENDOR-TYPE-SSN    :                      END DATE OF TRAVEL
DOCUMENT-REF-NUMBER:                      WAREHOUSE DATE
COMPUTATION DATE   :
TERMS              : %:       DAYS:    NET:
EXCL-DISC-AMT      :
REASON CODE        :
ECC/STAT-DATA      :
ECC/STAT-DATA      :
FACILITY TYPE/LOC  :
```

Figure 9J-216 Format 3 Fund Usage Screen

d. The Format 14 Collections Screen provides the capability to record the collections made by payroll deduction for quarters and subsistence.

Prepare a G Schedule (other - no check/adjustments/JV's). Reverse the payroll deduction for quarters and subsistence in suspense. Collect the deduction on the Format 14 Collections Screen.

e. To access the other collection screen, enter ***Yes*** on the last line of the Format 14 Collections Screen when entering the last collection to be made using this collection screen. If this is overlooked, the other collection screen can be accessed through the Batch Maintenance Menu Screen by completing the screen through the document-ID. When the Format 03 Fund Usage Screen is displayed, enter the document-ID, transaction code, amount, effective date (must be the date on the Deposit Ticket, SF-215), and the applicable appropriation code, cost center, program element, object class, public/govt indicator, system data, and document-ref-number. Figure 9J-217 shows a completed Format 03 Screen.

```
                ENTER DATA
SCHEDULE/CD:  M1XXXXX       FORMAT 3 FUND USAGE           BATCH NO:  XXXXX1XXX
AGENCY CODE         : T
REGION DISTRICT     : 1
DOCUMENT-ID         : XX XX XXXXXXXXX XXX
TRANSACTION CODE    : XXX
AMOUNT              : XXXXX
EFFECTIVE DATE      : MMDDYY
APPROP CODE         : XXX    LIM:  XXX    ALLOT:  XX   IND:  X
COST CENTER         : XXXXXX
PROGRAM ELEMENT     : XXXXXX
OBJECT CLASS        : XXXX
PUBLIC/GOVT         : X      PYR-FLAG:
SYSTEM DATA         : XXXXXXXXXXXXXXX
INV/CUST ACCT NO    :
VENDOR-TYPE-SSN     :                       END DATE OF TRAVEL
DOCUMENT-REF-NUMBER: XXXXXXXXXXXXXXX       WAREHOUSE DATE
COMPUTATION DATE    :
TERMS               : %:       DAYS:    NET:
EXCL-DISC-AMT       :
REASON CODE         :
ECC/STAT-DATA       :
ECC/STAT-DATA       :
FACILITY TYPE/LOC   :
```

Figure 9J-217 Format 3 Fund Usage Screen

Chapter 13 - Debit Vouchers

13.1. Introduction - Debit vouchers are checks returned from the bank - not paid - for various reasons. A few of the reasons may be:

- Account closed
- Not payable in USA (foreign check)
- Insufficient funds
- Stopped payment
- Check too old
- Check not endorsed properly

Debit vouchers decrease the amount of the original deposit by the amount of the returned check.

13.2. Returned Checks - Returned checks are set up as Accounts Receivable in various ways depending on the initial collection.

a. Debit vouchers - Other

(1) No previous bill established.

(2) Original collection recorded in a general receipt or deposit fund account.

Since no bill was established, a bill is typed for each returned check. A manual bill is entered into DAFIS. The system will compute late charges and will generate delinquency notices during the monthly billing cycle (the night of the seventh workday after the system has been brought up from month-end processing). After the manual bill is typed, the vendor/SSN is established, and the Accounts Receivable Master file is entered, the following steps must be taken.

(1) A vendor/SSN must be established for each customer billed if the vendor name and address are not currently loaded on the vendor/SSN Table. To determine if vendor name and address are loaded, do an on-line inquiry on the vendor/SSN Table or use the monthly vendor/SSN report by name. If a vendor/SSN must be added, refer to Section 4, DAFIS Tables, for procedures.

(2) After the vendor/SSN is established, the Accounts Receivable Master file must be entered. Access the Accounts Receivable Menu by pressing ***PF13*** function key. When the Accounts Receivable Menu is displayed, enter Selection Code **01** and Option Code **A**. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 01    OPTION CODE: A

SELECTION                      OPTION   SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT       P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP      I
 3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT             P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                 I
 5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY            P
 6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW        P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY    P
 8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT         P
 9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY            I
10. REVERSE BILL               R         29. TRANSACTION HISTORY          P
11. ADJUST BILL AMOUNTS        A-I-P     30. OIL POLLUTION BILL INQUIRY   P
                                         31. CPC-CASE-NUMBER INQUIRY      I-P
```

Figure 9J-218 Accounts Receivable Menu

The Accounts Receivable Master File screen is displayed with request code and agency code.

```
                          ACCOUNTS RECEIVABLE MASTER FILE
REQUEST CODE          A
REGION/DISTRICT       1     BILLING OFFICE:       INACTIVE FLAG:
AGREE/CONTRACT NUM:   v10353A                     CPC-CASE-NUM :

IF YOU ARE BILLING OFFICE, ENTER:

BILL AGREE & SUFFIX    :                VENDOR TYPE & SSN      : 3 ARC001169
APP/LIM/ALLOT/IND      : V6E            BILLING STAGE          :
PUBLIC GOVT INDICATOR  : P              AID/PIO NUMBER         :
BILLING FREQUENCY      :                OVERHEAD RATE GEN FUND :
OVERHEAD RATE          :                ASSESS LATE CHARGE     : Y
EXCEPTION BILLING FLAG:                 BILL FORMAT            : 1114
FIXED BILLING AMOUNT   :                BILL DAY               :
BILL MONTHS            :                ADDRESS CODE           :
REASON FOR DEBT LINE 1: DEBIT VOUCHER - RETURNED CHECK
REASON FOR DEBT LINE 2: PAYMENT STOPPED
REASON FOR DEBT LINE 3:
REASON FOR DEBT LINE 4:

AGENCY CODE            : T
```

Figure 9J-219 Accounts Receivable Master File

Refer to Section 9J, Chapter 5, Manual Bills, for procedures to complete the Accounts Receivable Master File.

(3) Prepare and enter Format 14 batch header with a schedule A. Press ***Enter***.

(4) The Accounts Receivable Menu screen with Option Code **A** is displayed. Enter Selection Code **09**. Press ***Enter***.

```
                      --- ACCOUNTS RECEIVABLE MENU ---

                     SELECTION CODE: 09    OPTION CODE: A

SELECTION                       OPTION   SELECTION                       OPTION

 1. A/R MASTER FILE UPDATE      A-C-I     20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE   A-C-D     21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE             A-C-D-I-P 22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE     A-C-D-I-P 23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R             A-C-D     24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS          A-C-D     25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT    A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS           A-C-D     27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL          A-C-D     28. 1081 BILL INQUIRY             I
10. REVERSE BILL                R         29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS         A-I-P     30. OIL POLLUTION BILL INQUIRY    P
                                          31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9J-220 Accounts Receivable Menu

(5) The Format 14 bill screen with Request Code A, Agy-Code, Rgn.Dist, and Batch ID is displayed. Enter the following:

BILL NUMBER: The bill number (six digits) must match the agree/contract number entered on the Accounts Receivable Master file.

BILL DATE: Enter the date on the debit voucher.

TREAS RATE:	Enter current rate from T40. Example: 9% is entered as 09000 without a decimal point. See Section 10, Appendix 3 for definition of Treasury Rate
PEN RATE:	Enter current rate from T40. Example: 6% is entered as 06000 without a decimal point. See Section 10, Appendix 3 for definition of Penalty Rate.
ADMIN CHG RATE:	Enter current rate from T40. Example: $12.00 is entered as 01200 without a decimal point. See Section 10, Appendix 3 for definition of Administrative Charge.
ACCTS RCVBL AMT:	Enter the amount without a decimal point.

Press ***Enter***.

```
                                FORMAT 14
                              MANUAL BILL

REQUEST CODE          :  A
AGY-CODE              :  T                          RGN/DIST      :  1
BATCH-ID              :  XXXXX1XXX                  SCHEDULE-CD   :
BILL NUMBER           :  XXXXXX
BILL DATE             :  MMDDYY
TREAS RATE            :  XXXXX
PEN RATE              :  XXXXX
ADMIN CHG RATE        :  XXXXX
ACCTS RCVBL AMT       :  10000


IF LAST SCREEN ENTRY - ENTER (YES):
```

Figure 9J-221 Format 14 Manual Bill Screen

(6) After the batch is entered, it must be balanced and the status inquired. The correct status is 5. Refer to Section 5, Menu and Batching Concepts, for procedures on balancing batches and inquiring status.

b. Debit Vouchers - Travel

- Repayment of outstanding travel advances

When a check for repayment of an outstanding travel advance is returned, the advance is reestablished and cash is credited. The document-ID used to collect the outstanding travel advance is used to reverse the collection. The accounting data for this document-ID can be obtained through the ODF-Basic inquiry. Refer to Section 8A, Inquiries, for procedures. The vendor/SSN was established when the travel advance was issued. The vendor/SSN may be checked through the inquiry request. Since the outstanding travel advance is reestablished by reversing the collection transactions, entering of an Accounts Receivable Master file is not required. To reverse the collection, the following steps must be taken:

(1) Prepare and enter a Format 14 batch header with a schedule A. Press ***Enter***.

(2) To reverse the collection entry, the Format 03 Fund Usage screen is used to input data.

When a Format 14 batch header is entered, the Accounts Receivable Menu screen with Option Code **A** is displayed. The most expedient method to request the Format 03 Fund Usage screen is to enter Selection Code **06** on the Accounts Receivable Menu. Press ***Enter***.

```
                        --- ACCOUNTS RECEIVABLE MENU ---

                      SELECTION CODE: 06    OPTION CODE: A

 SELECTION                       OPTION   SELECTION                       OPTION

  1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT        P
  2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP       I
  3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT              P
  4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                  I
  5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY             P
  6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW         P
  7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
  8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT          P
  9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY             I
 10. REVERSE BILL               R         29. TRANSACTION HISTORY           P
 11. ADJUST BILL AMOUNTS        A-I-P     30. OIL POLLUTION BILL INQUIRY    P
                                          31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9J-222 Accounts Receivable Menu

The Format 14 Collection screen is displayed with the Request Code, Agy-Code, Rgn-Dist, Batch-ID, and Schedule-CD. Arrow or tab (do not press enter) to the statement "If last entry and want other collection screen - Enter (YES):". Type **YES**. Press ***Enter***.

```
                                        FORMAT 14
                                      COLLECTIONS

REQUEST CODE:  A
AGY-CODE: T   RGN-DIST: 1   BATCH-ID: 903551600  SCHEDULE-CD:
AGREE/CONTRACT NUMBER:            BILL NUMBER:          EFFECTIVE DATE:

 OPTIONS                     COLLECTED AMT      CORRECTED AMT

 COLLECTIONS               :

 ADVANCES                  :

 MISC COLLECTION           :

 QTR/SUBSISTENCE           :

 IF LAST ENTRY AND WANT A/R MENU - ENTER (YES):
 IF LAST ENTRY AND WANT OTHER COLLECTION SCREEN - ENTER (YES): YES
```

Figure 9J-223 Format 14 Collections

The Format 03 Fund Usage screen is displayed with the Schedule/CD, Batch No, and Agency Code.

```
                    ENTER DATA
SCHEDULE/CD: AT49960        FORMAT 3 FUND USAGE          BATCH NO:90351600
AGENCY CODE        : T
REGION DISTRICT    : 1
DOCUMENT-ID        : 11 91 AGL90570R 999
TRANSACTION CODE   : 9352
AMOUNT             : 12100
EFFECTIVE DATE     : 120690
APPROP CODE        :     LIM:      ALLOT:     IND:
COST CENTER        :
PROGRAM ELEMENT    :
OBJECT CLASS       :
PUBLIC/GOVT        :     PYR-FLAG:
SYSTEM DATA        :
INV/CUST ACCT NO   :
VENDOR-TYPE-SSN    :                        END DATE OF TRAVEL
DOCUMENT-REF-NUMBER:                        WAREHOUSE DATE
COMPUTATION DATE   :
TERMS              : %:       DAYS:    NET:
EXCL-DISC-AMT      :
REASON CODE        :
ECC/STAT-DATA      :
ECC/STAT-DATA      :
FACILITY TYPE/LOC  :
```

Figure 9J-224 Format 03 Fund Usage

Enter Region District, Document-ID (the one used when the outstanding travel advance was collected), Transaction Code (normally 9352), Amount, and Effective Date (date of debit voucher). Press ***Enter***.

(3) After the batch is entered, it must be balanced and the status inquired. The correct status is 5. Refer to Section 5, Menu and Batching Concepts, for procedures on balancing batches and inquiring status.

(4) This process does not generate a bill but reversed a previous DAFIS transaction causing the travel advance to be established again. Therefore, a copy of the Debit Voucher showing the batch number, schedule number, document-ID and transaction code should be furnished to the organization that processes travel advances.

(5) If the debtor is a current employee, payroll deductions may be made to clear the indebtedness.

(6) If the debtor is not a current employee, a daily bill should be set up so that late charges can be assessed and delinquency notices generated. Refer to Section 9J, Chapter 4, Daily Bills, for procedures.

c. Debit Vouchers - Bills

- Bills previously established in Accounts Receivable and collected in a deposit.

Since the bill was previously established and the debt collected, the collection should be reversed. Therefore, the bill is reestablished and cash reduced. The vendor/SSN and Accounts Receivable Master file were entered when the bill was created. The following steps must be taken:

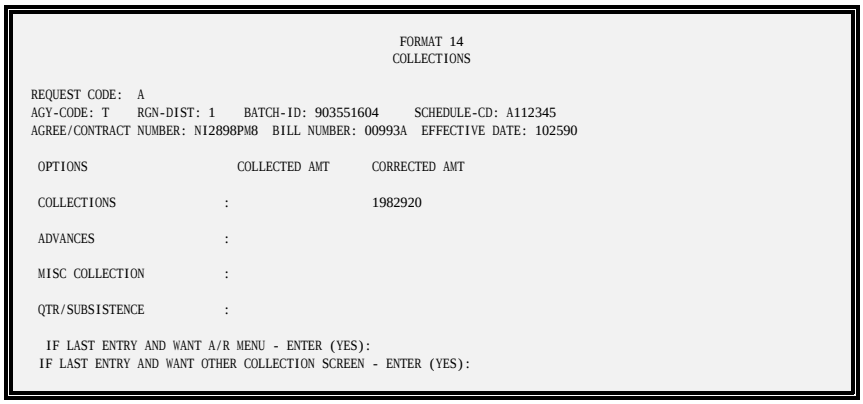
(1) Prepare and enter a Format 14 batch header using an A schedule and the Debit Voucher number as the schedule/CD number. Press ***Enter***. Example: Debit voucher number 12345 is entered as schedule/CD A112345.

(2) The Accounts Receivable Menu screen is displayed with Option Code **A**. Enter Selection Code **06**. Press ***Enter***.

```
                        --- ACCOUNTS RECEIVABLE MENU ---

                      SELECTION CODE: 06    OPTION CODE: A

SELECTION                        OPTION   SELECTION                        OPTION

 1. A/R MASTER FILE UPDATE      A-C-I     20. STATUS OF AN AGREEMENT         P
 2. PROJECT/JOB NUMBER UPDATE   A-C-D     21. AGREEMENT NUMBER ROLLUP        I
 3. F&E SPLIT TABLE             A-C-D-I-P 22. CUSTOMER ACCOUNT               P
 4. COST CENTER SPLIT TABLE     A-C-D-I-P 23. BILL INQUIRY                   I
 5. FMT 14 MISC A/R             A-C-D     24. AGREEMENT HISTORY              P
 6. FMT 14 COLLECTIONS          A-C-D     25. AGREEMENT FOR PREVIEW          P
 7. FMT 14 REFUND ADV/CREDIT    A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY      P
 8. FMT 14 WRITE OFFS           A-C-D     27. AR MASTER FILE PRINT           P
 9. FMT 14 MANUAL BILL          A-C-D     28. 1081 BILL INQUIRY              I
10. REVERSE BILL                R         29. TRANSACTION HISTORY            P
11. ADJUST BILL AMOUNTS         A-I-P     30. OIL POLLUTION BILL INQUIRY     P
                                          31. CPC-CASE-NUMBER INQUIRY        I-P
```

Figure 9J-225 Accounts Receivable Menu

(3) The Format 14 Collections screen is displayed with the request code, agy-code, rgn-dist, batch-ID, and schedule/CD. Enter agree/contract number, bill number, effective date (date on the debit voucher), and the amount to be reversed (should be the same as the bill) under corrected amt on the collection line. Press ***Enter***.



```
                                        FORMAT 14
                                      COLLECTIONS

REQUEST CODE:  A
AGY-CODE: T    RGN-DIST: 1    BATCH-ID: 903551604     SCHEDULE-CD: A112345
AGREE/CONTRACT NUMBER: NI2898PM8  BILL NUMBER: 00993A  EFFECTIVE DATE: 102590

 OPTIONS                    COLLECTED AMT      CORRECTED AMT

 COLLECTIONS             :                     1982920

 ADVANCES                :

 MISC COLLECTION         :

 QTR/SUBSISTENCE         :

  IF LAST ENTRY AND WANT A/R MENU - ENTER (YES):
 IF LAST ENTRY AND WANT OTHER COLLECTION SCREEN - ENTER (YES):
```

Figure 9J-226 Format 14 Collections

(4) After the batch is entered, it must be balanced and the status inquired. The correct status is 5. Refer to Section 5, Menu and Batching Concepts, for procedures on balancing batches and inquiring status.

(5) The completed bill should be extracted from the closed file and filed with the active accounts receivables. The batch number and the date of reestablishment should be noted on the bill.

(6) If the returned check had collected more than one bill, steps (3) and (4) of Section 9J, Chapter 13, Paragraph 13.2c, will be followed for each bill.

(7) If the returned check had collected a bill and the difference between the bill and the check was collected in a general receipt or deposit fund account, these procedures must be followed:

- Amount Collection Bill - Follow procedures in Section 9J, Chapter 13, Paragraph 13.2c (3) and 13.2c(4) for the amount of the bill.

- Amount Collected in general receipt or deposit fund - Follow procedures in Section 9J, Chapter 13, Paragraph 13.2a for the amount collected in the general receipt or deposit fund account.

Note: *Format 14 batch header is for the total amount of the debit voucher. Therefore, only one batch header should be entered even though more than one transaction is required to process the debit voucher.*

d. Debit Vouchers - Refunds

- Refund checks received on purchase orders

When a check for a refund on a purchase order is returned, the transaction collecting the refund is reversed. The document ID used to collect the refund is used to reverse the collection. The accounting data for this document-ID can be obtained through the ODF-Basic inquiry. Refer to Section 8A, Inquiries, for procedures. The vendor/SSN was established when the purchase order was recorded. The vendor/SSN may be verified by performing a Table T16 inquiry. Since the refund is being cancelled by reversing the collection transaction, entering an accounts receivable master file is not required. To reverse the collection, the following steps must be taken:

(1) Prepare and enter a Format 14 batch header using an A schedule and the Debit Voucher number as the schedule/CD number. Press ***Enter***. Example: Debit Voucher number 12345 is entered as schedule/CD A112345.

(2) To reverse the collection entry, the Format 03 Fund Usage screen is used to input data.

When a Format 14 batch header is entered, the Accounts Receivable Menu screen with Option Code **A** is displayed. To access Format 03 Fund Usage Screen, enter Selection Code **06** on the Accounts Receivable Menu. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE: 06    OPTION CODE: A

SELECTION                       OPTION   SELECTION                       OPTION

 1. A/R MASTER FILE UPDATE    A-C-I     20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE A-C-D     21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE           A-C-D-I-P 22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE   A-C-D-I-P 23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R           A-C-D     24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS        A-C-D     25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT  A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS         A-C-D     27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL        A-C-D     28. 1081 BILL INQUIRY             I
10. REVERSE BILL              R         29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS       A-I-P     30. OIL POLLUTION BILL INQUIRY    P
                                        31. CPC-CASE-NUMBER INQUIRY       I-P
```

Figure 9J-227 Accounts Receivable Menu

The Format 14 Collection screen is displayed with the request code, agy-code, rgn-dist, batch-ID, and schedule/CD. Arrow or tab (do not press enter) to the statement "If last entry and want other collection screen - Enter (YES):". Type **YES**. Press ***Enter***.

```
                                  FORMAT 14
                                 COLLECTIONS

REQUEST CODE: A
AGY-CODE: T   RGN-DIST: 1   BATCH-ID: 903551600 SCHEDULE-CD: A112345
AGREE/CONTRACT NUMBER:            BILL NUMBER:          EFFECTIVE DATE:

 OPTIONS                COLLECTED AMT      CORRECTED AMT

 COLLECTIONS          :

 ADVANCES             :

 MISC COLLECTION      :

 QTR/SUBSISTENCE      :



 IF LAST ENTRY AND WANT A/R MENU - ENTER (YES):
 IF LAST ENTRY AND WANT OTHER COLLECTION SCREEN - ENTER (YES):   YES
```

Figure 9J-228 To Access Format 03 thru Format 14 Collection Screen

The Format 03 Fund Usage screen is displayed with the schedule/CD, batch number and agency code. See Figure 9J-229.

```
                    ENTER DATA
SCHEDULE/CD: A112345      FORMAT 3 FUND USAGE           BATCH NO: 903551600
AGENCY CODE         : T
REGION DISTRICT     : 1
DOCUMENT-ID         : 23 91 85678  000
TRANSACTION CODE    : 9432
AMOUNT              : 10500
EFFECTIVE DATE      : 120690
APPROP CODE         :     LIM:      ALLOT:     IND:
COST CENTER         :
PROGRAM ELEMENT     :
OBJECT CLASS        :
PUBLIC/GOVT         :     PYR-FLAG:
SYSTEM DATA         :
INV/CUST ACCT NO    :
VENDOR-TYPE-SSN     :                        END DATE OF TRAVEL
DOCUMENT-REF-NUMBER:                         WAREHOUSE DATE
COMPUTATION DATE    :
TERMS               : %:       DAYS:    NET:
EXCL-DISC-AMT       :
REASON CODE         :
ECC/STAT-DATA       :
ECC/STAT-DATA       :
FACILITY TYPE/LOC   :
```

Figure 9J-229 Format 03 Fund Usage

Enter region district, document-ID (the one used when the refund was collected), transaction code (normally 9432), amount, and effective date (date of debit voucher). Press ***Enter***.

(3) After the batch is entered, it must be balanced and the status inquired. The correct status is 5. Refer to Section 5, Menu and Batching Concepts, for procedures on balancing batches and inquiring status.

(4) This process does not generate a bill but reverses a previous DAFIS transaction for the collection of the refund. Therefore, a copy of the debit voucher showing the batch number, schedule number, document-ID and transaction code should be given to the organization that processed the purchase order.

Chapter 14 - Adjust Billed Amounts

14.1. Introduction - The accounts receivable adjust billed amounts process was added to DAFIS in January of 1995. This process allows the user to adjust amounts of billings, inquire bills and print amended daily bills.

14.2. Options - There are three options available in this process: Add, Inquire, and Print.

a. The *Add* option allows the user to make adjustments to principal for manual and daily bills and late charges for all bills. These adjustments are made without changing the bill number. This is useful for changing bill amounts because of negotiation with vendors or just to make corrections in amounts billed. In this option DAFIS performs edits as follows:

(1) DAFIS will not allow the user to decrease a bill's principal or late charges below zero.

(2) DAFIS will not allow the user to make principal or late charges adjustments if there is an amount in the reserve account.

(3) DAFIS will not allow the user to Adjust daily bills if:

- The bill format is 1081,
- They were established with transaction codes 151 (Working Capital Fund), 250 (Travel Advance) or 295 (Salary Advance); or
- The document-ID established as the agreement number on the Accounts Receivable File for the daily bill is not on the Open Document File.

b. The *Inquire* option allows the user to view the bills before adjusting and/or after adjusting to verify the adjustment.

c. The *Print* option is for daily bills only. It allows the user to print an adjusted daily bill.

14.3. How to Inquire and Adjust - Following are the steps to inquire and adjust a bill:

a. Step 1 - Inquire the bill. Press the ***PF13*** function key. When the Accounts Receivable Menu is displayed, enter Selection Code **11** and Option Code **I** as shown in Figure 9J-230. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE:  11  OPTION CODE:  I

SELECTION                      OPTION   SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE     A-C-I     20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE  A-C-D     21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE            A-C-D-I-P 22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE    A-C-D-I-P 23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R            A-C-D     24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS         A-C-D     25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT   A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS          A-C-D     27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL         A-C-D     28. 1081 BILL INQUIRY             I
10. REVERSE BILL               R         29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS        A-I-P     30. OIL POLLUTION BILL INQUIRY    P
                                         31. CPC-CASE-NUMBER   INQUIRY       I-P
```

Figure 9J-230 Accounts Receivable Menu

The Accounts Receivable Adjust Bill Amounts screen is displayed. Type the region/district and bill number you want to inquire as shown in Figure 9J-231 (the bill date is required for Coast Guard Oil Pollution Fund billings). Press ***Enter***.

```
      ENTER KEYS ONLY

                              ACCOUNTS RECEIVABLE
                              ADJUST BILL AMOUNTS

*AGY-CODE: T
*RGN-DIST: 1                            AGREEMENT NUMBER:
*BILL NUMBER:  44123                    SCHEDULE 9 CODE :
 BILL DATE (OIL POLLUTION):             CPC CASE NUMBER :

 OPTIONS            CURRENT AMT

 PRINCIPAL      :

 LATE CHARGES
   INTEREST     :
   PENALTY      :
   ADMIN CHARGE :




 IF LAST ENTRY - ENTER YES:
```

Figure 9J-231 Adjust Bill Amounts Screen Completed

Your inquiry is complete as shown in Figure 9J-232. The current amounts and agreement number are displayed. If available, the schedule 9 code, and CPC case number are displayed.

```
      INQUIRY COMPLETED - ENTER KEY

                              ACCOUNTS RECEIVABLE
                              ADJUST BILL AMOUNTS

*AGY-CODE: T
*RGN-DIST: 1                            AGREEMENT NUMBER: 12394188
*BILL NUMBER:  44123                    SCHEDULE 9 CODE :
 BILL DATE (OIL POLLUTION):             CPC CASE NUMBER :

 OPTIONS            CURRENT AMT

 PRINCIPAL      :          209.00

 LATE CHARGES
   INTEREST     :            6.67
   PENALTY      :           12.29
   ADMIN CHARGE :          144.00




 IF LAST ENTRY - ENTER YES:
```

Figure 9J-232 Adjust Bill Amounts Inquiry Completed

b. Step 2 - Adjust the bill. Press the ***PF13*** function key. When the Accounts Receivable Menu is displayed, enter Selection Code **11** and Option Code **A** as shown in Figure 9J-233. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE:  11  OPTION CODE:  A

SELECTION                      OPTION   SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE    A-C-I     20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE A-C-D     21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE           A-C-D-I-P 22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE   A-C-D-I-P 23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R           A-C-D     24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS        A-C-D     25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT  A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS         A-C-D     27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL        A-C-D     28. 1081 BILL INQUIRY             I
10. REVERSE BILL              R         29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS       A-I-P     30. OIL POLLUTION BILL INQUIRY    P
                                        31. CPC-CASE-NUMBER   INQUIRY       I-P
```

Figure 9J-233 Accounts Receivable Menu

The Accounts Receivable Adjust Bill Amounts screen is displayed. Type the region/district and bill number you want to adjust as shown in Figure 9J-234 (the bill date is required for Coast Guard Oil Pollution Fund billings). Press ***Enter***.

```
      ENTER KEYS ONLY

                              ACCOUNTS RECEIVABLE
                              ADJUST BILL AMOUNTS

*AGY-CODE: T
*RGN-DIST: 1                          AGREEMENT NUMBER:
*BILL NUMBER:  44123                  SCHEDULE 9 CODE :
 BILL DATE (OIL POLLUTION):           CPC CASE NUMBER :

 OPTIONS            CURRENT AMT      INCREASE AMT     DECREASE AMT

 PRINCIPAL      :

 LATE CHARGES
   INTEREST     :
   PENALTY      :
   ADMIN CHARGE :




 IF LAST ENTRY - ENTER YES:
```

Figure 9J-234 Adjust Bill Amounts Screen Completed

The screen is refreshed with current amounts and agreement number as shown in Figure 9J-235. If available, the schedule 9 code, and CPC case number are displayed.

```
      ENTER INCREASE OR DECREASE AMOUNT

                              ACCOUNTS RECEIVABLE
                              ADJUST BILL AMOUNTS

*AGY-CODE: T
*RGN-DIST: 1                          AGREEMENT NUMBER: 12394188
*BILL NUMBER:  44123                  SCHEDULE 9 CODE :
 BILL DATE (OIL POLLUTION):           CPC CASE NUMBER :

 OPTIONS            CURRENT AMT      INCREASE AMT     DECREASE AMT

 PRINCIPAL      :   20900            0                0

 LATE CHARGES
   INTEREST     :   667              0                0
   PENALTY      :   1229             0                0
   ADMIN CHARGE :   14400            0                0




 IF LAST ENTRY - ENTER YES:
```

Figure 9J-235 Adjust Bill Amounts Screen Refreshed with Data

The user is prompted to enter an increase or decrease amount to adjust the bill. The following amounts (options) may be entered:

(1) An increase to billed principal, or

(2) A decrease to billed principal, or

(3) An increase to late charges (interest, penalty, and/or admin charge), or

(4) A decrease to late charges (interest, penalty, and/or admin charge).

The user may not mix options 1, 2, 3, or 4 on the same screen. For example, an increase to billed principal and an increase to late charges cannot be entered on the same screen.

If an amount is entered either in the increase or decrease principal fields DAFIS displays the message "DO YOU WANT TO RECALCULATE LATE CHARGES - ENTER YES OR NO BELOW." If **YES** is entered DAFIS recalculates the late charges as if the new principal amount had been in effect since day one of the life of the bill. If **NO** is entered, no recalculation of late charges occurs.

DAFIS *will not* recalculate late charges under the following conditions:

- If a collection has been entered on the bill.
- If the Assess Late Charge indicator on the Accounts Receivable Master is **NO**.
- There have been no billed interest or billed penalties assessed on the bill.

If any of these conditions exist DAFIS displays the message "WILL NOT RECALCULATE ANY LATE CHARGES/ENTER INC OR DEC AMOUNT." If this occurs the user may manually increase or decrease late charges.

The example in Figure 9J-236 illustrates that we have elected to decrease the late charges on this bill as follows:

- Decrease interest by $5.49,
- Decrease penalty by $12.29, and
- Decrease admin charge by $120.00.

```
      ENTER INCREASE OR DECREASE AMOUNT

                              ACCOUNTS RECEIVABLE
                              ADJUST BILL AMOUNTS

*AGY-CODE: T
*RGN-DIST: 1                          AGREEMENT NUMBER: 12394188
*BILL NUMBER:  44123                  SCHEDULE 9 CODE :
 BILL DATE (OIL POLLUTION):           CPC CASE NUMBER :

 OPTIONS            CURRENT AMT      INCREASE AMT     DECREASE AMT

 PRINCIPAL      :   20900            0                0

 LATE CHARGES
   INTEREST     :   667              0                549
   PENALTY      :   1229             0                1229
   ADMIN CHARGE :   14400            0                12000




 IF LAST ENTRY - ENTER YES:
```

Figure 9J-236 Adjust Bill Amounts Screen Adjustment Entered

After amounts have been typed, press ***Enter***. If all edits are passed DAFIS builds a batch to make the adjustment. The screen is refreshed with a message displaying the batch number that was created as illustrated in Figure 9J-237.

```
      A/R UPDATE BATCHES BALANCE - 951951V59           / ENTER KEYS

                              ACCOUNTS RECEIVABLE
                              ADJUST BILL AMOUNTS

*AGY-CODE: T
*RGN-DIST:                            AGREEMENT NUMBER:
*BILL NUMBER:                         SCHEDULE 9 CODE :
 BILL DATE (OIL POLLUTION):           CPC CASE NUMBER :

 OPTIONS            CURRENT AMT      INCREASE AMT     DECREASE AMT

 PRINCIPAL      :

 LATE CHARGES
   INTEREST     :
   PENALTY      :
   ADMIN CHARGE :




 IF LAST ENTRY - ENTER YES:
```

Figure 9J-237 Adjust Bill Amounts Screen Refreshed with Batch Number

c. Step 3 - Inquire the bill again. Press the ***PF13*** function key. When the Accounts Receivable Menu is displayed, enter Selection Code **11** and Option Code **I** as shown in Figure 9J-238. Press ***Enter***.

```
                    --- ACCOUNTS RECEIVABLE MENU ---

                  SELECTION CODE:  11  OPTION CODE:  I

SELECTION                      OPTION   SELECTION                      OPTION

 1. A/R MASTER FILE UPDATE    A-C-I     20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE A-C-D     21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE           A-C-D-I-P 22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE   A-C-D-I-P 23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R           A-C-D     24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS        A-C-D     25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT  A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS         A-C-D     27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL        A-C-D     28. 1081 BILL INQUIRY             I
10. REVERSE BILL              R         29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS       A-I-P     30. OIL POLLUTION BILL INQUIRY    P
                                        31. CPC-CASE-NUMBER   INQUIRY      I-P
```

Figure 9J-238 Accounts Receivable Menu

The Accounts Receivable Adjust Bill Amounts screen is displayed. Type the region/district and bill number you want to inquire as shown in Figure 9J-239 (the bill date is required for Coast Guard Oil Pollution Fund billings). Press ***Enter***.

```
      ENTER KEYS ONLY

                              ACCOUNTS RECEIVABLE
                              ADJUST BILL AMOUNTS

*AGY-CODE: T
*RGN-DIST: 1                          AGREEMENT NUMBER:
*BILL NUMBER:  44123                  SCHEDULE 9 CODE :
 BILL DATE (OIL POLLUTION):           CPC CASE NUMBER :

 OPTIONS            CURRENT AMT

 PRINCIPAL      :

 LATE CHARGES
   INTEREST     :
   PENALTY      :
   ADMIN CHARGE :




 IF LAST ENTRY - ENTER YES:
```

Figure 9J-239 Adjust Bill Amounts Screen Completed

Your inquiry is complete as shown in Figure 9J-240. The current amounts and agreement number are displayed. If available, the schedule 9 code, and CPC case number are displayed.

```
      INQUIRY COMPLETED - ENTER KEY

                              ACCOUNTS RECEIVABLE
                              ADJUST BILL AMOUNTS

*AGY-CODE: T
*RGN-DIST: 1                          AGREEMENT NUMBER: 12394188
*BILL NUMBER:  44123                  SCHEDULE 9 CODE :
 BILL DATE (OIL POLLUTION):           CPC CASE NUMBER :

 OPTIONS            CURRENT AMT

 PRINCIPAL      :          209.00

 LATE CHARGES
   INTEREST     :            1.18
   PENALTY      :            0.00
   ADMIN CHARGE :           24.00




 IF LAST ENTRY - ENTER YES:
```

Figure 9J-240 Adjust Bill Amounts Inquiry Completed

14.4. How to Print - The following procedure illustrates how to print an amended daily bill:

Press the ***PF13*** function key. When the Accounts Receivable Menu is displayed, enter Selection Code **11** and Option Code **P** as shown in Figure 9J-241. Press ***Enter***.

```
                      --- ACCOUNTS RECEIVABLE MENU ---

                    SELECTION CODE:  11  OPTION CODE: P

SELECTION                       OPTION   SELECTION                       OPTION

 1. A/R MASTER FILE UPDATE    A-C-I     20. STATUS OF AN AGREEMENT        P
 2. PROJECT/JOB NUMBER UPDATE A-C-D     21. AGREEMENT NUMBER ROLLUP       I
 3. F&E SPLIT TABLE           A-C-D-I-P 22. CUSTOMER ACCOUNT              P
 4. COST CENTER SPLIT TABLE   A-C-D-I-P 23. BILL INQUIRY                  I
 5. FMT 14 MISC A/R           A-C-D     24. AGREEMENT HISTORY             P
 6. FMT 14 COLLECTIONS        A-C-D     25. AGREEMENT FOR PREVIEW         P
 7. FMT 14 REFUND ADV/CREDIT  A-C-D     26. UNCOLL ACCOUNT SUBSIDIARY     P
 8. FMT 14 WRITE OFFS         A-C-D     27. AR MASTER FILE PRINT          P
 9. FMT 14 MANUAL BILL        A-C-D     28. 1081 BILL INQUIRY             I
10. REVERSE BILL              R         29. TRANSACTION HISTORY           P
11. ADJUST BILL AMOUNTS       A-I-P     30. OIL POLLUTION BILL INQUIRY    P
                                        31. CPC-CASE-NUMBER   INQUIRY       I-P
```

Figure 9J-241 Accounts Receivable Menu

When the print screen is displayed, type the region/district and bill number you want to print as shown in Figure 9J-242. Optionally, you may change the printer-ID. Press ***Enter***.

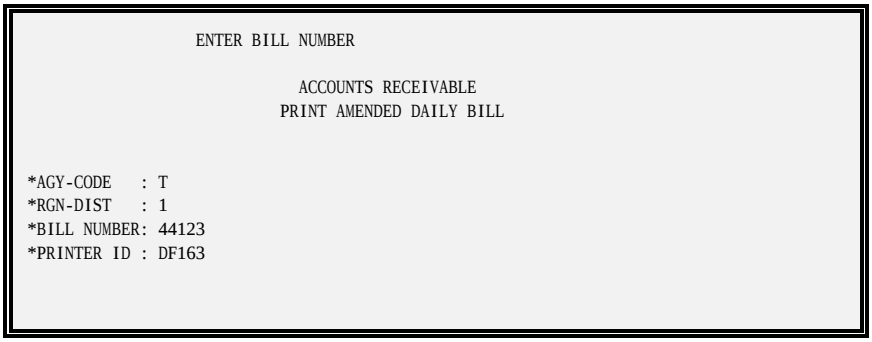


Figure 9J-242 Print Amended Daily Bill Screen

Chapter 15 - Transaction Reference

DESCRIPTION	TRANS CODE	FAC CODE	G/L ACCOUNTS DEBIT	G/L ACCOUNTS CREDIT
DIRECT CHARGES				
1. Bill Direct Charges Fund Types 2, 3, 4, 5, R	171b	R5	13AC/13AD	13AA/13AB
	1712	R5	13AA/13AB	13AC/13AD
2. Bill 10% Overhead Fund Type 2	. . . . 173b	R6	13AC/13AD 42EA/42EB	52BF/52BG 42BX
	1732	R6	52BF/52BG	13AC/13AD
3. Bill Admin OH-F1 Fund type 2	173b	R6	13AC/13AD 42EA/42EB	52BF/52BG 42BX
4. Bill 2% General Fund Fund Type “G”, Approp - GCB	906b	R6	13DT/13DU	59AX/59AY
	9062	R6	59AX/59AY	13DT/13DU
5. Bill OH-NONFED-F1 Fund Type “G”, Approp - GCB	906b	R6	13DT/13DU	59AX/f9AY
6. Bill DEP-INT-F1 FundType “G”, Approp - GCB	982b	S9	13DT/13DU	59AX/59AY
7. Bill Admin Training Fund Type “N”, Approp - V6R	917b	S9	13DY/13EY	24BC
BILLS, FIXED CONTRACTS & APPLIES ANY ADVANCES (FUND TYPE “G” ONLY)				
1. Record principal (Fixed Billing Amount)	982b	S9	13DT/13DU	59AX/59AY
2. “G” Schedule to Apply Advance To Fixed Contract:				
A. Decrease Advance	9022	R2	23AX/23AY	36BX
B. Apply to Principal	904b	RA	36BX	13DT/13DU
ADVANCES APPLIED TO REIMBURSABLE BILLS - “G” SCHEDULE NOTE: Advance is not applied unless total charges for the agreement are positive.				
1. Decrease Advance Fund Types 2, 3, 4, 5	2292	R2	23AX/23AY	10AX
2. Apply to Billed Overhead - NONFED (2%) Approp - GCB	903b	RB	36BX	13DT/13DU
3. Apply to DEP-INT-F1 Approp - GCB	944b	RA	36BX	13DT/13DU
4. Apply to Admin Overhead - (10%) Fund Type “2”	913b	RB	10AX	13AC/13AD
	972b	SC	13AC/13AD	10AX
5. Apply to Principal Fund Types 2, 3, 4, 5	216b	RA	10AX	13AC/13AD
	973b	S4	13AC/13AD	10AX
6. Apply to ADDL - ADMIN - Training	916b	RA	10AX	13DY/13EY
LATE CHARGES (UPDATES RESERVE AMT IF NECESSARY) (FUND TYPE - G)				
1. Record Billed Interest Approp - GCA	939b	RB	13DU	59AX/59AY
	969b	S6	13DU	59AX/59AY
2. Increase Reserve for Amt in (1) above (when existing 5-digit bill has Amt	937b	RL	61AD	13FY/13GY
In reserve)	946b	RP	13FY/13GY	61AD
3. Record Billed Penalty Approp - GAG	940b	RN	13DU	59AX/59AY
	970b	S7	59AX/59AY	13DU
4. Increase or Decrease Reserve (See 2 above)	937b	RL	61AD	13FY/13GY
	946b	RP	13FY/13GY	61AD
5. Record Billed Admin Charge Approp - GAG	941b	RO	13DU	59AX/59AY
6. Increase Reserve if necessary (See 2 and 4 above)	937b	RL	61AD	59AX/59AY 13FY/13GY

DESCRIPTION	TRANS CODE	FAC CODE	G/L ACCOUNTS DEBIT	G/L ACCOUNTS CREDIT
DAILY BILLS				
1. T/C 182 to Record Refunds	182	51	13BA/13BB	61AA
"Q" Schedule, Fund Types 2, 3, 4,	881	51	49AX	46AX
5, R, A, 9, and L	882	51		
	883	51		
2. T/C 250 to Reclassify Travel Advance, Fund Types 2, 3, 4, 5 - "P only" and "D only"	250	42	13BB	14AC
MANUAL BILLS				
1. No Schedule - Fund Type G	905b	R9	13DT.13DU	59AX/59AY
2. No Schedule - Fund Type P V6H	908b	R9	13DY/13EY	24BC
3. No Schedule - Fund Type P Not V6H	907b	R9	13DY/13EY	24AX/24AY
4. "A" Schedule - Fund Type G	958b	R9	13DT/13DU	36BX
5. "A" Schedule - Fund Type N	909b	R9	13DY/13EY	10AX
6. "A" Schedule - Fund Type P	983b	R9	13DY/13EY	10AX
Coast Guard Manual Bill Program:				
1. Billed Prin-Clean Up Costs, Fund Type R	527b	R9	13DE	59AG
2. Billed Fines/Penalties - Fund Type R	528b	SD	13DG	53AC
Supply Fund:				
1. Billed Principal	525b	R9	13AT/13AW	15AW
Fund Type 2			32AF	51BW
"Statistical Accounts"			94AW	94AT
All Other Manual Bills:				
1. No Schedule - Fund Type G	905b	R9	13DT/13DU	59AX/59AY
2. No Schedule - Fund Type P, V6H	908b	R9	13DY	24BC
3. No Schedule - Fund Type P, Not V6H	907b	R9	13DY	24AX/24AY
4. "A" Schedule - Fund Type G	958b	R9	13DT/13DU	36BX
5. "A" Schedule - Fund Type N	909b	R9	13DY	10AX
6. "A" Schedule - Fund Type P	983b	R9	13DY	10AX
COLLECTIONS OF BILLED AMOUNTS ON A/R FILE (6-DIGIT- BILL NUMBER)				
1. Collect Billed Interest	920b	RD	36BX	13DU
Fund Type G, "P only"	959b	RZ	13DU	36BX
2. Collect Billed Penalty	921b	RE	36BX	13DU
Fund Type G, "P only"	960b	S1	13DU	36BX
3. Collect Billed Admin	922b	RF	36BX	13DU
Fund Type G, "P only"	961b	S2	13DU	36BX
4. Collect Billed Overhead	903b	RB	36BX	13DT/13DU
Fund Type G, Approp - GCB, "P only"	971b	SC	13DT/13DU	36BX
5. Collect Billed Overhead	913b	RB	10AX	13AC/13AD
Fund Type 2, "P and G"	962b	SC	13AC/13AD	10AX
6. Collect Billed Principal	216b	RA	10AX	13AC/13AD
Fund Ty pes 2, 3, 4, 5 (Reimb)	963b	S4	13AC/13AD	10AX
7. Collect Billed Principal	616b	RA	10AX	13AC/13AD
Fund Type R (Reimb)	964b	S4	13AC/13AD	10AX
8. Collect Billed Principal	211b	RA	10AX	13DY/13EY
Fund Type R (Direct)	967b	S4	13DY/13EY	10AX
9. Collect Billed Refunds	914b	RA	10AX	13BA/13BB
Daily Bills from T/C 182 & 250 R/A Flag = Q, Fund Types 2. 3, 4, 5, 9, and L. "P and G"	965b	S4	13BA/13BB	10AX

DESCRIPTION	TRANS CODE	FAC CODE	G/L ACCOUNTS DEBIT	G/L ACCOUNTS CREDIT
10. Collect Billed Refunds R/A Flag = Q, Fund Type R	617b	RA	10AX	13BA/13BB
	984b	S4	13BA/13BB	10AX
11. Collect Billed Principal Fund Type G	944b	RA	36BX	13DT/13DU
	966b	S4	13DT/13DU	36BX
12. Collect Billed Principal Fund Type P	919b	RA	10AX	13DY/13EY
	968b	S4	13DY/13EY	10AX
13. Collect Billed Principal Fund Type N No G Schedule	916b	RA	10AX	13DY/13EY
	985b	S4	13DY/13EY	10AX
14. Collect Billed Principal Fund Type N G Schedule Only	928b	RA	10AX	13DY/13EY
Oil Pollution: (In Order of Collection)				
1. Collect Billed Fines and Penalties	532b	SE	10AX/41EX	13DG/41FX
2. Collect Principal Clean-up	533b	SH	10AX/41EX	13DE/41FX
3. Collect Penalty Interest	534b	RE	10AX/41EX	13DF/41FX
4. Collect Admin Charges	535b	RF	10AX/41EX	13DQ/41FX
5. Collect Interest	536b	RD	10AX/41EX	13CJ/41FX
Supply Fund:				
1. Collect Billed Principal - Fund Type 5	545b	RA	10AX	13AT/13AW
CORRECTION - SCHEDULES A, B, G, M				
1. Reverse Collected Principal Fund Type G	9442	RA	13DT/13DU	36BX
	9662	S4	36BX	13DT/13DU
2. Reverse Collected Principal Fund Type R (Reimb)	6162	RA	13AC/13AD	10AX
	9642	S4	10AX	13AC/13AD
3. Reverse Collected Principal Fund Type 2, 3, 4, 5 (Reimb)	2162	RA	13AC/13AD	10AX
	9632	S4	10AX	13AC/13AD
4. Reverse Collected Principal Fund Type R (Direct)	2112	RA	13DY/13EY	10AX
	9672	S4	10AX	13DY/13EY
5. Reverse Collected Principal Fund Types 2, 3, 4, 5, A, B, C, D, L, and 9	9142	RA	13BA/13BB	10AX
	9652	S4	10AX	13BA/13BB
6. Reverse Collected Principal Fund Type P	9192	RA	13DY/13EY	10AX
	9682	S4	10AX	13DY/13EY
7. Reverse Collected Principal Fund Type N No G Schedule	9162	RA	13DY/13EY	10AX
	9852	S4	10AX	13DY/13EY
8. Reverse Collected Principal Fund Type N G Schedule Only	9282	RA	13DY/13EY	10AX
9. Reverse Collected Principal Fund Type R, Q Schedule	6172	RA	13BA	10AX
	9842	S4	10AX	13BA/13BB
10. Reverse Collected Overhead Fund Type G	9032	RB	13DU	36BX
	9712	SC	36BX	13DU
11. .Reverse Collected Principal Fund Type 2	9132	RB	10AX	13AC/13AD
	9622	SC	13AC/13AD	10AX
12. Reverse Collected Admin Fund Type G	9222	RF	13DU	36BX
	9612	S2	36BX	13DU
13. ReverseCollected Principal Fund Type G	9212	RE	13DU	13BX
	9602	S1	36BX	13DU
14. Reverse Collected Interest Fund Type G	9202	RD	13DU	36BX
	9592	RZ	36BX	13DU
15. Liquidate A/P offset by a receivable from the same vendor. Format 3 screen, G-Schedule (like T/C 100)	975b	21	21AA/21AB	21AC/21AD

DESCRIPTION	TRANS CODE	FAC CODE	G/L ACCOUNTS DEBIT	G/L ACCOUNTS CREDIT
16. Liquidate A/P UDO's offset by a receivable from the same vendor. Format 3 screen, G-Schedule (like T/C 102)	976b	22	61AA	21AC/21AD
17. Liquidate A/P AEU's offset by a receivable from the same vendor. Format 3 screen, G-Schedule (like T/C 106)	977b	21	21EX/21EY	21AC/21AD
18. Liquidate A/P (No Obligations Recorded) by a receivable from the same vendor. Format 3 screen, G-Schedule (like T/C 128)	978b	29	61AA/65BX	10AX
Oil Pollution Schedules A, M, G				
1. Reverse Collected Interest	5362	RD	13CJ/41FX	10AX/41EX
2. Reverse Collected Admin Charge	5352	RF	13DQ/41FX	10AX/41EX
3. Reverse Collected Penalty Charge	5342	RE	13DF/41FX	10AX/42EX
4. Rev Collected Principal Clean-up	5332	SH	13DE/41FX	10AX/41EX
5. Rev Collected Fines/Penalties	5322	SE	13DG/41FX	10AX/41EX
Supply Fund: Fund Type 5				
1. Reverse Collecfted Principal	5452	RA	13AT/13AW	10AX
ADVANCES				
1. Collect Advance Fund Type G	902b	R2	36BX	23AX/23AY
2. Collect Advance Fund Types 2, 3, 4, 5	229b	R2	10AX	23AX/23AY
3. Reverse Collected Advance Fund Type G	9022	R2	23AX/23AY	36BX
4. Reverse Collected Advance Fund Types 2, 3, 4, 5	2292	R2	23AX/23AY	10AX
MISC. COLLECTION				
1. Fund Type G	927b	RG	36BX	59AX/59AY
2. Fund Type P	923b	RG	10AX	24BC
3. Fund Types 2, 3, 4, 5	247b	RG	10AX 42EA/42EB	52AA/52AB 42BX
4. Correction (Status 2 of above T/C's	2	RG	Reverse of	above
QUARTERS/SUBSISTENCE				
1. Collection Amount	205b	RG	10AX 42EA/42EB	59AA 42BX
2. Reversal of Collection	2052	RG	59AA 42BX	10AX 42EA/42EB
REFUND ADVANCE AND/OR CREDIT BALANCES				
1. Refund Advance Fund Type G	901b	R1	23AX/23AY	21AC/21AD
2. Refund Advance Fund Types 2, 3, 4, 5	118b	R1	23AX/23AY	21AC/21AD
3. Refund Credit Balance a. Principal Fund Types 2, 3, 4, 5, R ** SF1080/1114 only V-Schedule	955b	RW	13AC/13AD	21AC/21AD
b. Principal Fund Type G **SF1080/1114 only V-Schedule	957b	RW	13DT/13DU	21AC/21AD
c. Overhead Fund type G **SF1080/1114 only V-Schedule	979b	RY	13DT/13DU	21AC/21AD
d. Overhead Fund Type 2 **SF1080/1114 only V-Schedule	956b	RY	13AC/13AD	21AC/21AD
e. Principal Fund Types 2, 3, 4, 5, R **SF1081 OPAC only N-Schedule	990b	RW	13AC	10AX
f. Overhead Fund Types 2, 3, 4, 5, R **SF1081 OPAC only N-Schedule	991b	RW	13AC	10AX

DESCRIPTION	TRANS CODE	FAC CODE	G/L ACCOUNTS DEBIT	G/L ACCOUNTS CREDIT
ESTABLISH RESERVE FOR BAD DEBTS (Five-digit bill)				
1. Refunds, R/A Flag = Q	937b	RL	61AD	13FY/13GY
Fund Types 2, 3, 4, 5, and 9 (Requires T/C 987 in same batch for amt of billed prin)	946b	RP	13FY/13GY	61AD
2. Reimbursables Fund Types 2, 3, 4, 5, R, and G	937b	RL	61AD	13FY/13GY
	946b	RP	13FY/13GY	61AD
3. Decrease Reserve Status 2 of above T/C's				
4. Estimated Reimbursement Fund Types 2, 3, 4, 5, and R	170b	R4	42DX	42BX
5. Decrease Estimated Reimbursement, Fund Types 2, 3, 4, 5, and R	1702	R4	42BX	42DX
6. Increase Interest Approp = CGA	939b	R8	13DU	59AX/59AY
7. Decrease Interest Approp = CGA	9392	R8	59AX/59AY	13DU
8. Increase Penalty Approp = GAG	940b	RN	13DU	59AX/59AY
9. Decrease Penalty Approp = GAG	9402	RN	59AX/59AY	13DU
10. Increase Admin Surcharge Approp = GAG	941b	RO	13DU	59AX/59AY
11. Decrease Admin Surcharge Approp = GAG	9412	RO	59AX/59AY	13DU
Oil Pollution:				
1. Establish Reserve	937b	RL	61AD	13FY
2. Decrease Reserve	9372	RL	13FY	61AD
Oil Pollution: Fund Type R				
1 Increase Interest	529b	R8	13CJ	53AA
2. Decreae Interest	5292	R8	53AA	13CJ
3. Increase Penalty Interest	530b	RN	13DF	53AY
4. Decrease Penalty Interest	5302	RN	53AY	13DF
5. Increase Admin Charges	531b	RO	13DQ	53AD
6. Decrease Admin Charges	5312	RO	53AD	13DQ
Supply Fund and All Other:				
1. Increase Interest, Approp GCA	939b	RO	13DU	59AY
2. Decrease Interest, Approp GCA	9392	R8	59AY	13DU
3. Increase Penalty Interest, Approp GAG	940b	RN	13DU	59AY
4. Decrease Penalty Interest, Approp GAG	9402	RN	59AY	13DU
5. Increase Admin Charges, Approp GAG	941b	RO	13DU	59AY
6. Decrease Admin Charges, Approp GAG	9412	RO	59AY	13DU
NOTE: Transaction Codes for DF458 are the same as DF023.				
WRITE OFF A BILL AGAINST RESERVE ACCOUNT AND REESTABLISH A BILL PREVIOUSLY WRITTEN OFF (PUTS BACK IN RESERVE)				
	942b	RM	13FY/13GY	13AC/13AD
1. Write off Billed Principal (Reimb) Fund Types 2, 3, 4, 5, R	947b	RQ	13AC/13AD	13FY/13GY
2. Write off Billed Principal (Reimb) Fund Type G	930b	RM	13FY/13GY	13DT/13DU
	948b	RQ	13DT/13DU	13FY/13GY
3. Write off Billed Principal (Reimb) Fund Types 2, 3, 4, 5, 9	929b	RM	13FY/13GY	13BA/13BB
(Refunds)	949b	RQ	13BA/13BB	13FY/13GY
4. Write off Billed Overhead Fund Type 2	950b	RR	13FY/13GY	13AC/13AD
	951b	RS	13AC/13AD	13FY/13GY

DESCRIPTION	TRANS CODE	FAC CODE	G/L ACCOUNTS DEBIT	G/L ACCOUNTS CREDIT
5. Write off Billed Overhead Fund Type G	988b	RR	13FY/13GY	13DT/13DU
	989b	RS	13DT/13DU	13FY/13GY
6. Write off Billed Interest Approp = GCA	931b	RH	13FY/13GY	13DU
	952b	RT	13DU	13FY/13GY
7. Write off Billed Penalty Approp = GAG	932b	RI	13FY/13GY	13DU
	953b	RU	13DU	13FY/13GY
8. Write off Billed Admin Approp = GAG	933b	RJ	13FY/13GY	13DU
	954b	RV	13DU	13FY/13GY
9. Reestablish Billed Principal (Reimb) Fund Types 2, 3, 4, 5, R	9422	RM	13AC/13AD	13FY/13GY
	9472	RQ	13FY/13GY	13AC/13AD
10. Reestablish Billed Principal (Reimb) Fund Type G	9302	RM	13DT/13DU	13FY/13GY
	9482	RQ	13FY/13GY	13DT/13DU
11. Reestablish Billed Principal Fund Types 2, 3, 4, 5, 9 Refunds	9292	RM	13BA/13BB	13FY/13GY
	9492	RQ	13FY/13GY	13BA/13BB
12. Reestablish Billed Overhead Fund Type 2	9502	RR	13AC/13AD	13FY/13GY
	9512	RS	13FY/13GY	13AC/13AD
13. Reestablish Billed Overhead Fund Type G	9882	RR	13DT/13DU	13FY/13GY
	9892	RS	13FY/13GY	13DT/13DU
14. Reestablish Billed Interest Approp = GCA	9312	RH	13DU	13FY/13GY
	9522	RT	13FY/13GY	13DU
15. Reestablish Billed Penalty Approp = GAG	9322	RI	13DU	13FY/13GY
	9532	RU	13FY/13GY	13DU
16. Reestablish Billed Admin Approp = GAG	9332	RJ	13DU	13FY/13GY
	9542	RV	13FY/13GY	13DU
Oil Pollution: Fund Type R				
1. Write Off Principal Clean-up	539b	RM	13FY	13DE
2. Write Off Fines and Penalties	540b	SF	13FY	13DG
3. Write Off Billed Interest	541b	RH	13FY	13CJ
4. Write Off Billed Admin Charge	543b	RJ	13FY	13DQ
5. Write Off Billed Penalty Interest	544b	RI	13FY	13DF
6. Re-establish Principal Clean-up	5392	RM	13DE	13FY
7. Re-establish Fines/Penalties	5402	SF	13DG	13FY
8. Re-establish Billed Interest	5412	RH	13CJ	13FY
9. Re-establish Billed Admin Charge	5432	RJ	13DQ	13FY
10. Re-establish Billed Penalty Interest	5442	RI	13DF	13FY
REVERSE A BILL (SIX-DIGIT BILL)				
			13AA/13AB	13AC/13AD
1. Reverse Billed Principal Fund Types 2, 3, 4, 5, R	1712	R5		
			13AC/13AD	13AA/13AB
	171b	R5		
2. Reverse Billed Principal Fund Type G (fixed cost & manual bill & DEPR-INT-F1)	980b	RC	59AX/59AY	13DT/13DU
3. Reverse Billed Principal Fund Type N (not for manual bill) for adm training (V6R)	981b	RC	24BC	13DY/13EY
4. Reverse Billed Principal Fund Type P (V6H)	981b	RC	24BC	13DY/13EY
5. Reverse Billed Principal Fund Type P (Not V6H)	945b	RC	24AX/24AY	13DY/13EY
6. Reverse Billed Overhead Approp = GCB	9062	R6	59AX/59AY	13DT/13DU
	906b	R6	13DT/13DU	59AX/59AY
7. Reverse Billed Overhead Fund Type 2	1732	R6	52BF/52BG	13AC/13AD
	173b	R6	13AC/13AD	52BF/52BG

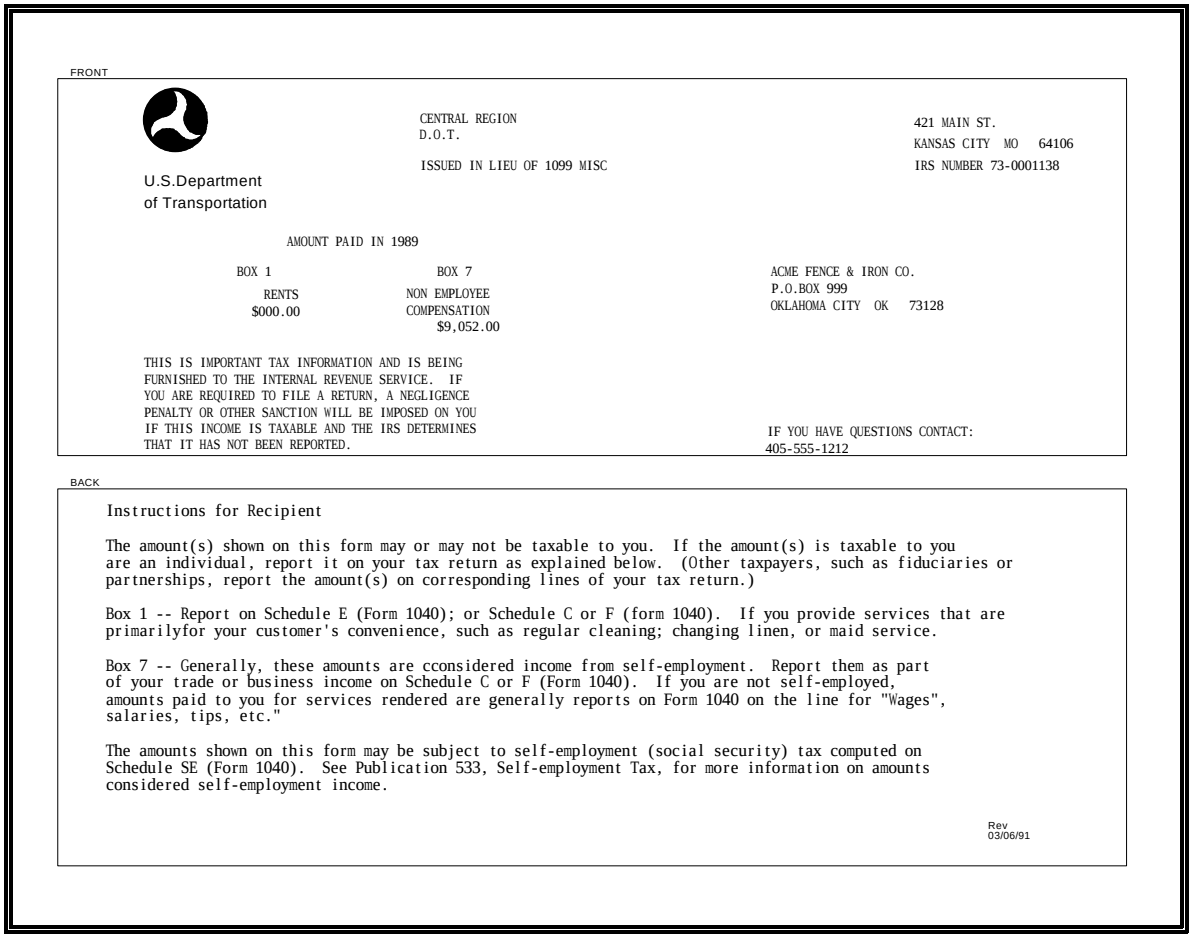
DESCRIPTION	TRANS CODE	FAC CODE	G/L ACCOUNTS DEBIT	G/L ACCOUNTS CREDIT
8. Reverse Collected Principal Fund Types 2, 3, 4, 5	2162 9732	RA S4	13AC/13AD 10AX	10AX 13AC/13AD
9. Reverse Collected Overhead Fund Type 2	9132 9722	RB SC	13AC/13AD 10AX	10AX 13AC/13AD
10. Reverse Collected Principal Fund Type G	9442	RA	13DT/13DU	36BX
11. Reverse Collected Principal Fund Type N	9162	RA	13DY/13EY	10AX
12. Reverse Collected Overhead Fund Type G NOTE: No provision for negative - GCB computed at agreement level - advance not applied to negative bill.	9032	RB	13DT/13DU	13AA/13AB
13. Restore Advance Fund Type G	902b	R2	36BX	23AX/23AY
14. Restore Advance Fund Types 2, 3, 4, 5	229b	R2	10AX	23AX/23AY
Oil Pollution: Fund Type R				
1. Reverse Principal	537b	RC	59AG	13DE
2. Reverse Billed Fines/Penalties	538b	SG	53AC	13DG
Supply Fund: Fund Type 5				
1. Reverse Billed Principal	526b	RC	15AW 51BW	13AT/13AW 32AF
"Statistical Accounts"			42BX	42EA
NOTE: Reversals require new TC's (rather than Status 2) because the FAC logic checks				
REIMBURSABLES				
1. Record estimated reimbursable (Region 9)	004	XX	42AA	44EX
2. Record Apportionmentd (Region 9)	005	A4	44EX	45AX
3. Issue Allotment (Region 9)	013	A4	45AX	45GX
4. Receive Allotment (Generated from TC 013)	014	A4	45HX	46AX
5. Accept Reimbursable Agreement	170 817	R4 XX	 42CT/42CW	 42BX
6. Set up Undelivered Order (UDO)	051	12	46AX	48AX
7. Record Unfilled Customer Order (Generated from TC 051)	079	XX	42DX/42DY	42CT/42CW
8. Set up Accrued Expenditure Unpaid (AEU)	060	13	48AX/65BX	49AX/21AA 21AB
9. Record Earning of Reimb Income (Generated from TC 060)	055	39	42EA/13AA 42EB/13AB	42DX/52AA 42DY/52AB
10. Adjustment of UDO (Generated from TC 060 - Netting Process Adjustment)	052	N1	46AX	48AX
11. Adjustment to Unfilled Customer Order (Generated from TC 052 - Netting Process Adjustment)	079	XX	42DX/42DY	42CT/42CW
12. Record Payment	100	21	21AA/21AB	21AC/21AD
13. Adjustment to AEU (Generated from TC 100 - Netting Process Adjustment)	064	N2	48AX/65BX	49AX/21AA 21AB
14. Adjustment of UDO (Generated from TC 064 - Netting Process Adjustment)	052	N1	46AX	48AX
15. Record Earning of Reimb Income	055	39	42EA/13AA 42EB/13AB	42DX/52AA 42DY/52AB
16. Adjustment to Unfilled Customer Order	079	XX	42DX/42DY	42CT/42CW

THIS PAGE INTENTIONALLY BLANK

SECTION 9K. IRS 1099 PROCESS

Chapter 1 - IRS 1099 File

1.1. Purpose - The 1099 File exists to retain payment data for reporting to the Internal Revenue Service via Form 1099-MISC. The 1099-MISC is used to report the calendar year accumulation of payments equal to at least $600.00 for certain types of payments.



FRONT

U.S.Department
of Transportation

CENTRAL REGION
D.O.T.

ISSUED IN LIEU OF 1099 MISC

421 MAIN ST.
KANSAS CITY MO 64106
IRS NUMBER 73-0001138

AMOUNT PAID IN 1989

BOX 1
RENTS
$000.00

BOX 7
NON EMPLOYEE
COMPENSATION
$9,052.00

ACME FENCE & IRON CO.
P.O.BOX 999
OKLAHOMA CITY OK 73128

THIS IS IMPORTANT TAX INFORMATION AND IS BEING FURNISHED TO THE INTERNAL REVENUE SERVICE. IF YOU ARE REQUIRED TO FILE A RETURN, A NEGLIGENCE PENALTY OR OTHER SANCTION WILL BE IMPOSED ON YOU IF THIS INCOME IS TAXABLE AND THE IRS DETERMINES THAT IT HAS NOT BEEN REPORTED.

IF YOU HAVE QUESTIONS CONTACT:
405-555-1212

BACK

Instructions for Recipient

The amount(s) shown on this form may or may not be taxable to you. If the amount(s) is taxable to you are an individual, report it on your tax return as explained below. (Other taxpayers, such as fiduciaries or partnerships, report the amount(s) on corresponding lines of your tax return.)

Box 1 -- Report on Schedule E (Form 1040); or Schedule C or F (form 1040). If you provide services that are primarilyfor your customer's convenience, such as regular cleaning; changing linen, or maid service.

Box 7 -- Generally, these amounts are cconsidered income from self-employment. Report them as part of your trade or business income on Schedule C or F (Form 1040). If you are not self-employed, amounts paid to you for services rendered are generally reports on Form 1040 on the line for "Wages", salaries, tips, etc."

The amounts shown on this form may be subject to self-employment (social security) tax computed on Schedule SE (Form 1040). See Publication 533, Self-employment Tax, for more information on amounts considered self-employment income.

Rev
03/06/91

Figure 9K-1 IRS 1099-MISC

1.2. Reporting Criteria - Types of payments to be reported are all types of rents and non-employee compensation for services. IRS defines non-employee compensation as payments which meet these conditions:

a. Payment was made to someone who is not an employee of the payer's organization.

b. Payment was made for services rendered.

c. Payment was made to someone other than a corporation.

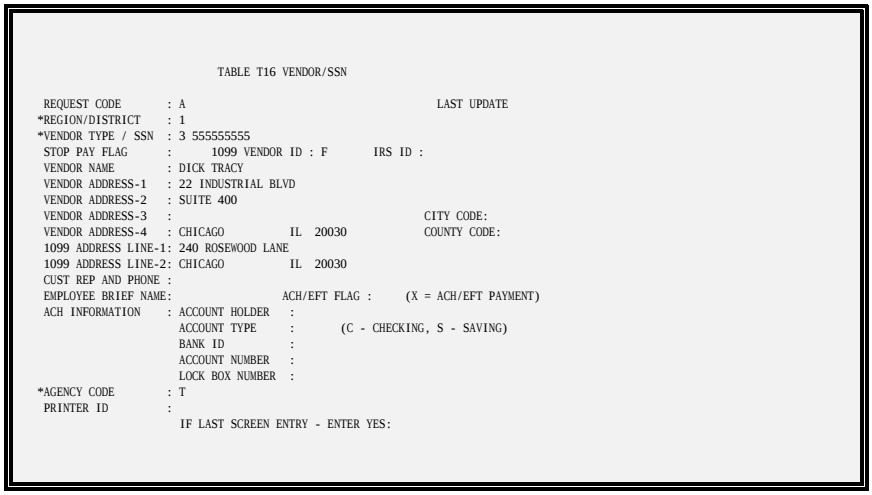
1.3. Table T16 - The 1099 File is assembled based upon information loaded on the T16 Table (1099 Vendor ID) and payment information from daily processing retained in the Schedule History File. Vendor records are flagged with one of the following:

a. E - IRS Employer ID Number.

b. S - Social Security Number.

c. F - Individual/Firm has filed for an IRS Employee ID Number, but has not yet received one.

d. N - No payment data sent to 1099 File.



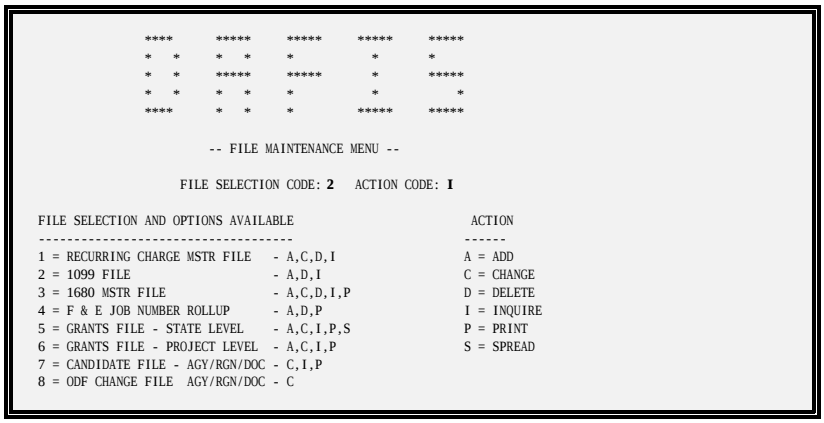
```
                         TABLE T16 VENDOR/SSN

 REQUEST CODE       : A                                    LAST UPDATE
*REGION/DISTRICT    : 1
*VENDOR TYPE / SSN  : 3 555555555
 STOP PAY FLAG      :      1099 VENDOR ID : F       IRS ID :
 VENDOR NAME        : DICK TRACY
 VENDOR ADDRESS-1   : 22 INDUSTRIAL BLVD
 VENDOR ADDRESS-2   : SUITE 400
 VENDOR ADDRESS-3   :                                     CITY CODE:
 VENDOR ADDRESS-4   : CHICAGO          IL  20030          COUNTY CODE:
 1099 ADDRESS LINE-1: 240 ROSEWOOD LANE
 1099 ADDRESS LINE-2: CHICAGO          IL  20030
 CUST REP AND PHONE :
 EMPLOYEE BRIEF NAME:                 ACH/EFT FLAG :     (X = ACH/EFT PAYMENT)
 ACH INFORMATION    : ACCOUNT HOLDER   :
                      ACCOUNT TYPE     :       (C - CHECKING, S - SAVING)
                      BANK ID          :
                      ACCOUNT NUMBER   :
                      LOCK BOX NUMBER  :
*AGENCY CODE        : T
 PRINTER ID         :
                      IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9K-2 Table T16 Loaded for 1099 Vendor ID F

The DAFIS 1099 process does not capture payment data for payments made to vendors with the T16 1099 Vendor ID indicator **N**. If the T16 1099 Vendor ID is other than **N** payment data is captured daily and held in the 1099 File for calendar year reporting. If the user determines at a later date that a record was erroneously flagged with an **N** and should have been either an **E**, **S**, or **F**, all payment history up to that time must be researched and manually added to the 1099 File (***PF5***).

NOTE: *1099 File maintenance can be accomplished any time of the year with security clearance*.

1.4. 1099 File - DAFIS provides a means of adding, deleting or inquiring information contained on the 1099 File by using the ***PF5*** function key. To inquire fill in File Selection Code **2** and Action Code **I**. Press ***Enter***.



```
                ****     *****    *****    *****    *****
                *   *    *   *    *          *      *
                *   *    *****    *****      *      *****
                *   *    *   *    *          *          *
                ****     *   *    *        *****    *****

                        -- FILE MAINTENANCE MENU --

                     FILE SELECTION CODE: 2   ACTION CODE: I

 FILE SELECTION AND OPTIONS AVAILABLE                        ACTION
 ------------------------------------                        ------
 1 = RECURRING CHARGE MSTR FILE   - A,C,D,I                  A = ADD
 2 = 1099 FILE                    - A,D,I                    C = CHANGE
 3 = 1680 MSTR FILE               - A,C,D,I,P                D = DELETE
 4 = F & E JOB NUMBER ROLLUP      - A,D,P                    I = INQUIRE
 5 = GRANTS FILE - STATE LEVEL    - A,C,I,P,S                P = PRINT
 6 = GRANTS FILE - PROJECT LEVEL  - A,C,I,P                  S = SPREAD
 7 = CANDIDATE FILE - AGY/RGN/DOC - C,I,P
 8 = ODF CHANGE FILE  AGY/RGN/DOC - C
```

Figure 9K-3 File Maintenance Menu

Required fields on this inquiry are Region/District, Vendor Type, Vendor/SSN, and Agency Code.

```
IRS 1099 INQUIRY                                        DATE 09/07/90
RGN/DIST: 1   VENDOR TYPE: 3      VENDOR SSN:  044550552
AGENCY CODE: T
```

Figure 9K-4 1099 File Inquiry

Type in the required data and press ***Enter***.

```
                **  INQUIRY COMPLETE  ** / ENTER KEYS ONLY
IRS 1099 INQUIRY                                              DATE 09/07/90
RGN/DIST: 1   VENDOR TYPE: 3      VENDOR SSN:  044550552    IRS ID: 000000000
AGENCY CODE: T    VENDOR NAME/ADDRESS:  TRIANGLE / A & E, INC.
 PAYMENT DATE   SCH-C-DEP    DOCUMENT ID NUMBER          AMOUNT
   01/03/90      V 89363     23 90 15024     000            21.25
   01/04/90      V 90002     23 90 15024     000             3.75
   01/10/90      V 90008     23 90 15042     000            76.98
   01/10/90      V 90008     23 90 15042     000            15.30
   01/04/90      V 89364     23 90 16564     000           308.65
   01/17/90      V 90012     23 90 16564     000           175.90
   01/10/90      V 90008     23 90 16811     000            36.24
                                VENDOR TOTAL               638.07
```

Figure 9K-5 1099 File Inquiry Complete

THIS PAGE INTENTIONALLY BLANK

Chapter 2 - Calendar Year Processing

2.1. Calendar Year Verification - At calendar yearend before 1099-MISC's are issued, an audit report "RIS NUMBER: 1099-PROOF" is provided to each region/district for verification. Each region/district names a point of contact to work with the Accounting Functional Division during the verification time period. The Accounting Functional Division contact will send messages over the DAFIS terminals to communicate that the 1099 Proof list has been run. Depending upon the nature and volume of changes, one or more additional proof lists may be run to assist the region/districts in the verification process. The 1099 Proof list (See Fig 9K-6) summarizes the payment data residing in the 1099 File. The 1099 Vendor ID shown on the proof list reflects the current T16 indicator on the Vendor File.

Therefore for a given IRS Employee ID number, a list of payments may be shown on the proof list with a current Vendor ID 1099 indicator of **N**. At the time the actual 1099-MISC's are produced when the T16 is **N**, any payments listed on the proof list (residing on the 1099 File) are disregarded by the system program logic. This means that during the verification process, if the region/district contact person responsible for verification needs to prevent an entire IRS-ID group of payments listed from being reported, they may choose either to simply change the T16 indicator to an **N** (See Fig 9K-7) or delete all the payments on a line-for-line basis from the 1099 File (See Fig 9K-8 through 11). The region/district contact person should verify the classification of rent versus non-employee compensation so that the proper amounts will print on the IRS 1099-MISC form in the proper column.

REGION/DISTRICT: T — DEPARTMENT OF TRANSPORTATION — RIS NUMBER 1099-PROOF
ANNUAL IRS-1099 PROOF REPORT — PAGE NUMBER XX
AS OF DECEMBER 5, 19XX

IRS ID	VENDOR NAME/ADDRESS	VEND TYPE	VENDOR/ SSN	PAYMENT DATE	SCHEDULE /CD	DOCUMENT ID NUMBER		NON EMPLOYEE COMPENSATION	RENTS
28-4444444	THOMPSON MITCHELL & ASSOC SEVEN PIEDMONT CENTER, SUITE 210 BOSTON MA 62441								
VENDOR-ID-1099 = E		3	880000688	07/20/90	V 90199	23 90 36760	000	364.50	
		3	880000688	09/20/90	V 90261	23 90 40934	000	2,238.00	
		3	880000688	12/08/90	V 90342	23 90 42651	000	903.00	
	IRS-ID TOTAL							3,505.50	
777-22-6666	DAFIS JASON CANTRELL P O BOX 77732 MARSHALL TN 77732								
VENDOR-ID-1099 = S		1	777226666	04/27/90	V 90115	11 90 AVN891000	002	490.00	
	IRS-ID TOTAL							490.00	
NO IRS-ID	PC RESOURCE INDIAN HILL ROAD OKLAHOMA CITY OK 73116								
VENDOR-ID-1099 = F		3	461181045	05/03/90	V 90121	23 90 75653	000	150.00	
		3	461181045	05/17/90	V 90135	23 90 35261	000	450.00	
		3	461181045	05/17/90	V 90135	23 90 75786	000	1,363.00	
		3	461181045	07/25/90	V 90202	23 90 37965	001	1,170.00	
		3	461181045	08/24/90	V 90234	23 90 38404	000	150.00	
		3	461181045	08/28/90	V 90236	23 90 76042	000	2,695.00	
		3	461181045	08/30/90	V 90240	23 90 76139	000	5,005.00	
		3	461181045	09/07/90	V 90248	23 90 4819	000	233.00	
		3	461181045	09/20/90	V 90261	23 90 41313	000	791.00	
		3	461181045	10/11/90	V 90279	23 90 76275	000	1,802.00	
	IRS-ID TOTAL							13,809.00	

Figure 9K-6 1099-Proof

```
                          TABLE T16 VENDOR/SSN

 REQUEST CODE       : C                                        LAST UPDATE
*REGION/DISTRICT    : 1
*VENDOR TYPE / SSN  : 3 880000688
 STOP PAY FLAG      :      1099 VENDOR ID : N     IRS ID :
 VENDOR NAME        : THOMPSON MITCHELL & ASSOCIATES
 VENDOR ADDRESS-1   : SEVEN PIEDMONT CENTER SUITE 210
 VENDOR ADDRESS-2   :
 VENDOR ADDRESS-3   :                                        CITY CODE:
 VENDOR ADDRESS-4   : BOSTON             MA  62441           COUNTY CODE:
 1099 ADDRESS LINE-1:
 1099 ADDRESS LINE-2:
 CUST REP AND PHONE :
 EMPLOYEE BRIEF NAME:                 ACH/EFT FLAG :     (X = ACH/EFT PAYMENT)
 ACH INFORMATION    : ACCOUNT HOLDER   :
                      ACCOUNT TYPE     :       (C - CHECKING, S - SAVING)
                      BANK ID          :
                      ACCOUNT NUMBER   :
                      LOCK BOX NUMBER  :
*AGENCY CODE        : T
 PRINTER ID         :
                      IF LAST SCREEN ENTRY - ENTER YES:
```

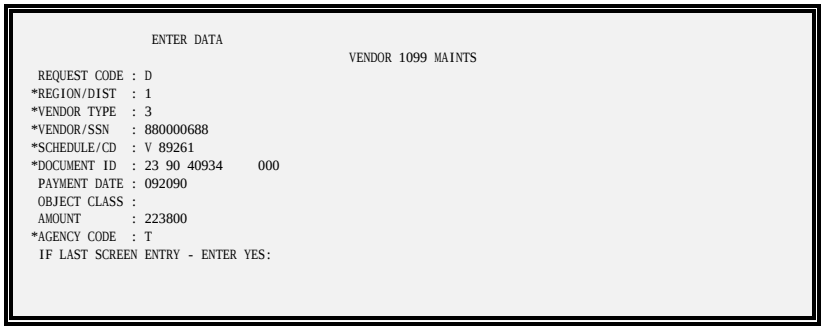
Figure 9K-7 Table T16 Changed to Prevent IRS Reporting

```
              ****      *****     *****     *****     *****
              *   *     *   *     *           *       *
              *   *     *****     *****       *       *****
              *   *     *   *     *           *           *
              ****      *   *     *         *****     *****

                       -- FILE MAINTENANCE MENU --

                     FILE SELECTION CODE: 2   ACTION CODE: D

 FILE SELECTION AND OPTIONS AVAILABLE                        ACTION
 ------------------------------------                        ------
 1 = RECURRING CHARGE MSTR FILE   - A,C,D,I                  A = ADD
 2 = 1099 FILE                    - A,D,I                    C = CHANGE
 3 = 1680 MSTR FILE               - A,C,D,I,P                D = DELETE
 4 = F & E JOB NUMBER ROLLUP      - A,D,P                    I = INQUIRE
 5 = GRANTS FILE - STATE LEVEL    - A,C,I,P,S                P = PRINT
 6 = GRANTS FILE - PROJECT LEVEL  - A,C,I,P                  S = SPREAD
 7 = CANDIDATE FILE - AGY/RGN/DOC - C,I,P
 8 = ODF CHANGE FILE  AGY/RGN/DOC - C
```

Figure 9K-8 File Maintenance Menu - Delete 1099 Record

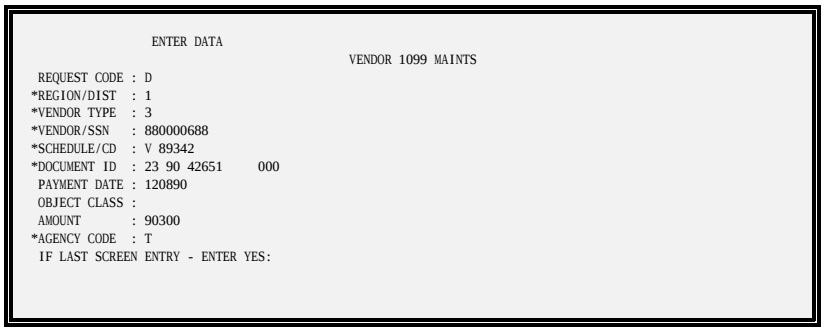
```
                ENTER DATA
                                          VENDOR 1099 MAINTS
  REQUEST CODE : D
 *REGION/DIST  : 1
 *VENDOR TYPE  : 3
 *VENDOR/SSN   : 880000688
 *SCHEDULE/CD  : V 89199
 *DOCUMENT ID  : 23 90 36760     000
  PAYMENT DATE : 072090
  OBJECT CLASS :
  AMOUNT       : 36450
 *AGENCY CODE  : T
  IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9K-9 1099 File - Delete Record 1



```
                ENTER DATA
                                          VENDOR 1099 MAINTS
 REQUEST CODE : D
*REGION/DIST  : 1
*VENDOR TYPE  : 3
*VENDOR/SSN   : 880000688
*SCHEDULE/CD  : V 89261
*DOCUMENT ID  : 23 90 40934     000
 PAYMENT DATE : 092090
 OBJECT CLASS :
 AMOUNT       : 223800
*AGENCY CODE  : T
 IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9K-10 1099 File - Delete Record 2



```
                ENTER DATA
                                          VENDOR 1099 MAINTS
 REQUEST CODE : D
*REGION/DIST  : 1
*VENDOR TYPE  : 3
*VENDOR/SSN   : 880000688
*SCHEDULE/CD  : V 89342
*DOCUMENT ID  : 23 90 42651     000
 PAYMENT DATE : 120890
 OBJECT CLASS :
 AMOUNT       : 90300
*AGENCY CODE  : T
 IF LAST SCREEN ENTRY - ENTER YES:
```

Figure 9K-11 1099 File - Delete Record 3

After the region/districts complete the changes/corrections needed on the 1099 File, a final proof listing is sent out to all region/districts to be retained according to the current IRS guidelines for auditing and subsequent correction purposes. Any corrections needed after the DAFIS verification process is completed are the responsibility of the individual region/districts and must be completed manually. Instructions and correction forms may be obtained from the IRS office nearest to the region/district. Use the DAFIS Employer Identification Number (**73-0588975**) to make subsequent corrections.

THIS PAGE INTENTIONALLY BLANK

SECTION 9L. RECURRING CHARGE

Chapter 1 - Introduction to Recurring Charge

1.1. Definition - A recurring charge is defined as a liability owed by the government for contractual services which will be accrued and paid on a specific cycle such as monthly, bimonthly, quarterly, semi-annually, or annually. Document Types 40-49 are designated for the recurring charge process only.

RECURRING CHARGE

DOC TYPE	CONTRACT TYPE
40	Leases, Fixed Accrual, Fixed Payment
41	Rental, Fixed Accrual, Variable Payment
42	Janitorial, Fixed Accrual, Variable Payment
43	Other Fixed Contracts, Fixed Accrual, Variable Payment
44	Electric, Variable Accrual, Variable Payment
45	Telephone, Variable Accrual, Variable Payment
46	Water, Variable Accrual, Variable Payment
47	Gasoline, Variable Accrual, Variable Payment
48	SIBAC, Variable Accrual, Variable Payment
49	Utilities, Natural Gas, Heating Oil, Variable Accrual, Variable Payment

Figure 9L-1 Recurring Charge Document Types

THIS PAGE INTENTIONALLY BLANK

Chapter 2 - Recurring Charge Master File

2.1. Purpose - The Recurring Charge Master File is a file that contains basic information required by DAFIS to generate monthly accrual and disbursement transactions. It is designed to simplify the accrual and disbursement process resulting in a time savings to the technician. Concurrently, the file is used to edit accrual and payment transactions entered on Format 12.

```
                    ENTER DATA
                                RECURRING CHARGE MASTER

 REQUEST CODE          :  X
*REGION/DISTRICT       :  X
*DOCUMENT-ID           :  XX XX XXXXXXXXX X
 CONTRACT NUM          :  XXXXXXXXX
 RC CUST ACCT NUM      :  XXXXXXXXXXXXXXXXXXXXXXXXX
 VENDOR TYPE SSN       :  XXXXXXXXXX
 DOC REF/METER NUM     :  XXXXXXXXXXXXXXX
*APPROP CODE           :  XXXX    LIM:  XXX    ALLOT:  XX    IND:  X
 COST CENTER           :  XXXXXX
 PROGRAM ELEMENT       :  XXXXXX
 OBJECT CLASS          :  XXXX
 SYSTEM DATA           :  XXXXXXXXXXXXXXX
 PUBLIC/GOVT IND       :  X
 AMOUNT                :  XXXXXXXXXXXXX
 BEGINNING DATE        :  XXXXXX                      ENDING DATE      :  XXXXXX
 FACILITY LOCATION     :  XXXX                        FACILITY TYPE    :  XXXXXX
 ENERGY CONV CODE      :  X                           STATISTICAL DATA :  XXXXXXXXX
 ENERGY CONV CODE      :  X                           STATISTICAL DATA :  XXXXXXXXX
 PAYMENT FREQUENCY     :  X                           PAYMENT OVERRIDE :  X
 CURR METER RDG        :  XXXXXXXXX                  *AGENCY CODE      :  X

 IF LAST SCREEN ENTRY - ENTER YES:  XXX
```

Figure 9L-2 Master File

2.2. Options - The Recurring Charge Master File is accessed by pressing the ***PF5*** function key. The File Selection Code for Recurring Charge is **1** with four available action codes. Figure 9L-3 is an example of the File Maintenance Menu Screen showing each of these options.

```
                    -- FILE MAINTENANCE MENU --

            FILE SELECTION CODE:              ACTION CODE:

  FILE SELECTION AND OPTIONS AVAILABLE                ACTION
  ------------------------------------                ------
  1 = RECURRING CHARGE MSTR FILE   - A,C,D,I          A = ADD
  2 = 1099 FILE                    - A,D,I            C = CHANGE
  3 = 1680 MSTR FILE               - A,C,D,I,P        D = DELETE
  4 = F & E JOB NUMER ROLLUP       - A,D,P            I = INQUIRE
  5 = GRANTS FILE - STATE LEVEL    - A,C,I,P,S        P = PRINT
  6 = GRANTS FILE - PROJECT LEVEL  - A,C,I,P          S = SPREAD
  7 = CANDIDATE FILE - AGY/RGN/DOC - C,I,P
  8 = ODF CHANGE FILE  AGY/RGN/DOC - C
```

Figure 9L-3 File Maintenance Menu

2.3. Master File Data Fields - Data fields on the Recurring Charge Master File are as follows.

a. Region/District - One digit mandatory field reflecting the appropriate region/district. Cannot be a **9** or **U**. Agency code and user-id must match region/district code as defined on the T03 Table (Security). See DAFIS Security, Section 1, Chapter 3.

b. Document-ID - Fourteen digit mandatory field. Structure of the document-ID must be as follows.

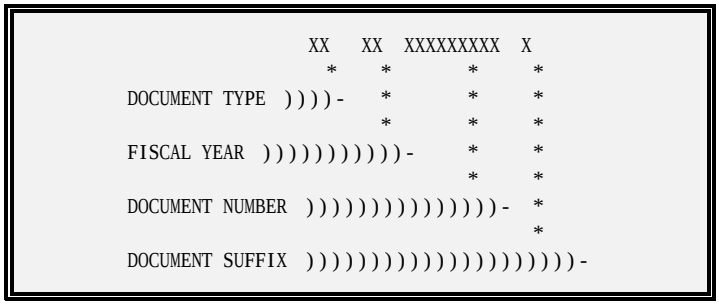


Figure 9L-4 Construct a Document-ID

(1) Document Type - Two position field. Type must be **40-49**.

40 = Leases

41 = Rental

42 = Janitorial

43 = Other Fixed Contracts

44 = Electric

45 = Telephone

46 = Water

47 = Gasoline, Fuel, Oil, Coal, Wood, etc.

48 = SIBAC

49 = Natural Gas

Figure 9L-5 Document Types

(2) Fiscal Year - Two position field. Must be the current fiscal year.

(3) Document Number - Nine position field. Input can be less than nine digits but cannot be blank. Assigned number may be any combination of alpha/numeric characters and should reflect source document.

(4) Suffix - One position field. When originally establishing a contract (ACTION CODE **A**) the first position of the suffix should be zero (0). The 2nd and 3rd positions are generated by DAFIS depending on the month in which the accrual or disbursement occurred.

c. Contract Number - Nine digit mandatory field. May be any combination of alpha/numeric characters.

d. RC-Cust-Acct-Num - Twenty-five digit optional field. May be any combination of alpha/numeric characters.

e. Vendor Type/SSN - Ten digit mandatory field. Structure of the vendor type SSN must be as follows.

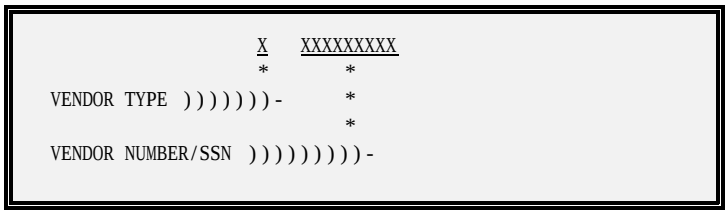


Figure 9L-6 Construct A Vendor Type/SSN

(1) Vendor Type - One position field. Type must be **1-9**.

Figure 9L-7 Vendor Types

(2) Vendor SSN - Nine position field. Input can be less than 9 but not blank. This number should be loaded on the T16 Table and reflect the vendor's "Remit to" address.

f. Doc Ref/Meter Num - Sixteen digit optional field. May be any combination of alpha/numeric characters.

g. Approp/Lim/Allot/Ind - Mandatory field.

(1) Approp - Four digit field. Input can be less than 4 digits but not blank. Obtained from source document. Edits against the R07 Table.

(2) Lim - Three digit field. Input can be less than 3 digits but not blank. Obtained from source document. Edits against the R07 Table.

(3) Allot - Two digit field. Edits against the RT1 Table. Obtained from source document.

(4) Ind - One digit field. Edits against the RT1 Table. Obtained from source document.

h. Cost Center - Six digit mandatory field. Input can be less than 6 digits but not blank. Obtained from source document. Edits against the T06 Table.

i. Program Element - Six digit mandatory field. Input can be less than 6 digits but not blank. Obtained from source document. Edits against the R06 Table.

j. Object Class - Four digit mandatory field. Input must be 4-digits. Obtained from source document. Edits against the R08 Table and optional tables RT4, RT6 and RT7 if loaded.

k. System Data - Fifteen digit field. Used to accumulate costs for special projects. See Section 3, DAFIS Accounting Classification, paragraph 1.2H for more information.

l. Public/Government Indicator - One digit mandatory field. Enter a **P** for public vendor or a **G** for government vendor.

m. Amount - Thirteen digit mandatory field. Enter the amount to be accrued on a monthly basis regardless of payment frequency. The exception to this rule is Document Type 40. The amount entered does depend on the payment frequency entered. (i.e. Pay-Freq = Monthly, enter monthly amount; Quarterly, enter a quarterly amount, etc.)

n. Beginning Date - Six digit mandatory field. Enter beginning date of contract. This date determines when the accrual and/or disbursements are to begin.

o. Ending Date - Six digit mandatory field. Enter ending date of contract. This date determines when the accrual and/or disbursements are to end.

NOTE: *Should ending date extend beyond September 30 of current year, DAFIS will roll this record to the next fiscal year during fiscal yearend processing. DAFIS will not only change the fiscal year in the document-ID to the current year, but will also change the appropriation code to the current year for annual appropriations.*

p. Facility Location - Four digit optional field. Entry here would designate a particular facility's location. Facility type field must also be completed, if an entry is made in this field. There are no edits on this.

q. Facility Type - Six digit optional field. Entry here would designate a particular type of facility within the facility location. Facility location field must also be completed. There are no edits on this.

r. Energy Conv Code - One digit optional field. Must be a valid energy conversion code with corresponding object class.

Object Class	Agency	Energy Conversion Code
233T	ALL	A - Electric - Kilowatt Hours
233T	ALL	B - Electric - Kilowatt Hours - 100
233T	ALL	C - Electric - Kilowatt Hours - 1,000
233T	ALL	D - Electric - Kilowatt Hours - 10,000
233R	ALL	E - Natural Gas - Cubic Feet
233R	ALL	F - Natural Gas - Cubic Feet - 100
233R	ALL	G - Natural Gas - Cubic Feet - 1,000
233R	ALL	H - Natural Gas - Cubic Feet - 10,000
233U/233V	D	J - Propane/Butane - Cubic Feet
233U/233V	D	K - Propane/Butane - Cubic Feet - 100
233U/233V	D	L - Propane/Butane - Cubic Feet - 1,000
233Q	2	M - Propane/Butane - Cubic Feet - 10,000
233U	2	N - Water - Gallons
233U	2	P - Water - Gallons - 100
233U	2	R - Water - Gallons - 1,000
233U	2	S - Water - Gallons - 10,000
2609/2628	2	T - Gasoline - Gallons
2609/2628	2	U - Gasoline - Gallons - 100
2609/2628	2	V - Gasoline - Gallons - 1,000
2609/2628	2	W - Oil - Gallons
2609/2628	2	X - Oil - Gallons - 100
2609/2628	2	Y - Oil - Gallons - 1,000

Figure 9L-8 Energy Conversion Code/Object Class

s. Statistical Data - Nine digit optional field. If entered it must be numeric.

t. Energy Conv Code - One digit optional field.

u. Statistical Data - Nine digit optional field. If entered it must be numeric.

v. Payment Frequency - One digit mandatory field. Enter how often payment takes place.

M = Monthly

B = Bimonthly

Q = Quarterly

S = Semi-annually

A = Annually

Figure 9L-9 Payment Frequency Codes

w. Payment Override - One digit optional field. Field must either be blank, or a **P** entered if a generated payment (Document Type 40) is not to be made from the master file.

x. Curr Meter Rdg - Nine digit optional field. Entry should be the current meter reading taken from source document. The current meter reading will be compared to the current meter reading input on Format 12. The difference must agree with the energy consumption amount entered in the Statistical Data-1 field of the Format 12. The new current meter reading entered on Format 12 will be moved to the current meter reading field in the recurring charge master file for the next payment period. If entered must be numeric. Refer to paragraph 3.11 for information about energy tracking.

y. Purge Status - One digit optional field. Purge status is set by the system based on the ending date of the contract. This field may be left blank, or a **0** entered if no purge action is to be taken. Enter a **9** if purge action is to be taken (2 months). Only **0** or **9** may be entered manually. System assigns **1** = one month before purge is to take place, and 2 = purge this month.

z. Agency Code - Generated by DAFIS during the security validation routine but may be manually changed if needed. Edits against the T03 Table (Security) and Table RT2.

2.4. Adding Records to the Recurring Charge Master File - Use file selection code **1** (Recurring Charge Master File) and action code **A** (ADD) to access the Master File screen.

```
                        -- FILE MAINTENANCE MENU --

                FILE SELECTION CODE: 1          ACTION CODE:  A

    FILE SELECTION AND OPTIONS AVAILABLE                ACTION
    ------------------------------------                ------
    1 = RECURRING CHARGE MSTR FILE   - A,C,D,I          A = ADD
    2 = 1099 FILE                    - A,D,I            C = CHANGE
    3 = 1680 MSTR FILE               - A,C,D,I,P        D = DELETE
    4 = F & E JOB NUMBER ROLLUP      - A,D,P            I = INQUIRE
    5 = GRANTS FILE - STATE LEVEL    - A,C,I,P,S        P = PRINT
    6 = GRANTS FILE - PROJECT LEVEL  - A,C,I,P          S = SPREAD
    7 = CANDIDATE FILE - AGY/RGN/DOC - C,I,P
    8 = ODF CHANGE FILE  AGY/RGN/DOC - C
```

Figure 9L-10 Access Recurring Charge Master File To Add

Complete all mandatory fields and any optional fields desired.

```
                              RECURRING CHARGE MASTER

    REQUEST CODE              :
    REGION/DISTRICT           :
    DOCUMENT-ID               :
    CONTRACT NUM              :
    RC CUST ACCT NUM          :
    VENDOR TYPE SSN           :
    DOC REF/METER NUM         :
    APPROP CODE               :        LIM:       ALLOT:          IND:
    COST CENTER               :
    PROGRAM ELEMENT           :
    OBJECT CLASS              :
    SYSTEM DATA               :
    PUBLIC/GOVT IND           :
    AMOUNT                    :
    BEGINNING DATE            :          ENDING DATE       :
    FACILITY LOCATION         :          FACILITY TYPE     :
    ENERGY CONV CODE          :          STATISTICAL DATA  :
    ENERGY CONV CODE          :          STATISTICAL DATA  :
    PAYMENT FREQUENCY         :          PAYMENT OVERRIDE  :
    CURR METER RDG            :          PURGE STATUS      :
```

Figure 9L-11 Underlined Mandatory Fields - Recurring Charge Master

If in doubt which fields are mandatory press the ***Enter*** key and question marks (????) will appear in those requiring an entry. After all data is entered, press ***Enter***. Data is edited at this time. DAFIS will not accept a master record if an error exists. For more detailed information about the data entry process, see Section 5, Menu and Batching Concepts of this guide.

The following are examples of completed master records for Document Type 43 (Types 41-49 are loaded the same) with payment frequency of monthly, bimonthly, quarterly, semi-annually, and annually.

```
                          ENTER DATA
                          RECURRING CHARGE MASTER

REQUEST CODE              : A
REGION/DISTRICT           : 1
DOCUMENT-ID               : 43 90 90P44506   0
CONTRACT NUM              : 44506
RC CUST ACCT NUM          :
VENDOR TYPE SSN           : 3880000001
DOC REF/METER NUM         :
APPROP CODE               : 001      LIM: 100   ALLOT: 30   IND: 0
COST CENTER               : 122100
PROGRAM ELEMENT           : 123456
OBJECT CLASS              : 2634
SYSTEM DATA               :
PUBLIC/GOVT IND           : P
AMOUNT                    : 5000
BEGINNING DATE            : 100189        ENDING DATE       : 093090
FACILITY LOCATION         :               FACILITY TYPE     :
ENERGY CONV CODE          :               STATISTICAL DATA  :
ENERGY CONV CODE          :               STATISTICAL DATA  :
PAYMENT FREQUENCY         : M             PAYMENT OVERRIDE  :
CURR METER RDG            :               PURGE STATUS      :
IF LAST SCREEN ENTRY - ENTER YES:         AGENCY CODE       : T
```

Figure 9L-12 Pay Frequency = Monthly
Document Types 41 - 49

```
                          ENTER DATA
                          RECURRING CHARGE MASTER

REQUEST CODE              : A
REGION/DISTRICT           : 1
DOCUMENT-ID               : 43 90 90P44506   0
CONTRACT NUM              : 44506
RC CUST ACCT NUM          :
VENDOR TYPE SSN           : 3880000001
DOC REF/METER NUM         :
APPROP CODE               : 001      LIM: 100   ALLOT: 30   IND: 0
COST CENTER               : 122100
PROGRAM ELEMENT           : 123456
OBJECT CLASS              : 2634
SYSTEM DATA               :
PUBLIC/GOVT IND           : P
AMOUNT                    : 5000
BEGINNING DATE            : 100189        ENDING DATE       : 093091
FACILITY LOCATION         :               FACILITY TYPE     :
ENERGY CONV CODE          :               STATISTICAL DATA  :
ENERGY CONV CODE          :               STATISTICAL DATA  :
PAYMENT FREQUENCY         : B             PAYMENT OVERRIDE  :
CURR METER RDG            :               PURGE STATUS      :
IF LAST SCREEN ENTRY - ENTER YES:         AGENCY CODE       : T
```

Figure 9L-13 Pay Frequency = Bimonthly
Document Types 41 - 49

```
                          ENTER DATA
                          RECURRING CHARGE MASTER

REQUEST CODE              : A
REGION/DISTRICT           : 1
DOCUMENT-ID               : 43 90 90P44506    0
CONTRACT NUM              : 44506
RC CUST ACCT NUM          :
VENDOR TYPE SSN           : 3880000001
DOC REF/METER NUM         :
APPROP CODE               : 001      LIM: 100   ALLOT: 30   IND: 0
COST CENTER               : 122100
PROGRAM ELEMENT           : 123456
OBJECT CLASS              : 2634
SYSTEM DATA               :
PUBLIC/GOVT IND           : P
AMOUNT                    : 5000
BEGINNING DATE            : 100189        ENDING DATE       : 093090
FACILITY LOCATION         :               FACILITY TYPE     :
ENERGY CONV CODE          :               STATISTICAL DATA  :
ENERGY CONV CODE          :               STATISTICAL DATA  :
PAYMENT FREQUENCY         : Q             PAYMENT OVERRIDE  :
CURR METER RDG            :               PURGE STATUS      :
IF LAST SCREEN ENTRY - ENTER YES:         AGENCY CODE       : T
```

Figure 9L-14 Pay Frequency = Quarterly
Document Types 41 - 49

```
                          ENTER DATA
                          RECURRING CHARGE MASTER

REQUEST CODE              : A
REGION/DISTRICT           : 1
DOCUMENT-ID               : 43 90 90P44506    0
CONTRACT NUM              : 44506
RC CUST ACCT NUM          :
VENDOR TYPE SSN           : 3880000001
DOC REF/METER NUM         :
APPROP CODE               : 001      LIM: 100   ALLOT: 30   IND: 0
COST CENTER               : 122100
PROGRAM ELEMENT           : 123456
OBJECT CLASS              : 2634
SYSTEM DATA               :
PUBLIC/GOVT IND           : P
AMOUNT                    : 5000
BEGINNING DATE            : 100189        ENDING DATE       : 093090
FACILITY LOCATION         :               FACILITY TYPE     :
ENERGY CONV CODE          :               STATISTICAL DATA  :
ENERGY CONV CODE          :               STATISTICAL DATA  :
PAYMENT FREQUENCY         : S             PAYMENT OVERRIDE  :
CURR METER RDG            :               PURGE STATUS      :
IF LAST SCREEN ENTRY - ENTER YES:         AGENCY CODE       : T
```

Figure 9L-15 Pay Frequency = Semi-Annually
Document Types 41 - 49

```
                          ENTER DATA
                          RECURRING CHARGE MASTER

REQUEST CODE              : A
REGION/DISTRICT           : 1
DOCUMENT-ID               : 43 90 90P44506    0
CONTRACT NUM              : 44506
RC CUST ACCT NUM          :
VENDOR TYPE SSN           : 3880000001
DOC REF/METER NUM         :
APPROP CODE               : 001      LIM: 100   ALLOT: 30   IND: 0
COST CENTER               : 122100
PROGRAM ELEMENT           : 123456
OBJECT CLASS              : 2634
SYSTEM DATA               :
PUBLIC/GOVT IND           : P
AMOUNT                    : 5000
BEGINNING DATE            : 100189        ENDING DATE       : 093090
FACILITY LOCATION         :               FACILITY TYPE     :
ENERGY CONV CODE          :               STATISTICAL DATA  :
ENERGY CONV CODE          :               STATISTICAL DATA  :
PAYMENT FREQUENCY         : A             PAYMENT OVERRIDE  :
CURR METER RDG            :               PURGE STATUS      :
IF LAST SCREEN ENTRY - ENTER YES:         AGENCY CODE       : T
```

Figure 9L-16 Pay Frequency = Annually
Document Types 41 - 49

The following are examples of completed Master Records for document type 40 only with payment frequency of monthly, bimonthly, quarterly, semi-annually, and annually.

```
                          ENTER DATA
                          RECURRING CHARGE MASTER

REQUEST CODE              : A
REGION/DISTRICT           : 1
DOCUMENT-ID               : 40 90 2335611     0
CONTRACT NUM              : 2335611
RC CUST ACCT NUM          :
VENDOR TYPE SSN           : 3880000001
DOC REF/METER NUM         :
APPROP CODE               : 001      LIM: 100   ALLOT: 30   IND: 0
COST CENTER               : 122100
PROGRAM ELEMENT           : 123456
OBJECT CLASS              : 2634
SYSTEM DATA               :
PUBLIC/GOVT IND           : P
AMOUNT                    : 5000
BEGINNING DATE            : 100189        ENDING DATE       : 093090
FACILITY LOCATION         :               FACILITY TYPE     :
ENERGY CONV CODE          :               STATISTICAL DATA  :
ENERGY CONV CODE          :               STATISTICAL DATA  :
PAYMENT FREQUENCY         : M             PAYMENT OVERRIDE  :
CURR METER RDG            :               PURGE STATUS      :
IF LAST SCREEN ENTRY - ENTER YES:         AGENCY CODE       : T
```

Figure 9L-17 Pay Frequency = Monthly
Document Type 40

```
                          ENTER DATA
                          RECURRING CHARGE MASTER

REQUEST CODE              : A
REGION/DISTRICT           : 1
DOCUMENT-ID               : 40 90 2335611    0
CONTRACT NUM              : 2335611
RC CUST ACCT NUM          :
VENDOR TYPE SSN           : 3880000001
DOC REF/METER NUM         :
APPROP CODE               : 001      LIM: 100   ALLOT: 30   IND: 0
COST CENTER               : 122100
PROGRAM ELEMENT           : 123456
OBJECT CLASS              : 2634
SYSTEM DATA               :
PUBLIC/GOVT IND           : P
AMOUNT                    : 10000
BEGINNING DATE            : 100189        ENDING DATE       : 093091
FACILITY LOCATION         :               FACILITY TYPE     :
ENERGY CONV CODE          :               STATISTICAL DATA  :
ENERGY CONV CODE          :               STATISTICAL DATA  :
PAYMENT FREQUENCY         : B             PAYMENT OVERRIDE  :
CURR METER RDG            :               PURGE STATUS      :
IF LAST SCREEN ENTRY - ENTER YES:         AGENCY CODE       : T
```

Figure 9L-18 Pay Frequency = Bimonthly
Document Type 40

```
                          ENTER DATA
                          RECURRING CHARGE MASTER

REQUEST CODE              : A
REGION/DISTRICT           : 1
DOCUMENT-ID               : 40 90 2335611    0
CONTRACT NUM              : 2335611
RC CUST ACCT NUM          :
VENDOR TYPE SSN           : 3880000001
DOC REF/METER NUM         :
APPROP CODE               : 001      LIM: 100   ALLOT: 30   IND: 0
COST CENTER               : 122100
PROGRAM ELEMENT           : 123456
OBJECT CLASS              : 2634
SYSTEM DATA               :
PUBLIC/GOVT IND           : P
AMOUNT                    : 15000
BEGINNING DATE            : 100189        ENDING DATE       : 093090
FACILITY LOCATION         :               FACILITY TYPE     :
ENERGY CONV CODE          :               STATISTICAL DATA  :
ENERGY CONV CODE          :               STATISTICAL DATA  :
PAYMENT FREQUENCY         : Q             PAYMENT OVERRIDE  :
CURR METER RDG            :               PURGE STATUS      :
IF LAST SCREEN ENTRY - ENTER YES:         AGENCY CODE       : T
```

Figure 9L-19 Pay Frequency = Quarterly
Document Type 40

```
                          ENTER DATA
                          RECURRING CHARGE MASTER

REQUEST CODE              : A
REGION/DISTRICT           : 1
DOCUMENT-ID               : 40 90 2335611    0
CONTRACT NUM              : 2335611
RC CUST ACCT NUM          :
VENDOR TYPE SSN           : 3880000001
DOC REF/METER NUM         :
APPROP CODE               : 001      LIM: 100   ALLOT: 30   IND: 0
COST CENTER               : 122100
PROGRAM ELEMENT           : 123456
OBJECT CLASS              : 2634
SYSTEM DATA               :
PUBLIC/GOVT IND           : P
AMOUNT                    : 30000
BEGINNING DATE            : 100189        ENDING DATE       : 093090
FACILITY LOCATION         :               FACILITY TYPE     :
ENERGY CONV CODE          :               STATISTICAL DATA  :
ENERGY CONV CODE          :               STATISTICAL DATA  :
PAYMENT FREQUENCY         : S             PAYMENT OVERRIDE  :
CURR METER RDG            :               PURGE STATUS      :
IF LAST SCREEN ENTRY - ENTER YES:         AGENCY CODE       : T
```

Figure 9L-20 Pay Frequency = Semi-Annually
Document Type 40

```
                          ENTER DATA
                          RECURRING CHARGE MASTER

REQUEST CODE              : A
REGION/DISTRICT           : 1
DOCUMENT-ID               : 40 90 2335611    0
CONTRACT NUM              : 2335611
RC CUST ACCT NUM          :
VENDOR TYPE SSN           : 3880000001
DOC REF/METER NUM         :
APPROP CODE               : 001      LIM: 100   ALLOT: 30   IND: 0
COST CENTER               : 122100
PROGRAM ELEMENT           : 123456
OBJECT CLASS              : 2634
SYSTEM DATA               :
PUBLIC/GOVT IND           : P
AMOUNT                    : 60000
BEGINNING DATE            : 100189        ENDING DATE       : 093090
FACILITY LOCATION         :               FACILITY TYPE     :
ENERGY CONV CODE          :               STATISTICAL DATA  :
ENERGY CONV CODE          :               STATISTICAL DATA  :
PAYMENT FREQUENCY         : A             PAYMENT OVERRIDE  :
CURR METER RDG            :               PURGE STATUS      :
IF LAST SCREEN ENTRY - ENTER YES:         AGENCY CODE       : T
```

Figure 9L-21 Pay Frequency = Annually
Document Type 40

2.5. Making Changes on Recurring Charge Master File - Use file selection code **1** (Recurring Charge Master File) and action code - **C** (CHANGE) to access the Master File Screen.

```
                        -- FILE MAINTENANCE MENU --

                FILE SELECTION CODE: 1          ACTION CODE: C

        FILE SELECTION AND OPTIONS AVAILABLE                ACTION
        -----------------------------------                 ------
        1 = RECURRING CHARGE MSTR FILE   - A,C,D,I          A = ADD
        2 = 1099 FILE                    - A,D,I            C = CHANGE
        3 = 1680 MSTR FILE               - A,C,D,I,P        D = DELETE
        4 = F & E JOB NUMBER ROLLUP       - A,D,P            I = INQUIRE
        5 = GRANTS FILE - STATE LEVEL    - A,C,I,P,S        P = PRINT
        6 = GRANTS FILE - PROJECT LEVEL  - A,C,I,P          S = SPREAD
        7 = CANDIDATE FILE - AGY/RGN/DOC - C,I,P
        8 = ODF CHANGE FILE  AGY/RGN/DOC - C
```

Figure 9L-22 Access Recurring Charge Master File To Change

a. Type in region/district and document-ID, omitting the suffix.

```
                          ENTER DATA
                          RECURRING CHARGE MASTER

REQUEST CODE              : C
REGION/DISTRICT           : 1
DOCUMENT-ID               : 43 90 2222
CONTRACT NUM              :
RC CUST ACCT NUM          :
VENDOR TYPE SSN           :
DOC REF/METER NUM         :
APPROP CODE               :          LIM:       ALLOT:      IND:
COST CENTER               :
PROGRAM ELEMENT           :
OBJECT CLASS              :
SYSTEM DATA               :
PUBLIC/GOVT IND           :
AMOUNT                    :
BEGINNING DATE            :              ENDING DATE       :
FACILITY LOCATION         :              FACILITY TYPE     :
ENERGY CONV CODE          :              STATISTICAL DATA  :
ENERGY CONV CODE          :              STATISTICAL DATA  :
PAYMENT FREQUENCY         :              PAYMENT OVERRIDE  :
CURR METER RDG            :              PURGE STATUS      :
IF LAST SCREEN ENTRY - ENTER YES:        AGENCY CODE       : T
```

Figure 9L-23 Recall Data to Make Changes on Recurring Charge Master

b. Press ***Enter*** and DAFIS will recall and display information previously loaded on the Master File. Changes may now be made.

```
                          ENTER DATA
                          RECURRING CHARGE MASTER

REQUEST CODE              : C
REGION/DISTRICT           : 1
DOCUMENT-ID               : 43 90 2222  0
CONTRACT NUM              : P2222
RC CUST ACCT NUM          : 89003333211
VENDOR TYPE SSN           : 3880000001
DOC REF/METER NUM         : 3555
APPROP CODE               : 001      LIM: 100   ALLOT: 30   IND: 0
COST CENTER               : 122100
PROGRAM ELEMENT           : 123456
OBJECT CLASS              : 2634
SYSTEM DATA               :
PUBLIC/GOVT IND           : P
AMOUNT                    :     2500
BEGINNING DATE            : 100189        ENDING DATE       : 093090
FACILITY LOCATION         :               FACILITY TYPE     :
ENERGY CONV CODE          :               STATISTICAL DATA  : 000000000
ENERGY CONV CODE          :               STATISTICAL DATA  : 000000000
PAYMENT FREQUENCY         : M             PAYMENT OVERRIDE  :
CURR METER RDG            :               PURGE STATUS      : 0
IF LAST SCREEN ENTRY - ENTER YES:         AGENCY CODE       : T
```

Figure 9L-24 Recall Complete - Change Recurring Charge Master

NOTE: *Fields that cannot be changed are protected (Request code, Agency Code, Region/District, Document-ID, and Payment Frequency).*

(1) Increment the suffix by 1.

(2) Make desired changes to the Master Record.

(3) Press ***Enter***.

c. If there is an existing batch in status 0, 1, 3, or 4 with the document-ID number you are trying to change, a message containing the document-ID and batch -ID numbers is displayed as illustrated in Figure 9L-25. The master record cannot be changed until this batch is cleared from the Batch Control File or until this document is deleted from the batch.

```
        RECORD ON BCF   43 90 2222     001      902931001
                        RECURRING CHARGE MASTER

REQUEST CODE                : C
REGION/DISTRICT             :
DOCUMENT-ID                 :
CONTRACT NUM                :
RC CUST ACCT NUM            :
VENDOR TYPE SSN             :
DOC REF/METER NUM           :
APPROP CODE                 :          LIM:       ALLOT:      IND:
COST CENTER                 :
PROGRAM ELEMENT             :
OBJECT CLASS                :
SYSTEM DATA                 :
PUBLIC/GOVT IND             :
AMOUNT                      :
BEGINNING DATE              :               ENDING DATE       :
FACILITY LOCATION           :               FACILITY TYPE     :
ENERGY CONV CODE            :               STATISTICAL DATA  :
ENERGY CONV CODE            :               STATISTICAL DATA  :
PAYMENT FREQUENCY           :               PAYMENT OVERRIDE  :
CURR METER RDG              :               PURGE STATUS      :
IF LAST SCREEN ENTRY - ENTER YES:           AGENCY CODE       : T
```

Figure 9L-25 Document Exists on BCF

d. If there are no edit errors the master record is changed as requested. Following are the explanations of messages displayed if open accruals; or open accruals and disbursements are present for the document.

(1) If only open accruals exist for this document, a message is displayed as illustrated in Figure 9L-26. The user is requested to decide if the change should be applied to the existing accrual(s). Enter **Y** for yes, or **N** for no.

(a) If **Y** is entered DAFIS generates a non-schedule batch to reverse the unpaid accrual(s) and reapply the record(s) using the new data and suffix. DAFIS displays a message **RECORD CHANGED, BATCH XXXXXXQBX GENERATED** .

(b) If **N** is entered, the record will not/cannot be changed.

```
                UNPAID ACCRUAL(S) EXIST, DO YOU WANT TO TRANSFER
                TO NEW RCM?
                        RECURRING CHARGE MASTER

REQUEST CODE                : C
REGION/DISTRICT             : 1
DOCUMENT-ID                 : 43 90 2222   1
CONTRACT NUM                : P2222
RC CUST ACCT NUM            : 89003333211
VENDOR TYPE SSN             : 3880000001
DOC REF/METER NUM           : 3555
APPROP CODE                 : 001      LIM: 100   ALLOT: 40   IND: 0
COST CENTER                 : 122100
PROGRAM ELEMENT             : 123456
OBJECT CLASS                : 2634
SYSTEM DATA                 :
PUBLIC/GOVT IND             : P
AMOUNT                      : 2500
BEGINNING DATE              : 100189        ENDING DATE       : 093090
FACILITY LOCATION           :               FACILITY TYPE     :
ENERGY CONV CODE            :               STATISTICAL DATA  :
ENERGY CONV CODE            :               STATISTICAL DATA  :
PAYMENT FREQUENCY           : M             PAYMENT OVERRIDE  :
CURR METER RDG              :               PURGE STATUS      : 0
IF LAST SCREEN ENTRY - ENTER YES:           AGENCY CODE       : T

            ENTER (Y) FOR YES, AND (N) FOR NO ___
```

Figure 9L-26 Only Open Accrual(s) Exist

(2) If open accrual(s) and disbursement(s) exist for this document, a message is displayed as illustrated in Figure 9L-27. The user is requested to decide if the change should be applied to either the unpaid accruals or both the unpaid accruals and the disbursements. Enter **B** for both, **U** for unpaid accruals only, or **X** to exit.

(a) If **B** is entered DAFIS generates a G-schedule batch to reverse the payment record(s) and reapply the payment(s) using the new data and suffix. A non-schedule batch is also generated to reverse the accrual(s) and reapply using the new data and suffix.

(b) If **U** is entered DAFIS generates a non-schedule batch to reverse the unpaid accrual(s) and reapply the record(s) using the new data and suffix. DAFIS displays a message **RECORD CHANGED, BATCH XXXXXXQBX GENERATED** .

(c) If **X** is entered, no action is taken and a blank screen is returned.

```
              UNPAID ACCRUAL(S) AND PAYMENT(S) EXIST, DO
              YOU WANT TO TRANSFER TO NEW RCM?
                       RECURRING CHARGE MASTER

REQUEST CODE                : C
REGION/DISTRICT             : 1
DOCUMENT-ID                 : 43 90 2222   1
CONTRACT NUM                : P2222
RC CUST ACCT NUM            : 89003333211
VENDOR TYPE SSN             : 3880000001
DOC REF/METER NUM           : 3555
APPROP CODE                 : 001      LIM: 100   ALLOT: 40   IND: 0
COST CENTER                 : 122100
PROGRAM ELEMENT             : 123456
OBJECT CLASS                : 2634
SYSTEM DATA                 :
PUBLIC/GOVT IND             : P
AMOUNT                      : 2500
BEGINNING DATE              : 100189        ENDING DATE       : 093090
FACILITY LOCATION           :               FACILITY TYPE     :
ENERGY CONV CODE            :               STATISTICAL DATA  :
ENERGY CONV CODE            :               STATISTICAL DATA  :
PAYMENT FREQUENCY           : M             PAYMENT OVERRIDE  :
CURR METER RDG              :               PURGE STATUS      : 0
IF LAST SCREEN ENTRY - ENTER YES:           AGENCY CODE       : T

            ENTER (B) FOR BOTH, (U) FOR UNPAID ACCRUAL(S), (X) TO EXIST __
```

Figure 9L-27 Open Accrual(s) and Disbursement(s) Exist

2.6. Deleting Records on Recurring Charge Master File - The delete option is used when a record needs to be removed from the Master File. Use file selection code **1**, action code **D**.

```
                          -- FILE MAINTENANCE MENU --

                  FILE SELECTION CODE: 1           ACTION CODE: D

       FILE SELECTION AND OPTIONS AVAILABLE                ACTION
       ------------------------------------                ------
       1 = RECURRING CHARGE MSTR FILE   - A,C,D,I          A = ADD
       2 = 1099 FILE                    - A,D,I            C = CHANGE
       3 = 1680 MSTR FILE               - A,C,D,I,P        D = DELETE
       4 = F & E JOB NUMBER ROLLUP       - A,D,P            I = INQUIRE
       5 = GRANTS FILE - STATE LEVEL    - A,C,I,P,S        P = PRINT
       6 = GRANTS FILE - PROJECT LEVEL  - A,C,I,P          S = SPREAD
       7 = CANDIDATE FILE - AGY/RGN/DOC - C,I,P
       8 = ODF CHANGE FILE  AGY/RGN/DOC - C
```

Figure 9L-28 File Maintenance Plan

```
                          ENTER KEYS ONLY
                                   RECURRING CHARGE MASTER

REQUEST CODE                : D
REGION/DISTRICT             : 1
DOCUMENT-ID                 : 43 90 2222
CONTRACT NUM                :
RC CUST ACCT NUM            :
VENDOR TYPE SSN             :
DOC REF/METER NUM           :
APPROP CODE                 :          LIM:       ALLOT:      IND:
COST CENTER                 :
PROGRAM ELEMENT             :
OBJECT CLASS                :
SYSTEM DATA                 :
PUBLIC/GOVT IND             :
AMOUNT                      :
BEGINNING DATE              :               ENDING DATE       :
FACILITY LOCATION           :               FACILITY TYPE     :
ENERGY CONV CODE            :               STATISTICAL DATA  :
ENERGY CONV CODE            :               STATISTICAL DATA  :
PAYMENT FREQUENCY           :               PAYMENT OVERRIDE  :
CURR METER RDG              :               PURGE STATUS      :
IF LAST SCREEN ENTRY - ENTER YES:           AGENCY CODE       : T
```

Figure 9L-29 Delete A Record From Recurring Charge Master

However, a record cannot be deleted if open accruals exist on the Recurring Charge History File.

```
              UNPD ACCRUALS - 43 90 2222              00 NOT PROCESSED
                          RECURRING CHARGE MASTER

REQUEST CODE                : D
REGION/DISTRICT             :
DOCUMENT-ID                 :
CONTRACT NUM                :
RC CUST ACCT NUM            :
VENDOR TYPE SSN             :
DOC REF/METER NUM           :
APPROP CODE                 :          LIM:       ALLOT:      IND:
COST CENTER                 :
PROGRAM ELEMENT             :
OBJECT CLASS                :
SYSTEM DATA                 :
PUBLIC/GOVT IND             :
AMOUNT                      :
BEGINNING DATE              :               ENDING DATE       :
FACILITY LOCATION           :               FACILITY TYPE     :
ENERGY CONV CODE            :               STATISTICAL DATA  :
ENERGY CONV CODE            :               STATISTICAL DATA  :
PAYMENT FREQUENCY           :               PAYMENT OVERRIDE  :
CURR METER RDG              :               PURGE STATUS      :
```

Figure 9L-30 Unpaid Accruals Exist

HELPFUL HINT: *Deletion of a record is not recommended, so as to retain an audit trail. An alternative is to change the ending date on the Master File record to a current date, to prevent future accruals from being generated, and allow DAFIS to purge the record onto microfiche.*

2.7. Inquiring Records on the Recurring Charge Master File - Action Code I = Inquire - The Master File may be inquired at any time. Use file selection code **1** and action code **I**.

```
                        -- FILE MAINTENANCE MENU --

                FILE SELECTION CODE: 1          ACTION CODE: I

        FILE SELECTION AND OPTIONS AVAILABLE                ACTION
        -----------------------------------                 ------
        1 = RECURRING CHARGE MSTR FILE   - A,C,D,I          A = ADD
        2 = 1099 FILE                    - A,D,I            C = CHANGE
        3 = 1680 MSTR FILE               - A,C,D,I,P        D = DELETE
        4 = F & E JOB NUMBER ROLLUP       - A,D,P            I = INQUIRE
        5 = GRANTS FILE - STATE LEVEL    - A,C,I,P,S        P = PRINT
        6 = GRANTS FILE - PROJECT LEVEL  - A,C,I,P          S = SPREAD
        7 = CANDIDATE FILE - AGY/RGN/DOC - C,I,P
        8 = ODF CHANGE FILE  AGY/RGN/DOC - C
```

Figure 9L-31 Access Recurring Charge Master File To Inquire

```
                            ENTER KEYS ONLY
                                      RECURRING CHARGE MASTER

REQUEST CODE                : I
REGION/DISTRICT             : 1
DOCUMENT-ID                 : 43 90 2222
CONTRACT NUM                :
RC CUST ACCT NUM            :
VENDOR TYPE SSN             :
DOC REF/METER NUM           :
APPROP CODE                 :          LIM:       ALLOT:      IND:
COST CENTER                 :
PROGRAM ELEMENT             :
OBJECT CLASS                :
SYSTEM DATA                 :
PUBLIC/GOVT IND             :
AMOUNT                      :
BEGINNING DATE              :               ENDING DATE       :
FACILITY LOCATION           :               FACILITY TYPE     :
ENERGY CONV CODE            :               STATISTICAL DATA  :
ENERGY CONV CODE            :               STATISTICAL DATA  :
PAYMENT FREQUENCY           :               PAYMENT OVERRIDE  :
CURR METER RDG              :               PURGE STATUS      :
IF LAST SCREEN ENTRY - ENTER YES:           AGENCY CODE       : T
```

Figure 9L-32 Inquire A Record On Recurring Charge Master

```
                          INQUIRY COMPLETE / ENTER KEYS ONLY
                                    RECURRING CHARGE MASTER

REQUEST CODE                : I
REGION/DISTRICT             : 1
DOCUMENT-ID                 : 43 90 2222   0
CONTRACT NUM                : P2222
RC CUST ACCT NUM            : 89003333211
VENDOR TYPE SSN             : 3880000001
DOC REF/METER NUM           : 3555
APPROP CODE                 : 001      LIM: 100   ALLOT: 30   IND: 0
COST CENTER                 : 122100
PROGRAM ELEMENT             : 123456
OBJECT CLASS                : 2634
SYSTEM DATA                 :
PUBLIC/GOVT IND             : P
AMOUNT                      :      2500
BEGINNING DATE              : 100189        ENDING DATE       : 093090
FACILITY LOCATION           :               FACILITY TYPE     :
ENERGY CONV CODE            :               STATISTICAL DATA  : 000000000
ENERGY CONV CODE            :               STATISTICAL DATA  : 000000000
PAYMENT FREQUENCY           : M             PAYMENT OVERRIDE  :
CURR METER RDG              :               PURGE STATUS      : 0
IF LAST SCREEN ENTRY - ENTER YES:           AGENCY CODE       : T
```

Figure 9L-33 Inquiry Complete

THIS PAGE INTENTIONALLY BLANK

Chapter 3 - Format 12

3.1. Purpose - Format 12 screen is used to establish manual accruals and disbursements for document types 41-49.

```
                  ENTER DATA
SCHEDULE-CD: XXXXXXX      BATCH-NO: XXXXXXXXX
AGENCY-CODE         :  T
REGION-DIST         :  X
DOCUMENT-ID         :  XX XX XXXXXXXX XXX
TRANSACTION-CODE    :  XXXX
AMOUNT              :  XXXXXXXXX
EFFECTIVE-DATE      :  XXXXXX
INVOICE             :  XXXXXXXXXXXXXXXXXXXX
STATISTICAL-DATA    :  XXXXXXXXX
STATISTICAL-DATA    :  XXXXXXXXX
CURRENT-METER-RDG   :  XXXXXXXXX
COMPUTATION-DATE    :  XXXXXX             WAREHOUSE-DATE   :  XXXXXX
TERMS               :  %: XXXXX    DAYS: XX     NET:  XX
EXCL-DISC-AMT       :  XXXXXXXXXXXX
REASON-CODE         :  X
                                              VEND-TYPE/SSN:
PREVIOUS RECORD ADDED                         NAME  :
 DOC ID: XX XX XXXXXXXXX XXX                  ADDR-1:
 CURR READ :          0                       ADDR-2:
 PREV RAD  :          0                       ADDR-3:
                                              ADDR-4:
```

Figure 9L-34 Format 12

The Format 12 screen is shorter than Format 03, as the majority of the information is extracted from the Recurring Charge Master File.

3.2. Format 12 Data Fields - Data fields on Format 12 are as follows.

a. Region/District - One digit mandatory field reflecting the appropriate region/district. Must match what has been entered on the corresponding Master File record.

b. Document-ID - Sixteen digit mandatory field. See Section 1 Introduction/Overview, Chapter 5.3b for structure. Must match the document type, document number, and first digit of suffix entered on the corresponding Master File record. If no match on suffix, system replaces with matching suffix. Suffix should coincide with billing date on source document.

c. Transaction Codes - Four digit mandatory field. There are certain transaction codes unique to Format 12.

```
085  - Establishes accrued expenditure unpaid.
145F - Establishes payment for previously accrued.
135F - Establishes payment, not previously accrued.
147F - Spread SIBAC charges, previously accrued.
149F - Spread SIBAC charges not previously accrued
1572 - Reversal of Control Groups entry for SIBAC.
```

Figure 9L-35 Transaction Codes

d. Amount - Thirteen digit mandatory field. Amount entered would be current charges taken from source document.

e. Effective Date - Six digit mandatory field. If an accrual, date would be date of transaction event. If a disbursement, date would be current date.

f. Invoice - Twenty-two digit field. Mandatory on T, V, or W schedules and document type is not 40 or 48. Input can be less than 22 digits and is taken from source document.

g. Statistical-Data - Nine digit optional field. Energy consumption data from the payment document may be entered here. Amount should equal the difference between the current meter reading on the Master File and the current meter reading entered on Format 12. Refer to paragraph 3.11 for more information about energy tracking.

h. Statistical-Data - Nine digit optional field. Refer to local management for input requirements.

i. Current-Meter-Rdg - Nine digit optional field. If applicable, enter current meter reading from source document. This will update the Curr-Meter-Rdg on the Master File record and downloaded data can be used for energy tracking. Refer to paragraph 3.11 for more information about energy tracking.

j. Computation-Date - Six digit field. Used with a V or T Schedule and cannot be a future date. Vendor will receive a check 30 days from this date. Input is mandatory if the warehouse date is not completed. See Section 9D, Cash Management, Chapter 2 for more information.

k. Warehouse-Date - Six digit field. Used with a V or T Schedule and must be current or future date up to 90 days. Input is mandatory if the computation date is not completed. See Section 9D, Cash Management, Chapter 2 for more information.

l. Terms - Five position optional field. Input percentage of discount offered from source document. See Section 9D, Cash Management, Chapter 2 for more information.

m. Days - Two position optional field. Input the number of days in which payment must be made to take advantage of discount offered. See Section 9D, Cash Management, Chapter 2 for more information.

n. Net - Two position optional field. Input number of days allowed to make net payment unless net = 30. If net = 30, leave field blank and DAFIS will automatically assign 30. See Section 9D, Cash Management, Chapter 2 for more information.

o. Excl-Disc-Amt - Ten position optional field. Input amount of freight charges, postage, handling or any other charges which are not eligible for discount, but are included in the invoice amount. See Section 9D, Cash Management, Chapter 2 for more information. Cannot be entered if the document type is 40 or 48 and public/govt indicator on the Recurring Charge Master is G.

p. Reason Code - One position optional field. Input code that describes reason for either interest penalty due, or discount lost. See Section 9D, Cash Management, Chapter 2 for more information.

q. Previous Record Added - This information is displayed from the record previously entered. It appears on the screen after the first record in the batch is entered.

(1) Doc ID - Document ID of previous record.

(2) Curr Read - Current meter reading entered on previous record.

(3) Prev Read - Previous meter reading obtained from Recurring Charge Master on previous record.

3.3. Automatic Monthly Accruals - Once a month, on approximately the seventh work day of the month, DAFIS generates accrual batches for all active contracts established on the Recurring Charge Master File. There may be one or more batches identified with a **C** in the first position of the sequential number of the batch ID (Example: 902501C01).

Approximately the 7th or 8th workday of the month, print a BCF-1 Inquiry (***PF2*** function key) using request code 99. This identifies that the accruals are generated, and whether the batch(s) are processed or in error status. The example in Figure 9L-36 shows batches in both status codes.

STATUS OF BATCHES RIS NUMBER BCF-1

RGN/DIST: 1 NOT BALANCED OR PROCESSED

BATCH-ID	FORMAT	LINE COUNT	AMOUNT	SCH-CERT DEPOSIT	PROCESS DATE	IOTV NUMBER
941871329	03	10	31,124.50	V	94/07/06	
941871330	03	2	9,520.64	V	94/07/06	
941871331	03	3	12,677.00	V	94/07/06	
941881376	03	7	143,196.03	V	94/07/07	
RGN/DIST: 1 **PROCESSED**						
941871C01	12	7	97,080.00		94/07/07	
941871C31	12	1	1,670,800.00		94/07/07	
RGN/DIST: 1 **BATCHES WITH ERRORS**						
941861C21	12	73	1,801,323.91		94/07/07	
941861C91	12	5	1,626,234.76		94/07/02	
RGN/DIST: 1 READY FOR PREVIEW						
941831097	03	2	260.36	V	94/07/06	
941851121	03	10	4,157.00	T	94/07/06	
941861111	03	1	225.00	T	94/07/06	
941861200	03	16	426.29	W	94/07/05	
RGN/DIST: 1 SCH BATCHES READY FOR DISBURSEMENT						
941871021	03	8	12,916.18	V	94/07/06	
941871022	03	5	1,486.65	V	94/07/06	
941871023	03	1	1,963.75	T	94/07/06	

** END OF REPORT **

Figure 9L-36 BCF-1 Inquiry

If the batch is in error status, print the error records (PF1 function key) using request Code E. Correct each error in the batch and re-balance the batch. The correct status code is 2.

The suffix for each document-ID is assigned by DAFIS (See Fig. 9L-37).

Payment Frequency	Suffix
Monthly	*01 - October
	*02 - November
	*03 - December
	*04 - January
	*05 - February
	*06 - March
	*07 - April
	*08 - May
	*09 - June
	*10 - July
	*11 - August
	*12 - September
Bimonthly	*01 - Oct - Nov
	*02 - Dec - Jan
	*03 - Feb - Mar
	*04 - Apr - May
	*05 - Jun - Jul
	*06 - Aug - Sep
Quarterly	*01 - Oct - Dec
	*02 - Jan - Mar
	*03 - Apr - Jun
	*04 - Jul - Sep
Semi-Annually	*01 - Oct - Mar (or first six months of contract)
	*02 - Apr - Sep (or last six months of contract)
Annually	*01 - All year (see note below)

* First digit of suffix is from Recurring Charge Master.

Figure 9L-37 Recurring Charge Payment Frequency and Suffix Assignment

NOTE: *On an annual payment frequency, suffix **01** is generated all year if the contract begins in October. If the contract begins in a month other than October, **01** is generated until the fiscal year changes. In the new fiscal year, **02** is generated.*

The amount accrued for all fixed contracts will be the amount loaded on the Recurring Charge Master File. However, some recurring payments are variable, such as utilities. In this case, the accrual amount will be the amount of the last paid bill. Variable accruals are generated on the following.

Doc Type	
44	Electricity
45	Telephone
46	Water
47	Gasoline
48	SIBAC
49	Natural Gas

Figure 9L-38 Variable Accruals

3.4. Manual Accruals - Accruals for contracts not on the Recurring Charge Master File at the time of the generated accrual batch for a specific month, must be manually accrued using Transaction Code 085 (See Figures 9L-39, 9L-40 and 9L-41). To remove an accrual, a Transaction Code 0852 would be used (See Figures 9L-42, 9L-43 and 9L-44). See Figure 9L-45 for transaction codes unique to recurring charge.

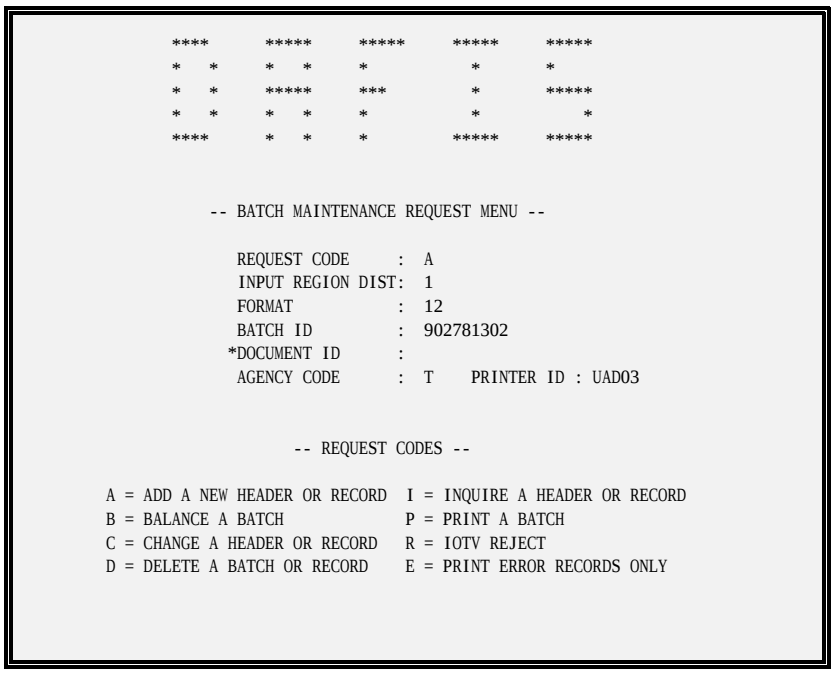


Figure 9L-39 Batch Maintenance Menu - Format 12

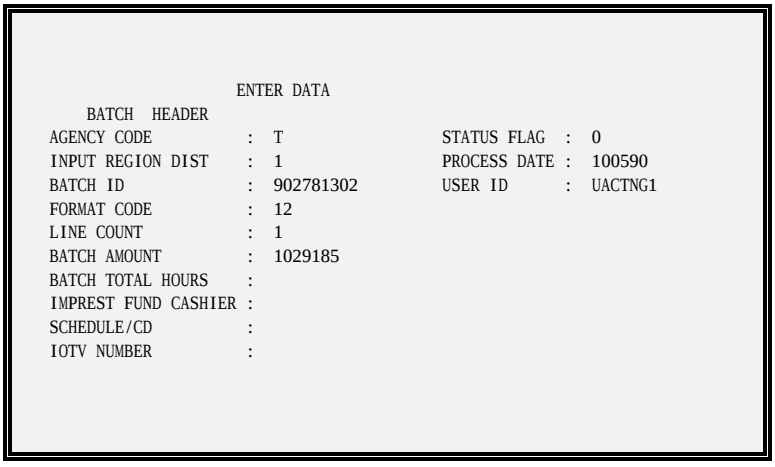


Figure 9L-40 Batch Header Menu - Format 12

```
                    ENTER DATA
SCHEDULE-CD :         BATCH NUMBER:  922781302
AGENCY-CODE         :  T
REGION-DIST         :  1
DOCUMENT-ID         :  43 90 75043  112
TRANSACTION-CODE    :  085
AMOUNT              :  1029185
EFFECTIVE-DATE      :  091590
INVOICE             :
STATISTICAL-DATA    :
STATISTICAL-DATA    :
CURRENT-METER-RDG   :
COMPUTATION-DATE    :                          WAREHOUSE-DATE:
TERMS               :     %:       DAYS:       NET:
EXCL-DISC-AMT       :
REASON-CODE         :
                                    VEND-TYPE/SSN:
                                    NAME  :
                                    ADDR-1:
                                    ADDR-2:
                                    ADDR-3:
                                    ADDR-4:
```

Figure 9L-41 Format 12 - Establish Manual Accrual

```
          ****     *****    *****    *****    *****
          *   *    *   *    *          *      *
          *   *    *****    ***        *      *****
          *   *    *   *    *          *          *
          ****     *   *    *        *****    *****


              -- BATCH MAINTENANCE REQUEST MENU --

                 REQUEST CODE     :  A
                 INPUT REGION DIST:  1
                 FORMAT           :  12
                 BATCH ID         :  902781300
                *DOCUMENT ID      :
                 AGENCY CODE      :  T    PRINTER ID : UAD03


                       -- REQUEST CODES --

    A = ADD A NEW HEADER OR RECORD  I = INQUIRE A HEADER OR RECORD
    B = BALANCE A BATCH             P = PRINT A BATCH
    C = CHANGE A HEADER OR RECORD   R = IOTV REJECT
    D = DELETE A BATCH OR RECORD    E = PRINT ERROR RECORDS ONLY
```

Figure 9L-42 Batch Maintenance Menu

```
                    ENTER DATA
    BATCH  HEADER
AGENCY CODE          :  T                        STATUS FLAG  :  0
INPUT REGION DIST    :  1                        PROCESS DATE :  100590
BATCH ID             :  902781300                USER ID      :  UACTNG1
FORMAT CODE          :  12
LINE COUNT           :  1
BATCH AMOUNT         :  1029185
BATCH TOTAL HOURS    :
IMPREST FUND CASHIER :
SCHEDULE/CD          :
IOTV NUMBER          :
```

Figure 9L-43 Batch Header

```
                    ENTER DATA
SCHEDULE-CD :         BATCH NUMBER:  902781300
AGENCY-CODE         :  T
REGION-DIST         :  1
DOCUMENT-ID         :  43 90 75043 012
TRANSACTION-CODE    :  0852
AMOUNT              :  1029185
EFFECTIVE-DATE      :  091590
INVOICE             :
STATISTICAL-DATA    :
STATISTICAL-DATA    :
CURRENT-METER-RDG   :
COMPUTATION-DATE    :                          WAREHOUSE-DATE:
TERMS               :     %:       DAYS:       NET:
EXCL-DISC-AMT       :
REASON-CODE         :
                                   VEND-TYPE/SSN:
                                   NAME  :
                                   ADDR-1:
                                   ADDR-2:
                                   ADDR-3:
                                   ADDR-4:
```

Figure 9L-44 Reverse Accrual TC0852

```
                    TRANSACTION CODES
                  FOR RECURRING CHARGES

-085     ESTABLISHES ACCRUED EXPENDITURE UNPAID FOR FIXED AND
         VARIABLE RECURRING CHARGES

-145F    ESTABLISHES PAYMENT FOR FIXED AND VARIABLE RECURRING
         CHARGES, PREVIOUS ACCRUAL

-135F    ESTABLISHES PAYMENT FOR FIXED AND VARIABLE RECURRING
         CHARGES, NO PREVIOUS ACCRUAL

-147F    SIBAC SPREAD OF RECURRING CHARGES, PREVIOUS ACCRUAL

-149F    SIBAC SPREAD OF RECURRING CHARGES, NO PREVIOUS
         ACCRUAL

-1572    SIBAC, REVERSAL OF CONTROL GROUP ENTRY
```

Figure 9L-45 Recurring Charge Transaction Codes

3.5. Automatic Monthly Disbursements (Document Type 40) - Each region/district must "kick off" the generated disbursement batch between the 21st and the last day of the month. The "kick off" is generated by pressing ***PF7*** and keying in the region/district code.

```
      RECURRING CHARGE PROCESS INITIATION

   REGION/DIST:  1
   AGENCY-CODE:  T
```

Figure 9L-46 Initiation Screen - Recurring Charge Automated Disbursement

The system then generates a disbursement batch for all current document type 40 records in the Master File that do not have **P** in the payment override field. The disbursement batch number is immediately shown on the screen. The batch is identified with a D in the first position of the sequential number of the batch ID. (EXAMPLE: 902041D01).

```
            BATCH 902041D01 READY FOR REVIEW

          RECURRING CHARGE PROCESS INITIATION

REGION/DIST:
AGENCY/CODE:
```

Figure 9L-47 Batch Number

A batch cover sheet should be completed along with any supporting documentation. A print out of the batch may be obtained at this time if desired using option **P** = Print a Batch on the Batch Maintenance Menu (***PF1***).

```
INPUT-RGN/DIST 1    BATCH ID 902041D01            DEPARTMENT OF TRANSPORTATION
FORMAT 12   STATUS  0   SCHD/CD  V                    BATCH PROOF LISTING                                    RIS NUMBER : I-A
IMPREST FUND CASHIER          USER ID DFGEN              AS OF MMDDYY                                        PAGE NUMBER:  1

SEQUENCE/ERROR CODE            :  0000100                    0000200                    0000300
RECORD TYPE                    :  PARENT TRANSACTION         PARENT TRANSACTION         PARENT TRANSACTION
STOP PAY/CERTIFIER/BANK-ID     :
RGN/DIST/DOCUMENT ID           :  1 40 90 83L36546A 110      1 40 90 71AC2103 010       1 40 90 79PC2913 010
APP/LIM/ALLOT/IND/TC/STATUS    :  001 100 30 0  145 F        001 100 30 0  145F         001 100 30 0  145F
CC/PGM/OBJ/PUBLIC/GOVT         :  122100 123456 2634 P       122100 123456 2634 P       122100 123456 2634 P
DOC REF METER NUMBER           :
SYSTEM DATA                    :                             P20PS12001
VEND-TYPE/VSSN/A099/ID         :  3 052104791  N             3 880001943  N             3 880003056  N
INV CUST ACCT NUMBER           :
ECC/STAT DATA/ECC/STAT DATA    :  000100000
GL-ACCOUNTS/FAC-CODE           :
GL-ACCOUNTS                    :
EFFECTIVE DATE                 :  07/21/90                   07/21/90                   07/21/90
AMOUNT                         :         84,138.42                  486,077.54                3,640.00
BILL/PMT FREQ / METER READING  :  M    450100000              M                          M
CONTRACT NUMBER                :  83L36546                   60009                      79PC2913
RC ACCT NUMBER                                               71AC2103
RC ACCT NUMBER (CONTINUES)     :
A/R UPDATE FLAG / PYR-FLAG     :
TERMS %/DAYS/NET/RC/COMP DATE  :
WHSE-DATE / EXCL DISC AMT      :  07/23/90                   07/23/90                   07/23/90
DISC EARNED / DISC LOST AMTS   :
INT/PENALTY / NO DISC AMTS     :

                                    HASH AMOUNT                 573,855.96
                                    PROCESSED AMOUNT-INPUT      573,855.96
                                    ERROR AMOUNT                      0.00

                                    GENERATED TC AMOUNT               0.00


                                       ** END OF REPORT **
```

Figure 9L-48 Batch Print

Batch should be balanced, status inquired, and forwarded to a previewer for certification.

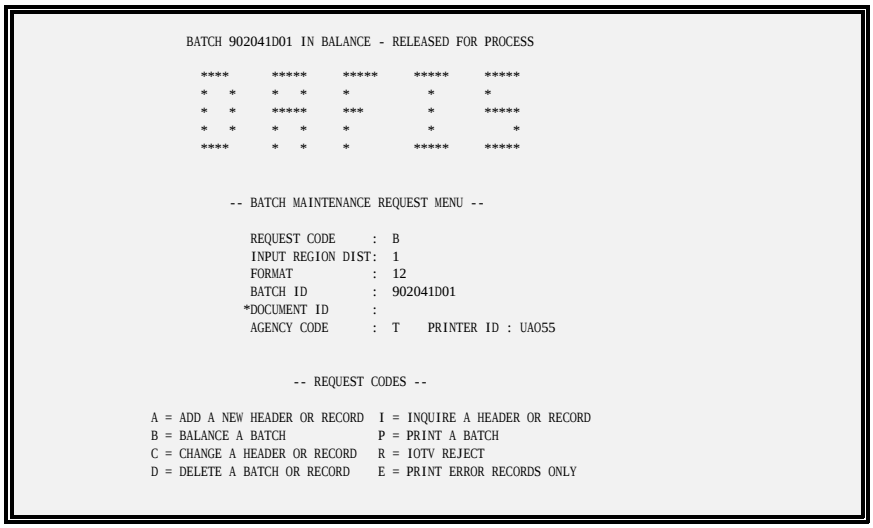


Figure 9L-49 Balanced Batch

3.6. Manual Payments - Payments for document types 41-49 are batched and entered manually using ***PF1*** function key, Format 12, Transaction Code 145F if previously accrued or 135F if not previously accrued.

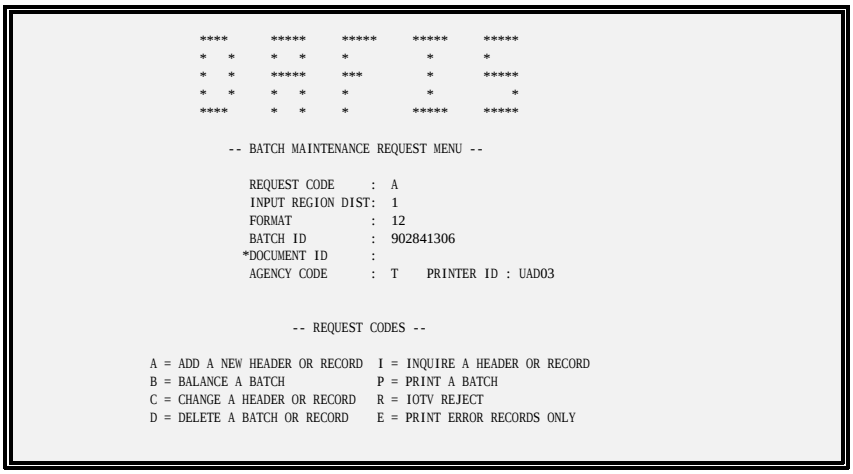


Figure 9L-50 Batch Maintenance Menu

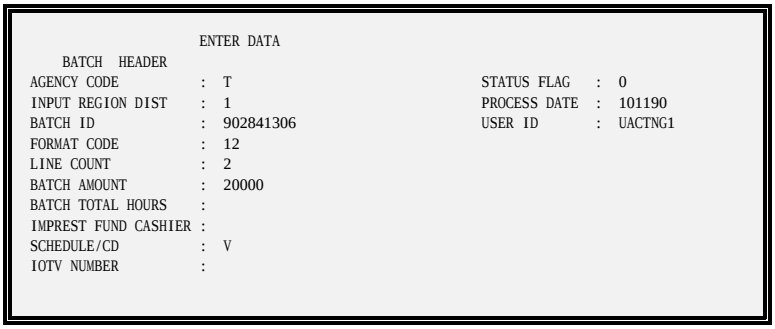


Figure 9L-51 Batch Header

```
                    ENTER DATA
SCHEDULE-CD:  V          BATCH NUMBER:  902841306
AGENCY-CODE          :  T
REGION-DIST          :  1
DOCUMENT-ID          :  43 90 90P22244 012
TRANSACTION-CODE     :  145F
AMOUNT               :  10000
EFFECTIVE-DATE       :  111190
INVOICE              :  A30288
STATISTICAL-DATA     :
STATISTICAL-DATA     :
CURRENT-METER-RDG    :
COMPUTATION-DATE     :                              WAREHOUSE-DATE:  111190
TERMS                :     %:         DAYS:        NET:
EXCL-DISC-AMT        :
REASON-CODE          :
                                    VEND-TYPE/SSN:
                                    NAME  :
                                    ADDR-1:
                                    ADDR-2:
                                    ADDR-3:
                                    ADDR-4:
```

Figure 9L-52 Format 12 Transaction Code 145F

```
                    ENTER DATA
SCHEDULE-CD:  V          BATCH NUMBER:  902841306
AGENCY-CODE          :  T
REGION-DIST          :  1
DOCUMENT-ID          :  43 90 90P22244 012
TRANSACTION-CODE     :  135F
AMOUNT               :  10000
EFFECTIVE-DATE       :  111190
INVOICE              :  GR2266
STATISTICAL-DATA     :
STATISTICAL-DATA     :
CURRENT-METER-RDG    :
COMPUTATION-DATE     :                              WAREHOUSE-DATE:  111190
TERMS                :     %:         DAYS:        NET:
EXCL-DISC-AMT        :
REASON-CODE          :
                                    VEND-TYPE/SSN:
                                    NAME  :
                                    ADDR-1:
                                    ADDR-2:
                                    ADDR-3:
                                    ADDR-4:
```

Figure 9L-53 Format 12 Transaction Code 135F

Batch should be balanced, status inquired and forwarded to a previewer for certification. Also refer to Section 7, Document Level Processing, Chapter 2 for flow chart of recurring charge payments.

3.7. SIBAC Charges - To spread or record the payment of charges billed through the Simplified Intragovernmental Billing and Collection System (SIBAC), the following procedure should be followed.

Complete a Batch Header (Format 12) using a G Schedule number. The total line count will equal 1 (to reverse DAFIS Operations and Training entry) plus the number of payments being spread. Total batch amount will equal the amount on the SIBAC control sheet plus the amount on each record being spread.

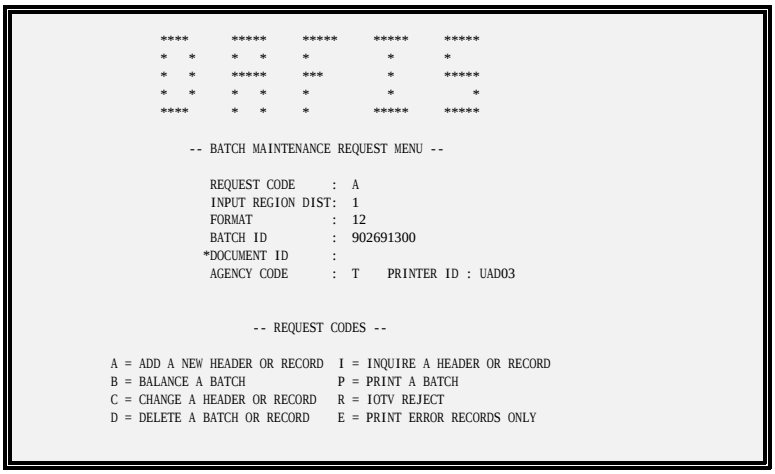


Figure 9L-54 Batch Maintenance Menu

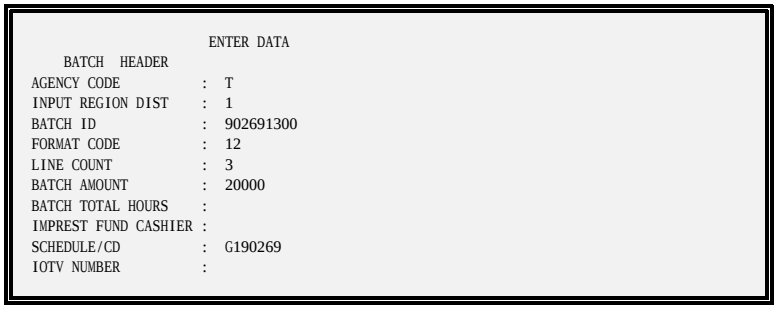


Figure 9L-55 SIBAC Spread Batch Header

First entry will be document-ID 39 FY Bill # Suffix, (obtained from SIBAC control sheet) and Transaction Code 1572 for the full amount listed on SIBAC control sheet. This will reverse the control group's original entry and allow payments to be spread.

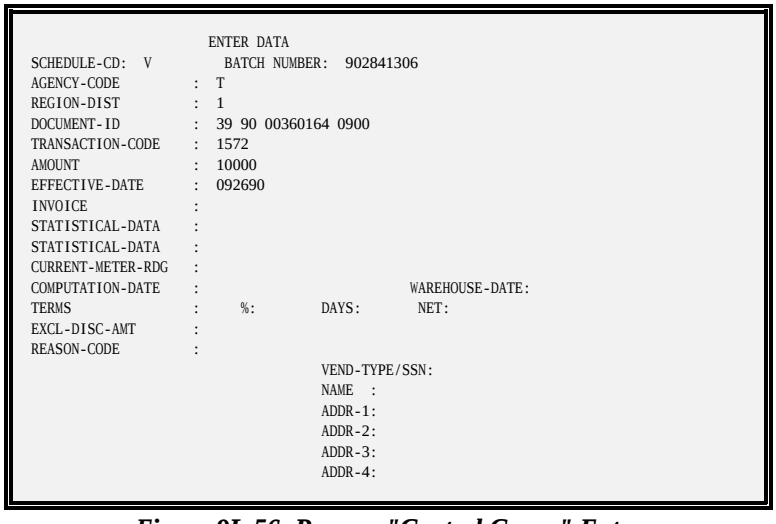
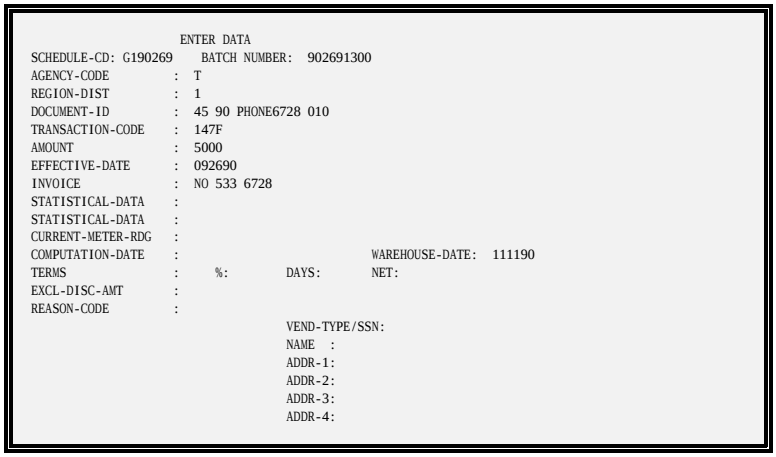


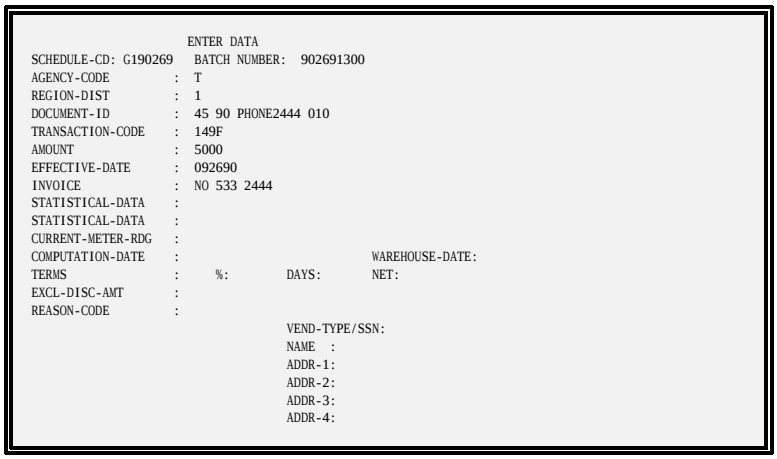
Figure 9L-56 Reverse "Control Group" Entry

The second and any additional entries will be the document-ID of the record you wish to spread (i.e. 45 90 PHONE6728 010) using either a Transaction Code 147F or 149F. See Fig. 9L-45 for transaction code description. The amount will be the amount of the payment you wish to record.



```
                    ENTER DATA
SCHEDULE-CD: G190269    BATCH NUMBER:  902691300
AGENCY-CODE          :  T
REGION-DIST          :  1
DOCUMENT-ID          :  45 90 PHONE6728 010
TRANSACTION-CODE     :  147F
AMOUNT               :  5000
EFFECTIVE-DATE       :  092690
INVOICE              :  NO 533 6728
STATISTICAL-DATA     :
STATISTICAL-DATA     :
CURRENT-METER-RDG    :
COMPUTATION-DATE     :                          WAREHOUSE-DATE:  111190
TERMS                :     %:        DAYS:       NET:
EXCL-DISC-AMT        :
REASON-CODE          :
                                    VEND-TYPE/SSN:
                                    NAME  :
                                    ADDR-1:
                                    ADDR-2:
                                    ADDR-3:
                                    ADDR-4:
```

Figure 9L-57 Spreading Of A SIBAC Payment - Previous Accrual



```
                    ENTER DATA
SCHEDULE-CD: G190269    BATCH NUMBER:  902691300
AGENCY-CODE          :  T
REGION-DIST          :  1
DOCUMENT-ID          :  45 90 PHONE2444 010
TRANSACTION-CODE     :  149F
AMOUNT               :  5000
EFFECTIVE-DATE       :  092690
INVOICE              :  NO 533 2444
STATISTICAL-DATA     :
STATISTICAL-DATA     :
CURRENT-METER-RDG    :
COMPUTATION-DATE     :                          WAREHOUSE-DATE:
TERMS                :     %:        DAYS:       NET:
EXCL-DISC-AMT        :
REASON-CODE          :
                                    VEND-TYPE/SSN:
                                    NAME  :
                                    ADDR-1:
                                    ADDR-2:
                                    ADDR-3:
                                    ADDR-4:
```

Figure 9L-58 Spreading Of A SIBAC Payment - No Previous Accrual

Batch should be balanced and inquired for a status. A status code 5 will be received, as SIBAC charges do not have to be certified. For additional information on recurring charge SIBAC entries, see Section 9C, Paragraph 1.4.

3.8. Error Correction - Format 12 is not used to correct disbursement errors, record refund data, record full or partial SIBAC credits, or to record SIBAC chargebacks. These entries should be made using Format 03. The open document file adjustments field on the Recurring Charge History File (Inquiries RCH-1, RCH-2, and RCH-3) will be flagged with an **X** to indicate there has been a Format 03 transaction made using a document type 40-49. See Section 5, Menu and Batching Concepts, Paragraph 4.3 for additional information on transaction codes used to correct errors.

3.9. Inquiries - All transactions entered in DAFIS for recurring charge, whether generated or manually input, are maintained in the Recurring Charge History File. There are three inquiries available to obtain this information.

a. RCH-1 - Inquiry requires the region/district and contract number.

```
          ENTER KEYS ONLY
          RECURRING CHARGE ACCRUAL AND DISBURSEMENT HISTORY LIST
               BY CONTRACT NUMBER
   REGION/DIST     :
   CONTRACT NUMBER :
   AGENCY CODE     :  T
   PRINTER ID      :  UAD03
```

Figure 9L-59 RCH-1 Inquiry

b. RCH-2 - Inquiry requires the region/district and recurring charge customer account number.

```
         ENTER KEYS ONLY
          RECURRING CHARGE ACCRUAL AND DISBURSEMENT HISTORY LIST
                       BY RC CUSTOMER ACCOUNT NUMBER

  REGION/DIST           :
  RC CUST ACCOUNT NUMBER:
  AGENCY CODE           :  T
  PRINTER ID            :  UAD03
```

Figure 9L-60 RCH-2 Inquiry

c. RCH-3 - Inquiry requires the region/district, document type, and document number (fiscal year of the document-ID is not entered, only the document number).

```
        ENTER KEYS ONLY
          RECURRING CHARGE ACCRUAL AND DISBURSEMENT HISTORY LIST
                       BY DOCUMENT TYPE AND NUMBER

REGION/DIST    :
DOCUMENT TYPE  :
DOCUMENT NUMBER:
PRINTER ID     :  UAD03
```

Figure 9L-61 RCH-3 Inquiry

```
                                        DEPARTMENT OF TRANSPORTATION
REGION/DIST      :  1                RECURRING CHARGE ACCRUAL AND DISBURSEMENT HISTORY LIST                RIS NUMBER :  RCH-3
DOC-TYPE-NUM     :  43 2222                        AS OF 10/05/90                                          PAGE NUMBER:  1

CONTACT NUMBER   :  P2222                APP/LIM/ALLOT/IND :  001  100  30  0     VENDOR NUMBER : 380000001
RC CUST ACCT NUM :                       COST CNTR         :  122100              VENDOR NAME   : SBJ ENTERPRISES
DOC REF/METER    :                       OBJ CLASS         :  2634                VENDOR ADDRESS: SHERRI HANCOCK, PRESIDENT
                                                                                  2401 N.E. 122

                                                                                  GREENFIELD      OK  75222

DOCUMENT ID      PAID DATE      EFF MO      ACCRUAL AMOUNT      PAYMENT AMOUNT      SCHEDULE NUMBER      INVOICE NUMBER     ODF-
ADJ

439075043  000   00000          11          17,750.33
                                11          17,750.33-

439075043  006   90117          03          10,291.85
                                04                              10,448.17           V 90117            MARCH SERVICES

439075043  007   90145          04          10,291.85
                                05                              10,448.17           V 90145            APRIL SERVICES

439075043  008   90177          05          10,291.85
                                06                              10,448.17           V 90177            MAY SERVICES

439075043  009   90208          06          10,291.85
                                07                              10,448.17           V 90208            JUNE SERVICES

439075043  010   90237          07          10,291.85
                                08                              10,448.17           V 90237            JULY SERVICES

439075043  011   90272          08          10,291.85
                                09                              10,448.17           V 90274            AUGUST SERVICES

439075043  012   00000          09          10,291.85


TOTAL RECORDS:  8

                                                ** END OF REPORT **
```

Figure 9L-62 RCH-3 Inquiry Complete

Each of the above is accessed by using the ***PF2*** function key. For additional information see Section 8, Inquiries/Reports.

3.10. RCHG-Table Report - Once a month, DAFIS generates a report named "Monthly Recurring Charge Table List" (RIS number RCHG-Table). This report lists all active records presently residing on the Recurring Charge Master File and provides a simultaneous visual picture of information contained on each. A purge status code is assigned to each record. Those with a status code of zero will remain on the Recurring Charge History File. Those records with a status code of 1 will be purged in two cycles (months). Those with a status code of 2 will be purged either during the current cycle or the next cycle. A breakdown of these is listed at the end of the report. See the DAFIS Reports Guide for more information about this report.

3.11. Energy Tracking - DAFIS provides energy tracking for recurring charge as follows:

a. When loading the recurring charge master, enter the Energy Conversion Code as shown in Figure 9L-8. Also enter the original (current) meter reading if known. See Figure 9L-63.

```
                        ENTER DATA
                                RECURRING CHARGE MASTER

 REQUEST CODE      : A
*REGION/DISTRICT   : 1
*DOCUMENT-ID       : 49 90 300005764    0
 CONTRACT NUM      : 75022
 RC CUST ACCT NUM  : 2923005764010
 VENDOR TYPE SSN   : 380000055
 DOC REF/METER NUM :
*APPROP CODE       : 001   LIM: 100   ALLOT: 30    IND: 0
 COST CENTER       : 122100
 PROGRAM ELEMENT   : 123456
 OBJECT CLASS      : 2372
 SYSTEM DATA       :
 PUBLIC/GOVT IND   : P
 AMOUNT            : 7500
 BEGINNING DATE    : 100190                  ENDING DATE      : 093091
 FACILITY LOCATION :                         FACILITY TYPE    :
 ENERGY CONV CODE  : H                       STATISTICAL DATA :
 ENERGY CONV CODE  :                         STATISTICAL DATA :
 PAYMENT FREQUENCY : M                       PAYMENT OVERRIDE :
 CURR METER RDG    : 2282                    PURGE STATUS     :
 IF LAST SCREEN ENTRY - ENTER YES:           *AGENCY CODE     : T
```

Figure 9L-63 Recurring Charge Master - Enter Energy Conversion Code and Current Meter Reading

b. When entering the payment on Format 12, enter the current consumption from the source document in the Statistical-Data 1 field. Also enter the current meter reading from the source document in the Curr Meter Rdg field. See Figure 9L-64.

```
                          ENTER DATA
 SCHEDULE-CD: V       BATCH NUMBER:  902161006
 AGENCY-CODE       :  T
 REGION-DIST       :  1
 DOCUMENT-ID       :  49 90 300005764   010
 TRANSACTION-CODE  :  145F
 AMOUNT            :  5884
 EFFECTIVE-DATE    :  081191
 INVOICE           :  2923005764010
 STATISTICAL-DATA  :  132
 STATISTICAL-DATA  :
 CURRENT-METER-RDG :  2414
 COMPUTATION-DATE  :                      WAREHOUSE-DATE: 081191
 TERMS             :%:             DAYS:  NET:
 EXCL-DISC-AMT     :
 REASON-CODE       :

                                   VEND-TYPE/SSN:
                                   NAME  :
                                   ADDR-1:
                                   ADDR-2:
                                   ADDR-3:
                                   ADDR-4:
```

Figure 9L-64 Format 12 - Enter Energy Consumption and Current Meter Reading

c. DAFIS subtracts current meter reading on Recurring Charge Master from current meter reading entered on Format 12. The consumption data entered in the Statistical Data 1 field is edited against the result of this computation. If they are not equal, the user is given the option to override by typing yes after the message "Current Meter Rdg is not in balance, enter yes to continue".

When the Enter key is pressed and the data is accepted, the Format 12 screen is refreshed with the current and previous meter readings for the document just entered. See Fig 9L-65.

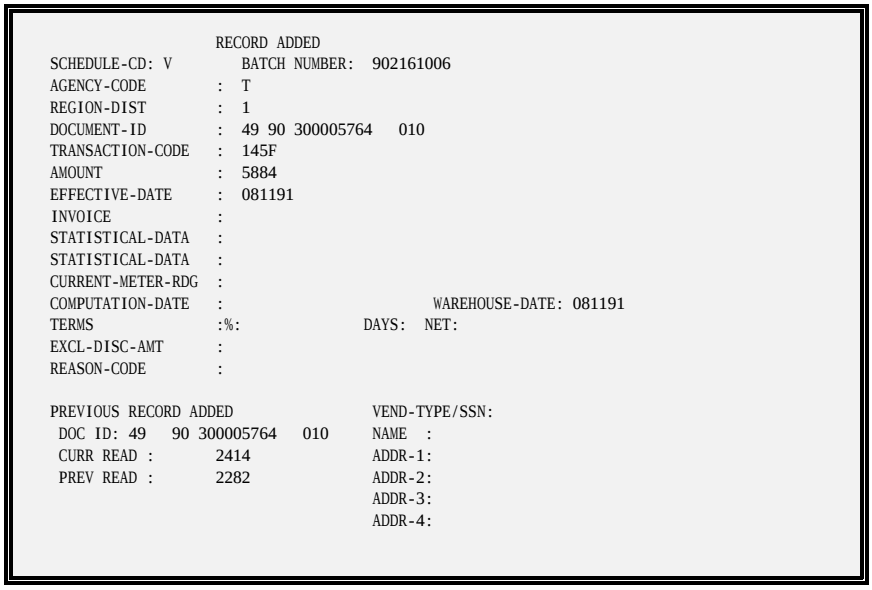


Figure 9L-65 Format 12 - Record Added - View Meter Readings from Previous Document

d. When the batch is balanced the DAFIS main program updates the current meter reading on the Recurring Charge Master.

e. A quarterly report (EC-1) is produced which uses accumulated energy consumption data to provide current fiscal year consumption.

SECTION 9M. INTEROFFICE TRANSFER VOUCHER (IOTV)

Chapter 1 - General Information

1.1 Purpose - Interoffice Transfer Vouchers (IOTV's) are transfers of transactions between accounting offices or region/districts within the agency.

The types of transfers are:

a. Funded

Purchases
Travel Advances/Expense
Foreign Payments/Collections

b. Unfunded

Material/Inventory

c. Suspense

Reciprocal accounts are used for recording transfers between accounting offices. Balances offset each other in preparation of consolidated agency reports.

Example: For the office issuing the transfer, the system records a debit in General Ledger Account 81AA Transfers Out, and for the office receiving the transfer the system records a credit in General Ledger Account 82AA Transfers In.

Funded transfers are recorded on both region/district general ledgers in like amounts simultaneously. They are placed in the DAFIS IOTV Suspense File pending acceptance or rejection. An IOTV-1 inquiry (Notice of Transfer) is available to both region/districts to aid in the control and processing of IOTV's. Funded transactions are identified by the document-ID used on the original expenditure.

All IOTV's remaining on the IOTV Suspense File (IOTV's pending followup) at year end must be either accepted or rejected. The IOTV Suspense File must be clear for year end processing. The BCF-1 inquiry option 22 provides a list of all IOTV's pending followup. Figure 9M-1 shows how to request the BCF-1 and figure 9M-2 is a copy of a BCF-1 showing IOTV's pending followup.

1.2. IOTV Numbering - Transfers are identified by a unique IOTV number common to both transferor and transferee. Numbers are manually controlled by each accounting office. See figure 9M-3 for structure of an IOTV number.

NOTE: IOTV serial numbers 001 through 300 are reserved for system processing. Also, the first digit of the serial number cannot be alpha. The remaining two digits are alpha-numeric.

```
                    STATUS OF BATCHES  AS OF 10/05/89
REQUEST CODE           : 22
REGION/DISTRICT        : 1
INQUIRY/PRINT (I OR P) : P
AGENCY CODE            : 1
PRINTER-ID             : UAC21

- - - REQUEST CODES - - -

0  =  NOT BALANCED OR PROCESSED
1  =  BALANCED AND READY FOR PROCESSING
2  =  PROCESSED
3  =  BATCHES WITH ERRORS
4  =  READY FOR PREVIEW
5  =  SCH BATCHES READY FOR DISBURSEMENT
00 = IOTV ACCEPTED - NOT PROCESSED
22 = IOTV PENDING FOLLOW-UP
99 = PRINT STATUS OF ALL BATCHES
```

Figure 9M-1 BCF-1 Status of Batches

```
                                STATUS OF BATCHES
RIS NUMBER BCF-1
                                  AS OF MM/DD/YY

RGN/DIST:  1      IOTV PENDING FOLLOW-UP

                      LINE              SCH-CERT    PROCESS      IOTV
BATCH-ID     FORMAT   COUNT    AMOUNT     DEPOSIT      DATE      NUMBER

892851992      06       2      700.00                10/12/89   F 0 301 1
892851988      06       2      700.00                10/12/89   A 0 333 1
892951985      06       2      700.00                10/12/89   5 0 369 1
892851984      06       2      700.00                10/12/89   F 0 4AH 1
892851983      06       2      700.00                10/12/89   F 0 501 1


                              ** END OF REPORT **
```

Figure 9M-2 BCF-1 - IOTV's Pending Followup

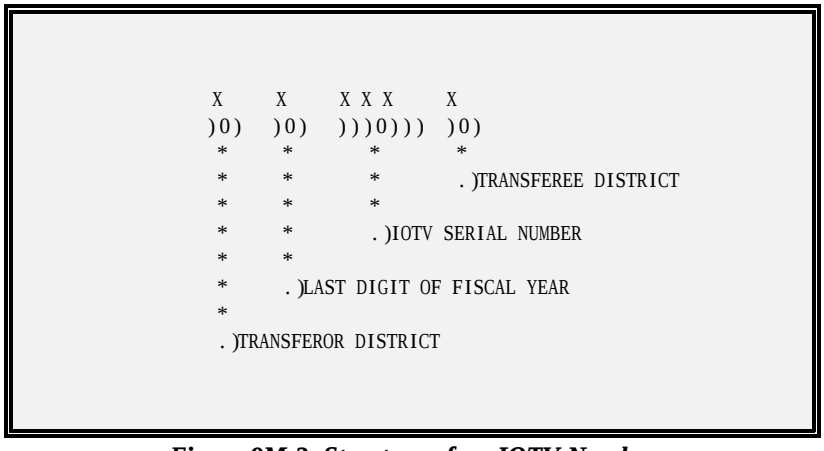


Figure 9M-3 Structure of an IOTV Number

Chapter 2 - Transfer Out

2.1. Funded - Funded transfers include purchases, travel advances/expense, and/or foreign payments/collections. Funded transfers must be either accepted or rejected by the transferee.

When the transfer is processed, DAFIS:

a. Updates the transferor's General Ledger File and generates transactions to update the transferee's General Ledger File.

b. Generates a batch to the transferee's Batch Control File. Generated batch sequence numbers begin with 999 and are decremented by one for each new batch generated. (i.e., 902011999, 902011998, etc.)

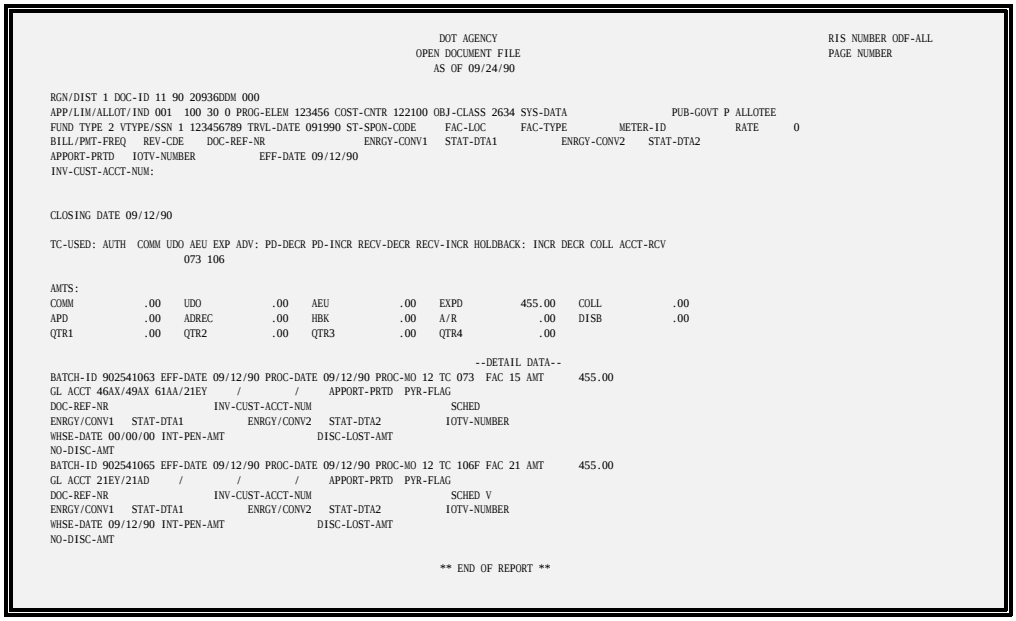
c. Adds the records on the batch to the IOTV Suspense File.

d. Updates the records on the transferor's Open Document File.

All transfers are processed on Format 06 and the transaction code used on the transfer must offset the original funded expenditure.

NOTE: Recurring Charge documents cannot be transferred.

The document-ID used for each transfer must match the original document-ID. Figure 9M-4 is an ODF-ALL inquiry of a document being transferred.



```
                                                    DOT AGENCY                                                    RIS NUMBER ODF-ALL
                                                OPEN DOCUMENT FILE                                                PAGE NUMBER
                                                   AS OF 09/24/90

RGN/DIST 1 DOC-ID 11 90 20936DDM 000
APP/LIM/ALLOT/IND 001  100 30 0 PROG-ELEM 123456 COST-CNTR 122100 OBJ-CLASS 2634 SYS-DATA                PUB-GOVT P ALLOTEE
FUND TYPE 2 VTYPE/SSN 1 123456789 TRVL-DATE 091990 ST-SPON-CODE     FAC-LOC      FAC-TYPE         METER-ID            RATE      0
BILL/PMT-FREQ   REV-CDE    DOC-REF-NR                ENRGY-CONV1   STAT-DTA1           ENRGY-CONV2    STAT-DTA2
APPORT-PRTD   IOTV-NUMBER           EFF-DATE 09/12/90
INV-CUST-ACCT-NUM:


CLOSING DATE 09/12/90

TC-USED: AUTH  COMM UDO AEU EXP ADV: PD-DECR PD-INCR RECV-DECR RECV-INCR HOLDBACK: INCR DECR COLL ACCT-RCV
                      073 106

AMTS:
COMM            .00    UDO            .00    AEU            .00    EXPD          455.00    COLL            .00
APD             .00    ADREC          .00    HBK            .00    A/R              .00    DISB            .00
QTR1            .00    QTR2           .00    QTR3           .00    QTR4             .00

                                                                  --DETAIL DATA--
BATCH-ID 902541063 EFF-DATE 09/12/90 PROC-DATE 09/12/90 PROC-MO 12 TC 073  FAC 15 AMT      455.00
GL ACCT 46AX/49AX 61AA/21EY     /         /     APPORT-PRTD  PYR-FLAG
DOC-REF-NR                  INV-CUST-ACCT-NUM                       SCHED
ENRGY/CONV1   STAT-DTA1           ENRGY/CONV2   STAT-DTA2           IOTV-NUMBER
WHSE-DATE 00/00/00 INT-PEN-AMT                DISC-LOST-AMT
NO-DISC-AMT
BATCH-ID 902541065 EFF-DATE 09/12/90 PROC-DATE 09/12/90 PROC-MO 12 TC 106F FAC 21 AMT      455.00
GL ACCT 21EY/21AD     /         /         /     APPORT-PRTD  PYR-FLAG
DOC-REF-NR                  INV-CUST-ACCT-NUM                       SCHED V
ENRGY/CONV1   STAT-DTA1           ENRGY/CONV2   STAT-DTA2           IOTV-NUMBER
WHSE-DATE 09/12/90 INT-PEN-AMT                DISC-LOST-AMT
NO-DISC-AMT

                                                                 ** END OF REPORT **
```

Figure 9M-4 ODF-ALL Inquiry

Example: If the original transaction was paid using Transaction Code 106, use Transaction Code 332 to transfer. Figure 9M-5 is a list of IOTV transaction codes.

NOTE: The transaction status code of the Format 06 transaction code must be blank.

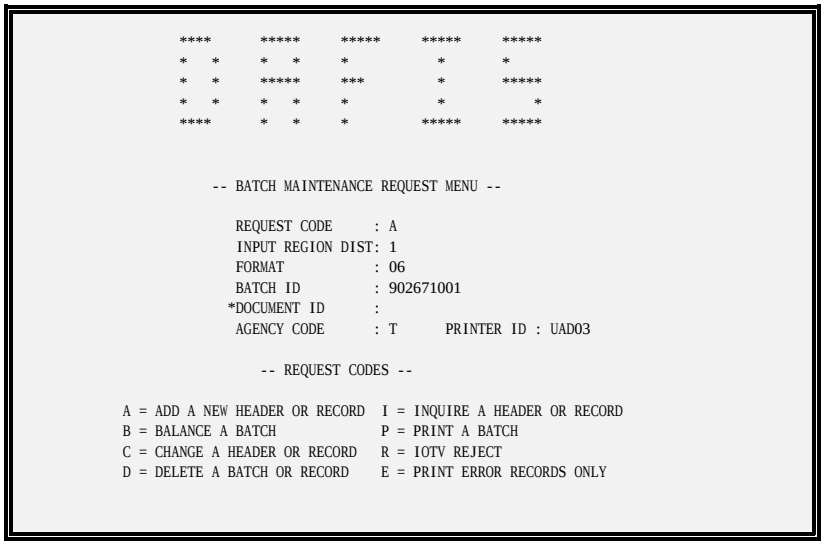
Figure 9M-6, 7, and 8 are copies of the Batch Maintenance Menu, Batch Header, and Format 06 screen transferring the document-ID shown on the ODF-ALL in figure 9M-4.

NOTE: *Information entered on the Format 06 screen is not required below the effective date field. The edits for data input are covered in detail in Section 6, Chapter 5.*

	OUT Transferring Office Transferor			IN Receiving Office Transferee			
	Initial Transaction	Format 6 TC	Generated TC	Generated TC	Accept Format 7	Previous TC	Generate
Record Funded Cost Billed from Undistributed:							
Unencumbered	163,168	304	--	355	301	--	314
UDO Recorded	163,168	304	--	355	368	051	314
Accounts Payable Recorded	163,168	304	--	355	365	060, 063	314
Accrued Liability Recorded	163,168	304	--	355	367	073, 076	314
Record Funded Cost:							
Unencumbered	100, 102, 103, 106, 128, 146	332	--	355	301	--	314
UDO Recorded	100, 102, 103, 106, 128, 146	332	--	355	368	051	314
Accounts Payable Recorded	100, 102, 103, 106, 128, 146	332	--	355	365	060, 063	314
Accrued Liability Recorded	100, 102, 103, 106, 128, 146	332	--	355	367	073, 076	314
Foreign Payments	127	312	--	313	--	--	--
Foreign Collections	249	363	--	364	--	--	--
Material (Held in Undistributed Account)	493, 487, etc.	323	--	325	**	--	--
Material (Held in Inventory Account)	4XX (Many)	324	--	325	**	--	--
Travel Advances (Held in Undistributed Account)	153, 160	362	--	354	366	--	315
Travel Advances (Held in Advance Account)	111, 129	862	--	687	--	--	--
Salary Advances	153, 160	362	--	354	369	--	315
Record Unfunded Cost:	--	310	--	357	--	--	--
Suspense Account:							
Collections	--	380	--	381	--	--	--
Disbursements	--	382	--	383	--	--	--

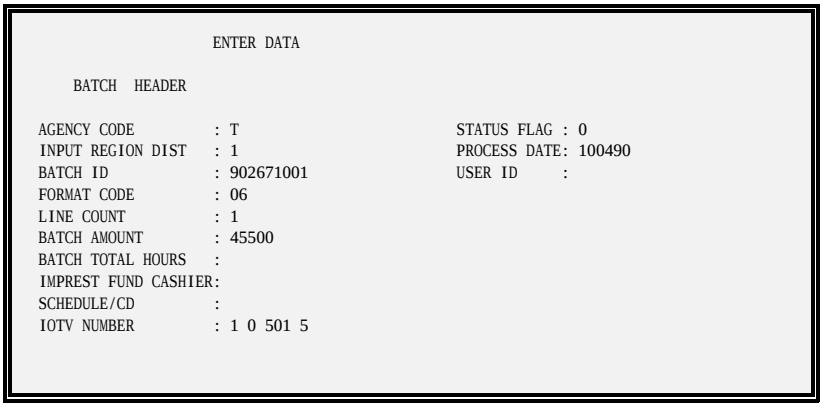
**** Clear undistributed account 19FA using Format 03 transaction code 488 or 490**

Figure 9M-5 IOTV Transaction Codes



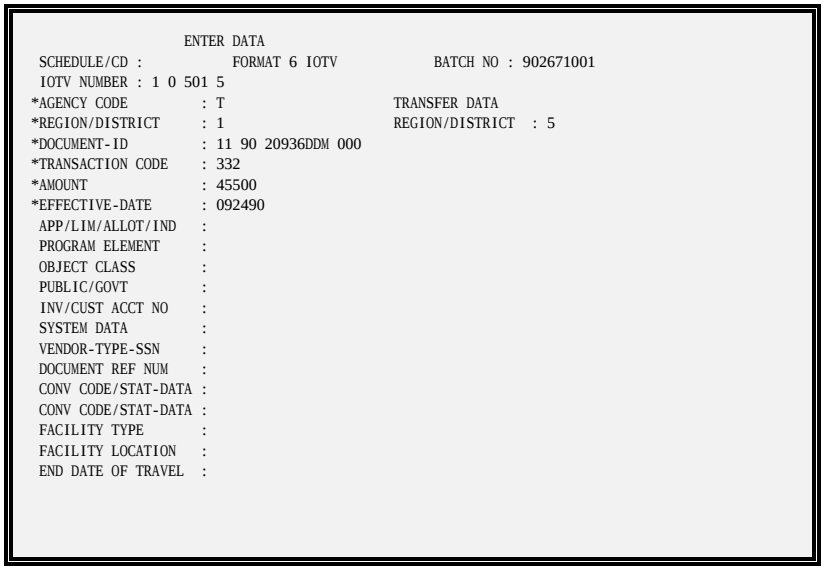
```
 ****     *****    *****    *****    *****
 *   *    *   *    *          *      *
 *   *    *****    ***        *      *****
 *   *    *   *    *          *          *
 ****     *   *    *        *****    *****


      -- BATCH MAINTENANCE REQUEST MENU --

         REQUEST CODE     : A
         INPUT REGION DIST: 1
         FORMAT           : 06
         BATCH ID         : 902671001
        *DOCUMENT ID      :
         AGENCY CODE      : T      PRINTER ID : UAD03

            -- REQUEST CODES --

A = ADD A NEW HEADER OR RECORD  I = INQUIRE A HEADER OR RECORD
B = BALANCE A BATCH             P = PRINT A BATCH
C = CHANGE A HEADER OR RECORD   R = IOTV REJECT
D = DELETE A BATCH OR RECORD    E = PRINT ERROR RECORDS ONLY
```

Figure 9M-6 Batch Maintenance Request Menu



```
                  ENTER DATA

    BATCH  HEADER

AGENCY CODE         : T                      STATUS FLAG : 0
INPUT REGION DIST   : 1                      PROCESS DATE: 100490
BATCH ID            : 902671001              USER ID     :
FORMAT CODE         : 06
LINE COUNT          : 1
BATCH AMOUNT        : 45500
BATCH TOTAL HOURS   :
IMPREST FUND CASHIER:
SCHEDULE/CD         :
IOTV NUMBER         : 1 0 501 5
```

Figure 9M-7 Batch Header



```
                 ENTER DATA
 SCHEDULE/CD :          FORMAT 6 IOTV          BATCH NO : 902671001
 IOTV NUMBER : 1 0 501 5
*AGENCY CODE         : T                    TRANSFER DATA
*REGION/DISTRICT     : 1                    REGION/DISTRICT  : 5
*DOCUMENT-ID         : 11 90 20936DDM 000
*TRANSACTION CODE    : 332
*AMOUNT              : 45500
*EFFECTIVE-DATE      : 092490
 APP/LIM/ALLOT/IND   :
 PROGRAM ELEMENT     :
 OBJECT CLASS        :
 PUBLIC/GOVT         :
 INV/CUST ACCT NO    :
 SYSTEM DATA         :
 VENDOR-TYPE-SSN     :
 DOCUMENT REF NUM    :
 CONV CODE/STAT-DATA :
 CONV CODE/STAT-DATA :
 FACILITY TYPE       :
 FACILITY LOCATION   :
 END DATE OF TRAVEL  :
```

Figure 9M-8 Format 06

2.2. Unfunded - Unfunded transfers are for Material and/or Inventory.

Unfunded transfers do not require acceptance or rejection. They provide an immediate update to the general ledger for both the transferor and transferee. However, if an IOTV is issued in error, the transferee must prepare a batch on Format 06 to bill back the transaction as received.

a. All transfers are processed on Format 06.

b. The document types for material/inventory transactions are 74, 75, and 77.

c. The document-ID must be different than any document-ID currently residing on the Batch Control File (BCF). Each agency will have a unique method of constructing the document ID for these transfers.

d. The transaction code used on the transfer must be a Format 06 material transaction code.

Example: Transaction Code 323 is for Material Held in Undistributed Account and Transaction Code 324 is Material Held in Inventory Account. (See Figure 9M-5)

Figure 9M-9 is a completed Format 06 screen for an inventory transfer (System Data I31 represents an inventory transfer) using the IOTV number as the document-ID number.

The edits for data input are covered in detail in Section 6, Chapter 5.

```
                  RECORD ADDED / ENTER DATA
 SCHEDULE/CD :            FORMAT 6 IOTV              BATCH NO : XXXXX1XXX
 IOTV NUMBER : 1 0 328 5
*AGENCY CODE         : T                    TRANSFER DATA
*REGION/DISTRICT     : 1                    REGION/DISTRICT  : 1
*DOCUMENT-ID         : 77 90 103285    000
*TRANSACTION CODE    : 324
*AMOUNT              : 18400
*EFFECTIVE-DATE      : 041590
 APP/LIM/ALLOT/IND   : WOT
 PROGRAM ELEMENT     :
 OBJECT CLASS        :
 PUBLIC/GOVT         :
 INV/CUST ACCT NO    :
 SYSTEM DATA         : I31
 VENDOR-TYPE-SSN     :
 DOCUMENT REF NUM    :
 CONV CODE/STAT-DATA :
 CONV CODE/STAT-DATA :
 FACILITY TYPE       :
 FACILITY LOCATION   :
 END DATE OF TRAVEL  :
```

Figure 9M-9 Completed Record - Format 06

2.3. Suspense - The Suspense File is a holding file for documents recorded in certain general ledger accounts which require further disposition. Figure 9M-10 is a copy of the Document Suspense File Listing.

IOTV's transferred in suspense are to transfer the transactions that belong to another region/district from the transferor's undistributed general ledger account to the transferee's undistributed general ledger account.

There are three options for the transfer to clear the Document Suspense File.

a. The 16-digit document-ID must match the document-ID on the Suspense File.

b. The 13-digit document-ID must match the document-ID on the Suspense File. (The suffix can be different.)

c. The net debits and credits for the general ledger account must equal zero.

The document-ID must be different than any document-ID currently residing on the Batch Control File (BCF). However, care must be taken to clear the Document Suspense File based on one of the three document-ID options listed above.

The transaction code used on a suspense transfer must affect the suspense account.

Example: Transaction Code 380 is for Suspense Account Disbursements and Transaction Code 382 is for Collections. (See Figure 9M-5)

Figure 9M-11 is a completed Format 06 screen for a suspense account transfer.

IOTV's issued in suspense provide an automatic update to the transferee's ledger. No acceptance or rejection is required. However, the transactions may need to be distributed to proper accounting classification, correct document-ID, etc. A G schedule is required to move the transactions from suspense to the proper general ledger accounts.

AGY-RGN-DIST 1 T — DOT AGENCY — RIS NUMBER: I-SUSPENSE
APPROP-CODE V6T — DOCUMENT SUSPENSE FILE LISTING
GL-ACCT 24BC — AS OF 08/31/90 — PAGE NUMBER: 745

DOCUMENT-ID		BATCH-ID	T/C-CODE	IOTV-NUM	SCHED-CERT-DEP	PROCESS-DATE	DEBIT-AMOUNT	CREDIT-AMOUNT
62 90 0007	000	893121989	239		0190007	891108	.00	532.91
62 90 0008	000	893251989	239		0190008	891121	.00	748.55
62 90 0008	000	900611702	9362		G1D0184	900302	461.55	.00
62 90 0010	000	893251988	239		0190010	891121	.00	1,316.27
62 90 0010	000	893311701	126		V	891130	300.00	.00
62 90 0010	000	893341621	126		V	891130	704.96	.00
62 90 0010	000	900021997	381	5 0 346 1		900102	.00	620.00
62 90 0011	000	893251980	239		0190011	891121	.00	345.26
62 90 0011	000	893631997	381	5 0 345 1		891229	.00	881.09
62 90 0031	000	901651906	239		0190031	900614	.00	2,398.27
62 90 0031	000	902051421	165		G1C0587	900724	305.00	.00
62 90 0031	000	902321701	380	1 0 342 5		900825	271.28	.00

Figure 9M-10 Document Suspense File Listing

ENTER DATA
SCHEDULE/CD : FORMAT 6 IOTV BATCH NO : 902321701
IOTV NUMBER : 1 0 342 5
*AGENCY CODE : T TRANSFER DATA
*REGION/DISTRICT : 1 REGION/DISTRICT : 5
*DOCUMENT-ID : 62 90 0031 000
*TRANSACTION CODE : 380
*AMOUNT : 27128
*EFFECTIVE-DATE : 080290
APP/LIM/ALLOT/IND : V6T
PROGRAM ELEMENT :
OBJECT CLASS :
PUBLIC/GOVT :
INV/CUST ACCT NO :
SYSTEM DATA :
VENDOR-TYPE-SSN :
DOCUMENT REF NUM :
CONV CODE/STAT-DATA :
CONV CODE/STAT-DATA :
FACILITY TYPE :
FACILITY LOCATION :
END DATE OF TRAVEL :

Figure 9M-11 Completed Format 06

THIS PAGE INTENTIONALLY BLANK

Chapter 3 - Transfer In

3.1. Funded - Funded IOTV's transferred in must be either accepted or rejected. It is possible to partially accept or reject line items or an entire IOTV (i.e., one transaction accepted and one transaction rejected).

The Daily Batch Proof Listing with a 900 series generated batch number provides detail information for each IOTV transferred in. Figure 9M-12 is the Batch Proof Listing showing the generated transaction for the IOTV transferred out in figure 9M-8.

3.2. Accept an IOTV - The receiving office accepts an IOTV on Format 07. The transaction code used to accept an IOTV must offset the accounting transaction generated by DAFIS from the transferor.

Example: IOTV issued using Transaction Code 332 generates Transaction Code 355 on transferees' general ledger. Transaction Code 301 is used to accept the IOTV. See figure 9M-5 for a list of transaction codes.

The IOTV-1 inquiry provides detail information on funded IOTV's (not in Suspense or Inventory). This inquiry is helpful in determining the document-ID's transferred in. Figure 9M-13 is an IOTV-1 inquiry (Notice of Transfer) in region/district 5 of the IOTV transferred to region/district 5 in figure 9M-8.

When accepting an IOTV the accounting data is required to be input unless the document being accepted is obligated. The amount field is the only field which cannot be changed.

```
INPUT RGN/DIST 5  BATCH ID 902675999              DOT AGENCY                          RIS NUMBER   1-A
FORMAT: 06 STATUS 2  SCHD/CD                  BATCH PROOF LISTING                     PAGE NUMBER
IMPREST FUND CASHIER         USER ID             AS OF 10/10/90

SEQUENCE / ERROR CODE          : 0000101
RECORD TYPE                    : GENERATED OTHER TRANS
RGN/DIST / DOCUMENT ID         : 5  11 90 20936DDM   000
APP/LIM/ALLOT/IND / TC/STATUS  : 001 100 30 0 355
CC / PGM / OBJ / PUBLIC/GOVT   :                  P
DOC REF METER NUMBER           : N
SYSTEM DATA                    :
VEND-TYPE/VSSN / 1099-ID/SCAC  : 1 123456789
INV CUST ACCT NUMBER           :
ECC/STAT DATA / ECC/STAT DATA  :
GL-ACCOUNTS / FAC-CODE         : 19FH-82AA        XX
GL-ACCOUNTS                    :
EFFECTIVE-DATE                 : 10/10/90
AMOUNT                         :           455.00
A/R UPDATE FLAG / PYR-FLAG     :
IOTV NUMBER                    : 1 0 501 5
TRANS RGN/DIST                 :



                                    HASH AMOUNT                    455.00

                                    PROCESSED AMOUNT                 0.00
                                    ERROR AMOUNT                     0.00

                                    GENERATED TC AMOUNT            455.00
```

Figure 9M-12 Batch Proof Listing

```
AGENCY CODE        : T                          DAFIS TRAINING TEAM                    RIS NUMBER :   IOTV-1
TRANSFEROR RGN/DIST: 1 BATCH-ID: 902671001      NOTICE OF TRANSFER                     PAGE NUMBER :       1
TRANSFEREE RGN/DIST: 5 BATCH-ID: 902675999           10/10/90

                EFFECT  OBJ                                                                              FAC
  DOCUMENT ID    DATE  CLASS  APP  LIM  SYSTEM DATA  CSTCTR  INV/CUST ACCT NO  DOC REF NO   CONV CODE/  LOC/ GEN
            TC                ALLOT IND          P/G  PGELEM       AMOUNT       VEND TYPE/SSN  STAT DATA TYPE TC

119020936DDM 000 092490  2634  001  100              122100
          332                  30    0           P   123456           455.00    1 123456789               355

TOTAL RECORDS :        1
TOTAL IOTV AMT:          455.00


                                          ** END OF REPORT **
```

Figure 9M-13 IOTV Inquiry - Notice of Transfer

The edits for data input are covered in detail in Section 6, Chapter 6.

Figures 9M-14 through 20 show the steps to accept the IOTV issued in figure 9M-8. After these steps are completed, balance the batch. The correct batch status code is 2.

```
                ****     *****    *****    *****    *****
                *   *    *   *    *          *      *
                *   *    *****    ***        *      *****
                *   *    *   *    *          *          *
                ****     *   *    *        *****    *****


                    -- BATCH MAINTENANCE REQUEST MENU --

                      REQUEST CODE     : A
                      INPUT REGION DIST: 5
                      FORMAT           : 07
                      BATCH ID         : 902835001
                     *DOCUMENT ID      :
                      AGENCY CODE      : T      PRINTER ID : UAD03

                         -- REQUEST CODES --

        A = ADD A NEW HEADER OR RECORD  I = INQUIRE A HEADER OR RECORD
        B = BALANCE A BATCH             P = PRINT A BATCH
        C = CHANGE A HEADER OR RECORD   R = IOTV REJECT
```

Figure 9M-14 Batch Maintenance Request Menu

```
                  ENTER DATA

    BATCH  HEADER

AGENCY CODE         : T                        STATUS FLAG : 0
INPUT REGION DIST   : 5                        PROCESS DATE: 101090
BATCH ID            : 902835001                USER ID     : UACTNG1
FORMAT CODE         : 07
LINE COUNT          : 1
BATCH AMOUNT        : 45500
BATCH TOTAL HOURS   :
IMPREST FUND CASHIER:
SCHEDULE/CD         :
IOTV NUMBER         : 1 0 501 5
```

Figure 9M-15 Batch Header

```
                ENTER DATA
                                FORMAT-7              BATCH-ID: 902835001
AGENCY CODE         : T   IOTV TRANSFEREE ACCEPT
REGION-DISTRICT     : 5                             TRANSFEROR REG/DIST:
DOCUMENT ID         :                               GENERATED TC:
AMOUNT              :                               IOTV NUMBER: 1 0 501 5
APPROP CODE         :       LIM:      ALLOT:     IND:
PUBLIC/GOVT         :
EFFECTIVE DATE      :
INV/CUST ACCT NO    :
CONV CODE/STAT DATA :
CONV CODE/STAT DATA :
END DATE OF TRAVEL  :
TRANSACTION CODE    :
COST CENTER         :
PROGRAM ELEMENT     :
OBJECT CLASS        :
SYSTEM DATA         :
VENDOR TYPE-SSN     :
DOCUMENT REF NO     :
FACILITY TYPE       :
FACILITY LOCATION   :
```

Figure 9M-16 Format 07

```
                                FORMAT-7              BATCH-ID: 902835001
AGENCY CODE         : T   IOTV TRANSFEREE ACCEPT
REGION-DISTRICT     : 5                             TRANSFEROR REG/DIST:
DOCUMENT ID         : 11 90 20936DDM   000          GENERATED TC:
AMOUNT              :                               IOTV NUMBER: 1 0 501 5
APPROP CODE         :       LIM:      ALLOT:     IND:
PUBLIC/GOVT         :
EFFECTIVE DATE      :
INV/CUST ACCT NO    :
CONV CODE/STAT DATA :
CONV CODE/STAT DATA :
END DATE OF TRAVEL  :
TRANSACTION CODE    :
COST CENTER         :
PROGRAM ELEMENT     :
OBJECT CLASS        :
SYSTEM DATA         :
VENDOR TYPE-SSN     :
DOCUMENT REF NO     :
FACILITY TYPE       :
FACILITY LOCATION   :
```

Figure 9M-17 Format 07

```
                                FORMAT-7              BATCH-ID: 902835001
AGENCY CODE         : T   IOTV TRANSFEREE ACCEPT
REGION-DISTRICT     : 5                             TRANSFEROR REG/DIST: 1
DOCUMENT ID         : 11 90 20936DDM   000          GENERATED TC: 355
AMOUNT              :         45500                 IOTV NUMBER: 1 0 501 5
APPROP CODE         : 001   LIM: 100  ALLOT: 30  IND: 0
PUBLIC/GOVT         : P
EFFECTIVE DATE      :  92490
INV/CUST ACCT NO    :
CONV CODE/STAT DATA :
CONV CODE/STAT DATA :
END DATE OF TRAVEL  :  91990
TRANSACTION CODE    :
COST CENTER         : 122100
PROGRAM ELEMENT     : 123456
OBJECT CLASS        : 2634
SYSTEM DATA         :
VENDOR TYPE-SSN     : 1123456789
DOCUMENT REF NO     :
FACILITY TYPE       :
FACILITY LOCATION   :
```

Figure 9M-18 Format 07

```
                                FORMAT-7              BATCH-ID: 902835001
AGENCY CODE          : T   IOTV TRANSFEREE ACCEPT
REGION-DISTRICT      : 5                           TRANSFEROR REG/DIST: 1
DOCUMENT ID          : 11 90 20936DDM   000         GENERATED TC: 355
AMOUNT               :         45500               IOTV NUMBER: 1 0 501 5
APPROP CODE          : 001   LIM: 100  ALLOT: 30  IND: 0
PUBLIC/GOVT          : P
EFFECTIVE DATE       :  92490
INV/CUST ACCT NO     :
CONV CODE/STAT DATA  :
CONV CODE/STAT DATA  :
END DATE OF TRAVEL   :  91990
TRANSACTION CODE     : 301
COST CENTER          : 122100
PROGRAM ELEMENT      : 123456
OBJECT CLASS         : 2634
SYSTEM DATA          :
VENDOR TYPE-SSN      : 1123456789
DOCUMENT REF NO      :
FACILITY TYPE        :
FACILITY LOCATION    :
```

Figure 9M-19 Format 07

```
                ENTER DATA / RECORD ADDED
                                FORMAT-7              BATCH-ID: 902835001
AGENCY CODE          : T   IOTV TRANSFEREE ACCEPT
REGION-DISTRICT      : 5                           TRANSFEROR REG/DIST: 1
DOCUMENT ID          :                             GENERATED TC:
AMOUNT               :                             IOTV NUMBER: 1 0 501 5
APPROP CODE          :       LIM:       ALLOT:     IND:
PUBLIC/GOVT          :
EFFECTIVE DATE       :
INV/CUST ACCT NO     :
CONV CODE/STAT DATA  :
CONV CODE/STAT DATA  :
END DATE OF TRAVEL   :
TRANSACTION CODE     :
COST CENTER          :
PROGRAM ELEMENT      :
OBJECT CLASS         :
SYSTEM DATA          :
VENDOR TYPE-SSN      :
DOCUMENT REF NO      :
FACILITY TYPE        :
FACILITY LOCATION    :
```

Figure 9M-20 Completed Record - Format 07

3.3. Reject an IOTV - Transactions are rejected on Format 07. Rejected IOTV transactions are not input in the form of a batch. The IOTV reject screen allows up to 64 document-ID's to be rejected. The "Hash Total" is the total amount of the transactions being rejected regardless of the total IOTV amount.

Figure 9M-21 is an IOTV-1 inquiry showing two separate transactions which must be either accepted or rejected. Figure 9M-22 is the Batch Maintenance Menu using Request Code R for IOTV Reject. Figure 9M-23 is the IOTV reject screen showing both transactions on the IOTV-1 inquiry (figure 9M-21) rejected.

```
AGENCY CODE        : T                              DOT AGENCY                        RIS NUMBER :   IOTV-1
TRANSFEROR RGN/DIST: 5 BATCH-ID: 902711003        NOTICE OF TRANSFER                 PAGE NUMBER :       1
TRANSFEREE RGN/DIST: 1 BATCH-ID: 902675999             10/10/90
IOTV NUMBER: 5 703 1

                EFFECT  OBJ                                                                                  FAC
  DOCUMENT ID    DATE  CLASS  APP  LIM  SYSTEM DATA  CSTCTR  INV/CUST ACCT NO  DOC REF NO   CONV CODE/  LOC/ GEN
           TC              ALLOT IND          P/G  PGELEM       AMOUNT       VEND TYPE/SSN  STAT DATA TYPE TC

22903014    SWF 101190  2634  001  100             122100
          332                 30    0           P  123456           275.05   1 123456789              355

239077777   000 101190  2634  001  100           P  122100
          332                 30    0             123456           300.00   3 388000001              355


TOTAL RECORDS :        2
TOTAL IOTV AMT:          575.05


                                          ** END OF REPORT **
```

Figure 9M-21 IOTV Inquiry

```
                    ****      *****     *****     *****     *****
                    *   *     *   *     *           *       *
                    *   *     *****     ***         *       *****
                    *   *     *   *     *           *           *
                    ****      *   *     *         *****     *****


                 -- BATCH MAINTENANCE REQUEST MENU --

                    REQUEST CODE     : R
                    INPUT REGION DIST: 5
                    FORMAT           : 07
                    BATCH ID         :
                   *DOCUMENT ID      :
                    AGENCY CODE      : T      PRINTER ID : UAD03

                       -- REQUEST CODES --

          A = ADD A NEW HEADER OR RECORD  I = INQUIRE A HEADER OR RECORD
          B = BALANCE A BATCH             P = PRINT A BATCH
          C = CHANGE A HEADER OR RECORD   R = IOTV REJECT
          D = DELETE A BATCH OR RECORD    E = PRINT ERROR RECORDS ONLY
```

Figure 9M-22 Batch Maintenance Request Menu

```
                                        ENTER DATA

AGENCY CODE       : T
REGION/DISTRICT   : 5                  IOTV TRANSFEREE REJECT
     DOCUMENT ID          DOCUMENT ID          DOCUMENT ID          DOCUMENT ID
------------------- -------------------- -------------------- --------------------
22 90 3014       SWF 23 90 77777      000



INPUT HASH AMOUNT:  57505
```

Figure 9M-23 Reject Screen

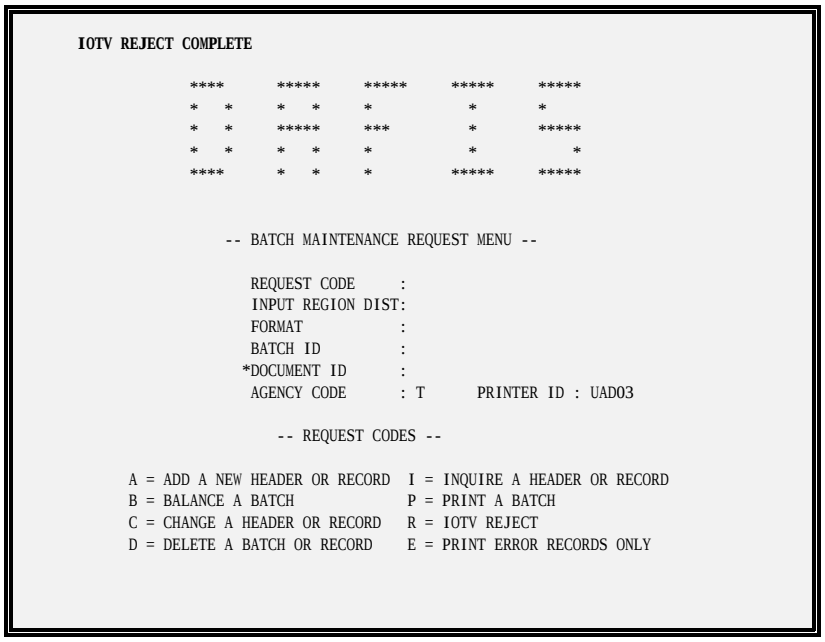


Figure 9M-24 Reject Complete

3.4. Unfunded/Suspense - Unfunded and Suspense IOTV's are immediate updates to the transferee's ledger. No acceptance or rejection is required.

See Section 9M, Chapter 2 for more information on Unfunded and Suspense IOTV's.

Chapter 4 - Intraoffice Transfers (Internal Adjustments)

4.1. Purpose - Intraoffice transfers are used to transfer expenditures between appropriations and/or limitations within the same accounting office. The document must be closed and the transfer must be the total expenditure. Adjustments can only be done on expenditures and/or employee travel advances at the disbursement stage.

Internal adjustments are processed on Format 06.

Figure 9M-25 shows the two transaction codes available for Intraoffice Transfers.

INTRAOFFICE TRANSFER

TRANSACTION CODES

	FORMAT 06 PARENT	FORMAT 06 GENERATED
EXPENDITURES	330	331
ADVANCES	336	337

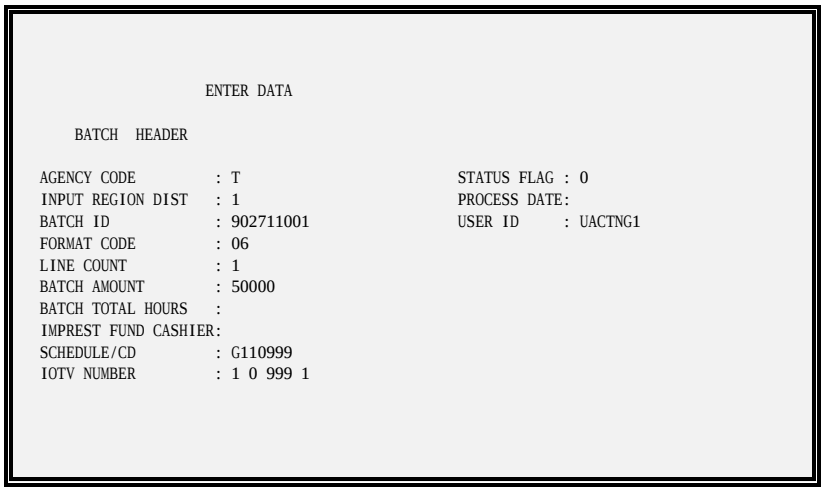
Figure 9M-25 Intraoffice Transfer Transaction Code

An IOTV number is required and should be constructed similar to the illustration in figure 9M-3. The only difference is that the transferor and transferee are the same. This is necessary for the correct Format 06 screen to be displayed. A G schedule number is also required. See figure 9M-26 and 27 for the Batch Maintenance Menu and Batch Header.

```
 ****     *****    *****    *****    *****
*   *    *   *    *          *      *
*   *    *****    ***        *      *****
*   *    *   *    *          *          *
 ****     *   *    *        *****    *****


    -- BATCH MAINTENANCE REQUEST MENU --

       REQUEST CODE     : A
       INPUT REGION DIST: 1
       FORMAT           : 06
       BATCH ID         : 902711001
      *DOCUMENT ID      :
       AGENCY CODE      : T      PRINTER ID : UAD11

          -- REQUEST CODES --

A = ADD A NEW HEADER OR RECORD  I = INQUIRE A HEADER OR RECORD
B = BALANCE A BATCH             P = PRINT A BATCH
C = CHANGE A HEADER OR RECORD   R = IOTV REJECT
D = DELETE A BATCH OR RECORD    E = PRINT ERROR RECORDS ONLY
```

Figure 9M-26 Batch Maintenance Menu

NOTE: *The Batch Header shows the G schedule number and the IOTV number.*

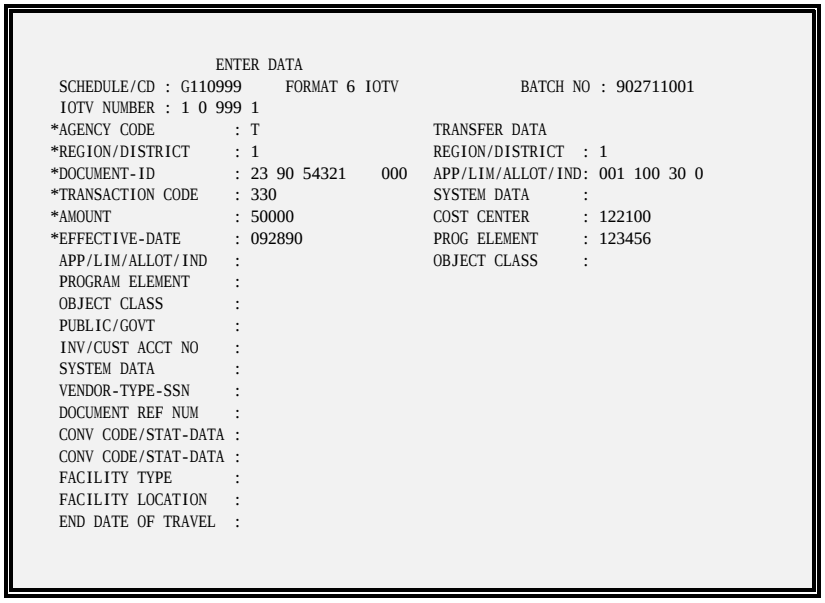


```
                    ENTER DATA

    BATCH  HEADER

AGENCY CODE          : T                        STATUS FLAG : 0
INPUT REGION DIST    : 1                        PROCESS DATE:
BATCH ID             : 902711001                USER ID     : UACTNG1
FORMAT CODE          : 06
LINE COUNT           : 1
BATCH AMOUNT         : 50000
BATCH TOTAL HOURS    :
IMPREST FUND CASHIER:
SCHEDULE/CD          : G110999
IOTV NUMBER          : 1 0 999 1
```

Figure 9M-27 Batch Header

Figure 9M-28 shows the Intraoffice transfer Format 06 screen. The right side of the screen is titled Transfer Data. The corrected accounting data is entered in this area. This action does not require or generate a new document-ID. It simply overlays or replaces the data on the original transaction.

After the transaction is entered, balance the batch. The correct batch status code is 5.



```
                    ENTER DATA
  SCHEDULE/CD : G110999      FORMAT 6 IOTV              BATCH NO : 902711001
  IOTV NUMBER : 1 0 999 1
 *AGENCY CODE          : T                    TRANSFER DATA
 *REGION/DISTRICT      : 1                    REGION/DISTRICT  : 1
 *DOCUMENT-ID          : 23 90 54321    000   APP/LIM/ALLOT/IND: 001 100 30 0
 *TRANSACTION CODE     : 330                  SYSTEM DATA      :
 *AMOUNT               : 50000                COST CENTER      : 122100
 *EFFECTIVE-DATE       : 092890               PROG ELEMENT     : 123456
  APP/LIM/ALLOT/IND    :                      OBJECT CLASS     :
  PROGRAM ELEMENT      :
  OBJECT CLASS         :
  PUBLIC/GOVT          :
  INV/CUST ACCT NO     :
  SYSTEM DATA          :
  VENDOR-TYPE-SSN      :
  DOCUMENT REF NUM     :
  CONV CODE/STAT-DATA  :
  CONV CODE/STAT-DATA  :
  FACILITY TYPE        :
  FACILITY LOCATION    :
  END DATE OF TRAVEL   :
```

Figure 9M-28 IOTV Format 06

SECTION 9N. SYSTEM PURGE CRITERIA

1.1. Introduction - This section explains the criteria that DAFIS uses to purge documents from the following files: Open Document File, Vendor (T16) File, Recurring Charge File, Paid Schedule File and the Purged Document File. An explanation of an audit trail for documents purged from these files is also included.

1.2. Open Document File - Records are deleted from the Open Document File and added to the Purged Document File. Depending on the document type, these records are purged monthly, quarterly, semi-annually, annually and on a four year basis. After a record is purged and research needs to be done, inquire the Purge Document File using the Inquiry function and RIS-NUMBER PDF-1. This inquiry will give you the purge date of the document. You can then refer to the ODF-Purge fiche for information needed. The following is the purge criteria for the various document types.

a. Document Type 1-9 or 85 if agency = 3 - Records are purged if the fiscal year of the document-ID is less than or equal to the current calendar year. This purge is done after the fiscal year end process.

b. Document Types greater than 9 - Purge criteria varies. Following is a list of various purge criteria.

(1) When all money fields are blank, records are purged if closing date is over 120 days old or process date is over 6 months old. If agency = 4 and doc type = 26, records are purged if the closing date is over 90 days old. Agency 3 is exempt from this purge criteria.

(2) If agency = 3, records are purged if close date = "999999".

NOTE: *Close date is assigned by the system based on records being set-to-purge. Set-to-purge = all money fields blank except EXPND and/or COLLECTIONS.*

(3) When there is money in EXPND, COLLECTIONS, ACCT-RECV, UNFLD-CUST-ORDER, FILLED-ORDER-UNCOLL, or PY-RECOVERY:

(a) If agency = 1 and document type = 17, record is purged if process date is over 2 years old, regardless of money fields.

(b) Document Type 11 thru 16 or 18 and object class of 1210, 1211, 1212, 1213, 1214, 1215, 2104, 2105, 2221, 2222, 255B, 255C, or agency = D and object class = 2103, 2121, 2150, 2151, 2152, 2153, 2154, or 2563, or agency = 2 and object class 2553 or 2582. Records are purged if the process date is over 4 years old.

(c) Document Type 22, 23, 24, and 25 - Records will not be purged if there is a 7 in the ECC(2) field.

(d) Document Type 24 or 25 - Records are purged if the process date is over 4 years old.

(e) Document Type 27 and agency = 4 - Records are purged if the closing date is over 90 days old.

(f) Document Type 71 - Records are purged if the document is closed one month from beginning of the current month. (Example: If the program is run on June 10th and closing date is less than May 1, records are purged.) If agency = 4, records are purged if the process date is over one month from beginning of current month.

(g) Document Type 72 or 73 - Records are purged if the process date is over 180 days old.

(h) Document Type 81 or 84 - Records are purged if document is closed over 1 month from current date or if process date is over 60 days old. Agency 5 is exempt from this purge criteria.

(i) All other Document Types - Records are purged if the closing date is over 365 days old or if there is no money on expend and closing date is over 180 days.

1.3. Paid Schedule File - All records with a confirm date of 730 days old are purged on a quarterly basis. These records are transferred to the PS Fiche and are listed by vendor number.

1.4. Purged Document File - All records are purged with a purge date that is more than two years older than the first day of the current month. This process is done on a quarterly basis. These records are transferred to the PDF Purge fiche.

1.5 Recurring Charge History File - Records are purged monthly which have been closed 6 months or longer, if FY in Doc-ID is less than current year and accrual amount = $0, or accrual amount not = $0 and no matching records are found on the Open Document File. All purged Recurring Charge History file records are placed on the RC History Purge File.

1.6. Recurring Charge Master File - Records are purged monthly on the first day of the month before DAFIS is brought online. Records are purged with a contract ending date greater than two months, unless the purge override is on or if an unpaid accrual is on the Recurring Charge History File. The Recurring Charge Table List (RIS-Number RCHG-Table) is printed monthly. This report shows all active Recurring Charge Master files, records to be purged next cycle and records purged during current cycle. All purged Recurring Charge Master files are placed on the RCHG-Purge fiche.

1.7. Suspense File - Documents are purged when any of the following conditions are met:

a. Debits and Credits for a 16-digit document number are equal.

b. Debits and Credits for a 13-digit document number are equal.

c. Debits and Credits for the general ledger account within the appropriation are equal.

1.8. Vendor T16 File - Records are purged that have not been updated in the last year and do not have a matching record on the Open Document File or the Accounts Receivable File. This file is purged annually (January). After vendor records are purged they are placed on the VSSN Purge report.

If agency = 4, records are purged after 3 years.

SECTION 9O. SUSPENSE FILE

Chapter 1 - General Information

1.1. Introduction - The Suspense File is a holding file for documents recorded in certain general ledger accounts which require further disposition. This file was developed as a means of tracking suspense documents and is updated during the overnight process. The Suspense File should be closely monitored throughout the year and adjusting entries made to clear the suspensed documents when final disposition is determined.

1.2. General Ledger Accounts - Each general ledger account in the Suspense File has related transaction codes and formats which update that general ledger account. Figure 9O-1 is a list of the Suspense File general ledger accounts and includes the following information:

General Ledger Account
Title
Format
Transaction codes and verbal action
General Ledger debit and credit

					G/L ACCOUNTS	
ACCT	TITLE	FORMAT	TRANSACTION CODES		DEBIT	CREDIT
14BA	SIBAC CLEARING	O3	131	RECORD SIBAC CHARGES AT GROSS - - DAFIS OPERATIONS	14BA	10AX
		12	157	CLEAR SIBAC CHARGES BOOKED BY DAFIS OPERATIONS	14BA	10AX
		O6	371	RECORD TRANSFER OUT TO ACCOUNT STATIONS OF SIBAC (NEGATIVE)	14BA	81AA
		N/A	372	AUTOMATICALLY GENERATED BY 370 TO RECORD TRANSFER-IN OF CHARGES	14BA	82AA
		O3	375	RECORD SIBAC CHARGES AT GROSS - DAFIS OPERATIONS (DOES NOT MATCH DOCUMENT ON ODF)	14BA	10AX
		O3	158	RECORD CREDITS GIVEN BY SIBAC AGENCIES	10AX	14BA
		O3	159	RECORD CHARGEBACKS ON SIBAC BILLINGS	10AX	14BA
		O6	370	RECORD TRANSFER-OUT TO ACCOUNT STATIONS OF SIBAC (POSITIVE)	81AA	14BA
		N/A	373	AUTOMATICALLY GENERATED BY 371 TO RECORD TRANSFER-IN OF CREDITS	82AA	14BA
19FC	FOREIGN DISBURSEMENT CLEARING	O3	127	RECORD FOREIGN DISBURSEMENT TRANSACTONS BASED ON SF 1221	19FC	10AX
		N/A	313	AUTOMATICALLY GENERATED TO RECORD TRANSFER-IN OF FOREIGN PAYMENTS	19FC	82AA
		O6	363	RECORD TRANSFER-OUT OF FOREIGN COLLECTIONS BASED ON SF 1221	19FC	81AA
		O3	515	RECORD FOREIGN DISBURSEMENTS - SF 1221 (COAST GUARD)	19FC	10AX
		O3	857	TRANSFER FOREIGN DISBURSEMENTS/COLLECTIONS TO COAST GUARD DISTRICTS NOT ON DAFIS	19FC	32AX
		O3	249	RECORD RECEIPT OF SF 1221 IN FOREIGN DISBURSEMENT CLEARING ACCOUNT	10AX	19FC
		O6	312	RECORD TRANSFER-OUT OF FOREIGN PAYMENTS HELD IN CLEARING ACCOUNT	81AA	19FC
		N/A	364	AUTOMATICALLY GENERATED TO RECORD RECEIPT OF FOREIGN COLLECTIONS TRANSFER-IN	82AA	19FC
		14	918	RECORD RECEIPT OF ADVANCE PAYMENT TO FOREIGN DISBURSEMENT CLEARING	10AX	19FC
14BC	SF 1081 CLEARING	O3	192	RECORD SF 1081 PAYMENT BY DAFIS OPERATIONS (REVERSE WITH "J")	14BC	10AX
		O3	177	RECORD SF 1081 COLLECTION BY DAFIS OPERATIONS (REVERSE WITH "J")	10AX	14BC
		14	178	RECORD SF 1081 COLLECTION BY DAFIS OPERATIONS (REVERSE WITH "G")	10AX	14BC
		12	179	RECORD SF 1081 COLLECTION ON "J" SCHEDULE	10AX	14BC
		O3	207	RECORD SF 1081 COLLECTION AT APPROP CODE LEVEL TO BE CLEARED BY REGION/DISTRICTS WITH A "G' SCHEDULE	10AX	14BC
14BD	SF 224 CLEARING	14	185	TO CLEAR THE DAFIS OPERATIONS ENTRY (ENTERED TC 193)	14BD	10AX
		O3	194	TO CORRECT SIBAC ENTRIES APPLIED INCORRECTLY (ENTERED BY DAFIS OPERATIONS)	14BD	10AX
		O3	186	TO CLEAR SF 224 FOR SIBAC ENTRIES APPLIED INCORRECTLY (ENTERED BY DAFIS OPERATIONS)	10AX	14BD
		O3	193	TO CLEAR SF 215 DEPOSIT TICKETS ENTERED IN ERROR (ENTERED BY DAFIS OPERATIONS)	10AX	14BD

Figure 9O-1 Suspense File General Ledger Accounts

					G/L ACCOUNTS	
ACCT	TITLE	FORMAT	TRANSACTION CODES		DEBIT	CREDIT
14AK	UNDISTRIBUTED ADVANCES - PUBLIC	O3	153	RECORD PAYMENT OF ADVANCES WHICH WILL BE TRANSFERRED OUT	14AK	21AD
		O3	160	RECORD PAYMENT OF ADVANCES WHICH WILL BE TRANSFERRED OUT	14AK	10AX
		O3	259	RECORD RECLASSIFICATION OF ADVANCE TO UNDISTRIBUTED	14AK	14AC
		O3	260	RECORD RECLASSIFICATION OF SALARY ADVANCE TO UNDISTRIBUTED	14AK	14AD
		N/A	354	AUTOMATICALLY GENERATED TO RECORD TRANSFER-IN OF ADVANCE	14AK	82AA
		O3	212	RECORD COLLECTION OF ADVANCES PREVIOUSLY PLACED IN UNDISTRIBUTED ADVANCE	10AK	14AK
		N/A	315	AUTOMATICALLY GENERATED BY TC366 & 369 TO CLEAR GENERAL LEDGER ACCOUNT 14AK	32AX	14AK
		O6	362	RECORD TRANSFER OUT ADVANCES PAID	81AA	14AK
		14	910	RECORD COLLECTION OF ADVANCES PREVIOUSLY PLACE IN UNDIST ACCT	10AK	14AK
19FA	UNDISTRIBUTED ASSETS	N/A	320	AUTOMATICALLY GENERATED BY TC319 TO RECORD TRANSFER-IN OF INVENTORY	19FA	82AA
		N/A	325	AUTOMATICALLY GENERATED BY TC323 & 324 TO RECORD COST OF MATERIAL TRANSFERRED	19FA	82AA
		N/A	329	AUTOMATICALLY GENERATED BY TC328 TO RECORD RECEIPT OF MATERIEL	19FA	83AA
		O3	487	RECORD PHYSICAL ASSETS IN UNDIST. ACCOUNT PENDING PROPER CLASSIFICATION	19FA	VARIOUS
		O3	493	TRANSFER PHYSICAL ASSETS TO CLEARING ACCOUNT PENDING PROPER CLASSIFICATION (FRA)	19FA	VARIOUS
		O3	278	RECLASSIFY AMOUNTS IN UNDISTRIBUTED ASSET ACCOUNT (COAST GUARD)	10AX	19FA
		N/A	318	AUTOMATICALLY GENERATED BY TC317 TO RECORD WITHDRAWAL OF INVENTORY FROM UNDISTRIBUTED ACCOUNT	82AA	19FA
		O6	323	TRANSFER OUT OF MATERIEL PREVIOUSLY HELD IN UNDISTRIBUTED ACCOUNT	81AA	19FA
		N/A	327	AUTOMATICALLY GENERATED BY TC326 TO RECORED WITHDRAWAL OF INVENTORY FROM UNDISTRIBUTED ACCOUNT	82AA	19FA
		O3	415	RECORD PRICE VARIANCE TRANSFERED IN ON DIRECT SHIPMENTS	61BN	19FA
		O3	423	TRANSFER PHYSICAL ASSETS FROM CLEARING ACCOUNT (FRA)	VARIOUS	19FA
		O3	485	TRANSFER OF PHYSICAL ASSETS TO SURPLUS EQUIPMENT INVENTORY ACCOUNTS	17HM	19FA
		O3	488	TO PROPERLY CLASSIFY PHYSICAL ASSETS FROM UNDIST. ACCOUNT	VARIOUS	19FA
		O3	490	TO PROPERLY CLASSIFY PHYSICAL ASSETS TO COST OF SALES FROM UNDISTRIBUTED ACCOUNT	65BX	19FA

					G/L ACCOUNTS	
ACCT	TITLE	FORMAT	TRANSACTION CODES		DEBIT	CREDIT
14BY	PREPAYMENTS (PUBLIC)	O3	116	RECORD CASH DISBURSEMENT FOR PREPAYMENT OF EXPENSE CONCURRENT WITH OBLIGATION	46AX 14BY	48AX 21AD
		O3	198	RECORD CASH DISBURSEMENT FOR PREPAYMENT OF EXPENSE (SF 1081)	46AX 14BY	48AX 10AX
		O3	227	RECORD OFFLINE PREPAYMENTS	14BY	10AX
		O3	236	RECORD OFFLINE PREPAYMENTS FOR COAST GUARD DISTRICTS ON DAFIS	14BY	21AD
		O3	258	RECORD AMORTIZATION OF PREPAYMENTS TO EXPENSE OR WIP	48AX 61AA	49AX 14BY
		O3	338	RECORD ADJUSTMENTS TO OFFLINE PREPAYMENTS	10AX	14BY
19FH	UNDISTRIBUTED TRANSFERS (COST)	O3	163	RECORD FUNDED COST TO BE TRANSFERED	19FH	21AD
		O3	168	RECORD FUNDED COST TO BE TRANSFERED	19FH	10AX
		N/A	355	AUTOMATICALLY GENERATED BY TC304, 332, 350, 351, AND 352 TO RECORD TRANSFER IN OF FUNDED COST	19FH	82AA
		14	860	RECORD FUNDED COST TO BE TRANSFERED	19FH	10AX
		O3	213	RECORD COLLECTION OF ITEMS PLACED IN UNDISTRIBUTED TRANSFERS	10AX	19FH
		O6	304	RECORD TRANSFER OUT OF COST PREVIOUSLY POSTED TO UNDISTRIBUTED ACCOUNT	81AA	19FH
		N/A	314	AUTOMATICALLY GENERATED BY TC30, 365, 367, AND 368 TO CLEAR UNDISTRIBUTED ACCOUNT	32AX	19FH
		O3	798	CLEAR CHARGES FROM UNDISTRIBUTED ACCOUNT RESULTING FROM CENTRALIZED TRAINING TRAVEL PAYMENTS MADE BY THE ORIGINATING OFFICE (CTMS INTERFACE ONLY)	32AX	19FH
		14	911	RECORD COLLECTION OF ITEMS PLACED IN UNDISTRIBUTED ACCOUNT	10AX	19FH
23BX	DEFERRED CREDIT (GOV'T)	N/A	217	TO RECORD AN ACCOUNT RECEIVABLE FOR DAMAGE TO GOVERNMENT PROPERTY	13BA 13BB	23BX 23BY
23BY	DEFERRED CREDIT (PUBLIC)	O3	305	APPLY (REVERSE) A DEFERRED CREDIT TO THE SALE OF A VESSEL (MARAD)	23BX 23BY	10AX 10AX
		O3	444	APPLY (REVERSE) A DEFERRED CREDIT - LIKE TC305 BUT ADDS DETAIL TO ODF	23BX 23BY	10AX 10AX
		O3	264	RECORD FUNDED ANNUAL LEAVE LIABILITY	32CD 32CD	23BX 23BY
		O3	277	COLLECT DEPOSITS ON THE CONTINGENT SALE OF VESSELS (MARAD)	10AX 10AX	23BX 23BY
		O3	861	RECORD UNCOSTED INDIRECT OBLIGATIONS	611C 611C	23BX 23BY
		O3	O21	CORRECTIONS (MARAD)	23BY	32AX
		O3	123	REPLENISHMENT OF IMPREST FUND FOR TRAVEL ADVANCES ISSUED AND PLACED IN 23BY	23BY	21AD
		O3	121	RECORD TRAVEL ADVANCE PAID TO A TRAVELER FROM THE IMPREST FUND	14AC	23BY

					G/L ACCOUNTS	
ACCT	TITLE	FORMAT	TRANSACTION CODES		DEBIT	CREDIT
24AX 24AY	DEPOSIT LIABILITIES (GOV'T) DEPOSIT LIABILITIES (PUBLIC)	O3	117	RECORD DISBURSEMENT FOR REFUND OF A DEPOSIT FUND COLLECTION	24AX 24AY	21AC 21AD
		O3	155	RECORD REVERSAL OF DEPOSIT COLLECTION FOR ADJUSTMENTS AND RECLASSIFICATIONS	24AX 24AY	10AX 10AX
		O3	351	RECORD REVERSAL OF TC 251 MILITARY RESERVISTS LIABILITIES TRANSFERRED TO HEADQUARTERS MAC CODE RO	24AX	10AX
		N/A	945	AUTOMATICALLY GENERATED BY A/R TO REVERSE BILLED PRINCIPAL	24AY	13DY
		O3	251	RECORD MILITARY RESERVISTS PAYROLL LIABILITIES TO BE TRANSFERRED	10AX	24AX
		N/A	907	AUTOMATICALLY GENERATED BY A/R MANUAL BILL SCREEN TO RECORD BILLED PRINCIPAL	13DY	24AY
		14	924	RECORD COLLECTION OF DEPOSIT FUNDS	10AX	24AX
		O3	993	RECORD COLLECTION OF DEPOSIT FUNDS TO ACCOMMODATE COAST GUARD MEMBERS ALLOTMENTS FOR DESERT STORM SAVINGS PROGRAM	10AX 10AX	24AX 24AY
24BC	UNAPPLIED DEPOSIT FUNDS	O3	126	RECORD DISBURSEMENT FOR REFUND OF UNAPPLIED DEPOSIT COLLECTION	24BC	21AD
		O3	165	RECORD REVERSAL OF ITEMS HELD IN UNAPPLIED DEPOSIT FUNDS	24BC	10AX
		O3	228	TO RECORD FOX WIRE PAYMENTS IN SUSPENSE OR TO REVERSE COLLECTIONS IN SUSPENSE	24BC	10AX
		14	242	REVERSE COLLECTION OF UNEARNED FEES FROM DEPOSIT FUNDS	24BC	10AX
		O3	351	RECORD REVERSAL OF TC 251 MILITARY RESERVISTS LIABILITIES TRANSFERRED TO HEADQUARTERS MAC CODE RC	24BC	10AX
		O6	380	RECORD TRANSFER-OUT OF DEPOSIT FUND ACCOUNT DISBURSEMENTS	24BC	81AA
		N/A	383	AUTOMATICALLY GENERATED TRANSACTION TO RECORD TRANSFER-OUT	24BC	81AA
		N/A	981	AUTOMATICALLY GENERATED TRANSACTION TO REVERSE BILLED PRINCIPAL	24BC	13DY
		O3	221	RECORD COLLECTION OF PAYROLL DEDUCTION	10AX	24BC
		O3	238	RECORD CANCELLATION OF CHECKS BY DAFIS OPERATIONS	10AX	24BC
		O3	239	RECORD 1081'S WHEN TREASURY ENTERS BOTH SIDES	10AX	24BC
		O3	251	RECORD MILITARY RESERVISTS PAYROLL LIABILITIES TO BE TRANSFERRED	10AX	24BC
		N/A	381	AUTOMATICALLY GENERATED BY TC 380 TRANSACTION TO RECORD TRANSFER IN OF UNAPPLIED DEPOSIT FUNDS	82AA	24BC
		O6	382	RECORD TRANSFER-IN OF SUSPENSE ACCOUNT COLLECTIONS	82AA	24BC
		12	395	TO REVERSE A LUMP SUM PAYMENT FROM SUSPENSE	10AX	24BC

					G/L ACCOUNTS	
ACCT	TITLE	FORMAT	TRANSACTION CODES		DEBIT	CREDIT
24BC (CONT		O3	869	TO RECORD TRANSFER OUT OF PAYMENTS MADE IN SUSPENSE BY COAST GUARD FOR DISTRICT NOT ON DAFIS	82AA	24BC
		N/A	908	AUTOMATICALLY GENERATED TRANSACTION TO RECORED BILLED PRINCIPAL	13DY	24BC
		N/A	917	AUTOMATICALLY GENERATED TRANSACTION TO RECORD BILLING OF ADDITIONAL OVERHEAD	13DY	24BC
		N/A	923	AUTOMATICALLY GENERATED TRANSACTION TO RECORD MISC COLLECTION	10AX	24BC
		14	926	RECORD INCREASE COLLECTION	10AX	24BC
		14	936	RECORD JOURNAL VOUCHER ENTRIES TO UNAPPLIED DEPOSIT FUNDS	10AX	24BC
		14	938	RECORD COLLECTIONS IN UNAPPLIED DEPOSIT FUNDS	10AX	24BC
		O3	440	RECORD DISBURSEMENT FOR REFUND OF UNAPPLIED DEPOSIT COLLECTION. (SAME AS TC 126 EXCEPT UPDATES THE OPEN DOCUMENT FILE).	24BC	21AD

1.3. Fiscal Yearend - The Office of DAFIS Development and Implementation (M-31) issues a Fiscal Yearend Closing Instruction each year. This instruction covers all yearend requirements. Figure 9O-2 is the section of the instruction which covers the Suspense Accounts.

MANUAL PRECLOSING ADJUSTMENTS

The following general ledger accounts must be reviewed and adjusting entries made where applicable. These adjustments must be completed by September 30.* Inquiry SUSP-1 will aid in researching these accounts.

A. Clearing Accounts

14BA	Prepayments SIBAC/RENT - Government
19FC	Undistributed Foreign Disbursement Clearing Account
14BC	Prepayments SF-1081 Clearing Account
14BD	Prepayments SF-224 Clearing Account
14AV	Advances - Clearing Government
14AW	Advances - Clearing Non-Government

Cost out all possible charges and collections in accounts 14BA, 19FC, 14BC and 14BD. Transfer these charges and collections belonging to other accounting stations. The balance in account 14AV and 14AW must be zero. If not, research and clear promptly. Balances are permitted in accounts 14BA, 19FC, 14BC and 14BD, and are to be used to reduce statements of differences. See Section III on generic interfaces for additional information on account 14BA.

B. Undistributed

14AK	Undistributed Advances (Related to Transfers-In Only)
19FA	Undistributed Assets
19FH	Undistributed Expenditures (Related to Transfers-In Only)

Inquire these accounts and determine if any undistributed balances exist. If undistributed balances exist, research and take action to distribute the amounts to the proper accounts. If the undistributed amounts cannot be identified for distribution, rejection must be initiated before September 30.

* Adjustments referenced in this section may not be all inclusive for all agencies. Therefore, each individual agency may wish to issue an agency specific detailed version to provide more adequate guidance for their operational needs. Local management may desire also to establish intermediary deadlines for certain adjustments referenced in this section.

Figure 9O-2 Manual Preclosing Adjustments

1.4. Transaction Flow - The Suspense File is updated in the overnight process from a Batch Control File extract of all documents which updated one of the Suspense File general ledger accounts. Only documents from batches which are processed and in status 2 or 6 are used to update the Suspense File.

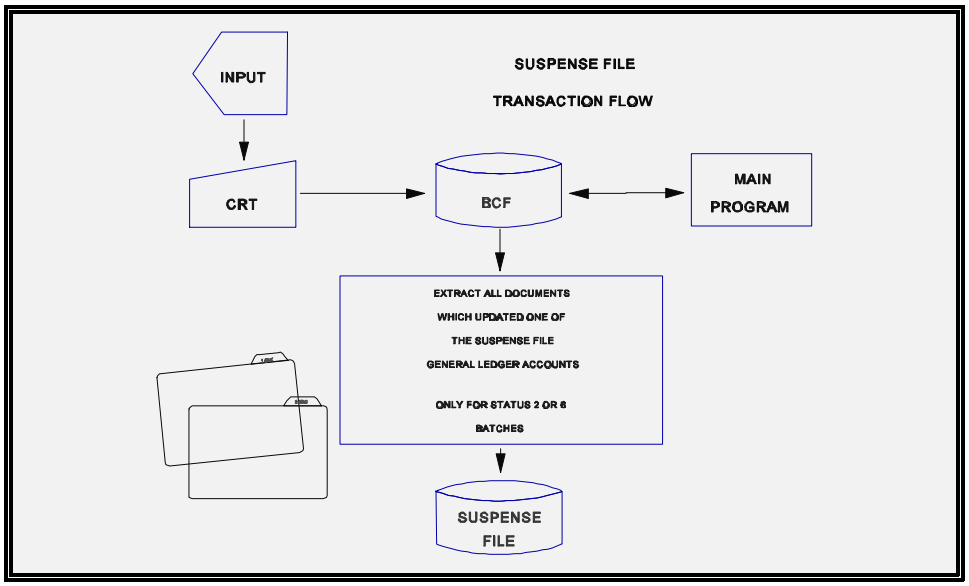


Figure 9O-3 Suspense File Transaction Flow

1.5. On-line Inquiry (SUSP-1) - An on-line inquiry (SUSP-1) is available by region/district, appropriation code, and general ledger account. This inquiry lists all documents which make up the account balances and gives the originating batch number, IOTV number, transaction code, and debit or credit amount.

The DAFIS data fields which reside on this file are: Agency, Region/District, Approp Code, Batch-ID, Document-ID, Transaction Code, General Ledger Account, IOTV Number, General Ledger Debit, General Ledger Credit, Schedule Number, and Process Date.

The Document Suspense File Listing (RIS NUMBER I-SUSPENSE) is produced monthly. This report lists all documents whose total debits and credits make up the total for one general ledger account in a particular appropriation. The report is identical to the on-line Inquiry (RIS Number SUSP-1). This report is in the following sequence: Agency/Region/District, Approp Code, General Ledger Account, and Document-ID.

Figure 9O-4 is the SUSP-1 inquiry. Figure 9O-5 is the I-SUSPENSE report. Note: They are identical.

REGION/DISTRICT : 1 — DOT AGENCY — RIS NUMBER : SUSP-1
APPROP CODE : V6H — SUSPENSE ACCOUNT INQUIRY — PAGE NUMBER : 1
GL-ACCT : 24BC — AS OF 08/31/90

DOCUMENT ID	BATCH ID	T/C-CODE	IOTV-NUM	SCHED-CERT-DEP	PROCESS DATE	DEBIT-AMOUNT	CREDIT AMOUNT
78 90 011303 000	902081672	926		MA61433	900727	.00	11,594.44
78 90 042321 000	902281667	926		MA61453	900816	.00	453.82
78 90 356582 FHW	901701667	926		MA61397	900619	.00	4,995.27
78 90 403324 000	902981672	926		MA61433	900727	.00	1,180.04
78 90 524444 000	901131673	926		MA10399	900424	.00	999.88
78 90 526253 000	902331668	926		MA61457	900822	.00	2,127.84
78 90 549526 000	902331668	926		MA61457	900822	.00	1,977.98
78 90 80910 000	901451627	926		GAD0284	900525	.00	338.00
78 88 K575 001	881411963	381	1 8 575 5		880520	.00	19.00
87 73 ARC001911 000	871311621	126		V	870511	240.30	.00
					TOTALS	240.30	23,686.27
					BALANCE	.00	23,445.97

Figure 9O-4 SUSP-1 Inquiry

AGY/REG/DIST T 1 DEPARTMENT OF TRANSPORTATION RIS NUMBER : I-SUSPENSE
APPROP CODE V6H DOCUMENT SUSPENSE FILE LISTING PAGE NUMBER : 713
GL-ACCT 24BC AS OF 08/31/90

DOCUMENT ID	BATCH ID	T/C-CODE	IOTV-NUM	SCHED-CERT-DEP	PROCESS DATE	DEBIT-AMOUNT	CREDIT AMOUNT
78 90 011303748 000	902081672	926		M161433	900727	.00	11,594.44
78 90 042321945 000	902281667	926		M161453	900816	.00	453.82
78 90 356582583 FHW	901701667	926		M161397	900619	.00	4,995.27
78 90 403324096 000	902981672	926		M161433	900727	.00	1,180.04
78 90 524444632 000	901131673	926		M110399	900424	.00	999.88
78 90 526253444 000	902331668	926		M161457	900822	.00	2,127.84
78 90 549526997 000	902331668	926		M161457	900822	.00	1,977.98
78 90 80910 000	901451627	926		G1D0284	900525	.00	338.00
78 88 K575 001	881411963	381	1 8 575 5		880520	.00	19.00
87 73 ARC001911 000	871311621	126		V	870511	240.30	.00
					TOTALS	240.30	23,686.27
					BALANCE	.00	23,445.97

Figure 9O-5 I-SUSPENSE

The I-SUSPENSE report is useful for reconciling and clearing documents after the disposition of a document is determined.

1.6. Purge Criteria - Documents are purged from the Suspense File when any of the following conditions are met:

a) The debits and credits for a 16-digit document number are equal.

b) The debits and credits for a 13-digit document number are equal.

c) The debits and credits for the general ledger account within the appropriation are equal.

Refer to Figure 9O-1 to determine which transaction code will generate these conditions to accomplish the purge.

THIS PAGE INTENTIONALLY BLANK

Chapter 2 - Using The Suspense File

2.1. Uses of the Suspense File - This section gives examples of uses of the Suspense File, how and why a document was entered in the Suspense File and the transactions needed to clear the document.

2.2. SF1098 Schedule of Cancelled or Undelivered Checks. DAFIS Operations and Training and the receiving office have separate responsibilities to clear a returned or cancelled check from Treasury.

a. DAFIS Operations and Training procedures are as follows.

(1) DAFIS Operations and Training receives the SF1098 from Treasury and determines the DAFIS agency/region/district where the credit belongs. (See Figures 9O-6 and 7)

STANDARD FORM 1098 EDP

SCHEDULE OF CANCELED OR UNDELIVERED CHECKS

DEPARTMENT OF THE TREASURY
1 TFRM 4-7000 CANCELED X UNDELIVERED
1098-110

DEPARTMENT OR ESTABLISHMENT

SCHEDULE NO. ----------310-0-014
SHEET NUMBER----------1
DO SYMBOL NO.----------310
ACCOUNTING PERIOD------01/90
AGENCY LOCATION CODE---69001103

DOT FAA
OK CITY OK

DATE OF ISSUE	CHECK NUMBER	PAYEE	VOUCHER NUMBER APPLICABLE	AMOUNT	SYMBOL OF APPROPRIATION OR FUND TO BE CREDITED

CREDIT CATEGORIES	ITEM TOTAL	
	21	8,079.02
GRAND TOTAL	21	8,079.02

THE ATTACHED LISTING AND FORMS 1664 ARE PROVIDED TO FACILITATE THE IDENTIFICATION OF THE PAYMENTS BY YOUR AGENCY AND SHOULD NOT BE DISCARDED. THEY ARE IMPORTANT TO YOU FOR RESEARCH PURPOSES.

THE AMOUNT OF THESE CHECKS WAS DEPOSITED FOR CREDIT IN THE ACCOUNT OF THE U.S. TREASURY

NAME AND MAILING ADDRESS OF REGIONAL FINANCIAL CENTER ACCOUNTABLE OFFICER

KANSAS CITY FINANCIAL CENTER
P.O. BOX 3329
KANSAS CITY, KANSAS 66103

SIGNATURE FOR RFC ACCOUNTING OFFICIAL

TITLE MANAGER
CLAIMS BRANCH
DATE OF CERTIFICATION 01/24/90
DATE FORWARDED 01/24/90

Figure 9O-6 SF1098

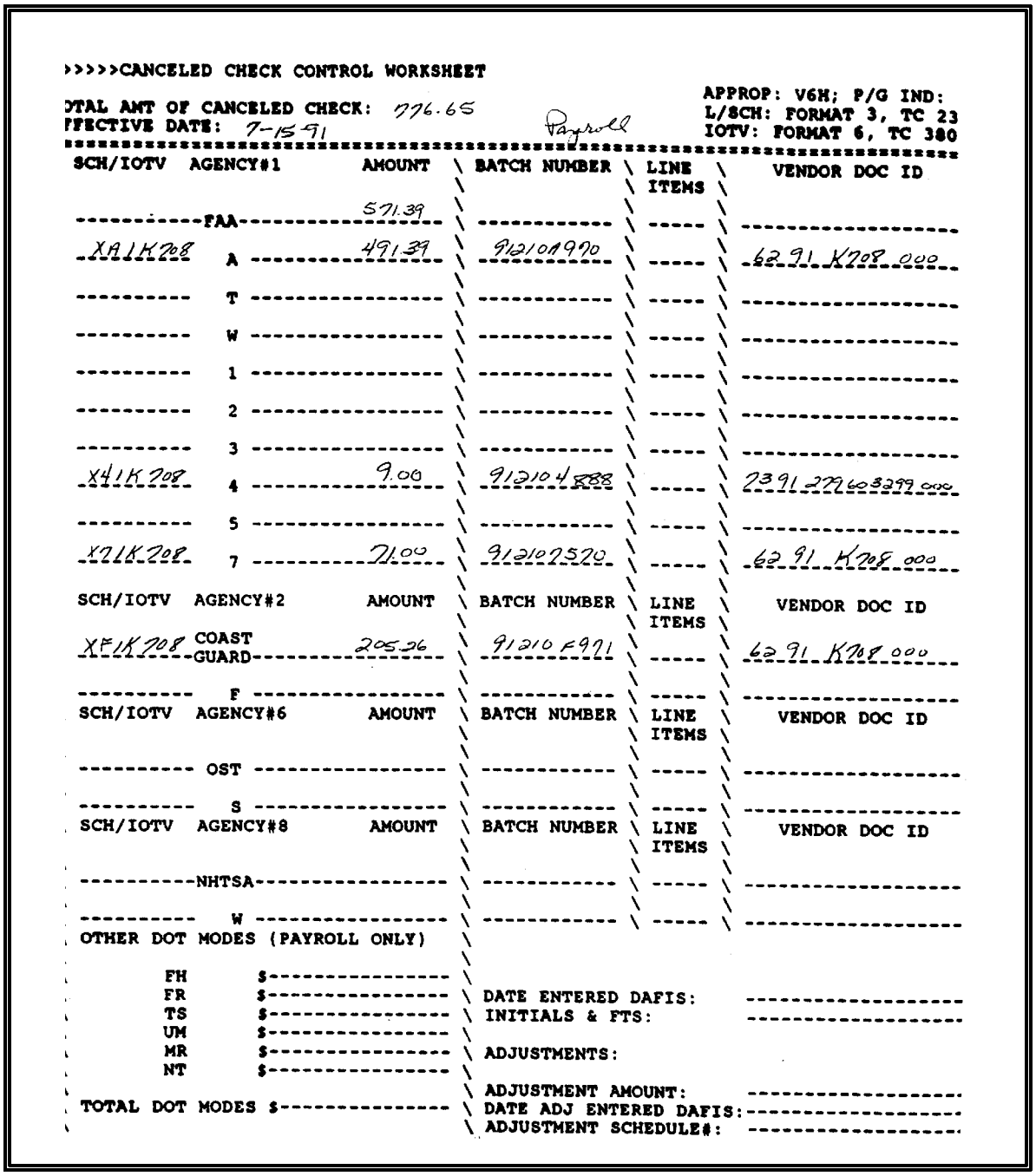
KANSAS CITY DOT-FAA LISTING FOR PAGE 001
PAYMENTS CANCELLED ON 01/24/90 CANCELLATION TAPE NO # 000

PAYMENT INFORMATION	RC	SYMB	CHECK NO	DATE	AMOUNT
4656869421W	02	3084	19436557	112889	$ 50.79
M2 FAA WA 000V 89328					
380800390	02	3084	19637331	010990	$ 94.07
P3 MICHAEL G ST MARY					
133333333	02	3084	19641926	010990	$ 683.94
P4 TRAVELER JOHN T.					
534724437	02	3084	19643427	010590	$ 730.04
MS FAA SO 000V 89349					
02726871817	11	3084	75353708	121989	$ 183.31
M2 FAA SW 000V 89337					
144444444	02	3084	75382849	122689	$ 397.50
M2 FH10 ACCOUNTANT JANE DOE					
380800390	02	3084	753		

Figure 9O-7 Cancel Check Listing

(2) DAFIS Operations and Training splits the SF1098 between payroll and non-payroll items. Both payroll and non-payroll items are recorded using Format 03, V6H appropriation, and transaction code 238. The difference is the schedule type and ALC. Payroll uses an X schedule and ALC 69001103 for each agency. Non-payroll uses an L schedule and the agency ALC.

(3) DAFIS Operations and Training prepares a Cancelled Check Control Sheet. (See Fig. 9O-8).



>>>>>CANCELED CHECK CONTROL WORKSHEET

OTAL AMT OF CANCELED CHECK: 776.65 Payroll
FFECTIVE DATE: 7-15-91

APPROP: V6H; P/G IND:
L/SCH: FORMAT 3, TC 23
IOTV: FORMAT 6, TC 380

SCH/IOTV	AGENCY#1	AMOUNT	BATCH NUMBER	LINE ITEMS	VENDOR DOC ID
	FAA	571.39			
XA1K708	A	491.39	912101990		62 91 K708 000
	T				
	W				
	1				
	2				
	3				
X41K708	4	9.00	912104888		2391 27760 3299 000
	5				
X71K708	7	71.00	912107520		62 91 K708 000

SCH/IOTV	AGENCY#2	AMOUNT	BATCH NUMBER	LINE ITEMS	VENDOR DOC ID
XF1K708	COAST GUARD	205.26	91210F971		62 91 K708 000
	F				

SCH/IOTV	AGENCY#6	AMOUNT	BATCH NUMBER	LINE ITEMS	VENDOR DOC ID
	OST				
	S				

SCH/IOTV	AGENCY#8	AMOUNT	BATCH NUMBER	LINE ITEMS	VENDOR DOC ID
	NHTSA				
	W				

OTHER DOT MODES (PAYROLL ONLY)

FH	$
FR	$
TS	$
UM	$
MR	$
NT	$
TOTAL DOT MODES	$

DATE ENTERED DAFIS:
INITIALS & FTS:

ADJUSTMENTS:

ADJUSTMENT AMOUNT:
DATE ADJ ENTERED DAFIS:
ADJUSTMENT SCHEDULE#:

Figure 9O-8 Cancelled Check Control Sheet

(4) Copies are made of the Control Sheet, SF1098, and supporting documentation and sent to each agency/region/district.

b. The receiving office can re-issue a check at this time using the following procedures:

(1) Enter a batch into DAFIS using Format 03, V schedule, Transaction Code 126, and the 13 or 16 digit document-ID and the appropriation exactly as they were entered in the Suspense File. (See Figure 9O-9.)

```
                    ENTER DATA
SCHEDULE/CD:  V          FORMAT 3 FUND USAGE        BATCH NO: XXXXXAXXX
AGENCY CODE       : 1
REGION DISTRICT   : A
DOCUMENT-ID       : 62 90 K481   001
TRANSACTION CODE  : 126
AMOUNT            : 344244
EFFECTIVE DATE    : 040590
APPROP CODE       : V6H    LIM:       ALLOT:      IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       : P      PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  : FED MGRS ASSO PP9005
VENDOR-TYPE-SSN   : 3ARC002722                 END DATE OF TRAVEL
DOCUMENT-REF-NUM  : LABOR DUES                 WAREHOUSE DATE      040590
COMPUTATION DATE  :
TERMS             : %:      DAYS:        NET:   LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                     NAME:
REASON CODE       :                   ADDR-1:
ECC/STAT-DATA     :                   ADDR-2:
FACILITY TYPE/LOC:                    ADDR-4:
```

Figure 9O-9 Format 03 Screen

Balance the batch. The correct status is 4.

NOTE: *The document-ID, appropriation, and amount match the cancelled check control sheet for FAA Agency 1/Region A. During the overnight process this document is purged from the Suspense File.*

Transaction Code 126 is a debit to General Ledger Account 24BC (Unapplied Deposit Fund) and a credit to General Ledger Account 21AD (Accounts Payable - Warehoused-Non-Government.) See Transaction Code 126 on Figure 9O-1.

c. If the cancelled check is not to be reissued, use the following procedure:

(1) Reverse the DAFIS operations entry using Format 03, G Schedule, Transaction Code 165, the 13 or 16 digit document-ID and appropriation exactly as they were entered in the Suspense File. Apply the refund to the appropriation by using Transaction Code 230, the 13 digit document-ID (the suffix must be different) entered in the Suspense File, and the accounting data used on the original expenditure. (See Figures 9O-10 and 9O-11.)

```
                ENTER DATA
SCHEDULE/CD: G1A1234     FORMAT 3 FUND USAGE            BATCH NO: 902771300
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 62 90 K481   001
TRANSACTION CODE : 165
AMOUNT           : 1000
EFFECTIVE DATE   : 100490
APPROP CODE      : V6H   LIM:      ALLOT:     IND:
COST CENTER      :
PROGRAM ELEMENT  :
OBJECT CLASS     :
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                          END DATE OF TRAVEL
DOCUMENT-REF-NUM :                          WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:     DAYS:       NET:   LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                    NAME:
REASON CODE      :                  ADDR-1:
ECC/STAT-DATA    :                  ADDR-2:
FACILITY TYPE/LOC:                  ADDR-4:
```

Figure 9O-10 Format 03, TC 165

```
                ENTER DATA
SCHEDULE/CD: G1A1234     FORMAT 3 FUND USAGE            BATCH NO: 902771300
AGENCY CODE      : T
REGION DISTRICT  : 1
DOCUMENT-ID      : 62 90 K481   001
TRANSACTION CODE : 230
AMOUNT           : 1000
EFFECTIVE DATE   : 100490
APPROP CODE      : 001   LIM: 100  ALLOT: 300 IND: 0
COST CENTER      : 122100
PROGRAM ELEMENT  : 123456
OBJECT CLASS     : 2634
PUBLIC/GOVT      : P     PYR-FLAG:
SYSTEM DATA      :
INV/CUST ACCT NO :
VENDOR-TYPE-SSN  :                          END DATE OF TRAVEL
DOCUMENT-REF-NUM :                          WAREHOUSE DATE
COMPUTATION DATE :
TERMS            : %:     DAYS:       NET:   LAST ADDRESS UPDATE
EXCL-DISC-AMT    :                    NAME:
REASON CODE      :                  ADDR-1:
ECC/STAT-DATA    :                  ADDR-2:
FACILITY TYPE/LOC:                  ADDR-4:
```

Figure 9O-11 Format 03, TC 230

Balance the batch. The correct status code is 5.

During the overnight process the document is purged from the Suspense File. Transaction Code 165 is a debit to General Ledger Account 24BC (Unapplied Deposit Fund) and a credit to General Ledger Account 10AX (Fund Balances with Treasury). See Transaction Code 165 on Figure 9O-1.

2.3. Travel Advances - The Suspense File may contain travel advances which need to be transferred out to another region/district. Advances to be transferred are paid using Transaction Code 153 which updates General Ledger Account 14AK (Undistributed Advances). Figure 9O-12 (ODF-ALL Inquiry) and 9O-13 (SUSP-1) show the advance to be transferred out of suspense.

```
                                                    DOT AGENCY                                RIS NUMBER    ODF-ALL
                                                OPEN DOCUMENT FILE                            PAGE NUMBER         1
                                                  AS OF 10/23/90

RGN/DIST 1 DOC-ID 11 91 10740     999
APP/LIM/ALLOT/IND 101 0 14 0 PROG-ELEM 99A   COST-CNTR 1210   OBJ-CLASS 2112 SYS-DATA   PUB-GOVT P ALLOTEE
FUND TYPE 2 VTYPE/SSN 3 00000ADOT TRVL-DATE 110290 ST-SPON-CODE  FAC-LOC  FAC-TYPE    METER-ID     RATE       0
BILL/PMT-FREQ  REV/CDE  DOC-REF-NR  IMPRESTFUND    ENRGY-CONV1   STAT-DTA1    ENRGY-CONV2   STAT-DTA2
APPORT-PRTD   IOTV-NUMBER        EFF-DATE 10/17/90
INV-CUST-ACCT-NUM:
TRAVELER, WEARY




CLOSING DATE 00/00/00

TC-USED: AUTH  COMM UDO AEU EXP ADV: PD-DECR PD-INCR RECV-DECR RECV-INCR HOLDBACK: INCR DECR COLL ACCT-RCV



AMTS:
COMM            .00    UDO            .00    AEU            .00    EXPD            .00    COLL            .00
APD             .00    ADREC          .00    HBK            .00    A/R             .00    DISB            .00
QTR1            .00    QTR2           .00    QTR3           .00    QTR4            .00

                                                    --DETAIL DATA--
BATCH-ID 902901550 EFF-DATE 10/17/90 PROC-DATE 10/17/90 PROC-MO 01 TC 153 FAC XU AMT     585.00
GL ACCT 14AK/21AD     /         /         /     APPORT-PRTD  PYR-FLAG
DOC-REF-NR IMPTRESTFUND     INV-CUST-ACCT-NUM TRAVELER WEARY   SCHED W 90290
ENRGY/CONV1    STAT-DTA1          ENRGY/CONV2    STAT-DTA2    IOTV-NUMBER
WHSE-DATE 10/17/90 INT-PEN-AMT                 DISC-LOST-AMT
NO-DSC-AMT

                                                  ** END OF REPORT **
```

Figure 9O-12 ODF-ALL Inquiry

```
REGION/DISTRICT:  1                                DOT AGENCY                                RIS NUMBER:  SUSP-1
APPROP CODE    : 101                          SUSPENSE ACCOUNT INQUIRY
GL-ACCT        : 14AK                              AS OF 10/23/90                              PAGE NUMBER:      1

                                    T/C-                SCHED-     PROCESS
DOCUMENT-ID            BATCH-ID     CODE    IOTV-NUM    CERT-DEP   -DATE       DEBIT-AMOUNT    CREDIT-AMOUNT

11 91 10740     999    902901550    153                 W          10/17/90          585.00

                                                                       TOTALS       585.00

                                                                      BALANCE       585.00
```

Figure 9O-13 SUSP-1 Inquiry

a. Issue an IOTV using Format 06, IOTV number, Transaction Code 362, the 13 or 16 digit document-ID and the appropriation exactly as they were entered in the Suspense File. (See Figure 9O-14).

```
                    ENTER DATA
 SCHEDULE/CD :               FORMAT 6 IOTV               BATCH NO : XXXXX1XXX
 IOTV NUMBER : 1 1 733 5
*AGENCY CODE         : T                    TRANSFER DATA
*REGION/DISTRICT     : 1                    REGION/DISTRICT  : 5
*DOCUMENT-ID         : 11 91 10740     999
*TRANSACTION CODE    : 362
*AMOUNT              : 58500
*EFFECTIVE-DATE      : 102390
 APP/LIM/ALLOT/IND   :
 PROGRAM ELEMENT     :
 OBJECT CLASS        :
 PUBLIC/GOVT         :
 INV/CUST ACCT NO    :
 SYSTEM DATA         :
 VENDOR-TYPE-SSN     :
 DOCUMENT REF NUM    :
 CONV CODE/STAT-DATA :
 CONV CODE/STAT-DATA :
 FACILITY TYPE       :
 FACILITY LOCATION   :
 END DATE OF TRAVEL  :
```

Figure 9O-14 Format 06 IOTV

Transaction Code 362 is a debit to General Ledger Account 81AA (Transfers Out) and a credit to General Ledger Account 14AK (Undistributed Advances).

Refer to Section 9M, Chapter 2, paragraph 2.3 for additional information on transfers in the Suspense Account.

THIS PAGE INTENTIONALLY BLANK

Chapter 3 - Erroneous Transactions

3.1. Corrections - When the purge criteria referenced in Chapter 1, paragraph 1.6 is not met, transactions remain on the Document Suspense File Listing (See Figure 9O-15). To clear these items a G schedule is required using the following information:

a. Format 03
b. Document-ID's to be corrected - exactly as they appear on the Suspense File
c. Appropriation - exactly as it is on the Suspense File
d. Transaction Code 2212 to reverse the credit amount
e. Transaction Code 221 to reverse the debit amount (See Transaction Code 221 on Figure 9O-1.)

AGY-RGN-DIST 1 T — DOT AGENCY — RIS NUMBER : I-SUSPENSE
APPROP-CODE V6H — DOCUMENT SUSPENSE FILE LISTING
GL-ACCT 24BC — AS OF 08/31/90 — PAGE NUMBER: 176

DOCUMENT-ID	BATCH-ID	T/C-CODE	IOTV-NUM	SCHED-CERT-DEP	PROCESS-DATE	DEBIT-AMOUNT	CREDIT-AMOUNT
70 86 187302599 300	86126AN09	221		P 86-46	860503	.00	150.00
70 86 187302599 300	86140AN10	221		P	860517	.00	150.00
70 86 187302599 300	86154AN11	221		P 86154	860531	.00	150.00
70 86 188201119 300	86084AN06	2212		P	860322	.36	.00
70 86 188381552 300	86070AN05	2212		P 86-34	860308	794.64	.00
70 86 190368349 100	86252AN18	2212		P 86252	860906	1,914.67	.00
70 86 190368709 300	**86276A601**	**126**		**V**	**861004**	**207.69**	**.00**
70 87 187564492 300	87237AN17	221		P 87237	870822	.00	50.00
70 87 187564492 300	87251AN18	221		P 87251	870905	.00	50.00
70 87 187564492 300	87265AN19	221		P 87265	870919	.00	29.03
70 87 188262329 000	86350A654	926		MA44391	861217	.00	150.00
70 87 188280811 000	87252A651	926		MA69083	870909	.00	9,642.00
70 87 188348291 300	87069AN05	221		P 87069	870307	.00	19,982.70
70 87 190368709 000	87009A601	126		V	870109	207.69	.00
70 87 190368709 300	**86280AN20**	**221**		**P 86280**	**861013**	**.00**	**207.69**

Figure 9O-15 Suspense File Listing

Balance the batch. The correct status is 5.

Figures 9O-16 and 17 show the completed G Schedule that clears the two line items highlighted in Figure 9O-15.

```
                  ENTER DATA
SCHEDULE/CD: G110700      FORMAT 3 FUND USAGE            BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 70 86 190368709 300
TRANSACTION CODE  : 221
AMOUNT            : 20769
EFFECTIVE DATE    : 100290
APPROP CODE       : V6H    LIM:       ALLOT:      IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       : P      PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                              END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                              WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:      DAYS:        NET:   LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                     NAME:
REASON CODE       :                   ADDR-1:
ECC/STAT-DATA     :                   ADDR-2:
FACILITY TYPE/LOC:                    ADDR-4:
```

Figure 9O-16 Format 03, TC 221

```
                  ENTER DATA
SCHEDULE/CD: G110700      FORMAT 3 FUND USAGE            BATCH NO: XXXXX1XXX
AGENCY CODE       : T
REGION DISTRICT   : 1
DOCUMENT-ID       : 70 87 190368709 300
TRANSACTION CODE  : 2212
AMOUNT            : 20769
EFFECTIVE DATE    : 100290
APPROP CODE       : V6H    LIM:       ALLOT:      IND:
COST CENTER       :
PROGRAM ELEMENT   :
OBJECT CLASS      :
PUBLIC/GOVT       : P      PYR-FLAG:
SYSTEM DATA       :
INV/CUST ACCT NO  :
VENDOR-TYPE-SSN   :                              END DATE OF TRAVEL
DOCUMENT-REF-NUM  :                              WAREHOUSE DATE
COMPUTATION DATE  :
TERMS             : %:      DAYS:        NET:   LAST ADDRESS UPDATE
EXCL-DISC-AMT     :                     NAME:
REASON CODE       :                   ADDR-1:
ECC/STAT-DATA     :                   ADDR-2:
FACILITY TYPE/LOC:                    ADDR-4:
```

Figure 9O-17 Format 03, TC 2212

SECTION 9P. VOUCHER EXAMINATION MODULE

Chapter 1 - Voucher Examination Module (VEM)

1.1. Introduction - VEM is a document matching system designed to track purchase orders, receiving reports, and invoices for commercial procurements. Based on specified matching criteria, invoices are authorized for payment. Matching is by line item to ensure that items ordered are received and invoiced.

1.2. General Information - The following concepts give a broad picture of VEM processes and capabilities.

a. Menus - Data entry in VEM is performed through the use of menus. The VEM Main Menu is used to select on-line VEM functions. This menu is accessed by pressing the PF17 function key or by selecting Option 17 from the DAFIS Master Menu (PF11). After the menu is displayed, choose the appropriate function by entering the corresponding number in the Selection Chosen field. Figure 9P-1 is an example of how this menu is completed to access the Purchase Order Maintenance Menu.

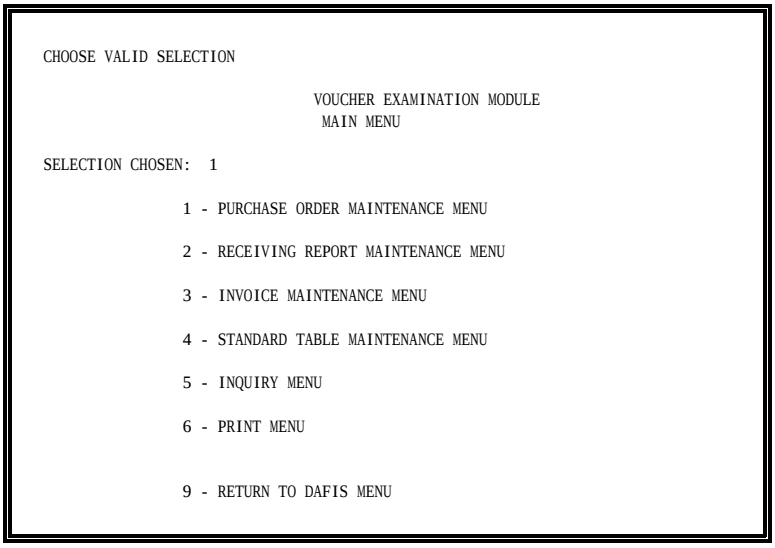


Figure 9P-1 Voucher Examination Module Main Menu

b. Request Code - A one position field which identifies to the system the desired action. Request codes used in VEM are the same as other DAFIS functions; **A**(Add), **C**(Change), **D**(Delete), **I**(Inquire). The system defaults to **I**(Inquire). To request a different action, type over the I using the correct request code.

c. Tables - Transactions entered in VEM are edited against existing DAFIS tables such as T16, RT2, etc. for accuracy. Also, there are separate tables used only for VEM. The Table Menu is Option 4 on the VEM Main Menu. See Chapter 3 for detailed procedures to update VEM tables.

d. Accounting Documents - VEM presently accommodates six types of purchase orders.

1. Standard - Purchase Order, Receiving Report, and Invoice are required.

2. Pay Before Receipt (PBR) - Receiving Report not required for payment.

3. Fast Pay - Receiving Report not required for payment, but is required for Purchase Order to be eliminated from the Missing Document Report.

4. Service Contract - Matches on amount rather than line item.

5. SF44 - Purchase Order and Invoice are required for payment.

6. Advance Pay - Purchase Order only is required for payment.

The purchase order is the most important document in VEM. Until the purchase order is entered and in a complete status (balanced), invoices cannot be authorized for payment. See Chapters 4, 5, and 6 for procedures to update purchase orders, receiving reports, and invoices. Purchase Order, Receiving Report, and Invoice Maintenance are options 1, 2, and 3 respectively on the VEM Main Menu.

NOTE: *Once a document is established in VEM, all activity for that document SHOULD be completed in VEM. Transactions entered manually in Format 03 MUST be completed in Format 03.*

Following is a chart depicting documents required for payment.

PURCHASE ORDER TYPE	Documents Required		
	PO	RR	INV
Standard Purchase Order	X	X	X
Pay-Before-Receipt	X		X
Fast Pay	X		X
SF44	X		X
Advance Pay	X		
Service Contract	X	X	X

Documents Required for Payment

e. Status Codes - The Purchase Order, Receiving Report and Invoice Status Code fields are system generated. This field contains one of the following values:

STATUS PO:

- C - The Purchase Order is complete, all accounting classification data is complete and valid and line items balance to Purchase Order Header.

- I - The Purchase Order is incomplete; the line items do not balance to the header; the line item data or accounting classification data is missing; or, there is an outstanding error against the Purchase Order.

- K - The Purchase Order has been cancelled by the user.

STATUS REC:

- b - No receiving reports have been entered into VEM.

- P - The goods have been partially received or fully received but there are incomplete receiving reports.

- F - The goods have been fully received and all receiving reports are complete.

STATUS INV:

- b - No invoices have been entered into VEM for this Purchase Order.

- P - The purchase order has been partially invoiced or all line items have been fully invoiced, but there are invoices which are incomplete or in audit status.

- F - The purchase order has been fully invoiced and all invoices are complete.

f. Error Codes - The error code field is system generated and indicates that an error has been identified either during the VEM batch process or when obligation, accrual, or payment transactions are processed by the DAFIS Main. VEM has the capability to display up to five error codes.

g. Inquiries - Information entered in VEM can be inquired through the Inquiry Menu OR through the update screens. The Inquiry Menu is option 5 on the VEM Main Menu. See Chapter 7 for detailed procedures on inquiries.

h. Print - The Print Menu allows the user to obtain printed reports. Data obtained through the print option provides more detail than available through the inquiry screen. The Print Menu is option 6 on the VEM Main Menu. See Chapter 8 for detailed procedures to print.

i. VEM allows the user to move from one function to another by using either the options at the bottom of the screen or by pressing the ***PF17*** function key to get the VEM Main Menu. For example, the bottom of the PO Header screen has Line Item Updates, Dollar Split Fund, PO Maintenance Menu, or VEM Main Menu. To select one of these screens, place an ***X*** next to the desired screen name and press ***Enter***.

THIS PAGE INTENTIONALLY BLANK

Chapter 2 - System Flow

2.1. General - This chapter is designed to give the user general knowledge of the flow of data through VEM. This information provides background for VEM procedures described in succeeding chapters of this section. Figure 9P-2 is a diagram depicting the system processes of VEM. Narrative is given explaining each of the major steps performed. The letters located on the diagram cross-reference to the narrative.

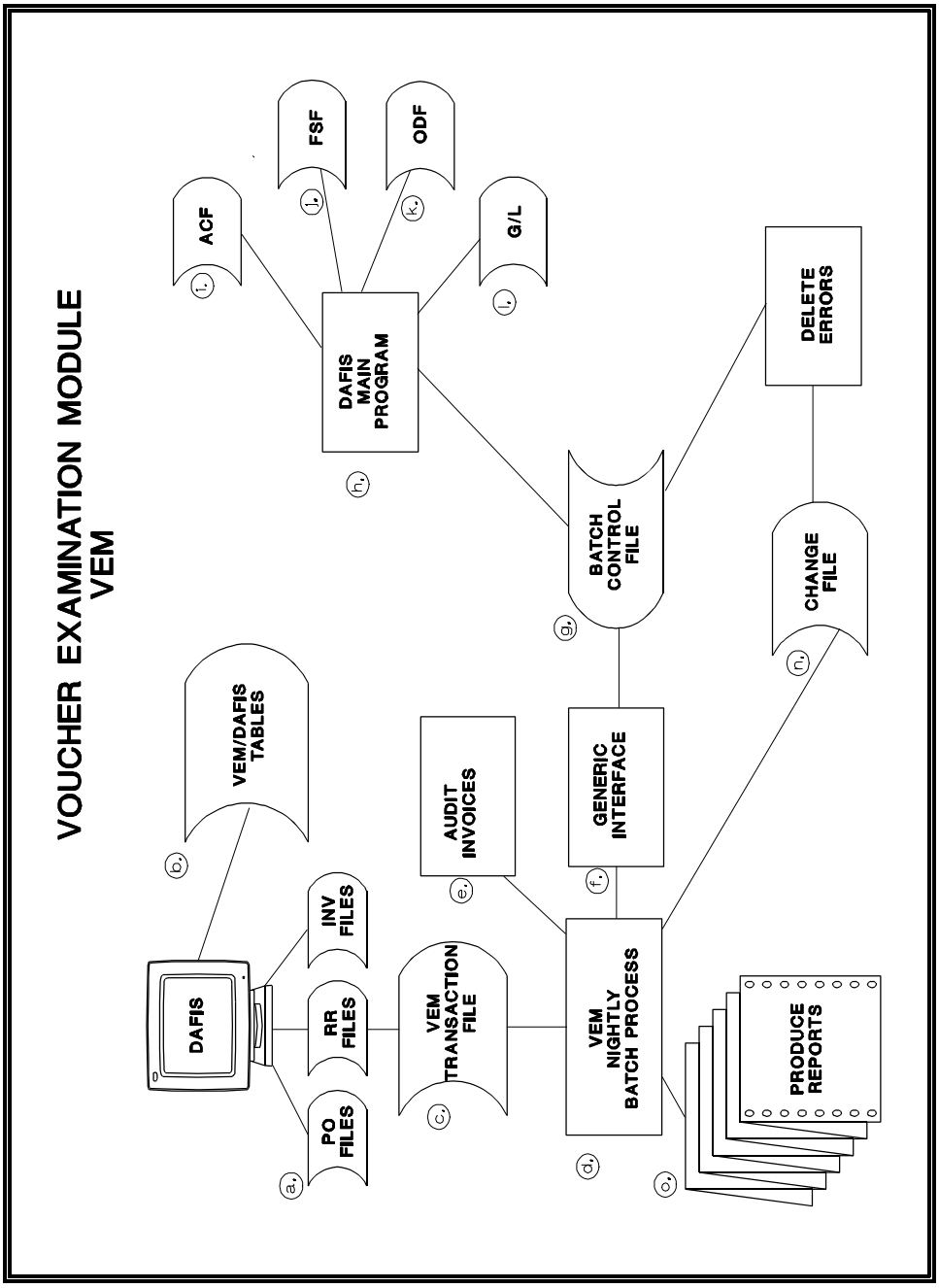


Figure 9P-2 VEM System Flow

a. Purchase orders , receiving reports, and invoices are received at region/district accounting offices. These documents represent financial transactions to be recorded in VEM. The purchase order is the most important document in VEM. Until the purchase order is entered and in a "complete" status, invoices cannot be authorized for payment.

b. VEM is a table-driven system. Transactions entered in VEM are edited against existing DAFIS tables for accuracy. Also, there are separate tables used only for VEM. DAFIS tables are discussed in Section 4 and VEM tables are discussed in Section 9P, Chapter 3.

c. After the data passes on-line edits, a detail record of the transaction is added to the VEM transaction file. Records reside there until the VEM nightly batch process is complete.

d. During the nightly VEM batch process, many different functions are performed by the system. 1) Transactions are converted to Format 03 for the generic interface. The proper transaction code is assigned to each record, see Figures 9P-3 and 9P-3A VEM Transaction Code Reference. A seven (7) is assigned to the ECC field to indicate on the Open Document File (ODF) that the transaction came from VEM. 2) ODF is checked for duplicate records. 3) Variances are computed based on System Control Table. 4) Warehouse or computation date is assigned. 5) Batches are generated. Obligation and accrual transactions are batched together. Payment transactions are in a separate batch.

DESCRIPTION	TRANSACTION CODE
Obligations 1. New obligation	051␣
2. Increase obligation	0511
3. Decrease obligation	0512
Accruals 1. New accrued expenditure unpaid - previous obligation	060␣
2. Increase accrued expenditure unpaid - previous obligation	0601
3. Decrease accrued expenditure unpaid - previous obligation	0602
4. New accrued expenditure unpaid - previous obligation - Agency 2, Fund Type 5	560␣
5. Increase accrued expenditure unpaid - previous obligation - Agency 2, Fund Type 5	5601
6. Decrease accrued expenditure unpaid - previous obligation - Agency 2, Fund Type 5	5602
7. New accrued expenditure unpaid - no previous obligation	063␣
8. Increase accrued expenditure unpaid - no previous obligation	0631
9. Decrease accrued expenditure unpaid - no previous obligation	0632
10. New accrued expenditure unpaid - previous obligation - Agency 2, Fund Type 5	560␣
11. Increase accrued expenditure unpaid - previous obligation - Agency 2, Fund Type 5	5601
12. Decrease accrued expenditure unpaid - previous obligation - Agency 2, Fund Type 5	5602

Figure 9P-3 VEM Transaction Code Reference

DESCRIPTION	TRANSACTION CODE
Payments 1. New obligation - previous accrued expenditure unpaid	100␢
2. Increase payment - previous accrued expenditure unpaid	1001
3. Final payment - previous accrued expenditure unpaid	100F
4. New payment - previous obligation	102␢
5. Increase payment - previous obligation	1021
6. Final payment - previous obligation	102F
7. Final payment - no previous obligation	103F
8. New payment - previous obligation - Agency/Region/District '1A' - Cost Center 6001 - Object Class 2645, 2646	139␢
9 . Increase payment - previous obligation - Agency/Region/District '1A' - Cost Center 6001 - Object Class 2645, 2646	1391
10. Final payment - previous obligation - Agency/Region/District '1A' - Cost Center 6001 - Object Class 2645, 2646	139F
11. Final payment - no previous obligation - Agency/Region/District '1A' - Cost Center 6001 - Object Class 2645, 2646	144F
12. New payment - no previous obligation - Agency/Region/District '1A' - Cost Center 6001 - Object Class 2645, 2646	590␢
13. Increase payment - previous accrued expenditure unpaid - Agency 2, Fund Type 5	5901
14. Final payment - previous accrued expenditure unpaid - Agency 2, Fund Type 5	590F

Figure 9P-3A VEM Transaction Code Reference

e. As part of the nightly process, invoices are selected for audit. The Agency Control Table contains amounts and/or percentages used for auditing invoices.

f.-g. The generated batches are passed through the generic interface to the batch control file.

h. As records are processed by the DAFIS main program, they are edited again to ensure validity of data.

Records with errors are flagged with an error code to be deleted from the batch. When all edits are passed successfully, the system assigns a status "2" (processed) or "4" (payment batches ready for preview). Batches assigned a status "4" remain in the Batch Control File until they are released by a previewer.

i.-l. A Financial Activity Code (FAC) is assigned to each transaction when the system determines the transaction code. The FAC is used by the main to determine which files are to be updated in DAFIS and how it is to be done. These files are:

(1) Allotment Control File (ACF) - Allotments issued and fund use data at allotment level.

(2) Fiscal Status File (FSF) - Summary financial data by accounting classification.

(3) Open Document File (ODF) - History of documents in DAFIS.

(4) General Ledger File (GL) - General Ledger account information by month.

File information can be accessed on-line in DAFIS by various inquiries.

m. All error records detected by the main and/or stop pay records are deleted from the batch.

n. All DAFIS Main errors are placed on the BCF Error/Stop Pay report. All VEM errors are placed on the VEM Error report. The Change File is accessed on-line through the Print Menu. See Chapter 8.

o. All VEM reports must be requested through the Print Menu. Some reports are on-line prints and others are generated through the overnight process. See Chapter 8 for detailed information about the Print Menu. Also, see the DAFIS Reports Guide for an example of each overnight report.

THIS PAGE INTENTIONALLY BLANK

Chapter 3 - Standard Table Maintenance

3.1. Purpose - Tables exist for the purpose of validating information during data entry. Transactions entered in VEM are edited against existing DAFIS tables such as T16, RT2, etc. Also, there are separate tables used only for VEM. Tables listed in this section are VEM tables only. Other DAFIS tables are covered in Section 4 of this guide. Invoice Rejection Code, Invoice Late Payment Reason Code, and System Control Tables are maintained by the Accounting Functional Division in Oklahoma City. Loading/updating of these tables is not explained since the user does not have the responsibility of doing so. However, the agency is responsible for maintaining the Receiving/Procurement Office and Agency Control Tables.

3.2. Access the Standard Table Maintenance Menu - To access this menu, select option 4 from the VEM Main Menu. (See Figure 9P-1).

```
                VEM STANDARD TABLE MAINTENANCE MENU

SELECTION CHOSEN: 1

                1 = RECEIVING/PROCUREMENT OFFICE UPDATES
                2 = INVOICE REJECTION CODE UPDATES
                3 = INVOICE REASON CODE UPDATES
                4 = AGENCY CONTROL UPDATES
                5 = SYSTEM CONTROL UPDATES
                6 = PBR NOTIFICATION TABLE UPDATE

                9 = RETURN TO VEM MAIN MENU
```

Figure 9P-4 Standard Table Maintenance Menu

After the menu is displayed, type the desired table number in the Selection Chosen field. Press ***Enter***. The following paragraphs outline the procedure to process an ADD action for the two tables maintained by each agency.

3.3. Receiving/Procurement Office Table Updates - This number is assigned by the agency to identify both Receiving and Procurement office. To access this screen, select option 1 on the Standard Table Maintenance Menu. (See Figure 9P-4).

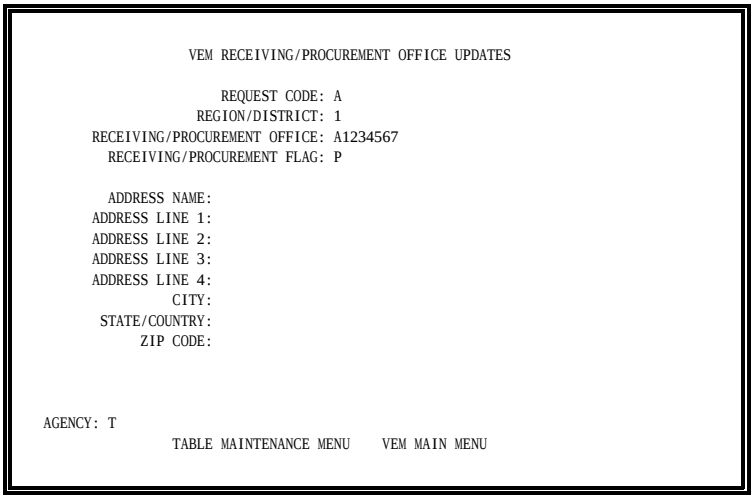


Figure 9P-5 Receiving/Procurement Office Updates

REQUEST CODE: *(1X)* Enter desired Request Code. Default is to **I.**

REGION/DISTRICT: *(1X)* Enter Region/District.

RECEIVING/ PROCUREMENT OFFICE: *(8X)* Enter the agency assigned number. Can be alpha and/or numeric. Mandatory.

RECEIVING/ PROCUREMENT FLAG: *(1X)* Enter **R** for receiving office OR **P** for procurement office. A procurement office can also be a receiving office. Mandatory.

ADDRESS NAME: *(35X)* Enter Receiving/Procurement office name. Mandatory.

ADDRESS LINE 1: *(35X)* Enter first line of the address. This line is mandatory and free-form.

ADDRESS LINE 2: (35X) Enter second line of the address if applicable. Optional, but same length and structure as address-1.

ADDRESS LINE 3: (30X) Enter the third line of the address if applicable. Optional, but same length and structure as address-1.

ADDRESS LINE 4: (30X) Enter the fourth line of the address if applicable. Optional, but same length and structure as address-1.

CITY: *(17X)* Enter the City. Mandatory.

STATE/COUNTRY: *(2X)* Enter the official State/Country abbreviation. Mandatory.

ZIP CODE: *(9X)* Enter the Zip Code. The first five are mandatory.

3.4. Agency Control Updates - This table is used by each agency to establish dollar and percent limitations for audit and PBR purposes. User may also enter Yes or No to invoicing by total dollar allowed or default to obligate by dollar amount as well as number of days for missing reports. To access this screen, select option 4 on the Standard Table Maintenance Menu.

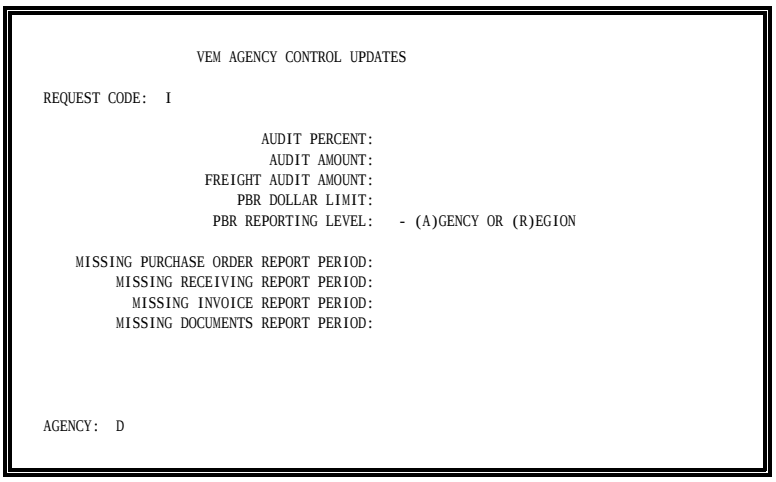


Figure 9P-6 Agency Control Updates

The following default values are used:

Variable	Default Value
Audit Percent	10%
Audit Amount	$1,000
FRT Audit Amount	$0
PBR Dollar Limit	$0
PBR Reporting Level	A or R

Variable	Default Value
Missing Report Periods:	
Purchase Order	7
Receiving Report	7
Invoice	7
Documents	7

This is the procedure to process an ADD action:

REQUEST CODE: *(1X)* Enter desired Request Code. Default is to **I**.

AUDIT PERCENT: *(5X)* Enter the percentage of invoices to be selected for manual audit. Amounts must be less than the audit amount. Mandatory. Must be greater than zero, but less than or equal to 10000. Decimal is implied between third and fourth position from the left. Percentage 10% is entered as 01000; 2 1/2% as 00250.

See Chapter 6 for more information on Invoice Auditing.

AUDIT AMOUNT: *(13X)*

Enter an amount greater than zero. Invoices over the Audit Amount will automatically be selected for manual audit during overnight batch process unless the audit pre-release flag is set to **Y** on the invoice header. It is a mandatory field.

FREIGHT AUDIT AMOUNT: *(13X)*

Enter an amount less than or equal to 10000 ($100.00). Invoices with freight charges over the Freight Audit Amount will automatically be selected for manual audit during the overnight batch process. It is a mandatory field.

PBR DOLLAR LIMIT: *(13X)*

Invoices for purchase orders whose total amount is less than the PBR Dollar Limit may be paid before a receipt is entered into VEM. It is a mandatory, numeric field and must be greater than or equal to zero.

PBR REPORTING LEVEL: *(1X)*

Enter an **A** to request the PBR report for the entire agency or an **R** to request the PBR report by region or district. This field indicates the PBR report level desired by the agency. It is a mandatory field.

MISSING PURCHASE ORDER REPORT PERIOD: *(3X)*

The missing purchase order report period indicates the number of days that will elapse before a purchase order is listed on the missing or incomplete purchase order report. It is a mandatory, numeric field. It must be greater than zero, but less than or equal to 120.

MISSING RECEIVING REPORT PERIOD: *(3X)*

The missing receiving report period indicates the number of days that will elapse before a receiving report is listed on the missing or incomplete receiving report. It is a mandatory, numeric field. It must be greater than zero, but less than or equal to 120.

MISSING INVOICE REPORT PERIOD: *(3X)*

The missing invoice report period indicates the number of days that will elapse before an invoice is listed on the missing or incomplete invoice reports. It is a mandatory, numeric field. It must be greater than zero, but less than or equal to 120.

MISSING DOCUMENTS REPORT PERIOD: *(3X)*

The missing documents report period indicates the number of days that will elapse before documents are listed on the missing/incomplete document report. It is a mandatory, numeric field. It must be greater than zero, but less than or equal to 120.

3.5. Invoice Rejection Code Table - Invoice rejection codes are used to identify the reason an invoice is disallowed when audited or when an invoice is returned to the vendor for any reason. Figure 9P-7 is a list of the rejection codes. A list of rejection codes is available for print by selecting the Print Menu option 6 on the VEM Main Menu then option 5, Invoice Rejection Code. Press ***Enter***.

INVOICE REJECTION CODES
AS OF 08/25/94

RIS NUMBER; VEM-04
PAGE NO: 1

CODE	DESCRIPTION
01	INCORRECT PURCHASE ORDER NUMBER
02	INCORRECT UNIT PRICE
03	INCORRECT INVOICE AMOUNT
04	INCORRECT INVOICE VENDOR NAMES. DOES NOT MATCH PURCHASE
05	INCORRECT BILLING PERIOD
06	FREIGHT TERMS ON INVOICE DO NOT MATCH PURCHASE ORDER
07	DUPLICATE INVOICE FOR SAME PURCHASE ORDER
08	DUPLICATE SHIPMENT RECEIVED AND INVOICED FOR SAME PURCHASE ORDER
09	MULTIPLE PURCHASE ORDERS INVOICED ON ONE INVOICE
10	DESCRIPTION OR PART NUMBER ON INVOICE DOES NOT MATCH PURCHASE ORDER LINE ITEMS
11	PARTIAL INVOICE RECEIVED WHEN PURCHASE ORDER INDICATES ONLY FULL INVOICES AUTHORIZED
12	INVOICE BILLED WRONG OFFICE
13	INVOICED IN ADVANCE AND PURCHASE ORDER INDICATES BILLING IN ARREARS
14	INCORRECT NUMBER OF UNITS BILLED
15	FREIGHT INVOICED WHEN NOT AUTHORIZED ON PURCHASE ORDERS
16	GOODS DELIVERED OR SHIPPED TO WRONG OFFICE
17	OTHER

Figure 9P-7 Rejection Codes

3.6. Invoice Reason Code Table - Invoice reason codes are used to identify the reason for a late payment or lost discount. Figure 9P-8 is a list of the reason codes. A list of reason codes is available for print by selecting the Print Menu option 6 on VEM Main Menu then option 6 again for Invoice Late Payment Reason Codes. Press ***Enter***.

INVOICE LATE PAYMENT REASON CODES — RIS NUMBER; VEM-05
AS OF 08/25/94 — PAGE NO: 1

CODE	DESCRIPTION
A	NO PURCHASE ORDER OR CONTRACT
B	NO RECEIVING REPORT
C	CERTIFIED INVOICE SUBMITTED LATE
D	PAYMENT DELAYED BY PAYING OFFICE
E	DISCOUNT TAKEN IN ERROR
F	IMPROPER INVOICE NOT RETURNED WITHIN 7 DAYS
G	COMPUTER SYSTEM PROBLEMS
H	PROCUREMENT DOCUMENT NOT SIGNED BY AN AUTHORIZED CONTRACTING OFFICER OR NO SIGNATURE CARD ON FILE
I	DEFECTIVE PURCHASE ORDER, CONTRACT OR SF44
J	D. O. TAPE RETURNED
K	ALL OTHERS (REASONS MUST BE REPORTED BY TECHNICIAN TO SUPERVISOR)
L	MISSING DOCUMENTATION TO SUPPORT GBL'S
M	SYSTEMS DOWN DUE TO MONTH END/YEAR END CLOSING (OTHER THAN EQUIPMENT FAILURE)
N	MISSING DOCUMENTATION TO SUPPORT FREIGHT CHARGES
P	MISSING DOCUMENTATION TO SUPPORT GTR'S
R	CONTRACT EXPIRED WAITING FOR PROPER P.O.
S	INVOICE RETURNED FOR CERTIFICATION
T	BACKLOG
U	DUPLICATE INVOICE
Y	DISCOUNT NOT TAKEN - CASH MANAGEMENT (SYSTEM CONTROLLED)

Figure 9P-8 Reason Codes

3.7. System Control Table - The System Control Table contains information that is identical for all agencies. History days is the number of days a purchase order remains in the VEM files after the final payment. Data is purged quarterly. The next four items are prompt pay days. This information is taken from the Prompt Payment Act. The final two items are variance amounts. These are the amounts either in dollars or percentage that an invoice may vary from the purchase order. Figure 9P-9 is the current System Control Table. This table is available for inquiry only. The print option is available once inquiry is complete.

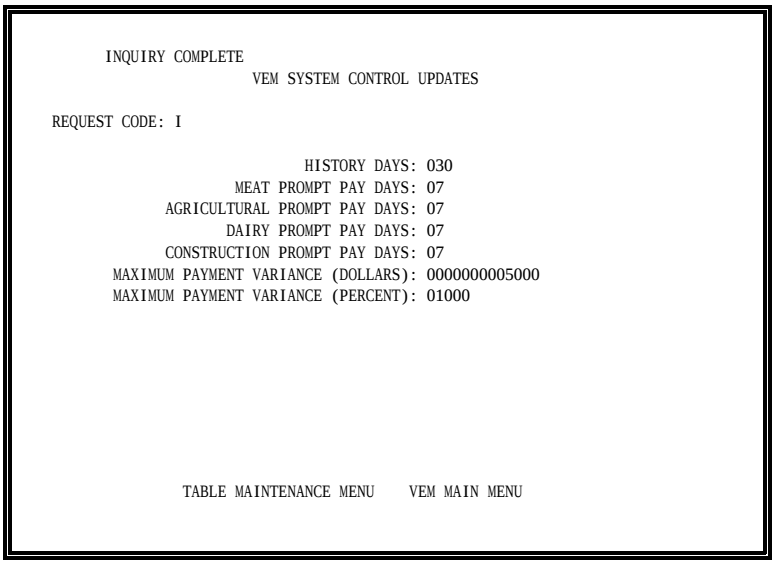


Figure 9P-9 System Control Table

THIS PAGE INTENTIONALLY BLANK

Chapter 4 - Purchase Order Maintenance

4.1. Introduction - The purchase order is the most important document in VEM. Invoices will not be paid unless a purchase order has been previously entered in VEM.

4.2. Access the Purchase Order Maintenance Menu - To perform any of the purchase order maintenance functions, access the VEM Main Menu and select option 1, Purchase Order Maintenance Menu.

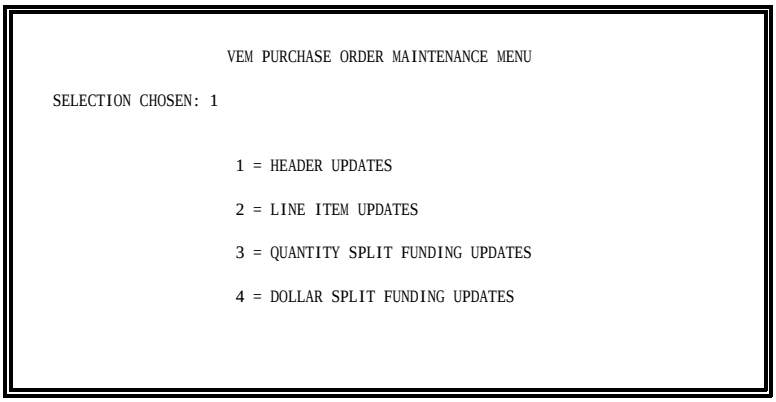


Figure 9P-10 Purchase Order Maintenance Menu

This menu allows access to the four different purchase order update options. After the menu is displayed, choose the desired Purchase Order maintenance option, enter the appropriate number in the Selection Chosen field, and press ***Enter***.

The following paragraphs outline the procedure to process an ADD action for each purchase order maintenance option.

4.3. Purchase Order Header Update - Select option 1, Purchase Order Header Update screen from the Purchase Order Maintenance Menu. The Purchase Order Header screen must be completed to add a purchase order to VEM. The region/district and purchase order number must be entered on the Purchase Order Header Update screen to retrieve a purchase order header record for changing, deleting, or inquiring in VEM.

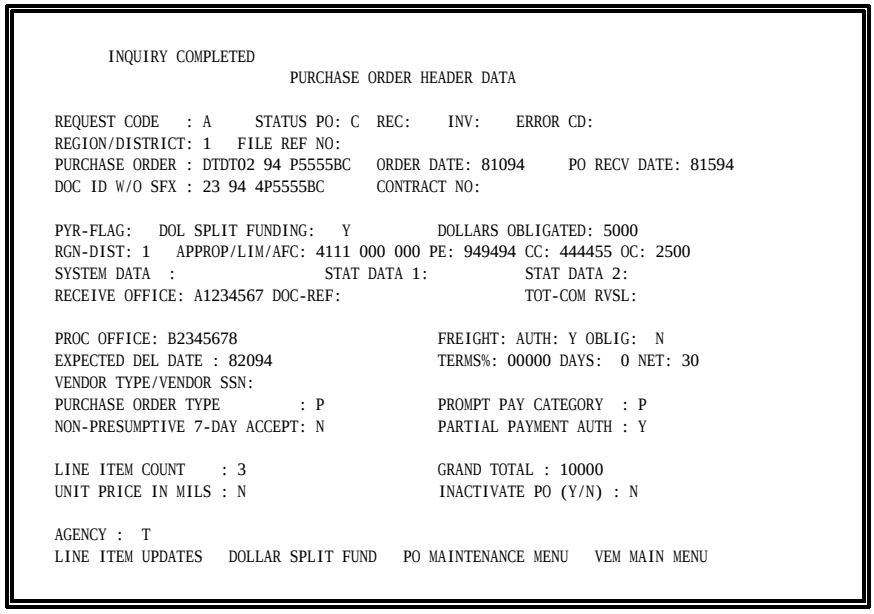


Figure 9P-11 Purchase Order Header Updates

a. Data Fields - The following is a list of data fields on the Purchase Order Header Updates screen, a description of what may be entered in each and whether the field is mandatory or optional.

REQUEST CODE: *(1X)*	Enter the desired Request Code.
STATUS PO: *(1X)*	The Purchase Order Status is a system generated field. For more information and status code values see Section 1.2.e.
STATUS REC: *(1X)*	The Receiving Report Status is a system generated field. For more information and status code values see Section 1.2.e.
STATUS INV: *(1X)*	The Invoice Status is a system generated field. For more information and status code values see Section 1.2.e.
ERROR CD: *(1X)*	The Error Code field is system generated. For more information about this field, refer to Section 1.2.f.
REGION/DIST: *(1X)*	Enter appropriate Region/District code. This field defaults to the user's region/district.
FILE REFERENCE NO: *(10X)*	Enter applicable File Reference Number. Available for agency 2 only.
PURCHASE ORDER: *(15X)*	Enter the purchase order number. This is a mandatory field and must not contain embedded blanks.
ORDER DATE: *(6X)*	Enter the date the goods were ordered. This is a mandatory field. This date must be less than or equal to the PO receipt date.
PO RECEIPT DATE: *(7X)*	Enter the date the Purchase Order was received. This is a mandatory field.

DOC ID W/O SFX: *(13X)*	The Document-ID without suffix field is a system generated field. It is the DAFIS Document-ID which is created by VEM from the purchase order number and purchase order type.
CONTRACT NO: *(14X)*	Enter the Contract Number. It is an optional field and may not contain embedded blanks or special characters.
PRIOR YEAR FLAG: *(1X)*	The Prior Year Recovery Flag is optional. If entered it must be Y (Yes) or N (No). Refer to Format 03 edits in Section 6 for information on Prior Year Flag.
DOLLAR SPLIT FUNDING: *(1X)*	The Dollar Split Funding field must either be **Y** or **N**. The default is determined by the Agency Control Table. Refer to Chapter 4.4, for information on Dollar Split Funding. The **Y** or **N** in this field indicates whether or not the purchase order is obligated across more than one accounting classification. If this field is set to **Y**, the Dollar Obligated field must also be entered. If the dollar amount in the Dollar Obligated field is less than the amount entered in the Grand Total field, the Dollar Split Funding flag is set to **Y**. The Dollar Split Funding Obligation screen will be displayed when data entry of the header data is complete. If the two fields are equal, the Purchase Order Line Item screen will be displayed. If the Dollar Split Funding field is set to **N**, it is not necessary to enter an amount in the Dollar Obligated field. The **Y** or **N** in the dollar Split Funding field requires the user to decide whether it will be necessary to have the Dollar Split Funding Obligation screen displayed.
DOLLARS OBLIGATED: *(13X)*	The Dollars Obligated field is a mandatory field if the Dollar Split Funding field defaults to **Y**. It is an optional field if the Dollar Split Funding field defaults to **N**. If the Dollar Split Funding field defaults to **Y**, enter a dollar amount in the Dollars Obligated field that is less than or equal to the Grand Total field.
RGN/DIST: *(1X)*	Enter the appropriate Region or District code. This field does not default to the user's region or district code. The region or district code in this field refers to the applicable region or district's accounting classification being charged.
APPROP CODE: *(4X)*	The Appropriation Code is a mandatory field. See Format 03 edits in Section 6, Chapter 4 for additional information.
APPROP LIMIT: *(3X)*	The Appropriation Code Limitation field is mandatory. See Format 03 edits in Section 6, Chapter 4 for additional information.
ALLOT FUND CONTROL: *(3X)*	The Allotment Fund Control field is mandatory. See Format 03 edits in Section 6, Chapter 4 for additional information.
PROGRAM ELEMENT: *(6X)*	Program Element is mandatory. See Format 03 edits in Section 6, Chapter 4, for additional information.
COST CENTER: *(6X)*	The Cost Center is a mandatory field. The cost center will be validated against the T06 table. See Format 03 edits in Section 6, Chapter 4, for additional information.
OBJECT CLASS: *(4X)*	Refer to Format 03 edits in Section 6, Chapter 4, for information on Object Class.
SYSTEM DATA: *(15X)*	Refer to Format 03 edits in Section 6, Chapter 4, for information on System Data.

STAT DATA 1: *(9X)*

Refer to Format 03 edits in Section 6, Chapter 4, for information on Stat Data 1.

STAT DATA 2: *(9X)*

Refer to Format 03 edits in Section 6, Chapter 4, for information on Stat Data 2.

RECEIVING OFFICE: *(8X)*

The Receiving Office is a mandatory field. It identifies the office receiving the goods or services on the purchase order.

DOC REF: *(16X)*

The Document Reference field is optional. Enter the commitment document-ID if applicable.

TOT-COM-RVSL: *(1X)*

The Total Commitment Reversal field is optional. It has one position requiring **Y** or **N** only. Enter **Y** to reverse the entire commitment or **N** to reverse the amount of the current document only.

PROCUREMENT OFFICE: *(8X)*

The Procurement Office field is an optional field. It identifies the office originating the purchase order. Reference Chapter 3, Standard Table Maintenance Menu for more information.

FREIGHT AUTHORIZED: *(1X)*

The Freight Authorized field must contain a **Y** for Yes or an **N** for No. The default value is **Y**. If the value is **N**, then freight charges on any associated invoices will not be accepted.

OBLIG: *(1X)*

The Freight Obligation field must contain a **Y** or **N**. The default is **N**. If the value is **Y**, then Purchase Order Freight Obligation screen will appear for obligation of freight separately.

EXPECTED DEL DATE: *(8X)*

The Expected Delivery Date is a mandatory field. It must be later than or equal to the order date.

TERMS: *(5X)*

Discount terms are used at the payment stage to determine payment date. The terms provided on the purchase order are used only when no discount is offered on the invoice. There are three valid combinations of terms that may be entered.

- Percent - Days - Net (validated against T42)
- Percent - Days (Validated against T42)
- Net

The percentage defaults to 0. It must be entered, if the days are entered. The field is entered as a left justified field and must be less than 10000. For example:

User Enters	Implies
10000	100.00% **ERROR**
11000	11.00%
02000	2.00%
00500	.5%
04550	4.50%
200	20%

DAYS: *(2X)*

Days are used at the payment stage to determine payment date and if offered whether the discount is attainable or not. It must be entered if the percentage is entered, otherwise, it is optional. If entered, it must be a number between 01 and 89. The default value is 0.

NET: *(2X)*

The Net must be a number between 01 and 89. The default value is 30. Net days are used at the payment stage to determine payment date when a discount is not offered or to determine whether an offered discount has been lost.

VENDOR TYPE/ VENDOR SSN: *(10X)*

This is an optional field unless it is an Advance Pay purchase order. If it is an Advance Pay purchase order and the Vendor Type/SSN is not entered, the purchase order will remain in an incomplete status (PO Status = **I**). The vendor type and SSN are validated against the T16 table.

The Vendor Type field is a control field. If the Vendor Type/SSN is not known, enter an **F** for vendor type and the first four characters of the vendor's name. A 5 digit zip code may also be entered after the first four characters of the vendor's name to further define the search criteria. If any vendors match the search criteria, a vendor selection screen will be displayed with up to 4 vendors that match the search criteria. The user may select the appropriate vendor. If no vendors match the search criteria, a message will be displayed indicating this. See Figures 9P-19 and 9P-20 for example. If more than four vendors are found, they can be displayed on subsequent screens by pressing the enter key.

PURCHASE ORDER TYPE: *(1X)*

The Purchase Order Type must be one of the following:

- A - Advance Pay
- B - Payment Before Receipt (PBR)
- F - Fast Pay
- P - Standard Purchase Order
- S - Standard form 44
- V - Service Contract

The default value is **P**.

PROMPT PAY CATEGORY: *(1X)*

The Prompt Pay Category must be one of the following:

- A - Agricultural
- C - Construction
- D - Dairy
- E - Exempt
- M - Meat
- P - Standard Prompt Pay

The default value is **P**.

NON-PRESUMPTIVE 7-DAY ACCEPT: *(1X)*

The Non-Presumptive 7-Day Acceptance Flag is used to validate the Acceptance Date for received goods. When this flag is set to **N**, the goods or services must be accepted within 7 days of their receipt. When this flag is set to **Y**, acceptance can be anytime after receipt of the goods or services. **Y** or **N** are the only valid values. The default value is **N**.

PARTIAL PAYMENT AUTH: *(1X)*

The Partial Payments authorized field must be **Y** or **N**. The default is **Y**. When this field is set to **N**, no partial invoices associated with this purchase order will be accepted.

LINE ITEM COUNT: *(4X)*

The Line Item Count is a mandatory field and must be greater than 0. This count will be compared with the number of line items entered on the Purchase Order Line Item screen when balancing the purchase order. If the two counts do not match, the purchase order will not balance and the purchase order status will be **I**.

GRAND TOTAL: *(13X)*

The Grand Total is a mandatory field and must be greater than 0. No decimal point is entered. This is a left justified field. When VEM tries to balance the purchase order, it will compare the grand total to the total of all line item extended prices. If the totals do not match, the purchase order will not balance and the purchase order status will be **I**.

UNIT PRICE IN MILS: *(1X)*

The Unit Price in Mils field must be **Y** or **N**. A **Y** in this field indicates that the unit price of all line items have an implied 4 places to the right of the decimal point. For example:

User Enters	Unit Price in Mils	Value
89234	N	$892.34
89234	Y	$8.9234
7213	N	$72.13
7213	Y	$.7213

The default value is **N**.

INACTIVE PO (Y/N): *(1X)*

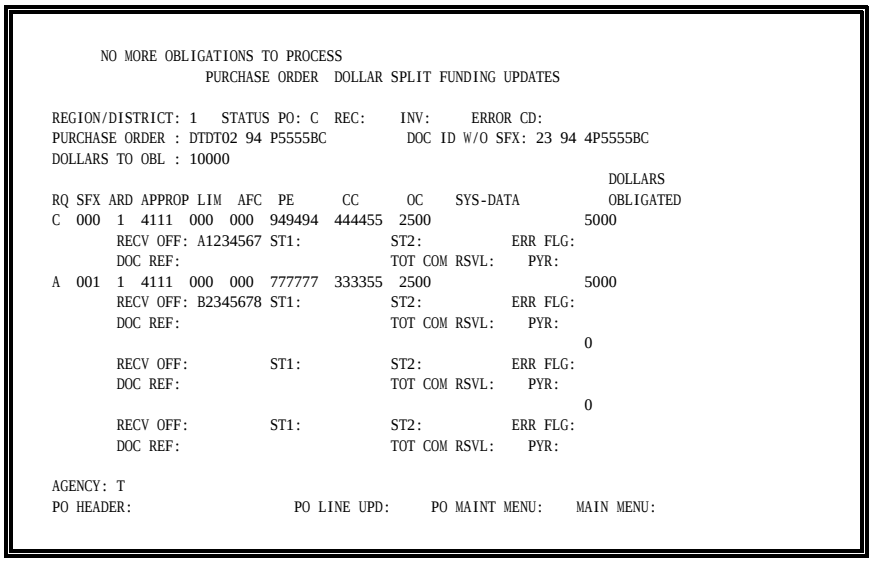
The Inactive Purchase Order field must be **Y** or **N**. The default value is **N**. When this is set to **Y**, the PO Status is changed to **K** and no further activity will be allowed on this purchase order or its associated receiving reports and invoices. It may be reactivated by changing back to **N**.

b. The Purchase Order Line Item screen will automatically be displayed if a vendor "find" was not requested and split funding was not selected. If a vendor "find" was requested, it will be displayed before any other screen. The Dollar Split Funding Obligation screen is followed by the Purchase Order Line Item screen.

When the user is changing, deleting, or inquiring Purchase Orders, control remains on the Purchase Order Header screen until the user selects PO Line Item Updates, PO Maintenance Menu or VEM Main Menu. If the user selects the PO Line Item Updates, the line items associated with the Purchase Order Header currently displayed will be shown.

At any time, the user may go to the PO Line Item Updates screen, PO Maintenance Menu or VEM Main Menu by entering an **X** in the appropriate spot at the bottom of the screen. Remember that data currently on the screen will be lost.

4.4. Purchase Order Dollar Split Funding Updates - The Purchase Order Dollar Split Funding Updates screen (see Figure 9P-12) is used when there is more than one accounting classification associated with a purchase order to be split by dollars. This screen will automatically be displayed if the Split Funding flag is set to **Y** on the Purchase Order Header screen. To access this screen from the Purchase Order Maintenance Menu (see Figure 9P-10), choose Selection 4.



```
      NO MORE OBLIGATIONS TO PROCESS
                  PURCHASE ORDER  DOLLAR SPLIT FUNDING UPDATES

REGION/DISTRICT: 1   STATUS PO: C  REC:    INV:     ERROR CD:
PURCHASE ORDER : DTDT02 94 P5555BC          DOC ID W/O SFX: 23 94 4P5555BC
DOLLARS TO OBL : 10000
                                                                  DOLLARS
RQ SFX ARD APPROP LIM  AFC  PE      CC      OC    SYS-DATA        OBLIGATED
C  000  1  4111  000  000  949494  444455  2500                  5000
        RECV OFF: A1234567 ST1:           ST2:          ERR FLG:
        DOC REF:                          TOT COM RSVL:    PYR:
A  001  1  4111  000  000  777777  333355  2500                  5000
        RECV OFF: B2345678 ST1:           ST2:          ERR FLG:
        DOC REF:                          TOT COM RSVL:    PYR:
                                                                  0
        RECV OFF:          ST1:           ST2:          ERR FLG:
        DOC REF:                          TOT COM RSVL:    PYR:
                                                                  0
        RECV OFF:          ST1:           ST2:          ERR FLG:
        DOC REF:                          TOT COM RSVL:    PYR:

AGENCY: T
PO HEADER:                  PO LINE UPD:     PO MAINT MENU:    MAIN MENU:
```

Figure 9P-12 Purchase Order Dollar Split Funding Updates

If this screen was automatically displayed following the Purchase Order Header screen or the Vendor Selection screen that follows the Purchase Order Header screen, the top portion of the screen will automatically be filled in. If this screen was entered manually from the Purchase Order Maintenance Menu, an inquiry must be performed. Enter the purchase order number. All data associated with the purchase order will be displayed.

If a payment has been made for the current purchase order and accounting classification, changes and/or deletions are not allowed until a stop pay has been applied to the payment.

a. Data Fields - The following is a list of data fields on this screen. Also, there is a description of what may be entered in each and whether the field is mandatory or optional.

REGION/ DISTRICT: *(1X)* — The Region/District cannot be changed if this screen was displayed automatically after the Purchase Order Header Updates screen. The user must have access to the data for the region/district, otherwise an error message is displayed. The default value is the user's region/district.

STATUS PO: *(1X)* — The Purchase Order Status is a system generated field. For more information and status code values, refer to Section 1.2.e.

STATUS REC: *(1X)* — The Receiving Report Status is a system generated field. For more information and status code values, refer to Section 1.2.e.

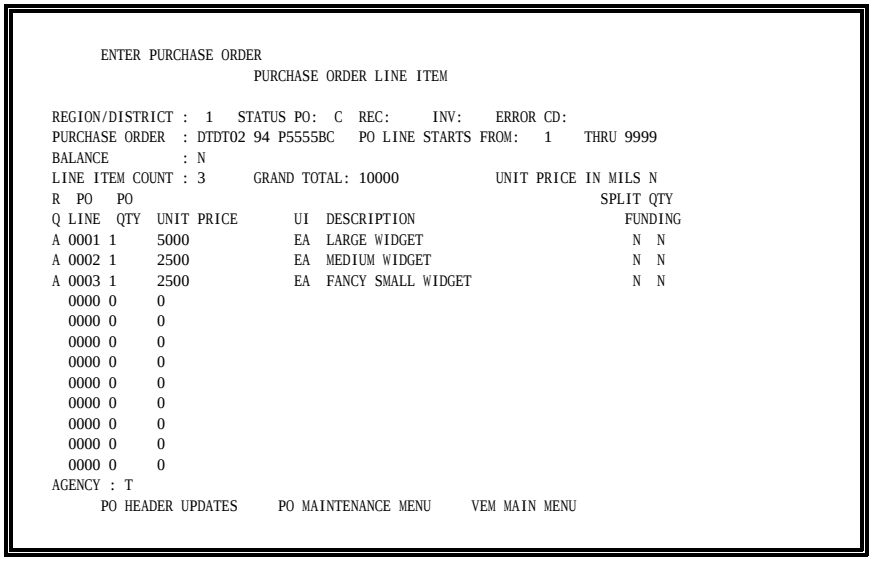
STATUS INV: *(1X)* — The Invoice Status is a system generated field. For more information and status code values, refer to Section 1.2.e.

ERROR CD: *(1X)* — The Error Code field is system generated. For more information and status code values, refer to Section 1.2.f.

PURCHASE ORDER: *(15X)* — The Purchase Order number is protected if this screen was called by the Purchase Order Header screen. If not, it is a mandatory field and must already exist on the Purchase Order Header file. For more information about this field, refer to Section 4.3.a.

DOC ID W/O SFX: *(13X)*	The Document-ID Without Suffix field is a system generated field. It is the DAFIS document-ID which is created by VEM from the purchase order number and purchase order type.
DOLLARS TO OBL: *(13X)*	The Dollars To Obligate field is an optional field. When entered, it is a left justified field and must be greater than 0.
REQ: *(1X)*	Enter a valid Request Code.
SFX: *(3*X)	The Document Suffix is a system generated field. There is one suffix assigned for each accounting classification beginning with 000 for the first accounting classification, 001 for the second accounting classification, and continuing through suffix 999.
AGENCY/ REG/DIST: *(1X)*	The default value is the user's agency/region/district.
APPROP CODE: *(4X)*	The Appropriation Code is a mandatory field. See Format 03 edits, Section 6, Chapter 4, for additional information.
APPROP LIMIT: *(3X)*	The Appropriation Code Limitation field is mandatory. See Format 03 edits, Section 6, Chapter 4, for additional information.
ALLOT FUND CONTROL: *(3X)*	The Allotment Fund Control field is mandatory. See Format 03 edits, Section 6, Chapter 4, for additional information.
PROGRAM ELEM: *(6X)*	The Program Element is mandatory. See Format 03 edits, Section 6, Chapter 4, for additional information.
COST CENTER: *(6X)*	The Cost Center is a mandatory field. See Format 03 edits, Section 6, Chapter 4, for additional information.
OBJECT CLASS: *(4X)*	The Object Class is a mandatory field. See Format 03 edits, Section 6, Chapter 4, for additional information.
SYSTEM DATA: *(15X)*	Refer to Format 03 edits, Section 6, Chapter 4, for information on System Data.
STAT DATA 1: *(9X)*	Refer to Format 03 edits, Section 6, Chapter 4, for information on Stat Data 1.
STAT DATA 2: *(9X)*	Refer to Format 03 edits, Section 6, Chapter 4, for information on Stat Data 2.

4.5. Purchase Order Line Item Update - The Purchase Order Line Item screen (see Figure 9P-13) is used to enter line item data for a purchase order. If dollar split funding was not selected on the Purchase Order Header screen, this screen will be displayed as soon as data entry is completed for the purchase order header (this may include selecting a vendor). If dollar split funding was selected, this screen will be displayed immediately after the Dollar Split Funding Obligation screen. If accessing this screen from the Purchase Order Maintenance Menu (see Figure 9P-10), choose Selection 2. When entering this screen through the menu, an inquiry must be performed. Enter the purchase order number. A purchase order line item number range may also be entered. Press ***Enter***.



```
      ENTER PURCHASE ORDER
                        PURCHASE ORDER LINE ITEM

REGION/DISTRICT :  1   STATUS PO:  C  REC:     INV:    ERROR CD:
PURCHASE ORDER  : DTDT02 94 P5555BC   PO LINE STARTS FROM:   1    THRU 9999
BALANCE         : N
LINE ITEM COUNT : 3      GRAND TOTAL: 10000            UNIT PRICE IN MILS N
R  PO   PO                                                      SPLIT QTY
Q LINE  QTY  UNIT PRICE       UI  DESCRIPTION                      FUNDING
A 0001 1     5000             EA  LARGE WIDGET                      N  N
A 0002 1     2500             EA  MEDIUM WIDGET                     N  N
A 0003 1     2500             EA  FANCY SMALL WIDGET                N  N
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
AGENCY : T
      PO HEADER UPDATES     PO MAINTENANCE MENU     VEM MAIN MENU
```

Figure 9P-13 Purchase Order Line Item

a. Data Fields - The following is a list of data fields on this screen, a description of what may be entered in each and whether the field is mandatory or optional.

REGION/ DISTRICT: *(1X)* — Enter appropriate Region/District code. Refer to Format 03 edits, Section 6, Chapter 4, for more information.

STATUS PO: *(1X)* — The Purchase Order Status is a system generated field. For more information and status code values, refer to Section 1.2.e.

STATUS REC: *(1X)* — The Receiving Report Status is a system generated field. For more information and status code values, refer to Section 1.2.e.

STATUS INV: *(1X)* — The Invoice Status is a system generated field. For more information and status code values, refer to Section 1.2.e.

ERROR CD: *(1X)* — The Error Code field is system generated. For more information about this field, refer to Section 1.2.f.

PURCHASE ORDER: *(15X)* — The Purchase Order Number is protected if this screen was called by the Purchase Order Header screen. If not, it is a mandatory field and must already exist on the Purchase Order Header file. For more information about this field, refer to Section 4.3.a.

PO LINE STARTS FROM: *(4X)* — Enter the first Purchase Order Line number of the list of purchase order lines. If nothing is entered in this field, the line information will begin with the first purchase order line. The Purchase Order Line Starts From field must be less than or equal to the Purchase Order Line Thru field.

THRU: *(4X)* — Enter the last Purchase Order Line number of the list of purchase order lines. If nothing is entered in this field, all lines from the PO Line Starts From field through the last purchase order line will be listed. When entered, this field must be greater than or equal to the PO Line Starts From field.

BALANCE: *(1X)*

The Balance flag must be either **Y** or **N**. Default is **N**.

When the user is entering a new purchase order, it is automatically balanced after the last line has been entered. However, when a change to the purchase order is requested, the user must set the balance flag on the Purchase Order Line Update screen to **Y** to balance the purchase order, otherwise VEM will record it as incomplete. In addition, if a purchase order is marked incomplete as the result of an error identified during the periodic batch processing, this flag must be set to **Y** after correction to allow VEM to rebalance the purchase order, record it as complete, and reprocess it in the periodic batch process.

When VEM moves to this screen automatically from the Purchase Order Header screen the Vendor Selection screen or Dollar Split Funding screen; VEM will automatically balance the purchase order when data entry is complete.

The following evaluations are accomplished by VEM to determine if the purchase order is balanced and complete:

- Compare the number of line items to the line item count on the purchase order header;
- Compare the total of the line items' extended amounts to the grand total of the purchase order;
- Verify the obligations were assigned accounting classifications;
- Verify that the total dollar obligations equal the grand total;
- Verify that the Split Funding Quantities for each line item equal the ordered quantity; and
- If the purchase order is Advance Pay, verify a Vendor Type/SSN was added on the purchase order header record

If none of the above checks fail, the purchase order status will be updated to **C** (Complete) on the purchase order header, receiving reports header and invoices header. If any of the checks fail, the purchase order status will remain **I** (Incomplete) until correction is made.

LINE ITEM COUNT: *(5X)*

The Line Item Count is a numeric field. If this field is changed, the value of the item count on the purchase order header will be changed.

GRAND TOTAL: *(13X)*

The Grand Total field must be numeric. No decimal point is entered. This is a left justified field. If the grand total is changed, the grand total value on the purchase order header will be changed.

UNIT PRICE IN MILS: *(1X)*

This is a system generated field and indicates whether there is an implied two places to the right of the decimal or four places to the right of the decimal.

RQ: *(1X)*

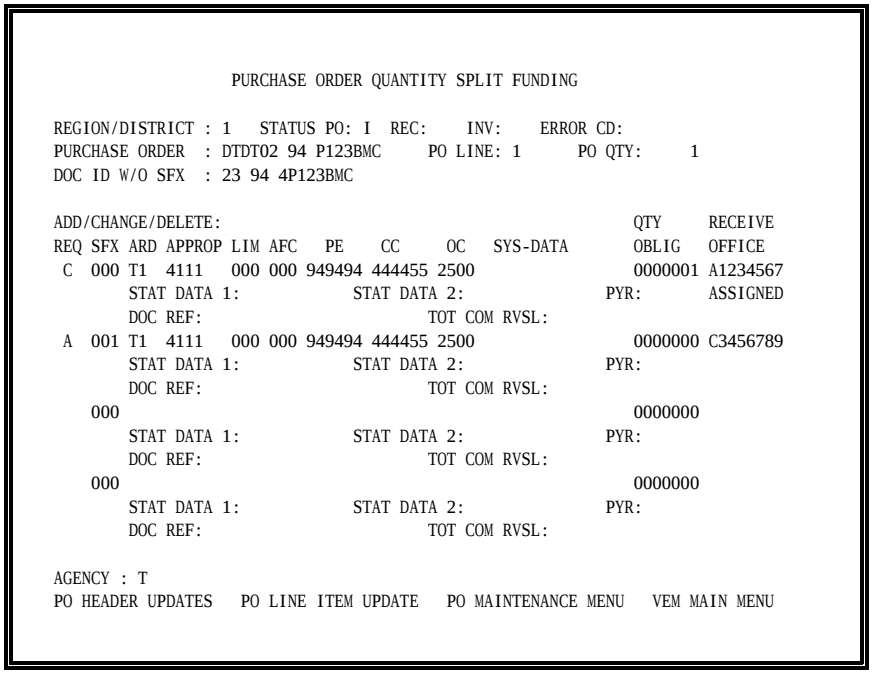
Enter a valid Request Code.

PO LINE: *(4X)*

The Purchase Order Line number field must be numeric.

PO QTY: *(5X)*	The Purchase Order Quantity field is mandatory and must be numeric.
UNIT PRICE: *(15X)*	The Unit Price is a mandatory field and must be numeric. This is a left justified field.
UI: *(2X)*	Unit of Issue (i.e. EA, BX, DZ) is an optional field.
DESCRIPTION: *(35X)*	This optional field contains a description of each line item.
SPLIT QTY FUNDING: *(1X)*	The Split Quantity Funding field is an optional control field. If entered, it must be a **Y** or an **N**. This indicates that the line item's cost is to be allocated by line item quantity to more than one accounting classification. If the purchase order type is **V** (Service Contract), the Split Quantity Funding field must be **N**. When set to **Y**, the Purchase Order Quantity Split Funding Updates screen (see Figure 9P-14 in Section 4.6) will automatically be displayed. The user can then indicate the quantities and accounting classification for each line item. See Chapter 4.6 of this document for more information regarding quantity split funding.
AGENCY: *(1X)*	The default value is the user's agency.

4.6. Purchase Order Quantity Split Funding Updates - The Purchase Order Quantity Split Funding Updates screen (see Figure 9P-14) allows the user to add, change or delete Purchase Order Quantity Split Funding data. This screen may automatically be displayed depending on the value of the Split Quantity Funding flag set on the Purchase Order Line Items Update screen. If accessing this screen from the Purchase Order Maintenance Menu (see Figure 9P-10), choose Selection 3. When entering this screen from the menu, an inquiry must be performed before any data processing may be done. To perform the inquiry, enter the purchase order number and the purchase order line item number range.



```
                    PURCHASE ORDER QUANTITY SPLIT FUNDING

REGION/DISTRICT : 1   STATUS PO: I  REC:    INV:    ERROR CD:
PURCHASE ORDER  : DTDT02 94 P123BMC     PO LINE: 1      PO QTY:     1
DOC ID W/O SFX  : 23 94 4P123BMC

ADD/CHANGE/DELETE:                                              QTY     RECEIVE
REQ SFX ARD APPROP LIM AFC   PE    CC     OC   SYS-DATA        OBLIG   OFFICE
 C  000 T1  4111   000 000 949494 444455 2500                  0000001 A1234567
        STAT DATA 1:            STAT DATA 2:               PYR:       ASSIGNED
        DOC REF:                        TOT COM RVSL:
 A  001 T1  4111   000 000 949494 444455 2500                  0000000 C3456789
        STAT DATA 1:            STAT DATA 2:               PYR:
        DOC REF:                        TOT COM RVSL:
    000                                                     0000000
        STAT DATA 1:            STAT DATA 2:               PYR:
        DOC REF:                        TOT COM RVSL:
    000                                                     0000000
        STAT DATA 1:            STAT DATA 2:               PYR:
        DOC REF:                        TOT COM RVSL:

AGENCY : T
PO HEADER UPDATES   PO LINE ITEM UPDATE   PO MAINTENANCE MENU   VEM MAIN MENU
```

Figure 9P-14 Purchase Order Quantity Split Funding Updates

When adding a new purchase order, this screen is only accessed if the user has indicated on the Purchase Order Line Item screen that a line item is associated with more than one accounting classification or receiving office. For each line item flagged for multiple accounting classifications, this screen is displayed with appropriate line item number and the total line item quantity. The user must enter quantity, new accounting classification data, receiving office number or change or delete existing data. All accounting classifications assigned for a given purchase order will be listed on the screen.

a. Data Fields - The following is a list of data fields on this screen, a description of what may be entered in each and whether the field is mandatory or optional.

REGION/DISTRICT: *(1X)*	The Region/District cannot be changed if this screen was automatically displayed after the Purchase Order Header screen.
STATUS PO: *(1X)*	The Purchase Order Status is a system generated field. For more information and status code values, refer to Section 1.2.e.
STATUS REC: *(1X)*	The Receiving Report Status is a system generated field. For more information and status code values, refer to Section 1.2.e.
STATUS INV: *(1X)*	The Invoice Status is a system generated field. For more information and status code values, refer to Section 1.2.e.
ERROR CD: *(1X)*	The Error Code field is system generated. For more information and status code values, refer to Section 1.2.e.
PURCHASE ORDER: *(15X)*	The Purchase Order number is protected if this screen was called by the Purchase Order Line Items screen. If not, it is a mandatory field and must already exist on the Purchase Order Header file.
PO LINE: *(4X)*	The Purchase Order Line number is mandatory when this screen is requested by the user. It must be between 1 and 9999 and must be a valid line number for the purchase order specified.
PO QTY: *(5X)*	The Purchase Order Quantity is system generated.
DOC ID W.O SFX: *(13X)*	The Document-ID Without Suffix field is a system generated field. It is the DAFIS document-ID which is created by VEM from the purchase order number and purchase order type.
REQ: *(1X)*	Enter a valid Request Code.
SFX: *(3X)*	The Document Suffix is a system generated field. There is one suffix assigned for each accounting classification beginning with 000 for the first accounting classification, 001 for the second accounting classification, etc.
APPROP CODE: *(4X)*	The Appropriation Code is system generated information obtained from the Purchase Order Header Update screen.
APPROP LIMIT: *(3X)*	The Appropriation Code Limitation is system generated information obtained from the Purchase Order Header Update screen.

ALLOT FUND CONTROL: *(3X)*	The Allotment Fund Control field is system generated information obtained from the Purchase Order Header Update screen.
PROGRAM ELEM: *(6X)*	The Program Element is system generated information obtained from the header screen.
COST CENTER: *(6X)*	The Cost Center is system generated information obtained from the header screen.
OBJECT CLASS: *(4X)*	The Object Class is system generated information obtained from the header screen.
SYSTEM DATA: *(15X)*	The System Data is system generated information obtained from the header screen.
QUANTITY: *(7*X)	The Quantity Obligation field is an optional field. If entered, it must be between 0 and 99999.
RECEIVING OFFICE: *(8X)*	The Receiving Office is a mandatory field. It identifies the office receiving the goods or services.
STAT DATA 1: *(9X)*	The Stat Data 1 is system generated information obtained from the header screen.
STAT DATA 2: *(9X)*	The Stat Data 2 is system generated information obtained from the header screen.
AGENCY: *(1X)*	The default value is the user's agency.

b. Request Codes - When VEM automatically passes to the Purchase Order Quantity Split Funding Update screen while adding a new purchase order, the accounting classification data, receiving office from the Purchase Order Header Update screen and the quantity from the Purchase Order Line Item Update screen will be displayed in the area of the screen labeled "Accounting Classification Already Assigned". Only four accounting classifications may be displayed on the screen at a time. When purchase order inquiry has more than four accounting classifications the user may view additional data by pressing ***Enter***.

To add an accounting classification, enter an **A** in the REQ column and enter the new data in the "Accounting Classification Already Assigned" area. At the time the new data is added, the user is not required to enter the quantity obligated. However, the purchase order will not be marked complete until the sum of all quantities is equal to the total quantity ordered.

To change an accounting classification, quantity obligated, or receiving office, enter a **C** in the REQ column next to the line of data requiring the change and make the desired changes.

Similarly, to delete an accounting classification, place a **D** in the REQ column next to the data to be deleted.

c. Exiting the Quantity Split Funding Screen - If VEM automatically passed to this screen following the Purchase Order Line Item Update screen, control will remain on this screen until all line items flagged for quantity obligations have been completed. Control will then return to the Purchase Order Header screen.

When this screen is entered manually, the user may choose to go to the Purchase Ordrer Header Updates screen, Purchase Order Line Item Update screen, Purchase Order Maintenance Menu or the VEM Main Menu. To go to one of these screens, place an **X** next to the desired screen name at the bottom of the Purchase Order Quantity Split Funding Updates screen and press ***Enter***.

4.7. Examples of Purchase Order Maintenance Functions - This section provides examples of several situations involving entering purchase order data. The examples include entering new data, finding vendor information, entering split funding data, and changing and deleting purchase order data.

a. Adding a Standard Purchase Order (No Vendor or Split Funding)

(1) From the VEM Main Menu, access the Purchase Order Maintenance Menu by entering Selection **1**. (See Figure 9P-1.) Press ***Enter***.

(2) Enter Selection **1** on the Purchase Order Maintenance Menu. (See Figure 9P-10.) Press ***Enter***.

(3) To add the purchase order header data, enter Request Code **A**. See Chapter 4.3 for a description of what may be entered in data fields. (See Figure 9P-15.) Press ***Enter***.

```
      ENTER PURCHASE ORDER
                          PURCHASE ORDER HEADER DATA

REQUEST CODE   : A     STATUS PO:    REC:    INV:    ERROR CD:
REGION/DISTRICT: 1   FILE REF NO:
PURCHASE ORDER : DTDT02 94 P123456   ORDER DATE: 081094    PO RECV DATE: 081594
DOC ID W/O SFX :                     CONTRACT NO:

PYR-FLAG:   DOL SPLIT FUNDING:   N          DOLLARS OBLIGATED: 0
RGN-DIST: 1   APPROP/LIM/AFC: 4111 000 000 PE: 949494 CC: 444455 OC: 2500
SYSTEM DATA  :                STAT DATA 1:           STAT DATA 2:
RECEIVE OFFICE: A1234567 DOC-REF:                    TOT-COM RVSL:

PROC OFFICE: B2345678                        FREIGHT: AUTH: Y OBLIG:  N
EXPECTED DEL DATE :                          TERMS%: 00000 DAYS:  0 NET: 30
VENDOR TYPE/VENDOR SSN:
PURCHASE ORDER TYPE         : P              PROMPT PAY CATEGORY  : P
NON-PRESUMPTIVE 7-DAY ACCEPT: N              PARTIAL PAYMENT AUTH : Y

LINE ITEM COUNT    : 1                       GRAND TOTAL : 10000
UNIT PRICE IN MILS : N                       INACTIVATE PO (Y/N) : N

AGENCY :  T
LINE ITEM UPDATES   DOLLAR SPLIT FUND   PO MAINTENANCE MENU   VEM MAIN MENU
```

Figure 9P-15 Purchase Order Header Data

(4) When all purchase order header data has been entered correctly, the purchase order Line Item screen is displayed for entry of the line item data. See Chapter 4.5 for a description of what may be entered in data fields. (See Figure 9P-17.) This screen will provide information indicating that all lines balance to purchase order header and that the purchase order status is complete.

```
      PURCHASE ORDER HEADER ADDED / ENTER LINES
                      PURCHASE ORDER LINE ITEM

REGION/DISTRICT :  1   STATUS PO:  I  REC:      INV:     ERROR CD:
PURCHASE ORDER  : DTDT02 94 P123456   PO LINE STARTS FROM:   0    THRU 9999
BALANCE         : N
LINE ITEM COUNT : 1      GRAND TOTAL: 10000            UNIT PRICE IN MILS N
R  PO   PO                                                        SPLIT QTY
Q LINE  QTY  UNIT PRICE       UI  DESCRIPTION                      FUNDING
A 0001 4     2500             EA  SMALL FANCY WIDGET                N
A 0002 0     0
A 0003 0     0
A 0004 0     0
A 0005 0     0
A 0006 0     0
A 0007 0     0
A 0008 0     0
A 0009 0     0
A 0010 0     0
A 0011 0     0
A 0012 0     0
AGENCY : T
      PO HEADER UPDATES     PO MAINTENANCE MENU     VEM MAIN MENU
```

Figure 9P-16 Purchase Order Line Item

```
      PURCHASE ORDER LINES BALANCE TO PURCHASE ORDER HEADER
                        PURCHASE ORDER HEADER DATA

REQUEST CODE   : I     STATUS PO: C  REC:     INV:     ERROR CD:
REGION/DISTRICT: 1   FILE REF NO:
PURCHASE ORDER : DTDT02 94 P123456   ORDER DATE: 81094     PO RECV DATE: 81594
DOC ID W/O SFX : 23 94 4P123456      CONTRACT NO:

PYR-FLAG:   DOL SPLIT FUNDING:   N          DOLLARS OBLIGATED: 0
RGN-DIST: 1   APPROP/LIM/AFC: 4111 000 000 PE: 949494 CC: 444455 OC: 2500
SYSTEM DATA  :                STAT DATA 1:           STAT DATA 2:
RECEIVE OFFICE: A1234567 DOC-REF:                    TOT-COM RVSL:

PROC OFFICE: B2345678                        FREIGHT: AUTH: Y OBLIG:  N
EXPECTED DEL DATE : 0                        TERMS%: 00000 DAYS:  0 NET: 30
VENDOR TYPE/VENDOR SSN:
PURCHASE ORDER TYPE         : P              PROMPT PAY CATEGORY  : P
NON-PRESUMPTIVE 7-DAY ACCEPT: N              PARTIAL PAYMENT AUTH : Y

LINE ITEM COUNT    : 1                       GRAND TOTAL : 10000
UNIT PRICE IN MILS : N                       INACTIVATE PO (Y/N) : N

AGENCY :  T
LINE ITEM UPDATES   DOLLAR SPLIT FUND   PO MAINTENANCE MENU   VEM MAIN MENU
```

Figure 9P-17 Purchase Order Lines Balance to Header Data

b. Adding a purchase order with vendor selection.

(1) From the VEM Main Menu, access the Purchase Order Maintenance Menu by entering Selection **1**. (See Figure 9P-15.) Press ***Enter***.

(2) Enter Selection **1** on the Purchase Order Maintenance Menu. (See Figure 9P-15.) Press ***Enter***.

(3) To add the purchase order header data, enter Request Code **A**. Then enter Purchase Order Receipt Date, Order Date, Purchase Order Number and Receiving Office. Enter the Accounting Classification: Approp Code, Approp Limit, Allot Fund Control, Program Elem, Cost Center, Object Class and System Data. Enter Procurement Office, Expected Delivery Date. Enter **F** in the Vendor Type and the first four characters of the vendor name and zip code in Vendor SSN. Finish entering the rest of the purchase order data by entering the Purchase Order Type, Line Item Count, and Grand Total. (See Figure 9P-18.) Press ***Enter***.

```
      ENTER PURCHASE ORDER
                          PURCHASE ORDER HEADER DATA

REQUEST CODE   : A     STATUS PO:    REC:    INV:    ERROR CD:
REGION/DISTRICT: 1   FILE REF NO:
PURCHASE ORDER : DTDT02 94 P123456   ORDER DATE: 081094    PO RECV DATE: 081594
DOC ID W/O SFX :                     CONTRACT NO:

PYR-FLAG:   DOL SPLIT FUNDING:   N          DOLLARS OBLIGATED: 0
RGN-DIST: 1   APPROP/LIM/AFC: 4111 000 000 PE: 949494 CC: 444455 OC: 2500
SYSTEM DATA  :                STAT DATA 1:           STAT DATA 2:
RECEIVE OFFICE: A1234567 DOC-REF:                    TOT-COM RVSL:

PROC OFFICE: B2345678                      FREIGHT: AUTH: Y OBLIG:  N
EXPECTED DEL DATE : 082094                 TERMS%: 00000 DAYS:  0 NET: 30
VENDOR TYPE/VENDOR SSN: F SAMS
PURCHASE ORDER TYPE         : P            PROMPT PAY CATEGORY  : P
NON-PRESUMPTIVE 7-DAY ACCEPT: N            PARTIAL PAYMENT AUTH : Y

LINE ITEM COUNT    : 1                     GRAND TOTAL : 5000
UNIT PRICE IN MILS : N                     INACTIVATE PO (Y/N) : N

AGENCY :  T
LINE ITEM UPDATES   DOLLAR SPLIT FUND   PO MAINTENANCE MENU   VEM MAIN MENU
```

Figure 9P-18 Purchase Order Header Data

(4) To select the vendor, enter **X** next to the appropriate Vendor. (See Figure 9P-19.) Press ***Enter***.

```
       PURCHASE ORDER HEADER CHANGED / SELECT VENDOR
                    VEM VALID VENDOR SELECTION

REGION/DISTRICT: 1          PURCHASE ORDER: DTDT02 94 P123456

SEL VENDOR                                VENDOR ADDRESS
 X  TYPE/SSN: 3 12121                     100 S MAIN STREET
    NAME: SAMS WHOLESALE WAREHOUSE
    ACH/EFT FLAG:
                                          OKLAHOMA CITY     O K  73111
    TYPE/SSN: 3 13131                     6500 S TULSA STREET
    NAME: SAMS WHOLESALE WAREHOUSE
    ACH/EFT FLAG:
                                          TULSA             O K  73777
    TYPE/SSN: 3 14141                     970 S DEL STREET
    NAME: SAMS WHOLESALE WAREHOUSE
    ACH/EFT FLAG:
                                          DEL CITY          O K  73999
    TYPE/SSN:
    NAME:
    ACH/EFT FLAG:

  AGENCY: T
PO HDR   INV HDR   INV LINE ITEM   INVOICE MAINTENANCE MENU    VEM MAIN MENU
```

Figure 9P-19 Valid Vendor Selection

(5) The Purchase Order Line Item screen is displayed next for entry of the line item data. Tab to PO Qty for line 1. Enter PO Qty, Unit Price, UI, and Description. Tab to the next line and enter PO Qty, Unit Price, UI, and Description for line 2. Repeat for lines 3 and 4. (See Figure 9P-21.) Press ***Enter***. When all data has been entered correctly, the Purchase Order Header Data screen is displayed. (See Figure 9P-22.) This screen will provide information indicating that all lines balance to the PO header, the PO status is complete and will display the selected vendor.

```
      VENDOR SELECTED
                          PURCHASE ORDER HEADER DATA

REQUEST CODE   : I     STATUS PO: I  REC:    INV:    ERROR CD:
REGION/DISTRICT: 1   FILE REF NO:
PURCHASE ORDER : DTDT02 94 P123456   ORDER DATE: 81094     PO RECV DATE: 81594
DOC ID W/O SFX : 23 94 4P123456      CONTRACT NO:

PYR-FLAG:   DOL SPLIT FUNDING:   N          DOLLARS OBLIGATED: 0
RGN-DIST: 1   APPROP/LIM/AFC: 4111 000 000 PE: 949494 CC: 444455 OC: 2500
SYSTEM DATA  :                STAT DATA 1:           STAT DATA 2:
RECEIVE OFFICE: A1234567 DOC-REF:                    TOT-COM RVSL:

PROC OFFICE: B2345678                        FREIGHT: AUTH: Y OBLIG:  N
EXPECTED DEL DATE : 82094                    TERMS%: 00000 DAYS:  0 NET: 30
VENDOR TYPE/VENDOR SSN: 3 12121
PURCHASE ORDER TYPE          : P             PROMPT PAY CATEGORY  : P
NON-PRESUMPTIVE 7-DAY ACCEPT: N              PARTIAL PAYMENT AUTH : Y

LINE ITEM COUNT    : 1                       GRAND TOTAL : 5000
UNIT PRICE IN MILS : N                       INACTIVATE PO (Y/N) : N

AGENCY :  T
LINE ITEM UPDATES   DOLLAR SPLIT FUND   PO MAINTENANCE MENU   VEM MAIN MENU
```

Figure 9P-20 Purchase Order Header Data - Vendor Selected

```
      ENTER PURCHASE ORDER
                          PURCHASE ORDER LINE ITEM

REGION/DISTRICT :  1   STATUS PO:  I  REC:     INV:    ERROR CD:
PURCHASE ORDER  : DTDT02 94 P123456   PO LINE STARTS FROM:   0    THRU 9999
BALANCE         : N
LINE ITEM COUNT : 1      GRAND TOTAL: 5000             UNIT PRICE IN MILS N

R  PO   PO                                                          SPLIT QTY
Q LINE  QTY  UNIT PRICE       UI  DESCRIPTION                        FUNDING
A 0001 2     2500             EA  SMALL FANCY WIDGET                   N
A 0002 0     0
A 0003 0     0
A 0004 0     0
A 0005 0     0
A 0006 0     0
A 0007 0     0
A 0008 0     0
A 0009 0     0
A 0010 0     0
A 0011 0     0
A 0012 0     0
AGENCY : T
      PO HEADER UPDATES     PO MAINTENANCE MENU     VEM MAIN MENU
```

Figure 9P-21 Purchase Order Line Item

```
      PURCHASE ORDER LINES BALANCE TO PURCHASE ORDER HEADER
                          PURCHASE ORDER HEADER DATA

REQUEST CODE   : I     STATUS PO: C  REC:    INV:    ERROR CD:
REGION/DISTRICT: 1   FILE REF NO:
PURCHASE ORDER : DTDT02 94 P123456   ORDER DATE: 81094     PO RECV DATE: 81594
DOC ID W/O SFX : 23 94 4P123456      CONTRACT NO:

PYR-FLAG:   DOL SPLIT FUNDING:   N          DOLLARS OBLIGATED: 0
RGN-DIST: 1   APPROP/LIM/AFC: 4111 000 000 PE: 949494 CC: 444455 OC: 2500
SYSTEM DATA  :                STAT DATA 1:           STAT DATA 2:
RECEIVE OFFICE: A1234567 DOC-REF:                    TOT-COM RVSL:

PROC OFFICE: B2345678                      FREIGHT: AUTH: Y OBLIG:  N
EXPECTED DEL DATE : 82094                  TERMS%: 00000 DAYS:  0 NET: 30
VENDOR TYPE/VENDOR SSN: 3 12121
PURCHASE ORDER TYPE         : P            PROMPT PAY CATEGORY  : P
NON-PRESUMPTIVE 7-DAY ACCEPT: N            PARTIAL PAYMENT AUTH : Y

LINE ITEM COUNT    : 1                     GRAND TOTAL : 5000
UNIT PRICE IN MILS : N                     INACTIVATE PO (Y/N) : N

AGENCY :  T
LINE ITEM UPDATES   DOLLAR SPLIT FUND   PO MAINTENANCE MENU   VEM MAIN MENU
```

Figure 9P-22 Purchase Order Lines Balance to Header

c. Adding a Purchase Order with Dollar Split Funding.

(1) From the VEM Main Menu, access the Purchase Order Maintenance Menu by entering Selection **1**. (See Figure 9P-1.) Press ***Enter***.

(2) Enter Selection **1** on the Purchase Order Maintenance Menu. (See Figure 9P-10.) Press ***Enter***.

(3) To add the purchase order header data, enter Request Code **A**. Then enter PO Receipt Date, Order Date, Purchase Order Number, Split Funding, Receiving Office, and Dollar Obligation. Enter the Accounting Classification: Approp Code, Approp Limit, Allot Fund Control, Program Elem, Cost Center, Object Class, and System Data. Enter Procurement Office, Expected Delivery Date, Line Item Count, and Grand total. (See Figure 9P-23.) Enter **Y** in the Dollar Split Funding field. Press ***Enter***.

```
      ENTER PURCHASE ORDER
                          PURCHASE ORDER HEADER DATA

REQUEST CODE   : A     STATUS PO:    REC:    INV:    ERROR CD:
REGION/DISTRICT: 1   FILE REF NO:
PURCHASE ORDER : DTDT02 94 P223456   ORDER DATE: 81094     PO RECV DATE: 81594
DOC ID W/O SFX : 23 94 4P223456      CONTRACT NO:

PYR-FLAG:   DOL SPLIT FUNDING:   Y          DOLLARS OBLIGATED: 2500
RGN-DIST: 1   APPROP/LIM/AFC: 4111 000 000 PE: 949494 CC: 444455 OC: 2500
SYSTEM DATA  :                STAT DATA 1:           STAT DATA 2:
RECEIVE OFFICE: A1234567 DOC-REF:                    TOT-COM RVSL:

PROC OFFICE: B2345678                    FREIGHT: AUTH: Y OBLIG:  N
EXPECTED DEL DATE : 82094                TERMS%: 00000 DAYS:  0 NET: 30
VENDOR TYPE/VENDOR SSN:
PURCHASE ORDER TYPE         : P          PROMPT PAY CATEGORY  : P
NON-PRESUMPTIVE 7-DAY ACCEPT: N          PARTIAL PAYMENT AUTH : Y

LINE ITEM COUNT    : 1                   GRAND TOTAL : 5000
UNIT PRICE IN MILS : N                   INACTIVATE PO (Y/N) : N

AGENCY :  T
LINE ITEM UPDATES   DOLLAR SPLIT FUND   PO MAINTENANCE MENU   VEM MAIN MENU
```

Figure 9P-23 Purchase Order Header Data - Dollar Split Funding

(4) Since split funding by dollar was indicated on the Purchase Order Header Data screen, the next screen displayed is the Purchase Order Dollar Split Funding. Note that the accounting classification data entered on the Purchase Order Header Data screen is shown on this screen with the suffix assigned to it, the dollar amount, and the receiving office. Enter the second accounting classification in the Add New portion of the screen. Enter Dollar Obligation , the Receiving Office, and the Accounting Classification: Approp Code, Approp Limit, Allot Fund Control, Program Elem, Cost Center, and Object Class. (See Figure 9P-24.) Press ***Enter***.

```
                  PURCHASE ORDER  DOLLAR SPLIT FUNDING UPDATES

REGION/DISTRICT: 1   STATUS PO: I  REC:    INV:     ERROR CD:
PURCHASE ORDER : DTDT02 94 223456          DOC ID W/O SFX: 23 94 4223456
DOLLARS TO OBL : 5000

                                                                    DOLLARS
RQ SFX ARD APPROP LIM  AFC  PE      CC      OC    SYS-DATA          OBLIGATED
C  000  1  4111  000  000  949494  444455  2500                    2500
       RECV OFF: A1234567 ST1:           ST2:           ERR FLG:
       DOC REF:                          TOT COM RSVL:    PYR:
A         4111  000  000  777777  333355  2500                    2500
       RECV OFF: A1234567 ST1:           ST2:           ERR FLG:
       DOC REF:                          TOT COM RSVL:    PYR:
                                                                    0
       RECV OFF:          ST1:           ST2:           ERR FLG:
       DOC REF:                          TOT COM RSVL:    PYR:
                                                                    0
       RECV OFF:          ST1:           ST2:           ERR FLG:
       DOC REF:                          TOT COM RSVL:    PYR:

AGENCY: T
PO HEADER:                   PO LINE UPD:     PO MAINT MENU:    MAIN MENU:
```

Figure 9P-24 Purchase Order Dollar Split Funding

(5) After all accounting data has been entered correctly, the Purchase Order Line Item screen is displayed for entry of the line item data. Tab to PO Qty for line 1. Enter PO Qty, Unit Price, UI, and Description. Tab to the next line and enter PO Qty, Unit Price, UI, and Description for line 2. Repeat for lines 3 and 4. (See Figure 9P-25.) Press ***Enter***. When all data has been entered correctly, the Purchase Order Header Data screen is displayed. (See Figure 9P-26.)

```
                        PURCHASE ORDER LINE ITEM

REGION/DISTRICT : 1    STATUS PO:  I  REC:     INV:    ERROR CD:
PURCHASE ORDER  : DTDT02 94 223456    PO LINE STARTS FROM:   1    THRU 9999
BALANCE         : N
LINE ITEM COUNT : 2      GRAND TOTAL: 5000             UNIT PRICE IN MILS N

R  PO   PO                                                          SPLIT QTY
Q LINE  QTY  UNIT PRICE       UI  DESCRIPTION                        FUNDING
C 0001 1     2500             EA  SMALL FANCY WIDGET                   N   N
A 0000 1     2500             EA  SMALL FANCY WIDGET                   N
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
AGENCY : T
      PO HEADER UPDATES     PO MAINTENANCE MENU     VEM MAIN MENU
```

Figure 9P-25 Purchase Order Dollar Split Funding Processed

```
 PURCHASE ORDER LINES BALANCE TO PURCHASE ORDER HEADER
                        PURCHASE ORDER HEADER DATA

REQUEST CODE   : I     STATUS PO: C  REC:    INV:    ERROR CD:
REGION/DISTRICT: 1   FILE REF NO:
PURCHASE ORDER : DTDT02 94 223456    ORDER DATE: 81094     PO RECV DATE: 81594
DOC ID W/O SFX : 23 94 4223456       CONTRACT NO:

PYR-FLAG:   DOL SPLIT FUNDING:   Y          DOLLARS OBLIGATED: 2500
RGN-DIST: 1   APPROP/LIM/AFC: 4111 000 000 PE: 949494 CC: 444455 OC: 2500
SYSTEM DATA  :                STAT DATA 1:           STAT DATA 2:
RECEIVE OFFICE: A1234567 DOC-REF:                    TOT-COM RVSL:

PROC OFFICE: B2345678                      FREIGHT: AUTH: Y OBLIG:  N
EXPECTED DEL DATE : 82094                  TERMS%: 00000 DAYS:  0 NET: 30
VENDOR TYPE/VENDOR SSN:
PURCHASE ORDER TYPE         : P            PROMPT PAY CATEGORY  : P
NON-PRESUMPTIVE 7-DAY ACCEPT: N            PARTIAL PAYMENT AUTH : Y

LINE ITEM COUNT    : 2                     GRAND TOTAL : 5000
UNIT PRICE IN MILS : N                     INACTIVATE PO (Y/N) : N

AGENCY :  T
LINE ITEM UPDATES   DOLLAR SPLIT FUND   PO MAINTENANCE MENU   VEM MAIN MENU
```

Figure 9P-26 Purchase Order Lines Balance to Header

d. Adding a Purchase Order with Quantity Split Funding.

(1) From the VEM Main Menu, access the Purchase Order Maintenance Menu by entering Selection **1**. (See Figure 9P-1.) Press ***Enter***.

(2) Enter Selection **1** on the Purchase Order Maintenance Menu. (See Figure 9P-10.) Press ***Enter***.

(3) To add the purchase order header data, enter Request Code **A**. See Chapter 4.6 for complete information on adding a Purchase Order with Quantity Split Funding. Since this is a quantity split funding, not dollar, use the default value **N** for Quantity Split Funding. (See Figure 9P-27.) Press ***Enter***.

```
      ENTER PURCHASE ORDER
                          PURCHASE ORDER HEADER DATA

REQUEST CODE   : A     STATUS PO:    REC:    INV:    ERROR CD:
REGION/DISTRICT: 1   FILE REF NO:
PURCHASE ORDER : DTDT02 94 P323456   ORDER DATE: 081094    PO RECV DATE: 081594
DOC ID W/O SFX :                     CONTRACT NO:

PYR-FLAG:   DOL SPLIT FUNDING:   N          DOLLARS OBLIGATED: 0
RGN-DIST: 1   APPROP/LIM/AFC: 4111 000 000 PE: 949494 CC: 444455 OC: 2500
SYSTEM DATA  :                STAT DATA 1:           STAT DATA 2:
RECEIVE OFFICE:          DOC-REF:                    TOT-COM RVSL:

PROC OFFICE: A1234567                    FREIGHT: AUTH: Y OBLIG:  N
EXPECTED DEL DATE : 082094               TERMS%: 00000 DAYS:  0 NET: 30
VENDOR TYPE/VENDOR SSN:
PURCHASE ORDER TYPE         : P          PROMPT PAY CATEGORY  : P
NON-PRESUMPTIVE 7-DAY ACCEPT: N          PARTIAL PAYMENT AUTH : Y

LINE ITEM COUNT    : 3                   GRAND TOTAL : 7500
UNIT PRICE IN MILS : N                   INACTIVATE PO (Y/N) : N

AGENCY :  T
LINE ITEM UPDATES   DOLLAR SPLIT FUND   PO MAINTENANCE MENU   VEM MAIN MENU
```

Figure 9P-27 Adding Purchase Order Header Data

(4) When all purchase order header data has been entered correctly, the Purchase Order Line Item screen is displayed for entry of the line item data. Tab to PO Qty for line 1. Enter PO Qty, Unit Price, UI, and Description. Tab to the next line and enter PO Qty, Unit Price, UI, and Description . To indicate that the accounting data for a line is to be split by quantity across two accounting classifications, enter **Y** in the Quantity Split Funding column for the line. (See Figure 9P-28.) Press ***Enter***.

```
      PURCHASE ORDER QTY SPLIT FUNDING PROCESSED/ PO NOW INCOMPLETE
                        PURCHASE ORDER LINE ITEM

REGION/DISTRICT :  1   STATUS PO:  I  REC:     INV:    ERROR CD:
PURCHASE ORDER  : DTDT02 94 P323456   PO LINE STARTS FROM:   0    THRU 9999
BALANCE         : N
LINE ITEM COUNT : 3      GRAND TOTAL: 7500             UNIT PRICE IN MILS N
                                                                      QTY
R  PO   PO                                                           SPLIT ERR
Q LINE  QTY  UNIT PRICE       UI  DESCRIPTION                         FUND FLAG
A 0001 1     2500             EA  MEDIUM WIDGET                         N
A 0002 1     2500             EA  SMALL FANCY WIDGET                    N
A 0003 5     500              EA  IRREGULAR WIDGET                      Y
A 0004 0     0
A 0005 0     0
A 0006 0     0
A 0007 0     0
A 0008 0     0
A 0009 0     0
A 0010 0     0
A 0011 0     0
A 0012 0     0
AGENCY : T
      PO HEADER UPDATES     PO MAINTENANCE MENU     VEM MAIN MENU
```

Figure 9P-28 Purchase Order Line Item Added

(5) Since split funding by quantity was indicated on the Purchase Order Line Item screen, the next screen displayed is the Purchase Order Quantity Split Funding. Note that the accounting classification data entered on the Purchase Order Header Data screen is shown on this screen with the suffix assigned to it and the receiving office. Tab to REQ Code field for the accounting classification already assigned and enter **C** for change, then tab to Qty Obligated field and enter the quantity obligated to that accounting classification. Tab to REQ Code field for the second accounting classification and enter **A** for Add, then tab to Approp field and enter accounting classification, QTY obligated and Receiving Office. (See Figure 9P-29.) Press ***Enter***.

```
                    PURCHASE ORDER QUANTITY SPLIT FUNDING

REGION/DISTRICT : 1   STATUS PO: I  REC:    INV:    ERROR CD:
PURCHASE ORDER  : DTDT02 94 P323456     PO LINE: 3      PO QTY:     5
DOC ID W/O SFX  : 23 94 4P323456

ADD/CHANGE/DELETE:                                          QTY     RECEIVE
REQ SFX ARD APPROP LIM AFC   PE    CC     OC   SYS-DATA     OBLIG   OFFICE
 C  000 T1  4111   000 000 949494 444455 2500               2       A1234567
        STAT DATA 1:            STAT DATA 2:              PYR:      ASSIGNED
        DOC REF:                        TOT COM RVSL:
 A          4111   000 000 949494 333355 2500               3       C3456789
        STAT DATA 1:            STAT DATA 2:              PYR:
        DOC REF:                        TOT COM RVSL:

        STAT DATA 1:            STAT DATA 2:              PYR:
        DOC REF:                        TOT COM RVSL:

        STAT DATA 1:            STAT DATA 2:              PYR:
        DOC REF:                        TOT COM RVSL:

AGENCY : T
PO HEADER UPDATES   PO LINE ITEM UPDATE   PO MAINTENANCE MENU   VEM MAIN MENU
```

Figure 9P-29 Purchase Order Quantity Split Funding

(6) The Purchase Order Line Item screen is displayed next so that additional line item data may be entered, if any. When all data has been entered, enter **Y** in the Balance field so that the purchase order will be balanced and marked complete. (See Figure 9P-30.) Press ***Enter***.

```
      PURCHASE ORDER QTY SPLIT FUNDING PROCESSED / CONTINUE LINES
                        PURCHASE ORDER LINE ITEM

REGION/DISTRICT :  1   STATUS PO:  I  REC:      INV:    ERROR CD:
PURCHASE ORDER  : DTDT02 94 P323456   PO LINE STARTS FROM:   0    THRU 9999
BALANCE         : Y
LINE ITEM COUNT : 3      GRAND TOTAL: 7500             UNIT PRICE IN MILS N
                                                                    QTY
R  PO   PO                                                        SPLIT ERR
Q LINE  QTY  UNIT PRICE       UI  DESCRIPTION                      FUND FLAG
A 0004 0     0
A 0005 0     0
A 0006 0     0
A 0007 0     0
A 0008 0     0
A 0009 0     0
A 0010 0     0
A 0011 0     0
A 0012 0     0
A 0013 0     0
A 0014 0     0
A 0015 0     0
AGENCY : T
      PO HEADER UPDATES     PO MAINTENANCE MENU     VEM MAIN MENU
      PURCHASE ORDER QTY SPLIT FUNDING PROCESSED / CONTINUE LINES
```

Figure 9P-30 Purchase Order Quantity Split Funding Processed

(7) When the purchase order has been balanced successfully, the Purchase Order Header Data screen is displayed for entry of the next purchase order. (See Figure 9P-31.)

```
      PURCHASE ORDER LINES BALANCE TO PURCHASE ORDER HEADER
                          PURCHASE ORDER HEADER DATA

REQUEST CODE   : I     STATUS PO: C  REC:     INV:    ERROR CD:
REGION/DISTRICT: 1   FILE REF NO:
PURCHASE ORDER : DTDT02 94 P323456   ORDER DATE: 81094     PO RECV DATE: 81594
DOC ID W/O SFX : 23 94 4P323456      CONTRACT NO:

PYR-FLAG:   DOL SPLIT FUNDING:   N          DOLLARS OBLIGATED: 0
RGN-DIST: 1   APPROP/LIM/AFC: 4111 000 000 PE: 949494 CC: 444455 OC: 2500
SYSTEM DATA  :                STAT DATA 1:           STAT DATA 2:
RECEIVE OFFICE: A1234567 DOC-REF:                    TOT-COM RVSL:

PROC OFFICE: B2345678                    FREIGHT: AUTH: Y OBLIG:  N
EXPECTED DEL DATE : 82594                TERMS%: 00000 DAYS:  0 NET: 30
VENDOR TYPE/VENDOR SSN:
PURCHASE ORDER TYPE         : P          PROMPT PAY CATEGORY  : P
NON-PRESUMPTIVE 7-DAY ACCEPT: N          PARTIAL PAYMENT AUTH : Y

LINE ITEM COUNT    : 3                   GRAND TOTAL : 7500
UNIT PRICE IN MILS : N                   INACTIVATE PO (Y/N) : N

AGENCY :  T
LINE ITEM UPDATES   DOLLAR SPLIT FUND   PO MAINTENANCE MENU   VEM MAIN MENU
```

Figure 9P-31 Purchase Order Lines Balance to Header

e. Adding a Purchase Order Line Item to an Existing Purchase Order.

(1) From the VEM Main Menu, access the Purchase Order Maintenance Menu by entering Selection **1**. (See Figure 9P-1.) Press ***Enter***.

(2) Enter Selection **2** on the Purchase Order Maintenance Menu. (See Figure 9P-10.) Press ***Enter***.

(3) The Purchase Order Line Item screen is displayed. Enter the Purchase Order Number. (See Figure 9P-32.) Press ***Enter***.

```
      REQUEST COMPLETED
                        PURCHASE ORDER LINE ITEM

REGION/DISTRICT :  1   STATUS PO:  C  REC:      INV:    ERROR CD:
PURCHASE ORDER  : DTDT02 94 P123BMC   PO LINE STARTS FROM:   2    THRU 9999
BALANCE         : N
LINE ITEM COUNT : 1      GRAND TOTAL: 10000            UNIT PRICE IN MILS N
                                                                    QTY
R  PO   PO                                                        SPLIT ERR
Q LINE  QTY  UNIT PRICE       UI  DESCRIPTION                      FUND FLAG
I 0001 4     2500             EA  MEDIUM WIDGET                     N  Y
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
AGENCY : T
      PO HEADER UPDATES     PO MAINTENANCE MENU     VEM MAIN MENU
```

Figure 9P-32 Adding to Existing Purchase Order Line Item

(4) Selected Purchase Order Header data is displayed, as is any existing line item data. Remember that the number of line items must be equal to the line item count and that the sum of the extended amount for each line item must be equal to the Grand Total. Therefore, if any changes are to be made which change the line item count or the grand total, these data fields must also be changed. Since this example demonstrates adding a purchase order line item, enter the new Line Item Count and Grand Total. Tab to the first line of zeroes. Enter RQ A, the PO Line, the PO Qty, the Unit Price, the UI, and the Description. Press ***Enter***.

```
      REQUEST COMPLETED
                        PURCHASE ORDER LINE ITEM

REGION/DISTRICT :  1   STATUS PO:  C  REC:     INV:    ERROR CD:
PURCHASE ORDER  : DTDT02 94 P123BMC   PO LINE STARTS FROM:   2    THRU 9999
BALANCE         : N
LINE ITEM COUNT : 2      GRAND TOTAL: 12500            UNIT PRICE IN MILS N
                                                                    QTY
R  PO   PO                                                        SPLIT ERR
Q LINE  QTY  UNIT PRICE       UI  DESCRIPTION                      FUND FLAG
I 0001 4     2500             EA  MEDIUM WIDGET                     N  Y
A 0000 1     2500             EA  SMALL FANCY WIDGET                N
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
  0000 0     0
AGENCY : T
      PO HEADER UPDATES     PO MAINTENANCE MENU     VEM MAIN MENU
```

Figure 9P-33 Purchase Order Line Item Added

(5) The purchase order will be rebalanced. A message indicating that it successfully balanced is displayed on a blank Purchase Order Line Item screen. Additional data, if any, can then be entered. (See Figure 9P-34.)

```
      PURCHASE ORDER LINES BALANCE TO PURCHASE ORDER HEADER
                        PURCHASE ORDER LINE ITEM

REGION/DISTRICT :  1   STATUS PO:     REC:     INV:    ERROR CD:
PURCHASE ORDER  : DTDT02 94 P123BMC   PO LINE STARTS FROM:        THRU
BALANCE         : N
LINE ITEM COUNT :        GRAND TOTAL:                  UNIT PRICE IN MILS
                                                                    QTY
R  PO   PO                                                        SPLIT ERR
Q LINE  QTY  UNIT PRICE       UI  DESCRIPTION                      FUND FLAG









AGENCY : T
      PO HEADER UPDATES     PO MAINTENANCE MENU     VEM MAIN MENU
```

Figure 9P-34 Purchase Order Lines Balance to Header

THIS PAGE INTENTIONALLY BLANK

Chapter 5 - Receiving Report Maintenance

5.1. Introduction - Receiving Report Maintenance is the second option on the VEM Main Menu (see Figure 9-1). As receiving reports are received by an accounting office, the data is entered in VEM. The user has two options: full or final receipt with detailed line item data not entered by the user; or partial receipt with detailed line item data entered by the user. The information recorded includes receipt and acceptance dates of the goods and quantity of each purchase order line item received. As in the Purchase Order Maintenance option, the user may change or delete receiving report data through this option.

The receiving report data is comprised of two types of data, Receiving Report Header data and Receiving Report Line Item data. The Receiving Report Header data consists of data which applies in general to the receiving report, such as receiving report receipt date. The Receiving Report Line Item data consists of data specific to each individual line item on the receiving report, such as, receipt date and acceptance date.

For service contracts, the user must enter associated receiving reports through the Receiving Report Partial Update screen. Individual line item data is not entered for service contract receiving reports; only the total dollar amount of the receiving report is entered.

5.2. Receiving Report Full/Final Update - This screen allows the user to add receiving report data for full or final receipts, to change general receiving report data, or to delete entire receiving reports. The user must access the Receiving Report Maintenance Menu (see Figure 9P-35) and Select Option **1** in order for the Receiving Report Full/Final Update screen (see Figure 9P-36) to be displayed.

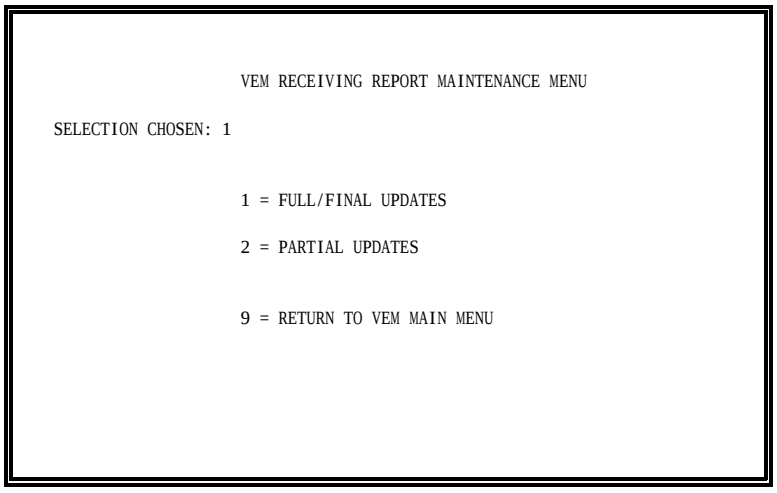


Figure 9P-35 Receiving Report Maintenance Menu

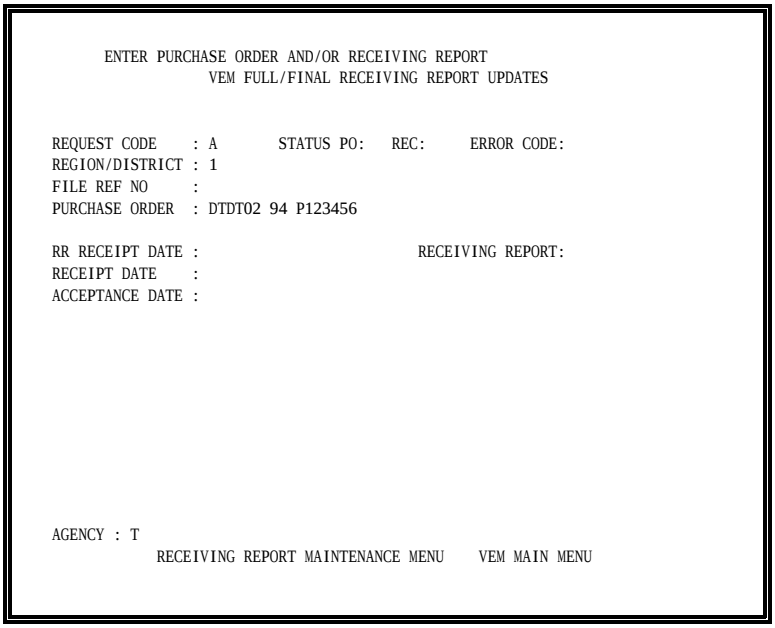


Figure 9P-36 Full/Final Receiving Report Updates

When it is known that a receipt is either a full or final shipment, there is no need for the user to enter the receipt of every line item on the purchase order. This screen allows the user to specify that a receipt is full or final, thereby eliminating the need to enter a receipt for each purchase order line item. The system will calculate the line item quantities remaining to be received and create receiving report line item data based on its calculations.

a. Data Fields - The following is a list of data fields on this screen, a description of what may be entered in each and whether the field is mandatory or optional.

REQUEST CODE: *(1X)*	Enter the desired Request Code.
REGION/ DISTRICT: *(1X)*	Enter appropriate Region/District code.
PURCHASE ORDER: *(15X)*	Enter the Purchase Order number.
STATUS PO: *(1X)*	The Purchase Order Status is a system generated field.
STATUS REC: *(1X)*	The Receiving Report Status is a system generated field.
RR RECEIPT DATE: *(6X)*	This field is mandatory and is the date the receiving report was received by the accounting office. It must be a valid date and less than or equal to the current date.
RECEIVING REPORT: *(5X)*	The Receiving Report number must be numeric and greater than 0. When in add mode, the receiving report number is assigned by the system.

RECEIPT DATE: *(6X)* This field is mandatory. It is the date the goods/services were received. It must be a valid date, less than or equal to the current date.

ACCEPTANCE DATE: *(6X)* This field is optional.

AGENCY: *(1X)* The default value is the user's agency.

b. Request Codes - To add a new full or final receiving report, the user should type an **A** in the request code field.

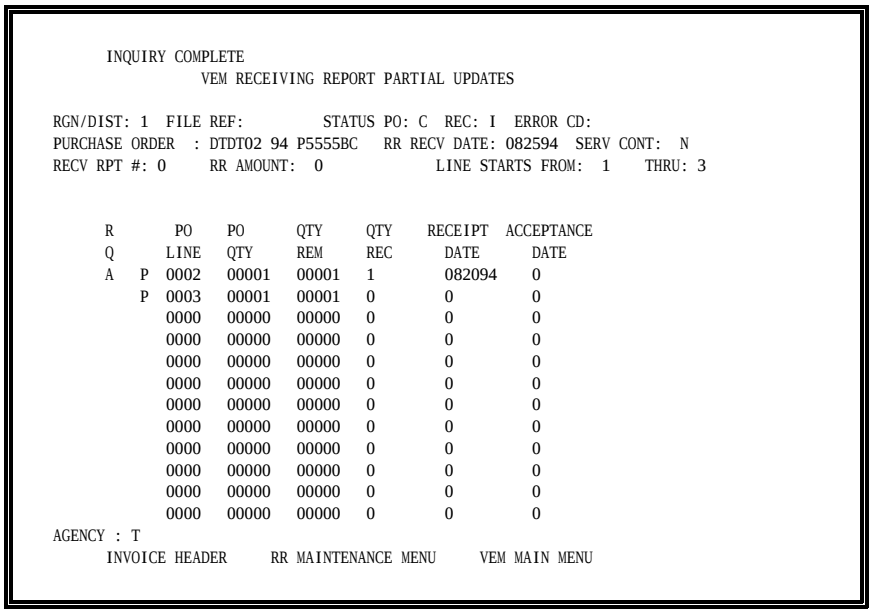
To change general information for a receiving report, enter **C** in the request code field. The receiving report number must also be included. If there is an invoice for any of the lines on the receiving report that has previously been authorized for payment, the change will not be allowed until a Stop Pay has been placed on the invoice.

To delete a receiving report, enter **D** in the request code field and enter the receiving report number. If there is an invoice for any of the lines on the receiving report which has been previously authorized for payment, the delete will not be allowed until a Stop Pay has been placed on the invoice.

c. Data Validation - When data entry for this screen has been completed, data validation checks are performed. If any data is flagged as invalid, the data item is highlighted and an error message is displayed at the top of the screen. The user must move the cursor to the incorrect field(s), correct the erroneous data and/or type in the missing data, and press ***Enter***. This must be repeated until no further error messages are received. The data will not be accepted until all corrections are made.

d. Exiting the Full/Final Receiving Report Screen - Control remains on this screen until the user chooses to exit to either the Receiving Report Maintenance Menu or the VEM Main Menu. This is accomplished by placing an **X** next to the desired menu name at the bottom of the screen and pressing ***Enter***. Remember that any data on the screen will be lost when one of these options is chosen.

5.3. Receiving Report Partial Updates - This screen allows the user to add receiving report line item data (e.g., for partial receipts), change or delete receiving report line item data, or to enter receiving report data for service contracts. Access the Receiving Report Maintenance Menu (see Figure 9P-35) and selection Option **2** in order for the Receiving Report Partial Updates screen (see Figure 9P-37) to be displayed. To update receiving report data, enter the agency, region/district (if different from the user's default agency, region/district), and purchase order number, and the receiving report number (for inquiries, changes and deletions). A purchase order line item range may also be entered. If the purchase order has already been fully received, and no receiving report number has been entered, no action is allowed on this screen. In addition, if a particular line has already been fully received and the requested action is not an inquiry, it will not be displayed.



```
      INQUIRY COMPLETE
                VEM RECEIVING REPORT PARTIAL UPDATES

RGN/DIST: 1  FILE REF:          STATUS PO: C  REC: I  ERROR CD:
PURCHASE ORDER  : DTDT02 94 P5555BC   RR RECV DATE: 082594  SERV CONT:  N
RECV RPT #: 0     RR AMOUNT:  0             LINE STARTS FROM:  1    THRU: 3


      R       PO     PO       QTY      QTY     RECEIPT  ACCEPTANCE
      Q      LINE    QTY      REM      REC       DATE       DATE
      A   P  0002   00001    00001    1         082094     0
          P  0003   00001    00001    0         0          0
             0000   00000    00000    0         0          0
             0000   00000    00000    0         0          0
             0000   00000    00000    0         0          0
             0000   00000    00000    0         0          0
             0000   00000    00000    0         0          0
             0000   00000    00000    0         0          0
             0000   00000    00000    0         0          0
             0000   00000    00000    0         0          0
             0000   00000    00000    0         0          0
             0000   00000    00000    0         0          0
AGENCY : T
      INVOICE HEADER     RR MAINTENANCE MENU     VEM MAIN MENU
```

Figure 9P-37 VEM Receiving Report Partial Updates

a. Data Fields - The following is a list of data fields on this screen, a description of what may be entered in each and whether the field is mandatory or optional.

REGION/DISTRICT: *(1X)* — This field defaults to the user's region/district.

FILE REF NO: *(10X)* — No entry necessary.

STATUS PO: *(1X)* — The Purchase Order Status is a system generated field.

STATUS REC: *(1X)* — The Receiving Report Status is a system generated field.

PURCHASE ORDER: *(15X)* — Enter the Purchase Order number. This is a mandatory field and must not contain embedded blanks.

RR RECEIPT DATE: *(6X)* — The Receiving Report Receipt Date is mandatory when adding a new receiving report. It must be a valid date and must be less than or equal to the current date.

SERV CONT: *(1X)* — Enter Y or N to answer whether this is a service contract.

RR AMOUNT: *(13X)* — Data may be entered in the Receiving Report Amount field only when the purchase order is a service contract.

RECEIVING REPORT: *(5X)* — The Receiving Report number must be numeric or ⊌. Zeroes and ⊌ are allowed only in Add and Inquiry mode. If the receiving report number is not a 0 or a ⊌, it must be a valid receiving report number.

PO LINE STARTS FROM: *(4X)* — Enter the Purchase Order Line number of the received purchase order line items. If nothing is entered in this field, the line information will begin with the first purchase order line. The PO Line Starts From field must be less than or equal to the PO Line Thru field.

THRU: *(4X)*	Enter the last purchase order line number of the received purchase order line items. If nothing is entered in this field, all lines from the PO Line Starts From field through the last purchase order line will be listed. When entered, this field must be greater than or equal to the PO Line Starts From field.
RQ: *(1X)*	Enter a Request Code.
PO LINE: *(4X)*	The Purchase Order Line number is system generated and may not be changed by the user.
PO QTY: *(5X)*	The Purchase Order Quantity is system generated and may not be changed by the user.
QTY REM: *(5X)*	The Purchase Order Line Quantity Remaining field is a system calculated field and may not be changed by the user. It is calculated by subtracting the quantity already received from the purchase order line item quantity.
QTY REC: *(5X)*	The Quantity Received must be numeric or blank. When adding a receiving report line item, it must be greater than 0.
RECEIPT DATE: *(6X)*	The Receipt Date is mandatory in add mode. It must be a valid date and must be less than or equal to receiving report receipt date. If there are multiple lines and lines other than the first line have a blank receipt date, the receipt date assigned to the first line is used in all subsequent lines where the receipt date is blank.
ACCEPTANCE DATE: *(6X)*	This field is optional. If blank, it is assumed to be equal to the receipt date. If not blank, it must be a valid date and later than or equal to the receipt date. When the Non-Presumptive 7-Day Acceptance flag on the Purchase Order Header is set to **N**, then the Acceptance Date must be less than or equal to the Receipt Date + 7 days. If set to **Y**, then the Acceptance Date is set to the Receipt Date + 7 days, unless that date is later than the current date, in which case the Acceptance Date is set to the current date.
AGENCY: *(1X)*	The default value is the user's agency.

b. Service Contract Receiving Reports - When this screen is used to enter a receiving report for a service contract, only the receiving report dollar amount, receipt date, and acceptance date are required.
When the user enters the agency, region/district, and purchase order number, then presses ***Enter***, the data entry screen that is displayed does not have the line items on it. Figure 9P-38 shows the screen that is displayed for adding, changing, deleting, or inquiring Service Contract Receiving Reports.

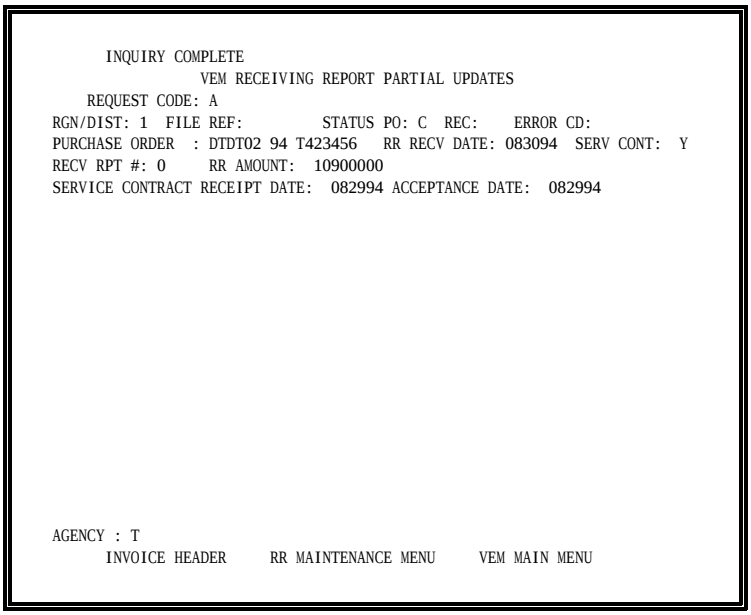


Figure 9P-38 Receiving Report Partial Updates (Service Contracts)

c. Request Codes - To add, change, delete, or inquire receiving report data using this screen (See Figure 9P-37) the user must, at a minimum, enter the agency, region/district, and purchase order number. If no receiving report number is entered and the receiving report is not for a service contract, line item data for line items not already fully received will be displayed. To add lines for a new receiving report, the user should enter an **A** in the RQ column next to the desired line(s) and enter the received quantity in the QTY REC column.

If a receiving report number is entered and the receiving report is not for a service contract, line item data for lines not yet received, as well as, for lines received on the current receiving report are displayed. There will be either an **R** or a **P** displayed between the request code field and the PO line number field. The **P** indicates the line has not been received. The **R** indicates the line has been received. To add more lines to the receiving report, the user should enter an **A** in the RQ column next to the desired lines and enter the received quantity in the QTY REC field. To change a line on the receiving report, the user should enter a **C** in the RQ column next to the line(s) to be changed, then make the desired changes. To delete a line on the receiving report, the user should enter a **D** in the RQ column next to the line(s) to be deleted.

More than one action for a single receiving report may be requested at a time. For example, a user may request to add a new receiving report line item, change the quantity received on another, and delete another before pressing ***Enter***.

d. Data Validation - When data entry for this screen has been completed, data validation checks are performed. If any data is flagged as invalid, the data item is highlighted and an error message is displayed at the top of the screen. The user must move the cursor to the incorrect field(s), correct the erroneous data and/or type in the missing data, and press ***Enter***. This must be repeated until no further error messages are received. The data will not be accepted until all corrections are made.

e. Exiting the Receiving Report Partial Updates Screen - After entering the last receiving report on this screen, the user may proceed to the Invoice Header screen, RR Maintenance Menu or the VEM Main Menu. This is done by placing an **X** next to the desired menu name at the bottom of the screen and pressing ***Enter***. Remember that when one of the options at the bottom of this screen is selected, any data on the screen will be lost.

5.4 Examples of Receiving Report Maintenance Functions - This section provides examples of several situations involving entering receiving report data. The examples include entering full/final receiving reports, entering partial receiving reports, and entering a receiving report for a service contract.

a. Adding a Full/Final Receiving Report.

(1) From the VEM Main Menu, access the Receiving Report Maintenance Menu by entering Selection **2**. (See Figure 9P-1.) Press ***Enter***.

(2) Enter Selection **1** on the Receiving Report Maintenance Menu. (See Figure 9P-35.) Press ***Enter***.

(3) To add the receiving report data, enter Request Code **A**. Then enter Purchase Order Number, RR Receipt Date, Receipt Date, and Acceptance Date. (See Figure 9P-39.) Press ***Enter***.

```
        ENTER PURCHASE ORDER AND/OR RECEIVING REPORT
                    VEM FULL/FINAL RECEIVING REPORT UPDATES


REQUEST CODE    : A       STATUS PO:   REC:     ERROR CODE:
REGION/DISTRICT : 1
FILE REF NO     :
PURCHASE ORDER  : DTDT02 94 P5555BC

RR RECEIPT DATE : 083094                  RECEIVING REPORT:
RECEIPT DATE    : 082994
ACCEPTANCE DATE : 082994









AGENCY : T
            RECEIVING REPORT MAINTENANCE MENU    VEM MAIN MENU
```

Figure 9P-39 VEM Full/Final Receiving Report Updates

(4) The VEM Full/Final Receiving Report Updates screen is displayed with a message indicating the Receiving Report Number that was assigned to the receiving report just entered. (See Figure 9P-40.)

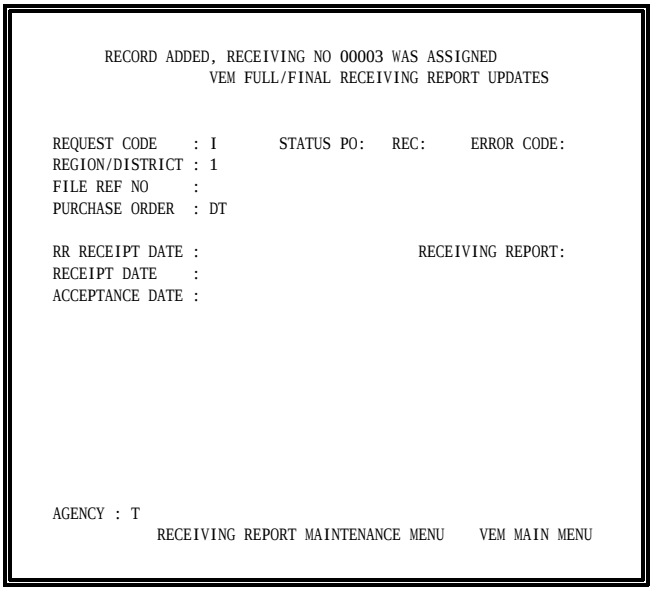


Figure 9P-40 VEM Full/Final Receiving Report Updates

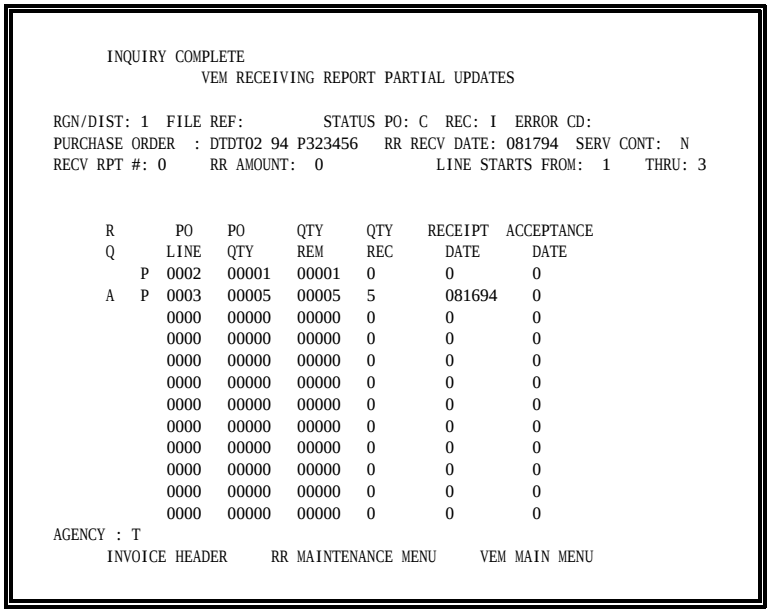
b. Adding a Partial Receiving Report.

(1) From the VEM Main Menu, access the Receiving Report Maintenance Menu by entering Selection **2**. (See Figure 9P-1.) Press ***Enter***.

(2) Enter Selection **2** on the Receiving Report Maintenance Menu. (See Figure 9P-35.) Press ***Enter***.

(3) The VEM Receiving Report Partial Updates screen is displayed. Enter the purchase order number. (See Figure 9P-37.) Press ***Enter***.

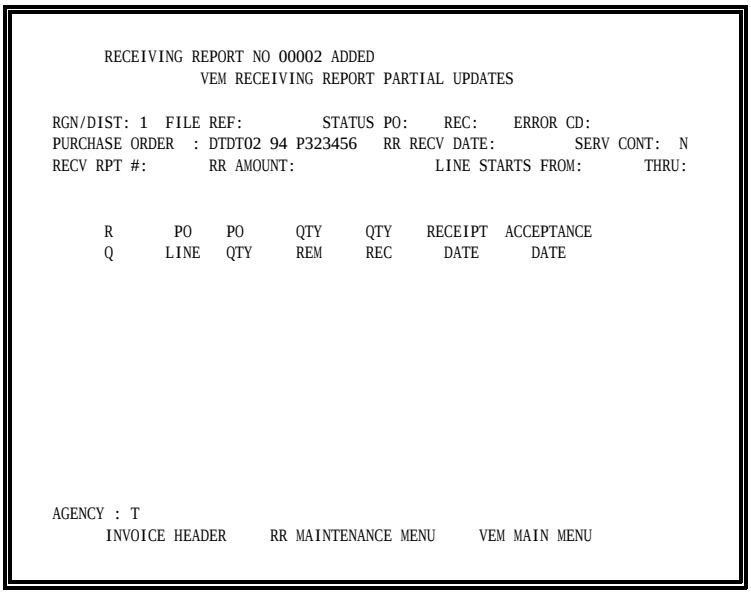
(4) The line item number, ordered quantity, and quantity remaining to be received for all line items which have not yet been received are displayed. Enter the RR Receipt Date. Tab to the first line which has been received. Enter RQ **A**. Enter Qty Rec, Receipt Date, and Acceptance Date if different from Receipt Date. Repeat for all lines which have been received. (See Figure 9P-41.) Press ***Enter***.



```
      INQUIRY COMPLETE
                VEM RECEIVING REPORT PARTIAL UPDATES

RGN/DIST: 1  FILE REF:          STATUS PO: C  REC: I  ERROR CD:
PURCHASE ORDER  : DTDT02 94 P323456   RR RECV DATE: 081794  SERV CONT:  N
RECV RPT #: 0     RR AMOUNT:  0              LINE STARTS FROM:  1    THRU: 3


      R       PO    PO       QTY     QTY    RECEIPT  ACCEPTANCE
      Q      LINE   QTY      REM     REC      DATE       DATE
          P  0002   00001    00001   0        0          0
      A   P  0003   00005    00005   5        081694     0
             0000   00000    00000   0        0          0
             0000   00000    00000   0        0          0
             0000   00000    00000   0        0          0
             0000   00000    00000   0        0          0
             0000   00000    00000   0        0          0
             0000   00000    00000   0        0          0
             0000   00000    00000   0        0          0
             0000   00000    00000   0        0          0
             0000   00000    00000   0        0          0
             0000   00000    00000   0        0          0
             0000   00000    00000   0        0          0
AGENCY : T
      INVOICE HEADER      RR MAINTENANCE MENU      VEM MAIN MENU
```

Figure 9P-41 Receiving Report Partial Updates

(5) When all data has been entered correctly, a blank VEM Receiving Report Partial Updates screen is displayed with a message indicating the Receiving Report Number that was assigned to the receiving report. (See Figure 9P-42.)



```
      RECEIVING REPORT NO 00002 ADDED
                VEM RECEIVING REPORT PARTIAL UPDATES

RGN/DIST: 1  FILE REF:          STATUS PO:     REC:     ERROR CD:
PURCHASE ORDER  : DTDT02 94 P323456   RR RECV DATE:          SERV CONT:  N
RECV RPT #:        RR AMOUNT:                 LINE STARTS FROM:        THRU:


      R       PO    PO       QTY     QTY    RECEIPT  ACCEPTANCE
      Q      LINE   QTY      REM     REC      DATE       DATE









AGENCY : T
      INVOICE HEADER      RR MAINTENANCE MENU      VEM MAIN MENU
```

Figure 9P-42 VEM Receiving Report Partial Updates

c. Adding a Service Contract Receiving Report.

(1) From the VEM Main Menu, access the Receiving Report Maintenance Menu by entering Selection **2**. (See Figure 9P-1.) Press ***Enter***.

(2) Enter Selection **2** on the Receiving Report Maintenance Menu. (See Figure 9P-35.) Press ***Enter***.

(3) The VEM Receiving Report Partial Updates screen is displayed. Enter the purchase order number for the service contract receiving report to be entered. (See Figure 9P-39.) Press ***Enter***.

(4) The VEM Receiving Report Partial Updates screen is displayed. Note, however, that no line item information is displayed. Remember that for service contracts, only receiving report dollar amounts are entered, not line item quantities. Enter Request Code **A**. Enter RR Receipt Date, RR Amount, Service Contract Receipt Date, and Acceptance Date. (See Figure 9P-43.)

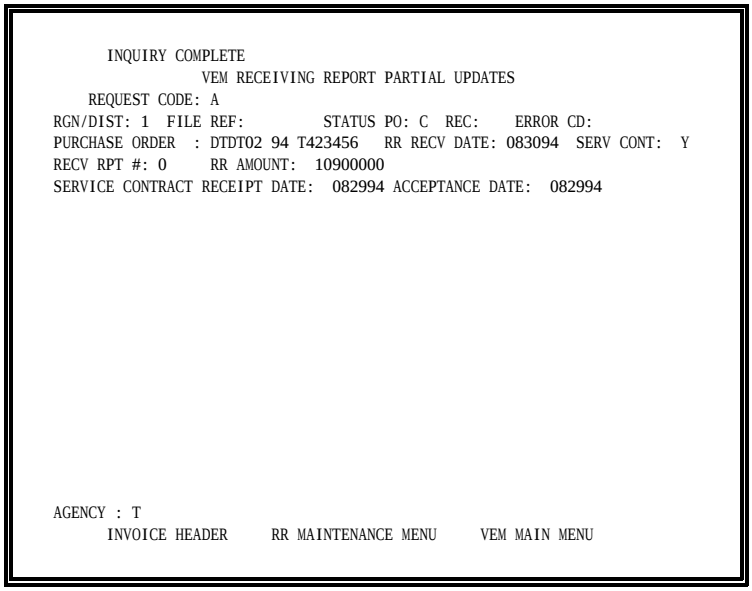


Figure 9P-43 VEM Receiving Report Partial Updates

(5) A blank VEM Receiving Report Partial Updates screen is displayed with the line item format and with a message indicating the receiving report number assigned to the new receiving report. (See Figure 9P-43A.)

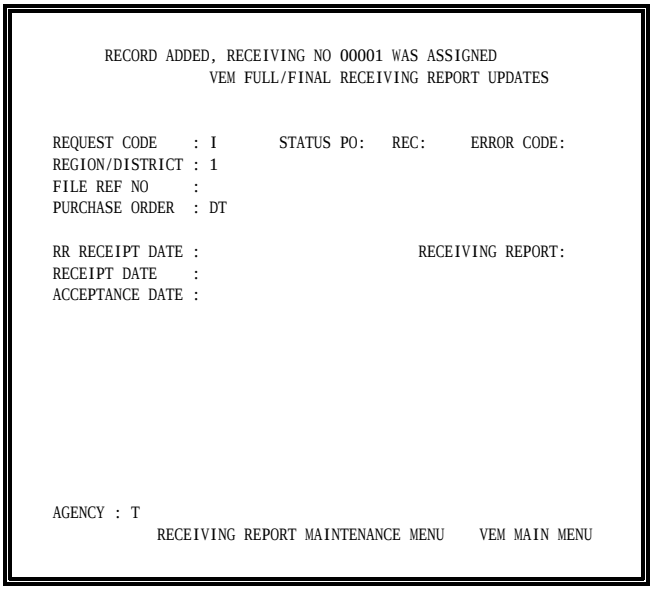


Figure 9P-43A VEM Receiving Report Partial Updates

THIS PAGE INTENTIONALLY BLANK

Chapter 6 - Invoice Maintenance

6.1. Introduction - Invoice Maintenance is the third option on the VEM Main Menu (See Figure 9P-1). Invoice maintenance is performed on both the header and line item(s). It is possible to enter an invoice header without the line item(s). Additionally, invoices selected for audit may be completed by choosing the Audit Update option and the Invoice Maintenance Menu (see Figure 9P-44). See the flow chart (Figure 9P-2) to follow invoice requirements.

6.2. Invoice Header Updates - This screen allows the user to add, change, delete or inquire the Invoice Header data. Access the Invoice Maintenance Menu (See Figure 9P-44) and select Option **1**.

```
                    VEM INVOICE MAINTENANCE MENU

SELECTION CHOSEN: 1

                    1 = HEADER UPDATES

                    2 = LINE ITEM UPDATES

                    3 = AUDIT UPDATES

                    4 = CORRECTION INVOICE MENU


                    9 = RETURN TO VEM MAIN MENU
```

Figure 9P-44 Invoice Maintenance Menu

```
      VENDOR NAME/ADDRESS OK? YES OR NO
                    VEM INVOICE HEADER UPDATES

REQUEST CODE   : A
RGN/DIST: 1            STATUS PO:   INV:          ERR CD:
FILE REFERENCE NO:
PURCHASE ORDER: DTDT02 94 P5555BC   INVOICE NUMBER: A123
INVOICE DATE:  82094   INVOICE RECV DATE:  82494  PROMPT PAY CATEGORY: P

FINAL INVOICE:  Y                              INVOICE AMOUNT: 10000
REASON CODE:      REJECT CODE:         EXCLUDED FREIGHT AMOUNT: 0
TERMS%: 00000   DAYS:  0   NET: 30       EXCLUDED OTHER AMOUNT: 0
AUDIT FLAG :                            REJECT FREIGHT AMOUNT: 0

VENDOR TYPE/ SSN: 3 12121                  ACH/EFT FLAG:
VENDOR NAME     : SAMS WHOLESALE WAREHOUSE
VENDOR ADDRESS  : 100 S MAIN STREET


                  OKLAHOMA CITY     OK 73111

VENDOR NAME/ADDRESS OK (Y/N):   Y              UNIT PRICE IN MILS : N
AGENCY : T        ENTER RECEIPT (Y/N):  N      INVOICE LINES (Y/N): N

INV LINE UPDATE    INV AC UPDATE    INV MAINT MENU    VEM MAIN MENU
```

Figure 9P-45 Invoice Header Updates

Information for the invoice header applies to the entire invoice (i.e., invoice number, date, terms, etc.). If the purchase order number is not previously established in VEM, the invoice header only will be allowed.

Vendor information can be entered, inquired, or verified on the header screen. When the vendor number is established on the purchase order header, it can be omitted on the invoice header. The system will use the vendor number from the purchase order header to make the payment. If a vendor number is entered on the purchase order header and a different number on the invoice header, the system will override the number on the purchase order header with the number on the invoice header to make the payment.

a. Data Fields - The following is a list of data fields on this screen, a description of what may be entered in each and whether the field is mandatory or optional.

REQUEST CODE: *(1X)*	Enter the desired Request Code.
REGION/ DISTRICT: *(1X)*	Enter appropriate Region/District code.
STATUS PO: *(1X)*	The Purchase Order Status is a system generated field.
STATUS INV: *(1X)*	The Invoice Status is a system generated field.
PURCHASE ORDER: *(15X)*	Enter the Purchase Order number. This is a mandatory field and must not contain embedded blanks.
ERROR CD: *(1X*)	The Error Code field is system generated and indicates that an error has been identified either during the VEM periodic batch process or the DAFIS Generic/Main processes. VEM has the capability of displaying up to five error codes at a time.
INVOICE NUMBER: *(23X)*	The Invoice Number is a mandatory field. It must not contain embedded blanks or special characters.
INVOICE DATE: *(7X)*	The Invoice Date is a mandatory field. It must be in a valid date format and it must be less than or equal to the current date.
INVOICE RECPT DATE: *(7X)*	The Invoice Receipt Date field is mandatory. It must be in a valid date format and must be greater than or equal to the invoice date.
INVOICE AMOUNT: *(13X)*	The Invoice Amount is a mandatory field and must be greater than 0. No decimal point is entered. This field is left justified.
FNL INVOICE: *(1X)*	Valid values for the Final Invoice Flag field are **Y** and **N**. The default is **N**. If **Y** is entered, this payment will be processed as the last payment for this purchase order. No other payments will be made against this purchase order. See Section 6.2.e below for more information regarding the final invoice flag.
REASON CODE: *(1X)*	The Reason Code is an optional field. It is entered if the payment is going to be late or a discount lost.

REJECT CODE: *(1X)*

The Rejection Code is an optional field. A rejection code is entered when a problem in the invoice is identified. When entered, the invoice status is automatically set to **I**.

EXCLUDED FREIGHT AMOUNT: *(13X)*

The Excluded Freight Amount is an optional field. If entered, this field must be numeric and the sum of this field and the Excluded Other Amount field must be less than the invoice amount. If the Freight Authorized flag on the Purchase Order header record is equal to **N** or no Purchase Order header record exists for this invoice, then this field must be 0. No decimal point is entered. This field is left justified.

EXCLUDED OTHER AMOUNT: *(13X)*

The Excluded Other Amount is an optional field and is used to record charges such as postage or container deposits or any other type of charge which must be excluded from the invoice amount when computing a discount. If entered, it must be numeric and the sum of this and Excluded Freight Amount must be less than or equal to the invoice amount. No decimal point is entered. This field is left justified.

TERMS:

There are three valid combinations of terms that may be entered, as follows:

- Percent - Days - Net
- Percent - Days
- Net

%: *(5X)*

The percentage must be entered if the days are entered. The field is left justified and must be a number between 0 and 99999. For example:

User Enters	Implies
10000	100.00% **ERROR**
11000	11.00%
02000	2.00%
00500	.5%
04550	4.50%
200	20%

DAYS: *(2X)*

The Days field must be entered if the percentage is entered, otherwise, it is optional. If entered, it must be a number between 01 and 89.

NET: *(2*X)

The Net field is optional. If entered, it must be a number between 01 and 89. The default value is 30.

AUDIT FLAG: *(1X)*

Enter **P** in the Audit Flag field if the invoice is to be pre-released. If the invoice is to be audited a **b** may be entered.

REJECT FREIGHT AMOUNT: *(13X)*

The Reject Freight Amount is a system generated field and cannot be changed by the user. If the Freight Authorized flag value is **N** on the purchase order header or no purchase order header exists for this invoice, then freight charges entered on the invoice will not be acceptd. The rejected dollar amount will be shown in this field.

VENDOR TYPE/SSN: *(1X) (9X)*	In order for an invoice to be completed, vendor information must be provided. If this field is left blank, the vendor type/vendor SSN from the VEM Purchase Order Header file will be used. If there is no vendor information on the purchase order header file, then the user must enter it here. When the Vendor Type/SSN are entered, the combination is validated against the T16 table. The vendor type must be either a **3** or **F**. Enter the complete Vendor Type/SSN. The vendor name and address will be retrieved from the T16 table, if found. If not found, an error message will be displayed. The Vendor Type field is a control field. If the Vendor Type/SSN is not known, enter an **F** for vendor type and the first four characters of the vendor's name. A 5 digit zip code may also be entered after the first four characters of the vendor's name to further define the search criteria. See paragraph d.Vendor Selection, below, for more information on vendor selection.
ACH/EFT FLAG: *(1X)*	The ACH/EFT flag is system generated and cannot be changed by the user. It is part of the required vendor information on the T16 table and indicates payment is via electronic transfer rather than check.
VENDOR NAME: *(35X)*	This field is generated from the T16 table and cannot be changed by the user.
VENDOR ADDRESS: *(35X)*	This field is generated from the T16 table and cannot be changed by the user.
VENDOR NAME/ ADDRESS OK (Y/N): *(1X)*	Valid values for this field are **Y** or **N**. The invoice will remain in an incomplete status unless the vendor name and address is verified. If the vendor name and address are correct, the user must enter **Y**. Otherwise, the user should enter **N**.
ENTER RECEIPT (Y/N): *(1X)*	This is a control field and is optional. Valid values are **Y** or **N**. Select **Y** when the receiving report is received but not yet entered. The default value is **N**.
INVOICE LINES (Y/N): *(1X)*	This is a control field and is optional. Valid values are **Y** or **N**. Select **Y** when invoicing by line item. The default value is **N**.
UNIT PRICE IN MILS: *(1X)*	This is a system generated field and cannot be changed by the user. The value of this field is the same as the value of the Unit Price in Mils flag on the Purchase Order Header record. When this field is set to **Y**, it indicates that the unit price of all line items have an implied 4 places to the right of the decimal. The default value is **N**.
AGENCY: *(1X)*	The default value is the user's agency.

b. Request Codes - An inquiry may be performed any time from the VEM Invoice Header Updates screen, during data entry. Change the request code to **I** and press Enter. The previously received information is displayed on the screen. ***NOTE:*** *Any changes entered on the screen prior to pressing Enter will be lost*.

A **C** or **D** request will be allowed only if there have been no payments authorized for the invoice.

c. Data Validation - When data entry is complete, data validation checks are performed against VEM and DAFIS tables. If any data is flagged as invalid, the data item is highlighted and an error message is displayed at the top of the screen. The user must move the cursor to the incorrect field(s), correct the erroneous data and/or type in the missing data, and press ***Enter***. This must be repeated until no further error messages are received. The data will not be accepted until all corrections are made.

d. Vendor Selection - If the Vendor Type/SSN is unknown, a search of the T16 table may be performed. To find the Vendor Type/SSN, enter an **F** in the vendor type field and, in the Vendor/SSN field, the first four characters of the vendor name. The vendor's five-digit zip code may also be entered after the first four characters of the vendor's name to further define the search criteria. The vendor's five digit zip code is optional. If any vendors on the T16 table match the first four characters of the vendor name and the vendor zip code, they will be displayed on the Valid Vendor Selection Screen (See Figure 9P-46). A maximum of four vendors will be displayed on a screen. If one of the vendors displayed is the correct one, enter an **X** in the SEL column next to the appropriate vendor and press ***Enter***. The selected vendor number and associated data will be added to the invoice header record and will be displayed on the invoice header screen. The user will be asked to verify that it is the correct vendor. If it is not the correct vendor, repeat the vendor selection process.

```
   FINAL INVOICE HEADER ADDED / SELECT VENDOR
                    VEM VALID VENDOR SELECTION

REGION/DISTRICT: 1         PURCHASE ORDER: DTDT02 94 P5555BC

SEL VENDOR                                VENDOR ADDRESS
 X  TYPE/SSN: 3 12121                     100 S MAIN STREET
    NAME: SAMS WHOLESALE WAREHOUSE
    ACH/EFT FLAG:
                                          OKLAHOMA CITY     O K  73111
    TYPE/SSN: 3 13131                     6500 S TULSA STREET
    NAME: SAMS WHOLESALE WAREHOUSE
    ACH/EFT FLAG:
                                          TULSA             O K  73777
    TYPE/SSN: 3 14141                     970 S DEL STREET
    NAME: SAMS WHOLESALE WAREHOUSE
    ACH/EFT FLAG:
                                          DEL CITY          O K  73999
    TYPE/SSN:
    NAME:
    ACH/EFT FLAG:

  AGENCY: T
PO HDR   INV HDR   INV LINE ITEM   INVOICE MAINTENANCE MENU    VEM MAIN MENU
```

Figure 9P-46 VEM Valid Vendor Selection

If none of the vendors on the vendor selection screen is the correct one, the user may press ***Enter*** to display the next four vendors, if any, or the user may select one of the options at the bottom of the screen. If one of the options is selected, then no vendor information is added to the invoice header file or displayed on the invoice header screen.

An option at the bottom of the screen may be selected by entering **X** next to the desired option. If vendor selection was initiated from the purchase order header screen, the PO HDR option should be selected. Similarly, if the vendor selection was initiated from the invoice header screen, the Inv Hdr option should be selected. If the Inv Line Item, Invoice Maintenance Menu, or VEM Main Menu options are selected or if return is made to a screen different from the one in which the vendor selection was initiated, then the purchase order or invoice data which the user was entering at the time of the vendor selection will be lost.

e. Entering a Final Invoice - When a final invoice is received, the Final Invoice Flag is set to **Y**. Based on the **Y** flag, VEM makes two assumptions which are used in the invoice balance process (See Section 6.3.d for information on balancing an invoice). The first assumption is that all line items received but not yet invoiced are included on this invoice. The second assumption is that the unit price is the same on the invoice and purchase order. If the invoice is balanced, no further data entry for the invoice is required. If it is not balanced, the user must enter the invoice line item data. When the payment transaction is created by the periodic batch process, the transaction status code will be set to **F**, indicating that all activity for this purchase order is closed and that no further payments will be made.

f. Service Contract Invoices - When an invoice for a Service Contract is received, only the Invoice Header data is entered. Requirements for entry of a Service Contract invoice are the same as any other invoice. The difference between a Service Contract invoice and any other invoice is once the header information is entered, the service contract invoice is complete. There are no line items to be entered.

g. Exiting the Invoice Header Screen - Exiting this screen is automatic when the user is adding an invoice. The screen the user will be transferred to is determined by the value of the control fields on the Invoice Header screen.

The Invoice Line Item screen will automatically be displayed when each of the following statements are true:

- A vendor find was ***not*** requested.
- The invoice is ***not*** a final invoice.
- The invoice is a final invoice which was ***not*** balanced.
- The invoice is ***not*** for a service contract.
- The Enter Receipt (Y/N) flag value is set at ***N***.

If a vendor find was requested, the Vendor Selection screen will be displayed before any other screen. Once the Vendor Selection screen is completed, VEM will display any one of the following:

- The Receiving Report Partial Updatge screen
- The Invoice Line Items Update screen
- A new Invoice Header screen

The screen that will be displayed is dependent on the value of either of the following:

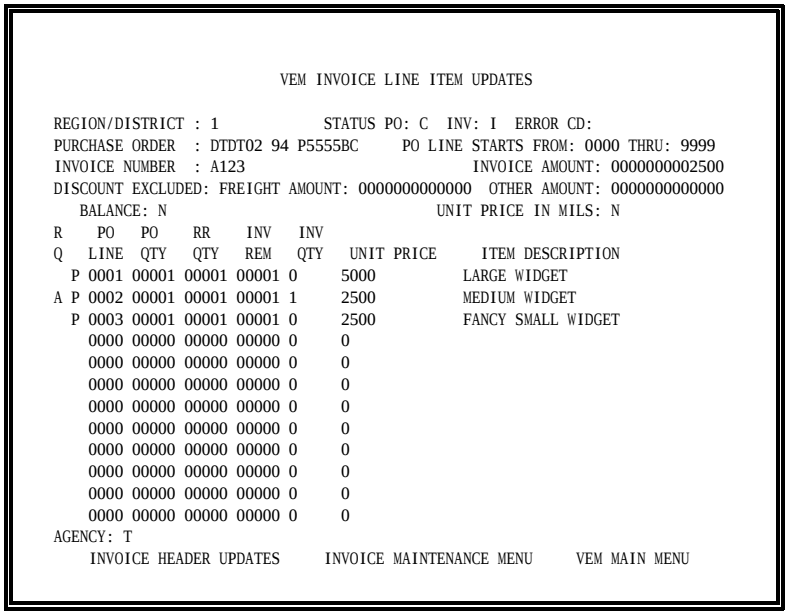
- The Enter Receipt (Y/N) flag
- The Final Invoice flag

If the Enter Receipt flag is set to **Y**, the Receiving Report Partials Update screen will be displayed once the Invoice Header screen is complete. The receiving report information is completed next. After pressing ***Enter***, the Invoice Line Item screen is displayed for completion of the invoice.

When changing, deleting, or inquiring invoices, control remains on the Invoice Header screen until Invoice Line Item Updates, Invoice Maintenance Menu or VEM Main Menu is selected. If the Invoice Line Item Updates screen is selected, the line items associated with the Invoice Header currently displayed will be shown.

At any time, the Invoice Line Items Updates screen, Invoice Maintenance Menu or VEM Main Menu may be selected by entering an **X** in the appropriate box at the bottom of the screen. ***NOTE:*** *Data currently on screen is lost when a new screen/menu is selected*.

6.3. Invoice Line Item Update - The Invoice Line Item Update screen allows the user to add, change, delete or inquire invoice line item data. This screen is automatically displayed when the final invoice flag on the Invoice Header Update screen is set to **N** and the Purchase Order number exists in VEM. When accessing this screen from the Invoice Maintenance Menu (See Figure 9P-44), select Option **2**.



```
                          VEM INVOICE LINE ITEM UPDATES

REGION/DISTRICT : 1            STATUS PO: C  INV: I  ERROR CD:
PURCHASE ORDER  : DTDT02 94 P5555BC     PO LINE STARTS FROM: 0000 THRU: 9999
INVOICE NUMBER  : A123                          INVOICE AMOUNT: 0000000002500
DISCOUNT EXCLUDED: FREIGHT AMOUNT: 0000000000000  OTHER AMOUNT: 0000000000000
   BALANCE: N                                  UNIT PRICE IN MILS: N
R     PO    PO     RR     INV    INV
Q    LINE   QTY    QTY    REM    QTY   UNIT PRICE     ITEM DESCRIPTION
  P 0001 00001 00001 00001 0      5000           LARGE WIDGET
A P 0002 00001 00001 00001 1      2500           MEDIUM WIDGET
  P 0003 00001 00001 00001 0      2500           FANCY SMALL WIDGET
    0000 00000 00000 00000 0      0
    0000 00000 00000 00000 0      0
    0000 00000 00000 00000 0      0
    0000 00000 00000 00000 0      0
    0000 00000 00000 00000 0      0
    0000 00000 00000 00000 0      0
    0000 00000 00000 00000 0      0
    0000 00000 00000 00000 0      0
    0000 00000 00000 00000 0      0
AGENCY: T
    INVOICE HEADER UPDATES     INVOICE MAINTENANCE MENU     VEM MAIN MENU
```

Figure 9P-47 VEM Invoice Line Item Updates

When the Invoice Line Item Updates screen is accessed the following will be displayed.

- Pertinent Invoice Header information.
- The Purchase Order line item numbers for those line items not fully invoiced.
- The line item quantity received.
- Purchase order unit price
- The line item description

a. Data Fields - The following is a list of data fields on the Invoice Line Item Update screen. The list has a description of what may be entered in each field and whether the field is mandatory or optional.

REGION/DISTRICT: *(1X)* Enter appropriate region/district code. This field defaults to the user's region/district.

STATUS PO: *(1X)* The Purchase Order Status is a system generated field.

STATUS INV: *(1X)* The Invoice Status is a system generated field.

ERROR CD: *(1X)*	The Error Code field is system generated and indicates that an error has been identified either during the VEM batch process or when obligation, accrual, or payment transactions have been processed by the DAFIS Main process.
PURCHASE ORDER: *(15X)*	The Purchase Order number is protected if this screen was called by the invoice header screen. If not, it is a mandatory field and must already exist on the Purchase Order Header file.
PO LINE STARTS FROM: *(4X)*	Enter the first Purchase Order Line number of the invoice line. If nothing is entered in this field, the line information will begin with the first purchase order line. The PO Line Starts From field must be less than or equal to the PO Line Thru field.
THRU: *(4X)*	Enter the Purchase Order Line number of the invoice line. If nothing is entered in this field, all lines from the PO Line Starts From field through the last purchase order line will be listed. When entered, this field must be greater than or equal to the PO Line Starts From field.
INVOICE NUMBER: *(23X)*	The Invoice Number is a mandatory field. It must not contain embedded blanks or special characters.
INVOICE AMOUNT: *(13X)*	This field is system generated and contains the invoice amount from the Invoice Header file. There is no decimal point. This is a left justified field.
FREIGHT AMOUNT: *(13X)*	This field will contain the Freight Amount from the Invoice Header file. This field cannot be changed by the user.
OTHER AMOUNT: *(13X)*	This field will contain the Other Amount data from the Invoice Header file. It cannot be changed by the user.
BALANCE: *(1X)*	The Balance Flag must be either **Y** or **N**. When it is set to **Y**, VEM will evaluate the status of the invoice. To determine if the invoice is balanced, VEM computes the sum of the line items' extended prices plus the freight and other amounts and compares the sum to the total amount of the invoice. If the two amounts are the same, then the invoice status will be updated to **C** (Complete) on the invoice header record. If the two amounts are not the same, the invoice status will remain an **I** (Incomplete). When this screen is entered automatically from the invoice header screen (this also includes via the Vendor Selection screen or Receiving Report Partial Updates screen), VEM will automatically balance the invoice when data entry is complete.
UNIT PRICE IN MILS: *(1X)*	This is a system generated field and cannot be changed by the user. The value displayed is taken from the purchase order header file. A **Y** in this field indicates that the unit price of all line items have an implied 4 places to the right of the decimal.
RQ: *(1X)*	Enter the appropriate request code.

PO LINE: *(4X)*	The Purchase Order Line Item number is system generated and cannot be changed by the user.
PO QTY: *(5X)*	The Purchase Order Line Quantity is system generated and cannot be changed by the user. It is the line item ordered quantity as entered in the VEM Purchase Order Quanity file.
RR QTY: *(5X)*	The Receiving Report Line Quantity is system generated and cannot be changed by the user. It is the line item received quantity as entered in the VEM Receive Line file.
INV REM: *(5X)*	The Invoice Line Item Quantity Remaining field is a system calculated field and cannot be changed by the user. It is computed by subtracting the line item quantity already invoiced from the line item quantity received or ordered.
INV QTY: *(5X)*	The Invoiced Quantity must be numeric and greater than or equal to 0. It must not exceed the invoice remaining quantity.
UNIT PRICE: *(1*5X)	The Unit Price defaults to the unit price on the VEM Purchase Line file. If the unit price on the invoice is different from the unit price on the purchase order, this field may be changed. This field is a left justified field.
DESCRIPTION: *(35X)*	This field defaults to the Description on the Purchase Order Lines file. The user may change this field.
AGENCY: *(1X)*	The default value is the user's agency.

b. Request Codes - VEM automatically passes to the Invoice Line Item Update screen during the add invoice procedure. Data from the invoice header will be displayed. The purchase order line numbers will be generated. The screen display is limited to twelve invoice lines. When there are more than twelve lines, press ***Enter*** and the next twelve lines will be displayed. In addition, a line number range may be specified.

To add a line to the invoice, enter an **A** in the RQ field and enter the invoiced quantity in the INV QTY column.

If this screen is accessed from the Invoice Maintenance Menu, the agency, region/district, and invoice number must be entered. Line item data for all purchase orders are displayed. There will be either an **I** or a **P** displayed between the request code field and the PO line number field. The **P** indicates the line has not been invoiced. The **I** indicates the line has been invoiced.

To add more lines to the invoice, enter an **A** in the RQ field and enter the invoiced quantity in the INV QTY field. To change a line on the invoice, enter a **C** in the RQ field next to the line(s) to be changed, then make the desired changes. To delete a line on the invoice, enter a **D** in the RQ field next to the line(s) to be deleted.

More than one action for a single invoice may be requested at a time. For example, requesting to add a new invoice line item, changing the quantity invoiced on another line item, and deleting a different line item all on the same invoice before pressing ***Enter***.

VEM will not allow changes and deletions if payment of the invoice has been previously authorized.

c. Data Validation - When data entry for this screen has been completed, data validation checks are performed. If any data is flagged as invalid, the data item is highlighted and an error message is displayed at the top of the screen. The cursor must be moved to the incorrect field(s), correction of the erroneous data and/or the missing data entered and press ***Enter***. This must be repeated until no further error messages are received. The data will not be accepted until all corrections are made.

d. Balancing the Invoice - In order for the invoice to be marked complete and therefore, eligible for payment, it must be "balanced". For each line item, the extended amount is computed by multiplying the quantity by unit price. The Freight Amount and Other Amount are added to the sum of the extended amounts. VEM compares this sum to the total amount entered on the invoice header.

When entering a new invoice or changing the invoice, VEM automatically balances the invoice after the last line has been entered. If an invoice is marked incomplete as the result of an error identified during the periodic batch processing, this flag must be set to **Y** after correction of the error in order to rebalance the invoice. VEM will mark it complete, and reprocess it in the periodic batch process.

e. Exiting the Invoice Line Items Screen - When in add mode on this screen, the Invoice Header screen will automatically be displayed. When in either the change or delete mode, proceed to the Invoice Header Update screen, the Invoice Maintenance Menu or the VEM Main Menu by placing an **X** next to the screen selections at the bottom of the screen.

NOTE: *Data currently on the screen is lost when a new screen/menu is selected.*

6.4. Invoice Audit Update - The purpose of the Invoice Audit Updates screen (see Figure 9P-48) is to approve or disapprove payment of invoices selected for audit. During the periodic batch process, invoices authorized for payment are selected for audit. After reviewing the related documents, the user can use this function to release an invoice for payment or to enter a rejection code if the invoice payment is disallowed. Access the Invoice Maintenance Menu (See Figure 9P-44) and choose selection **3** in order to display the Invoice Audit Updates screen.

```
                        VEM INVOICE AUDIT UPDATES

   REQUEST CODE: I
REGION/DISTRICT: 1   STATUS PO: C  REC: F  INV:    ERROR CD:

 PURCHASE ORDER: DTDT02 94 P5555BC  INVOICE NUMBER: B123
   RECEIPT DATE: 082594               INVOICE DATE: 082194
ACCEPTANCE DATE: 082594       INVOICE RECEIPT DATE: 082594
   ACH/EFT FLAG:                    INVOICE AMOUNT: 1000
      PIIN TYPE: P                  FREIGHT AMOUNT: 1000
                                    PROMPT PAY IND: A
  VENDOR TYPE/SSN: 3 12121
  VENDOR NAME    : SAMS WHOLESALE WAREHOUSE
  VENDOR ADDRESS : 100 S MAIN STREET
                   OKLAHOMA CITY     OK  73111



 SELECT DATE: 082594   AUDIT DATE : 083194     AUDIT FLAG: D   (R OR D)
 REJECT CODE:          REASON CODE:       HOLD FREIGHT (Y/N): N

AGENCY: T
 INV HDR UPD     INV LINE UPD     INV MAINT MENU     VEM MAIN MENU
```

Figure 9P-48 VEM Invoice Audit Updates

Upon entering this screen, the first invoice of the agency, region/district is displayed. Proceed sequentially through the invoices in audit status or enter the purchase order number and invoice number of the invoice desired. Invoices that are disallowed must be assigned an invoice rejection code. Any invoice that has a payment so late the discount cannot be taken or interest penalties are accruing, must be assigned a late payment reason code.

a. Data Fields - The following is a list of data fields on the Invoice Audit Update screen, a description of what may be entered in each and whether the field is mandatory or optional.

REQUEST CODE: *(1X)*

Once the Invoice Audit Updates screen is displayed, a request code must be entered to indicate the desired function. Valid request codes are:

- **C** - Change Invoice Audit data
- **I** - Inquire Invoice Audit data - An inquiry may be performed one of two ways. If only the agency and region/district are entered, the first invoice in audit status for that agency, region/district will be displayed. If the agency, region/district, purchase order number and invoice number are entered, the specified invoice will be displayed. Remember to change the request code to a **C** if the audit is going to be approved or disapproved.

VEM will not allow additions or deletions to the Invoice Audit data. The request code field defaults to **I**.

REGION/ DISTRICT: *(1X)*	Enter appropriate Region/District Code. This field defaults to the user's region/district.
STATUS PO: *(1X)*	The Purchase Order Status is a system generated field.
STATUS REC: *(1X)*	The Receiving Report Status is a system generated field.
STATUS INV: *(1X)*	The Invoice Status is a system generated field.
ERROR CD: *(1X)*	The Error Code field is system generated and indicates that an error has been identified either during the VEM periodic batch process or DAFIS Generic/Main process.
PURCHASE ORDER: *(15X)*	The Purchase Order number is a mandatory field.
INVOICE NUMBER: *(23X)*	The Invoice Number is mandatory and cannot contain special characters.
RECEIPT DATE: *(6X)*	This field is a system generated field and may not be changed by the user. It is the date the goods/services were received. If the invoice contains more than one line item, the receipt date is the latest of the line item receipt dates.
INVOICE DATE: *(7X)*	The Invoice Date is a system generated field and may not be changed by the user. It is the date of the invoice.
ACCEPTANCE DATE: *(6X)*	This field is a system generated field and may not be changed by the user. It is the date the goods/services were accepted. If the invoice contains more than one line item, the acceptance date is the latest of the line item acceptance dates.
INVOICE RECEIPT DATE: *(7X)*	The Invoice Receipt Date is a system generated field and may not be changed by the user. It is the date the accounting office received the invoice.
INVOICE AMOUNT: *(13X)*	The Invoice Amount is a system generated field and may not be changed by the user. It is the total amount of the invoice.
ACH/EFT FLAG: *(1X)*	The ACH/EFT Flag is a system generated field and may not be changed by the user. It indicates whether payment is via electronic transfer or check.
VENDOR TYPE/SSN: *(1X) (9X)*	The Vendor Type and Vendor SSN are system generated fields and may not be changed by the user.
VENDOR NAME: *(35X)*	The Vendor Name is a system generated field and may not be changed by the user.
VENDOR ADDRESS: *(35X)*	The Vendor Address is a system generated field and may not be changed by the user.
SELECT DATE: *(6X)*	The date the invoice was selected for audit is a system generated field and may not be changed by the user.

AUDIT DATE: *(6X)*	The Audit Date is a system generated field and may not be changed by the user. It is the date the invoice was either approved for payment or rejected.
AUDIT FLAG: *(1X)*	The Audit Flag is mandatory. It must be either **R** or **D**. An **R** indicates that the invoice has been released for payment. A **D** indicates that the invoice is disallowed and will not be paid.
REJECT CODE: *(1X)*	If the invoice is not approved for payment, a Reject Code must be entered. If the invoice is approved, there can be no reject code entered.
REASON CODE: *(1X)*	The Reason Code is an optional field. The Reason Code is used when a discount has been missed or a payment is late.
AGENCY: *(1X)*	The default value is the user's agency.

b. Request Codes - Unlike other update screens in VEM, this option does not allow a request code of **A** or **D**. The user may not add invoices to be audited or delete invoices selected for audit using this screen. To inquire audited invoices, the user must enter **I** in the Request Code. To approve or disapprove an audited invoice *the user must enter **C** in the* Request Code *field*.

c. Selecting Invoices - There are two ways to inquire an invoice in audit status for approval or disapproval.

- When the screen is displayed initially, the first invoice for the user's agency/region/district is displayed. Proceed sequentially through the invoices selected for audit by pressing ***Enter***.
- If a specific invoice is desired, enter the purchase order number and invoice number before pressing ***Enter***.

d. Exiting the Invoice Audit Screen - When auditing is complete, it is optional to proceed to either the Invoice Maintenance Menu or the VEM Main Menu. This is accomplished by placing an **X** next to the desired destination name at the bottom of the screen and pressing ***Enter***. Remember that any data on the screen is lost when one of these options is chosen.

6.5. Examples of Invoice Maintenance Functions - This section provides examples of several situations in entering invoice data. The examples include entering partial and final invoices, performing a vendor search, entering a service contract invoice, and approving/disapproving invoices selected for audit.

a. Adding a typical Invoice (No Vendor Selection).

(1) From the VEM Main Menu, access the Invoice Maintenance Menu by entering Selection 3. (See Figure 9P-1.) Press ***Enter.***

(2) Enter Selection **1** on the Invoice Maintenance Menu. (See Figure 9P-44.) Press ***Enter***.

(3) To add the invoice header data, enter Request Code **A**. Type Purchase Order Number, Invoice Number, Invoice Date, Invoice Receipt Date, Invoice Amount, and Vendor Type/SSN. (See Figure 9P-49.) Press ***Enter***.

```
      ENTER INVOICE HEADER DATA
                    VEM INVOICE HEADER UPDATES
REQUEST CODE   : A
RGN/DIST: 1           STATUS PO:   INV:          ERR CD:
FILE REFERENCE NO:
PURCHASE ORDER: DTDT02 94 P123BMC   INVOICE NUMBER: INVA1
INVOICE DATE: 082294   INVOICE RECV DATE: 082694  PROMPT PAY CATEGORY:

FINAL INVOICE:  N                              INVOICE AMOUNT: 12500
REASON CODE:      REJECT CODE:          EXCLUDED FREIGHT AMOUNT:
TERMS%: 00000   DAYS:  0   NET: 30       EXCLUDED OTHER AMOUNT:
AUDIT FLAG :                            REJECT FREIGHT AMOUNT:

VENDOR TYPE/ SSN: 3 12121                  ACH/EFT FLAG :
VENDOR NAME     :
VENDOR ADDRESS  :




VENDOR NAME/ADDRESS OK (Y/N):   N              UNIT PRICE IN MILS : N
AGENCY : T        ENTER RECEIPT (Y/N):  N      INVOICE LINES (Y/N): N

INV LINE UPDATE    INV AC UPDATE    INV MAINT MENU    VEM MAIN MENU
```

Figure 9P-49 VEM Invoice Header Updates

(4) The VEM Invoice Header Updates screen is displayed with the Vendor Name and Address for user verification. To accept the vendor information, enter **Y**. (See Figure 9P-50.) Press ***Enter***.

```
      VENDOR NAME/ADDRESS OK? YES OR NO
                    VEM INVOICE HEADER UPDATES
REQUEST CODE   : A
RGN/DIST: 1           STATUS PO:   INV:          ERR CD:
FILE REFERENCE NO:
PURCHASE ORDER: DTDT02 94 P123BMC   INVOICE NUMBER: INVA1
INVOICE DATE:  82294   INVOICE RECV DATE:  82694  PROMPT PAY CATEGORY: P

FINAL INVOICE:  N                              INVOICE AMOUNT: 12500
REASON CODE:      REJECT CODE:          EXCLUDED FREIGHT AMOUNT: 0
TERMS%: 00000   DAYS:  0   NET: 30       EXCLUDED OTHER AMOUNT: 0
AUDIT FLAG :                            REJECT FREIGHT AMOUNT: 0

VENDOR TYPE/ SSN: 3 12121                  ACH/EFT FLAG :
VENDOR NAME     : SAMS WHOLESALE WAREHOUSE
VENDOR ADDRESS  : 100 S MAIN STREET


                  OKLAHOMA CITY     OK 73111

VENDOR NAME/ADDRESS OK (Y/N):   Y              UNIT PRICE IN MILS : N
AGENCY : T        ENTER RECEIPT (Y/N):  N      INVOICE LINES (Y/N): Y

INV LINE UPDATE    INV AC UPDATE    INV MAINT MENU    VEM MAIN MENU
```

Figure 9P-50 VEM Invoice Header Updates

(5) The VEM Invoice Line Item Updates screen is displayed next. Some of the invoice header information is displayed. In addition, purchase order line number, ordered quantity, received quantity, quantity remaining to be invoiced, purchase order unit price, and item description for each purchase order line received and not yet invoiced are displayed. Tab to RQ for the first line to be invoiced. Enter RQ **A**. Enter Inv Qty. Tab to the next line to be invoiced and repeat the process. (See Figure 9P-51.) Press ***Enter***. When all invoice data has been entered correctly, the VEM Invoice Header Updates screen is displayed for entry of another invoice. (See Figure 9P-52.)

```
      INVOICE HEADER ADDED/ENTER LINES
                        VEM INVOICE LINE ITEM UPDATES

REGION/DISTRICT : 1            STATUS PO: C  INV: I  ERROR CD:
PURCHASE ORDER  : DTDT02 94 P123BMC     PO LINE STARTS FROM: 0000 THRU: 9999
INVOICE NUMBER  : INVA1                          INVOICE AMOUNT: 0000000012500
DISCOUNT EXCLUDED: FREIGHT AMOUNT: 0000000000000  OTHER AMOUNT: 0000000000000
   BALANCE: N                                UNIT PRICE IN MILS: N
R    PO   PO    RR    INV   INV
Q   LINE  QTY   QTY   REM   QTY   UNIT PRICE     ITEM DESCRIPTION
A P 0001 00004 00004 00004 4     2500          MEDIUM WIDGET
A P 0002 00001 00001 00001 1     2500          SMALL FANCY WIDGET









AGENCY: T
    INVOICE HEADER UPDATES     INVOICE MAINTENANCE MENU     VEM MAIN MENU
```

Figure 9P-51 VEM Invoice Line Item Updates

```
      INVOICE LINES BALANCE TO INVOICE HEADER
                  VEM INVOICE HEADER UPDATES
REQUEST CODE   : I
RGN/DIST: 1            STATUS PO:   INV:          ERR CD:
FILE REFERENCE NO:
PURCHASE ORDER: DTDT02 94 P123BMC   INVOICE NUMBER: INVA1
INVOICE DATE:          INVOICE RECV DATE:         PROMPT PAY CATEGORY:

FINAL INVOICE:  N                              INVOICE AMOUNT:
REASON CODE:      REJECT CODE:          EXCLUDED FREIGHT AMOUNT:
TERMS%: 00000   DAYS:  0   NET: 30       EXCLUDED OTHER AMOUNT:
AUDIT FLAG :                             REJECT FREIGHT AMOUNT:

VENDOR TYPE/ SSN:                          ACH/EFT FLAG :
VENDOR NAME     :
VENDOR ADDRESS  :




VENDOR NAME/ADDRESS OK (Y/N):   N              UNIT PRICE IN MILS : N
AGENCY : T        ENTER RECEIPT (Y/N):  N      INVOICE LINES (Y/N): Y

INV LINE UPDATE    INV AC UPDATE    INV MAINT MENU    VEM MAIN MENU
```

Figure 9P-52 VEM Invoice Header Updates

b. Adding an Invoice with Vendor Selection.

(1) From the VEM Main Menu, access the Invoice Maintenance Menu by entering Selection 3. (See Figure 9P-1.) Press ***Enter***.

(2) Enter Selection **1** on the Invoice Maintenance Menu. (See Figure 9P-44.) Press ***Enter***.

(3) To add the invoice header data, enter Request Code **A**. Then enter Purchase Order Number, Invoice Number, Invoice Date, Invoice Receipt Date, Invoice Amount, and Freight Amount. Enter **F** in Vendor Type and the first four characters of the vendor name in Vendor SSN. (See Figure 9P-53.) Press ***Enter***.

```
      ENTER INVOICE HEADER DATA
                    VEM INVOICE HEADER UPDATES
REQUEST CODE   : A
RGN/DIST: 1           STATUS PO:   INV:          ERR CD:
FILE REFERENCE NO:
PURCHASE ORDER: DTDT02 94 P123456   INVOICE NUMBER: INVA1
INVOICE DATE: 082094   INVOICE RECV DATE: 082494  PROMPT PAY CATEGORY:

FINAL INVOICE:  Y                              INVOICE AMOUNT: 500
REASON CODE:      REJECT CODE:         EXCLUDED FREIGHT AMOUNT:
TERMS%: 00000   DAYS:  0   NET: 30       EXCLUDED OTHER AMOUNT:
AUDIT FLAG :                            REJECT FREIGHT AMOUNT:

VENDOR TYPE/ SSN: F SAMS                   ACH/EFT FLAG :
VENDOR NAME     :
VENDOR ADDRESS  :



VENDOR NAME/ADDRESS OK (Y/N):   N              UNIT PRICE IN MILS : N
AGENCY : T        ENTER RECEIPT (Y/N):  N      INVOICE LINES (Y/N): N

INV LINE UPDATE    INV AC UPDATE    INV MAINT MENU    VEM MAIN MENU
```

Figure 9P-53 VEM Invoice Header Updates

(4) To select the vendor, enter **X** next to the appropriate one. (See Figure 9P-54.) Press ***Enter***.

```
      FINAL INVOICE HEADER ADDED / SELECT VENDOR
                  VEM VALID VENDOR SELECTION

REGION/DISTRICT: 1         PURCHASE ORDER: DTDT02 94 P123456

SEL VENDOR                                VENDOR ADDRESS
 X  TYPE/SSN: 3 12121                     100 S MAIN STREET
    NAME: SAMS WHOLESALE WAREHOUSE
    ACH/EFT FLAG:
                                          OKLAHOMA CITY     O K  73111
    TYPE/SSN: 3 13131                     6500 S TULSA STREET
    NAME: SAMS WHOLESALE WAREHOUSE
    ACH/EFT FLAG:
                                          TULSA             O K  73777
    TYPE/SSN: 3 14141                     970 S DEL STREET
    NAME: SAMS WHOLESALE WAREHOUSE
    ACH/EFT FLAG:
                                          DEL CITY          O K  73999
    TYPE/SSN:
    NAME:
    ACH/EFT FLAG:

  AGENCY: T
PO HDR   INV HDR   INV LINE ITEM   INVOICE MAINTENANCE MENU    VEM MAIN MENU
```

Figure 9P-54 VEM Valid Vendor Selection

(5) The VEM Invoice Header Updates screen is displayed again with the Vendor Name and Address for user verification. To accept the vendor information, enter **Y**. (See Figure 9P-55.) Press ***Enter***.

```
      VENDOR SELECTED / VENDOR NAME/ADDRESS OK? YES OR NO
                      VEM INVOICE HEADER UPDATES
REQUEST CODE   : C
RGN/DIST: 1            STATUS PO: C INV: I        ERR CD:
FILE REFERENCE NO:
PURCHASE ORDER: DTDT02 94 P123456   INVOICE NUMBER: INVA1
INVOICE DATE:  82094   INVOICE RECV DATE:  82494  PROMPT PAY CATEGORY: P

FINAL INVOICE:  Y                              INVOICE AMOUNT: 5000
REASON CODE:      REJECT CODE:          EXCLUDED FREIGHT AMOUNT: 0
TERMS%: 00000   DAYS:  0   NET: 30       EXCLUDED OTHER AMOUNT: 0
AUDIT FLAG :                             REJECT FREIGHT AMOUNT: 0

VENDOR TYPE/ SSN: 3 12121                   ACH/EFT FLAG :
VENDOR NAME     : SAMS WHOLESALE WAREHOUSE
VENDOR ADDRESS  : 100 S MAIN STREET


                  OKLAHOMA CITY     OK 73111

VENDOR NAME/ADDRESS OK (Y/N):   Y              UNIT PRICE IN MILS : N
AGENCY : T        ENTER RECEIPT (Y/N):  N      INVOICE LINES (Y/N): Y

INV LINE UPDATE    INV AC UPDATE    INV MAINT MENU    VEM MAIN MENU
```

Figure 9P-55 VEM Invoice Header Updates

(6) The VEM Invoice Line Item Updates screen is displayed next. Some of the invoice header information is displayed. In addition, purchase order line number, ordered quantity, received quantity, quantity remaining to be invoiced, purchase order unit price, and item description for each purchase order line received and not yet invoiced are displayed. Tab to RQ for the first line to be invoiced. Enter RQ **A**. Enter Inv Qty. Tab to the next line to be invoiced and repeat the process. (See Figure 9P-56.) Press ***Enter***. When all invoice data has been entered correctly the VEM Invoice Header Updates screen is displayed for entry of another invoice.

```
      FINAL INVOICE HEADER ADDED / ENTER LINES
                        VEM INVOICE LINE ITEM UPDATES

REGION/DISTRICT : 1            STATUS PO: C  INV: I  ERROR CD:
PURCHASE ORDER  : DTDT02 94 P123456     PO LINE STARTS FROM: 0000 THRU: 9999
INVOICE NUMBER  : INVA1                          INVOICE AMOUNT: 0000000005000
DISCOUNT EXCLUDED: FREIGHT AMOUNT: 0000000000000  OTHER AMOUNT: 0000000000000
   BALANCE: N                                  UNIT PRICE IN MILS: N
R    PO   PO    RR    INV   INV
Q   LINE  QTY   QTY   REM   QTY   UNIT PRICE     ITEM DESCRIPTION
A P 0001 00002 00000 00000 2     2500          SMALL FANCY WIDGET









AGENCY: T
    INVOICE HEADER UPDATES     INVOICE MAINTENANCE MENU     VEM MAIN MENU
```

Figure 9P-56 VEM Invoice Line Item Updates

c. Adding a Final Invoice (No Vendor Selection).

(1) From the VEM Main Menu, access the Invoice Maintenance Menu by entering Selection 3. (See Figure 9P-1.) Press ***Enter***.

(2) Enter Selection **1** on the Invoice Maintenance Menu. (See Figure 9P-44.) Press ***Enter***.

(3) To add the Invoice Header data, enter Request Code **A**. Then enter Purchase Order Number, Invoice Number, Invoice Date, Invoice Receipt Date, Invoice Amount. Since this is a final invoice, enter Final Invoice **Y**. Enter Vendor Type/SSN. (See Figure 9P-57.) Press ***Enter***.

```
ENTER INVOICE HEADER DATA
                        VEM INVOICE HEADER UPDATES
 REQUEST CODE   : A
 RGN/DIST: 1             STATUS PO:   INV:          ERR CD:
 FILE REFERENCE NO:
 PURCHASE ORDER: DTDT02 94 P1234BC   INVOICE NUMBER: INV1A
 INVOICE DATE:  82094   INVOICE RECV DATE:  82494  PROMPT PAY CATEGORY:

 FINAL INVOICE:  Y                              INVOICE AMOUNT: 10000
 REASON CODE:       REJECT CODE:          EXCLUDED FREIGHT AMOUNT: 0
 TERMS%: 00000   DAYS:  0   NET: 30        EXCLUDED OTHER AMOUNT: 0
 AUDIT FLAG :                               REJECT FREIGHT AMOUNT: 0

 VENDOR TYPE/ SSN: 3 13131                    ACH/EFT FLAG :
 VENDOR NAME     : SAMS WHOLESALE WAREHOUSE
 VENDOR ADDRESS  : 6500 S TULSA STREET


                   TULSA             OK 73777

 VENDOR NAME/ADDRESS OK (Y/N):   N               UNIT PRICE IN MILS : N
 AGENCY : T        ENTER RECEIPT (Y/N):  N       INVOICE LINES (Y/N): N

 INV LINE UPDATE    INV AC UPDATE    INV MAINT MENU    VEM MAIN MENU
```

Figure 9P-57 VEM Invoice Header Updates

(4) The VEM Invoice Header Updates screen is displayed with the Vendor Name and Address for user verification. To accept the vendor information, enter **Y**. (See Figure 9P-58.) Press ***Enter***.

```
      VENDOR NAME/ADDRESS OK? YES OR NO
                        VEM INVOICE HEADER UPDATES
 REQUEST CODE   : A
 RGN/DIST: 1             STATUS PO:   INV:          ERR CD:
 FILE REFERENCE NO:
 PURCHASE ORDER: DTDT02 94 P1234BC   INVOICE NUMBER: INV1A
 INVOICE DATE:  82094   INVOICE RECV DATE:  82494  PROMPT PAY CATEGORY: P

 FINAL INVOICE:  Y                              INVOICE AMOUNT: 10000
 REASON CODE:       REJECT CODE:          EXCLUDED FREIGHT AMOUNT: 0
 TERMS%: 00000   DAYS:  0   NET: 30        EXCLUDED OTHER AMOUNT: 0
 AUDIT FLAG :                               REJECT FREIGHT AMOUNT: 0

 VENDOR TYPE/ SSN: 3 13131                    ACH/EFT FLAG :
 VENDOR NAME     : SAMS WHOLESALE WAREHOUSE
 VENDOR ADDRESS  : 6500 S TULSA STREET


                   TULSA             OK 73777

 VENDOR NAME/ADDRESS OK (Y/N):   Y               UNIT PRICE IN MILS : N
 AGENCY : T        ENTER RECEIPT (Y/N):  N       INVOICE LINES (Y/N): Y

 INV LINE UPDATE    INV AC UPDATE    INV MAINT MENU    VEM MAIN MENU
```

Figure 9P-58 VEM Invoice Header Updates

(5) Since this is a final invoice, once it is balanced the VEM Invoice Header Updates screen is displayed for entry of another invoice. (See Figure 9P-59.)

```
      FINAL INVOICE HEADER ADDED /
                    VEM INVOICE HEADER UPDATES
REQUEST CODE   : I
RGN/DIST: 1            STATUS PO:   INV:          ERR CD:
FILE REFERENCE NO:
PURCHASE ORDER: DTDT02 94 P1234BC   INVOICE NUMBER: INV1A
INVOICE DATE:          INVOICE RECV DATE:         PROMPT PAY CATEGORY:

FINAL INVOICE:  N                                INVOICE AMOUNT:
REASON CODE:      REJECT CODE:          EXCLUDED FREIGHT AMOUNT:
TERMS%: 00000   DAYS:  0   NET: 30       EXCLUDED OTHER AMOUNT:
AUDIT FLAG :                             REJECT FREIGHT AMOUNT:

VENDOR TYPE/ SSN:                           ACH/EFT FLAG :
VENDOR NAME     :
VENDOR ADDRESS  :




VENDOR NAME/ADDRESS OK (Y/N):   N               UNIT PRICE IN MILS : N
AGENCY : T        ENTER RECEIPT (Y/N):  N       INVOICE LINES (Y/N):

INV LINE UPDATE    INV AC UPDATE    INV MAINT MENU    VEM MAIN MENU
```

Figure 9P-59 VEM Invoice Header Updates

d. Adding an Unbalanced Final Invoice (No Vendor Selection).

(1) From the VEM Main Menu, access the Invoice Maintenance Menu by entering Selection 3. (See Figure 9P-1.) Press ***Enter***.

(2) Enter Selection **1** on the Invoice Maintenance Menu. Press ***Enter***.

(3) To add the invoice header data, enter Request Code **A**. Enter Purchase Order Number, Invoice Number, Invoice Date, Invoice Receipt Date, Invoice Amount. Since this is a final invoice, enter Final Invoice **Y**. Enter Vendor Type/SSN. (See Figure 9P-60.)

```
     ENTER INVOICE HEADER DATA
                    VEM INVOICE HEADER UPDATES
REQUEST CODE   : A
RGN/DIST: 1            STATUS PO:   INV:          ERR CD:
FILE REFERENCE NO:
PURCHASE ORDER: DTDT02 94 P11111A   INVOICE NUMBER: A1234
INVOICE DATE: 082194   INVOICE RECV DATE: 082494  PROMPT PAY CATEGORY:

FINAL INVOICE:  Y                                INVOICE AMOUNT: 30000
REASON CODE:      REJECT CODE:          EXCLUDED FREIGHT AMOUNT:
TERMS%: 00000   DAYS:  0   NET: 30       EXCLUDED OTHER AMOUNT:
AUDIT FLAG :                             REJECT FREIGHT AMOUNT:

VENDOR TYPE/ SSN: 3 14141                   ACH/EFT FLAG :
VENDOR NAME     :
VENDOR ADDRESS  :



VENDOR NAME/ADDRESS OK (Y/N):   N               UNIT PRICE IN MILS : N
AGENCY : T        ENTER RECEIPT (Y/N):  N       INVOICE LINES (Y/N): N

INV LINE UPDATE    INV AC UPDATE    INV MAINT MENU    VEM MAIN MENU
```

Figure 9P-60 VEM Invoice Header Updates

(4) The VEM Invoice Header Updates screen is displayed with the Vendor Name and Address for user verification. To accept the vendor information, enter **Y**. (See Figure 9P-61.) Press ***Enter***.

```
      VENDOR NAME/ADDRESS OK? YES OR NO
                        VEM INVOICE HEADER UPDATES
REQUEST CODE    : A
RGN/DIST: 1             STATUS PO:    INV:           ERR CD:
FILE REFERENCE NO:
PURCHASE ORDER: DTDT02 94 P11111A    INVOICE NUMBER: A1234
INVOICE DATE:  82194    INVOICE RECV DATE:  82494  PROMPT PAY CATEGORY: P

FINAL INVOICE:  Y                                INVOICE AMOUNT: 3000
REASON CODE:       REJECT CODE:           EXCLUDED FREIGHT AMOUNT: 0
TERMS%: 00000   DAYS:  0   NET: 30          EXCLUDED OTHER AMOUNT: 0
AUDIT FLAG :                                 REJECT FREIGHT AMOUNT: 0

VENDOR TYPE/ SSN: 3 14141                      ACH/EFT FLAG :
VENDOR NAME     : SAMS WHOLESALE WAREHOUSE
VENDOR ADDRESS  : 970 S DEL STREET


                  DEL CITY           OK 73999

VENDOR NAME/ADDRESS OK (Y/N):   Y                UNIT PRICE IN MILS : N
AGENCY : T        ENTER RECEIPT (Y/N):  N        INVOICE LINES (Y/N): Y

INV LINE UPDATE    INV AC UPDATE    INV MAINT MENU    VEM MAIN MENU
```

Figure 9P-61 VEM Invoice Header Updates

(5) Since this was identified as a final invoice but the line information did not balance, the VEM Invoice Line Item Updates screen is displayed so that the correct invoice line data can be added. Tab to RQ for the first line to be invoiced. Enter RQ **A**. Enter Inv Qty. (See Figure 9P-62.) Press ***Enter***.

```
      FINAL INVOICE HEADER ADDED / ENTER LINES
                        VEM INVOICE LINE ITEM UPDATES

REGION/DISTRICT : 1             STATUS PO: C  INV: I  ERROR CD:
PURCHASE ORDER  : DTDT02 94 P11111A     PO LINE STARTS FROM: 0000 THRU: 9999
INVOICE NUMBER  : A1234                          INVOICE AMOUNT: 0000000030000
DISCOUNT EXCLUDED: FREIGHT AMOUNT: 0000000000000  OTHER AMOUNT: 0000000000000
   BALANCE: N                                UNIT PRICE IN MILS: N
R     PO    PO     RR     INV    INV
Q   LINE  QTY    QTY    REM    QTY   UNIT PRICE      ITEM DESCRIPTION
  P 0001 00001 00001 00001 1      10000          GIANT WIDGET
  P 0002 00002 00002 00002 2      5000           LARGE WIDGET
  P 0003 00004 00002 00002 2      2500           SMALL WIDGET









AGENCY: T
    INVOICE HEADER UPDATES     INVOICE MAINTENANCE MENU     VEM MAIN MENU
```

Figure 9P-62 VEM Invoice Line Item Updates

(6) The line items still are out of balance. The Invoice Amount must be changed. This must be done on the VEM Invoice Header Updates screen. Tab to Invoice Header Updates at the bottom of the screen. Enter **X**. (See Figure 9P-63.) Press ***Enter***.

```
      OUT OF BALANCE - INVOICE EXT AMTS NOT EQUAL TO INVOICE TOTAL AMT.
                          VEM INVOICE LINE ITEM UPDATES

REGION/DISTRICT : 1             STATUS PO: C  INV: I  ERROR CD:
PURCHASE ORDER  : DTDT02 94 P11111A     PO LINE STARTS FROM: 0000 THRU: 9999
INVOICE NUMBER  : A1234                          INVOICE AMOUNT: 0000000030000
DISCOUNT EXCLUDED: FREIGHT AMOUNT: 0000000000000  OTHER AMOUNT: 0000000000000
   BALANCE: N                                UNIT PRICE IN MILS: N
R    PO   PO    RR    INV   INV
Q   LINE  QTY   QTY   REM   QTY   UNIT PRICE     ITEM DESCRIPTION
  I 0001 00001 00001 00001 1     10000          GIANT WIDGET
  I 0002 00002 00002 00002 2     5000           LARGE WIDGET
  I 0003 00004 00002 00002 2     2500           SMALL WIDGET
    0000 00000 00000 00000 0     0
    0000 00000 00000 00000 0     0
    0000 00000 00000 00000 0     0
    0000 00000 00000 00000 0     0
    0000 00000 00000 00000 0     0
    0000 00000 00000 00000 0     0
    0000 00000 00000 00000 0     0
    0000 00000 00000 00000 0     0
    0000 00000 00000 00000 0     0
AGENCY: T
    INVOICE HEADER UPDATES     INVOICE MAINTENANCE MENU     VEM MAIN MENU
```

Figure 9P-63 VEM Invoice Line Item Updates

(7) The VEM Invoice Header Updates screen is displayed with the current invoice header data. Enter Request Code **C**. Tab to Invoice Amount and enter new amount. (See Figure 9P-64.) Press ***Enter***.

```
      INQUIRY COMPLETED
                      VEM INVOICE HEADER UPDATES
REQUEST CODE   : C
RGN/DIST: 1            STATUS PO: C INV: I        ERR CD:
FILE REFERENCE NO:
PURCHASE ORDER: DTDT02 94 P11111A   INVOICE NUMBER: A1234
INVOICE DATE:  82194   INVOICE RECV DATE:  82494  PROMPT PAY CATEGORY: P

FINAL INVOICE:  Y                              INVOICE AMOUNT: 25000
REASON CODE:      REJECT CODE:          EXCLUDED FREIGHT AMOUNT: 0
TERMS%: 00000   DAYS:  0   NET: 30       EXCLUDED OTHER AMOUNT: 0
AUDIT FLAG :                             REJECT FREIGHT AMOUNT: 0

VENDOR TYPE/ SSN: 3 14141                   ACH/EFT FLAG :
VENDOR NAME     : SAMS WHOLESALE WAREHOUSE
VENDOR ADDRESS  : 970 S DEL STREET


                  DEL CITY          OK 73999

VENDOR NAME/ADDRESS OK (Y/N):   N              UNIT PRICE IN MILS : N
AGENCY : T        ENTER RECEIPT (Y/N):  N      INVOICE LINES (Y/N): Y

INV LINE UPDATE    INV AC UPDATE    INV MAINT MENU    VEM MAIN MENU
```

Figure 9P-64 VEM Invoice Header Updates

(8) The VEM Invoice Line Item Updates screen is displayed again. Tab to the Balance field. Enter **Y**. (See Figure 9P-64.)

```
      FINAL INVOICE HEADER CHANGED/REBALANCE
                        VEM INVOICE LINE ITEM UPDATES

REGION/DISTRICT : 1            STATUS PO: C  INV: I  ERROR CD:
PURCHASE ORDER  : DTDT02 94 P11111A     PO LINE STARTS FROM: 0000 THRU: 9999
INVOICE NUMBER  : A1234                       INVOICE AMOUNT: 0000000025000
DISCOUNT EXCLUDED: FREIGHT AMOUNT: 0000000000000  OTHER AMOUNT: 0000000000000
   BALANCE: Y                                UNIT PRICE IN MILS: N
R     PO    PO     RR     INV    INV
Q   LINE  QTY    QTY    REM    QTY   UNIT PRICE      ITEM DESCRIPTION
  I 0001 00001 00001 00001 1      10000          GIANT WIDGET
  I 0002 00002 00002 00002 2      5000           LARGE WIDGET
  I 0003 00004 00002 00002 2      2500           SMALL WIDGET









AGENCY: T
    INVOICE HEADER UPDATES      INVOICE MAINTENANCE MENU      VEM MAIN MENU
```

Figure 9P-65 VEM Invoice Line Item Updates

(9) The invoice is now balanced. The VEM Invoice Header Updates screen is displayed with a message indicating that the previous invoice was balanced. (See Figure 9P-66.)

```
      INVOICE LINES BALANCE TO INVOICE HEADER
                        VEM INVOICE HEADER UPDATES
REQUEST CODE    : I
RGN/DIST: 1            STATUS PO:   INV:           ERR CD:
FILE REFERENCE NO:
PURCHASE ORDER: DTDT02 94 P11111A   INVOICE NUMBER: A1234
INVOICE DATE:          INVOICE RECV DATE:         PROMPT PAY CATEGORY:

FINAL INVOICE:  N                                INVOICE AMOUNT:
REASON CODE:      REJECT CODE:           EXCLUDED FREIGHT AMOUNT:
TERMS%: 00000   DAYS:  0   NET: 30        EXCLUDED OTHER AMOUNT:
AUDIT FLAG :                              REJECT FREIGHT AMOUNT:

VENDOR TYPE/ SSN:                            ACH/EFT FLAG :
VENDOR NAME     :
VENDOR ADDRESS  :




VENDOR NAME/ADDRESS OK (Y/N):   N               UNIT PRICE IN MILS : N
AGENCY : T        ENTER RECEIPT (Y/N):  N       INVOICE LINES (Y/N): Y

INV LINE UPDATE    INV AC UPDATE    INV MAINT MENU    VEM MAIN MENU
```

Figure 9P-66 VEM Invoice Header Updates

e. Adding an Invoice and its associated Receiving Report.

(1) From the VEM Main Menu, access the Invoice Maintenance Menu by entering Selection 3. (See Figure 9P-1.) Press ***Enter***.

(2) Enter Selection **1** on the Invoice Maintenance Menu. (See Figure 9P-44.) Press ***Enter***.

(3) To add the invoice header data, enter Request Code **A**. Then enter Purchase Order, Invoice Number, Invoice Date, Invoice Receipt Date, Invoice Amount, and Vendor Type/SSN. Enter Receipt (Y/N) **Y**. (See Figure 9P-67.)

```
        FINAL INVOICE HEADER ADDED / ENTER LINES
                        VEM INVOICE LINE ITEM UPDATES

REGION/DISTRICT : 1             STATUS PO: C  INV: I  ERROR CD:
PURCHASE ORDER  : DTDT02 94 P11111A     PO LINE STARTS FROM: 0000 THRU: 9999
INVOICE NUMBER  : A1234                          INVOICE AMOUNT: 0000000030000
DISCOUNT EXCLUDED: FREIGHT AMOUNT: 0000000000000  OTHER AMOUNT: 0000000000000
   BALANCE: N                                 UNIT PRICE IN MILS: N
R     PO    PO     RR     INV    INV
Q   LINE   QTY    QTY    REM    QTY   UNIT PRICE      ITEM DESCRIPTION
  P 0001 00001 00001 00001 1      10000          GIANT WIDGET
  P 0002 00002 00002 00002 2      5000           LARGE WIDGET
  P 0003 00004 00002 00002 2      2500           SMALL WIDGET




AGENCY: T
    INVOICE HEADER UPDATES      INVOICE MAINTENANCE MENU      VEM MAIN MENU
```

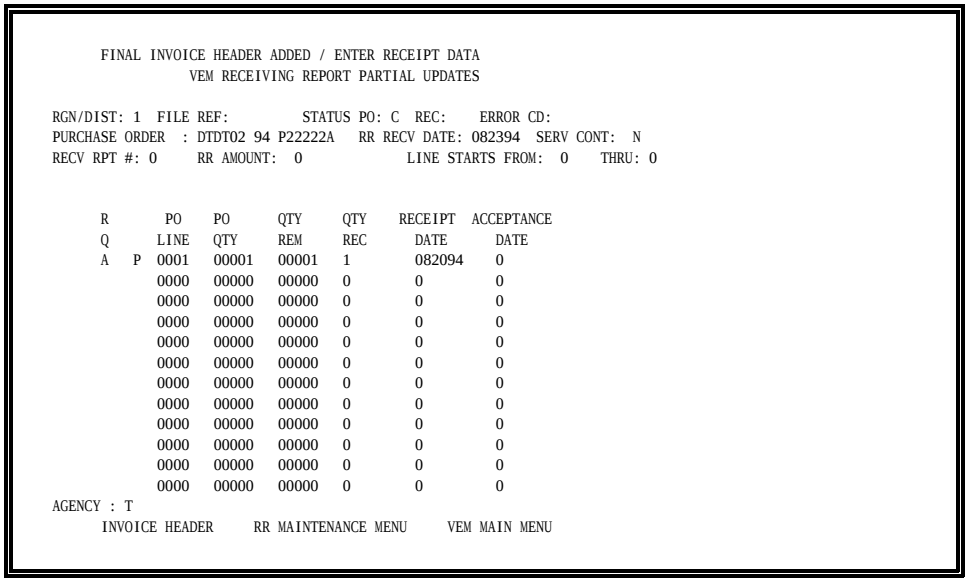
Figure 9P-67 VEM Invoice Header Updates

(4) The VEM Invoice Header Updates screen is displayed with the Vendor Name and Address for user verification. To accept the vendor information, enter **Y**. (See Figure 9P-68.)

```
      VENDOR NAME/ADDRESS OK? YES OR NO
                      VEM INVOICE HEADER UPDATES
REQUEST CODE    : A
RGN/DIST: 1             STATUS PO:   INV:           ERR CD:
FILE REFERENCE NO:
PURCHASE ORDER: DTDT02 94 P22222A   INVOICE NUMBER: A222
INVOICE DATE:  82394   INVOICE RECV DATE:  82694  PROMPT PAY CATEGORY: P

FINAL INVOICE:  Y                               INVOICE AMOUNT: 5000
REASON CODE:       REJECT CODE:          EXCLUDED FREIGHT AMOUNT: 0
TERMS%: 00000   DAYS:  0   NET: 30        EXCLUDED OTHER AMOUNT: 0
AUDIT FLAG :                               REJECT FREIGHT AMOUNT: 0

VENDOR TYPE/ SSN: 3 13131                    ACH/EFT FLAG :
VENDOR NAME     : SAMS WHOLESALE WAREHOUSE
VENDOR ADDRESS  : 6500 S TULSA STREET


                  TULSA             OK 73777

VENDOR NAME/ADDRESS OK (Y/N):   Y              UNIT PRICE IN MILS : N
AGENCY : T        ENTER RECEIPT (Y/N):  Y      INVOICE LINES (Y/N): Y

INV LINE UPDATE    INV AC UPDATE    INV MAINT MENU    VEM MAIN MENU
```

Figure 9P-68 VEM Invoice Header Updates

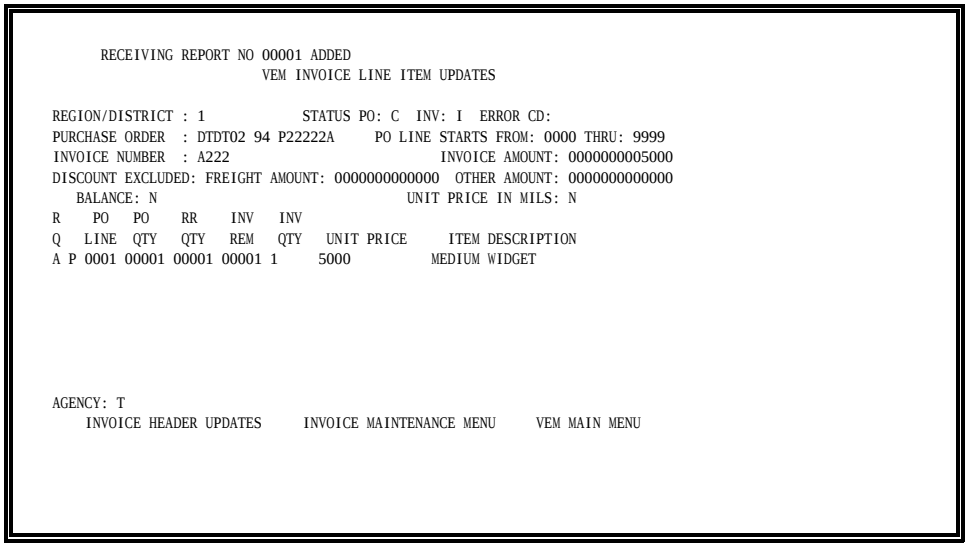
(5) The VEM Receiving Report Partial Updates screen is displayed. The line item number, ordered quantity, and quantity remaining to be received for all line items that have not yet been received are displayed. Enter the RR Receipt Date. Tab to the first line that has been received. Enter RQ **A**. Enter Qty Rec, Receipt Date, and Acceptance Date if different from Receipt Date. Repeat for all lines that have been received. (See Figure 9P-69.) Press ***Enter***.



```
      FINAL INVOICE HEADER ADDED / ENTER RECEIPT DATA
                VEM RECEIVING REPORT PARTIAL UPDATES

RGN/DIST: 1  FILE REF:          STATUS PO: C  REC:    ERROR CD:
PURCHASE ORDER  : DTDT02 94 P22222A   RR RECV DATE: 082394  SERV CONT:  N
RECV RPT #: 0     RR AMOUNT:  0             LINE STARTS FROM:  0    THRU: 0


      R       PO    PO      QTY     QTY    RECEIPT  ACCEPTANCE
      Q      LINE   QTY     REM     REC      DATE      DATE
      A   P  0001   00001   00001   1        082094    0
             0000   00000   00000   0        0         0
             0000   00000   00000   0        0         0
             0000   00000   00000   0        0         0
             0000   00000   00000   0        0         0
             0000   00000   00000   0        0         0
             0000   00000   00000   0        0         0
             0000   00000   00000   0        0         0
             0000   00000   00000   0        0         0
             0000   00000   00000   0        0         0
             0000   00000   00000   0        0         0
             0000   00000   00000   0        0         0
AGENCY : T
      INVOICE HEADER      RR MAINTENANCE MENU      VEM MAIN MENU
```

Figure 9P-69 VEM Receiving Report Partial Updates

(6) The VEM Invoice Line Item Updates screen is displayed next with a message indicating the receiving report number assigned to the new receiving report. Invoice header information is displayed. In addition, purchase order line number, ordered quantity, received quantity, quantity remaining to be invoiced, purchase order unit price, and item description for each purchase order line received and not yet invoiced are displayed. Tab to RQ for the first line to be invoiced. Enter RQ **A**. Enter Inv Qty. Tab to the next line to be invoiced and repeat the process. (See Figure 9P-70.) Press ***Enter***. When invoice data has been entered correctly, the VEM Invoice Header Updates screen is displayed for entry of another invoice. (See Figure 9P-71.)



```
      RECEIVING REPORT NO 00001 ADDED
                      VEM INVOICE LINE ITEM UPDATES

REGION/DISTRICT : 1            STATUS PO: C  INV: I  ERROR CD:
PURCHASE ORDER  : DTDT02 94 P22222A     PO LINE STARTS FROM: 0000 THRU: 9999
INVOICE NUMBER  : A222                        INVOICE AMOUNT: 0000000005000
DISCOUNT EXCLUDED: FREIGHT AMOUNT: 0000000000000  OTHER AMOUNT: 0000000000000
   BALANCE: N                              UNIT PRICE IN MILS: N
R     PO    PO     RR     INV    INV
Q    LINE   QTY    QTY    REM    QTY    UNIT PRICE      ITEM DESCRIPTION
A P 0001 00001 00001 00001 1      5000           MEDIUM WIDGET




AGENCY: T
    INVOICE HEADER UPDATES      INVOICE MAINTENANCE MENU      VEM MAIN MENU
```

Figure 9P-70 VEM Invoice Line Item Updates

```
      INVOICE LINES BALANCE TO INVOICE HEADER
                    VEM INVOICE HEADER UPDATES
REQUEST CODE   : I
RGN/DIST: 1            STATUS PO:   INV:          ERR CD:
FILE REFERENCE NO:
PURCHASE ORDER: DTDT02 94 P22222A   INVOICE NUMBER: A222
INVOICE DATE:          INVOICE RECV DATE:         PROMPT PAY CATEGORY:

FINAL INVOICE:  N                                INVOICE AMOUNT:
REASON CODE:      REJECT CODE:          EXCLUDED FREIGHT AMOUNT:
TERMS%: 00000   DAYS:  0   NET: 30       EXCLUDED OTHER AMOUNT:
AUDIT FLAG :                            REJECT FREIGHT AMOUNT:

VENDOR TYPE/ SSN:                          ACH/EFT FLAG :
VENDOR NAME     :
VENDOR ADDRESS  :




VENDOR NAME/ADDRESS OK (Y/N):   N              UNIT PRICE IN MILS : N
AGENCY : T        ENTER RECEIPT (Y/N):  N      INVOICE LINES (Y/N): Y

INV LINE UPDATE    INV AC UPDATE    INV MAINT MENU    VEM MAIN MENU
```

Figure 9P-71 VEM Invoice Header Updates

f. Adding a Service Contract Invoice.

(1) From the VEM Main Menu, access the Invoice Maintenance Menu by entering Selection 3. (See Figure 9P-1.) Press ***Enter***.

(2) Enter Selection **1** on the Invoice Maintenance Menu. (See Figure 9P-44.) Press ***Enter***.

(3) To add the service contract invoice, enter Request Code **A**. Then enter Purchase Order Number, Invoice Number, Invoice Date, Invoice Receipt Date, Invoice Amount and Vendor Type/SSN. (See Figure 9P-72.) Press ***Enter***.

```
      ENTER INVOICE HEADER DATA
                    VEM INVOICE HEADER UPDATES
REQUEST CODE   : A
RGN/DIST: 1            STATUS PO:   INV:          ERR CD:
FILE REFERENCE NO:
PURCHASE ORDER: DTDT02 94 T423456   INVOICE NUMBER: 1ABC
INVOICE DATE: 082394   INVOICE RECV DATE: 082694  PROMPT PAY CATEGORY:

FINAL INVOICE:  N                                INVOICE AMOUNT: 10900000
REASON CODE:      REJECT CODE:          EXCLUDED FREIGHT AMOUNT:
TERMS%: 00000   DAYS:  0   NET: 30       EXCLUDED OTHER AMOUNT:
AUDIT FLAG :                            REJECT FREIGHT AMOUNT:

VENDOR TYPE/ SSN: 3 12121                  ACH/EFT FLAG :
VENDOR NAME     :
VENDOR ADDRESS  :




VENDOR NAME/ADDRESS OK (Y/N):   N              UNIT PRICE IN MILS : N
AGENCY : T        ENTER RECEIPT (Y/N):  N      INVOICE LINES (Y/N): N

INV LINE UPDATE    INV AC UPDATE    INV MAINT MENU    VEM MAIN MENU
```

Figure 9P-72 VEM Invoice Header Updates

(4) The VEM Invoice Header Updates screen is displayed with the Vendor Name and Address for user verification. To accept the vendor information, enter **Y**. (See Figure 9P-73.) Press ***Enter***.

```
      VENDOR NAME/ADDRESS OK? YES OR NO
                    VEM INVOICE HEADER UPDATES
REQUEST CODE   : A
RGN/DIST: 1           STATUS PO:   INV:          ERR CD:
FILE REFERENCE NO:
PURCHASE ORDER: DTDT02 94 T423456   INVOICE NUMBER: 1ABC
INVOICE DATE:  82394   INVOICE RECV DATE:  82694  PROMPT PAY CATEGORY: P

FINAL INVOICE:  N                              INVOICE AMOUNT: 10900000
REASON CODE:      REJECT CODE:         EXCLUDED FREIGHT AMOUNT: 0
TERMS%: 00000   DAYS:  0   NET: 30       EXCLUDED OTHER AMOUNT: 0
AUDIT FLAG :                             REJECT FREIGHT AMOUNT: 0

VENDOR TYPE/ SSN: 3 12121                   ACH/EFT FLAG :
VENDOR NAME     : SAMS WHOLESALE WAREHOUSE
VENDOR ADDRESS  : 100 S MAIN STREET


                  OKLAHOMA CITY     OK 73111

VENDOR NAME/ADDRESS OK (Y/N):   Y              UNIT PRICE IN MILS : N
```

Figure 9P-73 VEM Invoice Header Updates

(5) Since this is a service contract invoice, line item data is not required. The VEM Invoice Header Updates screen is displayed for entry of another invoice. (See Figure 9P-74.)

```
      INVOICE HEADER ADDED / SERVICE CONTRACT
                    VEM INVOICE HEADER UPDATES
REQUEST CODE   : I
RGN/DIST: 1           STATUS PO:   INV:          ERR CD:
FILE REFERENCE NO:
PURCHASE ORDER: DTDT02 94 T423456   INVOICE NUMBER: 1ABC
INVOICE DATE:         INVOICE RECV DATE:         PROMPT PAY CATEGORY:

FINAL INVOICE:  N                              INVOICE AMOUNT:
REASON CODE:      REJECT CODE:         EXCLUDED FREIGHT AMOUNT:
TERMS%: 00000   DAYS:  0   NET: 30       EXCLUDED OTHER AMOUNT:
AUDIT FLAG :                             REJECT FREIGHT AMOUNT:

VENDOR TYPE/ SSN:                           ACH/EFT FLAG :
VENDOR NAME     :
VENDOR ADDRESS  :




VENDOR NAME/ADDRESS OK (Y/N):   N              UNIT PRICE IN MILS : N
AGENCY : T        ENTER RECEIPT (Y/N):  N      INVOICE LINES (Y/N):

INV LINE UPDATE    INV AC UPDATE    INV MAINT MENU    VEM MAIN MENU
```

Figure 9P-74 VEM Invoice Header Updates

g. Auditing Invoices.

(1) From the VEM Main Menu, access the Invoice Maintenance Menu by entering Selection 3. (See Figure 9P-1.) Press ***Enter***.

(2) Enter Selection **3** on the Invoice Maintenance Menu. (See Figure 9P-44.) Press ***Enter***.

(3) The VEM Invoice Audit Updates screen is displayed with the first invoice selected for audit for the user's Agency, Region/District. (See Figure 9P-75.) To select a specific invoice to be audited, enter Purchase Order and Invoice Number.

```
                        VEM INVOICE AUDIT UPDATES

   REQUEST CODE: I
REGION/DISTRICT: 1   STATUS PO: C  REC: P  INV: P  ERROR CD:

 PURCHASE ORDER: DTDT02 94 PABCD1   INVOICE NUMBER: INV1
   RECEIPT DATE: 083094               INVOICE DATE: 080594
ACCEPTANCE DATE: 082594       INVOICE RECEIPT DATE: 080594
   ACH/EFT FLAG:                    INVOICE AMOUNT: 1000
      PIIN TYPE: P                  FREIGHT AMOUNT: 1000
                                    PROMPT PAY IND: A
  VENDOR TYPE/SSN: 3 14141
  VENDOR NAME    : SAMS WHOLESALE WAREHOUSE
  VENDOR ADDRESS :
                   100 S MAIN STREET
                   OKLAHOMA CITY     OK    73111

 SELECT DATE: 081594   AUDIT DATE : 081694     AUDIT FLAG: R   (R OR D)
 REJECT CODE:          REASON CODE:       HOLD FREIGHT (Y/N): N

AGENCY: T
 INV HDR UPD     INV LINE UPD     INV MAINT MENU     VEM MAIN MENU
```

Figure 9P-75 Invoice Audit Updates

(4) To disallow the payment of the invoice, tab to Audit Flag. Enter **D**. Enter a Rejection Code. (See Figure 9P-76.) Figure 9P-7 shows Invoice Rejection Codes and descriptions.

```
                        VEM INVOICE AUDIT UPDATES

   REQUEST CODE: C
REGION/DISTRICT: 1   STATUS PO: C  REC: P  INV: P  ERROR CD:

 PURCHASE ORDER: DTDT02 94 PABCD22   INVOICE NUMBER: INV1
   RECEIPT DATE: 083094               INVOICE DATE: 080594
ACCEPTANCE DATE: 082594       INVOICE RECEIPT DATE: 080594
   ACH/EFT FLAG:                    INVOICE AMOUNT: 1000
      PIIN TYPE: P                  FREIGHT AMOUNT: 1000
                                    PROMPT PAY IND: A
  VENDOR TYPE/SSN: 3 12121
  VENDOR NAME    : SAMS WHOLESALE WAREHOUSE
  VENDOR ADDRESS:  100 S MAIN STREET
                   OKLAHOMA CITY       OK 73111


 SELECT DATE: 081594   AUDIT DATE : 081694     AUDIT FLAG: R   (R OR D)
 REJECT CODE: 08       REASON CODE:       HOLD FREIGHT (Y/N): N

AGENCY: T
 INV HDR UPD     INV LINE UPD     INV MAINT MENU     VEM MAIN MENU
```

Figure 9P-76 VEM Invoice Audit Updates

(5) A message indicating that the previous invoice was disallowed is displayed on the VEM Invoice Audit Updates screen. In addition, the next invoice selected for audit is displayed. To approve payment of the audited invoice, tab to Audit Flag. Enter **R** for release. (See Figure 9P-77.) Press ***Enter***.

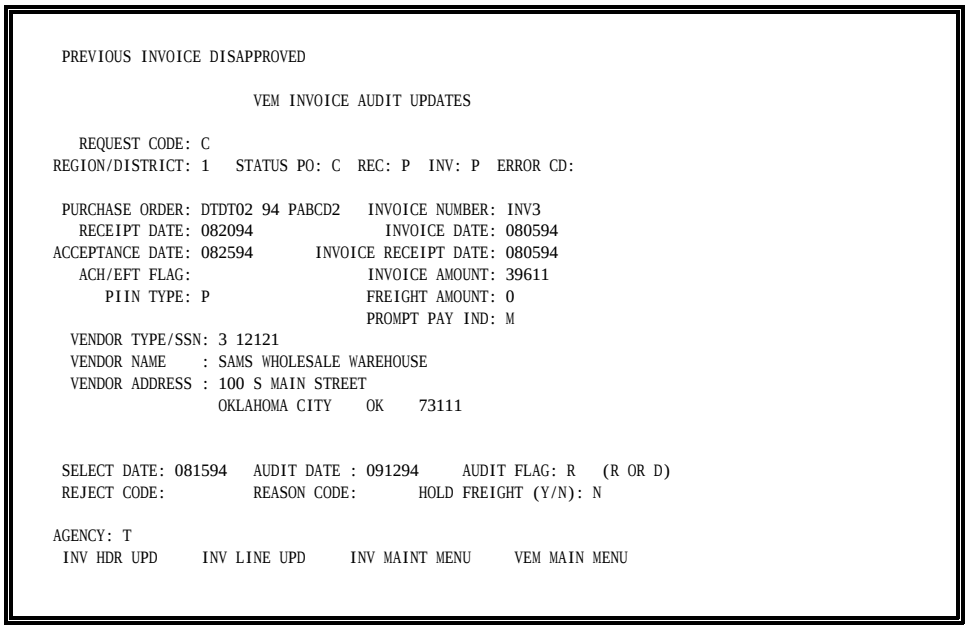


Figure 9P-77 VEM Invoice Audit Updates

Chapter 7 - Inquiry

7.1. Introduction - Inquiry is the fifth option on the VEM Main Menu (see Figure 9P-1). The VEM Inquiry Menu (see Figure 9P-78) allows inquiries of all VEM data, as well as to review selected summary information. The user must enter enough information to uniquely identify the desired data. The data is then displayed on the screen for review. Data cannot be updated through the inquiry screens. All data updates must be done using the maintenance functions. (See Chapters 3, 4, 5 and 6).

```
                          VEM INQUIRY MENU

SELECTION CHOSEN: 1

                    1 = PURCHASE ORDER HEADER
                    2 = PURCHASE ORDER LINE ITEM
                    3 = PURCHASE ORDER OBLIGATION
                    4 = RECEIVING REPORT
                    5 = INVOICE HEADER
                    6 = INVOICE LINE ITEM
                    7 = INVOICE AUDIT
                    8 = INVOICE PAID INQUIRY BY SUFFIX
                    9 = PO/RECEIPT/INVOICE SUMMARY
                   10 = UNPROCESSED ACCUMULATED DAILY OBLIGATIONS
                   11 = STANDARD TABLE INQUIRY MENU
                   12 = MISSING/INCOMPLETE DOCUMENT REPORT REQUEST
                   13 = PBR AUDIT REPORT REQUEST

                   99 = RETURN TO VEM MAIN MENU
```

Figure 9P-78 VEM Inquiry Menu

7.2. Purchase Order Header Inquiry - This function provides the capability of reviewing the data associated with a single Purchase Order Header record. Select option 1 on the VEM Inquiry Menu (see Figure 9P-78) and the Purchase Order Header Inquiry screen (see Figure 9P-79) will be displayed. Type the Purchase Order Number of the header to be viewed in the Purchase Order field. Press ***Enter*** to display the requested Purchase Order Header.

```
       INQUIRY COMPLETED
                        PURCHASE ORDER HEADER INQUIRY

                       STATUS PO: C  REC: F  INV: F  ERROR CD:
REGION/DISTRICT: 1     FILE REF NO:
PURCHASE ORDER : DTDT02 94 P5555BC   ORDER DATE: 081094  PO RECV DATE: 082994
DOC ID W/O SFX : 23 94 4P5555BC      CONTRACT NO:
PYR-FLAG:     DOL SPLIT FUNDING: Y           DOLLARS OBLIGATED:          5000
RGN-DIST: 1   APPROP/LIM/AFC: 4111 000 000   PE: 949494   CC: 444455   OC: 2500
SYSTEM DATA :                STAT DATA 1:            STAT DATA 2:
RECV OFFICE : A1234567   DOC REF:                    TOT COM RVSL:

PROCUREMENT OFFICE: B2345678               FREIGHT AUTHORIZED: Y
EXPECTED DEL DATE :   082094               TERMS%: 00000   DAYS :  0  NET: 30
VENDOR TYPE/VENDOR SSN: 3 12121            PROMPT PAY CATEGORY  : P
PURCHASE ORDER TYPE         : P            PARTIAL PAYMENT AUTH : Y
NON-PRESUMPTIVE 7-DAY ACCEPT: N

LINE ITEM COUNT    :    3                  GRAND TOTAL    :         10000
UNIT PRICE IN MILS : N

AGENCY: T
PO OBLIGATION INQUIRY   PO LINE ITEM INQUIRY    INQUIRY MENU    VEM MAIN MENU
```

Figure 9P-79 Purchase Order Header Inquiry

After viewing the data, a new Purchase Order Number may be typed to view additional header data. Proceed to the Purchase Order Obligation Inquiry screen, Purchase Order Line Item Inquiry screen, Inquiry Menu or the VEM Main Menu. This is accomplished by placing an **X** next to the desired destination name at the bottom of the screen and pressing ***Enter***.

7.3. Purchase Order Line Item Inquiry - This function provides the capability of reviewing the data associated with a Purchase Order's Line Items. Select option 2 on the Inquiry Menu (see Figure 9P-78) and the Purchase Order Line Item Inquiry screen (see Figure 9P-80) will be displayed.

Type the Purchase Order Number of the line items to be viewed in the Purchase Order field. A line number or range of line numbers may also be entered. If no line number is entered, all line items for the Purchase Order Number will be displayed. If a range is entered, all line items within the range will be displayed. Press ***Enter*** to display the purchase order line items. If there are more line items than can be displayed on the screen, press ***Enter*** to page through the remaining line items.

For a description of the data displayed on this screen, refer to Chapter 4.4, Purchase Order Line Item Update.

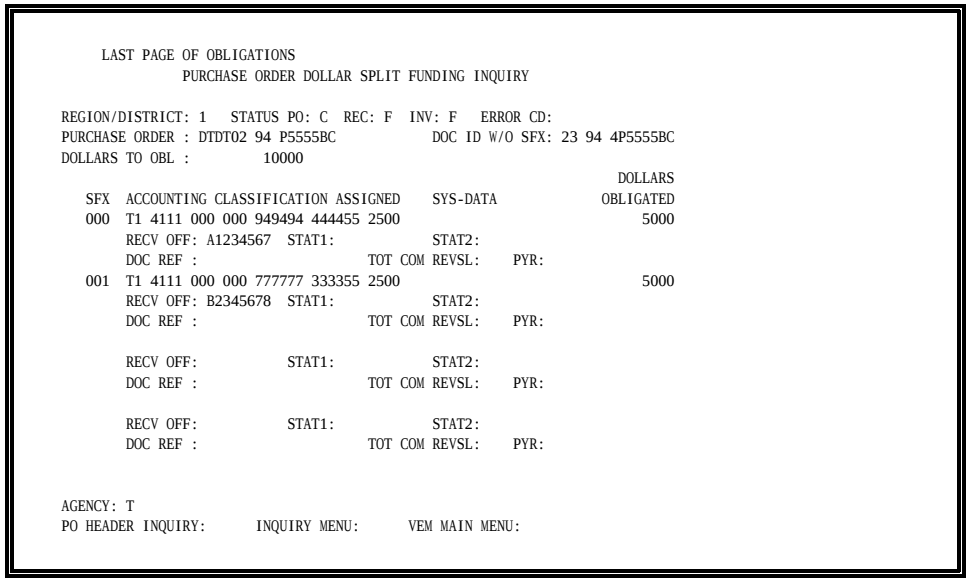
After viewing the data, a new Purchase Order Number and/or line number or range of line numbers may be entered to view additional data. Proceed to the Purchase Order Header Inquiry screen, Inquiry Menu or the VEM Main Menu. This is accomplished by placing an **X** next to the desired destination name at the bottom of the screen and pressing ***Enter***.

```
     ENTER PURCHASE ORDER
                  PURCHASE ORDER OBLIGATION INQUIRY

REGION/DISTRICT: 1     STATUS PO:    REC:    INV:     ERROR CD:
PURCHASE ORDER: DTDT02 94 -5555BC      PO LINE STARTS FROM:  1     THRU: 9999
DOC ID W/O SFX:
 PO   PO                                                              QTY
LINE  QTY  SFX  ACCOUNTING CLASSIFICATION ASSIGNED                    OBL

     STATDATA 1:           STATDATA 2:          RECX OFF:
     DOC REF   :                      TOT COM RVSL:  PYR:

     STATDATA 1:           STATDATA 2:          RECX OFF:
     DOC REF   :                      TOT COM RVSL:  PYR:

     STATDATA 1:           STATDATA 2:          RECX OFF:
     DOC REF   :                      TOT COM RVSL:  PYR:

     STATDATA 1:           STATDATA 2:          RECX OFF:
     DOC REF   :                      TOT COM RVSL:  PYR:

     STATDATA 1:           STATDATA 2:          RECX OFF:
     DOC REF   :                      TOT COM RVSL:  PYR:
AGENCY:  T    PO HEADER INQUIRY    INQUIRY MENU    VEM MAIN MENU
```

Figure 9P-80 Purchase Order Obligation Inquiry

7.4. Purchase Order Obligation Inquiry - This function provides the capability of reviewing a Purchase Order's Obligation data. Select option 3 on the Inquiry Menu (see Figure 9P-78) and the Purchase Order Obligation Inquiry screen (see Figure 9P-80) will be displayed.

Enter the Purchase Order Number to be viewed. A line number or range of line numbers may also be entered (default values of 1-9999 are displayed). If no line number is entered, all line items for the Purchase Order Number will be displayed. If a range is entered, all line items within the range will be displayed. After entering the required data, press ***Enter*** to display the purchase order obligations. If there are more obligation data than there is room on the screen, press ***Enter*** to page through the remaining obligation data.



```
     LAST PAGE OF OBLIGATIONS
              PURCHASE ORDER DOLLAR SPLIT FUNDING INQUIRY

REGION/DISTRICT: 1   STATUS PO: C  REC: F  INV: F   ERROR CD:
PURCHASE ORDER : DTDT02 94 P5555BC            DOC ID W/O SFX: 23 94 4P5555BC
DOLLARS TO OBL :         10000
                                                                    DOLLARS
   SFX  ACCOUNTING CLASSIFICATION ASSIGNED    SYS-DATA             OBLIGATED
   000  T1 4111 000 000 949494 444455 2500                             5000
        RECV OFF: A1234567  STAT1:            STAT2:
        DOC REF :                   TOT COM REVSL:    PYR:
   001  T1 4111 000 000 777777 333355 2500                             5000
        RECV OFF: B2345678  STAT1:            STAT2:
        DOC REF :                   TOT COM REVSL:    PYR:

        RECV OFF:           STAT1:            STAT2:
        DOC REF :                   TOT COM REVSL:    PYR:

        RECV OFF:           STAT1:            STAT2:
        DOC REF :                   TOT COM REVSL:    PYR:


AGENCY: T
PO HEADER INQUIRY:      INQUIRY MENU:      VEM MAIN MENU:
```

Figure 9P-81 Purchase Order Obligation Inquiry

The Dollar Split Funding or Split Funding Quantity, whichever is applicable, for each accounting classification and for each line item is displayed.

7.5. Receiving Report Inquiry - This function provides the capability of reviewing the Receiving Report data associated with a Purchase Order. Select option 4 on the Inquiry Menu (see Figure 9P-78) and the Receiving Report Inquiry screen (see Figure 9P-82) will be displayed.

Receiving Report data is displayed on this screen by Purchase Order Line Number. This screen may be used to determine on which Receiving Report a specific line or a range of lines has been received. This is done by entering the Purchase Order Number and no Receiving Report Number. Alternately, this screen may be used to view all lines associated with a specific Receiving Report. In this case, the Purchase Order Number and Receiving Report number must be entered. For either case, a purchase order line or a range of purchase order lines may be specified.

Enter the Purchase Order Number of the data to be viewed in the Purchase Order field. A Receiving Report number, line number, or range of line numbers may also be entered. If no Receiving Report number is entered, all Purchase Order lines are displayed with their associated Receiving Report Number. If no line numbers are entered, all line items for the Purchase Order Number, and Receiving Report Number if specified, will be displayed. If a range of line numbers is entered, all line items within the range will be displayed. Press ***Enter*** to retrieve the Receiving Report data. If there are more line items than can be displayed on the screen, press ***Enter*** to page through the remaining line items.

For a description of the data displayed on this screen, refer to Chapter 5.3, Receiving Report Partial Updates.

After viewing the data, a new Purchase Order Number and/or Receiving Report Number, line number, or range of line numbers may be entered to view additional data. The user may also proceed to the Inquiry Menu or the VEM Main Menu. This is accomplished by placing an **X** next to the desired menu name at the bottom of the screen and pressing ***Enter***.

```
        INQUIRY COMPLETE / ENTER DATA
                          RECEIVING REPORT INQUIRY

RGN/DIST: 1    FILE REF:         STATUS PO: C REC: C  ERROR CODE:
PURCHASE ORDER  : DTDT02 94 P5555BC  RR RECV DATE: 082594  RECV REPORT: 1
                                        PO LINE STARTS FROM: 1    THRU: 9999

 PO     PO     QTY    QTY         RR        RECEIPT ACCEPTANCE RECEIVING RR RECEIPT
LINE    QTY    REM    REC       AMOUNT       DATE      DATE      REPORT       DATE
   1      1      0      1           5000    082094    082094           1     082594









AGENCY: T
                         INQUIRY MENU       VEM MAIN MENU
```

Figure 9P-82 Receiving Report Inquiry

7.6. Invoice Header Inquiry - This function provides the capability of reviewing the data associated with a single Invoice Header record. Select option 5 on the Inquiry Menu (see Figure 9P-78) and the Invoice Header Inquiry screen (see Figure 9P-83) will be displayed.

Enter the Purchase Order Number and the Invoice Number of the header to be viewed. Press ***Enter*** to display the requested Invoice Header data.

For a description of the data displayed on this screen, refer to Chapter 6.2, Invoice Header Updates.

After viewing the data, a new Purchase Order Number and Invoice Number may be entered to view additional header data. The user may also proceed to the Invoice Line Item Inquiry screen, the Invoice Audit Inquiry screen, the Inquiry Menu or the VEM Main Menu. This is accomplished by placing an **X** next to the desired destination name at the bottom of the screen and pressing ***Enter***.

```
       INQUIRY COMPLETED
                           VEM INVOICE HEADER INQUIRY


RGN/DIST: 1           STATUS PO: C  INV: C           ERROR CD:
FILE REFERENCE NO:
PURCHASE ORDER: DTDT02 94 P5555BC   INVOICE NUMBER: A123
INVOICE DATE:  82094   INVOICE RECV DATE:  82494   PROMPT PAY CATEGORY: P

FINAL INVOICE: N                                INVOICE AMOUNT:          2500
REASON CODE:    REJECT CODE:           EXCLUDED FREIGHT AMOUNT:             0
TERMS%:  00000  DAYS:  0 NET: 30         EXCLUDED OTHER AMOUNT:             0
AUDIT FLAG:                              REJECT FREIGHT AMOUNT:             0
INVOICE LINES: Y

VENDOR TYPE/ SSN: 3 12121               ACH/EFT FLAG:
VENDOR NAME     : SAMS WHOLESALE WAREHOUSE
VENDOR ADDRESS  : 100 S MAIN STREET


                  OKLAHOMA CITY     OK 73111

 AGENCY:  T
INV LINE INQ    INV AC INQ    AUDIT SCREEN    INQUIRY MENU    VEM MAIN MENU
```

Figure 9P-83 VEM Invoice Header Inquiry

7.7 Invoice Line Item Inquiry - This function provides the capability of reviewing the data associated with Invoice Line Items. Select option 6 on the Inquiry Menu (see Figure 9P-78) and the Invoice Line Item Inquiry screen (see Figure 9P-84) will be displayed.

Enter the Purchase Order Number and Invoice Number. A line number or range of line numbers may also be entered. If no line number is entered, all line items for the Purchase Order Number and Invoice Number will be displayed. If a range is entered, all line items within the range will be displayed. Press ***Enter*** to retrieve the invoice line items. If there are more line items than can be displayed on the screen, press ***Enter*** to page through the remaining line items.

For a description of the data displayed on this screen, refer to Chapter 6.3, Invoice Line Item Updates.

After viewing the data, a new Purchase Order Number, Invoice Number and/or line number or range of line numbers may be entered to view additional data. The user may also proceed to the Invoice Header Inquiry screen, the Inquiry Menu or the VEM Main Menu. This is accomplished by placing an **X** next to the desired destination name at the bottom of the screen and pressing ***Enter***.

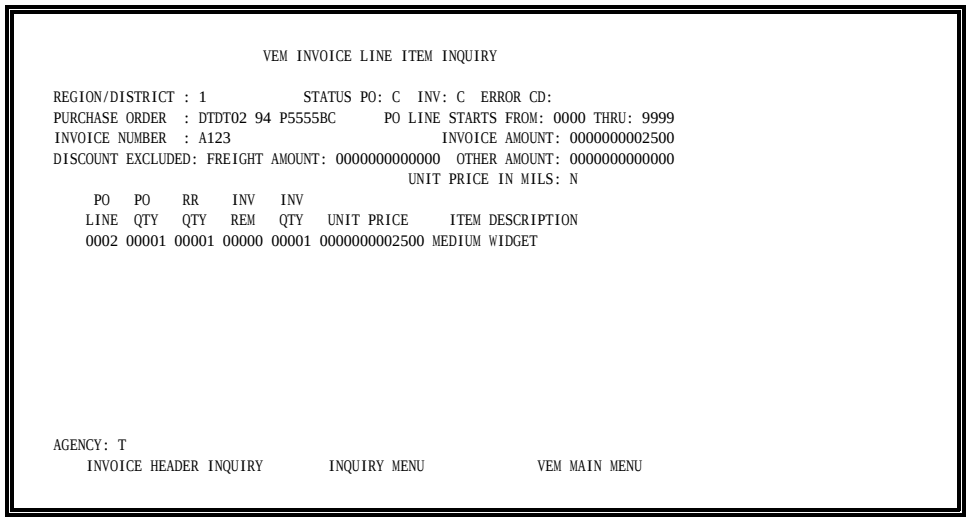


Figure 9P-84 VEM Invoice Line Item Inquiry

7.8. Invoice Audit Inquiry - This function provides the capability of reviewing audit data associated with a single Invoice. Select option 7 on the Inquiry Menu (see Figure 9P-78) and the Invoice Audit Inquiry screen (see Figure 9P-85) will be displayed.

There are two ways to select an audited invoice for inquiry:

- When the screen is displayed initially, the first invoice for the user's agency/region/district is displayed. The user may proceed sequentially through the invoices selected for audit by pressing ***Enter***. Blank fields indicate no invoices are in audit status.

- If a specific invoice is desired, the user may enter the purchase order number and invoice number before pressing ***Enter***.

The user may then enter the Purchase Order Number and Invoice Number of the data to be viewed or may continue viewing all invoices sequentially. Press ***Enter*** to view the desired data.

For a description of the data displayed on this screen, refer to Chapter 6.4 of this document, Invoice Audit Update.

After viewing the data, a new Purchase Order Number and Invoice Number may be entered to view additional data. The user may also proceed to the Invoice Header Inquiry screen, the Invoice Line Item Inquiry, the Inquiry Menu or the VEM Main Menu. This is accomplished by placing an **X** next to the desired destination name at the bottom of the screen and pressing ***Enter***.

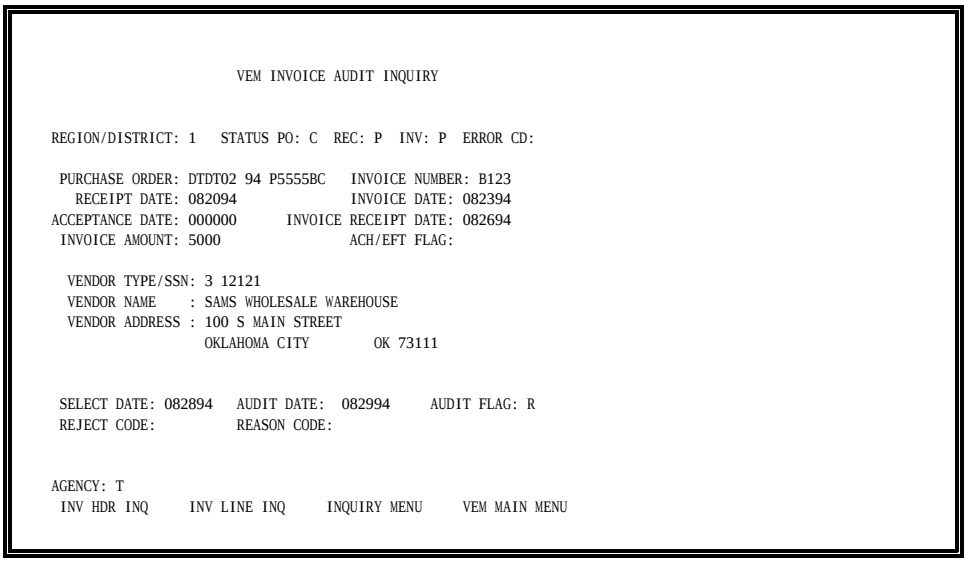
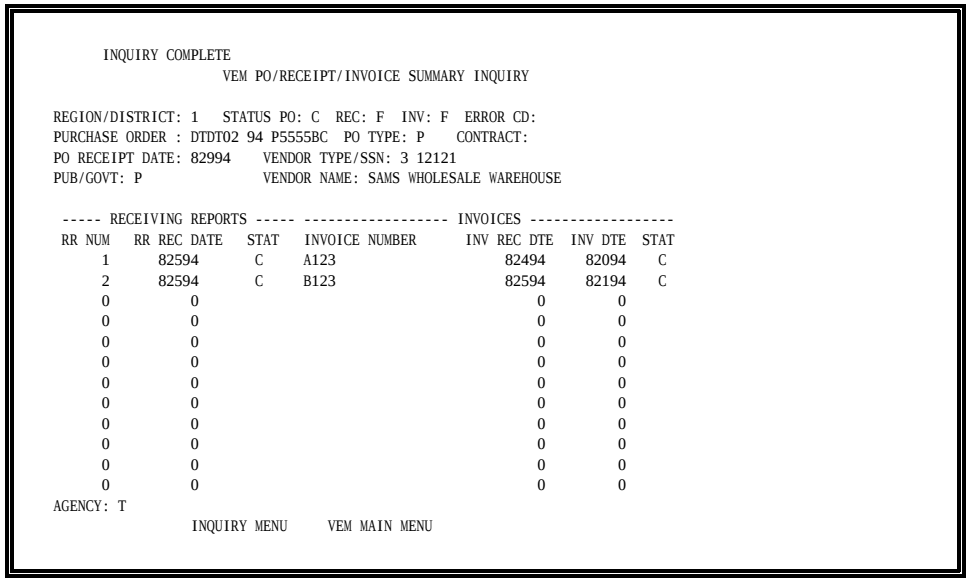


Figure 9P-85 VEM Invoice Audit Inquiry

7.9. Purchase Order/Receiving Report/Invoice Summary Inquiry - This function provides the capability of reviewing document summary information associated with a single purchase order. Select option 9 on the Inquiry Menu (see Figure 9P-78) and the Purchase Order/Receipt/Invoice Summary Inquiry screen (see Figure 9P-86) will be displayed.

This summary provides the user with a list of all receiving reports and invoices associated with a specified purchase order. Some general information is provided such as statuses, error codes, and vendor information, if available. This screen provides the user with all receiving report numbers and invoice numbers related to a purchase order and is useful, if, for example, an invoice number was initially entered incorrectly. On subsequent inquiries when the user entered the correct invoice number, a "Record Not Found" message would be displayed. By displaying the data on this screen, the user can see at a glance all the invoices associated with the purchase order and identify the incorrect invoice number. The user can also use this screen to determine the status of the receiving reports and invoices associated with a purchase order. This is useful if the user was expecting a payment or other transaction to be created for and processed by the DAFIS Main. By displaying the summary data on this screen, the user can see any receiving reports or invoices that are incomplete which may have prevented the transaction from being created.

Enter the purchase order number of the data to be viewed in the purchase order field. Press ***Enter*** to retrieve the summary data. If there are more receiving reports and invoices than can be displayed on the screen, press ***Enter*** to page through the remaining data.



```
      INQUIRY COMPLETE
                    VEM PO/RECEIPT/INVOICE SUMMARY INQUIRY

REGION/DISTRICT: 1   STATUS PO: C  REC: F  INV: F  ERROR CD:
PURCHASE ORDER : DTDT02 94 P5555BC  PO TYPE: P    CONTRACT:
PO RECEIPT DATE: 82994     VENDOR TYPE/SSN: 3 12121
PUB/GOVT: P                VENDOR NAME: SAMS WHOLESALE WAREHOUSE

 ----- RECEIVING REPORTS ----- ------------------ INVOICES ------------------
 RR NUM   RR REC DATE   STAT   INVOICE NUMBER      INV REC DTE  INV DTE  STAT
      1      82594       C     A123                   82494     82094    C
      2      82594       C     B123                   82594     82194    C
      0          0                                       0         0
      0          0                                       0         0
      0          0                                       0         0
      0          0                                       0         0
      0          0                                       0         0
      0          0                                       0         0
      0          0                                       0         0
      0          0                                       0         0
      0          0                                       0         0
      0          0                                       0         0
AGENCY: T
                INQUIRY MENU     VEM MAIN MENU
```

Figure 9P-86 VEM PO/Receipt/Invoice Summary Inquiry

The data elements displayed on this screen are as follows:

REGION/ DISTRICT: *(1X)* — This field defaults to the user's region/district.

STATUS PO: *(1X)* — The Purchase Order Status is system generated. See Chapter 1.2e, Status Codes.

STATUS REC: *(1X)* — The Receiving Report Status is system generated. See Chapter 1.2e, Status Codes.

STATUS INV: *(1X)* — The Invoice Status is system generated. See Chapter 1.2e, Status Codes.

ERROR CD: *(1X)* — The Error Code field is system generated. See Chapter 1.2f, Error Codes.

PURCHASE ORDER: *(13X)* — The Purchase Order number must already exist on the Purchase Order Header file.

PUB/GOVT: *(1X)* — The Public/Government Indicator is system generated. A **P** indicates "Public", a **G** indicates "Government".

CONTRACT: *(14X)* — This field is system generated.

PO RECEIPT DATE: *(7X)* — This field is system generated. It is the date the purchase order was by the accounting office.

VENDOR TYPE/SSN: *(1X) (9X)* — The Vendor Type and Vendor SSN are system generated fields.

VENDOR NAME: *(35X)* — The Vendor Name is system generated .

RR NUM: *(5X)* — The Receiving Report Number is system generated.

RR REC DATE: *(6X)*	This field is system generated and may not be changed by the user. It is the date the receiving report was received by the accounting office.
RR STAT: *(1X)*	The Receiving Report Status is system generated. After the receiving report data has been accepted, one of the following status codes will be assigned. ° C - The Receiving Report is complete, and receiving report line item data exists. ° I - The Receiving Report is incomplete, line item data does not exist.
INVOICE NUMBER: *(23X)*	This field is system generated and may not be changed by the user.
INVOICE DATE: *(6X)*	The Invoice Date is system generated and may not be changed by the user. It is the date of the invoice.
INV STAT: *(1X)*	The Invoice Status is system generated. After the invoice header data has been accepted, status codes will be assigned.
AGENCY: *(1X)*	The default value is the user's agency.

After reviewing the data, a new Purchase Order Number may be entered to view additional summary data. The user may also proceed to the Inquiry Menu or the VEM Main Menu. This is accomplished by placing an **X** next to the desired menu at the bottom of the screen and pressing ***Enter***.

7.10. Unprocessed Accumulated Daily Obligations Inquiry - This function provides the capability of reviewing accumulated daily obligation activity by agency, region/district, appropriation code, appropriation code limitation, allotment fund control, and at least one digit of the program element, cost center or object class. Select option 10 on the Inquiry Menu (see Figure 9P-78) and the Unprocessed Accumulated Daily Obligations Inquiry screen (see Figure 9P-87) will be displayed.

This inquiry is especially useful at year-end when it is important to have an up-to-the-minute summary of the obligations expected to be posted against a specific accounting classification. By specifying various combinations of accounting class data, the user can view the accumulated obligation dollar amount which will be posted against the DAFIS Fiscal Status File during the next VEM Periodic Batch process. The sum displayed represents the day's current fiscal year obligations. It does not display new fiscal year obligations. This inquiry is similar to the DAFIS FSF-7 Inquiry (see Section 8, paragraph 1.6.e) in that it will provide data at any cost center level, object class level, or a combination thereof. The information can be obtained for a particular program or for the entire appropriation. The sum of the Unprocessed Accumulated Daily Obligations Inquiry and the FSF-7 Inquiry equals the current year obligations up to the time of the inquiry. ***NOTE:*** *If an FSF-7 Inquiry is requested the following day and the total is less than the sum of the previous day's unprocessed accumulated daily obligations and the FSF-7 obligations, it is because an obligation record(s) was flagged as erroneous during the overnight processing.*

The user must enter the appropriation code, the appropriation code limitation, and the allotment fund control for the desired accounting classification. In addition, at least one position of the program element, cost center, or object class must also be entered.

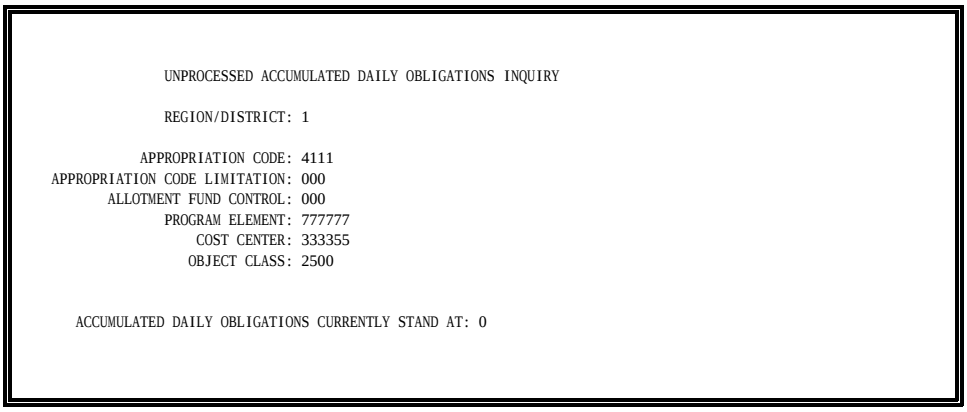


Figure 9P-87 Unprocessed Accumulated Daily Obligations Inquiry

The data elements displayed on this screen are as follows:

REGION/ DISTRICT: *(1X)*	Enter appropriate Region/District code. This field defaults to the user's region/district.
APPROPRIATION CODE: *(4X)*	The Appropriation Code is a mandatory field.
APPROPRIATION CODE LIMIT: *(3X)*	The Appropriation Code Limitation field is mandatory.
ALLOTMENT FUND CONTROL: *(3X)*	The Allotment Fund Control field is mandatory.
PROGRAM ELEMENT: *(6X)*	At least the first position of Program Element is mandatory if cost center and object class are blank. The user may enter from one to six positions in this field.
COST CENTER: *(6X)*	At least the first position of Cost Center is mandatory if program element and object class are blank. The user may enter from one to six positions in this field.
OBJECT CLASS: *(4X)*	At least the first position of Object Class is mandatory if program element and object class are blank. The user may enter from one to six positions in this field.
AGENCY: *(1X)*	The default value is the user's agency.

With the availability of the optional fields on this screen, there are a number of views of the data which the user can request. For example, if a six position Program Element is entered and 1 position of Object Class, then all data which matches the Program Element, regardless of Cost Center, for which the first position of Object Class is the same as that entered, will be included in the total amount displayed. The user must remember that this type of inquiry can take a long time, especially during peak computer usage hours. Therefore, there is a timer built into this request. If, after nine minutes of processing time, all relevant data has not been processed, a message will be displayed requesting that the inquiry be requested after peak hours. Figures 9P-88 and 9P-89 show examples of an Unprocessed Accumulated Daily Obligations Inquiry.

After viewing the data, accounting classification data may be entered to view additional obligation data. The user may also proceed to the Inquiry Menu or the VEM Main Menu. This is accomplished by placing an **X** next to the desired menu at the bottom of the screen and pressing ***Enter***.

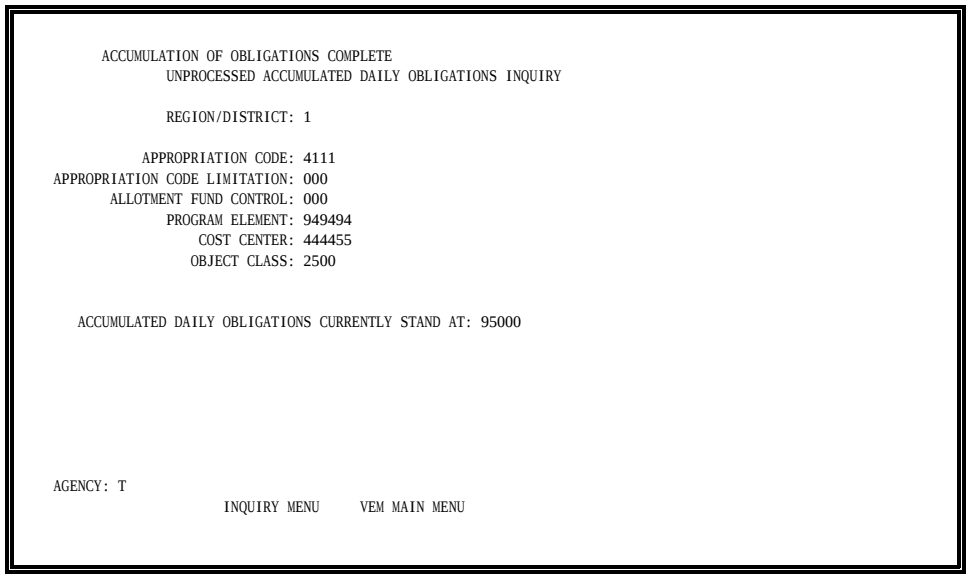


Figure 9P-88 Unprocessed Accumulated Daily Obligations Inquiry

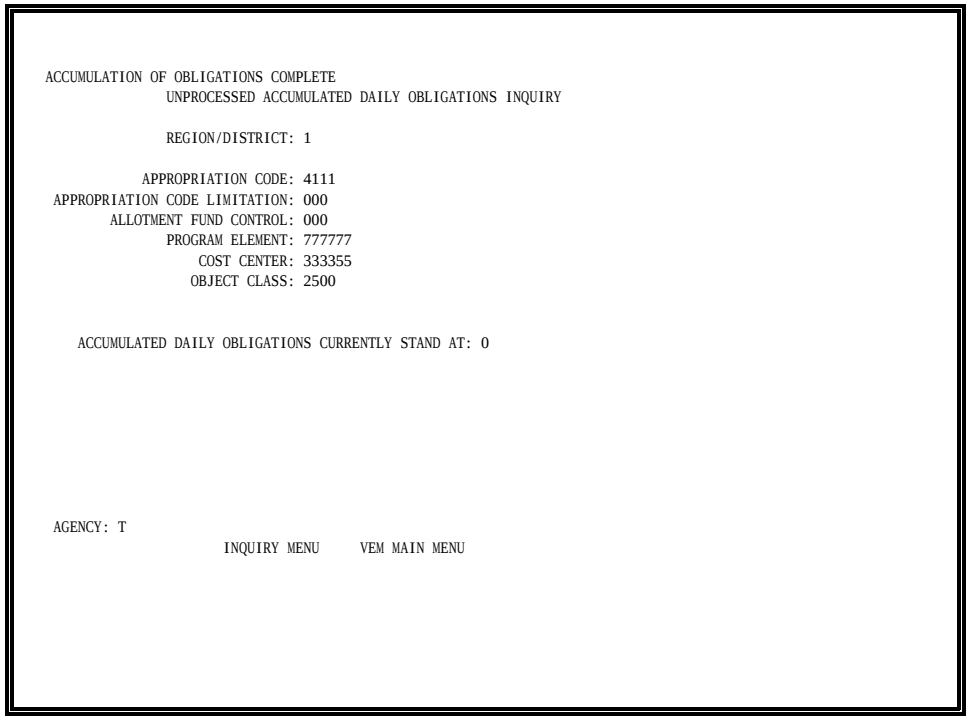


Figure 9P-89 Unprocessed Accumulated Daily Obligations Inquiry

7.11. Missing/Incomplete Document Report Request Inquiry - This function provides the capability of reviewing which Missing/Incomplete Document Reports have been requested, who requested them and when they were requested. (See Chapter 8.3 for an explanation of the Missing/Incomplete Documents Report Request). Select option 12 from the Inquiry Menu (see Figure 9P-78) and the Missing Document Report Request Inquiry screen (see Figure 9P-90) will be displayed.

When the screen is displayed initially, the user's default Agency and Region/District will be displayed. Press ***Enter*** to display the Missing/Incomplete Documents Report Request data.

```
        NO MORE RECORDS FOR THIS AGENCY/REGION/DISTRICT
           VEM MISSING/INCOMPLETE DOCUMENT REPORT REQUEST INQUIRY

REGION/DISTRICT: 1
                                      --- PO ----    - RR --    - INV -
     TERM         REQ          REQ     VEM VEM VEM    VEM VEM    VEM VEM
   USERID         DATE         TIME    -07 -08 -09    -12 -13    -10 -11

   DF$AABB      19940809     14292503          X
   DF$AABB      19940809     14292503                               X
   DF$AABB      19940809     14292503                                    X
   DF$AABB      19940810     10002849     X
   DF$AABB      19940810     10002849          X
   DF$AABB      19940810     10002849                    X
   DF$AABB      19940810     10002849                         X




AGENCY: T
     MISS/INC DOC RPT REQ SEL     INQUIRY MENU     VEM MAIN MENU
```

Figure 9P-90 VEM Missing Document Report Request Inquiry

The data displayed on this screen is as follows:

REGION/ DISTRICT: *(1X)*	Enter appropriate Region/District code. This field defaults to the user's region/district.
TERM USERID: *(7X)*	This is the User ID of the person who requested the specified report.
REQ DATE: *(8X)*	This is the date the specified report was requested.
REQ TIME: *(8X)*	This is the time the specified report was requested.
PO VEM-07: *(1X)*	An **X** in this field indicates that this report was requested.
PO VEM-08: *(1X)*	An **X** in this field indicates that this report was requested.
PO VEM-09: *(1X)*	An **X** in this field indicates that this report was requested.
RR VEM-12: *(1X)*	An **X** in this field indicates that this report was requested.
RR VEM-13: *(1X)*	An **X** in this field indicates that this report was requested.
INV VEM-10: *(1X)*	An **X** in this field indicates that this report was requested.

INV VEM-11: *(1X)* An **X** in this field indicates that this report was requested.

AGENCY: *(1X)* The default value is the user's agency.

The user may also proceed to the Missing/Incomplete Document Report Request Selection screen, the Inquiry Menu or the VEM Main Menu. This is accomplished by placing an **X** next to the desired destination name at the bottom of the screen and pressing ***Enter***.

Chapter 8 - Print

8.1. Introduction - The Print Menu is the sixth option on the VEM Main Menu (see Figure 9P-1). The Print Menu (see Figure 9P-91) allows the user to obtain printed reports of data. The data obtained through the print option provides more details than are available through the inquiry screens. For each report (selections 1 through 6), the system captures the desired data, formats it, and sends it to a printer.

When the Print Menu is displayed initially, the user's default Agency, Region/District and Printer-ID will be displayed. If a different Printer-ID is desired, type over the default value. The Printer-ID must be a valid ID, otherwise an error message is displayed. To select a report, type the number of the desired report in the Selection Chosen field. If selecting Option 1, the user must also enter a Purchase Order Number in the Purchase Order field. The Invoice Number field is currently ignored in VEM. After selecting the desired report and supplying any required information, press ***Enter***. A message that the report is printing is displayed. If there is no data for the requested report, then a message stating that will be displayed.

After selecting a report, a new report selection may be entered to obtain an additional report or the user may return to the VEM Main Menu. The user may also proceed to the Inquiry Menu. This is accomplished by placing an **X** next to Inquiry Menu at the bottom of the screen and pressing ***Enter***.

```
                              VEM PRINT MENU

SELECTION CHOSEN: 1

REGION/DISTRICT: 1   PURCHASE ORDER: DTDT02 94 P5555BC
                     INVOICE NUMBER: B123

         1 = PO/RECEIVING/INVOICE SUMMARY  (PO NUMBER REQUIRED)
         2 = BCF ERRORS/STOP PAY
         3 = VEM ERRORS
         4 = RECEIVING/PROCUREMENT OFFICE
         5 = INVOICE REJECTION CODE
         6 = LATE PAYMENT REASON CODE
         7 = MISSING/INCOMPLETE DOCUMENT REPORT REQUEST SELECTION
         8 = PBR REPORT SELECTION MENU

        99 = RETURN TO VEM MAIN MENU



AGENCY    : T
PRINTER ID: ABC12
                  INQUIRY MENU
```

Figure 9P-91 Print Menu

8.2. On-Line Printed Reports - This section provides information for all of the reports available through the Print Menu. Reports listed in this chapter are reports which are produced for all agencies. Agency-specific reports are not illustrated.

REPORT TITLE:	Purchase Order/Receiving Report/Invoice Summary
RIS NUMBER:	VEM-01
PURPOSE:	To print a report of detailed purchase order data.
FREQUENCY:	On request
USER:	Accounting
REPORT DESCRIPTION:	For each purchase order requested, summary purchase order data is printed first. This includes the Purchase Order Type, the Purchase Order, Receiving Report, and Invoice Status, Error Codes, if applicable, the DAFIS Document-ID, the PO Receipt Date, Public/Government Indicator, the Partials Authorized Flag, Contract Number, PO Total Lines and Dollars. In addition to the summary information, individual line item data is printed. For each Purchase Order Line Item, the quantity ordered, unit price, extended amount, unit of issue, and description are displayed. Obligation data related to each line is already printed and includes the suffix assigned, the accounting classification, the receiving office, and the percent or quantity obligated. Any Receiving Reports for the Purchase Order Line are also printed. The received quantity, Receiving Report amount, receipt date, acceptance date, Receiving Report Number, Receiving Report Receipt date and the Receiving Report Status are printed. Note that this status is different from the Receiving Report Status included in the Purchase Order summary information at the beginning of the report. The Receiving Report Status at the beginning of the report indicates whether anything has been received against the purchase order, whether it has been partially received, or whether it has been fully received. The Receiving Report Status at the line item level indicates the status of the Receiving Report specified and indicates whether the Receiving Report is complete or incomplete. Similarly, for each Purchase Order Line, detailed invoice information is printed. The invoice number, invoice date, invoice quantity, invoice unit price, extended amount, reason and rejection codes, invoice status, and any error codes are displayed. As with the Receiving Report status, the Invoice Status at the line item level indicates the status of the specified invoice: whether it is complete, incomplete, authorized for payment, or in audit status. Note also that, in order for the Invoice Status in the Purchase Order summary information to show a fully invoiced status, there can be no incomplete invoices or invoices in audit status.
ORDER OF SORT:	Purchase Order Line Number
LEVEL OF TOTALS:	Total Purchase Order Amount, total receiving report amount, and total invoiced amount
LEVEL OF PAGE BREAKS:	Page full
SOURCE OF DATA ON REPORT AND/OR HOW AMOUNTS ARE CALCULATED:	Purchase Order data Header, Purchase Order Lines and Purchase Order Obligation files; Receiving Report data from Receiving Report Header and Receiving Report Lines files; Invoice data from Invoice Header, and Invoice Lines files.

```
                                VEM PO/RECEIVING/INVOICE SUMMARY REPORT                                  RIS NUMBER: VEM-01
                                        AS OF 09/14/94                                                   PAGE NO:    1

AGENCY: T  REGION/DISTRICT: 1   PURCHASE ORDER: DTDT02 94 P555MLB  PO TYPE: P  STATUS PO: C REC: F INV: F ERROR CD:
DOCUMENT ID: 23 94 4P555MLB  RECEIPT DATE: 07/15/94  PUBLIC/GOVT: P  PAR AUTH: Y  CONTRACT:                    PO LINES:   4

                RGN                                                                                                    RECEIVING      OBLIGATED
  PO'S: DIST SUFFIX APP  LIM  AFC    PE      CC     OC    SYS DATA                    STAT     STAT                      OFFICE         DOLLARS
        1  000    4111  000  000  949494  444455  2634                               DATA 1   DATA 2                    A1234567         100.00
        1  001    4111  000  000  777777  333355  2112                                                                 A1234567         100.00

 PO                    UNIT                EXTENDED      UNIT OF
LINE    QTY           PRICE                AMOUNT        ISSUE      LINE DESCRIPTION

0001      10                                                50.00

                                                          REC DATE  ACCEPT DATE  RR NUM  RR REC DATE      STATUS
          RR QTY
                5                                 25.00   07/30/94  07/30/94      1   08/01/94            C
                5                                 25.00   08/01/94  08/01/94      2   08/02/94            C

0002      10                                                50.00

                                                          REC DATE  ACCEPT DATE  RR NUM  RR REC DATE      STATUS
          RR QTY
               10                                 50.00   08/01/94  08/01/94      2   08/02/94            C

0003      10                                                50.00

                                                          REC DATE  ACCEPT DATE  RR NUM  RR REC DATE      STATUS
          RR QTY
                1                                  5.00   08/01/94  08/01/94      2   08/02/94            C
                9                                 45.00   08/03/94  08/03/94      3   08/05/94            C

0004      10                                                50.00

                                                          REC DATE  ACCEPT DATE  RR NUM  RR REC DATE      STATUS
          RR QTY
                9                                 45.00   08/01/94  08/01/94      2   08/02/94            C
                1                                  5.00   08/03/94  08/03/94      3   08/05/94            C

                                                                FREIGHT                 OTHER          INV DATE  ERROR CODES   STATUS  RJC RSN
  INVOICE NUMBER      INVOICE AMOUNT                                                                    08/02/94                  C
  A12340001                    25.00                                                                   08/01/94                  C
  A12340002                   125.00                                                                   08/04/94                  C
  A12340003                    50.00

  TOTALS:  PO:          200.00    RR:          200.00    INV:          200.00    FRT:                          OTH:
```

Figure 9P-92 VEM PO/Receiving/Invoice Summary Report

REPORT TITLE:	BCF Errors/Stop Pay Report
RIS NUMBER:	VEM-02
PURPOSE:	To print a report which shows all purchase orders which encountered a Batch Control File error or which had a Stop Pay applied to it. A similar report is produced during the DAFIS periodic batch processing. However, if the user needs the information immediately, before the daily reports are distributed, this option on the Print Menu provides it.
FREQUENCY:	On request
USER:	Accounting
REPORT DESCRIPTION:	This report contains the Purchase Order Number, DAFIS Document-ID, Invoice Number, if applicable, Error Code and Error Description for each purchase order for which an error was identified in the transaction created by VEM for the DAFIS GENERIC/MAIN processes. In addition, any invoice on which a STOP PAY was placed during the previous day's on-line activity will be listed on this report. The error code/stop pay information on this report will not immediately be reflected in the VEM data. That is, if the user performs an inquiry on a purchase order listed on this report, the purchase order status will still be shown as "complete" and there will be no error code. Application of the error codes and changes to the document status on the VEM files are done during the VEM Period Batch process following the one in which the report was created (i.e., the next day). However, the user can use this information to correct the problem prior to applying the information to the VEM files. If this happens, the errors will not be applied to the VEM data. During the next VEM Periodic Batch process, the transaction will be recreated and available for processing the DAFIS GENERIC/MAIN, thereby saving a day in the processing cycle. This is particularly important in the payment process. For more information in applying errors and stop pay information to VEM data.
ORDER OF SORT:	Agency/Region/District, Purchase Order Number
LEVEL OF TOTALS:	N/A
LEVEL OF PAGE BREAKS:	Page full
SOURCE OF DATA ON REPORT AND/OR HOW AMOUNTS ARE CALCULATED:	Data on this report is from the DF-CHANGE file.

BCF ERROR / STOP PAY REPORT
BY AGENCY, REGION/DISTRICT, PURCHASE ORDER
AS OF 09/13/94

RIS NUMBER: VEM-02
PAGE NO: 01

AGENCY: t REGION/DISTRICT: 1

PURCHASE ORDER	DOCUMENT ID	INVOICE NUMBER	TRANS CODE/ST	ERROR CODE	DESCRIPTION
DTDT02 94 P555BMC	23 94 4P555BMC	A 12340001	100	D1	INVALID COMPUTATION DATE
DTDT02 94 P555BMC	23 94 4P555BMC	A 12340002	100	92	TERMS NOT ON TABLE T42
DTDT02 94 P555BMC	23 94 4P555BMC		051	G3	ERROR IN SYS DATA EDIT

Figure 9P-93 BCF Error/Stop Pay Report

REPORT TITLE:	Receiving/Procurement Offices Report
RIS NUMBER:	VEM-03
PURPOSE:	To list all Receiving and Procurement Offices for the Agency, Region/District specified on the Print Menu.
FREQUENCY:	On request
USER:	Accounting
REPORT DESCRIPTION:	For every receiving/procurement office, the name and address will be printed along with an **R** to indicate a receiving office only or a **P** to indicate a receiving and procurement office.
ORDER OF SORT:	Receiving/Procurement Office Identifier
LEVEL OF TOTALS:	N/A
LEVEL OF PAGE BREAKS:	Page full
SOURCE OF DATA ON REPORT HOW AMOUNTS ARE CALCULATED:	The data on this report is from the VEM PRIMARY TABLE AND/OR (V01)

RECEIVING/PROCUREMENT OFFICES RIS NUMBER: VEM-03

AS OF 09/14/94 PAGE NO: 1

AGENCY: T REGION/DISTRICT: 1

RCV/PROC OFFICE	RCV/ PROC	NAME	ADDRESS
A12345678	R	DAFIS OPERATIONS & TRAINING	5900 SOUTH MACARTHUR BLVD OKLAHOMA CITY, OK 73159
B2345678	P	DAFIS OPERATIONS & TRAINING	P.O. BOX 25740 OKLAHOMA CITY, OK 73125
C3456789	R	DAFIS OPERATIONS & TRAINING	1234 BUSY BLVD OKLAHOMA CITY, OK 73125
66666666	P	DOT	123 HERE OKC, OK 99999

Figure 9P-94 Receiving/Procurement Offices Report

REPORT TITLE:	VEM Errors
RIS NUMBER:	VEM-06
PURPOSE:	To print a report of VEM to DAFIS errors.
FREQUENCY:	On request
USER:	Accounting
REPORT DESCRIPTION:	This report contains the target date, Purchase Order, Purchase Order line, DAFIS Document-ID, RR or Invoice Number, Error Code and Error Description for each Purchase Order record for which an error was identified are not allowed to pass to DAFIS during daily processing. VEM Error Report information will not immediately be reflected in the VEM data. That is, if the user performs an inquiry on a Purchase Order listed on this report, the Purchase Order status will still be shown as "complete" and there will be no error code. Application of the error code and changes to the document status on the VEM files are done during the VEM Period batch process following the one in which the report was created (i.e., the next day). However, the user can use this information to correct the problem prior to applying the information to the VEM files. If this happens, the errors will not be applied to the VEM data. During the next VEM Periodic Batch process, the transaction will be recreated and available for processing by the DAFIS GENERIC/MAIN, thereby saving a day in the processing cycle. This is particularly important in the payment process.
ORDER OF SORT:	Target date
LEVEL OF TOTALS:	N/A
LEVEL OF PAGE BREAKS:	Page full
SOURCE OF DATA ON REPORT AND/OR HOW AMOUNTS ARE CALCULATED:	Data on this report is from the DF-VEM-Primary Table

RIS NUMBER: VEM-06
PAGE NO: 01

VEM TO DAFIS ERROR REPORT
BY TARGET DATE
AS OF 09/13/94

AGENCY: t REGION/DISTRICT: 1

TARGET DATE	PURCHASE ORDER	PO LINE	DOCUMENT ID	RR OR INVOICE NUMBER	ERROR CODE	ERROR DESCRIPTION
08/31/94	DTDT02 94 P555BMC	0000	23 94 4P555BMC	A12340001	ZB	VARIANCE EXCEEDED
09/10/94	DTDT02 94 P555BMC	0000	23 94 4P555BMC	A12340002	U5	FREIGHT NOT ALLOWED FOR THIS PO

Figure 9P-95 VEM to DAFIS Error Report

8.3. Missing/Incomplete Document Report Request Selection - This function allows the user to select the Missing and/or Incomplete Document Reports to be produced during the VEM Periodic Batch Process. Selecting a batch report means the report will be generated only during the next VEM Periodic Batch Process. If the report is to be generated every day, it must be selected every day. The reports available through this screen are:

- VEM-07 - Received Report/Invoice with Missing Purchase Order
- VEM-08 - Received Report/Invoice with Incomplete Purchase Order
- VEM-09 - Incomplete Purchase Order with no Receiving Report/Invoice
- VEM-10 - Purchase Order/Receiving Report with Missing Invoice
- VEM-11 - Purchase OrderReceiving Report with Incomplete Invoice
- VEM-12 - Purchase Order/Invoice with Missing Purchase Request
- VEM-13 - Purchase Order/Invoice with Incomplete Receiving Report

Each report may be requested only once per Agency, Region/District per day. (For a description of each report and how it can be used, see Report Users Guide). To select one of the batch reports, select option 7 on the Print Menu (see Figure 9P-91) and the VEM Missing/Incomplete Document Report Request Selections screen (see Figure 9P-90) will be displayed.

The data fields on this screen are as follows:

REGION/ DISTRICT: *(1X)* — The default is the user's region/district.

RPT REQ: *(1X)* — This field is used to select a report or to delete a report previously selected. Valid values for this field are:

- A - Add this report to the list of requested reports.
- D - Delete this report from the list of requested reports.

AGENCY: *(1X)* — The default value is the user's agency.

After selecting the desired batch reports, the user has the option of proceeding to the Missing Document Report Request Inquiry screen, the Print Menu or the VEM Main Menu. This is accomplished by placing an **X** next to the desired destination name at the bottom of the screen and pressing ***Enter***.

8.4. PBR Audit Report Request Selection - This function allows the user to select PBR audit reports. These reports are produced by randomly selecting PBRs per the audit data information provided by the user. It is accomplished by using criteria programmed in VEM regarding PBR population size and sample size. The reports available through this screen are:

- VEM-22 - PBR Payments Report
- VEM-23 - PBR Payments Audit Report
- VEM-24 - PBR Payments Audit Letters

The PBR Payments Report and PBR Payments Selected for Audit Report may be selected independently of the other report. The user may request VEM-22 as necessary to check the status of PBRs in VEM. Letter Notifications are created when the PBR Payments Selected for Audit report is created. These letters are mailed to the procurement office for receipt verification.

The data fields on the VEM PBR Audit Report Request screen are as follows:

REGION/ DISTRICT: *(1X)* — The default value is the user's region/district.

PBR AUDIT BEGIN/END DATE: *(8X) (8X)*

Type the Beginning and Ending Dates of PBR Audit.

RPT REQ: *(1X)*

This field is used to select a report or to delete a report previously selected. Valid values for this field are:

- A - Add this report to the list of requested reports.
- D - Delete this report from the list of requested reports.

AGENCY: *(1X)*

The default value is the user's agency.

After selecting the desired reports, the user has the option of proceeding to the Print Menu screen, the VEM Main Menu, or the PBR Report Inquiry. This is accomplished by placing an **X** next to the desired destination name at the bottom of the screen and pressing ***Enter***.

THIS PAGE INTENTIONALLY BLANK

Chapter 1 - Automatic Clearing House/Electronic Fund Transfer (ACH/EFT)

1.1. Introduction - Automatic Clearing House (ACH) payments are deposited electronically into a designated bank account. Each agency is responsible for notifying vendors of ACH availability. ACH is now available for all vendor types. A separate SF1166 is processed for ACH payments and certified through the Electronic Certification System (ECS). See Section 1, Chapter 5, paragraph 5.3c. for information about ACH schedule numbers.

1.2. ACH Payments - To send a payment via ACH, the T16 Vendor Table must contain all ACH information. Section 4, Chapter 2, paragraph 2.4c11 gives procedures to update the T16 Table. Bank identification numbers are validated against the Financial Organization Directory (FOD) which is updated monthly by a tape received from Treasury. Figure 9Q-1 is a completed T16 screen with ACH information.

```
                          TABLE T16 VENDOR/SSN

 REQUEST CODE       : A                                      LAST UPDATE
*REGION/DISTRICT    : 1
*VENDOR TYPE / SSN  : 3 123456789
 STOP PAY FLAG      :      1099 VENDOR ID : N    IRS ID :
 VENDOR NAME        : JOHN Q. PUBLIC
 VENDOR ADDRESS-1   : 123 WAYWARD AVE
 VENDOR ADDRESS-2   :
 VENDOR ADDRESS-3   :                                  CITY CODE :
 VENDOR ADDRESS-4   : ANYWHERE           AM 73159      COUNTY CODE :
 1099 ADDRESS LINE-1:
 1099 ADDRESS LINE-2:
 CUST REP AND PHONE :
 EMPLOYEE BRIEF NAME:                 ACH/EFT FLAG : X   (X = ACH/EFT PAYMENT)
 ACH INFORMATION    : ACCOUNT HOLDER   : JOHN Q. PUBLIC
                      ACCOUNT TYPE     : C     (C - CHECKING, S - SAVING)
                      BANK ID          : 303030303
                      ACCOUNT NUMBER   : 12345678901234567
                      LOCK BOX NUMBER  : OPTIONAL
*AGENCY CODE        : T
```

Figure 9Q-1 - T16 Screen Complete with ACH Information

1.3. Addendum Record - Each vendor or travel payment generates an addendum record based on information entered in DAFIS. The standard addendum record contains up to 80 characters. Financial institutions may pass the addendum information to the vendor/traveler through one of the following methods.

a. Paper Listing
b. Magnetic Tape
c. Telephone Call
d. On-Line Query
e. Credit Advice

Following is a chart reflecting addendum information transmitted to the vendor/traveler financial institution:

Scenario	Addendum Record
Travel payment with no adjustment record	Inv-Cust-Acct-Num (22) Amount (11) Doc ID (16)
Travel payment with adjustment record	Inv-Cust-Acct-Num (22) Amount (11) Adj Amt (11) Adj Code (02) Doc ID (16)
Vendor payment - No lock box, doca type not = 89, and no adjustment	Inv-Cust-Acct-Num (22) Amount (11) Doc ID (16)
Vendor payment - No lock box, doc typ not = 89 and with adjustment record (Negative amount Record)	Inv-Cust-Acct-Num (22) Amount (11) Inv Amt (11) Adj Amt (14) Adj Code (02)
Vendor payment - No lock box, doc type = 89	Inv-Cust-Acct-Num (22) Amount (11) Percent, Amount, Number of Days (31)
Vendor payment - with lock box, doc type not = 89, with no adjustment record	Inv-Cust-Acct-Num (22) Amt (11) Lock Box Number (12)
Vendor payment - with lock box, doc type not = 89, with adjustment record	Inv-Cust-Acct-Num (22) Amount (11) Adj Amt (11) Adj Code (02) Lock Box Number (12)
Vendor payment - with lock box, doc type = 89	Inv-Cust-Acct-Num (22) Amount (11) Percent, Amount (12) Lock Box Number (12)

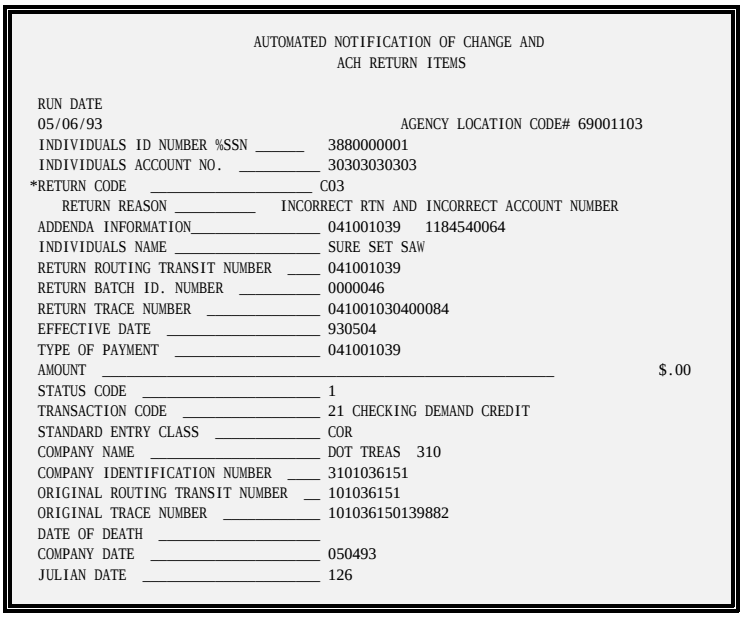
NOTE: *The number in parenthesis after each addendum record item is the number of positions in each field.*

1.4. ACH Prenote - Prenote is a zero dollar amount sent thru the ACH system to the vendor's bank for valiadation of payment routing data.

During the overnight process, DAFIS checks the T16 vendor file for all new records with ACH flag = X. An SF1166 is generated for all new records. The amount is zero dollars. DAFIS Operations and Training (DOT) certifies the SF1166 and transmits to Treasury. Treasury then transmits the zero amount to the vendor's financial institution.

*If a problem exists with the routing data, the financial institution sends a Notification of Change (NOC) to Treasury. Treasury sends the NOC to DOT in Oklahoma City. They send it to the applicable agency. Figure 9Q-2 is a completed NOC. The reason for the NOC is identified by a return code. A chart on page 3 lists the four authorized return codes.

*This paragraph applies to all ACH payments. It is not limited to prenotes only.



AUTOMATED NOTIFICATION OF CHANGE AND
ACH RETURN ITEMS

RUN DATE
05/06/93 AGENCY LOCATION CODE# 69001103

INDIVIDUALS ID NUMBER %SSN	3880000001
INDIVIDUALS ACCOUNT NO.	30303030303
*RETURN CODE	C03
RETURN REASON	INCORRECT RTN AND INCORRECT ACCOUNT NUMBER
ADDENDA INFORMATION	041001039 1184540064
INDIVIDUALS NAME	SURE SET SAW
RETURN ROUTING TRANSIT NUMBER	041001039
RETURN BATCH ID. NUMBER	0000046
RETURN TRACE NUMBER	041001030400084
EFFECTIVE DATE	930504
TYPE OF PAYMENT	041001039
AMOUNT	$.00
STATUS CODE	1
TRANSACTION CODE	21 CHECKING DEMAND CREDIT
STANDARD ENTRY CLASS	COR
COMPANY NAME	DOT TREAS 310
COMPANY IDENTIFICATION NUMBER	3101036151
ORIGINAL ROUTING TRANSIT NUMBER	101036151
ORIGINAL TRACE NUMBER	101036150139882
DATE OF DEATH	
COMPANY DATE	050493
JULIAN DATE	126

Figure 9Q-2 - Notification of Change

NOTE: *A new prenote is sent until all problems are cleared. A notification is not sent unless there is a problem.*

*Following is a chart listing the four authorized change reason codes (return code) and their use.

CHANGE REASON CODE	CHANGE REASON	WHEN TO USE
C01	Incorrect Account Number	• Correct a datea entry error in the account information. • Issue a new number to an account. • Modify the account numbering system (e.g. to drop a branch code).
C02	Incorrect Routing Transit Number (RTN)	• Accommodate a merger or system consolidation. • Change the RTN to the preferred RTN for the financial institution.
C03	Incorrect RTN and Incorrect Account Account Number	• Accommodate a merger or system consolidation.
C05	Incorrect Transaction Code	• Change from checking to savings or savings to checking. Note: The **only** Transaction Codes recognized by the Federal Government for NOC are: For checking (demand) 22 (credit) 27 (debit) For savings 32 (credit) 37 (debit)

1.5. Vendor/Bank Inquiries - Sometimes a bank cannot locate a vendor's ACH payment information. The following procedures may be followed when an agency receives a call from a vendor.

a. The agency contacts DAFIS Operations and Training (DOT) to advise them of the problem. Agency must provide the schedule number, vendor type/SSN, and the amount of the payment.

b. DOT contacts Treasury and provides them with the above information.

c. Treasury contacts the vendor's bank with the ACH transmission information. Treasury gives the bank a designated time to respond.

d. The bank must respond back to Treasury with the payment information.

NOTE: *DOT may suggest the agency verify the following items with the vendor:*

a. Has the Financial Institution changed?

b. Are there any changes or a cancellation to ACH authorization?

c. Is the account name and number correct on Table T16?

Chapter 2 - Schedule Prefix/Type - Edits, Uses, and Error Correction Procedures

2.1. Introduction - The schedule prefix is a one digit code identifying the category of disbursement or collection. These codes are used by the system to determine how transactions are reported to Treasury. Schedule prefix is also referred to as schedule type. Help is provided to determine which schedule type to use for various transactions, whether the SF224 is updated and the net effect on cash. Also included are error correction procedures for each schedule type.

It is important to keep the SF224 in balance with Treasury. Using incorrect schedule types can cause differences in the SF224. These are helpful hints in keeping the SF224 in balance with Treasury:

a. Any transaction other than a **G** or **J** schedule that affects cash and is not processed through the automated ACH/check tape process must be processed in the month it was either submitted to or received from Treasury. Example: Manual SF1166.

b. Deposits, debit vouchers, and manual schedule disbursements must cite the last five digit number on the document in the schedule number field of the DAFIS transaction.

c. The date of the Treasury transaction must be used as the effective date.

d. Enter the schedule type and number correctly.

2.2. Schedule Type Edits - Various edits exist for each schedule type. Following is a chart reflecting schedule type, SF224 update, and system edit for debit/credit to cash.

SCHEDULE PREFIX	SF224 UPDATE	SCHEDULE EDIT FOR DEBIT/CREDIT TO CASH	SCHEDULE PREFIX	SF224 UPDATE	SCHEDULE EDIT FOR DEBIT/CREDIT TO CASH
A	YES	CREDIT	M	YES	DEBIT
B	YES	DEBIT	N	YES	CREDIT
C	NO	DEBIT	O	NO	DEBIT
D	NO	N/A	P	YES	CREDIT
E	YES	N/A	Q	NO	CREDIT
G	YES	MUST EQUAL	S	YES	CREDIT
H	YES	N/A	T	YES	CREDIT
I	YES	CREDIT EXCEPT AGENCY 2	U	YES	CREDIT
J	YES	MUST EQUAL	V	YES	CREDIT
K	YES	N/A	W	YES	CREDIT
L	YES	DEBIT	X	YES	DEBIT

2.3. Schedule Type Uses - Each schedule type has a basic purpose for use, but is not necessarily limited to that purpose. Agencies may have unique transactions that require using a schedule type designated for a different purpose. Following is a chart reflecting the schedule type, disbursement or collection, individual or group responsible for making the entries, and basic purpose of each schedule type.

SCHEDULE TYPE	DISBURSEMENT OR COLLECTION	USER *DOT OR SYSTEM	PURPOSE
A	D	USER	DEBIT VOUCHER - SF5515 - RECORD DECREASE TO AMOUNT PREVIOUSLY COLLECTED. FOX WIRE TRANSFER.
B	C	DOT	OPAC COLLECTIONS - SF1081 - *DOT PROCESSES COLLECTION. REFER TO SECTION 9C CHAPTER 2.
C	C	USER	SF1221 COLLECTION FROM A FOREIGN DISBURSING OFFICE (FDO). TRANSACTIONS ENTERED UPDATE SF1221 CLEARING ACCOUNT (19FC). REFER TO SECTION 7, FIGURE 7-165.
D	D	USER	SF1221 DISBURSEMENT FROM A FOREIGN DISBURSING OFFICE (FDO). TRANSACTIONS ENTERED UPDATE SF1221 CLEARING ACCOUNT (19FC). REFER TO SECTION 7, FIGURE 7-165.
E	D	DOT	SIBAC - USED FOR PAYMENTS AND CHARGEBACKS (CREDITS). REFER TO SECTION 9C - CHAPTER 1.
G	D	USER	JOURNAL VOUCHERS, CORRECTIONS, ADJUSTMENTS, COST DISTRIBUTION.
H	C	USER	COLLECTION OF INTEREST AND SALES FROM SECURITIES.
I	D	USER	DISBURSEMENT OF U. S. SECURITIES
J	D	USER	NO CHECK (TRAVEL, ETC.), JOURNAL VOUCHERS, OR ADJUSTMENTS (i.e. OPAC SPREAD FROM *DOT ENTRY. REFER TO SECTION 9C, PARA 2.3.)
K	D	USER	DISBURSEMENT ON SF1081 WHEN OTHER AGENCY IS N OT ON OPAC. REFER TO CHAPTER 9C, PARA 2.4. ALSO, CAN BE USED FOR CREDIT OPAC WHEN AGENCY IS AN OPAC. MUST ENTER APPROP. CODE OF OTHER AGENCY IN THE DOC-REF-NUM FIELD. APPROP. CODE FOR OTHER AGENCY MUST BE ON YOUR R07 TABLE AND MUST BE FUND TYPE W.
L	C	DOT	SF1098 CANCELLED CHECKS (OTHER THAN PAYROLL) *DOT RECORDS CANCELLED CHECK IN SUSPENSE A ACCOUNT. REFER TO SECTION 9C, CHAPTER 3, PARA 3.2.
M	C	USER	COLLECTIONS DEPOSITED ON SF215. REFER TO SECTION 9J, CHAPTER 12.
N	D	DOT	OPAC DISBURSEMENTS - SF1081 - *DOT PROCESSES DISBURSEMENT. REFER TO SECTION 9C, CHAPTER 2.
O	C	USER	COLLECTION OF SF1081 PROCESSED BY TREASURY OR SF1081 RECEIVED FROM AGENCY (NOT ON OPAC). REFER TO SECTION 9C, PARA 2.4.B.
P	D	SYSTEM	PAYROLL PAYMENT SCHEDULE. GENERATED BY DAFIS/CUPS INTERFACE PROGRAMS TO RECORD THE MANUAL SF1166 ISSUED BY THE CUPS SYSTEM.
Q	D	USER	DISBURSEMENT OF SF1081 PROCESSED BY TREASURY, USED WHEN TREASURY WITHDRAWS FUNDS FROM AN AGENCY. ALSO USED TO ESTABLISH A DAILY BILL FOR OTHER THAN TRAVEL ADVANCE. REFER TO SECTION 9J, CHAPTER 4, PARA 2C.
S	D	USER	MANUAL SCHEDULE FOR TRANSPORTATION DISBURSE-MENTS (VENDOR TYPE 2 AND 8). AGENCY MUST PREPARE A MANUAL SF1166 AND SUBMIT TO LOCAL DISBURSING OFFICE. SCHEDULE MUST BE ENTERED INTO DAFIS TO UPDATE RECORDS.
T	D	USER	AUTOMATED SCHEDULE TO PAY TRANSPORTATION VENDORS (VENDOR TYPE 2 AND 8). SYSTEM GENERATES THE SF1166 FOR CHECKS OR ACH PAYMENTS. REFER TO SECTION 1, CHAPTER 2, PARA 2.1J.
U	D	USER	MANUAL SCHEDULE FOR OTHER THAN TRANSPORTATION DISBURSEMENTS. AGENCY MUST PREPARE A MANUAL SF1166 AND SUBMIT TO LOCAL DISBURSING OFFICE. SCHEDULE MUST BE ENTERED INTO DAFIS TO UPDATE RECORDS.

SCHEDULE TYPE	DISBURSEMENT OR COLLECTION	USER *DOT OR SYSTEM	PURPOSE
V	D	USER	AUTOMATED SCHEDULE FOR NON-TRANSPORTATION DISBURSEMENTS. SYSTEM GENERATES THE SF1166 FOR CHECKS OR ACH PAYMENTS. REFER TO SECTION 1, CHAPTER 2, PARA 2.1J.
W	D	USER	AUTOMATED SCHEDULE FOR GOVERNMENT AGENCIES NOT USING A TREASURY DISBURSING OFFICE, IMPREST FUND, CASHIERS, AND GRANTS (VENDOR TYPE 4 AND 5). SYSTEM GENERATES THE SF1166 FOR CHECKS OR ACH PAYMENTS.
X	C	DOT	SF1098 - CANCELLED CHECKS - PAYROLL - *DOT RECORDS CANCELLED CHECKS IN SUSPENSE ACCOUNT. REFER TO SECTION 9C, CHAPTER 3, PARA. 3.2.

*DAFIS Operations and Training (DOT), formerly Control Group.

***NOTE**: All schedule types update the SF224 except C, D, O, and Q.*

2.4. Correction Procedures for Various Schedule Types - Some schedule types are corrected using the original schedule type. Others are corrected using a different schedule type. Corrections requiring a different schedule type for "Too Much Entered" are:

a. Debit Vouchers, Collections, Manual Disbursements = A,M,S,U
b. OPAC Collections/Disbursements, Cancelled Checks = B,L,N,X
c. Foreign Collections = C
d. Disbursement of Securities = I
e. Disbursement/Collection of SF1081 not on OPAC, or Treasury withdrawal of funds = O,Q

Following is a chart reflecting schedule type, reason for error, original schedule number, and corrective action.

SCHEDULE TYPE	NOT ENOUGH ENTERED	TOO MUCH ENTERED	ORIGINAL SCHEDULE NUMBER	CORRECTIVE ACTION	
				AMOUNT	NEW SCHEDULE NUMBERS
A	X		Debit Voucher Number A1(12345)	Difference between debit voucher and amount entered.	A11234X *
		X	Debit Voucher Number A1 (12345)	Difference between debit voucher and amount entered OR entire amount if wrong schedule type entered.	M112345
B	X		B112345	Difference between OPAC collection and amount entered.	B11234X *
		X	B112345	Difference between OPAC collection and amount entered Or entire amount if wrong schedule type entered.	N112345
C	X		C112345	Difference between Foreign Collection and amount entered.	C11234X *
		X	C112345	Difference between Foreign Collection and amount entered OR entire amount if wrong schedule type entered.	D112345
D	X	X	D112345	Difference between Foreign Disbursement and amount entered OR entire amount if wrong schedule type entered.	D198765
E	X	X	E112345	Difference between SIBAC amount and amount entered OR entire amount if wrong schedule type entered.	E198765

SCHEDULE TYPE	NOT ENOUGH ENTERED	TOO MUCH ENTERED	ORIGINAL SCHEDULE NUMBER	CORRECTIVE ACTION	
				AMOUNT	NEW SCHEDULE NUMBERS
G	X	X	G112345	Difference between JV, corrections, adjustment or cost distribution and amount entered OR entire amount if wrong schedule type entered.	G198765
H	X	X	H112345	Difference between collection of Securities and amount entered OR entire amount if wrong schedule type entered.	H198765
I	X		I112345	Difference between disburse-ment of Securities and amount entered.	I11234X *
		X	I112345	Difference between disburse-ment of Securities and amount entered OR entire amount if wrong schedule type entered. voucher and amount entered OR entire amount if wrong schedule type entered.	H112345
J	X	X	J112345	Difference between No Check, JV, or adjustment and amount entered OR entire amount if wrong schedule type entered.	J198765
K	X	X	K112345	Difference between disburse-ment on SF1081 or credit OPAC and amount entered OR entire amount if wrong schedule type entered.	K198765
L	X		L112345	Difference between cancelled check (other than payroll) and amount entered.	L11234X *
		X	L112345	Difference between cancelled check (other than payroll) and amount entered OR entire amount if wrong schedule type entered.	N112345
M	X		SF215 Number M1(12345)	Difference between collection (SF215) and amount entered. NOTE: Notify **DOT upon completion of new schedule.	M11234X *
		X	SF215 Number M1(12345)	Difference between collection (SF215) and amount entered OR entire amount if wrong schedule type entered. NOTE: Notify **DOT upon completion of new schedule.	A112345
N	X		N112345	Difference between OPAC disbursement and amount entered.	N112345
		X	N112345	Difference between OPAC disbursement and amount entered OR entire amount if wrong schedule type entered.	B112345
O	X		O12345	Difference between Treasury collection if SF1081 or SF1081 received from agency not on OPC and amount entered.	O1234X *
		X	0112345	Difference between Treasury collection of SF1081 or SF1081 received from agency not on OPAC and amount entered OR entire amount if wrong schedule number entered.	Q12345
Q	X		Q112345	Difference between Treasury disbursement of SF1081 or Treasury withdrawal of funds or establishment of a daily bill and amount entered.	Q11234X *
		X	Q112345	Difference between Treasury disbursement of SF1081 or Treasury withdrawal of funds or establishment of a daily bill and amount entered OR entire amount if wrong schedule number entered.	O112345

SCHEDULE TYPE	NOT ENOUGH ENTERED	TOO MUCH ENTERED	ORIGINAL SCHEDULE NUMBER	CORRECTIVE ACTION	
				AMOUNT	NEW SCHEDULE NUMBERS
S	X		S112345	Difference between disbursement for manual transportation and amount entered.	S198765
		X		Collection (SF215) on overpayment of manual disbursement of transportation.	M198765 (SF215 Number)
			S112345	Entire amount if wrong schedule type/number entered. NOTE: Notify **DOT upon completion of new schedule.	M12345
T	X		System Assigned Number	Collection (SF215) on overpayment of automated disbursement for transportation.	System Assigned Number
		X		Collection (SF215) on overpayment of automated disbursement for transportation.	M198765 (SF215 Number) H198765
U	X		U112345	Difference between manual disbursement for other than transportation and amount entered.	U11234X *
		X		Collection (SF215) on overpayment of manual disbursement for other than transportation and amount entered.	M198765 (SF215 Number)
			U112345	Entire amount if wrong schedule type. NOTE: Notify **DOT upon completion of new schedule.	M112345
V	X		System Assigned Number	Difference between automated disbursement for other than transportation and amount entered.	System Assigned Number
		X		Collection (SF215) on overpayment of automated disbursement for other than transportation.	M198765 (SF215 Number)
W	X		System Assigned Number	Difference between automated disbursement for a government agency not using Treasury Disbursing Office, Imprest Fund Cashier, or Grants and amount entered.	System Assigned Number
		X		Collection (SF215) on overpayment of automated disbursement for a government agency, Imprest Fund, Cashier, or Grant.	M198765 (SF215 Number)
X	X		X112345	Difference between cancelled check for payroll and amount entered.	X11234X *
		X	X112345	Difference between cancelled check for payroll and amount entered OR entire amount if wrong schedule type entered.	N112345

** X denotes a one postion change in the original schedule number. By identifying both the original and corrected schedule **DOT can prevent SF224 differences.*

*** DAFIS Operations and Training (DOT), formerly Control Group.*

THIS PAGE INTENTIONALLY BLANK

Chapter 3 - Travel Advance Salary Offset

3.1. Introduction - The travel advance salary offset program is to collect, through payroll, all overdue travel advances. According to the DOT Travel Manual, DOT 1500.6A, Chapter 6, an advance is considered overdue 30 days after completion of travel, or, the event for which the advance was made. The offset process selects document type 11 and 12 which have an ending date of travel older than 30 days. Document type 13 is selected when a previous collection (repayment via check or travel voucher) is older than 45 days, or, if an excessive advance exists. An excessive amount is any amount over the average advance issued during the last 90 days.

3.2. Delinquent Advances - When an advance is considered delinquent, DAFIS enters these documents in the Travel Advance Candidate File and issues a first notice demand letter to the traveler. This letter states the outstanding balance must be repaid or accounted for by submission of a properly completed travel voucher within 15 working days from the date of the letter. First Notice of Travel Advances Report, RIS NUMBER: 1ST-NOTICE, includes names of all travelers sent the first notice demand letter. See Figure 9Q-3.

```
                    X _______________AGENCY NAME_______________ X              RIS NUMBER:  1ST-NOTICE
                              FIRST NOTICE OF TRAVEL ADVANCES                  PAGE NUMBER: ZZZZZZZZ9
                            AS OF MM/DD/YY

REGION DISTRICT

        NAME & ADDRESS              DOCUMENT         V EMPLOYEE'S    ADVANCED    EXCESSIVE        TRAVEL DATE/
                                       ID            T     SSN        AMOUNT       AMOUNT         LAST VOUCHER

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX X XXX-XX-XXXX  ZZZ,ZZZ.99  Z,ZZZ,ZZZ.99       99-99-99
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Figure 9Q-3 - First Notice of Travel Advance

If, after 15 working days, the traveler has not responded to the first notice, a second notice, "Notice of Intent to Begin Administrative Offset of Salary Payment" is sent. The agency receives a new report, RIS NUMBER: "2ND NOTICE", listing all delinquent travelers who received the second notice. See Figure 9Q-4.

```
                    X _______________AGENCY NAME_______________ X              RIS NUMBER:  2ND-NOTICE
                     SECOND NOTICE FOR DELINQUENT TRAVEL ADVANCES               PAGE NUMBER: ZZZZZZZZ9
                                AS OF MM/DD/YY

REGION DISTRICT

        NAME & ADDRESS              DOCUMENT         V EMPLOYEE'S    ADVANCED    EXCESSIVE        TRAVEL DATE/
                                       ID            T     SSN        AMOUNT       AMOUNT         LAST VOUCHER

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX X XXX-XX-XXXX  ZZZ,ZZZ.99  Z,ZZZ,ZZZ.99       99-99-99
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Figure 9Q-4 - Second Notice for Delinquent Travel Advances

3.3. Travel Advance Candidate File - A candidate file record is established by DAFIS when a travel advance becomes delinquent. This file may be changed, inquired, or printed. To access the candidate file, press ***PF5*** function key (File Maintenance Menu), choose File Selection Code 7, and Action Code C, I, or P.

If repayment of the advance or a properly completed travel voucher is not received within 15 calendar days of the date of the second notice, DAFIS will proceed to deduct the travel advance from the traveler's pay. Up to 100% of the employee's pay can be deducted to satisfy the travel advance. At any time during this period the process may be suspended by flagging the record on the Candidate File with an "X" in the Offset Flag Field. Authority to flag the record must come from the Chief Financial Officer, Associate Administrator, or Regional Administrator. Only designated employees have system security to enter the offset flag. This record stays on the Travel Advances Candidate File until the advance is liquidated. If the offset flag is removed, the process will continue. Figure 9Q-5 is the Travel Advance Candidate File, Action Code C, to flag the offset process.

```
                                    TRAVEL ADVANCES CANDIDATE FILE

 REQUEST CODE        : X
*AGENCY CODE         : X
*REGION/DISTRICT     : X
*DOCUMENT ID         : XX XX XXXXXXXXX XXX
 VENDOR TYPE/SSN     : X XXXXXXXXX
 APPROP/LIM/AFC      : XXXX XXX XX X
 PROGRAM ELEMENT     : XXXXXX
 COST CENTER         : XXXXXX
 OBJECT CLASS        : XXXX
 SYSTEM DATA         : XXXXXXXXXXXXXXX
 END DATE OF TRAVEL  : MMDDYY
 FIRST NOTICE DATE   : MMDDYY
 LAST NOTICE DATE    : MMDDYY
 OUTSTANDING ADVANCES: ZZZZZZZZZZZZ9
 EXCESSIVE AMOUNT    : ZZZZZZZZZZZZ9
 AMOUNT TO BE OFFSET : ZZZZZZZZZZZZ9
 ADMINISTRATIVE FEE  : ZZZ9
 OFFSET FLAG         : X
 SUBMITTED FOR OFFSET: X

IF LAST SCREEN ENTRY - ENTER (YES): XXX
```

Figure 9Q-5 - Candidate File - Offset Flag

Figure 9Q-6 is a printed Travel Advance Candidate File (Action Code P).

```
                          <          AGENCY NAME FROM T01       >                    RIS NUMBER:  CANDREPT
                                    CANDIDATE FILE LISTING                          PAGE NUMBER: ZZZZ9
                                        AS OF MM/DD/YY

REGION DISTRICT  X

                                                  FIRST   LAST                          AMOUNT                SBMT
 VENDOR                                     TRAVEL NOTICE  NOTICE OUTSTANDING EXCESSIVE TO BE   ADMIN OFFSET FOR
TYPE/SSN        VENDOR NAME      DOCUMENT ID  DATE   DATE    DATE   ADVANCES     AMOUNT   OFFSET  FEE   FLAG   OFF

---------  --------------------- -----------  ------ ------ ------ ------------ --------- ------  ----  -----  ---

X XXXXXXX  XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXX  MMDDYY MMDDYY MMDDYY     ZZZ.99   Z,ZZZ.99 Z,ZZZ.99 ZZZ9    X    X

X XXXXXXX  XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXX  MMDDYY MMDDYY MMDDYY     ZZZ.99   Z,ZZZ.99 Z,ZZZ.99 ZZZ9    X    X
```

Figure 9Q-6 - Printed Candidate File Listing

3.4. Repayment of Advances - If the employee does not make arrangements for repayment, the advance is submitted for offset. The agency will receive a report, RIS No. "OFFSET" (Figure 9Q-7), listing all travelers to have salary deductions.

```
                                    X___________AGENCY NAME_______________X                RIS NUMBER:      OFFSET
                                              SUBMITTED FOR OFFSET                         PAGE NUMBER:  ZZZZZZZZ9
                                               AS OF MM/DD/YY

REGION DISTRICT  X


 EMPLOYEE'S     DOCUMENT                NAME                AMOUNT TO BE    ADMIN     TRVL DATE/      LAST NOTICE
    SSN            ID                                          OFFSET         FEE     LAST VOUCHER         DATE

XXX-XX-XXXX     XXXXXXXXXX      XXXXXXXXXXXXXXXXXXXXXXXXX     ZZZ,ZZ9.99     ZZ9.99     XX-XX-XX         XX-XX-XX
XXX-XX-XXXX     XXXXXXXXXX      XXXXXXXXXXXXXXXXXXXXXXXXX     ZZZ,ZZ9.99     ZZ9.99     XX-XX-XX         XX-XX-XX
XXX-XX-XXXX     XXXXXXXXXX      XXXXXXXXXXXXXXXXXXXXXXXXX     ZZZ,ZZ9.99     ZZ9.99     XX-XX-XX         XX-XX-XX
```

Figure 9Q-7 - Advance Submitted for Offset

If the advance was not satisfied and the offset flag was entered, the traveler will be listed on the report RIS No. "NOT-OFFSET" (Figure 9Q-8).

```
                                          X___________AGENCY NAME_______________X          RIS NUMBER:  NOT-OFFSET
                                                NOT SUBMITTED FOR OFFSET                   PAGE NUMBER:  ZZZZZZZZ9
                                                     AS OF MM/DD/YY

REGION DISTRICT  X


 EMPLOYEE'S     DOCUMENT              NAME                ADVANCE    ADMIN    TRVL DATE/    LAST NOTICE   USERID OF
    SSN            ID                                      AMOUNT     FEE     LAST VOUCHER      DATE      LAST CHANGE

XXX-XX-XXXX     XXXXXXXXXX      XXXXXXXXXXXXXXXXXXXXXXX   ZZZ,ZZ9.99 ZZ9.99    XX-XX-XX      XX-XX-XX     XX-XX-XX
XXX-XX-XXXX     XXXXXXXXXX      XXXXXXXXXXXXXXXXXXXXXXX   ZZZ,ZZ9.99 ZZ9.99    XX-XX-XX      XX-XX-XX     XX-XX-XX
XXX-XX-XXXX     XXXXXXXXXX      XXXXXXXXXXXXXXXXXXXXXXX   ZZZ,ZZ9.99 ZZ9.99    XX-XX-XX      XX-XX-XX     XX-XX-XX
```

Figure 9Q-8 - Advance Not Submitted for Offset

If arrangements have been made to repay the advance in installments, the amount of the installment must be entered in the Travel Advance Candidate File. The installment amount is deducted until the advance is satisfied. To accomplish this process, press ***PF5*** function key (File Maintenance Menu), choose File Selection Code 7 and Action Code **C**, press ***Enter***. Type in amount of installment in the Amount to be Offset Field, press ***Enter*** (Figure 9Q-9).

```
                                TRAVEL ADVANCES CANDIDATE FILE

 REQUEST CODE        : X
*AGENCY CODE         : X
*REGION/DISTRICT     : X
*DOCUMENT ID         : XX XX XXXXXXXXX XXX
 VENDOR TYPE/SSN     : X XXXXXXXXX
 APPROP/LIM/AFC      : XXXX XXX XX X
 PROGRAM ELEMENT     : XXXXXX
 COST CENTER         : XXXXXX
 OBJECT CLASS        : XXXX
 SYSTEM DATA         : XXXXXXXXXXXXXXX
 END DATE OF TRAVEL  : MMDDYY
 FIRST NOTICE DATE   : MMDDYY
 LAST NOTICE DATE    : MMDDYY
 OUTSTANDING ADVANCES: ZZZZZZZZZZZZ9
 EXCESSIVE AMOUNT    : ZZZZZZZZZZZZ9
 AMOUNT TO BE OFFSET : ZZZZZZZZZZZZ9
 ADMINISTRATIVE FEE  : ZZZ9
 OFFSET FLAG         : X
 SUBMITTED FOR OFFSET: X

IF LAST SCREEN ENTRY - ENTER (YES): XXX
```

Figure 9Q-9 - Candidate File-Amount To Be Offset

3.5. Reports - There are four additional reports associated with travel advance offset. RIS Numbers are "TRVL-ERR1", "TRVL-ERR2", "ACCOMP-OFS", and "ACCOMP-ERR" .

TRVL-ERR1 is received by the agency if the traveler is not found on the T16 Vendor/SSN File (Figure 9Q-10) at the time DAFIS attempts to issue the first notice.

```
                          DEPARTMENT OF TRANSPORTATION                    RIS NUMBER:  TRVL-ERR-1
                   FIRST NOTICE ERRORS - T16 RECORD NOT FOUND             PAGE NUMBER:  ZZZZZZZZ9
                                AS OF MM/DD/YY


RGN-                VENDOR                EMPLOYEE'S                    DOCUMENT
DIST                 TYPE                    SSN                            ID

 XX                   X                  XXX-XX-XXXX                 XXXXXXXXXXXXXXXX

 XX                   X                  XXX-XX-XXXX                 XXXXXXXXXXXXXXXX
```

Figure 9Q-10 - First Notice Errors-T16 Not Found

TRVL-ERR2 (Figure 9Q-11) is received by the agency if the vendor was not found on the T16 Vendor/SSN File at the time DAFIS attempted to issue the second notice. When the traveler falls out on either report they must be added back to the T16 Vendor/SSN File. After the traveler is added back to the T16 Vendor/SSN File the system will continue the process.

```
                              DEPARTMENT OF TRANSPORTATION                    RIS NUMBER:  TRVL-ERR-2
                     SECOND NOTICE ERRORS - T16 RECORD NOT FOUND              PAGE NUMBER:  ZZZZZZZZ9
                                   AS OF MM/DD/YY


RGN-                  VENDOR                EMPLOYEE'S                    DOCUMENT
DIST                   TYPE                    SSN                           ID

 XX                     X                  XXX-XX-XXXX                XXXXXXXXXXXXXXXX
```

Figure 9Q-11 - Second Notice Errors-T16 Not Found

ACCOMP-OFS (Figure 9Q-12) is received by the agency to indicate travelers who have had a salary offset.

```
                                   X___________AGENCY NAME_______________X              RIS NUMBER:  ACCOMP-OFS
                                       ACCOMPLISHED OFFSET REPORT                      PAGE NUMBER:  ZZZZZZZZ9
                                          OFFSET DATE MM/DD/YY

REGION DISTRICT  X                          AS OF DATE MM/DD/YY

 EMPLOYEE'S     DOCUMENT          NAME            ADVANCED    ADVANCED AMOUNT   ADMIN  ADMIN FEE
    SSN           ID                              AMOUNT        OFFSET         FEE    OFFSET        BALANCE
__________    __________  ______________________  ________   ______________   _____  _________  ____________________

XXX-XX-XXXX    XXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXX   ZZZ,ZZZ.ZZ  ZZ,ZZZ,ZZZ.ZZ                    ZZ,ZZZ,ZZZ,ZZZ.ZZCR
```

Figure 9Q-12 - Accomplished Offset

ACCOMP-ERR (Figure 9Q-13) is received by the agency indicating travelers submitted for offset that were not found on the candidate file.

```
                              DEPARTMENT OF TRANSPORTATION                        RIS NUMBER:  ACCOMP-ERR
                            ACCOMPLISHED OFFSET ERROR REPORT                      PAGE NUMBER:  ZZZZZZZZ9
                RECORD NOT FOUND ON CANDIDATE FILE AND SUBMIT FOR OFFSET FILE
                                   AS OF MM/DD/YY


 AGY-RGN-DIST        VENDOR              EMPLOYEE'S             TRAVEL ADVANCES          ADMIN
                      TYPE                  SSN                   OFFSET AMOUNT            FEE

      XX               X               XXX-XX-XXXX           ZZ,ZZZ,ZZZ,ZZZ.ZZ          ZZZ.ZZ
```

Figure 9Q-13 - Accomplished Offset Error-No Record on Candidate File

3.6. Tables - There are two new tables - T19, Accounting Contact for Travel Advance Table, and T23, Delinquent Calendar Table. T19 (Figure 9Q-14) will be maintained by each agency (Administration Fee Field will be entered by the Accounting Functional Division). T23 will be maintained by the Accounting Functional Division and available to users for inquiry only.

```
                    TABLE T19 ACCOUNTING CONTACT FOR TRAVEL ADVANCES

 REQUEST CODE           : X
*AGY-CODE               : X
*REG-DIST               : X
 OFFICE CONTACT         : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                        : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 COMMITTEE MEMBER NAME  : XXXXXXXXXXXXXXXXXXXXXXXXXXXX
 COMMITTEE MEMBER TITLE : XXXXXXXXXXXXXXXXXXXXXXXX
 ROUTING SYMBOL         : XXXXXXXXX
 ADDRESS NAME           : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 ADDRESS LINE 1         : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 ADDRESS LINE 2         : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 ADDRESS LINE 3         : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 FTS A/C-PHONE NUMBER   : XXX XXX XXXX
 ADMINISTRATION FEE     : XXX

IF LAST SCREEN ENTRY - ENTER (YES): XXX
```

Figure 9Q-14 - Accounting Contact for Travel Advance

NOTE: *It is imperative that adjustments be made if a debit and credit advance exist for the same traveler on different document identification numbers. DAFIS will only enter documents with a debit advance in the candidate file and will not recognize the documents with a credit advance. Therefore, if a repayment has been recorded on a different document identifcation number than the original advance, DAFIS will begin the travel advance salary offset process.*

Chapter 4 - SF1184 Unavailable Check Cancellation

4.1. Unavailable Check Cancellation (SF1184) is used to obtain the status or a photocopy of a check from Treasury. Figure 9Q-15 is a copy of a completed SF1184.

4.2. The agency will complete the SF1184 using the following steps:

a. Check Symbol - Treasury symbol that identifies each disbursing office (i.e., Kansas City - 3084, Washington - 0300).

b. Check Serial - Check number.

c. Check Amount - Full amount of check.

d. Check Date - Date of Check or Confirmation Date.

NOTE: *Check Serial, Amount, and Date can be obtained from the Paid Schedule File (PSF-1) Inquiry.*

e. Agency/Payee ID No. - Vendor number on T16 table.

f. Line code - Total number of lines in payee name and address.

g. Stop Code - Identifies the reason for the SF1184 (i.e., recertified check).

NOTE: *Use the current Treasury Bulletin to select the proper stop code. See Chart on page 19 for Treasury Stop Codes.*

h. Agency Code - Must always be "M". (This is not the DAFIS agency code).

I. Payee Name - Exactly the same as on check.

j. Payee Address - Exactly the same as on check.

NOTE: *Payee name and address can be obtained from the Check Tape or ACH List - RIS No. I-C/I-C.A).*

k. Amount To Be Reclaimed - Same as check amount. See c. above.

l. Agency Location code (ALC) - Your ALC unless payroll, then ALC 69001103.

m. Agency Output - Always "2".

n. For Agency Use - Can be used for any additional data that may be useful to the agency or to Treasury. Can be left blank but must have agency name and signature.

4.3. Mail the completed SF1184 to the Disbursing Office that issued the check (i.e., Kansas City, Washington, etc.).

BGFO - BUREAU OF GOVERNMENT FINANCIAL OPERATIONS NSN 7540-00-526-3709

Standard Form No. 1184 (Rev. 6-84)
Prescribed by Dept. of the Treasury
I TFRM 4-7000
1184-108
Previous Edition Unusable

UNAVAILABLE CHECK CANCELLATION

CK. SYM.	CK. SERIAL	CK. AMOUNT	CK. DATE	AGY./PAYEE ID NO.
3084	18796970	$364.56	03/08/93	999999999

LINE CODE	STOP CD.	AGENCY CODE
3	A	M

PAYEE NAME

JOHN Q. TRAVELER

ADDRESS

1234 Travel Lane

Oklahoma City, Ok 73159

NAME OF DECEDENT

FOR D. O. USE

☐ *Request processed*

☐ *Payment returned and cancelled by DO on* _____

☐ *No payment issued*

☐ *Incorrect/incomplete SF-1184*

D. O. Activity _____

(Signature) _____

D. OF DEATH	AMT. TO BE RECLAIMED	AGY. LOC. CODE	AGENCY OUTPUT
	$364.56	69001103	2

AGENCY REFERENCE

FOR AGENCY USE

DOT
Agency

John Q. Traveler
(Signature)

ORIGINAL—ADMINISTRATIVE AGENCY WILL FORWARD TO BGFO THROUGH DISBURSING OFFICE

Figure 9Q-15 - Completed SF1184

CHART OF STOP REASON CODES FROM TREASURY

STOP REASON	CODE	CONDITIONS FOR USING
Recertified	A	1. Payee entitled.
		2. Payee claims nonreceipt, loss, theft or mutilation.
		3. If lost or stolen check was not endorsed.
		4. Agency is certifying a second payment.
		5. Payment was not direct deposit-electronic funds Transfer.
[Reserved]	B	
[Reserved]	C	
Entitlement - Do Not Issue Substitute	D	1. Conditions 1, 2, and 3 for recertified request.
		2. Agency prefers to certify the second payment after the status of the original payment is determined.
Deceased	E	1. Payee died prior to issuance of check.
		2. Payee's estate is not entitled to the proceeds of the check.
Nonentitlement	F	1. Payee is not entitled to all or part of the proceeds of the check.
Lost/Stolen - Endorsed	G	1. Payee is entitled.
		2. Check was endorsed and then lost or stolen.
[Reserved]	H	
[Reserved]	I	
[Reserved]	J	
Photocopy	K	1. Photocopy of check required for administrative purposes of the agency or other authorized office.
		2. No indications of nonreceipt, loss, theft or other evidence that a claim for a check is involved.
Certified Photocopy	L	1. Photocopy of check will not satisfy legal requirements evidence that a claim for a check is involved.
		2. No indications of nonreceipt, loss, theft or other evidence that a claim for a check is involved.
Status - No Photocopy	M	1. Payment status of check required for administrative purposes of the agency or other authorized office.
		2. No indications of nonreceipt, loss, theft or other evidence that a claim for a check is involved.
[Reserved]	N	
[Reserved]	O	
[Reserved]	P	
[Reserved]	Q	
Follow-up to Pre-recertification Stop	R	1. Agency requires information on a stop payment submitted Prior to the implementation of recertification either for itself or on behalf of the payee.
Agency Match - Nonentitlement	s	1. Agency's Inspector General determines the agency's payee(s) is no longer entitled to the proceeds of check.
Agency Match - Deceased	T	1. Agency's Inspector General determines the agency's Payee(s) died before the issue date of check.
Legal Incapacitation	U	1. Agency determines payee is no longer legally entitled to the proceeds of check. The date of the event establishing legal incapacitation will be placed in the "Date of Death" field of SF1184.

THIS PAGE INTENTIONALLY BLANK

SECTION 10. APPENDICES

Appendix 1 - Batch / Main Processing Error Codes

1. Duplication - document-ID previously recorded.
2. No match - document-ID not previously recorded.
3. Decrease is greater than amount previously recorded.
4. Allotment exceeds apportionment.
5. ADAP account 41HA credit will exceed debit if this transaction is processed.
6. Amount exceeds previously recorded undelivered order.
7. Allotment has been exceeded.

7A. Allotment has been exceeded - no record on Allot-Cntl File.

8. An accrued expenditure unpaid amount was previously recorded.
9. Undelivered order amount was previously recorded.
10. Expended amount was previously recorded.
11. Transaction exceeds expended amount.
12. Transaction exceeds advances received.
13. Transaction detail data does not match Table T07/T10.
14. Previously recorded at other than commitment.
15. Transaction exceeds accrued expenditures unpaid amount.
16. Amount must be less than previously recorded undelivered order.
17. Holdback will not process until payment transaction is corrected.
18. Amount does not equal previously recorded undelivered order.
19. Advances paid previously recorded.
20. Accounting classification/system data/vendor SSN does not match previously recorded document.
21. Document-ID previously recorded for other than advance.

Appendix 1 - Batch / Main Processing Error Codes

22. Undelivered order not previously recorded.
23. Accrued expenditure unpaid not previously recorded.
24. Expended not previously recorded.
25. Collection previously recorded.
26. Unfilled orders previously recorded.
27. Advances received previously recorded.
28. Transaction exceeds advances paid.
29. Billing (accounts receivable) previously recorded.
30. Transaction exceeds filled order uncollected amount.
31. Transaction exceeds accounts receivable amount.
32. Filled order uncollected previously recorded.
33. Transfer not equal to expended on record.
34. Record has amounts in other than expended.
35. Transfer not equal to advances paid on record.
36. Record has amounts in other than advances paid.
37. No record on IOTV Suspense File - transfer already accepted / rejected.
38. Document has been closed.
39. No record on Reimbursable Agreement Table (T10).
40. No record on Recurring Charge Master.
41. Job number XXXXX (positions 8-12 of system data) not on 1680 Master File.
42. Previously estimated.
43. Approved estimate already established.
44. Current estimate already established.
45. Centrally procured material already established.

Appendix 1 - Batch / Main Processing Error Codes

46. Not previously estimated.

47. Transaction must equal accrued expenditure unpaid if closing record.

48. Only accounting classification that can be entered is approp-code, approp-code-lim, allot-fund-cntl, and system-data.

49. Source code (position 4 of system data) must be 1 or 3 when approp code = WOT.

50. Source code (position 4 of system data) must = 2.

51. Only accounting classification that can be entered is approp-code and approp-code-lim.

52. No match on document-ID and transaction code.

53. Document reference is mandatory entry and must match R07 and fund type on R07 must equal 'S'.

54. Match on document-ID and warehouse date in this batch. Transaction amount must be less than amount in matched record and the matched record TC-status-code must not equal 'F' or '2'.

55. Match on document-ID in this batch. Matched record TC-status-code must equal '2'.

56. The decrease amount must be equal to accrued expenditures unpaid.

57. If schedule-prefix = 'V', match on vendor-SSN and warehouse date in this batch. Transaction amount must be less than amount in matched record/s and TC-status-code must not = '2'.

58. Cannot have TC-status-code of '2' in 'V' schedule.

59. Invalid status-code.

60. Invalid agy-reg/dist.

61. Previous discount lost for this document. Use TC-status-code = '1'.

62. Incorrect schedule-certificate-deposit prefix for TC-status-code of '2'. Use 'G' schedule.

63. Required previous TC usage not found on the ODF.

64. No matching job number on MWA Job File.

65. Job completed.

66. Agy-rgn-dist must = 1B, 1X, or 1Y.

67. First position of sys-data must = 'B'.

68. Must be construction job.

69. Generated reimbursable income record acctg class (approp-code/approp-code-lim/allot-fund-cntl/public-govt-ind/sys-data/vendor-type SSN) will not match ODF record.

Appendix 1 - Batch/Main Processing Error Codes

70. Generates int-pen/disc-earned/lost. Cannot process parent transaction status code of '2'.

71. Should generate int-pen/disc-earned/lost. No transaction on proforma. Call Accounting Functional Division.

72. Agy-rgn-dist cannot be '1B', 1X', or '1Y'.

73. Agreement number (positions 5-13 of system data) not found on accounts receivable file.

74. Vendor-type/vendor-SSN/approp-code/approp-code-lim/allot-fund-cntl/pub-govt-ind on BCF does not match Accounts Receivable File.

75. Transaction failed rgn-dist edit (Table T01).

76. Approp-code/approp-code-lim/allot-fund-cntl not on Split Table (T31).

77. Appropriation code/limitation/allotment fund control/program element/cost center relationship does not exist on RT2 Table.

78. Transaction failed approp-code/approp-code-lim edit (Table R07).

79. Transaction failed cost center edit (Table T06).

80. Transaction failed object class edit (Table R08).

81. This record has been previously paid. It should be deleted from this batch. If the record was paid incorrectly, corrections will have to be made manually through Format 3/12.

82. No/not enough unpaid accruals on Recurring Charge History File. You may change amount and override error because of incorrect number of accruals.

83. No record on Vendor-SSN Table. Delete this record from this batch. Recurring Charge Master/Vendor-SSN table should be corrected. Then this transaction should be manually input on Format 12.

84. Invalid quantity (statistical data) on Open Document File.

85. Input record amount equal zero.

86. Stop payment flag set for this vendor.

87. Job number (of system data) not on T07 Table.

88. Input record amount negative.

89. Fund-type, type-approp, or reimb-agree-flag not on 1680 Master.

90. No driver detail record on proforma.

Appendix 1 - Batch / Main Processing Error Codes

91. No record on Table T41 - call Accounting Functional Division.

92. Terms not on Table T42.

93. Record must have reason-code.

94. Next year transaction cannot be entered during grace period due to accounts receivable impact.

95. Inactive flag on Accts Rcvbl Master Record = 'Y'. Cannot process transaction.

96. Adv-pd on Open Document File is negative. Call Accounting Functional Division.

97. FY in document-ID not valid.

98. For refund transaction, the 9-digit document-ID must equal the bill agreement on the A/R Master File. Bill agreement and agreement must be equal.

99. Agy-rgn-dist not on DAFIS. (Temporary message to be deleted when all regions/districts online.)

2A. BOAC number not found on T47.

5A. Intra IOTV on BCF batch.

5B. Duplicate invoice/vendor in batch - must have same terms.

5C. Duplicate doc type/number in batch - must have same terms.

5D. No match on RT2 Table.

5E. Current meter reading is not in balance.

5F. Invalid history record.

5G. Terms not allowed for doc-type 40 and 48.

5H. No record found on T42.

5I. MAC & cost center on Split Table.

5J. No Secondary Table ID found on WMB Table for this appropriation code.

AA. Invalid fund type.

AB. Cost-center, prog-elem, obj-class cannot be entered with fund types P, G, or N.

AC. Program element must = appropriation code when fund type on R07 Table = A, B, C, or D (grants).

Appendix 1 - Batch / Main Processing Error Codes

AD. System code (position 1 of system data) invalid for this agency.

AE. System data must be 'F 211111111'.

AF. Job order status code on 1680 Master File must be 1 or 3 for this job number (positions 8- 12 of system data).

AG. First position of prog-elem must = 8.

AH. Prog-elem does not match 1680 Master File.

AI. Cost center positions 1 - 2 cannot equal XX.

AJ. When MAC (sys-data 2-3) = A2 - A8 or 10 and approp-code not = WOT, object class must be within 3141-3180 or 3221; otherwise it cannot = these values.

AK. System code/job number (positions 1 and 5 - 10 of system data) not found on Accounts Receivable File.

AL. Object class cannot = 3154, 3146, 3147, 3167, 3201, or 3211 when reimbursable agreement flag on R07 Table = R.

AM. Cost center found on Cost Center Split Table (T45).

AN. Object class not found on RT7.

AP. Object class/program element relationship does not exist on RT7 table.

AQ. Program element/object class relationship does not exist on RT6 table.

AR. Document type/object class relationship does not exist on RT4 table.

AS. When job number (positions 8-12 of system data) = '11111', MAC (positions 2-3 of system data) must = spaces.

AT. Invalid appropriation for this system code (position 1 of system data).

AU. When system code (pos. 1 of system data) = 'F' and fund type on R07 Table = 3, positions 13-15 of system data must = spaces for regions other than A, 9, T, or W.

AV. Positions 14 - 15 of system data must = spaces.

AW. When system code (position 1 of system data) = 'F', CAF (positions 5-7 of system data) must be numberic (but not 029) for regions other than A, 9, T, or W.

AX. When fund type on R07 = 3, system code (position 1 of system data) must = F for regions other than A, 9, T, or W.

Appendix 1 - Batch / Main Processing Error Codes

AY. Approp-code/lim does not match T07.

AZ. Job number (positions 11 - 15 of system data) must be alphanumeric (with no imbedded spaces).

A1. Approp-code/lim/allot-fund-cntl does not match A/R Master.

A2.* Accounting classification does not match previous recorded allottee open document file record. (Not a fatal error except for Volpe Center).

A3.* Referenced document was not present. No reversal was generated. (Not a fatal error except for Volpe Center.)

A4* Referenced document has 0/negative amount in commitment. No reversal was generated. (Not a fatal error except for Volpe Center.)

A5*. Referenced document was not previously committed. No reversal was generated. (Not a fatal error).

A6. Fund-type must be G, P, Z, N, M, O, or S if allot-level-ind-code = space.

A7. Trying to automatically generate commitment record and the approp-code/lim from ODF commitment record is not on R07.

A8. Generic interface edit error - using change option on batch menu, call up error record on Format 3 screen, then hit enter to get specific error condition.

A9. Transfer-data not available for interest penalty data - call Accounting Functional Division.

*These errors will not cause the batch to be in status 3 and transactions with these errors will process. Main hardcodes to still generate parent even if these error codes are set. Exception: A2, A3, and A4 will cause batch to be in status 3 for Volpe Center.

Appendix 1 - Batch / Main Processing Error Codes

BA. Prog-elem must start with ‘8' when position 4 of appropriation code = ‘P’.

BB. Appropriation must be WOT when source code (position 4 of system data) is 1 or 3.

BC. Reimb-agree-flag on R07 Table must = D when system data = ‘F 21111111'.

BD. Agree-num on Accounts Receivable File does not match 1680 Master.

BE. Source code (position 4 of system data) must = 1, 2, or 3.

BF. Inactive flag on Accounts Receivable File not = space.

BG. MAC (positions 2 - 3 of system data) must be spaces when cost class (position 5 of system data) = 0.

BH. Agency-region/district not found on T01 Table.

BI. Prog-elem does not match T07 Table.

BJ. Invalid rgn-dist for this system code (position 1 of system data).

BK. Job number (positions 5 - 10 of system data) required when system code (position 1 of system data) = A.

BL. Aircraft code (positions 9 - 10 of system data) not found on A01 Table.

BN. When system code = ‘A’ and reimb-agree-flag on R07 = ‘R’, object class must = 2632 or first 2 positions must = 11, 12, 21, 22, 23, 24, 25, 26, 31, 32, 33, or 42.

BP. When system/program codes (positions 1-2 of system data) = ‘G9', system data must exist on T08 Table.

BQ. Only MAC code (positions 2-3 of system data) can be entered when system code (position 1 of system data) = ‘I'.

BR. System code (position 1 of system data) invalid for reimbursable agreement flag of ‘R’ on R07 Table.

BS. When system code (position 1 of system data) = ‘R’, reimb-agree-flag on R07 not = R.

BT. System code (position 1 of system data) must be C for document-type 17.

BU. Job code (poisitions 5-13 of system data) required when system code (position1) = ‘P’.

BV. Job code (positions 5 - 13 of system data) must be alphanumeric (with no imbedded spaces).

Appendix 1 - Batch / Main Processing Error Codes

BX. Func-area-cd (positions 14 - 15 of system data) must be alphanumeric (with no embedded spaces.

BZ. When system code (position 1 of system data) = D, S, X, or T, cost center, program element and system data must exist on T17 Table.

B1. Balance error - invalid doc-ID for grace period in generic interface.

B2. Balance error- no record on Table T40 - Call Accounting Functional Division.

B3. Balance error - no parent record on proforma - call Accounting Functional Division.

B4. No record on T40 Table - call Accounting Functional Division.

B5. Correct int-pen-rate occurrence not on T40 Table - call Accounting Functional Division.

B6. Fund type on proforma does not match Table R07.

B7. Invalid vendor-SSN or vendor-type for generic interface.

B8. Invalid SCHED-PFX for doc-type and vendor type.

B9. Invalid effective date for SCHED-CD.

CA. For system code W (position 1 of system data), appropriation code must = 'WOT' or appropriation code (positions 2-4) must = '520'.

CB. When system code (position 1 of system data) = 'W', source code (position 4 of system data) must = space.

CC. Job number (sys-data 5 - 10) required with system code W (position 1 of system Data).

CD. No secondary Tbl - ID found on WMB Table for current year.

CE. Total Direct Flag = 'Y' and surcharge% more than 0 (zero) on WSA Table; job number required in system data (positions 11-15).

CF. Total Direct Flag = 'Y' and surcharge% = 0 (zero) on WSA Table; system data (positions 11-15) must = spaces.

CH. When system code (position 1 of system data) = 'G', appropriation code, limitation, allotment fund control and system data must match grants file.

CI. Project is closed (status flag not = '2') on Grants File.

Appendix 1 - Main / Batch Processing Errors

CJ. Fund type on R07 Table = 'A'; system code (position 1 of system data) must = 'G'.

CK. When system code (position 1 of system data) = 'G', MAC and source code (positions 2-4 of system data) must = spaces.

CL. PIIN closing date set in VEM.

CM. System code/job number (positions 1 and 5-8 of system data) not found on Accounts Receivable File.

CP. Approp/lim does not match 1680 Master File.

CQ. Approp/lim / AFC does not match 1680 Master File.

CR. Approp/lim/AFC /prog-elem does not match 1680 Master File.

CS. MAC (positions 2 - 3 of system data) does not match T07 Table.

CT. Prog-elem not found on WSA Table.

CU. Prog-elem not found on WMB Table.

CV. Job number (positions 5 - 10 of system data) not found on WSA Table.

CW. Job number (positions 5 - 10 of system data) not found on WMB Table.

CX. Job number (positions 5 - 10 of system data) not found on WCU Table.

CY. Source code (position 4 of system data) must = 1.

CZ. Approp-code required.

C1. Sched - pfx does not match proforma.

C2. Reversal amounts greater than previous amounts recorded.

C3. Invalid transaction status code.

C4. Cannot enter if computation date or terms entered.

C5. Cannot enter if warehouse date entered.

C6. Computation date required.

C7. Percent-terms and day-terms required.

C8. Excl-disc-amt must be less than amount.

Appendix 1 - Main / Batch Processing Errors

C9. Warehouse date required.

DA. Suffix has more than seventy (70) invoices.

DC. Discount to be recorded in VEM.

DD. Program element required.

DE. Cost center required.

DF. Object class required.

DG. System data required.

DH. Invalid prog-elem for sys - data 'F 211111111'.

DI. DAFIS General Edit Module - not available.

DJ. Net must be equal to or greater than days.

DK. When either percent or days is entered, both must be entered.

DL. Percent must be between 0 and 990000.

DM. Vendor not found on the T16 Vendor Table.

DN. No match on Receiving / Procurement Office Table (V01).

DO. Position 1 - 2 of PIIN must be 'DT'.

DP. Invalid DOT Operating Administration in PIIN.

DQ. Invalid contract fiscal year in PIIN.

DR. Invalid award code (position 9 of PIIN). Must be 'A', 'C', 'D', 'F', 'G', 'P', 'V', or 'W'.

DS. Days must be between 0 and 90.

DT. Vendor type is required when vendor SSN is entered.

DU. Vendor SSN is required when vendor type is entered.

DV. PIIN must be at least 14 positions in length and can't have embedded space or special characters.

DW. Receiving - procurement indicator on the V01 Table is not 'P' for this procurement office.

Appendix 1 - Main / Batch Processing Errors

DX. Schedule prefix and fund type do not allow computation-date. Terms or exclude discount amount to be entered.

DY. Program element, cost center and object class cannot be entered.

DZ. System code (position 1 of system data) must be 'A' for this cost center.

D1. Warehouse date or comp-date required.

D2. Percent-terms or day-terms cannot be entered.

D3. Invalid terms.

D4. Invoice number already entered - cash management elements must match.

D5. Excl-disc-amt invalid without terms.

D6. Invalid warehouse date.

D7. Invalid computation date.

D8. Invalid reason code.

D9. Invalid transaction code for payments on generic interface.

EA. Document reference number is not found on T16 (vendor SSN) Table.

EB. Fund type is invalid for schedule prefix.

EC. Invalid document reference number.

ED. Aircraft code (positions 6-7 of stat-data2) not on Table A01.

EE. System code ust be 'I' or 'W' for this approp-code.

EF. System code/job number (positions 1 and 5-12 of system data) not found on Accounts Receivable File.

EG. System code/job number (positions 1 and 8-12 of system data) not found on Accounts Receivable File.

EH. System code/job number (positions 1 and 5-10 of system data) not found on T07 Table.

EI. System code/job number (positions 1 and 5-8 of system data) not on T07 Table.

EJ. System code/job number (positions 1 and 5-12 of system data) not on T07 Table.

Appendix 1 - Main / Batch Processing Errors

EK. System code/job number (positions 1 and 5-13 of system data) not on T07 Table.

EL. System data (positions 1-15) not on T07 Table.

EM. Invalid record type.

EN. Number of detail records does not equal to line count from the trailer record - transmit is rejected.

EO. Line number must be numeric.

EP. User-ID not authorized to access this data.

EQ. Amount must be numeric.

ER. Fiscal year of funding cannot be greater than current fiscal year.

ES. When type-approp on R07 Table = 'A' (annual appropriation), fiscal year of funding must = first position of appropriation code.

ET. When expired appropriation flag on R07 Table = 'E', fiscal year of funding must be less than current fiscal year.

EV. Fiscal year of funding not in valid range for this multi-year appropriation code.

EW. Record is pending process in DAFIS. Deletion not allowed.

EX. Approp XXX not valid for schedule type X.

EY. Procurement number must be at least 13 positions in length with no embedded spaces or special characters.

EZ. Invalid operating administration identifier in positions 1-2 of the procurement number.

E1. Only accounting classification that can be entered is approp-code, approp-code-lim, and allot-fund-cntl.

E2. Allot-fund-cntl is mandatory for this transaction.

E3. No matching approp-code, approp-code-lim, and allot-fund-cntl on Table RT1.

E4. Single allotment (allot-fund-cntl '00') invalid - Multiple allotment range or non-straightlining allotment range (allot-fund-cntl 8A-99) already exists for this approp/lim.

E5. Multiple allotment range invalid - single allotment (allot-fund-cntl '00') or non-straightlining allotment range (allot-fund-cntl 8A-99) already exists for this approp/lim.

Appendix 1 - Main / Batch Processing Errors

E6. Non-straightlining allotment range (allot-fund-cntl 8A-99) invalid - Single allotment (allot-fund-cntl '00') or multiple allotment range already exists for this approp/lim.

E7. Allowance exceeds allotment.

E8. Error in transaction-code edit.

E9. Error in FAC-code edit.

FA. Invalid fiscal year in positions 3-4 of the procurement number.

FB. Transmission date/numbering/seq. number are required.

FC. SPIIN is missing or invalid.

FD. Origin-ID is missing or invalid.

FE. Entry-date and/or entry-user-ID are mandatory.

FF. Receiving office is mandatory.

FG. Fund flag is mandatory and can only be D or Q.

FH. Inv-cust-acct-num is missing or invalid.

FI. For change request, action-indicator must be 'A' or 'I'.

FJ. No match on Rejection Code Table (V02).

FK. Numeric field contains non-numeric data.

FL. Holdback amount cannot exceed amount to invoice.

FM. Release amount cannot exceed amount previously held back.

FN. Invoice quantity/amount cannot exceed the quantity/amount remaining to invoice.

FO. Other amount cannot be entered on a freight document.

FP. Holdback/release amount cannot be entered on a purchase order.

FQ. Invoice not in balance.

FR. File reference number is missing or invalid.

FS. Approving official name is mandatory.

Appendix 1 - Main / Batch Processing Errors

FT. Final invoice indivator must equal ‘Y’ or ‘N’.

FU. Audit flag must equal ‘P’ or space.

FV. Invoice not in balance - error has occured.

FW. Invoice not in balance - missing approving official dates.

FX. Transmission number changed. End of file reached before trailer record was processed.

F1. Error in amount edit.

F2. Error in effective-date edit.

F3. Error in approp-code edit.

F4. Error in computation-date edit.

F5. Error in excl-disc-amt edit.

F6. Error in doc-ID edit.

F7. Error in inv-cust-acct-num edit.

F8. Error in program-element edit.

F9. Error in cost-center edit.

GA. PIIN is canceled. Cannot add, change, or delete.

GB. Master record cannot be deleted if it has associated header record(s).

GC. PIIN type must be ‘C’ or ‘O’ and must be in accordance with the procurement type in the PIIN.

GD. Doc receive date is mandatory.

GE. Date cannot be greater than the current date.

GF. Accept days must be at least 7 days if prompt pay ind. is ‘P’.

GG. Start date cannot be later than end date.

GH. Date cannot be earlier than the current date.

GI. This record cannot be added at this time. Reversal transactions from a previous delete are pending.

Appendix 1 - Main / Batch Processing Errors

GJ. Obligation header record not found.

GK. Change not allowed due to final invoice.

GL. Obligation header is inactivated - change not allowed.

GM. The vend type and/or vendor SSN cannot be changed due to an error in the transactions.

GN. Delete is not allowed due to pending transactions.

GO. Obligation header is inactivated - delete note allowed.

GP. Obligation header cannot be deleted due to outstanding receipts and/or invoices.

GQ. Header cannot be deleted due to errors in reversal transactions.

GR. Vendor type and vendor SSN cannot be changed on an incomplete obligation.

GS. Vendor type and vendor SSN cannot be changed while there are incomplete accruals.

GT. Vendor type must be 3 or 9.

GU. Line item count is mandatory.

GV. Line item count must be greater than zeroes.

GW. Total obligation amount is mandatory.

GX. Total obligation amount must be greater than zeroes.

GY. The grand total of this obligation cannot be reduced below the amount of processed accruals.

GZ. Action indicator must be ‘I’, ‘R’, ‘O’, or ‘C’.

G1. Error in object-class edit.

G2. Error in pub-govt-ind edit.

G3. Error in sys-data edit.

G4. Error in vendor-SSN edit.

G5. Error in doc-ref-num/authorization-num edit.

G6. Error in energy-conversion-code edit.

G7. Error in stat-data edit.

Appendix 1 - Main / Batch Processing Errors

G8. Error in facility-type edit.

G9. Error in facility-loc edit.

H1. Error in travel-date edit.

H2. Error in fund-auth-qtrs edit.

H3. Error in allotee edit.

H4. Error in allot-fund-cntl edit.

H5. Error in allot level AFC edit.

H6. Not found on WSA Table.

H7. Not found on WCU Table.

H8. Not found on WMB Table.

H9. Approp-code-lim must equal '000'.

I1. Allot-fund-cntl must equal '000'.

I2. AEU and/or undel-order on matching ODF record do not equal zero.

I3. Sys-data mandatory; sys-code must = 'W' and positions 5-7 of sys-data cannot = '000' - this must be an activity; cannot be a customer.

I4. Bank-ID inactive, update T16.

I5. No record found on Table T12.

I6. No record found on Table T12 or T13.

I7. No record found on Table S02.

I8. This record has been flagged for online stop-pay.

I9. Danger - possible duplicate batch from previous transmission. Research before balancing.

J1. Authorized disbursement cannot exceed UDO + AEU + EXPND.

J2. Transaction exceeds authorized disbursement.

J3. Invalid transaction status code for this entry.

Appendix 1 - Main / Batch Processing Errors

J4. Authorized disbursement has been previously recorded.

J5. Invalid Sch-Prefix for this transaction.

J6. Invalid rgn/dist for this doc type.

J7. Pub-govt-ind on BCF does not match Accounts Receivable File.

J8. Cross regional identifier does not match.

J9. Invalid request code.

K1. Duplicate record found on T16.

K2. No record found.

K3. Invalid stop-pay flag.

K4. Invalid 1099 vendor ID.

K5. IRS-ID must be blank or zero.

K6. IRS-ID mandatory - may not equal all 0's or all 9's.

K7. Vendor name mandatory.

K8. Address-line1 / 1099-address-line1 is mandatory.

K9. Address-line4 / 1099-address-line2 segment-1 cannot be blank.

L1. Address-line4 / 1099-address-line2 segment-2 does not match State Code Table.

L2. Address-line4 / 1099-address-line2 - first 5 positions of segment-3 must be numeric.

L3. Address-line4 / 1099-address-line2 city cannot exceed 16 positions with 9 digit zip - segment-1 position 17 must be blank.

L4. Address-line4 / 1099-address-line2 segment-2 does not match T11 Table.

L5. Address-line4 / 1099-address-line2 segment-3 invalid for vendor type '8' or '9'.

L6. 1099-address-line1 must be blank.

L7. 1099-address-line1 cannot be all alpha characters.

L8. Employee brief name mandatory for vendor type '1'.

Appendix 1 - Main / Batch Processing Errors

L9. Employee brief name must be blank.

M1. Invalid ACH-EFT-flag.

M2. ACH-EFT-flag invalid unless vendor type = '1', '2', or '3'.

M3. ACH-EFT-flag is mandatory.

M4. Account holder is mandatory.

M5. Account type is mandatory.

M6. Invalid account type - must be 'C' or 'S'.

M7. Bank-ID is mandatory.

M8. Bank-ID must be numeric.

M9. Account number is mandatory.

N1. User-ID is mandatory.

N2. Vendor payment in progress.

N3. Invalid bank-ID.

N4. No error detected on detail. Cash management error in batch.

N5. T12 accounting data doesn't match RT2.

N6. User not authorized to access this vendor-type.

N7. Work code (third level project plans) exceeds activity (second level project plans).

N8. Activity (second level project plans) exceeds project (first level project plans).

N9. Project (first level project plans) exceeds allocation.

P1. Project (first level project plans) exceeds allotment.

P2. Allocation exceeds allotment.

P3. Cannot withdraw an amount greater than unissued plans.

P4. Invoice previously paid (BCF).

P5. Invoice previously paid (WHF).

Appendix 1 - Main / Batch Processing Errors

P6. Invoice previously paid (PSF).

P7. Follow-on to previous payment on same doc-ID.

P8. Authorized disbursement cannot be less than expnd.

P9. Transaction exceeds PY-Recovery amount.

Q1. Error in city code field.

Q2. Error in county code field / county code must be numeric.

Q3. Check to ensure funds have not been previously allotted.

Q4. PYR transaction was not generated because no deobligation netting transaction was generated.

Q5. Cannot process PYR on curr. year document.

Q6. Invalid transaction for prior year recovery.

Q7. Not a prior year recovery transaction.

Q8. No record on ODF / cannot process PYR correction.

Q9. Transaction amount exceeds PY-Recovery year-to-date amount.

R1. Program element not found on R06 Table.

R2. No record found on R07 Table.

R3. Cannot process PYR/Doc not on ODF for eff-date edit.

R4. PYR-flag must = Y, N, or space.

R5. Proforma header record not found.

R6. Cannot process prior year recovery on curr year eff-date.

R7. Duplicate record found.

R8. No record found on T28 Table.

R9. Duplicate record found on RT2 Table.

S1. Duplicate record found on T06.

Appendix 1 - Main / Batch Processing Errors

S2. Invalid close flag.

S3. Cost center name mandatory.

S4. GSA / org code mandatory.

S5. Duplicate record found on R06.

S6. Error in expanded name.

S7. Invalid PYR-exclusion flag.

S8. Invalid table ID.

S9. Invalid update flag.

T1. Document cannot be closed - money greater than zero.

T2. TC not valid for this fund summary.

T3. WPB is closed on T06.

T4. Referenced document less than BCF-amt. No reversal was generated.

T5. Transaction created negative travel advance balance.

T6. Allowance has been exceeded.

T7. Doc-type invalid during grace for new business.

T8. T16 process pending, update T16 before proceeding.

T9. Allotment fund control/object class relationship does not exist on RT8 Table.

U1. Qty received exceeds qty oblig.

U2. Invoice remaining exceeded.

U3. Out of bal. ext amts not = inv. amt.

U4. Fnl inv - all receipts must be comp.

U5. Freight not allowed for this PO.

U6. Invoice amount exceeds amt remaining.

YA. Stat-data cannot be changed.

Appendix 1 - Main / Batch Processing Errors

YB. Actng-data invalid or missing.

YC. Chg/del denied due to inv. status.

YD. Del denied. Final inv. exists.

YE. Chg denied. Prior frt suf not expd.

YF. Unit-Price decrease not allowed.

YG. Partial invoice not allowed.

ZA. Not a VEM record - ECC2 on ODF not equal 7.

ZB. Variance exceeded.

ZC. Not all suffixes for this purchase order have been canceled.

ZD. Invalid or missing corrective invoice header.

ZE. Invoice processing suspended - PO flagged in error.

ZF. Invalid number of corrective invoice lines.

ZG. Ch/del denied. Final inv processed.

ZH. Invalid purchase order number.

ZI. Invalid fiscal year.

ZJ. PO is canceled - can’t add/chg/del.

ZK. Prompt pay ind must = A, C, D, M, E, or P.

ZL. Can’t build unique Doc-ID.

ZM. Vendor type is invalid.

ZN. Vendor not on T16 or stop-pay set.

ZO. Vend-type/SSN does not match inv.

ZP. Procure office blank or not on V01 Tbl.

ZQ. Invalid process-type (PIIN-type).

ZR. Can’t change PO type - RR/inv processed.

Appendix 1 - Main / Batch Processing Errors

ZS. Vendor chg denied - invoices paid.

ZT. Amt can't be less than recv/inv amt.

ZU. Dollar amount above PBR limit.

ZV. Line-ct must be greater than zero.

ZW. Invalid value - must = Y or N.

ZX. Date not in proper format / invalid.

ZY. Non-presumptive days not numeric.

Z1. Invalid fiscal year.

Z2. Invalid or missing PO line.

Z3. Invalid unit-price.

Z4. Line-ord-qty not numeric or = 0.

Z5. Line-ord-qty less than line-recv/inv qty.

Z6. Invalid line-ord-amt.

Z7. Line-recv-qty not numeric or = zero.

Z8. PO obl invalid or missing.

Z9. Invalid request - inv processed.

Accounts Receivable Messages

3A. Not previously recorded on Accounts Receivable File.

3B. Transaction amount cannot be greater than advances on Accounts Receivable File.

3C. No master record on Accounts Receivable File.

3D. Transaction amount must equal billed-principal on Accounts Receivable File.

3E. Transaction amount cannot be greater than collection-principal on Accounts Receivable File.

3F. Transaction amount cannot be greater than estimates on Accounts Receivable File.

3G. Transaction amount must equal billed-ovrhd on Accounts Receivable File.

Accounts Receivable Messages

3H. Transaction amount cannot be greater than ready-to-bill on Accounts Receivable File.

3I. Transaction amount must equal billed-int on Accounts Receivable File.

3J. Transaction amount must equal billed-pen on Accounts Receivable File.

3K. Transaction amount must equal billed-adm on Accounts Receivable File.

3L. Transaction amount cannot be greater than collection-int on Accounts Receivable File.

3M. Transaction amount cannot be greater than collection-pen on Accounts Receivable File.

3N. Transaction amount cannot be greater than collection-adm on Accounts Receivable File.

3O. Has not been previously billed.

3P. Invalid transaction.

3Q. Transaction amount cannot be greater than reserve-acct on Accounts Receivable File.

3R. Transaction amount must equal billed-principal + billed-ovrhd + billed-int + billed-pen + billed-adm on Accounts Receivable File.

3S. Reserve-acct does not equal zero on Accounts Receivable File.

3T. Billed-principal does not equal zero on Accounts Receivable File.

3U. Billed-ovrhd does not = zero on Accounts Receivable File.

3V. Billed-int does not = zero on Accounts Receivable File.

3W. Billed-pen does not = zero on Accounts Receivable File.

3X. Billed-adm does not = zero on Accounts Receivable File.

3Y. Transaction amount cannot be greater than billed-int on Accounts Receivable File.

3Z. Transaction amount cannot be greater than billed-pen on Accounts Receivable File.

4A. Transaction amount cannot be greater than billed-adm on Accounts Receivable File.

4B. Transaction amount cannot be greater than billed-ovrhd on Accounts Receivable File.

4C. Transaction amount cannot be greater than collections-ovrhd on Accounts Receivable File.

4D. Transaction amount cannot be greater than billed-principal on Accounts Receivable File.

Accounts Receivable Messages

4E. Transaction amount cannot be greater than billed-fines-pen on Accounts Receivable File.

4F. Transaction amount cannot be greater than collection-fines-pen on Accounts Receivable File.

4G. Transaction amount must equal billed-fines-pen on Accounts Receivable File.

4H. Billed-fines-pen does not = zero on Accounts Receivable File.

4I. Unbilled, ready to bill, billed principal on A/R must = zero.

4J. Error in fund type edit.

4K. Reimbursable agreement flag on A/R File not valid with fund type R.

4L. Error in sched-cert-dep edit.

4M. Invalid option for non-billing office.

4N. Updates pending for bill/batch.

4O. Have already used this option for this agreement and batch.

4P. Invalid collection/correction flag.

4Q. Invalid collection/correction type.

4R. Bill number mandatory.

4S. Invalid date/grace period.

4T. Maximum agreement number (10) per bill number exceeded limit.

4U. Transfer not equal to undel order on record.

4V. Transfer not equal to accrued expnd unpaid on record.

4W. All ODF money buckets not equal to zeroes.

THIS PAGE INTENTIONALLY BLANK

Appendix 2 - Error Correction Techniques

1 - DUPLICATION - DOCUMENT-ID PREVIOUSLY RECORDED

POSSIBLE CAUSE OF ERROR:

Transaction code with blank status was entered on a document-ID for which this transaction code has already been entered.

OPTIONS FOR CORRECTION:

Verify document-ID on screen or batch proof listing. Perform ODF-ALL or ODF-14 inquiry to determine previous action taken. If entries and document-ID are valid, change transaction status to 1 or F. If document is not correct, change document-ID.

2 - NO MATCH - DOC-ID NOT PREVIOUSLY RECORDED

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction which requires a match on a previously entered document-ID. This could result from entering the document-ID incorrectly or the document being purged.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. If not, reenter correct document-ID. If correct, perform ODF-ALL or ODF-14 inquiry to determine previous action taken or other suffix. If inquiry reveals no previous action then perform GL-HELP 1 to select the correct transaction code and transaction status code.

3 - DECREASE IS GREATER THAN AMOUNT PREVIOUSLY RECORDED

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction which will decrease amount in record (UDO, AEU, EXPND, ADV-PD, etc.) more than the amount on the record. This could happen either from entering a transaction code which will decrease the amount or by using a transaction status 2 to decrease an amount.

OPTIONS FOR CORRECTION:

Insure document-ID is entered correctly. If not, reenter correct document-ID. If correct, perform ODF-ALL inquiry to see previous action taken (amounts). Insure you are taking proper action and select correct transaction code and transaction status code.

4 - ALLOTMENT EXCEEDS APPORTIONMENT

POSSIBLE CAUSE OF ERROR:

Trying to increase allotment for more than is apportioned.

OPTIONS FOR CORRECTION:

Verify amount you are trying to enter. Verify apportionment entered in system. Inquire GL-ALL or GL-1 - 45AX or - 45AY.

5 - ADAP ACCOUNT 41HA CREDIT WILL EXCEED DEBIT IF THIS TRANSACTION IS PROCESSED

POSSIBLE CAUSE OF ERROR:

Trying to liquidate more than the established amount.

OPTIONS FOR CORRECTION:

Perform GL-1 or GL-ALL inquiry to determine amount previously established.

6 - AMOUNT EXCEEDS PREVIOUSLY RECORDED UNDELIVERED ORDER

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction that will decrease the undelivered order amount more than the amount that is in UDO.

OPTIONS FOR CORRECTION:

Insure document-ID is entered correctly. Perform ODF-ALL inquiry to determine previous action taken. Based on ODF, select proper transaction code and transaction status code to complete current action.

If the document-ID was entered incorrectly, reenter correct document-ID and proceed with transaction.

7/7A - ALLOTMENT HAS BEEN EXCEEDED - NO RECORD ON ALLOTMENT CONTROL FILE

POSSIBLE CAUSE OF ERROR:

Transaction entered has caused allotments to be exceeded or an allotment was never entered for this approp code/lim/allotment fund control.

OPTIONS FOR CORRECTION:

This error does not cause the batch to be placed in an error status. However, the appropriate personnel should be notified that allotments have been exceeded.

8 - AN ACCRUED EXPENDITURES UNPAID AMOUNT WAS PREVIOUSLY RECORDED

POSSIBLE CAUSE OF ERROR:

A transaction code which does not increase or decrease AEU is being used on a document which had a previous AEU entered.

OPTIONS FOR CORRECTION:

Insure document-ID is entered correctly. If not, reenter correct document-ID.

If correct, use ODF-4 inquiry to see if obligation is present. ODF-ALL inquiry can also be done to see previous action taken. Select correct transaction code and transaction status code.

9 - UNDELIVERED ORDERS AMOUNT WAS PREVIOUSLY RECORDED

POSSIBLE CAUSE OF ERROR:

This indicates a possible duplicate obligation or payment.

Trying to enter a transaction code which does not increase or decrease UDO on a document which had a previous UDO entered. Or, blank transaction status code is being used on a follow-on transaction which increases UDO.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. Perform ODF-ALL inquiry to determine previous action taken. Based on ODF, select proper transaction code and transaction status code to complete current action.

If the document-ID was entered incorrectly, reenter correct document-ID and proceed with transaction.

10 - EXPENDED AMOUNT WAS PREVIOUSLY RECORDED

POSSIBLE CAUSE OF ERROR:

Trying to enter a blank transaction status code on a follow-on transaction which increases expenditures.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. Perform ODF-ALL inquiry to determine previous action taken. Based on ODF, select proper transaction status code to complete current action.

If the document-ID was entered incorrectly, reenter correct document-ID and proceed with transaction.

11 - TRANSACTION EXCEEDS EXPENDED AMOUNT

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction which will decrease the expenditure more than the amount of expenditures in the record. Occurs when using transaction status 2 on some payment transaction codes.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. If not, reenter correct document-ID.

If correct, perform ODF-ALL inquiry to determine previous action taken. Insure you are taking proper action and select the correct transaction code and transaction status code.

12 - TRANSACTION EXCEEDS ADVANCES RECEIVED

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction which will decrease advances received more than the amount of advances received in the record.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. If not, reenter the correct document-ID.

If correct, perform an ODF-11 inquiry to see previous action taken. Insure you are taking proper action and select the correct transaction code and transaction status code.

13 - TRANSACTION DETAIL DATA DOES NOT MATCH TABLE T07/T10

POSSIBLE CAUSE OF ERROR:

System data field was either left blank or does not match T07 Table.

OPTIONS FOR CORRECTION:

Fill in the system data field and verify the entry matches the T07 Table.

14 - PREVIOUSLY RECORDED AT OTHER THAN COMMITMENT

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction when money fields other than commitment are greater than zero. Or, blank transaction status code is being used on a follow-on transaction.

OPTIONS FOR CORRECTION:

Insure document-ID is correctly entered. If not, reenter correct document-ID.

If correct, use ODF-ALL inquiry to see previous action taken against document-ID. Insure you are taking a proper action and select the correct transaction code and/or transaction status code.

15 - TRANSACTION EXCEEDS ACCRUED EXPENDITURES UNPAID AMOUNT

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction that will decrease the AEU amount more than the amount that is in AEU in the record.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. Perform ODF-ALL inquiry to determine previous action. Insure you are taking a proper action. Based on ODF, select proper transaction code and transaction status to complete current action.

If the document-ID was entered incorrectly, reenter the correct document-ID and proceed with transaction.

16 - AMOUNT MUST BE LESS THAN PREVIOUSLY RECORDED UNDELIVERED ORDER

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction which will decrease undelivered orders more than the amount of UDO in the record.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. If not, reenter correct document-ID. Perform ODF-ALL to determine previous action. Insure you are taking a proper action.

17 - HOLDBACK WILL NOT PROCESS UNTIL PAYMENT TRANSACTION IS CORRECTED

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction that will cause AEU to be less than holdback amount (where a holdback is greater than zero).

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. If correct, use ODF-ALL inquiry to check previous action/amounts.

18 - AMOUNT DOES NOT EQUAL PREVIOUSLY RECORDED UNDELIVERED ORDER

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction which is more or less than the UDO amount in the record.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. If not, reenter the correct document-ID. If correct, perform ODF-ALL or ODF-14 inquiry to determine previous action taken/amount in UDO.

19 - ADVANCES PAID PREVIOUSLY RECORDED

POSSIBLE CAUSE OF ERROR:

Trying to use a blank transaction status code on a follow-on transaction which increases or decreases advances paid. Also, on letter of credit disbursement, trying to enter an amount greater than UDO and AEU amounts in record.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. Perform ODF-ALL or ODF-11 inquiry to determine previous action taken. Based on ODF, select proper transaction status code and/or amount to complete current action.

If the document-ID was entered incorrectly, reenter correct document-ID and proceed with transaction.

20 - ACCT'G CLASS/SYSTEM DATA/VENDOR SSN DOES NOT MATCH PREVIOUSLY RECORDED DOC

POSSIBLE CAUSE OF ERROR:

Previous transaction on document-ID established different accounting classification. Such as: appropriation/limitation, allotment fund control, cost center, program element, object class, P/G indicator or vendor/SSN.

OPTIONS FOR CORRECTION:

Verify all entries on screen or batch proof listing (document-ID, approp/lim, allotment fund control, cost center, program element, object class, vendor/SSN, P/G indicator). Perform ODF-ALL inquiry for previous action taken. Check T16 for SSN. Perform ODF-14 inquiry for different suffix's used.

If the document-ID was entered incorrectly, reenter correct document-ID. If document-ID is correct and original data entered is incorrect, use different document-ID for this transaction and prepare a separate batch to correct original entry.

21 - DOC-ID PREVIOUSLY RECORDED FOR OTHER THAN ADVANCE

POSSIBLE CAUSE OF ERROR:

Trying to enter an advance transaction on a document that has money in other money fields besides ADV-PD (Expend, UDO, AEU, etc.)

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. Perform ODF-ALL inquiry to verify previous payment. Insure you are taking proper action and select the correct transaction code and transaction status code.

22 - UNDELIVERED ORDER NOT PREVIOUSLY RECORDED

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction code which increases or decreases UDO on a transaction which does not have a previous UDO entered. Or transaction status code other than blank is being used on an initial transaction for the document-ID/transaction code.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. Perform ODF-ALL inquiry to determine previous action taken. Based on ODF, select proper transaction code and transaction status code to complete current action.

If the document-ID was entered incorrectly, reenter the correct document-ID and proceed with transaction.

23 - ACCRUED EXPENDITURE UNPAID NOT PREVIOUSLY RECORDED

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction code which increases or decreases AEU on a document which does not have a previous AEU entered. Or transaction status code other than blank is being used on an initial transaction for the document-ID/transaction code.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. If not, reenter correct document-ID. If correct, perform ODF-ALL inquiry to determine previous action. Insure you are taking proper action and select the correct transaction code and/or transaction status code.

24 - EXPENDED NOT PREVIOUSLY RECORDED

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction code which increases or decreases expended amount on a document which does not have a previous expended amount. Or transaction status code other than blank is being used on an initial transaction for the document-ID/transaction code.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. If not, reenter correct document-ID. If correct, perform ODF-ALL inquiry to determine previous action. Insure you are taking proper action and select the correct transaction code and/or transaction status code.

25 - COLLECTION PREVIOUSLY RECORDED

POSSIBLE CAUSE OF ERROR:

Trying to use blank transaction status code on a follow-on transaction which increases or decreases collections.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. If not, reenter correct document-ID. If correct, use ODF-ALL inquiry to determine previous action taken. Insure proper action is being taken and that correct transaction code and transaction status code is selected.

27 - ADVANCES RECEIVED PREVIOUSLY RECORDED

POSSIBLE CAUSE OF ERROR:

Trying to use a blank transaction status code on a follow-on transaction which increases or decreases advances received.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. If not, reenter correct document-ID. If correct, perform ODF-ALL inquiry to determine previous action taken. Insure you are taking proper action and select the correct transaction code and transaction status code.

28 - TRANSACTION EXCEEDS ADVANCES PAID

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction which decreases advances paid more than the amount of advances paid in the record.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. If not, reenter correct document-ID. If correct, perform ODF-ALL inquiry to determine previous action taken. Insure you are taking proper action and select the correct transaction code and transaction status code.

29 - BILLING (ACCOUNTS RECEIVABLE) PREVIOUSLY RECORDED

POSSIBLE CAUSE OF ERROR:

Trying to enter a blank transaction status code on a follow-on transaction which increases or decreases accounts receivable.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. If not, reenter correct document-ID and proceed with transaction. If correct, perform ODF-ALL inquiry to determine previous action taken. Based on ODF, select proper transaction status code to complete current action.

31 - TRANSACTION EXCEEDS ACCOUNTS RECEIVABLE AMOUNT

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction which decreases accounts receivable more than the amount of accounts receivable in the record.

OPTIONS FOR CORRECTION:

Insure document-ID and agreement number on screen are correct. If not, reenter correct information. If correct, use accounts receivable menu and inquire bill. Print transaction history of agreement.

33 - TRANSFER NOT EQUAL TO EXPENDED ON RECORD

POSSIBLE CAUSE OF ERROR:

Trying to transfer more or less than amount paid. This is for intra-office transfers (Format 06 corrections) of expended amounts.

OPTIONS FOR CORRECTION:

Insure the correct document-ID is entered. If not, reenter the correct document-ID. If correct, perform an ODF-ALL or ODF-14 inquiry to determine previous action taken/amount expended.

34 - RECORD HAS AMOUNTS IN OTHER THAN EXPENDED

POSSIBLE CAUSE OF ERROR:

Trying to transfer a document that is not totally expended (still has amounts in UDO or AEU). This is for intra-office transfers (Format 06 corrections) of expended amounts.

OPTIONS FOR CORRECTION:

Insure the correct document-ID is entered. If not, reenter the correct document-ID. If correct, use ODF-ALL inquiry to determine previous action taken. Wait to do Format 06 correction until document has been totally expended or use Format 03 to correct, reversing previous entries.

35 - TRANSFER NOT EQUAL TO ADVANCES PAID ON RECORD

POSSIBLE CAUSE OF ERROR:

Trying to transfer more or less than the advance paid amount in the record. This is for intra-office transfers (Format 06 corrections) of travel advances.

OPTIONS FOR CORRECTION:

Insure the correct document-ID is entered. If not, reenter the correct document-ID. If correct, perform ODF-ALL or ODF-14 inquiry to determine previous action taken/amount paid.

36 - RECORD HAS AMOUNTS IN OTHER THAN ADVANCES PAID

POSSIBLE CAUSE OF ERROR:

Trying to transfer a document that has amounts in other money fields besides advances paid. This is for intra-office transfers (Format 06 corrections) of travel advances.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. If not, reenter the correct document-ID. If correct, perform ODF-ALL inquiry to determine previous action taken/amount paid.

37 - NO RECORD ON IOTV SUSPENSE FILE - TRANSFER ALREADY ACCEPTED/REJECTED

POSSIBLE CAUSE OF ERROR:

Trying to accept or reject IOTV already completed.

OPTIONS FOR CORRECTION:

Perform BCF-1 inquiry, option 22.

38 - DOCUMENT HAS BEEN CLOSED

POSSIBLE CAUSE OF ERROR:

The “Closed Flag” has been set on the open document file (ODF). Sometimes a purchase order may be increased after its been closed.

The document may have been paid using a status code “F” in error.

Possibly you are attempting to make a duplicate payment.

Previous payment may have belonged to another order, but document-ID keyed wrong.

OPTIONS FOR CORRECTION:

Perform ODF-ALL inquiry to determine if previous action was correct.

Open document by using “PF9" key and type ‘OPEN” and the document number. Once you have opened the document, reenter the transaction.

40 - NO RECORD ON RECURRING CHARGE MASTER

POSSIBLE CAUSE OF ERROR:

Trying to enter a document which is not on the Recurring Charge Master file.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. If correct, load record on Recurring Charge Master file. Then proceed with original transaction.

41 - JOB NUMBER XXXXX (POSITIONS 8-12 OF SYSTEM DATA) NOT ON 1680 MASTER FILE

POSSIBLE CAUSE OF ERROR:

This transaction requires that an F & E 1680 Master record be established. The main update program updates estimates on the 1680 Master File.

OPTIONS FOR CORRECTION:

Verify accuracy of data entered, or establish 1680 Master.

42 - PREVIOUSLY ESTIMATED

POSSIBLE CAUSE OF ERROR:

Trying to use a blank transaction status code on a follow-on transaction which increase or decrease F & E estimates.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. If not, reenter document-ID. If correct, and this is the initial entry, the F & E estimate on the 1680 Master file must equal 0 or have no detail record present. If this is not the initial entry, use transaction code status of 1 for an increase amount or status 2 for a decrease amount.

43 - APPROVED ESTIMATE ALREADY ESTABLISHED

POSSIBLE CAUSE OF ERROR:

Trying to use a blank transaction status code on a follow-on transaction which increases or decreases approved estimates.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. If not, reenter document-ID. If correct, and this is the initial entry, the F & E approved estimate on the 1680 Master file must equal 0 or have no detail record present. If this is not the initial entry, use transaction code status of 1 for an increase amount or status 2 for a decrease amount.

44 - CURRENT ESTIMATE ALREADY ESTABLISHED

POSSIBLE CAUSE OF ERROR:

Trying to use a blank transaction status code on a follow-on transaction which increases or decreases current estimates.

OPTIONS FOR CORRECTION:

Insure correct document-ID was entered. If not, reenter document-ID. If correct, and this is the initial entry, the F & E current estimate on the 1680 Master file must equal 0 or have no detail record present. If this is not the initial entry, use transaction code status of 1 for an increase amount or status 2 for a decrease amount.

46 - NOT PREVIOUSLY ESTIMATED

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction code which increases or decreases estimates on a document which does not have an estimate established. A transaction status code other than blank is being used on an initial transaction for the document-ID/transaction code.

OPTIONS FOR CORRECTION:

Insure correct document-ID was entered. If not, reenter correct document-ID. If correct, the transaction code status must be blank for an initial estimate, 1 for an increase and 2 for a decrease. Transaction amount on decrease cannot be greater than the previously recorded estimate. There must be a match on the 1680 Master detail record.

47 - TRANSACTION MUST EQUAL ACCRUED EXPENDITURE UNPAID IF CLOSING RECORD

POSSIBLE CAUSE OF ERROR:

Trying to pay different amount than accrued. Transaction amount must equal AEU (transaction status code F only). This error code is for transaction code 110 to liquidate contract holdback.

OPTIONS FOR CORRECTION:

Perform ODF-ALL to verify how much in AEU. Verify final payment (transaction status F).

48 - ONLY ACCOUNTING CLASSIFICATION THAT CAN BE ENTERED IS APPROP CODE/LIM/ALLOT AND SYSTEM-DATA

POSSIBLE CAUSE OF ERROR:

For the transaction code being entered, only approp code/limitation and system data can be entered.

OPTIONS FOR CORRECTION:

Verify correct transaction code. If transaction code is correct, remove remaining accounting data.

49 - SOURCE CODE (POSITION 4 OF SYSTEM-DATA) MUST BE "1" OR "3" WHEN APPROPRIATION CODE = WOT

POSSIBLE CAUSE OF ERROR:

Something other than 1 or 3 used in system data field.

OPTIONS FOR CORRECTION:

Insure correct source code and/or approp code was entered. If not, reenter data. If correct, check T07 Table to determine source code based on job number or contact originator of source document for correct approp code.

50 - SOURCE CODE OF SYSTEM-DATA MUST BE "2"

POSSIBLE CAUSE OF ERROR:

Source code 1 or 3 used in system data field.

OPTIONS FOR CORRECTION:

Insure correct source code was entered. If not, reenter correct source code. If correct, check T07 Table to determine source code based on job number.

51 - ONLY ACCOUNTING CLASSIFICATION THAT CAN BE ENTERED IS APPROP CODE/LIM

POSSIBLE CAUSE OF ERROR:

For the transaction code being entered, only approp code/limitation can be entered.

OPTIONS FOR CORRECTION:

Verify correct transaction code was entered. If transaction code is correct, remove remaining accounting data.

52 - NO MATCH ON DOC-ID AND TRANSACTION CODE

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction status of 1 or 2 for follow-on when a transaction status of blank for the same transaction code has not been used on this document.

OPTIONS FOR CORRECTION:

Perform an ODF-ALL to verify document-ID and transaction status code, and change one or the other.

53 - DOC REF IS MANDATORY ENTRY AND MUST MATCH R07 AND FUND TYPE ON R07 MUST BE "S"

POSSIBLE CAUSE OF ERROR:

Approp code not entered correctly in document reference field.

Data not on R07 Table.

Wrong fund type on approp code entered.

OPTIONS FOR CORRECTION:

Insure data entered is correct. Perform R07 inquiry to determine if data is on the table. If not on the R07 Table, call the national office and have it loaded on the table.

54 - MATCH ON DOC-ID/WAREHOUSE DATE TRANS AMOUNT MUST BE LESS THAN AMOUNT IN MATCH RECORD; TC-STATUS CODE MUST NOT EQUAL "F" OR "2"

POSSIBLE CAUSE OF ERROR:

This error code is for transaction code 109, status code blank or 1 which is recording a contract holdback. When the payment of the contract is recorded the transaction status of the payment must be blank or 1 or transaction code 109 may not be used in the same batch of records.

OPTIONS FOR CORRECTION:

Review the document-ID, transaction code/transaction status code, and amount to insure the information is correct on the screen. If not, make corrections. If correct, review the source document.

55 - MATCH ON DOC-ID IN THIS BATCH MATCHED RECORD TC-STATUS-CODE MUST EQUAL "2"

POSSIBLE CAUSE OF ERROR:

This error code is for transaction code 109, status 2 which is recording decrease of contract holdback. The transaction status of the payment record in the batch must also be 2.

OPTIONS FOR CORRECTION:

Review the document-ID, transaction code/transaction status code, and amount to insure the information is correct on the screen. If not, make corrections. If correct, review the source document.

56 - THE DECREASE AMOUNT MUST BE EQUAL TO ACCRUED EXPENDITURES UNPAID

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction which decreases AEU for an amount not equal to the amount of AEU on the document.

OPTIONS FOR CORRECTION:

Insure the correct document-ID was entered. Verify amount to decrease. Perform ODF-ALL inquiry to determine previous action taken. Enter the correct amount.

57 - SCHED-PREF = "V", VEND SSN/WAREHOUSE DATE MATCHED. TRANSACTION AMOUNT S/B < RECORD; TC-STATUS-CODE MUST NOT EQUAL "2"

POSSIBLE CAUSE OF ERROR:

This is an edit to prevent a negative check being sent to the United States Treasury Department. To arrive at this condition, one must have a vendor in this batch that has more than one line item with the same warehouse dates and the transaction amounts equals a minus dollar figure.

OPTIONS FOR CORRECTION:

Review all line items with the same vendor number and warehouse dates. Check the transaction codes and transaction status codes to find the negative dollar amount.

58 - CANNOT HAVE TC-STATUS-CODE OF "2" IN "V" SCHEDULE

POSSIBLE CAUSE OF ERROR:

Status code "2" indicates a minus or credit. Trying to enter a transaction which will cause system to send negative check to Treasury. Transactions in the batch to one vendor on the same warehouse date must be positive.

OPTIONS FOR CORRECTION:

Credit must be against an amount already paid to same batch. Review all line items with the same vendor number and warehouse dates. Check the transaction codes and transaction status codes "2" in order to find the negative dollar amount.

59 - INVALID STATUS-CODE

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction status code that is not valid for the transaction.

OPTIONS FOR CORRECTION:

Verify transaction status code for the transaction.

60 - INVALID AGENCY - REGION/DISTRICT

POSSIBLE CAUSE OF ERROR:

Region/districts other than agency 1 region/district A or agency/region/district 9 are trying to enter the transaction code.

OPTIONS FOR CORRECTION:

If region/district other than shown above, perform GL-HELP 1 inquiry to choose a different transaction code.

61 - PREVIOUS DISCOUNT LOST FOR THIS DOCUMENT USE TC-STATUS-CODE = "1"

POSSIBLE CAUSE OF ERROR:

Trying to make follow-on payment without a transaction status code.

OPTIONS FOR CORRECTION:

Use transaction status code of 1 or F for follow-on increase.

62 - INCORRECT SCHED-CERT-DEPOSIT PREFIX FOR TC-STATUS-CODE OF "2" USE "G' SCHEDULE

POSSIBLE CAUSE OF ERROR:

Trying to enter transaction code with status code of 2 on a V or W schedule.

OPTIONS FOR CORRECTION:

Insure transaction code status is supposed to be 2. If not, reenter with correct transaction status. If status is supposed to be 2, reenter with a schedule other than V or W or perform GL-HELP 1 inquiry to choose another transaction code.

63 - REQUIRED PREVIOUS TC USAGE NOT FOUND ON THE ODF

POSSIBLE CAUSE OF ERROR:

Trying to use a transaction code which requires a particular previous transaction code on the same document. Example: transaction code 102 requires a previous transaction code of 051.

OPTIONS FOR CORRECTION:

Insure correct document-ID was entered. Perform ODF-ALL to determine previous transaction codes used. Determine correct transaction code by looking at fund use or other flow charts in Chapter 2 of Section 7 or by looking at Table T20 (Proforma) in the Prev-TC area to see which transaction codes are required.

69 - GENERATED REIMBURSABLE INCOME RECORD ACCTG CLASS (APPROP-CODE/APPROP CODE-LIM/ALLOT-FUND-CNTL/PUBLIC-GOVT-IND/SYS-DATA/VENDOR SSN) WILL NOT MATCH ODF RECORD

POSSIBLE CAUSE OF ERROR:

The system generates a record when reimbursable appropriations are entered to update reimbursable income. The document being generated is already on the open document file.

OPTIONS FOR CORRECTION:

Perform ODF-ALL on generated document-ID to determine previous action.

70 - GENERATES INT-PEN/DISC-EARNED/LOST CANNOT PROCESS PARENT TRANSACTION STATUS CODE OF "2"

POSSIBLE CAUSE OF ERROR:

Trying to process a credit or minus transaction which will erroneously generate interest penalty and discounts earned or lost.

OPTIONS FOR CORRECTION:

Parent transaction code must equal blank, 1, or F for this transaction. Perform GL-HELP 1 to choose another transaction code if a credit entry is required.

71 - SHOULD GENERATE INT-PEN/DISC-EARNED/LOST NO TRANS ON PROFORMA CALL AMZ-200 DAFIS FUNCTIONAL DIVISION

POSSIBLE CAUSE OF ERROR:

System problem. When payment data is recorded, balancing program calculates interest penalty and discounts earned or lost. The main update program generates these transactions based on transaction code used (parent). If a generated transaction code does not exist on the parent transaction code on Table T20 (Proforma) this error is received.

OPTIONS FOR CORRECTION:

Notify supervisor to call AMZ-200 DAFIS Functional Division.

73 - NO RECORD ON ACCOUNTS RECEIVABLE FILE

POSSIBLE CAUSE OF ERROR:

Trying to enter an agreement number which is not on the accounts receivable file.

OPTIONS FOR CORRECTION:

Insure agreement entered on screen is correct. If not, reenter correct agreement number.

74 - VENDOR-TYPE/VENDOR-SSN/APPROP-CODE/APPROP-CODE-LIM/ALLOT-FUND-CNTL/PUB GOVT-IND ON BCF DOES NOT MATCH ACCOUNTS RECEIVABLE FILE

POSSIBLE CAUSE OF ERROR:

The vendor-type and SSN, approp code/approp-code-lim/allot-fund-cntl/pub-govt-ind being entered do not agree with those fields on the Accounts Receivable Master record.

OPTIONS FOR CORRECTION:

Insure that all data elements listed above are entered correctly on the screen. If not, reenter the correct data. If entered correctly, inquire Accounts Receivable Master record to determine if the correct data was used to establish the Accounts Receivable Master. If not, and you need to correct approp code/approp-code-lim and public-govt indicator, enter a new master record for the agreement. If you are correcting the vendor type - SSN, the original master record can be changed.

75 - TRANSACTION FAILED REGION EDIT (TABLE T01)

POSSIBLE CAUSE OF ERROR:

The agency/region/district is incorrect. Not on Table T01.

OPTIONS FOR CORRECTION:

Insure the correct agency/region/district was entered on the screen. If not, enter the correct information. If correct, this information is not on the DAFIS edit table T01, report to the supervisor.

76 - APPROP CODE/LIMITATION/ALLOTMENT NOT ON SPLIT TABLE (T31)

POSSIBLE CAUSE OF ERROR:

Payroll costs being entered between fiscal years at year end require the old and new approp codes to be loaded in T31. The approp may not have been loaded on the table.

OPTIONS FOR CORRECTION:

Insure the approp code is entered correctly on the screen. If not, reenter the correct approp code. If the valid approp code has been entered correctly, notify supervisor to call AMZ-200 DAFIS Functional Division.

77 - TRANSACTION FAILED RELATIONAL EDIT TABLE (RT2)

POSSIBLE CAUSE OF ERROR:

Appropriation/limitation, program element, and cost center combination entered is not on RT2 edit table.

OPTIONS FOR CORRECTION:

Verify all entries on screen or batch proof listing for accuracy. Verify information on source document is correct. Update the RT2 Table if data is valid. Change the data in the batch if determined to be incorrect.

78 - TRANSACTION FAILED APPROPRIATION/LIMITATION EDIT (TABLE R07)

POSSIBLE CAUSE OF ERROR:

Trying to process an appropriation/limitation not on Table R07.

OPTIONS FOR CORRECTION:

Verify the correct approp code/limitation was entered. Verify information on source document is correct. Change the approp code/limitation if incorrect. If correct, notify supervisor to have national office load approp code/limitation on Table R07.

79 - TRANSACTION FAILED COST CENTER EDIT (TABLE T06)

POSSIBLE CAUSE OF ERROR:

The cost center entered is not on the T06 edit table.

OPTIONS FOR CORRECTION:

Insure cost center is correctly entered. Verify information on source document is correct. If not, reenter correct cost center. If correct, notify supervisor to have cost center loaded on Table T06.

80 - TRANSACTION FAILED OBJECT CLASS EDIT (TABLE R08)

POSSIBLE CAUSE OF ERROR:

Trying to enter an object class that is not on the R08 edit table.

OPTIONS FOR CORRECTION:

Insure object class is entered correctly. Verify information on source document is correct. If not, reenter correct object class. If correct, notify supervisor to have object class loaded on Table R08.

81 - RECORD PREV. PAID S/B DELETED FROM BATCH. IF RECORD PD INCORRECTLY, CORRECT MANUALLY THROUGH FORMAT 3/12

POSSIBLE CAUSE OF ERROR:

This error appears on document type 40 generated recurring charge disbursement batch when a record has been paid manually prior to the automated disbursement.

OPTIONS FOR CORRECTION:

Perform ODF-ALL inquiry to see previous action taken on document-ID. If document was paid manually, delete this record from the batch. Perform a G schedule on Format 03 if record was paid incorrectly. Perform a final ODF-ALL to insure document-ID transactions are now correct.

82 - NO/NOT ENOUGH UNPAID ACCRUALS ON RECURRING CHARGE HISTORY FILE MAY CHANGE AMOUNT/OVERRIDE ERROR/INCORRECT # OF ACCRUAL

POSSIBLE CAUSE OF ERROR:

This error occurs on recurring charge Format 12 disbursements when on a quarterly, semi-annual, annual or biennial contract not all monthly accruals have processed for the period of payment.

OPTIONS FOR CORRECTION:

Perform RCH-3 inquiry to determine why not enough accruals are present. If determination is made that contract was received late and manual accruals were not established, payment is valid. Enter yes in "Do You Wish To Override?" If determination is made that amount is wrong, reenter amount.

83 - NO RECORD ON VENDOR-SSN TABLE. THIS RECORD SHOULD BE DELETED FROM THIS BATCH. RECURRING CHARGE MASTER/VENDOR-SSN TABLE SHOULD BE CORRECTED. THEN THIS TRANSACTION SHOULD BE MANUALLY INPUT ON FORMAT 12.

POSSIBLE CAUSE OF ERROR:

This error occurs on recurring charge Format 12 generated disbursement batch when the vendor-ssn on the Recurring Charge Master has been deleted from the T16 Table.

OPTIONS FOR CORRECTION:

Delete this record from generated disbursement batch. Inquire Recurring Charge Master to determine the vendor type and vendor-ssn. Also determine if the master is valid. If payment is valid, establish vendor-ssn on T16 Table. Reenter this document for payment on a manual Format 12 batch.

84 - INVALID QUANTITY (STATISTICAL DATA) ON OPEN DOC FILE

POSSIBLE CAUSE OF ERROR:

This error occurs when the meter reading input on Format 12 is compared to the current meter reading on the recurring charge master and the difference doesn't agree with the energy consumption amount entered in the stat data field.

OPTIONS FOR CORRECTION:

Insure the correct quantity has been entered in statistical data on the screen. If not, enter the correct quantity and press the enter key. If the quantity is correct, research the recurring charge master to determine validity of quantity entered on previous payment. If necessary, contact the vendor. Note: The override feature can be used to avoid late payment. Enter yes in "Current Meter Reading Is Not In Balance, Enter Yes To Override".

85 - INPUT RECORD AMOUNT EQUAL ZERO

POSSIBLE CAUSE OF ERROR:

The dollar amount of the interface record is zero which is not acceptable in DAFIS.

OPTIONS FOR CORRECTION:

Research the interface system to determine the validity of the record or the dollar amount of the transaction. Use the change or deletion option and adjust the header record batch amount and line count as appropriate.

86 - STOP PAYMENT FLAG SET FOR THIS VENDOR

POSSIBLE CAUSE OF ERROR:

T16 has a stop pay flag for vendor-SSN being used. Possible reasons: Two or more records have been loaded on the T16 Table for the same vendor with the same "Remit To" address. IRS has a tax lien against vendor. Vendor has declared bankruptcy.

OPTIONS FOR CORRECTION:

Inquire the T16 Table to see if there are multiple entries for same vendor. Research to see if the vendor is eligible to receive payment.

87 - NO MATCHING JOB NUMBER ON T07 TABLE

POSSIBLE CAUSE OF ERROR:

Job number in system data field does not match T07 Table.

OPTIONS FOR CORRECTION:

Verify that you entered the correct job number. If job number is correct and valid, notify supervisor to have designated person load job number on T07 Table.

88 - INPUT RECORD AMOUNT NEGATIVE

POSSIBLE CAUSE OF ERROR:

The dollar amount of the interface record is negative which is not acceptable in DAFIS.

OPTIONS FOR CORRECTION:

Research the interface system to determine the validity of the record or the dollar amount of the transaction. Use the change or deletion option and adjust the header record batch amount and line count as appropriate.

89 - FUND TYPE, TYPE APPROP OR REIMB-AGREE-FLAG NOT ON 1680 MASTER

POSSIBLE CAUSE OF ERROR:

The appropriation, limitation and reimbursable agreement number (if applicable) must be entered on 1680 Master file.

OPTIONS FOR CORRECTION:

Insure the appropriation, limitation or reimbursable agreement number is entered correctly on the screen. If not, reenter correct data. If correct, use PF5 and select file 3 to change 1680 Master file then reenter your document.

90 - NO DRIVER DETAIL RECORD ON PROFORMA

POSSIBLE CAUSE OF ERROR:

Failed to enter “P” or “G” indicator when required. Or MAC code accidentally left blank when required. Or limitation field left blank when required.

OPTIONS FOR CORRECTION:

Look at the T20 Table (Proforma) to determine which of these three fields is required. Fill in the required data.

91 - NO RECORD ON T41 TABLE - CALL AMZ-200 DAFIS FUNCTIONAL DIVISION

POSSIBLE CAUSE OF ERROR:

System problem.

OPTIONS FOR CORRECTION:

Notify supervisor to call AMZ-200 to advise them of message.

92 - TERMS NOT ON T42 TABLE

POSSIBLE CAUSE OF ERROR:

Data entered incorrectly. The discount terms are not on the T42 Table.

OPTIONS FOR CORRECTION:

Make sure data is entered correctly. Have discount terms added to the T42 Table.

93 - RECORD MUST HAVE REASON CODE

POSSIBLE CAUSE OF ERROR:

Late payment and/or discount lost is being calculated by the system.

OPTIONS FOR CORRECTION:

Check computation date entered for accuracy. Enter appropriate reason code.

94 - NEXT YEAR TRANSACTION CANNOT BE ENTERED DURING GRACE PERIOD DUE TO ACCOUNTS RECEIVABLE IMPACT

POSSIBLE CAUSE OF ERROR:

Accounts receivable transactions (on Format 14 batches) can only have September dates in the batch ID during grace period. Format 14 batches with October dates cannot be entered until after yearend. This is necessary because the Accounts Receivable file does not have any new-year fields to capture October business during grace.

OPTIONS FOR CORRECTION:

Insure the correct batch ID is entered. If not, reenter the correct batch ID. If correct, wait to input batch until after yearend.

95 - INACTIVE FLAG ON A/R MASTER RECORD = "Y" CANNOT PROCESS TRANSACTION

POSSIBLE CAUSE OF ERROR:

Transactions cannot be processed against an agreement when the inactive flag on the Accounts Receivable Master record has been set to "Y".

OPTIONS FOR CORRECTION:

Insure the correct agreement number is entered on the screen. If not, reenter correct agreement number. If correct, change the inactive flag on the Accounts Receivable Master record to equal space. The flag should not be set to "Y" until all charges have reached the billing stage. (Unbilled and Ready-To-Bill amounts are equal.)

96 - ADV-PD ON OPEN DOC FILE IS NEGATIVE. CALL AMZ-200 DAFIS FUNCTIONAL DIVISION

POSSIBLE CAUSE OF ERROR:

There is a system error. This should not ever occur, however, edit protection has been provided.

OPTIONS FOR CORRECTION:

Do not clear screen and contact supervisor to notify AMZ-200 DAFIS Functional Division.

97 - FY IN DOC-ID IS NOT VALID

POSSIBLE CAUSE OF ERROR:

Trying to enter an invalid fiscal year. This occurs when entering prior year obligations during grace period for an expiring approp using an October batch.

OPTIONS FOR CORRECTION:

Verify the fiscal year you are trying to use. During grace period enter prior year obligations in September batches.

98 - FOR REFUND TRANS., 9-DIGIT DOC-ID MUST = BILL AGREE ON A/R MASTER FILE BILL AGREE/AGREE MUST BE EQUAL

POSSIBLE CAUSE OF ERROR:

On refund transaction trying to enter a 9-digit document-ID which is not the same as the agreement number on the Accounts Receivable Master record.

OPTIONS FOR CORRECTION:

Insure the correct 9-digit document number is entered on the screen. If not, enter the correct document-ID. If correct, inquire Accounts Receivable Master record to determine if the same 9-digit document-ID was established as agreement number. If not, use ODF-ALL inquiry or look at original batch to determine correct 9-digit document-ID. Enter new Accounts Receivable Master for correct agreement based on document-ID.

99 - AGY-RGN-DIST NOT ON DAFIS (TEMP MESSAGE TO BE DELETED WHEN ALL REGIONS/ DISTRICTS ONLINE)

POSSIBLE CAUSE OF ERROR:

The agency region/district is incorrect.

OPTIONS FOR CORRECTION:

Insure the correct agency/region/district was entered on the screen. If not, enter the correct information. If it was entered correctly. Insure the agency/region/district is a valid DAFIS user. If the agency/region/district is valid, this information has not been loaded on the DAFIS Edit Table T01. Report to the supervisor.

2A - BOAC NUMBER NOT FOUND ON T47

POSSIBLE CAUSE OF ERROR:

Error occurs when GSA magnetic tape interfaces with DAFIS and BOAC number is either non-existent or incorrect.

OPTIONS FOR CORRECTION:

DAFIS Operations and Training Team in Oklahoma City maintains T47. They must be contacted for corrections or additions.

5A - INTRA IOTV ON BCF BATCH

POSSIBLE CAUSE OF ERROR:

Using incorrect doc-ID in T, V, or W batch, or if document-ID is correct, there is a IOTV batch on the Open Document File that is not in status 2.

OPTIONS FOR CORRECTION:

Verify that agency, region/dist, and doc-ID are correct. If correct, locate open IOTV batch on BCF and make corrections or balance. After status 2 is received on IOTV batch, transaction may be completed in T, V, or W batch.

5B - DUPLICATE INVOICE/VENDOR IN BATCH - MUST HAVE SAME TERMS

POSSIBLE CAUSE OF ERROR:

In a T or V schedule, two or more payments have been made to the same vendor in the same batch using the same invoice number with different comp date, whse date, terms-percent, terms-days, or terms-net.

OPTIONS FOR CORRECTION:

Verify that all invoice numbers have been entered correctly. If so, all the dates and terms listed above must match.

5C - DUPLICATE DOC TYPE/NUMBER IN BATCH MUST HAVE SAME TERMS

POSSIBLE CAUSE OF ERROR:

Recurring charge, billing payment frequency is “A” or “S”, and two or more payments have been entered in a “T” OR “V” schedule using the same doc type and doc-ID with different comp date, whse date, terms-percent, terms-days, or terms-net.

OPTIONS FOR CORRECTION:

Verify that doc type and doc-ID are correct. If so, the billing payment frequency and all the dates and terms listed above must match.

5D - NO MATCH ON RT2 TABLE

POSSIBLE CAUSE OF ERROR:

Incorrect approp/lim/allot, program element or cost center, or combination has not been entered on RT2 Table.

OPTIONS FOR CORRECTION:

Determine that all data is valid, correct typing errors, or add correct combination of data to RT2 Table.

5E - CURRENT METER READING IS NOT IN BALANCE

POSSIBLE CAUSE OF ERROR:

DAFIS subtracts current meter reading on Recurring Charge Master from current meter reading entered on Format 12. The consumption data entered in the stat data 1 field is edited against the result of this computation.

OPTIONS FOR CORRECTION:

Type Yes after the message "current meter rdg is not in balance, answer yes to continue." DAFIS will override the error, and the Format 12 screen is refreshed with the current and previous meter readings for the document just entered.

5F - INVALID HISTORY RECORD

POSSIBLE CAUSE OF ERROR:

If FAC (in error code) is 57 or 58, the date paid in recurring charge history must be zero.

OPTIONS FOR CORRECTION:

Check ODF Files. If payment has been made previously, document must be removed from payment batch.

5G - TERMS NOT ALLOWED FOR DOC TYPE 40 AND 48

POSSIBLE CAUSE OF ERROR:

Terms (percentage, days, net, or excl-disc-amt) have been entered for doc type 40 (leases) and/or 48 (SIBAC - recurring). Terms must be blank for these doc types.

OPTIONS FOR CORRECTION:

All terms must be deleted from Recurring Charge Master and/or payment batch.

5H - NO RECORD FOUND ON T42

POSSIBLE CAUSE OF ERROR:

Incorrect discount percentage or days entered on payment, or discount percentage or days has not been entered on T42.

OPTIONS FOR CORRECTION:

Verify accuracy of discount terms, correct entry, or add terms to T42.

5I - MAC AND COST CENTER ON SPLIT TABLE

POSSIBLE CAUSE OF ERROR:

Error keying positions 2-4 of system data and/or first position of approp code/lim.

OPTIONS FOR CORRECTION:

Verify accuracy of data. If the first position of the approp code/lim is 0, positions 2 and 3 of system data must be blank and the fund type must be 2.

5J - NO SECONDARY TABLE FOUND FOR THIS APPROPRIATION CODE

POSSIBLE CAUSE OF ERROR:

REGION 6W - OST ONLY. WORKING CAPITAL FUND Last position of the approp code does not match first position of secondary table-ID.

OPTIONS FOR CORRECTION:

Verify accuracy of data. The last position of the approp code must match the first position of the secondary table-ID. (WSB and WMB Tables).

AA - INVALID FUND TYPE

POSSIBLE CAUSE OF ERROR:

Agency/Region 1T. F&E funds, interface batches with 'G' as the interface identifier. Incorrect agency/region, system code, or fund type.

OPTIONS FOR CORRECTION:

Agency/Region must be 1T. System codes are as follows:

Inteface ID 'G', system code of 'F', fund type must be 3.
Inteface ID 'G', system code of 'N', fund type must be 5.
Inteface ID 'G', system code of 'S', fund type must be 2.

AB - COST CENTER, PROGRAM ELEMENT, OBJECT CLASS CANNOT BE ENTERED WITH FUND TYPES P, G, OR N

POSSIBLE CAUSE OF ERROR:

Used incorrect appropriation code, or error keying approp code, or cost center, program element, or object class not necessary.

OPTIONS FOR CORRECTION:

Correct typing error or enter correct approp code.

AC - PROGRAM ELEMENT MUST = APPROP CODE WHEN FUND TYPE ON R07 = A, B, C, OR D (GRANTS)

POSSIBLE CAUSE OF ERROR:

Error in keying program element, incorrect program element, or nonexistent program element.

OPTIONS FOR CORRECTION:

See section 6, chapter 4, program element, for agency specific information.

AD - INVALID SYSTEM CODE FOR THIS AGENCY

POSSIBLE CAUSE OF ERROR:

Incorrect or nonexistent system code entered. System code is first character in system data field.

OPTIONS FOR CORRECTION:

See section 1, chapter 5, system code, for list of system codes. See section 6, chapter 4, system data, for agency specific information.

AE - SYSTEM DATA MUST BE F 211111111

POSSIBLE CAUSE OF ERROR:

FAA ONLY. Incorrect approp code, program element, or system data.

OPTIONS FOR CORRECTION:

Verify accuracy of approp code, program element and system data. If F 211111111 is accurate, approp must be 482, 582, 682, 782, 882, or 982, and the first digit of the program element must be 8.

AF - JOB ORDER STATUS CODE ON 1680 MASTER FILE MUST BE 1 OR 3 FOR THIS JOB NUMBER (POSITIONS 8-12 OF SYSTEM DATA)

POSSIBLE CAUSE OF ERROR:

FAA ONLY. Incorrect job number, or job number has not been entered in the 1680 Master.

OPTIONS FOR CORRECTION:

When job number is on 1680 Master, job order status must be 1 or 3. All others are invalid. **Exception:** If transaction code is 453, the status can be 1, 2, 3, 4, 5, 6 or 7.

AG - FIRST POSITION OF PROGRAM ELEMENT MUST BE 8

POSSIBLE CAUSE OF ERROR:

FAA ONLY. Incorrect approp code, program element, or system data.

OPTIONS FOR CORRECTION:

Verify accuracy of data. If approp code is 482, 582, 682, 782, 882, or 982, and the system data is F 211111111, the first position of the program element must be 8.

AH - PROGRAM ELEMENT DOES NOT MATCH 1680 MASTER FILE

POSSIBLE CAUSE OF ERROR:

FAA ONLY. Program element is not compatible with program element specified on 1680 Master.

OPTIONS FOR CORRECTION:

Verify accuracy of program element. Make typing correction or add to 1680 Master.

AI - COST CENTER POSITIONS 1 - 2 CANNOT EQUAL XX

POSSIBLE CAUSE OF ERROR:

OST ONLY. Incorrect cost center, batch number, or agency/region code.

OPTIONS FOR CORRECTION:

Bytes 1 and 2 of cost center cannot be **BL**, **CS**, or **RE**. The only exception for region 6W is: bytes 6 - 9 of batch ID must be SQ86 and cost center must be **CSANLV**.

AJ - OBJECT CLASS IS OUTSIDE FIXED ASSET RANGE

POSSIBLE CAUSE OF ERROR:

OST ONLY. Incorrect object class has been entered.

OPTIONS FOR CORRECTION:

If approp code is not WOT and MAC code is A2, A3, A4, A5, A6, A7, A8, or 10, object class must be in the 3141-3180 range or 3221.

AK - SYSTEM CODE/JOB NUMBER (POSITIONS 1 AND 5 - 10 OF SYSTEM DATA) NOT FOUND ON ACCOUNTS RECEIVABLE FILE

POSSIBLE CAUSE OF ERROR:

Error typing entry in system data field, or reimbursable agreement has not been loaded to Accounts Receivable File.

OPTIONS FOR CORRECTION:

Verify accuracy of system data. If incorect, make required corrections. If correct, data must be loaded to Accounts Receivable File.

AL - INVALID OBJECT CLASS FOR REIMBURSABLE AGREEMENT

POSSIBLE CAUSE OF ERROR:

Object class cannot = 3154, 3146, 3147, 3167, 3201, or 3211 when reimbursable agreement flag on R07 Table = R.

FRA ONLY. Incorrect object class or appropriation/limitation has been used.

OPTIONS FOR CORRECTION:

If object class is **3146**, **3147**, **3154**, **3167**, **3201**, or **3211**, reimbursable

AM - COST CENTER FOUND ON COST CENTER SPLIT TABLE (T45)

POSSIBLE CAUSE OF ERROR:

FAA ONLY. Typing error or incorrect approp code or cost center used.

OPTIONS FOR CORRECTION:

Correct typing error or verify approp code and cost center. If the first digit of the appropriation code is 0, and the cost center, system data and MAC code have been entered, cost center must have no match on the Cost Center Split Table (T45).

AN - NO RECORD FOUND ON RT7 TABLE

POSSIBLE CAUSE OF ERROR:

Error keying object class or program element, or **either** object class or program element are not entered on table RT7.

OPTIONS FOR CORRECTION:

Correct typing error or inquire RT7 table to determine which data element is present. Data element that is present on table must be deleted, or data element not on table must be added to the RT7 table. It is not mandatory that these combinations be entered. However, if object class/program element combinations are entered, the system edits these during data entry.

AP - TRANSACTION FAILED RELATIONAL EDIT (RT7)

POSSIBLE CAUSE OF ERROR:

Incorrect object class or program element, or program element is not entered on RT7 table.

OPTIONS FOR CORRECTION:

Verify accuracy of data. If correct, and object class is on RT7, its associated program element must be entered on RT7.

AQ - TRANSACTION FAILED RELATIONAL EDIT (RT6)

POSSIBLE CAUSE OF ERROR:

Incorrect agency, region/district, program element, and/or object class.

OPTIONS FOR CORRECTION:

Verify accuracy of data. If all data elements are correct, the combination of agency, reg/dist, program element, and object class must be added to the RT6 table.

AR - TRANSACTION FAILED RELATIONAL EDIT (RT4)

POSSIBLE CAUSE OF ERROR:

Error keying document type or object class, or either document type or object class are on the RT4 table.

OPTIONS FOR CORRECTION:

Correct typing error or inquire RT4 table to determine which data element is present. Data element present must be deleted, or missing data element must be added to table. It is not mandatory to enter combinations of data on this table. However, if document type/object class combinations are entered,, the system edits these during data entry.

AS - MAC MUST = SPACES

POSSIBLE CAUSE OF ERROR:

When job number (positions 8-12 of system data) = '11111', MAC (positions 2-3 of system data) must = spaces

Characters have been added in the second and third positions of the system data field.

OPTIONS FOR CORRECTION:

Delete characters from the second and third positions of the system data field.

AT - INVALID APPROPRIATION FOR THIS SYSTEM CODE (POSITION 1 OF SYSTEM DATA)

POSSIBLE CAUSE OF ERROR:

Error keying appropriation code or system code or incorrect or nonexistent system code used.

OPTIONS FOR CORRECTION:

Correct typing error or see section 1, chapter 5, for a list of valid system codes for all agencies.

AU - POSITIONS 13-15 OF SYSTEM DATA MUST = SPACES

POSSIBLE CAUSE OF ERROR:

When system code (position 1 of system data) = 'F' and fund type on R07 Table = 3, positions 13-15 of system data must = spaces for regions other than A, 9, T, or W. Error keying system data field.

OPTIONS FOR CORRECTION:

Correct typing error, or see section 6, chapter 4, system data, for agency specific information.

AV -POSITIONS 14-15 OF SYSTEM DATA MUST = SPACES

POSSIBLE CAUSE OF ERROR:

Error keying system data field or incorrect system data.

OPTIONS FOR CORRECTION:

Correct typing error or add correct system data. See section 6, chapter 4, system data, for agency specific information. Some agencies and situations require that positions 14 and 15 be blank.

AW - CAF (POSITIONS 5-7 OF SYSTEM DATA) IS INVALID - MUST BE NUMERIC (BUT NOT 029)

POSSIBLE CAUSE OF ERROR:

FAA F&E REGIONS ONLY. Positions 5, 6, and 7 (cost asset function) of system data field are incorrect.

OPTIONS FOR CORRECTION:

Verify accuracy of data. Positions 5-7 of system data must not be 029. If job number is 11111, then CAF must be 111.

AX - SYSTEM CODE (POSITION 1 OF SYSTEM DATA) MUST BE "F" FOR THIS APPROPRIATION

POSSIBLE CAUSE OF ERROR:

When fund type on R07 = 3, system code (position 1 of system data) must be = 'F' for this appropriation.

FAA ONLY. Incorrect appropriation, region code, or system code.

OPTIONS FOR CORRECTION:

Verify accuracy of data. For system code 'F', region must be C, E, S, 1, 2, 3, or 4. If one of these FAA regions is correct, and positions 2 and 3 of the approp code are 82, the system code must be 'F'.

AY - APPROP CODE/LIM DOES NOT MATCH T07

POSSIBLE CAUSE OF ERROR:

Error keying approp/lim or use of incorrect approp/lim.

OPTIONS FOR CORRECTION:

Correct typing error or see section 6, chapter 4, approp code/limitation for agency specific requirements. Approp codes are loaded on T07 for specific job numbers that are entered in the system data field.

AZ - JOB NUMBER (POSITIONS 11-15 OF SYSTEM DATA) MUST BE ALPHANUMERIC (WITH NO IMBEDDED SPACES)

POSSIBLE CAUSE OF ERROR:

Spaces have been entered in job number field.

OPTIONS FOR CORRECTION:

Verify accuracy of job number and remove any spaces. Job number may have trailing spaces, but not spaces within job number.

A1 - APPROP-CODE/APPROP-CODE-LIM/ALLOT-FUND CNTL DOES NOT MATCH ACCOUNTS RECEIVABLE MASTER

POSSIBLE CAUSE OF ERROR:

Approp-code/approp-code-lim/allot-fund-cntl being entered does not agree with those on the Accounts Receivable Master record.

OPTIONS FOR CORRECTION:

Insure the correct approp-code/approp-code-lim/allot-fund-cntl is entered on the screen. If not, reenter correct approp-code/allot-fund-cntl. If correct, inquire Accounts Receivable Master record to determine if correct appropriation was used to establish the Accounts Receivable Master. If not enter new Accounts Receivable Master for agreement with correct appropriation. Also, you can do an ODF-basic inquiry on document-ID for correct appropriation if entering a daily bill.

A2 - ACCT'G CLASS DOES NOT MATCH PREVIOUS RECORDED ALLOTTEE OPEN DOC FILE RECORD

POSSIBLE CAUSE OF ERROR:

Previous transaction on document-ID for allottee established different accounting classification (approp code/lim, allotment fund control, program element, cost center, and object class).

OPTIONS FOR CORRECTION:

Insure all entries on screen or batch proof listing (document-ID, approp/lim, allotment fund control, program element, cost center, and object class) are correct. Perform an ODF-ALL inquiry for previous action taken. If document-ID is not correct, change document-ID. If document-ID is correct and original date entered is incorrect, use different document-ID for this transaction and prepare a separate batch to correct original entry.

A3 - REFERENCED DOC WAS NOT PRESENT. NO REVERSAL WAS GENERATED

POSSIBLE CAUSE OF ERROR:

The document-ID in the document reference field was not on the open document file. The commitment record was not reversed. However, the obligation record did process. This error will only be on the daily batch proof listing.

OPTIONS FOR CORRECTION:

Review the daily batch proof listing report and identify the document number placed in the document reference field. If it is incorrect, manually reverse the correct document number with Transaction Code 0502. If the document number is correct, research the open document file listing I-H to identify the document number. The commitment was booked under and manually reversed with transaction code 050. If the original document was not recorded, no action required.

A4 - REFERENCED DOC HAS O/NEG AMOUNT IN COMMITMENT. NO REVERSAL WAS GENERATED

POSSIBLE CAUSE OF ERROR:

The commitment document-ID in the document reference field matched a record on the open document file which has already been reversed to 0 or a negative amount. The obligation record has processed but a commitment reversal was not generated. This error code will only be on the daily batch proof listing.

OPTIONS FOR CORRECTION:

Review the daily batch proof listing report and identify the commitment document number in the document reference field. If it is incorrect, manually reverse the commitment document number with transaction code 0502. If the document number is the correct document-ID from the original commitment, inquire the commitment document-ID with the ODF-ALL inquiry to determine why the record has been previously reversed, correct any negative amounts, and research the open document listing (I-H) for correction to other previous errors.

A5 - REFERENCED DOC WAS NOT PREVIOUSLY COMMITTED. NO REVERSAL WAS GENERATED

POSSIBLE CAUSE OF ERROR:

The commitment document-ID in the document reference field was not on the open document file. The commitment record was not reversed, however, the obligation record did process. This error will only be on the daily batch proof listing.

OPTIONS FOR CORRECTION:

Review the daily batch proof listing report and identify the commitment document number placed in the document reference field. If it is incorrect, manually reverse the commitment document number with transaction code 0502. If the document number is the correct document-ID from the original commitment, research the open document file listing (I-H) to identify the document number the commitment was booked under and manually reverse with transaction code 0502. If the original document was not recorded, no action is required.

A6 - FUND TYPE MUST BE G, P, Z, N, M, O OR S IF ALLOT-LEVEL-IND-CODE = SPACE

POSSIBLE CAUSE OF ERROR:

The allotment-level-indicator-code must be present if the appropriation/limitation is funded such as operations, research and development, facilities and equipment, grants, etc.

OPTIONS FOR CORRECTION:

Insure the approp/lim/allot-level-ind code has been correctly entered on the screen. If not, enter the correct information. If yes, research the document to determine the correct information. The allot-level-ind-code should be left blank for general fund, deposit fund, other (inventories), clearing account 3875, SIBAC charge backs, etc., entries only.

A7 - TRYING TO AUTOMATICALLY GENERATE COMMITMENT RECORD AND THE APPROP CODE/LIM FROM ODF COMMITMENT RECORD IS NOT ON R07

POSSIBLE CAUSE OF ERROR:

The commitment document-ID number identified in the document reference field is on the open document file and the approp-code/limitation has been removed from the approp-code/limitation edit R07 table.

OPTIONS FOR CORRECTION:

Inquire the open document file and determine the validity of the record. If the record is valid determine why the approp/limitation was removed from the R07 Table and have the table updated. If the record is not valid, delete it from the open document file. Balance the batch.

A8 - GENERIC INTERFACE EDIT ERROR - USING CHANGE OPTION ON BATCH MENU, CALL UP ERROR RECORD ON FMT3 SCREEN, "ENTER" TO GET ERROR COND

POSSIBLE CAUSE OF ERROR:

Incorrect information in the record was transferred from the interface system to DAFIS.

OPTIONS FOR CORRECTION:

Enter the batch number, format, and document number using the change option and press the enter key. Another error code will appear which indicates the exact reason why the transaction cannot be processed. If the error displayed is a "message edit" then correct according to message displayed at top of screen. If the error displayed is a "FAC code" then research corresponding number using "Appendix 2 - Error Correction Techniques".

A9 - TRANSFER-DATA NOT AVAILABLE FOR INTEREST PENALTY DATA - CALL AMZ-200 DAFIS FUNCTIONAL DIVISION

POSSIBLE CAUSE OF ERROR:

There is a system error. This should not ever occur, however, edit protection has been provided.

OPTIONS FOR CORRECTION:

Do not clear screen and contact the supervisor to notify AMZ-200 DAFIS Functional Division..

BA - PROGRAM ELEMENT MUST START WITH 8 WHEN POSITION 4 OF APPROPRIATION CODE = 'P'

POSSIBLE CAUSE OF ERROR:

FAA ONLY. Error keying approp/lim, program element, or system data, or using incorrect data.

OPTIONS FOR CORRECTION:

Correct typing error, or insure correct data is being used. If the system data is F 211111111, and the approp code is 482, 582, 682, 782, 882, or 982, the first digit of the program element must be 8.

BB - APPROPRIATION MUST BE WOT WHEN SOURCE CODE (POSITION 4 OF SYSTEM DATA) IS 1 OR 3

POSSIBLE CAUSE OF ERROR:

Incorrect source code (position 4 of system data field) or approp code/lim.

OPTIONS FOR CORRECTION:

Verify accuracy of data. If the source code is 1 or 3, the approp code must be WOT. If the approp code is WOT, it will not be matched to 1680 Master.

BC - REIMB-AGREE-FLAG ON R07 NOT = D

POSSIBLE CAUSE OF ERROR:

Incorrect approp code/lim or incorrect entry in system data field.

OPTIONS FOR CORRECTION:

If the system data is F 211111111, reimb-agreement flag on R07 must be "D".

BD - AGREE-NUM ON ACCOUNTS RECEIVABLE FILE DOES NOT MATCH 1680 MASTER

POSSIBLE CAUSE OF ERROR:

FAA ONLY. Incorrect job or agreement number (positions 5-13 of system data field).

OPTIONS FOR CORRECTION:

Verify validity of system data. Agreement numbers for F&E obs are loaded on the 1680 Master and Accounts Receivable File.

BE - SOURCE CODE (POSITION 4 OF SYSTEM DATA) MUST = 1, 2, OR 3

POSSIBLE CAUSE OF ERROR:

Error in keying fourth position of system data field, or incorrect system data used.

OPTIONS FOR CORRECTION:

Correct typing error or see section 6, chapter 4, system data, for agency specific information.

BF - INACTIVE FLAG ON ACCOUNTS RECEIVABLE FILE NOT = BLANK

POSSIBLE CAUSE OF ERROR:

Use of closed agreement, or error keying system data field.

OPTIONS FOR CORRECTION:

Format 03 checks to make sure an agreement is active when the approp/lim is reimbursable.

BG - MAC (POSITIONS 2-3 OF SYSTEM DATA) MUST BE SPACES WHEN COST CLASS (POSITION 5 OF SYSTEM DATA = 0

POSSIBLE CAUSE OF ERROR:

FAA ONLY. Error keying second and third positions of system data field, or incorrect system data used.

OPTIONS FOR CORRECTION:

Correct typing error or if the appropriation code/limitation entered is reimbursable, the cost class is 0, or if digits 4-8 of the job number are 11111, the **MAC** code must be blank.

BH - AGENCY-REGION/DISTRICT NOT FOUND ON T01 TABLE

POSSIBLE CAUSE OF ERROR:

Error keying agency or region/district.

OPTIONS FOR CORRECTION:

Correct typing error or see section 3, DAFIS accounting classification for list of agency codes. Inquire T01 table for correct region/district codes for each agency.

BI - PROGRAM ELEMENT DOES NOT MATCH T07

POSSIBLE CAUSE OF ERROR:

Error keying program element, or use of incorrect program element or job number.

OPTIONS FOR CORRECTION:

Correct keying error, or see section 6, chapter 4, system data, for agency specific requirements. Program elements are loaded on T07 for specific job numbers that are entered in system data field.

BJ - INVALID REGION/DISTRICT FOR THIS SYSTEM CODE (POSITION 1 OF SYSTEM DATA)

POSSIBLE CAUSE OF ERROR:

Error keying region/district or system data, or using incorrect system data.

OPTIONS FOR CORRECTION:

Correct typing error, verify system data being used. System data edits are specific for each agency. See section 6, chapter 4, system data, for agency specific information.

BK - JOB NUMBER (POSITIONS 5-10 OF SYSTEM DATA) REQUIRED FOR SYSTEM CODE A

POSSIBLE CAUSE OF ERROR:

FAA, REGION A ONLY. Only system code, MAC code, and source code have been entered in system data field (positions 1-4).

OPTIONS FOR CORRECTION:

Verify accuracy of agency/region/district, cost center, and job number. If system code A is correct, agency must be 1, region/district must be A, and cost center must be in the 4200 - 4299 range, and a job number is required.

BL - AIRCRAFT CODE (POSITIONS 9-10 OF SYSTEM DATA) NOT FOUND ON A01 TABLE

POSSIBLE CAUSE OF ERROR:

FAA, REGION A ONLY. Positions 9-10 of system data field are incorrect, or have not been entered on A01 table.

OPTIONS FOR CORRECTION:

Insure validity of aircraft code and correct positions 9-10 of system data field. Or have authorized person enter new aircraft code on A01 table.

BN - WHEN SYSTEM CODE = A AND REIMBURSABLE AGREEMENT FLAG ONR07 = R, OBJECT CLASS MUST EQUAL 2632 OR FIRST TWO POSITIONS MUST = 11, 12, 21, 22, 23, 24, 25, 26, 31, 32, 33, OR 42

POSSIBLE CAUSE OF ERROR:

Error typing system code or object class.

OPTIONS FOR CORRECTION:

Verify accuracy of data and make corrections as required.

BP - NO RECORD FOUND ON TO8 TABLE

POSSIBLE CAUSE OF ERROR:

When system program codes (positions 1-2 of system data) = G9, system data must exist on T08 Table. **FAA ONLY**. Error keying system data field, or grant information has not been entered on T08 Table.

OPTIONS FOR CORRECTION:

Correct typing error, or for system code G, if the first digit of the program element is not 9, the system data field is matched to table T08.

BQ - ONLY MAC CODE (POSITIONS 2-3 OF SYSTEM DATA) CAN BE ENTERED

POSSIBLE CAUSE OF ERROR:

Entries have been made in positions 4-13 of system data field, or any portion of those positions, with system code 'I' in the first position.

OPTIONS FOR CORRECTION:

For system code I, only a MAC code can be entered in system data. For FRA and FHWA, MAC code will be generated based on the object class entered.

BR - SYSTEM CODE (POSITION 1 OF SYSTEM DATA) INVALID FOR REIMBURSABLE FLAG R

POSSIBLE CAUSE OF ERROR:

A reimbursable approp code/limitation of 5, 8, or 9 has been entered in the first digit of the limitation, and R has not been entered in first position of system data field.

OPTIONS FOR CORRECTION:

For system code R, the approp code/limitation must be reimbursable. **For OST, region/district W**, system code R cannot be used.

BS - REIMBURSABLE AGREEMENT FLAG ON R07 NOT = R

POSSIBLE CAUSE OF ERROR:

Something other than 5, 8 or 9 has been entered in the first position of the limitation field, and a reimbursable agreement has been entered in the system data field.

OPTIONS FOR CORRECTION:

Verify that document is reimbursable, then change first position of system data field to 5, 8, or 9, depending on agency and type of agreement. See section 6, chapter 4 for agency specific information.

BT - SYSTEM CODE (POSITION 1 OF SYSTEM DATA) MUST BE C FOR DOC-TYPE 17

POSSIBLE CAUSE OF ERROR:

FAA ONLY. Use of incorrect doc type or system code.

OPTIONS FOR CORRECTION:

Document type must be 17 if system code C is entered in first position of system data field.

BU - SYSTEM DATA 05 - 13 REQUIRED

POSSIBLE CAUSE OF ERROR:

No job number or agreement number has been entered when the first digit of system data field is other than I.

OPTIONS FOR CORRECTION:

Determine correct job or agreement number for transaction, and enter in positions 5-13 of system data field.

BV - JOB CODE (POSITIONS 5-13 OF SYSTEM DATA) MUSTBE ALPHANUMERIC (WITH NO IMBEDDED SPACES)

POSSIBLE CAUSE OF ERROR:

A blank space has been entered in positions 5-13 of system data field.

OPTIONS FOR CORRECTION:

Positions 5 through 13 of system data field must not have a blank space. Space must be removed in order to correct data.

BX - FUNC - AREA CD (POSITIONS 14-15 OF SYSTEM DATA) MUST BE ALPHANUMERIC (WITH NO IMBEDDED SPACES)

POSSIBLE CAUSE OF ERROR:

AGENCY-REGION/DIST 6W ONLY. Blank spaces have been entered in positions 14-15 of system data field.

OPTIONS FOR CORRECTION:

If total direct flag on WSA table is "Y" and surcharge percent is greater than "0", positions 11-15 of system data field must be present and all positions must be alpha or numeric.

BZ - NO RECORD FOUND ON T17 TABLE

POSSIBLE CAUSE OF ERROR:

FHWA ONLY. Format 02 and 03, error in system data field.

OPTIONS FOR CORRECTION:

When system code (first position of system data field) is D, S, X, or T, all accounting data except object class is matched to T17 table. Correct typing error or having verified accuracy of data, add to T17 table.

B1 - BALANCE ERROR - INVALID DOC-ID FOR GRACE PERIOD IN GENERIC INTERFACE

POSSIBLE CAUSE OF ERROR:

Generic interface - system built batch. Fiscal year in document-ID is not valid for yearend grace period processing.

OPTIONS FOR CORRECTION:

Insure correct document-ID is entered. If not, reenter correct document-ID. If correct, use ODF-ALL inquiry for history of document-ID. Correct fiscal year.

B2 - BALANCE ERROR - NO RECORD ON TABLE T40. CALL AMZ-200 DAFIS FUNCTIONAL DIVISION

POSSIBLE CAUSE OF ERROR:

Balance program is attempting to calculate cash management entries and the T40 Treasury Rate Table does not have rates loaded.

OPTIONS FOR CORRECTION:

Notify supervisor to call AMZ-200 DAFIS Functional Division.

B3 - BALANCE ERROR - NO PARENT RECORD ON PROFORMA - CALL AMZ-200 DAFIS FUNCTIONAL DIVISION

POSSIBLE CAUSE OF ERROR:

Transaction code has been removed from proforma.

OPTIONS FOR CORRECTION:

Notify supervisor to call AMZ-200 DAFIS Functional Division.

B4 - NO RECORD ON T40 TABLE - CALL AMZ-200 DAFIS FUNCTIONAL DIVISION

POSSIBLE CAUSE OF ERROR:

Main program is attempting to generate cash management entries and the T40 Treasury Rate Table does not have rates loaded.

OPTIONS FOR CORRECTION:

Notify supervisor to call AMZ-200 DAFIS Functional Division.

B5 - CORRECT INT-PEN-RATE OCCURRENCE NOT ON T40 TABLE - CALL AMZ-200 DAFIS FUNCTIONAL DIVISION

POSSIBLE CAUSE OF ERROR:

Balance program is attempting to calculate cash management entries. The system uses the interest-penalty rate that was in effect at the time the payment was due. The T40 Treasury Rate Table does not have the rate loaded.

OPTIONS FOR CORRECTION:

Notify supervisor to call AMZ-200 DAFIS Functional Division.

B6 - FUND TYPE ON PROFORMA DOES NOT MATCH TABLE R07

POSSIBLE CAUSE OF ERROR:

Trying to enter an appropriation/limitation that is not allowed for the transaction code being entered.

OPTIONS FOR CORRECTION:

Verify that the appropriation/limitation is correct. If appropriation/limitation is correct, perform GL-HELP 1 inquiry to choose another transaction code. Make sure one of the fund types listed on T20 Table (Proforma) for the transaction code chosen matches the fund type on R07 Table for the appropriation/limitation entered.

B7 - INVALID VENDOR - SSN OR VENDOR-TYPE FOR GENERIC INTERFACE

POSSIBLE CAUSE OF ERROR:

Trying to enter a Vendor Type-SSN not allowed in the generic interface.

OPTIONS FOR CORRECTION:

Examine Vendor-Type SSN. Add or change as required.

B8 - INVALID SCHED-PFX FOR DOC TYPE AND VENDOR TYPE

POSSIBLE CAUSE OF ERROR:

Trying to use the wrong vendor type for the schedule and/or document types being entered.

OPTIONS FOR CORRECTION:

Verify that the vendor type for the document type or schedule prefix being entered is valid by referring to input requirements in Section 6.

B9 - INVALID EFFECTIVE-DATE FOR SCHED-CD

POSSIBLE CAUSE OF ERROR:

Trying to enter an effective date that is not valid for the schedule prefix being entered.

OPTIONS FOR CORRECTION:

Verify that the effective date being entered is valid by referring to input requirements in Section 6.

CA - INVALID APPROPRIATION CODE FOR SYSTEM CODE W (POSITION 1 OF SYSTEM DATA)

POSSIBLE CAUSE OF ERROR:

OST ONLY. Error in keying the region/district code or the first position of the system data field has been entered as R.

OPTIONS FOR CORRECTION:

Verify accuracy of region/district code or the first position of the system data field. System code R cannot be used for region/district W.

CB - FOR SYSTEM CODE W (POSITION 1 OF SYSTEM DATA), SOURCE CODE MUST = SPACE

POSSIBLE CAUSE OF ERROR:

OST ONLY. Error in first or fourth position of system data field.

OPTIONS FOR CORRECTION:

For system code W, the region/district must be W and the appropriation code must be WOT or digits 2-4 must be 520.

CC - JOB NUMBER (SYSTEM DATA 5-10) REQUIRED WITH SYSTEM CODE W (POSITION 1 OF SYSTEM DATA)

POSSIBLE CAUSE OF ERROR:

OST ONLY. Incorrect region code, appropriate code, or system code.

OPTIONS FOR CORRECTION:

For system code W, the region/district must be W and the appropriation code must be WOT or digits 2-4 of approp code must be 520. For system code W, digits 5-10 of system data are mandatory regardless of FAC code.

CD - NO SECONDARY TBL ID FOUND ON WMB TABLE FOR CURRENT YEAR

POSSIBLE CAUSE OF ERROR:

OST ONLY. Secondary tables have not been loaded, or have been loaded incorrectly.

OPTIONS FOR CORRECTION:

WMB table has up to four secondary WSB tables. The first digit of each secondary table ID is the last digit of the fiscal year of the appropriation.

CE - SURCHARGE % ON WSA TABLE; REQUIRES JOB NUMBER IN SYSTEM DATA (POSITIONS 11-15)

POSSIBLE CAUSE OF ERROR:

OST ONLY. Positions 11-15 of system data field are missing or are incorrect.

OPTIONS FOR CORRECTION:

If a surcharge percent has been loaded on WSA table, positions 11-15 of system data field must have a valid job number entered.

CF - SURCHARGE % NOT ON WSA TABLE

POSSIBLE CAUSE OF ERROR:

OST ONLY. Job number (positions 11-15 of system data field) have been entered, or surcharge percent has not been loaded on WSA table.

OPTIONS FOR CORRECTION:

Verify accuracy of data. If surcharge is valid, percentage must be loaded on WSA table. If surcharge is not valid, remove entry in positions 11-15 of system data field.

CH - PROJECT DOES NOT MATCH GRANTS FILE

POSSIBLE CAUSE OF ERROR:

When system code (position 1 of system data) = G, appropriation code, limitation, allotment fund control and system data must match grants file. **OST ONLY**. Incorrect region/dist, approp/lim, allotment fund control, or system data entered.

OPTIONS FOR CORRECTION:

When system code G is used, region/dist, approp code/lim, allotment fund control and system data are matched to DF-Grants File. Verify accuracy of all data, and make corrections as necessary.

CI - CANNOT ENTER - PROJECT IS CLOSED ON GRANTS FILE

POSSIBLE CAUSE OF ERROR:

OST ONLY. Incorrect system data or project has been closed, and no other actions are allowed.

OPTIONS FOR CORRECTION:

Verify accuracy of system data. The status flag from the DF-Grants File must be 2, and the reimbursable agreement flag from R07 cannot be R.

CJ - SYSTEM CODE (POSITION 1 OF SYSTEM DATA) INVALID FOR FUND TYPE A

POSSIBLE CAUSE OF ERROR:

Entered a system code other than G.

OPTIONS FOR CORRECTION:

Fund type A is AFAP Grants. The only system code for grants is G.

CK - IF SYSTEM CODE (POSITION 1 OF SYSTEM DATA) = G, SYSTEM DATA 2-4 MUST = SPACES

POSSIBLE CAUSE OF ERROR:

FTA ONLY. Incorrect system code or incorrect appropriation code.

OPTIONS FOR CORRECTION:

For system code G (grants), the appropriation entered must be for grants. Verify data and make corrections.

CM - PROJECT/JOB NUMBER (OF SYSTEM DATA) NOT FOUND ON ACCOUNTS RECEIVABLE FILE

POSSIBLE CAUSE OF ERROR:

FTA ONLY. Incorrect or invalid project number (positions 5-12 of system data field).

OPTIONS FOR CORRECTION:

If system code (position 1 of system data field) is G, positions 2-4 must be blank. Verify accuracy and make corrections as necessary.

CP - APROP/LIM DOES NOT MATCH 1680 MASTER FILE

POSSIBLE CAUSE OF ERROR:

FAA ONLY. Incorrect approp/lim, source code (position 4 of system data field), or program element.

OPTIONS FOR CORRECTION:

Verify accuracy of entries. If source code is 2, and program element is not entered, or is all spaces, the approp/lim is edited against the 1680 Master. The approp code cannot be WOT.

CQ - APPROP/LIM/AFC DOES NOT MATCH 1680 MASTER FILE

POSSIBLE CAUSE OF ERROR:

FAA ONLY. Incorrect format code, approp code/lim/AFC, or system data.

OPTIONS FOR CORRECTION:

Verify accuracy of data. If format 03 is correct, the job number/agreement number must be open in the Accounts Receivable File, and all data elements above will be matched to the Accounts Receivable File and 1680 Master.

CR - APPROP/LIM/AFC/PROG-ELE DOES NOT MATCH 1680 MASTER FILE

POSSIBLE CAUSE OF ERROR:

FAA ONLY. Incorrect approp/lim/AFC or program element entered.

OPTIONS FOR CORRECTION:

If the source code (4th position of system data) is 2, and program element has been entered, the approp/lim/AFC and program element will be edited against the 1680 Master. Verify accuracy of data and make corrections or enter appropriate combination on 1680 Master.

CS - MAC (POSITIONS 2-3 OF SYSTEM DATA) DOES NOT MATCH T07 TABLE

POSSIBLE CAUSE OF ERROR:

FAA ONLY. Error in MAC (positions 2-3 of system data).

OPTIONS FOR CORRECTION:

Verify accuracy of data. MAC will be edited against T07 except for region **1W**.

CT - PROGRAM ELEMENT NOT FOUND ON WSA TABLE

POSSIBLE CAUSE OF ERROR:

OST ONLY. Working capital fund activity entered in the program element field is not on WSA Table.

OPTIONS FOR CORRECTION:

Determine if the activity is valid. If it is, add to WSA Table. If not, change record to correct activity and reenter.

CU - PROG-ELEM NOT FOUND ON WMB TABLE

POSSIBLE CAUSE OF ERROR:

OST ONLY. Working capital fund activity entered in the program element field is billable but is not on WMB Table.

OPTIONS FOR CORRECTION:

Determine if the activity is valid and should be billable. If it is, add to WMB Table. If not, change record to correct activity or change WSA to indicate "non-billable" and reenter.

CV - JOB NUMBER (POSITIONS 5-10 OF SYSTEM DATA) NOT FOUND ON WSA TABLE

POSSIBLE CAUSE OF ERROR:

OST ONLY. Working capital fund activity entered in the system data field is not on WSA Table.

OPTIONS FOR CORRECTION:

Determine if the activity is valid. If it is, add to WSA Table. If not, change record to correct activity and reenter.

CW - JOB NUMBER (POSITIONS 5-10 OF SYSTEM DATA) NOT FOUND ON WMB TABLE

POSSIBLE CAUSE OF ERROR:

OST ONLY. Working capital fund activity entered in the system data field is billable but is not on WMB Table.

OPTIONS FOR CORRECTION:

Determine if the activity is valid and should be billable. If it is, add to WMB Table. If not, change record to correct activity or change WSA to indicate "non-billable" and reenter.

CX - JOB NUMBER (POSITIONS 5-10 OF SYSTEM DATA) NOT FOUND ON WCU TABLE

POSSIBLE CAUSE OF ERROR:

OST ONLY. Working capital fund customer entered in the system data field is not on WCU Table.

OPTIONS FOR CORRECTION:

Determine if the customer is valid. If it is, add to WCU Table. If not, change record to correct customer and reenter.

CY - SOURCE CODE (POSITION 4 OF SYSTEM DATA) MUST = 1

POSSIBLE CAUSE OF ERROR:

FHWA ONLY. Incorrect system code, document type, or source code.

OPTIONS FOR CORRECTION:

For system code P (first character of system data field), document type **26**, the fourth digit of system data must be 1.

CZ - APPROP-CODE REQUIRED

POSSIBLE CAUSE OF ERROR:

Appropriation code has not been entered, or incorrect transaction code used.

OPTIONS FOR CORRECTION:

Appropriation code is mandatory unless the transaction being entered is a follow-on. For **Volpe Center**, the approp/lim/AFC and program element are generated from RT2 if a cost center is entered and the approp/lim/AFC and program element are not entered.

C1 - SCHED-PFX DOES NOT MATCH PROFORMA

POSSIBLE CAUSE OF ERROR:

Trying to enter a schedule prefix that is not allowed for the transaction code being entered.

OPTIONS FOR CORRECTION:

Verify that the schedule prefix is correct. If not, either delete batch and reenter or delete error transaction(s) and reenter in a new batch. If the schedule prefix is correct, perform GL-HELP 1 inquiry to choose another transaction code. Make sure one of the schedule prefixes listed on T20 Table (Proforma) for the transaction code chosen matches the schedule prefix entered.

C2 - REVERSAL AMOUNTS GREATER THAN PREVIOUS AMOUNTS RECORDED

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction that will decrease the amount more than the amount previously established.

OPTIONS FOR CORRECTION:

Insure document-ID is entered correctly. Perform ODF-ALL inquiry to determine previous action taken. Based on ODF, select proper transaction status code to complete current action. If the document-ID was entered incorrectly, reenter correct document-ID and proceed with transaction.

C3 - INVALID TRANSACTION STATUS CODE

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction status code (position 4 of transaction code) that is not valid for the transaction.

OPTIONS FOR CORRECTION:

Verify transaction status code for the transaction. An initial transaction must have a blank status code. A follow-on which adds funds must have a transaction status code of 1. A status code of 2 is a reduction or reversal of a previous transaction, and F denotes a final transaction and any remaining funds will be netted out.

C4 - CANNOT ENTER IF COMPUTATION DATE OR TERMS ENTERED

POSSIBLE CAUSE OF ERROR:

Trying to enter warehouse date with computation date and/or terms.

OPTIONS FOR CORRECTION:

Determine if warehouse date or computation date and terms are required for the type of transaction. Refer to input requirements in Section 6 for guidance.

C5 - CANNOT ENTER IF WAREHOUSE DATE ENTERED

POSSIBLE CAUSE OF ERROR:

Trying to enter computation date and/or terms with warehouse date.

OPTIONS FOR CORRECTION:

Determine if warehouse date or computation date and terms are required for the type of transaction. Refer to input requirements in Section 6 for guidance.

C6 - COMPUTATION DATE REQUIRED

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction which requires a computation date (percentage terms and days terms entered).

OPTIONS FOR CORRECTION:

If percentage and days are required, enter computation date. If percentage and days not required, remove and enter warehouse date or computation date.

C7 - PERCENT-TERMS AND DAY-TERMS REQUIRED

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction which requires terms (computation date and excluded disc-amount entered).

OPTIONS FOR CORRECTION:

Enter percentage and days if computation date and excluded discount amount are required or remove excluded discount amount.

C8 - EXCL-DISC-AMOUNT MUST BE LESS THAN AMOUNT

POSSIBLE CAUSE OF ERROR:

Trying to enter amounts incorrectly.

OPTIONS FOR CORRECTION:

Amount should be gross amount of invoice and excluded discount amount should be the amount that is not eligible for the discount (i.e., freight).

C9 - WAREHOUSE DATE REQUIRED

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction that requires a warehouse date.

OPTIONS FOR CORRECTION:

Enter warehouse date for the following T, V schedule transactions:

Travel advance payment and collection
Supplemental pay
Contract holdbacks
Refund of cash advances - general fund receipts
Advances to contractors
Advances to grantees
Advances to public

DD - PROGRAM ELEMENT REQUIRED

POSSIBLE CAUSE OF ERROR:

FTA AND FHWA GRANTS. Program element not entered.

OPTIONS FOR CORRECTION:

Determine if the transaction is actually a grant. If so, program element is mandatory and must be a valid program element on R06. If not a grant, correct document and reenter. **ALL AGENCIES**: See Section 6, Chapter 3 (Format 02) and 4 (Format 03) for agency specific information pertaining to program elements.

DE - COST CENTER REQUIRED

POSSIBLE CAUSE OF ERROR:

FTA AND MARAD GRANTS AND FHWA. Cost center not entered.

OPTIONS FOR CORRECTION:

FTA and **MARAD**, determine if transaction is actually a grant. If so, cost center is mandatory. **FHWA**, cost center is mandatory. Must be a valid cost center on T06. Verify accuracy of document and reenter. **ALL AGENCIES**: See Section 6, Chapter 3 (Format 02) and 4 (Format 03) for agency specific information pertaining to cost centers.

DF - OBJECT CLASS REQUIRED

POSSIBLE CAUSE OF ERROR:

FTA AND FHWA GRANTS. Object class not entered.

OPTIONS FOR CORRECTION:

Determine if the transaction is actually a grant. If so, object class is mandatory. **ALL AGENCIES**: See Section 6, Chapter 3 (Format 02) and 4 (Format 03) for agency specific information pertaining to object class.

DG - SYSTEM DATA REQUIRED

POSSIBLE CAUSE OF ERROR:

Incorrect appropriation code/lim or system data not entered.

OPTIONS FOR CORRECTION:

Determine if approp/lim is correct. If not, correct and reenter. If correct, see Section 6, Chapter 4. System data edits are specific for each agency.

DH - INVALID PROG-ELEM FOR SYSTEM DATA F 211111111

POSSIBLE CAUSE OF ERROR:

FAA ONLY. Incorrect approp code, program element or system data.

OPTIONS FOR CORRECTION:

If the system data is F 211111111, and the approp code is 482, 582, 682, 782, 882, or 982, the first digit of the program element must be 8. If the program element is 899, the system data **must** be F 211111111.

DZ - SYSTEM CODE (POSITION 1 OF SYSTEM DATA) MUST BE 'A' FOR COST CENTER

POSSIBLE CAUSE OF ERROR:

FAA ONLY. Incorrect agency/region code, cost center, or system code.

OPTIONS FOR CORRECTION:

If region/district code is A, and the cost center is in a range from 4200 to 4299, system data is mandatory, and system code must be A.

D1 - WAREHOUSE DATE OR COMP DATE REQUIRED

POSSIBLE CAUSE OF ERROR:

Trying to enter transaction on T or V schedule without a computation or warehouse date.

OPTIONS FOR CORRECTION:

Enter computation date or warehouse date.

D2 - PERCENT TERMS OR DAY-TERMS CANNOT BE ENTERED

POSSIBLE CAUSE OF ERROR:

Trying to enter percentage or days when warehouse date is entered on T or V schedule.

OPTIONS FOR CORRECTION:

Determine whether to enter warehouse or computation date. If warehouse date is entered, remove terms.

D3 - INVALID TERMS

POSSIBLE CAUSE OF ERROR:

Trying to enter terms not on T42 Table.

OPTIONS FOR CORRECTION:

Verify that terms were entered correctly. If not, enter terms correctly. If terms were entered correctly, notify supervisor to have terms loaded on T42.

D4 - INVOICE NUMBER ALREADY ENTERED - CASH MANAGEMENT ELEMENTS MUST MATCH

POSSIBLE CAUSE OF ERROR:

Trying to enter different cash management elements (warehouse date, computation date, terms, excl-disc amount, reason code) for two or more records with the same invoice and vendor number.

OPTIONS FOR CORRECTION:

Verify correct number and vendor number are entered. If correct, determine which cash management elements must be changed to match. If not correct, change invoice and/or vendor number.

D5 - EXCL-DISC-AMT INVALID WITHOUT TERMS

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction with computation date and excluded discount amount where terms have not been entered.

OPTIONS FOR CORRECTION:

If the contract does not specify a discount, remove the excluded discount amount. If it does specify a discount, enter the percentage and days.

D6 - INVALID WAREHOUSE DATE

POSSIBLE CAUSE OF ERROR:

Trying to enter a warehouse date which is earlier than today's date or a date past the current month on advance transactions.

OPTIONS FOR CORRECTION:

Determine whether you should enter warehouse or computation date. If warehouse date is required, use today's date or later. If the transaction is an advance, warehouse within the current month.

D7 - INVALID COMPUTATION DATE

POSSIBLE CAUSE OF ERROR:

Trying to enter a computation date which is later than today's date.

OPTIONS FOR CORRECTION:

Determine whether you should enter computation or warehouse date. If computation date is required, use today's date or earlier.

D8 - INVALID REASON CODE

POSSIBLE CAUSE OF ERROR:

Trying to enter a reason code other than A - Z or 0 - 9 on Format 12.

OPTIONS FOR CORRECTION:

Determine which reason code to use and enter it correctly. Refer to Section 9L, Recurring Charge, for reason codes.

D9 - INVALID TRANSACTION CODE FOR PAYMENTS ON GENERIC INTERFACE

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction code that is not compatible with the payment schedule.

OPTIONS FOR CORRECTION:

Choose a payment transaction code that is compatible with the schedule prefix entered. Refer to Section 7, Chapter 2 for transaction flow charts.

E1 - ONLY ACCOUNTING CLASSIFICATION THAT CAN BE ENTERED IS APPROP-CODE, APPROP CODE-LIM, AND ALLOT-FUND-CNTL

POSSIBLE CAUSE OF ERROR:

Data entered in other accounting classification fields (cost center, program element, object class).

OPTIONS FOR CORRECTION:

Delete cost center, program element, and object class.

E2 - ALLOT-FUND-CNTL IS MANDATORY FOR THIS TRANSACTION

POSSIBLE CAUSE OF ERROR:

The allotment fund control field has been left blank on transaction that requires entry in this field.

OPTIONS FOR CORRECTION:

Determine the correct allotment fund control code and enter it.

E3 - NO MATCHING APPROP-CODE, APPROP-CODE-LIM, AND ALLOT-FUND-CNTL ON TABLE RT1

POSSIBLE CAUSE OF ERROR:

Data entered in approp-code/limitation/fund control fields is not on the RT1 Table.

OPTIONS FOR CORRECTION:

Verify entry on screen. If data is entered correctly, add to RT1 Table.

E4 - SINGLE ALLOTMENT (ALLOT-FUND-CNTL, '00' INVALID) - MULTIPLE ALLOTMENT RANGE OR NON-STRAIGHTLINING ALLOTMENT RANGE (ALLOT-FUND-CNTL 8A-99) ALREADY EXISTS FOR THIS APPROP/LIM

POSSIBLE CAUSE OF ERROR:

A previous transaction established something other than a single allotment for this appropriation/limitation.

OPTIONS FOR CORRECTION:

Determine whether a multiple allotment range or a non-straightlining allotment range allotment fund control indicator has been entered previously for this appropriation/limitation. Must enter the type of allotment previously entered.

E5 - MULTIPLE ALLOTMENT RANGE INVALID - SINGLE ALLOTMENT (ALLOT-FUND-CNTL '00') OR NON-STRAIGHTLINING ALLOTMENT RANGE (ALLOT-FUND-CNTL 8A-99) ALREADY EXISTS FOR THIS APPROP/LIM

POSSIBLE CAUSE OF ERROR:

A previous transaction established something other than a multiple allotment for this appropriation/limitation.

OPTIONS FOR CORRECTION:

Determine whether a single allotment range or a non-straightlining allotment range allotment fund control indicator has been entered previously for this appropriation/limitation. Must enter the type of allotment previously entered.

E6 - NON-STRAIGHTLINING ALLOTMENT RANGE (ALLOT-FUND-CNTL 8A-99) INVALID - SINGLE ALLOTMENT (ALLOT-FUND-CNTL '00') OR MULTIPLE ALLOTMENT RANGE ALREADY EXISTS FOR THIS APPROP/LIM

POSSIBLE CAUSE OF ERROR:

A previous transaction established something other than a non-straightlining allotment for this appropriation/limitation.

OPTIONS FOR CORRECTION:

Determine whether a single allotment or multiple allotment range allotment fund control indicator has been entered previously for this appropriation/limitation. Must enter the type of allotment previously entered.

E7 - ALLOWANCE EXCEEDS ALLOTMENT

POSSIBLE CAUSE OF ERROR:

Indicates you are trying to increase allowance for more than is allotted.

OPTIONS FOR CORRECTION:

Verify amount you are trying to enter. Verify allotment entered in system using ACF inquiries.

E8 - GENERIC - ERROR IN TRANSACTION-CODE EDIT

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the transaction-code.

OPTIONS FOR CORRECTION:

Examine transaction code to determine problem. Refer to input requirements in Section 6 for guidance.

E9 - GENERIC - ERROR IN FAC-CODE EDIT

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the FAC-code.

OPTIONS FOR CORRECTION:

Examine FAC-code to determine problem. Refer to input requirements in Section 6 for guidance.

F1 - GENERIC - ERROR IN AMOUNT EDIT

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the amount.

OPTIONS FOR CORRECTION:

Examine amount to determine problem. Refer to input requirements in Section 6 for guidance.

F2 - GENERIC - ERROR IN EFFECTIVE-DATE EDIT

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the effective-date.

OPTIONS FOR CORRECTION:

Examine effective-date to determine problem. Refer to input requirements in Section 6 for guidance.

F3 - GENERIC - ERROR IN APPROP-CODE

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the approp-code.

OPTIONS FOR CORRECTION:

Examine approp-code to determine problem. Refer to input requirements in Section 6 for guidance.

F4 - GENERIC - ERROR IN COMPUTATION-DATE

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the computation-date.

OPTIONS FOR CORRECTION:

Examine computation-date to determine problem. Refer to input requirements in Section 6 for guidance.

F5 - GENERIC - ERROR IN EXCL-DISC-AMT EDIT

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the excl-disc-amt.

OPTIONS FOR CORRECTION:

Examine excl-disc-amt to determine problem. Refer to input requirements in Section 6 for guidance.

F6 - GENERIC - ERROR IN DOC-ID EDIT

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the document-ID.

OPTIONS FOR CORRECTION:

Examine document-ID to determine problem. Refer to input requirements in Section 6 for guidance.

F7 - GENERIC - ERROR IN INV-CUST-ACCT-NUM EDIT

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the inv-cust-acct-num.

OPTIONS FOR CORRECTION:

Examine inv-cust-acct-num to determine problem. Refer to input requirements in Section 6 for guidance.

F8 - GENERIC - ERROR IN PROGRAM-ELEMENT EDIT

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the program element.

OPTIONS FOR CORRECTION:

Examine program-element to determine problem. Refer to input requirements in Section 6 for guidance.

F9 - GENERIC - ERROR IN COST-CENTER EDIT

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the cost-center.

OPTIONS FOR CORRECTION:

Examine cost-center to determine problem. Refer to input requirements in Section 6 for guidance.

G1 - GENERIC - ERROR IN OBJECT-CLASS EDIT

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the object class.

OPTIONS FOR CORRECTION:

Examine object class to determine problem. Refer to input requirements in Section 6 for guidance.

G2 - GENERIC - ERROR IN PUBLIC-GOVT-IND EDIT

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the public-govt-ind.

OPTIONS FOR CORRECTION:

Examine pubic-govt-ind to determine problem. Refer to input requirements in Section 6 for guidance.

G3 - GENERIC - ERROR IN SYS-DATA EDIT

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the system-data.

OPTIONS FOR CORRECTION:

Examine system-data to determine problem. Refer to input requirements in Section 6 for guidance.

G4 - GENERIC - ERROR IN VENDOR-SSN EDIT

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the vendor-SSN.

OPTIONS FOR CORRECTION:

Examine vendor-SSN to determine problem. Refer to input requirements in Section 6 for guidance.

G5 - GENERIC - ERROR IN DOC-REF NUM EDIT

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the document reference number.

OPTIONS FOR CORRECTION:

Examine document reference number to determine problem. Refer to input requirements in Section 6 for guidance.

G6 - GENERIC - ERROR IN ENERGY-CONVERSION-CODE EDIT

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the energy-conversion-code.

OPTIONS FOR CORRECTION:

Examine energy-conversion-code to determine problem. Refer to input requirements in Section 6 for guidance.

G7 - GENERIC - ERROR IN STAT-DATA EDIT

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the statistical-data.

OPTIONS FOR CORRECTION:

Examine statistical-data to determine problem. Refer to input requirements in Section 6 for guidance.

G8 - GENERIC - ERROR IN FACILITY-TYPE EDIT

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the facility-type.

OPTIONS FOR CORRECTION:

Examine facility-type to determine problem. Refer to input requirements in Section 6 for guidance.

G9 - GENERIC - ERROR IN FACILITY-LOC EDIT

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the facility-loc.

OPTIONS FOR CORRECTION:

Examine facility-loc to determine problem. Refer to input requirements in Section 6 for guidance.

H1 - GENERIC - ERROR IN TRAVEL-DATE EDIT

POSSIBLE CAUSE OF ERROR:

This error is for the generic interface batches built by DAFIS. It indicates there is a problem with the travel-date..

OPTIONS FOR CORRECTION:

Examine travel-date to determine problem. Refer to input requirements in Section 6 for guidance.

H2 - ERROR IN FUND-AUTH-QTRS EDIT

POSSIBLE CAUSE OF ERROR:

This error occurs in Format 01 interface batches when trying to enter amount in the wrong quarter, when trying to enter an amount in quarters when not allowed, or when total quarters amount does not equal amount field.

OPTIONS FOR CORRECTION:

Determine if quarter amount was entered in correct quarter field. Refer to Section 7 for proper entries in these fields for each document type.

H3 - ERROR5 IN ALLOTTEE EDIT

POSSIBLE CAUSE OF ERROR:

This error occurs in Format 01 interface batches when the allottee entered is invalid.

OPTIONS FOR CORRECTION:

Enter a valid region/district in the allottee field.

H4 - ERROR IN ALLOT-FUND-CNTL EDIT

POSSIBLE CAUSE OF ERROR:

This error occurs in Format 01 interface batches when the appropriation/limitation/allotment fund control code is not on RT1 Table for the region/district in the allottee field.

OPTIONS FOR CORRECTION:

Determine if AFC is valid. If it is valid, add to RT1 Table. If not, change record to correct AFC and reenter.

H5 - ERROR IN ALLOT-LEVEL-AFC EDIT

POSSIBLE CAUSE OF ERROR:

This error occurs in Format 01 interface batches when the appropriation/limitation/allotment fund control/indicator is not on RT1 Table for the region/district in the allottee field.

OPTIONS FOR CORRECTION:

Determine if allotment indicator is valid. If it is valid, add to RT1 Table. If not, change record to correct allotment indicator and reenter.

H6 - NOT FOUND ON WSA TABLE

POSSIBLE CAUSE OF ERROR:

Working Capital Fund activity entered in either the program element or system data fields is not on the WSA Table.

OPTIONS FOR CORRECTION:

Determine if the activity is valid. If it is, add to WSA Table. If not, change record to correct activity and reenter.

H7 - NOT FOUND ON WCU TABLE

POSSIBLE CAUSE OF ERROR:

Working Capital Fund customer entered in either the program element or system data fields is not on the WCU Table.

OPTIONS FOR CORRECTION:

Determine if the customer is valid. If it is, add to WCU Table. If not, change record to correct customer and reenter.

H8 - NOT FOUND ON WMB TABLE

POSSIBLE CAUSE OF ERROR:

Working Capital Fund activity entered in either the program element or system data fields is billable but is not on the WMB Table.

OPTIONS FOR CORRECTION:

Determine if the activity is valid and should be billable. If it is, add to WMB Table. If not, change record to correct activity or change WSA to indicate “non-billable” and reenter.

H9 - APPROP-CODE-LIM MUST EQUAL ‘000'

POSSIBLE CAUSE OF ERROR:

Working Capital Fund appropriation __520 must always have a limitation of ‘000' (agency/region/district 6W).

OPTIONS FOR CORRECTION:

Correct limitation and reenter.

I1 - ALLOT-FUND-CNTL MUST EQUAL ‘000'

POSSIBLE CAUSE OF ERROR:

Working Capital Fund appropriation __520 must always have an allotment fund control indicator of ‘000' (agency/region/district 6W).

OPTIONS FOR CORRECTION:

Correct allotment fund control indicator and reenter.

I2 - AE-UNPAID AND/OR UNDEL-ORDER ON MATCHING ODF RECORD DO NOT EQUAL ZERO

POSSIBLE CAUSE OF ERROR:

Trying to use a transaction code or transaction status code which requires that AEU or UDO be zero for a document.

OPTIONS FOR CORRECTION:

Perform ODF-ALL inquiry to determine previous action taken on this document. If increasing a previous AEU or UDO, change transaction status code to 1 and reenter.

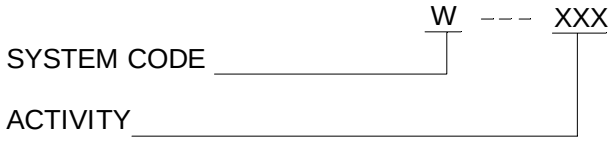
I3 - SYS-DATA MANDATORY; SYS-CODE MUST = 'W' AND POSITIONS 5-7 OF SYS-DATA CANNOT = '000'. THIS MUST BE AN ACTIVITY; CANNOT BE A CUSTOMER

POSSIBLE CAUSE OF ERROR:

Working Capital Fund Activity is required in system data for this entry.

OPTIONS FOR CORRECTION:

Determine proper activity and enter in system data as follows:



I4 - BANK-ID INACTIVE, UPDATE T16

POSSIBLE CAUSE OF ERROR:

For ACH vendors, the Bank ID has become inactive due to the bank changing ownership or other reasons.

OPTIONS FOR CORRECTION:

Inquire the FOD (financial organization directory) table. Get new bank ID from this table and load on T16. After new bank ID is loaded, continue processing transactions.

I5 - NO RECORD FOUND ON T12

POSSIBLE CAUSE OF ERROR:

For electronic invoicing, account/card number as cited in the document ID has not been loaded on T12.

OPTIONS FOR CORRECTION:

Determine the full card number and other information required to load T12. Request load of T12 by person authorized to do so. After loading of T12, pull up the individual error record in the batch using the change option, press **enter**, and rebalance the batch.

I6 - NO RECORD FOUND ON TABLE T12 OR T13

POSSIBLE CAUSE OF ERROR:

For electronic invoicing, administrative fees are paid using accounting data loaded on T13 if it is present. If it is not present, they are paid using individual cardholder accounting data on T12. If neither is present, this error message is received.

OPTIONS FOR CORRECTION:

Request load of T12 or T13 for administrative fees by person authorized to do so. After loading of table, pull up the individual error record in the batch using the change option, press **enter**, and rebalance the batch.

I7 - NO RECORD FOUND ON TABLE S02

POSSIBLE CAUSE OF ERROR:

This occurs when NHTSA grants program plans are entered through the interface program. The first two digits of program element when entered must match the state code on the S02 Table.

OPTIONS FOR CORRECTION:

Determine if the first two digits of the program element is a valid state code. If so, add state code to S02. After loading of S02, pull up the individual error record in the batch using the change option, press **enter**, and rebalance the batch.

I8 - THIS RECORD HAS BEEN FLAGGED FOR ON LINE STOP-PAY

POSSIBLE CAUSE OF ERROR:

The vendor/SSN used in the record has been loaded on the T16 vendor/SSN Table with 'X' in the stop pay flag. This prevents making payment against this vendor.

OPTIONS FOR CORRECTION:

Determine if payment against the vendor is valid. If not, delete this record from the batch. After determining through all channels that the payment is valid, request that person doing the maintenance remove the stop-pay indicator from this vendor.

I9 - DANGER - POSSIBLE DUPLICATE BATCH FROM PREVIOUS TRANSMISSION. RESEARCH BEFORE BALANCE

POSSIBLE CAUSE OF ERROR:

The DAFIS generic interface has detected a possible duplicate batch. It is possible that the transactions on this batch have been transmitted in a previous batch.

OPTIONS FOR CORRECTION:

Before balancing batch:

(1) Perform ODF-ALL inquiry to determine previous action taken on document.

(2) If record is duplicate, delete from batch and balance.

(3) If all records in batch are duplicate, delete entire batch.

J1 - AUTHORIZED DISBURSEMENT EXCEEDS UNDELIVERED ORDER + ACCRUED EXPENDITURE UNPAID + EXPENDITURE

POSSIBLE CAUSE OF ERROR:

Trying to enter an authorized disbursement which exceeds the undelivered order. Authorized disbursements cannot exceed undelivered orders.

OPTIONS FOR CORRECTION:

Perform ODF-ALL inquiry and compare to documentation to determine if additional UDO is authorized. If not, the authorized disbursement transaction cannot be processed.

If additional undelivered order is authorized, process the increase to UDO (TC 0511) before processing the authorized disbursement transaction.

J2 - TRANSACTION EXCEEDS AUTHORIZED DISBURSEMENT

POSSIBLE CAUSE OF ERROR:

Trying to enter Status 2 to reverse an authorized disbursement for more than the amount previously entered in authorized disbursement.

OPTIONS FOR CORRECTION:

Perform ODF-ALL inquiry to determine the amount previously entered in authorized disbursements. Reverse no more than this amount.

J3 - INVALID TRANSACTION STATUS CODE FOR THIS ENTRY

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction status code (Blank 1, 2, or F) that is not valid for the transaction code entered.

OPTIONS FOR CORRECTION:

Refer to the T20 (Proforma) for the transaction code. Look in the STATUS-CODES field to see which status codes are valid. Change the transaction code on this document to one that is valid.

J4 - AUTHORIZED DISBURSEMENT HAS BEEN PREVIOUSLY RECORDED

POSSIBLE CAUSE OF ERROR:

Trying to enter Stat-Data-1 that is different than Stat-Data-1 used on initial entry for this document-ID.

OPTIONS FOR CORRECTION:

Insure correct document-ID was entered. If not, reenter correct document-ID. If correct, perform ODF-ALL inquiry to determine previous Stat-Data entered. Current Stat Data must match previously entered Stat-Data.

J5 - INVALID SCH-PREFIX FOR THIS TRANSACTION

POSSIBLE CAUSE OF ERROR:

Trying to enter a transaction code that cannot be used with the schedule prefix (schedule type) entered on the batch header screen.

OPTIONS FOR CORRECTION:

Inquire batch header to see if correct schedule type was entered. If you are not sure refer to the T20 (Proforma) for the transaction code. Look in the SCHED-PREF field to see which schedule types are valid for this transaction code.

Could be trying to enter the wrong transaction code for the type of entry you are trying to make.

J6 - INVALID RGN/DIST FOR THIS DOC-TYPE

POSSIBLE CAUSE OF ERROR:

Trying to enter a document type that is invalid for your Region/District.

OPTIONS FOR CORRECTION:

(1) Determine if document type was entered correctly. If not, reenter document type.

(2) Inquire RT4 to determine if the document type is loaded.

J7 - PUB-GOVT-IND ON BCF DOES NOT MATCH ACCOUNTS RECEIVABLE FILE

POSSIBLE CAUSE OF ERROR:

Trying to enter an invalid Public/Government indicator.

OPTIONS FOR CORRECTION:

If public/government indicator is incorrect, reenter. If you are not sure, inquire the Accounts Receivable Master to determine the correct public/government indicator.

J8 - CROSS REGIONAL IDENTIFIER DOES NOT MATCH

POSSIBLE CAUSE OF ERROR:

This is for SAMS interface only and edits for valid cross regional input.

OPTIONS FOR CORRECTION:

Check for valid region/district code on this record.

J9 - INVALID REQUEST CODE

POSSIBLE CAUSE OF ERROR:

An incorrect character has been entered in a request code field. Example: A (add), C (change), or D (delete) in the batch header menu.

OPTIONS FOR CORRECTION:

Verify accuracy of desired action, and make correction as required.

ERROR NUMBER MESSAGE

The following error codes apply to the T16 interface. Errors on these records will be corrected by personnel responsible for T16 interface maintenance.

K1	DUPLICATE RECORD FOUND ON T16
K2	NO RECORD FOUND
K3	INVALID STOP PAY FLAG
K4	INVALID 1099 VENDOR ID
K5	IRS-ID MUST BE BLANK OR ZERO
K6	IRS-MANDATORY - MAY NOT EQUAL ALL 0'S OR ALL 9'S
K7	VENDOR NAME MANDATORY
K8	ADDRESS LINE 1/1099-ADDRESS-LINE 1 IS MANDATORY
K9	ADDRESS LINE 4/1099-ADDRESS-LINE 2 SEGMENT 1 CANNOT BE BLANK
L1	ADDRESS LINE 4/1099-ADDRESS-LINE 2 SEGMENT 2 DOES NOT MATCH STATE CODE TABLE
L2	ADDRESS LINE 4/1099-ADDRESS-LINE 2 - FIRST 5 POSITIONS OF SEGMENT-3 MUST BE NUMERIC
L3	ADDRESS LINE 4/1099-ADDRESS-LINE 2 CITY CANNOT EXCEED 16 POSITIONS WITH 9 DIGIT ZIP - SEGMENT 1 POSITION 17 MUST BE BLANK
L4	ADDRESS LINE 4/1099-ADDRESS-LINE 2 SEGMENT 2 DOES NOT MATCH T11 TABLE
L5	ADDRESS LINE 4/1099-ADDRESS-LINE 2 SEGMENT 3 INVALID FOR VENDOR TYPE 8 OR 9
L6	1099 ADDRESS LINE 1 MUST BE BLANK
L7	1099 ADDRESS LINE 1 CANNOT BE ALL ALPHA CHARACTERS
L8	EMPLOYEE BRIEF NAME MANDATORY FOR VENDOR TYPE 1
L9	EMPLOYEE BRIEF NAME MUST BE BLANK
M1	INVALID ACH EFT FLAG
M2	ACH EFT FLAG INVALID UNLESS VENDOR TYPE 1, 2, 3, 5, OR 6
M3	ACH EFT FLAG IS MANDATORY
M4	ACCOUNT HOLDER IS MANDATORY
M5	ACCOUNT TYPE IS MANDATORY
M6	INVALID ACCOUNT TYPE - MUST BE C OR S
M7	BANK ID IS MANDATORY
M8	BANK ID MUST BE NUMERIC
M9	ACCOUNT NUMBER IS MANDATORY
N1	USER ID IS MANDATORY
N2	VENDOR PAYMENT IN PROGRESS
N3	INVALID BANK ID

N4 - NO ERROR DETECTED ON DETAIL. CASH MANAGEMENT ERROR IN BATCH

POSSIBLE CAUSE OF ERROR:

Cash management error was detected when balancing batch. It could be:

(1) Interest penalty or lost discount calculated for which a reason code is required.

(2) Discount terms not loaded on T42.

OPTIONS FOR CORRECTION:

Print error records in the batch:

(1) If reason code is required, add a reason code to the record.

(2) If discount terms were not valid, correct and load Table T42 for valid terms.

N5 - T12 ACCOUNTING DATA DOESN'T MATCH RT2

POSSIBLE CAUSE OF ERROR:

On Rocky Mountain Bankcard interface batch, the accounting data loaded on T12 Electronic Invoicing Table for the cardholder is not loaded on the RT2.

OPTIONS FOR CORRECTION:

Determine if accounting data (appropriation/limitation, allotment, program element, and cost center) is correct. If correct, request this information be loaded on RT2.

N6 - USER NOT AUTHORIZED TO ACCESS THIS VENDOR-TYPE

POSSIBLE CAUSE OF ERROR:

Trying to enter a vendor type on T16 that is not authorized for the user-ID. This means either the vendor type was entered incorrectly or the T04 table needs to be loaded to give user-ID access to this vendor type.

OPTIONS FOR CORRECTION:

Determine if vendor type was entered correctly.

Request access and load T04 table to allow user-ID access to this vendor type.

N7 - WORK CODE (THIRD LEVEL PROJECT PLANS) EXCEEDS ACTIVITY (SECOND LEVEL PROJECT PLANS)

POSSIBLE CAUSE OF ERROR:

Trying to enter 15-digit number in system data when a project plan has not been established for the activity (14-digit level).

OPTIONS FOR CORRECTION:

Inquire FSF-14 to determine the amount that has been entered for the activity (14 digits).

Enter the activity plan (14 digits) before entering the 15-digit level work code plan.

N8 - ACTIVITY (SECOND LEVEL PROJECT PLANS) EXCEEDS PROJECT (FIRST LEVEL PROJECT PLANS)

POSSIBLE CAUSE OF ERROR:

Trying to enter 14-digit number in system data when a project plan has not been established (13-digit level).

OPTIONS FOR CORRECTION:

Inquire FSF-14 to determine the amount that has been entered for the project (13-digits).

Enter the project plan (13-digits) entering the 14-digit activity plan.

N9 - PROJECT (FIRST LEVEL PROJECT PLANS) EXCEEDS ALLOCATION

POSSIBLE CAUSE OF ERROR:

Trying to enter a project plan before entering the allocation or one which exceeds the allocation.

OPTIONS FOR CORRECTION:

Inquire FSF-13 to determine the amount that has been allocated.

Enter the allocation before entering the project plan.

P1 - PROJECT (FIRST LEVEL PROJECT PLANS) EXCEEDS ALLOTMENT

POSSIBLE CAUSE OF ERROR:

Trying to enter a project plan before entering the allotment or one which exceeds allotments issued.

OPTIONS FOR CORRECTION:

Inquire ACF-3 to determine the amount that has been allotted.

Enter the allotment before entering the project plan.

P2 - ALLOCATION EXCEEDS ALLOTMENT

POSSIBLE CAUSE OF ERROR:

Trying to enter an allocation before entering the allotment or one which exceeds allotments issued.

OPTIONS FOR CORRECTION:

Inquire ACF-3 to determine the amount that has been allotted.

Enter the allotment before entering the allocation.

P3 - CANNOT WITHDRAW AN AMOUNT GREATER THAN UNISSUED PLANS

POSSIBLE CAUSE OF ERROR:

Trying to reverse plans for more than the amount that was originally issued.

OPTIONS FOR CORRECTION:

Perform FSF-4 inquiry to determine amount of plans issued.

Reverse no more than amount issued.

P4 - INVOICE PREVIOUSLY PAID (BCF)

POSSIBLE CAUSE OF ERROR:

Trying to enter an invoice that has been previously paid for the vendor. The system found the duplicate invoice on the batch control file.

It is possible that a duplicate payment is being processed.

OPTIONS FOR CORRECTION:

Determine if invoice was entered correctly. If so, research for duplicate payment.

(1) Perform BCF-1 to examine batches with the following schedule types T, V, W, J, N, E, U, K, S.

(2) Print batches in question or find batches to examine documents.

P5 - INVOICE PREVIOUSLY PAID (WHF)

POSSIBLE CAUSE OF ERROR:

Trying to enter an invoice that has been previously paid for this vendor. The system found the duplicate invoice on the Warehouse File.

If is possible that a duplicate payment is being processed.

OPTIONS FOR CORRECTION:

Determine if invoice was entered correctly. If so, research for duplicate payment.

Perform WHF-2 inquiry to examine all payments on the Warehouse File for this vendor.

P6 - INVOICE PREVIOUSLY PAID (PSF)

POSSIBLE CAUSE OF ERROR:

Trying to enter an invoice that has been previously paid for this vendor. The system found the duplicate invoice on the Paid Schedule File.

It is possible that a duplicate payment is being processed.

OPTIONS FOR CORRECTION:

Determine if invoice was entered correctly. If so, research for duplicate payment.

Perform PSF-1 inquiry to examine all payments on the Paid Schedule File for this vendor.

P7 - FOLLOW-ON TO PREVIOUS PAYMENT ON SAME DOC-ID

POSSIBLE CAUSE OF ERROR:

Trying to enter an invoice that has been previously paid on the same document.

OPTIONS FOR CORRECTION:

Determine if invoice was entered correctly. If so, research for duplicate payment.

Perform ODF-ALL inquiry.

P8 - AUTHORIZED DISBURSEMENT CANNOT BE LESS THAN EXPND

POSSIBLE CAUSE OF ERROR:

This occurs for FHWA only when entering a transaction that will cause the allocation amount (Format 02) to exceed the allotment.

OPTIONS FOR CORRECTION:

Determine if amount entered is correct or if all allotments have been entered.

Enter allotments before entering allocations.

P9 - TRANSACTION EXCEEDS PY-RECOVERY AMOUNT

POSSIBLE CAUSE OF ERROR:

This occurs when trying to enter an increase (obligation) to a prior year document for more than the amount accumulated for prior year recoveries on the document.

OPTIONS FOR CORRECTION:

Determine if the amount entered is correct. If it is, determine if the document-ID entered is correct. Amount entered cannot exceed the amount in the PYR field for this document.

ERROR NUMBER/MESSAGE

The following error codes apply to the T16 interface. Errors on these records will be corrected by personnel responsible for T16 interface maintenance.

Q1 ERROR IN CITY CODE FIELD
Q2 ERROR IN COUNTY CODE FIELD/COUNTY CODE MUST BE NUMERIC

Q3 - CHECK TO ENSURE FUNDS HAVE NOT BEEN PREVIOUSLY ALLOTTED

POSSIBLE CAUSE OF ERROR:

This is an information message that occurs when processing a transaction that causes allotments to be exceeded.

OPTIONS FOR CORRECTION:

This will not cause batch to be placed in an error status (3). However, notify individual responsible for monitoring usage of funds that the situation has occurred.

Q4 - PYR TRANSACTION WAS NOT GENERATED BECAUSE NO DEOBLIGATION NETTING TRANSACTION WAS GENERATED

POSSIBLE CAUSE OF ERROR:

This is an information message that occurs to inform the user that a prior year recovery transaction was not required because no obligation netting was generated.

OPTIONS FOR CORRECTION:

This will not cause batch to be placed in error status (3). No corrective action is necessary.

Q5 - CANNOT PROCESS PYR ON CURR YEAR DOCUMENT

POSSIBLE CAUSE OF ERROR:

This occurs when the PYR-Flag of Format 03 has Y and the fiscal year in the document ID is current year (Format 03 interface batch).

OPTIONS FOR CORRECTION:

Determine if the fiscal year in the document-ID is correct. If it is, delete the Y in the PYR-Flag field of Format 03.

Q6 - INVALID TRANSACTION FOR PRIOR YEAR RECOVERY

POSSIBLE CAUSE OF ERROR:

This occurs when Y is entered in the PYR-Flag of a transaction and it does not meet the obligation or deobligation criteria.

Deobligation - general ledger accounts 48AX, 49AX debit and 46AX credit

Obligation - general ledger account 46AX debit and 48AX or 49AX credit

OPTIONS FOR CORRECTION:

Determine if the transaction code is correct. If it is, delete the Y in the PYR-Flag field of Format 03.

Q7 - NOT A PRIOR YEAR RECOVERY TRANSACTION

POSSIBLE CAUSE OF ERROR:

This occurs when Y is entered in the PYR-Flag of a transaction in a Format 03 interface batch and the transaction is not a deobligation or would not generate a deobligation.

OPTIONS FOR CORRECTION:

Determine if the transaction code is correct. If it is, delete the Y in the PYR-Flag field of Format 03.

Q8 - NO RECORD ON ODF/CANNOT PROCESS PYR CORRECTION

POSSIBLE CAUSE OF ERROR:

This occurs when a prior year recovery is to be generated and the system cannot find the original obligation document on the Open Document File (Format 03 interface batch).

OPTIONS FOR CORRECTION:

Determine if the document-ID is correct. In order to process a deobligation, the document-ID must be present.

Q9 - TRANSACTION AMOUNT EXCEEDS PY-RECOVERY YEAR-TO-DATE AMOUNT

POSSIBLE CAUSE OF ERROR:

This occurs when trying to process an increase (obligation) to a prior year document for more than the amount accumulated for prior year recoveries (year-to-date).

OPTIONS FOR CORRECTION:

Determine if the amount entered is correct. If it is, determine if the document-ID entered is correct. Amount entered cannot exceed the amount in the PYR field for this accounting classification.

R1 - NO RECORD FOUND ON R06

POSSIBLE CAUSE OF ERROR:

This occurs when the program element transmitted on the RT2 Table interface is not on the R06 Table.

OPTIONS FOR CORRECTION:

Determine if the program element is correct. If not, enter the correct program element. If it is correct, request this information be loaded on the R06 Table.

R2 - NO RECORD FOUND ON R07 TABLE

POSSIBLE CAUSE OF ERROR:

This occurs when the appropriation code/limitation entered on a Format 03 interface batch or RT2 Table transmission is not on the R07 Table.

OPTIONS FOR CORRECTION:

Determine if the appropriation code/limitation entered is correct. If not, enter the correct appropriation code/limitation. If it is correct, request this information be loaded on R07 Table.

R3 - CANNOT PROCESS PYR/DOC NOT ON ODF FOR EFF-DATE EDIT

POSSIBLE CAUSE OF ERROR:

This occurs when a prior year recovery is to be generated and the system cannot find the original obligation document on the Open Document File to perform the effective date edit (Format 03 interface batch).

OPTIONS FOR CORRECTION:

Determine if the document-ID is correct. In order to process a deobligation, the document-ID must be present.

R4 - PYR-FLAG MUST = Y, N OR SPACE

POSSIBLE CAUSE OF ERROR:

This occurs when something other than Y, N or blank is entered in the PYR-Flag field of Format 03 (Format 03 interface batch).

OPTIONS FOR CORRECTION:

Determine the proper entry for PYR-Flag.

Y - Process a prior year recovery

N - Do not process a prior year recovery

Blank - Allow the system logic to determine whether or not a prior year recovery should be processed.

R5 - PROFORMA HEADER RECORD NOT FOUND

POSSIBLE CAUSE OF ERROR:

This occurs when the transaction code entered on a Format 03 interface batch is not on the T20 Table (Proforma).

OPTIONS FOR CORRECTION:

Correct the transaction code.

R6 - CANNOT PROCESS PRIOR YEAR RECOVERY ON CURR YEAR EFF-DATE

POSSIBLE CAUSE OF ERROR:

This occurs when a current fiscal year effective date is entered on a transaction which would generate a prior year recovery (Format 03 interface batch).

OPTIONS FOR CORRECTION:

Determine if this is a current or prior fiscal year transaction. If it is a current fiscal year transaction make sure either N or blank is entered in the PYR-Flag field.

If it is prior fiscal year transaction, change the effective date to a prior fiscal year date.

R7 - DUPLICATE RECORD FOUND

POSSIBLE CAUSE OF ERROR:

This occurs if a duplicate record is found when transmitting T28 Table interface records.

OPTIONS FOR CORRECTION:

Record should be deleted from the interface transmission.

R8 - NO RECORD FOUND ON T28 TABLE

POSSIBLE CAUSE OF ERROR:

This occurs when a deletion to T28 Table record is transmitted to DAFIS and the cost center major is not on T28.

OPTIONS FOR CORRECTION:

Record should be deleted from the transmission.

R9 - DUPLICATE RECORD FOUND ON RT2 TABLE

POSSIBLE CAUSE OF ERROR:

This occurs if a duplicate record is found when transmitting RT2 Table interface records.

OPTIONS FOR CORRECTION:

Record should be deleted from the interface transmission.

S1 - DUPLICATE RECORD FOUND ON T06

POSSIBLE CAUSE OF ERROR:

This occurs if a duplicate record is found when transmitting T06 Table interface records.

OPTIONS FOR CORRECTION:

Record should be deleted from the interface transmission.

S2 - INVALID CLOSE FLAG

POSSIBLE CAUSE OF ERROR:

This occurs for Volpe Center only if an invalid close flag is found when transmitting T06 Table interface records.

OPTIONS FOR CORRECTION:

Correct close flag - valid entries are blank or 'Y'.

S3 - COST CENTER NAME MANDATORY

POSSIBLE CAUSE OF ERROR:

This occurs when a cost center name is not included in a transmission to DAFIS of a T06 Table record.

OPTIONS FOR CORRECTION:

Retransmit record including the cost center name. This is a mandatory field for entries to the T06 Table.

S4 - GSA/ORG CODE MANDATORY

POSSIBLE CAUSE OF ERROR:

This occurs for Volpe Center only when the GSA Address Code field (org code) is not included in a transmission to DAFIS of a T06 Table record.

OPTIONS FOR CORRECTION:

Retransmit record including the GSA Address Code (org code). This is a mandatory field for entries to the T06 Table (Volpe Center only).

S5 - DUPLICATE RECORD FOUND ON R06

POSSIBLE CAUSE OF ERROR:

This occurs when a duplicate record is found when transmitting R06 Table records to DAFIS.

OPTIONS FOR CORRECTION:

Record should be deleted from the interface transmission.

S6 - ERROR IN EXPANDED NAME

POSSIBLE CAUSE OF ERROR:

This occurs for MARAD only if the expanded name is not included when transmitting R06 Table records to DAFIS.

OPTIONS FOR CORRECTION:

Retransmit record including the expanded name. This is a mandatory field for entries to the R06 Table (MARAD only).

S7 - INVALID PYR-EXCLUSION FLAG

POSSIBLE CAUSE OF ERROR:

This occurs when an invalid Prior Year Recoveries exclusion flag is transmitted to DAFIS via the R06 Table interface.

OPTIONS FOR CORRECTION:

Correct prior year exclusion flag - valid entries are:

Blank - no exclusion
X - exclusion

S8 - INVALID TABLE ID

POSSIBLE CAUSE OF ERROR:

This occurs when transmitting table records to DAFIS and the Table ID is invalid.

OPTIONS FOR CORRECTION:

Retransmit using correct DAFIS Table ID.

S9 - INVALID UPDATE FLAG

POSSIBLE CAUSE OF ERROR:

This occurs when transmitting table records to DAFIS and the update flag is invalid.

OPTIONS FOR CORRECTION:

Retransmit using correct DAFIS Table update flag. Valid entries are:

1 - delete
2 - add

T1 - DOCUMENT CANNOT BE CLOSED MONEY GREATER THAN ZERO

POSSIBLE CAUSE OF ERROR:

This occurs when transmitting a record to close a document and either of the following fields is greater than zero.

Commitment, Undelivered Orders (UDO), Accrued Expenditures Unpaid (AEU), Unfilled Orders (UFO), Advances Paid, Advances Received, Hold Back, Accounts Receivable.

OPTIONS FOR CORRECTION:

Do ODF-ALL inquiry to determine if amounts are valid. If not, enter a batch to correct amounts, then retransmit the record. If amounts are valid - do not retransmit.

T2 - TC NOT VALID FOR THIS FUND SUMMARY

POSSIBLE CAUSE OF ERROR:

This occurs when entering program elements with the first digit of 1, 3, 4, 5, 6, or 7 and a transaction code that is not compatible with the MAC Code that will be generated.

Blank MAC Code - 1	DC MAC Code - 4
IC MAC Code - 3	SR MAC Code - 5, 6, or 7

(Format 03 interface batch).

OPTIONS FOR CORRECTION:

Check to make sure the Object Class entered is correct. The Object Class determines which MAC Code will be generated. If it is correct, make sure the transaction code is correct.

T3 - WPB IS CLOSED ON T06

POSSIBLE CAUSE OF ERROR:

This occurs for Volpe Center only when trying to enter a new transaction with a Cost Center (WPB) that has been closed. (Format 03 interface batch).

OPTIONS FOR CORRECTION:

Determine if Cost Center is correct. If not, change the Cost Center. If it is correct, verify that this is a valid entry and that the document-ID is correct.

T4 - REFERENCED DOCUMENT LESS THAN BCF-AMT - NO REVERSAL WAS GENERATED

POSSIBLE CAUSE OF ERROR:

This occurs for Volpe Center when the document-ID entered in the Document Reference Number field has been committed for less than the amount entered on this transaction.

OPTIONS FOR CORRECTION:

Verify that the correct amount is entered. Also verify that the document-ID entered in the Document Reference Number field is entered correctly. This should be the document-ID of the commitment.

T5 - TRANSACTION CREATED NEGATIVE TRAVEL ADVANCE BALANCE

POSSIBLE CAUSE OF ERROR:

This occurs on document types 11, 12, or 13 when the advance amount and transaction code entered causes the advance amount on the Open Document File to be negative.

OPTIONS FOR CORRECTION:

This is an information message only and will not cause the batch to be placed in an error status. To research previous advances for the traveler, do an ODF-11 or ODF-6 inquiry. If the document-ID number used for this transaction was incorrect, do a G schedule to correct the document-ID (see Section 5, Chapter 4, paragraph 4.4).

T6 - ALLOWANCE HAS BEEN EXCEEDED

POSSIBLE CAUSE OF ERROR:

NHTSA ONLY. Attempting to update Commitment, UDO, AEU, or EXPND with more funds than are in PLANS (FSF record type 2).

OPTIONS FOR CORRECTION:

Verify that the amounts to be entered are correct. PLANS must be increased, or update cannot be accomplished due to lack of funds.

T7 - DOC TYPE INVALID DURING GRACE FOR NEW BUSINESS

POSSIBLE CAUSE OF ERROR:

AGENCY/REGION 4H ONLY. Attempting to enter new year documents with doc types 26, 27, or 63 during grace period.

OPTIONS FOR CORRECTION:

At year end, the fiscal year of the doc-ID is rolled to the new year. This error message prevents duplicate obligations. Research new year doc-ID. If not found, new document may be added after grace period.

T8 - T16 PROCESS PENDING, UPDATE T16 BEFORE PROCESSING

POSSIBLE CAUSE OF ERROR:

T16 Table interface unable to change T16 record and flagged T16 record to prevent payments going out to incorrect address, bank account, etc.

OPTIONS FOR CORRECTION:

Retrieve T16 interface error list and correct/update the T16 record before attempting to process any further payments for that vendor SSN.

T9 - NO RECORD FOUND ON RT8 TABLE

POSSIBLE CAUSE OF ERROR:

Error keying approp/lim/AFC, or object class, or appropriate combination has not been entered on RT8 table.

OPTIONS FOR CORRECTION:

Verify accuracy of approp/lim/AFC and object class with source document. If all data is accurate, the combination of data must be entered on the RT8 Table.

U1 - QTY RECEIVED EXCEEDS QTY OBLIG

POSSIBLE CAUSE OF ERROR:

A receiving report has been entered into VEM with a higher quantity than the quantity ordered.

OPTIONS FOR CORRECTION:

Verify accuracy of Purchase Order number. Check to see if Variation in Quantity clause should have been entered on header. Compare original document with receiving report. Payment of a higher quantity than ordered cannot be made. Make corrections if necessary, notify vendor of overshipment, or request a Change Order for an increase in quantity.

U2 - INVOICE REMAINING EXCEEDED

POSSIBLE CAUSE OF ERROR:

Attempting to enter an invoice for payment with a higher dollar amount than remains available on the purchase order.

OPTIONS FOR CORRECTION:

Verify accuracy of purchase order number, and dollar amount of invoice. If both are correct, a change order is required to increase the amount of the purchase order before the invoice can be paid. Otherwise, only the amount remaining available on the purchase order can be paid.

U3 - OUT OF BAL. EXT AMTS NOT = INV AMT

POSSIBLE CAUSE OF ERROR:

The extended line amounts on the invoice do not equal the invoice total. There has been an error keying the line item total amounts, the invoice total amounts, or the invoice is in error.

OPTIONS FOR CORRECTION:

If there has been a keying error, make corrections. If the invoice is in error, it must be returned to the vendor as an improper invoice within 7 days of receipt of invoice.

U4 - FNL INV - ALL RECEIPTS MUST BE COMP

POSSIBLE CAUSE OF ERROR:

Attempting to process final invoices and VEM has discovered an incomplete receiving report and will mark the invoice as incomplete based on the incomplete receiving report.

OPTIONS FOR CORRECTION:

Research all payments on documents to determine if payment is actually a final or if further receiving reports will be required to finalize payment.

U5 - FREIGHT NOT ALLOWED FOR THIS PO

POSSIBLE CAUSE OF ERROR:

Freight has not been authorized on PO header.

OPTIONS FOR CORRECTION:

Compare header screen with original document. If freight is authorized, change freight auth field to Y. If freight is not authorized on original document, do not change header, and do not pay freight.

U6 - INVOICE AMT EXCEEDS AMT REMAINING

POSSIBLE CAUSE OF ERROR:

SF44 or service contract are not in balance. SF44 - The total invoice amount is greater than the total dollars of the PIIN header. Service Contracts - The total invoice amount is greater than the complete receipt amount.

OPTIONS FOR CORRECTION:

Verify that the correct SF44 or Service Contract document-ID is being used. Compare invoices with original document, and make corrections or adjustments as required.

YA - STAT-DATA CANNOT BE CHANGED

POSSIBLE CAUSE OF ERROR:

Attempting to change stat-data 1 or 2 after obligation has been established through VEM to DAFIS interface.

OPTIONS FOR CORRECTION:

This is a fatal error. Stat data must remain the same. Remove from batch.

YB - ACCTNG-DATA INVALID OR MISSING

POSSIBLE CAUSE OF ERROR:

Accounting data is incorrect or missing from PO header.

OPTIONS FOR CORRECTION:

Accounting data is mandatory on PO header. Verify accuracy of data, make corrections, or add data in appropriate fields.

YC - CHG/DEL DENIED DUE TO INVOICE STATUS

POSSIBLE CAUSE OF ERROR:

Attempting to change or delete an invoice or line item after invoice has been authorized for payment.

OPTIONS FOR CORRECTION:

No changes or deletions may be made to an invoice or line item after it has been authorized for payment. Verify accuracy of doc-ID. Make corrections and reenter.

YD - DEL DENIED. FINAL INV EXISTS

POSSIBLE CAUSE OF ERROR:

A change or delete transaction for the invoice header has caused DAFIS and VEM to be out of sync. DAFIS shows the final invoice indicator to be blank or NO, and VEM shows the Invoice Partial/Final indicator to be F for final.

OPTIONS FOR CORRECTION:

Research each transaction on document to determine the reason for the change or delete transaction that has caused the error. Make corrections as necessary to eliminate risk of making an erroneous payment.

YE - CHG DENIED. PRIOR FRT SUF NOT EXPND

POSSIBLE CAUSE OF ERROR:

Attempting to add or change a new freight suffix before prior freight suffixes have been expended.

OPTIONS FOR CORRECTION:

Verify accuracy of all freight payments on document by performing ODF-ALL. All freight suffixes must be paid before new ones can be added or increased.

YF - UNIT PRICE DECREASE NOT ALLOWED

POSSIBLE CAUSE OF ERROR:

Attempt to decrease unit price after invoice has been processed in VEM.

OPTIONS FOR CORRECTION:

Verify accuracy of price. If decrease is valid and if check has not been issued, stop pay on invoice. If check has been issued, set up accounts receivable to recover overpayment from vendor.

YG - PARTIAL INVOICE NOT ALLOWED

POSSIBLE CAUSE OF ERROR:

Partial payment authorized field is set to **NO**.

OPTIONS FOR CORRECTION:

Change partial payment authorized field on purchase order header to **YES**, unless partial payment disallowed on original document.

ZA - NOT A VEM RECORD - ECC2 ON ODF NOT EQUAL 7

POSSIBLE CAUSE OF ERROR:

This occurs when trying to process a transaction on a document in VEM which has been previously entered in Format 03.

OPTIONS FOR CORRECTION:

Cannot enter a document in VEM which has been previously entered in Format 03. Cancel the purchase order in VEM and complete the transaction in Format 03.

ZB - VARIANCE EXCEEDED

POSSIBLE CAUSE OF ERROR:

VEM payment transaction exceeds allowed agency controlled variance between obligation and payment.

OPTIONS FOR CORRECTION:

Determine if the amount entered on invoice was correct. If so, secure a purchase order modification. Change the purchase order header and line items to reflect the change. Rebalance the invoice.

ZC - NOT ALL SUFFIXES FOR THIS PURCHASE ORDER HAVE BEEN CANCELED

POSSIBLE CAUSE OF ERROR:

This occurs for FTA only when the Echo Control number has been assigned (Format 03 Stat Data Field) to at least one, but not all of the suffixes on a GMIS document. This error code is assigned in the Voucher Examination Module.

OPTIONS FOR CORRECTION:

There are two options available for correction:

(1) In Format 03 enter TC 888 to assign an Echo Control Number to the remaining suffixes. Enter this in the Stat Data field.

(2) In Format 03 enter TC 888 to remove the Echo Control Number from the suffixes that have these numbers assigned. Enter REQU in the Stat Data field.

NOTE: If the Echo Control Number is assigned to the remaining suffixes, DAFIS will cancel the record in VEM. If REQU is assigned to all suffixes, a new record will be set up in VEM -- continue processing in VEM.

ZD - INVALID OR MISSING CORRECTIVE INVOICE HEADER

POSSIBLE CAUSE OF ERROR:

Attempting to do a correction (G Schedule) in VEM and no corrective invoice header has been found.

OPTIONS FOR CORRECTION:

Research document to determine reason no corrective invoice header is found, and verify that attempted correction is valid.

ZE - INVOICE PROCESSING SUSPENDED - PO FLAGGED IN ERROR

POSSIBLE CAUSE OF ERROR:

If either of the following two errors have been present on payments on the purchase order, all invoices will be flagged with error code ZE and updated to “incomplete” status. Error code ZA (trying to process a document in VEM which has been previously entered in Format 03) or error code 20 (Accounting classification/system data/vendor SSN does not match previously recorded document).

OPTIONS FOR CORRECTION:

A purchase order previously entered in Format 03 cannot be entered in VEM. Cancel the purchase order in VEM and complete the transaction in Format 03.

ZF - INVALID NUMBER OF CORRECTIVE INVOICE LINES

POSSIBLE CAUSE OF ERROR:

Attempting to do correction batch (G Schedule) in VEM, the corrective-type field on invoice header is 'LINE", and an incorrect number of line records have been entered.

OPTIONS FOR CORRECTION:

There must be two line records per item being corrected. Check batch proof listing to determine which lines should be deleted to correct error.

ZG - CHG/DEL DENIED. FINAL INVOICE PROCESSED

POSSIBLE CAUSE OF ERROR:

Attempting to change or delete a purchase order that has been paid in full.

OPTIONS FOR CORRECTION:

A paid order may not be deleted - must wait for scheduled purge. Changes may be made on "G" or "J" schedules on Format 03. If change is adding quantities or line items, order may be reactivated by changing "Inactive PO" field on purchase order header to "N".

ZH - INVALID PURCHASE ORDER NUMBER

POSSIBLE CAUSE OF ERROR:

Blank spaces or special characters have been entered in purchase order number.

OPTIONS FOR CORRECTION:

Verify accuracy of purchase order number and correct. No blank spaces or special characters may be used. Purchase order number must be alphanumeric.

ZI - PO CONTAINS INVALID FISCAL YEAR

POSSIBLE CAUSE OF ERROR:

Purchase order number invalid fiscal year in positions 7 and 8 of purchase order number.

OPTIONS FOR CORRECTION:

The fiscal year must be a prior year or current year. A new fiscal year may be used during year-end grace period.

ZJ - PO CANCELED - CAN'T ADD/CHG/DEL

POSSIBLE CAUSE OF ERROR:

Attempt to add, change or delete a purchase order that has been canceled by the user.

OPTIONS FOR CORRECTION:

A purchase order may be reactivated by changing the "Inactive PO" field on purchase order header to "N".

ZK - PROMPT PAY INDICATOR MUST = A, C, D, M, E, P

POSSIBLE CAUSE OF ERROR:

Something other than A, C, D, M, E, or P has been entered in prompt pay indicator field.

OPTIONS FOR CORRECTION:

For **COAST GUARD**, prompt pay indicator must be P. For all other agencies, it is mandatory, and may be A, C, D, M, E, or P. See Section 9P, Chapter 4, for list of indicator definitions.

ZL - CAN'T BUILD UNIQUE DOC-ID

POSSIBLE CAUSE OF ERROR:

A duplicate document-ID exists for a commitment.

OPTIONS FOR CORRECTION:

Verify accuracy of doc-ID. If doc-ID is valid, and a commitment already exists with the same accounting data, the commitment funds may be increased. If different accounting data, change suffix and reenter commitment.

ZM - VENDOR TYPE IS INVALID

POSSIBLE CAUSE OF ERROR:

Vendor type has been entered incorrectly, or nonexistent vendor type used for purchase order type "A", advance pay.

OPTIONS FOR CORRECTION:

Vendor type is mandatory if purchase order is advance pay, and vendor type must be "3" or "9".

ZN - VENDOR NOT ON T16 TABLE OR STOP PAY SET

POSSIBLE CAUSE OF ERROR:

"X" has been entered in stop-pay-indicator field on T16 (Vendor SSN Table).

OPTIONS FOR CORRECTION:

Verify accuracy of vendor SSN. If correct, remove "X" from stop-pay indicator and reenter. If incorrect, inquire for correct vendor SSN and enter.

ZO - VEND-TYPE/SSN DOES NOT MATCH INV

POSSIBLE CAUSE OF ERROR:

Attempting to enter vendor type/SSN that does not match previous payments on same document.

OPTIONS FOR CORRECTION:

The same vendor type/SSN must be used for all payments on one document. If there are changes to vendor's address, they must be made on T16 before payment can be processed.

ZP - PROCURE OFF BLANK OR NOT ON V01 TABLE

POSSIBLE CAUSE OF ERROR:

Procurement office has not been entered on PO header, incorrect or invalid procurement office entered, or procurement office has not been entered on V01 Table.

OPTIONS FOR CORRECTION:

Procurement office is mandatory for "Pay Before Receipt" orders. Other purchase order types are optional, but if entered, are edited against the V01 Table.

ZQ - INVALID PROCESS TYPE (PIIN TYPE)

POSSIBLE CAUSE OF ERROR:

Attempting to enter invalid process (purchase order) type on PO header.

OPTIONS FOR CORRECTION:

The only valid process (purchase order) types are "A", "B", "F", "P", "S", and "V". See Section 9P, Chapter 4, for explanation of each purchase order type.

ZR - CAN'T CHANGE PO TYPE - RR/INV PROCESSED

POSSIBLE CAUSE OF ERROR:

Attempting to change purchase order type.

OPTIONS FOR CORRECTION:

Receiving report or invoice has been entered, therefore purchase order type cannot be changed.

ZS - VENDOR CHG DENIED - INVOICES PAID

POSSIBLE CAUSE OF ERROR:

Attempting to change vendor ID after invoices have been paid.

OPTIONS FOR CORRECTION:

Verify accuracy of vendor information. If change is necessary, existing PO must be closed out and obligated as a new document.

ZT - AMT CAN'T BE LESS THAN RECV/INV AMT

POSSIBLE CAUSE OF ERROR:

Attempting to change purchase order header grand total to an amount that is less than the total accumulated received amount or total accumulated invoice amount.

OPTIONS FOR CORRECTION:

Verify accuracy of grand total amount. Grand total cannot be less than the amounts already received or invoiced.

ZU - DOLLAR AMOUNT ABOVE PBR LIMIT

POSSIBLE CAUSE OF ERROR:

Total purchase order amount is more than PBR limit, and may not be obligated as PBR.

OPTIONS FOR CORRECTION:

Change purchase order line type on PO header from "B" to "P", and request receiving report.

ZV - LINE-CT MUST BE GREATER THAN ZERO

POSSIBLE CAUSE OF ERROR:

Line item count field on PO header has been left blank, or 0 (zero) has been entered.

OPTIONS FOR CORRECTION:

Enter correct number of line item on PO. This field is mandatory, must be numeric, and must be greater than zero.

ZW - INVALID VALUE - MUST BE Y OR N

POSSIBLE CAUSE OF ERROR:

Entered number or symbol in one of the following fields: prior year flag, dollar split funding field, tot-com-rvsl field, freight authorized field, non-presumptive 7-day accept field, partial payment auth field, unit price in mils field, or inactive PO field.

OPTIONS FOR CORRECTION:

Each of the above fields must have either 'Y' for yes or 'N' for no. No numbers or symbols are allowed.

ZX - DATE NOT IN PROPER FORMAT/INVALID

POSSIBLE CAUSE OF ERROR:

Date entered incorrectly, or is not a valid date.

OPTIONS FOR CORRECTION:

Date must be entered "MMDDYY". Any other combination is incorrect. Order date must be less than or equal to the PO receipt date to be valid. Receiving report date must be less than or equal to the current date to be valid. The invoice date must be less than or equal to the current date, and the invoice receipt date must be greater than or equal to the invoice date to be valid.

ZY - NON-PRESUMPTIVE DAYS NOT NUMERIC

POSSIBLE CAUSE OF ERROR:

Number has been entered in non-presumptive 7-day accept field.

OPTIONS FOR CORRECTION:

Y(es) or N(o) are the only valid entries for this field. If set to "N", goods or services must be accepted within 7 days of receipt. If set to "Y", acceptance can be any time after receipt of goods or services. Default is to "N".

Z1 - QTY RECEIVED EXCEEDS QTY OBLIGATED

POSSIBLE CAUSE OF ERROR:

Error entered in quantity ordered or quantity received for one or more line items.

OPTIONS FOR CORRECTION:

Verify that quantity ordered is correct, and that quantity received is correct. If incorrect, make changes and reenter. If quantity received is verified to be more than quantity ordered, a change order is required.

Z2 - INVALID OR MISSING PO LINE

POSSIBLE CAUSE OF ERROR:

PO line item not obligated or obligated incorrectly.

OPTIONS FOR CORRECTION:

Correct or enter missing line item.

Z3 - INVALID UNIT-PRICE

POSSIBLE CAUSE OF ERROR:

Invoice entered has price other than obligated line item unit price.

OPTIONS FOR CORRECTION:

Verify correct price with hard copy PO and vendor. Make changes or corrections as necessary to line item screen.

Z4 - LINE-ORD QTY NOT NUMERIC OR = 0

POSSIBLE CAUSE OF ERROR:

Line item quantity either blank, has alpha character, or symbol.

OPTIONS FOR CORRECTION:

Add line item quantity to line item screen. Must be a number greater than 0.

Z5 - LINE-ORD-QTY IS LESS THAN LINE-RECV/INV QTY

POSSIBLE CAUSE OF ERROR:

Error entering PO line item quantity, received quantity, or incorrect invoice.

OPTIONS FOR CORRECTION:

Verify correct quantity ordered and quantity received. Check for variation clause on PO. Make correction, or if overage has been received, change order will be required.

Z6 - INVALID LINE-ORD-AMT

POSSIBLE CAUSE OF ERROR:

Line ordered amount entered with invalid characters.

OPTIONS FOR CORRECTION:

Line ordered amount must be in dollars and cents with no decimal used.

Z7 - LINE-RECV QUANTITY NOT NUMERIC OR = 0

POSSIBLE CAUSE OF ERROR:

Line item quantity received entered with alpha character, symbol, or blank.

OPTIONS FOR CORRECTION:

Verify quantity received and make changes.

Z8 - PO OBL INVALID OR MISSING

POSSIBLE CAUSE OF ERROR:

Receiving report and/or invoice received, and PO obligation not found, is incorrect or has been closed.

OPTIONS FOR CORRECTION:

Verify that PO number is correct, make necessary corrections to obligation. If PO has been canceled and closed, or paid and closed, verify previous actions and either open PO, return invalid invoice, or if paid, change order required to open.

Z9 - INVALID REQUEST - INV PROCESSED

POSSIBLE CAUSE OF ERROR:

Attempting to enter invoice that has already been processed for payment, or error in entering invoice number.

OPTIONS FOR CORRECTION:

Verify accuracy of invoice number and make corrections as necessary. Research all payments on order to ensure that a duplicate payment is not made.

THIS PAGE INTENTIONALLY BLANK

Appendix 3 - Glossary of Terms

A01 TABLE	This table is used by FAA only to verify a portion of the system data field during data input and interface with the Aircraft Management Information System.
ACCOUNTING CLASSIFICATION:	The accounting classification element is composed of nine elements; agency, region/district, appropriation code, appropriation code limitation, allotment fund control, program element, cost center, object class, and system data.
ACCOUNTING SITE SECURITY OFFICER:	Employee or employees designated by the accounting site to determine, monitor, and request changes to DAFIS security to users within the organization.
ACCOUNTS RECEIVABLE MASTER FILE:	File which includes all the accounts receivable master records entered into DAFIS.
ACCRUAL:	Represents the amount of estimated liability for goods received or services rendered.
ACCRUAL (VARIABLE):	Accruals will vary based on the amount of the previous payment.
ACCRUAL (FIXED):	A fixed accrual is a constant amount and is determined by information loaded on the master file.
ACCRUED EXPENDITURES UNPAID (AEU):	Represents an accounting accrual for goods when received and services as rendered. Accruals may be the actual amount to ultimately be disbursed or may represent an estimate.
ACCRUED LIABILITY:	Represents the amount of estimated liability for goods received or services rendered.
ACH/EFT:	Automated Clearing House/Electronic Fund Transfer - Government vendor/traveler payments directly deposited into either a corporate or individual account at financial institutions on the expected payment date via the Automated Clearing House (ACH) Network.
ACH TRANSMISSION:	A transmission of all transactions due to be paid via ACH on any particular day for Schedule Type T, V, or W.
ADMINISTRATIVE CHARGE:	A fixed amount to be charged on delinquent bills. This amount is expressed in dollars and cents. The current administrative charge (same as ADMIN SURCHG) is located on the T40 Table which is accessed through ***PF3***.

ADMINISTRATIVE FEE:	Bankcard charge on each electronic invoice. The fee is a fixed percent of the total invoice and is determined by the contract.
ADP CONTROL GROUP:	A group of personnel located in Oklahoma City, Oklahoma who are responsible for development and maintenance of the DAFIS system.
ADVANCE:	Advance represents the amount received in advance of service rendered or goods provided.
ADVANCE PAY:	A type of Purchase Order. An **A** is used in the Purchase Order Type flag field in VEM for Advance Pay. Payment is made at the purchase order stage. Receiving report and/or invoice is not required.
AEU:	AEU is the abbreviation for accrued expenditures unpaid.
AGENCY CODE:	A code that identifies a specific Department of Transportation (DOT) agency.
AGENCY LOCATION CODE (ALC):	Identifying code for each agency assigned by Treasury.
AGENCY-REGION/DISTRICT:	This is a code that identifies the organizational and geographical locations of DAFIS regions/districts as used in the DAFIS accounting classification.
AGREE/CONTRACT NUMBER:	A unique number assigned to each reimbursable agreement, daily, and manual bill to establish an accounts receivable master record.
AGRICULTURAL PROMPT PAY:	A type of Prompt Pay Category. An **A** is used in the Prompt Pay Category flag field in VEM for Agricultural Prompt Pay. In accordance with OMB-Circular 125, payments for perishable agricultural commodities must be made no later than ten days after receipt of goods.
ALLOTTEE:	Recipient of an approved allotment issued by the Office of Management and Budget.
ALLOTMENT:	An authorization by the national office and issued by the Office of Management and Budget to accounting offices (allottees) within each agency to incur and liquidate obligations.
ALLOTMENT CONTROL FILE:	This file provides the current status of funds at the fund authority, fund use, and fund realization stages.
ALLOTMENT FUND CONTROL:	An element of the DAFIS accounting classification (allotment fund control) that indicates for control purposes the accounting class level to which funds are allotted for a specified purpose (digits 1 - 2 of the allotment fund control/indicator). Valid allotment fund control/indicator are maintained on Table RT1.

ALLOTMENT FUND CONTROL/INDICATOR:	An element of the DAFIS accounting classification that is made up of two individual elements: allotment fund control, and allotment level indicator.
ALLOTMENT LEVEL INDICATOR:	An element of the DAFIS accounting classification (allotment level indicator) that indicates for control purposes the accounting class level to which funds are allotted for a specified purpose (digit 3 of the allotment fund control/indicator). Valid allotment fund control/indicator are maintained on Table RT1.
ALLOTMENT/FUND CONTROL CODE & INDICATOR:	This field (in the DAFIS accounting classification) indicates for control purposes, the accounting class level to which funds are allotted for a specified purpose.
APD:	APD is the abbreviation for advances paid.
APPORTIONMENT:	A distribution made by the Office of Management and Budget (OMB) of amounts available for obligation or expenditures.
APPROPRIATION:	An authorization by an Act of Congress that permits federal agencies to incur obligations and to make payments out of the Treasury for specified purposes. The various types of appropriations are one-year, multi-year, no-year, and revolving funds.
APPROPRIATION CODE:	The appropriation code (used in the DAFIS accounting classification) identifies the congressional act which authorized the agency to incur obligations. Its components include fund type and fund code.
APPROPRIATION CODE LIMITATION:	The appropriation code limitation (used in the DAFIS accounting classification) identifies the limitation established by appropriation acts and other laws, or internally established in relation to specific appropriation codes to further identify the use of financial transactions and related accounting records.
ARROW KEYS:	Keys with an arrow on top used to move the cursor one space at a time in the direction of the arrow.
BATCH CONTROL FILE (BCF-1):	An inquiry which provides a current status of batches by region/district as well as batch header information.
BATCH EDITS:	The system totals the number of transactions and the amount of money entered and compares them to the batch header. The system will give one of two messages: 1) Batch in balance - released for process.

	2) Batch out of balance - screen will display the difference between the header and transaction total.
BATCH ENTRY:	Transactions divided into categories (i.e. undelivered orders, disbursements, etc.). Each batch must contain data for only one format and will require a batch control number.
BATCH HEADER:	DAFIS screen that identifies the line count, batch amount, batch total hours, imprest fund cashier, schedule/CD, and/or IOTV number.
BATCH IDENTIFICATION (BATCH ID):	The number used to identify each individual batch entered into the DAFIS system, consisting of calendar year, julian date, region/district, and sequence number.
BATCH/MAIN PROCESSING ERROR CODES:	Numeric list of DAFIS error codes with a brief description of the error. A copy is located in Appendix 1 and is updated by Control Group.
BATCH MAINTENANCE REQUEST MENU:	Used to add, balance, change, delete, print a batch, print error records only, and reject an IOTV. Accessed by pressing the ***PF1*** function key.
BATCH PROCESSING:	A group of transactions divided into categories (i.e., undelivered orders, disbursements). Each batch must contain only one format (i.e., Format 3, 6, 12, etc.). Each batch will require a batch control number.
BATCH STATUS CODE:	Represents the processing stage of a batch as it passes through each level of the system (i.e., batch status code 2 "Processed Batch" and batch status code 4 "Ready for Preview").
BCF-1 INQUIRY:	Batch control file inquiry accessed through the ***PF2*** function key. Used to inquire the current status of all batches.
BIENNIAL:	One billing for a two year period.
BILL AGREE & SUFFIX:	This is the agreement number that would be recognized by the customer. The suffix is optional to denote more than one billing address on the same agreement.
BILL FORMAT:	Identifies the form (i.e., 1114, 1080, and 1081) used to bill the public and government agencies.
BILL SEQUENCE:	A system generated sequential number assigned to each charge on the billing proof list.
BILLING FREQUENCY:	Denotes the frequency (i.e., M=monthly, Q=quarterly, S=semi-annual, A=annual, and B=biennial) when billing should occur.

BILLING OFFICE:	A pre-assigned, one-digit code (can be servicing region/district or serviced region/district) which indicates the region/district recording the receivable. Must agree with code on T01 Table.
BILLING PROOF LIST:	Monthly detailed listing of accumulated charges for each reimbursable agreement.
BILLING STAGE:	Indicates the fund use stage at which charges are billed. For use with reimbursable agreements only. Valid entries are AEU-accrued expenditures unpaid; EXPND-actual expenditure.
C01 TABLE:	Table name is certifier. Data elements are region/district, certifier, and agency code. Used to assign employees designated as certifiers.
C02 TABLE:	Table name is yearend transactions. Data elements are region/district, certifier, and agency code. Used to assign employees designated to enter yearend transactions.
CASH MANAGEMENT:	The DAFIS system will hold a payment for up to 90 days before payment is due and will also compute discounts and interest.
CERTIFIER ID:	An individual identification for each DAFIS certifier consisting of three alphas unique to the user, possibly the user's initials (i.e., ABC). Certifier's ID is loaded on the C01 Table.
CERTIFICATION/CERTIFY:	To verify transactions in a batch to be valid, correct, and ready to release to Treasury for disbursement.
CHECK TRANSMISSION:	A transmission of all transactions due to be paid via check on any particular day for Schedule Type T, V, or W.
CLEAR KEY:	Key used to clear the entire screen.
COMM:	COMM is the abbreviation for commitment.
COMMITMENT:	Represents the commitment or reservation of funds for which binding documentation is pending. The most common example of a commitment is purchase request.
COMPUTATION DATE:	A date determined by the Prompt Payment Act when cash management is required. The system computes the warehouse date.
CONFIRMATION DATE:	Confirms date check was issued by Disbursing Office (U.S. Treasury).

CONSTRUCTION PROMPT PAY:	A type of Prompt Pay Category. A **C** is used in the Prompt Pay Category flag field in VEM for Construction Prompt Pay. In accordance with OMB-Circular 125, payments for construction contracts must be made no later than fourteen days after receipt of invoice.
CORRECTION/ADJUSTMENT:	Used to change or correct accounting classification, document-ID, or transaction code on expenditures by using a G or J Schedule.
COST CENTER:	Identifies the benefiting or the administering organizational element. Cost center may be an organization, a function, a geographical section or it may represent a combination of these elements. These codes will differ among agencies, headquarters, regions, and districts.
COST CENTER MAJOR:	The first 1 - 5 digits of the DAFIS cost center. Valid cost center majors are maintained on Table T28.
COST EFFECTIVE:	Discounts will be taken only if the comparison rate on Table T42 is greater than or equal to the Treasury rate on Table T40.
CRT:	A Cathode Ray Tube, also called an input terminal. This device looks much like a television set with a typewriter keyboard attached. When you type the data, it is stored as an electronic impulse and simultaneously displayed on the screen.
CURSOR:	Screen prompt showing location of next keyboard character entry. Cursor may be highlighted, (static or blinking) or underlined, (static or blinking) the width of a character.
DAFIS:	Departmental Accounting and Financial Information System. Department of Transportation (DOT) has adopted DAFIS as the official accounting system for all DOT agencies.
DAFIS ADP CONTROL GROUP:	Located in Oklahoma City, Oklahoma. Consists of a core group of people who monitor and control DAFIS system processing.
DAFIS OPERATIONS CONTROL GROUP:	Located in Oklahoma City, Oklahoma. Consists of a core group of people who monitor and control DAFIS operations.
DAIRY PROMPT PAY:	A type of Prompt Pay Category. A **D** is used in the Prompt Pay Category flag field in VEM for Dairy Prompt Pay. In accordance with OMB-Circular 125, payments for dairy products must be made no later than ten days after receipt of the notice.
DATA BASE:	Group of files that together provide all information available on the entire system.

DATA FIELD:	An individual element on the CRT in which data can be input. Data fields can be any length. Certain data fields are required (i.e., user-id). Other data fields are optional.
DATA STRING:	A tape or electronic transmission containing all input by a facility that can be used to develop certain information outside the DAFIS report system.
DEACTIVATE:	Result of three unsuccessful attempts to sign on to DAFIS. User-id is deactivated and can no longer be used until re-established through supervisor.
DELINQUENCY NOTICES:	Notices generated by the system for all uncollected bills.
DEPARTMENTAL ACCOUNTING AND FINANCIAL INFORMATION SYSTEM:	Referred to as DAFIS. Department of Transportation (DOT) has adopted DAFIS as the official accounting system for all DOT agencies.
DEPOSIT FUND (SUSPENSE ACCOUNT):	Used for receipts that are held temporarily in suspense until a determination can be made where to apply these amounts.
DESCRIPTION OF CHARGES:	A brief narrative explaining the charges on the bill. This is input at the time of billing preview. May be changed each time a bill is previewed or can remain unchanged after initial entry.
DISBURSEMENT:	A term used to represent money paid.
DISBURSEMENT (FIXED):	Expenditure that will remain constant.
DISBURSEMENT (VARIABLE):	Expenditure that will vary from month to month.
DISBURSING OFFICE (DO):	Located in Kansas City, Kansas and is responsible for issuing all checks and ACH payments contained on SF-1166.
DOCUMENT IDENTIFICATION NUMBER (DOC ID)	An individual number assigned to each document entered into the DAFIS system consisting of document type, fiscal year, document number, and suffix.
DOCUMENT TYPE:	A two digit field used at the beginning of the document number to classify the type of document being entered in the DAFIS system.
DOLLAR SPLIT FUNDING:	Used when entering a document in VEM if there is more than one accounting classification associated with a purchase order to be split by dollars.

EDITS:	Edits are a validation of transaction data. There are front-end edits and main edits. Front-end edits are those performed on the data at the time of actual entry. Main edits are those performed at the time of balancing a batch. They are both system and user defined and are based on tables maintained by the user. Use of optional tables increases the system capability to validate transaction data. Edits are repeated during processing to insure data validity in the event fund status or document status has changed from the time of transaction input to time of processing.
ELECTRONIC CERTIFICATION SYSTEM (ECS):	An automated system for SF1166 preparation, certification, transmission, and verification that replaces the paper SF1166 and manual signature process.
ENTER KEY (MOST IMPORTANT):	Key with the word ENTER imprinted on it. Often referred to as the most important key on the keyboard because it transmits data entered on the CRT to the DAFIS system.
ERASE EOF KEY:	Key used to erase input data from the point of the cursor to the end of the field.
ERROR CORRECTION/MESSAGES:	Types of errors will be (1) batch out of balance, and (2) individual transaction errors. Screen messages are simply the system communicating with the individual.
EXCL-DISC-AMT:	The amount that is excluded from the discount (i.e., freight).
EXCLUDED FREIGHT AMOUNT:	Invoice Excluded Freight Amount is the amount that should be excluded from the invoice discount amount when making payment in VEM.
EXCLUDED OTHER AMOUNT:	Invoice Excluded Other Amount is the amount that should be excluded from the invoice discount amount when making payment in VEM. Other amounts may include items such as postage and drum deposits.
EXEMPT FROM PROMPT PAY:	A type of Prompt Pay Category. An **E** is used in the Prompt Pay Category flag field in VEM for invoices Exempt from Prompt Pay. In accordance with OMB-Circular 125, payments must be made as soon as invoice is received.
EXPND:	EXPND is the abbreviation for expenditure.
EXPENDITURES (EXPND):	Represents the final fund stage and, in total, the amount of cash expended (excluding advances). Expenditures are the actual amounts paid to vendors or employees. Credit (-) expenditures may represent refunds or adjustments.
FAN TABLE:	This table is used by OST only to define the fund administrator code and its definition/name.

FAST PAY:	A type of Purchase Order. An **F** is used in the Purchase Order Type flag field in VEM. Payment of invoices for a Fast Pay purchase order is made without a Receiving Report. However, before a Fast Pay purchase order can be closed and the data purged, a full Receiving Report must be recorded in VEM.
FILE:	Group of related records that together provide all information available on a subject.
FILE EDIT:	Transaction edits against the allotment control, batch control, fiscal status, open document, purge, paid schedule and warehouse files (i.e., "NO RECORD FOUND ON OPEN DOCUMENT FILE").
FINAL NOTICE:	A flag indicating whether or not an invoice is a final invoice in VEM. If it is set to **Y** (Yes), the invoice will be marked final even if the purchase order is not fully received. No further purchase orders, receiving report, or invoice activity will be allowed for that purchase order number.
FINANCIAL ACTIVITY CODE (FAC):	Two digit alpha/numeric code assigned to a transaction code. Used in the DAFIS main program to update the DAFIS files and perform edits.
FISCAL YEAR:	Twelve month period between Oct. 1 and Sept. 30.
FOD TABLE:	Table name is Financial Organization Directory. Data Elements are Bank-ID, Bank Name, Bank Address, New Bank-ID. Updated monthly from a Treasury tape which contains ACH/EFT (Automated Clearing House/Electronic Fund Transfer) bank information. User has inquiry capability only.
FORMAT:	A two-digit code which identifies an input screen for a specific type of transaction (i.e., fund usage, interoffice transfer, etc.). For some formats, access is restricted by security.
FORMAT 03:	Format used to enter transactions for fund use, fund realization (revenue), disbursements, and unfunded entries.
FREIGHT AUTHORIZED:	A flag indicating whether or not payment of an invoice may include freight charges in VEM. The flag must be set to **Y** (Yes) to allow payment of freight.
FRONT-END EDITS:	Interaction with the system designed to validate transaction data as entered. Edits are both system and user defined and are primarily based on tables maintained by the user.
FUNCTION KEYS:	Keys on the keyboard which are used to access specific DAFIS operations.

FUNDED COSTS:	Specific transactions which are costs to the agency and are funded by allotment of funds. Transactions become funded in DAFIS when they reach the accrued expenditure unpaid (AEU) stage.
FUND AUTHORITY (OMB A34):	The order in which funds are distributed within the Department of Transportation.
FUND REALIZATION:	Funds realized as income. They include reimbursements, billings, cash collections, and deposits.
FUND STAGE:	Represents a particular point in the fund cycle (i.e., authorized (AUTH), commitment (COMM), undelivered order (UDO), accrued expenditure unpaid (AEU), or expenditure (EXPND).
FUND STATUS:	Identifies various stages of funds from committing funds to payment (i.e., authorized (AUTH), commitment (COMM), undelivered order (UDO), accrued expenditure unpaid (AEU), or expenditure (EXPND).
FUND UTILIZATION:	An expenditure transaction for commitments, undelivered orders, accrued expenditures, recurring charge estimates, and cash disbursement transactions.
GENERAL FUND RECEIPT ACCOUNT (MISCELLANEOUS RECEIPTS):	Represents collections which are required by law to be collected into the general fund of the Treasury. These collections are not available for expenditure by the collecting agency.
GENERATED RECORD:	A record generated by DAFIS.
GL-HELP-1 INQUIRY:	Used to obtain transaction codes from the proforma table (T20). Key fields are general ledger debit and/or credit accounts.
GRACE PERIOD:	A designated period (usually the first week of a new fiscal year) in which new year and prior year transactions may be input.
HEADER/DRIVER RECORD:	Each transaction code is divided into a header and driver record section. The system uses many of the data elements in each section to perform certain edits and also to update the correct general ledger accounts.
HASH TOTAL:	The sum of all transaction amounts entered in a batch, whether they are positive or negative.
IMPREST FUND/CASHIER:	A cashier who controls a fixed amount of cash used to make minor expenditures for supplies or services.

INACTIVE FLAG:	If inactive flag is set to Y (Yes), indicates the reimbursable agreement is no longer active and has been collected. If inactive flag is blank, the reimbursable agreement is still active.
INQUIRY:	Provides ready access to information needed on account balances, etc., as well as complete document histories.
INTEREST: (See Treasury Rate)	
INTEREST/PENALTY RATE:	Prompt Payment Act requires the government to pay bills on time. If payment is delayed beyond 30 days, interest penalty is assessed from the T40 table (shown as percentage) according to the rate in effect at the time the bill first became delinquent.
INTERFACE:	DAFIS is designed to accept the accounting and financial data from other agency's specific systems in the form of an interface batch (i.e., Cups, Arms, Sams, Milstrip, etc.).
INTERIM IOTV:	Interoffice transfer procedure used until all accounting offices are on DAFIS.
INTEROFFICE TRANSFER VOUCHER (IOTV):	Used to record accounting transactions between accounting offices and serviced regions.
IOTV-1 INQUIRY:	Interoffice transfer voucher inquiry accessed through the ***PF2*** function key. Used to inquire an IOTV awaiting acceptance or rejection.
IOTV NUMBER:	A sequential number assigned to a document in the process of transferring charges between accounting offices and serviced regions.
IOTV SUSPENSE FILE:	A file within DAFIS where transferred funded IOTV's are maintained pending acceptance or rejection action by the transferee.
I-SUSPENSE (SUSPENSE REPORT):	A hard copy report produced at the end of each month which provides the same information as the SUSP-1 Inquiry.
JULIAN DATE:	The numerical value for each day of the year (i.e., January 1 = 001).
LATE CHARGES:	Debt Collection Act of 1982 requires the government to assess interest, penalties, and administrative costs on delinquent debts to allow for recovery of costs for carrying and collecting delinquent debts.

LIMITATION:	The appropriation code limitation (used in the DAFIS accounting classification) identifies the limitation established by appropriation acts and other laws, or internally established in relation to specific appropriation codes to further identify the use of financial transactions and related accounting records.
LOCK-UP:	Result of entry in a protected area. Keyboard is disabled until reset key is pressed.
MAIN EDITS:	Interaction with the system designed to validate transaction data after the balancing process. Edits are both system and user defined and are primarily based on tables maintained by the user.
MASS CHANGE:	A system to change an entire element (i.e., a program element) as mandated by Congress, Department of Transportation or agencies.
MC1 TABLE:	This table is loaded by the DAFIS Accounting Functional Division personnel when an agency requests a mass change of accounting data elements.
MEAT PROMPT PAY:	A type of Prompt Pay Category. A **M** is used as the Prompt Pay Category flag in VEM for Meat Prompt Pay in accordance with OMB-Circular 125, payments for meat or meat food products must be made no later than seven days after receipt of goods.
MENU:	Request codes available to perform specific DAFIS operations.
MESSAGE EDITS:	A message received on the CRT describing an error. Message edits include: table, file, security, and data entry (i.e., "DOCUMENT HAS BEEN CLOSED").
NATIONAL ACCOUNTING OFFICE:	Each department (FAA, CG, OST, FRA, NHTSA, FHWA, MARAD, FTA, OIG, RSPA, VOLPE CENTER) has a national office (Region 9) within their agency that records fund authority transactions.
NATIONAL TABLES:	Tables which are maintained by the National Accounting Office in each agency.
NETTING:	Netting is a process that generates automatic adjustment transactions to bring certain fund status balances into agreement. Netting transactions automatically adjust the undelivered orders (UDO) and/or the accrued expenditures unpaid (AEU) account balances to zero.

NON-PRESUMPTIVE 7-DAY ACCEPTANCE FLAG:	A flag in VEM indicating whether or not a purchase order is subject to the Non-Presumptive 7-day Acceptance regulation. If it is set to **N** (No), the acceptance date of received goods must be within seven days of the receipt date of the goods.
OBJECT CLASS:	Identifies the nature of services, articles, and other items for which obligations are incurred. Valid codes can be located in Table R08.
OFF-LINE:	Overnight update to accounting records.
ON-LINE:	Immediate update to accounting records. Does not require over-night update.
OPEN DOCUMENT FILE:	Provides summary and detailed fund authority, fund usage, and fund realization information by document-ID.
OPERATING PLANS:	A detailed break down of an allotment used to assign funds to and control operations of organizations.
OU7 TABLE:	Table name is Online Update. This table is used to change or delete records on tables R07, RT1, and RT2. It is used when RT2 delete records are excessive, causing the system to time out before the update process is complete. OU7 takes the process off line allowing more time to process a larger number of records.
OVERHEAD:	A percentage of direct charges against a reimbursable agreement.
PF1:	Batch maintenance request menu. This function key is used to add, balance, change, delete, inquire, and print a batch. This function key is also used to reject an IOTV.
PF2:	Inquiry/print menu. This function key is used to view and print the various inquiries.
PF3:	Table request/maintenance menu. This function key is used to add, change, delete, inquire, and print various tables in the DAFIS system.
PF4:	Stop pay warehouse file. This function key is used to access the warehouse file in order to stop a payment.
PF5:	File maintenance menu. This function key is used to maintain various files in DAFIS.
PF6:	Certification module menu. This function key is used to certify transaction in a batch and release to Treasury for payment.

PF7: Recurring charge process initiation. This function key is used to generate a disbursement batch for certain recurring charge transactions.

PF9: Open/close/purge a document. This function key is used to open, close, or purge a document.

PF13: Accounts receivable menu. This function key is used to access the accounts receivable menu.

PF14: Billing preview menu. This function key is used to preview bills.

PF17: Voucher Examination Module (VEM) main menu. This function key is used to access the VEM main menu.

PF24: This function key is used to sign off DAFIS.

PARTIALS AUTHORIZED: A flag in VEM indicating whether or not a purchase order may be partially invoiced. The flag must be set to **Y** (Yes) to allow partial invoices.

PASSWORD: A secret individual identification containing from 4 to 8 characters controlled by the DAFIS user. It may consist of alphas and/or numerics. It is assigned by the user during the initial sign on and must be changed after the 90th use of the password.

PAY BEFORE RECEIPT (PBR): A type of Purchase Order. A **B** is used in the Purchase Order Type flag field in VEM. Payment of an invoice for a PBR purchase order is allowed without a receiving report. The total value of the purchase order and an invoice are the dollar limit on the Agency Control Table. If a PBR purchase order and an invoice are received for the same amount before the receiving report is received it is approved for payment as a PBR (Purchase Order Type B). However, if the receiving report comes is before the invoice, VEM will change the Purchase Order Type from B to P, a standard prompt pay purchase order.

PAYMENT CYCLE: The various steps followed to disburse funds to a vendor or employee (i.e., payment batch, certification and release, check tape to Treasury, Kansas City, SF-1166 certification from Treasury to Disbursing Office (D.O.).

PAYMENT HISTORY: Details on payments made to vendors through the DAFIS system. Fields available are:

1) region/district
2) vendor type
3) vendor/SSN
4) agency code
5) vendor name/address
6) payment date
7) schedule number
8) document-ID number
9) amount
10) vendor total

PENALTY RATE:

A 6% per annum charge assessed on the unpaid portion of the basic charges and overhead that is more than 90 days past due. Penalty rate is assessed from the T40 table (shown as percentage).

PRE-RELEASE AUDIT:

A flag indicating that an invoice was manually audited in VEM. This flag may be used to bypass the audit process for invoices which exceed the amount over which an invoice must be audited. When this flag is set to **Y** (Yes), the invoice bypasses the audit selection process.

PREVIEWER/CERTIFIER:

Personnel selected by management at each accounting office who may certify documents for payment in their own region/district.

PRINCIPAL:

Amount billed (excluding any overhead and/or late charges) against an agreement/contract.

PRIOR YEAR RECOVERIES (PYR):

Represents downward adjustments in no-year and multiple-year unexpired appropriations relating to obligations incurred in prior years. These adjustments are not netted but amounts are accumulated in this field to be reported as "recoveries of prior year obligations." Situations in which downward adjustments to prior year funds are classified as prior year recoveries are as follows: (1) The fiscal year in the document-ID is a prior fiscal year, and (2) The effective date on the document is in a prior fiscal year. Exceptions to this criteria are: (1) Adjustments made on G, J, or Z schedules, and (2) Legislative exemptions.

PROCUREMENT OFFICE:

The office in which the purchase order originated.

PROFORMA (TABLE T20):

List of all available transaction codes and the system requirements for each.

PROGRAM ELEMENT:

Represents financial plan levels presented in Office of Management and Budget and congressional budget submission. Valid program elements are maintained on DAFIS Table R06.

PROMPT PAY CATEGORY:

A flag in VEM indicating the appropriate prompt pay category which should be used in determining the payment date of an invoice. In accordance with OMB-Circular 125, the following are valid prompt pay categories in VEM:

A - Agricultural
C - Construction
D - Dairy
E - Exempt
M - Meat
P - Standard Prompt Pay

PROMPT PAYMENT ACT:	A public law which mandates the government to pay bills on time, and if the bills are not paid on time the vendor is to be paid interest penalty.
PUBLIC/GOVT:	A data field that identifies public or government (P/G).
PURCHASE ORDER:	A legal document used for the purpose of procuring goods or services from a private vendor or another government agency.
PURCHASE ORDER TYPE:	A flag in VEM indicating the type of purchase order. Valid types are: A - Advance Pay B - Pay Before Receipt F - Fast Pay P - Standard Purchase Order S - SF44 V - Service Contract
PURGE CRITERIA:	The process of copying purchase order, receiving report, and invoice data to tape and deleting the data from the active VEM files. Data is purged only when there has been no activity against any related documents for a specified period of time.
PYR:	PYR is the abbreviation for prior year recoveries.
R06 TABLE:	Table name is program element name. Data elements are appropriation code, program element, and agency code. This table is used to validate program elements.
R07 TABLE:	Table name is appropriation code/limitation. Data elements are appropriation code, limitation, and agency code. This table is used to validate appropriation code/limitation.
R08 TABLE:	Table name is object class name. Data elements are object class and agency code. This table is used to validate object classes.
R09 TABLE:	This table defines the Airport District Office code and name for states within a region and is used by FAA only.
RT1 TABLE:	Table name is relational appropriation code limitation/allotment fund control (AFC). Data elements are region/district, appropriation code/limitation, allotment fund control (AFC), program element, cost center, object class, and agency code. This table is used to validate the allotment fund control.

RT2 TABLE:	Table name is relational appropriation/limitation/allotment fund control (AFC), program element, and cost center major. Data elements are region/district, appropriation, limitation, allotment, program element, cost center major, and agency code. This table is used to validate the relationship between appropriation/limitation, program element, and cost center major.
RT4 TABLE:	Table name is relational document type/object class. Data elements on this table are region/district, document type, object class, and agency code. This is an optional table and is used to validate the relationship between document type and object class.
RT6 TABLE:	Table name is relational program element/object class. Data elements on this table are region/district, program element, object class, and agency code. This is an optional table and is used to validate the relationship between program element and object class.
RT7 TABLE:	Table name is relational object class to program element. Data elements are region/district, object class, program element, and agency code. This is an optional table and is used to validate the relationship between object class and program element.
RT8 TABLE:	This table is used to validate the relationship between appropriation code, allotment fund control, and object class for Region/District 9 (National Office).
REASON CODE:	Cash management code required for a lost discount or interest paid.
REASON FOR DEBT:	A brief narrative description which gives the nature of the debt.
RECEIVING OFFICE:	The office which has been designated on the purchase order to receive the purchased items.
RECIPROCAL ACCOUNTS:	Accounts within DAFIS prescribed for recording transfers between accounting activities which will offset each other in the preparation of consolidated agency reports.
RECURRING CHARGE:	Liabilities owed by the government for contractual services which are accrued monthly and are paid on a specific cycle monthly, quarterly, semi-annually, annually, or biennial.
RECURRING CHARGE MASTER FILE:	Accessed by using ***PF5*** function key. Used to load basic information to minimize data entry.
REGION/DISTRICT:	A code in DAFIS that identifies the organization and geographical locations of DAFIS regions/districts as used in the DAFIS accounting classification.

REGION/DISTRICT TABLES:	Tables which are maintained by each region/district accounting office within each agency.
REJECT CODE:	A code indicating the reason an invoice was rejected in VEM. The invoice reject code is used to identify the reason an invoice is disallowed when audited or returned to the vendor.
RELATIONAL TABLES:	Relational tables are tables which are used to validate the relationships between two or more data elements. The relational tables are RT1-relational appropriation code limitation/allotment fund control (AFC), RT2-relational appropriation/limitation/allotment fund control (AFC), program element, cost center major, RT4-relational document type/object class, RT6-relational program element/object class, and RT7-relational object class/program element.
REQUEST CODE:	Codes selected from a menu to perform a specific function in DAFIS (i.e., = list batches to be certified).
RESERVE ACCOUNT:	Amount established as an allowance for uncollectible receivables.
RESET KEY:	Key used to clear terminal when data is entered in a protected area and recovers keyboard from a disabled status. A disabled symbol will be shown in the lower left hand corner of the screen when keyboard needs to be reset.
RIS NUMBER:	Report identification symbol found at the top right corner of reports and inquires to identify them.
S01 TABLE:	This table is used by FAA to define SIBAC (Simplified Intragovernmental Billing and Collection) numbers and project numbers.
S02 TABLE:	This table is used by NHTSA only and defines the grant region code, state code, name, population, mileage, population percent, and mileage percent.
S03 TABLE:	This table is used by NHTSA only and defines standards and their titles used by this agency.
SCHEDULE TYPE/PREFIX:	Alphabetical letter assigned to the first position of the Schedule/CD that is used to identify the Treasury schedule.
SF1166:	The SF1166 is a listing of payments to be issued by Treasury; certified by an officer in the DAFIS Operations and Training office in Oklahoma City and forwarded to the Kansas City Treasury disbursing office.
SF224:	Reconciliation of cash between the agency and Treasury.

SF44:	A type of Purchase Order. An **S** is used in the Purchase Order Type flag field in VEM. An SF44 combines a purchase order, receiving report, and invoice.
SCHEDULE/CD:	Data field used to identify the type of disbursement/collection schedule.
SCHEDULE NUMBER:	Consists of schedule type, region/district, fiscal year, serial number or julian date.
SCHEDULE TYPE:	Alphabetical letter entered in the first position of the schedule/CD which is used to identify to Treasury the schedule type.
SECURITY EDIT:	User-ID is edited against the T03 security table to ensure authorization (i.e., "NOT AUTHORIZED TO ACCESS THIS DATA").
SERVICE CONTRACT:	A type of Purchase Order. A **V** is used in the Purchase Order Type flag field in VEM. Line item data is entered for the purchase order only. Document matching is by dollar amounts. The received amount (in dollars) and the invoice amount (in dollars) are entered.
SIBAC (SIMPLIFIED INTERGOVERNMENTAL BILLING AND COLLECTION):	Simultaneous billing and collection of intragovernmental transactions between two government agencies.
SIGN OFF:	To exit an application program/system by pressing the appropriate key or combination of keys. To sign off DAFIS press the ***PF24*** key.
SIGN ON:	To enter an application program/system by typing the required information and/or pressing the appropriate key or combination of keys. To sign on DAFIS, type in the individual user-id and password and press the ***Enter*** key.
SINGLE DATA BASE:	Stores all accounting data entered into DAFIS from all facilities now on line.
SOURCE DOCUMENT:	The actual hard copy document in lieu of a special coding sheet (i.e., purchase order or travel order).
SPLIT QUANTITY FUNDING:	The method in VEM of allocating the purchase order line item's cost by the line item quantity to more than one accounting classification or receiving office.
STOP BILL:	To exclude a single detail reimbursable charge from the total charges billed.
STOP PAY:	To cancel a payment not yet released to Treasury.
SUBSIDIARY FILE:	An auxiliary file for recorded documents until proper disposition is known.

SUSP-1 (SUSPENSE INQUIRY):	An inquiry which provides detailed transaction data information from the suspense file by document-ID, appropriation code/limitation, and general ledger account.
SUSPENSE FILE:	A holding file for documents recorded in certain general ledger accounts which require further disposition.
SYS REQ KEY:	For sites using ADTN, pressing this key clears the display screen and switches the display station from the application program/system to the control program. The ALT key must be pressed and held while the SYS REQ key is pressed. In DAFIS this key is used to sign off ADTN.
SYSTEM DATA:	A field (in the DAFIS accounting classification) used to identify a specific work order, project, agreement, etc.
SYSTEM TABLES:	Tables that are maintained by the DAFIS Accounting Functional Division.
T01 TABLE:	Table name is agency region/district table. Data elements are agency code and region/district.
T02 TABLE:	This table is used by the DAFIS ADP Control Group to set up/assign terminal and printer identification numbers to an organization. Contact person, telephone number, and routing/location identification are also established.
T03 TABLE:	This table is used by the ADP Control Group to maintain and update User IDs. This table does not appear on the Table Request/Maintenance Menu.
T04 TABLE:	Table name is vendor type table. Data elements are user-ID, user-agy-rgn-dist, and valid vendor type. This Table is used to limit T16 update capability.
T06 TABLE:	Table name is cost center description. Data elements are region/district, cost center, and agency code. This table is used to validate cost centers.
T07 TABLE:	Table name is system data description (other than grants). Data elements are region/district, system code, material asset code, source code, job order number, function area code, and agency code. This table is used to validate system data entries (except for grants and reimbursable appropriations).
T08 TABLE:	This table is used to validate the system data field during data entry and when entering data on other tables or files. It is used only by FAA and contains the valid system code, program codes, state codes, National Air Space Program codes, sponsor emplanement codes, project sequence numbers, and fiscal year of obligation.

T10 TABLE:	This table is used by Coast Guard only to manage open obligations.
T11 TABLE:	Table name is foreign country description. Data elements are foreign country code and agency code. This table is used to validate foreign country codes.
T12 TABLE:	Table name is electronic invoicing. This table contains information about merchant accounts to be used for electronic invoicing.
T13 TABLE:	Table name is electronic invoicing. This table contains information for Rocky Mountain Bankcard Administrative Fees to be charged to a centralized line of accounting for a region/district.
T14 TABLE:	Table name is management overhead table. Data elements are cost center, program element, system code, MAC code, source code, job number, functional area code, and percentage rates. This table provides for spreading costs to FHWA transfer appropriation and crediting revenue.
T16 TABLE:	Table name is vendor/social security number. Data elements are region/district, vendor type, vendor/social security number, and agency code. This table is used to validate the vendor type and vendor/SSN.
T17 TABLE:	Table name is alternate system data table. Data elements are system code, MAC code, source code, project number, project name, cost center, program element and project open/close flag. This table provides FHWA with a regional table for system data validations.
T18 TABLE:	This table is gross administration table. Data elements are approp code, approp code lim, allotment fund control, percentage, transfer to lim. This table provides for spreading costs to FHWA construction (transfer) appropriations and crediting revenue.
T19 TABLE:	Table name is Accounting Contact for Travel Advances - This table provides accounting office contact used for the travel advance salary offset process.
T20 TABLE:	This table contains transaction codes. It contains the elements required by DAFIS to process a transaction.
T21 TABLE:	Table name is general ledger account and material asset code name. Data elements are general ledger account, treasury account, name, MAC code, P/G indicator, debit/credit flag, budgetary flag current/noncurrent, and current/subsequent quarters. This table is used to validate general ledger accounts.

T22 TABLE:	Table name is Account Receivable Remit to Address Table. Data elements are Region/District, Address Code and Address Name. This table is used to assign a remit to address to an account receivable bill. ***NOTE:*** *If an address code is not on the AR Master, DAFIS will print the remit to address that is on the T01 Table.*
T23 TABLE:	Table name is Travel Advances Delinquent Calendar - This table is used by the system to determine the actual date delinquent letters are due. It is maintained by the DAFIS Functional Division and is available for inquiry only.
T24 TABLE:	Table name is Departmental Standard Object Class Name and Code - This table lists all DOT Standard Object Classes by name and code. It is established and maintained by Office of Secretary of Transportation (OST). Table R08 edits against this table for validity.
T28 TABLE:	Table name is cost center major. Data elements are region/district, cost center major, and agency code. This table is used to validate cost center major.
T30 TABLE:	This table is used by DAFIS to maintain all dates that are used in DAFIS processing.
T31 TABLE:	This table is used by DAFIS to allow fiscal yearend processing of payroll that is split between fiscal years.
T33 TABLE:	Table name is batch/main error code. Data element is error code. This table is used to inquire or print the description of error codes.
T40 TABLE:	Table name is treasury rates. Data elements are request code and agency code. This table is used to perform cash management calculations by assessing interest/penalty on late payments and performing a cost comparison to determine if a discount is cost effective. Also used to assess interest, penalty, and administrative charge due the government on delinquent bills.
T41 TABLE:	Table name is cash management calendar. Data elements are request code, and calendar date. This table is used by the system in cash management calculations to set the warehouse date.
T42 TABLE:	Table name is terms. Data elements are region/district, discount %, days, net, and agency code. This table is used to validate cash management terms.

T44 TABLE: Table name is A/R Project/Agreement Split Table. Data elements are Region/District, Master Agreement Number, Agreement Number, Percent, Description. This table is used to bill multiple customers on one reimbursable agreement. All agreements must be active on the A/R Master and percentages must equal 100%.

T47 TABLE: This table contains all of the GSA BOAC numbers necessary to process GSA motor pool and supplies for each DAFIS agency.

TAB KEY: Key used to move the cursor from one data field to another.

TABLE EDITS: Used to validate fields during data entry and balancing process.

TABLES: Used to validate fields during data entry and to provide clear text names for use on reports. There are three types of tables.

1) Control group tables	Tables which are maintained by DAFIS operations.
2) National tables	Tables which are maintained by the National Accounting Office.
3) Regional tables	Tables which are maintained by the region/district accounting office.

TERMINAL: A dumb terminal used to access DAFIS.

TERMS: Data field used to enter the %, days, and net offered on a payment.

TRANSACTION: An individual record contained in a batch.

TRANSACTION CODE: Assigned to each transaction processed to determine which general ledger accounts to update. The transaction code is a four position field. The first three positions determine system processing. The last position known as the transaction status code tells the system whether the entry is a first time entry, an increase or decrease to a transaction previously recorded, or a final entry for a transaction. A final entry will net and close the record.

TRANSACTION SEQUENCE NUMBER: The sequence number assigned to each transaction in a batch.

TRANSACTION STATUS CODE: The fourth position of the transaction code (blank, 1, 2, or F) that tells the system whether the entry is a first time entry, an increase or decrease to a transaction previously recorded, or a final entry for a transaction.

TRANSFEREE:	Accounting activity receiving an IOTV.
TRANSFEROR:	Accounting activity issuing an IOTV.
TRAVEL ADVANCE SALARY OFFSET:	A program to collect, through payroll, all overdue travel advances.
TREASURY RATE:	Current rate of interest earned by the government and used in the Accounts Receivable process to assess interest due on delinquent bills. Also used in the cash management process as a cost comparison to determine if a discount is cost effective. Rates are assessed from the T40 table and are shown as percentage.
TREASURY WARRANT:	Authorization from the Department of Treasury to governmental agencies to withdraw monies from the U.S. Treasury.
UDO:	UDO is the abbreviation for undelivered order.
UNDELIVERED ORDER (UDO):	An amount representing obligations in a specified fund for procurement, grants, or contracts. No amount shall be recorded as an obligation unless documentation supports evidence that all legal requirements have been met as set forth by Congress.
UNFUNDED COST:	Specific transactions which are costs to the agency but are not funded by allotment of funds. Generally these transactions are recorded in the "other ledger" (WOT) in DAFIS and include but are not limited to recording of assets and recording of gains or losses on assets.
UNIT PRICE IN MILS:	A flag in VEM indicating that the unit price on a purchase order, and/or an invoice, is given in MILS instead of cents. An implied four places to the right of the decimal point. Mils applies to the unit price of the line items on the purchase orders and invoices. When the unit price on the purchase order is in mils, the unit price on any associated invoice must be in mils.
UNPROTECTED FIELD:	Any field in which the DAFIS system allows for input of data. Certain areas are protected and cannot be changed.
USER-ID:	An assigned individual identification for each DAFIS user. Normally consisting of six alphas the first three unique to your organization, the last three unique to the user, possibly the users initials (i.e., UACABC). User-id's are controlled by the Accounting Functional Division.

\

VEM (VOUCHER EXAMINATION MODULE): A document matching system designed to track purchase orders, receiving reports, and invoices for commercial procurements and to authorize payment of invoices. By streamlining the document matching and therefore the payment authorization process, DOT agencies can maximize the amount of discounts taken and reduce late-payment penalties thus improving cash management.

VENDOR: Is the customer with whom the government does business.

VENDOR SSN: Nine digit field that identifies the vendor, the employee, or other individual through the use of DUNS numbers, social security numbers, etc.

VENDOR TYPE: The first position of the vendor/SSN number used to identify the type of vendor. The vendor types in DAFIS are:

1) social security number
2) domestic transportation
3) vendor
4) federal agency
5) imprest fund
6) designated agent
8) foreign transportation
9) foreign other

VERB: A sequence of letters (command) entered into DAFIS authorizing a specific action.

WAREHOUSE DATE: A current or future date up to 90 days. Travel advance can be warehoused up to 30 days and must be in the same month. This is the date payment information is released to Treasury for disbursement.

WAREHOUSE FILE: A file in the DAFIS system used to hold a payment that has been processed by the paying office until payment is due.

WBC TABLE: This table is used for the OST Working Capital Fund process. It contains a statement that appears on billing reports for every customer.

WCU TABLE: This table is used for the OST Working Capital Fund process. It contains definitions and program element assignment for the customers.

WFA TABLE: This table is used for the OST Working Capital Fund process. It contains assignment of depreciation amounts for fixed assets.

WGP TABLE: This table is used for the OST Working Capital Fund process. It contains ranges of job numbers that are assigned to activities or customers for the Government Printing Office (GPO) process.

WIT TABLE: This table is used for the OST Working Capital Fund process. It contains factors that the system uses to distribute costs via the intrafund allocation process.

WMB TABLE:	This table is used for the OST Working Capital Fund process. It contains billable activities from which costs will be billed as defined on the WSB Table.
WMH TABLE:	This table is used for the OST Working Capital Fund process. It contains activities from which costs will be allocated as defined on the WSH Table.
WPR TABLE:	This table is used for the OST Working Capital Fund process. It contains purchase order numbers assigned to activities for printing supplies.
WSA TABLE:	This table is used for the OST Working Capital Fund process. It contains definitions and program element assignment for the service activities.
WSB TABLE:	This table is used for the OST Working Capital Fund process. It contains table identification numbers and billing allocation factors for activities defined on the WMB Table.
WSH TABLE:	This table is used for the OST Working Capital Fund process. It contains activities to which overhead costs will be allocated from the activity entered on the WMH Main Overhead Table.
X-SYSTEM:	Symbol appearing in lower left hand corner of screen. Signifies transactions on the screen are in the process of being edited for processing by DAFIS. No action is required or allowed by the user while this symbol is on the screen.

Appendix 4 - Batch Cover Sheet and Batch Control Log

DAFIS BATCH COVER SHEET AND BATCH CONTROL LOG ARE ON THE FOLLOWING PAGES FOR THE USER'S CONVENIENCE

THIS PAGE INTENTIONALLY BLANK

	SECTION	CHAPTER	PARA	PAGE
1099 PROCESS (ALSO SEE, IRS 1099 PROCESS	9K	1		2
1099 FILE	9K	1	1.4	2

A

ACCOUNTING CLASSIFICATION	3	1		1
CODE	3	1	1.2	1
EDITS	4	1	1.3	3
ACCOUNTS RECEIVABLE	9J			1
INQUIRIES	9J	11		103/120
MASTER	9J	2		3
MESSAGES (ERROR CODES)	10	Appendix 1		19/21
TRANSACTION REFERENCE	9J	15		147/153
ACCRUED EXPENDITURE UNPAID (AEU)	3	1	1.3C	5
ACCUMULATION OF AMOUNTS	3	1	1.3	5
ACF INQUIRIES (ALLOTMENT CONTROL FILE)	8	1	1.5	3/9
ACH/EFT	9Q	1		1
ACH PAYMENTS	9Q	1	1.2	1
ACH PRENOTE	9Q	1	1.4	2
ADDENDUM RECORD	9Q	1	1.3	1
DISBURSEMENTS	1	2	2.1J	4
DOLLAR LIMIT	1	2	2.1J	4
SCHEDULE NUMBERS	1	5	5.3C	32/34

	SECTION	CHAPTER	PARA	PAGE
VENDOR/BANK INQUIRIES	9Q	1	1.5	4
NOTIFICATION OF CHANGE (NOC)	9Q	1	1.4	2/3
ADDENDUM RECORD (ACH)	9Q	1	1.3	1
ADJUST BILLED AMOUNTS	9J	14		139
ADVANCES (ACCOUNTS RECEIVABLE)	9J	10	10.2	97/98
ADVANCES PAID (APD)	3	1	1.3E	5
AGENCY CODES	3	1	1.2A	1
AGENCY LOCATION CODE (SEE ALC)				
AGENCY/REGION DISTRICT (AGY-RGN-DIST)	3	1	1.2A	1
AGREEMENT NUMBER	3	1	1.2H4	4
ALC (AGENCY LOCATION CODES) (LIST OF)	3	1	1.2A	1
ALLOTMENT CONTROL FILE INQUIRIES (SEE ACF INQUIRIES)				
ALLOTMENT FUND CONTROL (ALLOT-FUND-CNTL)	3	1	1.2D	2
ALLOWANCE FOR DOUBTFUL ACCOUNTS	9J	8		85
ALLOWANCE FOR DOUBTFUL ACCOUNTS (REVERSAL OF)	9J	8	8.5	89
AMORTIZATION OF ADVANCES PAID (FLOWCHART OF)	7	2	2.9	83
APPROPRIATION CODE (APPROP-CODE)	3	1	1.2B	2
APPROPRIATION CODE LIMITATION (APPROP-CODE-LIM)	3	1	1.2C	2
APPROPRIATION TYPES	3	1	1.2B	2

	SECTION	CHAPTER	PARA	PAGE
B				
BAD DEBT (SEE ALLOWANCE FOR DOUBTFUL ACCOUNT)				
BANK INQUIRIES ON ACH PAYMENTS (SEE ACH/EFT VENDOR/BANK INQUIRIES)				
BATCH CONTROL FILE INQUIRY (SEE BCF-1)				
BATCH CONTROL LOG (COPY OF)	10	Appendix 4		
BATCH COVER SHEET (COPY OF)	10	Appendix 4		
BATCH/MAIN PROCESSING ERROR CODE	10	Appendix 1		1/23
BATCH PROOF LISTING (ON-SCREEN PRINT)	5	4		29
BATCHES (PREPARATION AND MAINTENANCE OF)				
BALANCING (ALSO SEE SEC. 1, PARA. 4.1C)	5	3	3.4E	17/18
COVER SHEET	5	2	2.3C	7
DATA ENTRY	5	3	3.4	14/16
DOCUMENT-ID ON BATCH MAINTENANCE MENU	5	3	3.2E	10
EDITS	5	4	4.2B	24
HEADER	5	3	3.3	13/14
IDENTIFICATION NUMBER	5	3	3.2D	10
INQUIRE STATUS	5	3	3.4F	18
MAINTENANCE MENU	5	3	3.2	9/12
NUMBERING	5	2	2.3B	5/6
NUMBERS	1	5	5.3A	31
PREPARATION	5	2	2.3	5
PRINT BATCH	5	3	3.4G	19/20

	SECTION	CHAPTER	PARA	PAGE
PROCESSING	1	2	2.1E	3
SIZE	5	2	2.3A	5
STATUS CODES	1	5	5.2E	25/26
BCF-1 INQUIRY (BATCH CONTROL FILE)	8	1	1.4	2/3
BILLING PROOF LIST	9J	3	3.6B/C	16/20
BIWEEKLY PROCESS	9H	1	1.5	2

C

CALENDAR YEAR PROCESSING (1099-PROOF LIST)	9K	2	2.1	5
CALENDAR YEAREND PROCESS	9H	1	1.9	4
CANCELLED AND UNDELIVERED CHECKS (SCHEDULE OF) (SEE SF1098)				
CASH ACCOUNT WITH TREASURY (SEE SF224)				
CASH CERTIFICATION	9F			
OPTIONS/REQUEST CODES	9F	1	1.3	1
CERTIFY A BATCH	9F	2	2.1D	5
INQUIRE A RECORD FOR PREVIEW/STOP PAY	9F	2	2.1E	6
LIST A BATCH	9F	2	2.1C	4
LIST BATCHES CERTIFIED	9F	2	2.1B	4
LIST BATCHES TO BE CERTIFIED	9F	2	2.1A	3
PAYMENT PREVIEWERS	9F	1	1.2	1
REVERSE A CERTIFIED BATCH	9F	2	2.1G	8
STOP PAY/CERTIFY AN ENTIRE BATCH	9F	2	2.1F	7

	SECTION	CHAPTER	PARA	PAGE
STOP PAY IN WAREHOUSE FILE	9F	3		9
PROCEDURE	9F	3	3.2	9/10
REISSUE PAYMENTS STOPPED IN WHSE FILE	9F	3	3.3	10
CASH DISBURSEMENT PROCESS	1	2	2.1J	4
CASH MANAGEMENT	9D			
COMPUTATIONS	9D	3	3.2	9
DATA ELEMENTS	9D	2	2.1	5/6
ERRORS	9D	3	3.3	9
INTEREST PENALTY	9D	3	3.5	12
MANDATE TO IMPLEMENT	9D	1	1.2	2
SYSTEM FUNCTIONS	9D	3		9
SYSTEM GENERATED RECORDS	9D	3	3.4	10
TABLES (CASH MANAGEMENT ONLY)	9D	4		15
USER FUNCTIONS	9D	2		5
VALIDATION OF DATA	9D	4	4.1	15
WAREHOUSE FILE INQUIRIES	9D	5	5.1	17
CASH MANAGEMENT INQUIRY (SEE MGT-1)				
CASH RECONCILIATION	9C	5/6		21/37
CERTIFY A BATCH (SEE CASH CERTIFICATION)				
CHANGE A PASSWORD	2	2	2.3C	17/18
CHANGE AN ESTABLISHED DOCUMENT ID	5	4	4.3	29
CHECK/CHECK TRAILER CARD	9D	3	FIG 9D.15	13
CHECK AMOUNT (LIMIT)	1	2	2.1J	4
COLLECTIONS	9J	12		121
COMMITMENT (COMM)	3	1	1.3A	5

	SECTION	CHAPTER	PARA	PAGE
COMPUTATION DATE	9D	2	2.1B	5
CONSOLIDATED UNIFORM PAYROLL SYSTEM (CUPS) (SEE INTERFACES)				
CONTRACT AUTHORITY (FLOWCHART OF)	7	2	2.2	76
CONTRACT HOLDBACK (FLOWCHART OF)	7	2	2.6	80
CORRECTION METHODS (CHART OF)	5	4	4.3	30
CORRECTION PROCEDURES (INTERNAL)				
G SCHEDULE	5	4	4.4	31
ODF-CHANGE FILE	9I			
CORRECTION PROCEDURES FOR SCHEDULE PREFIX/TYPE	9Q	2	2.4	7
COST ACCOUNTING	1	2	2.1N	5
COST CENTER (COST-CNTR)	3	1	1.2F	3
CREDIT BALANCES (ACCOUNTS RECEIVABLE)	9J	10	10.2	97
CUPS (CONSOLIDATED UNIFORM PAYROLL SYSTEM) (SEE INTERFACES)				

D

DAILY BILLS	9J	4		29
REVERSAL OF DAILY BILL	9J	4	4.3	34
OTHER THAN TRAVEL ADVANCES - NOT COLLECTED	9J	4	4.3B	35
OTHER THAN TRAVEL ADVANCES - PARTIAL OR FULL COLLECTION	9J	4	4.3D	37/43
TRAVEL ADVANCE - NOT COLLECTED	9J	4	4.3C	36/37
TRAVEL ADVANCE - PARTIAL OR FULL COLLECTION	9J	4	4.3E	43/44

	SECTION	CHAPTER	PARA	PAGE
DAILY PROCESS	9H	1	1.2	1
DATA ELEMENTS/NUMBERING CONVENTIONS	1	5		23
DATA ENTRY (SEE BATCHES PREPARATION AND MAINTENANCE OF)				
DATA ENTRY ERRORS	5	4	4.2A5	23/24
DAY 7 PROCESS	9H	1	1.4	2
DEBIT VOUCHERS	9J	13		131
DELINQUENCY NOTICES	9J	7		77
FOREIGN GOVERNMENT AND INDIVIDUALS	9J	7	7.2B	78
GOVERNMENT	9J	7	7.2A	77
OTHER DEBTORS	9J	7	7.2C	79
DISBURSING (CENTRALIZED)	1	2	2.1J	4
DISCOUNT TERMS	9D	2	2.1C	5
DAYS	9D	2	2.1C2	5
NET	9D	2	2.1C3	6
PERCENTAGE	9D	2	2.1C1	5
DOCUMENT ID ON BATCH MAINTENANCE MENU	5	3	3.2E	10
DOCUMENT IDENTIFICATION NUMBERS	1	5	5.3B	31/32
DOCUMENT LEVEL PROCESSING	7			1
DOCUMENT (PREPARATION OF)	5	2	2.2	3
DOCUMENT SUSPENSE FILE INQUIRY (SEE SUSP-1 INQUIRY)				
DOCUMENT TYPES (LIST OF)	1	5	5.2A	23/24
DOCUMENT TYPES (REQUIREMENTS FOR EACH)	7	1		1
01 - APPROPRIATION	7	1	1.2	1
02 - APPORTIONMENT	7	1	1.3	2

	SECTION	CHAPTER	PARA	PAGE
03 - NONEXPENDITURE TRANSACTION	7	1	1.4	8
04 - ALLOTMENT (FUNDS)	7	1	1.5	12
05 - ALLOTMENT (CONTRACT LIQ. AUTH.)	7	1	1.6	15
06 - HQ PROGRAM PLANS	7	1	1.7	15
07 - REGION/DISTRICT PROGRAM PLANS	7	1	1.8	16
08 - PROJECT AUTHORIZATION	7	1	1.9	17
09 - ACTIVITY PLAN	7	1	1.10	17
11 - TDY TRAVEL ORDERS	7	1	1.11	18
12 - PCS TRAVEL ORDERS	7	1	1.12	24
13 - CONTINUOUS TRAVEL	7	1	1.13	31
14 - INDIVIDUAL TRANSPORTATION REQUESTS	7	1	1.14	37
15 - GOVERNMENT BILL OF LADING (GBL)	7	1	1.15	39
16 - BLANKET TRANSPORTATION REQUESTS	7	1	1.16	41
18 - RELOCATION SERVICES	7	1	1.17	44
21 - PURCHASE REQUESTS/COMMITMENTS	7	1	1.18	46
22 - PURCHASE ORDERS/SF44	7	1	1.19	47
23 - PURCHASE ORDERS	7	1	1.20	48
24 - CONTRACTS	7	1	1.21	52
25 - CONTRACTS/PROGRESS	7	1	1.22	53
32 - PURCHASES/CREDIT CARD	7	1	1.23	58
33 - PURCHASES/MISCELLANEOUS	7	1	1.24	60
35 - FEDSTRIP/MILSTRIP	7	1	1.25	62/65
36 - GSA STORES	7	1	1.25	62/63
37 - PRINTING	7	1	1.26	66
38 - BLANKET PURCHASE ORDERS	7	1	1.27	67

	SECTION	CHAPTER	PARA	PAGE
39 - SIBAC/CONTROL GROUP	7	1	1.28	69
40-49 - RECURRING CHARGE	7	1	1.29	69
51-55 - ACCOUNTS RECEIVABLE	7	1	1.30	69
61 - IMPREST FUND	7	1	1.31	69
62 - CANCELLED CHECKS/SF1098	7	1	1.32	70
63 - DISBURSEMENT - OTHER NON FEDERAL	7	1	1.33	70
64-69 - MISCELLANEOUS COLLECTIONS	7	1	1.34	71
70 - PAYROLL COLLECTION	7	1	1.35	71
71-72 - AUTOMATED PAYROLL PROCESS	7	1	1.36	72
73 - SUPPLEMENTAL PAYMENTS & ADJUSTMENTS	7	1	1.37	72
74-77 - IOTV WITH NO PREVIOUS EXPND. TRANS.	7	1	1.38	73
78 - ADJUSTMENT ENTRIES	7	1	1.39	73
79-83 - AUTOMATED YEAREND CLOSING ENTRIES	7	1	1.40	74
87-89 - GENERATED BY CASH MGT. PROCESS	7	1	1.41	74
90 - PROPERTY	7	1	1.42	74

E

EDITS (TYPES OF)	5	4	4.2	21
ELECTRONIC CERTIFICATION	1	2	2.1J6	5
ELECTRONIC INVOICING (SEE INTERFACES)				
ENERGY CONVERSION CODES	1	5	5.2M	30
ENTER TRANSACTION DATA	5	3	3.4	14
ERROR CODES (LIST OF)	10	Appendix 1		1/25

	SECTION	CHAPTER	PARA	PAGE
ERROR CORRECTION	5	4		21
CHART FOR VARIOUS CORRECTION METHODS	5	4	4.3	30
EDITS (TYPES OF)	5	4	4.2	21
BATCH	5	4	4.2B	24/27
FRONT-END	5	4	4.2A	21
DATA ENTRY ERRORS	5	4	4.2A5	23/24
FILE ERRORS	5	4	4.2A3	22/23
FINANCIAL ACTIVITY CODE (FAC)	5	4	4.2A1	21
SECURITY ERRORS	5	4	4.2A4	23
TABLE ERRORS	5	4	4.2A2	22
MAIN	5	4	4.2C	27/29
G SCHEDULE	5	4	4.4	31
ODF-CHANGE FILE	9I			
TECHNIQUES	10	Appendix 2		1/104
EXCLUDE DISCOUNT AMOUNT	9D	2	2.1D	6
EXPENDITURE (EXPND)	3	1	1.3D	5

F

FAC (FINANCIAL ACTIVITY CODE) ERRORS	5	4	4.2A1	21
FILE ERRORS	5	4	4.2A3	22
FILES	1	4	4.2	17/21
FINANCIAL ACTIVITY CODE (FAC)	1	4	4.1E-H	16

	SECTION	CHAPTER	PARA	PAGE
FINANCIAL ACTIVITY CODE (FAC) ERRORS (SEE FAC (ERRORS)				
FISCAL STATUS FILE INQUIRIES (SEE FSF INQUIRIES)				
FISCAL YEAREND PROCESS	9H	1	1.8	3
FIXED CONTRACTS	9J	6		61
BILLING PROOF LIST	9J	6	6.2C	63
SYSTEM GENERATED BILL NUMBER	9J	6	6.2D	64
REVERSAL OF A FIXED CONTRACT	9J	6	6.3	68
NOT COLLECTED	9J	6	6.3B	69
PARTIAL OR FULL COLLECTION	9J	6	6.3C	70/74
MONEY COLLECTED/TRANSFERRED TO SUSPENSE	9J	6	6.3D	74/76
FLOW CHARTS	7	2		75
AMORTIZATION OF ADVANCES PAID	7	2	2.9	83
CONTRACT AUTHORITY	7	2	2.2	76
CONTRACT HOLDBACK	7	2	2.6	80
FOREIGN DISBURSEMENT OFFICE TRANSACTIONS	7	2	2.10	84
FUND AUTHORITY	7	2	2.1	75
FUND USE	7	2	2.3	77
LEASE-PURCHASE TRANSACTIONS	7	2	2.13	87
PROGRESS PAYMENTS	7	2	2.7	81
RECURRING CHARGE - FIXED CHARGES DOC. TYPE 40	7	2	2.11	85
RECURRING CHARGE - VARIABLE DOC. TYPE 41-49	7	2	2.12	86
SIBAC PROCESSES	7	2	2.5	79

	SECTION	CHAPTER	PARA	PAGE
TRAVEL TRANSACTIONS	7	2	2.4	78
WORK IN PROCESS OR CONSTRUCTION IN PROCESS	7	2	2.8	82
FOREIGN DISBURSEMENT OFFICE TRANSACTIONS (FLOWCHART OF)	7	2	2.10	84
FORMAT (INPUT REQUIREMENTS BY)	6			1
01 FUND AUTHORITY	6	2		3/7
02 PROGRAM PLANS	6	3		9/14
03 FUND USAGE	6	4		15/38
06 IOTV	6	5		39/52
07 IOTV TRANSFER ACCEPT/REJECT	6	6		53/65
12 RECURRING CHARGE	6	7		67/70
FORMATS (LIST OF)	1	5	5.2C	24/25
FOX PAYMENTS (WIRE TRANSFERS)	9C	4	4.3	19
FSF INQUIRIES (FISCAL STATUS FILE)	8	1	1.6	9/18
FRONT-END EDITS	5	4	4.2A	21
FUNCTION KEYS (PF-1 THRU PF-24)	2	2	2.4	20/26
FUNCTIONAL AREA CODE	3	1	1.2H5	4
FUND AUTHORITY (FLOWCHART OF)	7	2	2.1	75
FUND TYPES (LIST OF)	1	5	5.2L	29
FUND USE (FLOWCHART OF)	7	2	2.3	77

	SECTION	CHAPTER	PARA	PAGE
G				
G SCHEDULE PROCEDURE	5	4	4.4	31
GENERAL LEDGER INQUIRIES (SEE GL INQUIRIES)				
GENERATED TRANSACTIONS	1	2	2.1I	4
GL INQUIRIES (GENERAL LEDGER)	8	1	1.7	18/20
GLOSSARY OF TERMS (VOCABULARY)	10	Appendix 3		1/26
GOVERNMENT/PUBLIC INDICATOR	1	5	5.2F	26
GRACE PERIOD (PRIOR/CURRENT PERIOD ENTRY)	1	2	2.1O	5
GSA SUPPLY BILLING (SEE INTERFACES)				
H				
HARDWARE FAMILIARIZATION	2	1		1
HARRIS KEYBOARD	2	1	1.3	5
HARRIS TERMINAL	2	1	1.2	1
HELP INQUIRY	8	1	1.3	1/2

I

	SECTION	CHAPTER	PARA	PAGE
IMPREST FUND TRANSACTIONS	9A			
CHANGE NAME OF CASHIER	9A	1	1.7	4
DECREASE WITH REPLENISHMENT VOUCHER	9A	1	1.6	4
DECREASE WHEN CHECK IS TO BE CANCELLED	9A	1	1.5	3
DECREASE WITH CHECK ISSUED FOR DEPOSIT	9A	1	1.4	2
ESTABLISH A FUND	9A	1	1.2	1
INCREASE AN ESTABLISHED FUND	9A	1	1.3	1
REPLENISH WITH SUBMITTED VOUCHERS	9A	1	1.8	4
INPUT REQUIREMENTS BY FORMAT (SEE FORMAT)				
INQUIRE STATUS	5	3	3.4F	18
INQUIRIES (SEE INDIVIDUAL INQUIRIES I.E.,ACF,ODF,ETC.)	8			1/46
INQUIRY CAPABILITY	1	2	2.1K	5
INTEREST PENALTY (SEE CASH MANAGEMENT)				
INTERFACES (ALSO SEE SEC. 1, CHAP. 2, PARA. 2.1Q)	9B			
CUPS	9B	1	1.3	4/8
ELECTRONIC INVOICING				
ROCKY MOUNTAIN BANKCARD (RMBC)	9B	1	1.5	9/16
ERROR CORRECTION	9B	1	1.2	1/4
GSA SUPPLY BILLING	9B	1	1.4	8/9
INTERNAL ADJUSTMENTS (SEE CORRECTION PROCEDURES (INTERNAL))				
INTEROFFICE TRANSFER VOUCHER (IOTV)	9M			
INTRAOFFICE TRANSFERS (INTERNAL ADJ.)	9M	4		15

	SECTION	CHAPTER	PARA	PAGE
NUMBERING (ALSO SEE SEC. 1, CHAP. 5, PARA.5.3D)	9M	1	1.2	1
TRANSACTION CODES TO USE	9M	2	FIG 9M.5	4
TRANSFER IN	9M	3		9
ACCEPT	9M	3	3.2	9
FUNDED	9M	3	3.1	9
REJECT	9M	3	3.3	12
UNFUNDED/SUSPENSE	9M	3	3.4	14
TRANSFER OUT	9M	2		3
FUNDED	9M	2	2.1	3
SUSPENSE	9M	2	2.3	6
UNFUNDED	9M	2	2.2	6
INTRODUCTION TO THE USER GUIDE	1	1	1.1	1
QUESTIONS ABOUT THE GUIDE	1	1	1.4	1
USER GUIDE AS A REFERENCE	1	1	1.3	1
USING THE GUIDE	1	1	1.2	1
INTRODUCTION/OVERVIEW	1	1		1
IOTV INQUIRIES (INTEROFFICE TRANSFER VOUCHER)	8	1	1.8	21/22
IRS 1099 PROCESS	9K			
1099 FILE	9K	1	1.4	2
CALENDAR YEAR VERIFICATION	9K	2	2.1	5
REPORTING CRITERIA	9K	1	1.2	1
TABLE T16	9K	1	1.3	1

	SECTION	CHAPTER	PARA	PAGE
J				
JOB ORDER NUMBER	3	1	1.2H4	4
K				
KEYBOARD FUNCTIONS (HARRIS)	2	1	1.3	5/12
L				
LEASE-PURCHASE TRANSACTIONS (FLOWCHART OF)	7	2	2.13	87
LOST DISCOUNT	9D	3	3.4	10
M				
MAC (MATERIAL ASSET CODE)	3	1	1.2H2	4
MAC (MATERIAL ASSET CODES) (LIST OF)	1	5	5.2H	26/28
MAIN EDITS	5	4	4.2C	27
MAIN PROGRAM	1	4	4.1D	16
MANUAL BILLS	9J	5		45
REVERSAL OF MANUAL BILL	9J	5	5.3	51
MONEY COLLECTED/TRANSFERRED TO SUSPENSE	9J	5	5.3D	57/58

	SECTION	CHAPTER	PARA	PAGE
NOT COLLECTED	9J	5	5.3B	52/54
PARTIAL OR FULL COLLECTION	9J	5	5.3C	54/57
MASS CHANGE (ALSO SEE SEC. 1, CHAP. 2, PARA. 2.1M)	9G			
GENERAL INFORMATION	9G	1	1.2	1
PROCEDURES	9G	2		3
MASTER MENU	2	2	2.4M	26
MATERIAL ASSET CODE (SEE MAC)				
MATERIAL ASSET CODES (LIST OF) (SEE MAC - LIST OF)				
MENU AND BATCHING CONCEPTS	5			1
DAFIS MENUS	5	1		1
DATA ENTRY	5	3		9
ERROR CORRECTION	5	4		21/32
PREPARATION OF DOCUMENTS/BATCHES	5	2		3
MGT-1 INQUIRY (CASH MANAGEMENT)	8	1	1.9	22
MONEY BUCKETS	3	1	1.3	5
MONTHLY PROCESS	9H	1	1.6	2

N

NATIONAL TABLES (SEE TABLES)				
NETTING	1	2	2.1H	3
NOTIFICATION OF CHANGE (NOC) FOR ACH	9Q	1	1.4	2/3
NUMBERING CONVENTIONS	1	5	5.3	31
BATCH NUMBERS	1	5	5.3A	31

	SECTION	CHAPTER	PARA	PAGE
DOCUMENT IDENTIFICATION NUMBERS	1	5	5.3B	31/32
IOTV NUMBERS	1	5	5.3D	34/35
SCHEDULE NUMBERS	1	5	5.3C	32/34

O

OBJECT CLASS (OBJ-CLASS)	3	1	1.2G	3
ODF-CHANGE FILE	9I			
CHANGE CRITERIA	9I	1	1.2	1
CHANGE DATA	9I	1	1.3	2
CHANGE PROCEDURE	9I	2	2.1	3
CHANGE PROCESS	9I	2	2.2	4
ODF INQUIRIES (OPEN DOCUMENT FILE)	8	1	1.17	33/46
OPAC (ON-LINE PAYMENT AND COLLECTION) (SEE SF1081/OPAC)				
OPEN DOCUMENT FILE INQUIRIES (SEE ODF INQUIRIES)				
OPENING DOCUMENTS	9E			
OPEN/CLOSE/PURGE A DOCUMENT	9E	1	1.2	1
OVERVIEW	1	2		3
GENERAL SYSTEM CONCEPTS	1	2	2.1	3

P

	SECTION	CHAPTER	PARA	PAGE
PAID SCHEDULE FILE INQUIRIES (SEE PSF INQUIRIES)				
PDF-1 INQUIRY (PURGE DOCUMENT FILE)	8	1	1.10	23
PERCENTAGE (CONVERSION TO DECIMAL)	9D	2	FIG 9D.4	5
PERIODIC PROCESSING	9H			
PRENOTE FOR ACH PAYMENTS	9Q	1	1.4	2
PREPARATION OF BATCHES	5	2	2.3	5
PREPARATION OF DOCUMENTS	5	2	2.2	3
PREVIEW A BATCH (SEE CASH CERTIFICATION)				
PRINT A BATCH	5	3	3.4G	19/20
PRIOR YEAR RECOVERIES (PYR)	3	1	1.3F	6
PROGRAM ELEMENT (PROG-ELEM)	3	1	1.2E	3
PROGRESS PAYMENTS (FLOWCHART OF)	7	2	2.7	81
PROJECT NUMBER	3	1	1.2H4	4
PSF INQUIRIES (PAID SCHEDULE FILE)	8	1	1.11	23/26
PUBLIC/GOVERNMENT INDICATOR	1	5	5.2F	26
PURGE CRITERIA	9N			
OPEN DOCUMENT FILE	9N	1	1.2	1
PAID SCHEDULE FILE	9N	1	1.3	2
PURGED DOCUMENT FILE	9N	1	1.4	2
RECURRING CHARGE HISTORY FILE	9N	1	1.5	2
RECURRING CHARGE MASTER FILE	9N	1	1.6	2

	SECTION	CHAPTER	PARA	PAGE
SUSPENSE FILE (ALSO SEE SEC. 9O, PARA. 1.6)	9N	1	1.7	2
VENDOR T16 FILE	9N	1	1.8	2
PURGED DOCUMENT FILE INQUIRIES (SEE PDF-1)				

Q

QUARTERLY PROCESS	9H	1	1.7	3
QUESTIONS ABOUT THE USER GUIDE	1	1	1.4	1

R

RCH INQUIRIES (RECURRING CHARGE HISTORY)	8	1	1.12	27/29
REASON CODE	9D	2	2.1E	6
RECALL FEATURE	5	3	3.4D	16/17
RECERTIFICATION	9F	4		11/14
RECONCILIATION OF CASH (SEE TFS6653)				
RECURRING CHARGE	9L			
AUTOMATIC MONTHLY ACCRUALS	9L	3	3.3	25
AUTOMATIC MONTHLY DISBURSEMENTS - (DOC. TYPE 40)	9L	3	3.5	29
ENERGY TRACKING	9L	3	3.11	37
ERROR CORRECTION	9L	3	3.8	34
FLOWCHART OF FIXED CHARGES DOC. TYPE 40	7	2	2.11	85
FLOWCHART OF VARIABLE CHARGES (DOC. TYPE 41-49)	7	2	2.12	86

	SECTION	CHAPTER	PARA	PAGE
FORMAT 12 DATA FIELDS (ALSO SEE SEC. 6, CHAP. 7, PAGE 49)	9L	3	3.2	23
INQUIRIES	9L	3	3.9	35
MANUAL ACCRUALS	9L	3	3.4	27
MANUAL PAYMENTS	9L	3	3.6	31
MASTER FILE	9L	2	2.1	3
ADDING RECORDS	9L	2	2.4	8
CHANGING RECORDS	9L	2	2.5	14
DATA FIELDS	9L	2	2.3	3
DELETING RECORDS	9L	2	2.6	18
INQUIRING RECORDS	9L	2	2.7	20
OPTIONS	9L	2	2.2	3
RCHG-TABLE REPORT	9L	3	3.10	36
SIBAC CHARGES (ALSO SEE SEC. 9C, CHAP. 1)	9L	3	3.7	32
RECURRING CHARGE HISTORY INQUIRY (SEE RCH INQ.)				
RE-ESTABLISH A BILL PREVIOUSLY WRITTEN OFF	9J	9		95
REFUNDS/ADVANCES/CREDIT BALANCES	9J	10	10.2	97
REGION/DISTRICT TABLES (SEE TABLES)				
REIMBURSABLE BILLS	9J	3		9
BILLING CYCLE	9J	3	3.7	20
PREVIEW CYCLE	9J	3	3.6	15/16
BILLING PREVIEW MENU	9J	3	3.6C	17/20
BILLING PROOF LIST	9J	3	3.6B	16/17
REVERSAL OF REIMBURSABLE BILL	9J	3	3.8	24
REISSUE STOPPED PAYMENTS (SEE CASH CERTIFICATION)				

	SECTION	CHAPTER	PARA	PAGE
REPORTING CAPABILITIES	1	2	2.1L	5
ROCKY MOUNTAIN BANKCARD (SEE INTERFACES)				

S

SALARY OFFSET (SEE TRAVEL ADVANCE SALARY OFFSET)				
SCHEDULE HISTORY FILE INQUIRIES (SEE SHF INQUIRIES)				
SCHEDULE NUMBERS	1	5	5.3C	32/34
SCHEDULE NUMBERS (SYSTEM ASSIGNED)	1			33
SCHEDULE PREFIX/TYPES	9Q	2		5
CORRECTION PROCEDURES	9Q	2	2.4	7
EDITS	9Q	2	2.2	5
INTRODUCTION	9Q	2	2.1	5
LIST OF	1	5	5.2D	25
USES	9Q	2	2.3	6
SECURITY	1	3		7
CERTIFICATION	1	3	3.7	14
ERRORS	5	4	4.2A4	23
OFFICER	1	3	3.2	7
RESPONSIBILITY	1	3	3.1	7
REQUEST PROCEDURE	1	3	3.4	8/10
TRANSACTION SECURITY	1	3	3.6	14
VENDOR SECURITY	1	3	3.5	11

	SECTION	CHAPTER	PARA	PAGE
SF224 (RECONCILIATION OF TREASURY STATEMENT)	9C	5		21/23
AGENCY/REGION/DISTRICT ENTRIES	9C	5	5.3	23
CONTROL GROUP ENTRIES	9C	5	5.2	21
RECONCILING ENTRIES MADE BY OTHER AGENCIES	9C	6	6.6	30
RECONCILING TO THE GENERAL LEDGER	9C	6	6.5	28
UPDATING	9C	6	6.1	25
SF1081/OPAC (ON-LINE PAYMENT AND COLLECTION)	9C	2		9
CHECKS NOT RECEIVED/PRESUMED LOST	9C	2	2.7	12
AGENCY/REGION/DISTRICT ENTRIES	9C	2	2.8	13
CONTROL GROUP ENTRIES	9C	2	2.7	12
NON-OPAC	9C	2	2.4	11
RECEIVABLES	9C	2	2.6	12
OPAC	9C	2	2.1	9
AGENCY/REGION/DISTRICT ENTRIES	9C	2	2.3	10
CONTROL GROUP ENTRIES	9C	2	2.2	9
RECEIVABLES	9C	2	2.5	11
SF1098 SCHEDULE OF CANCELLED OR UNDELIVERED CHECKS (ALSO SEE SEC. 9O, CHAP. 2)	9C	3		15
AGENCY/REGION/DISTRICT ENTRIES	9C	3	3.3	17
CONTROL GROUP ENTRIES	9C	3	3.2	15
SF1166 VOUCHER AND SCHEDULE OF PAYMENTS	9C	4		19
FOX PAYMENTS	9C	4	4.3	19
MANUAL SF1166	9C	4	4.2	19
SF1184 UNAVAILABLE CHECK CANCELLATION	9Q	4		17
SHF INQUIRIES (SCHEDULE HISTORY FILE)	8	1	1.13	29/30

	SECTION	CHAPTER	PARA	PAGE
SIBAC (SIMPLIFIED INTRAGOVERNMENTAL BILLING AND COLLECTION)	9C	1		3
AGENCY/REGION/DISTRICT ENTRIES	9C	1	1.3	6
CREDITS AND CHARGES MIXED	9C	1	1.5	6
CONTROL GROUP ENTRIES	9C	1	1.2	3
RECURRING CHARGE SIBAC ENTRIES (ALSO SEE SEC. 9L, CHAP. 3)	9C	1	1.4	6
SIBAC PROCESSES (FLOWCHART OF)	7	2	2.5	79
SIGN OFF DAFIS	2	2	2.3D	18/19
SIGN ON TO DAFIS	2	2	2.3A	13/15
SOURCE CODES (LIST OF) (ALSO SEE SEC. 3, CHAP. 1, PARA. 1.2H3)	1	5	5.2I	28
STATE ABBREVIATION CODES	4	2	FIG 4-40	39
STATEMENT OF DIFFERENCE (SEE TFS6652)				
STATUS CODES (BATCH) (LIST OF)	1	5	5.2E	25/26
STOP PAYMENT PROCEDURES (SEE CASH CERTIFICATION)				
SUSP-1 INQUIRY (DOCUMENT SUSPENSE FILE)	8	1	1.14	30/31
SUSPENSE FILE	9O			
CANCELLED/UNDELIVERED CHECKS (SF1098) (ALSO SEE SEC. 9C, CHAP. 3)	9O	2	2.2	11
CONTROL GROUP PROCEDURES	9O	2	2.2A	11
RECEIVING OFFICE PROCEDURES	9O	2	2.2B	14
ERRONEOUS TRANSACTIONS/CORRECTIONS	9O	3		19
FISCAL YEAREND	9O	1	1.3	7
GENERAL LEDGER ACCOUNTS/ TRANSACTION CODES	9O	1	1.2	1/6
ON-LINE INQUIRY (SUSP-1)	9O	1	1.5	8/9

	SECTION	CHAPTER	PARA	PAGE
PURGE CRITERIA	9O	1	1.6	9
TRANSACTION FLOW	9O	1	1.4	7
TRAVEL ADVANCES	9O	2	2.3	16/17
SYMBOLS (ON-SCREEN)	2	1	1.2	1/5
SYSTEM ACCESS	2	2		13
SYSTEM CODES (LIST OF) (ALSO SEE SEC. 3, CHAP. 1, PARA. 1.2H1)	1	5	5.2G	26
SYSTEM CONCEPTS	1	2	2.1	3
SYSTEM DATA (SYS-DATA)	3	1	1.2H	4
SYSTEM FLOW	1	4		15
SYSTEM PURGE CRITERIA (SEE PURGE CRITERIA)				
SYSTEM TABLES (SEE TABLES)				

T

TABLE DRIVEN SYSTEM	1	4	4.1B	16
TABLE ERRORS	5	4	4.2A2	22
TABLES	4	1		1
ACCESS THE TABLE MAINTENANCE MENU	4	2	2.2	11
EDITS	4	1	1.3	3/4
HIERARCHY	4	1	1.4	5
LEVELS	4	1	1.2	1/3
LOADING	4	2		11/12
NATIONAL TABLES	4	2	2.4B	14/25

	SECTION	CHAPTER	PARA	PAGE
PURPOSE	4	1	1.1	1
REGION/DISTRICT TABLES	4	2	2.4C	25/73
SECURITY ACCESS	4	2	2.1	11
SYSTEM TABLES	4	2	2.4A	12/14
UPDATES	4	2	2.4	12
USING SCREENS	4	2	2.3	12
TERMS (SEE DISCOUNT TERMS)				
TFS6652 STATEMENT OF DIFFERENCE	9C	6		25
TFS6653 RECONCILIATION OF CASH	9C	6		25
TFS7306 (SEE SIBAC)				
TRANSACTION CODE	1	5	5.2J	29
TRANSACTION STATUS CODE	1	5	5.2K	29
TRAVEL ADVANCE SALARY OFFSET	9Q	3		11
CANDIDATE FILE	9Q	3	3.3	12
DELINQUENT ADVANCES	9Q	3	3.2	11
INTRODUCTION	9Q	3	3.1	11
REPAYMENT	9Q	3	3.4	13
REPORTS	9Q	3	3.5	14
TABLES	9Q	3	3.6	16
TRAVEL TRANSACTIONS (FLOWCHART OF)	7	2	2.4	78
TREASURY CHECK/TRAILER CARD	9D	3	FIG 9D.15	13
TROUBLESHOOTING	2	2	2.5	26

	SECTION	CHAPTER	PARA	PAGE
U				
UNAVAILABLE CHECK CANCELLATION (SEE SF1184)				
UNDELIVERED ORDER (UDO)	3	1	1.3B	5
USER GUIDE AS A REFERENCE	1	1	1.3	1
USING THE USER GUIDE	1	1	1.2	1
V				
VEM	9P			
GENERAL INFORMATION	9P	1	1.2	1
INQUIRY	9P	7		85
INTRODUCTION	9P	7	7.1	85
INVOICE HEADER INQUIRY	9P	7	7.6	88
INVOICE LINE ITEM INQUIRY	9P	7	7.7	89
INVOICE AUDIT INQUIRY	9P	7	7.8	89
MISSING/INCOMPLETE DOCUMENT REPORT REQUEST INQUIRY	9P	7	7.11	95
PURCHASE ORDER HEADER INQUIRY	9P	7	7.2	85
PURCHASE ORDER LINE ITEM INQUIRY	9P	7	7.3	86
PURCHASE ORDER OBLIGATION INQUIRY	9P	7	7.4	86
PURCHASE ORDER/RECEIVING REPORT/INVOICE SUMMARY INQUIRY	9P	7	7.9	90
RECEIVING REPORT INQUIRY	9P	7	7.5	87

	SECTION	CHAPTER	PARA	PAGE
UNPROCESSED ACCUMULATED DAILY OBLIGATIONS INQUIRY	9P	7	7.10	92
INTRODUCTION	9P	1	1.1	1
INVOICE MAINTENANCE	9P	6		57
EXAMPLES OF INVOICE MAINTENANCE FUNCTIONS	9P	6	6.5	69
ADDING A TYPICAL INVOICE	9P	6	6.5A	69
ADDING AN INVOICE WITH VENDOR SELECTION	9P	6	6.5B	72
ADDING A FINAL INVOICE	9P	6	6.5C	74
ADDING AN UNBALANCED FINAL INVOICE	9P	6	6.5D	75
ADDING AN INVOICE AND ITS ASSOCIATED RECEIVING REPORT	9P	6	6.5E	79
ADDING A SERVICE CONTRACT INVOICE	9P	6	6.5F	81
AUDITING INVOICES	9P	6	6.5G	82
INTRODUCTION	9P	6	6.1	57
INVOICE AUDIT UPDATE	9P	6	6.4	67
INVOICE HEADER UPDATES	9P	6	6.2	57
INVOICE LINE ITEM UPDATE	9P	6	6.3	63
INVOICE STATUS	9P	1	1.2E	2
PRINT	9P	8		97
INTRODUCTION	9P	8	8.1	97
MISSING/INCOMPLETE DOCUMENT REPORT REQUEST SELECTION	9P	8	8.3	106
ON-LINE PRINTED REPORTS	9P	8	8.2	97/105
BCF ERRORS/STOP PAY REPORT (VEM-02)	9P	8	8.2	100/101
PURCHASE ORDER/RECEIVING REPORT/INVOICE SUMMARY (VEM-01)	9P	8	8.2	98/99

	SECTION	CHAPTER	PARA	PAGE
RECEIVING PROCUREMENT OFFICES REPORT (VEM-03)	9P	8	8.2	102/103
VEM ERRORS (VEM-06)	9P	8	8.2	104/105
PBR AUDIT REPORT REQUEST SELECTION	9P	8	8.4	106/107
PURCHASE ORDER MAINTENANCE	9P	4		19
ACCESS THE PURCHASE ORDER MAINTENANCE MENU	9P	4	4.2	19
EXAMPLE OF PURCHASE ORDER MAINTENANCE FUNCTIONS	9P	4	4.7	32
ADDING A PURCHASE ORDER LINE ITEM TO AN EXISTING PURCHASE ORDER	9P	4	4.7E	42
ADDING PURCHASE ORDER WITH DOLLAR SPLIT FUNDING	9P	4	4.7C	36
ADDING PURCHASE ORDER WITH QUANTITY SPLIT FUNDING	9P	4	4.7D	39
ADDING PURCHASE ORDER WITH VENDOR SELECTION	9P	4	4.7B	33
ADDING STANDARD PURCHASE ORDER	9P	4	4.7A	32
INTRODUCTION	9P	4	4.1	19
PURCHASE ORDER DOLLAR SPLIT FUNDING UPDATES	9P	4	4.4	24
PURCHASE ORDER HEADER UPDATE	9P	4	4.3	19
PURCHASE ORDER LINE ITEM UPDATE	9P	4	4.5	26
PURCHASE ORDER QUANTITY SPLIT FUNDING UPDATES	9P	4	4.6	29
PURCHASE ORDER STATUS	9P	1	1.2E	2
PURCHASE ORDER TYPES	9P	1	1.2D	1/2
RECEIVING REPORT MAINTENANCE	9P	5		45
EXAMPLES OF RECEIVING REPORT MAINTENANCE FUNCTIONS	9P	5	5.4	51
ADDING A FULL/FINAL RECEIVING REPORT	9P	5	5.4A	51

	SECTION	CHAPTER	PARA	PAGE
ADDING A PARTIAL RECEIVING REPORT	9P	5	5.4B	52
ADDING A SERVICE CONTRACT RECEIVING REPORT	9P	5	5.4C	54
INTRODUCTION	9P	5	5.1	45
RECEIVING REPORT FULL/FINAL UPDATE	9P	5	5.2	45
RECEIVING REPORT PARTIAL UPDATES	9P	5	5.3	47
RECEIVING REPORT STATUS	9P	1	1.2E	2
STANDARD TABLE MAINTENANCE	9P	3		11
ACCESS THE STANDARD TABLE MAINTENANCE MENU	9P	3	3.2	11
AGENCY CONTROL UPDATES	9P	3	3.4	13
INVOICE REASON CODE TABLE	9P	3	3.6	16
INVOICE REJECTION CODE TABLE	9P	3	3.5	15
PURPOSE	9P	3	3.1	11
RECEIVING/PROCUREMENT OFFICE TABLE UPDATES	9P	3	3.3	12
SYSTEM CONTROL TABLE	9P	3	3.7	17
SYSTEM FLOW	9P	2	2.1	5
TRANSACTION CODE REFERENCE	9P	2	2.1D	6
VENDOR/BANK INQUIRIES (SEE ACH/EFT VENDOR/BANK INQUIRIES)				
VENDOR TYPES (LIST OF)	1	5	5.2B	24
VENDOR/SSN AUDIT LIST INQUIRY (SEE VSSN-1 INQUIRY)				
VOCABULARY (GLOSSARY OF TERMS)	10	Appendix 3		1/26
VOUCHER/SCHEDULE OF PAYMENTS (SEE SF1166)				
VSSN-1 INQUIRY (VENDOR/SSN AUDIT LIST)	8	1	1.15	31

	SECTION	CHAPTER	PARA	PAGE
W				
WAREHOUSE DATE	9D	2	2.1A	5
WAREHOUSE FILE	1	4	4.1M	17
WAREHOUSE FILE INQUIRIES (SEE WHF INQUIRIES)				
WEEKLY PROCESS	9H	1	1.3	1
WHF INQUIRIES (WAREHOUSE FILE)	8	1	1.16	31/33
WIRE TRANSFER (SEE FOX PAYMENTS)				
WORK IN PROCESS OR CONSTRUCTION IN PROCESS (FLOWCHART OF)	7	2	2.8	82
WRITE OFFS	9J	9		91
RE-ESTABLISH A BILL PREVIOUSLY WRITTEN OFF	9J	9	9.3	95
X				
X-SYSTEM	5	3	3.4B	15/16

	SECTION	CHAPTER	PARA	PAGE
Y				
YEAREND PROCESS				
CALENDAR	9H	1	1.9	4
FISCAL	9H	1	1.8	3