

Direct Voucher Interagency Processing

EASY STEPS

1. Link to the 1800 screen.	10. Press F10 (save). If no errors exist, this will advance you to the 1810 screen.
<p>2. <i>If not referencing a BPO:</i> Enter vendor # in VENDOR field. If you do not know vendor #, press F7 (select vendor). This will advance you to the 3A screen. Enter vendor name in SEARCH NAME field and press <Enter>. <Tab> to vendor, type an “S” and press F9 to return. This will return you back to the 1800 screen.</p> <p><i>If referencing a BPO:</i> Enter BPO # in BPO ID field. Press F7 (select vendor). This will advance you to the 2349 screen. <Tab> to vendor, type an “S” and press F6 to return. This will return you back to the 1800 screen.</p>	11. Press F2 (select commodity). This will advance you to the 1100 (no BPO being referenced) or 2348 (BPO being referenced) screen.
3. Enter vendor’s invoice number in VEN INVOICE NO field.	12. Find and <Tab> to commodity, type an “S” and press F6 (return). This will return you back to the 1810 screen.
4. Enter “Y” in INTERAGENCY field.	13. Enter quantity in QTY VOUCHERED field.
5. Enter the date on the invoice in the INVOICE DATE field.	14. Check U/M in PURCHASE U/M field.
6. Enter description in INVOICE DESC field (optional).	15. Enter unit cost in UNIT COST field.
7. Enter the date the invoice was received by your agency in the IVC RECPT DT field.	16. If accounting distribution is single or percentage, enter specification information. Or If accounting distribution is multiple, enter accounting information, press F10 (save) and enter specification information.
8. Enter due date in DUE DATE field.	17. Press F10 (save). This will advance you to commodity line 2. If you are requesting another commodity, repeat steps 11 through 16. Or If you are not requesting more commodities, <Clear> back to the 1800 screen.
<p>9. If accounting distribution is single or percentage, enter accounting information.</p> <p>Or</p> <p>If accounting distribution is multiple, change distribution method to an “M”.</p>	18. Press F4 (other keys) until F7 reads “F7-INTERAGY”. Press F7 (interagency). This will advance you to the 1840 screen.

19. If not referencing an Accounts Receivable:

Enter transaction code in TCODE field.
Enter agency in AGY field.
Enter year in YR field.
Enter program cost account in the PCA field.
Enter agency object code in the AOBJ field.
Enter amount in AMOUNT field.

If referencing an Accounts Receivable:

Enter A/R in AR DOC ID field.
Enter A/R suffix in AR DOC SFX field.
Enter transaction code in TCODE field.
Enter agency in AGY field.
Enter year in YR field.
Enter amount in AMOUNT field.

Repeat the above step until all accounting lines have been entered.

20. Press F10 (save).

21. <Clear> back to the 1800 screen.

22. Verify data entry (ex.: contact name and no., accounting information, etc.) is correct.

23. Post Interagency Direct Voucher.

Processing Without 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

Processing With 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