EASY STEPS

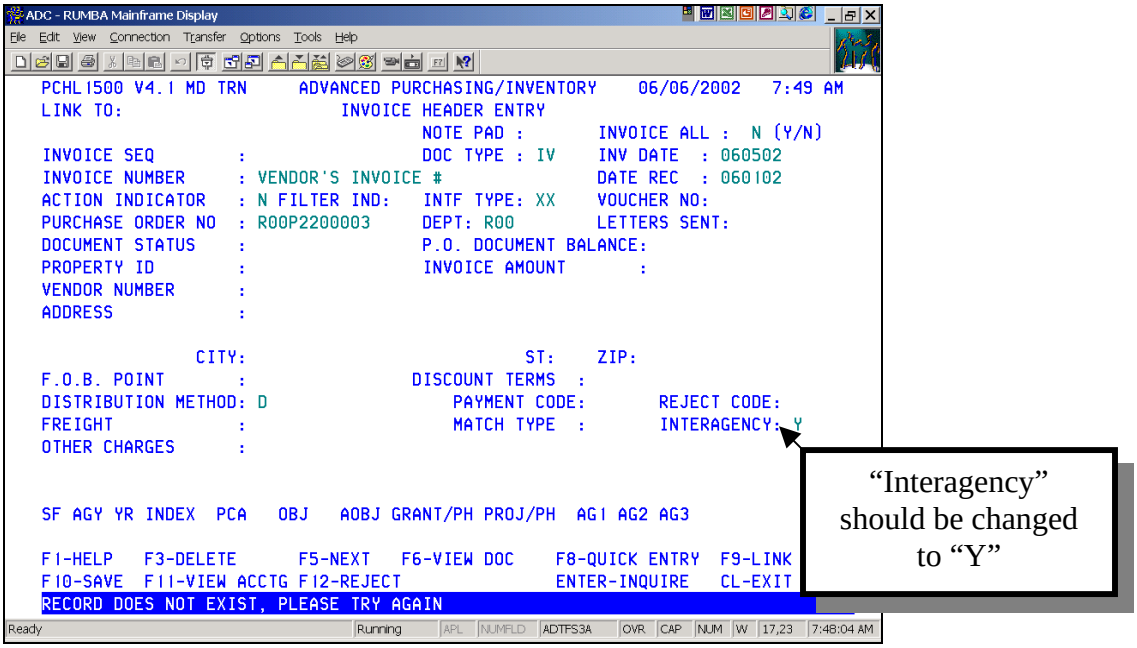
ADPICS

FMIS

INTERAGENCY VOUCHER AND DIRECT VOUCHER PROCESSING

June 2002

INTERAGENCY VOUCHER PAYMENTS



1. **<TAB>** to the INV DATE field and enter the date printed on the vendor's invoice.

2. **<TAB>** to the INVOICE NUMBER field and enter the vendor invoice number.

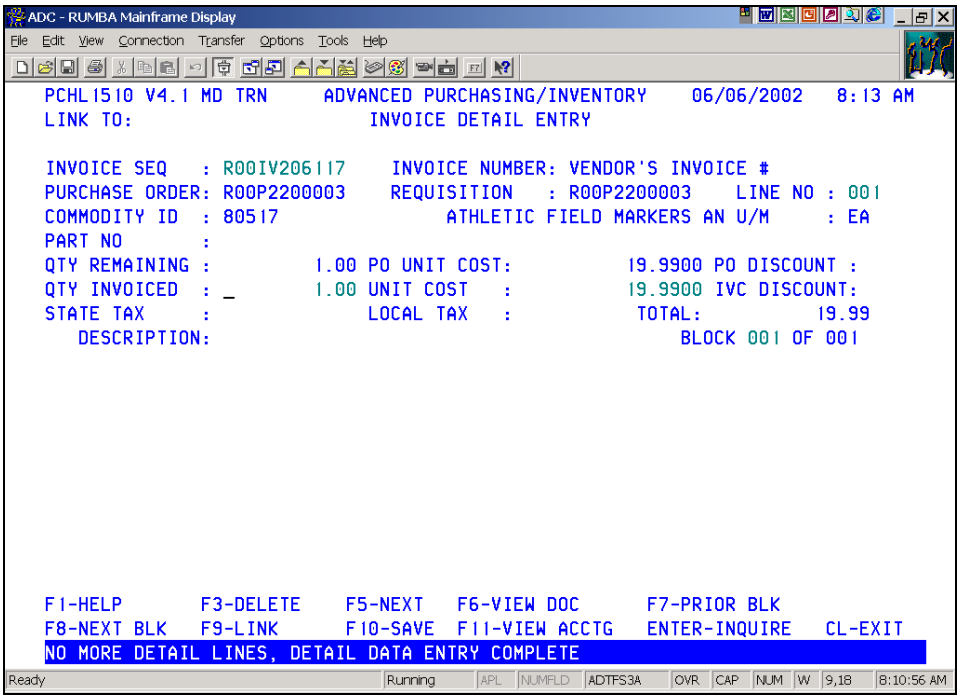
3. **<Tab>** to the DATE REC field and enter the date the invoice was received in your agency.

4. **<TAB>** to the PURCHASE ORDER NO field and enter the ID number of the purchase order associated with the invoice.

5. **<TAB>** to the INTERAGENCY field and enter a "Y".

6. Press **F-10 SAVE** to save the invoice. The system will generate an invoice sequence number and transfer to the Invoice Detail Entry (1510) screen. The purchase order detail line information is displayed on the Invoice Detail Entry (1510) screen. NOTE: If the purchase order has a progress payment match type, the system will transfer to the Invoice Detail Entry (1515) screen.

INTERAGENCY VOUCHER PAYMENTS



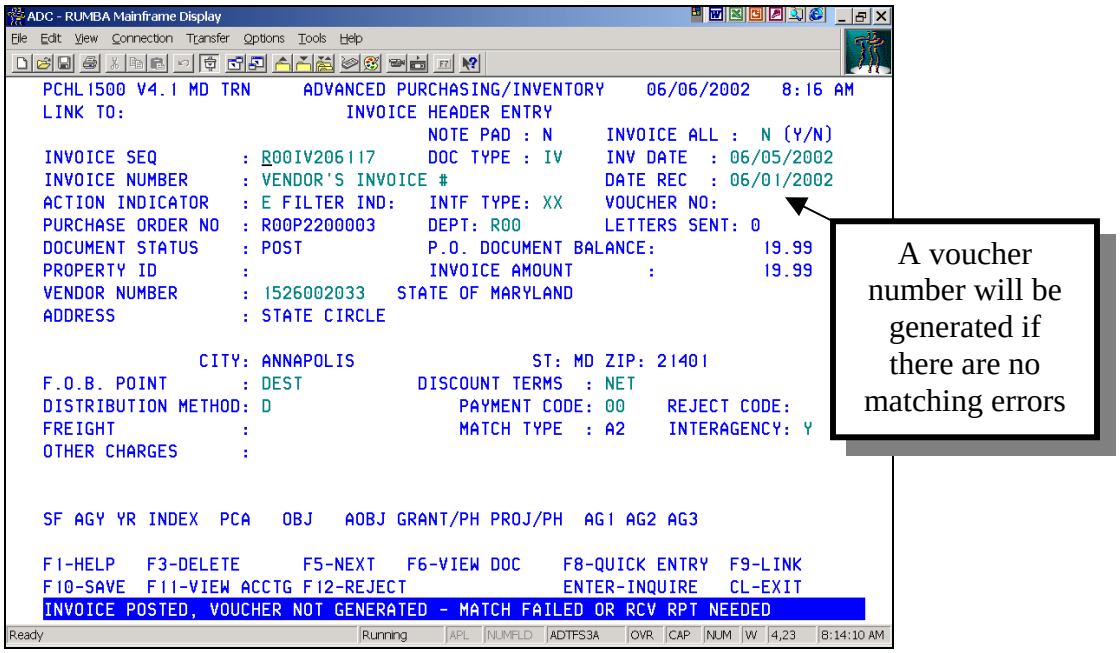
7. Enter the quantity from the vendor's invoice in the QTY INVOICED field for the detail line displayed.

8. **<TAB>** to the UNIT COST field and enter the unit cost from the vendor's invoice for the detail line displayed.

9. Press **F10-SAVE**. If the purchase order has more than one detail line, the next detail line is displayed. Repeat steps 7 – 9 until all items on the invoice have been entered. The message "NO MORE DETAIL LINES, DETAIL DATA ENTRY COMPLETE" is displayed when the last item on the purchase order is updated. NOTE: If this is a progress payment, the system will only require the TOTAL AMOUNT INVOICED field to be completed on the Invoice Detail Entry (1515) screen.

10. When you are finished recording the detail invoice data, press **<CLEAR>** to return to the Invoice Header Entry (1500) screen.

INTERAGENCY VOUCHER PAYMENTS



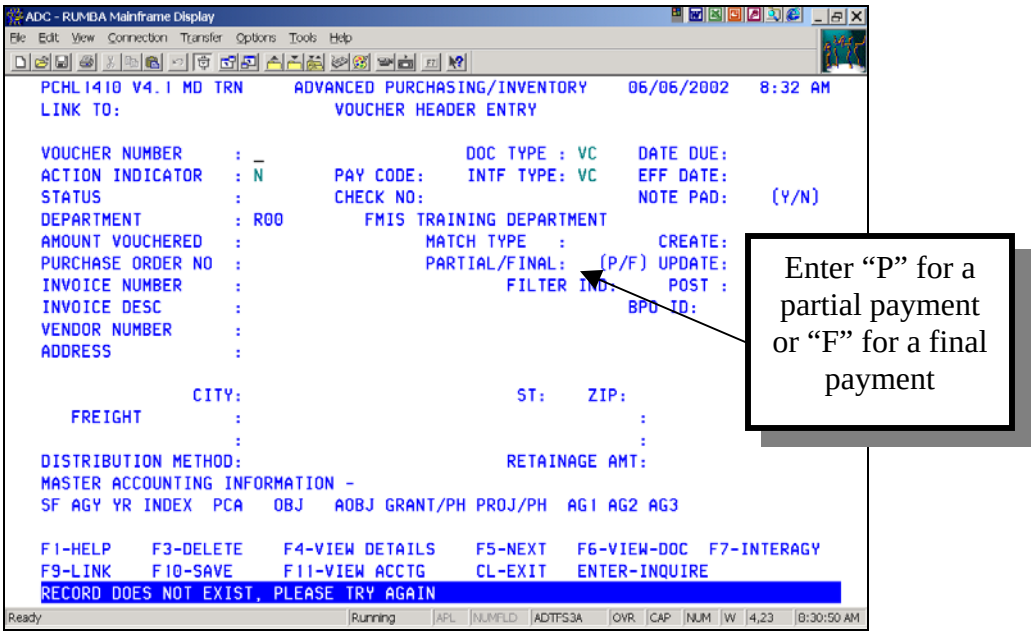
11. **Verify** that the information entered for this invoice is correct. It is especially important to verify the vendor information.

12. If all information is correct, **<TAB>** to the ACTION INDICATOR field, type **"P"** and press **F10-SAVE**. One of two messages will appear when the invoice is posted:

    - INVOICE POSTED, VOUCHER NOT GENERATED - MATCH FAILED OR RCV RPT NEEDED…
      This message indicates that matching between the purchase order, receiving, and invoice was unsuccessful.
    - VOUCHER _____SUCCESSFULLY GENERATED, INVOICE POSTED…
      This message indicates that the matching process was successful. The system has generated a voucher for this invoice.

13. After the voucher ID number has been generated, link to the Voucher Header Entry (1410) screen to complete the voucher.

INTERAGENCY VOUCHER PAYMENTS

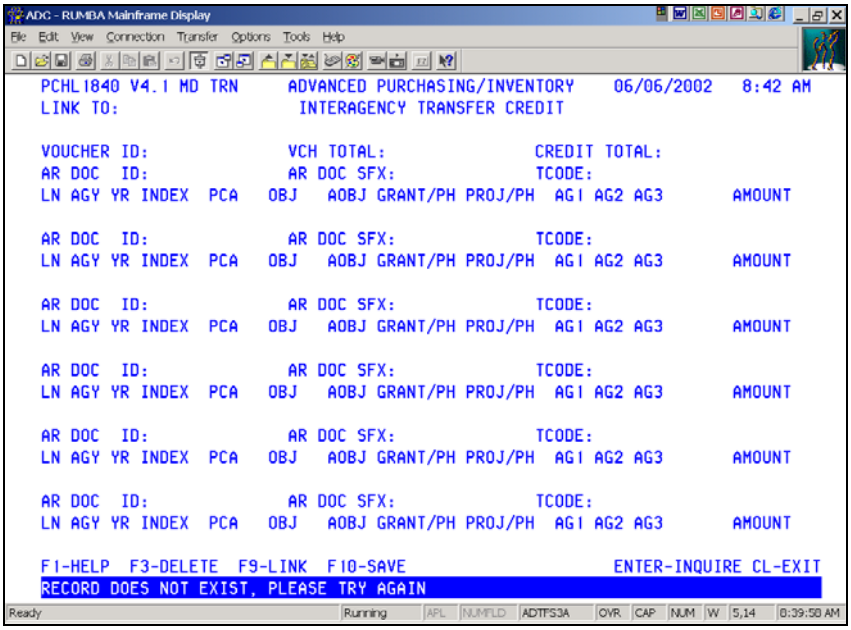


14. Type the generated voucher ID number in the VOUCHER NUMBER field and press **<ENTER>**. The system will recall the voucher information.

15. **<TAB>** to the PARTIAL/FINAL field. If this is a partial payment against the purchase order, enter “P”. If this is a final payment against the purchase order, enter “F”.

16. Press **F10-SAVE** to save the voucher. The system will transfer to the Interagency Transfer Credit (1840) screen.

INTERAGENCY VOUCHER PAYMENTS



PROCESSING INTERAGENCY TRANSFER CREDIT WITH AN ACCOUNTS RECEIVABLE

a. In the AR DOC ID field, enter the Accounts Receivable Document supplied by the billing agency.

b. **<TAB>** to the AR DOC SFX field and enter the suffix of the Accounts Receivable Document supplied by the billing agency.

c. In the TCODE field, enter the transaction code supplied by the billing agency. Note: See Crosswalk on next page.

d. In the AGY field, enter the Financial Agency supplied by the billing agency.

e. In the YR field, enter the fiscal year supplied by the billing agency.

f. **<TAB>** to the AMOUNT field and enter the amount of the voucher applied to this Accounts Receivable Document.

g. Repeat the steps above for each Accounts Receivable Document/Suffix.

h. Press **F10-SAVE** to save the Interagency Transfer Credit (1840) screen.

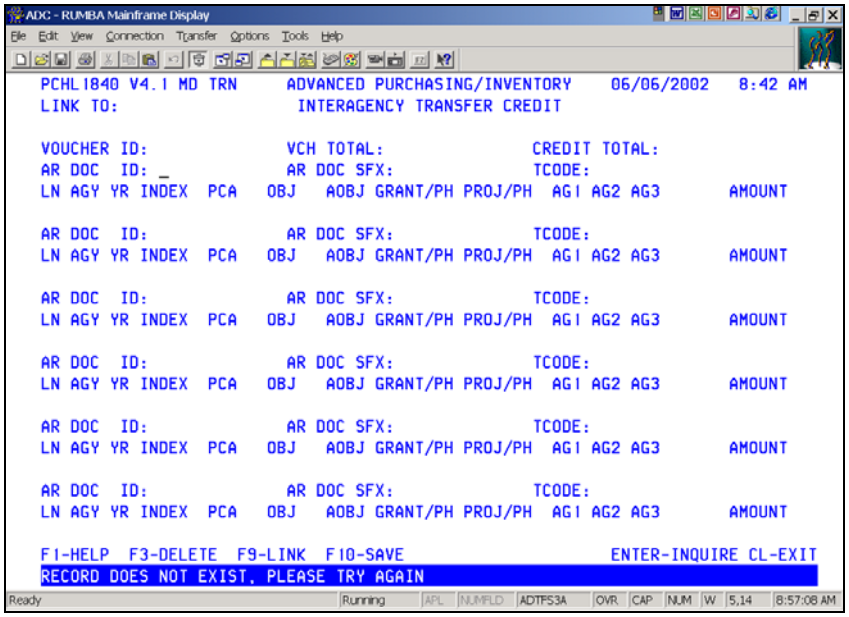
i. **<CLEAR>** back to the Voucher Header Enter (1410) screen.

INTERAGENCY VOUCHER PAYMENTS

CROSSWALK BETWEEN R*STARS AND ADPICS INTERAGENCY TCODES WITH AN ACCOUNTS RECEIVABLE

R*STARS Interagency	ADPICS Interagency	Description
431	481	A/R Billed Revenue Due From Funds
432	485	A/R Billed Reduction of Expenditures
433	488	A/R Billed Revenue
436	482	A/R Billed Reduction of Expenditures Due From Other Funds
441	486	A/R Billed Revenue Due From Federal Government
442	487	A/R Billed Revenue Due From Local Government

INTERAGENCY VOUCHER PAYMENTS



PROCESSING INTERAGENCY TRANSFER CREDIT WITHOUT AN ACCOUNTS RECEIVABLE

a. **<TAB>** to the TCODE field and enter the transaction code supplied by the billing agency. NOTE: See Crosswalk on next page.

b. In the AGY field, enter the Financial Agency supplied by the billing agency.

c. In the YR field, enter the Fiscal Year supplied by the billing agency.

d. Complete the INDEX (if required), PCA, AOBJ and AMOUNT fields supplied by the billing agency.

e. Repeat the steps above for each Accounting Line being credited by this voucher.

f. Press **F10-SAVE** to save the Interagency Transfer Credit (1840) screen.

g. **<CLEAR>** back to the Voucher Header Entry (1410) screen.

INTERAGENCY VOUCHER PAYMENTS

CROSSWALK BETWEEN R*STARS AND ADPICS INTERAGENCY TCODES WITHOUT AN ACCOUNTS RECEIVABLE DOCUMENTS

R*STARS Interagency	ADPICS Interagency	Description
410	480	Revenue Adjustment without A/R
411R	480	Revenue Adjustment without A/R
412	490	Reduction of Expenditure without A/R
413R	490	Reduction of Expenditure without A/R
430	489	Revenue Deposit without A/R
430	480	Revenue Adjustment without A/R

INTERAGENCY VOUCHER PAYMENTS

17. After the data on the Voucher Header Entry (1410) screen has been verified, press **<TAB>** to position the cursor in the ACTION INDICATOR field, type **"P"** and press **F10-SAVE**. The system will return one of the following messages:

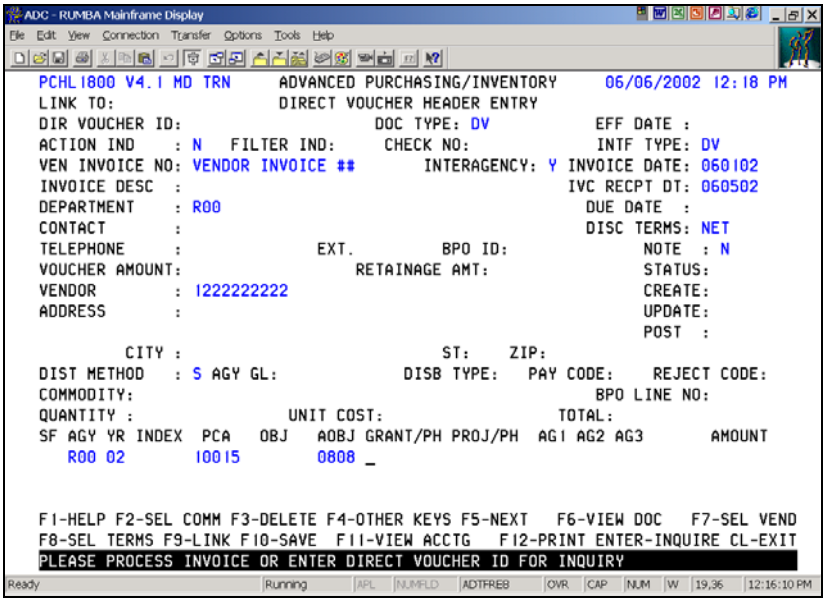
    - VOUCHER POSTED. The voucher has successfully posted.

    - VOUCHER IS SUBMITTED FOR APPROVAL PROCESSING. Your agency has defined electronic approvals for vouchers. When the final approval is received, the voucher will post.

    - EDIT ERRORS IN R*STARS, PRESS F10 TO SUBMIT. Do not press F10. The voucher is receiving errors in the accounting system during the interface process. Press **F11-VIEW ACCTG**, select the line that shows an "E" in the "E-Error Column" and press **F2-VIEW ERROR** to view the error. If no errors are indicated, press **F6-INTERAGY,** select the line that shows an "E" in the "E-Error Column" and press **F2-VIEW ERROR** to view the error.

    - LIKE AGENCIES EXIST ON CREDIT AND DEBIT LINES, PRESS F10 TO SUBMIT. This is a warning message that the agency being both credited and debited are one and the same. Press F10 to submit the payment for processing.

INTERAGENCY DIRECT VOUCHER PAYMENTS
SINGLE DISTRIBUTION



1. **<TAB>** to the VEN INVOICE NO field and enter the vendor's invoice number.

2. **<TAB>** to the INTERAGENCY field and enter **"Y"**.

3. In the INVOICE DATE field, enter the date printed on the vendor's invoice.

4. **<TAB>** to the IVC RECPT DT field and enter the date the invoice was received in your agency.

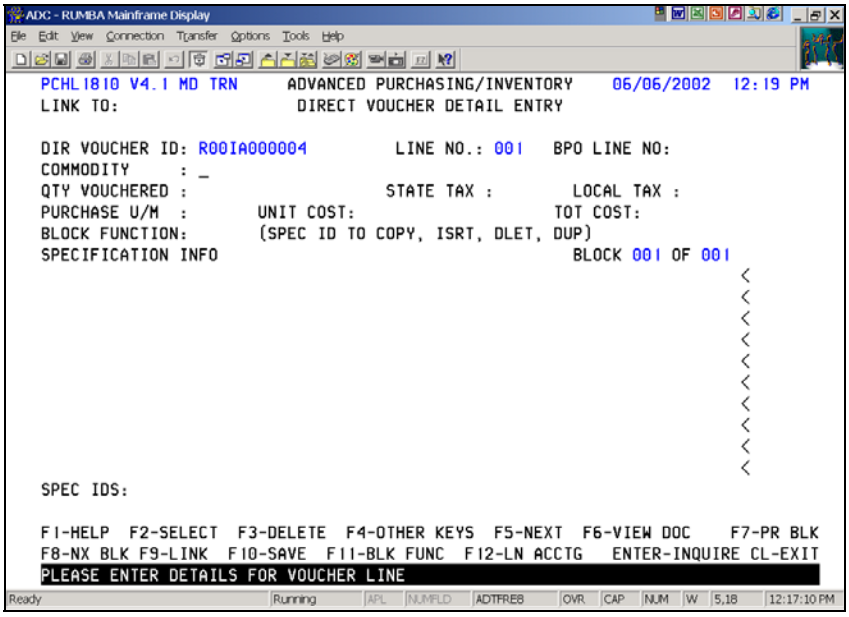
5. **<TAB>** to the VENDOR field and enter the Vendor Federal ID #. Note: **F7-SEL VEND** can be pressed if the Vendor's Federal ID # is not known.

6. The DIST METHOD defaults to **"S"** which indicates that the entire cost of the payment will be charged to one appropriation.

7. **<TAB>** to the AGY field and enter your Financial Agency. In the YR field, enter the appropriation year for this payment. **<TAB>** and complete the INDEX (if required), PCA and AOBJ fields.

8. Press **F10-SAVE** to save the Direct Voucher Header Entry (1800) screen. The system generates a Direct Voucher ID number and transfers to the Direct Voucher Detail Entry (1810) screen.

INTERAGENCY DIRECT VOUCHER PAYMENTS
SINGLE DISTRIBUTION



9. Press **F2-SELECT** to select a commodity from the Commodity Table Inquiry (1100) screen.

    a. The system transfers to the Commodity Table Inquiry (1100) screen. Type in the commodity name, clear to the end of the field and press **<Enter>**.
    b. Type "**s**" in the S (Select) column next to the commodity you want to select and press **F6-RETURN** to return the commodity to the Direct Voucher Detail Entry (1810) screen.

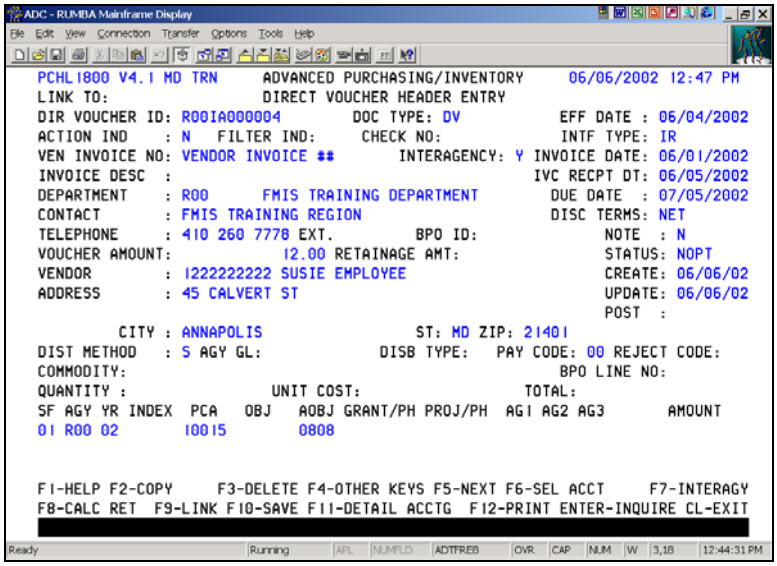
10. <**TAB**> to the QTY VOUCHERED field and enter the quantity for this commodity.

11. The PURCHASE U/M field should default. If a different unit of measure is required, **<TAB>** to the PURCHASE U/M field and enter the appropriate code.

12. **<TAB>** to the UNIT COST field and enter the cost of the commodity.

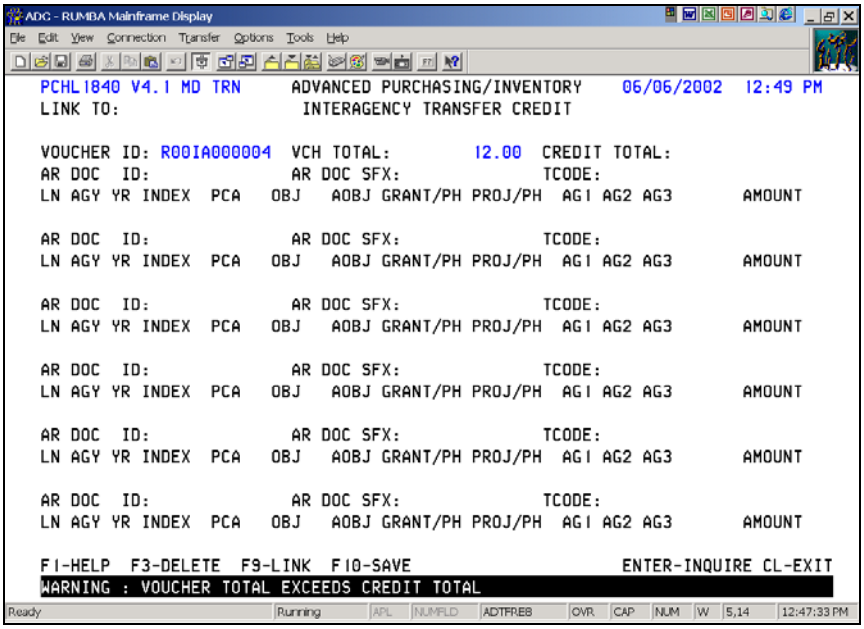
13. Press **F10-SAVE**. If the detail screen is successfully saved, a blank detail entry screen is displayed with the line number incremented. Repeat steps 9-13 until all the commodities are entered. When you have completed entering the commodities, press **<CLEAR>** to return to the Direct Voucher Header Entry (1800) screen.

INTERAGENCY DIRECT VOUCHER PAYMENTS
SINGLE DISTRIBUTION



14. Press **F4-OTHER KEYS** and then press **F7-INTERAGY**. The system transfers to the Interagency Transfer Credit (1840) screen.

INTERAGENCY DIRECT VOUCHER PAYMENTS
SINGLE DISTRIBUTION



PROCESSING INTERAGENCY TRANSFER CREDIT WITH AN ACCOUNTS RECEIVABLE

a. In the AR DOC ID field, enter the Accounts Receivable Document supplied by the billing agency.

b. **<TAB>** to the AR DOC SFX field and enter the suffix of the Accounts Receivable Document supplied by the billing agency.

c. In the TCODE field, enter the transaction code supplied by the billing agency. Note: See Crosswalk on next page.

d. In the AGY field, enter the Financial Agency supplied by the billing agency.

e. In the YR field, enter the fiscal year supplied by the billing agency.

f. **<TAB>** to the AMOUNT field and enter the amount of the voucher applied to this Accounts Receivable Document.

g. Repeat the steps above for each Accounts Receivable Document/Suffix being credited by this voucher.

h. Press **F10-SAVE** to save the Interagency Transfer Credit (1840) screen.

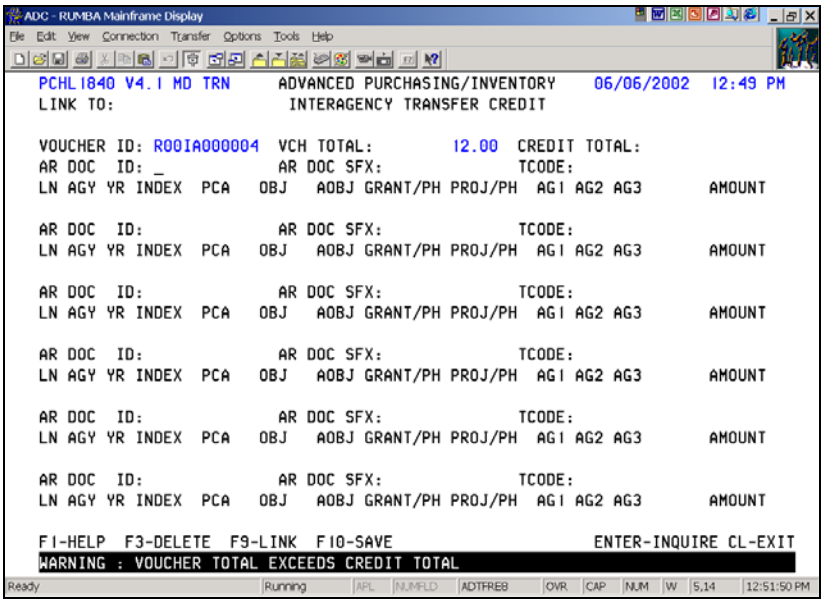
i. **<CLEAR>** back to the Direct Voucher Header Entry (1800) screen.

INTERAGENCY DIRECT VOUCHER PAYMENTS
SINGLE DISTRIBUTION

CROSSWALK BETWEEN R*STARS AND ADPICS INTERAGENCY TCODES WITH AN ACCOUNTS RECEIVABLE DOCUMENTS

R*STARS Interagency	ADPICS Interagency	Description
431	481	A/R Billed Revenue Due From Funds
432	485	A/R Billed Reduction of Expenditures
433	488	A/R Billed Revenue
436	482	A/R Billed Reduction of Expenditures Due From Other Funds
441	486	A/R Billed Revenue Due From Federal Government
442	487	A/R Billed Revenue Due From Local Government

INTERAGENCY DIRECT VOUCHER PAYMENTS
SINGLE DISTRIBUTION



PROCESSING INTERAGENCY TRANSFER CREDIT WITHOUT AN ACCOUNTS RECEIVABLE

a. **<TAB>** to the TCODE field and enter the transaction code supplied by the billing agency. NOTE: See Crosswalk on next page.

b. In the AGY field, enter the Financial Agency supplied by the billing agency.

c. In the YR field, enter the Fiscal Year supplied by the billing agency.

d. Complete the INDEX (if required), PCA, AOBJ and AMOUNT fields supplied by the billing agency.

e. Repeat the steps above for each Accounting Line being credited by this voucher.

f. Press **F10-SAVE** to save the Interagency Transfer Credit (1840) screen.

g. **<CLEAR>** back to the Direct Voucher Header Entry (1800) screen.

INTERAGENCY DIRECT VOUCHER PAYMENTS

SINGLE DISTRIBUTION

CROSSWALK BETWEEN R*STARS AND ADPICS INTERAGENCY TCODES
WITHOUT AN ACCOUNTS RECEIVABLE DOCUMENTS

R*STARS Interagency	ADPICS Interagency	Description
410	480	Revenue Adjustment without A/R
411R	480	Revenue Adjustment without A/R
412	490	Reduction of Expenditure without A/R
413R	490	Reduction of Expenditure without A/R
430	489	Revenue Deposit without A/R
430	480	Revenue Adjustment without A/R

INTERAGENCY DIRECT VOUCHER PAYMENTS

SINGLE DISTRIBUTION

15. After the data on the Direct Voucher Header Entry (1800) screen has been verified, press **<TAB>** to position the cursor in the ACTION IND field, type **"P"** and press **F10-SAVE**. The system will return one of the following messages:

    - DIRECT VOUCHER POSTED. The voucher has successfully posted.

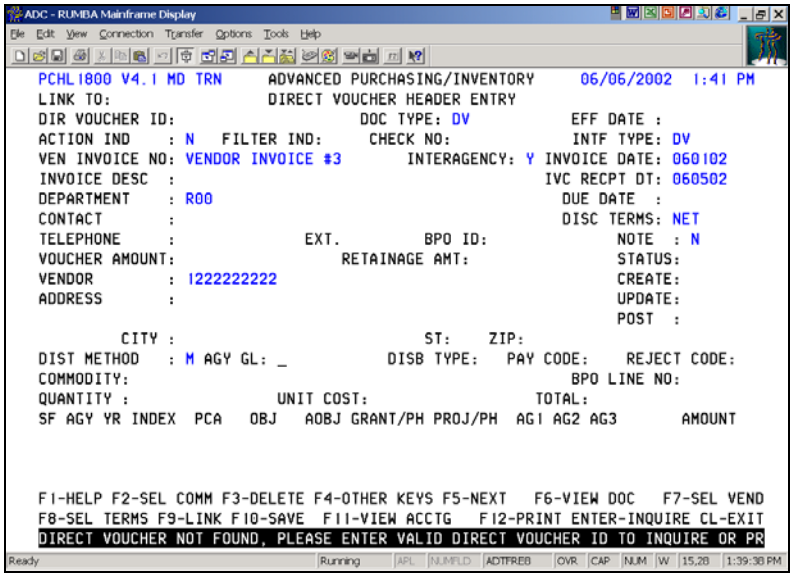
    - VOUCHER IS SUBMITTED FOR APPROVAL PROCESSING. Your agency has defined electronic approvals for vouchers. When the final approval is received, the voucher will post.

    - EDIT ERRORS IN R*STARS, PRESS F10 TO SUBMIT. Do not press F10. The voucher is receiving errors in the accounting system during the interface process. Press **F11-VIEW ACCTG**, select the line that shows an "E" in the "E-Error Column" and press **F2-VIEW ERROR** to view the error. If no errors are indicated, press **F6-INTERAGY**, select the line that shows an "E" in the "E-Error Column" and press **F2-VIEW ERROR** to view the error.

    - LIKE AGENCIES EXIST ON CREDIT AND DEBIT LINES, PRESS F10 TO SUBMIT. This is a warning message that the agency both credited and debited are one and the same. Press F10 to submit the payment for processing.

INTERAGENCY DIRECT VOUCHER PAYMENTS

MULTIPLE DISTRIBUTION



1. **<TAB>** to the VEN INVOICE NO field and enter the vendor's invoice number.

2. **<TAB>** to the INTERAGENCY field and enter **"Y"**.

3. In the INVOICE DATE field, enter the date printed on the vendor's invoice.

4. **<TAB>** to the Ivc RECPT DT field and enter the date the invoice was received in your agency.

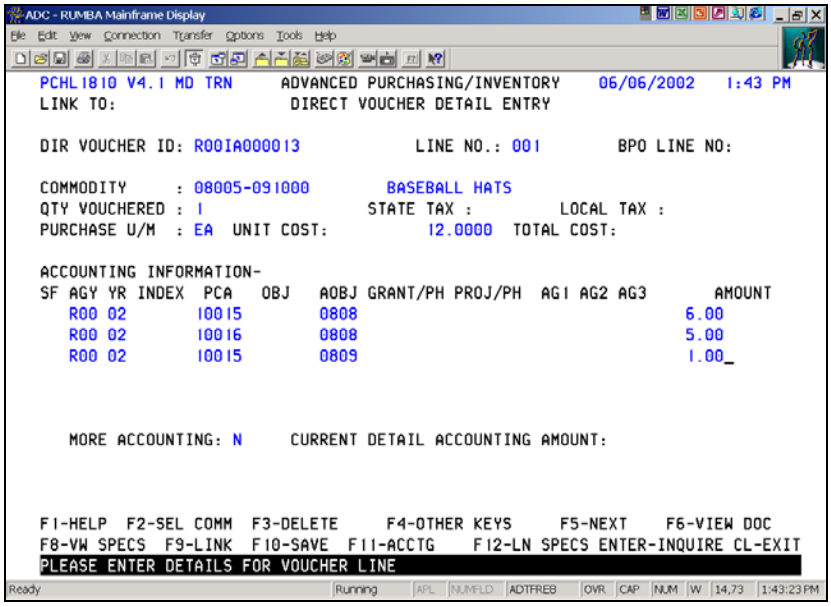
5. **<TAB>** to the VENDOR field and enter the Vendor Federal ID #. Note: **F7-SEL VEND** can be pressed if the Vendor's Federal ID # is not known.

6. **<TAB>** to the DIST METHOD field and enter "M" in the distribution method. "M"indicates that the entire cost of the payment will be divided between two or more accounting lines.

7. Press **F10-SAVE** to save the Direct Voucher Header Entry (1800) screen. The system generates a Direct Voucher ID number and transfers to the Accounting side of the Direct Voucher Detail Entry (1810) screen.

INTERAGENCY DIRECT VOUCHER PAYMENTS

MULTIPLE DISTRIBUTION



8. Press **F2-SEL COMM** to select a commodity from the Commodity Table Inquiry (1100) screen.
    a. The system transfers to the Commodity Table Inquiry (1100) screen. Type in the commodity name, clear to the end of the field and press **<Enter>**.
    b. Type "**s**" in the S (Select) column next to the commodity you want to select and press **F6-RETURN** to return the commodity to the Direct Voucher Detail Entry (1810) screen.

9. **<TAB>** to the QTY VOUCHERED field and enter the quantity for this commodity.

10. The PURCHASE U/M field should default. If a different unit of measure is required, **<TAB>** to the PURCHASE U/M field and enter the appropriate code.

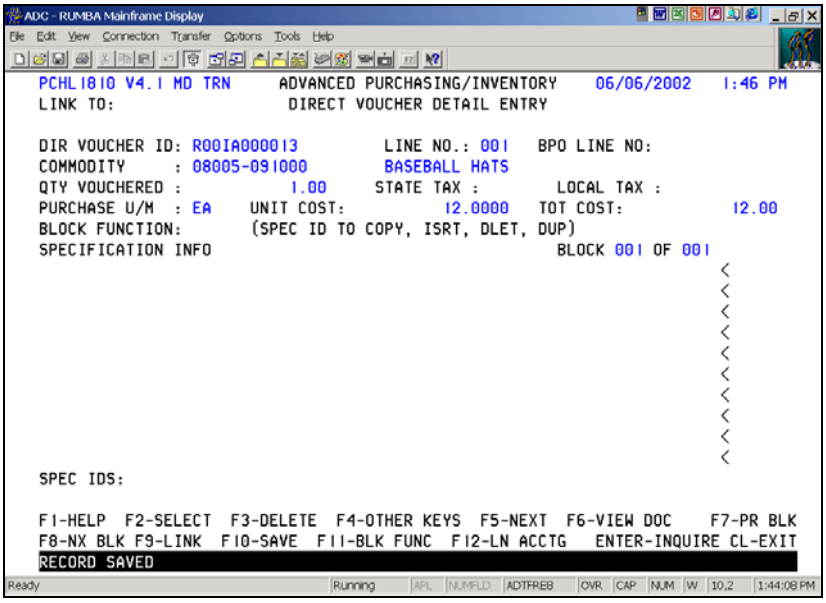
11. **<TAB>** to the UNIT COST field and enter the cost of the commodity.

12. **<TAB>** to the AGY field and enter your Financial Agency. In the YR field, enter the appropriation year for this payment. **<TAB>** and complete the INDEX (if required), PCA, AOBJ and AMOUNT fields. Repeat this step until all accounting lines for this commodity have been entered.

13. Press **F10-SAVE**. If the information is successfully saved, the system will advance to the Specification side of the Direct Voucher Detail Entry (1810) screen.

INTERAGENCY DIRECT VOUCHER PAYMENTS

MULTIPLE DISTRIBUTION



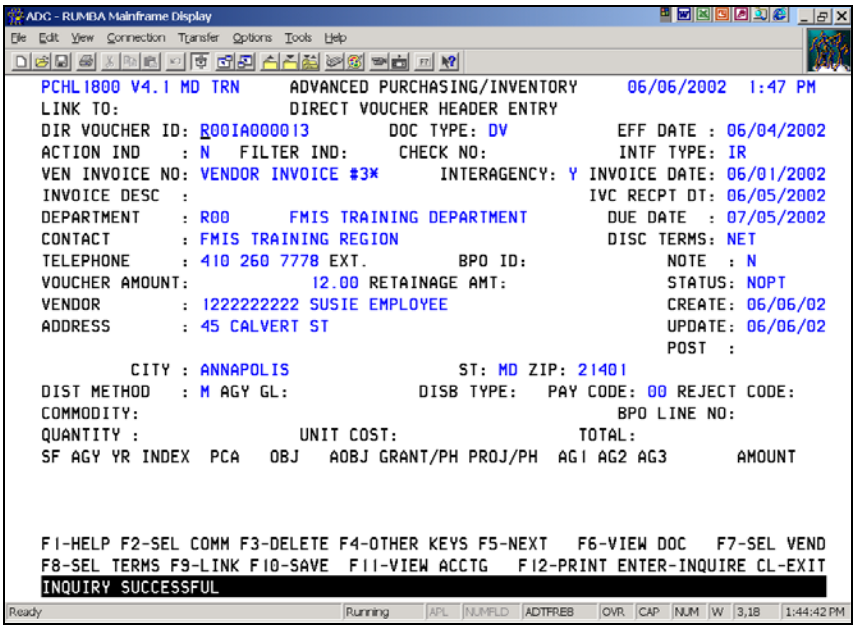
14. Since we are not adding specifications on the Direct Voucher, press **F10-SAVE** and the system will advance to the Accounting side of the Direct Voucher Detail Entry (1810) screen for commodity line 002.

15. Repeat steps 8 – 14 until all commodities are entered.

16. Press **<CLEAR>** to return to the Direct Voucher Header Entry (1800) screen.

INTERAGENCY DIRECT VOUCHER PAYMENTS

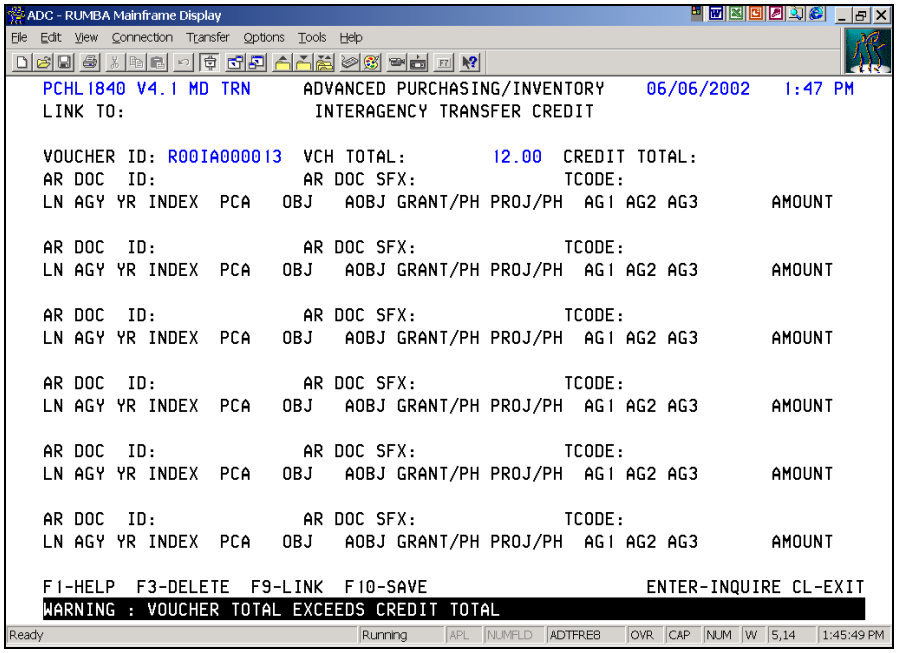
MULTIPLE DISTRIBUTION



17. Press **F4-OTHER KEYS** and then press **F7-INTERAGY**. The system transfers to the Interagency Transfer Credit (1840) screen.

INTERAGENCY DIRECT VOUCHER PAYMENTS

MULTIPLE DISTRIBUTION



PROCESSING INTERAGENCY TRANSFER CREDIT WITH AN ACCOUNTS RECEIVABLE

a. In the AR DOC ID field, enter the Accounts Receivable Document supplied by the billing agency.

b. **<TAB>** to the AR DOC SFX field and enter the suffix of the Accounts Receivable Document supplied by the billing agency.

c. In the TCODE field, enter the transaction code supplied by the billing agency. Note: See Crosswalk on next page.

d. In the AGY field, enter the Financial Agency supplied by the billing agency.

e. In the YR field, enter the fiscal year supplied by the billing agency.

f. **<TAB>** to the AMOUNT field and enter the amount of the voucher applied to this Accounts Receivable Document.

g. Repeat the steps above for each Accounts Receivable Document/Suffix being credited by this voucher.

h. Press **F10-SAVE** to save the Interagency Transfer Credit (1840) screen.

i. <**CLEAR**> back to the Direct Voucher Header Entry (1800) screen.

INTERAGENCY DIRECT VOUCHER PAYMENTS

MULTIPLE DISTRIBUTION

CROSSWALK BETWEEN R*STARS AND ADPICS INTERAGENCY TCODES WITH AN ACCOUNTS RECEIVABLE DOCUMENTS

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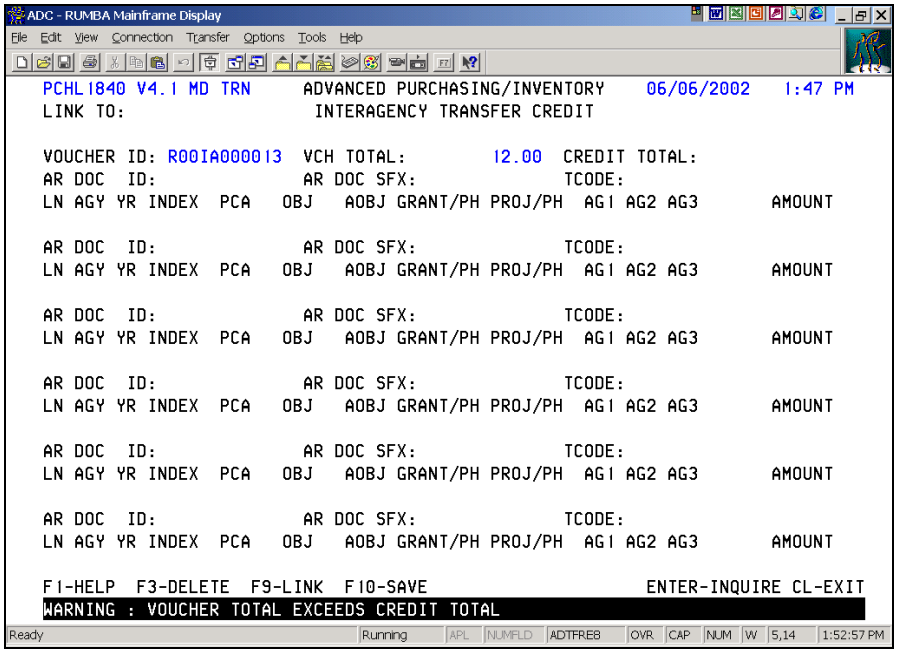
442	487	A/R Billed Revenue Due From Local Government

INTERAGENCY DIRECT VOUCHER PAYMENTS

MULTIPLE DISTRIBUTION



PROCESSING INTERAGENCY TRANSFER CREDIT WITHOUT AN ACCOUNTS RECEIVABLE

a. **<TAB>** to the TCODE field and enter the transaction code supplied by the billing agency. NOTE: See Crosswalk on next page.

b. In the AGY field, enter the Financial Agency supplied by the billing agency.

c. In the YR field, enter the Fiscal Year supplied by the billing agency.

d. Complete the INDEX (if required), PCA, AOBJ and AMOUNT fields supplied by the billing agency.

e. Repeat the steps above for each Accounting Line being credited by this voucher.

f. Press **F10-SAVE** to save the Interagency Transfer Credit (1840) screen.

g. **<CLEAR>** back to the Direct Voucher Header Entry (1800) screen.

INTERAGENCY DIRECT VOUCHER PAYMENTS

MULTIPLE DISTRIBUTION

CROSSWALK BETWEEN R*STARS AND ADPICS INTERAGENCY TCODES
WITHOUT AN ACCOUNTS RECEIVABLE DOCUMENTS

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413R	490	Reduction of Expenditure without A/R
430	489	Revenue Deposit without A/R
430	480	Revenue Adjustment without A/R

INTERAGENCY DIRECT VOUCHER PAYMENTS

MULTIPLE DISTRIBUTION

18. After the data on the Direct Voucher Header Entry (1800) screen has been verified, press **<TAB>** to position the cursor in the ACTION IND field, type **"P"** and press **F10-SAVE**. The system will return one of the following messages:

    - DIRECT VOUCHER POSTED. The voucher has successfully posted.

    - VOUCHER IS SUBMITTED FOR APPROVAL PROCESSING. Your agency has defined electronic approvals for vouchers. When the final approval is received, the voucher will post.

    - EDIT ERRORS IN R*STARS, PRESS F10 TO SUBMIT. Do not press F10. The voucher is receiving errors in the accounting system during the interface process. Press **F11-VIEW ACCTG,** select the line that shows an "E" in the "E-Error Column" and press **F2-VIEW ERROR** to view the error. If no errors are indicated, press **F6-INTERAGY**, select the line that shows an "E" in the "E-Error Column" and press **F2-VIEW ERROR** to view the error.

    - LIKE AGENCIES EXIST ON CREDIT AND DEBIT LINES, PRESS F10 TO SUBMIT. This is a warning message that the agency both credited and debited are one and the same. Press F10 to submit the payment for processing.