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LOG-ON/LOG-OFF PROCEDURES

OBTAINING A USER-ID

In order to access FFS on-line, there are a couple of ID's that must be obtained from the National Park Service's FFS Security Administrator at the Accounting Operations Center (AOC). These must be requested through the Finance Office of your Region, by completing Section 1 of the Computer Registration Form below. Please remember to indicate whether the individual will have scanning access only, fixed assets only, IDEAS user, or will be entering data in FFS. The new ID's will take approximately a week to be established.

USGS MAINFRAME COMPUTER REGISTRATION FORM	
_____ SECTION 1 _____	
Please complete SECTION 1 only and return via e-Mail to your FFS Coordinator in your Regional Office.	
Last Name	:
First Name	:
Middle Initial:	
Title	:
Park/Off Name:	
NPS Org code	:
Business Address:	
City, State, Zip:	
Mailstop	:
Business Phone No.	
Internet Email Address:	@nps.gov
Have you ever been issued an FFS user ID or an NBC Mainframe User-ID? Yes or No, if yes, please provide the user IDs, if known:	
FFS Access type requested	
<input type="checkbox"/>	Fixed Assets User,
<input type="checkbox"/>	Regional Fixed Assets User,
<input type="checkbox"/>	FFS Read only,
<input type="checkbox"/>	FFS Document Entry,
<input type="checkbox"/>	IDEAS user,
Fixed Assets Users Only - List org codes to be accessed:	
Notes	:
_____ SECTION 2 _____	
Action Request: ADD A NEW ID	
(Choices - add a new ID, change ID information, add a subsystem, or delete ID)	
User ID	: VF6
Account Num	: NPSFFSY010
_____ SECTION 3 _____	
[Choices - TSO, NPS PROD (CICPNPS), CICC, Bureau Test 1, Other]	

Once established, the ID's are eMail directly to the named individual with two pre-assigned ID numbers and one temporary password. The first time you log on, you will be required to establish your own passwords. In six months intervals, you will be prompted to change your password. Any access codes that have not been used for over three months will be disengaged.

LOG-ON PROCEDURES

You must use some communication software package to access the National Business Center (NBC) mainframe computer. PACKET/PC is one communication software package that will allow the FFS users to input transactions and to query the FFS database on the NBC mainframe computer in Denver, Colorado. PACKET/PC is specifically tailored to use the 3270/SNA communications protocol. It works best with a fast modem.

Since the majority of the parks now have access to DOINET, the instructions here will assume that you all are using it.

Log on to FFS through your DOINET.

1. Type in your User-Id. <TAB> to the password.
2. Type in your password, and hit <ENTER>.

```

KLGLGON1 _____ NATIONAL BUSINESS CENTER
Date: 02/10/03 Help Desk: 303-969-7777
Time: 11:42:46 Terminal: TCP00426

Userid.....VF6xxxx N N BBBBBB CCCCCC
Password.....xxxxxxx N N N B B C
Change Password? N (Y or N) N N N BBBBB C
N N N B B C
N N BBBBB CCCCCC

WARNING TO USERS OF THIS SYSTEM

This is a United States Government computer system, maintained by the Department of the Interior,
to provide Official Unclassified U.S. Government information only. Use of this system by any
authorized or unauthorized user constitutes consent to monitoring, retrieval, and disclosure by
authorized personnel. USERS HAVE NO REASONABLE EXPECTATION OF PRIVACY IN THE USE OF THIS SYSTEM.
Unauthorized use may subject violators to criminal, civil, and/or disciplinary action.

ENTER USERID
Enter F1Help F3=Exit

```

If this is the first time you access FFS or six months have lapsed since you last changed your password, the system will prompt you to change your password. The password must be eight characters in length. The first and eighth characters must be an alpha. The characters in between must consist of at least one numeric plus alphas (e.g., TRY2WORK).

```

KLGLGON1 Change Password

Type in your new password twice, and press ENTER.

Enter new password.....
Verify new password....

Command =
Enter F1=Help F3=Exit F12=Cancel

```

If your input of the userid and password are correct, the main menu of the selection screen appears. Move your cursor down to CICPNPS and hit <ENTER>.

```

      Actions  Options  Commands  Features  Help
-----
KLSVSELI                CL/SUPERSESSION Main Menu                More:  +

Select sessions with a "/" or an action code.

  Session ID  Description                                Type      Status
  -----
  ___CICC      CICS  BUREAU PRE-PRODUCTION                    Multi
  ___CICPNPS   CICS  NPS  PRODUCTION                            Multi
  ___CICSTRNG  CICS  WASC CLIENT TRAINING                     Multi
  ___CICSTST2  CICS  CORE BUREAU TESTING                         Multi
  ___CICSTSZ2  CICS  BUREAU DEVELOPMENT/TEST 2                  Multi
  ___INFONPS   INFOPAC NPS                                    Multi
  ___INFOTRNG  INFOPAC TRAINING                              Multi
  ___NFC       USDA  NFS                                           Pass      Undefined
  ___SYS1      SYS1  SUPERSESSION                                  Pass
  ___TSOG      SYSG  TSO PRODUCTION                                Multi
  ___TSO5      SYS5  TSO PRODUCTION                                Multi

Command ==>>                SYS5/TCPD5175
Enter  F1=Help  F3=Exit  F5=Refresh  F8=Fwd  F9=Retrieve  F10=Action

```

This will bring you to the general message screen. It will provide information as to the hours of operation, in eastern time, when FFS is available.

```

** CICS/NEWS ** FROM: TIM RIORDAN                VF6SYSR  02/10/2003 11:43
=====
THE FOLLOWING SCHEDULE IS THE WEEKLY             ALL TIMES ARE EASTERN
HOURS OF OPERATION FOR PRODUCTION FFS

MONDAY ---- 7:00 AM - 10:00 PM                * FOR HELP WITH USER-IDS PROBLEMS *
TUESDAY --- 7:00 AM - 10:00 PM                 * PLEASE SEND AN EMAIL MESSAGE TO *
WEDNESDAY - 7:00 AM - 10:00 PM                 * THE AOC SECURITY MAILBOX         *
THURSDAY -- 7:00 AM - 10:00 PM                 * OR CALL THE AOC FFS HELP DESK   *
FRIDAY ---- 7:00 AM - 8:00 PM                  * AT 703-487-9070                  *
SATURDAY -- DOWN                               *****
SUNDAY ---- DOWN

THE FOLLOWING ARE EXCEPTIONS TO THE ABOVE SCHEDULE

LAST WORK DAY OF THE MONTH - 7:00 AM - 6:00 PM

=====
Option: X (X=Exit P=Prev N=Next L=Latest O=Oldest)  Beginning Date:
PF1=Help PF3=End PF&=Prev PF8=Next PF10=Latest PF12=Oldest

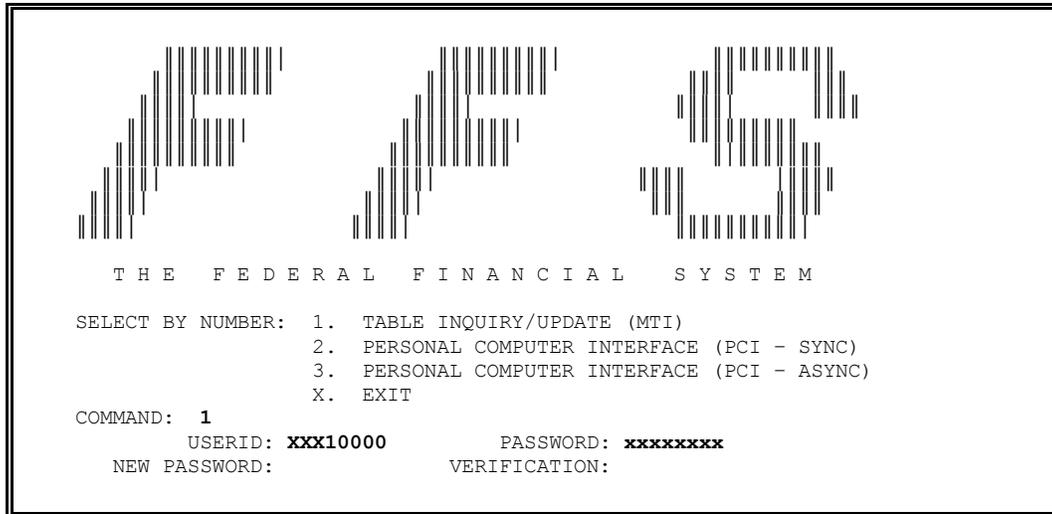
```

To clear the message screen, hit the <PAUSE> key or type "X" and <ENTER> next to the word option at the bottom of the page.

At the blank screen, enter the FFS sign-on command by typing:

FFSN <ENTER>

The FFS screen appears for you to logon to the system.



Select one of the command indicated on the screen (1 or X). Selections 2 and 3 cannot be accessed unless you have the interface software. Enter the Userid code given to you by the NPS Security Administrator and your password. Press the enter key. Depending upon your command, you will be either at the tables with the FFS logo on the screen or have exit to a blank screen.

If you made a mistake in entering your userid and password, it will prompt you for the correction of the entries again. Please note that if you made a mistake three consecutive times in one log-on period, your ID will be disabled. When that happens, **you can either call the AOC hotline at (703) 487-9070 or send an eMail message to the National Park Service Security Administrator, at the "AOC Security" address to re-establish your ID.** Because of the time zone differences, your sign-on codes may not necessarily be re-established or available to you until the next day.

It is highly recommended that when you are unsuccessful in logging on after two attempts, log out the system completely and then log back in again.

Password

If this is the first time you have accessed the on-line FFS system since acquiring your security codes, the steps in establishing your own personal password are as follows:

1. Enter the command (1). <TAB> **Do not press ENTER.**
2. Enter your UserID
3. <TAB> to the "New Password: " on the next line down, and type in the password of your choice.
4. <TAB> to the "Verification: " line and retype the same password again. Hit <ENTER>.
5. Your password has now been established with your UserID and it should be used every time you sign on until you change it.

Any entries you made from this point on will be identified by your UserID within FFS.

Changing Your Password

To change your password, you must logon with your current password. If you do not, your UserID will be disabled.

1. Enter the command (1) and press <TAB>.


```

      Actions  Options  Commands  Features  Help
-----
KLSVSELI                CL/SUPERSESSION Main Menu                More:  +
Select sessions with a "/" or an action code.

  Session ID  Description                                Type      Status
  -----
  __CICC      CICS  BUREAU PRE-PRODUCTION                    Multi
  __CICPNPS   CICS  NPS PRODUCTION                            Multi
  __CICSTRNG  CICS  WASC CLIENT TRAINING                      Multi
  __CICSTST2  CICS  CORE BUREAU TESTING                          Multi
  __CICSTSZ2  CICS  BUREAU DEVELOPMENT/TEST 2                    Multi
  __INFONPS   INFOPAC NPS                                    Multi
  __INFOTRNG  INFOPAC TRAINING                              Multi
  __NFC       USDA  NFS                                           Pass      Undefined
  __SYS1      SYS1  SUPERSESSION                                  Pass
  __TSOG      SYSG  TSO PRODUCTION                                Multi
  __TSO5      SYS5  TSO PRODUCTION                                Multi

Command ==>
Enter  F1=Help  F3=Exit  F5=Refresh  F8=Fwd  F9=Retrieve  F10=Action
                                                    SYS5/TCPD5175

```

Hit the "F3" key and a window will appear indicating a couple of choices. Place an "X" next to "EXIT" to get to the User Identification Screen.

```

      Actions  Options  Commands  Features  Help
-----
KLSVSELI                CL/SUPERSESSION Main Menu                More:  +
Select sessions with a "/" or an action code.

  Session ID  Description                                Type      Status
  -----
  __CICC      CICS - BUREAU PRE-PRODUCTION                    Multi
  __CICPNPS   CICS - NPS PRODUCTION                            Multi
  __CICSTRNG  CICS - WASC CLIENT TRAINING                      Multi
  __CICSTST2  Exit menu                                        Multi
  Type a selection number or position the
  cursor on a line and press ENTER.
  x_1. Exit (X)                                    Multi
  2. Resume (R)                                    Multi
  Command ==>
Enter  F1=Help  F12=Cancel
                                                    SYS5/TCPD5175
9=Retrieve  F10=Action

```

When you are at the User Identification Screen, move your cursor to "File" at the upper left corner of the screen, left click the mouse and select "exit all" from the drop-down screen. The computer is now back under your control.

Unplanned Exits

After logging into FFS, you can be locked out when the system has not been used for a certain number of minutes. All you need to do is re-enter your password to get back to the screen that you had last worked on.

Sometime you may find that you have been knocked out of the system by poor telephone line problems or system shutdown. It's no big thing.

1. If you were in the FFS Tables, just re-enter the system. No data will be lost.
2. If you were entering documents at the time of a line-lost, the DOCUMENT ID will be frozen in animation with the one you have entered. To complete the document, log back on--if not today, tomorrow--go to the "SUSF" table and move the cursor down to the DOCUMENT ID and press <ENTER>. Complete the data input to the document or delete the document.

If you have accidentally exited using the "X" at the top right corner of the screen that closed the windows screen, the status of your session may still be active or current when you log back onto the system. If your session is active or current, you will need to take down the session by entering a "T" next to CICPNPS, press <ENTER> , then go back in and reselect CICPNPS and continue the normal log-in process.

NAVIGATIONAL KEYS AND PROCESSING CODES

KEYBOARD NAVIGATION

Use the <ENTER> key only when all entries on a current screen have been completed. The other directional keys (arrow, tab) should be used to move through the document entry process until all data entry is completed for each screen.

--To move through a document prior to processing, use the following:

↑		
← →	<TAB>	SHIFT <TAB>
↓		
arrow keys	go forward one field	back up one field

--To move to the top of the screen in the upper left corner, hit the <HOME> key.

--If you are in the document screen and have entered all your entries, pressing on the <ENTER> key will bring up a new screen for additional input lines.

FFS SCREEN ACTION CODES

The scheduling action defines how FFS will process the data. Action codes are used to make changes or working within a document. An action code may help you proceed to the next screen within the same document, delete a line, insert a line, or display the next error message.

Action codes are used in the action field at the upper left-hand corner. You may either type out the whole words or just the abbreviated letters in the parentheses. The most common ones for navigating through the FFS Documents are as follows:

Action Codes for Documents

BACK (BK) - displays the previous screen.

BOTTOM DOC (BD) - displays the last screen in the document. This is handy for those parks that prepares ETs with many lines of entries.

DELETE DOC (DD) - deletes the document that has not been accepted by FFS. Type DD (Delete Document) in the upper left corner of the screen and press <ENTER>.

DELETE LINE (DL) - allows the user to delete an existing line. This command can be used only where the document has been processed, but not accepted. The cursor must be below the line number field.

DUP LINE (DUP) - duplicates the current line in the document. The cursor must be below the line number to duplicated.

EDIT (Q) - Quick edit processing fully edits data and schedules it for overnight processing and update of tables.

END (F) - returns you back to the tables. However, if you have not processed your document, it will prompt you to RUN DOC.

FIRST (FS) - shows the first line in the document.

GET(G) - displays the first screen of the requested document. The document ID must be used with this command.

HOLD DOC (H) - places the current document in HELD status.

INSERT LINE (IL) - allows the user to insert additional lines. This command can be used only where the document has been processed, but not accepted. The cursor must be placed on the field immediately before the field you wish a line to be inserted.

JUMP (J) - followed by a number will move the display forward to the requested screen.

MORE (M) - displays the next set of errors at the bottom of the screen. This function will appear at the top of the screen if more errors are detected than can be display on the screen.

NEW (ID) - entering a new document.

NEW LINE (NL) - followed by a number will forward the number of lines into the document as specified by the user.

NEXT (N) - will go to the table specified in the SCREEN or will clear the screen in the present table.

NS - takes the user to the next screen. This command can be used only if the document has been processed at least once, whether it is accepted or not.

PAUSE (P) - pause the document temporarily to interrupt a session, allowing the user to pause out of the document processing mode to perform some table inquiries.

PREV (PR) - displays the previous screen or the header in the current document.

RUN DOC (W) - Update and edits the document. If there are no errors, the tables are updated.

TOP DOC (TD) - takes the user back to the first screen of the document.

UNDELETE DOC (UND) - changes the status of a document from DELET to HELD. The document must still appear on the SUSF table for this command to work.

Action Codes for Batch Entries

Documents with a batch header must use the following batch commands:

BOTTOM BAT (BB) - displays the last screen in the batch.

DELETE BAT (DB) - changes the STAT to DELET for the batch.

HOLD BAT (HB) - places the current batch in HELD status.

RUN BAT (RB) - processes the batch and writes the results to FFS. This is equivalent to the "W" command for processing documents.

TOP BAT (TB) - takes the user back to the first screen of the batch.

UNDELETE BAT (UNB) - changes the status of a batch from DELET to HELD. The document must still appear on the SUSF table for this command to work.

Action Codes for Accessing Documents from SUSF

When accessing documents from the SUSF table, the ACTION field must contain an "S". The Codes below must be in the FUNCTION field. Existing documents are accessed by placing an "X" in the SEL field. Some of the commands will allow multiple lines to be selected by placing an "X" on several lines in SUSF.

ACCESS - if the STAT field is ACCPT, the document will be brought up in the SCAN mode. If the STAT is HELD or REJCT, the document will be brought up in CORRECTION mode. Documents with a STAT of DELET cannot be accessed.

COPY - this allows you to create a new document with the same information as another document by copying data from an old document. You need to place an "X" in the line of the document to be copied. A new document ID number must be assigned on line "00" in SUSF.

DELETE - this will delete all records selected with an "X" for removal from SUSF.

FREE - removes the "in use" flag from documents that are HELD or locked in that status after exiting FFS.

HOLD - holds the document in SUSPENDS from further processing until recalled later by the user.

NEW - creates a new document or batch. The document ID and/or batch information must be filled-in on line "00" in SUSF.

RUN - processes the document and writes the results to the database.

SCAN - displays the selected document in the SCAN mode.

UNDELETE - changes the document STAT from DELET to HELD. The document must be on the SUSF table for this command to work.

Action Codes for Table Inquiry

Initial Table Access

L - Leaf to the specified SCREEN and scan for records based on the data displayed for the current screen. Leaf can only work if the two screens have a common key.

N - Go (next) to the specified SCREEN field.

Inquiry Within a Table

A - Add new information to data entry tables only.

B - Go back to the Leafed-from screen.

C - Change existing information on data entry tables only.

D - Delete present information from data entry tables only.

E - Exit from table inquiry to front-end FFS menu.

F - Go forward to the next leaf screen.

G - Get a specific record based on key value entered.

L - Leaf to the table specified in SCREEN and scan for records based on the key elements displayed on the current screen (Tables must have a common key).

N - Will go to the table specified in the SCREEN or will clear the creen in the present table.

P - Pause from table inquiry and save screen data for resume.

R - Refill the screen with records following the last entry shown on the screen.

S - Scan the table starting with the data entered.

T - Scan the table from the top.

< - Scan previous screen(s) after a screen Refill.

Exit from Table

E - Exit from table inquiry.

P - Pause and save screen for resume.

PF "Hot" Keys for Document Screen

F1 – RB Run Batch works for modification documents with BatchID numbers.

F2 - DD After you have access a document that was previously HELD or REJCT, and decided that you don't want this document, DD or F2 will delete the document.

F3 - NLC New line copy while in initial document entry screen.

F4 - XD As you are entering information for the document and decided you did want it, type XD or press the F4 key to cancel the document.

F5 - IL Insert line.

F6 - DL Delete line.

F7 - NL0 Moves to the first line of the document.

F8 - NS Moves to the next screen.

F9 - W Writes and updates a non-batch document.

F10- H Puts a document on hold.

F11- P Pauses a document and brings you to a table screen.

F12- F Finish with the document and reverts back to the tables.

FFS DOCUMENT ENTRY CODES

Data are entered through a series of screens. The basic "start-up screen" for all data entry is through the Table screen. For example, at the SUSF table, you can get to the document screen for obligations by typing "NEW" at the function field and TAB down to line "00". TAB over to the transaction code (TC) under the document. Before you actually go into the data entry screens, you must input some information about the document to be processed.

Document ID - Consists of the transaction code (TC), section or division (WRO), and Document ID number of the document to be processed.

<u>TC</u>	<u>SEC1</u>	<u>Document Type</u>
<u>Transaction Codes</u>		
<u>Used by Region/Parks</u>		
A1	Allocation of Funds	Budget
B1	Bill for Collection	Accounts Receivable
BE	Allocate & Approve Funds	Budget
C1	Deposit Ticket	Cash Receipts
ET	Expenditure Transfer	Account Reconciliation
FA	Fixed Asset Acquisition	Purchasing
FB	Fixed Asset Betterment	Purchasing
FD	Fixed Asset Disposition	Cash Receipts
FT	Fixed Asset Transfer	Account Reconciliation
IT	Income Transfer	Account Reconciliation
L1	Approve & Post Funds	Budget
M\$	Purchase Orders/Contracts - IDEAS	Purchasing
M1	Miscellaneous Order	Purchasing
P\$	Commodity Purchase Orders-IDEAS	Purchasing
R2	Requisition	Purchasing
RC	Expenditure Accrual	Accruals (Year-end)
S1	Journal Voucher	Accruals (Year-end)
SV	Accruals	Accruals (Year-end)
T1	Travel Orders Obligation	Travel
<u>Used by AOC</u>		
3A	Third Party Drafts	Payables/Travel
3Q	Third Party Drafts	Payables/Travel
BD	Billing	Accounts Receivable
CG	Cash Receipts	Accounts Receivable
CX	Check/EFT Cancellation	Reconciliation
DD	Direct Disbursement	IPAC Charges from Federal Agencies
D1	Obligated Direct Disbursement	Payables/Travel
D2	Unobligated Direct Disbursement	Payables/Travel
FM	Fixed Asset Manual Depreciation	Reconciliation
I1	Imprest Fund Replenishment	Payables/Travel
JV	Journal Voucher	Reconciliation
MO	Miscellaneous Orders	Payables/Travel
NC	No Check Disbursement	Payables/Travel

FFS

AL	Allocation
AS	Aircraft Services (OAS)
AW	Employee Awards
BC	Bills for Collection
BE	Budget Execution
BL	Bills of Lading
BP	Blanket Purchase Orders
CA	Cooperative Agreement
CF	Concession Franchise Fees (Revenue Accrual)
CT	Credit Card Collections
CV	Fedwire Collections
CX	Contracts
DI	Requisition
DT	Deposits
DV	Debit Voucher
EO	Equal Opportunity Suits
ET	Expenditure Transfers
EX	Excess Property Report
FA	Fixed Asset Acquisition
FB	Fixed Asset Betterment
FD	Fixed Asset Disposition
FF	Firefighters, Fire Service & Emergency
FT	Fixed Asset Transfers
GA	Grant Agreements
GC	Gasoline Credit Cards
GP	Government Printing Office Orders
GS	GSA Orders
GT	GSA Telephone Services
IA	Interagency Agreements
IF	Imprest Fund
IP	IPAC
IR	IRS Offset
IT	Income Transfers
LT	Local Travel
MP	Motor Pool
MR	Miscellaneous Reimbursements to Individuals
MT	Miscellaneous Transactions to Vendors
PC	Purchase Cards
PR	Payroll Accrual Adjustments
PS	Proceeds from Sales
PX	Purchase Orders
QT	Quarter Adjustments
RA	Customer Agreement Set-Up
RS	Report of Survey
QT	Quarters Adjustments
SL	Suballotment
SP	Spherix Reservation System
SS	Customer Supply Center
TA	Travel Authorization
TC	Tort Claims
TD	Third Party Draft

FFS

TN	Training Orders
TR	Government Transportation Request
TS	Corporate MasterCard
TZ	Payroll Deductions
UT	Utilities
WX	WASO Cross Charges

IDEAS

A	Blanket Purchase Agreement Call
B	Blanket Purchase Agreement
C	Contract
D	Delivery Order
F	Interagency Agreement
G	General Agreement
H	Cooperative Agreement
J	Task Directive
L	License Agreement
N	Request for Proposal
P	Purchase Orders
Q	Quotes
R	Requisition
T	Task Order
V	Credit Card
X	Third Party Draft
Z	Receiving Report

Travel Manager – Electronic Payments

Travel Manager is an on-line travel processing system. This is where the travel authorization, the travel voucher, and the approving process are all done electronically. AOC would process the information electronically and schedule the payment via EFT to the traveler's bank account. To fully utilize the Travel Manager functionality, the document number will be 8 characters consisting of:

Organization (4):	8999
Fiscal Year (1):	D (The letter "D" represents FY-2003)
Sequence Number:	001

The document type "TA" will be omitted when using Travel Manager. Examples:

Travel Authorization or Blanket Travel Authorization will be:	8999D001
Travel voucher from the authorization will be shown as:	8999D001
Travel voucher relating to a Blanket Authorization will be:	8999D00401

(The last digit indicates that this is the 1st amendment to a previously processed voucher #04)

Amended travel voucher from a normal voucher will be shown as: 8999D0041

Batch ID - This is generally used to make modifications to documents that have previously been accepted and is still on the Suspense File (SUSF). A document may be on SUSF with any status, such as on-hold, deleted, accepted, etc. Regardless of its status, the same document number cannot be re-entered unless it has a Batch ID. A Batch ID can be any combination of numbers and letters not to exceed six characters. It is not necessary to enter a Batch ID on a modification document if the original document has been archived off the SUSF table.

```

ACTION: R SCREEN: SUSF USERID: XXX1      DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION: NEW                               SEC2:
S
E ---BATCH ID--- ----DOCUMENT ID----          INIT      LAST      LAST
L TC SEC1 NUMBER TC SEC1  NUMBER  STAT  APPRV  USER      DATE      USER
-----
00-  M1 WRO LEX2  M1 WRO UT8999D0076

```

After you have entered the transaction code (TC), the division (SEC1), and the document number, hit <ENTER>. This will take you into the document entry screen as dictated by the "TC" code.

FFS ENTRIES

TRANS TYPES

A Trans Type is a required code for all document entries in FFS. It is a predefined code which allows the entries to be posted to a series of appropriate general ledger tables. The codes established for our use are as follows:

- 01 Used for obligations, expenditures, and refunds. Line items using this code requires must have a budget object class code.
- RM Used for recording reimbursable income. In lieu of using an budget object class, it requires the revenue source of R.
- RP Same as RM, but is used mainly with documents for transfers of income, such IT documents. As with RM, line items using this code requires a revenue source of R.
- RV Used for recording revenues received from fee collections, donations, quarters rental, and other miscellaneous revenues. Line items using this code requires the revenue source of R.
- EQ Used for recording income received from the sales of replaceable equipment.

PAYEE/VENDOR CODES

The payee/vendor files are reference tables maintained by AOC. These files can be found in the VEND, VNAM, and VTYP tables. All documents using transaction codes B1, C1, M1, M\$, P\$, and T1 require that a vendor code be entered.

The vendor code will always be the Social Security number for an employee, a vendor who will be paid from a travel document, and where an IRS Form 1099 will be required, such as for emergency fire fighters. For other types of vendor, the code will be the DUNS number. DUNS stands for Data Universal Numbering System. It is a unique nine-digit numbering system that is used to identify a business. If a vendor wants to do business with the Government, they need to get a DUNS number from Dun and Bradstreet by calling 610-882-7741. There is no cost to get a DUNS number.

New Vendor/Employee

In order for payment to be generated to a vendor and/or employee, their name and address must be maintained on the payee/vendor files. If a new vendor and/or employee is needed to be included on the vendor file, you must complete either the Vendor Maintenance Form or the Employee Vendor Maintenance Form. The completed vendor maintenance form must be forwarded to the IDEAS coordinator for your Region. The completed employee maintenance form must be forwarded to AOC to be established into FFS.

VENDOR MAINTENANCE FORM

FROM: _____ FORWARD ACCOUNTS PAYABLE, AOC

REGULAR PAYMENTS _____ (PCAS) REIMBURSABLE AGREEMENT
VENDOR CODE

VENDOR NAME (SSN REQUIRED FOR 1099)

ADDRESS (REQUIRED)

ADDRESS (OPTIONAL)

CITY, STATE, ZIP

VENDOR TYPE (1) _____ CUSTOMER TYPE (5)

PROVIDER CODE (6) _____ ORGANIZATIONAL CODE

GROUP BILL (Y/N)

EFT & AUTOMATIC CLEARING HOUSE PAYMENTS (SF-1099 REQ)

BANK NAME (FOR PAYEE)

BANK CITY, STATE, ZIP

BANK ABA # (2)

ACCOUNT TYPE (3)

ACCOUNT NUMBER

EFT FLAG (A,S,B or N)

CORRESPONDENT BANK (4),(7)

CITY, STATE, ZIP

CORR BANK ABA# (4)

NOTE: (1) = Government (G) Non-Government (N) Employee (E) Imprest (I) State (E)
(2) = ABA # should always be the # for a Parent Bank
(3) = Checking (C) OR Savings (S).
(4) = Can only be used with EFT (TFCS) payments
(5) = If PCAS must = RMB
(6) = Both (B) Vendor (V) Provider (P)
(7) = Bank authorized to receive payment for payee's bank

EMPLOYEE VENDOR MAINTENANCE FORM

DATE _____

FROM: _____ FORWARD TO **TRAVEL, AOC**

SOCIAL SECURITY NUMBER: _____

HOME ADDRESS 1 _____

HOME ADDRESS 2 _____

CITY, STATE, ZIP _____

PROVIDER CODE **B** ORGANIZATIONAL CODE _____

ELECTRONIC FUND TRANSFER PAYMENTS (SF-1099 REQ)

BANK NAME _____

BANK CITY, STATE, ZIP _____

BANK ABA # _____
(Must always be the number of a parent bank)

ACCOUNT TYPE _____ [CHECKING (C) or SAVINGS (S)]

ACCOUNT NUMBER _____

EFT FLAG (A, S, B or N) _____

BUDGET FISCAL YEAR vs FISCAL YEAR

In FFS, certain tables are based on budget fiscal year while others are based on fiscal year. The Organization Table (ORGN), Division Table (DVSN), and Program Table (PGMT) are tables based on budget fiscal year. The Allocation Organization Program Table (AOPT) is keyed on fiscal year. Tables can also be keyed on both budget fiscal year and fiscal year, such as the General Ledger Balance Table (GLBL) and General Ledger Detail Balance Table (GLDB). There are tables that are keyed on neither budget fiscal year or fiscal year, such as the Project Table (PROJ) and Project Status Table (PSTA). So what is the difference between the two?

Budget fiscal year is the fiscal year for which Congress appropriated funds to the National Park Service. It is the year that contains the money with which you are working. In FFS, the BFY references transactions made against a given appropriation throughout its entire life.

Fiscal year is the current fiscal year in which you are processing a document. We are currently in fiscal year 2003 even though we may be spending across several budget fiscal years.

REFERENCE DOCUMENT ID

The reference Document ID is either required or is optional during data entry. If a reference to a Document ID is made, it must be entered in a specific order. Incorrect reference ID will be rejected. The reference Document ID should display the transaction type, the document number followed by the line number of the document as it was originally entered.

An expenditure transfer referencing line 4 of a purchase order would as follows:

STATUS:	DOCID:	ORG:	000-000 OF 000							
	BATID:									
	(EXPENDITURE TRANSFER)									
	STANDARD VOUCHER									
DOC ACTION	DOCUMENT	DOCUMENT	ACCTG	EXP	TRANS					
(E,M,X)	TOTAL	DATE	PRD	CODE	TYPE					
		/ /	/							
			ACC DATE:	/ /						
ACCOUNTING DATA:										
TRANS	(PROJ)	(PWE)	OBJ							
LN	TYPE	ORGN	JOB	PGM	CODE	BFYS	FUND	AMOUNT	I/D	VENDOR
CLOSED BFY:		CLOSED FUND:		ACC DATE:					RPTG CAT:	
REF DOC #:	M\$ P8990030050	004	REMARKS:							

When a reference document number is used, an entry is also posted to the Document Cross Reference Table (DXRF). The DXRF table is a valuable table for those occasions when you need to research the transactions for a particular document, which includes payments and expenditure transfers. DXRF also provides the vendor code as part of its payment information.

THE SUSF TABLE

The Document Suspense inquiry table (SUSF) records every document being entered in FFS. The SUSF table is archived approximately once a week. All document in ACCPT status would be removed. The purpose of SUSF is to provide you with the status of the document, the date it was last updated, the initial user, and the last user. The following are the various status codes in the SUSF table:

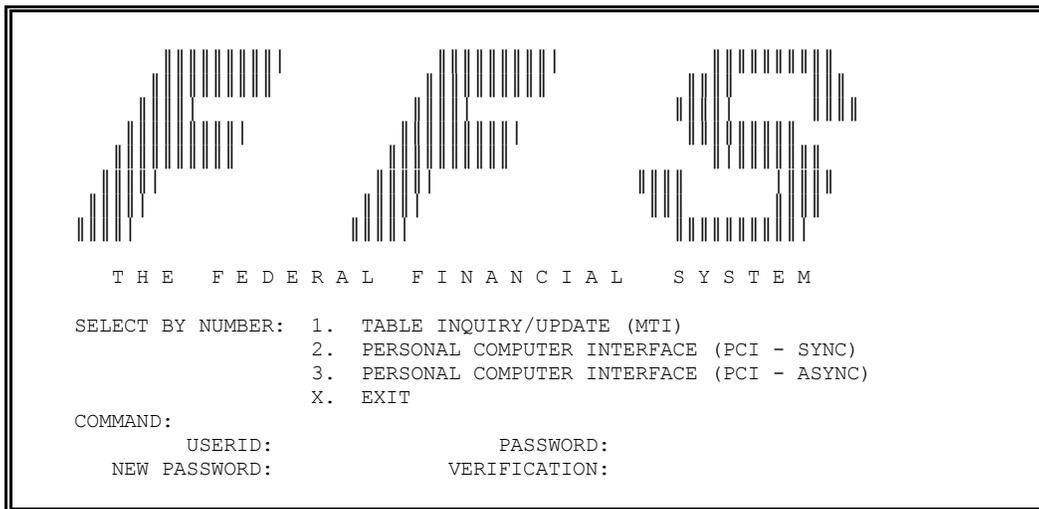
ACCPT	Document has been accepted and posted
DELET	Document has been deleted

HELD	Document has been put on hold
REJCT	Document was rejected
SCHED	Document is scheduled for off-line processing

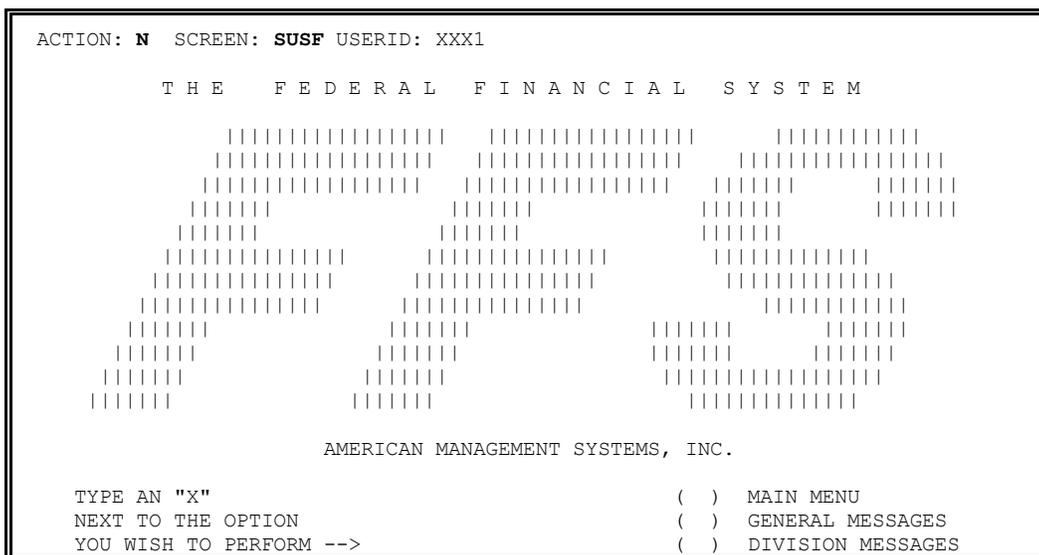
All documents on hold or rejected needs to be corrected and processed either until they are accepted or they are deleted.

ACCESSING DOCUMENT INPUT SCREEN

When you first log-on to FFS, you will go into what we will call the front-end FFS screen. Since you have just log on, you will most certainly not select EXIT. So, the only other choice available is the TABLE INQUIRY/UPDATE.



After you have made your selection for TABLE INQUIRY, type a N in the ACTION field of the FFS table screen, followed by the name of the table which you wish to access (i.e., SUSF, OBLI, ALCT, PROJ, etc.).



There are two methods in which you can access the document input screens. One is through the Document Suspense (SUSF) table, and the other is through any of the FFS tables. You can use the method that is most comfortable for you.

Accessing Document Entry Screen Via the SUSF Table

To access a document from the SUSF table, you must have a **S** in the ACTION field and **NEW** in the FUNCTION field. <TAB> to line 00 and type in the transaction code, the division or section, and the document number. Then press <ENTER>.

```

ACTION: S  SCREEN: SUSF USERID: XXX1      DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION: NEW                                SEC2:

      ---BATCH ID--- ----DOCUMENT ID-----
      SEL TC SEC1 NUMBER TC SEC1  NUMBER  STAT  APPRV  INIT  LAST  LAST
      - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
00-                M1 WRO  CA8990D0053
01-
02-
  
```

This would bring up the screen for the document type requested. You are now ready for data input.

```

STATUS:                DOCID: M1 WRO CA8990D0053
                        BATID:                ORG: 001-002 OF 002
                        (OBLIGATION INPUT)
                        MISCELLANEOUS ORDER

DOC ACTION   TRANS      TOTAL          VENDOR      DOCUMENT
(E,M,X)     TYPE        OBLIGATION     CODE        DATE
           /           /           /           /           /

ACCTG PRD:   /           BFY:          NAME:
NEG PYMT DAYS:          ADDR1:
ASSOC ORDER:          2:
DISCOUNT %:          DAYS: 3:
DISCOUNT %:          DAYS: 4:
DISCOUNT %:          DAYS:

LN  ORGN  (PROJ) (PWE) OBJ RPTG  REF REQ LINE:
      JOB  PGM  CODE CAT  BFYS  FUND  AMOUNT  P/F  I/D

FA #:          FA TYPE:  BETT #:  ACQ METH:  QUANT:
REMARKS:          CLOSED BFY:          /FUND:
  
```

Accessing Document Entry Via Reference Tables

If you are at a table (SUSF included), you can always leap to the document entry screen at any time. For our illustration, let's say we are in the Allocation Inquiry Table (ALCT) and we wanted to get to the Budget Execution Document.

Let's assume that you are currently in the ALCT screen,

```

ACTION: R  SCREEN: ALCT  USERID: XXX1
*** ALLOCATION INQUIRY TABLE ***
KEY IS BFYS, FUND, DIVISION, ORG, PGM, BOC
BFYS: 2003      FUND: 04      DIVN: WRO  ORG: 8999      PGM: IXI      BOC:
STATUS IND: A      SPENDING CONTROL OVR:      BUDGETED FTES:
APPROVED IND:  POST QTR:      TRANS TYPES - PENDING: 01 APPROVED:      POSTED:

APPROVED ALLOC AMT:      0.00  YTD ALLOC AMT:      0.00
YTD UNLIQ COMM AMT:      0.00  AVAILABLE AMT:      0.00

```

All you need to do to get to a document entry screen is type **L** at the ACTION field and the required document type (BE, C1, ET, M1, etc.) followed by two spaces at the SCREEN field.

```

ACTION: L  SCREEN: BE  USERID: XXX1
*** ALLOCATION INQUIRY TABLE ***
KEY IS BFYS, FUND, DIVISION, ORG, PGM, BOC
BFYS: 2003      FUND: 04      DIVN: WRO  ORG: 8999      PGM: IXI      BOC:
STATUS IND: A      SPENDING CONTROL OVR:      BUDGETED FTES:
APPROVED IND:  POST QTR:      TRANS TYPES - PENDING: 01 APPROVED:      POSTED:

APPROVED ALLOC AMT:      0.00  YTD ALLOC AMT:      0.00
YTD UNLIQ COMM AMT:      0.00  AVAILABLE AMT:      0.00

```

This would bring up the screen for the document type requested--the BE screen in our example. To input a document, you must establish a unique document by typing **NEW** at the upper left corner followed by the transaction type, the region, and the document ID. Then press <ENTER>. Upon hitting the enter key, the word **NEW** would disappear from the screen to indicate that the current document or batch is available for data entry. If you do not press enter, all the data you input subsequently will be lost since the system will not have recognized the document ID as established yet.

```

NEW                DOCID: BE WRO BE8990D0005
STATUS:              BATID:                ORG:
H-
                    BUDGET EXECUTION DOCUMENT

TRANS DT:           ACCTG PD:           APPRV TR TYPE:     POSTED TR TYPE:
BUDGET FYS:         FUND:               HEADER ACTION IND:  APPOR PERIOD:
TOTAL REVISED AMT:  BUDGET LEVEL:                         HDR TRANS CODE:
TOTAL CHANGE AMT:           I/D:
A                      Q
C                      TR TYPE T
T DIV   ORG PROGRAM BOC  AP POST  R  REVISED AMT  INC/DEC AMT  D
-----
01-
TRANS CODE: LA  SPENDING IND:  2
                                FTES  3
DESCRIPTION              /QTY  4

SUBALLOC OPTNS          TR          REVISED          I
ORG PGM BOC SPN        TYP        AMOUNT        INC/DEC AMT  D
-----
Y                      EST REIM:

```

Multiple Documents of One Doc Type

When you have completed your entries and **RUN DOC** or **W** it, you can go on to a next document by typing **NEW** again at the upper left corner and type in the new document ID. Press <ENTER> and you are ready for entering your data for that document. After the document has been **ACCPT** or **HELD**, you can type a **F** in the upper left corner and hit <ENTER>. This will take you back to the previous table from where you left.

Jumping Between Tables and Documents

Sometimes you have a need to check for information in a reference table when you are in the document screen. You can always put the document on pause and come back to it after obtaining the information from the reference table. For example, you have an error message when you tried to process the document, but you are not certain what that message means.

First, write the error message code. Then type **P** followed by a space and the table name, **ERRG**.

```

P ERRG                                DOCID: ET WRO ET8990D0020
STATUS: REJCT                            BATID:                               ORG:      001-001 OF 001
                                           (EXPENDITURE TRANSFER)
                                           STANDARD VOUCHER
DOC ACTION      DOCUMENT      DOCUMENT      ACCTG      EXP      TRANS
(E,M,X)         TOTAL          DATE          PRD        CODE    TYPE
E               0.00          / /          /         /      01
                                           ACC DATE: / /

ACCOUNTING DATA:
  TRANS      (PROJ) (PWE) OBJ
LN  TYPE ORGN  JOB  PGM  CODE  BFYS  FUND      AMOUNT  I/D  VENDOR
001 01  8990  1001 692  236A          400.00  I
CLOSED BFY:          CLOSED FUND:          ACC DATE:          RPTG CAT:
REF DOC #: M1 UT8990D0005  REMARKS: JUNE UTIL CHARGES
  TRANS      (PROJ) (PWE) OBJ
LN  TYPE ORGN  JOB  PGM  CODE  BFYS  FUND      AMOUNT  I/D  VENDOR
002 01  8990          MZU  236A          400.00  D
CLOSED BFY:          CLOSED FUND:          ACC DATE:          RPTG CAT:
REF DOC #: M1 UT8990D0005  REMARKS: JUNE UTIL CHARGES

A--*HP03-DOCUMENT ERRORS DETECTED  01-SV03E-EXP REV GL BUD IND REQUIRED
01-CE35E-INVALID REVENUE SOURCE    01-SV06E-ACCTG TRAN TYPE REQS EXP IND
  
```

This will cause the program to pause the document and leap over to the table identified after the pause command.

```

ACTION: R SCREEN:  ERRG  USERID: XXX1
                    *** ERROR GUIDE INQUIRY TABLE ***
KEY IS ERROR CODE

ERROR CODE: AA01E      ERROR MESSAGE: INVALID APPROPRIATION IND
  
```

Scan the table for the error message and press <ENTER> to obtain a suggested solution to the program.

```

ACTION: S SCREEN:  ERRG  USERID: XXX1
                    *** ERROR GUIDE INQUIRY TABLE ***
KEY IS ERROR CODE

ERROR CODE: SV03E      ERROR MESSAGE: EXP REV GL BUD IND REQUIRED

PROBLEM:
THE EXPENSE, REVENUE, GENERAL LEDGER ACCOUNT INDICATOR IS REQUIRED ON
EACH LINE UNLESS IT IS ENTERED ON THE DOCUMENT HEADER.

SOLUTION:
ENTER A VALID INDICATOR ON EACH LINE OR ON THE DOCUMENT HEADER PORTION
THE DOCUMENT.
  
```

After you have printed or written down the needed information, type **E** in the ACTION field, press <ENTER> and it will get right back to the document.

```

ACTION: E SCREEN:  ERRG  USERID: XXX1
                *** ERROR GUIDE INQUIRY TABLE ***
KEY IS ERROR CODE

ERROR CODE: SV03E      ERROR MESSAGE: EXP REV GL BUD IND REQUIRED
  
```

Make your corrections, press the <HOME> key, type **W** and the document should be processed and accepted. You can then either type END or F in the field above STATUS to exit to the tables or NEW if you want to input another ET document.

```

W                                DOCID: ET WRO ET8990D0020
STATUS: REJCT                       BATID:                               ORG:      001-001 OF 001
                                     (EXPENDITURE TRANSFER)
                                     STANDARD VOUCHER
DOC ACTION      DOCUMENT      DOCUMENT      ACCTG      EXP      TRANS
(E,M,X)        TOTAL          DATE          PRD        CODE     TYPE
  E              0.00          / /          /          E      01
                                     ACC DATE:  / /

ACCOUNTING DATA:
  TRANS      (PROJ) (PWE) OBJ
LN  TYPE ORGN  JOB   PGM  CODE  BFYS  FUND    AMOUNT  I/D  VENDOR
001  01  8990  1001  692  236A          400.00  I
CLOSED BFY:          CLOSED FUND:          ACC DATE:          RPTG CAT:
REF DOC #: M1 UT8990D0005  REMARKS: JUNE UTIL CHARGES
  TRANS      (PROJ) (PWE) OBJ
LN  TYPE ORGN  JOB   PGM  CODE  BFYS  FUND    AMOUNT  I/D  VENDOR
002  01  8990          MZU  236A          400.00  D
CLOSED BFY:          CLOSED FUND:          ACC DATE:          RPTG CAT:
REF DOC #: M1 UT8990D0005  REMARKS: JUNE UTIL CHARGES
  
```

This can work for any tables and documents, such as ALCT and BE documents, OBLL or OBLH and M1 documents, TOLT or TOHT and T1 documents, ARLT or ARHT with B1 documents, etc.

MODIFYING A DOCUMENT

Obligations that have already been processed in FFS may be adjusted by entering a modification document in FFS. Documents that have not been successfully updated can still be corrected. They are generally listed as HELD or REJCT. Documents that have been processed and are listed in the SUSF table as ACCPT may be modified, but will require the use of a BATCHID to overcome the DUPLICATE DOCUMENT ID error message. Most document data can be changed using a modification document. Dollar amounts may be changed on documents as long as they have not been liquidated or disbursed. If the obligated amount is being increased or decreased for a line that already exists in the **OBLL**, **TOLT** and **ARLT** tables, enter only the LINE NO., the AMOUNT of the change, and **I for Increase or D for decrease**. Cost account numbers and budget object class can be changed only if you closed out the initial line first, and then re-establish the line with the corrected information. Basically, two lines are required for a net total of \$0.00. Increase/Decrease must be used for each of the lines.

The steps to modifying a document are as follows:

1. Type **NEW** in the ACTION field.
2. Type the Document ID of the document you are modifying.

3. Type a unique Batch ID if the ACCPT document is still on the Document Suspense File (SUSF) and press <ENTER>.
4. Enter a **M** in DOC ACTION on the header or upper portion of the screen.
5. Finally, enter the corrections to be made to the document.

Input only the information that is needed to be changed on the original document. However, there may be some documents requiring other information such as the Vendor ID. When increasing or decreasing totals and line item amounts, enter only the difference between the original value and the new value. Also enter an **I** or a **D** in the I/D field to indicate the change to be made. The sum of the changes made to each line must equal the document total on the header or upper portion of the screen. Processing the document after entering your adjustments will be a little different. When the Batch-id is used, you must use **RUN BAT** or **RB** instead of RUN DOC or W.

CANCELING A DOCUMENT

Cancellations are performed on documents that have already been accepted and have updated the tables. The steps to cancel a document are as follows:

1. Type **NEW** in the ACTION field.
2. Type the Document ID of the document to be canceled.
3. Type a unique Batch ID if the ACCPT document is still on the Suspense File (SUSF) and press <ENTER>.
4. Enter **X** in DOC ACTION (Can be used only when no partial payments have been made against the document).

If payments have been made against the document, you can only perform modifications with a **M** in DOC ACTION and decrease the line(s) by the outstanding amount shown in the **OBLI** and **TOLT** tables.

5. Process cancellation with a **RUN BAT OR RB** in the upper left hand corner of the screen to erase the record from the system.

DELETING A DOCUMENT

A deletion in FFS is completely different from a cancellation of a document. Deletions are done when a document has not been accepted or the tables updated. The documents are generally still on HELD or REJCT. To delete these documents, go into the document through the SUSF table.

ACTION: S		SCREEN: SUSF		USERID: YYY1		DOI CUSTOM DOCUMENT		SUSPENSE INDEX 1			
FUNCTION:				SEC2:							
---		BATCH ID---		----		DOCUMENT ID----		INIT		LAST	
SEL	TC	SEC1	NUMBER	TC	SEC1	NUMBER	STAT	APPRV	USER	DATE	USER

00-											
01-				BE	ARK	BE9700D0007	ACCPT	00000	XXX19700	20030102	XXX19700
02- x				ET	WRO	ET8990D0020	REJCT	00000	YYY18000	20030115	YYY18000

If you have decided that this document could be deleted, press the <HOME> key and type **DELETE DOC** or **DD** and press <ENTER>.

```

DD                                DOCID: ET WRO ET8990D0020
STATUS: REJCT                        BATID:                               ORG:      001-001 OF 001
                                     (EXPENDITURE TRANSFER)
                                     STANDARD VOUCHER
DOC ACTION      DOCUMENT      DOCUMENT      ACCTG      EXP      TRANS
(E,M,X)        TOTAL          DATE          PRD        CODE     TYPE
E              0.00          / /          /          /        01
                                     ACC DATE:   / /

ACCOUNTING DATA:
  TRANS      (PROJ) (PWE) OBJ
LN  TYPE  ORGN  JOB  PGM  CODE  BFYS  FUND      AMOUNT  I/D  VENDOR
001  01   8990  1001  692  236A          400.00  I
CLOSED BFY:          CLOSED FUND:          ACC DATE:          RPTG CAT:
REF DOC #: M1 UT899080005  REMARKS: JUNE UTIL CHARGES
  TRANS      (PROJ) (PWE) OBJ

```

A message will display at the bottom of the screen indicating that the document has been marked for deletion. To exit back to the tables, type **F** at the upper left corner of the screen and press <ENTER>.

An alternative method is to delete it at the SUSF table without going into the document by typing DELETE at the Function field and mark a X next to the document and press <ENTER>.

```

ACTION: S  SCREEN: SUSF  USERID: YYY1      DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION: DELETE                               SEC2:

  ---BATCH ID---  ---DOCUMENT ID---
SEL TC SEC1 NUMBER TC SEC1  NUMBER  STAT  APPRV  INIT  LAST  LAST
  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -
00-
01-          BE ARK  BE9700D0007  ACCPT 00000 XXX19700 20030102 XXX19700
02- X          ET WRO  ET8990D0020  REJCT 00000 YYY18000 20030115 YYY18000

```

Undeleting a Document

If you have found that you have accidentally deleted a document, you can always re-enter the document. However, there is an easier way to do this. You can undelete a document that you have previously deleted, as long as that document number is still reflected on the SUSF table.

```

ACTION: S  SCREEN: SUSF  USERID: YYY1      DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION: UNDELETE                               SEC2:

  ---BATCH ID---  ---DOCUMENT ID---
SEL TC SEC1 NUMBER TC SEC1  NUMBER  STAT  APPRV  INIT  LAST  LAST
  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -
00-
01-          BE ARK  BE9700D0007  ACCPT 00000 YYY19700 20030102 YYY19700
02- X          ET WRO  ET8990D0020  DELET 00000 YYY18000 20030115 YYY18000

```


CREATING BUDGET EXECUTION DOCUMENT ENTRIES

In lieu of using the "A1" and "L1" Trans Code, a "BE" Trans Code may be used to combine the two functions into one screen input. However, once an A1 document is used with an authorized amount, the BE document cannot be used to modify the amounts later. Where unfunded programs such as emergency fire, law and order are involved, it is just as easy to use the "A1" Trans Code since no approval lines are required. Generally, parks do not touch any accounts other than their park base.

Use <TAB> to change from one field to another within the screen.

1. Type **NEW** in the Function field of the SUSF table.
2. Move the cursor down to line "00" and type in **BE** for the Trans Code; **WRO** for the SEC1; and a document number which consists of **BE** for the document type, your four-digit organization code, a one-digit fiscal year, and a four-digit sequential number beginning with 0001.

ACTION: S		SCREEN: SUSF		USERID: XXX1		DOI CUSTOM DOCUMENT		SUSPENSE INDEX 1			
FUNCTION: NEW						SEC2:					
---		---BATCH ID---		----		---DOCUMENT ID----					
SEL	TC	SEC1	NUMBER	TC	SEC1	NUMBER	STAT	APPRV	INIT	LAST	LAST
									USER	DATE	USER
00-				BE	WRO	BE8990D0005					
01-											

3. Press <ENTER> to get to the Budget Execution Document input screen.
4. Complete the Header Screen as follows:
 - APPRV TR TYPE = Type **01**.
 - POSTED TR TYPE = Type **02**.
 - BUDGET FYS = Type the 4-digit current fiscal year.
 - FUND = Type the 2-digit or 3-digit fund for the applicable PWE. If you don't know the code, check in the Appendix for the right code to use.
 - APPOR PERIOD = Type in the 1-digit apportionment period.
1 = 1st qtr 2 = 2nd qtr 3 = 3rd qtr 4 = 4th qtr
 - BUDGET LEVEL = Type **AL** for allocation level.
 - TOTAL CHANGE
AMT = Type the total amount of the allocation for in this document.
5. <TAB> down to the line information.
 - ACT = Type **A** to add the information and activate the budget line.
 - DIV = Type **WRO** for Pacific West Region.
 - ORG = Type in your 4-digit organization code.
 - PROGRAM = Type in the 3-digit Primary Work Element (PWE).
 - INC/DEC AMT = Type the total amount of the increase or decrease for this line. If this is a new allocation the amount would equal the YTD AMT.

I/D = Type "I" for increasing the allocation or "D" for decreasing the allocation.

6. For additional line entries to be added for this document, press <ENTER>. After you have completed all the budget lines, press the HOME key to get to the top left corner of the screen.
7. Type **W** and press <ENTER> to process the document.
8. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

W                                DOCID: BE WRO BE8990D0005
STATUS:                            BATID:                                ORG:
H-
                                BUDGET EXECUTION DOCUMENT

TRANS DT:          ACCTG PD:          APPRV TR TYPE: 01 POSTED TR TYPE: 02
BUDGET FYS: 2003  FUND: 01        HEADER ACTION IND:          APPOR PERIOD: 1
TOTAL REVISED AMT:          BUDGET LEVEL: AL HDR TRANS CODE: LA
TOTAL CHANGE AMT: 314687.00  I/D: I
A                                Q
C                                TR TYPE T
T DIV      ORG PROGRAM BOC  AP POST R  REVISED AMT      INC/DEC AMT  D
-----
01- A WRO 8990 VZZ          1          314687.00 I
TRANS CODE: LA SPENDING IND: 2
                                FTES 3
DESCRIPTION                /QTY 4

SUBALLOC OPTNS              TR          REVISED          I
ORG PGM BOC SPN             TYP          AMOUNT          INC/DEC AMT  D
-----
EST REIM:

```

If there is more than one line of input, the "Total Revised Amt" must equal to the total "YTD Amt" for all the lines entered.

If you wish to see whether the document processed correctly or not, leave the document screen by entering an "END" or "F" at the upper left corner.

```

F                                DOCID: BE WRO BE8990D0005
STATUS:                            BATID:                                ORG:
H-
                                BUDGET EXECUTION DOCUMENT

TRANS DT:          ACCTG PD:          APPRV TR TYPE: 01 POSTED TR TYPE: 02

```

This will take you back to the table prior to entering into document input mode. Go to the **ALCT** table for the Budget Fiscal Year, Fund, Division, Organization Code, and PWE.

ACTION: **N** SCREEN: **ALCT** USERID: XXX1 DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
 FUNCTION: SEC2:

---		BATCH ID---		----		DOCUMENT ID-----		INIT	LAST	LAST	
SEL	TC	SEC1	NUMBER	TC	SEC1	NUMBER	STAT	APPRV	USER	DATE	USER
00-				BE	WRO	BE8990D0005	ACPT	00000	YYY18000	20030115	
CIP180007											

ACTION: **S** SCREEN: **ALCT** USERID: XXX1
 *** ALLOCATION INQUIRY TABLE ***
 KEY IS BFYS, FUND, DIVISION, ORG, PGM, BOC
 BFYS: **2003** FUND: **01** DIVN: **WRO** ORG: **8990** PGM: **VZZ** BOC:
 STATUS IND: A SPENDING CONTROL OVR: BUDGETED FTES: 000000
 APPROVED IND: Y POST QTR: 1 TRANS TYPES - PENDING: 01 APPROVED: 00 POSTED: 02

APPROVED ALLOC AMT:	314,687.00	YTD ALLOC AMT:	314,687.00	
YTD UNLIQ COMM AMT:	0.00	AVAILABLE AMT:	314,687.00	
YTD UNLIQ OBLG AMT:	0.00	EXPENDE AMT:	0.00	
EST REIM TC/TT:		EST REIM AMT:	0.00	
ACT REIM AMT:	0.00	UNDISTRIB EST REIM:	0.00	
QTR	ORIG ALLOC AMT	PEND ALLOC AMT	APPRV ALLOC AMT	SUBALLOC AMT
1	314,687.00	0.00	314,687.00	0.00
2	0.00	0.00	0.00	0.00
3	0.00	0.00	0.00	0.00
4	0.00	0.00	0.00	0.00
QTR	UNLIQ COMM AMT	UNLIQ OBLIG AMT	EXPENDE AMT	UNSUBALLOC AMT
1	0.00	0.00	0.00	314,687.00
2	0.00	0.00	0.00	0.00
3	0.00	0.00	0.00	0.00
4	0.00	0.00	0.00	0.00

CREATING SUBALLOTMENT DOCUMENT ENTRIES

A "**BE**" Trans Code may also be used to post the authorized amounts at the activity level, such as park management activity under program symbol "0110". If a park has only one organization code, the park management activity would generally be the base funding allocated to that park.

Use <TAB> to change from one field to another within the screen.

1. Type **NEW** in the Action field of a the SUSF table and tab to line 00.
2. Type **BE** for the Trans Code; **WRO** for the Division; and a document number consists of **BE** for the document type; your 4-digit organization code; a one-digit fiscal year; and a 4-digit sequential number beginning with 0001.

ACTION: S		SCREEN: SUSF		USERID: XXX1		DOI CUSTOM DOCUMENT		SUSPENSE INDEX 1			
FUNCTION: NEW						SEC2:					
S		E ---BATCH ID---		---DOCUMENT ID---		INIT		LAST			
L	TC	SEC1	NUMBER	TC	SEC1	NUMBER	STAT	APPRV	USER	DATE	USER
00-				BE	WRO	BE9062D0006					
01-	.	.	.	M1	WRO	P8990030230	ACCPT	00000	XXX19000	20030115	XXX19000
02-	.	.	.	M1	WRO	P8990030352	ACCPT	00000	XXX18000	20030116	XXX18000

3. Press <ENTER> to get to the Budget Execution Document Input screen.
4. Complete the Header Screen as follows:
 - APPRV TR TYPE = Type **01**.
 - POSTED TR TYPE = Type **02**.
 - BUDGET FYS = Type the 4-digit current fiscal year.
 - FUND = Type the 2-digit or 3-digit fund for the applicable PWE. If you don't know the code, check in the Appendix for the right code to use.
 - APPOR PERIOD = Type in the 1-digit apportionment period.
1 = 1st qtr 2 = 2nd qtr 3 = 3rd qtr 4 = 4th qtr
 - BUDGET LEVEL = Type **SL** for suballotment level.
 - TOTAL CHANGE
AMT = Type the total amount for all lines entered in this document.
5. <TAB> down to the line information.
 - ACT = Type **A** to add the information and activate the budget line.
 - DVSN = Type **WRO** for Pacific West Region.
 - ORG = Type in your 4-digit organization code.
 - PROGRAM = Type in the 4-digit fund and activity (0110 for ONPS park management program).
 - INC/DEC AMT = Type the amount of the allocation for this line.
 - I/D = Type "I" for increasing "D" for decreasing the allocation.

6. Additional lines may be added by pressing <ENTER>. After completing all the budget lines, press the HOME key to get to the top left corner of the screen.
7. Type **RUN DOC** or **W** and press <ENTER> to process the document.
8. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

W          DOCID: BE WRO BE9062D0006
STATUS:    BATID:                ORG:          001-001 OF 001
H-
          BUDGET EXECUTION DOCUMENT

TRANS DATE: ACCTG PRD:   APPRV TR TYPE: 01 POSTED TR TYPE: 02
BUDGET FYS: 2003 FUND: 01   HEADER ACTION IND:   APPOR PERIOD: 1
TOTAL REVISED AMT:          BUDGET LEVEL: SL HDR TRANS CODE: AS
TOTAL CHANGE AMT:   500000.00 I/D: I
A          Q
C          T
T DIV ORG PROGRAM BOC AP POST R REVISED AMT INC/DEC AMT D
-----
01- A WRO 9430 0110 1 500000.00 I
TRANS CODE: LA SPENDING IND: 2
DESCRIPTION FTES 3
          /QTY 4

SUBALLOC OPTNS TR REVISED I
ORG PGM BOC SPN TYP AMOUNT INC/DEC AMT D
-----
Y Y N I EST REIM:

```

If you wish to see whether it processed correctly or not, scan the **SALT** table for the Budget Fiscal Year, Fund, Division, Organization Code, and Fund/Activity.

```

ACTION: S SCREEN: SALT USERID: XXX1
          *** SUBALLOTMENT INQUIRY TABLE ***
KEY IS BFYS, FUND, DIVISION, ORG, PGM, BOC
BFYS: 2003 FUND: 01 DIVN: WRO ORG: 9430 PGM: 0110 BOC:
STATUS IND: A SPENDING CONTROL OVR: BUDGETED FTES/QTY: 0000000
APPROVED IND: Y POST QTR: 1 TRANS TYPES - PENDING: 01 APPROVED: 00 POSTED: 02
APPROVED SUBALOT AMT: 500,000.00 YTD SUBALOT AMT: 500,000.00
YTD UNLIQ COMM AMT: 0.00 AVAILABLE AMT: 500,000.00
YTD UNLIQ OBLG AMT: 0.00 EXPENDE AMT: 0.00
DESCRIPTION:
EST REIM TC/TT: EST REIM AMT: 0.00
ACT REIM AMT: 0.00 UNDISTRI EST REIM: 0.00
ORIGINAL PENDING APPROVED
QTR SUBALLOT AMT SUBALLOT AMT SUBALLOT AMT ALLOCATED AMT
1 500,000.00 0.00 500,000.00 0.00
2 0.00 0.00 0.00 0.00
3 0.00 0.00 0.00 0.00
4 0.00 0.00 0.00 0.00
QTR UNLIQ COMM AMT UNLIQ OBLIG AMT EXPENDE AMT UNALLOCATED AMT
1 0.00 0.00 0.00 500,000.00
2 0.00 0.00 0.00 0.00
3 0.00 0.00 0.00 0.00
4 0.00 0.00 0.00 0.00

```


6. Complete the Header Information as follows:
 - APPRV TR TYPE = Type **01**.
 - POSTED TR TYPE = Type **02**.
 - BUDGET FYS = Type the 4-digit current fiscal year.
 - FUND = Type the 2-digit or 3-digit fund code for the applicable PWE. If you don't know the code, check in the Appendix for the right code to use.
 - APPOR PERIOD = Type the 1-digit apportionment period (i.e., 1 = 1st quarter, 2 = 2nd quarter, etc.)
 - BUDGET LEVEL = Type **AL** for allocation level.
 - TOTAL CHANGE AMT = Type the total amount for all lines entered in this document. The TOTAL REVISED AMT will be automatically generated by the system.
 - I/D = Type "I" to increase and "D" to decrease the net amount of the authorization.

7. <TAB> down to the line information.
 - ACT = Type **C** to change the information for the program.
 - DIV = Type **WRO** for Pacific West Region.
 - ORG = Type in your 4-digit organization code.
 - PROGRAM = Type in the 3-digit Primary Work Element (PWE).
 - INC/DEC AMT = Type the total amount of the increase or decrease for this line. The REVISED AMT will be automatically generated by the system.
 - I/D = Type "I" to increase or "D" to decrease from the balance in the previous authorization.

8. Additional lines may be added by pressing <ENTER>. After completing all the budget lines, press the HOME key to get to the ACTION field at the top left corner of the screen.

9. Type **RUN DOC** or **W** and press <ENTER> to process the document.
10. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

RUN DOC          DOCID: BE WRO BE8990D0005
STATUS:         BATID: BE WRO M005          ORG:          001-001 OF 001
H-
                BUDGET EXECUTION DOCUMENT

TRANS DT:       ACCTG PD:          APPRV TR TYPE: 01 POSTED TR TYPE: 02
BUDGET FYS: 2003 FUND: 01        HEADER ACTION IND:    APPOR PERIOD: 1
TOTAL REVISED AMT:                BUDGET LEVEL: AL HDR TRANS CODE: LA
TOTAL CHANGE AMT:    313.00      I/D: I
A              Q
C              T
T DIV  ORG  PROGRAM BOC AP POST  R  REVISED AMT  INC/DEC AMT  D
-----
01- C WRO 8990  VZZ              1              313.00  I
TRANS CODE: LA SPENDING IND:    2
                                FTES 3
                                /QTY 4
DESCRIPTION
SUBALLOC OPTNS                TR          REVISED          I
ORG PGM BOC SPN                TYP          AMOUNT          INC/DEC AMT  D
-----
Y  Y  N  I          EST REIM:

```

By scanning the ALCT table, you may determine if you have made your adjustments correctly. You can do this by exiting the document with a END or F or if you have more BE documents to input, put the document on pause, look at the table and jump back to the documents to continue your input.

```

P ALCT          DOCID: BE WRO BE8990D0005
STATUS:        BATID: BE WRO M005          ORG:          001-001 OF 001
H-
                BUDGET EXECUTION DOCUMENT

TRANS DT:      ACCTG PD:          APPRV TR TYPE: 01 POSTED TR TYPE: 02
BUDGET FYS: 2003 FUND: 01        HEADER ACTION IND:   APPOR PERIOD: 1
TOTAL REVISED AMT:              BUDGET LEVEL: AL HDR TRANS CODE: LA
  
```

When you have finish scanning the ALCT table, you can go back to the document mode by typing E at the Action field and press <ENTER>.

```

ACTION: E  SCREEN: ALCT USERID: XXX1
                *** ALLOCATION INQUIRY TABLE ***
KEY IS BFYS, FUND, DIVISION, ORG, PGM, BOC
BFYS: 2003      FUND: 01      DIVN: WRO ORG: 8990      PGM: VZZ      BOC:
STATUS IND: A      SPENDING CONTROL OVR:          BUDGETED FTES:
APPROVED IND: Y POST QTR: 1 TRANS TYPES - PENDING: 01 APPROVED: 00 POSTED: 02
  
```

This would get you back to the BE document input screen.

```

STATUS:        DOCID:
BATID:        ORG:
H-
                BUDGET EXECUTION DOCUMENT

TRANS DT:      ACCTG PD:          APPRV TR TYPE:  POSTED TR TYPE:
BUDGET FYS:    FUND:            HEADER ACTION IND:  APPOR PERIOD:
TOTAL REVISED AMT:  BUDGET LEVEL:  HDR TRANS CODE:
TOTAL CHANGE AMT:  I/D:
A              Q
C              T
T DIV  ORG PROGRAM BOC  AP POST R  REVISED AMT  INC/DEC AMT  D
-----
01-              1
TRANS CODE: LA  SPENDING IND: 2
              FTES 3
DESCRIPTION          /QTY 4

SUBALLOC OPTNS          TR          REVISED          I
ORG PGM BOC SPN        TYP        AMOUNT        INC/DEC AMT  D
-----

EST REIM:
  
```


FUND = Type the 2 or 3 digit fund code for the applicable PWE. If you don't know the code, check in the Appendix for the right code to use.

APPOR PERIOD = Type the 1-digit apportionment period (i.e., 1 = 1st quarter 2 = 2nd quarter, etc.)

BUDGET LEVEL = Type **SL** for allocation level.

TOTAL CHANGE AMT = Type the total amount for all lines entered in this document. The TOTAL REVISED AMT will be automatically generated by the system.

I/D = Type "I" to increase and "D" to decrease the net amount of the authorization.

7. <TAB> down to the line information.
 - ACT = Type **C** to change the information for the program.
 - DIV = Type **WRO** for Pacific West Region.
 - ORG = Type in your 4-digit organization code.
 - PROGRAM = Type in the 3-digit Primary Work Element (PWE).
 - INC/DEC AMT = Type the total amount of the increase or decrease for this line. The REVISED AMT will be automatically generated by the system.
 - I/D = Type "I" to increase or "D" to decrease from the balance in the previous authorization.
8. Additional lines may be added by pressing <ENTER>. After completing all the budget lines, press the HOME key to get to the ACTION field at the top left corner of the screen.
9. Type **RUN DOC** or **W** and press <ENTER> to process the document.
10. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

RUN DOC          DOCID: BE WRO BE9062D0006
STATUS:         BATID: BE WRO MEC6          ORG:          001-001 OF 005
H-
                BUDGET EXECUTION DOCUMENT

TRANS DATE:     ACCTG PRD:   APPRV TR TYPE: 01  POSTED TR TYPE: 02
BUDGET FYS: 2003 FUND: 01   HEADER ACTION IND:   APPOR PERIOD: 1
TOTAL REVISED AMT:          BUDGET LEVEL: SL HDR TRANS CODE: AC
TOTAL CHANGE AMT:    495000.00 I/D: I
A               Q
C               T
T DIV  ORG  PROGRAM  BOC AP POST  R  REVISED AMT  INC/DEC AMT  D
-----
01- C WRO  9430   0110              1              5000.00  I
TRANS CODE: LA SPENDING IND: 2
                FTES 3
DESCRIPTION     /QTY 4

SUBALLOC OPTNS TR      REVISED      I
ORG PGM BOC SPN TYP    AMOUNT      INC/DEC AMT  D
-----
Y   Y   N   I   EST REIM:

```

By scanning the SALT table, you may determine if you have made your adjustments correctly.

INACTIVATING BUDGET EXECUTION DOCUMENT ENTRIES

Inactivating an allocation may be accomplished by referencing the original document number and assign Batch ID or assign a new document number as if this is a complete separate transaction. The use of a "BE" Trans Code may be used only if the allocation was created originally with a "BE" Trans Code. If you have originally used an "A1" Trans Code to create the allocation, you should inactivate the allocation with an "A1" Trans Code.

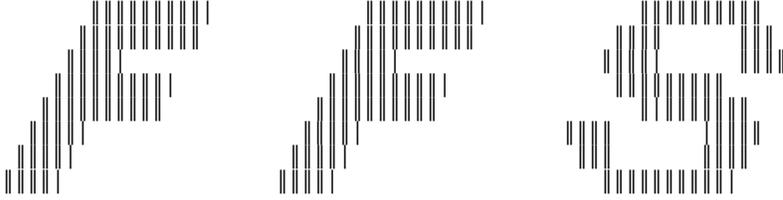
Note: Generally, you should zero-out the account before deleting or inactivating it. Otherwise, the account will become inactive with funds available. If you inactivate the account before eliminating the authorized amounts and/or obligations, you will have to re-activate the account, remove the allocations and/or obligations, and finally delete the account again. You do not need to do that if it is your intention to inactivate the account with remaining charges to stop further activity from going to the account.

Use <TAB> to change from one field to another within the screen.

1. Type **D** for the Mode of operation in the FFS Document Entry and Correction screen.

ACTION: **L** SCREEN: **BE** USERID: XXX1

THE FEDERAL FINANCIAL SYSTEM



AMERICAN MANAGEMENT SYSTEMS, INC.

TYPE AN "X" () MAIN MENU
NEXT TO THE OPTION () GENERAL MESSAGES
YOU WISH TO PERFORM --> () DIVISION MESSAGES

2. Type **NEW** at the upper left corner and at the DocID type **BE** for the Trans Code; **WRO** for the Division; and a document number consists of **BE** for the document type, your 4-digit organization; a one-digit fiscal year, and a 4-digit sequential number.
3. If the referenced document number in step 2 above is still on the SUSF table as one previously used in creating the allocation, you must assign a Batch ID by typing **BE** for the Trans Code; **WRO** for the Division; and a unique Batch ID number consisting of whatever you choose--letters, numbers, or a combination thereof. **Ignore this step if the document number used in step 2 is a newly assigned number.**
4. Press <ENTER> to go to the Batch Control screen.

DOCID: **BE WRO BE8990D0005**

STATUS: BATID: **BE WRO D005** ORG:

BUDGET EXECUTION DOCUMENT

BATCH DATE: NUM OF DOCS:

5. Press <ENTER> again to go to the Budget Execution Document Input screen.
6. Complete the Header Information as follows:
 - APPRV TR TYPE = Type **01**.
 - POSTED TR TYPE = Type **02**.
 - BUDGET FYS = Type the 4-digit current fiscal year.
 - FUND = Type the 2-or 3 digit fund code for the applicable PWE. If you don't know the code, check in the Appendix for the right code to use.
 - APPOR PERIOD = Type in the 1-digit apportionment period.
 - BUDGET LEVEL = Type **AL** for allocation level.
7. <TAB> down to the line information.
 - ACT = Type **D** to delete the program.
 - DIV = Type **WRO** for Pacific West Region.
 - ORG = Type in your 4-digit organization code.
 - PROGRAM = Type in the 3-digit Primary Work Element (PWE).
8. Additional lines may be added by pressing <ENTER>. After completing all the budget lines, press the HOME key to get to the ACTION field at the top left corner of the screen.
9. Type **RUN DOC** or **W** and press <ENTER> to process the document.
10. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

                                DOCID: BE WRO BE8990D0005
STATUS:                          BATID: BE WRO D005   ORG:                001-001 OF 001
H-
                                BUDGET EXECUTION DOCUMENT

TRANS DT:      ACCTG PD:      APPRV TR TYPE: 01 POSTED TR TYPE: 02
BUDGET FYS: 2003 FUND: 01   HEADER ACTION IND:      APPOR PERIOD: 1
TOTAL REVISED AMT:      0.00      BUDGET LEVEL: AL HDR TRANS CODE: LA
TOTAL CHANGE AMT:      I/D:
A                                Q
C                                TR TYPE T
T DIV  ORG  PROGRAM BOC AP POST  R  REVISED AMT  INC/DEC AMT  D
-----
01- D WRO 8990 SZA                1          0.00          0.00
TRANS CODE: LA SPENDING IND:      2
                                FTES 3
                                DESCRIPTION /QTY 4

SUBALLOC OPTNS      TR      REVISED      I
ORG PGM BOC SPN      TYP      AMOUNT      INC/DEC AMT  D
-----
Y  Y  N  I      EST REIM:

```

This will only inactivate the account leaving a balance in the system.

MODIFYING MORE THAN ONE BUDGET EXECUTION DOCUMENT

Modifying more than one allocation may be accomplished by referencing the original document number and assign Batch ID **or** assign a new document number as if this is a complete separate transaction. The use of a "BE" Trans Code may be used only if the allocation was created originally with a "BE" Trans Code. This can be accomplished as long as all the programs are of the same fund code. If you have originally used an "A1" Trans Code to create the allocation, you should modify the allocation with an "A1" Trans Code.

This example is to increase authorized funding for two programs (PWE MZB and PWE MZU) by \$250,000 each.

Note: Use <TAB> to change from one field to another within the screen.

1. Type **NEW** at the Action field and <TAB> to line 00.
2. Type **BE** for the Trans Code; **WRO** for the Division; and a document number consists of **BE** for the document type, your 4-digit organization; a one-digit fiscal year, and a 4-digit sequential number.
3. If the referenced document ID in step 2 above is still on the SUSF table, you must assign a Batch ID by typing **BE** for the Trans Code; **WRO** for the Division; and a unique Batch ID number consisting of whatever you choose--letters, numbers, or a combination thereof. **Ignore this step if the document number used in step 2 is a newly assigned number.**

ACTION: S SCREEN: SUSF USERID: XXX1 DOI CUSTOM DOCUMENT SUSPENSE INDEX 1										
FUNCTION: NEW					SEC2:					
S										
E ---BATCH ID--- ----DOCUMENT ID----										
L TC SEC1 NUMBER TC SEC1 NUMBER STAT APPRV USER DATE USER										

00-										BE WRO BE8990D0010
01-										
02-										

4. Press <ENTER> to go to the Budget Execution Document screen.
5. Complete the Header Information as follows:
 - APPRV TR TYPE = Type **01**.
 - POSTED TR TYPE = Type **02**.
 - BUDGET FYS = Type the 4-digit current fiscal year.

 - FUND = Type the 2-or 3 digit fund code for the applicable PWE. If you don't know the code, check in the Appendix for the right code to use.

 - APPOR PERIOD = Type the 1-digit apportionment period.
 - BUDGET LEVEL = Type **AL** for allocation level.
 - TOTAL CHANGE
 - AMT = Type the total amount for all lines entered in this document.

- I/D = Type "I" to increase or "D" to decrease the amount from the previous amount authorized.
6. <TAB> down to the line information.
 ACT = Type **C** to change the information for the program.
 DVSN = Type **WRO** for Pacific West Region.
 ORG = Type in your 4-digit organization code.
 PROGRAM = Type in the 3-digit Primary Work Element (PWE) **MZB**.
 INC/DEC AMT = Type the total amount of the increase or decrease for this line. If it is a new allocation, the amount would equal the YTD AMT.
 I/D = Type "I" to increase or "D" to decrease the amount from the previous amount authorized.
7. Press <ENTER> to input additional lines.

```

DOCID: BE WRO BE8990D0010
STATUS:          BATID:          ORG:          001-002 OF 002
H-
BUDGET EXECUTION DOCUMENT

TRANS DT:          ACCTG PRD:          APPRV TR TYPE: 01 POSTED TR TYPE: 02
BUDGET FYS: 2003 FUND: 01          HEADER ACTION IND:          APPOR PERIOD: 1
TOTAL REVISED AMT:          BUDGET LEVEL: AL
TOTAL CHANGE AMT: 500000.00 I/D: I
A Q
C TR TYPE T I
T DVSN ORG PROGRAM BOC AP POST R REVISED AMT INC/DEC AMT D
-----
01- C WRO 8990 MZB 1 250000.00 I
TRANS CODE: LA SPENDING IND: 2
FTES 3
DESCRIPTION /QTY 4

SUBALLOC OPTNS TR REVISED I
ORG PGM BOC SPN TYP AMOUNT INC/DEC AMT D
-----
Y Y N I EST REIM:

```

8. <TAB> down to the line information.
 ACT = Type **C** to change the information for the program.
 DVSN = Type **WRO** for Pacific West Region.
 ORG = Type in your 4-digit organization code.
 PROGRAM = Type in the 3-digit Primary Work Element (PWE) **MZU**.
 INC/DEC AMT = Type the total amount of the increase or decrease for this line. If it is a new allocation, the amount would equal the YTD AMT.
 I/D = Type "I" to increase or "D" to decrease the amount from the previous amount authorized.
9. If there are additional lines to be added, press <ENTER>. After completing all the budget lines, press the HOME key to get to the top left corner of the screen.
10. Type **RUN DOC** or **W** and press <ENTER> to process the document.
11. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

W	DOCID: BE WRO BE8990D0010			
STATUS:	BATID:	ORG:	002-002 OF 002	
H-				
BUDGET EXECUTION DOCUMENT				
TRANS DT:	ACCTG PD:	APPRV TR TYPE:	01	POSTED TR TYPE: 02
BUDGET FYS: 2003	FUND: 01	HEADER ACTION IND:	APPOR PERIOD: 3	
TOTAL REVISED AMT:	BUDGET LEVEL: AL		HDR TRANS CODE:	
TOTAL CHANGE AMT: 500000.00	I/D:	I		
A			Q	
C	TR TYPE		T	I
T	DVSN	ORG	PROGRAM	BOC
	AP	POST	R	YTD AMT
				INC/DEC AMT

01-	C	WRO	8990	MZU
				1
				250000.00
				I
	TRANS CODE: LA SPENDING IND:		2	
			FTES	3
	DESCRIPTION		/QTY	4
	SUBALLOC OPTNS		TR	REVISED
	ORG	PGM	BOC	SPN
			TYP	AMOUNT
				INC/DEC AMT

Y	Y	N	I	EST REIM:

By scanning the ALCT table, you may determine if you have made your adjustments correctly.

TRANSFERRING FUNDS FROM ONE BUDGET EXECUTION PROGRAM TO ANOTHER

Transferring funds from one program to another is similar to modifying more than one allocation document. This can be accomplished as long as all the programs are of the same fund code. The use of a "BE" Trans Code may be used only if the allocation was created originally with a "BE" Trans Code. If you have originally used an "A1" Trans Code to create the allocation, you could use the allocation input screen with a "A1" Trans Code.

For this example, there is currently \$200,000 authorized for 8990-SZA and \$100,000 authorized for 8990-MZZ. Management has decided that \$40,000 be withdrawn from 8990-SZA and added to 8990-MZZ.

1. Type **NEW** at the Action field and <TAB> to line 00.
2. Type **BE** for the Trans Code; **WRO** for the Division; and a document number consists of **BE** for the document type, your 4-digit organization; a one-digit fiscal year, and a 4-digit sequential number.

ACTION: S SCREEN: SUSF USERID: LCT1 DOI CUSTOM DOCUMENT SUSPENSE INDEX 1										
FUNCTION: NEW SEC2:										
S										
E ---BATCH ID--- ----DOCUMENT ID----										
L TC SEC1 NUMBER TC SEC1 NUMBER STAT APPRV USER LAST DATE LAST USER										

00-										BE WRO BE8990D0025
01-										
02-										

3. Press <ENTER> to go to the Budget Execution Document screen.
4. Complete the Header Information as follows:
 - APPRV TR TYPE = Type **01**.
 - POSTED TR TYPE = Type **02**.
 - BUDGET FYS = Type the 4-digit current fiscal year.
 - FUND = Type the 2-or 3 digit fund code for the applicable PWE. If you don't know the code, check in the Appendix for the right code to use.
 - APPOR PERIOD = Type the 1-digit apportionment period.
 - BUDGET LEVEL = Type **AL** for allocation level.
 - TOTAL CHANGE
 - AMT = Type the total amount for all lines entered in this document.
 - I/D = Type "I" to increase or "D" to decrease the amount from the previous amount authorized.
5. <TAB> down to the line information.
 - ACT = Type **C** to change the program.
 - DVSN = Type **WRO** for Pacific West Region.

- ORG = Type in your 4-digit organization code.
- PROGRAM = Type in the 3-digit Primary Work Element **SZA**.
- INC/DEC AMT = Type the total amount of the increase or decrease for this line. If there are no change to the allocation, the amount would equal the YTD AMT.
- I/D = Type "I" to increase or "D" to decrease the amount from the previous amount authorized.

6. Press <ENTER> to get another screen line for input.

```

DOCID: BE WRO BE8990D0025
STATUS: BATID: ORG: 001-002 OF 002
H-
      BUDGET EXECUTION DOCUMENT

TRANS DT:      ACCTG PD:      APPRV TR TYPE: 01 POSTED TR TYPE: 02
BUDGET FYS: 2003 FUND: 01    HEADER ACTION IND:    APPOR PERIOD: 1
TOTAL REVISED AMT:      BUDGET LEVEL: AL HDR TRANS CODE: LA
TOTAL CHANGE AMT:      0.00 I/D: I
A              Q
C              TR TYPE T
T DVSN  ORG  PROGRAM BOC AP POST R  YTD AMT  INC/DEC AMT  I
-----
01- C WRO 8990 SZA              1              40000.00  D
TRANS CODE:      SPENDING IND: 2
              FTES 3
DESCRIPTION      /QTY 4

SUBALLOC OPTNS      TR      REVISED      I
ORG PGM BOC SPN      TYP      AMOUNT      INC/DEC AMT  D
-----
Y  Y  N  I      EST REIM:

```

7. <TAB> down to the line information.
- ACT = Type C to change the program.
 - DVSN = Type **WRO** for Pacific West Region.
 - ORG = Type in your 4-digit organization code.
 - PROGRAM = Type in the 3-digit Primary Work Element **MZZ**.
 - INC/DEC AMT = Type the total amount of the increase or decrease for this line. If there are no change to the allocation, the amount would equal the YTD AMT.
 - I/D = Type "I" to increase or "D" to decrease the amount from the previous amount authorized.
8. After completing all the budget lines, press the HOME key to go to the top left corner of the screen.
9. Type **RUN DOC** or **W** and press <ENTER> to process the document.
10. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

STATUS: DOCID: BE WRO BE8990D0025
 H- BATID: ORG: 002-002 OF 002

BUDGET EXECUTION DOCUMENT

TRANS DT: ACCTG PD: APPRV TR TYPE: 01 POSTED TR TYPE: 02
 BUDGET FYS: 2003 FUND: 01 HEADER ACTION IND: APPOR PERIOD: 1
 TOTAL REVISED AMT: BUDGET LEVEL: AL HDR TRANS CODE: LA
 TOTAL CHANGE AMT: 0.00 I/D: I

A	C	T	DVSN	ORG	PROGRAM	BOC	AP	POST	R	TR TYPE	REVISED AMT	INC/DEC AMT	I
Q	T												D
01-	C	WRO	8990	MZZ					1		40000.00		I

TRANS CODE: SPENDING IND: 2
 FTES 3
 DESCRIPTION /QTY 4

SUBALLOC	OPTNS	TR	REVISED	I			
ORG	PGM	BOC	SPN	TYP	AMOUNT	INC/DEC AMT	D
Y	Y	N	I	EST REIM:			

CREATING ALLOCATION DOCUMENT ENTRIES

Use <TAB> to change from one field to another.

The use of the “BE” entries mentioned earlier is easier to use for creating and approving the allocation all in one step. Some people prefer using the “A1” entry that we will discuss here followed by the “L1” entry in the next section. Corrections can be a nightmare.

1. Type **NEW** in the Function field of the SUSF table.
2. Move the cursor down to line "00" and type in **A1** for the Trans Code; **WRO** for the SEC1; and a document number which consists of **AL** for the document type, your four-digit organization code, a one-digit fiscal year, and a four-digit sequential number beginning with **0001**.

ACTION: S		SCREEN: SUSF		USERID: XXX1		DOI CUSTOM DOCUMENT		SUSPENSE INDEX 1	
FUNCTION: NEW								SEC2:	
		---BATCH ID---		----DOCUMENT ID----				INIT LAST	
SEL	TC	SEC1	NUMBER	TC	SEC1	NUMBER	STAT	APPRV	USER DATE USER

00-						A1 WRO	AL8990D0005		
01-									

3. Press <ENTER> to go to the Allocation Document screen.
4. Complete the Header Information.
 - TY TYPE = Type **01**.
 - FUND = Type the 2-or 3 digit fund code for the applicable PWE. If you do not know the code, you may **Pause** the document and go into the PGM table to verify the fund.
 - BUDGET FYS = Type the 4-digit current fiscal year.
 - DIV = Type **WRO**, for Pacific West Region.
 - TOTAL CHANGE
 - AMT = Type the total amount for this input.
5. <TAB> down to the line information.
 - ACT = Type **A** to add the information and activate the budget line.
 - ORGN = Type in your 4-digit organization code.
 - PROGRAM = Type the 3-character Primary Work Element (PWE).
 - ALLOC INC/DEC
 - AMT = Type the net adjustment for the allocation amount to this program.
 - I/D = Type "I" to increase the allocation amount or "D" to decrease the allocation amount.
6. After completing all the budget lines, press the HOME key to go to the Action field in the top left corner of the screen.
7. Type **W** and press the <ENTER> key to process the document.

8. The STATUS line at the top of the screen will either show ACCPT or REJCT. If it is a rejected document, an error message will appear at the bottom of the document screen briefly explaining what is wrong.

```

DOCID: A1 WRO AT8990D0005
STATUS: ACCPT      BATID:                ORG:          001-001 OF 001

ALLOCATION DOCUMENT

TRANS DATE:          ACCTG PD:          TR TYPE: 01  SUB IND: N
FUND: 25  BUDGET FYS: 2003  DIV: WRO    EST REIM TRANS TYPE:
TOTAL REV ALLOC AMT:          0.00
TOTAL CHANGE AMT:          48000.00  I/D:
SPN SUBALLOCATION OPTNS
ACT  ORG  PROGRAM  BOC  OVR  ORG  PGM  BOC  SPN
-----
A   8999   M8Z                Y   Y   N   I
DESCRIPTION:          FTES/QTR:
QTR  REVISED  ALLOC  I
     ALLOC AMT  INC/DEC AMT  D
-----
1           0.00   48000.00
2           0.00     0.00
3           0.00     0.00
4           0.00     0.00
EST REIM TT:
REVISED AMT - INC/DEC AMT:          I/D:

```

If you wish to see whether it processed correctly or not, leave the document screen by entering an "END" or "F" at the upper left corner.

```

END      DOCID: A1 WRO AT8990D0005
STATUS: ACCPT      BATID:                ORG:          001-001 OF 001

ALLOCATION DOCUMENT

```

This will take you back to the table prior to entering into document input mode. Go to the ALCT table for the Budget Fiscal Year, Fund, Division, Organization Code, and PWE.

```

ACTION: S  SCREEN: SUSF  USERID: XXX1  DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION:          SEC2:

    ---BATCH ID--- ---DOCUMENT ID---          INIT      LAST      LAST
    SEL TC SEC1 NUMBER TC SEC1  NUMBER  STAT  APPRV  USER      DATE      USER
    -----
00-           A1 WRO  AT8990D0005  HELD  00000  XXX18000  20030214  XXX18000
01-

```

ACTION: S SCREEN: ALCT USERID: XXX1					
*** ALLOCATION INQUIRY TABLE ***					
KEY IS BFYS, FUND, DIVISION, ORG, PGM, BOC					
BFYS: 2003	FUND: 25	DIVN: WRO	ORG: 8999	PGM: M8Z	BOC:
STATUS IND: A		SPENDING CONTROL OVR:		BUDGETED FTES:	
APPROVED IND:	POST QTR:	TRANS TYPES - PENDING: 01		APPROVED:	POSTED:
APPROVED ALLOC AMT:		0.00	YTD ALLOC AMT:		0.00
YTD UNLIQ COMM AMT:		0.00	AVAILABLE AMT:		0.00
YTD UNLIQ OBLG AMT:		0.00	EXPENDE AMT:		0.00
EST REIM TC/TT:			EST REIM AMT:		0.00
ACT REIM AMT:		0.00	UNDISTRI EST REIM:		0.00
QTR	ORIG ALLOC AMT	PEND ALLOC AMT	APPRV ALLOC AMT	SUBALLOC AMT	
1	0.00	48,000.00	0.00	0.00	
2	0.00	0.00	0.00	0.00	
3	0.00	0.00	0.00	0.00	
4	0.00	0.00	0.00	0.00	
QTR	UNLIQ COMM AMT	UNLIQ OBLIG AMT	EXPENDE AMT	UNSUBALLOC AMT	
1	0.00	0.00	0.00	0.00	
2	0.00	0.00	0.00	0.00	
3	0.00	0.00	0.00	0.00	
4	0.00	0.00	0.00	0.00	

Note that the Allocation document only creates a pending authorization amount. You must follow-up with an "approval document" using a Trans Code of "L1".

CREATING APPROVAL DOCUMENT ENTRIES

The approval document "L1", processes the pending allocation created with the "A1" to make the funds available for obligation.

NOTE: Use the <TAB> key to change from one field to another.

1. From the table, type a **L** in the ACTION field followed by **L1** and two spaces after at the SCREEN field. This will take you into the Allocation Approval document screen.

ACTION: L SCREEN: L1 USERID: XXX1					
*** ALLOCATION INQUIRY TABLE ***					
KEY IS BFYS, FUND, DIVISION, ORG, PGM, BOC					
BFYS: 2003	FUND: 25	DIVN: WRO	ORG: 8999	PGM: M8Z	BOC:
STATUS IND: A	SPENDING CONTROL OVR:		BUDGETED FTES:		
APPROVED IND:	POST QTR:	TRANS TYPES - PENDING: 01		APPROVED:	POSTED:

2. Type **NEW** in the upper left corner of the screen, and type **L1** for the Trans Code; **WRO** for the Division; and a document number which consists of a **LA** for the document type, your 4-digit organization code, a one-digit fiscal year, and a 4-digit sequential number beginning with 0001 at the start of the fiscal year.

NEW	DOCID: L1 WRO LA8990D0005	
STATUS:	BATID:	ORG:
	(AOP APPROVAL)	
	ALLOCATION APPROVAL	
DOC ACTION:	(1 - APPROVE PENDING)	POST IND (Y/N):

3. Press <ENTER> to establish the document number identification.
4. Type **1** in the DOC ACTION field to approve a pending allocation and a **Y** for yes in the POST IND field.
5. Complete the line information as follows:

BFYS	= Type the 4-digit current fiscal year.
FUND	= Type the 2 or 3-digit fund code related to the PWE. This may be obtained by typing in the upper left corner P followed by a space and PGMT . This will get you to the PGMT table. After obtaining the information, you can type a E in the Action field and press <ENTER>. This will get you back to the document entry screen.
DVSN	= Type WRO for the Pacific West Region.

ORGN = Type your 4-digit organization code. Leave blank if you want to approve all lines in the referenced fund.
 POSTING PERIOD = Type **1** for the 1st quarter of the FY
 2 for the 2nd quarter of the FY
 3 for the 3rd quarter of the FY
 4 for the 4th quarter of the FY
 TRANS TYPES = Type **01** for Approved and **02** for Posted.

6. Press the <HOME> key to go to the upper left corner of the screen.
7. Type **W** and press the <ENTER> key to process the document.
8. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

W                DOCID: L1 WRO LA8990D0005
STATUS:           BATID:                ORG:
                  (AOP APPROVAL)
                  ALLOCATION APPROVAL

DOC ACTION: 1 (1 - APPROVE PENDING)  POST IND (Y/N): Y

DOC DATE:  /  /  ACCTG PRD:  /

                (REGN)                --TRANS TYPES--
BFYS  FUND  DVSN  ORGN  POSTING PERIOD  APPROVED  POSTED
2003  25   WRO  8999      1             01      02
  
```

If you wish to see whether it processed correctly or not, exit the document screen with an **F** and scan the **ALCT** table for the Budget Fiscal Year, Fund, Division, Organization Code, and PWE. You should be able to see that the amount shifted from the Pending column to the Approved column.

```

F                DOCID: L1 WRO LA8990D0005
STATUS:           BATID:                ORG:
                  (AOP APPROVAL)
                  ALLOCATION APPROVAL

DOC ACTION: 1 (1 - APPROVE PENDING)  POST IND (Y/N): Y
  
```

ACTION: S SCREEN: ALCT USERID: XXX1

*** ALLOCATION INQUIRY TABLE ***

KEY IS BFYS, FUND, DIVISION, ORG, PGM, BOC

BFYS: 2003 FUND: 25 DIVN: WRO ORG: 8999 PGM: M8Z BOC:

STATUS IND: A SPENDING CONTROL OVR: BUDGETED FTES:

APPROVED IND: Y POST QTR: 1 TRANS TYPES - PENDING: 01 APPROVED: 00 POSTED: 02

APPROVED ALLOC AMT:	48,000.00	YTD ALLOC AMT:	48,000.00	
YTD UNLIQ COMM AMT:	0.00	AVAILABLE AMT:	48,000.00	
YTD UNLIQ OBLG AMT:	0.00	EXPENDED AMT:	0.00	
EST REIM TC/TT:		EST REIM AMT:	0.00	
ACT REIM AMT:	0.00	UNDISTRIB EST REIM:	0.00	
QTR	ORIG ALLOC AMT	PEND ALLOC AMT	APPRV ALLOC AMT	SUBALLOC AMT
1	48,000.00	0.00	48,000.00	0.00
2	0.00	0.00	0.00	0.00
3	0.00	0.00	0.00	0.00
4	0.00	0.00	0.00	0.00
QTR	UNLIQ COMM AMT	UNLIQ OBLIG AMT	EXPENDED AMT	UNSUBALLOC AMT
1	0.00	0.00	0.00	48,000.00
2	0.00	0.00	0.00	0.00
3	0.00	0.00	0.00	0.00
4	0.00	0.00	0.00	0.00

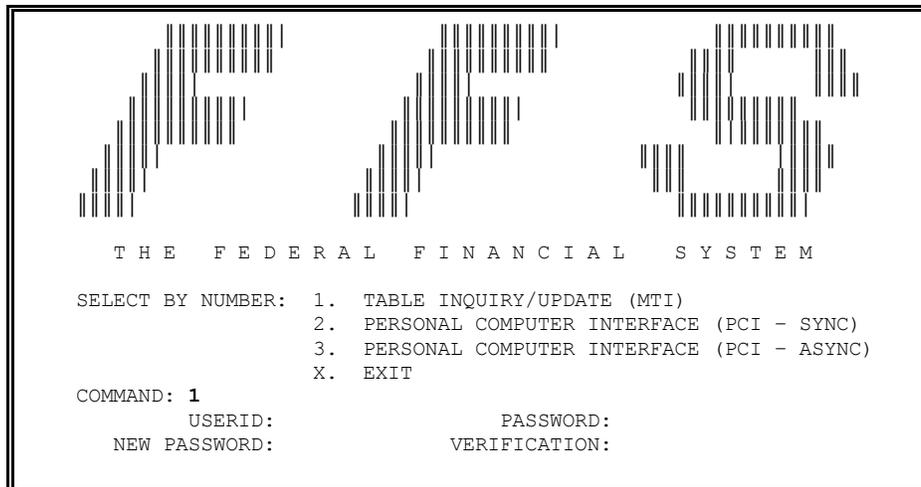
CREATING PROJECT COST ACCOUNT

The project cost account numbers are created in FFS through the Project Table (**PROJ**), the Subproject Table (**SPRJ**), and/or the Installation-Wide Project Table (**IWPT**), or the Allocation Organization Program Table (**AOPT**). The PROJ and SPRJ tables must be established before costs can be charged against them. The IWPT table is generally used for cyclic maintenance, repairs/rehabilitation, cultural cyclic maintenance, and line item construction projects. It is not applicable to all projects being established.

NOTE: Use <TAB> to change from one field to another within the screen.

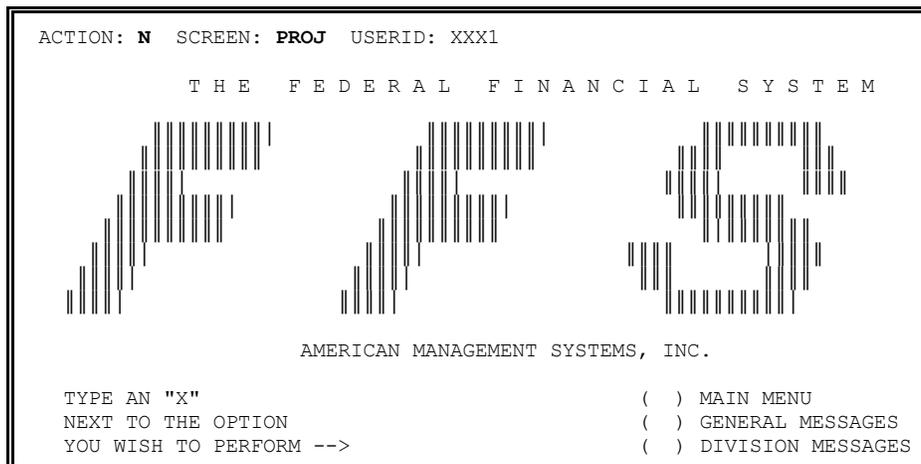
PROJECT TABLE (PROJ)

1. Select the Table Inquiry/Update (MTI) for Application FFS.



A screenshot of the FFS main menu screen. At the top, the text 'THE FEDERAL FINANCIAL SYSTEM' is displayed in a large, spaced-out font. Below this, there is a menu titled 'SELECT BY NUMBER:' with four options: '1. TABLE INQUIRY/UPDATE (MTI)', '2. PERSONAL COMPUTER INTERFACE (PCI - SYNC)', '3. PERSONAL COMPUTER INTERFACE (PCI - ASYNC)', and 'X. EXIT'. The option '1' is highlighted. Below the menu, there are fields for 'COMMAND: 1', 'USERID:', 'PASSWORD:', 'NEW PASSWORD:', and 'VERIFICATION:'.

2. When the next screen appears, type **N** and **PROJ** in the Action and Screen fields and <ENTER> to access the project table.



A screenshot of the FFS project table screen. At the top, the text 'ACTION: N SCREEN: PROJ USERID: XXX1' is displayed. Below this, the text 'THE FEDERAL FINANCIAL SYSTEM' is displayed in a large, spaced-out font. Below the text, there is a menu titled 'AMERICAN MANAGEMENT SYSTEMS, INC.' with three options: '() MAIN MENU', '() GENERAL MESSAGES', and '() DIVISION MESSAGES'. The option '() MAIN MENU' is highlighted. Below the menu, there is a prompt: 'TYPE AN "X" NEXT TO THE OPTION YOU WISH TO PERFORM -->'.

3. Type **A** in the Action field and complete the following information:
ORGN = Type in your 4-digit organization code.

JOB = Type in the 4-digit project number.
 PGM = Type in the 3-digit Primary Work Element (PWE).
 STATUS = Type **1** to identify this as an active account.
 4 to have the account active only for the current fiscal year and not rolled over to subsequent fiscal year.
 START DATE = Type in the beginning date of the project.
 END DATE = Type in the date that the project is to terminate.
 PROJ DESC = Type the description of the project.
 INSTALLATION-WIDE PROJECT = Type in the number assigned in the IWPT table. If this field is required, the IWPT table must be completed first (i.e., AMME 000376 or YOSE 000422).

4. Press <ENTER> to process.
5. The message ALL LINES ADDED should appear at the bottom of the screen or if an error is detected, a brief explanation of what may be wrong will be indicated.

```

ACTION: A SCREEN: PROJ USERID: XXX1
PROJECT REFERENCE DATA SCREEN
KEY IS ORGANIZATION, JOB(PROJ) PGM(PWE)
01- ORGN: 8990      JOB(PROJ): 7001      PGM(PWE): 600
STATUS: 1 START DATE: 10 01 2002 END DATE: 12 31 2003 G/L POST TYPE:
PROJ DESC: INTERP EXHIBIT DONATION      LAST ACT DATE:
INSTALLATION-WIDE PROJECT:              LAST DIST DATE:
PROJ CLASS:      PROJ CAT:      PROJ TYPE:      PROJ GROUP:
MAX PRJ FC IND: N CUSTOMER FUNDING FC IND: N FPRJ SPENDING CTL IND: I
BILLING SUB-PROJECT - DIV:      ORG:      PROGRAM:
RPTG:      JOB:      USE PSDX: Y
MAX PROJ AMT:      0.00      EST BILL AMT:      0.00
DIRECT AMT:      0.00      ACTUAL BILL AMT:      0.00
SPRJ ALLOWED: Y      EST BURDEN AMT:      0.00
NO. OF SPRJ: 000002      EST REIM/REC:      0.00
*** PROJECT-TO-DATE ***
COMMITMENTS:      0.00
OBLIGATIONS:      0.00 BILLING ADJUST:      0.00
EXPENDITURES:      0.00 EXP ADJUST IN:      0.00
PROJ CHARGES:      0.00 OBLIG ADJUST IN:      0.00
BURDEN:      0.00 ACT REIM/REC:      0.00
OBLIG BURDEN:      0.00 NET AVAIL BAL:      0.00
  
```

SUBPROJECT TABLE (SPRJ)

1. Type **N** and **SPRJ** in the Action and Screen fields and <ENTER> to access the subproject table.
2. Type **A** in the Action field and complete the following information:

BFYS = Type the 4-digit current fiscal year.
 FUND = Type in the 2 or 3-digit fund code for the PWE.
 ORGN = Type in the 4-digit organization code.
 JOB = Type in the 4-digit project number.
 PGM = Type the 3-digit Primary Work Element (PWE).
 MAX AMOUNT = Type in the available funding for this project.
 STATUS IND = Type **1** to identify this as an active account.
 4 to have the account active only for the current fiscal year and not rolled over to subsequent fiscal year.

PROJECT LEVEL

JOB CODE = Type in the 4-digit project number. Must always be identical to the project number used under JOB.

DESCRIPTION = Type in the title for this project.

3. Press <ENTER> to process.
4. The message ALL LINES ADDED should appear at the bottom of the screen or if an error is detected, a brief explanation of what may be wrong will be indicated.

```
ACTION: A SCREEN: SPRJ USERID: XXX1
SUBPROJECT REFERENCE DATA SCREEN
KEY IS BFYS, FUND, ORGN, JOB(PROJ), PGM(PWE)
01-
    *** SUB-PROJECT ***
    BFYS  FUND  ORGN  JOB(PROJ)  PGM(PWE)
    2003  26   8990  7001      600
MAX AMOUNT:                1000.00 FUNDS CONTROL IND: N STATUS IND: 4
EST REIM/REC:                0.00
PROJECT LEVEL JOB CODE: 7001
DESCRIPTION: INTERP EXHIBIT DONATION

    *** SUBPROJECT-TO-DATE ***
    COMMITMENTS:                0.00 BILLING ADJUST:                0.00
    OBLIGATIONS:                 0.00 EXP ADJUST IN:                 0.00
    EXPENDITURES:                0.00 OBLIG ADJUST IN:                0.00
    PROJ CHARGES:                0.00 NET AVAIL BAL:                 0.00

ACT REIM/REC:                0.00
```

INSTALLATION-WIDE PROJECT TABLE (IWPT)

It is on a very rare occasion that a park will need to establish this table. The installation-wide project table is required for fixed assets and/or construction type accounts.

1. Type **N** in the Action field and **IWPT** in the Screen field. <ENTER> to access the installation-wide project table.
2. Type **A** in the Action field.
3. <TAB> to INSTALLATION-WIDE PROJ field and type the 4-digit park alpha code, a space, and the 6-digit PMIS record number. If the actual number in PMIS is less than 6 digits, it must be preceded with leading "0"s.
4. <TAB> to the DESC field and type the title for this project.
5. Press <ENTER>. Either the ALL LINES ADDED message or the error messages will appear at the bottom of the screen. Make appropriate corrections to the errors before continuing.

```

ACTION: A SCREEN: IWPT USERID: XXX2
INSTALLATION-WIDE PROJECT REFERENCE TABLE
KEY IS INSTALLATION-WIDE PROJ
01-
  INSTALLATION-WIDE PROJ: SEKI 052060  DESC: REHAB GENERALS HWY/GRANT TREE
    LAST DIST DATE: 10 04 2002
      EST BILL AMT:                EST REIM AMT:
    ACTUAL BILL AMT:                EST BURDEN AMT:
      DIRECT AMT:                MAX PROJ AMT:                495,000.00
    *** PROJECT-TO-DATE ***

  COMMITMENTS:
  OBLIGATIONS:                BILLING ADJUST:
  EXPENDITURES:                EXP ADJUST IN:
  PROJ CHARGES:                OBLIG ADJUST IN:
    BURDEN:                ACT REIM AMT:
  OBLIG BURDEN:                NET AVAIL BAL:

```

CREATING A FIXED ASSETS CONSTRUCTION PROJECT COST ACCOUNT

The threshold for the capitalization of fixed assets in the National Park Service is \$500,000. Beginning in FY-2004, the threshold amount will be reduced to \$100,000. Projects established for construction of these asset activities may require a code in the *G/L Post Type* field and a code in the *Proj Group* field of the "**PROJ**" table. This is necessary to provide the required accountability and support for the general ledger work-in-process account. The following is the coding key as to when you will need to complete the required fields:

Coding Key for Construction Projects Costing \$100,000 or More		
Asset Definition	Proj Group	G/L Post Type
Residential Buildings	RB	WP
Other Buildings	OB	WP
Other Structures	OS	WP
Heritage Assets	HA	HP
Other Expenses	OE	Blank
Pass Through Costs	PT	Blank

Please note that all project accounts established for work on heritage assets are to be coded HA in the PROJ Group, regardless of dollar amount or funding sources.

The G/L Post Type and the Proj Group must be blank for all projects established except for the asset construction type programs listed above.

1. Type **A** in the Action field and complete the following information:
 - ORGN = Type in the 4-digit organization code.
 - JOB = Type in the 4-digit project number.
 - PGM = Type the 3-digit Primary Work Element (PWE).
 - MAX AMOUNT = Type in the available funding for this project.
 - STATUS = Type **1** to identify this as an active account.
 - START DATE = Type beginning date of project.
 - END DATE = Type estimated end date of project.
 - G/L POST TYPE = Type in "**WP**" assuming this is a residential building
 - PROJ DESC = Type in the title for this project.
 - INSTALLATION-
WIDE PROJECT = Type in the Package Number, if applicable.
 - PROJ CAT = Type in the project category. Generally, the same as the organization code assigned to this account.
 - PROJ TYPE = To be enter by the Regional Budget Office.
 - PROJ GROUP = Type in the two-digit asset code, **RB**.
 - FPRJ SPENDING
CTL IND = Type in the letter "I".
 - MAX PROJ AMT = Type in the amount authorized for this project.

2. Press <ENTER> to process.

ACTION: **A** SCREEN: PROJ USERID: XXX1
 PROJECT REFERENCE DATA SCREEN
 KEY IS ORGANIZATION, JOB(PROJ) PGM(PWE)
 01- ORGN: **8990** JOB(PROJ): **7097** PGM(PWE): **404**
 STATUS: **1** START DATE: **11 01 2002** END DATE: **12 31 2003** G/L POST TYPE: **WP**
 PROJ DESC: **CONSTR WATER SYSTEM** LAST ACT DATE:
 INSTALLATION-WIDE PROJECT: **ABCD 000132** LAST DIST DATE:
 PROJ CLASS: PROJ CAT: **8990** PROJ TYPE: PROJ GROUP: **RB**
 MAX PRJ FC IND: N CUSTOMER FUNDING FC IND: N FPRJ SPENDING CTL IND: I
 BILLING SUB-PROJECT - DIV: ORG: PROGRAM:
 RPTG: JOB: USE PSDX: Y
 MAX PROJ AMT: 5,500,000.00 EST BILL AMT: 0.00
 DIRECT AMT: 0.00 ACTUAL BILL AMT: 0.00
 SPRJ ALLOWED: Y EST BURDEN AMT: 0.00
 NO. OF SPRJ: 000002 EST REIM/REC: 0.00
 *** PROJECT-TO-DATE ***
 COMMITMENTS: 0.00
 OBLIGATIONS: 0.00 BILLING ADJUST: 0.00
 EXPENDITURES: 0.00 EXP ADJUST IN: 0.00
 PROJ CHARGES: 0.00 OBLIG ADJUST IN: 0.00
 BURDEN: 0.00 ACT REIM/REC: 0.00
 OBLIG BURDEN: 0.00 NET AVAIL BAL: 5,500,000.00

CHANGING A PROJECT COST ACCOUNT

NOTE: Use <TAB> to change from one field to another within the screen.

PROJECT TABLE (PROJ)

1. Select the Table Inquiry/Update (MTI) for Application FFS.

```

THE FEDERAL FINANCIAL SYSTEM

SELECT BY NUMBER:  1. TABLE INQUIRY/UPDATE (MTI)
                  2. PERSONAL COMPUTER INTERFACE (PCI - SYNC)
                  3. PERSONAL COMPUTER INTERFACE (PCI - ASYNC)
                  X. EXIT

COMMAND:  1
          USERID:
          NEW PASSWORD:
          PASSWORD:
          VERIFICATION:

```

2. Type **N** and **PROJ** in the Action and Screen fields and <ENTER> to access the project table.

```

ACTION: N  SCREEN: PROJ  USERID: XXX1

THE FEDERAL FINANCIAL SYSTEM

AMERICAN MANAGEMENT SYSTEMS, INC.

TYPE AN "X"
NEXT TO THE OPTION
YOU WISH TO PERFORM -->

( ) MAIN MENU
( ) GENERAL MESSAGES
( ) DIVISION MESSAGES

```

3. Type **S** in the Action field to pull up the record to be changed.
4. <TAB> to the following fields and complete the information needed:
ORGN = Type in your 4-digit organization code.
JOB = Type in the 4-digit project number.
PGM = Type in the 3-digit Primary Work Element (PWE).
5. Press <ENTER> to pull in the record on the screen provided that you have entered all the data in step 3 accurately.

6. Type **C** in the Action field to change the record.
7. <TAB> to the field(s) that need to be changed. This is limited to changes to only the Status, Dates, and FPRJ Spending Control Indicator.
8. When all the information to be changed has been completed, press <ENTER>.
9. An **ALL LINES CHANGED** message or an error message will appear at the bottom of the screen. If an error message is indicated, correct the errors and reprocess.

```

ACTION: C SCREEN: PROJ USERID: XXX1
PROJECT REFERENCE DATA SCREEN
KEY IS ORGANIZATION, JOB(PROJ) PGM(PWE)
01- ORGN: 8990      JOB(PROJ): 7001      PGM(PWE): 600
STATUS: 1 START DATE: 10 01 2002 END DATE: 06 30 2003 G/L POST TYPE:
PROJ DESC: FIRE MANAGEMENT              LAST ACT DATE:
INSTALLATION-WIDE PROJECT:              LAST DIST DATE:
PROJ CLASS:      PROJ CAT: 8990 PROJ TYPE:      PROJ GROUP: WR
MAX PRJ FC IND: N CUSTOMER FUNDING FC IND: N FPRJ SPENDING CTL IND: I
BILLING SUB-PROJECT - DIV:      ORG:      PROGRAM:
RPTG:      JOB:      USE PSDX: Y

MAX PROJ AMT:      0.00      EST BILL AMT:      0.00
DIRECT AMT:      0.00      ACTUAL BILL AMT:      0.00
SPRJ ALLOWED: Y      EST BURDEN AMT:      0.00
NO. OF SPRJ: 000002      EST REIM/REC:      0.00

*** PROJECT-TO-DATE ***
COMMITMENTS:      0.00
OBLIGATIONS:      0.00 BILLING ADJUST:      0.00
EXPENDITURES:      0.00 EXP ADJUST IN:      0.00
PROJ CHARGES:      0.00 OBLIG ADJUST IN:      0.00
BURDEN:      0.00 ACT REIM/REC:      0.00
OBLIG BURDEN:      0.00 NET AVAIL BAL:      0.00

```

SUBPROJECT TABLE (SPRJ)

1. Type **N** and **SPRJ** in the Action and Screen fields and <ENTER> to access the subproject table.
2. Type **S** in the Action field and complete the following information:
 - BFYS = Type the 4-digit current fiscal year.
 - FUND = Type in the 2 or 3-digit fund code for the PWE.
 - ORGN = Type in the 4-digit organization code.
 - JOB = Type in the 4-digit project number.
 - PGM = Type the 3-digit Primary Work Element (PWE).
3. Press <ENTER> to pull up the record on the screen provided that you have entered all the data in step 2 accurately.
4. Type **C** in the Action field to change the record.
5. <TAB> to the field(s) that need to be changed.
6. When all the information to be changed has been completed, press <ENTER>.
7. An **ALL LINES CHANGED** message or an error message will appear at the bottom of the screen. If an error message is detected, correct the error messages and reprocess.

```

ACTION: C SCREEN: SPRJ USERID: XXX1
SUBPROJECT REFERENCE DATA SCREEN
KEY IS BFYS, FUND, ORGN, JOB (PROJ), PGM(PWE)
01-
    *** SUB-PROJECT ***
    BFYS  FUND  ORGN  JOB (PROJ)  PGM (PWE)
    2003   26   8990   7001       600
MAX AMOUNT:                2500.00 FUNDS CONTROL IND: N STATUS IND: 4
EST REIM/REC:                0.00
PROJECT LEVEL JOB CODE: 7001
DESCRIPTION: INTERP EXHIBIT DONATION

    *** SUBPROJECT-TO-DATE ***
    COMMITMENTS:                0.00 BILLING ADJUST:                0.00
    OBLIGATIONS:                0.00 EXP ADJUST IN:                0.00
    EXPENDITURES:                0.00 OBLIG ADJUST IN:                0.00
    PROJ CHARGES:                0.00 NET AVAIL BAL:                0.00

ACT REIM/REC:                0.00

```

STATUS INDICATOR for the "PROJ" and "SPRJ" may be changed during the modification stage to any of the following:

- 1 = Active for acceptance of obligations and expenditures.
- 2 = Available only for cancellation or liquidation of an existing undelivered orders. No new obligations may be added.
- 3 = Inactivate account for all new charges.
- 4 = Active only for the current fiscal year and not have it created in the subsequent fiscal year.
- 5 = Active for adjustments to existing undelivered orders in the current fiscal year and not have the account created in the subsequent fiscal year.

INSTALLATION-WIDE PROJECT TABLE (IWPT)

- 1. Type **N** in the Action field and **IWPT** in the Screen field. <ENTER> to access the installation-wide project table.
- 2. Type **G** in the Action field and <TAB> to the installation-wide project number. Complete the number and press <ENTER>.
- 3. Type **C** in the Action field to change the record.
- 4. <TAB> to the field(s) that need to be changed.
- 5. When all the information to be changed has been completed, press <ENTER>.
- 6. Press <ENTER>. Either the ALL LINES ADDED message or the error messages will appear at the bottom of the screen. If there are error messages, make the appropriate corrections before continuing.

```

ACTION: C SCREEN: IWPT USERID: XXX1
INSTALLATION-WIDE PROJECT REFERENCE TABLE
KEY IS INSTALLATION-WIDE PROJ
01-
  INSTALLATION-WIDE PROJ: YOSE 000386  DESC: WAWONA SEWER LINE
    LAST DIST DATE:
    EST BILL AMT:
    ACTUAL BILL AMT:
    DIRECT AMT:
    EST REIM AMT:
    EST BURDEN AMT:
    MAX PROJ AMT: 1500000
    *** PROJECT-TO-DATE ***

  COMMITMENTS:
  OBLIGATIONS:
  EXPENDITURES:
  PROJ CHARGES:
  BURDEN:
  OBLIG BURDEN:
  BILLING ADJUST:
  EXP ADJUST IN:
  OBLIG ADJUST IN:
  ACT REIM AMT:
  NET AVAIL BAL:

```



```

ACTION: D SCREEN: SPRJ USERID: XXX1
SUBPROJECT REFERENCE DATA SCREEN
KEY IS BFYS, FUND, ORGN, JOB (PROJ), PGM(PWE)
01-
    *** SUB-PROJECT ***
        BFYS  FUND  ORGN  JOB (PROJ)  PGM(PWE)
        2003   26   8990   7001         600
MAX AMOUNT:                0.00 FUNDS CONTROL IND: N STATUS IND: 4
EST REIM/REC:              0.00
PROJECT LEVEL JOB CODE: 0001
DESCRIPTION: INTERP EXHIBIT DONATION

    *** SUBPROJECT-TO-DATE ***
        COMMITMENTS:      0.00 BILLING ADJUST:      0.00
        OBLIGATIONS:      0.00 EXP ADJUST IN:      0.00
        EXPENDITURES:     0.00 OBLIG ADJUST IN:     0.00
        PROJ CHARGES:     0.00 NET AVAIL BAL:      0.00

ACT REIM/REC:              0.00

```

6. Type **N** in the Action field and **PROJ** in the Screen field. <ENTER> to go over to the project table. Type **S** in the Action field and enter the cost account to be deleted on the PROJ table. Should be the same cost account that had just been deleted on the SPRJ table.

PROJECT TABLE (PROJ)

7. Verify that all obligations and expenditures are zero. Then type **D** in the Action field to delete the record. Press <ENTER>.
8. An ALL LINES DELETED message or an error message will appear at the bottom of the screen. If an error message is detected, make the necessary corrections before continuing.

```

ACTION: D SCREEN: PROJ USERID: XXX1
PROJECT REFERENCE DATA SCREEN
KEY IS ORGANIZATION, JOB (PROJ) PGM(PWE)
01- ORGN: 8990      JOB (PROJ): 7001      PGM(PWE): 600
STATUS: 1 START DATE: 10 01 2002  END DATE: 06 30 2003 G/L POST TYPE:
PROJ DESC: FIRE MANAGEMENT          LAST ACT DATE:
INSTALLATION-WIDE PROJECT:          LAST DIST DATE:
PROJ CLASS:      PROJ CAT: 8990 PROJ TYPE:      PROJ GROUP: WR
MAX PRJ FC IND: N CUSTOMER FUNDING FC IND: N FPRJ SPENDING CTL IND: I
BILLING SUB-PROJECT - DIV:      ORG:      PROGRAM:
RPTG:      JOB:      USE PSDX: Y
MAX PROJ AMT:      0.00 EST BILL AMT:      0.00
DIRECT AMT:      0.00 ACTUAL BILL AMT:      0.00
SPRJ ALLOWED: Y      EST BURDEN AMT:      0.00
NO. OF SPRJ: 000002      EST REIM/REC:      0.00

    *** PROJECT-TO-DATE ***
        COMMITMENTS:      0.00 EXCLUDED AMT:
        OBLIGATIONS:      0.00 BILLING ADJUST:      0.00
        EXPENDITURES:     0.00 EXP ADJUST IN:      0.00
        PROJ CHARGES:     0.00 OBLIG ADJUST IN:     0.00
        BURDEN:           0.00 ACT REIM/REC:      0.00
        OBLIG BURDEN:     0.00 NET AVAIL BAL:      0.00

```

INSTALLATION-WIDE PROJECT TABLE (IWPT)

1. Type **N** in the Action field and **IWPT** in the Screen field. <ENTER> to access the installation-wide project table.
2. Type **G** in the Action field and <TAB> to the installation-wide project number. Complete the number and press <ENTER>.
3. Type **D** in the Action field to delete the record.
4. Press <ENTER>. Either a ALL LINES DELETED message or an error message will appear at the bottom of the screen. If an error is detected make the appropriate corrections before exiting.

```
ACTION: D SCREEN: IWPT USERID: XXX1
INSTALLATION-WIDE PROJECT REFERENCE TABLE
KEY IS INSTALLATION-WIDE PROJ
01-
  INSTALLATION-WIDE PROJ: YOSE 000386  DESC: WAWONA SEWER LINE
    LAST DIST DATE:
      EST BILL AMT:                EST REIM AMT:
    ACTUAL BILL AMT:                EST BURDEN AMT:
      DIRECT AMT:                  MAX PROJ AMT: 1500000
          *** PROJECT-TO-DATE ***

COMMITMENTS:
OBLIGATIONS:                BILLING ADJUST:
EXPENDITURES:                EXP ADJUST IN:
PROJ CHARGES:                OBLIG ADJUST IN:
    BURDEN:                    ACT REIM AMT:
OBLIG BURDEN:                NET AVAIL BAL:
```

CREATING PROJECT COST ACCOUNT THROUGH THE BUDGET AND PROJECT DATA ENTRY TABLE (BPDE)

In lieu of using the **PROJ** and **SPRJ** tables to establish the project cost account, the **BPDE** table may be used to establish an account on both the PROJ and SPRJ tables.

The BPDE table may be used to only establish a new project account. Modifications and deletions are not possible with this table. In establishing the account in BPDE, an authorized dollar amount must be entered. If you don't have a dollar amount, use ".01".

NOTE: Use <TAB> to change from one field to another within the screen.

1. Select the Table Inquiry/Update (MTI) for Application FFS.

```

THE FEDERAL FINANCIAL SYSTEM

SELECT BY NUMBER:  1.  TABLE INQUIRY/UPDATE (MTI)
                  2.  PERSONAL COMPUTER INTERFACE (PCI - SYNC)
                  3.  PERSONAL COMPUTER INTERFACE (PCI - ASYNC)
                  X.  EXIT

COMMAND:  1
USERID:
PASSWORD:
NEW PASSWORD:
VERIFICATION:
    
```

2. When the next screen appears, type **N** and **BPDE** in the Action and Screen fields and <ENTER> to access the project table.

```

ACTION: N  SCREEN: BPDE  USERID: XXX1

THE FEDERAL FINANCIAL SYSTEM

AMERICAN MANAGEMENT SYSTEMS, INC.

TYPE AN "X"
NEXT TO THE OPTION
YOU WISH TO PERFORM -->

( ) MAIN MENU
( ) GENERAL MESSAGES
( ) DIVISION MESSAGES
    
```

3. Type **A** in the Action field and complete the following information:
 - FISCAL YEAR = Type in the 4-digit fiscal year.
 - BUDGET FYS = Type in the 4-digit budget fiscal year.
 - FUND = Type in the 2-digit fund code.
 - DIVISION = Type **WRO** for the division.

ORGANIZATION = Type in the 4-digit organization code to be charged.
 PROGRAM = Type in the 3-digit Primary Work Element (PWE).
 AOPT PGM = **MUST ALWAYS BE LEFT BLANK.**
 PROJ LVL JOB = Type the 4-digit project number.
 STATUS = Type **1** for active status.
 PROJ MAX AMT = Type in the authorized amount for this account.
 JOB NUMBER = Type in the 4-digit project number again. This should be the same numbers typed in for the PROJ LVL JOB.
 STATUS = Type **4** to signify active for this year only and not to carry the account over to the subsequent year.
 SPRJ MAX AMT = Type in the authorized amount. Should be the same amount typed for the PROJ MAX AMT.
 PROJECT END DATE = Type the project end date.
 PCAS DESCRIPTION = Type the name or title for this account.
 SUBMITTING DIVISION = Type **WRO**.
 SALT TRANS CODE/TYPE = Type **SL 01** to be used as Suballotment documents are created.
 ALCT TRANS CODE/TYPE = Type **AL 01** to be used as Allocation documents are created.
 DOCUMENT ID = Type in a unique identifier, not to exceed 5-digit.

Place an **X** in the parenthesis for the following fields to be updated.

PROJ
SPRJ

4. Press <ENTER> to process.
5. The message at the bottom of the screen will show RECORD INSERTED or it will indicate that an error is detected with a brief explanation as to what might be wrong with the entry.

```

ACTION: A SCREEN: BPDE USERID: XXX1
BUDGET AND PROJECT DATA ENTRY SCREEN
ENTER THE DATA ELEMENTS AND CHECK THE DESIRED TABLES TO BE UPDATED
FISCAL YEAR: 2003 BUDGET FYS: 2003 FUND: 01
DIVISION: WRO ORGANIZATION: 8990 AOPT ORG:
RPTG CATEGORY: (PWE) PROGRAM: MZB TRANS CODE:
BOC: REVENUE SOURCE: VENDOR:
PROJ NUMBER: 7001 STATUS: 1 PROJ MAX AMT: 5000.00
SPRJ NUMBER: 7001 STATUS: 4 SPRJ MAX AMT: 5000.00
CUSTOMER: CUSTOMER TYPE: AGREEMENT:
INSTALL-WIDE PROJECT: PROJECT END DATE: 12 31 2003
PCAS DESCRIPTION: PHANTOM HOUSE JANITORIAL
SUBMITTING DIVISION:
SALT TRANS CODE/TYPE: SL/01 DOCUMENT STATUS:
ALCT TRANS CODE/TYPE: AL/01 DOCUMENT ID:
PLACE AN 'X' NEXT TO THE TABLE(S) YOU WISH TO UPDATE:
( X ) PROJ ( X ) SPRJ ( ) IWPT ( ) FPCA
( ) AOPT ( ) ALCT ( ) SALT

H--DE105 PROJ RECORD INSERTED H--DE106 SPRJ RECORD INSERTED
  
```

SETTING UP A BENEFITING COST ACCOUNT

NOTE: Use <TAB> to change from one field to another within the screen.

Prior to setting up a benefiting cost account, the Project table and the Subproject table must be completed first. The Allocation Organization and Program Table (AOPT) can then be used to store the information for those accounts with benefiting organizations that differ from the organization code established as part of the cost account (i.e., 8800-2500-MCU may have a benefiting organization of 8004 instead of 8800).

1. Select the Table Inquiry/Update (MTI) for Application FFS.

```
THE FEDERAL FINANCIAL SYSTEM

SELECT BY NUMBER:  1. TABLE INQUIRY/UPDATE (MTI)
                  2. PERSONAL COMPUTER INTERFACE (PCI - SYNC)
                  3. PERSONAL COMPUTER INTERFACE (PCI - ASYNC)
                  X. EXIT

COMMAND:  1
USERID:
NEW PASSWORD:
PASSWORD:
VERIFICATION:
```

2. Type **N** and **AOPT** in the Action and Screen fields and <ENTER> to access the allocation organization and program table.

```
ACTION: N  SCREEN: AOPT  USERID: XXX1

THE FEDERAL FINANCIAL SYSTEM

AMERICAN MANAGEMENT SYSTEMS, INC.

TYPE AN "X"
NEXT TO THE OPTION
YOU WISH TO PERFORM -->

( ) MAIN MENU
( ) GENERAL MESSAGES
( ) DIVISION MESSAGES
```

3. Type **A** in the Action field and complete the following:
 - TYPE = Type **O** for other. When updating spending allocation, this is a flag to replace the organization specified with the cost account by the organization in AOPT.
 - FY = Type in the current 4-digit fiscal year.
 - ORGN = Type in your 4-digit organization code.
 - PROGRAM = Type the 3-digit Primary Work Element (PWE).
 - JOB = Type the 4-digit project number.
 - ALLOCATION LEVEL
 - CODE = Type the 4-digit benefiting organization code. See the appendix for the appropriate benefiting organization code to use.
4. Press <ENTER>. Either the ALL LINES ADDED message or the error message will appear at the bottom of the screen. Make appropriate corrections to the errors before continuing.

Do not fill in the FUND or the DIV as it will override what you are trying to do.

ACTION: A SCREEN: AOPT USERID: XXX1									
ALLOCATION ORGANIZATION, PROGRAM REFERENCE TABLE									
KEY IS TYPE, BFYS, FUND, DIV, ORG, PROGRAM, JOB, RPTG CATG									
TY	PE	BFYS	FUND	DIV	ORG	PROGRAM	JOB	RPTG CATG	ALLOCATION LEVEL CODE
---	---	-----	-----	-----	-----	-----	-----	-----	-----
01-	O	2003			8800	MCR	2500		8004
02-									
03-									
04-									
05-									
06-									
07-									
08-									
09-									
10-									
11-									
12-									
13-									
14-									

If later, it is determined that the project account was established and referenced the wrong ALCT, **DO NOT** set-up the correct "AOPT" until the following steps have been taken:

1. Transfer all expenditures from the project to the ALCT level of the proper benefiting PWE.
2. Cancel all obligations (undelivered orders and commitments) affecting that project.
3. Establish the correct "AOPT". However, if the wrong AOPT was established previously, AOC must be contacted to delete the erroneous AOPT entry before a new AOPT entry can be reestablished. AOC should not be deleting the AOPT unless all the amounts for expenditures, undelivered orders, and commitments are equal to zero.
4. Once the correct AOPT is established, re-enter the obligations and commitments at the project level.

5. Transfer all expenditures back to the project level from the benefiting PWE (reversal of step 1).

Best Practice: *To prevent a nightmare that can occur from not following the above steps, it is highly recommend that a new project account be established with the correct AOPT. Transfer all the costs and obligations from the bad account to the new account and delete or inactivate the bad account.*

REIMBURSABLE ACCOUNT TABLES

All reimbursable agreement tables are to be established by the Accounting Operations Center. Parks are to complete the reimbursable agreement input sheet with a copy of the reimbursable agreement (i.e., interagency agreement, cooperative agreement) forwarded to the Pacific West Area, Office of Finance and AOC.

Before getting into the reimbursable tables, the Project and Subproject tables must be completed first.

The various tables are presented here for your information and/or reference only. Regions and parks are not authorized to establish FPCA.

1. Type **N** and **FPCA** in the Action and Screen fields and <ENTER> to access the project customer agreement reference table.
2. A "R1" document has to be created first before the information to this screen can be added. Type **A** in the Action field and <TAB> to complete the following information:
 - BFYS = Type the 4-digit current fiscal year.
 - FUND = Type the 2-digit code for the applicable PWE.
 - ORGN = Type the 4-digit organization code.
 - JOB = Type the 4-digit project number.
 - PGM = Type the 3-digit PWE.
 - CUST NUMBER = Type the alphabetic characters identifier assigned in the vendor/payee tables for this customer.

REIMBURSABLE

AGREEMENT # = Type the number assigned in the agreement.

MAXIMUM BILLABLE

AMOUNT = Type the total dollar amount that can be charged as established in the reimbursable agreement.

3. Press <ENTER>. Either the ALL LINES ADDED message or the error messages will appear at the bottom of the screen. Make appropriate corrections to the errors before continuing.

The Budget Fiscal Year Project/Customer/Agreement Table defines the relationship between projects and customers and valid funding sources.

ACTION: S SCREEN: FPCA USERID: XXX1						
BUDGET FISCAL YEAR PROJECT/CUSTOMER/AGREEMENT REFERENCE TABLE						
KEY IS BFYS, FUND, DIV, ORG, PROGRAM, RPTG, JOB, CUST NUMBER, AGREEMENT #, AGREEMENT REVENUE SOURCE/SUB						
01-	BFYS	FUND	DIV	ORG	PROGRAM	RPTG JOB
	2003	06		8990	455	6000
CUSTOMER NUMBER: CALFISGAM			AGREEMENT #: CA8900-3-6000			
AGREEMENT REV SOURCE/SUB:			/ CUSTOMER TYPE: RMB			
CUSTOMER NAME: CALIFORNIA FISH & GAMES						
DISTRIBUTION DEFAULT CUSTOMER AGREEMENT: N LAST DIST DATE:						
INDIRECT COST TRANSFER - OPTION: N - ACCOUNTING INFORMATION -						
BFY:	FUND	DIV	ORG	PRM		
RPTG:	JOB:	BUDGET OBJECT CODE:			TRANSACTION TYPE:	
MAXIMUM BILLABLE AMOUNT:			8000.00			
ESTIMATED BURDEN AMOUNT:			0.00	BURDEN RATE:	0.00	
COMMITMENTS:			BURDEN:			
OBLIGATIONS:			OBLIG BURDEN:			
EXPENDITURES:			BILLING ADJUST:			
PROJ CHARGES:			EXP ADJUST IN:			
			OBLIG ADJUST IN:			

The Budget Fiscal Year Project Table provides on-line access to information detailing all project charges by Budget Fiscal year(s), Fund and Project.

```

ACTION: R SCREEN: FPRJ USERID: XXX1
*** BUDGET FISCAL YEAR PROJECT INQUIRY SCREEN ***
KEY IS BFYS, FUND, DIV, ORG, PROGRAM, RPTG, JOB
01-
    BFYS  FUND  DIV   ORG   PROGRAM  RPTG   JOB
    2003   06         8990   455         6000

EST BILL AMOUNT:                0.00 ACT BILL AMOUNT:                8,000.00
EST BURDEN AMT:                  0.00 DIRECT AMOUNT:                  0.00
LAST DIST DATE:                  VALID FPCA RECORDS: 1
STATUS: 1 PRIMARY REIMB DIST FLAG: N FPRJ SPENDING CONTROL IND: N
                ALLOCATED                                          UNALLOCATED
COMMITMENTS:                    0.00 COMMITMENTS:                    0.00
OBLIGATIONS:                    0.00 OBLIGATIONS:                    0.00
EXPENDITURES:                   0.00 EXPENDITURES:                   500.00
PROJ CHARGES:                   0.00 PROJ CHARGES:                   0.00
    BURDEN:                      0.00 BILLING ADJUST:                 0.00
OBLIG BURDEN:                   0.00 EXP ADJUST IN:                 0.00
NET AVAIL BAL:                   7,500.00 OBLIG ADJUST IN:           0.00
*** PROJECT TO CUSTOMER DISTRIBUTION DEFAULTS ***
CUSTOMER NUMBER: CALFISGAM        AGREEMENT NUMBER: CA8900-7-6000
CUSTOMER NAME: CALIFORNIA FISH & GAME  CUSTOMER TYPE: RMB
  
```

Project/Customer/Agreement Table provides on-line access to customer information by project.

```

ACTION: R SCREEN: PCUS USERID: XXX1
*** PROJECT/CUSTOMER/AGREEMENT TABLE ***
KEY IS BFYS, FUND, DIV, ORG, PROGRAM, RPTG, JOB
    CUSTOMER NUMBER, AGREEMENT NUMBER, AGREEMENT REV SOURCE/SUB

    BFYS  FUND  DIV   ORG   PROGRAM  RPTG   JOB
           8990   455         6000

CUSTOMER NUMBER: CALFISGAM        AGREEMENT NUMBER: RA8900-N-6000
AGREEMENT REV SOURCE/SUB: /      CUST TYPE: RMB
CUSTOMER NAME: CALIFORNIA FISH & GAMES
DESCRIPTION:
LAST DIST DATE:                  VALID FPCA RECORDS: 1

MAXIMUM BILLABLE AMOUNT:                8,000.00
ESTIMATED BURDEN AMOUNT:                0.00
*** PROJECT-TO-DATE ***
COMMITMENTS:                    0.00 PROJ CHARGES:                    0.00
OBLIGATIONS:                    0.00 BURDEN AMT:                    0.00
EXPENDITURES:                   0.00 OBLIG BURDEN:                    0.00
  
```

Please note that all agreements are to be numbered as follows:

RA xxxx-x-xxxx

- _____ The Project Number of the Reimbursable Cost Account
- _____ Use **G** for PWE 454/474 and **N** for PWE 455/475
- _____ Park/Office Organization Code used on the reimbursable
- _____ Use **RA** for Reimbursable Agreement

REIMBURSABLE AGREEMENT COVER SHEET

Customer No. (Vendor Code)

Agreement Number: RA 8900 - G - 6000

Check One: New Agreement _____ Modification/Amendment

Agreement Start Date:

Agreement End Date:

Address To Send Bills:

Agency/Customer Name:

Address:

BILLING INFORMATION

Billings To Be Mailed By: AOD _____ Park _____ Region

Billing Cycle: Monthly _____ Quarterly _____ Semiannually
Annually _____ Other _____

Method of Billing: OPAC _____ SF-1080 _____ SF-1081
Bill for Collection

For OPAC Billings:

Agency Location Code (ALC)

REIMBURSABLE AMOUNT

Original Agreement NTE:

Amendment/Modification:

New Amount NTE:

Overhead Charge: _____% Account No.

ACCOUNT INFORMATION

Account No.: 8900 - 6000 - 454

Agreement Title:

Fund Code: _____ Activity Code: _____ BFY:

BILLING DOCUMENT INPUT SCREEN

The input of the billing information in FFS will be a one step approach where it will also prepare the billing document for mailing without the need to separately type out a bill for collection. You will need to complete two screens in order for this to happen. The first screen is the billing document input screen (B1). This will provide the payor information such as the name and mailing address, the amount of the bill and the accounts to be credited. The second screen is the accounts receivable text data entry table. This provides the description for the purpose of the bill. The bill is available for printing by using Document Direct on the following business day.

Billing document input screen is used to record Bills for Collection to be issued. The Increase/Decrease (I/D) column is used only for amending or modifying the original document line amount. The total amount of all the line entries must equal the Document Total at the top of the input sheet.

STATUS:		DOCID: B1 WRO BC8999D0001		ORG: 001-001 OF 001	
DOC ACTION		DOCUMENT		DOCUMENT	
(E,M,X)	TRANS TYPE	TOTAL	PAYOR CODE	DATE / /	
DOC INT AMT:		DO PENALTY AMT:		DOC TYPE:	
DOC ADM CHGS AMT:		TEXT TYPE:			
ACCTG PRD:	/	INT RATE:	NAME:		
AGREEMENT #:		PRINT BILL:	ADDR1:		
DUE DATE:			2:		
DUNN PRNT FLAG:			3:		
			4:		
DISB OFFICE: WDO		ACCOMPLD DATE			
OPAC DESC:		CUST ALC CODE: 00 - 00 - 0000			
COMMENTS:					
LN	ORGN	(PROJ) JOB	(PWE) PGM	OBJ RPTG CODE CAT	BFYS FUND AMOUNT I/D
					REV SRCE TRANS TYPE
INT AMT:		I/D:	PENALTY AMT:	I/D:	
ADM CHGS AMT:		I/D	REMARKS:		

After making your entries in the Billing Document, go over to the Accounts Receivable Text Data Entry Table (ARTX) and enter the purpose of the bill describing the goods and/or services provided. It is a good idea to include the name and telephone number of a person to contact for additional information related to the billing.

ACTION: SCREEN: ARTX USERID: XXX1			
ACCOUNTS RECEIVABLE TEXT DATA ENTRY TABLE			
KEY IS TEXT INDICATOR, BD ID, LINE, TEXT LINE			
TEXT INDICATOR:	BD ID:	LINE:	TEXT
	TEXT		LINE

01-			
02-			
03-			

- ADDR3 = Type in the City, then <TAB> to the State. Type in the State, then <TAB> to the Zip Code field and enter the Zip Code.
5. <TAB> to the TEXT TYPE = Type **01** or a text type that is custom to your park. This provides a predetermined message about the terms and conditions associated with the collection of a debt owed to the Government
 6. <TAB> to the middle of the screen. PRINT BILL = Type **Y** to cause the system to print a hard copy bill on the next business day via Document Direct.
 7. <TAB> to the accounting data line.
 - LN = Enter sequential line number beginning with **001**.
 - ORGN = Type in the 4-digit organization code.
 - JOB = Type in the 4-digit project code, if applicable.
 - PGM = Type in the 3-digit PWE.
 - OBJ CODE = Type in the budget object class only if Trans Type 01 is used.
 - AMOUNT = Type in the amount for this accounting line.
 - REVENUE SRCE = Type **R** if Trans Type is RM, RV or RP. Leave blank if not one of these Trans Types.

At this point, if you need to enter additional lines, press <ENTER> to continue on the next line of the document.

8. When all the lines are completed, press the HOME key to go to the top left corner of the screen.
9. Type **RUN DOC** or **W** and press <ENTER> to process the document.
10. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.
11. Type **F** in the upper left hand corner to go out of the document input screen.

```

STATUS:          DOCID: B1 WRO BC8990D0012
BATID:          ORG:          001-001 OF 001
          BILLING DOCUMENT
DOC ACTION TRANS  DOCUMENT  PAYOR  DOCUMENT
(E,M,X)  TYPE    TOTAL      CODE   DATE
  E      RM      213.25    999887777  /  /
DOC INT AMT:    0.00 DO PENALTY AMT:    0.00
DOC ADM CHGS AMT:    0.00 TEXT TYPE: 01  DOC TYPE:
ACCTG PRD:      /  INT RATE: 4.000 NAME: SMOKEY BEAR
AGREEMENT #:          ADDR1: 123 FOREST HILL
DUE DATE: 07 27 2003 PRINT BILL: Y      2:
DUNN PRNT FLAG:          3:
          4: TREESIDE CA 90007
DISB OFFICE: WDO  ACCOMPLD DATE
OPAC DESC:
          CUST ALC CODE: 00 - 00 - 0000
COMMENTS:
          (PROJ) (PWE) OBJ RPTG          REV TRANS
LN  ORGN  JOB  PGM  CODE CAT BFYS  FUND  AMOUNT I/D SRCE TYPE
001 8990  6000 453          213.25  R    RM
INT AMT:    0.00 I/D:  PENALTY AMT: 0.00 I/D:
ADM CHGS AMT:    0.00 I/D:  REMARKS: JUNE UTILITY BILLING

```

You should now be in a table screen. Place a **N** in the Action field and **ARTX** in the Screen field and hit <ENTER>.

1. At the Action field, type in the letter **A**
2. For the Text Indicator, type in the letter **B**
3. For the BD ID, type **B1 BCxxxxxxxxxx** (the bill number for which this text is related to)
4. Start typing at line one providing the purpose for the bill and name and telephone number for the debtor to call if additional information is required.

```

ACTION:  A SCREEN: ARTX  USERID: XXX1
ACCOUNTS RECEIVABLE TEX DATA ENTRY TABLE
KEY IS TEXT INDICATOR, BD ID, LINE, TEXT LINE

TEXT INDICATOR:  B   BD ID:  B1  BC8990D0012  LINE:

                                     TEXT
                                     LINE
-----
01- Sewer and water services for the month of June.  For more information
02- please contact Laura Lei at (999) 123-4567.
03-
04-
05-
06-
07-
08-
09-
10-
  
```

5. The hard copy bill can be printed on the next business day from Document Direct.

The summary information of the bill may be found by scanning the ARHT table. Or if you wish to see the detail cost account information, scan the ARLT table. Go to the table screen. Put a **N** in the upper left corner of the screen and **ARHT** for the Screen field. Scan the table for the Transaction Code and the Transaction Number.

```

ACTION: R SCREEN:  ARHT  USERID: XXX1
*** RECEIVABLE HEADER INQUIRY TABLE ***
KEY IS TRANS CODE, TRANS NUMBER

TRANS CODE: B1  TRANS NUMBER: BC8990D0115  DOCUMENT DATE: 06 28 2003
PAYER CODE/NAME: 999887777 / SMOKEY BEAR
ADDRESS: 123 FOREST HILL

CITY: TREESIDE STATE: CA ZIP: 90007 -
OPAC SCHED NUMBER: OPAC SEQ NUM: 00 OPAC DOC NUMBER: 00000000
CR POST ORDER: COLL DUE DT FOR INT: N CUSTOMER ALC: 00 - 00 - 0000
DOC TYPE: COLL DUE DATE: 07 27 2003 COMMENTS:
PRINT DUNN: N LAST DUNN DATE: DUNNING COUNT: 00
PRINT BILL: N BILL PRINT DATE: BILLED AMT: 213.25
INT RATE: 8.000 INT APPLY DATE: INT AMT: 0.00
TEXT TYPE: ADM CHG APPLY DATE: ADN CHG AMT: 0.00
WAIVER FLG: PENALTY APPLY DATE: PENALTY AMT: 0.00
DISB OFF: ACCOMPLISHED DATE: TOTAL AMT: 0.00
OVERDUE STATUS: OVERDUE DATE: COLL AMT: 0.00
WRITE-OFF REASON: WRITE-OFF DATE: WRI-OFF AMT: 0.00
WRITE-OFF FLAG: CLOSING DATE: CLOSED AMT: 0.00
CASE HIST FLAG: LAST BILL DATE: L BILL AMT: 0.00
OVERPAY CAUSE: IN IND: N REPRINT BILL AMT: 0.00
  
```

To scan for the detail line entry, put a **N** in the upper left corner of the screen and **ARLT** for the Screen field. Scan for the Transaction Code, Document Number and the Line Number.

```

ACTION: S SCREEN: ARLT USERID: XXX1
*** RECEIVABLE LINE INQUIRY TABLE ***
KEY IS TRANS CODE, DOCUMENT NUMBER, LINE NO
01- TRANS CODE: B1 DOCUMENT NUMBER: BC8990D0012 LINE NO: 001
      BFYS: 2003 FUND: 06 TRANS TYPE: RM
      BUD ORG/SUB: 8990 / PROGRAM: 453 REV SRCE/SUB: R /
      COST ORG/SUB: / REPT CATG: BOC/SUB: /
      JOB: 6000 CLOSED BFYS: CLOSED FUND:
      GL ACCT: AGREEMENT #: ADVANCE #:
      REF INVOICE: INV LINE: TRAVEL TYPE:
      REF DOC ID: REF LINE: TEXT TYPE:
      LINE DESC: INTEREST RATE: 3.000
      LINE AMT: 213.25 CLOSED LINE AMT: 0.00
      INTEREST AMT: 0.00 CLOSED INTEREST AMT: 0.00
      ADM CHGS AMT: 0.00 CLOSED ADM CHGS AMT: 0.00
      PENALTY AMT: 0.00 CLOSED PENALTY AMT: 0.00
      WRITE-OFF AMT: 0.00 COLLECTED AMT: 0.00
      W-OFF INT AMT: 0.00 COLLECTED INT AMT: 0.00
      W-OFF ADM AMT: 0.00 COLLECTED ADM AMT: 0.00
      W-OFF PEN AMT: 0.00 COLLECTED PEN AMT: 0.00
      SOURCE: TYPE OF OVERPAYMENT: ACTION OUT:

```

PRINTING THE BILL

Copies of the bill may be printed the next business day after the information has been entered in FFS. This is a result of an entry in the "billing document" screen in FFS, where you have input "Y" in the "Print Bill" field. After the bill has been printed, a "P" will be reflected on the Accounts Receivable Header (ARHT) table, indicating that a printed bill was generated. Hard copy bills are to be retrieved from Document Direct under the file name of **RNPBILL**.

For each bill printed, two text messages will appear on the second page. The first captures the information that you have entered in the ARTX table in FFS. This should describe what the bill is being issued for and the person to contact if there are any questions. The second message is a pre-programmed text message, generated by the selection of a "text type" on the "B1" document entry screen. This message is designed to inform the debtor of the collection procedures and the required legal notifications. The standard collection notification programmed to print by selecting Text Type "01" will be sufficient for most types of bills. However, if your park has a unique billing requirement, that will be standard on the majority of your billings, a customized message can be programmed with a unique Text Type for your use. You would use this unique Text Type in lieu of "01". AOC will establish a customized Text Type if it is complex or have a long description requiring excessive data entry. For the Pacific West Region, the contact person would be Marilyn McPherson at 703-487-9022.

REPORT ID: RNPBILL	NATIONAL PARK SERVICE ACCOUNTING OPERATIONS CENTER	BILL DATE: 07/01/03
	DVSN: WRO ORGN: 8900	VENDOR CODE: 999887777
*** BILL FOR COLLECTION ***		
NEW OR CORRECTED ADDRESS: _____ _____ _____	*	ENCLOSE A COPY OF THIS BILL WITH YOUR CHECK OR MONEY ORDER MADE PAYABLE TO: { } PARK OF ORIGIN OR { } NATIONAL PARK SERVICE ATTN: ACCOUNTING SERVICES TEAM P.O. BOX 100000 HERNDON, VA 20171-9998
TO: SMOKEY BEAR 123 FOREST HILL TREESIDE CA 90007	*	Email: aoc_ast_correspondence@nps.gov DO NOT SEND CASH ALLOW 5 DAYS FOR PROCESSING PLEASE INCLUDE YOUR VENDOR CODE ON YOUR CHECK OR MONEY ORDER: 999887777
-----		DUE BY: 08/01/03
PAST DUE AMOUNT:	0.00	ENTER AMOUNT ENCLOSED:
TOTAL AMOUNT DUE THIS BILL:	213.25	_____

BILLING DOC ID	PRINCIPAL BALANCE	AMOUNT CREDITED
	PENALTY AMOUNT	DATE CREDITED
	ADMINISTRATIVE CHGS	
	INTEREST AMOUNT - 2.0%	
	CURRENT BALANCE	

B1 BC8990D0012	213.25	0.00
	0.00	
	0.00	
	0.00	
	213.25	

TOTALS		
PRINCIPAL BALANCE:	213.25	
LESS AMOUNT CREDITED:	0.00	
PLUS PENALTY AMOUNT:	0.00	
PLUS ADMINISTRATIVE CHARGES:	0.00	
PLUS INTEREST AMOUNT:	0.00	
CURRENT BALANCE:	213.25	

If you are unable to find the bill under RNPBILL in Document Direct, go over to the file RNPBLERR, and look at the Billing Error Report. Most likely the error is the result of not making any entries in the ARTX table.

7/02/03	NATIONAL PARK SERVICE	PAGE 0	
	REPORT ID: RNPBLERR		
	ACCOUNTING OPERATIONS CENTER		
	BILLING ERROR REPORT		
	DVSN: WRO ORGN: 8990		
BILLING DOC ID	VENDOR NAME	VENDOR CODE	DRROR MESSAGE
B1 BC8990D0171	BARBARA BEAR	987654321	NO DATA FOUND IN ARTZ TABLE

MODIFYING BILLING DOCUMENT ENTRIES

Bill for Collection was entered incorrectly and should be \$223.25 instead of \$213.25.

NOTE: Use <TAB> to change from one field to another.

- At a table screen, type **L** in the Action field and **B1** followed by 2 spaces in the Screen field at the top left corner. Press <ENTER> to go to the Billing Document screen.

ACTION: L		SCREEN: B1		USERID: XXX1		DOI CUSTOM DOCUMENT SUSPENSE INDEX 1	
FUNCTION:				SEC2:			
---		BATCH ID---		---		DOCUMENT ID-----	
SEL	TC	SEC1	NUMBER	TC	SEC1	NUMBER	STAT
							APPRV
							INIT
							USER
							LAST
							DATE
							LAST
							USER
00-							

- At the DOCID, type **B1** for the Trans Code; **WRO** for the Division Code; and your assigned Document ID for the bill issued.
- Assign a Batch ID (BATID) by typing **B1** for the Trans Code; **WRO** for the Division; and a unique Batch ID number consisting of whatever you choose--letters, numbers, or a combination thereof. The batch id is only necessary if this document was entered in the system within a week and is reflect in the SUSF table.

NEW	DOCID: B1	WRO	BC8990D0012	
STATUS:	BATID: B1	WRO	RRR2	ORG:
	BILLING DOCUMENT			

- Press <ENTER> to go to the Batch Control screen. Press <ENTER> again to go to the Billing Document screen.

	DOCID: B1	WRO	BC8990D0012	
STATUS:	BATID: B1	WRO	RRR2	ORG:
	BILLING DOCUMENT INPUT SCREEN			
BATCH DATE:	NUM DOCS:	NET:		

- Complete the Header Information as follows:
 DOC ACTION = Type **M** to modify the document.
 DOCUMENT TOTAL = Type the amount of the adjustment.
- <TAB> to the accounting line data.
 LN = Type the line number from the original input.
 AMOUNT = Total amount to be adjusted against this line.
 I/D = Type **I** if this modification increases the original amount or **D** if this modification decreases the original amount.
 REMARKS = Optional. Can be used to show why the adjustment is necessary.

 Press <ENTER> to continue on another line.
- When all the lines are completed, press the HOME key to go to the Action field in the top left corner of the screen.
- Type **RUN BAT** or **RB** and press <ENTER> to process the document.

9. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

RB                DOCID: B1 WRO BC8990D0012
STATUS:          BATID: B1 WRO RRR2          ORG:          001-001 OF 001
BILLING DOCUMENT
DOC ACTION TRANS      DOCUMENT      PAYOR      DOCUMENT
(E,M,X)  TYPE          TOTAL          CODE        DATE
  M                10.00                /          /
  DOC INT AMT:          0.00 DO PENALTY AMT:          0.00
DOC ADM CHGS AMT:          0.00 TEXT TYPE:          DOC TYPE:
ACCTG PRD: / INT RATE: 6.000 NAME: SMOKEY BEAR
AGREEMENT #:          ADDR1: 123 FOREST HILL
DUE DATE: 07 27 2003 PRINT BILL: N 2:
DUNN PRNT FLAG:          3:
          4: TREESIDE CA 90007

DISB OFFICE: WDO ACCOMPLD DATE:
OPAC DESC:
          CUST ALC CODE: 00 - 00 - 0000

COMMENTS:
          (PROJ) (PWE) OBJ RPTG          REV TRANS
LN  ORGN  JOB  PGM  CODE CAT  BFYS  FUND  AMOUNT  I/D  SRCE  TYPE
001                10.00 I
INT AMT:          0.00 I/D: PENALTY AMT: 0.00 I/D:
ADM CHGS AMT:          0.00 I/D: REMARKS:

```

To scan for the detail line entry, go to the table screen and put a **N** in the Action and **ARLT** for the Screen. Scan for the Transaction Code, Document Number and the Line Number.

```

ACTION: S SCREEN: ARLT USERID: XXX1
          *** RECEIVABLE LINE INQUIRY TABLE ***
KEY IS TRANS CODE, DOCUMENT NUMBER, LINE NO
01- TRANS CODE: B1 DOCUMENT NUMBER: BC8990D0012 LINE NO: 001
          BFYS: 2003 FUND: 06 TRANS TYPE: RM
          BUD ORG/SUB: 8990 / PROGRAM: 453 REV SRCE/SUB: R /
          COST ORG/SUB: / REPT CATG: BOC/SUB: /
          JOB: 6000 CLOSED BFYS: CLOSED FUND:
          GL ACCT: AGREEMENT #: ADVANCE #:
          REF INVOICE: INV LINE: TRAVEL TYPE:
          REF DOC ID: REF LINE: TEXT TYPE:
          LINE DESC: INTEREST RATE: 4.000
          LINE AMT: 223.25 CLOSED LINE AMT: 0.00
          INTEREST AMT: 0.00 CLOSED INTEREST AMT: 0.00
          ADM CHGS AMT: 0.00 CLOSED ADM CHGS AMT: 0.00
          PENALTY AMT: 0.00 CLOSED PENALTY AMT: 0.00
          WRITE-OFF AMT: 0.00 COLLECTED AMT: 0.00
          W-OFF INT AMT: 0.00 COLLECTED INT AMT: 0.00
          W-OFF ADM AMT: 0.00 COLLECTED ADM AMT: 0.00
          W-OFF PEN AMT: 0.00 COLLECTED PEN AMT: 0.00
SOURCE: TYPE OF OVERPAYMENT: ACTION OUT:

```

BILLING AND COLLECTION INFORMATION

When payments are received against a Bill for Collection, the Deposit Ticket is to be processed on a C1 document referencing an existing B1 document.

The line entry would include the Ref Doc #, the P/F field would be "F" for final or "P" for partial, the original (B1) account number, the amount, the revenue source "R" (if required), and the Trans Type of "RV", "RM", "EQ," or "01".

ACCOUNTING DATA:														
----REF DOC #----														
LN	TC	NUMBER	LN	AMOUNT	I/D	P/F	ORGN	(PROJ)	JOB	(PWE)	PGM	OBJ	RPTG	REV
004	B1	BC8990D0018	001	350.00		F	8990				692			R
WRITE OFF REASON: CLOSED BFY: / FUND:														
TRANS TYPE: RV TRAVEL TYPE: REMARKS:														
INT TT: ADM CHARGES TT: PENALTY TT:														
VENDOR ADV # ADV IND AGREEMENT # BFYS FUND														
OPAC DOC NUMBER:														

In our example, line 004 represents the fourth line in a C1 document. Since it represents a payment against a bill previously issued, you would reference that bill by including the "Ref Doc #", showing the original (B1) bill number, the line number from the original B1 document, and dollar amount that was paid. This will remove the bill from accounts receivable and show a collection of the amount in receipts.

If a deposit was made where no B1 exist, there is no need to create a B1 document at the time the C1 document is processed. A C1 document may be created and processed without referencing a B1 document. A bill for collection is not required to be prepared nor is it necessary to input a B1 document before processing a C1 document. This is especially true in cases where you have received the money before any bills were issued. Simply process the moneys received through the Deposit Ticket and enter the information on a C1 document.

Reimbursable Trans Types

When to use Trans Type's "RV", "RM", and "EQ".

<u>Trans Type</u>	<u>PWE's</u>
RM	152, 315-319, 324, 387, 4MP, 427-429, 431, 451, 453-455, 458, 460, 462, 464, 469, 474-476, 494-499, F11
RV	600-602, 604-605, 624-629, 680, 691-693, 695, 701, 704-721, 729-730, 850, 854, 856-859, 861-870, 879, 884, 887, 890, 891
EQ	418 (Cash)

CREATING RECEIPTS DOCUMENT ENTRIES

A deposit #DT8990D0015 was made from the collection on the bill for collection in the amount of \$223.25.

NOTE: Use <TAB> key to change from one field to another.

- At a table screen, type **L** in the Action field and **C1** followed by 2 spaces in the Screen field at the top left corner. Press <ENTER> to go to the Cash Receipt Document screen.

ACTION: L		SCREEN: C1		USERID: XXX1		DOI CUSTOM DOCUMENT		SUSPENSE INDEX 1			
FUNCTION:				SEC2:							
---BATCH ID---		---DOCUMENT ID---				INIT		LAST		LAST	
SEL	TC	SEC1	NUMBER	TC	SEC1	NUMBER	STAT	APPRV	USER	DATE	USER

00-											

- At the DOCID, type **C1** for the Trans Code; **WRO** for the Division Code; and your assigned Document ID for the deposit made.

NEW		DOCID: C1 WRO DT8990D0015			
STATUS:		BATID:		ORG: 001-001 OF 001	
CASH RECEIPT					
DOC ACTION	TRANS	DOCUMENT	DEPOSIT	DOCUMENT	DEPOSIT
(E, M, X)	TYPE	TOTAL	NUMBER	DATE	DATE

- Press <ENTER> to establish the document number.
- Complete the following Header Information.
 - DOC ACTION = Type **E**.
 - TRANS TYPE = Type appropriate 2-character code.
 - 01 = Refundable
 - RM** = PWEs 152, 315-319, 324, 387, 4MP, 427-429, 431, 451, 453-455, 458, 460, 462, 464, 469, 474-476, 494-499, F11
 - RV** = 600-602, 604-605, 624-629, 680, 691-693, 695, 701, 704-721, 729-730, 850-854, 856-859, 861-870, 879, 884, 887, 890-891,
 - EQ** = 418
 - DOCUMENT TOTAL = Type the total amount deposited.
 - DEPOSIT NUMBER = Type in the pre-printed deposit ticket number.
- <TAB> to the accounting data line.
 - LN = Type in the line number beginning with **1**.
 - REF DOC # = Type the Trans Code, Document ID, and Line Number of the bill for collection to be liquidated. If no bill was previously issued, leave this field blank.

Complete the following fields only if no bills for collection were previously issued.

- ORGN = Type in the 4-digit organization code.
- JOB = Type in the 4-digit project code, if applicable.
- PGM = Type in the 3-digit PWE.
- OBJ CODE = Type in the budget object class only if Trans Type 01 is used.
- REVENUE SRCE = Type **R** if Trans Type is RM, RV, RP or EQ. Leave blank if not one of these Trans Type.
- VENDOR = Type in the vendor code from the VNAM table.

At this point, if you need to enter additional lines, press <ENTER> to continue document entry.

6. When all the lines are completed, press the HOME key to go to the upper left corner of the screen.
7. Type **RUN DOC** or **W** and press <ENTER> to process the document.
8. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

Example 1: A C1 document referencing a bill for collection.

```

STATUS:          DOCID: C1 WRO DT8990D0015
                  BATID:                   ORG:          001-001 OF 001
                  CASH RECEIPT

DOC ACTION  TRANS  DOCUMENT          DEPOSIT          DOCUMENT  DEPOSIT
(E,M,X)    TYPE   TOTAL            NUMBER          DATE       DATE
E        RM    223.25        648241        / /       / /

CUST AGENCY LOC CODE: 00 - 00 - 0000
ACCTG PRD:  /  BILL FUND:
INT TT:     ADM CHARGES TT:     PENALTY TT:
ACCOUNTING DATA:
----REF DOC #----
LN  TC  NUMBER  LN  AMOUNT  I/D P/F  ORGN  JOB  PGM  CODE  CAT  SRCE
001 B1 BC8990D0012 001 223.25
WRITE OFF REASON:  CLOSED BFY:  / FUND:
TRANS TYPE:       TRAVEL TYPE:  REMARKS:
INT TT:          ADM CHARGES TT:  PENALTY TT:
VENDOR          ADV #  ADV IND  AGREEMENT #  BFYS  FUND

OPAC DOC NUMBER: 00000000

```

Example 2: A C1 document where no previous bill was prepared.

```

STATUS: DOCID: C1 WRO DT8990D0015
CASH RECEIPT BATID: ORG: 001-001 OF 001

DOC ACTION TRANS DOCUMENT DEPOSIT DOCUMENT DEPOSIT
(E,M,X) TYPE TOTAL NUMBER DATE DATE
E RV 125.00 648248 / / / /
CUST AGENCY LOC CODE: 00 - 00 - 0000
ACCTG PRD: / BILL FUND:
INT TT: ADM CHARGES TT: PENALTY TT:
ACCOUNTING DATA:
----REF DOC #---- (PROJ) (PWE) OBJ RPTG REV
LN TC NUMBER LN AMOUNT I/D P/F ORGN JOB PGM CODE CAT SRCE
001 125.00 8990 861 R
WRITE OFF REASON: CLOSED BFY: / FUND:
TRANS TYPE: TRAVEL TYPE: REMARKS:
INT TT: ADM CHARGES TT: PENALTY TT:
VENDOR ADV # ADV IND AGREEMENT # BFYS FUND
NONFED
OPAC DOC NUMBER:

```

To determine if a Deposit Ticket has been processed correctly or not, Scan the **CRHT** table by the C1 Transaction Code and the Document Number. You can do that by pausing the document and leap to the table.

```

P CRHT DOCID: C1 WRO DT8990D0017
STATUS: BATID: ORG: 001-001 OF 001
CASH RECEIPT

DOC ACTION TRANS DOCUMENT DEPOSIT DOCUMENT DEPOSIT
(E,M,X) TYPE TOTAL NUMBER DATE DATE
E RV 125.00 648248 / / / /
CUST AGENCY LOC CODE: 00 - 00 - 0000
ACCTG PRD: / BILL FUND:

```

Type an **S** in the Action field and <TAB> to the Trans Code and type **C1** followed by the document number under Cr Num, and press <ENTER>.

```

ACTION: S SCREEN: CRHT USERID: XXX1
*** CASH RECEIPT HEADER INQUIRY TABLE ***
KEY IS TRANS CODE, CR NUM
01-
TRANS CODE: C1 CR NUM: DT8990D0015 CASH ACCT:
DEP NO: 648241 BILLED FUND: D.O.: PDO
CUST AGY LOC CODE: 00 - 00 - 0000 TOTAL DOC AMT: 223.25
CR DOC DATE: 07 29 2003 COLLECTED BILL AMT: 223.25
ACCOMPL DATE: 07 26 2003 COLLECTED INTEREST AMT: 0.00
CONFIRM DATE: COLLECTED ADM CHGS AMT: 0.00
TV ADV DATE: COLLECTED PENALTY AMT: 0.00
IN IND: N INV PREPAY: N

```

You can leap to the CRLT table to look at the detail cost distribution by putting a "L" in the Action field and "CRLT" for the Table identification.

```
ACTION: L SCREEN: CRLT USERID: XXX1
*** CASH RECEIPTS LINE INQUIRY TABLE ***
KEY IS TRANS CODE, CR NUMBER, CR LINE
TRANS CODE: C1 CR NUMBER: DT8990D0015
01-
  LINE NUMBER: 001  OPAC DOC NUM: 00000000
    BFYS: 2003          FUND: 06          BUDGET ORG/SUB: 8990  /
ADVANCE FLAG:          TRAVEL TYPE:          COST ORG/SUB:          /
  JOB NUMBER: 6000    PROGRAM: 453          REV SRC/SUB: R      /
  GL ACCOUNT:          REPT CAT:          BOC/SUB:          /
  CLOSED BFYS:          CLOSED FUND:          AGREEMENT #:
VENDOR/PROV: SMOKEY BEAR  COLLECTION OF PREPAYMENT: N
DESCRIPTION:          INV PREPAY: N
  REF TC: B1  REF DOC NUMBER: BC8990D0012  LINE NUMBER: 001
CR POST ORD: I  WRITE-OFF RSN:          ADVANCE NO:          ACTION OUT:
CC TYPE:      CC NUM:          EXP DATE:          AUTH NUM:
CHECK NUMBER:          TOTAL LINE AMT:          223.25
PRINCIPAL TRANS TYPE: RM          COLLECTED BILL AMT:          223.25
INTEREST TRANS TYPE:          COLLECTED INTEREST AMT:          0.00
ADM CHGS TRANS TYPE: RV          COLLECTED ADM CHGS AMT:          0.00
PENALTY TRANS TYPE:          COLLECTED PENALTY AMT:          0.00
```

To input another cash document, you hit the <HOME> key, type an **E** and <ENTER>.

I/D = Type increase or decrease for this account, **D**.
 REF DOC # = Type in the reference document, if applicable.
M1 UT8990D0005.
 REMARKS = Type in a brief explanation of document reference
JAN UTIL CHARGES.

5. At this point, if you need to enter additional lines, press <ENTER> to continue document.
6. When all the lines are completed, press the **HOME** key to go to the top left corner of the screen.
7. Type **RUN DOC** or **W** and press <ENTER> to process the document. If there are more than 10 lines, use a **EDIT** or **Q** for off-line processing. AOC has requested the use of "**Q**" to speed up the processing of documents in the on-line mode.
8. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

RUN DOC          DOCID: ET WRO ET8990D0020
STATUS:          BATID:          SEC2:          001-002 OF 004
                (EXPENDITURE TRANSFER)
                STANDARD VOUCHER

DOC ACTION      DOCUMENT      DOCUMENT      ACCTG      EXP      TRANS
(E,M,X)        TOTAL          DATE          PRD        CODE    TYPE
E           0.00          / /          /         E     01
                ACC DATE: / /

ACCOUNTING DATA:
  TRANS      (PROJ) (PWE) OBJ
LN  TYPE  ORGN  JOB  PGM  CODE  BFYS  FUND  AMOUNT  I/D  VENDOR
001  01   8990  1001  692  236A  BFYS  FUND  400.00  I
CLOSED BFY:          CLOSED FUND:          ACC DATE:          RPTG CAT:
REF DOC #: M1 UT899080005  REMARKS: JAN UTIL CHARGES
FA #:          FA TYPE:          BETT #:  ACQ METH:          QUANT:
  TRANS      (PROJ) (PWE) OBJ
LN  TYPE  ORGN  JOB  PGM  CODE  BFYS  FUND  AMOUNT  I/D  VENDOR
002  01   8990          MZU  236A  BFYS  FUND  400.00  D
CLOSED BFY:          CLOSED FUND:          ACC DATE:          RPTG CAT:
REF DOC #: M1 UT899080005  REMARKS: JAN UTIL CHARGES
FA #:          FA TYPE:          BETT #:  ACQ METH:          QUANT:
  
```

Summary

The **ET** entries will not pass if the DOCUMENT TOTAL is not shown as **0.00**. The EXP CODE will always be **E** for expenditure versus "R" for revenue on the IT document. The BFYS and FUND are entered only when the budget fiscal year and fund is not the current BFY. However, if you are working with a multiple year account, you will need to enter the BFY (i.e., 2003 2004). The I/D field must be filled with either an "I" or "D" for increase or decrease. Note that the REF DOC # and the REMARKS fields are optional. If you use the REF DOC #, be aware that this field is sensitive to the validity of the Trans Code and the Doc ID, but not the Line Number.

By scanning the JVLT table, you may be able to find the line items for your ET entries and even third party drafts, if you know the Trans Code, Document Number, and Line Number.

```

ACTION: S  SCREEN: JVLT  USERID: XXX1
*** JOURNAL VOUCHER AND STANDARD JOURNAL INQUIRY TABLE ***
TRANS CODE / NUMBER: ET ET8990D0020

LINE: 001      ACCTNG PERIOD: 2003 06 ACCT TYPE:      G/L ACCOUNT:
TRANS TYPE: 01      BUDGET FYS: 2003      FUND: 05      DIVISION: WRO
BUDGET ORG/SUB: 8990      COST ORG/SUB:      PROGRAM: 692
BOC/REV SOURCE/SUB: 236A      JOB: 1001      REPT CAT:
EXP/REV/GL/BUD IND: E      CLOSED BFYS:      CLOSED FUND:
VENDOR:      NAME:      QTY: 0.00
SCHD FISCAL YR:      SCHD CAT:      SCHD TYPE:      SCHD NO:
D.O.:      GUEST SYMBOL:      OBLIG FY:
REF TRAN ID: M1 UT899080005      DOC TYP:      AGREE #:      ADV:
INVOICE:      INV LINE:      INVOICE DATE:
AMOUNT:      400.00      DEBIT/CREDIT:      ACC DATE:
DESCRIPTION: JAN UTIL CHARGES      TREAS NO:
UPDATE SPENDING ADJ: N
FA #:      FA TYPE:      BETT #:      ACQ METH:

```

Third Party Draft Distribution

Although third party draft charges in PWE "018" may be allocated using the "ET" method of distribution, the charges may also be distributed by modifying the "3Q" document. To use the "3Q" method of distribution, you must first view how the original document was posted. You can do this by scanning the document through the SUSF table--if it is still listed there--or scan the JVLT table for the TD document number.

For example, assume TD8890D4323 was defaulted to the "018" account and you have verified this entry through the JVLT table. Now you want to have the charges distributed against 8890-5000-MZB.

1. At a table screen, type **NEW** in the Action field, <TAB> down to line 00, type **3Q** for the Trans Code, **WRO** for Section and the document number that you are modifying.
2. If the original third party draft document is still on the FFS suspense table (SUSF), a batch number will also be necessary. Assign a Batch ID to the left of the document number by typing **3Q** for the Trans Code; **WRO** for the Division; and a unique Batch ID number consisting of whatever you choose--letters, numbers, and combination thereof. e.g. **SG55**

```

ACTION: S  SCREEN: SUSF  USERID: XXX1      DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION: NEW      SEC2:

      ---BATCH ID---  ---DOCUMENT ID---
      SEL TC SEC1 NUMBER TC SEC1  NUMBER  STAT  APPRV  INIT  LAST  LAST
      -----
00-   3Q WRO  SG55   3Q WRO  TD8890D4323

```

3. Press <ENTER> to go to the Batch Control screen. Press <ENTER> again to go to the Third Party Draft screen.
4. Complete the data entry on the header input screen as follows:

DOCUMENT TOTAL = 0.00

All other fields are optional. Please note that the document total for the modification will always be zero, the same as if you were entering an "ET". You will be decreasing the amount for the wrong account and increasing the same amount for the corrected account.

STATUS:	DOCID: 3Q WRO TD8890D4323
H-	BATID: 3Q WRO SG55 SEC2:
	THIRD PARTY DRAFT
SV DATE:	ACCOUNTING PERIOD:
ACTION: M	EXPENSE (E), REVENUE (R), GL (G): E
BUDGET FY: 2003	FUND:
REVERSAL PERIOD:	
COMMENT:	BUDGET OVERRIDE IND:
DOCUMENT TOTAL:	0.00

5. Press <ENTER> to complete the accounting line screen:

LINE NUMBER	= Type 001 for the 1st line number of the document.
TRANS TYPE	= Type 01 for accrual.
EXP/REV/GL	= Type E for expense account.
BUDGET FYS	= Type in the 4-digit current fiscal year.
BUDGET ORG/SUB	= Type in the 4-digit organization code.
PROG	= Type in the 3-character PWE.
BOC/REV SOURCE	= Type in the appropriate budget object class.
JOB	= Type in the 4-digit project number.
AMOUNT	= Type in the dollar amount.
I/D IND	= Type D for decrease.
DESCRIPTION	= Type in a brief explanation.
LINE NUMBER	= Type 002 for the 1st line number of the document.
TRANS TYPE	= Type 01 for accrual.
EXP/REV/GL	= Type E for expense account.
BUDGET FYS	= Type in the 4-digit current fiscal year.
BUDGET ORG/SUB	= Type in the 4-digit organization code.
PROG	= Type in the 3-character PWE.
BOC/REV SOURCE	= Type in the appropriate budget object class.
JOB	= Type in the 4-digit project number.
AMOUNT	= Type in the dollar amount.
I/D IND	= Type in whether this is an increase or a decrease.
DESCRIPTION	= Type in a brief explanation.

6. Press HOME to go to the top left corner of the screen.

7. Type **RUN BAT** or **RB** and <ENTER> to process the document. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

DOCID: 3Q WRO TD8890D4323
STATUS: BATID: 3Q WRO SG55 SEC2: 001-001 OF 002
01-
LINE: 001 TRAN TYPE: 01 EXP/REV/GL: E BFY: FUND: DIV:
BUDGET ORG/SUB: 8890 COST ORG/SUB: PROG: 018
BOC/REV SOURCE: 261A SUB OBJ/SUB SRCE: JOB: REPT CAT:
VENDOR: NAME: QUANT:
FISC YR: SCHD CAT: SCHD TYP: SCHD NO:
D.O.: GUEST SYMBOL:
REF TRAN ID: DOC TYP: AGREE #: ADV:
INV NO: INV DATE: INV LINE:
AMOUNT: 64.95 INC/DEC IND: D ACC DATE: OBL FYR:
DESCRIPTION: DRAFT#8890-004323 TREAS NO:
FA #: FA TYPE: BETT #: ACQ METH: QUANT:

```

```

RUN BAT DOCID: 3Q WRO TD8890D4323
STATUS: BATID: 3Q WRO SG55 SEC2: 002-002 OF 002
02-
LINE: 002 TRAN TYPE: 01 EXP/REV/GL: E BFY: FUND: DIV:
BUDGET ORG/SUB: 8890 COST ORG/SUB: PROG: MZB
BOC/REV SOURCE: 261A SUB OBJ/SUB SRCE: JOB: 5000 REPT CAT:
VENDOR: NAME: QUANT:
FISC YR: SCHD CAT: SCHD TYP: SCHD NO:
D.O.: GUEST SYMBOL:
REF TRAN ID: DOC TYP: AGREE #: ADV:
INV NO: INV DATE: INV LINE:
AMOUNT: 64.95 INC/DEC IND: I ACC DATE: OBL FYR:
DESCRIPTION: DRAFT#8890-004323 TREAS NO:
FA #: FA TYPE: BETT #: ACQ METH: QUANT:

```

8. Type an "F" at the left corner of the screen to go to the tables. Go to the journal voucher screen by typing the "N" in the Action field and "JVLT" in the Screen field. By scanning the JVLT table, you will be able to find the line items for your 3Q entry, if you know the Trans Code, Document Number, and Line Number.

```

ACTION: S SCREEN: JVLT USERID: XXX1
*** JOURNAL VOUCHER AND STANDARD JOURNAL INQUIRY TABLE ***
TRANS CODE / NUMBER: 3Q TD8890D4323

LINE: 002 ACCTNG PERIOD: 2003 11 ACCT TYPE: G/L ACCOUNT:
TRANS TYPE: 01 BUDGET FYS: 2003 FUND: 01 DIVISION:
BUDGET ORG/SUB: 8890 COST ORG/SUB: PROGRAM: MZB
BOC/REV SOURCE/SUB: 261A JOB: 5000 REPT CAT:
EXP/REV/GL/BUD IND: E CLOSED BFYS: CLOSED FUND:
VENDOR: NAME: QTY: 0.00
SCHD FISCAL YR: SCHD CAT: SCHD TYPE: SCHD NO:
D.O.: GUEST SYMBOL: OBLIG FY:
REF TRAN ID: DOC TYP: AGREE #: ADV:
INVOICE: INV LINE: INVOICE DATE:
AMOUNT: 64.95 DEBIT/CREDIT: ACC DATE:
DESCRIPTION: DRAFT#9475-004323 TREAS NO:
UPDATE SPENDING ADJ: Y
FA #: FA TYPE: BETT #: ACQ METH:

```

CREATING INCOME TRANSFER DOCUMENT ENTRIES

IT8990D0015 was prepared to transfer some income between permanent housing and seasonal housing. Assuming that there is only two lines to this document transferring income from 8990-1000-692 to 8990-1000-693.

NOTE: To change from one field to another within the screen, use the **TAB** key.

- At a table screen, type **L** in the Action field and **IT** followed by 2 spaces in the Screen field at the top left corner. Press <ENTER> to go to the Income Transfer screen.

ACTION: L		SCREEN: IT		USERID: XXX1		DOI CUSTOM DOCUMENT		SUSPENSE INDEX 1			
FUNCTION:				SEC2:							
---		BATCH ID---		----		DOCUMENT ID----					
SEL	TC	SEC1	NUMBER	TC	SEC1	NUMBER	STAT	APPRV	INIT	LAST	LAST
									USER	DATE	USER

00-											

- At the DOCID, type **IT** for the Trans Code; **WRO** for the Division Code; and your assigned Document ID for the income transfer.

NEW		DOCID: IT WRO IT8990D0015			
STATUS:		BATID:		ORG: 000-000 OF 000	
		(INCOME TRANSFER)			
		STANDARD VOUCHER			
DOC ACTION	DOCUMENT	DOCUMENT	ACCTG	REV CODE	
(E, M, X)	TOTAL	DATE	PRD		

- Press <ENTER> to establish the document number.
- Complete the Header Information as follows:

For the DOCUMENT TOTAL, type **0.00** For income transfer, the Total will always equal zero.

For the REV CODE, type **R** to indicate revenue.

- Tab down to the accounting data line.
The first accounting line would be as follows:

LN = Type in the sequential line number, **001**.

TRANS TYPE = Type the appropriate 2-character code.

RV = 600-602, 604-605, 624-629, 680, 691-693, 701, 704-721, 850-854, 856-859, 861-870, 879, 884, 887, 890-891

RP = 152, 315-319, 324, 387, 4MP, 427-429, 431, 451, 453, 455, 458, 460, 462, 464, 469, 474-476, 494-499, F11

RG = 454

ORG = Type in the 4-digit organization code, **8990**.

JOB = Type in the 4-digit project, **1000**.

PGM = Type in the 3-character PWE, **693**.

REV SRCE = Type in **R**

AMOUNT = Type the dollar amount to be transferred, **500.00**

I/D = Type increase or decrease for this account, **I**.
 REF DOC # = Type in the reference document, if applicable.
 REMARKS = Type in a brief explanation of document reference
ADJ QTRS INCOME.

The second accounting line would be as follows:

LN = Type in the sequential line number, **002**.
 TRANS TYPE = Type the appropriate 2-character code.
 RV = 600-602, 604-605, 624-629, 680, 691-693, 701, 704-721,
 850-854, 856-859, 861-870, 879, 884, 887, 890-891
 RP = 152, 315-319, 324, 387, 4MP, 427-429, 431, 451, 453, 455,
 458, 460, 462, 464, 469, 474-476, 494-499, F11
 RG = 454
 ORG = Type in the 4-digit organization code, **8990**.
 JOB = Type in the 4-digit project, **1000**.
 PGM = Type in the 3-character PWE, **692**.
 REV SRCE = Type in the revenue source, **R**
 AMOUNT = Type the dollar amount to be transferred, **500.00**
 I/D = Type increase or decrease for this account, **D**.
 REF DOC # = Type in the reference document, if applicable.
 REMARKS = Type in a brief explanation of document reference
ADJ QTRS INCOME.

6. At this point, if you need to enter additional lines, press <ENTER> to continue document.
7. When all the lines are completed, press the **HOME** key to go to the top left corner of the screen.
8. Type **RUN DOC** or **W** and press <ENTER> to process the document. If there are more than 10 lines, use a **EDIT** or **Q** for off-line processing. AOC has requested the use of "**Q**" to speed up the processing of documents in the on-line mode.
9. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

W	DOCID: IT WRO IT8990D0015		ORG: 001-002 OF 002						
STATUS:	BATID:		(INCOME TRANSFER) STANDARD VOUCHER						
DOC ACTION (E,M,X)	DOCUMENT TOTAL	DOCUMENT DATE	ACCTG PRD	REV CODE					
E	0.00	/ /	/	R					
ACCOUNTING DATA:									
LN	TRANS	(PROJ)	(PWE)	REV	BFYS	FUND	AMOUNT	I/D	VENDOR
001	RV	8990	1000	693	R		500.00	I	
REF DOC #:	REMARKS: ADJ QTRS INCOME								
LN	TRANS	(PROJ)	(PWE)	REV	BFYS	FUND	AMOUNT	I/D	VENDOR
002	RV	8990	1000	692	R		500.00	D	
REF DOC #:	REMARKS: ADJ QTRS INCOME								

Summary

The **IT** entries will not pass if the DOCUMENT TOTAL is not shown as **0.00**. The REV CODE will always be **R** for income versus "E" for expenditures in ET documents. The BFYS and FUND are entered only when the budget fiscal year and fund is not the current BFY. The I/D field must be filled with either an "I" or "D" for increase or decrease. Note that the REF DOC # and the REMARKS fields are optional. If you use the REF DOC #, be aware that this field is sensitive to the validity of the Trans Code and the Doc ID, but not the Line Number.

CREATING ENTRIES FOR TRANSFERS BETWEEN INCOME AND EXPENSE ACCOUNTS

There are times when it is necessary to make entries that affects both the income and expense accounts within the same document. In those instances, neither the "ET" nor the "IT" is applicable. An "SV" document may be used, but we recommend that a "C1" document be used, since the general ledger postings are more appropriate with a "C1" entries than with a "SV" transaction code.

In the following example, we will be recording an income in the quarters account for quarters occupied by an individual funded through the VIP account.

NOTE: To change from one field to another within the screen, use the **TAB** key.

- At any table screen, type **L** in the Action field and **C1** followed by 2 spaces in the Screen field at the top left corner. Press <ENTER> to go to the Cash Receipt Document screen.

ACTION: L		SCREEN: C1		USERID: XXX1		DOI CUSTOM DOCUMENT		SUSPENSE INDEX 1	
FUNCTION:						SEC2:			
		---BATCH ID---		----DOCUMENT ID----		INIT		LAST	
SEL	TC	SEC1	NUMBER	TC	SEC1	NUMBER	STAT	APPRV	USER
00-									

- At the DOCID, type **C1** for the Trans Code; **WRO** for the Division Code; and your assigned Document ID for the deposit made.

NEW		DOCID: C1 WRO JE8990D0107			
STATUS:		BATID:		ORG: 001-002 OF 002	
CASH RECEIPT					
DOC ACTION	TRANS	DOCUMENT	DEPOSIT	DOCUMENT	DEPOSIT
(E, M, X)	TYPE	TOTAL	NUMBER	DATE	DATE

- Press <ENTER> to establish the document number.
- Complete the following Header Information.
 - DOC ACTION = Type **E**.
 - DOCUMENT TOTAL = Type "**0.00**".
 - DEPOSIT NUMBER = Type "**VIPQTR**".
 - DEPOSIT DATE = Type in the current date (MMDDYYYY).
- <TAB> to the accounting data line.
 - LN = Type in the line number beginning with **001**.
 - AMOUNT = Type in the appropriate amount.
 - I/D = Type in an "**I**" for an increase in income or a refund to an expenditure account; a "**D**" for a decrease in income or a charge to an expenditure account.
 - ORGN = Type in the 4-digit organization code.
 - JOB = Type in the 4-digit project code, if applicable.
 - PGM = Type in the 3-character PWE.
 - OBJ CODE = Type in the budget object class only if Trans Type 01 is used.

REVENUE SRCE = Type R if Trans Type is RM, RV or RP. Leave blank if not one of these Trans Type.

TRANS TYPE = Type appropriate 2-character code.
01 = Refundables

VENDOR = Type in the vendor code from the VNAME table or type **NONFED** if the TRANS TYPE is RM or 01. However, with concession PWE's (494, 495) the vendor code must begin with "Z-" (i.e., Z-GRCA002). If PWE 461 is used, the vendor code would be Z-WROCUL.

```

STATUS:          DOCID: C1 WRO JE8990D0107
                 BATID:          ORG:          001-002 OF 002
                 CASH RECEIPT

DOC ACTION TRANS  DOCUMENT      DEPOSIT      DOCUMENT      DEPOSIT
(E,M,X)   TYPE   TOTAL        NUMBER       DATE         DATE
E             0.00      VIPQTR      / /         01/ 18/2003
CUST AGENCY LOC CODE: 00 - 00 - 0000
ACCTG PRD: / BILL FUND:
INT TT:    ADM CHARGES TT:    PENALTY TT:
ACCOUNTING DATA:
-----REF DOC #-----
LN  TC  NUMBER  LN      AMOUNT  I/D P/F  ORGN  JOB  PGM  CODE CAT  SRCE
001          250.00  D    8990 2501 SVC 238A
WRITE OFF REASON:  CLOSED BFY: / FUND:
TRANS TYPE: 01 TRAVEL TYPE:  REMARKS: VIP TRAILER SPACE
INT TT:    ADM CHARGES TT:    PENALTY TT:
VENDOR     ADV #  ADV IND  AGREEMENT #  BFYS  FUND
NONFED
OPAC DOC NUMBER:

```

Press <ENTER> to continue the next line entry.

6. <TAB> to the accounting data line if the cursor is not already there.
- LN = Type in the next line number.
- AMOUNT = Type in the appropriate amount.
- I/D = Type in an "I" for an increase in income or a refund to an expenditure account; a "D" for a decrease in income or a charge to an expenditure account.
- ORGN = Type in the 4-digit organization code.
- JOB = Type in the 4-digit project code, if applicable.
- PGM = Type in the 3-character PWE.
- OBJ CODE = Type in the budget object class only if Trans Type 01 is used.
- REVENUE SRCE = Type R if Trans Type is RM, RV or RP. Leave blank if not one of these Trans Type.
- TRANS TYPE = Type appropriate 2-character code.
01 = Refundable
RM = 152, 315-319, 324, 387, 4MP, 427-429, 431, 453-455, 458, 460, 462, 464, 469, 474-476, 494-499
RV = 600-602, 604-605, 624-629, 680, 691-693, 695, 701, 704-721, 850-854, 856-859, 861-870, 879, 884, 887, 890-891
EQ = 418 (Cash)
- VENDOR = Type in the vendor code from the VNAME table or type **NONFED** if the TRANS TYPE is RM or 01.

```

DOCID: C1 WRO JE8990D0107
STATUS:          BATID:          ORG:          002-002 OF 002
                CASH RECEIPT

DOC ACTION TRANS DOCUMENT DEPOSIT DOCUMENT DEPOSIT
(E,M,X) TYPE TOTAL NUMBER DATE DATE
E          0.00 VIPQTR / / 01/ 18/2003
CUST AGENCY LOC CODE: 00 - 00 - 0000
ACCTG PRD: / BILL FUND:
INT TT: ADM CHARGES TT: PENALTY TT:
ACCOUNTING DATA:
----REF DOC #----
LN TC NUMBER LN AMOUNT I/D P/F ORGN JOB PGM CODE CAT SRCE
002          250.00 I 8990 693 R
WRITE OFF REASON: CLOSED BFY: / FUND:
TRANS TYPE: RV TRAVEL TYPE: REMARKS: VIP TRAILER SPACE
INT TT: ADM CHARGES TT: PENALTY TT:
VENDOR ADV # ADV IND AGREEMENT # BFYS FUND
NONFED
OPAC DOC NUMBER:

```

At this point, if you need to enter additional lines, press <ENTER> to continue document entry.

7. When all the lines are completed, press the HOME key to go to the Action field in the top left corner of the screen.
8. Type **RUN DOC** or **W** and press <ENTER> to process the document.
9. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

- Complete the data screen as follows:

ACTION = Type **E**
 TRANS TYPE = Type **01**
 DOCUMENT TOTAL = Type in the total estimated amount for this commitment.
 VENDOR NAME = Enter vendor name or "**UNKNOWN**" if undetermined on the
 DI-1.

- Complete the accounting data section.

LINE = The line number begins with **001** in sequential order.
 BUDGET ORG = Type in the 4-digit organization code.
 JOB NO = Type in the 4-digit project number, if applicable.
 PGM = Type in the 3-character PWE.
 BOC = Type in the Budget Object Class.
 AMOUNT = Type in the amount chargeable to this account.
 I/D = Leave blank if entering document for the first time. If
 modifying ("M" action code) a document amount see section to
 follow on modifying commitment document entries.
 DESCR = Brief description of the requisition, remarks, etc.

If there is another cost account to charge, press <ENTER> then enter the data for line 002.

- When all the information has been entered, press the HOME key to go to the Action field.
- Type **RUN DOC** or **W** and <ENTER> to process the document.

```

RUN DOC                DOCID: R2   WRO   DI890030027
STATUS:                 BATID:                SEC2:          001-001 OF 001

                        (COMMITMENT INPUT)
                        REQUISITION DOCUMENT

ACTION   TRANS   DOCUMENT   TRANS   ACCTG
(E,M,X) E   TYPE: 01  TOTAL: 5000.00  DATE: 01 15 2003 PD: 04 2003
DOC TYPE:                BLANKET #:          VENDOR CODE:
VENDOR NAME: BOOZ, LIQUOR INC.  REQUESTED BY:
ADDRESS:

CITY/ST/ZIP:
ACCOUNTING DATA:
      (PROJ)   (PWE)   OBJ   RPTG
LN  ORGN  JOB   PGM   CODE  CAT  BFYS   FUND   AMOUNT   I/D
001  8900  0100  SZYP  259Z                5000.00

DESCR: PURCHASE NEW PC
  
```

- The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

The REQH and REQL tables will provide you with the information showing what was committed, closed, and obligated by scanning for the Document Number.

You can do this by Pausing the document screen leaping over to the requisition (**REQH**) table.

```

P REQH                DOCID: R2   WRO   DI890030027
STATUS: ACCTG           BATID:                SEC2:      001-001 OF 001

                (COMMITMENT INPUT)
                REQUISITION DOCUMENT

ACTION   TRANS   DOCUMENT                TRANS           ACCTG
(E,M,X) E TYPE: 01  TOTAL: 5000.00    DATE: 01 15 2003 PD: 04 2003
DOC TYPE:                BLANKET #:                VENDOR CODE:
  
```

Scan the REQH table by the R2 Transaction Code and the Document number.

```

ACTION: S SCREEN: REQH USERID: XXX1
                *** REQUISITION HEADER INQUIRY TABLE ***
KEY IS TRANS CODE, REQ NO

TRANS CODE: R2           REQ NO: DI890030027 PRIORITY: 99  DATE: 01 15 2003
TRANS TYPE: 01           DOC TYPE:                BUYER:

VENDOR CODE:                REQUESTED BY:
  NAME: BOOZ, LIQUOR INC           PHONE:
  ADDRESS:                REQD DEL DATE:
                               DEL BLDG/RM:

                               RESP PERS:
CONTACT:                WHSE CODE:
  PHONE:                LIQUIDATING TYPE: 0
                               REQ AMOUNT:                5,000.00
COMMENTS:                CLOSED AMOUNT:                0.00
LAST PRINT DATE:                CLOSED DATE:
LAST CHG STATUS:                MISC REF AMT:                0.00
  TOTAL COMM LINES: 000                FINAL COMM LINES: 000
  BLANKET #:                PRINT RQ: N
  
```

To see what cost accounts were being charged by the order, Leap to the **REQI** table and Scan for the Transaction Code and the document number.

```

ACTION: L SCREEN: REQI USERID: XXX1
                *** REQUISITION ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, REQ NO, LINE NO

TRANS CODE: R2           REQ NO: DI8900D0027

01- LINE NO: 001 BFY: 2003   FUND: 01           DIVISION: WRO
      BUDGET ORG: 8900       PGM: SZP           LINE AMT:                5,000.00
      COST ORG:              JOB NO: 0100           CLOSED AMT:                0.00
      BOC: 259Z             RPTG:                OBLG AMT:                0.00
      CLOSED BFYS:                CLOSED FUND:
      LAST CHG STATUS:    DESCRIPTION:

02- LINE NO:    BFY:    FUND:                DIVISION:
      BUDGET ORG:    PGM:                LINE AMT:
      COST ORG:    JOB NO:                CLOSED AMT:
      BOC:    RPTG:                OBLG AMT:
      CLOSED BFYS:    CLOSED FUND:
      LAST CHG STATUS:    DESCRIPTION:
  
```

To go back to the commitment input screen for more input, hit the <HOME> key and type **E** in the Action field and press <ENTER>.

```

ACTION: E SCREEN: REQL USERID: XXX1
          *** REQUISITION ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, REQ NO, LINE NO

TRANS CODE: R2          REQ NO: DI890030027

```

This would bring you back to the requisition document screen for more input.

```

STATUS:          DOCID:
                BATID:          SEC2:    000-000 OF 000

                (COMMITMENT INPUT)
                REQUISITION DOCUMENT

ACTION   TRANS   DOCUMENT   TRANS   ACCTG
(E,M,X)  TYPE:    TOTAL:    DATE:    PD:
DOC TYPE:        BLANKET #:        VENDOR CODE:
VENDOR NAME:        REQUESTED BY:
  ADDRESS:

CITY/ST/ZIP:
ACCOUNTING DATA:
  (PROJ)  (PWE)  OBJ  RPTG
LN  ORGN  JOB  PGM  CODE  CAT  BFYS  FUND  AMOUNT  I/D

DESCR:

```

MODIFYING COMMITMENT DOCUMENT ENTRIES

Input a modification to the requisition DI890030027 to increase the amount from \$5,000 to \$5,800.

NOTE: Use the TAB key to change from one field to another.

- From any table, go to the Document Entry screen by typing **L** at the Action field and **R2** at the Screen field. Press <ENTER> to go to the Requisition Document screen.

ACTION: L		SCREEN: R2		USERID: XXX1		DOI CUSTOM DOCUMENT		SUSPENSE INDEX 1			
FUNCTION:						SEC2:					
		---BATCH ID---		---DOCUMENT ID---							
SEL	TC	SEC1	NUMBER	TC	SEC1	NUMBER	STAT	APPRV	INIT	LAST	LAST
									USER	DATE	USER

00-											

- If the original commitment document is on the FFS suspense table (SUSF) then a batch number will be necessary. Type **NEW** in the upper left corner of the screen and assign a Batch ID by typing **R2** for the Trans Code; **WRO** for the Division; and a unique Batch ID number consisting of whatever you choose--letters, numbers, and combination thereof. e.g. **TT50**

NEW		DOCID: R2 WRO		DI890030027	
STATUS:		BATID: R2 WRO		TT50 SEC2: 000-000 OF 000	
(COMMITMENT INPUT)					
REQUISITION DOCUMENT					

- Press <ENTER> to go to the Batch Control screen. Press <ENTER> again to go to the Commitment Input Screen.

- Complete the data entry on the Commitment Input screen as follows:

ACTION = Type **M** to modify.
 TRANS TYPE = Type **01**
 DOCUMENT
 TOTAL = Type in the total amount of the modification to the previously committed amount.

- Complete the accounting data section.
 LINE = The line number that is being changed. **001**
 AMOUNT = Type in the amount increased/decreased to this account.
 I/D = Type **I** for increase.
- When all the information has been entered, press the HOME key to go to the Action field.
- Type **RUN BAT** or **RB** and <ENTER> to process the document. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

RB                                DOCID: R2   WRO   DI890030027
STATUS:                             BATID: R2   WRO   TT50   SEC2:   001-001 OF 001

                                (COMMITMENT INPUT)
                                REQUISITION DOCUMENT

ACTION   TRANS   DOCUMENT                TRANS           ACCTG
(E,M,X) M   TYPE: 01  TOTAL: 800.00      DATE:           PD:
DOC TYPE:                BLANKET #:                VENDOR CODE:
VENDOR NAME:              REQUESTED BY:
ADDRESS:

CITY/ST/ZIP:
ACCOUNTING DATA:
(PROJ) (PWE) OBJ RPTG
LN  ORGN  JOB   PGM  CODE  CAT  BFYS  FUND  AMOUNT  I/D
001                                800.00  I

DESCR:

```

To determine if the adjustment has been processed or not, you can do this by Pausing the document screen leaping over to the requisition (**REQL**) table.

```

P REQL                            DOCID: R2   WRO   DI890030027
STATUS: ACCPT                     BATID:                SEC2:   001-001 OF 001

                                (COMMITMENT INPUT)
                                REQUISITION DOCUMENT

ACTION   TRANS   DOCUMENT                TRANS           ACCTG

```

Scan the REQL table by the R2 Transaction Code and the Document Number.

```

ACTION: S SCREEN: REQL USERID: XXX1
*** REQUISITION ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, REQ NO, LINE NO

TRANS CODE: R2           REQ NO: DI890030027
01- LINE NO: 001 BFY: 2003   FUND: 01           DIVISION: WRO
      BUDGET ORG: 8900       PGM: SZP           LINE AMT:           5,800.00
      COST ORG:              JOB NO: 0100         CLOSED AMT:           0.00
      BOC: 311E             RPTG:              OBLG AMT:           0.00
      CLOSED BFYS:          CLOSED FUND:
      LAST CHG STATUS:     DESCRIPTION: PURCHASE NEW PC
02- LINE NO:              BFY:           FUND:           DIVISION:
      BUDGET ORG:          PGM:           LINE AMT:
      COST ORG:           JOB NO:         CLOSED AMT:
      BOC:                 RPTG:           OBLG AMT:
      CLOSED BFYS:        CLOSED FUND:
      LAST CHG STATUS:     DESCRIPTION:

```

To go back to the commitment input screen for more input, hit the <HOME> key and type **E** in the Action field and press <ENTER>.

```

ACTION: E SCREEN: REQL USERID: TTX1
*** REQUISITION ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, REQ NO, LINE NO

TRANS CODE: R2           REQ NO: DI890030027

```

DELETING COMMITMENT DOCUMENT ENTRIES

Requisition order DI890030027 is to be canceled due to insufficient funds available.

NOTE: Use the TAB key to change from one field to another.

1. From any table, go to the Document Entry screen by typing **L** at the Action field and **R2** at the Screen field. Press <ENTER> to go to the Requisition Document screen.

ACTION: L SCREEN: R2 USERID: XXX1 DOI CUSTOM DOCUMENT SUSPENSE INDEX 1											
FUNCTION: SEC2:											

---BATCH ID--- ---DOCUMENT ID---											
INIT LAST LAST											
SEL	TC	SEC1	NUMBER	TC	SEC1	NUMBER	STAT	APPRV	USER	DATE	USER

00-											

2. If the original commitment document is on the FFS suspense table (SUSF) then a batch number will be necessary. Type **NEW** in the upper left corner of the screen and assign a Batch ID by typing **R2** for the Trans Code; **WRO** for the Division; and a unique Batch ID number consisting of whatever you choose--letters, numbers, and combination thereof. e.g. **TT51**

NEW	DOCID: R2 WRO DI890030027
STATUS:	BATID: R2 WRO TT51 SEC2: 000-000 OF 000
(COMMITMENT INPUT)	
REQUISITION DOCUMENT	

3. Press <ENTER> to go to the Batch Control screen. Press <ENTER> again to go to the Commitment Input Screen.
4. Complete the Commitment Input screen as follows:
ACTION = Type **X** to cancel the document. The use of **X** to cancel the commitment only works when no partial payments have ever been made against the order. If a partial payment had occurred before, you must use **M** to decrease the remaining balance by following the instructions for modifying a commitment document.
5. Press HOME to go to the Action field.
6. Type **RUN BAT** or **RB** and <ENTER> to process the document. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

RB DOCID: R2 WRO DI890030027
STATUS: BATID: R2 WRO TT51 SEC2: 001-001 OF 001

(COMMITMENT INPUT)
REQUISITION DOCUMENT

ACTION TRANS DOCUMENT TRANS ACCTG
(E,M,X) X TYPE: TOTAL: DATE: PD:
DOC TYPE: BLANKET #: VENDOR CODE:
VENDOR NAME: REQUESTED BY:
ADDRESS:

CITY/ST/ZIP:

ACCOUNTING DATA:

(PROJ) (PWE) OBJ RPTG
LN ORGN JOB PGM CODE CAT BFYS FUND AMOUNT I/D
DESCR:

5. Complete the header information as follows:

TRANS TYPE = Type **01**
 TOTAL OBLIGATION = Type in the contract amount or the increase/decrease amount, if it is a modification. **85000.00**.
 VENDOR CODE = Type in the vendor code from VNAM in step 1 or type **NONFED**.
 NAME = If NONFED is used, type in the vendor name.

6. TAB to the accounting data section.

If a commitment has previously been entered prior to this obligation, complete the referenced requisition line. Otherwise leave it blank.

REF REQ LINE = **R2 DI8990D0001 001**

Complete the cost distribution information.

LN = The line number begins with **001** in sequential order.
 ORGN = Type in the 4-digit organization code.
 JOB = Type in the 4-digit project number, if applicable.
 PGM = Type in the 3-character PWE.
 OBJ CODE = Type in the Budget Object Class.
 AMOUNT = Type in the amount chargeable to this account for this contract. The total amounts by account for each line must equal the Total Obligation listed in step 5

STATUS:		DOCID: M1 WRO IA8990D0053		BATID:		ORG: 001-002 OF 002				
		(OBLIGATION INPUT)								
		MISCELLANEOUS ORDER								
DOC ACTION (E,M,X)	TRANS TYPE	TOTAL OBLIGATION	VENDOR CODE	DOCUMENT DATE						
E	01	85000.00	NONFED	/ /						
ACCTG PRD:	/	BFY:	NAME:	ACE ENGINEERING						
NEG PYMT DAYS:			ADDR1:							
ASSOC ORDER:			2:							
DISCOUNT %:		DAYS:	3:							
DISCOUNT %:		DAYS:	4:							
DISCOUNT %:		DAYS:								
		(PROJ)	(PWE)	OBJ	RPTG	REF REQ LINE:	R2 DI8990D0001 001			
LN	ORGN	JOB	PGM	CODE	CAT	BFYS	FUND	AMOUNT	P/F	I/D
001	8990	2505	MCU	255A				30000.00	F	
FA #:		FA TYPE:	BETT #:	ACQ METH:	QUANT:					
REMARKS:			CLOSED BFY:		/FUND:					

7. Press <ENTER> for the next line entry and complete all the information if a subsequent line is necessary.

8. When all the information has been entered, press the HOME key to go to the top left corner of the screen.

9. Type **W** and <ENTER> to process the document. The STATUS line at the top of the screen should show ACCPT or REJCT with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

W                                DOCID: M1 WRO IA8990D0053
STATUS:                             BATID:                               ORG:    002-002 OF 002
                                (OBLIGATION INPUT)
                                MISCELLANEOUS ORDER

DOC ACTION   TRANS      TOTAL      VENDOR      DOCUMENT
(E,M,X)     TYPE        OBLIGATION  CODE        DATE
E         01         85000.00   NONFED    / /

ACCTG PRD:  /   BFY:           NAME:  ACE ENGINEERING
NEG PYMT DAYS:                ADDR1:
ASSOC ORDER:                  2:
DISCOUNT %:   DAYS:         3:
DISCOUNT %:   DAYS:         4:
DISCOUNT %:   DAYS:

                (PROJ) (PWE) OBJ RPTG REF REQ LINE: R2 DI8990D0001 002
LN  ORGN  JOB   PGM  CODE CAT  BFYS   FUND   AMOUNT  P/F  I/D
002 8990  7125  404  255A                55000.00  F
FA #:                               FA TYPE:   BETT #:  ACQ METH:  QUANT:
REMARKS:                            CLOSED ABFY: /FUND:

```

The OBLH and OBLL tables will provide you with information showing what was obligated, closed, and expended by scanning for the Document Number. To determine if the obligation has been processed or not, you can do this by Pausing the document screen and leaping over to the purchase order (**OBLH**) table.

```

P OBLH                            DOCID: M1 WRO IA8990D0053
STATUS: ACCPT                        BATID:                               ORG:    002-002 OF 002
                                (OBLIGATION INPUT)
                                MISCELLANEOUS ORDER

DOC ACTION   TRANS      TOTAL      VENDOR      DOCUMENT
(E,M,X)     TYPE        OBLIGATION  CODE        DATE

```

Scan the **OBLH** table by the M1 Transaction Code and the Document Number.

```

ACTION: S SCREEN: OBLH USERID: XXX1
                *** ORDERS HEADER INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER
TRANS CODE: M1 ORDER NUMBER: IA8990D0053 DOC TYPE:
VENDOR CODE: NONFED PO DATE: 07 01 2003 TRANS TYPE: 01
NAME: NON FED MISC VENDOR DELIVERY DATE:
COMMENTS: END DATE:
CONTACT: END DATE DESC:
INSP/ACC DAYS: 00 BUYER: COMM FLAG: SHIP TO:
NEG PYMT DAYS: 00 TEXT TYPE: FOB: SHIP VIA:
NO OF OPTIONS: 00 PURCH METHOD: EFFECTIVE DATE: 07 01 2003
ALT PAYEE: /
ORDERED AMT: 85,000.00 RELATED GBL:
CLOSED AMT: 0.00 CLOSED DATE:
ACCRUED AMT: 0.00 PRINT PO: N LAST PRINT DATE:
EXPENDE AMT: 0.00 LAST CHG STATUS:
OUTSTANDING AMT: 0.00 CONF ORDER: N BLANKET #:
ACCEPTED AMT: 0.00 RCVR REQD: N FINAL REC FLAG:
INVOICED AMT: 0.00 INV REQD: N INVITATION #:
MISC REF AMT: 0.00 CONTRACT #:
HOLDBACK AMT: 0.00 RESP PERSON:
DISCOUNT % / DAYS: 0.000 / 00 ; 0.000 / 00 ; 0.000 / 00

```

To see what cost accounts were being charged by the order, Leap to the **OBLI** table and scan for the Transaction Code and the document number.

```

ACTION: L SCREEN: OBLI USERID: XXX1
*** PURCHASE ORDER ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER, LINE NUMBER
TRANS CODE: M1 ORDER NUMBER: IA8990D0053
01- LINE NO: 001 BFYS: 2003 FUND: 01 REF REQ:
DESCR: ACE ENGINEERING LAST CHANGE STATUS:
DIVISION: WRO RPTG: PO LINE AMT: 30,000.00
BUD ORG: 8990 / CLOSED AMT: 0.00
COST ORG: / JOB: 2505 ACCRUED AMT: 0.00
PROGRAM: MCU BOC/SUB: 255A / EXPENDED AMT: 0.00
ASSOC ORDER: HOLDBACK AMT: 0.00
CLO BFYS: CLO FUND: OUTSTANDING AMT: 30,000.00
FA #: FA TYPE: BETT #: ACQ METH: QTY:
  
```

To get back to the obligation input screen, type an **E** at the Action field.

```

ACTION: E SCREEN: OBLI USERID: XXX1
*** PURCHASE ORDER ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER, LINE NUMBER
TRANS CODE: M1 ORDER NUMBER: IA8990D0053
01- LINE NO: 001 BFYS: 2003 FUND: 01 REF REQ:
DESCR: ACE ENGINEERING LAST CHANGE STATUS:
DIVISION: WRO RPTG: PO LINE AMT: 30,000.00
  
```

This will take you back to the document mode.

```

STATUS: DOCID:
BATID: (OBLIGATION INPUT) ORG: 000-000 OF 000
MISCELLANEOUS ORDER

DOC ACTION TRANS TOTAL VENDOR DOCUMENT
(E,M,X) TYPE OBLIGATION CODE DATE
/ /

ACCTG PRD: / BFY: NAME:
NEG PYMT DAYS: ADDR1:
ASSOC ORDER: 2:
DISCOUNT %: DAYS: 3:
DISCOUNT %: DAYS: 4:
DISCOUNT %: DAYS:

(PROJ) (PWE) OBJ RPTG REF REQ LINE:
LN ORGN JOB PGM CODE CAT BFYS FUND AMOUNT P/F I/D

FA #: FA TYPE: BETT #: ACQ METH: QUANT:
REMARKS: CLOSED ABFY: /FUND:
  
```

MODIFYING A "M1" DOCUMENT

Input a modification to contract IA8990D0053 to increase the amount from \$85,000 to \$90,000. The added costs is to be carried by account #8990-2505-MCU.

NOTE: Use the TAB key to change from one field to another.

1. Type **L** in the Action field of any table and **M1** followed by two spaces and <ENTER> to leap to the document input screen.

```

ACTION: L SCREEN: M1  USERID: XXX1
                *** PURCHASE ORDER ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER, LINE NUMBER
TRANS CODE: M1  ORDER NUMBER: IA8990D0053
01-  LINE NO: 001 BFYS: 2003 FUND: 01  REF REQ:
      DESCR: ACE ENGINEERING  LAST CHANGE STATUS:
      DIVISION: WRO  RPTG:  PO LINE AMT: 30,000.00
      BUD ORG: 8990 /  CLOSED AMT: 0.00
      COST ORG: /  JOB: 2505  ACCRUED AMT: 0.00
      PROGRAM: MCU  BOC/SUB: 255A /  EXPENDED AMT: 0.00
      ASSOC ORDER:  HOLDBACK AMT: 0.00
      CLOSED BFYS:  CLOSED FUND:  OUTSTANDING AMT: 30,000.00
      FA #:  FA TYPE:  BETT #:  ACQ METH:  QTY:
  
```

2. Type **NEW** at the upper left corner of the screen and at the DocID type **M1** for the Trans Code; **WRO** for the Division Code; and your assigned Document ID for the obligation.
3. Assign a Batch ID by typing **M1** for the Trans Code; **WRO** for the Division; and a unique Batch ID number consisting of whatever you choose--letters, numbers, and combination thereof. **TT53**
4. Press <ENTER> to go to the Batch Control screen. Press <ENTER> again to go to the Miscellaneous Order Document screen.

```

NEW  DOCID: M1 WRO IA8990D0053
STATUS: ACCPT  BATID: M1 WRO TT53  ORG: 000-000 OF 000
                (OBLIGATION INPUT)
                MISCELLANEOUS ORDER

DOC ACTION  TRANS  TOTAL  VENDOR  DOCUMENT
(E,M,X)    TYPE  OBLIGATION  CODE  DATE
           /  /
  
```

5. Complete the Header information as follows:
 DOC ACTION = Type **M** to modify the document.
 TRANS TYPE = Type **01**.
 TOTAL OBLIGATION = Type only the amount of the adjustment being made, **5000.00**.
6. Tab to the accounting line data.
 LN = Type in the line number that is being changed, **001**.
 AMOUNT = Type in the amount of the modification, **5000.00**.
 I/D = Type an **I** if this is an increase to the original document amount, a **D** if this is a decrease from the original document amount.

Press <ENTER> to the next line if more than one line is to be modified and continue as above.

7. After completing all the information, press HOME to go up to the top left corner of the screen.
8. Type **RUN BAT** or **RB** and <ENTER> to process the document. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

RB                                DOCID: M1 WRO IA8990D0053
STATUS: ACCPT                       BATID: M1 WRO TT53   ORG: 001-001 OF 001
                                      (OBLIGATION INPUT)
                                      MISCELLANEOUS ORDER

DOC ACTION   TRANS      TOTAL      VENDOR      DOCUMENT
(E,M,X)     TYPE        OBLIGATION  CODE        DATE
M         01         5000.00   NONFED    / /

ACCTG PRD:  /   BFY:          NAME: ACE ENGINEERING
NEG PYMT DAYS:                ADDR1:
ASSOC ORDER:                  2:
DISCOUNT %:                 DAYS:  3:
DISCOUNT %:                 DAYS:  4:
DISCOUNT %:                 DAYS:

LN  ORGN  (PROJ) (PWE) OBJ  RPTG REF REQ LINE:  AMOUNT  P/F  I/D
001 8990 2505  MCU 255A                5000.00    I
FA #:          FA TYPE:  BETT #:  ACQ METH:  QUANT:
REMARKS:      CLOSED ABFY: /FUND:
  
```

To determine if the obligation has been processed correctly or not, you can do this by **Pausing** the document screen and leaping over to the purchase order (**OBL**) table.

```

ACTION: S SCREEN: OBL USERID: XXX1
          *** PURCHASE ORDER ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER, LINE NUMBER
TRANS CODE: M1 ORDER NUMBER: IA8990D0053
01- LINE NO: 001 BFYS: 2003 FUND: 01 REF REQ:
DESCR: ACE ENGINEERING LAST CHANGE STATUS:
DIVISION: WRO RPTG: PO LINE AMT: 35,000.00
BUD ORG: 8990 / CLOSED AMT: 0.00
COST ORG: / JOB: 2505 ACCRUED AMT: 0.00
PROGRAM: MCU BOC/SUB: 255A / EXPENDE AMT: 0.00
ASSOC ORDER: HOLDBACK AMT: 0.00
CLO BFYS: CLO FUND: OUTSTANDING AMT: 35,000.00
FA #: FA TYPE: BETT #: ACQ METH: QTY:
  
```

To get back to the obligation input screen, type an **E** at the Action field.

```

ACTION: E SCREEN: OBL USERID: XXX1
          *** PURCHASE ORDER ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER, LINE NUMBER
TRANS CODE: M1 ORDER NUMBER: IA8990D0053
01- LINE NO: 001 BFYS: 2003 FUND: 01 REF REQ:
DESCR: ACE ENGINEERING LAST CHANGE STATUS:
DIVISION: WRO RPTG: PO LINE AMT: 30,000.00
  
```

This will take you back to the document mode.

MODIFYING A "M\$" DOCUMENT

If you must modify an IDEAS document in FFS, make sure it is also modified in IDEAS without interfacing with FFS, so that the records match. Modifying an IDEAS document entered with a M\$ in FFS is a piece of cake. It operates exactly as if you used a M1. For example, a modification to M\$ P8990030162 to reduce the obligation by \$324.31 would be

1. Go to the OBLL table and scan the document to see what balances still remain.

```

ACTION: S SCREEN: OBLL USERID: XXX1
      *** PURCHASE ORDER ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER, LINE NUMBER
      TRANS CODE: M$ ORDER NUMBER: P8990030162
01-  LINE NO: 001 BFYS: 2003 FUND: 01 REF REQ:
      DESCR: ACE ENGINEERING LAST CHANGE STATUS:
      DIVISION: WRO RPTG: PO LINE AMT: 3,824.31
      BUD ORG: 8990 / CLOSED AMT: 3,500.00
      COST ORG: / JOB: 1001 ACCRUED AMT:
      PROGRAM: MZY BOC/SUB: 221A / EXPENDED AMT: 3,500.00
      ASSOC ORDER: HOLDBACK AMT:
      CLO BFYS: CLO FUND: OUTSTANDING AMT: 324.31
      FA#: FA TYPE: BETT #: ACQ METH: QTY:
  
```

2. Type L in the Action field and M\$ followed by two spaces and <ENTER> to leap to the document input screen.

```

ACTION: L SCREEN: M$ USERID: XXX1
      *** PURCHASE ORDER ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER, LINE NUMBER
      TRANS CODE: M$ ORDER NUMBER: P8990030162
01-  LINE NO: 001 BFYS: 2003 FUND: 01 REF REQ:
      DESCR: ACE ENGINEERING LAST CHANGE STATUS:
      DIVISION: WRO RPTG: PO LINE AMT: 3,824.31
  
```

2. Type NEW at the upper left corner of the screen and at the DocID type M\$ for the Trans Code; WRO for the Division Code; and your assigned Document ID for the obligation.
3. Press <ENTER> to go to the Miscellaneous Order Document screen.

```

NEW          DOCID: M$ WRO P8990030162
STATUS:      BATID:          ORG: 000-000 OF 000
             MISCELLANEOUS ORDER DOCUMENT
      MO DATE: ACCTG PD: ACTION: DOC TYPE:
      VENDOR CODE: TRANS TYPE:
  
```

4. Complete the Header information as follows:
 DOC ACTION = Type M to modify the document.
 TRANS TYPE = Type 01.
 TOTAL OBLIGATION = Type only the amount of the adjustment being made, 324.31.
5. Press <ENTER> to go to the accounting line data.
 LN = Type in the line number that is being changed, 001.
 AMOUNT = Type in the amount of the modification, 324.31.

I/D = Type a **D** if this is a decrease from the original document amount, or an **I** if this is an increase to the original document amount.

<TAB> to the next line if more than one line is to be modified and continue as above.

6. After completing all the information, press HOME to go up to the top left corner of the screen.
7. Type **W** and <ENTER> to process the document. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

DOCID: M$   WRO   P8990030162
STATUS: ACCPT      BATID:                ORG:
                MISCELLANEOUS ORDER DOCUMENT
MO DATE:          ACCTG PD:          ACTION: M   DOC TYPE:
VENDOR CODE: 009593112      TRANS TYPE: 01
NAME: STANDARD SUPPLY      EFFECTIVE DATE: 07 31 2003
ADDRESS: 855 WEST BONANZA ROAD      END DATE:
                NEG PYMT DAYS:
                NO OF OPTIONS:
                COMMENTS:
                RESP PERSON:
CONTACT:          LAS VEGAS          NV89106
ALT PAYEE:          /
RCVR REQD: N      INV REQD: N      PURCH METHOD:
PRINT PO: N      TEXT TYPE:          CONF ORDER: N
INVITATION #:    ASSOC ORDER:          CONTRACT #:
BFYS:          FUND:          DOCUMENT TOTAL: 324.31
REF REQ:          BLANKET NUMBER:
DISCOUNT %: 0.000      DAYS: 00
DISCOUNT %: 0.000      DAYS: 00
DISCOUNT %: 0.000      DAYS: 00
FIELD 1:          FIELD 2:   FIELD 3:   FIELD 4:
DISCRIPTION:

```

```

DOCID: M$   WRO   P8990030162
STATUS: ACCPT      BATID:                ORG:          001-001 OF 001
01-
LINE: 001      REF REQ-LINE:          BUDGET FYS: 2003
FUND: 01      BUDGET ORG/SUB: 8990      COST ORG/SUB: /
PGM: MZY      BOC /SUB: 221A /          RPTG:
JOB NO: 1001   CLOSED BFYS:          CLOSED FUND:
DESCR:          ASSOC ORDER:
AMOUNT: 324.31      I/D: D   P/F:          PURCH AUTHOIRTY:
FA #:          FA TYPE:   BETT #:   ACQ MTH:   QTR:   1.00
FIELD 5:          FIELD 6:   FIELD 7:   FIELD 8:
02-
LINE:          REF REQ-LINE:          BUDGET FYS:
FUND:          BUDGET ORG/SUB:          COST ORG/SUB: /
PGM:          BOC /SBU: /          RPTG:
JOB NO:          CLOSED BFYS:          CLOSED FUND:
DESCR:          ASSOC ORDER:
AMOUNT:          I/D:   P/F:          PURCH AUTHOIRTY:
FA #:          FA TYPE:   BETT #:   ACQ MTH:   QTR:   1.00
FIELD 5:          FIELD 6:   FIELD 7:   FIELD 8:

```

To determine if the obligation has been processed correctly or not, you can do this by **Pausing** the document screen and leaping over to the purchase order (**OBLL**) table.

P OBLI	DOCID: M\$	WRO	P8990030162
STATUS: ACCPT	BATID:	ORG:	001-001 OF 001
01-			
LINE: 001	REF REQ-LINE:		BUDGET FYS: 2003
FUND: 01	BUDGET ORG/SUB: 8990		COST ORG/SUB: /
PGM: MZY	BOC /SBU: 221A /		RPTG:
JOB NO: 1001	CLOSED BFYS:		CLOSED FUND:
DESCR:			ASSOC ORDER:
AMOUNT: 324.31	I/D: D	P/F:	PURCH AUTHORITY:
FA #:	FA TYPE:	BETT #:	ACQ MTH: QTR: 1.00
FIELD 5:	FIELD 6:	FIELD 7:	FIELD 8:

Scan for M\$ P8990030162.

ACTION: S SCREEN: OBLI USERID: TTX1			
*** PURCHASE ORDER ACCOUNTING LINE INQUIRY TABLE ***			
KEY IS TRANS CODE, ORDER NUMBER, LINE NUMBER			
TRANS CODE: M\$ ORDER NUMBER: P8990030162			
01-	LINE NO: 001	BFYS: 2003	FUND: 01 REF REQ:
	DESCR: ACE ENGINEERING		LAST CHANGE STATUS:
DIVISION: WRO	RPTG:		PO LINE AMT: 35,000.00
BUD ORG: 8990 /			CLOSED AMT: 35,000.00
COST ORG: /	JOB: 1001		ACCRUED AMT: 0.00
PROGRAM: MZY	BOC/SUB: 221A /		EXPENDED AMT: 35,000.00
ASSOC ORDER:			HOLDBACK AMT: 0.00
CLO BFYS:	CLO FUND:		OUTSTANDING AMT: 0.00
FA #:	FA TYPE:	BETT #:	ACQ METH: QTY:

MODIFYING A "P\$" DOCUMENT

Modifying an IDEAS document entered with a P\$ in FFS requires a little bit of patience. If possible, it is easier to make the modification in IDEAS and upload to FFS. However, if you have to modify a P\$ document directly in FFS, follow this example. A modification to P8990032020 to reduce the obligation by \$972.00 would be accomplished as follows:

1. Go to the OBLL table and scan the document to see what balances still remain.

```

ACTION: S SCREEN: OBLL USERID: XXX1
      *** PURCHASE ORDER ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER, LINE NUMBER
      TRANS CODE: P$ ORDER NUMBER: P8990032020
01-  LINE NO: 001 BFYS: 2003 FUND: 01 REF REQ:
      DESCR: LAST CHANGE STATUS:
      DIVISION: WRO RPTG: PO LINE AMT: 5,200.00
      BUD ORG: 8990 / CLOSED AMT: 4,228.00
      COST ORG: / JOB: 5001 ACCRUED AMT:
      PROGRAM: MZM BOC/SUB: 261A / EXPENDED AMT: 4,228.00
      ASSOC ORDER: HOLDBACK AMT:
      CLO BFYS: CLO FUND: OUTSTANDING AMT: 972.00
      FA#: FA TYPE: BETT #: ACQ METH: QTY:
  
```

2. Because this is a P\$ transaction, you will also need to look at the commodity line for the transaction. Type L in the Action field and OBLC and press <ENTER>

```

ACTION: L SCREEN: OBLC USERID: XXX1
      *** PURCHASE ORDER ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER, LINE NUMBER
      TRANS CODE: P$ ORDER NUMBER: P8990032020
01-  LINE NO: 001 BFYS: 2003 FUND: 01 REF REQ:
      DESCR: ACE ENGINEERING LAST CHANGE STATUS:
      DIVISION: WRO RPTG: PO LINE AMT: 5,200.00
  
```

to leap to the commodity screen.

```

ACTION: SCREEN: OBLC USERID: XXX1
      *** PURCHASE ORDER commodity line INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER, LINE No
      TRANS CODE: P$ ORDER NUMBER: P8990032020
01-  LINE NO: 001 COMMODITY/ITEM CODE: / CAT NO:
      DESCRIPTION:
      UNIT COST: 325.00 UNIT: EA ORDERED QTY: 16.00
      DISC AMT/PCT: 0.00 / 0.00 TOTAL COST: 5200.00
      ACCEPTED QTY: 0.00 SPC COND: P/F: TOTAL ACCP: 0.00
      INVOICED QTY: 0.00 SPC COND: P/F: TOTAL INVD: 0.00
      LAST UNIT COST: 0.000 TEXT TYPE: TEXT FLAG:
      LAST CHG STATUS: WHSE: DELIVERY BLDG/ROOM: /
      SEND AUTOMATIC AND IMMEDIATE SENDINGS:
02-  LINE NO: COMMODITY/ITEM CODE: / CAT NO:
  
```

3. We want to adjust the balance of the obligation by reducing it by \$972.00. Since P\$ requires commodity lines, we must first determine the quantity of the commodity that would equal the amount of \$972.00. We do this by dividing \$972.00 by the unit cost of \$325.00, or 2.99 units. But, 2.99 times \$325 only equals to \$971.75. If we use 3 units @ \$325 each, it will

equal to \$975, \$3 more than the \$972 that we are trying to reduce the document by. What to do? What to do? We will accomplish this with the two step. The first step is to increase the balance of the obligation so that the amount will be divisible by the unit costs. The second step is to decrease the increased balance from the total obligation in FFS.

Step 1:

Type **L** in the Action field and **P\$** followed by two spaces in the Screen field and press <ENTER> to get to the document screen.

```

ACTION: L SCREEN: P$  USERID: XXX1
          *** PURCHASE ORDER commodity line INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER, LINE No
      TRANS CODE: P$  ORDER NUMBER: P8990032020
01-  LINE NO: 001 COMMODITY/ITEM CODE:          /          CAT NO:
      DESCRIPTION:
  
```

- NEW should already be in the upper left corner of the screen. At the DocID field, type **P\$** for the Trans Code; **WRO** for the Division Code; and your assigned Document ID for the obligation. Press <ENTER> to go to the Commodity Purchase Order Document screen.

```

NEW          DOCID: P$ WRO P8990032020
STATUS:      BATID:          SEC2:

          COMMODITY PURCHASE ORDER DOCUMENT
PC DATE:    ACCTG PD:      ACTION:  DOC TYPE:
VENDOR CODE:  TRANS TYPE:  DEL DATE:
  
```

- Complete the Header information as follows:
 DOC ACTION = Type **M** to modify the document.
 TRANS TYPE = Type **01**.
 TOTAL OBLIGATION = Type only the amount of the adjustment being made, **3.00**.

```

          DOCID: P$  WRO  P8990032020
STATUS:      BATID:          SEC2:

          COMMODITY PURCHASE ORDER DOCUMENT
PC DATE:    ACCTG PD:      ACTION:  M  DOC TYPE:
VENDOR CODE:  TRANS TYPE: 01  DEL DATE:
NAME:        INSP/ACC DAYS:
ADDRESS:     NEG PYMT DAYS:
            ENDING DATE:
            END DATE DESC:
            TEXT TYPE:
CONTACT:     NO OF OPTIONS:
ALT PAYEE:  /
RCVR REQD:  INV REQD:      BUYER:      RELATED GBL:
BLANKET #:  FOB:          SHIP VIA:  SHIP TO:
PURCH METHOD: PRINT PO:    CONF ORDER:  EFFECTIVE DATE:
RESP PERSON:          WHOUSE CODE:  CONTRACT #:
INVITATION #:          ASSOC ORDER:
BFYS:      FUND:          DOCUMENT TOTAL:  3.00
DISCOUNT %:  DISCOUNT DAYS:  COMMENTS:
DISCOUNT %:  DISCOUNT DAYS:
DISCOUNT %:  DISCOUNT DAYS:
  
```

- Press <ENTER> to go to the accounting line data screen:
 LN = Type in the line number that is being changed, **001**.
 AMOUNT = Type in the amount of the modification, **3.00**.
 I/D = Type an **I** to increase the original document amount.

6. <TAB> down to the commodity data line.
 LN = Type in the line number **101**. This is just to let you know that this commodity really do not exist but is related to line 001 of the commodity line for adjusting accounting entry only.
 QTY = Type the quantity **1.00**.
 I/D = Type an **I** to add the new commodity quantity.
 UNIT = Type in the unit of measure (e.g., job, ea, etc.).
 UNIT COST = Type in the unit cost to 3 decimals. In our example, we will use so that our result will equal exactly \$3.00, the amount needed to adjust this document.
 I/D = Type an **I** to increase the total cost for the commodity.
7. After completing all the information, press HOME to go up to the top left corner of the screen.
8. Type **W** and <ENTER> to process the document. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

STATUS: ACCPT          DOCID: P$   WRO   P8990032020
BATID:                SEC2:          001-001 OF 001
***** ACCOUNTING DATA *****
LINE   REF REQ   REF   BFYS   FUND   ORG/SUB   PROGRAM   BOC/SUB   RPTG
 001           2003    01    8990    MZM      261A
AMOUNT: 3.00          I/D: I   P/F:          COST ORG/SUB: /
JOB NO:              DESCRIPTION:
ASSOC ORDER:        CLOSED BFYS:          CLOSED FUND:
  FA NUMBER:        FA TYPE:          BETT #:
  PURCH AUTH:        ACQ METHOD:          QTY ORDERED:
***** COMMODITY DATA *****
LN     REF REQ   REF   QTY   I   D UNIT   UNIT COST   I R   TOTAL COST   P
-----
101           1.00   I EA   3.000   I   3.00
COMMODITY ITEM: / / CATALOG #:
DELIVERY BLDG/ROOM: / TEXT TYPE:
DISC AMOUNT/PCT: / WAREHOUSE:
ESCRPTION: AUTO/IMMED:

```

Step 2:

9. Go to the OBLI table and scan the document to see if the above adjustment took. You should find that the remaining has now increased from \$972.00 to \$975.00.

```

ACTION: S SCREEN: OBLI USERID: XXX1
*** PURCHASE ORDER ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER, LINE NUMBER
TRANS CODE: P$ ORDER NUMBER: P8990032020
01- LINE NO: 001 BFYS: 2003 FUND: 01 REF REQ:
DESCR: LAST CHANGE STATUS:
DIVISION: WRO RPTG: PO LINE AMT: 5,203.00
BUD ORG: 8990 / CLOSED AMT: 4,228.00
COST ORG: / JOB: 5001 ACCRUED AMT:
PROGRAM: MZM BOC/SUB: 261A / EXPENDED AMT: 4,228.00
ASSOC ORDER: HOLDBACK AMT:
CLO BFYS: CLO FUND: OUTSTANDING AMT: 975.00
FA#: FA TYPE: BETT #: ACQ METH: QTY:

```

10. Type **L** in the Action field and **P\$** followed by two spaces in the Screen field and press **<ENTER>** to get to the document screen.

```

ACTION: L SCREEN: P$ USERID: XXX1
*** PURCHASE ORDER commodity line INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER, LINE No
TRANS CODE: P$ ORDER NUMBER: P8990032020
01- LINE NO: 001 COMMODITY/ITEM CODE: / CAT NO:
DESCRIPTION:

```

11. **NEW** should already be in the upper left corner of the screen. At the DocID field, type **P\$** for the Trans Code; **WRO** for the Division Code; and your assigned Document ID for the obligation. Since you have just used the Document ID, pressing **<ENTER>** would give you an error message that this document already exist. So, you will need to assign a BatID before pressing **<ENTER>**. This will get you to the Batch screen. Hit **<ENTER>** again to go to the Commodity Purchase Order Document screen.

```

NEW DOCID: P$ WRO P8990032020
STATUS: BATID: P$ WRO ANN SEC2:

COMMODITY PURCHASE ORDER DOCUMENT
PC DATE: ACCTG PD: ACTION: DOC TYPE:
VENDOR CODE: TRANS TYPE: DEL DATE:

```

12. mplete the Header information as follows:
DOC ACTION = Type **M** to modify the document.
TRANS TYPE = Type **01**.
TOTAL OBLIGATION = Type only the amount of the adjustment being made, **975.00**

```

STATUS: DOCID: P$ WRO P8990032020
BATID: P$ WRO ANN SEC2:

COMMODITY PURCHASE ORDER DOCUMENT
PC DATE: ACCTG PD: ACTION: M DOC TYPE:
VENDOR CODE: TRANS TYPE: 01 DEL DATE:
NAME: INSP/ACC DAYS:
ADDRESS: NEG PYMT DAYS:
ENDING DATE:
END DATE DESC:
TEXT TYPE:
NO OF OPTIONS:

CONTACT:
ALT PAYEE: /
RCVR REQD: INV REQD: BUYER: RELATED GBL:
BLANKET #: FOB: SHIP VIA: SHIP TO:
PURCH METHOD: PRINT PO: CONF ORDER: EFFECTIVE DATE:
RESP PERSON: WHOUSE CODE: CONTRACT #:
INVITATION #: ASSOC ORDER:
BFYS: FUND: DOCUMENT TOTAL: 975.00
DISCOUNT %: DISCOUNT DAYS: COMMENTS:
DISCOUNT %: DISCOUNT DAYS:
DISCOUNT %: DISCOUNT DAYS:

```

13. Press **<ENTER>** to go to the accounting line data screen:
LN = Type in the line number that is being changed, **001**.
AMOUNT = Type in the amount of the modification, **975.00**
I/D = Type a **D** to decrease the remaining amount for the document.

14. <TAB> down to the commodity data line.
 LN = Type in the line number **001**. This original commodity line number.
 QTY = Type the quantity **3.00**.
 I/D = Type a **D** to decrease the commodity quantity.
 UNIT = Type in the unit of measure (e.g., job, each, etc.).
 I/D = Type a **D** to decrease the total cost for the commodity.
15. After completing the above information, press HOME to go up to the top left corner of the screen.
16. Type **RUN BAT** and <ENTER> to process the document. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

STATUS: ACCPT          DOCID: P$   WRO   P8990032020
                      BATID: P$   WRO   ANN   SEC2:          001-001 OF 001

***** ACCOUNTING DATA *****
LINE      REF REQ    REF          BUDGET
001              LN      BFYS    FUND  ORG/SUB  PROGRAM  BOC/SUB  RPTG
AMOUNT: 975.00    I/D: D  P/F:      COST ORG/SUB:  /
JOB NO:          DESCRIPTION:
ASSOC ORDER:    CLOSED BFYS:      CLOSED FUND:
FA NUMBER:      FA TYPE:          BETT #:
PURCH AUTH:    ACQ METHOD:        QTY ORDERED:
***** COMMODITY DATA *****
LN      REF REQ    REF          I          I R          P
-----
001          3.00    D EA          D
COMMODITY ITEM:          CATALOG #:
DELIVERY BLDG/ROOM:    /          TEXT TYPE:      TEXT FLAG:
DISC AMOUNT/PCT:      /          WAREHOUSE:      AUTO/IMMED:
DESCRIPTION:

```

To determine if the obligation has been processed correctly or not, you can do this by Pausing the document screen and leaping over to the purchase order (**OBL**) table.

```

P OBL          DOCID: P$   WRO   P8990032020
STATUS: ACCPT          BATID: P$   WRO   ANN   ORG:          001-001 OF 001
01-
LINE: 001          REF REQ-LINE:          BUDGET FYS: 2003
FUND: 01          BUDGET ORG/SUB: 8990          COST ORG/SUB:  /
PGM: MZY          BOC /SBU: 221A /          RPTG:
JOB NO: 1001      CLOSED BFYS:          CLOSED FUND:
DESCR:          ASSOC ORDER:
AMOUNT: 975.00    I/D: D  P/F:      PURCH AUTHORITY:
FA #:          FA TYPE:      BETT #:      ACQ MTH:      QTR:      1.00
FIELD 5:          FIELD 6:          FIELD 7:          FIELD 8:

```

Scan for P\$ P8990032020.

```
ACTION: S SCREEN: OBLL USERID: XXX1
*** PURCHASE ORDER ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER, LINE NUMBER
TRANS CODE: M$ ORDER NUMBER: P8990032020
01- LINE NO: 001 BFYS: 2003 FUND: 01 REF REQ:
DESCR: ACE ENGINEERING LAST CHANGE STATUS:
DIVISION: WRO RPTG: PO LINE AMT: 4,228.00
BUD ORG: 8990 / CLOSED AMT: 4,228.00
COST ORG: / JOB: 5001 ACCRUED AMT: 0.00
PROGRAM: MZM BOC/SUB: 261A / EXPENDED AMT: 4,228.00
ASSOC ORDER: HOLDBACK AMT: 0.00
CLO BFYS: CLO FUND: OUTSTANDING AMT: 0.00
FA #: FA TYPE: BETT #: ACQ METH: QTY:
```

CHANGING VENDOR CODE FOR A DOCUMENT

Changing the vendor codes to a document already accepted on FFS can be a monumental task, especially when there are many lines to the document. Unfortunately, there is no short and easy way to do this. In some cases, the “copy” command can be used to ease some time and key strokes. However, if there are any partial payments made against the obligation, the same document number cannot be reused.

When Accepted Document is still on SUSF

If the document has only a couple lines of accounting data, it would be easy to just cancel the document with the vendor code of “NONFED”, and re-obligate it with the corrected code.

If there are numerous lines of accounting data, the “copy” command can be used to copy all the line data from one file to another. This command works only when the existing file (the data where you will be copying from) is still on the SUSF table.

Scenario 1: Document MP8880D0123 was obligated with the vendor code of “NONFED” within the week and is still on the SUSF table. It has 15 lines in the document. There has been no partial payment made to this document.

For this scenario, we would like to retain the same document number but change the vendor code. Unfortunately, the COPY command will not let you copy to a document with a Batch ID nor would it let you copy it to an identical document number. You must first copy the document to a temporary file, change the vendor code and delete the original document. Copy the temporary file back to the original number and put it on HOLD. Since the original accepted document remains on the SUSF table for about a week, you may need to wait that long before you can re-obligate the copied file. Remember the copy command will not let you add a batch id to it.

In our scenario, scan the SUSF table for the document you wanted to copy.

1. Type **S** in the ACTION field. Then move the cursor to line 00.
2. Tab to the Document ID and type in the document that you want to copy. Hit the <ENTER> key.

ACTION: S SCREEN: SUSF USERID: XXX1 DOI CUSTOM DOCUMENT SUSPENSE INDEX 1											
FUNCTION: NEW SEC2:											

---BATCH ID--- ---DOCUMENT ID---											
SEL	TC	SEC1	NUMBER	TC	SEC1	NUMBER	STAT	APPRV	INIT	LAST	LAST
									USER	DATE	USER

00-						M1 WRO					MP8880D0123

Before you delete this document, the next step is to copy the file so that you would not have to retype the 15 lines of accounting entry for the corrected vendor code.

3. Type COPY in the function field, move the cursor to line 00 and type in the Trans Type, Region, and the temporary document number where you wish to have the data go to. Remember, the document number cannot be identical to the file that you are copying from. We will use MP8880T0123.

- Type a "X" on the SEL column of the line for the document that you wish to copy from. Hit <ENTER>.

```

ACTION: R  SCREEN: SUSF  USERID: XXX1      DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION:  COPY                                     SEC2:

      ---BATCH ID---  ----DOCUMENT ID-----
      SEL TC SEC1 NUMBER TC SEC1  NUMBER  STAT  APPRV  INIT  LAST  LAST
      -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -
00-          M1 WRO  MP8880T0123
01- X          M1 WRO  MP8880D0123

```

- This will bring up the copied document on the screen

```

MORE          DOCID: M1 WRO MP8880T0123
STATUS:       BATID:          ORG:      001-001 OF 015
              (OBLIGATION INPUT)
              MISCELLANEOUS ORDER

DOC ACTION    TRANS      TOTAL          VENDOR        DOCUMENT
(E,M,X)      TYPE        OBLIGATION    CODE          DATE
E            01        67890.00     NONFED        /  /

ACCTG PRD:   /      BFY:          NAME:
NEG PYMT DAYS:          ADDR1:
ASSOC ORDER:          2:
DISCOUNT %:          DAYS:          3:
DISCOUNT %:          DAYS:          4:
DISCOUNT %:          DAYS:

              (PROJ) (PWE) OBJ RPTG REF REQ LINE:
LN  ORGN  JOB   PGM CODE CAT  BFYS  FUND  AMOUNT  P/F  I/D
001 8880          IZI 255A          1500.00  F
FA #:          FA TYPE:  BETT #:  ACQ METH:  QUANT:
REMARKS:          CLOSED ABFY:  /FUND:

```

- Change the vendor code to the appropriate vendor and then put the document on HOLD.

```

H          DOCID: M1 WRO MP8880T0123
STATUS:       BATID:          ORG:      001-001 OF 015
              (OBLIGATION INPUT)
              MISCELLANEOUS ORDER

DOC ACTION    TRANS      TOTAL          VENDOR        DOCUMENT
(E,M,X)      TYPE        OBLIGATION    CODE          DATE
E            01        67890.00     GSA         /  /

ACCTG PRD:   /      BFY:          NAME:
NEG PYMT DAYS:          ADDR1:

```

- Delete the original obligation with the vendor code of NONFED by establishing the document number with a batch ID and canceling the obligation.

```

ACTION: S  SCREEN: SUSF  USERID: XXX1      DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION:  NEW                                     SEC2:

      ---BATCH ID---  ----DOCUMENT ID-----
      SEL TC SEC1 NUMBER TC SEC1  NUMBER  STAT  APPRV  INIT  LAST  LAST
      -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -
00-          M1 WRO  CD77  M1 WRO  MP8880D0123

```

```

STATUS:                DOCID: M1 WRO MP8880T0123
                       BATID: M1 WRO CD77   ORG:   001-001 OF 015
                       (OBLIGATION INPUT)
                       MISCELLANEOUS ORDER

DOC ACTION   TRANS      TOTAL          VENDOR      DOCUMENT
(E,M,X)     TYPE        OBLIGATION    CODE         DATE
  X
ACCTG PRD:   /      BFY:          NAME:
NEG PYMT DAYS:      ADDR1:

```

8. The old original accepted document remains on the SUSF table for seven days. After the original obligation for the document disappears from the SUSF table, pull up the temporary document by scanning the SUSF table for it.

```

ACTION: S  SCREEN: SUSF USERID: XXX1      DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION:                                     SEC2:

  ---BATCH ID---  ---DOCUMENT ID---
SEL TC SEC1 NUMBER TC SEC1  NUMBER  STAT APPRV  INIT  LAST  LAST
  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
00-                M1 WRO  MP8880T0123

```

9. Type COPY in the function field, move the cursor to line 00 and type in the Trans Type, Region, and the original document number where you wish to have the data go to (MP8880D0123).
10. Type "X" on the SEL column of the line for the document you wish to copy. Hit <ENTER>.

```

ACTION: R  SCREEN: SUSF USERID: XXX1      DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION: COPY                                     SEC2:

  ---BATCH ID---  ---DOCUMENT ID---
SEL TC SEC1 NUMBER TC SEC1  NUMBER  STAT APPRV  INIT  LAST  LAST
  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
00-                M1 WRO  MP8880D0123
01- X              M1 WRO  MP8880T0123

```

11. This will bring up the copied document on the screen.

```

MORE
STATUS:                DOCID: M1 WRO MP8880D0123
                       BATID: M1 WRO CD77   ORG:   001-001 OF 015
                       (OBLIGATION INPUT)
                       MISCELLANEOUS ORDER

DOC ACTION   TRANS      TOTAL          VENDOR      DOCUMENT
(E,M,X)     TYPE        OBLIGATION    CODE         DATE
  E          01        67890.00      GSA          / /

ACCTG PRD:   /      BFY:          NAME:
NEG PYMT DAYS:      ADDR1:
ASSOC ORDER:                                     2:
DISCOUNT %:      DAYS:          3:
DISCOUNT %:      DAYS:          4:
DISCOUNT %:      DAYS:

(PROJ) (PWE) OBJ RPTG REF REQ LINE:
LN  ORGN  JOB  PGM  CODE  CAT  BFYS  FUND  AMOUNT  P/F  I/D
001 8880  IZI  255A
FA #:          FA TYPE:      BETT #:  ACQ METH:  QUANT:
REMARKS:      CLOSED ABFY:      /FUND:

```

12. Process the document. Then go back to the SUSF table, scan and delete the temporary file MP8880T0123.

```

ACTION: R  SCREEN: SUSF  USERID: XXX1      DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION: DELETE                                SEC2:

      ---BATCH ID---  ----DOCUMENT ID-----
      SEL TC SEC1 NUMBER TC SEC1  NUMBER  STAT  APPRV  INIT  LAST  LAST
      -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -
00
01  X                M1 WRO  MP8880T0123
  
```

When Accepted Document is no longer on SUSF

When an accepted obligation is no longer available on the SUSF table, it may be just as easy to delete the old document with the vendor code of NONFED and re-obligate the document with the corrected vendor code, especially when there are not a lot of accounting line entries involved.

--Obligated Document with No Partial Payments

When there is a lot of accounting lines, rather than delete and re-enter, the modify command can be utilized. It is not as easy as the first scenario but it does save key strokes without the need to enter the cost account number and budget fiscal year. After seeing how this is done, some of you may prefer to just delete/cancel and re-obligate.

Scenario 2: Document P8880030345 was obligated with the vendor code "BIGAIR" for \$10,000. For illustration purposes, we will say it was distributed to three accounting entries. There has been no partial payments made against this document. The document is no longer on the SUSF table.

1. First thing to do is to look at OBLH to verify the balance outstanding for the particular document you are trying to correct.

```

ACTION: S  SCREEN: OBLH  USERID: XXX1
                *** ORDERS HEADER INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER
TRANS CODE: M$      ORDER NUMBER: P8880030345  DOC TYPE:
VENDOR CODE: BIGAIR  PO DATE: 08 01 2003  TRANS TYPE: 01
NAME: BIG AIR COMPANY  DELIVERY DATE:
COMMENTS:  END DATE:
CONTACT:  END DATE DESC:
INSP/ACC DAYS: 00  BUYER:  COMM FLAG:  SHIP TO:
NEG PYMT DAYS: 00  TEXT TYPE:  FOB:  SHIP VIA:
NO OF OPTIONS: 00  PURCH METHOD:  EFFECTIVE DATE: 07 01 2003
ALT PAYEE: /
ORDERED AMT: 10,000.00  RELATED GBL:
CLOSED AMT: 0.00  CLOSED DATE:
ACCRUED AMT: 0.00  PRINT PO: N  LAST PRINT DATE:
EXPENDED AMT: 0.00  LAST CHG STATUS:
OUTSTANDING AMT: 10,000.00  CONF ORDER: N  BLANKET #:
ACCEPTED AMT: 0.00  RCVR REQD: N  FINAL REC FLAG:
INVOICED AMT: 0.00  INV REQD: N  INVITATION #:
MISC REF AMT: 0.00  CONTRACT #:
HOLDBACK AMT: 0.00  RESP PERSON:
DISCOUNT % / DAYS: 0.000 / 00 ; 0.000 / 00 ; 0.000 / 00
  
```

- Next, go to the OBLI and copy down the line numbers and the outstanding amounts for each of the lines.

```

ACTION: S SCREEN: OBLI USERID: XXX1
*** PURCHASE ORDER ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER, LINE NUMBER
TRANS CODE: M$ ORDER NUMBER: P8880030345
01- LINE NO: 001 BFYS: 2003 FUND: 01 REF REQ:
DESCR: LAST CHANGE STATUS:
DIVISION: WRO RPTG: PO LINE AMT: 2,000.00
BUD ORG: 8880 / CLOSED AMT: 0.00
COST ORG: / JOB: ACCRUED AMT: 0.00
PROGRAM: IZI BOC/SUB: 261A / EXPENDE AMT: 0.00
ASSOC ORDER: HOLDBACK AMT: 0.00
CLO BFYS: CLO FUND: OUTSTANDING AMT: 2,000.00
FA #: FA TYPE: BETT #: ACQ METH: QTY:

```

- Hit <ENTER> for the subsequent two lines of information. The next step is to modify the document to change the vendor code.

```

ACTION: R SCREEN: SUSF USERID: XXX1 DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION: NEW SEC2:
---BATCH ID--- ----DOCUMENT ID----- INIT LAST LAST
SEL TC SEC1 NUMBER TC SEC1 NUMBER STAT APPRV USER DATE USER
-----
00- M$ WRO P8880030345

```

- Change the vendor code to reflect the DUNS number for the correct vendor and enter the line numbers and their respective amounts.

```

STATUS: ACCPT DOCID: M$ WRO P8888030345
BATID: ORG:
MISCELLANEOUS ORDER DOCUMENT
MO DATE: ACCTG PD: ACTION: M DOC TYPE:
VENDOR CODE: 345593112 TRANS TYPE: 01
NAME: BIG EARS SOUND SYSTEM EFFECTIVE DATE: 08 01 2003
ADDRESS: END DATE:
NEG PYMT DAYS:
NO OF OPTIONS:
COMMENTS:
RESP PERSON:
CONTACT:
ALT PAYEE: / BUYER:
RCVR REQD: N INV REQD: N PURCH METHOD:
PRINT PO: N TEXT TYPE: CONF ORDER: N
INVITATION #: ASSOC ORDER: CONTRACT #:
BFYS: FUND: DOCUMENT TOTAL: 10000.00
REF REQ: BLANKET NUMBER:
DISCOUNT %: 0.000 DAYS: 00
DISCOUNT %: 0.000 DAYS: 00
DISCOUNT %: 0.000 DAYS: 00
FIELD 1: FIELD 2: FIELD 3: FIELD 4:
DISCRIPTION:

```

```

STATUS: ACPT          DOCID: M$   WRO   P8990030162
01-                  BATID:          ORG:          001-001 OF 001
      LINE: 001      REF REQ-LINE:          BUDGET FYS:
      FUND: BUDGET ORG/SUB:          COST ORG/SUB: /
      PGM:          BOC /SUB: /          RPTG:
      JOB NO:          CLOSED BFYS:          CLOSED FUND:
      DESCR:          ASSOC ORDER:
      AMOUNT: 2000.00          I/D: P/F:          PURCH AUTHOIRTY:
      FA #:          FA TYPE: BETT #:          ACQ MTH: QTR: 1.00
      FIELD 5:          FIELD 6:          FIELD 7:          FIELD 8:
02-
      LINE: 002      REF REQ-LINE:          BUDGET FYS:
      FUND: BUDGET ORG/SUB:          COST ORG/SUB: /
      PGM:          BOC /SBU: /          RPTG:
      JOB NO:          CLOSED BFYS:          CLOSED FUND:
      DESCR:          ASSOC ORDER:
      AMOUNT: 5000.00          I/D: P/F:          PURCH AUTHOIRTY:
      FA #:          FA TYPE: BETT #:          ACQ MTH: QTR: 1.00
      FIELD 5:          FIELD 6:          FIELD 7:          FIELD 8:

```

- After entering the last accounting line for the document, hit the <HOME> key and type an "Q" and enter.

```

Q
STATUS: ACPT          DOCID: M$   WRO   P8990030162
01-                  BATID:          ORG:          001-001 OF 001
      LINE: 003      REF REQ-LINE:          BUDGET FYS:
      FUND: BUDGET ORG/SUB:          COST ORG/SUB: /
      PGM:          BOC /SUB: /          RPTG:
      JOB NO:          CLOSED BFYS:          CLOSED FUND:
      DESCR:          ASSOC ORDER:
      AMOUNT: 3000.00          I/D: P/F:          PURCH AUTHOIRTY:
      FA #:          FA TYPE: BETT #:          ACQ MTH: QTR: 1.00
      FIELD 5:          FIELD 6:          FIELD 7:          FIELD 8:

```

- The document should reject for "vendor not = original." The next step is to delete the document with the vendor code of "BIGAIR".

```

ACTION: R  SCREEN: SUSF  USERID: XXX1          DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION: NEW                                     SEC2:
      ---BATCH ID--- ----DOCUMENT ID-----
      SEL TC SEC1 NUMBER TC SEC1  NUMBER  STAT  APPRV  INIT  LAST  LAST
      - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
00-    M$ WRO  PS8    M$ WRO  P8880030345

```

```

STATUS: ACPT          DOCID: M$   WRO   P8880030345
      BATID: M$   WRO  PS8          ORG:
      MISCELLANEOUS ORDER DOCUMENT
      MO DATE:          ACCTG PD:          ACTION: X  DOC TYPE:
      VENDOR CODE:          TRANS TYPE:

```

- Go back to the SUSF table and pull up your rejected document, change the DOC ACTION from "M" to "E" and process.

```

ACTION: S  SCREEN: SUSF  USERID: XXX1          DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION:                                     SEC2:
      ---BATCH ID--- ----DOCUMENT ID-----
      SEL TC SEC1 NUMBER TC SEC1  NUMBER  STAT  APPRV  INIT  LAST  LAST
      - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
00-    M$ WRO  PS8    M$ WRO  P8880030345

```

STATUS: ACCTP	DOCID: M\$ WRO P8888030345
MO DATE:	BATID: MISCELLANEOUS ORDER DOCUMENT
	ACCTG PD: ACTION: E DOC TYPE:

It is possible that it may reject as “document not unique”. If so, add a batch number to it and reprocess.

Obligated Document with Partial Payments

If there were partial payments made against the document, you will not be able to change the vendor code for that document. It will be necessary to establish a different document number with the appropriate vendor code for the remaining balances. You would have to delete the balances with a modification to the old document for each of the accounting lines that have remaining balances. And then re-obligate the balances to a new document. For example, a cancellation can be made to MT888030789, with the re-obligation made to MP8880A30789.

However, when there are a lot of accounting lines, rather than delete and re-enter, the modify and copy command can be utilized. But it will require you to input each line number and the remaining dollar balance for each line. It does save some key strokes without the need to enter the cost account and budget object class codes. Some of you may prefer to just delete/cancel and re-obligate. It will be less confusing.

Scenario 3: Document IA8990D0678 was obligated with the vendor code of “DOI” for \$8,000. We need it to reflect “GSA”. For illustration purposes, we will say it was distributed to two accounting entries. There has been some partial payments made against this document. The document is no longer on the SUSF.

1. First thing to do is to look at OBLH to determine the balance outstanding for the particular document you are trying to correct.

```

ACTION: S SCREEN: OBLH USERID: XXX1
*** ORDERS HEADER INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER
TRANS CODE: M1 ORDER NUMBER: IA8990D0678 DOC TYPE:
VENDOR CODE: DOI PO DATE: 05 01 2003 TRANS TYPE: 01
NAME: DELIVERY DATE:
COMMENTS: END DATE:
CONTACT: END DATE DESC:
INSP/ACC DAYS: 00 BUYER: COMM FLAG: SHIP TO:
NEG PYMT DAYS: 00 TEXT TYPE: FOB: SHIP VIA:
NO OF OPTIONS: 00 PURCH METHOD: EFFECTIVE DATE: 07 01 2003
ALT PAYEE: /
ORDERED AMT: 8,000.00 RELATED GBL:
CLOSED AMT: 6,000.00 CLOSED DATE:
ACCRUED AMT: 0.00 PRINT PO: N LAST PRINT DATE:
EXPENDED AMT: 6,000.00 LAST CHG STATUS:
OUTSTANDING AMT: 2,000.00 CONF ORDER: N BLANKET #:
ACCEPTED AMT: 0.00 RCVR REQD: N FINAL REC FLAG:
INVOICED AMT: 0.00 INV REQD: N INVITATION #:
MISC REF AMT: 0.00 CONTRACT #:
HOLDBACK AMT: 0.00 RESP PERSON:
DISCOUNT % / DAYS: 0.000 / 00 ; 0.000 / 00 ; 0.000 / 00

```

2. Next go to the OBLH and copy down the line numbers and the outstanding amounts for each of the lines.

```

ACTION: S SCREEN: OBLI USERID: XXX1
*** PURCHASE ORDER ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER, LINE NUMBER
TRANS CODE: M1 ORDER NUMBER: IA8990D0678
01- LINE NO: 001 BFYS: 2003 FUND: 01 REF REQ:
DESCR: LAST CHANGE STATUS:
DIVISION: WRO RPTG: PO LINE AMT: 3,000.00
BUD ORG: 8990 / CLOSED AMT: 1,500.00
COST ORG: / JOB: 2001 ACCRUED AMT: 0.00
PROGRAM: IZI BOC/SUB: 261A / EXPENDED AMT: 1,500.00
ASSOC ORDER: HOLDBACK AMT: 0.00
CLO BFYS: CLO FUND: OUTSTANDING AMT: 1,500.00
FA #: FA TYPE: BETT #: ACQ METH: QTY:

```

```

ACTION: R SCREEN: OBLI USERID: XXX1
*** PURCHASE ORDER ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER, LINE NUMBER
TRANS CODE: M1 ORDER NUMBER: IA8990D0678
01- LINE NO: 002 BFYS: 2003 FUND: 01 REF REQ:
DESCR: LAST CHANGE STATUS:
DIVISION: WRO RPTG: PO LINE AMT: 5,000.00
BUD ORG: 8990 / CLOSED AMT: 4,500.00
COST ORG: / JOB: 3250 ACCRUED AMT: 0.00
PROGRAM: LZZ BOC/SUB: 261A / EXPENDED AMT: 4,500.00
ASSOC ORDER: HOLDBACK AMT: 0.00
CLO BFYS: CLO FUND: OUTSTANDING AMT: 500.00
FA #: FA TYPE: BETT #: ACQ METH: QTY:

```

3. The next step is to modify the document to change the vendor code.

```

ACTION: R SCREEN: SUSF USERID: XXX1 DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION: NEW SEC2:

---BATCH ID--- ----DOCUMENT ID----- INIT LAST LAST
SEL TC SEC1 NUMBER TC SEC1 NUMBER STAT APPRV USER DATE USER
- - - - -
00- M1 WRO IA8990D0678

```

4. Change the vendor code, and enter the line numbers and their respective balances.

```

STATUS: ACPT DOCID: M1 WRO IA8990D0678
BATID: ORG:
MISCELLANEOUS ORDER DOCUMENT
MO DATE: ACCTG PD: ACTION: M DOC TYPE:
VENDOR CODE: GSA TRANS TYPE: 01
NAME: EFFECTIVE DATE: 05 01 2003
ADDRESS: END DATE:
NEG PYMT DAYS:
NO OF OPTIONS:
COMMENTS:
RESP PERSON:
CONTACT:
ALT PAYEE: / BUYER:
RCVR REQD: N INV REQD: N PURCH METHOD:
PRINT PO: N TEXT TYPE: CONF ORDER: N
INVITATION #: ASSOC ORDER: CONTRACT #:
BFYS: FUND: DOCUMENT TOTAL: 2000.00
REF REQ: BLANKET NUMBER:
DISCOUNT %: 0.000 DAYS: 00
DISCOUNT %: 0.000 DAYS: 00
DISCOUNT %: 0.000 DAYS: 00
FIELD 1: FIELD 2: FIELD 3: FIELD 4:
DISCRIPTION:

```

```

DOCID: M1 WRO IA8990D0678
STATUS: ACPT BATID: ORG: 001-001 OF 001
01-
  LINE: 001 REF REQ-LINE: BUDGET FYS:
  FUND: BUDGET ORG/SUB: COST ORG/SUB: /
  PGM: BOC /SUB: / RPTG:
  JOB NO: CLOSED BFYS: CLOSED FUND:
  DESCR: ASSOC ORDER:
  AMOUNT: 1500.00 I/D: P/F: PURCH AUTHOIRTY:
  FA #: FA TYPE: BETT #: ACQ MTH: QTR: 1.00
  FIELD 5: FIELD 6: FIELD 7: FIELD 8:
02-
  LINE: 002 REF REQ-LINE: BUDGET FYS:
  FUND: BUDGET ORG/SUB: COST ORG/SUB: /
  PGM: BOC /SBU: / RPTG:
  JOB NO: CLOSED BFYS: CLOSED FUND:
  DESCR: ASSOC ORDER:
  AMOUNT: 500.00 I/D: P/F: PURCH AUTHOIRTY:
  FA #: FA TYPE: BETT #: ACQ MTH: QTR: 1.00
  FIELD 5: FIELD 6: FIELD 7: FIELD 8:

```

- After entering the last accounting line for the document, hit the <home> key and type a “Q” and <ENTER>.

```

Q
DOCID: M1 WRO IA8990D0678
STATUS: ACPT BATID: ORG: 001-001 OF 001
01-
  LINE: 001 REF REQ-LINE: BUDGET FYS:
  FUND: BUDGET ORG/SUB: COST ORG/SUB: /

```

- The document should reject for “vendor not = original.” The next step is to delete the original document with the vendor code of “DOI”. Since there were partial payments made against the document, you can only delete it by modifying the document and reduce the remaining balances.

```

ACTION: R SCREEN: SUSF USERID: XXX1 DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION: NEW SEC2:
---BATCH ID--- ----DOCUMENT ID----- INIT LAST LAST
SEL TC SEC1 NUMBER TC SEC1 NUMBER STAT APPRV USER DATE USER
-----
00- M1 WRO SNW M1 WRO IA8990D0678

```

```

DOCID: M1 WRO IA8990D0678
STATUS: ACPT BATID: M1 WRO SNW ORG:
MISCELLANEOUS ORDER DOCUMENT
MO DATE: ACCTG PD: ACTION: M DOC TYPE:
VENDOR CODE: DOI TRANS TYPE: 01
NAME: EFFECTIVE DATE: 05 01 2003
ADDRESS: END DATE:
NEG PYMT DAYS:
NO OF OPTIONS:
COMMENTS:
RESP PERSON:
CONTACT:
ALT PAYEE: / BUYER:
RCVR REQD: N INV REQD: N PURCH METHOD:
PRINT PO: N TEXT TYPE: CONF ORDER: N
INVITATION #: ASSOC ORDER: CONTRACT #:
BFYS: FUND: DOCUMENT TOTAL: 2000.00
REF REQ: BLANKET NUMBER:
DISCOUNT %: 0.000 DAYS: 00
DISCOUNT %: 0.000 DAYS: 00
DISCOUNT %: 0.000 DAYS: 00
FIELD 1: FIELD 2: FIELD 3: FIELD 4:
DISRIPTION:

```

```

DOCID: M1 WRO IA8990D0678
STATUS: ACCPT BATID: M1 WRO SNW ORG: 001-001 OF 001
01-
  LINE: 001 REF REQ-LINE: BUDGET FYS:
  FUND: BUDGET ORG/SUB: COST ORG/SUB: /
  PGM: BOC /SUB: / RPTG:
  JOB NO: CLOSED BFYS: CLOSED FUND:
  DESCR: ASSOC ORDER:
  AMOUNT: 1500.00 I/D: D P/F: PURCH AUTHOIRTY:
  FA #: FA TYPE: BETT #: ACQ MTH: QTR: 1.00
  FIELD 5: FIELD 6: FIELD 7: FIELD 8:
02-
  LINE: 002 REF REQ-LINE: BUDGET FYS:
  FUND: BUDGET ORG/SUB: COST ORG/SUB: /
  PGM: BOC /SBU: / RPTG:
  JOB NO: CLOSED BFYS: CLOSED FUND:
  DESCR: ASSOC ORDER:
  AMOUNT: 500.00 I/D: D P/F: PURCH AUTHOIRTY:
  FA #: FA TYPE: BETT #: ACQ MTH: QTR: 1.00
  FIELD 5: FIELD 6: FIELD 7: FIELD 8:

```

7. Process the document.

```

WRITE DOCID: M1 WRO IA8990D0678
STATUS: ACCPT BATID: M1 WRO SNW ORG:
MISCELLANEOUS ORDER DOCUMENT
MO DATE: ACCTG PD: ACTION: M DOC TYPE:
VENDOR CODE: DOI TRANS TYPE:

```

8. Go back to the SUSF table and pull up your rejected document.

```

ACTION: S SCREEN: SUSF USERID: XXX1 DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION: SEC2:
---BATCH ID--- ----DOCUMENT ID----- INIT LAST LAST
SEL TC SEC1 NUMBER TC SEC1 NUMBER STAT APPRV USER DATE USER
- - - - -
00 M1 WRO IA8990D0678

```

9. Copy it to another document number. In our example, we will create a new document IA8991D0678.

```

ACTION: R SCREEN: SUSF USERID: XXX1 DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION: COPY SEC2:
---BATCH ID--- ----DOCUMENT ID----- INIT LAST LAST
SEL TC SEC1 NUMBER TC SEC1 NUMBER STAT APPRV USER DATE USER
- - - - -
00 M1 WRO IA8991D0678
01- x M1 WRO IA8990D0678

```

10. This will bring up the copied document on the screen.

```

MORE          DOCID: M1 WRO IA89910678
STATUS:      BATID:          ORG:    001-001 OF 015
              (OBLIGATION INPUT)
              MISCELLANEOUS ORDER

DOC ACTION   TRANS      TOTAL      VENDOR      DOCUMENT
(E,M,X)     TYPE      OBLIGATION  CODE        DATE
  M          01          2000.00     GSA         / /

  ACCTG PRD: /   BFY:          NAME:
NEG PYMT DAYS:          ADDR1:
ASSOC ORDER:           2:
DISCOUNT %:          DAYS:    3:
DISCOUNT %:          DAYS:    4:
DISCOUNT %:          DAYS:

              (PROJ) (PWE) OBJ RPTG REF REQ LINE:
LN  ORGN  JOB   PGM CODE CAT  BFYS  FUND  AMOUNT  P/F  I/D
001 8990  2001  IZI  261A          1500.00  F
FA #:          FA TYPE:   BETT #:  ACQ METH:  QUANT:
REMARKS:          CLOSED ABFY:  /FUND:

```

11. Change the Action from M to E and process.

```

WRITE          DOCID: M1 WRO IA89910678
STATUS:      BATID:          ORG:    001-001 OF 015
              (OBLIGATION INPUT)
              MISCELLANEOUS ORDER

DOC ACTION   TRANS      TOTAL      VENDOR      DOCUMENT
(E,M,X)     TYPE      OBLIGATION  CODE        DATE
  E         01          2000.00     GSA         / /

  ACCTG PRD: /   BFY:          NAME:
NEG PYMT DAYS:          ADDR1:
ASSOC ORDER:           2:
DISCOUNT %:          DAYS:    3:
DISCOUNT %:          DAYS:    4:
DISCOUNT %:          DAYS:

              (PROJ) (PWE) OBJ RPTG REF REQ LINE:
LN  ORGN  JOB   PGM CODE CAT  BFYS  FUND  AMOUNT  P/F  I/D
001 8990  2001  IZI  261A          1500.00  F
FA #:          FA TYPE:   BETT #:  ACQ METH:  QUANT:
REMARKS:          CLOSED ABFY:  /FUND:

```

12. Go back to the SUSF table, scan and delete the rejected document.

```

ACTION: R  SCREEN: SUSF  USERID: XXX1  DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION: DELETE          SEC2:

      ---BATCH ID--- ----DOCUMENT ID-----
      SEL TC SEC1 NUMBER TC SEC1  NUMBER  STAT  APPRV  INIT  LAST  LAST
      - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
00
01 X          M1 WRO IA8990D0678 REJCT

```

DELETING OBLIGATION DOCUMENT ENTRIES

Cancellation of Obligation

Purchase order PX8990D0025 is to be canceled due to unavailability of product.

NOTE: Use the TAB key to change from one field to another.

- At the SUSF table screen, type **NEW** in the Function, move the cursor to line "00" and type in the Document ID, **M1** for the Trans Code; **WRO** for the Division Code; and your assigned Document ID for the procurement action, **PX8990D0025**.

ACTION: S		SCREEN: SUSF		USERID: XXX1		DOI CUSTOM DOCUMENT		SUSPENSE INDEX 1	
FUNCTION: NEW						SEC2:			
		---BATCH ID---		---DOCUMENT ID---				INIT	
SEL TC		SEC1 NUMBER TC		SEC1 NUMBER		STAT		APPRV	
		-----		-----		-----		-----	
00-				M1 WRO		PX8990D0025			
								LAST	
								DATE	
								USER	

- Press <ENTER> to go to the Miscellaneous Order Document screen.
- Complete the Header information as follows:
DOC ACTION = Type **X** to cancel the document. The use of **X** to cancel the obligation only works when no partial payments have ever been made against the order.
- Press the <HOME> key to go to the top left corner of the screen.
- Type **RUN DOC** or **W** and <ENTER> to process the document. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

W		DOCID: M1 WRO PX8990D0025	
STATUS:		BATID: ORG: 001-001 OF 001	
		(OBLIGATION INPUT)	
		MISCELLANEOUS ORDER	
DOC ACTION	TRANS	TOTAL	VENDOR
(E,M,X)	TYPE	OBLIGATION	CODE
X			
			DOCUMENT
			DATE
			/ /
ACCTG PRD:	/	BFY:	NAME:
NEG PYMT DAYS:			ADDR1:
ASSOC ORDER:			2:
DISCOUNT %:		DAYS:	3:
DISCOUNT %:		DAYS:	
DISCOUNT %:		DAYS:	
LN	ORGN	(PROJ)	(PWE)
		JOB	PGM
			OBJ
			RPTG
			REF REQ
			LINE:
			BFYS
			FUND
			AMOUNT
			P/F
			I/D
FA #:		FA TYPE:	BETT #:
REMARKS:			ACQ METH:
			QUANT:
			CLOSED ABFY:
			/FUND:


```

W DOCID: M1 WRO PX8990D0025
STATUS: BATID: ORG: 001-001 OF 001
(OBLIGATION INPUT)
MISCELLANEOUS ORDER

DOC ACTION TRANS TOTAL VENDOR DOCUMENT
(E,M,X) TYPE OBLIGATION CODE DATE
M 01 1100.00 / /

ACCTG PRD: / BFY: NAME:
NEG PYMT DAYS: ADDR1:
ASSOC ORDER: 2:
DISCOUNT %: DAYS: 3:
DISCOUNT %: DAYS:
DISCOUNT %: DAYS:

(LN ORGN (PROJ) (PWE) OBJ RPTG REF REQ LINE:
001 AMOUNT P/F I/D
1100.00 D
FA #: FA TYPE: BETT #: ACQ METH: QUANT:
REMARKS: CLOSED ABFY: /FUND:

```

To exit the document screen, type a **F** at the upper left hand corner to get back to the tables.

```

F DOCID: M1 WRO CX8990D0053
STATUS: ACCPT BATID: ORG: 001-001 OF 001
(OBLIGATION INPUT)
MISCELLANEOUS ORDER

DOC ACTION TRANS TOTAL VENDOR DOCUMENT
(E,M,X) TYPE OBLIGATION CODE DATE
M 01 1100.00 / /

```

PAYROLL DISTRIBUTION

PRE-DISTRIBUTION OF UNDISTRIBUTED LABOR

To reduce the number of undistributed labor costs entries, the Payroll Corrections Table (PCOR) may be used to make on-line distribution of potential cost account problems before the final transactions are posted to the OARC table.

The PCOR table is sorted by organization code, which makes it easier for a park/office to retrieve only those entries for a specific organization code without having to rely totally on printed reports. The PCOR table is generally available to make corrections for the previous payroll period (i.e., PP14) on the second week of the current pay period (i.e., PP15). Park/office will have from Tuesday through Friday of that second week to access PCOR to make corrections to the undistributed labor records before they are posted on Friday night.

Any corrections that were not made using PCOR for problem accounts will default to the undistributed labor and must subsequently be corrected on the OARC table on the following week (first week of PP16).

Please note that when making corrections to the account number in the FFS Cost Structure, it must begin and end in the same columns as the account number that its replacing. The account number must be 11 characters long, with no hyphens or dashes to separate the organization, project number and program (PWE). If the account number does not have job number, enter four blank spaces. Use the space bar--not the arrow keys--to enter the four spaces.

Steps to Make the Corrections

NOTE: Use the TAB key to change from one field to another.

In this example, the cost account was originally entered incorrectly as 8991-2001-SZM and should be 8990-2001-SZM.

1. Access the table, type a **N** in the Action field and **PCOR** for the Screen.

```
ACTION:  N  SCREEN:  PCOR  USERID:  XXX1
```

2. To bring up the first line that would reject to the undistributed labor account, PWE 010, type **S** for the Action; **WRO** for the Division Code; and the Organization code that you wish to make corrections to. For our example, we will use organization 8999.

```
ACTION :  S  SCREEN:  PCOR  USERID:  XXX1
PAYROLL CORRECTIONS TABLE
KEY IS ACTUALS/DEBT INDICATOR, DIVISION, ORGANIZATION, SSN, SEQ

ACTUALS/DEBT INDICATOR:  A  DIVISION:  WRO  ORGANIZATION:  8999
SSN:  123456789  NAME:
```

3. This would bring up the following screen with the first reject detected:

```

ACTION : R SCREEN: PCOR USERID: XXX1
PAYROLL CORRECTIONS TABLE
KEY IS ACTUALS/DEBT INDICATOR, DIVISION, ORGANIZATION, SSN, SEQ

ACTUALS/DEBT INDICATOR: A DIVISION: WRO ORGANIZATION: 8999
SSN: 123456789 NAME: BEAR, TEDDY

  SEQ FFS COST STRUCTURE/      DEF FPPS ORG  PAY PD   PAY CD   REG PAY/
  ORIGINAL COST STRUCT      FPPS ORG    BOC/RV SUB  HOURS   ADDITIVES
-----
01-  003  8990   010
      89912001SZM              8991        2003 11   010      1,633.80
                                   113A              80.00    491.78
  
```

4. To make corrections to the account number, type a **C** in Action; tab to the cost structure, type in the appropriate account number and hit the enter key.

```

ACTION : C SCREEN: PCOR USERID: XXX1
PAYROLL CORRECTIONS TABLE
KEY IS DIVISION, ORGANIZATION, SSN, SEQ

DIVISION: WRO ORGANIZATION: 8999 SSN: 123456789
NAME: BEAR, TEDDY

  SEQ FFS COST STRUCTURE/      DEF FPPS ORG  PAY PD   PAY CD   REG PAY/
  ORIGINAL COST STRUCT      FPPS ORG    BOC/RV SUB  HOURS   ADDITIVES
-----
01-  003  89902001SZM
      89912001SZM              8991        2003 11   010      1,633.80
                                   113A              80.00    491.78

01-*1031 ALL LINES CHANGED
  
```

5. To go to the next record in PCOR, enter **R** in the Action field and hit the enter key.

```

ACTION : R SCREEN: PCOR USERID: XXX1
PAYROLL CORRECTIONS TABLE
KEY IS DIVISION, ORGANIZATION, SSN, SEQ

DIVISION: WRO ORGANIZATION: 8999 SSN: 123456789
NAME: BEAR, TEDDY

  SEQ FFS COST STRUCTURE/      DEF FPPS ORG  PAY PD   PAY CD   REG PAY/
  ORIGINAL COST STRUCT      FPPS ORG    BOC/RV SUB  HOURS   ADDITIVES
-----
  
```

View the Corrections Made

Use the defaulted payroll records table to view the corrections made to the PCOR table, by typing a **N** in the Action and **DREC** in the Screen and hit the enter key.

```

ACTION : N SCREEN: DREC USERID: XXX1
DEFAULTED PAYROLL RECORDS TABLE
KEY IS ACTUALS/DEBT/IND, SSN, SEQ
  
```

To see if the entries were corrected properly or not, type a **S** in the Action and the appropriate social security number of the record that you wish to see.

```

ACTION : S SCREEN: DREC USERID: XXX1
DEFAULTED PAYROLL RECORDS TABLE
KEY IS ACTUALS/DEBT/IND, SSN, SEQ

ACTUALS/DEBT IND: A      SSN: 123456789      NAME: BEAR, TEDDY

01- SEQ: 003  ORIG COST STR: 89912001SZM      ORIG FPPS ORG: 8991
      FFS COST STR: 89902001SZM      DEF FPPS ORG:
      BFYS: 2003      CLOSED BFYS:      CLOSED FUND:
      BOC/RSRC: 113A      SUB BOC/RSRC:      PAY PD: 2003 11 PAY CD: 010
      HOURS: 80.00 REG PAY: 1,633.80 ADDITIVES: 491.78

02- SEQ:      ORIG COST STR:      ORIG FPPS ORG:
      FFS COST STR:      DEF FPPS ORG:
      BFYS:      CLOSED BFYS:      CLOSED FUND:
      BOC/RSRC:      SUB BOC/RSRC:      PAY PD:      PAY CD:
      HOURS:      REG PAY:      ADDITIVES:

```

UNDISTRIBUTED LABOR CORRECTIONS

Undistributed labor can be corrected on-line through the Archived Posted Payroll Records Table (OARC). Corrections to a specific line can only be corrected once within the pay period. If you made a mistake, you cannot go back to change it in the same period the corrections were made.

All adjustments to the OARC table will appear on the Payroll Distribution Report (#444). Adjustments that fail to process will appear again on the next Undistributed Labor (UDL) Report.

Some Causes that Creates Undistributed Labor

When using FPPS, the account number must be entered as if it is a fixed eleven characters in length. No dashes or underlines are to be entered. An account that does not have a project code assigned should be entered with the responsible organization code followed by four spaces and conclude with the three-character PWE.

When entering the cost account on the time sheets, spaces are very important. For example, if you want to charge account "2645-SZA" and entered it on the time sheets or in PAY/PERS as "2645SZA" rather than "2645 SZA", the system will interpret the entry to mean "26452645SZA".

The Payroll Operations Division has been using the account number field to make comments (e.g., "9723REC-ADJ).

Steps to Making the Correction

The numbers in parentheses refers to the numbered position on the OARC table screen below.

1. Locate the record to be adjusted by scanning for the employee's Social Security Number (1) and the pay period (2)(3), and the three character sequence number (4) associated with the original OARC record. The SEQ field (5) is a three character sequence number associated with the changed OARC record. The pay period is the four characters in the fiscal year (2) and the pay period number (3), such as **2002 22**. There are several exceptions. Pay period 21 was split into two pay periods. The BFY 2002 portion is identified as 2002 21 and the

BFY 2003 portion is identified as 2003 00. The two character pay period number always refers to the 444 Report period which may not be the period in which the charge was incurred.

2. Change the action to 'C' (change).
3. Tab down to the Adjusted Cost Structure.
4. Tab through field number (13), a one-character field not used by the National Park Service.
5. Enter the cost account (14) to which the payroll is to be charged.
6. Enter the BFY in field number (15) only if it is to be changed from the BFY disclosed in position number (8).
7. If payroll charges are being divided between cost accounts in a flat percentage rate, enter the percentage for each line in field number (16). If this field is used, the sum of the percentages must be 100. Otherwise leave this field blank.
8. Press <ENTER>. You should get a message indicating that "All lines changed."

If you have more than one entry for the same employee, type a R in the Action field and <ENTER>. This will refresh the screen with the next record.

All accepted corrections from the OARC table will appear on the next Payroll Distribution report (#444). Rejected adjustments will reappear on the next Undistributed Labor report.

```

ACTION: C  SCREEN:  OARC  USERID:  XXX1
ARCHIVED POSTED PAYROLL RECORDS TABLE
KEY IS SSN, PP, OSEQ, SEQ

SSN:  (1)      PP: (2) (3)   OSEQ: (4)   SEQ:  (5)   NAME:  (6)
POSTED COST STRUCTURE: (7)                                BFY:  (8)
  POSTED CLOSED BFYS:                                CLOSED FUND:
  POSTED FPPS ORG:                                ORIG FPPS ORG:
ORIG. COST STRUCTURE: (9)                                BOC/SUB:
  ADJ PENDING:                                LAST USER ID:    PAY CODE:
REGULAR PAY:  (10)                                ADDITIVES:  (11)  HOURS:  (12)

      ADJUSTED
      COST STRUCTURE      BFYS      HOURS      PCT  ADJ FPPS ORG  CLOSED BFY/FUND
-----
(13)      (14)              (15)              (16)
  
```

OARC Screen Description

Field

Number Field Description

- (1) Employee's Social Security number.
- (2) Four character calendar year designator such as 2002 or 2003 .

- (3) Two character pay period identifier such as 26 or 01. The pay period is the pay period during which the activity was processed on the #444 or the Undistributed Labor (UDL), not the pay period for activity was charged.
- (4) Three character sequence number that is associated with the original OARC record.
- (5) Three character sequence number that is associated with the changed OARC record.
- (6) Employee's name.
- (7) Cost account number to which the payroll charges were posted. The cost account consists of four (4) digit organization code, a four (4) digit project number or four (4) spaces and a three (3) character program code. If the program is '010', the charges were posted to the Region's undistributed labor account.
- (8) Four digit BFY which was defaulted by the FFS.
- (9) This cost account may have the same format as the cost account in number (7) above or it may be the employee's home organization code or four (4) zeros. This is the account to which the FFS attempted to post the payroll charges.
- (10) Earnings amount from the Undistributed Labor report. Payroll charges are summarized and disclosed by pay period and by budget object class (BOC) on the labor distribution (444) report. Therefore, there may be several OARC records for a 444 record. The total amounts on the OARC records will equal the 444 record amount.
- (11) The OARC record additives amount will relate to the benefits amounts on the UDL and the 444 reports in the same manner as the OARC regular pay amount, field number (10) relates to the earnings amounts on the UDL and 444.
- (12) The OARC hours amount will relate to the hours amounts on the UDL and the 444 in the same manner as the OARC regular pay amount, field (10) relates to earnings amounts on the UDL and the 444.
- (13) Not used.
- (14) The cost account to which the payroll charge is to be posted. The cost account consists of four character organization code, a four character project number or four blank spaces and a three character program number. The cost account is entered as one value without tabs or spaces between the cost account components.
- (15) This field is used only if the BFY disclosed in field number above is to be changed. The BFY is the same two character field used elsewhere in FFS.
- (16) This field is used only when the OARC record payroll charge is being split between two or more cost accounts. Each of the additional cost accounts and related information is entered in the Adjusted Cost Structure fields on separate lines. The total of all percentages must add up to 100.

View Corrections Made

Use the Adjusted Payroll Records Table to view what distributions were made on a specific individual by typing **N** in the Action and **ADJL** in the Screen.

```
ACTION: N SCREEN: ADJL USERID: XXX1
```

To see how the corrections were made to the undistributed labor on the OARC table, type **S** in the Action, tab to the social security number and type in the specific individual's social security number, and hit the <ENTER> key.

```
ACTION: S SCREEN: ADJL USERID: XXX1
PAYROLL ADJUSTMENTS TABLE
KEY IS SSN, PP, ORIG SEQ, SUB SEQ AND NEW SEQ
```

SSN	PP	ORIG SEQ	SUB SEQ	NEW SEQ	ADJUST COST	STRUCTURE
HRS	PCT	CLSD BFYS	CLSD FUND	BFYS	ADJUST FPPS	ORG
123456789	2002 24	001	001	001	89992001M8B	
0.00	100.0			2003		
124678901	2003 07	001	001	001	9999	IXI
8.00	100.0			2003	100.0	
1278899999	2003 11	001	002	001	899960127YB	
8.00	100.0			2003		

PROPERTY

FIXED ASSETS ACQUISITION

Capitalized equipment is generally acquire by means of a purchase order and obligated in FFS through IDEAS.

NOTE: To change from one field to another, use the **TAB** key.

- At the SUSF table screen, type **NEW** in the Function, move the cursor to line "00" and type in the Document ID, **FA** for the Trans Code; **WRO** for the Division Code; and your assigned Document ID for the travel authorization.

ACTION: S		SCREEN: SUSF		USERID: XXX1		DOI CUSTOM DOCUMENT		SUSPENSE		INDEX 1	
FUNCTION: NEW		SEC2:									
		---BATCH ID---		----DOCUMENT ID----				INIT	LAST	LAST	
SEL	TC	SEC1	NUMBER	TC	SEC1	NUMBER	STAT	APPRV	USER	DATE	USER

00-				FA WRO		FA8990D0004					

- Press <ENTER> to go to the Fixed Asset Acquisition Input screen.
- Complete the screen one as follows:
 - ACTION = **M** to complete the property information
 - FA NUMBER = Type in the property number for the asset.
 - FA TYPE = Type in **SE** to designate sensitive equipment.
 - CE – Capitalized Equipment/Furniture
 - CO – Capitalized Other (Software)
 - CV – Capitalized Motor Vehicles
 - SV – Sensitive Motor Vehicles
 - CATALOG CODE = Type in the Federal Supply Class code
 - REF DOC ID = Type in M\$ P8990030010 (Obligation document)
 - REF LINE = Type in the line number from the purchase order
 - FA GROUP = Type in the Federal Supply Classification group number
 - FA LOC = Type in the organization code where the property is located.

 - BFYS)
 - FUND)
 - ORG) These information will default from the Purchase Order
 - PROGRAM)
 - JOB)
 - BOC)

 - CUST PROP OFFICER = Type in the custodial property officer.
 - COGNIZANT
 - EMPLOYEE = Type in the NPS Liaison Officer.

Hit <ENTER> to go to the next screen.

```

DOCID: FA WRO FA8990D0004
STATUS: BATID: ORG:
FIXED ASSET ACQUISITION INPUT SCREEN (SCREEN 1 OF 2)
TRANS DATE: ACCTG PRD: ACTION: E SKELETAL IND: N
FA NUMBER: NP8000043354 FA TYPE: SE CATALOG CODE: 7026
REF DOC ID: M$ P8990030010 REF LINE: 001 REF COMM LINE:
FA GROUP: 70 CUSTODIAL ORG: 8990
FA LOC: 8990 FA LOC NAME: SMOKEY BEAR NATIONAL PARK
BUILDING: ROOM: BFYS: 2003
FUND: 01 ORG: 8990 PGM: MZZ JOB: 0901 BOC: 312E
CPO ACKNOWLEDGEMENT REQ: N ALLOW PAYMENT TO UPD ACQ COST: N
ACQ DATE: 09 16 2003 ACQ METHOD: P ACQ COST: 1395.00 I/D:
I
IN SVC DATE: 11 18 2003 CAPITALIZED: N CLOSING COSTS:
VAL DATE: DEPR METHOD: SL VALUATON AMT:
REPL DATE: USEFUL LIFE: 005 SALAVAGE VALUE:
PURCH AUTH: FP61510017 FUNDING SOURCE:
VENDOR CODE: VENDOR NAME:
DESCRIPTION: ADP CENTRAL PROCESSING UNIT (LAPTOP COMPUTER)
:
CUST PROP OFFICER: PW89901 / WORKMAN WOODY
ACCOUNT PROP OFFICER: PW8990 / SOUP STAN CE
PROP ADMINISTRATOR: PW / RECTOR RUSS TYP
COGNIZANT EMPLOYEE: PW89901005 / FOREMAN FREDDY L

```

4. Other Information

MANUFACTURER = Optional. But should be entered if known from the source document.

YEAR OF MANUF = Type in the information if known.

MODEL NUMBER = Type in the information if known.

SERIAL # = Type in the serial number for the property.

5. Warranty/Maintenance Information

WARRANTY END
DATE = Type the date at which asset warranty will expire.

DEDUCTIBLE = Enter amount to be paid on repairs covered by the warranty.

SERV CONTRACT # = Type in if the service contract number is known.

MAINTENANCE
COSTS = Type in if the amount of maintenance costs to date for the asset is known.

6. Hit the Home key and type in W to process the document.

```

DOCID: FA WRO FA8990D0004
STATUS: BATID: ORG: 001-001 OF 001
FIXED ASSET ACQUISITION INPUT SCREEN

***** OTHER INFORMATION *****
UNIT OF ISSUE: UNITS: 00000001
MANUFACTURER: DELL YEAR OF MANUF: 2003
MODEL NUMBER: C650 LATTITUDE SERIAL #: 55JFK76
FUEL CODE: AREA:
PLAT NUMBER: VEHICLE CLASS:
***** LEASE INFORMATION *****
LEASE START DATE: LEASE TYPE: N LEASE AMT:
END DATE: PAYMENT FREQ: PAYMENT AMT:
BUYOUT AMT:
LIQUIDATING DAMAGES:
***** WARRANTY / MAINTENANCE INFORMATION *****
WARRANTY END DATE: DEDUCTIBLE:
SERV CONTRACT #: MAINT COSTS:
SERV CONTRACT END DATE:

```


2. Press <ENTER> to go to the Fixed Asset Betterment Input screen.
3. Complete the screen one as follows:
 - ACTION = **M** to complete the property information
 - FA NUMBER = Type in the property number for the asset.
 - FA TYPE = Type in **SE** to designate sensitive equipment.
 - CE – Capitalized Equipment/Furniture
 - CO – Capitalized Other (Software)
 - CV – Capitalized Motor Vehicles
 - SV – Sensitive Motor Vehicles
 - BETTERMENT NUMBER = Type in the first betterment for the asset.
 - REF DOC = Type in M\$ P8990030410 (Obligation document)
 - REF LINE = Type in the line number from the purchase order
 - CATALOG CODE = This is the same as the Federal Supply Classification code.
 - BFYS)
 - FUND)
 - ORG) These information will default from the Purchase Order
 - PROGRAM)
 - JOB)
 - BOC)
 - ACQ DATE = Use the date from the Receiving Report
 - I/D = Defaults to I Action Code E. Required to be filled-in for modification.
 - IN SVC DATE = Type in the date the asset was put into service.

Hit <ENTER> to go to the next screen.

STATUS:	DOCID: FB WRO FB8990D0410	BATID:	ORG:
FIXED ASSET BETTERMENT INPUT SCREEN (SCREEN 1 OF 2)			
TRANS DATE:	ACCTG PRD:	ACTION: M SKELETAL IND: N	
FA NUMBER: NP800012240	FA TYPE: SE	BETTERMENT NUMBER: 01	
REF DOC: M\$ p8990030410	REF LINE: 001	REF COMM LINE:	
CATALOG CODE: 7042	BFYS: 2002	FUND: 01	ORG: 8990
PROGRAM: PAA	JOB: 0201	BOC: 312A	
CPO ACKNOWLEDGEMENT REQ:	ALLOW PAYMENT TO UPD ACQ COST: Y		
ACQ DATE: 06 20 2003	ACQ METHOD: P	ACQ COST:	I/D: I
IN SVC DATE: 06 20 2003	DEPR METHOD: SL	CLOSING COSTS:	
VAL DATE:	USEFUL LIFE:	VALUATION AMT:	
REPL DATE:	USEFUL LIFE:	SALVAGE VALUE:	
NEW ASSET USEFUL LIFE:	PURCH AUTH:		
VENDOR CODE: NONFED	VENDOR NAME:		

4. General Information.
 - MANUFACTURER = Enter if known.
 - YEAR OF MANUF = Enter the year if known.
 - MODEL NUMBER = Enter the model number.
 - SERIAL # = Type in the serial number of the asset.
 - FUEL CODE = This is required to be completed for vehicles.

- Hit the Home key and type in W to process the document.

```

          DOCID: FB   WRO   FB8990D0410
STATUS:    BATID:                ORG:
          FIXED ASSET BETTERMENT INPUT SCREEN

DESCRIPTION:
          :
***** GENERAL INFORMATION *****
UNIT OF ISSUE:                UNITS:
MANUFACTURER: TOSHIBA        YEAR OF MANUF: 2003
MODEL NUMBER: HDC5130A      SERIAL #: KC12WV
FUEL CODE:                    AREA:
PLAT NUMBER:
***** LEASE INFORMATION *****
LEASE START DATE:            LEASE TYPE:        LEASE AMT:
END DATE:                   PAYMENT FREQ:      PAYMENT AMT:
                                                BUYOUT AMT:
                                                LIQUIDATION DAMAGES:
***** WARRANTY / MAINTENANCE INFORMATION *****
WARRANTY END DATE:          DEDUCTIBLE:
SERV CONTRACT #:           MAINT COSTS:
                                                SERV CONTRACT END DATE:

```

To see the fixed asset summary, go to the **FASM** table.

FIXED ASSET DISPOSITION

Information for the disposition of an asset comes from the Report of Survey. Before processing the disposition, you may need to scan a couple of applications tables for the asset to be disposed. In any table screen, hit the home key. Type a N in the Action field and FASM in the Screen field. You may wish to also review the FBT1 table before processing the FD document.

NOTE: To change from one field to another, use the **TAB** key.

- At the SUSF table screen, type **NEW** in the Function, move the cursor to line "00" and type in the Document ID, **FD** for the Trans Code; **WRO** for the Division Code; and your assigned Document ID for the travel authorization.

```

ACTION: S  SCREEN: SUSF  USERID: XXX1      DOI CUSTOM DOCUMENT  SUSPENSE INDEX 1
FUNCTION: NEW                SEC2:

      ---BATCH ID---  ----DOCUMENT ID-----
      SEL TC SEC1 NUMBER TC SEC1  NUMBER  STAT  APPRV  INIT  LAST  LAST
      - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
00-          FD WRO  FD8990D0079

```

- Press <ENTER> to go to the Fixed Asset Betterment Input screen.
- Complete the screen one as follows:
 - ACTION = **E**
 - FA TYPE = Type in the **CV** for capitalize motor vehicle
 - CE – Capitalized Equipment/Furniture
 - CO – Capitalized Other (Software)
 - SE - Sensitive equipment
 - SV – Sensitive Motor Vehicles

FA NUMBER = Type in the property number for the asset.
 BETTERMENT NUMBER = Type in the first betterment for the asset.
 DISPOSAL METHOD = Type R for damaged property
 DISPOSAL DATE = Defaults to system date if left blank
 SELLING PRICE = Amount received for disposal of asset
 DISPOSAL AUTHORITY = Enter the Report of Survey report number
 DESCRIPTION = Will default from FASM

- Hit the Home key and type in W to process the document.

```

          DOCID: FD WRO FD8990030079
STATUS:          BATID:          ORG:          001-001 OF 001
          FIXED ASSET DISPOSITION INPUT SCREEN

TRANS DATE:          ACCOUNTING PRD:          ACTION: E

01- FA   FA          BETT   DISP
   TYPE NUMBER          NUMBER METH  DISP DATE   SELLING PRICE
   -----
   CV   I251144          00    R    04 28 2003   0.00
DISP AUTH: RS8990D0004  ACQ DATE: 06 25 1995  NET BOOK:          0.00
DESCRIPTION: TRUCK, WITH SCISSORS LIFT PLATFORM
:
02- FA   FA          BETT   DISP
   TYPE NUMBER          NUMBER METH  DISP DATE   SELLING PRICE
   -----

DISP AUTH:          ACQ DATE:          NET BOOK:
DESCRIPTION:
  
```

- To see the changes made, go to the **FASM** table. If you have further documents to enter, you can **Pause** from the document screen at the top left corner followed by a space and type **FASM**.

```

P FASM          DOCID: FD WRO FD8990D0079
STATUS:          BATID:          ORG:
          FIXED ASSET ACQUISITION INPUT SCREEN (SCREEN 1 OF 2)
TRANS DATE:          ACCTG PRD:          ACTION: E   SKELETAL IND: N
  
```

Scan for the FA type and number.

```

ACTION: S SCREEN: FASM USERID: XXX1
*** FIXED ASSET SUMMARY INQUIRY TABLE ***
KEY IS FA TYPE, FA NUMBER
FA TYPE: CV FA NUMBER: I251144 CAPITALIZED: Y
BETTERMENT COUNT: 00 LAST INV DATE:
CATALOG CODE: 160 GROUP: 23 LOCATION: 8990
BUILDING: ROOM:
DESCRIPTION: TRUCK, WITH SCISSORS LIFT PLATFORM
:
PURCHASE AUTH: EX899005012 ACQ COST: 15,298.00
FUNDING SRC: NP8990009868 OBLIG AMT: 0.00
ACQ DATE: 06 25 1995 ACQ METHOD: P ACCUM DEPR: 15,298.00
IN SERV DATE: 06 25 1995 DEPR METHOD: SL MEMO DEPR: 0.00
REPL DATE: USEFUL LIFE: 007 CLOSING COSTS: 0.00
VAL DATE: VEH CLASS: NA VALUATION AMT: 0.00
DISP DATE: 04 28 2003 DISP METHOD: R SELLING PRICE: 0.00
DISP DATE: RS8890D0004 SALVAGE VALUE: 0.00
NET BOOK VALUE: 1395.00

CUSTODIAL ORGANIZATION:8990 / SMOKEY BEAR NM
CUSTODIAL PROP OFFICER: PW89901 / WORKMAN WOODY
ACCOUNTABLE PROP OFFICER: PW8990 / SOUP STAN
PROPERTY ADMINISTRATOR: PW / RECTOR RUSS
COGNIZANT EMPLOYEE: PW89901002 / WRECKER WILLY

```

Hit the Home key, type a N in the Action field and FBT1 in the Screen field. Hit <ENTER> to get to the fixed asset betterment inquiry table.

```

ACTION: N SCREEN: FBT1 USERID: XXX1
*** FIXED ASSET SUMMARY INQUIRY TABLE ***
KEY IS FA TYPE, FA NUMBER
FA TYPE: CV FA NUMBER: I251144 CAPITALIZED: Y
BETTERMENT COUNT: 00 LAST INV DATE:
CATALOG CODE: 160 GROUP: 23 LOCATION: 8990
BUILDING: ROOM:

```

Scan for FA type and number.

```

ACTION: R SCREEN: FBT1 USERID: XXX1
*** FIXED ASSET BETTERMENT INQUIRY TABLE ***
KEY IS FA TYPE, FA NUMBER, BETTERMENT #
FA TYPE: CV FA NUMBER: I251144 BETTERMENT #: 00
STATUSES - F/A: Y G/L:F CPO: I GSA EXCESS:
ASSET \BETTERMENT RECEIVED: N SIGNED FORM RECEIVED: N
CATALOG CODE: 160 GROUP: 23
PURCHASE AUTH: EX889005012 PAYMENT UPD ACQ COST: N

BFYS: 1995 FUND: 01 DIVISION: WRO ORGANIZATION: 8990
PROGRAM: MZU JOB: 0001 BOC: 311L TRANS DATE:
REF DOC NO: REF DOC LINE:
ACQ DATE: 06 25 1995 ACQ METHOD: T ACQ COST: 15,298.00
IN SERV DATE: 06 25 1995 DEPR METHOD: SL ACCUM DEPR: 15,298.00
REPL DATE: USEFUL LIFE: 007 OBLIG AMT: 0.00
MEMO DEPR: 0.00 CLOSING COSTS: 0.00
VAL DATE: VALUATION AMT: 0.00
DISP DATE: 04 08 2003 DISP METHOD: E SELLING PRICE: 0.00
DISP AUTH: RS8990D0004 SALVAGE VALUE: 0.00
DESCRIPTION: TURCK, WITH SCISSORS LIFT PLATFORM

```



```

DOCID: FT WRO FT89903021
STATUS: BATID: SEC2:
FIXED ASSET TRANSFER INPUT SCREEN
TRANS DATE: ACCTG PERIOD: CPO ACK REQ: N
FA NUMBER: NP8000085430 BETT NUMBER: 00 FA TYPE: SE
DESCRIPTION: COMPUTER, LAPTOP, 366MHZ, 128RAM, 6GB

NEW FA NUMBER: NEW BETT NUM: NEW FA TYPE:
NEW CAPITALIZED: NEW CUSTODIAL ORG: 9000
NEW LOC: 9000 NEW LOC NAME: JELLYSTONE PARK
NEW BUILDING: NEW ROOM:
NEW BFYS: NEW FUND: NEW ORG: 9072
NEW PROG: LZL NEW JOB: NEW BOC:
NEW CUST PROP OFFICER: PW907201 / RANGER RICK NEW
NEW ACCT PROP OFFICER: PW9072 / WEST WARD CE
NEW PROP ADMINISTRATOR: PW / RECTOR REED TYP
NEW COGNIZANT EMPLOYEE: PW907201 / RANGER RICK
*** TRANSFER AS NEW ACQUISITION - ADDITIONAL INFORMATION ***
REINSTATE AS NEW ACQUISITION: N BETTERMENT CARRY FLAG:
DISP AUTHORITY: TRANSFER PRICE:
NEW ACQ DATE: NEW DEPR METHOD: BOOK VALUE:
NEW IN SVC DATE: NEW USEFUL LIFE: NEW SAL VAL:
NEW PURCH AUTH: NEW FUND SRC:

```

4. Process the document. The document will reject. A note will be displayed at the bottom of the screen "FTAT ACCPT REQD".

The new Accountable Property Officer at the receiving park must accept the transfer.

1. The receiving park needs to go to the FTAT table.

```

ACTION: N SCREEN: FTAT USERID: XXX1 DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION: SEC2:

---BATCH ID--- ----DOCUMENT ID----- INIT LAST LAST
SEL TC SEC1 NUMBER TC SEC1 NUMBER STAT APPRV USER DATE USER
- - - - -
00-

```

2. Scan for the new CPO code.

```

ACTION: S SCREEN: FTAT USERID: XXX1
FIXED ASSET TRANSFER ACCEPTANCE TABLE
KEY IS CUST PROP OFFICER CODE, DOCUMENT ID

01-
CPO: PW907201- --/ RANGER RICK
DOCUMENT ID: FT WRO FT WRO FT899003021 ACCEPT TRANSFER IND: N
FA TYPE: SE FA NUMBER: NP8000085430 BETT NUMBER: 00-----
FROM CPO: PW889002 / HENRY STAN

```

3. Modify the document to change the "Accept Transfer Indicator" from N to Y. Hit the <HOME> key and type in "C".

```

ACTION: C SCREEN: FTAT USERID: XXX1
FIXED ASSET TRANSFER ACCEPTANCE TABLE
KEY IS CUST PROP OFFICER CODE, DOCUMENT ID

01-
CPO: PW907201- --/ RANGER RICK
DOCUMENT ID: FT WRO FT WRO FT899003021 ACCEPT TRANSFER IND: Y
FA TYPE: SE FA NUMBER: NP8000085430 BETT NUMBER: 00-----
FROM CPO: PW889002 / HENRY STAN

```

4. Note the document number. Go to the SUSF table and access this FT document and process it.

```

ACTION: S SCREEN: SUSF USERID: XXX1      DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION:                                SEC2:

      ---BATCH ID--- ----DOCUMENT ID-----      INIT      LAST      LAST
      SEL TC SEC1 NUMBER TC SEC1      NUMBER      STAT  APPRV  USER      DATE      USER
      -----
00-                                FT WRO FT89903021
  
```

```

W                                DOCID: FT WRO FT89903021
STATUS:                          BATID:                          SEC2:
                                FIXED ASSET TRANSFER INPUT SCREEN
TRANS DATE:                      ACCTG PERIOD:                  CPO ACK REQ: N
FA NUMBER: NP8000085430          BETT NUMBER: 00                FA TYPE: SE
DESCRIPTION: COMPUTER, LAPTOP, 366MHZ, 128RAM, 6GB

NEW FA NUMBER:                   NEW BETT NUM:                NEW FA TYPE:
                                NEW CAPITALIZED:              NEW CUSTODIAL ORG: 9000
NEW LOC: 9000                    NEW LOC NAME: JELLYSTONE PARK
NEW BUILDING:
NEW BFYS:                        NEW FUND:                    NEW ROOM:
NEW PROG: LZL                    NEW JOB:                      NEW BOC:
NEW CUST PROP OFFICER: PW907201 / RANGER                        RICK          NEW
NEW ACCT PROP OFFICER: PW9072   / WEST                       WARD          CE
NEW PROP ADMINISTRATOR: PW      / RECTOR                     REED          TYP
NEW COGNIZANT EMPLOYEE: PW907201 / RANGER                        RICK

*** TRANSFER AS NEW ACQUISITION - ADDITIONAL INFORMATION ***
REINSTATE AS NEW ACQUISITION: N    BETTERMENT CARRY FLAG:
DISP AUTHORITY:                    TRANSFER PRICE:
NEW ACQ DATE:                      NEW DEPR METHOD:              BOOK VALUE:
NEW IN SVC DATE:                   NEW USEFUL LIFE:              NEW SAL VAL:
NEW PURCH AUTH:                    NEW FUND SRC:
  
```

STANDARD VOUCHER INPUT SHEET AND SCREEN

STATUS:	DOCID: (1) (2) (3)	BATID:	ORG:
H-	STANDARD VOUCHER DOCUMENT		
	SV DATE: (5)	ACCOUNTING PERIOD: (6)	
	ACTION:	EXPENSE (E), REVENUE (R), GL (G): (7)	
	BUDGET FYS:	FUND:	TRANS TYPE:
	REVERSAL PERIOD:	BUDGET OVERRIDE IND:	
	COMMENT:		
	REF TRANS ID:		
	DOCUMENT TOTAL: (4)		
	DESCRIPTION:		
	SCHD FISC YR:	SCHD CAT:	SCHD TYP: SCHD NO:
	D.O.:	ACC DATE:	TREASURY NO:
	FIELD 1:	FIELD 2:	FIELD 3: FIELD 4:

STATUS:	DOCID:	BATID:	ORG:
01-			
	LINE NUMBER: (9)	TRAN TYPE: (10)	EXP/REV/GL/BUD: (7)
	BUDGET FYS: (16)	FUND:	DIVISION: (2)
	BUDGET ORG/SUB: (11)	COST ORG/SUB:	PROG: (13)
	BOC/REV SOURCE: (14)	SUB OBJ/SUB SRCE:	JOB: (12)
	REPT CATEGORY:	CLOSED BFYS:	CLOSED FUND:
	VENDOR CODE:	NAME:	
	SCHD FISC YR:	SCHED CAT:	SCHED TYP: SCHED NO:
	D.O.:	GUEST SYMBOL:	QUANT:
	REF TRANS ID:	REF LINE:	DOC TYPE:
	AGREEMENT #:	ADVANCE:	ACCOMPLISHED DATE:
	INVOICE NO:	INV LINE:	INVOICE DATE:
	AMOUNT: (15)	I/D IND: (8)	OBLIG FISC YR:
	DESCRIPTION: (25)	TREASURY NO:	
	FA #:	FA TYPE:	BETT #: ACQ METH:
	PURCH AUTH:		
	FIELD 5:	FIELD 6:	FIELD 7: FIELD 8:

DIVISION = Type **WRO** for Pacific West Region
 BUDGET ORG/SUB = Type in your 4-digit organization code.
 PROG = Type in the 3-character PWE.
 BOC/REV SOURCE = Type in the appropriate budget object class.
 JOB = Type in the 4-digit project number.
 AMOUNT = Type in the dollar amount.
 I/D IND = Type in whether this is an increase or a decrease.
 DESCRIPTION = Type in a brief explanation.

5. Press HOME to go to the top left corner of the screen.
6. Type **RUN DOC** or **W** and <ENTER> to process the document. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

W                               DOCID: SV WRO PR8990D0099
STATUS:                            BATID:                            ORG:                            001-001 OF 002
01-

  LINE NUMBER: 001                TRAN TYPE: AC                EXP/REV/GL/BUD: E
    BUDGET FYS: 2003                FUND:                            DIVISION: WRO
  BUDGET ORG/SUB: 8990            COST ORG/SUB:                    PROG: SZA
  BOC/REV SOURCE: 111F SUB OBJ/SUB SRCE:                JOB: 2500
  REPT CATEGORY:                    CLOSED BFYS:                    CLOSED FUND:
  VENDOR CODE:                        NAME:
  SCHD FISC YR:  SCHED CAT:          SCHED TYP:                SCHED NO:
    D.O.:                            GUEST SYMBOL:                QUANT:
  REF TRAN ID:                        REF LINE:                    DOC TYPE:
  AGREEMENT #:                        ADVANCE:                    ACCOMPLISHED DATE:
  INVOICE NO:                        INV LINE:                    INVOICE DATE:
    AMOUNT: 4000.00                I/D IND: I                OBLIG FISC YR:
  DESCRIPTION: PAYROLL ACCR LS PP20                TREASURY NO:
    FA #:                            FA TYPE:                    BETT #:                    ACQ METH:
  PURCH AUTH:
    FIELD 5:                        FIELD 6:                    FIELD 7:                    FIELD 8:
  
```

7. To exit the document screen, type a **F** at the upper left hand corner to get back to the tables.

```

F                               DOCID: SV WRO PR8990D0099
STATUS: ACCPT                       BATID:                            ORG:
01-

  LINE NUMBER: 001                TRAN TYPE: AC                EXP/REV/GL/BUD: E
    BUDGET FYS: 2003                FUND:                            DIVISION: WRO
  BUDGET ORG/SUB: 8990            COST ORG/SUB:                    PROG: SZA
  BOC/REV SOURCE: 111F SUB OBJ/SUB SRCE:                JOB: 2500
  REPT CATEGORY:                    CLOSED BFYS:                    CLOSED FUND:
  VENDOR CODE:                        NAME:
  SCHD FISC YR:  SCHED CAT:          SCHED TYP:                SCHED NO:
    D.O.:                            GUEST SYMBOL:                QUANT:
  REF TRAN ID:                        REF LINE:                    DOC TYPE:
  AGREEMENT #:                        ADVANCE:                    ACCOMPLISHED DATE:
  INVOICE NO:                        INV LINE:                    INVOICE DATE:
    AMOUNT: 4000.00                I/D IND: I                OBLIG FISC YR:
  DESCRIPTION: PAYROLL ACCR LS PP20                TREASURY NO:
    FA #:                            FA TYPE:                    BETT #:                    ACQ METH:
  PURCH AUTH:
    FIELD 5:                        FIELD 6:                    FIELD 7:                    FIELD 8:
  
```

TRAVEL ORDER INPUT SHEET AND SCREEN

STATUS:		DOCID: T1 WRO TA8990D0040		BATID: (1) (2) (3) SEC2: 000-000 OF 000		
TRAVEL ORDER (TRAVEL AUTHORIZATION)						
DOC ACTION (E, M, X, C) (4)	DOCUMENT TOTAL (5)	DOCUMENT DATE / /	EMPLOYEE I.D. (6)	TRAVEL TYPE (7)	ACCTG PRD (8) /	
NAME :		ADDR1: ADDR2: ADDR3: ADDR4:				
MODE (9)	PURP (10)	BEG DATE (11)	END DATE (12)	END DESC (13)	TRANS TYPE BFYS (14) (15)	PCS AUTH (16)
PER DIEM: RATE: (17)		CODE: *17 (
**AOD USE: ADV AMT:		I/D:		ADV NUMB: TRANS TYPE:		
ACCOUNTING DATA: ADV END DATE:						
(PROJ) (PWE) OBJ TVL --CLOSED--						
LN (19)	ORGN (20)	JOB (21)	PGM (22)	CODE (23)	BFYS (24)	FUND (25) (26)

Temporary duty travel obligation input sheet is used for entering travel authorizations for TDY. All the fields on the input sheet, except those footnoted, must be filled in, if the document is being entered the first time. If the document is being modified, the employee code and the per diem rate do not need to be completed.

PCS obligation input sheet is for obligation of relocation moving costs. All the fields on the input sheet above the dotted line, except those footnoted, must be completed if the document is being entered for the first time. For the fields below the dotted line, only the line number, the cost account, the object class, and the amount of the particular relocation allowance being obligated, need to be completed.

TDY OBLIGATION INPUT SHEET

DOCUMENT I.D.: 1 T1 2 ... TA 3
 DOC ACTION: 4 . (E, M, C, or X) 5
 DOCUMENT TOTAL: _____
 EMPLOYEE I.D. (SSN): 6 TRAVEL TYPE: 7 ...
 ACCTG PRD¹: 8 .. / TRAVEL MODE: 9 . TRAVEL PURPOSE: 10 .
 BEG DATE: 11 .. / .. / .. END DATE: 12 .. / .. / ..
 TRANS TYPE: 14 01 BFYS¹: 15 PER DIEM RATE: 17 _____
 PER DIEM CODE: 18 .

LN	ORGN	(PROJ) JOB	(PWE) PGM	OBJ CODE	AMOUNT	I/D ²	TVL DESC
...	_____	.	.
19	20	21	22	23	24	25	26
...	_____	.	.

Please obligate travel costs on line 1 and common conveyance costs on line 2 whenever possible.

Doc Action:	Travel Modes:	Travel Purposes:
E - Enter	B - Common Carrier Business	C - Conference
M - Modify	C - Common Carrier Coach	E - Entitlement
C - Cancel Obligation	F - Common Carrier 1st Class	G - Emergency
X - Cancel Obligation & Advance	G - Government Auto	I - Info Meeting
	L - Leased Auto	M - Special Mission
Travel Type:	N - Private Plane	O - Other
TDT - Specific Trip	P - Private Auto	P - Presentation
TDL - Limited Open	T - Government Plane	R - Relocation
TDU - Unlimited Open	X - Generic	S - Site Visit
		T - Training

Per Diem Code:	Object Codes:
A - Actual Subsistence	2110 - Summary Level (Non-Foreign)
S - Standard Rate	2120 - Summary Level (Foreign)
	211C - Transportation . by Common Carrier-Tourist
Travel Description:	211F - Transportation . by Common Carrier-Exceed Tourist
G - GTR Transportation	212C - Transportation . by Common Carrier-Tourist (Foreign)
H - GTS Transportation	212F - Transportation . by Common Carrier-Exceed (Foreign)
I - Individual Charge Card	
P - Per Diem	

Object Codes - Use 2110 or 2120 to obligate Travel costs. Use 211C, 211F, 212C, or 211F to obligate Common conveyance costs.

Travel Descriptions - Use P with Object Codes 2110 and 2120. Use G, H, or I with Object Codes 211C, 211F, 212C, and 212F.

¹ The ACCTG PRD and BFYS fields should only be used when coding a document in a non-current accounting period or fiscal year.

² The I/D field should only be used when modifying the amount.

CREATING TRAVEL ORDER DOCUMENT ENTRIES

Before entering the travel orders in FFS, you must know certain travel codes. The following are all the different codes that you will need to know in order to complete the obligation.

Travel Type (TTYP)

LOC Local Travel
 PCS Permanent Change of Station Travel
 TDL Temporary Duty Limited Open Travel Order
 TDO Temporary Duty Unobligated
 TDT Temporary Duty Specific Trip
 TDU Temporary Duty Unlimited Open Travel Order

Travel Mode (TMOD)

B Common Carrier Business Class
 C Common Carrier Coach
 F Common Carrier First Class
 G Government Auto
 L Leased Auto
 N Private Plane
 P Private Auto
 T Government Plane
 X Generic

Travel Purpose (TPRP)

C Conference
 E Entitlement
 G Emergency
 I Information Meeting
 M Special Mission Travel
 O Other
 P Presentation or Speech
 R Relocation
 S Site Visit
 T Training

Travel Description (TDES)

B Govmt Bill of Lading Hsehd Goods
 C Non-Gvmt Bill of Lading HH Goods
 F Privately-Owned Vehicle Transport
 G GTR Transportation
 H GTS Transportation
 I Individual Diners Club Card
 J Other Transportation
 L Leased Car
 M Miscellaneous Expense Allowance
 P Per Diem
 Q Temporary Quarters
 R Real Estate
 U Househunting Trip
 V Relocation Income Tax Allowance
 W Withholding Tax Allowance
 Z Other

Per Diem Code (TPDC)

A Actual Subsistence
 S Standard Rate

Temporary duty travel is required to be obligated only when the traveler has requested a check for an advance of the travel. For expediency, all other temporary duty travel are not required to be obligated since most all vouchers are to be submitted within 5 days of completion of travel for payment.

Example: A travel order was issued to Smokey Bear for temporary duty under TA899080007, where Mr. Bear has taken out a travel advance.

NOTE: To change from one field to another, use the **TAB** key.

- At the SUSF table screen, type **NEW** in the Function, move the cursor to line "00" and type in the Document ID, **T1** for the Trans Code; **WRO** for the Division Code; and your assigned Document ID for the travel authorization.

ACTION: S		SCREEN: SUSF		USERID: XXX1		DOI CUSTOM		DOCUMENT		SUSPENSE		INDEX 1	
FUNCTION: NEW		SEC2:											
---		BATCH ID---		----		DOCUMENT ID----		INIT		LAST		LAST	
SEL	TC	SEC1	NUMBER	TC	SEC1	NUMBER	STAT	APPRV	USER	DATE	USER		

00-						T1 WRO							TA8990D0007

- Press <ENTER> to go to the Travel Order Document screen.
- Complete the Header Information as follows:
 - DOCUMENT TOTAL = Type in the total estimated costs of the trip.
 - EMPLOYEE ID = Type in the traveler's social security number. If this is a new employee, complete an Employee Vendor Maintenance Form showing the employee's social security number, name and address where checks are to be mailed. Forward it to AOC.
 - TRAVEL TYPE = Type a 3-digit code, such as **TDI**.
 - MODE = Kind of transportation such as **C** for Common Carrier.
 - PURP = Purpose for trip such as **S** for Site Visit.
 - BEG DATE = Type the date the trip begins (MMDDYYYY).
 - END DATE = Type date the trip ends (MMDDYYYY).
 - TRANS TYPE = Type **01**.
 - PCS AUTH = The travel description (TDES) must be filled for PCS moves.
 - PER DIEM: RATE = Type the allowable per diem for one day.
 - CODE = Type **S** for Standard Rate or **A** for Actual Subsistence.
- TAB to accounting data line. Generally, there will always be two lines; one for per diem costs and one for transportation costs.
 - LN = Type in line number, **001**.
 - ORGN = Type in the 4-digit organization code paying for the trip.
 - JOB = Type the 4-digit project code.
 - PGM = Type the 3-character PWE.
 - OBJ CODE = Type the Budget Object Class, usually **2110** for per diem costs.
 - AMOUNT = Type the total amount for per diem and miscellaneous costs.
 - TVL DESC = Type **P** for per diem.

Press <TAB> for the next line entry.

- LN = Type in line number, **002**.
- ORGN = Type in the 4-digit organization code paying for the trip.

JOB = Type the 4-digit project code.
PGM = Type the 3-character PWE.
OBJ CODE = Type the Budget Object Class, usually **211C** for common carrier costs.
AMOUNT = Type the total amount for common carrier costs.
TVL DESC = Type **G** for GTR transportation, **H** for GTS transportation, or **I** for Government Charge Card

5. After completing the line information, press <HOME> to go to the top left corner of the screen.
6. Type **RUN DOC** or **W** and <ENTER> to process the document. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

W DOCID: T1 WRO TA8990D0007
STATUS: BATID: SEC2: 001-002 OF 002

TRAVEL ORDER
(TRAVEL AUTHORIZATION)

DOC ACTION DOCUMENT DOCUMENT TRAVEL ACCTG
(E,M,X,C) TOTAL DATE EMPLOYEE I.D. TYPE PRD
E 1700.00 / / 999887777 TDT /
NAME : SMOKEY BEAR ADDR1:
ADDR2:
ADDR3:
ADDR4:

MODE PURP BEG DATE END DATE END DESC TRANS PCS
C S 07/12/2003 07/23/2003 01 AUTH

PER DIEM: RATE: 131.00 CODE: S
**AOD USE: ADV AMT: I/D: ADV NUMB: TRANS TYPE:
ACCOUNTING DATA: ADV END DATE:
(PROJ) (PWE) OBJ TVL --CLOSED--
LN ORGN JOB PGM CODE BFYS FUND AMOUNT I/D DESC BFYS FUND
001 8990 1001 SZA 2110 1172.00 P
002 8990 1001 SZA 211C 528.00 G
  
```

TOHT and TOLT tables can be scanned for obligation information on a travel authorization.

To see the name, address, and total amounts of the travel order, go to the **TOHT** table. If you have further documents to enter, you can **Pause** from the document screen at the top left corner followed by a space and type **TOHT**.

```

P TOHT DOCID: T1 WRO TA8990D0007
STATUS: BATID: ORG: 002-002 OF 002

TRAVEL ORDER
(TRAVEL AUTHORIZATION)

DOC ACTION DOCUMENT DOCUMENT TRAVEL ACCTG
(E,M,X,C) TOTAL DATE EMPLOYEE I.D. TYPE PRD
E 1700.00 / / 999887777 TDT /
NAME : SMOKEY BEAR ADDR1:
ADDR2:
  
```

Scan for the Transaction Code and document number.

```

ACTION: S SCREEN: TOHT USERID: XXX1
*** TRAVEL ORDER HEADER INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER
TRANS CODE: T1 ORDER NUMBER: TA8990D0007 EMPLOYEE CODE: 999887777 CANCEL: N
NAME : SMOKEY BEAR ADDR1: 123 CAVE HOLE
ADDR2: ADDR3:
CITY: FOREST HILL STATE: CA ZIP:90007
TRAVEL TYPE: TDT TRAVEL MODES: C DATE OF ORDER: 07 09 2003
OBLIG TRANS TYPE: 01 TRAVEL PURPOSE: S LAST MOD DATE:
ACCOUNTNG PERIOD: 2003 10 PCS AUTH CDS: CLOSED DATE:
PRINT FLAG: N LAST CHANGE STATUS: LAST PRINT DATE:
ADDRESS CODE: PER DIEM CODE: S BEGIN DATE: 07 12 2003
TEXT TYPE: HOME ORG: 8990 END DATE: 07 23 2003
CREATING DOC: END DATE DESCRIPTION:
TRAVEL ORDER AMT: 1,700.00 PER DIEM AMOUNT: 131.00
CLOSED AMOUNT: 0.00 ADVANCEABLE AMOUNT: 0.00
ACCRUED AMOUNT: 0.00 ADVANCES PAID: 0.00
EXPENDED AMOUNT: 0.00 OUTSTANDING ADVANCE: 0.00
MISC REF AMOUNT: LAST DUNNING DATE:
ITINERARY:

```

To look at the detail line entries of the document, Leap to the TOLT table.

```

ACTION: L SCREEN: TOLT USERID: XXX1
*** TRAVEL ORDER HEADER INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER

TRANS CODE: T1 ORDER NUMBER: TA8990D0007 EMPLOYEE CODE: 999887777 CANCEL: N
NAME : SMOKEY BEAR ADDR1: 123 CAVE HOLE
ADDR2: ADDR3:

```

```

ACTION: S SCREEN: TOLT USERID: XXX1
*** TRAVEL ORDER LINE INQUIRY TABLE ***
KEY IS TRANS CODE, TRANS NUMBER, LINE NUMBER
TRANS CODE: T1 ORDER NUMBER: TA8990D0007

01- LINE NUMBER: 001 STATUS: DESC:
BUDGET FYS: 2003 FUND: 01 OBLIGATION: 1,172.00
BUDG ORG/SB: 8099 OBJECT/SUB: 2110 ACCRUED AMT: 0.00
COST ORG/SB: REPT CAT: EXPENDED AMT: 0.00
PROGRAM: SZA JOB NUMBER: 1001 CLOSED AMT: 0.00
CLOSED BFYS: CLOSED FUND: DESC CODE: P
02- LINE NUMBER: 002 STATUS: DESC:
BUDGET FYS: 2003 FUND: 01 OBLIGATION: 528.00
BUDG ORG/SB: 8099 OBJECT/SUB: 211C ACCRUED AMT: 0.00
COST ORG/SB: REPT CAT: EXPENDED AMT: 0.00
PROGRAM: SZA JOB NUMBER: 1001 CLOSED AMT: 0.00
CLOSED BFYS: CLOSED FUND: DESC CODE: G

```

When you are done, you can go back to the document screen and continue entering the other travel orders by hitting your <HOME> key and type an E at the Action field.

```

ACTION: E SCREEN: TOLT USERID: XXX1
*** TRAVEL ORDER LINE INQUIRY TABLE ***
KEY IS TRANS CODE, TRANS NUMBER, LINE NUMBER
TRANS CODE: T1 ORDER NUMBER: TA8990D0007

```

MODIFYING TRAVEL ORDER DOCUMENT ENTRIES

Modification in travel order TA8990D0007 to increase it by \$400 for approval to use a rental vehicle.

NOTE: Use the **TAB** key to change from one field to another.

1. Type **L** in the Action field of any table and **T1** followed by two spaces and <ENTER> to leap to the document input screen.

```

ACTION: L SCREEN: T1 USERID: XXX1
*** TRAVEL ORDER LINE INQUIRY TABLE ***
KEY IS TRANS CODE, TRANS NUMBER, LINE NUMBER
TRANS CODE: T1 ORDER NUMBER: TA8990D0007

01- LINE NUMBER: 001 STATUS:      DESC:
    BUDGET FYS: 2003           FUND: 01           OBLIGATION:      1,172.00
    BUDG ORG/SB: 8099          OBJECT/SUB: 2110    ACCRUED AMT:      0.00
    COST ORG/SB:              REPT CAT:          EXPENDED AMT:    0.00
    PROGRAM: SZA              JOB NUMBER: 1001   CLOSED AMT:      0.00
    CLOSED BFYS:              CLOSED FUND:          DESC CODE: P
  
```

2. Type **NEW** at the top left corner and at the DocID, type **T1** for the Trans Code; **WRO** for the Division Code; and your assigned Document ID for the travel order, **TA8990D0007**.
3. Assign a Batch ID by typing **T1** for the Trans Code; **WRO** for the Division; and a unique Batch ID number consisting of whatever you choose--letters, numbers, and combination thereof. **SB07**

```

NEW                DOCID: T1 WRO TA8990D0007
STATUS:           BATID: T1 WRO SB07          ORG:          000-000 OF 000
B-
                  TRAVEL ORDER INPUT FORM

BATCH DATE:      NUM DOCS:          NET:
  
```

4. Press <ENTER> to go to the Batch Control screen. Press <ENTER> again to go to the Travel Order Document screen.
5. Complete the Header Information as follows:
 DOC ACTION = Type **M** to modify the travel order.
 DOCUMENT TOTAL = Type in the total amount of the modification, **400.00**.
6. **TAB** to the accounting data line.
 LN = Type the line number to be modified, **001**.
 AMOUNT = Type in the amount of the modification only.
 I/D = Type **I** if this modification increases the original amount, or **D** if the modification decreases the original amount.
7. After completing the line information, press **HOME** to go to the Action field.

8. Type **RUN BAT** or **RB** and <ENTER> to process the document. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

RB                                DOCID: T1 WRO TA8990D0007
STATUS:                             BATID: T1 WRO SB07 SEC2:          001-001 OF 001
                                TRAVEL ORDER
                                (TRAVEL AUTHORIZATION)
DOC ACTION      DOCUMENT      DOCUMENT      TRAVEL      ACCTG
(E,M,X,C)      TOTAL          DATE          EMPLOYEE I.D.  TYPE        PRD
M            400.00          / /          / /          / /          /
NAME : SMOKEY BEAR                ADDR1:
                                ADDR2:
                                ADDR3:
                                ADDR4:

MODE  PURP  BEG DATE      END DATE      END DESC      TRANS      PCS
          / /          / /          / /          TYPE  BFYS  AUTH

PER DIEM: RATE:                CODE:
**AOD USE: ADV AMT:            I/D:  ADV NUMB:  TRANS TYPE:
ACCOUNTING DATA:  ADV END DATE:
          (PROJ) (PWE) OBJ
LN  ORGN  JOB  PGM CODE BFYS  FUND  AMOUNT  I/D  DESC  BFYS  FUND
001 8990 1001 SZA 2110          400.00  I  P
                                TRVL  --CLOSED--

```

If you have more documents to input, Type **NEW** at the top left corner of the screen and type in the new DocID and press <ENTER>.

CANCELING TRAVEL ORDER DOCUMENT ENTRIES

Assume that Congress did not pass the budget, therefore the travel order, TA899090001, had to be rescinded.

NOTE: Use the **TAB** key to change from one field to another.

1. At the SUSF table screen, type **NEW** in the Function field, move the cursor to line "00". If the document Id is still on the SUSF table, assign a Batch ID by typing **T1** for the Trans Code; **WRO** for the Division; and a unique Batch ID number consisting of whatever you choose--letters, numbers, and combination thereof. **SB17**
2. At the document ID, type **T1** for the Trans Code; **WRO** for the Division Code; and your assigned Document ID for the travel order, **TA8990D0001**.

ACTION: S		SCREEN: SUSF		USERID: XXX1		DOI CUSTOM DOCUMENT		SUSPENSE INDEX 1	
FUNCTION: NEW		SEC2:							
---		---BATCH ID---		---DOCUMENT ID---		INIT		LAST	
SEL	TC	SEC1	NUMBER	TC	SEC1	NUMBER	STAT	APPRV	USER
---		---		---		---		---	
00-	T1	WRO	SB17	T1	WRO	TA8990D0001			

3. Press <ENTER> to go to the Batch Control screen. Press <ENTER> again to go to the Travel Order Document screen.
4. Complete the Header Information as follows:
 DOC ACTION = Type **X** to cancel the travel order. However, if there has been partial payments made on the order, follow the procedures under "Modifying Travel Order Document Entries."
5. Press HOME to go to the top left corner of the screen.
6. Type **RUN BAT** or **RB** and <ENTER> to process the document. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

RUN BAT		DOCID: T1 WRO TA8990D0001							
STATUS:		BATID: T1 WRO SB17 SEC2:		001-001 OF 001					
TRAVEL ORDER (TRAVEL AUTHORIZATION)									
DOC ACTION	DOCUMENT	DOCUMENT	DATE	EMPLOYEE I.D.	TRAVEL	ACCTG			
(E, M, X, C)	TOTAL				TYPE	PRD			
X		/	/			/			
NAME : SMOKEY BEAR		ADDR1:							
		ADDR2:							
		ADDR3:							
		ADDR4:							
MODE	PURP	BEG DATE	END DATE	END DESC	TR TYPE	BFYS	PCS	AUTH	
		/ /	/ /						
PER DIEM: RATE:		CODE:							
**AOD USE: ADV AMT:		I/D:		ADV NUMB:		TRANS TYPE:			
ACCOUNTING DATA: ADV END DATE:		TRVL		--CLOSED--					
(PROJ) (PWE) OBJ									
LN	ORGN	JOB	PGM CODE	BFYS	FUND	AMOUNT	I/D	DESC	BFYS FUND

The use of **C** to cancel the travel order only works when no payments have ever been made against the order.

DISTRIBUTIONS and/or CORRECTIONS OF CREDIT CARD CHARGES

Credit card transactions can be reallocated to the appropriate cost accounts either through the Bank of America's EAGLS access by the cardholder or through the Cost Accounting Re-Distribution (CARD) table in FFS by the administrative staff. If credit card transactions are reallocated through EAGLS, allow three business days for it to show up in FFS. If you have erroneously made corrections in both EAGLS and FFS, the transaction in the CARD table will override the EAGLS adjustments.

Sometimes you may find that your reallocation in EAGLS may not be accepted. This could be the result of the account not established in EAGLS. All acceptable cost account numbers are uploaded to EAGLS every Wednesday night.

NOTE: Use <TAB> to change from one field to another.

All centrally-billed credit card transactions are posted to the CARD table in FFS every business night. The CARD table will display the billed charges by purchase and the amount charged to the default cost account. Charges defaulting to a "020" work element must be distributed using the CARD table, rather than doing an "ET" to distribute the charges. Corrections and/or adjustments operate similar to the use of the OARC table in making undistributed labor corrections. Corrections must be made to a specific statement date in order to make the appropriate changes. The CARD table can be used to add additional adjustment lines, delete a line, add a reference line, correct an adjustment that has been previously posted and/or change a posted line. Updates to this table are accomplished each night.

Steps to Making the Corrections/Adjustments

1. Type **N** at the Action field and **CARD** in the Screen field to get to the CARD table.
2. Access the specific cardholder by scanning for the cardholder number and statement date.
 - ACTION = Type **S** and <TAB> to the
 - CARDHOLDER NO = Type in the last 10 digits of the cardholder's charge card number.
 - STATEMENT DATE = Type in the appropriate statement date where the charges appeared.

The transaction to be corrected should be displayed after hitting the <ENTER> key.

```

ACTION: S   SCREEN: CARD   USERID:XXX1
BANK CARD ACCOUNTING RE-DISTRIBUTION TABLE
KEY IS CARDHOLDER#, INVOICE DATE, SEQ NUM, SUB SEQ
CARDHOLDERS#: 9912345678   CARDHOLDER: SMOKEY BEAR
INVOICE DATE: 04 19 2003   TRANSACTION#: 00872003270
SEQ NUM: 001 OF 002   DOC NUM/LINE: BC BC000328005 035   REVIEWED ? Y
===== < DETAIL PURCHASE INFORMATION > =====
PURCHASE DATE: 04/13/2003   PURCHASE AMOUNT: 48.00
MERCHANT: OFFICE DEPOT #829   PURCHASE ADJUSTED: 48.00
CITY/ST: SAN BRUNO CA   BALANCE (DEFAULT): 0.00
LAST REF: 69499670074571931030654   MERCHANT CAT CODE: 7513
SUB ===== < DEFAULT ACCOUNTING INFORMATION > =====
SEQ BUDGET FY FUND BUD ORG JOB NUM PROGRAM RPTG BOC
001 2003 8990 MZZ 261A
SUB ===== < ADJUSTMENT ACCOUNTING LINES > =====
SEQ BUDGET FY FUND BUD ORG JOB NUM PROGRAM RPTG BOC ADJUST AMOUNT

REF DOC NUMBER/LINE: P/F: ADJUST DATE:
DESCRIPTION: COMPUTER PAPER ADJ POST? N

FA NUMBER: FA TYPE: BETTERMENT #: ACQUISITION METHOD:
  
```

3. To make a correction and/or distribution,
 ACTION = Type A.

Go to the "Adjustment Accounting Lines".

- SEQ = Type A followed by 2 blanks.
 BUDGET FY = Type the 4-digit fiscal year.
 BUD ORG = Type the organization code for the account to be charged.
 JOB NUM = Type the "project number," if applicable.
 PROGRAM = Type in the "PWE" to be charged.
 BOC = Type the applicable object class.
 ADJUST AMOUNT = Type the amount to be distributed for this account.

Hit <ENTER>.

```

ACTION: A   SCREEN: CARD   USERID:XXX1
BANK CARD ACCOUNTING RE-DISTRIBUTION TABLE
KEY IS CARDHOLDER#, INVOICE DATE, SEQ NUM, SUB SEQ
CARDHOLDERS#: 9912345678   CARDHOLDER: SMOKEY BEAR
INVOICE DATE: 04 19 2003   TRANSACTION#: 00872003270
SEQ NUM: 001 OF 002   DOC NUM/LINE: BC BC000328005 035   REVIEWED? Y
=====
< DETAIL PURCHASE INFORMATION >=====
PURCHASE DATE: 04/13/2003   PURCHASE AMOUNT: 48.00
MERCHANT: OFFICE DEPOT #829   PURCHASE ADJUSTED: 48.00
CITY/ST: SAN BRUNO CA   BALANCE (DEFAULT): 0.00
LAST REF: 69499670074571931030654   MERCHANT CAT CODE: 7513
SUB =====
< DEFAULT ACCOUNTING INFORMATION >=====
SEQ BUDGET FY FUND BUD ORG JOB NUM PROGRAM RPTG BOC
001 2003 8990 MZZ 261A
SUB =====
< ADJUSTMENT ACCOUNTING LINES >=====
SEQ BUDGET FY FUND BUD ORG JOB NUM PROGRAM RPTG BOC ADJUST AMOUNT
A 2003 8990 SZM 261A 48.00
REF DOC NUMBER/LINE: P/F: ADJUST DATE:
DESCRIPTION: COMPUTER PAPER ADJ POST? N
FA NUMBER: FA TYPE: BETTERMENT #: ACQUISITION METHOD:

```

NOTE: The ADJ POST field:

- Y Adjustment was successfully posted as of date in ADJUST DATE field. For any adjustments to be made when there is a Y, you must reverse this entry and then add the new adjustment.
- N Adjustment entered today.
- R Adjustment was rejected. Delete the adjustment and re-enter. Do not attempt to reverse a rejected transaction.

When Property Transactions are Involved

Only the CARD table can be used to enter adjustments relating to property transactions purchased with the charge card. EAGLS will not accept fixed assets (FA) information. If the transaction is for a capitalized property, be sure to use the appropriate budget object class (BOC). Using a non-fixed assets BOC will cause in imbalance between the financial records and the actual inventory of fixed assets.

Entering fixed assets information on the CARD table will not create a skeleton record in the fixed assets sub-system. When dealing with credit card transactions, do not enter just the skeletal record into fixed assets. Always enter the full record into fixed assets. Do not use "312D" for software costing less than \$5,000. And, always fill in all four fixed asset fields the CARD table.

1. Type **N** at the Action field and **CARD** in the Screen field to get to the CARD table.
2. Access the specific cardholder by scanning for the cardholder number and statement date.
 - ACTION = Type **S** and <TAB> to the
 - CARDHOLDER NO = Type in the last 10 digits of the cardholder's charge card number.
 - STATEMENT DATE = Type in the appropriate statement date where the charges appeared.

The transaction to be corrected should be displayed after hitting the <ENTER> key.

3. To make a correction and/or distribution,
 - ACTION = Type **A**.
4. Go to the "Adjustment Accounting Lines".
 - SEQ = Type **A** followed by 2 blanks.
 - BUDGET FY = Type the 4-digit fiscal year.
 - BUD ORG = Type the organization code for the account to be charged.
 - JOB NUM = Type the "project number," if applicable.
 - PROGRAM = Type in the "PWE" to be charged.
 - BOC = Type the applicable object class.
 - ADJUST AMOUNT = Type the amount to be distributed for this account.
 - DESCRIPTION = This will provide you with adequate information to determine what the charge is for in the FFS reports.
5. Go to the Fixed Assets field at the bottom of the screen.
 - FA NUMBER = Type the property number for the asset
 - FA TYPE = SE
 - BETTERMENT # = 00
 - ACQUISITION METHOD = C

Hit <ENTER>.

```

ACTION: A   SCREEN: CARD   USERID:XXX1
BANK CARD ACCOUNTING RE-DISTRIBUTION TABLE
KEY IS CARDHOLDER#, INVOICE DATE, SEQ NUM, SUB SEQ
CARDHOLDERS#: 9912345678   CARDHOLDER: SMOKEY BEAR
INVOICE DATE: 04 20 2003   TRANSACTION#: 00927014581
SEQ NUM: 001 OF 002   DOC NUM/LINE: BC BC000338704 042   REVIEWEED ? Y
=====< DETAIL PURCHASE INFORMATION >=====
PURCHASE DATE: 04/15/2003   PURCHASE AMOUNT: 1,950.00
MERCHANT: DELL COMPUTER CORP   PURCHASE ADJUSTED: 1,950.00
CITY/ST: AUSTIN TX   BALANCE (DEFAULT): 0.00
LAST REF: 69577560063460820929543   MERCHANT CAT CODE: 7513
SUB =====< DEFAULT ACCOUNTING INFORMATION >=====
SEQ BUDGET FY FUND BUD ORG JOB NUM PROGRAM RPTG BOC
001 2003 8990 SZM 261A
SUB =====< ADJUSTMENT ACCOUNTING LINES >=====
SEQ BUDGET FY FUND BUD ORG JOB NUM PROGRAM RPTG BOC ADJUST AMOUNT
A 2003 8990 SZM 312E 1,950.00
REF DOC NUMBER/LINE: P/F: ADJUST DATE:
DESCRIPTION: DELL LAPTOP COMPUTER ADJ POST? N
FA NUMBER: NP9000050123 FA TYPE: SE BETTERMENT #: 00 ACQUISITION METHOD: C

```


4. Press <ENTER> to the accounting line screen.
 - LINE NUMBER = Type **001** for the 1st line number of the document.
 - TRANS TYPE = Type **AC** for accrual.
 - EXP/REV/GL = Type **E** for expense account.
 - BUDGET FYS = Type in the 4-digit current fiscal year.
 - DIVISION = Type **WRO** for Pacific West Region
 - BUDGET ORG/SUB = Type in your 4-digit organization code.
 - PROG = Type in the 3-character PWE.
 - BOC/REV SOURCE = Type in the appropriate budget object class.
 - JOB = Type in the 4-digit project number.
 - AMOUNT = Type in the dollar amount.
 - I/D IND = Type in whether this is an increase or a decrease.
 - DESCRIPTION = Type in a brief explanation.

5. After completing the line information, press HOME to go to the Action field.

6. Type **RUN DOC** or **W** and <ENTER> to process the document. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

RUN DOC                DOCID: SV  WRO  PR8990D0001
STATUS:                 BATID:                ORG:          001-001 OF 001
01-
    LINE NUMBER: 001          TRANS TYPE: AC      EXP/REV/GL/BUD: E
    BUDGET FYS:                FUND:                DIVISION:
BUDGET ORG/SUB: 9500        COST ORG/SUB:          PROG: NZE
BOC/REV SOURCE: 111F      SUB OBJ/SUB SRCE:      JOB: 6001
REPT CATEGORY:                CLOSED BFYS:          CLOSED FUND:
VENDOR CODE:                  NAME:
SCHED FISC YR:                SCHED CAT:          SCHED TYP:          SCHED NO:
    D.O.:                      GUEST SYMBOL:        QUANT:
REF TRAN ID:                  REF LINE:            DOC TYPE:
AGREEMENT #:                  ADVANCE:             ACCOMPLISHED DATE:
INVOICE NO:                   INV LINE:            INVOICE DATE:
    AMOUNT: 12134.56        I/D IND: I          OBLIG FISC YR:
DESCRIPTION: P/R ACCRUAL    TREASURY NO:
    FA #:                      FA TYPE:  BETT #:    ACQ METH:
PURCH AUTH:
    FIELD 5:                   FIELD 6:             FIELD 7:             FIELD 8

```

The description field is optional. Our example was to illustrate what the entry is for and to have this description appear on our MAA reports.

The JVLT table will provide you with the information showing what was accrued or posted by scanning for the Document Number. To determine if the accrual has been processed or not, type a **F** at the upper left corner of the document screen.

```

F                DOCID: SV  WRO  PR8990D0001
STATUS:                 BATID:                ORG:          001-001 OF 001
01-
    LINE NUMBER: 001          TRANS TYPE: AC      EXP/REV/GL/BUD: E
    BUDGET FYS:                FUND:                DIVISION:
BUDGET ORG/SUB: 9500        COST ORG/SUB:          PROG: NZE
BOC/REV SOURCE: 111F      SUB OBJ/SUB SRCE:      JOB: 6001
REPT CATEGORY:                CLOSED BFYS:          CLOSED FUND:
VENDOR CODE:                  NAME:
SCHED FISC YR:                SCHED CAT:          SCHED TYP:          SCHED NO:
    D.O.:                      GUEST SYMBOL:        QUANT:

```


first few days in October, the "ACCOUNTING PERIOD" must show month "13" follow by the current fiscal year (i.e., "13 2003 "), otherwise the costs will be charged to subsequent fiscal year (i.e., FY99).

- VENDOR CODE = Type vendor code. RC documents will not accept social security numbers (SSN) as a vendor code. You can use NONFED and show the SSN on the 'comments' field.
- RECEIVED BY = Type in the initials of Receiver or any initials.
- DOCUMENT TOTAL = Type in the dollar amount.
- DESCRIPTION = Type in a brief explanation.
- LINE NUMBER = Type **001** for the 1st line number of the document.
- TRANS TYPE = Type **01**.
- ORG/SUB = Type in your 4-digit organization code.
- PROGRAM = Type in the 3-digit PWE.
- BOC/REV SOURCE = Type in the appropriate budget object class.
- JOB = Type in the 4-digit project number.
- AMT = Type in the amount for this account.
- I/D IND = Type in whether this is an increase or a decrease.

4. After completing the line information, press HOME to go to the Action field.
5. Type **RUN DOC** or **W** and <ENTER> to process the document. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

W                DOCID: RC WRO TD8990D0202
STATUS:          BATID:                SEC2:                001-001 OF 011
H-
                RECEIVER (ACCRUAL) DOCUMENT

ACNTNG PERIOD:  BFY:                ACTION:  RECEIPT DATE:
REF ORDER TRANS CODE/NUMBER: RE/    TRANS TYPE:
VENDOR CODE:  FEDEX                RECEIVED BY: MEC
NAME:
ADDRESS:

DOCUMENT TOTAL:                COMMENTS:
DESCRIPTION:

01-
***** ACCOUNTING LINE DATA *****
LINE NUMBER: 001  TRANSACTION TYPE: 01  REF ACCOUNTING LINE NUMBER:
BFY:                FUND:                ORG/SUB: 8990 /
PROGRAM: MZZ        BOC/SUB: 261A /                JOB: 2601    RPTG:
AMT: 675.00        I/D:                P/F:
FA#:                FA TYPE:                BETT#:    ACQ METH:    QTY:

```

The description field is optional. Our example was to illustrate what the entry is for and to have this description appear on our MAA reports.

The RCHT and RCLA tables will provide you with the information showing what was accrued or posted by scanning for the Document Number. To determine if the accrual has been processed or not, type **F** in the upper left hand corner and press <ENTER>.

```

F DOCID: RC WRO TD8990D0202
STATUS: BATID: ORG:
H-
RECEIVER (ACCRUAL) DOCUMENT

ACCTING PERIOD: BFY: ACTION: RECEIPT DATE:
REF ORDER TRANS CODE/NUMBER: RE/ TRANS TYPE:
VENDOR CODE: FEDEX RECEIVED BY: MEC
NAME:
ADDRESS:

```

```

ACTION: N SCREEN: RCHT USERID: XXX1 DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION: SEC2:

---BATCH ID--- ----DOCUMENT ID----- INIT LAST LAST
SEL TC SEC1 NUMBER TC SEC1 NUMBER STAT APPRV USER DATE USER
- - - - -
00-

```

Scan the RCHT and/or the RCLA table for the "RC" Transaction Code and the Document Number.

```

ACTION: S SCREEN: RCHT USERID: XXX1
*** RECEIVER HEADER INQUIRY TABLE ***
KEY IS TRANS CODE, RECEIVER NUMBER

01-
TRANS CODE: RC RECEIVER NUMBER: TD8990D0202 DATE: 09 25 2003
VENDOR CODE: FEDEX REF ORDER ID:
CARRIER:
RECEIVED BY: MEC
TOTAL QUANTITY RECEIVED: 0.00 TOTAL QUANTITY ACCEPTED: 0.00
ACCRUAL AMOUNT: 675.00 CLOSED DATE: 09 25 2003
VOUCHERED AMOUNT: 675.00 CLOSED AMOUNT: 675.00

02-
TRANS CODE: RECEIVER NUMBER: DATE:
VENDOR CODE: NONFED REF ORDER ID:
CARRIER:
RECEIVED BY:
TOTAL QUANTITY RECEIVED: TOTAL QUANTITY ACCEPTED:
ACCRUAL AMOUNT: CLOSED DATE:
VOUCHERED AMOUNT: CLOSED AMOUNT:

```

You can Leap over to the detail accounting line at the RCLA table.

```

ACTION: L SCREEN: RCLA USERID: XXX1
*** RECEIVER HEADER INQUIRY TABLE ***
KEY IS TRANS CODE, RECEIVER NUMBER

01-
TRANS CODE: RC RECEIVER NUMBER: TD8990D0202 DATE: 09 25 2003
VENDOR CODE: FEDEX REF ORDER ID:
CARRIER:
RECEIVED BY: MEC
TOTAL QUANTITY RECEIVED: 0.00 TOTAL QUANTITY ACCEPTED: 0.00
ACCRUAL AMOUNT: 675.00 CLOSED DATE: 09 25 2003

```

```

ACTION: R SCREEN: RCLA USERID: XXX1
*** RECEIVER ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANSACTION CODE, RECEIVER NUMBER, REF ACCOUNTING LINE NUMBER

TRANSACTION CODE: RC RECEIVER NUMBER: TD8990D0202
01- LINE NUMBER: 001 REF ACCOUNTING LINE NUMBER: TRANSACTION TYPE: 01
   BFYS: 2003 FUND: 01 ORG/SUB: 8990 COST ORG/SUB:
   PROGRAM: MZZ BOC/SUB: 261A / JOB: 2601 RPTG:
   CLOSED BFYS: CLOSED FUND :
   ACCRUAL AMOUNT: 675.00 CLOSED AMOUNT: 675.00
   DESC:
   G/L OVERRIDE ACCOUNT: VOUCHERED AMOUNT: 675.00
   FA #: FA TYPE: BETT #: ACQ METH: QTY: 0.00
02- LINE NUMBER: 001 REF ACCOUNTING LINE NUMBER: TRANSACTION TYPE: 01
   BFYS: FUND: ORG/SUB: COST ORG/SUB:
   PROGRAM: BOC/SUB: / JOB: RPTG:
   CLOSED BFYS: CLOSED FUND :
   ACCRUAL AMOUNT: CLOSED AMOUNT:
   DESC:
   G/L OVERRIDE ACCOUNT: VOUCHERED AMOUNT:
   FA #: FA TYPE: BETT #: ACQ METH: QTY:

```

CREATING INCOME ACCRUAL ENTRIES

As with expenditures, it is a customary practice to record some types of income only as cash is received; consequently, at the end of the fiscal year there may be items of income that have not been recorded. In some cases, such as with the concessioner's franchise fees, it is necessary under the CFO Act to record the amount of the franchise fees earned as of September 30, but not collected.

All anticipated franchise fees as of September 30, must be accrued by using the "SV" transaction code and an "CF" transaction type. The bold-type entries in the example indicate the required entries for this document.

NOTE: To change from one field to another, use the **TAB** key.

1. At the SUSF table screen, type **NEW** in the Function, move the cursor to line "00" and type in the Document ID, **SV** for the Trans Code; **WRO** for the Division Code; and your assigned Document ID for the payroll accrual.

```

ACTION: S SCREEN: SUSF USERID: XXX1 DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION: NEW SEC2:

---BATCH ID--- ----DOCUMENT ID----- INIT LAST LAST
SEL TC SEC1 NUMBER TC SEC1 NUMBER STAT APPRV USER DATE USER
- - - - -
00- SV WRO CF8890D0005

```

2. Press <ENTER> to get to the Standard Voucher Input screen.
3. Complete the Header Screen as follows:
ACCOUNTING PERIOD = If the data is enter into FFS during the month of September, leave the "ACCOUNTING PERIOD" blank. If the data is entered to FFS during the first few days in October, the "ACCOUNTING PERIOD" must show month "13" follow by the current fiscal year (i.e., "**13 2003** "), otherwise the costs will be charged to subsequent fiscal year (i.e., FY04).
ACTION = Type **E** for entry.
REVERSAL PERIOD = Type **01 2004** for the first month of the new fiscal year.

DOCUMENT TOTAL = Type the total dollar amount to accrue.
 DESCRIPTION = Type in a brief explanation for the entry.

```

STATUS:          DOCID: SV WRO CF8890D0005
H-              BATID:                      ORG:
                STANDARD VOUCHER DOCUMENT

SV DATE:          ACCOUNTING PERIOD:
ACTION: E EXPENSE (E), REVENUE (R), GL (G), BUDGET (B): R
BUDGET FYS:      FUND:                      TRANS TYPE:
REVERSAL PERIOD: 012004
COMMENT:          BUDGET OVERRIDE IND:
REF TRANS ID:
DOCUMENT TOTAL: 15000.00
DESCRIPTION:
SCHD FISC YR:    SCHD CAT:    SCHD TYPE:    SCHD NO:
D.O.:           ACC DATE:    TREASURY NO:
FIELD 1:        FIELD 2:        FIELD 3:        FIELD 4:
  
```

4. Press <ENTER> to the accounting line screen.

LINE NUMBER = Type **001** for the 1st line number of the document.
 TRANS TYPE = Type **SV**.
 EXP/REV/GL = Type **R** for expense account.
 BUDGET FYS = Type in the 4-digit current fiscal year.
 DIVISION = Type **WRO** for Pacific West Region
 BUDGET ORG/SUB = Type in your 4-digit organization code.
 PROG = Type in the 3-character PWE.
 BOC/REV SOURCE = Type in the appropriate budget object class.
 JOB = Type in the 4-digit project number.
 AMOUNT = Type in the dollar amount.
 I/D IND = Type in whether this is an increase or a decrease.
 DESCRIPTION = Type in a brief explanation.

5. After completing the line information, press HOME to go to the Action field.

6. Type **RUN DOC** or **W** and <ENTER> to process the document. The STATUS line at the top of the screen should show ACCPT as accepted. Or, an error (REJCT) will show at the STATUS line with a message appearing at the bottom of the document screen hinting at what the problem might be.

```

W          DOCID: SV WRO CF8890D0005
STATUS:      BATID:                      ORG:          001-001-OF 001
01-
LINE NUMBER: 001          TRANS TYPE: CF          EXP/REV/GL/BUD: R
BUDGET FYS: 2003          FUND:          DIVISION:
BUDGET ORG/SUB: 9470    COST ORG/SUB:          PROG: 700
BOC/REV SOURCE: R      SUB OBJ/SUB SRCE:          JOB: 0001
REPT CATEGORY:          CLOSED BFYS:          CLOSED FUND:
VENDOR CODE:          NAME:
SCHD FISC YR:    SCHD CAT:    SCHD TYP:    SCHD NO:
D.O.:           GUEST SYMBOL:    QUANT:
REF TRAN ID:    REF LINE:    DOC TYPE:
AGREEMENT #:    ADVANCE:    ACCOMPLISHED DATE:
INVOICE NO:    INV LINE:    INVOICE DATE:
AMOUNT: 15000.00    I/D IND: I    OBLIG FISC YR:
DESCRIPTION: FRED HARVEY EST.    TREASURY NO:
FA #:          FA TYPE:    BETT #:    ACQ METH:
PURCH AUTH:
FIELD 5:        FIELD 6:        FIELD 7:        FIELD 8
  
```

The description field is optional. Our example was to illustrate what the entry is for and to have this description appear on our MAA reports.

FFS TABLES

Reference Tables - Sets the parameters for data acceptance.

- ALCT - Allocation Table
- AOPT - Benefiting Cost Account Table
- BOCT - Budget Object Code Table
- FSYR - Fiscal Year Table
- FUND - Fund Table
- ORGN - Organization Table
- PGMT - Program Table
- PROJ - Project Table
- SPRJ - Sub-Project Table

Application Tables - Updated by document processing.

- ARHT - Accounts Receivable Header Table
- ARLT - Accounts Receivable Line Table
- CRHT - Cash Receipt Header Table
- DXRF - Document Cross-Reference Table
- JVLT - Journal Voucher Inquiry Table
- OBLH - Obligation Header Table
- OBLT - Obligation Line Table
- PSDX - Project Spending Cross-Reference Table
- REQH - Requisition Header Table
- REQL - Requisition Accounting Line Table
- SPDX - Spending Document Cross-Reference Table
- TOHT - Travel Obligation Header Table
- TOLT - Travel Obligation Line Table
- VXRF - Vendor Cross-Reference Table

There are over 350 tables in the FFS system. Due to the security level assigned to each individual, not all tables are accessible to the user. While some of these tables are more useful than others, there is no one table in FFS which provides all the information that the user needs to know about tracking a status of funds. The purpose here is to go over the more useful tables and ignoring the tables which have little interest to the average user.

All tables in FFS are expressed as a four-character identifier (i.e., PROJ, ALCT, etc.). The majority of the users will be looking at the two basic types of FFS tables--reference tables and data entry tables. Data entry tables, however, are quite often used for reference information. Some examples of data entry tables include the OARC, PROJ, and SPRJ tables. The advantage or disadvantage as the case may be, is that the data entry tables can be manipulated by the local user. While control over the data is a very nice feature, the potential for human error in the input of data is extremely high. Care should be taken when attempting to change any of the information displayed in the data entry tables.

Reference tables are those changed or updated by processing documents, such as the OBLT and TOLT tables. The input of a purchase order will cause an obligation record to be added to the OBLH and OBLT tables.

The following are some of the most frequently used tables in FFS:

Budget Tables (BE, A1, L1)

ALCT Allocation Inquiry Table
SALT Suballotment Table
PROJ Project Table
SPRJ Sub-Project Table
BPDE Budget & Project Data Entry Table
IWPN Installation-wide Project Reference Table

Accounting Reference Tables

ORGN Organization Code Table
PGMT Program (PWE) Fund Table
PSTA Project Status Code Table
BOCT Budget Object Code Reference Table

Account Detail/Summary Tables

SPDX Spending Control Detail Document Cross Reference Table
SPX2 Spending Control Budget Object Class Cross Reference Table
PSDX Project Spending Cross Reference Table

Accrual Tables (RC)

RCHT Receiver Accounting Line Table
RCLA Receiver Header Inquiry Table

Billing and Deposit Tables (B1, C1)

ARH2 Receivable Header Data Entry Table
ARHT Accounts Receivable Header Table
ARLT Accounts Receivable Line Table
ARTX Accounts Receivable Text Data Entry Table
OBDT Outstanding Billing Documents
CRHT Cash Receipt Header Table
CRLT Cash Receipt Line Table

Charge Card Tables (CC)

CARD Bank Card Accounting Re-Distribution Table
CXR2 Bank Cardholder Cross Reference Table

Commitment Requisition Tables (R2)

REQH Requisition Header Table
REQL Requisition Accounting Line Table

Information and Tracking Tables

ERRG Error Message Table
VEND Vendor Code Table
VNAM Vendor Name Table
VXRF Vendor Document Cross Reference Table
SUSF Document Suspense Table
DXRF Document Cross Reference Table

Journal Entry Adjustment Tables (**ET, IT, 3P, 3Q, SV**)

JVLT Journal Voucher Line Table

Payroll Tables (**PR**)

PCOR Payroll Corrections Table
DREC Defaulted Payroll Records Table
OARC Archived Posted Records Table
ADJL Adjusted Payroll Records Table

Purchasing and Payments Tables (**MS, M1, P\$, P1, P2**)

OBLH Obligation Header Table
OBLL Obligation Line Table
PVHT Payment Voucher Header Table
PVLT Payment Voucher Line Table
IVCH Invoice Payment Voucher Table

Travel Document Tables (**T1, T2, T3, T4, T5**)

TADV Travel Advance Table
THAT Travel Advance Header Table
TALT Travel Advance Line Table
TDES Travel Description Code Table
TMOD Travel Mode Code Table
TOHT Travel Order Header Table
TOLT Travel Order Line Table
TPRP Travel Purpose Code Table
TSUS Travel Suspense Table
TTYP Travel Type Code Table
TVAT Travel Voucher Accounting Line Table
TVHT Travel Voucher Header Table
TSHS Travel History Inquiry Table

Table Definitions

ADJL (Payroll Adjustments Table)

Key: Employee's Social Security Number, Pay Period, Sequence Number

This is a reference table reflecting the results of corrections made for the undistributed labor that was processed through the OARC table. The information in ADJL will be processed with the next payroll cycle. After the payroll is subsequently run, this table is cleared out. Valid entries are charged to the appropriate accounts. Entries with errors will appear on your next undistributed labor report and must be corrected again through OARC.

ALCT (Allocation Inquiry Table)

Key: Budget Fiscal Year, Fund, Division, Organization Code, and PWE.

This is a reference table containing budgetary information showing the authorized amount for the program, expenditures and undelivered orders to date, and calculates an available balance. Changes to the table are made by processing an A1 and L1 or BE documents through the document input section of FFS.

ARHT (Receivable Header Table)

Key: Transaction Code and Document Number

This is a reference header table. It contains summary information useful in tracking bills for collection and other accounts receivable. The detail cost account information is contained in ARLT. A typical Trans Code is B1.

ARH2 (Receivable Header Data Entry Table)

Key: Text Indicator, Billing Document number, Line, Text Line

This table is used by parks generally to modify a field to reprint a bill.

ARLT (Receivable Line Table)

Key: Transaction Code, Document Number, and Line Number.

This is a reference line table containing the detail cost account information supporting ARHT.

ARTX (Accounts Receivable Text Data Entry Table)

Key: Text Indicator, Billing Document ID, Line, Text Line

Provides input of text information to appear on the bills for collection.

BPDE (Budget and Project Data Entry Screen)

This is used to establish a new project that incorporates both the PROJ and SPRJ tables in one screen.

CARD (Bank Card Accounting Re-Distribution Table)

Key: Cardholder Number, Invoice Date, and Sequence Number.

This is a data entry table where credit card charges can be reallocated to the appropriate cost structure and/or budget object class.

CRHT (Cash Receipt Header Table)

Key: Transaction Code and Document Number.

This is a reference header table containing summary information useful in tracking deposits. A typical Trans Code is C1.

CRLT (Cash Receipt Line Table)

Key: Transaction Code, Document Number, and Line Number

This a reference line table containing the detail cost account information supporting CRHT.

CXR2 (Bank Cardholder Cross-Reference Table)

Key: Transaction ID

This is a reference table letting you know who the credit card holder is for a specific transaction that is preceded by the letters "CC", which stands for credit card charges.

DREC (Defaulted Payroll Records Table)

Key: Actuals/Debt Indicator, SSN, Sequence

This allows your to see the changes that have been made on the PCOR for this period.

DXRF (Document Cross Reference Table)

Key: Transaction Code and Document Number.

This is a reference table containing cross reference information between obligation and payment documents. Entering an obligation document number will allow the user to obtain the payment document number and vice versa.

ERRG (Error Guide Table)

Key: Error Code

This provides you with information as to what the problem may be and a possible solution to correct the error.

GLDB (General Ledger Detail Balance)

Key: Fiscal Year, Budget Fiscal Year, Fund, General Ledger Account Number, Division, and Organization Code.

This is a reference table containing the raw data. The information is available by high level general ledger account number which are unfamiliar to most users. If you are looking for detail accounting transactions which you have been unable to find anywhere else, you may be able to get the detail from GLDB if the general ledger account number is known.

<u>General Ledger</u>	<u>Description</u>
1015	Disbursements. This information is available on SPDX and PSDX.
1016	Cash Receipts/Revenue
1018	Third Party Drafts Disbursements
131A	Accounts Receivable Billed
1413	Travel Advances
2110	Accounts Payable
2130	Contract Holdback
2210	Payroll Accrual
4801	Undelivered Orders
4901/4902	Expended Appropriations
5200	Revenues for Services Provided
5600	Donated Revenues
5900	Other Revenues
610A	Operating Expenses

IFHT (Imprest Fund Header Table)

Key: Transaction Code and Document Number.

This is a reference header table containing summary information concerning the replenishment of funds to the cashier. Useful table for tracking imprest voucher payments.

IFLT (Imprest Fund Line Table)

Key: Document Number and Line Number.

This is a reference line table containing the detail cost account information supporting IFHT.

IVCH (Invoice Payment Voucher)

Key: Vendor Code and Vendor Invoice Number

This is a reference table which is particularly useful in obtaining check numbers and the date a check was issued. When vendors call about late payments, ask them for their invoice number and get the vendor code from the VNAME table.

JVLT (Journal Voucher and Standard Voucher Table)

Key: Transaction Code, Document Number, and Line Number.

This is a reference table useful in finding third party draft payments, journal voucher and/or expenditure transfer line information.

MSGL (General Ledger Detail Balance Table)

Key: Fiscal Year, Budget Fiscal Year, General Ledger Account, Division, Organization, and Program.

This is a reference table providing the detail transaction entries for a specific account.

OARC (Archived Posted Records Table)

Key: Social Security Number and pay period number. The pay period numbers are based on the calendar year. For example, 2003 25 on Report #444 would be PP 25 in calendar year 2002 for OARC purposes.

This is a data entry table used primarily to correct undistributed labor. Changes made to this table are reflected in ADJL and will appear in the next #444 report.

OBLH (Obligation Header Table)

Key: Transaction Code and Document Number.

This is a reference header table containing summary information useful in tracking all obligations except travel. The table lists all outstanding and some recently closed orders.

OBLL (Obligation Accounting Line Table)

Key: Transaction Code, Document Number, and Line Number.

This is a reference line table containing the detail cost account information supporting OBLH. It shows the obligated, closed, and expended amounts by document number, line number, account number and object class code.

ORGN (Organization Reference Table)

Key: Budget Fiscal Year and Organization Code

This is a reference table containing information showing the name of the park, office or division for the organization code.

PCOR (Payroll Corrections Table)

Key: Division, Organization, Social Security Number, and Sequence Number

This is an input screen to help reduce the number of undistributed labor costs entries by entering on-line distribution of potential cost account problems before the final transactions are posted to the OARC table.

PGMT (Program or PWE Reference Table)

Key: Budget Fiscal Year and Program (PWE) Code

This is a reference table containing information about the program, such as the fund and activity codes.

PROJ (Project Reference Table)

Key: Organization Code, Project Number, and PWE.

This is a data entry table which must be established only once for each account. The table contains summary level information on expenditures and obligations for multiple years.

PSDX (Project Spending Cross Reference Table)

Key: Budget Fiscal Year, Fund, Organization Code, PWE, and Project Number.

This is a reference table containing detailed information organized by project. It reflects all the spending documents that reference a subproject with the exception of payroll costs. When referencing this table, leave the DSVN and RPTG fields blank. Please note that if in the PROJ table, the PSDX field has an "N", this will prevent the account from reflecting on the PSDX table.

PSTA (Project Status Reference Table)

Key: Status Code

Provides a list of status codes used on the PROJ and SPRJ tables.

PVHT (Payment Voucher Header Table)

Key: Vendor Code, Transaction Code, and Document Number.

This is a reference header table containing summary information on outstanding and closed payment documents. This table will provide you with the date a check request was sent to the U.S. Treasury in the SCHED DATE field.

PVLT (Payment Voucher Line Table)

Key: Vendor Code, Transaction Code, Document Number, and Line Number.

This is a reference line table containing the detail cost account information supporting PVHT.

RCHT (Accrual Header Table)

Key: Transaction Code and Document Number

This is a reference header table containing summary information on the outstanding accrual documents.

RCLA (Accrual Accounting Line Table)

Key: Transaction Code, Document Number, and Line Number.

This is a reference line table containing the detail accrual accounting information supporting RCHT.

SALT (Suballotment Table)

Key: Budget Fiscal Year, Fund, Division, Organization Code, and Program Class.

This is a reference table containing budgetary information showing the authorized amount for the suballotment budget level. Changes to the table are made by processing an A1 and L1 or BE documents through the document input section of FFS.

SPDX (Spending Control Document Cross Reference)

Key: Budget Fiscal Year, Fund, Division, Organization Code, and PWE.

This is a reference table containing information at the allocation ALCT level broken down by object class code. The disadvantage of this table is that one must know the object class code of a transaction in order to quickly find it in SPDX. Payroll transactions are included in this table by object code.

SPRJ (Subproject Reference Table)

Key: Budget Fiscal Year, Fund, Organization Code, PWE, and Project Number.

This is a data entry table which must be re-established with each new budget fiscal year. The table contains summary level information on expenditures and obligations. The detailed information supporting the totals in this table--except payroll--is contained in PSDX. The authorized amounts recorded in SPRJ are the basis for the authorized amounts stated on the MAAR and the Project Summary Reports.

SPX1 (Alternate Spending Control Document Cross-Reference Table)

Key: Budget Fiscal Year, Fund, Division, Organization Code, PWE, and Object Class.

This is a reference table containing information at the allocation ALCT level by summary total of object class. For details by transaction, you should use the SPDX table.

SUSF (Suspense File)

Key: Transaction Code, Division, and Document Number.

This is a reference table which functions as a holding tank for all transactions recently entered into the FFS system whether or not the system accepted them. It tracks all scheduled, held, or rejected documents still outstanding at any given point in time.

TADV (Travel Advance Table)

Key: Employee Code (SSN).

This is a reference table useful in checking the status of outstanding travel advances accountable to individual employees.

TOHT (Travel Order Header Table)

Key: Transaction Code and Travel Order Number.

This is a reference table useful in obtaining obligation information on a travel authorization.

TOLT (Travel Order Line Table)

Key: Transaction Code, Travel Order Number, and Line Number.

This is a reference table useful in obtaining detailed cost account information on travel authorizations supporting the TOHT table.

TVAT (Travel Voucher Accounting Detail Table)

Key: Transaction Code, Document ID

Provides account numbers against which a Travel Voucher was paid.

TVHT (Travel Voucher Header Table)

Key: Employee Code (SSN), Transaction Code, and Voucher Number.

This table stores general data from the travel voucher and travel expense lines on the imprest fund documents. If only the employee code is known, it is relatively easy to page through the table for detailed information on all travel vouchers.

VEND (Vendor Reference Table)

Key: Vendor Code.

This is a reference table containing the name and address on each vendor by the established vendor code.

VHST (Vendor Payment History Table)

Key: Vendor Code, Transaction Code, and Document Number.

This is a reference table useful in determining when a Treasury check was issued to the specified vendor.

VNAM (Vendor Name Table)

Key: Vendor Name.

This is a reference table containing address information on each vendor. If you don't know the vendor code, this is where you will find it. Just key in the vendor's name until the vendor code is displayed in the appropriate field on the screen. Some employee's names are list with last name first.

VXRF (Vendor Document Cross Reference Table)

Key: Vendor Code.

This is a reference table containing document reference information on all transaction applicable to a particular vendor. It will show all partial payments, or recurring payments, such as those for blanket purchase orders, utility payments, etc.

YEAR-END TABLE QUERIES

What Tables are Reliable at Year-End?

There are only a few tables that are fiscal year sensitive. Unfortunately, none of these tables are down to the project level. The fiscal year sensitive tables are only available at the program and activity levels.

Program Level

The FALT and/or the FALO tables will provide the fiscal year sensitive information at the program level. For example, if you want to know on October 4 what the total balance is, go to the FALO table and Scan for the cost account.

ACTION: S SCREEN: FALO USERID: XXX1					
*** FISCAL YEAR ALLOCATION INQUIRY TABLE ***					
KEY IS FISCAL YEAR, BUDGET FYS, FUND DIVISION, ORG, PGM, BOC					
FISCAL YEAR: 2003		BUDGET FYS: 2003		FUND: 01	
DIVISION: WRO		ORG: 9470		PGM: SZA BOC:	
QTR	APPRV ALLOC AMT	UNLIQ COMM AMT	UNLIQ OBLG AMT	EXPENDED AMT	
1	177,750.00	0.00	76.00	20,089.63	
2	0.00	0.00	202.00	25,172.31	
3	0.00	0.00	-278.00	77,964.04	
4	0.00	0.00	0.00	47,628.35	

The negative part is that you have to manually add up the totals in the Unliquidated Obligation column and the Expended column for all four quarters; subtract this from the Approved Allocation column to determine the remaining balance available.

The approved amount for this table comes from the "BE" posting to the ALCT table.

Activity Level

The FSLT table can be used to determine how an organization does on an activity level, such as *park management*. If a park has more than one organization code, a given activity must be looked at for each organization code within the park to determine the total status of the park's financial operation. The approved amount in the FSLT table comes from the sub-allotment postings by the Regional budget office. If the parks want the authorized amounts of their park-base broken down by organization codes within the park, they must provide the Office of Budget with the park-base distribution by Mid-September of the fiscal year.

ACTION: S SCREEN: FSLT USERID: XXX1					
*** FISCAL YEAR SUBALLOTMENT INQUIRY TABLE ***					
KEY IS FISCAL YEAR, BUDGET FYS, FUND, DIVISION, ORG, PGM, BOC					
FISCAL YEAR: 2003		BUDGET FYS: 2003		FUND: 01	
DIVISION: WRO		ORG: 9470		PGM: 0110 BOC:	
QTR	APPROVED SUBALLOT AMT	UNLIQ COMM AMT	UNLIQ OBLG AMT	EXPENDED AMT	
1	207,750.00	0.00	76.00	45,089.63	
2	0.00	0.00	1,802.00	50,175.00	
3	0.00	0.00	-278.00	102,964.04	
4	0.00	0.00	0.00	77,700.53	

As with the FALO table, you have to manually add up the totals in the Unliquidated Obligation column and the Expended column for all four quarters; subtract this from the Approved Suballotment column to determine the remaining balance available.

Using General Ledger Information

The general ledger tables may also be useful to monitor the year-end closing. There are two application tables that will be of significance. They are the General Ledger Detail Balance Inquiry Screen (GLDB) and the Monthly Summary General Ledger Balance Inquiry Screen (MSGL).

To use the general ledger tables, one of the key requirements is the general ledger account number. The following are a list of those numbers that a park would need to know at year-end to obtain the appropriate information as to the balances in undelivered orders, expenditures, and revenues:

- 4801 Undelivered Orders
- 4901/4902 Expended Appropriations ·
- 5200 Revenue from Services Provided
- 5600 Donated Revenue
- 5900 Other Revenue
- 610A Operating/Program Expenses
-

With the exception for revenues, most inquiries will require the scanning of multiple general ledger accounts, such as 4801, 4901, and 4902. You will need to scan all three to determine the total obligations and expenditures for the program.

Because of the voluminous entries involved with the payroll files, the general ledger does not provide any payroll information. If the account involves personnel services, you must look for it separately on the SPDX table.

General Ledger Summary

The MSGL table provides summary information by object class or revenue source within a given program (PWE) for the fiscal year. This table will show the total amounts per object class or revenue source incurred within the indicated months of the fiscal year (October = 01, November = 02, etc).

General Ledger Revenue Summary

If the query is for other than transaction type "RV" for unavailable receipts, it is generally easier to use general ledger 1016 to determine the total income. If you use general ledger 5200, you must also scan for general ledgers 5600, and/or 5900 to determine the total income. The income under general ledger 1016 will appear as a positive number. Income for accounts 5201, 5200, 5600, and 5900 will appear as negative numbers for income.

```

ACTION: S SCREEN: MSGL USERID: XXX1
*** MONTHLY SUMMARY GENERAL LEDGER BALANCE INQUIRY TABLE ***

```

FY	FUND	BFYS	GL ACCT	DIV	ORG	PROGRAM	BOC/REV SRCE	RPTG
2003	26	2003	5600	WRO	8990	600	R	
			FISC MONTH			NET AMOUNT		
01-			02			-1,172.50		
02-			04			-16,450.00		
03-			05			-25.00		
04-			06			-500.00		
05-			08			-50.00		
06-			09			-40,000.00		
07-			10			-500.00		
08-			11			-75.00		
09-			12			-500.00		
10-								
11-								
12-								
13-								

General Ledger Obligation/Expense Summary

With the exception of personnel services, the MSGL table can be used to determine the total obligations by object class for a given program. To do so, it will be necessary to scan general ledger accounts 4801, 4901, and 4902 by fiscal year, object class, organization code and program. Obligations will appear as negative amounts in the general ledger.

```

ACTION: S SCREEN: MSGL USERID: XXX1
*** MONTHLY SUMMARY GENERAL LEDGER BALANCE INQUIRY TABLE ***

```

FY	FUND	BFYS	GL ACCT	DIV	ORG	PROGRAM	BOC/REV SRCE	RPTG
2003	01	2003	610A	WRO	9450	SZA	2110	
			FISC MONTH			NET AMOUNT		
01-			03			631.87		
02-			04			458.26		
03-			05			479.44		
04-			06			326.57		
05-			07			326.55		
06-			08			248.06		
07-			09			248.05		
08-			10			124.32		
09-								
10-								
11-								
12-								
13-								

General Ledger Detail

The GLDB table provides detailed line entry information for a given organization code, program and object class or revenue source. This table will show the document number that was incurred or accrued against the program, the month within the fiscal year (October = 01, November = 02, etc.) that the document was processed, the vendor code and the amount.

Detailed General Ledger Revenue

As with the MSGL table, it is easier to use general ledger account 1016 to determine the total cash income. The income amount will appear as a positive figure. If you choose to use general ledger accounts 5200, 5600, and 5900, the revenue amount will appear as negative figures.

```

ACTION: S SCREEN: GLDB USERID: XXX1
*** GENERAL LEDGER DETAIL BALANCE INQUIRY TABLE ***
      GL          COST          BOC/REV
FY  BFYS  FUND  ACCT  DIV  ORG  ORG  PROGRAM  SRCE  TYPE
-----
2003 2003    06    5900  WRO  9230          318      R    52
      TRANS ID      DATE  FM  REF DOCUMENT  VENDOR  DOLLAR AMOUNT
-----
01-  C1  DT9230D008  20031213  03          NONFED          125.00
      VENDOR INVOICE:
02-  C1  DT9230D011  20030212  05          NONFED          100.00
      VENDOR INVOICE:
03-
      VENDOR INVOICE:
04-
      VENDOR INVOICE:
05-
      VENDOR INVOICE:
06-
      VENDOR INVOICE:
  
```

Detailed General Ledger-Obligations

With the exception of personnel services, the GLDB table can be used to provide by object class, a listing of documents obligated or expended against a given program. To do so, it will be necessary to scan general ledger accounts 4801, 4901, and 4902 by fiscal year, object class, organization code and program. Obligations will appear as negative amounts in the general ledger. The object class can be entered with just the first digit or the first two digits, etc. By typing a "R" in the action field at the top left corner of the screen and hit enter, the next sequential screen will appear.

```

ACTION: S SCREEN: GLDB USERID: XXX1
*** GENERAL LEDGER DETAIL BALANCE INQUIRY TABLE ***
      GL          COST          BOC/REV
FY  BFYS  FUND  ACCT  DIV  ORG  ORG  PROGRAM  SRCE  TYPE
-----
2003 2003    01    4801  WRO  9470          SZM    259T  47
      TRANS ID      DATE  FM  REF DOCUMENT  VENDOR  DOLLAR AMOUNT
-----
01-  M1  TN8000D0057  20030627  09          ADVVENDG          -495.00
      VENDOR INVOICE:
02-  M1  TN8000D0058  20030627  09          ADVVENDG          -495.00
      VENDOR INVOICE:
03-
      VENDOR INVOICE:
04-
      VENDOR INVOICE:
05-
      VENDOR INVOICE:
06-
      VENDOR INVOICE:
  
```

USING AND QUERYING FFS TABLES

CORRECTION OF ERRORS

How Do I Find Out What the Error Messages Mean?

You can scan the ERRG table for the error code that is listed on the bottom of the screen. The table will provide the problem that created the error and a suggested solution to resolve the situation. The only error codes you need to check are the ones with an "E" at the end of the code (i.e., TRC3E-REF TRANS CODE NOT IN TCAT). It is possible for a document to show many error codes, but all you are interested in are the ones on the top of the list.

When you have encountered an error and you don't know what it means, copy down the error code. Go to the Action field by hitting the <HOME> key and type a "P" followed by a space and type "ERRG" and <ENTER>. If you are in the main menu, select "1" for Table/Inquiry Update. If you are in the tables, type "N" in the action field and "ERRG" for the Screen.

Scan for the error code.

```
ACTION: S SCREEN: ERRG USERID: XXX1
*** ERROR GUIDE INQUIRY TABLE ***
KEY IS ERROR CODE
ERROR CODE: SV01E ERROR MESSAGE: INVALID EXP REV GL IND
PROBLEM:
THE EXPENSE, REVENUE, GENERAL LEDGER ACCOUNT INDICATOR MUST BE 'E', 'R'
OR 'G'.
SOLUTION:
ENTER A VALID INDICATOR.
```

With the cursor in the Action field type "E" and <ENTER>. This will get you back to the document to make your corrections. Remember, when you use a **Pause**, always go back to the document to complete it or put it on hold. Failure to do so will cause your system to hang up as you try to input another document.

How Do I Know If a Document is Still On-Hold or Rejected?

You can find out by looking at the SUSF table. To view the status of all "M1" document for the Pacific West Region, enter the highlighted data and <ENTER>.

```
ACTION: S SCREEN: SUSF USERID: XXX1 DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION: SEC2:
S
E ---BATCH ID--- ----DOCUMENT ID---- INIT LAST LAST
L TC SEC1 NUMBER TC SEC1 NUMBER STAT APPRV USER DATE USER
-----
00- M1 WRO GS8890D0202
01- . . .
02- . . .
03- . . .
```

The query would provide the following information:

```

ACTION: R SCREEN: SUSF USERID: XXX1          DOI CUSTOM DOCUMENT SUSPENSE INDEX 1
FUNCTION:                                     SEC2:
S
E ---BATCH ID--- ----DOCUMENT ID----          INIT      LAST      LAST
L TC SEC1 NUMBER TC SEC1  NUMBER      STAT  APPRV  USER      DATE      USER
-----
00-          M1 WRO  GS900080015  ACCPT  00000  AAA19062  20030305  AAA19062
01-          M1 WRO  MT932098100  ACCPT  00000  BBB19320  20030306  BBB19320
02-          M1 WRO  PX900098125  REJCT  00000  AAA19062  20030306  AAA19062
03-          M1 WRO  PX999098038  HELD   00000  AAA19062  20030307  XXX18990
  
```

By hitting enter again, the screen will refresh itself with the next group of data. By putting an S in the Action field and moving your cursor to the document number you wish to correct or see, press <ENTER> and the document screen comes up for you to correct or put on hold, if you do not wish to correct it at this time.

BILLS FOR COLLECTION

Is the Bill Processed?

If you wish to see if a certain bill for collection has been processed or not, scan the **ARHT** table for the "BC" number. If the document appears on the screen with the BC number that you have entered, the document has been processed into FFS.

```

ACTION: R SCREEN: ARHT USERID: XXX1
*** RECEIVABLE HEADER INQUIRY TABLE ***
KEY IS TRANS CODE, TRANS NUMBER

TRANS CODE: B1  TRANS NUMBER: BC899080115  DOCUMENT DATE: 04 27 2003
PAYER CODE/NAME: NONFED / ARIZONA PUBLIC SERVICE CO.
ADDRESS: CLAIMS SERVICE
P.O. BOX 53999 STA. 8416
CITY: PHOENIX STATE: CA ZIP: 95318 -
OPAC SCHED NUMBER: OPAC SEQ NUM: 00 OPAC DOC NUMBER: 00000000
CR POST ORDER: I COLL DUE DT FOR INT: N CUSTOMER ALC: 00 - 00 - 0000
DOC TYPE: S COLL DUE DATE: 05 27 2003 COMMENTS:
PRINT DUNN: Y LAST DUNN DATE: DUNN COUNT: 00
PRINT BILL: P BILL PRINT DATE: 04 27 2003 BILLED AMT: 588.40
INT RATE: 3.000 INT APPLY DATE: 09 25 2003 INT AMT: 4.35
TEXT TYPE: ADM CHG APPLY DATE: 10 13 2003 ADM CHG AMT: 15.00
WAIVER FLG: PENALTY APPLY DATE: 08 26 2003 PENALTY AMT: 8.70
DISB OFF: ACCOMPLISHED DATE: TOTAL AMT: 616.45
OVERDUE STATUS: OVERDUE DATE: COLL AMT: 0.00
WRITE-OFF REASON: WRITE-OFF DATE: WRI-OFF AMT: 0.00
WRITE-OFF FLAG: CLOSING DATE: CLOSED AMT: 0.00
CASE HIST FLAG: LAST BILL DATE: 11 01 2003 L BILL AMT: 616.45
OVERPAY CAUSE: IN IND: N REPRINT BILL AMT: 0.00
  
```

Is the Bill Paid?

To determine if a bill for collection has been paid or not, scan the **OBDDT** table by the payor code, the "B1", and the document number. If the line entry appears on the screen, the receipt for the bill has not been processed.

```

ACTION: R SCREEN: OBDT USERID: XXX1
OUTSTANDING BILLING DOCUMENTS REFERENCE TABLE
KEY IS PAYER ID, BD ID

```

PAYER ID	BD ID	BILL PRINT		DUNN PRINT		DUN CNT
		DATE / FLAG	COLL DUE DATE	DATE / FLAG		
01-	234567890 B1 BC8990D0292	06 28 2003 E	07 28 2003		N	00
	MAX DUNNING: 03		WAIVER FLAG: N			
	OVERDUE STATUS:	OPAC STATUS: N	ORIGINAL AMT:			96.00
	OVERDUE DATE:		OUTSTANDING AMT:			96.00
02-	098765432 B1 BC8990D0271	06 16 2003 P	07 16 2003		Y	00
	MAX DUNNING: 03		WAIVER FLAG: W			
	OVERDUE STATUS:	OPAC STATUS: N	ORIGINAL AMT:			72.00
	OVERDUE DATE:		OUTSTANDING AMT:			82.00
03-	024681012 B1 BC8991D0031	06 28 2003 E	07 28 2003		N	00
	MAX DUNNING: 03		WAIVER FLAG: N			
	OVERDUE STATUS:	OPAC STATUS: N	ORIGINAL AMT:			58.69
	OVERDUE DATE:		OUTSTANDING AMT:			58.69
04-	135791113 B1 BC8992D0008	03 22 2003 P	04 21 2003		N	00
	MAX DUNNING: 03		WAIVER FLAG: N			
	OVERDUE STATUS:	OPAC STATUS: N	ORIGINAL AMT:			168.30
	OVERDUE DATE:		OUTSTANDING AMT:			178.85

CASH RECEIPTS

Is the Deposit Ticket Processed?

Scan the **CRHT** table by the "C1" Trans Code and the "DT" document number. If the document appears on the screen, the document has been processed into FFS.

```

ACTION: R SCREEN: CRHT USERID: XXX1
*** CASH RECEIPT HEADER INQUIRY TABLE ***
KEY IS TRANS CODE, CR NUM

```

01-	TRANS CODE: C1	CR NUM: DT899080001	CASH ACCT:
	DEP NO: 573249	BILLED FUND:	D.O.: PDO
	CUST AGY LOC CODE: 00 - 00 - 0000	TOTAL DOC AMT:	1,567.05
	CR DOC DATE: 07 25 2003	COLLECTED BILL AMT:	1,567.05
	ACCOMPL DATE: 06 26 2003	COLLECTED INTEREST AMT:	0.00
	CONFIRM DATE:	COLLECTED ADM CHGS AMT:	0.00
	TV ADV DATE: 07 25 2003	COLLECTED PENALTY AMT:	0.00
	IN IND: N	INV PREPAY: N	
02-	TRANS CODE: C1	CR NUM: DT899080002	CASH ACCT:
	DEP NO: 573250	BILLED FUND:	D.O.: PDO
	CUST AGY LOC CODE: 00 - 00 - 0000	TOTAL DOC AMT:	41,852.15
	CR DOC DATE: 06 28 2003	COLLECTED BILL AMT:	41,852.15
	ACCOMPL DATE: 06 27 2003	COLLECTED INTEREST AMT:	0.00
	CONFIRM DATE:	COLLECTED ADM CHGS AMT:	0.00
	TV ADV DATE: 06 28 2003	COLLECTED PENALTY AMT:	0.00
	IN IND: N	INV PREPAY: N	

Is There a Way to Find Detail Revenue Entries in the Tables?

Yes and no. At the present, there is no way to determine from the tables the details that make up the revenue totals you see on the PROJ and SPRJ tables. However, you may find the details of the revenues at the Organization and Program levels by scanning the **GLDB** table.

```

ACTION: S SCREEN: GLDB USERID: XXX1
*** GENERAL LEDGER DETAIL BALANCE INQUIRY TABLE ***
  FY  BFYS  FUND  ACCT  DIV  ORG  COST  PROGRAM  BOC/REV
  ---  ---  ---  ---  ---  ---  ---  ---  ---
 2003 2003   34   5200  WRO   8990   692   R       31
  TRANS ID  DATE  FM  REF DOCUMENT  VENDOR  DOLLAR AMOUNT
  -----
01-  DT899080082 19971007 01
C1DT899070001 19971031 01 -136.03
C1DT899070006 19971205 03 -170.64
C1DT899070010 20030115 04 -314.61
C1DT899070014 20030220 05 -678.07
C1DT899070020 20030323 06 -62.90

```

Press <ENTER> with the **R** in the Action field to refresh your screen for additional entries.

- 5200 Revenues for Services Provided
- 5600 Donated Revenues
- 5900 Other Revenues

CONTRACTS/PURCHASE ORDERS

Is the Document Obligated?

What Account Was It Obligated Under?

To find out if the obligation has been entered or what account was it originally charged to, scan the **OBLL** table for Trans Code, M1, and the document number. If the information for the document appears on the screen, the document has been obligated.

```

ACTION: R SCREEN: OBLL USERID: XXX1
*** PURCHASE ORDER ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER, LINE NUMBER
TRANS CODE: M1 ORDER NUMBER: PX899098045
01- LINE NO: 001 BFYS: 2003 FUND: 01 REF REQ:
DESCR: XEROX LAST CHANGE STATUS:
DIVISION: WRO RPTG: PO LINE AMT: 1,490.07
BUD ORG: 8990 / CLOSED AMT: 0.00
COST ORG: / JOB: 1005 ACCRUED AMT: 0.00
PROGRAM: SZA BOC/SUB: 2552 / EXPENDED AMT: 0.00
ASSOC ORDER: HOLDBACK AMT: 0.00
CLOSED BFYS: CLOSED FUND: OUTSTANDING AMT: 1,490.07
FA #: FA TYPE: BETT #: ACQ METH: QTY:

```

Has Payment Been Made?

To response to vendor calls as to the status of the payment, scan the **DXRF** table for Trans Code = M1 and the document number. This table will display all payments made against the document.

```

ACTION: R SCREEN: DXRF USERID: XXX1
*** DOCUMENT CROSS REFERENCE INQUIRY TABLE ***
KEY IS TRANS CODE, TRANS NUMBER, F/B/A, REF TRANS ID, ACCEPT DATE, DOC ACTION
TRANS CODE: M1 TRANS NUMBER: PX899098002 DOC TOTAL: 780.00
OUTST AMT: 170.16
  F/B/A  REF TRANS ID  ACCEPT DATE  DOC ACT  VENDOR  AMOUNT
  -----
01-  A  10 22 1997  M  NONFED  0.00
LAST BATCH NUMBER: 2002 CLEARING ACTION:
02-  F  P1 PX89909802B 02 24 2003  E  XEROX  228.22
LAST BATCH NUMBER: CLEARING ACTION:
03-  F  P1 PX89909802A 01 14 2003  E  XEROX  165.09
LAST BATCH NUMBER: CLEARING ACTION:
04-  F  P1 PX89909802D 04 16 2003  E  XEROX  216.53
LAST BATCH NUMBER: CLEARING ACTION:

```

When was Payment Made?

If you know the vendor code, scan the **PVHT** table for the vendor code and document number. If you don't know the vendor code, scan the **VNAM** table for it. The PVHT table will give you the following information:

Sched Date = The date the information is sent to Treasury for payment.
Close Date = The date Treasury confirmed as having sent the check out to the vendor.

```
ACTION: R SCREEN: PVHT USERID: XXX1
*** VOUCHER HEADER INQUIRY TABLE ***
KEY IS VENDOR CODE, TRANS CODE, VOUCHER NO, TRAVEL ADVANCE NUM

01-
  VENDOR CODE: XEROX          TRANS CODE: P1    VOUCHER NO: PX899098002
    NAME: XEROX CORP          TRAVEL ADVANCE NUM:
    ADDRESS: P.O. BOX 25174    NO CHECK DISB FLAG: N
      :                        PROMPT PAY TYPE: A
      : SANTA ANA             CA 92709          LAST BATCH ID:
DESCRIPTION:                FA IND:   INV IND:   VOUCHER TYPE: 1
  CHECK TYPE:   D.O.: PFO    PAYMENT CAT: V    OFFSET ELIGIBILITY: Y
AGREEMENT # :                DISB RUN NUMBER: 00000
SCHD FISC YR:      SCHD CAT: T  SCHD TYP: M  SCHD NO:
VOUCHER DATE: 06 15 2003    VOUCHER AMT:      1,489.98
  SCHD DATE: 07 01 2003    HOLDBACK AMT:      0.00
  CLOSED DATE: 07 02 2003    CLOSED AMT:      1,489.98
  PPAY SCHED DATE: 07 01 2003    OUTSTANDING AMT:    0.00
AGENCY HEAD APRVL:                IN TRANSIT AMT:    0.00
COMMENTS TO PRINT: PX8990980002 #6
INTR AGCY SYMBOL:                DIRECT DISB NUMBER:
```

What if the Vendor Does Not Know the Document Number?

The vendor can give you the invoice number. You can scan the **IVCH** table by the vendor code and the invoice number. If you don't know the vendor code, scan the **VNAM** table for it. The IVCH table will provide the purchase order/contract number, the date of the check, and the amount paid to the vendor.

```
ACTION: R SCREEN: IVCH USERID: XXX1
*** INVOICE-PAYMENT VOUCHER-CHECK/EFT CROSS-REFERENCE INQUIRY TABLE ***
KEY IS VENDER CODE, VEN INV NO/DATE, TRANS CODE/NUM, TRAVEL ADV NUM,
  LINE, CHECK/TRACE NUM, CONFIRM DATE, D.O.

VENDOR CODE: XEROX          VENDOR INV NO/DATE: 958480642          / 06 28 2003
01-
  TRANS CODE/NUM: P1 PX899098002    TRAVEL ADV NUM:          LINE: 001
CHECK/TRACE NUM: 27342532          CONFIRM DATE: 08 02 2003 D.O.: PFO
  PAYMENT AMT:          1,489.98    CANCEL IND: N    CHECK SYM:
  SCHD FISC YEAR: 2003  SCHD CAT: T  SCHD TYPE: M  SCHD NUM: 000000187
02-
  TRANS CODE/NUM:                TRAVEL ADV NUM:          LINE:
CHECK/TRACE NUM:                CONFIRM DATE:          D.O.:
  PAYMENT AMT:                CANCEL IND:          CHECK SYM:
  SCHD FISC YEAR:                SCHD CAT:          SCHD TYPE:          SCHD NUM:
```

How Do You Find Out Where the Check was Sent?

Once you have obtained the check number from the IVCH table, you can scan for it on the **CHKH** table. The CHKH table will show where the check is sent.

```
ACTION: R SCREEN: CHKH USERID: XXX1
*** CHECK/EFT HEADER INQUIRY TABLE ***
KEY IS CHECK/TRACE NUM, CONFIRM DATE, D.O., SCHD CAT, SCHD TYP
01-
CHECK/TRACE NUM: 27342532 CONFIRM DATE: 08 02 2003 D.O.: PFO
SCHD CAT: T SCHD TYP: M OFFSET INDICATOR: N
CANCELED IND: N MANUAL CHECK IND: CHECK SYM:
SCHD FISC YEAR: 2003 AGENCY SCHEDULE NO: 000000187
AMOUNT: 1,489.98
VENDOR CODE: XEROX
PAYEE NAME: XEROX CORP
ADDR1: P.O. BOX 25174
ADDR2:
ADDR3:
CITY/ST/ZIP: SANTA ANA CA 92709
```

What Invoices Have Been Paid to a Vendor?

By scanning the **VXRF** table for the vendor/payee code, you can get a list of all documents processed for that vendor.

```
ACTION: R SCREEN: VXRF USERID: XXX1
*** VENDOR DOCUMENT CROSS REFERENCE INQUIRY TABLE ***
KEY IS VENDOR, TRANS ID, ACCEPTANCE DATE
VENDOR: 123445678
```

TRANS ID	ACCEPTANCE DATE	TOTAL AMOUNT
01- T1 TA8990D0001	10 01 2003	2,364.00
02- T2 TA4001D0340	04 30 2003	685.50
03- T2 TA7035D0035	01 24 2003	240.74
04- T2 TA8990B0002	11 21 2001	3,249.28
05- T2 TA8990B0003	01 03 2002	1,260.56
06- T2 TA8990B0001	11 06 2001	1,501.00
07- T2 TA8990C0002	02 10 2002	575.50

CREDIT CARDS

How Do I Know Which Cardholder are the Charges for the Adjustments Coming From?

Write down the document number for the credit card adjustment. Then scan the CXR2 table for the document number to determine the credit card holder for the specific transaction.

```
ACTION: S SCREEN: CXR2 USERID: XXX1
*** BANK CARDHOLDER CROSS-REFERENCE INQUIRY TABLE ***
KEY IS TRANSACTION ID
VENDOR: 123445678
```

TRANSACTION ID	ADJ POSTED DATE	GENERAL INVOICE DATE
CC 21510205167		

```
CARDHOLDER#: 9912345678 CARDHOLDER: BEAR, SMOKEY
```

What If I Want to Know More Information about the Adjustment?

- First find the credit card adjustment by accessing the CXR2.
- Enter S in the Action field.
- Tab to Transaction and enter the document id CC. The cursor should jump two spaces after which you would enter the 11-digit transaction number.
- Hit <ENTER>
- Hit the <HOME> key and type in the letter L in the Action field and <TAB>.
- Type in CARD in the Screen field and hit <ENTER>.
- The CARD table will appear with details.
-

OBLIGATIONS

How Do I Find Out What Documents Were Charged to a Specific Account?

You can scan the SPDX table for the transactions that are charged to a specific allocation or AOP. The AMT TYPE of **E** is for expenditure, and **O** is for obligations. Negative amounts generally represent liquidations. This table is also by object class.

```
ACTION: R SCREEN: SPDX USERID: XXX1
*** SPENDING CONTROL DOCUMENT CROSS REFERENCE INQUIRY TABLE ***
KEY IS BFY, FUND, DIV, ORG, PGM, BOC, AMT TYPE, TRANS ID/LINE
BFY: 2003 FUND: 01 DIV: WRO ORG: 8990 PGM: SZA BOC: 2110

01- AMT TYPE: E TRANS ID/LINE: ET ET8990D0008 005 AMOUNT: -200.00
02- AMT TYPE: E TRANS ID/LINE: P1 TS8990D0001 017 AMOUNT: 528.00
03- AMT TYPE: E TRANS ID/LINE: P1 TS8990D0001 025 AMOUNT: 325.00
04- AMT TYPE: E TRANS ID/LINE: T2 TA8990D0007 001 AMOUNT: 857.25
05- AMT TYPE: O TRANS ID/LINE: T1 TA8990D0007 001 AMOUNT: 875.00
06- AMT TYPE: O TRANS ID/LINE: T1 TA8990D0010 001 AMOUNT: 248.00
07- AMT TYPE: O TRANS ID/LINE: T1 TA8990D0007 001 AMOUNT: -875.00
```

By pressing <ENTER> with the **R** in the Action field, it will refresh the screen with another set of transactions.

TRAVEL

Is the Travel Authorization Obligated?

To determine if the Travel Authorization has been obligated, scan the **TOHT** table for Trans Code = "T1" and the document number. If the information of the document appears on the screen, it has been processed.

```
ACTION: R SCREEN: TOHT USERID: XXX1
*** TRAVEL VOUCHER HEADER INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER
TRANS CODE: T1 ORDER NUMBER: TA8990D0001 EMPLOYEE CODE: 123445678 CANCEL:N
NAME : MARY MOBILE ADDR1: 123 PARK AVENUE
ADDR2: ADDR3:
CITY: ANYTOWN STATE: CA ZIP: 90007
TRAVEL TYPE: TDT TRAVEL MODES: C DATE OF ORDER: 10 01 1997
OBLIG TRANS TYPE: 01 TRAVEL PURPOSE: O LAST MOD DATE: 10 01 1997
ACCOUNTNG PERIOD: 2003 01 PCS AUTH CDS: CLOSED DATE:
PRINT FLAG: N LAST CHANGE STATUS: LAST PRINT DATE:
ADDRESS CODE: PER DIEM CODE: S BEGIN DATE: 10 12 1997
TEXT TYPE: HOME ORG: 8990 END DATE: 10 23 1997
CREATING DOC: END DATE DESCRIPTION:
TRAVEL ORDER AMT: 2,364.00 PER DIEM AMOUNT: 100.00
CLOSED AMOUNT: 0.00 ADVANCEABLE AMOUNT: 1,836.00
ACCRUED AMOUNT: 0.00 ADVANCES PAID: 0.00
EXPENDED AMOUNT: 0.00 OUTSTANDING ADVANCE: 0.00
MISC REF AMOUNT: 0.00 LAST DUNNING DATE: 0.00
ITINERARY:
```

Has the Traveler Been Paid?

By scanning the **TVHT** table for the social security number of the traveler using Trans Code = T2, and the TA document number, the table will show whether the document has been paid or not.

```

ACTION: R SCREEN: TVHT USERID: XXX1
*** TRAVEL VOUCHER HEADER INQUIRY TABLE ***
KEY IS EMPLOYEE CODE, TRANS CODE, VOUCHER NUMBER
EMPLOYEE CODE: 123445678 TRANS CODE: T2 VOUCHER NUMBER: TA8990D0035
MILEAGE: 0 NUMBER OF DAYS: 0 BEGIN DATE: 04 19 2003
MILEAGE COST: 0.00 BFYS: 2003 END DATE: 04 24 2003
ACCTG PD: 2003 07 FUND: TRANS DATE: 04 30 2003
HOME ORG: 8990 TRAVEL PURPOSE: M ORIG DATE: 04 30 2003
EXCEPTION CODE: TRANS TYPE: MA VOUCHER TYPE: LOG DATE:
NAME: MARY MOBILE DOCUMENT TOTAL: 685.50
ADDR: 123 PARK AVENUE TOTAL VERIFIED AMT: 685.50
TICKET AMOUNT: 0.00
TAXABLE AMOUNT: 0.00
ANYTOWN CA 90007
EXCEPTION AMOUNT: 0.00 WTA AMOUNT: 0.00
PAID TO EMPLOYEE: 685.50 TAX WITHHELD AMT: 0.00
COMMENTS TO PRINT: TRAVEL VOUCHER TA899030035
TYP TRAVEL ORDER ADV NUM APPLIED AMOUNT DESCRIPTION
-----
1) 0.00
2) 0.00
3) 0.00
SCHEDULE NUMBER: SCHEDULE FY: SCHEDULE CAT: T
PRINT CHECK: Y NO CHECK DISB: N DISB OFFICE: PFO
    
```

To get a check number for this travel voucher, you must first Leaf to the **VXDD** table for the payment schedule number.

```

ACTION: L SCREEN: VXDD USERID: XXX1
*** PAYMENT VOUCHER LINE - DISB DOCUMENT CROSS REFERENCE INQUIRY TABLE ***
KEY IS VENDOR CODE, T C, NUMBER, TRAVEL ADVANCE NUM, LN, REC TYP, FY,
SCHEDULE NUMBER
VENDOR CODE: 123445678 TC: T2 NUMBER: TA899080035 TRAVEL ADVANCE NUM:
REC SCHEDULE TREAS POST POST BACK
LN TYP FY NUMBER AMOUNT IND IND IND IND OUT
-----
01-001 P 2003 T M 00000075 285.50 C Y Y F N
02-
03-
04-
05-
    
```

Leaf to the **TSCL** table to finally get the check number of the payment.

```

ACTION: L SCREEN: TSCL USERID: XXX1
*** TREASURY SCHEDULE CONTROL LINE INQUIRY TABLE ***
KEY IS FY, SCHEDULE CAT, SCHEDULE TYPE, SCHEDULE NUMBER, VENDOR CODE,
PAYMENT VOUCHER TC, PAYMENT VOUCHER NUMBER, ADV NO,
PAYMENT VOUCHER LINE, REC TYP
FY: 2003 SCHEDULE CAT: T SCHEDULE TYPE: M SCHEDULE NUMBER: 00000075
INDICATORS - TREAS ACT: C POST TREAS ACT: Y POST DETAILS: Y EXP: F BACKOUT N
CONF/REJ DATE: 10 05 2003 CHECK SYMBOL: P
-----PAYMENT VOUCHER----- REC CHECK/ O C
VENDOR CODE TC NUMBER ADV NUM LN TYP AMOUNT TRACE S H
-----
112233445 T2 TA0313D1000 001 P 1,575.25 4215876 Y
123445678 T2 TA8990D0035 001 P 685.50 4215877 Y
332211009 T2 TA6068D0015 001 P 957.25 4215878 Y
455677899 T2 TA4025D0112 001 P 75.00 4215879 Y
    
```

What Cost Account was the Travel Paid from?

Since most temporary duty travel is no longer obligated, and the PVLТ table does not always give you sufficient information as to the cost account being charged, an alternative is to look at the Travel Voucher Accounting Line Inquiry Table (TVAT). You will need to scan the table by the social security number, the Trans Code and voucher number of the document.

```
ACTION: R SCREEN: TVAT USERID: XXX1
*** TRAVEL VOUCHER ACCOUNTING LINE INQUIRY TABLE ***
KEY IS EMPLOYEE CODE, TRANS CODE, VOUCHER NUMBER, LINE NO

EMPLOYEE CODE: 555773333      TRANS CODE: T5      VOUCHER NUMBER: TA900080401

01- LINE NO: 001              LINE TYPE: E
  REF TRANS CODE:             REF TRANS NUMBER:             REF LINE NO:
  BUDGET ORGN/SUB: 9000      BUDGET FYS: 2003      FUND: 01
  COST ORGN/SUB:             PROGRAM: LPY              JOB NUMBER: 4200
  OBJECT CODE/SUB: 2110      TRAVEL TYPE: TDN      TAX CODE:
  REPORT CATEGORY:          CLOSED BFYS:             CLOSED FUND:
  DESCRIPTION CODE: P
  EXCEPTION CODE:
                                CLAIMED AMOUNT:             480.53

*** TRAVEL RELATED INFORMATION ***
VENDOR INVOICE:              INV LINE:
REF VENDOR CODE:            MEMO REF TRANS ID:
DISB OFFICE:                DESCRIPTION:
```

VENDOR/EMPLOYEE PAYMENT INQUIRIES

Given only the social security number, how do I find out the name of the employee or vendor that it relates to?

There is two tables where you can scan for this information. You can go to the "VEND" table and scan for the social security number. If it is on the vendor table, you will be able to see the name and address of the employee/vendor.

```
ACTION: S TABLEID: VEND USERID: XXX1
VENDOR REFERENCE TABLE
KEY IS VENDOR CODE
VENDOR CODE: 026748470      VENDOR NAME: AMEAZING COMICS
ADDR LINE 1: 4087 EDNA DRIVE      VEND TYPE: N VEND TYPE CAT: N
ADDR LINE 2:                    MISC VEND: N GROUP CK IND: N
ADDR LINE 3:                    PHONE:
CITY/ST/ZIP: ALBUQUERQUE, NM 873113  GRP BILLS: N GROUP DUNNING: N
CONTACT:                        FACTS DEPT ID:
COMMENTS:                       FACTS BUR ID:
AR CONTACT:                     VEND/PROV CODE: B HOME ORG: RMR
CUST REF #:                     CUST TYPE:          CUST STATUS: O
CUST ACCT:                      CREDIT CARD: N CREDIT LIMIT:          0.00
PAYMNT HOLD: N PAY LAG: 00      ACH PRENOTE IND: N ACH PAY FORMAT: C
ACTIVE VNDR: I PROMPT PAY TYPE:  LAST PAY DATE:          TIN TYPE: F
TIN VERIFIED IND: TIN VALIDATION DATE:  PAYMENT CAT: V 1099 VEND: N
1099 NAME/ADDR IND: N TAXPAYER ID #: 123894567  SSN/FED ID # IND: F
OFFSET ELIGIBILITY: Y VENDOR NAME XREF:
EFT FLAG: B BANK NAME: BANK OF AMERICA      BANK NUMB: 1223405 6
ACCT NUMB: 0001234567          BANK ACCT TYPE: C
CITY: SAN FRANCISCO          STATE: CA ZIP CODE: 94102
CORR BANK:                   CORR BANK NUMB:
INET ADDR:
```

Another table that you can go to is the "TINT" table. As with the VEND table, you can scan for the social security number. However, it will only give you the name of vendor or employee, plus

a vendor code that may be the same as the social security number or an additional alphanumeric code assigned to this same vendor/employee.

```

ACTION: S SCREEN: TINT USERID: XXX1
*** TIN NUMBER CROSS REFERENCE INQUIRY TABLE ***
KEY IS TAXPAYER ID, VENDOR CODE
TAXPAYER ID VENDOR CODE VENDOR NAME
-----
01- 026748470 AMEACOMI AMEAZING COMICS
02- 026748618 DUCDUC DUCKY DUCK
03- 026751086 GLABLA GLADE BLADE
04- 026790497 026790497 JIM BEAMER

```

Is There a Quick and Dirty Way to Response to Vendor and/or Employee Inquiries Regarding Whether Payment Has Been Made or Not?

There is one table where you can scan by the Vendor Code and Document Number to determine the address where the check was sent, the check number, the amount of the check, and the date of the check.

If you do not know the vendor code, go to the "VNAM" table and scan for the vendor name. For travel payments, the vendor code is always the social security number of the traveler.

```

ACTION: S SCREEN: VNAM USERID: XXX1
*** VENDOR NAME INQUIRY TABLE ***
KEY IS VENDOR NAME, VENDOR CODE
01-
VENDOR NAME: ABC DISTRIBUTORS VENDOR CODE: ABCDIS
VENDOR TYPE: N VENDOR TYPE CATEGORY: N
ADDR LINE 1: 8910 HIGH HEAVEN ROAD
ADDR LINE 2:
ADDR LINE 3:
CITY/ST/ZIP: TUCSON AZ 85705
02-

```

Write down the vendor code. Go to the vendor payment history inquiry table by entering a "N" in the Action field and "VHST" in the Screen. Scan for the vendor code, the transaction code and the document number.

The transaction codes to use for vendor payments are P1, if the document was obligated earlier, and P2, when there had not been any obligations entered into FFS. The transaction codes to use for travel payments are T2 for travel voucher payments, or T3 for transportation invoice payments.

```

ACTION: S SCREEN: VHST USERID: XXX1
*** VENDOR PAYMENT HISTORY INQUIRY TABLE ***
KEY IS VENDOR CODE, TRANS CODE, VOUCHER NUMBER, CHECK/EFT NUMBER, D.O.,
CONF DATE
VENDOR CODE: ABCDIS TRANS CODE: P1 VOUCHER NUMBER: C8990032710
VENDOR NAME: ABC DISTRIBUTORS
ADDRESS: 8910 HIGH HEAVEN ROAD LAST BATCH ID:
: DIRECT DISB #:
:
: TUCSON AZ 85705
COMMENTS TO PRINT: C8990032710 INV 93007
-----CHECK / EFT DATA -----SCHEDULE DATA-----
NUMBER D.O. CONF DATE AMOUNT FY CAT TYP NUMBER
-----
01 - 36842111 PDO 03 03 2003 9,120.24 2003 T M 000000161
02 -
03 -

```

Looking at the bottom portion of the screen, the check number is on the left and the date of the check is on the right.

What If I Can't Find It On The Vendor Payment Table?

If you are unable to find the payment on the vendor payment history inquiry table, it may be possible that AOC had used a different document number when making the payment, such as with blanket purchase orders where alpha codes have been added to the document number.

The solution is to look at the document cross reference inquiry table to determine whether the document had referenced another number. Type a "N" in the action field of the tables and "DXRF" for the Screen. Scan the table for the obligating document.

```

ACTION: S SCREEN: DXRF USERID: XXX1
*** DOCUMENT CROSS REFERENCE INQUIRY TABLE ***
KEY IS TRANS CODE, TRANS NUMBER, F/B/A, REF TRANS ID, ACCEPT DATE, DOC ACTION

TRANS CODE: M1 TRANS NUMBER: C8990032710 DOC TOTAL: 278,405.15
OUTST AMT: 108,656.58

F/B/A REF TRANS ID ACCEPT DATE DOC ACT VENDOR AMOUNT
-----
01- F M$ C8990032710 10 15 2002 M NONFED 278,405.15
LAST BATCH NUMBER: CLEARING ACTION:
02- F P1 C899A032710 12 20 2002 E ABCDIS 100,000.00
LAST BATCH NUMBER: CLEARING ACTION:
03- F P1 C899B982710 02 28 2003 E ABCDIS 69,748.57
LAST BATCH NUMBER: CLEARING ACTION:
04-
LAST BATCH NUMBER: CLEARING ACTION:
05-
LAST BATCH NUMBER: CLEARING ACTION:

```

ACCESSING FFS REPORTS

What is Document Direct

Document Direct is a Windows-based program that provides an interface for viewing FFS reports through your IP connection to DOI.net. It is a quick method of accessing reports without having to know what format they may be in. Document Direct can view a full-page display with scaling options. It should be noted that Document Direct serves only as a report viewer, so changes to FFS data cannot be performed here.

You will be able to have access to reports a lot quicker than in the past, when Regions had to download the reports from WASO, split them by organization codes, and then download them to the parks.

In order to use Document Direct, the computer for which the program is to be installed requires:

- MS Windows 3.1 or higher
- 16 MB of RAM memory
- 11½ MB of hard disk space
- DOI.net connection

If you can access on-line FFS on your computer, you already have the DOI.net connection.

Talk to your Regional Finance Office to be set up with Document Direct.

Document Direct Tool-Bar



The function of the Tool-bar buttons is to short cut some steps in using Document Direct. The following describes basically what each button represents with the highlighted bars being the ones that we would be using more so than the others:

1. **Exit.** Logs you off Document Direct.
2. **Document Explorer.** Logs you onto Document Direct.
3. Record a Script. Start or stop script recording.
4. Play a Script file. Play back a script.
5. DocuAnalyzer.
6. **Goto.** Lets you select in the open document the appropriate section or organization code, if applicable.
7. **Previous Page.** Lets you page up to the previous page of the report.
8. **Next Page.** Lets you page down to the next page of the report.
9. **Print Current Page.** Lets you print the page that currently appears on the screen.
10. Copy to Clipboard. Copy the current selection to the clipboard.
11. **Undo Last Action.** Lets you undo or cancel the last query or action taken.
12. **Find.** Lets you query for the information that you need in the open document, such as the program or project number.

13. **Find Next.** Continues the above query for the next occurrence of text, program, or project number that will appear again in the open document.
14. Clear View.
15. Rotate Counter-Clockwise. Turns the image 90 degrees counter-clockwise.
16. Rotate Clockwise. Turns the image 90 degrees clockwise.
17. **Enlarge.** Zooms in on the print size of the screen to help reduce eye strain.
18. **Reduce.** Reduces the print size on the screen so that all the information on the screen will appear on printed paper.
19. Help Contents.

Available Reports Through Document Direct

There are many reports available for viewing in Document Direct. Some are Servicewide and some are Regionwide. However, those reports do not give the detail information that the office and/or park area level may need. The reports listed under "Park/Offices" would most likely be of more interest to a field area. Please note that not all reports are available year-round. For example, the Daily Activity Reports are available only during the closing of the books at the end of the fiscal year. The following are a list of reports that are available for viewing:

Park/Offices

CP01	Salary Offset for Travel Advances
CP04	Salary Offset for Federal Debts Due
CPO5	Quarters & Subsistence Deductions Report
NPSBPE0002	Biweekly version of the FTE Report
NPSMPE0002	Monthly version of the FTE Report
RNPAAB	Accounts Receivable Report
RNPBILL	Bill for Collection
RNPBLERR	Bill for Collection Error Report
RNPCAR	Cost Account Listing
RNPCASP	Park/Office Cost Account Report-Allocation Summary
RNPCCRJT	Rejected Card Table Transactions
RNPCLR	Clearing Report
RNPCRRB3	Cash Receipts Report – Debt Vouchers Processed
RNPCWIP	Construction Work in Progress IWPT Expenditure Detail Report
RNPC1DVM	Monthly Cash Receipts Report – Debit Vouchers Processed
RNPDAAB	Daily Account Activity Report
RNPDON	Donations Management Report
RNPDXRF	DXRF & OBLL Tables for 9/30/01 & Prior
RNPFEE	Fee Collection Report
RNPMAC	Monthly Account Activity Report (Current Year)
RNPMAP	Monthly Account Activity Report (Prior Years)
RNPMCA	RMBCS Monthly Charges Activity - Invoice
RNPMCA2	RMBCS Monthly Charges Activity (Adjmt/Correction)
RNPMFEE	Miscellaneous Fee Collection Report
RNPOBLL	Outstanding Obligations BFY 2001 & Prior
RNPPPC	Current PP20 Defaulted Records
RNPPPY	Prior Labor Records Adjustments
RNPRMB	Reimbursable Income Report
RNPTALO	Travel Advance Report
RNPTPDD	Third Party Draft Daily Report
RNPTPDM	Third Party Draft Monthly Report

RNPTPDR	Third Party Daily Rejected Report
RNPUDCC	Undistributed Credit Card Charges against AOC 2628-020
RNPUDL	Undistributed Labor Report
RNPUDLN	Undistributed Labor Report by Default Organization
RNPUDO	Undelivered Orders Report
RNPUDO1	Outstanding Obligations – BFY 2002 and Prior
RNPUDO5	Outstanding Obligations BFY 2002 & Prior – Travel Only
RNP444#444	Payroll Distribution Report (From Calendar Year 2003 on)
RSFPAC	Park/Office Cost Account-Allocation Summary (FY Sensitive)
RSFPJ	Park/Office Cost Account-Project Summary (FY Sensitive)
444	Payroll Distribution Report (Prior to Calendar Year 2003)

Fire Reports

RNPFUDO	Fire Undelivered Orders Report for No-Year Funds
---------	--

Lands Reports

RNPLUDO	Lands Undelivered Orders Report
RNPMLD	Lands Monthly Account Activity Report

Property Reports

NPSRFSC	Federal Supply Class Listing
NPSRPPP	Personal Property Physical Inventory Report
RFA67A	Fixed Assets Requiring Physical Inventory Report
RNPCAPEQ	Certification of Capitalized Fixed Assets
RNPCCRJT	Rejected Card Table Transactions
RNPCUST	Custodial/Accountability Structure Report
RNPEQRR	Equipment Replacement Report
RNPSKEL	Fixed Asset Skeletal Record Report
RNPWEAP	Weapons Inventory Report

Regional Reports

RNPCASR	Region Cost Account Report-Allocation Summary
RNPCOLEX	Non PCAS Col/Exp from Monthly Genj PWE 4MP 459 474 475
RNPCPSR	Region Cost Account Report-Project Summary
RNPPCS1	PCAS Management Report: Region/Park/Package/Project
RNPPCS2	PCAS Management Report: Region/Budget Item/Park/Package
RNPPCS3	PCAS Management Report: PWE/Allottee
RNPRCF2	Region/Center Funding Status Report
RNPREIMB	Reimbursable Expenditure Report from Closed PCAS Project File
RSFRAC	Region Cost Account Report-Allocation Summary (FY Sensitive)
RSFRAL	NPS Regional Allotment Status of Funds Report (FY Sensitive)
RSFRPJ	Region Cost Account Report-Project Summary (FY Sensitive)

Service-wide Reports

CP01	Deductions for Federal Debt Recovery
CP04	Other Payroll Deductions
RNPRMP	Service-wide Reimbursable Income Report
RNPC1DVD	Daily Cash Receipts Report – Debt Vouchers Processed
RNPDVBCM	Bills for Debit Vouchers

RNPROSPJ	Overspent Project Report
RNPSTNE3	Reimbursable Status not Equal to 3 Report
RNP SWR	Service-wide Cost Account Summary Report
RNPTLT2	Outstanding Travel Advances
RNPUDCC	Undistributed Service-wide Bank of America Transactions
RNPUDC2	Undistributed Bank of America Credit Charges
RTAATA	Travel Advance Report
RTATD2	Travel Advance Detail Report

Logging-On to Document Direct

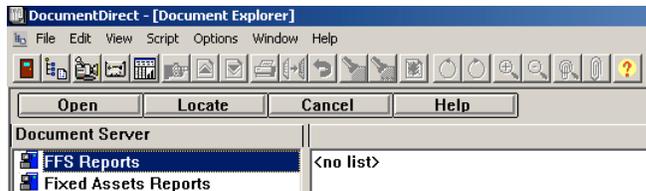
To get to the main menu for Document Direct, click on the Mobius icon to obtain the following screen:



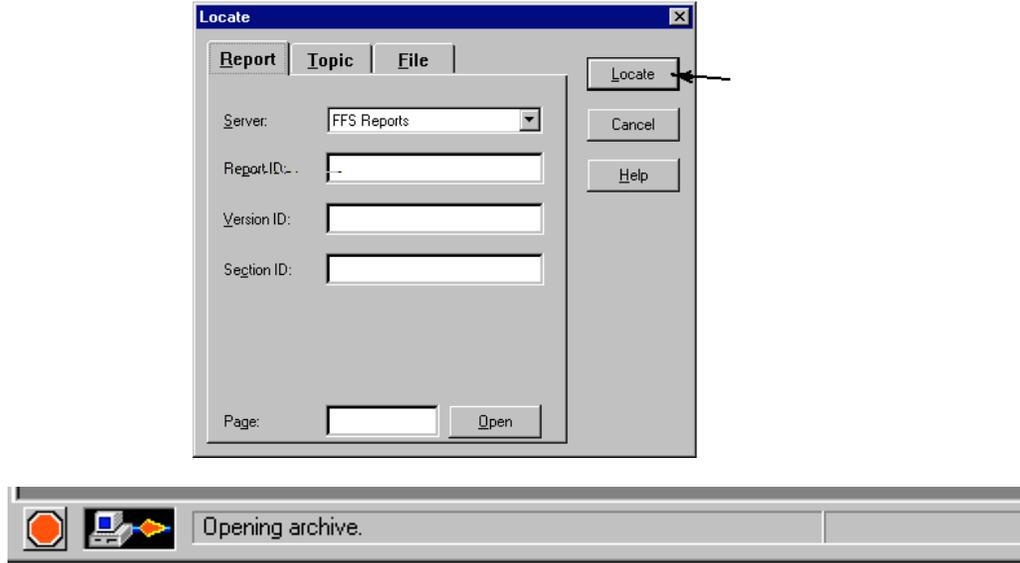
You can then choose "File" from the menu bar and click on "Document Explorer" from the drop down menu. Or, an easier method is to click on the second button on the menu Tool-bar to open Document Direct.



Document Explorer will get the following screen:



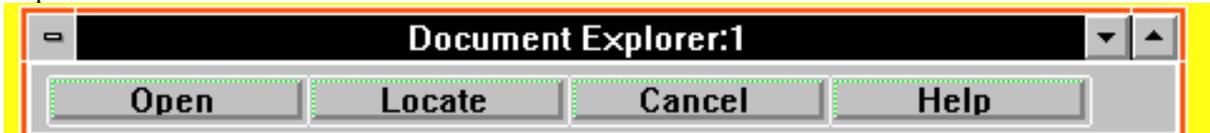
Click on the ICON for 'FFS Reports'. Then move the cursor to 'LOCATE' for the opened box and click on it to get the following screen:



When the ID/Password screen appears as shown above, move the cursor to 'LOCATE' on the right side of the screen and click. Notice that at the bottom left hand side of the open box is a miniature PC right next to a octagonal stop sign. A bulge of data, shown as a red fire ball, will be moving across the blue line towards the miniature computer. This lets you know that the system is accessing the reports.

Accessing the Most Recent Reports

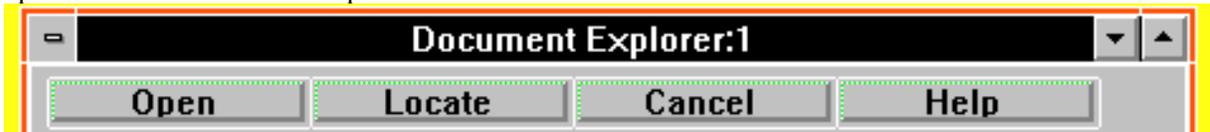
After logging on, a list of reports will appear alphabetically on the right hand side of the box. To maximize the size of the screen, click on the dark triangle pointing upwards at the "Document Explorer" line.



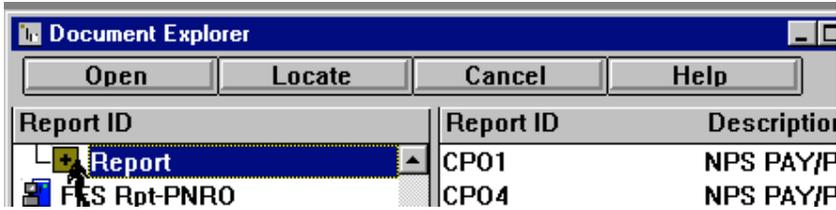
The listing of reports shown will be the most recent reports available at the current time. To access the report, just double click on the line of the name of the report that you wish to access.

Accessing Prior Period Reports

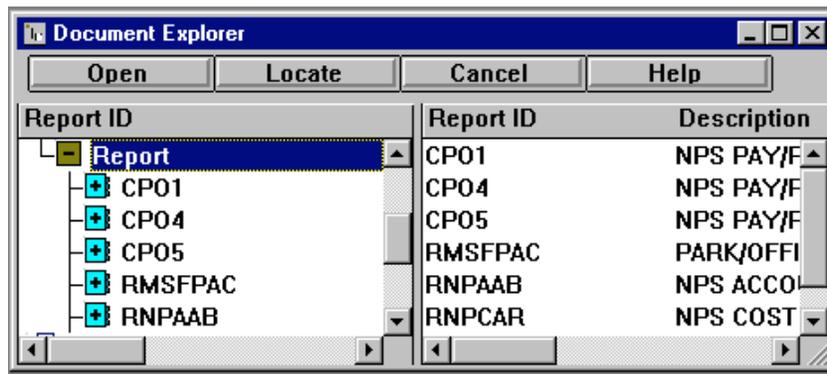
As indicated above, after logging on, the right hand side of the box shows all the names of the most recent dated reports. To maximize the size of the screen, click on the dark triangle pointing upwards at the "Document Explorer" line.



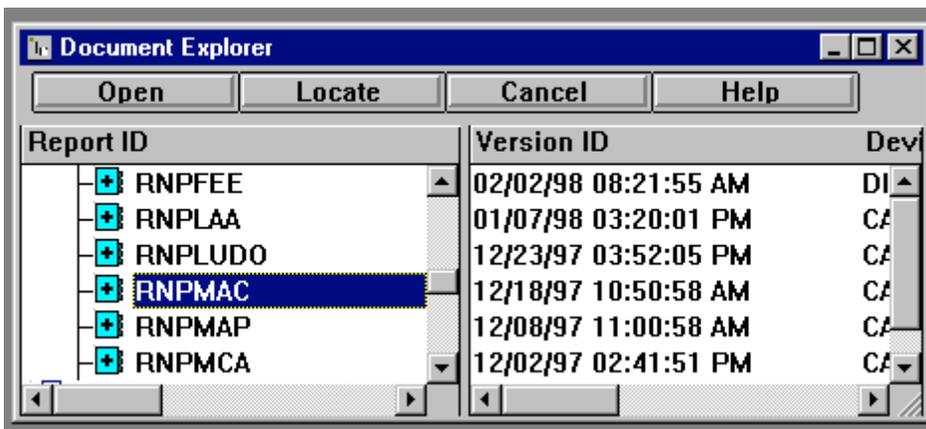
The left hand side of the screen provides a tree of choices under "Reports". To access a list the of prior period reports, click on the "+" next to the word "Report" on the left side of the box.



The "+" sign in the box icon indicates that the file contains one or more files. The "-" sign, on the other hand, would indicate that the file has already expanded and can be collapsed by clicking on it. In our example, clicking on the "+" sign will bring up the following screen showing an identical list of reports on both halves of the screen.



By clicking once on the name of the report listed on the left hand side of the screen that you wish to see, a list of dates for that report will appear on the right side of the screen.



To the right of the date is an indication of the device for which that date's report is located. If it shows "DISK", that means the report is available for immediate downloading. If it shows "CART", that means the report will take longer to get. It may require you to click on it, log-out, and log back in later during the day to get the report.

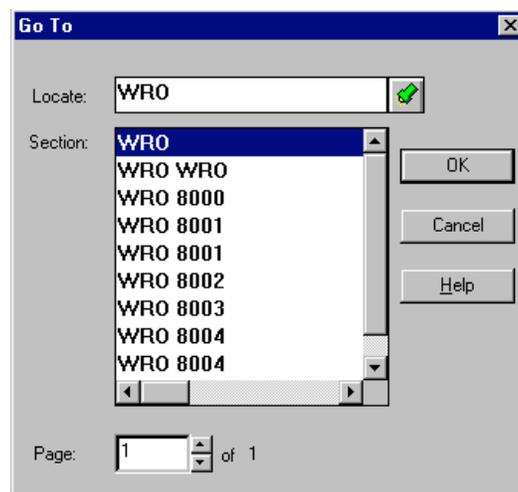
Double click on the specific date will get you that periods report. Don't be impatience. The red bulge going towards the PC at the bottom left of the screen will indicate that the data is being processed.

Querying Reports

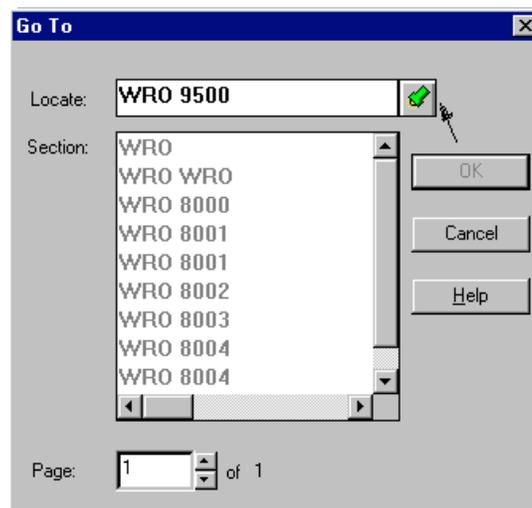
After clicking on the report that you want to view, Document Direct will display the report on the screen. To change the viewing size of the report, you can *decrease* or *increase* the font size by clicking on the magnifying glass icons "+" or "-"  on the Tool-bar.

Accessing a Specific Organization Code (GoTo)

Let's say you have accessed the report "RNPMAC" (the Monthly Account Activity Report). Once you are into a report--following the instructions for accessing reports above--you may wish to look at only your park's data. All park reports are broken up by sections or Org Code. To access this quickly without having to page down until it gets to your Org Code, move your cursor to the pointing finger or "GoTo" box  on the Tool-bar (the 6th box from the left at the top of the page). A drop-down list of available sections will be presented.



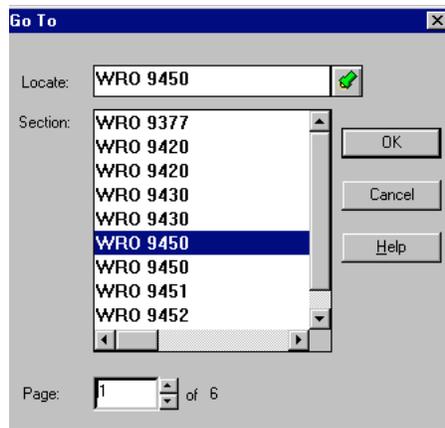
If your Org Code is up in the "9000" series, it may take a teensy bit longer to drag the bar down the right of the listing of Org Code to get to what you want. The "Find" and "Find Next" may also be used to locate your Org Code. However, if there is a project number or an amount that equals the Org Code that you are looking for, it may find that first. By using the GoTo, you may type in the Org Code you want and click on the search light to the right of it.



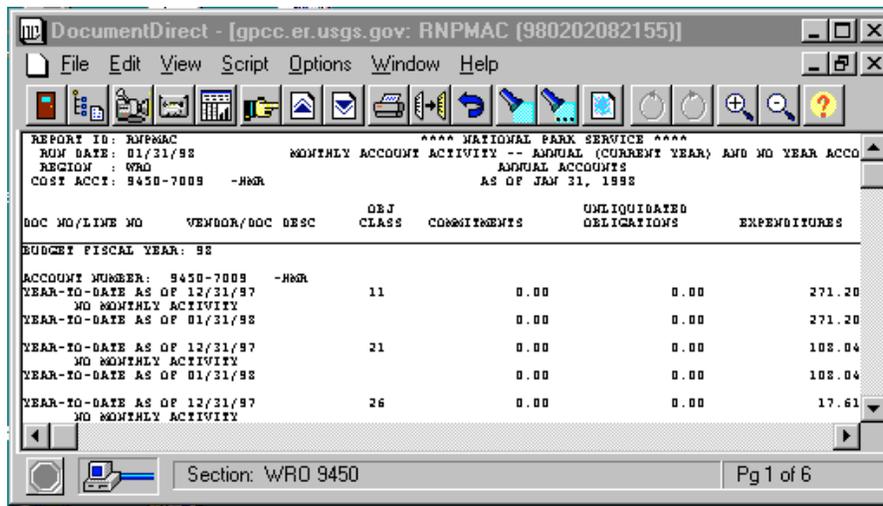
If a specific report contains both prior year accounts and current year accounts, it is possible to have six sections with the same Org Code (e.g., WRO 9500). Generally, the first section will be for the most earliest year (i.e., FY99), followed by later years (e.g., FY00, FY01, FY02, FY03). The current year (FY03) and no-year accounts are generally on the last section shown for the Org Code.

WRO 9480	
WRO 9500	<i>This section will contain FY99</i>
WRO 9500	<i>This section will contain FY00</i>
WRO 9500	<i>This section will contain FY01</i>
WRO 9500	<i>This section will contain FY02</i>
WRO 9500	<i>This section will contain FY03</i>
WRO 9500	<i>This section will contain No-Yr</i>
WRO 9501	

Let's assume in our example we decided to select Org Code 9450 instead of 9500.



If you double-click on "WRO 9450" in the Section, the following report format would be received:



To see more of what is available, move the cursor to the triangle pointing downward on the right of the screen. To move back up the page, move the cursor to the triangle pointing upward on the right

of the screen. If there are more than one page to the report, use the “page up” and “page down”  on the Tool bar at the top of the page.

If at anytime you have made an error on your query, you can either re-inquire or move the cursor to the curving arrow on the Tool-bar (the 11th box from the left) to undo the previous action.

Accessing a Specific Item (Find)

To look for a specific project number, program (PWE), organization code, or any number or amount, use the "Find" and "Find Next" box  on the Tool-bar (the 12th and 13th box from the left at the top of the page).



Type in what you want to find and move the cursor to “Find” and click. Please note that the direction of the find will be for the pages on down. If you want to find the information on previous pages, you must click on the “Up” direction. The query for the above find will produce the following screen:

DocumentDirect - [gpcc.er.usgs.gov: RNPMAc (980202082155):3]

File Edit View Script Options Window Help

REPORT ID: RNPMAc NATIONAL PARK SERVICE ****
 RUN DATE: 01/31/98 MONTHLY ACCOUNT LIABILITY -- ANNUAL (CURRENT YEAR) j
 REGION : WRO ANNUAL ACCOUNTS
 COST ACCT: 9450-8003 -HHR AS OF JAN 31, 1998

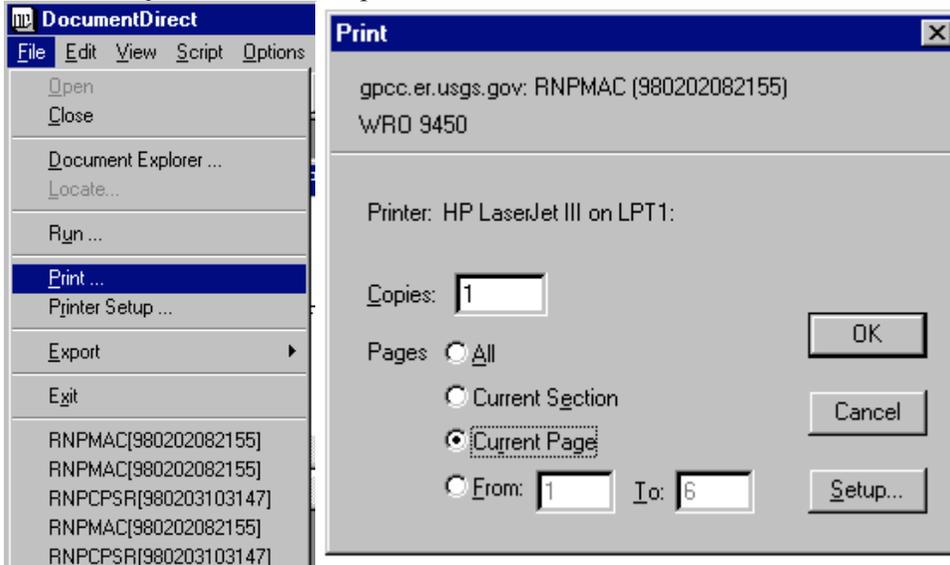
DOC NO/LINE NO	VENDOR/DOC DESC	OBJ CLASS	COMMITMENTS	UNLIQUIDATED OBLIGATIONS
SUBTOTAL (CURRENT TRANSACTIONS):		26	0.00	-158.48
YEAR-TO-DATE AS OF 01/31/98			0.00	0.00
ACCOUNT NUMBER TOTALS: 9450-8003 -HMR				
YEAR-TO-DATE AS OF 12/31/97			0.00	11,479.93
SUBTOTAL (CURRENT TRANSACTIONS):			0.00	-11,479.93
YEAR-TO-DATE AS OF 01/31/98			0.00	0.00
AUTHORIZED BUDGET:		0.00		
UNOBLIGATED AVAILABLE:		-30,473.65	0.00 PERCENT OBLIGATED	
ACCOUNT NUMBER: 9450-0001 -MZF				
YEAR-TO-DATE AS OF 12/31/97		21	0.00	1,312.69
DDMP945080002 001	HLMP945080002	211R	0.00	-1,334.88
HLMP945080002 001	GENERAL SERVICES A	211R	0.00	22.19

If you click the “Find Next” key on the Tool bar, it will look for the next occurrence of “MZF”. You may find that this could be in another Org Code if there is only one “MZF” account established in Org Code 9450.

Printing Reports

To print the page that appears on the screen, simply point the cursor to the printer box on the Tool-bar  (the 9th box from the left) and click. However, if you want to print a series of pages or the

whole *section*, move the cursor to “File” at the top left corner of the page and click. At the drop-down menu point the cursor to print and click.



The print menu lets you select the number of copies to print and the pages. However, care must be taken when making your selection of pages.

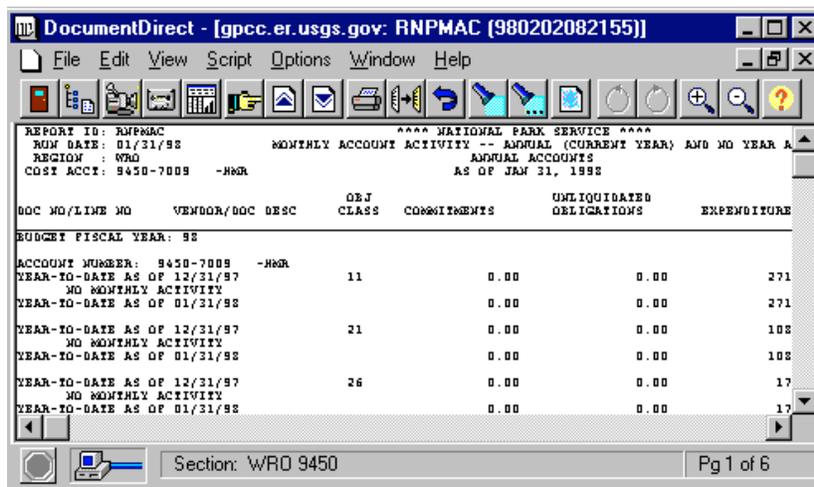
All Will print the reports for the entire Region. You better have lots of paper for this..

Current Section Will print all the pages within a specific Org Code.

Current Page Will print only the current page as shown on the screen.

From ___ To ___ Will print only the pages for those numbers specified.

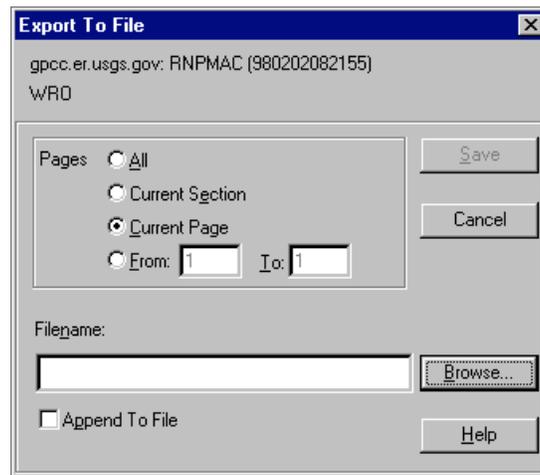
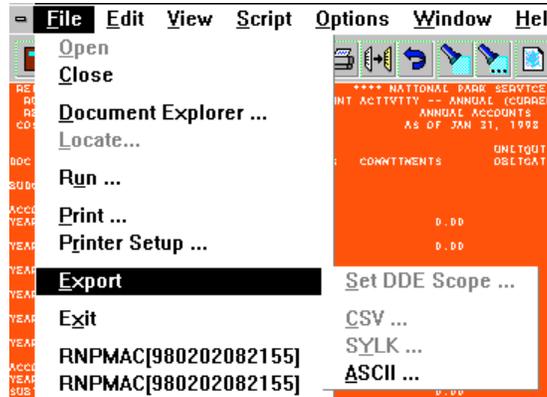
To determine the page numbers of the reports that you wish to print, look at the bottom of the screen when you are in the reports.



For example: In “Section: WRO 8004”, we are on page 1 of 6 pages. By using the page up and page down keys, you can determine which page numbers you wanted to print.

Downloading or Copying Reports

You can **Export** an ASCII file to your hard drive or to a floppy disk. However, you must first be in the report and section that you wish to copy before accessing the "Export" feature. The Export feature is located in the "File" drop-down menu. When you move the cursor to "Export", it will provide you with some choices of which only **ASCII** can be selected.



In the pages area, select one of the following:

- All** Extracts the entire Regions report (every parks).
- Current Session** Extracts the Org Code section currently displayed.
- Current Page** Extracts the current page displayed.
- From/To** The range of pages that you want to download.

The **Filename** is the specific path or file name where you want the data to be saved to. If the specified file name matches an existing file name, a warning message will be shown, informing you

that the file name already exists. Click on “OK” to continue or “No” to choose or enter another file name.

If you wish to have the data attached to an existing file of the same format, click on the “check mark” in the box next to the words **Append to File**.

Click on “Save”. The file is now available for incorporating into other software programs.

If at any time while the reports are being downloaded and you wish to stop the process, move your cursor to the octagonal "stop sign" located right next to the PC at the bottom left corner of the screen and click.



Logging-Off Document Direct

To log-off from Document Direct, move the cursor to the icon resembling a door  (1st icon on the left) of the Tool-bar and click.

BUDGET OBJECT CLASSIFICATION

Obligations and expenditures are classified in the Federal Finance System (FFS) by a two-digit object class code followed by a two character sub-object class code. The first position of the sub-object class code is a numeric code used to identify the types or groups of objects within the primary object class. The last position of the sub-object class code can be a numeric or alpha code to identify the specific objects within the primary type or group of objects.

The object classification codes are prescribed by the Office of Management and Budget (OMB) to be used in accounting for transactions. The following are the object classification codes established by OMB that will be used under FFS:

NPS

<u>Code</u>	<u>Description</u>
-------------	--------------------

Personal Services and Benefits

Full Time Permanent

- 111A Permanent Full Time Positions
- 111B Federal Wage System/Administrative Determined
- 111C Consultant/Expert/Advisory Committee Member
- 111E Other Employees
- 111F Terminal Leave/Lump Sum Payments
- 111G Leave Assessment
- 111T Full Time Permanent Time Off Awards

Other Than Full Time Permanent

- 113A Positions other than full-time permanent - Regular
- 113B Other than FT - Federal Wage System
- 113C Other than FT - Consultant/Expert/Advisory
- 113E Other than FT - Other Employees
- 113F Other than FT - Terminal Leave/Lump Sum Payments
- 113G Other than FT - Leave Assessment
- 113T Other than FT - Time Off Awards

Other Personnel Compensation

- 115A Overtime
- 115B Awards and Bonuses
- 115C Interest on Back Pay
- 115D Credit Hours - Paid
- 115E Awards - Non-Monetary
- 115F Paid Holidays Worked
- 115G Other Compensation - Leave Assessment
- 115H Environmental/Hazardous Duty Pay
- 115J Premium Pay - Standby
- 115K Premium Pay - In-Lieu of Overtime
- 115M Compensatory Time - Non-exempt Employees
- 115N Stipend In-Lieu of Premium/Compensation Pay
- 115P Post Differentials - Foreign
- 115Q Post Differentials - Non-Foreign
- 115R Royalties to Federal Scientists and Inventors
- 115T Sunday Pay

NPS

Code **Description**

Personal Services and Benefits

Other Personnel Compensation

115V Nightwork Differential
115X Penalty Pay
115Y Staffing Differential
115Z Supervisory Differential

Special Personal Services Payments

118A Non-Federal Employee Compensation/Awards
118D Emergency Firefighter Payments
118K Payments for Reimbursable Details
118P Reimbursement to CSRS for Re-employed Annuitant
118R FERS Reimburse Re-employed Annuitant

Civilian Personnel Benefits

121A Contributions - Medicare for CSRS Employees
121B Contributions - FICA
121C Retention Allowances
121D Public Transportation Benefits
121E Contributions - Thrift Plan Basic (1%)
121F Contributions - Thrift Plan Match (5%)
121G Leave Assessment
121H Contributions - OWCP
121i Lost Thrift Savings Earnings
121J Contributions - Retirement (CSRS)
121K Contributions - Retirement (FERS)
121L Longevity Pay - Park Police
121M Recruitment Bonus
121N Allowances - Non-Foreign
121O Allowances - Foreign
121P Contributions - Park Police Retirement
121Q Contributions - Park Police Medical
121R Allowances - Quarters, Meals, Uniforms and Electricity
121S Employee Settlements (not court ordered)
121T Contributions - Life Insurance/Professional Liability Insurance
121U Allowances-Visual Identity Apparel (USGS)
121W Contributions - Health Benefits
121Y Other Employee Benefits
121Z Employer Contribution, Tax Fringe Benefits
1211 Relocation Bonus
1212 Relocation - Subsistence in Temporary Quarters
1213 Relocation - Real Estate Transactions
1214 Relocation - Relocation Service Contractor
1215 Relocation - Income Tax and Withholding Tax Allowance
1216 Relocation - Miscellaneous Moving Allowance
1217 Relocation - Home Sale Incentive

Benefits for Former Personnel

130A Severance Pay
130B Labor Department Unemployment Compensation

NPS**Code Description****Personal Services and Benefits****Benefits for Former Personnel**

- 130C Full-Time Permanent Employees - VSI Payments
- 130D Less Than Full-Time Permanent Employees - VSI Payments
- 130E Early Buy-Out Payments to OPM (9%)
- 130F Early Buy-Out Payments to OPM (15%)
- 130G Other Employee Benefits

Travel and Transportation of Persons**Non-Foreign Travel**

- 211A ATM Travel Advance Expenses
- 211B TMC Transaction Fees
- 211C Commercial Transportation - Tourist Class
- 211D Per Diem Paid to Employee
- 211F Commercial Transportation - Exceeding Tourist Class
- 211i Other Incidental Travel Expenses
- 211L Local Travel of Employees
- 211P Mileage Allowance for Privately Owned Vehicles
- 211R Rental of Passenger Vehicles
- 211T Taxi Fares
- 211U Late Payment Costs Payable to Employees
- 211V Per Diem Paid to Employees for Advance House Hunting Trip
- 211W Transportation for Advance House Hunting Trip
- 2110 Non-Foreign Travel

Foreign Travel

- 212A Foreign - ATM Travel Advance Expenses
- 212B Foreign – TMC Transaction Fees
- 212C Foreign - Commercial Transportation - Tourist Class
- 212D Foreign - Per Diem
- 212F Foreign - Commercial Transportation - Exceed Tourist Class
- 212i Foreign - Other Incidental Travel Expenses
- 212L Foreign - Local Travel
- 212P Foreign - Mileage Allowance for POV
- 212R Foreign - Rental of Passenger Vehicles
- 212T Foreign - Taxi Fares
- 212U Foreign – Late Payment Costs Payable to Employees
- 2120 Foreign Travel

Non-Foreign Relocation

- 213A Non-foreign ATM Travel Advance Expense
- 213B Non-foreign TMC Transaction Fees
- 213C Non-foreign Commercial Transportation-Tourist Class
- 213D Non-foreign Employee Per Diem
- 213F Non-foreign Transportation Exceeds Tourist
- 213i Non-foreign Other Incidental Expenses
- 213L Non-foreign Local Travel
- 213P Non-foreign POV Mileage Allowance
- 213R Non-foreign Passenger Vehicle Rental
- 213T Non-foreign Taxi Fare

NPS

Code Description

Travel and Transportation of Persons

Non-Foreign Relocation

- 213U Non-foreign Late Payment Costs Payable to Employees
- 213V Non-foreign Per Diem – House Hunting
- 213W Non-foreign Transportation – Advance House Hunting
- 2130 Non-Foreign Relocation

Student Travel

- 219D Daily Bus Transportation - Pupil to and from School
- 219H Pupil Travel - Begin and end of school term
- 219M Pupil Travel - Federal field trips
- 219N Pupil Travel - Non-federal field trip
- 219o Non-Pupil Travel - Begin/End Term

Discount & Interest

- 2198 Discount-Travel
- 2199 Interest - Travel

Transportation of Things

- 221A Freight - Equipment
- 221B Freight - Other
- 221C GSA Shipping Surcharges
- 221C Truck Transportation - Rental
- 222D Truck Transportation - Bureau Owned
- 222E Truck Transportation - GSA
- 223A Mail Transportation - Parcel Post
- 224F Transportation of Household Goods via GBL
- 224G Transportation of Household Goods via Non-GBL
- 224K Transportation of Mobile Home
- 224L Transportation of POV

Discount & Interest

- 2198 Discount - Transportation
- 2199 Interest - Transportation

Rent, Communications, and Utilities

Rental Payments to GSA

- 231A Space Rental Payments to GSA

Rental Payments to Others

- 232A Space Rental Payments to Others
- 232B Rental of Exhibit Space

Communications, Utilities and Miscellaneous Charges

- 233A GSA Communications Charges - Non-FTS
- 233B GSA Communications Charges - FTS
- 233C Commercial Communications Charges - Local
- 233D Commercial Communications Charges - Long Distance
- 233E Telegraph/Teletype Services
- 233F Telephone Equipment - Leases, Rentals, Repairs

NPS**Code Description****Rent, Communications, and Utilities****Communications, Utilities and Miscellaneous Charges**

233G	Postage
233H	Postage - Box and Meter Rental
233J	Express Mail
233K	Utilities
233L	Equipment Rental
233M	Equipment Rental - ADP
233N	Software Rental - ADP
233o	Equipment Rental - Data Communications
233P	Equipment Rental - Copiers
233Q	Equipment Rental - Heavy
233R	Federal Voice Communications Services
233S	Federal Data Communications Services
233T	Commercial Voice Communications Services
233U	Commercial Data Communications Services
236A	Utilities

Discount & Interest

2398	Discount – Rent, Communications & Utilities
2399	Interest – Rent, Communications & Utilities

Printing and Reproduction

241A	Printing and Reproduction - GPO
241B	Binding - GPO
241E	Printing and Reproduction - Within Government
241F	Binding - Within Government
242A	Printing and Reproduction - Commercial
242B	Binding - Commercial
243C	Copy Centers
243D	Graphic Centers

Other Contractual Services**Advisory and Assistance Services**

251A	Contracts - Consultants
------	-------------------------

Other Services

252A	Contracts - Architectural & Engineering
252B	Information Technology Support Services
252C	Contracts – Development of Data Sets
252D	Contracts - Drilling
252E	Real Property Titles and Fees
252F	Joint Funding Agreements
252G	Direct State Services Vouchers
252H	Contracts - ADP Services
252i	Contracts - Indian Self-Determination Services
252J	Contracts - Consultants Non Advisory
252K	Contracts - On-Site Personnel
252L	Contracts - Airplanes & Helicopters
252M	Contracts – Mapping

NPS**Code Description****Other Contractual Services****Other Services**

252N Contracts - Operation of Facilities
 252P Contracts - Photolab Operations
 252Q Contracts - Aerial Photography
 252R Contracts - Professional Services
 252S Tuition
 252T Training
 252U Contracts - Studies
 252V Contracts - Training Services
 252W Advertising - Public Printer
 252X Advertising - Commercial
 252Y Student Expenses - Extracurricular
 252Z Contracts - Other

Purchases of Goods/Services from Government Accounts

253A GSA Reimbursable Work Authority - Recurring
 253B GSA Reimbursable Work Authority – Non-Recurring
 253C Rental Agreements for Other Federal Agencies
 253G Reimbursable Agreements - Internal
 253H Reimbursable Agreements - Other Agency
 253M Working Capital Fund Information Technology and Related Services
 253N Working Capital Fund Survey, Inspection, and Related Services
 254o Working Capital Fund Bureau Operated Vehicles and Aircraft
 253P Working Capital Fund Fixed Ownership Rate
 253Q Working Capital Fund Science, Engineering, and Related Services
 253R Working Capital Fund Heavy Equipment Use Rate Charge
 253S Working Capital Fund Overhead Assessed
 253T Working Capital Fund Training Center
 253V Working Capital Fund Drilling and Related Services
 253W Working Capital Fund Contributions/Billings
 253X Working Capital Fund Water Studies, Lab Analyses, and Related Services
 253Y Working Capital Fund Publications

Operation and Maintenance of Facilities

254A Operations, Maintenance & Repairs - Buildings
 254B Operations, Maintenance & Repairs – Other Structures & Facilities

Research and Development Contracts

255A Joint Fund Agreements
 255C Direct State Services Vouchers
 255D Private Sector

Medical Care

256M Medical and Health Care Services

Operation and Maintenance of Equipment

257A Expenses - Storage
 257B Expenses - Shop
 257C Repairs & Maintenance - IT Equipment and Software

NPS**Code Description****Other Contractual Services****Operation and Maintenance of Equipment**

- 257D Repairs & Maintenance - Vehicle
- 257E Repairs & Maintenance - Other
- 257F Service Facilities - Research Center
- 257G Service Facilities - Heavy Equipment
- 257H Service Facilities - Other
- 257i Repairs & Maintenance - Equipment
- 257J Per Call Repairs & Maintenance - Equipment
- 257K Per Call Repairs & Maintenance - IT Equipment and Software
- 257L Maintenance - Voice Communications Equipment
- 257M Maintenance - Data Communications Equipment
- 257P Storage of Household Goods under PCS

Subsistence and Support of Persons

- 258A Subsistence and Lodging

Discount & Interest

- 2598 Discount – Other Services
- 2599 Interest – Other Services

Supplies and Materials

- 261A Supplies and Materials
- 261B Student Supplies & Materials
- 261C Stores Inventory Acquisition
- 261F Supplies - FEDSTRIP
- 261J Price Variations on Goods for Sale
- 261M Motor Vehicles Supplies & Materials
- 261X Laboratory Supplies
- 262A Books
- 262F Periodicals and Subscriptions
- 262J Library Materials - Other than Books
- 263o Information Technology Supplies and Materials
- 264A Building Supplies
- 264B Field Supplies
- 264J Reimbursable GSA Special Services Work - Recurring
- 264K Reimbursable GSA Special Services Work - Non-Recurring
- 264S Seeds
- 265C Employee Clothing and Clothing Supplies
- 265F Food and Beverages for Human Consumption
- 265S Supplies and Materials - Employee Assigned Safety
- 267A Ammunition
- 269A Animal Food
- 269B Satellite Data
- 269C Ink and Chemicals
- 269D Acquisition of Data Sets
- 269F Fuel - Motor Vehicle, Train, Aircraft, and Vessels.
- 269G Fuel - Cooking, Heating, Generating Power, Making Artificial Gas.

NPS**Code Description****Supplies and Materials****Discount & Interest**

2698 Discount – Supplies

2699 Interest – Supplies

Equipment

311A Capitalized - Equipment

311B Capitalized - Equipment on Loan

311D Capitalized – Information Technology Software

311E Capitalized – Information Technology Equipment

311H Capitalized - Furniture and Fixtures

311J Capitalized - Copiers/Duplicators

311K Capitalized - Heavy Machinery

311L Capitalized - Transportation Equipment (Includes Horses)

311Z Motor Vehicle Proceeds Expended

3119 Holocaust/Executive Residence-Capital Equipment

312A Non-Capitalized - Controlled Equipment

312B Non-Capitalized - Non-Controlled Equipment

312D Non-Capitalized – Information Technology Software

312E Non-Capitalized – Information Technology Equipment, Controlled

312F Non-Capitalized – Information Technology Equipment, Non-controlled

312G Non-Capitalized - Controlled Furniture & Fixtures

312H Non-Capitalized – Non-Controlled Furniture & Fixtures

312J Non-Capitalized - Copiers/Duplicators

312K Non-Capitalized - Heavy Machinery

312P Non-Capitalized - Publications, Permanent Collections

312T Non-Capitalized Vehicles (Includes Horses)

312X Artwork and Artifacts

3128 Holocaust/Executive Residence-Non-Cap/Non-Sensitive

3129 Holocaust/Executive Residence-Sensitive Equipment

Discount & Interest

3198 Discount – Equipment

3199 Interest – Equipment

Land and Structures

321A Capitalized-Land Acquisition

321E Capitalized-Easements and Rights-of-way

321L Capitalized-Land or Mineral Interest Acquired and Held for Others

322B Capitalized-Bridges - Constructed

322C Capitalized-Bridges - Purchased

322D Capitalized-Dams - Constructed

322E Capitalized-Dams - Purchased

322R Capitalized-Roads - Constructed

322S Capitalized-Roads - Purchased

322Z Capitalized-Other Non-Structural Improvements

323A Capitalized-Land Acquisitions - Administrative Site

323B Capitalized-Buildings - Constructed

323C Capitalized-Buildings - Purchased

323H Capitalized-Improvements

323Y Capitalized-Other Structures and Facilities - Constructed

NPS**Code Description****Land and Structures**

323Z	Capitalized-Other Structures and Facilities - Purchased
324J	Capitalized-Major Machinery and Fixed Equipment
325A	Non-Capitalized-Land Acquisition
325E	Non-Capitalized-Easements & Rights-of-Way
326B	Non-Capitalized-Bridges-Constructed
326C	Non-Capitalized-Bridges-Purchased
326D	Non-Capitalized-Dams-Constructed
326E	Non-Capitalized-Dams-Purchased
326R	Non-Capitalized-Roads-Constructed
326S	Non-Capitalized-Roads-Purchased
326Z	Non-Capitalized-Other Non-Structure Improvements
327A	Non-Capitalized-Land Acquisitions-Administrative Site
327B	Non-Capitalized-Buildings-Constructed
327C	Non-Capitalized-Buildings-Purchased
327H	Non-Capitalized-Improvements
327Y	Non-Capitalized-Other Structures & Facilities-Constructed
327Z	Non-Capitalized-Other Structures & Facilities-Purchased
328J	Non-Capitalized-Major Machinery & Fixed Equipment

Discount & Interest

3298	Discount – Lands & Structures
3299	Interest – Land & Structures

Investments and Loans

331A	Investments in Securities
332A	Loans

Grants, Subsidies, and Contributions

411C	Cooperative Agreements
411G	Grants
411P	Payments in Lieu of Taxes and Other Revenue Sharing
412A	Grants, Subsidies, and Contributions Other
412B	Credit Reform Loan Subsidies
413A	Indian Tribal Government Grant
414A	Grants to Insular Areas
415A	R & D Cooperative Agreements

Insurance Claims and Indemnities

421A	Insurance Claims
421D	Tort Claims - Vehicle
421E	Tort Claims - Other
421i	Loan Guarantee Defaults Interest
421J	Indemnities and Other Claims
421L	Loan Guarantee Defaults
421R	Loan Guarantee Default % Reduction

Interest and Dividends

431A	Interest
432A	Dividends

NPS
Code **Description**

Refunds

441A Refunds

Unvouchered

910A Unvouchered

Undistributed

920A Undistributed

FUND AND PROGRAM CODES

<u>Fund Code</u>	<u>(PWE) Pgmt</u>	<u>PROGRAM (PWE) DESCRIPTION</u>
02	AP*	United States Park Police
10	BPL, BPM, BPO, BPR	USPP
02	BPP	USPP
85	B11	Burned Area Emergency Rehabilitation 01
01	CC*-CO*	Cultural Resources Management
90	CPP	Contribution to Park Police Pension
03	CPR, CPS, CPT	Terrorism Response
01	CUZ	Underground Railroad
04	CX*	Fee Program Cultural Resource
01	CY*-CZ*	Cultural Resources Management
25	C2*, C4*, C5*, C8*	Fee Demo 20% Allocation Cultural Resource
22	C3x, C7Z	Park Pass Cultural Resource
10	DPL-DPO	USPP
01	EA*-EU*	External Administrative Costs
85	E11, E12	Wildland Fire External Administration
20	FC*-FP*	Fee Collections
85	F11, F12, F13	Fire Protection Assistance
25	F2A, F4A, F5A, F8A	Fee Demo Allocation
07	HID	High Intensity Drug Traffic Arrest
01	HM*-HZ*	Health and Safety
85	H11, H12, H13	Fire Management Fuel Management
25	H2*, H4*, H5*, H8*	Fee Demo Allocation Health and Safety
22	H3Z, H7Z	Park Pass 30% Health and Safety
01	IC*-IP*	Interpretation and Educational Program
04	IX*	No Year Interpretative and Education Programs
01	IY*-IZ*	Interpretation and Educational Program
25	I2*, I4*, I5*, I8*	Fee Demo Allocation Interpretation & Education
22	I3Z I7Z	Park Pass Interpretation
01	LD*-LZ*	Law Enforcement and Protection
07	MA*	Repair and Rehabilitation
01	MC*-MT*, MV*-MW*, MY*-MZ*	Maintenance
04	MU*, MX*	Maintenance/Utilities
25	M2*, M4*, M8*	Fee Demo Allocation Maintenance
22	M3Z M7Z	Park Pass Maintenance
01	NA*-NW*, Ny*-NZ*	Natural Resources Management
04	NX*	No-Year Natural Resources Management
25	N2*, N4*, N8*	Fee Demo Allocation Natural Resources Mgmt
22	N3Z, N7Z	Park Pass Natural Resource Management
01	O**	Concessions Management
01	PA*-PP*, PY*-PZ*	Resources Protection
04	PX*	No Year Resources Protection
85	P11, P12, P13	Fire Management
25	P2*, P4*, P8*	Fee Demo Resource Protection
22	P3*, P7*	Park Pass Resource Protection

Fund Code	(PWE) Pgmt	PROGRAM (PWE) DESCRIPTION
01	RA*-RP*, RY*-RZ*	Natural Resources Applied Research
04	RX*	No Year Natural Resources Applied Research
85	R11	Fire Management Rural Fire Assistance
25	R2Z, R3Z, R4Z, R5Z, R8Z	Fee Demo Natural Resources Applied Research
22	R3Z, R7Z	Park Pass Natural Resources
22	SAH	Park Pass Shipping and Handling
01	SAR-SZ*	Park Support
01	UC*-UO*	Cultural Resources Applied Research
04	UX*	No Year Cultural Resources Applied Research
01	UY*-UZ*	Cultural Resources Applied Research
25	U2*, U4*, U5*, U8*	Fee Demo Cultural Resources Applied Research
22	U3Z, U7Z	Park Pass Cultural Resources
01	VE*-VP*, VY*-VZ*	Visitor Use Management
22	V1P, V3Z, V7Z	Park Pass Administration
25	V2*, V4*, V5*, V8*	Fee Demo Visitor Use Management
85	W11, W12, W13	Wildland Fire Management
01	010-020	Undistributed Charges
01A	152	Living Farm/Living History Demonstration Sales
09	200-206	Title VIII
01A	315	Sales of NPS Records, Documents, etc.
01A	316-319	Various Reimbursable Authorizations
01A	324	Reimbursable Mess Operations
01A	326-341	Various Clearing Accounts
04	371-373, 380-386, 388, 390, 392, 396	Miscellaneous
04B	387, 389, 391, 393-395	Miscellaneous
05	397, 399, 400-409, 422-423	Planning and Construction
04	410, 412, 419, 421	Miscellaneous
05	413-417, 469-473, 477, 479	Miscellaneous
05A	418	Reimbursable Purchase of Replacement Equip.
85A	431	Fire Management Reimbursable
06	451-464, 474-476, 478, 480	Reimbursables
06	490-499, 501-509	Reimbursables
05	514-523, 528-530, 540	Construction
44	564-599	Federal Highway Administration Projects
26	600-602, 604	Donations
45	623	NPS Transportation System
22A	624	NPS Passport Program
21A	625-626	Commercial Filming Fees
21	627-629	Film Fee Allocation Commercial Filming
44	631-635	FHA – Emergency Relief
43	638	Insect and Disease Control
14	650, 658, 660-679, 681, 685	National Recreation and Preservation
12	686	Historic Preservation Tax Certification Fee
34	691-693, 695	Quarters

<u>Fund Code</u>	<u>(PWE) Pgmt</u>	<u>PROGRAM (PWE) DESCRIPTION</u>
99	698-699	Concession Franchise Fees/Maintenance
05	7R8, 7S*, 7Y*	Storm Damages
99A	700-701	Concessionaires Franchise Fees Revenue
99	702-703	Concessions Franchise Fees Allocation
69	704-709, 711-719, 721	Permits and Fees
70	710	Surplus Property Sales
82	720, 723-724, 726-728, 733	Land Acquisition
83	731-732	Redwood Acquisition
14	823	Vancouver National Historic Reserves
7350	850	Miscellaneous Fees for Regulatory & Judicial Svc
7351	851	Forfeitures of Unclaimed Money (Overages)
7352	852	Fines, Penalties and Forfeitures
7353	853	Contributions to Conscience Fund
7354	854	Gift to the United States
7358	858	Rent of Land and other Real Property
7359	859	Rent of Equipment and Other Personal Property
7361	861	Sale of Timber, Wildlife, & Other Land Products
7363	863	Sale of Power and Other Utilities
7364	864	Sale of Publications and Reproductions
7367	867	Fees for Certification of Historic Buildings
7368	868	Fees & Other Charges for Administrative Services
7370	870	Compensation for Govnmt Prop Lost/Damaged
7379	879	Proceeds from Sale of Materials, Equipment
7384	884	Royalties on Natural Resources
7387	887	Fees & Other Charges, Freedom of Info Act
7390	890	General Fund Proprietary Interest
7391	891	General Fund Proprietary Receipts

ERROR MESSAGES

If a document is not accepted, the error messages will appear at the bottom portion of the screen. All error messages displayed are preceded by a code indicating where in the document the error occurs. The error messages will show:

1. The line number of the error or an "H" to indicate that the error occurs on the header of the document. The line number here is the sequence of the detail data on the current screen and not the line number used in the document.
2. A unique five character alphanumeric code, with the last character of this code indicating:
 - E - Fatal error. The document cannot be processed until the error is corrected.
 - W - Warning. Should be noted, but may still be processed.
 - O - Overrideable. Overrideable errors may be overridden **only** by authorized users with the proper security profile--in the majority of the case, it is AOC.
 - # - Core. Reports the status of the document.
3. A brief description regarding the nature of the error.

Examples:

H--C900E-DOC TOTAL NOT = DETAIL or
01-SC05E-ALLOCATION NOT FOUND or
01-CD21E-INVALID BOC
A--*CQ93 - DOCUMENT REJECTED

Generally, many different error messages will be displayed that do not appear to be correct. This is caused by a chain reaction to the programming logic of the error/warning edit program. The fatal error can usually be found in the uppermost right portion of the error messages. By correcting this particular error and reprocessing the document, the other error/warnings will no longer be applicable and the document will be accepted.

Travel Advance Issued Out of Third Party Draft

An error message will always appear when entering a Travel Obligation that is referenced by an advance issued from Third Party Draft. The message will say:

TOR6E TSUS VENDOR <> TO VENDOR

This occurs when a Third Party Draft representing a travel advance was converted to a 3A document, it referenced a travel order that had not been entered in FFS. Since no corresponding travel order could be found, the vendor code in the 3A document defaulted to the Regional Third

Party Draft Miscellaneous Vendor. In order to process a travel order after an advance has been entered, the vendor code must be the same on the travel order and the 3A referencing it.

To fix this error you need to modify the corresponding 3A document so that it contains the correct employee code. The procedure for modifying Third Party Draft documents is provided under the sample for "TOR6E". A less detailed procedure can also be found in the National Park Service, Federal Financial System, Accounting Procedures Manual in Section X--General Tasks.

The following pages are some examples of the error screens that we have encountered. You may wish to add to it as you run across them indicating your solutions to the problems.

A032E-INVALID INC/DEC IND



STATUS:	DOCID: M1 WRO MT899080024	BATID: M1 WRO TT01	ORG:	001-001 OF 001								
	(OBLIGATION INPUT)											
	MISCELLANEOUS ORDER											
DOC ACTION (E,M,X)	TRANS TYPE	TOTAL OBLIGATION	VENDOR CODE	DOCUMENT DATE								
M	01	2520.00	OFFAIRSER 2	/ /								
ACCTG PRD:	/	BFY:	NAME: OFFICE OF AIRCRAFT SERVICES									
NEG PYMT DAYS:	00	ADDR1:	POB 15428									
ASSOC ORDER:		2:										
DISCOUNT %:	0.000	DAYS: 00	3:									
DISCOUNT %:	0.000	DAYS: 00	4:	BOISE ID 83715-5428								
DISCOUNT %:	0.000	DAYS: 00										
LN	ORGN	(PROJ) JOB	(PWE) PGM	OBJ CODE	RPTG CAT	REF REQ	LINE:	BFYS	FUND	AMOUNT	P/F	I/D
001	8990	9000	HMR	252L		2003	01			2520.00		
FA #:	FA TYPE:		BETT #:	ACQ METH:	QUANT:							
REMARKS:	OAS-23; #558866, PACIFIC HELI				CLOSED	BFY:	/FUND:					
01-A032E-INVALID INC/DEC IND						01-A034E-MISSING INC/DEC IND						
01-SC06W-INSUFFICIENT ALLOCATION FUNDS						01-PAC6W-INSUFFICIENT SPRJ FUNDS						

Problem: This is a modification document which requires that the line must show either an "increase" or "decrease".

Solution: Enter an "I" or "D" in the I/D column and process.

A099E-DECR LINE NOT IN TABLE



STATUS:	DOCID: M1 WRO PX899093041	BATID: M1 WRO TT1	ORG:	001-001 OF 001								
	(OBLIGATION INPUT)											
	MISCELLANEOUS ORDER											
DOC ACTION (E,M,X)	TRANS TYPE	TOTAL OBLIGATION	VENDOR CODE	DOCUMENT DATE								
M	01	324.00	ADDVENDN	03/12/2003								
ACCTG PRD:	/	BFYS:	NAME: M L MISC NON GOVT NEW VENDOR									
NEG PYMT DAYS:	00	ADDR1:										
ASSOC ORDER:		2:										
DISCOUNT %:		DAYS: 00	3:									
DISCOUNT %:		DAYS: 00										
DISCOUNT %:		DAYS: 00										
LN	ORGN	(PROJ) JOB	(PWE) PGM	OBJ CODE	REF REQ	LINE:	BFYS	FUND	AMOUNT	I/D		
003	8990	1005	105	255A					324.00	D		
FA #:	FA TYPE:		BETT #:	ACQ METH:	QUANT:							
REMARKS:	GTSI				CLOSED	BFY:	/FUND:					
A--*CQ93-DOCUMENT REJECTED						01-A051W-NEW LINE ADDED TO ORDER						
01-A099E-DECR LINE NOT IN TABLE												

Problem: The line number being modified does not exist as compared to the original entry.

Solution: Put the document in pause mode with a "P" in the ACTION field. Go to the OBL table and look up the document in question. In this case, the original was entered as line "001". Leap back to the document by typing a "L" in the ACTION field, a DDB and a space in the TABLEID field and hit <ENTER>. Change the line number in the document from "003" to "001" and process.

A232E-INVALID VENDOR CODE



```

STATUS:          DOCID: M1 WRO BL899032271
                BATID:          ORG:          001-001 OF 001
                (OBLIGATION INPUT)
                MISCELLANEOUS ORDER

DOC ACTION      TRANS      TOTAL      VENDOR      DOCUMENT
(E,M,X)        TYPE        OBLIGATION  CODE        DATE
E              01          1021.73    GRALIGMOV   / /
ACCTG PRD:    /          BFYS:          NAME:
NEG PYMT DAYS:          ADDR1:
ASSOC ORDER:          2:
DISCOUNT %:      DAYS:          3:
DISCOUNT %:      DAYS:

LN  ORGN  (PROJ)  (PWE)  OBJ  BFYS  FUND  AMOUNT  I/D
001 8990  2501   052  224F  1021.73
FA #:          FA TYPE:  BETT #:  ACQ METH:  QUANT:
REMARKS: OAS-23; #558866, PACIFIC HELI  CLOSED BFY:  /FUND:

H--A232E-INVALID VENDOR CODE          H--S414E-MISSING VENDOR NAME
01-SC20W-INSUFFICNT APPROPRIATION FUNDS  01-SCO3W-INSUFFICNT APPORTIONMENT  01-
SC15W-INSUFFICIENT ALLOTMENT FUNDS  01-SCO6W-INSUFFCNT ALLOCATION
    
```

Problem: Vendor code is missing from the vendor table.

Solution: Complete the Vendor Maintenance Form and submit it to AOD to add the vendor to the table. Reprocess the document after AOD has updated the Vendor Tables. An alternative is to use "NONFED" or "FED" for a generic vendor name.

AL11E-INVALID SUBALLOC ORG OPTION



```

STATUS:          DOCID: BE WRO BE89906170
                BATID:          SEC2:          001-001 OF 001
H-
                BUDGET EXECUTION DOCUMENT

TRANS DT:      ACCTG PD:      APPRV TR TYPE: 01 POSTED TR TYPE: 02
BUDGET FYS: 2003 FUND: 01    HEADER ACTION IND: C    APPOR PERIOD: 1
TOTAL REVISED AMT: 539,604.00 BUDGET LEVEL: SL HDR TRANS CODE: AS
TOTAL CHANGE AMT: 539,604.00 I/D: I

A              Q
C              TR TYPE T
T DIV  ORG    PROGRAM  BOC  AP POST R  REVISED AMT  INC/DEC AMT  D
-----
01- C WRO 8990 0110          1          539,604.00  539,604.00 I
TRANS CODE: AS  SPENDING IND: 2          0.00          0.00
                FTES 3          0.00          0.00
DESCRIPTION      /QTY 4          0.00          0.00

SUBALLOC OPTNS          TR          REVISED          I
ORG PGM BOC SPN        TYP    AMOUNT    INC /DEC AMT    D
-----
Y Y N I                EST REIM:
A--CZ93-DOCUMENT REJECTED          H--AL11E-INVALID SUBALLOC ORG OPTION
H--SL01W-SUBALOT CNTL NOT = C
    
```

Problem: System is trying to look for the sub-allocation organization code option.

Solution: Move the cursor down to the bottom left corner of the screen and space out the responses for "SUBALLOC OPTNS" (i.e., the "Y Y N I" should all be replaced with blanks).

AL33E-TR CODE NOT = AC TBL TR CODE



STATUS:	DOCID: BE WRO BE8990D0020	BATID:	SEC2:	001-001 OF 001				
H-								
BUDGET EXECUTION DOCUMENT								
TRANS DT:	ACCTG PD:	APPRV TR TYPE:	01	POSTED TR TYPE: 02				
BUDGET FYS:	2003	FUND: 01	HEADER ACTION IND: C	APPOR PERIOD: 1				
TOTAL REVISED AMT:	45,000.00	BUDGET LEVEL: AL	HDR TRANS CODE:					
TOTAL CHANGE AMT:	400.00	I/D: I						
A				Q				
C				TR TYPE T				
T DIV	ORG	PROGRAM	BOC	AP POST R	REVISED AMT	INC/DEC AMT	D	

01-	C	WRO	8990	MZM	1	45,400.00	400.00	I
	TRANS CODE:	LA	SPENDING IND:		2	0.00	0.00	
				FTES	3	0.00	0.00	
				/QTY	4	0.00	0.00	

	SUBALLOC OPTNS			TR	REVISED			I
	ORG	PGM	BOC	SPN	TYP	AMOUNT	INC /DEC AMT	D

Y	Y	N	I	EST REIM:				
A--*CQ93-DOCUMENT REJECTED				H--B011W-APPOR CONTROL NOT = C (FULL)				
H--BA55W-ALLOT CONTROL NOT=C (FULL)				H--BA56W-SALT CONTROL NOT = C (FULL)				
H--BA32W-ALLOC CONTROL NOT=C (FULL)				01-AL33E-TR CODE NOT = AC TBL TR CODE				

Problem: Revision is attempted to be made to an allocation previously activated through the use of "A1" and "L1" documents.

Solution: Delete this screen and modify the allocation with the "A1" and "L1" document entries.

B250E-TOT RVSD AMT NOT = LINE SUM



STATUS:	DOCID: BE WRO BE8990D0120	BATID:	SEC2:	001-001 OF 001				
H-								
BUDGET EXECUTION DOCUMENT								
TRANS DT:	ACCTG PD:	APPRV TR TYPE:	01	POSTED TR TYPE: 02				
BUDGET FYS:	2003	FUND: 01	HEADER ACTION IND: C	APPOR PERIOD: 1				
TOTAL REVISED AMT:	245,000.00	BUDGET LEVEL: AL	HDR TRANS CODE: LA					
TOTAL CHANGE AMT:	5,000.00	I/D: D						
A				Q				
C				TR TYPE T				
T DIV	ORG	PROGRAM	BOC	AP POST R	REVISED AMT	INC/DEC AMT	D	

01-	C	WRO	8990	SZZ	1	245,000.00	5,000.00	D
	TRANS CODE:	LA	SPENDING IND:		2	0.00	0.00	
				FTES	3	0.00	0.00	
				/QTY	4	0.00	0.00	

	SUBALLOC OPTNS			TR	REVISED			I
	ORG	PGM	BOC	SPN	TYP	AMOUNT	INC /DEC AMT	D

Y	Y	N	I	EST REIM:				
A--*CQ93-DOCUMENT REJECTED				H--B011W-APPOR CONTROL NOT = C (FULL)				
H--BA55W-ALLOT CONTROL NOT=C (FULL)				H--BA56W-SALT CONTROL NOT = C (FULL)				
H--BA32W-ALLOC CONTROL NOT=C (FULL)				01-B250E-TOT RVSD AMT NOT = LINE SUM				

Problem: The total line amounts do not add up to the Total Revised Amt in the Header information.

Solution: Check the amounts entered for each line and verify if the total amounts may be wrong. Make your corrections and reprocess.

BE01E-MISSING APPOR PERIOD



```

STATUS:          DOCID: BE WRO BE8990D0190          001-001 OF 001
H-              BATID:                               SEC2:
                BUDGET EXECUTION DOCUMENT

TRANS DT:        ACCTG PD:        APPRV TR TYPE: 01 POSTED TR TYPE: 02
BUDGET FYS: 2003 FUND: 01        HEADER ACTION IND: A  APPOR PERIOD:
TOTAL REVISED AMT: 107,136.00    BUDGET LEVEL: AL HDR TRANS CODE: LA
TOTAL CHANGE AMT: 107,136.00    I/D:
A                      Q
C                      TR TYPE T
T DIV  ORG  PROGRAM  BOC  AP  POST  R  REVISED AMT  INC/DEC AMT  I
-----
01-   WRO  8990   SZM                1      107,136.00   107,136.00
TRANS CODE: LA  SPENDING IND:      2            0.00         0.00
                                FTES  3            0.00         0.00
DESCRIPTION                      /QTY  4            0.00         0.00

SUBALLOC OPTNS          TR      REVISED          I
ORG PGM BOC SPN        TYP     AMOUNT     INC /DEC AMT  D
-----
Y  Y  N  I              EST REIM:
H--BE01E-MISSING APPOR PERIOD          H--C069E-DOC PROCESSING BYPASSED
    
```

Problem: The "APPOR PERIOD" entry is missing.

Solution: Tab to the "APPOR PERIOD" and type in a "1" for the first apportionment period.

BE08E-INVALID HEADER TRANS CODE



```

STATUS:          DOCID: BE WRO BE8990D0170          001-001 OF 001
H-              BATID:                               SEC2:
                BUDGET EXECUTION DOCUMENT

TRANS DT:        ACCTG PD:        APPRV TR TYPE: 01 POSTED TR TYPE: 02
BUDGET FYS: 2003 FUND: 44        HEADER ACTION IND: C  APPOR PERIOD: 1
TOTAL REVISED AMT: 339,700.00    BUDGET LEVEL: SL HDR TRANS CODE: LA
TOTAL CHANGE AMT: 339,700.00    I/D: I
A                      Q
C                      TR TYPE T
T DIV  ORG  PROGRAM  BOC  AP  POST  R  REVISED AMT  INC/DEC AMT  I
-----
01-   C WRO  8990   4430                1      339,700.00   339,700.00 I
TRANS CODE: LA  SPENDING IND:      2            0.00         0.00
                                FTES  3            0.00         0.00
DESCRIPTION                      /QTY  4            0.00         0.00

SUBALLOC OPTNS          TR      REVISED          I
ORG PGM BOC SPN        TYP     AMOUNT     INC /DEC AMT  D
-----
Y  Y  N  I              EST REIM:
A--CZ93-DOCUMENT REJECTED          H--BA33W-ALLOT CONTROL NOT = C (FULL)
H--SL01W-SUBALOT CNTL NOT=C (FULL) H--BE08E-INVALID HEADER TRANS CODE
    
```

Problem: The transaction code entered is incorrect for the "SALT" table.

Solution: Tab to the "Trans Code" and change the "LA" to "AS" and process.

BE33E-INVALID POST OR I/D AMT QTR1



```

STATUS:          DOCID: BE WRO BE8990D0055          001-001 OF 001
H-              BATID:                               SEC2:
                                     BUDGET EXECUTION DOCUMENT

TRANS DT:        ACCTG PD:        APPRV TR TYPE: 01 POSTED TR TYPE: 02
BUDGET FYS: 2003 FUND: 01        HEADER ACTION IND:        APPOR PERIOD: 1
TOTAL REVISED AMT: 65,000.00    BUDGET LEVEL: AL HDR TRANS CODE: LA
TOTAL CHANGE AMT: 500.00        I/D: I

A              Q
C              TR TYPE T
T DIV    ORG    PROGRAM BOC AP POST R    REVISED AMT    INC/DEC AMT    I
-----
01- C WRO 8990 MZA              1          65,000.00    65,000.00 D
TRANS CODE: LA SPENDING IND:    2              0.00        0.00
DESCRIPTION                    FTES 3          0.00        0.00
                                /QTY 4          0.00        0.00

SUBALLOC OPTNS                TR    REVISED
ORG PGM BOC SPN                TYP    AMOUNT    INC /DEC AMT    I
-----
Y Y N I                        EST REIM:
A--*CQ93-DOCUMENT REJECTED    H--B011W-APPOR CONTROL NOT = C (FULL)
H--BA55W-ALLOT CONTROL NOT=C (FULL) H--BA56W-SALT CONTROL NOT = C (FULL)
H--BA32W-ALLOC CONTROL NOT=C (FULL) 01-BE33E-INVALID POST OR I/D AMT QTR1
    
```

Problem: An attempt has been made to input a first quarter authorization as if it was for the first time when an amount has been previously entered.

Solution: Scan the "ALCT" table to determine what amounts have been entered. Then reprocess this document with the difference under I/D Amt.

C900E-DOC TOTAL NOT = DETAIL



```

STATUS:          DOCID: C1 WRO DT899030215          001-001 OF 004
H-              BATID:                               ORG:
                                     CASH RECEIPT

DOC ACTION      TRANS    DOCUMENT    DEPOSIT    DOCUMENT    DEPOSIT
(E,M,X)        TYPE     TOTAL      NUMBER     DATE        DATE
E              4207.00   619687    / /        10/25 /2003
CUST AGENCY LOC CODE: 00 - 00 - 0000
ACCTG PRD:    /      BILL FUND:
INT TT:      ADM CHARGES TT:    PENALTY TT:
ACCOUHTING DATA:
----REF DOC #----
LN TC  NUMBER  LN    AMOUNT  I/D P/F ORGN  JOB  PGM  CODE  SRCE
001              150.00      8990      704      R
WRITE OFF REASON:    CLOSED BFY:    /FUND:
TRANS TYPE: RV TRAVEL TYPE:    REMARKS:
INT TT:      ADM CHARGES TT:    PENALTY TT:
VENDOR      ADV #    ADV IND    AGREEMENT #    BFYS  FUND
NONFED
OPAC DOC NUMBER: 00000000
H--C900E-DOC TOTAL NOT = DETAIL
    
```

Problem: The totals of all the accounting lines do not add up to the document total.

Solution: Check each line to ensure that the amounts add up correctly. You may have overlooked a line.

CE17E-INVALID PROGRAM



```

STATUS:          DOCID: SV WRO SV899030051
01-              BATID:                   ORG:          001-001 OF 001

      LINE NUMBER: 001          TRAN TYPE: 01          EXP/REV/GL: E
      BUDGET FYS: 2003          FUND: 01          DIVISION: WRO
      BUDGET ORG/SUB: 8990      COST ORG/SUB:          PROG: 2202
      BOC/REV SOURCE: 261A SUB OBJ/SUB SRCE:          JOB: 183
      REPT CATEGORY:          CLOSED BFYS:          CLOSED FUND:
      VENDOR CODE:          NAME:
      FISC YR:          SCHED CAT: SCHED TYP:          SCHED NO:
      D.O.:          GUEST SYMBOL:          QUANT:
      REF TRAN ID:          REF LINE:          DOC TYP:
      AGREEMENT #:          ADVANCE: ACCOMPLISHED DATE: 11/03/92
      INVOICE NO:          INVOICE LINE:          INVOICE DATE:
      AMOUNT: 969.75          I/D IND: I          OBLIG FISC YR:
      DESCRIPTION:          TREAS NO:
      FA #:          FA TYPE: BETT #:          ACQ METH:
      PURCH AUTH:
      FIELD 5:          FIELD 6:          FIELD 7:          FIELD 8

A--*CQ93-DOCUMENT REJECTED          01-CE17E-INVALID PROGRAM
01-SC20W-INSUFFICNT APPROPRIATION FUNDS 01-SCO3W-INSUFFICNT APPORTIONMENT
    
```

Problem: The program fund entered is invalid.

Solution: Change the "PROG" to read "183" and "JOB" to read 2202". Reprocess.

CE17E-INVALID PROGRAM



```

STATUS:          DOCID: M1 WRO BL899030025
                  BATID:                   ORG:          001-001 OF 001
                  (OBLIGATION INPUT)
                  MISCELLANEOUS ORDER

DOC ACTION      TRANS      TOTAL      VENDOR      DOCUMENT
(E,M,X)        TYPE        OBLIGATION  CODE        DATE
E              01          115.72      NONFED      / /
ACCTG PRD:    /          BFYS: 2000      NAME:
NEG PYMT DAYS:          ADDR1:
ASSOC ORDER:          2:
DISCOUNT %:          DAYS:          3:
DISCOUNT %:          DAYS:

      (PROJ) (PWE) OBJ
LN  ORGN  JOB  PGM  CODE  BFYS  FUND  AMOUNT  I/D
001 8990  6022  494  323B  BFYS  FUND  115.72
FA #:          FA TYPE: BETT #: ACQ METH: QUANT:
REMARKS:          CLOSED BFY:          /FUND:

01-CE17E-INVALID PROGRAM          01-SCO3W-INSUFFICNT APPORTIONMENT
01-SC15W-INSUFFICIENT ALLOCATION    01-SCO6W-INSUFFICIENT ALLOT FUNDS
01-PAC8W-INSUFFICIENT PROJ FUNDING 01-PAKW-INSUFFICIENT FPRJ FUNDING
    
```

Problem: The program fund entered is invalid for the fiscal year indicated.

Solution: Change the "BFYS" in the header from 2000 to 2003, or blank out "2000".

CPM02-TRAN CODE/TYPE NOT IN ACED



```

STATUS:          DOCID: C1 WRO DT899030187
                  BATID:          ORG:          001-001 OF 001
                  CASH RECEIPT

DOC ACTION      TRANS   DOCUMENT   DEPOSIT   DOCUMENT   DEPOSIT
(E,M,X)        TYPE    TOTAL     NUMBER   DATE       DATE
E              RM      7,047.00  619689   / /        10/27 /2003
CUST AGENCY LOC CODE: 00 - 00 - 0000
ACCTG PRD: /    BILL FUND:
INT TT:        ADM CHARGES TT:    PENALTY TT:
ACCOUHTING DATA:
----REF DOC #----
                (PROJ) (PWE) OBJ  REV
LN TC  NUMBER  LN    AMOUNT  I/D P/F ORGN  JOB  PGM  CODE SRCE
001           7,047.00          8990          858    R
WRITE OFF REASON:    CLOSED BFY:    /FUND:
TRANS TYPE: RV TRAVEL TYPE:    REMARKS:
INT TT:        ADM CHARGES TT:    PENALTY TT:
VENDOR        ADV #    ADV IND    AGREEMENT #    BFYS    FUND
NONFED
OPAC DOC NUMBER: 00000000

01-CPM02-TRAN CODE/TYPE NOT IN ACED
    
```

Problem: The Trans Type is not valid for the PWE

Solution: Change the Trans Type to "RV" and process.

CPM02-TRAN CODE/TYPE NOT IN ACED



```

STATUS:          : DOCID: B1 WRO BC899030187
                  BATID:          SEC2:          001-001 OF 001
                  BILLING DOCUMENT

DOC ACTION      TRANS   DOCUMENT   PAYOR     DOCUMENT
(E,M,X)        TYPE    TOTAL     CODE      DATE
E              RM      7,047.00  321459876 / /
DOC INT AMT:    0.00    DO PENALTY AMT:    0.00
DOC ADM CHGS AMT: 0.00    TEXT TYPE: 13 DOC TYPE:
ACCTG PRD: /    INT RATE: 2.000 NAME: DORKY DUCK
AGREEMENT #:    ADDR1: SMOKEY BEAR NATIONAL PARK
DUE DATE:      PRINT BILL: Y    2:
DUNN PRNT FLAG: N CASE HISTORY FLAG: N 3:
4: LAS VEGAS          NV 89102
DISB OFFICE: PFC ACCOMPLD DATE:
CUST ALC CODE: 00 - 00 - 0000
COMMENTS:
                (PROJ) (PWE) OBJ          REV TRANS
LN ORGN  JOB  PGM CODE BFYS  FUND    AMOUNT  I/D SRCE TYPE
001 8990          858           7,047.00  R
INT AMT:    0.00 I/D: PENALTY AMT:    0.00 I/D:
ADM CHGS AMT:    0.00 I/D: REMARKS:

01-CPM02-TRAN CODE/TYPE NOT IN ACED
    
```

Problem: The cost account and TRANS TYPE does not match.

Solution: Change the TRANS TYPE from "RM" to "RV" and process.

CPM02-TRAN CODE/TYPE NOT IN ACED



```

STATUS:          DOCID: RC WRO TA966680169          001-001 OF 001
                :   BATID:                      SEC2:
                :
                RECEIVER (ACCRUAL) DOCUMENT

ACCTING PERIOD:  BFY:          ACTION: E RECEIPT DATE:
REF ORDER TRANS CODE/NUMBER: RC /          TRANS TYPE: 01
VENDOR CODE: 555667777          RECEIVED BY: LMW
NAME:
ADDRESS:

DOCUMENT TOTAL: 165.00          COMMENTS:
DESCRIPTION:
01-
***** ACCOUNTING LINE DATA *****
LINE NUMBER: 001 TRANSACTION TYPE: REF ACCOUNTING LINE NUMBER:
BFY:          FUND:          ORG/SUB: 9666 /
PROGRAM: IZY          BOC/SUB: 211D /          JOB: 1001
AMT: 165.00          I/D:          P/F:
FA#:          FA TYPE:          BETT#: ACQ METH:          QTY:
01-SC15W-INSUFFICIENT ALLOTMENT FUNDS 01-SC06W-INSUFFCNT ALLOCATION FUNDS
01-CPM02--TRAN CODE/TYPE NOT IN ACED 01-PAC6W-INSUFFCNT SPRJ FUNDS
    
```

Problem: 'RC' documents will not accept a vendor code of social security numbers (SSN).

Solution: Change the vendor code to 'NONFED' type the SSN in the comment field and the traveler's name is the description and process.

CPM14-BAD ACCTG EVENT-CHK TRANS TYPE



```

STATUS:          DOCID: C1 WRO DT899030007          001-001 OF 004
                :   BATID:                      ORG:
                :   CASH RECEIPT

DOC ACTION      TRANS   DOCUMENT   DEPOSIT   DOCUMENT   DEPOSIT
(E,M,X)        TYPE    TOTAL     NUMBER    DATE       DATE
E              RV      1102.68  558166   / /        4/03 /2003

CUST AGENCY LOC CODE: 00 - 00 - 0000
ACCTG PRD: /      BILL FUND:
INT TT:      ADM CHARGES TT:      PENALTY TT:
ACCOUHTING DATA:
----REF DOC #----
LN TC NUMBER LN      AMOUNT I/D P/F ORGN JOB PGM CODE SRCE
002          44.44          8990          IZZ
WRITE OFF REASON: CLOSED BFY: /FUND:
TRANS TYPE: 01 TRAVEL TYPE:      REMARKS:
INT TT:      ADM CHARGES TT:      PENALTY TT:
VENDOR      ADV #      ADV IND      AGREEMENT #      BFYS      FUND
NONFED
OPAC DOC NUMBER: 00000000

01-CPM14-BAD ACCTG EVENT-CHK TRANS TYPE
    
```

Problem: The Trans Type on the header and the detail line do not match.

Solution: Blank out the Trans Type on the header and also fill in the object class which will also give the same error message.

CPM14-BAD ACCTG EVENT-CHK TRANS TYPE



```

STATUS:          DOCID: C1 WRO DT899030019          001-001 OF 001
                  BATID:                               ORG:
                  CASH RECEIPT

DOC ACTION      TRANS   DOCUMENT   DEPOSIT   DOCUMENT   DEPOSIT
(E,M,X)        TYPE    TOTAL     NUMBER    DATE       DATE
E              /      1500.57  667788   / /        04/15 /2003
CUST AGENCY LOC CODE: 00 - 00 - 0000
ACCTG PRD:     /      BILL FUND:
INT TT:        ADM CHARGES TT:    PENALTY TT:
ACCOUHTING DATA:
----REF DOC #----
LN TC  NUMBER  LN      AMOUNT  I/D P/F ORGN  JOB  PGM  CODE SRCE
001          /      1500.57  /      8990 6000 494
WRITE OFF REASON:  CLOSED BFY:          /FUND:
TRANS TYPE:  RM TRAVEL TYPE:    REMARKS:
INT TT:      ADM CHARGES TT:    PENALTY TT:
VENDOR      ADV #    ADV IND  AGREEMENT #    BFYS  FUND
NONFED
OPAC DOC NUMBER:  00000000

01-CPM14-BAD ACCTG EVENT-CHK TRANS TYPE
    
```

Problem: The "Rev Srce" needs to be filled in.

Solution: Enter an "R" under "Rev Srce" and process.

CR11E-DEPOSIT NUMBER IS REQUIRED



```

STATUS:          DOCID: C1 WRO DT8990300225          001-001 OF 004
                  BATID:                               ORG:
                  CASH RECEIPT

DOC ACTION      TRANS   DOCUMENT   DEPOSIT   DOCUMENT   DEPOSIT
(E,M,X)        TYPE    TOTAL     NUMBER    DATE       DATE
E              /      0.00     / /        04/21 /2003
CUST AGENCY LOC CODE: 00 - 00 - 0000
ACCTG PRD:     /      BILL FUND:
INT TT:        ADM CHARGES TT:    PENALTY TT:
ACCOUHTING DATA:
----REF DOC #----
LN TC  NUMBER  LN      AMOUNT  I/D P/F ORGN  JOB  PGM  CODE SRCE
001          /      39.96   I      8990 692  R
WRITE OFF REASON:  CLOSED BFY:          /FUND:
TRANS TYPE:  RV TRAVEL TYPE:    REMARKS: QD PP200307
INT TT:      ADM CHARGES TT:    PENALTY TT:
VENDOR      ADV #    ADV IND  AGREEMENT #    BFYS  FUND
NONFED
OPAC DOC NUMBER:  00000000

H--CR11E-DEPOSIT NUMBER IS REQUIRED
    
```

Problem: The deposit number is required to be filled in on a "C1" document.

Solution: Since this transaction is to transfer operating funds to a quarters income account and have nothing to do with making a deposit, just pull "DUAL QTRS" in the Deposit Number field.

JV57E-INVALID REFERENCE LINE



```

STATUS: REJCT          DOCID: ET WRO JE899030070
                      BATID:          SEC2:          001-002 OF 016
                      (EXPENDITURE TRANSFER)
                      STANDARD VOUCHER

DOC ACTION   DOCUMENT   DOCUMENT   ACCTG   EXP   TRANS
(E,M,X)     TOTAL         DATE      PRD     CODE  TYPE
E           0.00         / /       /       E     01
                      ACC DATE: / /

ACCOUNTING DATA:
TRANS      (PROJ) OBJ
LN  TYPE  ORGN  JOB  PGM  CODE  BFYS  FUND  AMOUNT  I/D  VENDOR
007 01   8990  2000 160  259Z          70.49  I
CLOSED BFY: / CLOSED FUND: ACC DATE: / /
REF DOC #: PX 899003175      REMARKS: INTERPRETATIVE SVCS
FA #:      FA TYPE:      BETT #: ACQ METH: QUANT:
TRANS      (PROJ) OBJ
LN  TYPE  ORGN  JOB  PGM  CODE  BFYS  FUND  AMOUNT  I/D  VENDOR
002 01   8990  2005 160          70.49  D
CLOSED BFY: / CLOSED FUND: ACC DATE: / /
REF DOC #:      REMARKS: INTERPRETATIVE SVCS
FA #:      FA TYPE:      BETT #: ACQ METH: QUANT:

01-JV57E-INVALID REFERENCE LINE          01-SC06W-INSUFFICNT ALLOCATION FUND    01-
PAC6W-INSUFFICIENT SPRJ FUNDS          01-PAC7W-INSUFFICIENT PROJ FUNDS
    
```

Problem: The reference document line is completed improperly.

Solution: The reference document line must be completed with the Trans Code first, then followed by the document number. For our situation the Ref Doc # should be changed to read **M1 PX899003175**.

***L008 END OF FILE**



```

ACTION: S TABLEID: PCOR USERID: XXX1
PAYROLL CORRECTIONS TABLE
KEY IS ACTUALS/DEBT INDICATOR, DIVISION, ORGANIZATION, SSN, SEQ

ACTUALS/DEBT INDICATOR:   DIVISION: WRO   ORGANIZATION: 8999
SSN:                      NAME:

SEQ FFS COST STRUCTURE/   DEF FPPS ORG   PAY PD   PAY CD   REG PAY/
ORIGINAL COST STRUCT     FPPS ORG      BOC/RV  SUB HOURS  ADDITIVES
-----
NOT NUM  NOT NUMERIC
NOT NUMERIC

01-*L008 END OF FILE          01-*L004 LINE NOT FOUND
    
```

Problem: The table is not accessible at this time.

Solution: PCOR table is generally available on the second week of the current pay period from Tuesday through Friday.

PAC1E-INVALID SUBPROJECT



```

STATUS:          DOCID: M1 WRO BL899032271
                 BATID:          ORG:          001-001 OF 001
                 (OBLIGATION INPUT)
                 MISCELLANEOUS ORDER

DOC ACTION      TRANS      TOTAL      VENDOR      DOCUMENT
(E,M,X)        TYPE      OBLIGATION  CODE        DATE
E              01          9384.35    SQUDELUM    11/02 /2002
ACCTG PRD:    /          BFYS:      NAME: SQUARE DEAL LUMBER
NEG PYMT DAYS:          ADDR1:
ASSOC ORDER:          2:
DISCOUNT %:    DAYS:          3:
DISCOUNT %:    DAYS:

LN  ORGN  (PROJ)  (PWE)  OBJ  BFYS  FUND  AMOUNT  I/D
001 8990  2211   MZU   252R  9384.35
FA #:          FA TYPE:  BETT #:  ACQ METH:  QUANT:
REMARKS:          CLOSED BFY:  /FUND:

01-SCO6W-INSUFFICIENT ALLOCATION FUNDS  01-SCO7E-INACTIVE ALLOCATION
01-PAC1E-INVALID SUBPROJECT             01-PAC2E-INVALID PROJECT
01-PAC50-PROJECT HAS ENDED              01-PACDO-INVALID PROJECT STATUS
    
```

Problem: The cost account apparently has not been set-up or the period indicated on the "PROJ" table has expired.

Solution: Verify to see if the cost account is valid. If it isn't, change it. If it is, notify the Budget Office to correct or establish the account. Or if you are given the authority to establish accounts, set up the new account or change the expiration date for the account on the "PROJ" table, then reprocess.

PAC2E-INVALID PROJECT



```

ACTION: A SCREEN: SPRJ USERID: XXX1
SUBPROJECT REFERENCE DATA SCREEN
KEY IS BFYS, FUND, ORGN, JOB(PROJ), PGM(PWE)
01-
    *** SUB-PROJECT ***
    BFYS  FUND  ORGN  JOB(PROJ)  PGM(PWE)
    2003  01   8990  2401      MCZ
MAX AMOUNT:          39,000.00 FUNDS CONTROL IND: N  STATUS IND: 4
EST REIM/REC:          0.00
PROJECT LEVEL JOB CODE:
DESCRIPTION: GENERAL MAINTENANCE

    *** SUBPROJECT-TO-DATE ***
    COMMITMENTS:          0.00 BILLING ADJUST:          0.00
    OBLIGATIONS:          0.00 EXP ADJUST IN:          0.00
    EXPENDITURES:          0.00 OBLIG ADJUST IN:          0.00
    PROJ CHARGES:          0.00 NET AVAIL BAL:          39,000.00

    ACT REIM/REC:          0.00

01-PAC2E INVALID PROJECT             01-*L033 NO LINES ADDED
    
```

Problem: The PROJ table needs to be established first. If this was done--as is in this situation--the information on the SPRJ table is incomplete.

Solution: Fill in the missing information for the PROJECT LEVEL JOB CODE (should be the same as the project number set up for this account, 2401) and reprocess.

S159E-INVALID SHIPPING CODE



STATUS:	DOCID: M1 WRO BL899032271	BATID:	ORG:	001-001 OF 001				
	(OBLIGATION INPUT)		MISCELLANEOUS ORDER					
DOC ACTION (E,M,X)	TRANS TYPE	TOTAL OBLIGATION	VENDOR CODE	DOCUMENT DATE				
M	01	4840.88	GSA	/ /				
ACCTG PRD:	/	BFYS:	NAME:					
NEG PYMT DAYS:			ADDR1:	2:				
ASSOC ORDER:				3:				
DISCOUNT %:		DAYS:						
DISCOUNT %:		DAYS:						
LN	ORGN	(PROJ) JOB	(PWE) PGM	OBJ CODE	BFYS	FUND	AMOUNT	I/D
001	8990	0205	F11	224F			4840.88	
FA #:		FA TYPE:	BETT #:	ACQ METH:	QUANT:			
REMARKS:			CLOSED	BFY:	/FUND:			
H--S159E-INVALID SHIPPING CODE				01-SC03W-INSUFFICIENT APPORTIONMENT				
01-PAC8W-INSUFFICIENT PROJ FUNDING				01-PACKW-INSUFFICIENT FPRJ FUNDING				
01-CPMO2-TRAN CODE/TYPE NOT IN ACED								

Problem: This is an error created through the use of FDE. Apparently the park is using the wrong version of FDE where the screen formats are incompatible.

Solution: The only way to correct this is to delete the document on-line and re-input the data referencing the same document number and adding a batch number to it.

S263E-ORDER LINE ALREADY EXISTS



STATUS:	DOCID: M1 WRO BL899032271	BATID:	ORG:	001-001 OF 001				
	(OBLIGATION INPUT)		MISCELLANEOUS ORDER					
DOC ACTION (E,M,X)	TRANS TYPE	TOTAL OBLIGATION	VENDOR CODE	DOCUMENT DATE				
E	01	47.13	NONFED	/ /				
ACCTG PRD:	/	BFYS:	NAME:					
NEG PYMT DAYS:			ADDR1:	2:				
ASSOC ORDER:				3:				
DISCOUNT %:		DAYS:						
DISCOUNT %:		DAYS:						
LN	ORGN	(PROJ) JOB	(PWE) PGM	OBJ CODE	BFYS	FUND	AMOUNT	I/D
001	8990		SZM	255Z			47.13	
FA #:		FA TYPE:	BETT #:	ACQ METH:	QUANT:			
REMARKS:			CLOSED	BFY:	/FUND:			
H--S807E-NEW ORDER EXISTS				01-S263E-ORDER LINE ALREADY EXISTS				
01-SC06W-INSUFFICIENT ALLOCATION FUNDS								

Problem: The document number had previously been used. This may either be a duplicate document number or you are attempting to modify the document.

Solution: If this is a duplicate entry, delete this document by typing a "DD" in the ACTION field, tab to the DOCID type a space and hit enter. If this is a modification, change the DOC ACTION from "E" to "M". Be sure I/D after the AMOUNT reflects either an increase or a decrease.

S269E-LINE DOES NOT MATCH PRIOR ORD



STATUS:		DOCID: M1 WRO MT899030032		BATID:		ORG: 001-001 OF 002		
				(OBLIGATION INPUT)				
				MISCELLANEOUS ORDER				
DOC ACTION	TRANS	TOTAL	VENDOR	DOCUMENT				
(E,M,X)	TYPE	OBLIGATION	CODE	DATE				
M	01	788.94	NONFED	/ /				
ACCTG PRD:	/	BFYS:	NAME:					
NEG PYMT DAYS:			ADDR1:					
ASSOC ORDER:			2:					
DISCOUNT %:		DAYS:	3:					
DISCOUNT %:		DAYS:						
LN	ORGN	(PROJ)	(PWE)	OBJ	BFYS	FUND	AMOUNT	I/D
002	8990		IZZ	255Z			250.00	D
FA #:			FA TYPE:	BETT #:	ACQ METH:	QUANT:		
REMARKS:	PAID ON TPD			CLOSED BFY:	/FUND:			
A--*CQ93-DOCUMENT REJECTED				01-S269E-LINE DOES NOT MATCH PRIOR ORD				

Problem: All the information for the referenced line number do not match exactly to the original, such as the cost account and object class.

Solution: Use action code "P" to pause out of this screen. Go to the "OBLL" table, and scan for the document number in question. Copy down the cost account and object class originally used. Leap back to the rejected document by using action code "L" and "DDB ". Note that there should be a space after the DDB. Make the necessary corrections either in cost account and/or object class and process.

S432E-REF REQ LINE NOT IN TABLE



STATUS:		DOCID: M1 WRO P8990030620		BATID:		ORG: 001-001 OF 001		
				(OBLIGATION INPUT)				
				MISCELLANEOUS ORDER				
DOC ACTION	TRANS	TOTAL	VENDOR	DOCUMENT				
(E,M,X)	TYPE	OBLIGATION	CODE	DATE				
M	01	25.00	NONFED	/ /				
ACCTG PRD:	/	BFYS:	NAME:					
NEG PYMT DAYS:			ADDR1:					
ASSOC ORDER:			2:					
DISCOUNT %:		DAYS:	3:					
DISCOUNT %:		DAYS:						
LN	ORGN	(PROJ)	(PWE)	OBJ	BFYS	FUND	AMOUNT	I/D
003	8990	3000	CCS	255R			25.00	
FA #:			FA TYPE:	BETT #:	ACQ METH:	QUANT:		
REMARKS:				CLOSED BFY:	/FUND:			
A--*CQ93-DOCUMENT REJECTED				H--S807E-NEW ORDER EXISTS				
01-S432E-REF REQ LINE NOT IN TABLE				01-S210E-REF HEADER DOES NOT EXIST				

Problem: There are two errors here. First, this is a modification to an existing obligation but no indication as to whether this is an increase or decrease. Second, the reference line number is wrong.

Solution: Fill in the increase/decrease (I/D) indicator as to whether the obligation should be increased or decreased. Pause the document and go to the "OBLL" table and see what is the correct line number. Go back to the document and input the correct line number and process.

S807E-NEW ORDER EXISTS



STATUS:		DOCID: M1 WRO GS8990D2142		BATID:		ORG: 001-001 OF 001		
				(OBLIGATION INPUT)				
				MISCELLANEOUS ORDER				
DOC ACTION (E,M,X)	TRANS TYPE	TOTAL OBLIGATION	VENDOR CODE	DOCUMENT DATE				
E	01	47.13	GSA	/ /				
ACCTG PRD:	/	BFYS:	NAME:					
NEG PYMT DAYS:			ADDR1:					
ASSOC ORDER:			2:					
DISCOUNT %:		DAYS:	3:					
DISCOUNT %:		DAYS:						
LN	ORGN	(PROJ) JOB	(PWE) PGM	OBJ CODE	BFYS	FUND	AMOUNT	I/D
001	8990		SZM	261A			47.13	I
FA #:		FA TYPE:	BETT #:	ACQ METH:	QUANT:			
REMARKS:		CLOSED BFY:	/FUND:					
H--S807E-NEW ORDER EXISTS				01-S263E-ORDER LINE ALREADY EXISTS				
01-SC06W-INSUFFICIENT ALLOCATION FUNDS								

Problem: This document has previously been entered.

Solution: If this a modification to the document previously entered, change the DOC ACTION from an E to an M and process.

SC05E-ALLOTMENT NOT FOUND



STATUS:		DOCID: M1 WRO P8990034044		BATID:		ORG: 001-001 OF 001		
				(OBLIGATION INPUT)				
				MISCELLANEOUS ORDER				
DOC ACTION (E,M,X)	TRANS TYPE	TOTAL OBLIGATION	VENDOR CODE	DOCUMENT DATE				
E	01	3000.00	NONFED	/ /				
ACCTG PRD:	/	BFYS:	NAME:					
NEG PYMT DAYS:			ADDR1:					
ASSOC ORDER:			2:					
DISCOUNT %:		DAYS:	3:					
DISCOUNT %:		DAYS:						
LN	ORGN	(PROJ) JOB	(PWE) PGM	OBJ CODE	BFYS	FUND	AMOUNT	I/D
001	8990	2401	CZY	261A			3000.00	
FA #:		FA TYPE:	BETT #:	ACQ METH:	QUANT:			
REMARKS:		CLOSED BFY:	/FUND:					
01-SC05E-ALLOTMENT NOT FOUND				01-SC06W-INSUFFICIENT ALLOTMENT FUNDS				
01-PAC8W-INSUFFICIENT PROJ FUNDING				01-PACKW-INSUFFICIENT FPRJ FUNDING				

Problem: Either the ALCT was not established for the PWE or the benefitting PWE is with another ORGN CODE.

Solution: Generally, an entry in the AOPT table needs to establish the benefitting organization code for this project.

SV03E-EXP REV GL BUD IND REQUIRED



```

STATUS: REJCT          DOCID: ET WRO JE8990D0070
                      BATID:          SEC2:          001-002 OF 004
                      (EXPENDITURE TRANSFER)
                      STANDARD VOUCHER

DOC ACTION   DOCUMENT   DOCUMENT   ACCTG   EXP   TRANS
(E,M,X)     TOTAL         DATE      PRD     CODE  TYPE
E           0.00          / /      /       /     01
                      ACC DATE: / /

ACCOUNTING DATA:
  TRANS      (PROJ) (PWE) OBJ
LN  TYPE  ORGN  JOB  PGM  CODE  BFYS  FUND  AMOUNT  I/D  VENDOR
007 01   8990  2000 160  259Z          70.49  I
CLOSED BFY: / CLOSED FUND: ACC DATE: / /
REF DOC #: M1 P8990030175  REMARKS: INTERPRETATIVE SVCS
FA #:      FA TYPE:      BETT #: ACQ METH: QUANT:
  TRANS      (PROJ)      OBJ

A--*HP03-DOCUMENT ERRORS DETECTED  01-SV03E-EXP REV GL BUD IND REQUIRED  01-
CE35E-INVALID REVENUE SOURCE      01-SV06E-ACCTG TRAN TYPE REQS EXP IND
    
```

Problem: The general ledger indicator for this document was not entered to determine if this was a revenue or expenditure adjustment.

Solution: Type an E under EXP CODE and process.

SV10E-JV LINE ALREADY EXISTS



```

STATUS          DOCID: ET WRO JE899030043
                BATID:          SEC2:          001-002 OF 002
                (EXPENDITURE TRANSFER)
                STANDARD VOUCHER

DOC ACTION   DOCUMENT   DOCUMENT   ACCTG   EXP   TRANS
(E,M,X)     TOTAL         DATE      PRD     CODE  TYPE
E           0.00          / /      /       E     I
                      ACC DATE: / /

ACCOUNTING DATE:
  TRANS      (PROJ) (PWE) OBJ
LN  TYPE  ORGN  JOB  PGM  CODE  BFYS  FUND  AMOUNT  I/D  VENDOR
001 01   8990  2202  MZU  259Z          205.00  I
REF DOC #: ET TD 370  REMARKS:
FA #:      FA TYPE:      BETT #: ACQ METH: QUANT:
  TRANS      (PROJ) (PWE) OBJ
LN  TYPE  ORGN  JOB  PGM  CODE  BFYS  FUND  AMOUNT  I/D  VENDOR
004 01   8990  2500 262  259Z          205.00  D
CLOSED BFY: / CLOSED FUND: ACC DATE: / /
REF DOC #: ET TD 370  REMARKS:
FA #:      FA TYPE:      BETT #: ACQ METH: QUANT:

01-SV10E-JV LINE ALREADY EXISTS          01-PAC8W-INSUFFCNT PROJ FUNDING
01-PACKW-INSUFFCNT FPRJ FUNDING
    
```

Problem: The line number is identical to one previously entered within the same document.

Solution: Renumber the line and process.

TO82E-MISSING TRANSF AUTH CODES



```

STATUS:                DOCID: T1 WRO TA8990D0027
                      BATID:                SEC2:                001-001 OF 001
                      TRAVEL ORDER
                      (TRAVEL AUTHORIZATION)
DOC ACTION  DOCUMENT  DOCUMENT  TRAVEL  ACCTG
(E,M,X,C)  TOTAL      DATE      EMPLOYEE I.D.  TYPE  PRD
      E    6567.00   10/09/2002  999999999    PCS  /
NAME: BELLE RINGER          ADDR1:
ADDR2:                      ADDR3:
MODE  PURP  BEG DATE  END DATE  END DESC  TRANS  BFYS  PCS
P     R     11/05/2002  11/10/2002          TYPE  AUTH
                                01

PER DIEM: RATE: 66.00          CODE: S
**AOD USE: ADV AMT:          I/D:  ADV NUMB:  TRANS TYPE:
ACCOUNTING DATE:
      (PROJ) (PWE) OBJ          TVL
LN  ORGN  JOB  PGM  CODE  BFYS  FUND  AMOUNT  I/D  DESC  CLOSED  BFY/FUND
001 8990  2400  SZE  2110          6567.00  I

H--TO82E-MISSING TRANSF AUTH CODES  01-PAC6W-INSUFFICIENT SPRJ FUNDS
01-PAC7W-INSUFFICIENT PROJ FUNDS    01-PAC8W-INSUFFICIENT PROJ FUNDING
01-PACKW-INSUFFICIENT FPRJ FUNDING  01-SC06W-INSUFFICIENT ALLOT FUNDS
    
```

Problem: What is being authorized for this move was not specified under PCS AUTH.

Solution: Fill in the missing information under PCS AUTH (i.e., EMQWR).

TOA3E-INVALID MOD TO TRAVEL TYPE



```

STATUS:                DOCID: T1 WRO TA8990D0079
                      BATID:                SEC2:                001-001 OF 001
                      TRAVEL ORDER
                      (TRAVEL AUTHORIZATION)
DOC ACTION  DOCUMENT  DOCUMENT  TRAVEL  ACCTG
(E,M,X,C)  TOTAL      DATE      EMPLOYEE I.D.  TYPE  PRD
      M    175.00   11/25/2002  999999999    PCS  /
NAME: TAMI TOMATOE          ADDR1:
ADDR2:                      ADDR3:
MODE  PURP  BEG DATE  END DATE  END DESC  TRANS  BFYS  PCS
P     R     11/05/2002  11/10/2002          TYPE  AUTH
                                01

PER DIEM: RATE: 66.00          CODE: S
**AOD USE: ADV AMT:          I/D:  ADV NUMB:  TRANS TYPE:
ACCOUNTING DATE:
      (PROJ) (PWE) OBJ          TVL
LN  ORGN  JOB  PGM  CODE  BFYS  FUND  AMOUNT  I/D  DESC  CLOSED  BFY/FUND
001 8990          SZM  2110          175.00  I  W

H--TOA3E-INVALID MOD TO TRAVEL TYPE  H--TOA4E-CANCEL & ENTER NEW DOC
01-PAC6W-INSUFFICIENT SPRJ FUNDS    01-PAC7W-INSUFFICIENT PROJ FUNDS
01-PAC8W-INSUFFICIENT PROJ FUNDING  01-PACKW-INSUFFICIENT FPRJ FUNDING
    
```

Problem: By putting an entry to the "travel type", it is assumed that you are attempting to change of the type of travel.

Solution: Delete the "travel type" and process again.

TOB3E-INVALID EMPLOYEE CODE



STATUS:	DOCID: T1 WRO TA8990D0028	BATID:	SEC2:	001-001 OF 001							
TRAVEL ORDER (TRAVEL AUTHORIZATION)											
DOC ACTION (E,M,X,C)	DOCUMENT TOTAL	DOCUMENT DATE	EMPLOYEE I.D.	TRAVEL TYPE							
E	70.38	/ /	555443333	TDT /							
NAME: BELLE RINGER	ADDR1:										
ADDR2:	ADDR3:										
MODE	PURP	BEG DATE	END DATE	END DESC							
C	O	10/23/2002	10/23/2002								
PER DIEM: RATE: 66.00			CODE: S								
**AOD USE: ADV AMT:		I/D:	ADV NUMB:	TRANS TYPE:							
ACCOUNTING DATE:											
(PROJ) (PWE) OBJ			TVL								
LN	ORGN	JOB	PGM	CODE	BFYS	FUND	AMOUNT	I/D	DESC	CLOSED	BFY/FUND
002	8990	2501	NZM	211C			70.38		H		
H--TOB3E-INVALID EMPLOYEE CODE					01-PAC6W-INSUFFICNT SPRJ FUNDS						
01-PAC8W-INSUFFICNT PROJ FUNDING					01-PACKW-INSUFFICNT FPRJ FUNDING						
01-CPM02-TRAN CODE/TYPE NOT IN ACED					01-SC20W-INSUFFICNT APPROPRIATION						

Problem: Either this is a new employee or the social security number entered is incorrect.

Solution: If the social security number is entered wrong, correct it. If it is a new employee, you need to complete the form for "Employee Vendor Maintenance Form" which can be found in the PAYEE/VENDOR CODE section of this manual or in the FFS Accounting Procedures Manual, Appendix A. Mail the form to AOC to establish the new employee on record.

TOB6E-PER DIEM INC DEC IND INVALID



STATUS:	DOCID: T1 WRO TA8990D0081	BATID:	SEC2:	001-001 OF 001							
TRAVEL ORDER (TRAVEL AUTHORIZATION)											
DOC ACTION (E,M,X,C)	DOCUMENT TOTAL	DOCUMENT DATE	EMPLOYEE I.D.	TRAVEL TYPE							
M	289.00	/ /	555443333	TDT /							
NAME: SUGAR BEAR	ADDR1:										
ADDR2:	ADDR3:										
MODE	PURP	BEG DATE	END DATE	END DESC							
C	T	11/01/2002	11/07/2002								
PER DIEM: RATE: 110.00			CODE: S								
**AOD USE: ADV AMT:		I/D:	ADV NUMB:	TRANS TYPE:							
ACCOUNTING DATE:											
(PROJ) (PWE) OBJ			TVL								
LN	ORGN	JOB	PGM	CODE	BFYS	FUND	AMOUNT	I/D	DESC	CLOSED	BFY/FUND
001	8990	2501	SZM	211C			289.00		H		
H--TOB6E-PER DIEM INC DEC IND INVALID					01-TOR5E-INC/DEC REQUD ON MOD						
01-PAC6W-INSUFFICNT SPRJ FUNDS					01-PAC7W-INSUFFICNT PROJ FUNDS						
01-PAC8W-INSUFFICNT PROJ FUNDING					01-PACKW-INSUFFICNT PROJ FUNDING						

Problem: Per diem cannot be modified and the increase/decrease must be specified in a modification.

Solution: Blank out the per diem rate and indicate whether this modification is an increase or a decrease to the original travel order.

TOM6E - INVALID BUD-OBJ-CODE

```

STATUS:          DOCID: T1 WRO TA8990D0021
                BATID:          SEC2:          001-001 OF 001
                TRAVEL ORDER
                (TRAVEL AUTHORIZATION)
DOC ACTION  DOCUMENT  DOCUMENT  TRAVEL  ACCTG
(E,M,X,C)  TOTAL      DATE      EMPLOYEE I.D.  TYPE  PRD
E          851.00    / /      999887777    TDT   /
NAME: MARY DOE          ADDR1:
ADDR2:                 ADDR3:
MODE  PURP  BEG DATE  END DATE  END DESC  TRANS  BFYS  PCS
C     T     01/08/2003 01/16/2003          01      AUTH

PER DIEM: RATE: 99.00          CODE: S
**AOD USE: ADV AMT:          I/D:  ADV NUMB:  TRANS TYPE:
ACCOUNTING DATE:
(PROJ) (PWE) OBJ          TVL
LN  ORGN  JOB  PGM  CODE BFYS FUND  AMOUNT  I/D  DESC  CLOSED BFY/FUND
105 8990          MZM 2100          851.00  H

A--*CQ93-DOCUMENT REJECTED          H--CO17W-AWAITING HEADER VERIFICATION
01-TOM6E-INVALID BUD-OBJ-CODE          01-CE21E-INVALID BOC
01-CPM02-TRAN CODE/TYPE NOT IN ACED  01-SC20W-INSUFFCNT APPROPRIATION FUND
    
```

Problem: The budget object class code used is invalid.

Solution: Change object class "2100" to "2110" and process.

TOR6E - TSUS VENDOR <> TO VENDOR



```

STATUS:          DOCID: T1 WRO TA8990D0129
                BATID:          SEC2:          001-001 OF 001
                TRAVEL ORDER
                (TRAVEL AUTHORIZATION)
DOC ACTION  DOCUMENT  DOCUMENT  TRAVEL  ACCTG
(E,M,X,C)  TOTAL      DATE      EMPLOYEE I.D.  TYPE  PRD
E          951.50    11/25/2002 123456789    TDT   /
NAME: BOBBY BLANK          ADDR1:
ADDR2:                 ADDR3:
MODE  PURP  BEG DATE  END DATE  END DESC  TRANS  BFYS  PCS
C     T     11/30/2002 12/11/2002          01      AUTH

PER DIEM: RATE: 30.00          CODE: S
**AOD USE: ADV AMT:          I/D:  ADV NUMB:  TRANS TYPE:
ACCOUNTING DATE:
(PROJ) (PWE) OBJ          TVL
LN  ORGN  JOB  PGM  CODE BFYS FUND  AMOUNT  I/D  DESC  CLOSED BFY/FUND
001 8990  0307  LZZ ``2110          672.50  P
002 8990  0307  LZZ  211C          279.00  H

H-TOR6E-TSUS VENDOR <> TO VENDOR  01-PAC6W-INSUFFICIENT SPRJ FUNDS
01-PAC7W-INSUFFICIENT PROJ FUNDS    01-PAC8W-INSUFF PROJ FUNDING
01-PACKW-INSUFFICIENT FPRJ FUNDING  01-SCO3W-INSUFFCNT APPORTNMNT
    
```

Problem

The travel advance issued out of either imprest fund or third party draft got posted before the travel authorization was obligated.

Solution

1. Copy down the travel authorization number and the correct employee code (Social Security Number). You will need to enter this employee code on the corresponding 3A document.
2. Put the T1 document on hold by hitting the <HOME> key and by entering **H** in the ACTION field and <ENTER>.
3. Hit the clear key and go into the tables to determine which 3A document reference your T1 document.
4. Type a "N" in the Action field and "TSUS" in the Table ID, press <ENTER>.
5. Type "S" to scan for the document. Tab to the Travel Document ID and type in the Trans Code and Document ID as highlighted in bold type and press <ENTER>.

```
ACTION: S SCREEN: TSUS USERID: XXX1
*** TRAVEL SUSPENDED PAYMENTS INQUIRY SCREEN ***
KEY IS TRAVEL DOCUMENT ID

01-
TRAVEL DOCUMENT ID: T1 TA8990D0129 TRAVEL END DATE: 12/11/2002
LAST ADV DOC/LINE: 3A AD899030129 001 LAST ADV DATE:
12/02/2002
VENDOR: IFWROTRVL LAST DUNNING DATE:
SUSPENSE AMOUNT: 350.00 TRAVEL TYPE:
TDT
02-
```

6. Copy down on a piece of paper, the document amount, the Trans Code, Travel Advance number indicated on the "Last Adv Doc/Line," and the "Suspense Amount" of the advance. With the cursor in the Action field, type in the letter "L" and the letters "DDB" followed by a space in the TableID field. Press <ENTER>.
7. Complete the information on the start-up screen that you have copied down.

```
MODE OF OPERATION: D
DOCUMENT ID:
TRAN 3A
DIVISION WRO
ID NUMBER AD899030129
```

8. Press <ENTER>. If an error message appears stating that this is a duplicate document, type in the batch number using your initial and the last three digits of the advance. Otherwise skip to line 9.

```
BATCH ID:
TRAN 3A
DIVISION WRO
ID NUMBER AM129
```

9. At the header screen, enter "M" for the Doc Action field at the header line, and a "X" in the amount field. Press <ENTER> to advance to the next screen.

```

DOCID: 3A WRO AD8990D0129
STATUS:          BATID:          SEC2:
B-
                THIRD PARTY DRAFT ADVANCE

        BATCH DATE:          NUM DOCS:          NET:

H-
DOC DATE:          ACCTG PRD:          DOC ACTION: M TR TYPE:
BFY:          FUND:          D.O.:          COMMENT:
CASHIER:          PRD COVERED: FROM          TO
AMT: X          CASHIER NAME:
SCHEDULE FISC YR:          SCHEDULE CAT:          AGENCY SCHEDULE NO:
NO CHECK DISB FLAG:          ADDR:
CHECK TYPE:

COMMENTS TO PRINT:

```

10. At the line screen, enter "001" for both Line Number fields. This allows you to eliminate and correctly re-establish line 001. Hit the <HOME> key and type "Q" for the Action and press <ENTER>.

```

Q          DOCID: 3A WRO AD8990D0129
STATUS:          BATID:          SEC2:          001-002 OF 002
01-
LINE NUMBER:001 TRANS TYPE:          BFYS:          FUND:
BUD ORG/SUB:          COST ORG/SUB:          BOC/SUB:
PROGRAM:          REPORT CATEGORY:          JOB NUMBER:
GL ACCOUNT:          DESCR:
PAYEE:          NAME:
TVL TYPE: ADV#:          TVL END DT:          ADV EBD DT:
TRAVEL PURPOSE:          MILES:          MILES COST:
REF DOC ID:          LINE: P/F:          AMT:          I/D:

02-
LINE NUMBER:001 TRANS TYPE:          BFYS:          FUND:
BUD ORG/SUB:          COST ORG/SUB:          BOC/SUB:
PROGRAM:          REPORT CATEGORY:          JOB NUMBER:
GL ACCOUNT:          DESCR:
PAYEE:          NAME:
TVL TYPE: ADV#:          TVL END DT:          ADV EBD DT:
TRAVEL PURPOSE:          MILES:          MILES COST:
REF DOC ID:          LINE: P/F:          AMT:          I/D:

A--*CU13-CONTINUING SAME DOCUMENT

```

11. The document should reject and bring you back to the header screen. Blank out the "X" in the amount field. Then hit the <HOME> key to the Action field and type in "NS." Press <ENTER> to advance to the next screen.

```

NS          DOCID: 3A WRO AD8990D0129
STATUS:          BATID:          SEC2:
B-
                THIRD PARTY DRAFT ADVANCE

        BATCH DATE:          NUM DOCS:          NET:

H-
DOC DATE:          ACCTG PRD:          DOC ACTION: M TR TYPE:
BFY: 2003          FUND:          D.O.:          COMMENT:
CASHIER:          PRD COVERED: FROM 12-01-2002 TO 12-01-2002
AMT:          CASHIER NAME: TPD IF CASHIER
SCHEDULE FISC YR:          SCHEDULE CAT:          AGENCY SCHEDULE NO:
NO CHECK DISB FLAG: Y          ADDR:P.O. BOX 100000
CHECK TYPE:

                HERNDON          VA 21151

COMMENTS TO PRINT:

A--*CQ93-DOCUMENT REJECTED          H--IFA1E-INVALID DOCUMENT TOTAL

```

12. TAB to the first line number, type in "001", the amount of the advance and a "D" in the I/D field. This would decrease line 001 to zero.
13. TAB down to the second line number, type in "001" (again), the amount of the advance, an "I" in the I/D field, and the correct employee code or social security number in the Payee field. This will re-establish line 001 with the correct information.
14. Hit the <HOME> key, type in a "W" and press <ENTER>.

```

                                DOCID: 3A WRO AD8990D0129
STATUS:                            BATID:                            SEC2:                            001-002 OF 002
01-
  LINE NUMBER:001 TRANS TYPE: 01   BFYS: 2003                            FUND: 06
  BUD ORG/SUB: 8990                COST ORG/SUB:                            BOC/SUB:
  PROGRAM:                          REPORT CATEGORY:                            JOB NUMBER:
  GL ACCOUNT:                       DESCR: DRAFT#8990-003088
  PAYEE: IFWROTRVL                 NAME: WR REGION TPD DEFAULT
  TVL TYPE: TDT ADV#: 001   TVL END DT: 12 11 2002   ADV EBD DT:
  TRAVEL PURPOSE: O                MILES:                            MILES COST:
  REF DOC ID: T1 TA8990D0129 LINE:   P/F:                            AMT: 350.00   I/D: D
02-
  LINE NUMBER:001 TRANS TYPE: 01   BFYS: 2003                            FUND: 06
  BUD ORG/SUB: 8990                COST ORG/SUB:                            BOC/SUB:
  PROGRAM:                          REPORT CATEGORY:                            JOB NUMBER:
  GL ACCOUNT:                       DESCR: DRAFT#8990-003088
  PAYEE: 123456789                 NAME: WR REGION TPD DEFAULT
  TVL TYPE: ADV#: 001   TVL END DT: 12 11 2002   ADV EBD DT:
  TRAVEL PURPOSE: O                MILES:                            MILES COST:
  REF DOC ID: T1 TA8990D0129 LINE:   P/F:                            AMT: 350.00   I/D: I

```

15. You should be back at the Data Entry and Correction Startup screen. Type in a "P" for the Mode of Operation, and the original document number (TA), with a "W" in the Scheduling Action, and press <ENTER>.

```

      F F S   D O C U M E N T   E N T R Y   A N D   C O R R E C T I O N
MODE:  P                                SCHEDULING ACTION:  W  (P MODE ONLY)
D - DATA ENTRY                          O - OFFLINE UPDATE
C - CORRECT EXISTING DATA                U - BACKGROUND UPDATE
P - PROCESS EXISTING DATA                Q - QUICK EDIT (NO UPDATE)
S - SCAN EXISTING DATA                   W - UPDATE (WHILE YOU WAIT)
                                           H - HOLD
                                           D - DELETE
                                           P - PAUSE
                                           A - APPROVE AND OVERRIDE

                                TRAN          DOCUMENT
                                CODE    DIVISION  NUMBER
DOCUMENT ID:  T1          WRO          TA8990D0129
BATCH ID:

USER ID: XXX1
ORG SECURITY CODE:
APPROVAL ?:
OVERRIDE ?:

```

VIOLA!

TRC3E - REF TRANS CODE NOT IN TCAT



```

STATUS:                DOCID: M1 WRO P8990030602
                        BATID:                ORG:                001-003 OF 003
                        (OBLIGATION INPUT)
                        MISCELLANEOUS ORDER

DOC ACTION      TRANS      TOTAL      VENDOR      DOCUMENT
(E,M,X)        TYPE      OBLIGATION  CODE        DATE
M              01        1125.00    NONFED      / /
ACCTG PRD:    /        BFYS:      NAME:
NEG PYMT DAYS:                ADDR1:
ASSOC ORDER:                2:
DISCOUNT %:    DAYS:      3:
DISCOUNT %:    DAYS:

LN  ORGN  (PROJ)  (PWE)  OBJ  BFYS  FUND  AMOUNT  I/D
003 8990  1004   MZZ   261A  BFYS  FUND  1125.00  I
FA #:                FA TYPE:  BETT #:  ACQ METH:  QUANT:
REMARKS:                CLOSED BFY:  /FUND:

A--*CQ93-DOCUMENT REJECTED      01-SC06W-INSUFFICIENT ALLOCATION FUNDS
01-TRC3E-REF TRANS CODE NOT IN TCAT
    
```

Problem: Apparently an "E" was entered in the reference require line.

Solution: Blank out the "E" in the reference require line and process.

TRC3E-REF TRANS CODE NOT IN TCAT

```

STATUS:                DOCID: ET WRO ET899030016
                        BATID:                SEC2:                001-002 OR 004
                        (EXPENDITURE TRANSFER)
                        STANDARD VOUCHER

DOC ACTION      DOCUMENT      DOCUMENT      ACCTG      EXP      TRANS
(E,M,X)        TOTAL      DATE        PRD        CODE    TYPE
E              0.00      / /        /        E      E
ACC DATE:                / /

ACCOUNTING DATA:
TRANS      (PROJ)  (PWE)  OBJ
LN  TYPE  ORGN  JOB  PGM  CODE  BFYS  FUND  AMOUNT  I/D  VENDOR
001  01   8990  3001  IZZ  233A  BFYS  FUND  223.46  I
CLOSED BFY:    /  CLOSED FUND:    ACC DATE:    / /
REF DOC #: GS 031330909      REMARKS: GS031330909 FTS
FA #:                FA TYPE:    BETT #:    ACQ METH:    QUANT:

TRANS      (PROJ)  (PWE)  OBJ
LN  TYPE  ORGN  JOB  PGM  CODE  BFYS  FUND  AMOUNT  I/D  VENDOR
002  01   8990  1000  MZA  233A  BFYS  FUND  223.46  D
CLOSED BFY:    /  CLOSED FUND:    ACC DATE:    / /
REF DOC #: GS 031330909      REMARKS: GS031330909 FTS
FA #:                FA TYPE:    BETT #:    ACQ METH:    QUANT:

01-TRC3E-REF TRANS CODE NOT IN TCAT  01-SV14E-ACED MISSING 4 REF TRAN CODE
01-SC06W-INSUFFCNT ALLOTMENT FUNDS  01-PAC6W-INSUFFICIENT SPRJ FUNDS
    
```

Problem: The transaction code used for the referenced documents is incorrect.

Solution: The referenced documents must always be preceded by one of the following transaction:

- B1 - Bills for collection M1 - Miscellaneous Obligations
- C1 - Cash Receipts PR - Payroll
- ET - Journal vouchers T1 - Travel

Change the "REF DOC #" from "GS 031330909" to "M1 GS031330909" for both lines and process.

