EASY STEPS

ADPICS



INTERAGENCY VOUCHER AND DIRECT VOUCHER PROCESSING

June 2002

😤 ADC - RUMBA Mainframe Display 🖉 🖉 🗷 🖉 🔔 🖉 🔔 🖉	1
Ele Edit View Connection Transfer Options Tools Help	
PCHL1500 V4.1 MD TRN ADVANCED PURCHASING/INVENTORY 06/06/2002 7:49 AM	1
LINK TO: INVOICE HEADER ENTRY	
NOTE PAD : INVOICE ALL : N (Y/N)	
INVOICE SEQ : DOC TYPE : IV INV DATE : 060502	
INVOICE NUMBER : VENDOR'S INVOICE # DATE REC : 060102	
ACTION INDICATOR : N FILTER IND: INTF TYPE: XX VOUCHER NO:	
PURCHASE ORDER NO : R00P2200003 DEPT: R00 LETTERS SENT:	
DOCUMENT STATUS : P.O. DOCUMENT BALANCE:	
PROPERTY ID : INVOICE AMOUNT :	
VENDOR NUMBER :	
ADDRESS :	
CITV. ST. 7ID.	
OTHER CHARGES :	
	ат, »
	Interagency
SF AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3 sho	uld be changed
5110	
F1-HELP F3-DELETE F5-NEXT F6-VIEW DOC F8-QUICK ENTRY F9-LINK	to "Y"
F10-SAVE F11-VIEW ACCTG F12-REJECT ENTER-INQUIRE CL-EXIT	
RECORD DOES NOT EXIST, PLEASE TRY AGAIN	
Ready Running APL NUMFLD ADTES3A OVR CAP NUM W 17,23 7:48:04 AM	

- 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.

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	<u>рада</u>
PCHL1510 V4.1 MD TRN ADVANCED PURCHASING/INVENTORY 06/06	5/2002 8:13 AM
LINK TO: INVOICE DETAIL ENTRY	
INVOICE SEQ : R00IV206117 INVOICE NUMBER: VENDOR'S INVOICE	#
PURCHASE ORDER: R00P2200003 REQUISITION : R00P2200003 L	INE NO : 001
COMMODITY ID : 80517 ATHLETIC FIELD MARKERS AN U	J/M : EA
PART NO :	
QTY REMAINING : 1.00 PO UNIT COST: 19.9900 PO	DISCOUNT :
QTY_INVOICED : _ 1.00 UNIT COST : 19.9900 IVC	DISCOUNT:
STATE TAX : LOCAL TAX : TOTAL:	19.99
DESCRIPTION: BLUCK	001 OF 001
F1-HELP F3-DELETE F5-NEXT F6-VIEW DOC F7-PRIOR	BLK
F8-NEXT BLK F9-LINK F10-SAVE F11-VIEW ACCTG ENTER-ING	UIRE CL-EXIT
NO MORE DETAIL LINES, DETAIL DATA ENTRY COMPLETE	
Ready Running APL NUMFLD ADTFS3A OVR CAP	NUM W 9,18 8:10:56 AM

- 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.

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Ele Edit View Connection Transfer Options Tools Help	
D 28 8 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
PCHL 1500 V4.1 MD TRN ADVANCED PURCHASING/INVENTORY 06/06/2002 8:16	AM
LINK TO: INVOICE HEADER ENTRY	
NOTE PAD : N INVOICE ALL : N (Y/N))
INVOICE SEQ : R00IV206117 DOC TYPE : IV INV DATE : 06/05/2002	2
INVOICE NUMBER : VENDOR'S INVOICE # DATE REC : 06/01/2002	2
ACTION INDICATOR : E FILTER IND: INTF TYPE: XX VOUCHER NO: 🔍	
PURCHASE ORDER NO : R00P2200003 DEPT: R00 LETTERS SENT: 0	
DOCUMENT STATUS : POST P.O. DOCUMENT BALANCE: 19.99	A voucher
PROPERTY ID : INVOICE AMOUNT : 19.99	1 '11 1
VENDOR NUMBER : 1526002033 STATE OF MARYLAND	number will be
ADDRESS : STATE CIRCLE	generated if
	generated II
CITY: ANNAPOLIS SI: MU ZIP: 21401	there are no
F.U.B. PUINT : DEST DISCUUNT TERMS : NET	matching errors
DISTRIBUTION METHOD: D PAYMENT LODE: 00 REJECT CODE:	matching errors
FREIGHT : MAILH TYPE : AZ INTERAGENLY: Y	
UTHER CHARGES :	
SF AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3	
F1-HELP F3-DELETE F5-NEXT F6-VIEW DOC F8-QUICK ENTRY F9-LINK	
F10-SAVE F11-VIEW ACCTG F12-REJECT ENTER-INQUIRE CL-EXIT	
INVOICE POSTED, VOUCHER NOT GENERATED - MATCH FAILED OR RCV RPT NEEDED	
Ready Running APL NUMFLD ADTES3A OVR CAP NUM W 4,23 E	:14:10 AM

- 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.

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D22 @ X @ @ 2 \$ 52 A A & 02 96 96 1 1 M	
PCHL1410 V4.1 MD TRN ADVANCED PURCHASING/INVENTORY 06/06/2002	8:32 AM
LINK TO: VOUCHER HEADER ENTRY	
VOUCHER NUMBER : DOC TYPE : VC DATE DUE: ACTION INDICATOR : PAY CODE: INTF TYPE: VC EFF DATE: STATUS : CHECK NO: NOTE PAD: DEPARTMENT : R00 FMIS TRAINING DEPARTMENT	(Y/N)
AMOUNT VOUCHERED : MATCH TYPE : CREATE:	
PURCHASE ORDER NO : PARTIAL/FINAL: (P/F) UPDATE:	Enter "P" for a
INVOICE NUMBER : FILTER IND. POST :	
INVOICE DESC : BPD ID:	partial payment
VENDOR NUMBER :	or "F" for a final
ADDRESS :	of 1° for a fillar
CITY: ST: ZIP: FREIGHT : :	payment
DISTRIBUTION METHOD: RETAINAGE AMT:	
MASTER ACCOUNTING INFORMATION -	
SF AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3	
FI-HELP F3-DELETE F4-VIEW DETAILS F5-NEXT F6-VIEW-DOC F7-I F9-LINK F10-SAVE F11-VIEW ACCTG CL-EXIT ENTER-INOUIRE	NTERAGY
RECORD DOES NOT EXIST, PLEASE TRY AGAIN	
Ready Running APL NUMFLD ADTFS3A OVR CAP NUM W	4,23 8:30:50 AM

- 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.

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Ele Edit View Connection Transfer Optic	ons Itools Help	22
	<u> 448 96 91 1 9 8</u>	
PCHL1840 V4.1 MD TRN	ADVANCED PURCHASING/INVENTORY 06/06/2003	2 8:42 AM
LINK TO:	INTERAGENCY TRANSFER CREDIT	
VOUCHER ID:	VCH TOTAL: CREDIT TOTAL:	
AR DOC ID:	AR DOC SFX: TCODE:	
LN AGY YR INDEX PCA	OBJ AOBJ GRANT/PH PROJ/PH AGI AG2 AG3	AMOUNT
AR DOC ID:	AR DOC SFX: TCODE:	
LN AGY YR INDEX PCA	UBJ AUBJ GRANT/PH PRUJ/PH AGT AG2 AG3	AMOUNT
AD DOC 10-		
HK DUC ID:		ANOUNT
EN HGT TR INDEX PCH	UBJ HUBJ GRHNI/PH PRUJ/PH HGI HGZ HGJ	HIUUNI
IN AGY VE INDEX PCA	ORI ANRI CRANT/PH PROI/PH AGI AG2 AG3	AMOUNT
En hor in Thoes I ch		hiloonii
AR DOC ID:	AR DOC SEX: TCODE:	
LN AGY YR INDEX PCA	OBJ AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3	AMOUNT
AR DOC ID:	AR DOC SFX: TCODE:	
LN AGY YR INDEX PCA	OBJ AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3	AMOUNT
F1-HELP F3-DELETE FS	-LINK F10-SAVE ENTER-INQU	JIRE CL-EXIT
RECORD DOES NOT EXIST,	, PLEASE TRY AGAIN	
Ready	Running APL NUMFLD ADTESSA OVR CAP NUM	W 5,14 8:39:58 AM

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.

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

R*STARS	ADPICS	
Interagency	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

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Ele Edit View Connection Transfer Option	ns Iools Help	22
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PCHL1840 V4.1 MD TRN	ADVANCED PURCHASING/INVENTORY	06/06/2002 8:42 AM
LINK TO:	INTERAGENCY TRANSFER CREDIT	
VOUCHER ID:	VCH TOTAL: CREDIT	TOTAL:
AR DOC ID: _	AR DOC SFX: TCODE:	
LN AGY YR INDEX PCA	OBJ AOBJ GRANT/PH PROJ/PH AGI AG	G2 AG3 AMOUNT
AR DOC ID:	AR DOC SFX: TCODE:	
LN AGY YR INDEX PCA	OBJ AOBJ GRANT/PH PROJ/PH AGI AG	32 AG3 AMOUNT
AD DOG 10		
AR DUL ID:	AR DUL SFX: ILUDE:	
LN AGY YR INDEX PLA	UBJ AUBJ GRANI/PH PRUJ/PH AGI AU	a2 AG3 AMUUNT
AP DOC ID.	AP DOC SEX. TOODE.	
IN ACY VE THEY PCA	NR DOC SFX: ICODE:	C2 0C3 0MOUNT
EN HGT TK INDEX PCH	UBJ HUBJ GKHNI/FN FRUJ/FN HGI HU	az HGS HHOUNT
	AP DOC SEX. TOODE.	
IN ACY VP INDEX PCA	ORI AORICRANT/PH PROI/PH ACI AC	C2 AC3 AMOUNT
EN HOT TK TROEX FOR		Allower and a second
AR DOC ID:	AR DOC SEX: TOODE:	
IN AGY YR INDEX PCA	ORI AORI GRANT/PH PROJ/PH AGI AG	62 A63 AMOUNT
F1-HELP F3-DELETE F9-	-LINK F10-SAVE	ENTER-INQUIRE CL-EXIT
RECORD DOES NOT EXIST.	PLEASE TRY AGAIN	
Ready	Running APL NUMFLD ADTES3A O	VR CAP NUM W 5,14 8:57:08 AM

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.

CROSSWALK BETWEEN R*STARS AND ADPICS INTERAGENCY TCODES <u>WITHOUT AN ACCOUNTS RECEIVABLE DOCUMENTS</u>

R*STARS	ADPICS	
Interagency	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

- 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.

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D 26 2 3 1 1 1 2 2 3 2 4 4 2 3 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	
PCHL 1800 V4.1 MD TRN ADVANCED PURCHASING/INVENTORY	06/06/2002 12:18 PM
LINK TO: DIRECT VOUCHER HEADER ENTRY	
DIR VOUCHER ID: DOC TYPE: DV	EFF DATE :
ACTION IND : N FILTER IND: CHECK NO:	INTF TYPE: DV
VEN INVOICE NO: VENDOR INVOICE ## INTERAGENCY: Y	INVOICE DATE: 060102
INVOICE DESC :	IVC RECPT DT: 060502
DEPARTMENT : R00	DUE DATE :
CONTACT :	DISC TERMS: NET
TELEPHONE : EXT. BPO ID:	NOTE : N
VOUCHER AMOUNT: RETAINAGE AMT:	STATUS:
VENDOR : 122222222	CREATE:
ADDRESS :	UPDATE:
	POST :
CITY: ST: ZIP:	
DIST METHOD : S AGY GL: DISB TYPE: PAY	CODE: REJECT CODE:
COMMODITY:	BPO LINE NO:
QUANTITY : UNIT COST:	IDIAL:
SF AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AG	1 AG2 AG3 AMOUNT
RUU U2 10015 0808 _	
E1_HELD E2_SEL COMM E2_DELETE E4_OTHED KEVS E5_NEVT	
FILELF FZ-SEL CONN FS-BELETE FM-UTHER RETS FS-NEXT T	INT ENTER_INCUIDE CL_EVIT
PLEASE PROCESS INVOICE OR ENTER DIRECT VOUCHER ID EOR	
	D CAD NEW DW 10.00 12:10:10 DM
ready [Rotting [APL [ROTTING [ADTINES] OF	R CAP NOPI W 19,36 12:16:10 PM

- 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.
- <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.

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PCHL1810 V4.1 MD TRN ADVANCED PURCHASING/INVENTORY 06/	06/2002 12:19 PM
LINK TO: DIRECT VOUCHER DETAIL ENTRY	
DIR VOUCHER ID: R00IA000004 LINE NO.: 001 BPO LINE COMMODITY :	NO:
UTY VUULHERED : STATE TAX : LULAL T	HX :
SPECIFICATION INFO	01 OF 001
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SPEC IDS:	
F1-HELP F2-SELECT F3-DELETE F4-OTHER KEYS F5-NEXT F6-VIE	W DOC F7-PR BLK
F8-NX BLK F9-LINK F10-SAVE F11-BLK FUNC F12-LN ACCTG ENT	ER-INQUIRE CL-EXIT
PLEASE ENTER DETAILS FOR VOUCHER LINE	
Ready Running APL NUMFLD ADTFREB OVR CAP	NUM W 5,18 12:17:10 PM

- 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.



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

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	AR	DOC	I):		AR	DOC SI	FX:	.2.00	TCODE					
	LN	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG 1	AG2	AG3		MOUNT	
	AR	DOC	II):		AR	DOC SI	FX:		TCODE					
	LN	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3	1	AMOUNT	
	AR	DOC	П	1:		AR	DOC SI	FX -		TCODE	-				
	LN	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3		MOUNT	
	AR	DOC	I):		AR	DOC SI	FX:		TCODE					
	LN	AGY	ΥR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	I AG I	AG2	AG3	1	AMOUNT	
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		AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	I AG I	AG2	AG3	,	MOUNT	
	AR	DOC	I):		AR	DOC SI	FX:		TCODE					
	LN	AGY	ΥR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PR0J/PH	H AG I	AG2	AG3	6	AMOUNT	
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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.

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

R*STARS	ADPICS	
Interagency	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

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Ele Edit View Connection Transfer Options Tools Help	1481
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PCHL 1840 V4.1 MD TRN ADVANCED PURCHASING/INVENTORY 06/06/2002	12:49 PM
LINK TO: INTERAGENCY TRANSFER CREDIT	
VOUCHER ID: ROOIA000004 VCH TOTAL: 12.00 CREDIT TOTAL:	
AR DOC ID: _ AR DOC SFX: TCODE:	
LN AGY YR INDEX PCA OBJ AOBJ GRANT/PH PRUJ/PH AGT AG2 AG3	AMUUNT
IN AGY YR INDEX PCA ORI AORI GRANT/PH PROJ/PH AGI AG2 AG3	AMOUNT
	moon
AR DOC ID: AR DOC SFX: TCODE:	
LN AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3	AMOUNT
AR DOC ID: AR DOC SFX: TCODE:	
LN AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3	AMOUNT
AR DOC ID: AR DOC SFX: TCODE:	
LN AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3	AMOUNT
	ANOUNT
LA HUI IN INDEX FUH ODJ HODJ UKHNI/FA FKUJ/FA HUI HUZ HUJ	HIJUNI
E1-HELP E3-DELETE E9-LINK E10-SAVE ENTER-INDUIT	RE CL-EXIT
WARNING : VOUCHER TOTAL EXCEEDS CREDIT TOTAL	L SE ENTI
Ready Running APL NUMFLD ADTFREE OVR CAP NUM W 5	.14 12:51:50 PM

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.

SINGLE DISTRIBUTION

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

R*STARS	ADPICS	
Interagency	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

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. <u>Do not</u> 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.

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PCHL 1800 V4. 1 MD TRN ADVANCED PURCHASING/INVENTORY	06/06/2002 1:41 PM
LINK TO: DIRECT VOUCHER HEADER ENTRY	
DIR VOUCHER ID: DOC TYPE: DV	EFF DATE :
ACTION IND : N FILTER IND: CHECK NO:	INTF TYPE: DV
VEN INVOICE NO: VENDOR INVOICE #3 INTERAGENCY: Y	INVOICE DATE: 060102
INVOICE DESC :	IVC RECPT DT: 060502
DEPARTMENT : R00	DUE DATE :
CONTACT :	DISC TERMS: NET
TELEPHONE : EXT. BPO ID:	NOTE : N
VOUCHER AMOUNT: RETAINAGE AMT:	STATUS:
VENDOR : 122222222	CREATE:
ADDRESS :	UPDATE:
	POST :
CITY: ST: ZIP:	
DIST METHOD : M AGY GL: _ DISB TYPE: PAY	CODE: REJECT CODE:
COMMODITY:	BPO LINE NO:
QUANTITY : UNIT COST:	TOTAL:
SF AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AG	1 AG2 AG3 AMOUNT
F1-HELP F2-SEL COMM F3-DELETE F4-OTHER KEYS F5-NEXT	F6-VIEW DOC F7-SEL VEND
F8-SEL TERMS F9-LINK F10-SAVE F11-VIEW ACCTG F12-PR	INT ENTER-INQUIRE CL-EXIT
DIRECT VOUCHER NOT FOUND, PLEASE ENTER VALID DIRECT VO	UCHER ID TO INQUIRE OR PR
Ready Running APL NUMPLD ADTFREE	OVR CAP NUM W 15,28 1:39:38 PM

- 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.

ADC - RI MBA Mainframe Display	
File Edit View Connection Transfer Options Tools Help	
	21 I R
PCHL 1810 V4.1 MD TRN ADVANCED	PURCHASING/INVENTORY 06/06/2002 1:43 PM
LINK TO: DIRECT V	OUCHER DETAIL ENTRY
DIR VOUCHER ID: ROOIA000013	LINE NO.: 001 BPO LINE NO:
COMMODITY : 08005-091000	BASEBALL HATS
QTY VOUCHERED : 1	STATE TAX : LOCAL TAX :
PURCHASE U/M : EA UNIT COST:	12.0000 TOTAL COST:
ACCOUNTING INFORMATION-	
SE ACY VE INDEX DCA OPI AODI	
R00 02 10015 0808	
R00 02 10016 0808	5.00
R00 02 10015 0809	1.00
MORE ACCOUNTING: N CURRENT	DETAIL ACCOUNTING AMOUNT:
FI-HELF FZ-SEL COMM FS-DELETE	LI_ACCTC F12_IN SPECS ENTED_INDUITE CI_EVIT
PLEASE ENTER DETAILS FOR VOUCHER L	
Ready Runni	ING APL NUMFLD ADTFREE OVR CAP NUM W 14.73 1:43:23 PM

- 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.

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	1:40 PM
LINK TO: DIRECT VOOCHER DETHIL ENTRY	
COMMODITY : 08005-091000 BASEBALL HATS	
OTY VOUCHERED : 1.00 STATE TAX : LOCAL TAX :	
PURCHASE U/M : EA UNIT COST: 12.0000 TOT COST:	12.00
BLOCK FUNCTION: (SPEC ID TO COPY, ISRT, DLET, DUP)	
SPECIFICATION INFO BLOCK 001 OF 00	1
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SPEC IDS.	< <
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FI-HELP F2-SELECT F3-DELETE F4-DIHER KEYS F5-NEXT F6-VIEW DOC	F7-PR RIK
F8-NX BLK F9-LINK F10-SAVE F11-BLK FUNC F12-LN ACCTG ENTER-INDUT	RE CL-EXIT
RECORD SAVED	
Ready Running APL NUMFLD ADTFRES OVR CAP NUM W	10,2 1:44:08 PM

- 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.

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PCHL 1800 V4.1 MD TRN ADVANCED PURCHASING/INVENTORY	06/06/2002 1:47 PM
LINK TO: DIRECT VOUCHER HEADER ENTRY	
DIR VOUCHER ID: ROOIA000013 DOC TYPE: DV	EFF DATE : 06/04/2002
ACTION IND : N FILTER IND: CHECK NO:	INTF TYPE: IR
VEN INVOICE NO: VENDOR INVOICE #3* INTERAGENCY: Y 1	INVOICE DATE: 06/01/2002
INVOICE DESC :	IVC RECPT DT: 06/05/2002
DEPARTMENT : ROO FMIS TRAINING DEPARTMENT	DUE DATE : 07/05/2002
CONTACT : FMIS TRAINING REGION	DISC TERMS: NET
TELEPHONE : 410 260 7778 EXT. BPO ID:	NOTE : N
VOUCHER AMOUNT: 12.00 RETAINAGE AMT:	STATUS: NOPT
VENDOR : 122222222 SUSIE EMPLOYEE	CREATE: 06/06/02
ADDRESS : 45 CALVERT ST	UPDATE: 06/06/02
	POST :
CITY : ANNAPOLIS ST: MD ZIP: 2	1401
DIST METHOD : M AGY GL: DISB TYPE: PAY C	CODE: 00 REJECT CODE:
COMMODITY:	BPO LINE NO:
QUANTITY : UNIT COST: TO	DTAL:
SF AGY YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH AGI	AG2 AG3 AMOUNT
FI-HELP F2-SEL COMM F3-DELETE F4-OTHER KEYS F5-NEXT F6	5-VIEW DOC F7-SEL VEND
F8-SEL TERMS F9-LINK FI0-SAVE FIT-VIEW ACCTG FI2-PRIN	NT ENTER-INQUIRE CL-EXIT
INQUIRY SUCCESSFUL	
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17. Press **F4-OTHER KEYS** and then press **F7-INTERAGY**. The system transfers to the Interagency Transfer Credit (1840) screen.

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Elle Edit View Connection Transfer Options Tools Help	
<u> </u>	
PCHL1840 V4.1 MD TRN ADVANCED PURCHASING	'INVENTORY 06/06/2002 1:47 PM
LINK TO: INTERAGENCY TRANSFE	R CREDIT
VOUCHER ID: ROOIA000013 VCH TOTAL: 12	2.00 CREDIT TOTAL:
AR DOC ID: AR DOC SFX:	TCODE:
LN AGY YR INDEX PCA OBJ AOBJ GRANT/PH PH	RUJ/PH AGI AG2 AG3 AMOUNI
	TCODE -
EN HEI IN INDEX FOR OBS HOBS GRANI/FILF	
	TCODE
IN AGY YR INDEX PCA OBJ AOBJ GRANT/PH PE	ROJ/PH AGI AG2 AG3 AMOUNT
AR DOC ID: AR DOC SFX:	TCODE:
LN AGY YR INDEX PCA OBJ AOBJ GRANT/PH PF	OJ/PH AG1 AG2 AG3 AMOUNT
AR DOC ID: AR DOC SFX:	TCODE:
LN AGY YR INDEX PCA OBJ AOBJ GRANT/PH PF	ROJ/PH AG1 AG2 AG3 AMOUNT
AR DOC ID: AR DOC SFX:	TCODE:
LN AGY YR INDEX PCA OBJ AOBJ GRANT/PH PF	ROJ/PH AG1 AG2 AG3 AMOUNT
	ENTER INQUIRE OF EVIT
FI-HELP F3-DELETE F9-LINK FT0-SAVE	ENTER-INQUIRE UL-EXIT
WHRNING : VOUCHER TUTAL EXCEEDS CREDIT TUTAL	
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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**

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

R*STARS	ADPICS	
Interagency	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

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۵D	noc	тг	ı.		۵D		·v.		TCODE				
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AR	DOC	IC):		AR	DOC SF	X:		TCODE				
LN	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PR0J/PH	AG1	AG2 A	AG3	AMOUNT	
AR	DOC	I):		AR	DOC SF	Χ:		TCODE :	:			
LN	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PR0J/PH	AG 1	AG2 A	AG3	AMOUNT	
AR	DOC	I):		AR	DOC SF	X:		TCODE				
LN	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PR0J/PH	AGI	AG2 A	AG3	AMOUNT	
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	ACU			DCA		DUC SF	CDANT /DU				`` `		
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F 1	-HELE	, F	3-DELE	TF F9.	-I TNK	F 10-9	AVF			FN	TER-TNOUT	RF CL-F	хтт
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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.

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

R*STARS	ADPICS	
Interagency	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

- 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. <u>Do not</u> 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.