

AMS Advantage[®] Financial

General Accounting User Guide

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AMS
ADVANTAGE



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Business Area Overview

General Accounting is a large functional area of AMS Advantage Financial that consists of a collection of many parts of the application that encompasses many sub functional areas.

Features

The following features exist in the General Accounting area:

- Create Manual Journal Entries

The General Accounting functional area provides a vehicle, the Journal Voucher document, for recording manual journal entries that do originate from standard business functions covered in other functional areas. Data entry of this document is unlike any other in that individual debit and credit accounts are manually entered instead of being generated from the application.

Common business tasks (see later section) for the Journal Voucher include adjusting/correcting entries, reversing entries, and accruals. Other uses include recording accounting that is not suited to any other functional area and interfacing accounting activity from other systems.

- Procurement and Payment without Commodity

While the Procurement and Accounts Payable functional areas provide a means to request, order and request payment for goods and services at a commodity code level of detail, the General Accounting area provides the same functionality but without commodity codes. It is quite common to have both a commodity and non-commodity basis for these activities in place simultaneously. All procurement and payables may not have to have commodity details or the ability to enter receivers and invoices into the procurement process. When this is the case, the Accounting Based Spending or the Internal documents are used.

Common business tasks (see later section) for the Accounting Based Spending documents include requisitioning, ordering, requesting payment, and recording travel costs. Other uses include encumbrance corrections, expenditure corrections, and a variety of other activities because of the simple interface and flexibility of this document.

Common business tasks (see later section) for the Internal documents include internal reimbursement purchasing, quasi-external purchasing, operating transfers, and internal loans. Other uses include recording payment intercept and cost accounting reimbursement activity which is internally funded.

- Record Payroll

The General Accounting area provides two methods of recording the accounting from payroll. The first is the Journal Voucher. The second is a specialized document, called the Payroll document. The document has been design to work with AMS Advantage HRM, but can also be used for other payroll applications.

Common business tasks (see later section) for the Payroll document include encumbering for contracts, accruing leave liabilities, recording payroll expenditures as well as liabilities, requesting external payment of external deductions and fringe costs, and recording internally funded deductions and fringe costs. Other uses include the correction of chart of account information within AMS Advantage Financial when updates to the payroll application are not necessary.

- Configurable Accounting Setup

In addition to the several types of documents, the General Accounting area provides a large number of setup tables that control accounting and budgeting entries as well as when such activity can occur. In addition to setup that states what documents can perform what activity, there is a host of setup tables that control various aspects of the application. More information can be found in the Advanced Setup section of this guide.

Common business tasks (see later section) include setting up a new document code and setting up a new event type. Tasks in this area are not frequent.

- Journals and Ledgers for online inquiry and reporting needs

To provide access to detail activity as well as summarized totals for online queries, reports, and batch processing, a large set of journals and ledgers have been provided. As what chart of account information is important to a site varies, the summarization settings for each ledger can be configured online to present summarized totals at a level that is most helpful.

The common business task (see later section) for online journal and ledger inquiry is research such as: What is the account balance? What are the individual transactions that comprise an account balance?

- Balance Sheet Account Balances

Advantage Financial provides three specialized inquiry pages [that is, Inception-To-Date Balance Detail (BBALD), Inception-To-Date Balance Summary (BBALS) and Fiscal Year Balance Details (BBALFY)] for Balance Sheet Account (BSA) balances, each at a different level of detail. The "[Inquiries](#)" section in this user guide contains

more information on each of these pages.

All updates to these pages happen with common logic that is shared by all documents and is not driven by any table controls. If a BSA is used, then these tables are updated. This is an important point because the other Accounting Control tables for Fund Balance and Cash Balance have table controls.

Balance Sheet Account balances can be tracked only or controlled to issue document processing errors when an account gets a balance contrary to the normal balance for the account type. More information on this topic can be found in the "Advanced Setup > Balance Sheet Account Balances > Balance Controls" section.

- Cash Control

The General Accounting area provides five levels of tracking and optionally controlling cash accounts:

1. Fund Type
2. Fund
3. Fund and Sub Fund
4. Fund and Balance Sheet
5. Fund, Sub Fund, BSA, and Sub Balance Sheet

The last two are a form of the Balance Sheet balance control mentioned in the previous feature where only one cash account is evaluated. The first three allow for just one cash account also as well as grouping multiple cash accounts together. The first three also allow for tracking activity prior to becoming cash activity, for example, receivables and requests for payment.

- Fund Control

The General Accounting area provides four levels of tracking and optionally controlling equity accounts:

1. Fund
2. Fund and Sub Fund
3. Fund and Balance Sheet
4. Fund, Sub Fund, BSA, and Sub Balance Sheet

The last two are a form of the Balance Sheet balance control mentioned in the

previous feature where only one equity account is evaluated. The first two allow for just one equity account also as well as grouping multiple equity accounts together. The first two also allow for tracking activity prior to becoming equity activity at annual close, for example, revenues and expenditures.

Note: This section refers to controlling Fund Balance, but not all fund codes use that type of equity model. Some choose to use Retained Earnings instead. The Fund Balance feature allows for both, and also allows for the definition of other equity accounts into the control than just a single Fund Balance or Retained Earnings account. Funds that use the Agency Due account (a liability balance) will not use this equity control feature.

- CAFR Reporting

AMS Advantage Financial has the capability to define chart of accounts to assist you in producing the Comprehensive Accounting and Financial Reports (CAFR) in compliance with the Government Accounting Standards Board. All accounting activity is also tracked journals and ledgers in such a way to allow for report generation.

To accommodate the recent GASB changes special rollups and indications are provided to the fund accounting elements (Fund, Object, Revenue Source, and Balance Sheet) and Activity. Major and Minor CAFR rollups exist for all five. The nature of these rollups make them hierarchical, meaning the minors are tied to a major, which is inferred when a minor is associated with one of these element codes. Reporting indications exist on the Fund table depicting the major fund(s) and component units.

AMS Advantage identifies the components in your accounting application that correspond to the components of CAFR. The CAFR components are:

- Component Unit Funds
- Major Funds
- CAFR Fund Type and Group
- CAFR Major and Minor Expense Types
- CAFR Major and Minor Revenue Types
- CAFR Major and Minor BSA Groups
- CAFR Activity Units
- CAFR Major and Minor Activity Types
- Distinct Posting Codes for Accounting-Basis Selection

Common Terminology

This section contains an alphabetical list of terms that are common in the General Accounting area, and a definition for each one.

0-9 | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) |
[U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) |

- Accounting Line

The level in a document where, at a minimum, a set of chart of account codes comprising a funding distribution, an event type, and a line amount are entered to create one or more journal postings.

- CAFR

Comprehensive Annual Financial Reporting.

- Centralized Organizational Structure

The term often associated with the organizational chart of account elements: Government Branch, Cabinet, and Department.

- Default Code

A code in a document that is supplied as a result of the use of another code. For example, when a particular fund code is specified in a document, a specific bank code will be defaulted.

- Effective dates

The date range during which a code can be used. When a document is dated outside of the range, the code is considered invalid.

- Event Type

A high level of accounting activity assigned to a document's accounting line. The event type controls smaller components of accounting activity that are used to perform a specific accounting, budgeting or non-accounting activity. It brings in specific rules for data entry concerning referenced transactions, customer codes,

vendor codes, and all defined chart of account elements in the system.

- Journal

A detailed historical record of processed data that is stored by document in order of processing.

- Ledger

A summarized historical record of data organized by one or more elements of the accounting distribution and by an established period of time.

- Nominal Account Activity

The accounting line of a document is said to have nominal activity when a Object or revenue source is used to update a budget. Examples are encumbrances, accrued expenditures, and collected revenue. Another way to identify nominal activity is activity closed into an equity account at year-end which is a broader classification than just a budget update.

- Open Item Roll Process

A process that rolls open pre-encumbrances, encumbrances, receivables, and a selected group of the other accounting activity from one budget and accounting fiscal year into the next.

- Posting Code

An indication to the system called from an event type during document processing that determines many updates to budget and accounting control tables, posting of journals, default elements with the sequence for finding them and editing any associated balance sheet codes.

- Posting Line

The level in a document with the most detailed accounting information that is a common source of information used to update many areas of the application. At this level individual debits and credits are recorded in either a combined posting line (both the debit and credit together) or two half posting lines (separate lines for debit and credit). a very limited number of situations exist where there is only a half posting

line: journal vouchers and certain cost accounting activity.

The following are the three types of posting line:

Liquidation Line - A posting line that backs out all or a portion of accounting activity recorded on a referenced posting line.

Standard Line - A posting line that records new accounting activity that if referenced by another document will be liquidated.

Non-Standard Line - A posting line that records new accounting activity that will not be liquidated if referenced by another document.

- Real Account Activity

The accounting line of a document is said to have real account activity when balance sheet is used on a generated posting line. Examples are reserve for encumbrances, disbursements payable, and cash. While real account activity is most often used in conjunction with nominal activity, an accounting line can have only real account activity.

- Tolerance

Ensures that the amount of total activity on a referenced line of a document does not exceed defined limits. They can be defined at several levels for accounting lines: system-wide (STOL), by document code (DTOL), by fund code (FUND). Tolerances can be defined in terms of percentages and/or fixed amounts for underage and/or overage at all three levels. Tolerances are also available at the commodity line level of the Purchase Order and Master Agreement document types, but those settings are done on an individual document and line combination. Defaults for those settings are available from the Procurement Document Control (PRDOC) table.

Document Information

This section includes detailed information regarding the documents used in the General Accounting area. The documents are organized first by Document Type and then by Document Code within each type.

- [Journal Voucher \(JV\) Document Type](#)
- [Accounting Based Spending \(ABS\) Document Type](#)
- [Internal Exchange Transaction \(IET\) Document Type](#)
- [Internal Transaction Initiator \(ITII\) Document Type](#)
- [Internal Transaction Agreement \(ITAI\) Document Type](#)
- [Payroll Document Type](#)

Journal Voucher (JV) Document Type

The Journal Voucher (JV) Document Type is a document that is not based on a single business function. The primary use of the Journal Voucher is to record accounting activities that cannot be accomplished with other documents or do not fit the business function of any other document.

The only updates made by this document are to reference queries, accounting control tables, budgets, and journals.

The Journal Voucher is structured with a single document [Header](#), as all documents are. The Header is then followed by a document section called the [Line Group](#). Below the Line Group is the [Accounting Line](#) section. There can be one or more Line Groups within a single Journal Voucher document. An Accounting Line has to be defined within a single Line Group. However the numbering of Accounting Lines is one sequence of numbers for the entire document and not within each Line Group.

The actual number of records permitted for any document section of the JV Document Type is controlled by records with a Property of MAX_LINE_LIMIT on the Document Component Requirements (DCREQ) table in the Administration Application.

Important features for the Journal Voucher Document Type:

- Referencing

The Journal Voucher line group provides fields for document referencing information that will default to all accounting lines in the line group for data entry assistance. A user may also choose to change the references at the line level to other lines or documents. When the user changes the defaults entered at the line group, all references on the accounting lines defined for it are changed. When the reference fields on the line group are blank, there is no defaulting to the accounting lines.

Like the accounting lines of other document types, the Journal Voucher lines follow the same reference requirement rules that may exist on the Event Type and Document Control tables. In addition to those tables that have reference requirement rules, the Document Allowable References table also controls what document codes a document code of the Journal Voucher can reference. The Journal Voucher is limited in the **Reference Type** that it can perform. Only a *Memo* reference can be performed to another document. *Partial* and *Final* references are not allowed on the Journal

Voucher. However, the *Memo* reference will update all reference queries and will be recorded in journals.

Referencing by Journal Vouchers is highly recommended when the document is being used to adjust previous accounting from another document. The recommended approach is to modify the original document to make the correction there, but that is not always possible and not always a desired procedural solution. However, it should be noted that if the Journal Voucher is used to adjust the amount or chart of account information from a previous document, any subsequent changes or references to that original document will still use the amount and chart of accounts prior to the correction.

- Balancing

Balancing is a very important feature for the Journal Voucher. For other document types balancing is performed by the application. The Journal Voucher is different and requires two types of balancing.

The line groups have three different types of balance edits. The edit on the line group ensures that the total debit Journal Voucher lines equal the total credit Journal Voucher lines defined to that line group. This edit ensures that the debit and credit lines balance for the posting code pair designation and event type that might be entered on the line group.

The second balancing edit on the Journal Voucher line group is that all debit Journal Voucher lines for a particular fund (including a sub fund if available) equal the credit lines for that same fund (and sub fund) within a given accounting period and fiscal year. This edit is often referred to as intra-fund balancing.

There is a third optional and configurable edit for balancing cash updates. The **Cash Balance Level** field on Document Control (DCTRL) has two settings that ensure balancing on those Journal Voucher accounting lines that use a cash posting code. The first is a balance across the document and the second is a balance within Fund and Sub Fund.

- Defaulting Balance Sheets

Unlike other documents, Journal Vouchers do not default balance sheet accounts from settings on the Posting Code table. The user must enter these accounts on the document, where as other accounting documents will infer such accounts for users. For example, when an internal exchange is done between a seller and buyer where cash is to be used as the offset, the Internal Exchange (IET) document will infer the cash account from the bank of both parties. The same accounting event entered on a Journal Voucher would require the user to enter a cash account for both parties. The reason for this behavior is two-fold - one functional and one technical:

1. The Journal Voucher is an advanced accounting document where accounts that would normally default on other documents are not to be used in lieu of manual specification of another account.
2. The Journal Voucher does not use the generic or any other type of event type

processor to generate posting lines, but rather creates posting lines with document-specific logic. This is possible since an accounting line on a Journal Voucher is entered with much of the same detail as system-generated posting lines on other documents. It is the use of these event type processors that allows for other documents to default accounts.

- Automatic Reversals

The Journal Voucher is capable of performing one action that no other document type can perform. This action creates a second Journal Voucher in the future exactly like the first one except that the debit and credit amounts on the accounting lines are reversed. This action can only be performed once in the future, making it different than the main trigger type - *Recurring*. The same table that controls all automatically triggered documents, the Future Document Triggering (FDT) table, handles this reversing action.

Information to establish reversals is contained in the header section of the Journal Voucher. Two fields make up the information. One is the **Reversal Date**, which is when the automatic creation of the reversing Journal Voucher is to be performed. It must be a date in the future. The second field, **Create Reversal Document on Hold**, is an indication of whether or not the reversing Journal Voucher will be created in the *Hold* document status or with a status of *Ready*.

When the reversal is created, line groups and accounting lines will contain memo references to the original Journal Voucher. If there were references already on the first document, the second document replaces them. Because of this reference, when a user retrieves the history of either Journal Voucher, they will see that there is a second Journal Voucher that relates to the first. Another way to locate the reversing Journal Voucher is to search for the original Journal Voucher on the Future Document Triggering (FDT) table as it will list that reversing document in the Generated Document ID (Gen. Doc. ID) column. This second method is not as permanent as using the document reference query because triggers are removed based on the **Expire Date** found on the FDT table.

A Journal Voucher may not contain both recurring and reversing information. You can only have one of either type.

- Document Control Settings and Security

The **Override of BFY Staging Allowed** flag will not apply if an **Event Type** is not supplied. In this case the Journal Voucher will skip BFY Staging editing. If entered, posting lines must meet BFY Staging rules. If not, a reject error will occur unless the **Override of BFY Staging Allowed** flag is checked, in which case the error will be an overrideable one.

The **Event Type Required** flag is only read by the JV document type. If checked, the document code will always require an event type. Such a requirement will ensure users enter only the posting codes defined to an Event Type and do not used posting codes they shouldn't.

The many other controls in the Allowable Elements section of Document Control will

often be checked for journal voucher document codes because the document is a tool for recording events 'after the fact' or for accounting corrections. For this reason, security for journal vouchers is often tightly controlled.

Related Topic(s):

- The "[JV Delivered Document Codes](#)" section provides a list of all document codes that are delivered with the JV Document Type.
- For a description of the delivered event types allowed for the JV Document Type, please see the following sections in the Accounting Model Delivered Configuration section: [Bond/Debt Accounting Model](#), [Cost Accounting - Accounting Model](#), and [Miscellaneous Accounting](#).
- For instructions on how to create manual journal entries, refer to the "[Create Manual Journal Entries](#)" section under Common Business Tasks.

JV Delivered Document Codes

This document type contains several delivered document codes. Many of these codes relate to a batch program that is creating journal vouchers for a specific processing need. In each case, a document code has been established to provide quick recognition of these documents on the Document Catalog and for reporting. Further needs often exist for these document codes to have different security and Document Control table settings. There are also several other document codes that are not tied to a specific batch job.

The full list of delivered document codes is as follows:

Document Code	Document Name	Intended Use
JV	Standard Journal Voucher	Data entry where an event type is required to control posting code entry
JVA	Advanced Journal Voucher	Data entry where an event type is not required to control posting code entry
JVAC	Annual Close Journal Voucher	Annual Close chain job to record closing activity in a year closed and roll balances into the next year Should be the only document code on the Allowed Accounting Periods for Document Code table with access to periods 0 and 99
JVBK	Bank Transfer Journal Voucher	Bank Account Transfer chain job to move cash between banks used other than the Master Bank for a fund and that Master Bank

JVC	Cost Accounting Journal Voucher	Reimbursable Expense Adjustment chain job to adjust funding lines to defined percentages Manual entry of cost accounting activity because of an expanded Detail Accounting section.
JVCAM	JV - Clearing Account Maintenance	Created by the Clearing Account Maintenance Chain Job when clearing Due To and Due From accounts though Cash
JVIA	Journal Voucher Income Allocation	Income Allocation chain job for Treasury Accounting that allocates investment income to the Participatory funds
JVIN	Investment Journal Voucher	Manual entry for the acquisition and sale of investments with the Treasury Accounting subsystem
JVR	Restricted Journal Voucher	Provides a feature to pre-populate all accounting lines with COA established at the line group to assist with data entry or ensure that all accounting lines have the same COA value(s) The reclassification revenues and expenditures is an example where certain COA values between the accounting line being reduced and the one being increased should be the same
JVSW	Journal Voucher Cash Sweep	Cash Sweep chain job for Treasury Accounting taking cash from Participatory funds and giving to the Pool fund

Standard Journal Voucher (JV)

Purpose

The Standard Journal Voucher (JV) Document Code is one of several Document Codes of the JV Document Type that can be created manually by a user (JV, JVA, JVC, JVIN and JVR). All others should be created by chain jobs. The JV Document Code should be used when an event type and posting pair is required to control posting code entry. Event Type and posting pairs specified on the JV Line Group limits the choice of posting codes that can exist on the JV Accounting Lines under that line group. As the JV can perform any type of accounting, having the restriction on **Posting Code** choice based on a selected **Event Type** provides end user control. For this reason, when the creation of manual journal entries is decentralized to end users, multiple document codes capable of performing only one event type are common.

Structure

All Journal Vouchers are comprised of just three document sections containing many fields common to accounting documents along with several that support the business functions of the

Journal Voucher. Most delivered document codes use the same structure and HTML (fJV) as the JV Document Code. The [JVC Document Code](#) (fJVC HTML) looks different as it shows COA fields on the Accounting Line for **Funding Profile**, **Funding Priority**, and **Funding Line**. Then (JVR Document Code) (fJRV HTML) looks different as it shows COA fields on the Line Group.

The JV contains the following sections:

- [Header](#) (only 1)
- [Line Group](#) (1 - n)
- [Accounting](#) (2 - n)

Tasks

The "[Create Manual Journal Entries](#)" section contains instructions on completing the following tasks.

- [Adjust a journal entry](#)
- [Reverse a journal entry](#)
- [Correct a journal entry](#)
- [Record bond proceeds](#)

Header

Values entered on the Header of the Journal Voucher are intended to be used as default values for all accounting lines unless a different value is specified at the line level. All fields on the Header can be left blank; required fields will default if left blank. Please see individual field descriptions for system controls that can make certain fields required or prohibited. The Header section contains the following tabs:

- General Information

The screenshot displays the 'Header' section of a Journal Voucher, specifically the 'General Information' tab. The form is organized into two main columns. The left column contains fields for 'Document Name', 'Record Date' (with a calendar icon), 'Budget FY', 'Fiscal Year', 'Period', and 'Document Description'. The right column contains checkboxes for 'Budget Control Level Reduction', 'Fund Balance Control Level Reduction', and 'Cash Balance Control Level Reduction', along with a 'Reversal Date' field (with a calendar icon) and a 'Create Reversal Document on Hold' checkbox. At the bottom of the form, a light blue shaded area displays the summary: 'Total Credits: \$0.00' and 'Total Debits: \$0.00'.

Field Name	Required?	Field Description
Document Name	Conditionally Required	An optional field to record a short description, or name, for a Journal Voucher document for reporting or identification purposes. Field can be required per Document Control setup.
Record Date	Required	A date which journal updates created will be recorded. If left blank, the value will default to the Application Date from the Application Control (APPCTRL) table when the document goes to final. The date, if manually entered, may not necessarily be the date the document went to final, but serves to provide another measure of 'when' the accounting events occurred. The common calendar pick exists to assist in selection. For manual data entry, enter a date in the following format: mm/dd/ccyy.
Budget FY	Required	An optional field for specifying a budget year to be the BFY used on all accounting lines with a blank BFY. If left blank at the Header on Version 1 of a document, the BFY will default to equal any value entered in or defaulted to the Fiscal Year Header field. On documents that allow modifications and cancellations, the Budget FY will be the value from the previous version, and if not protected the year can be changed. Changing that year on the Header will not change it on all existing accounting lines, but will provide a default year for new accounting lines.
Fiscal Year	Required	An optional field for specifying a fiscal year (FY) to be the default FY used on all accounting lines. If left blank, the FY will default to the current FY of the Record Date entered or defaulted, based on the default FY of that date on the Calendar Date table. The Header FY will never overlay any manually entered value at the accounting line.
Period	Required	An optional field for specifying an accounting period (APD) to be the default APD used on all accounting lines. If left blank, the APD will default to the current APD of the Record Date entered or defaulted, based on the

		default APD of that date on the Calendar Date table. The Header APD will never overlay any manually entered value at the accounting line.
Document Description	Conditionally Required	An optional field to record a short description for a Journal Voucher document for reporting and identification purposes. The field can be required per Document Control setup.
Total Credits	Calculated	A summary amount field that is calculated as the sum of all Line Group Credit Totals on the Journal Voucher.
Total Debits	Calculated	A summary amount field that is calculated as the sum of all Line Group Debit Totals on the Journal Voucher. The value must equal Total Credits in order for the Journal Voucher to submit.
Budget Level Control Reduction	Optional	A flag that, when selected, will reduce the level of error by 1 for any budget availability message issued: Reject becomes Override; Override becomes Warning; Warning remains Warning. The ability to select this flag is controlled by a field of the same name on the Document Control table. Only budget availability errors and not errors for deactivated budgets or 'budget line not found' errors are controlled by this flag.
Fund Balance Control Reduction	Optional	A flag that, when selected, will reduce the level of error by 1 for any fund balance availability message issued: Reject becomes Override; Override becomes Warning; Warning remains Warning. The ability to select this flag is controlled by a field of the same name on the Document Control table.
Cash Balance Control Reduction	Optional	A flag that, when selected, will reduce the level of error by 1 for any cash balance availability message issued: Reject becomes Override; Override becomes Warning; Warning remains Warning. The ability to select this flag is controlled by a field of the same name on the Document Control table.
Reversal Date	Conditionally	An optional date that will direct the Journal Voucher to update the Future Document

	Required	Triggering table to schedule the creation of a 2 nd Journal Voucher that will reverse the debits and credits of the 1 st Journal Voucher. A date entered must be greater than the current system date. The common calendar pick exists to assist in selection. For manual data entry, enter a date in the following format: mm/dd/ccyy.
Create Reversal Document on Hold	Optional	A flag to indicate that the reversal Journal Voucher should be loaded with a Document Status of <i>Held</i> .

- Extended Description

Extended Description

Extended Description:

Field Name	Required?	Field Description
Extended Description	Optional	An optional field to record a long description.

- Contact

Contact

Contact Code: 60

First & Last Name

email.address@cgi.com

703-555-1212

Field Name	Required?	Field Description
Contact Code	Optional	An optional field to record a Contact Code for a document. The field can be required per Document Control (DCTRL) setup. A pick exists to the Contact (CNTAC) page to assist in data entry. From the value entered in this field, the following three fields will be inferred.

Contact	Optional	The first and last names defined for the contact selected in the Contact Code field.
Email Address	Optional	The email address defined for the contact selected in the Contact Code field.
Phone	Optional	The phone number defined for the contact selected in the Contact Code field.

- Document Information

Document Information		
Created By: gmcclend Created On: 12/12/2008 Modified By: gmcclend Modified On: 12/12/2008		
Field Name	Required?	Field Description
Created By	System Set	The user id of the person that created the document in AMS Advantage.
Created On	System Set	The date that the document was created in AMS Advantage.
Modified By	System Set	The user id of the person that last modified the document.
Modified On	System Set	The date that the document was last modified.

Line Group

When a user manually creates a Journal Voucher, the application automatically inserts a Line Group record. Depending on use, this record may or may not be completed before proceeding to the Accounting Lines.

Each Line Group must contain at least two Accounting Lines, but there could be many more.

Accounting Lines on the JV look slightly different than those of other document types and contain edits unique to the JV Accounting Line that are commonly associated with Posting Lines. To assist with data entry of those Accounting Lines, when a Line Group is saved with an Event Type

and Posting Pair, the application creates two Accounting Lines if there are not already any. Each will have one of the two Posting Codes defined to the Event Type and Posting Pair. If there is only one Posting Code defined, then two lines will be created with that code.

Line Groups serve several purposes within a Journal Voucher. The first is to provide an edit capability whereby users are restricted to using only certain posting codes at the accounting line based on the **Event Type**. Providing decentralized access to Journal Vouchers is often not done because of the powerful nature of the document to post to a wide range of accounts. However, if a Journal Voucher document code is established on the Document Control table with the **Event Type Required** flag selected, then a user has to select an event type from those defined as available on the Allowed Event Types for Document Code (AETDC) table along with a **Posting Pair** value on the Line Group, when the default of A is not desired. When an event type is present on a Line Group, all Accounting Lines in that Line Group must contain one of the two posting codes defined to the **Event Type** and **Posting Pair** combination entered on the Line Group.

The second purpose is for organization. If a Journal Voucher is created to perform multiple tasks, then Accounting Lines for each task can be grouped under different Line Groups, with or without event types. A **Line Group Description** is available for each Line Group to define the task of each group of Accounting Lines. Total debit and credit amounts are also available at the Line Group level to see that the Accounting Lines for each task balance.

The third purpose is to provide default information for all Accounting Lines at a single location to alleviate repetitive data entry. Fields for Vendor/Customer and reference information are available for this purpose. The JVR Document Code also provides fields in the Fund Accounting and Detail Accounting tabs for defaulting.

The Line Group section contains the following tabs:

- General Information

Line Group		No. of Lines: 1	Line Group: 1	Event Type:	Vendor Customer:	
Line Group	Event Type	Posting Pair	Vendor Customer	Legal Name	Debit Total	Credit Total
1		A			\$0.00	\$0.00
From 1 to 1 Total: 1						Go to line: Go
Tab View						
General Information Line Group: 1 Event Type: Posting Pair: A Posting Pair Name: Line Group Description: Debit Total: \$0.00 Credit Total: \$0.00 Cross Appr Unit: ☐						

Field Name	Required?	Field Description
Line Group	System Set	Each Line Group is assigned a number by the application starting at 1. This field is not editable.

Event Type	Conditionally Required	An optional value for specification of an Event Type that combined with the Posting Pair will control the Posting Code values entered on accounting lines of a Line Group. The Document Control table may require an event type for a Journal Voucher document code. The defaulting of a value from the Document Control (DCTRL) table is possible. If no default or the default is not the intended type of accounting activity, then another event type has to be chosen from the selection listed by the pick of event types defined on the Allowed Event Types for Document Code (AETDC) table. For a description of the delivered event types allowed for the JV Document Type, please see the following sections in the Accounting Model Delivered Configuration part of this User's Guide: Bond/Debt, Cost Accounting, and Miscellaneous Accounting.
Posting Pair	Required	Required field that will default to A. The field is only used by the Journal Voucher when an Event Type is also specified to control Posting Code usage on accounting lines.
Posting Pair Name	System Set	A display only field that will show the name assigned to the Posting Pair for the Event Type. If no Event Type is specified, then this field remains blank.
Line Group Description	Optional	An optional field to record a short description for a Line Group for reporting and identification purposes.
Line Group Debit Total	Calculated	The amount is a summary one that is calculated as the sum of all Debit Amounts found on all accounting lines under a Line Group. The value must equal the Line Group Credit Total in order for the Journal Voucher to submit.
Line Group Credit Total	Calculated	The amount is a summary one that is calculated as the sum of all Credit Amounts found on all accounting lines under a Line Group. The value must equal the Line Group Debit Total in order for the Journal Voucher to submit.

Cross Appr Unit	Calculated	The system set this flag to true when Accounting Lines under a Line Group contain more than one appropriation (Appr Unit) value. The Line Group will see a blank Appr Unit field as different than one with a value and set the flag to true. The intended use of the flag is to trigger workflow rules when expenditures (and possibly revenues) are being transferred between different appropriation codes.

- Vendor Customer Information

Vendor Customer Information

Vendor Customer: 
Legal Name:
Alias/DBA:
Address Code: 
Address Line 1:
Address Line 2:
City:
State: 
Zip:
Country:
County: 

Vendor Contact Id: 
Vendor Contact Name:
Vendor Contact Phone:
Vendor Contact Phone Ext:
Fax:
Fax Extension:
Vendor Contact Email:
Web Address http://:
Taxpayer Id:
Taxpayer Id Type: 

Field Name	Required	Field Description
Vendor Customer	Conditionally Required	An optional field to record a Vendor/Customer code. This field can be required per Document Control (DCTRL) or Event Requirements (ERQ) setup. A pick exists to the Vendor Customer (VCUST) table to assist in data entry. From the value entered in this field, an Address Code and Contact ID are inferred if the Vendor Code is not marked as Miscellaneous.
Legal Name	Conditionally Required	A required field if a Vendor Code is entered for the name associated with the code. When the Vendor Customer code is not Miscellaneous, this field will be inferred to the document upon a save action. In cases where the name should be different than the inferred value, one can be manually entered that will not be overlaid by the inference. If miscellaneous, the user must enter a value.

Alias/DBA	Conditionally Required	An optional field if a Vendor Customer code is entered for a 2nd name. When the vendor code is not Miscellaneous, this field will be inferred to the document upon a save action. In cases where the name should be different than the inferred value, one can be manually entered that will not be overlaid by the inference. If miscellaneous, the user may enter a value.
Address Code	Conditionally Required	A required field if a non-miscellaneous Vendor Customer Code is entered. No value should be entered if a miscellaneous vendor or no vendor is entered. When a non-miscellaneous vendor customer code is entered no value will be defaulted for this field as on other document types. The user must select or enter a valid and active Address Code of any type as the default address functionality does not apply. A pick exists to the Address table to assist in data entry. If only one address exists, the document will infer that value and not require manual entry. The value entered in this field will enable the defaulting of other address information upon a save action if such information does not already exist. For this reason, if the Address Code is changed, address fields must be cleared out by the user to infer new values.
Address Line 1	Conditionally Required	A required field for the first address line of the Vendor Customer. If a non-miscellaneous code is entered with an Address Code, this field will be inferred upon a save action from the Address table. Otherwise, if a miscellaneous code is entered, this field must be completed.
Address Line 2	Conditionally Required	An optional field for the second address line of the vendor. If a non-miscellaneous code with an Address Code, this field will be inferred upon a save action if it has been defined on the Address table. Otherwise, this field is optional.
City	Conditionally Required	A required field for the city of the Vendor Customer code. If a non-miscellaneous code with an Address Code is entered, this field will be inferred upon a save action from the Address table. Otherwise, if a miscellaneous

		code is entered, this field must be completed.
State	Conditionally Required	A required field for the city of the Vendor Customer code. If a non-miscellaneous code is entered with an Address Code, this field will be inferred upon a save action from the Address table. Otherwise, if a miscellaneous code is entered, this field must be completed. A drop down listing is available to assist with data entry.
Zip	Conditionally Required	A required field for the zip of the Vendor Customer code. If a non-miscellaneous code is entered with an Address Code, this field will be inferred upon a save action from the Address table. Otherwise, if a miscellaneous code is entered, this field must be completed.
Country	Conditionally Required	An optional field for the country of the Vendor Customer code. If a non-miscellaneous code is entered with an Address Code, this field will be inferred upon a save action if it has been defined on the Address table. A manually entered value must be valid on the Country (CTRY) table.
County	Conditionally Required	An optional field for the county of the Vendor Customer code. If a non-miscellaneous code is entered with an Address Code, this field will be inferred upon a save action if it has been defined on the Address table. A pick to the County (CTY) table exists to assist in data entry.
Vendor Contact ID	Optional	An optional field to infer defined contact information from. No value should be entered if a miscellaneous vendor or no vendor is entered. When a non-miscellaneous Vendor Customer code with an Address Code has been entered, upon save the Contact ID of that Address Code will be inferred unless another has been manually entered. A pick exists to the Vendor Contact table to assist in data entry. The value entered in this field will enable the defaulting of other contact information upon a save action if such information does not already exist. For this reason, if the contact code is changed, contact fields must be cleared out by the user to infer new values.

Vendor Contact Name	Optional	An optional field for a name of a contact for a Vendor Customer code. If a Vendor Contact ID has been entered, this field will be inferred upon a save action from the Vendor Contact table.
Vendor Contact Phone	Optional	An optional field for a phone number of a Vendor Customer code. If a Vendor Contact ID has been entered, this field will be inferred upon a save action from the Vendor Contact table.
Vendor Contact Phone Ext	Optional	An optional field for a phone extension of a Vendor Customer code. If a Vendor Contact ID has been entered, this field will be inferred upon a save action from the Vendor Contact table.
Vendor Contact Email	Optional	An optional field for an email address of a Vendor Customer code. If a Vendor Contact ID has been entered, this field will be inferred upon a save action from the Vendor Contact table.
Fax	Optional	An optional field for a fax number of a Vendor Customer code. If a Vendor Contact ID has been entered, this field will be inferred upon a save action from the Vendor Contact table.
Fax Extension	Optional	An optional field for a fax extension of a Vendor Customer code. If a Vendor Contact ID has been entered, this field will be inferred upon a save action from the Vendor Contact table.
Web Address http://	Optional	An optional field for the web address of a Vendor Customer code. If a Vendor Contact ID has been entered, this field will be inferred upon a save action from the Vendor Customer table.
Taxpayer ID	Optional	An optional field for taxpayer identification. When a vendor has a record on the 1099 Reporting Information (1099I) table, the ID will default to the document. The Document Control (DCTRL) table contains a control to ensure 1099 information for miscellaneous vendors, called TIN

		Number & Type for Miscellaneous Vendors. • If <i>Not Required</i>, then TIN Number and TIN Type are optional fields. • If <i>Required</i>, TIN Number and TIN Type are required fields. • If <i>Overrideable</i> and if TIN Number and TIN Type are not populated, then an overrideable error message is issued. • If <i>Required for Reportable Funding Only</i>, entering the TIN Number and TIN Type for a miscellaneous vendor will be required, if at least one element on the accounting line is 1099 reportable (Object, Sub Object, Balance Sheet Account or Sub Balance Sheet Account). • If <i>Overrideable for Reportable Funding Only</i> and if the TIN number and TIN Type fields are not populated, then an overrideable error is issued if at least one element on the accounting line is 1099 reportable (Object, Sub Object, Balance Sheet Account or Sub Balance Sheet Account).
Taxpayer ID Type	Optional	An optional field for taxpayer type identification also referred to as TIN Type. When a vendor has a record on the 1099 Reporting Information (1099I) table, the TIN Type will default to the document. Valid values include: SSN/ITN/ATIN or EIN. The Document Control (DCTRL) table contains a control to ensure 1099 information for miscellaneous vendors, called TIN Number & Type for Miscellaneous Vendors. Please see the Taxpayer ID field for how this control is applied. Editing of the Taxpayer ID Type value is done with the Organization Type and Classification of the vendor as follows: • If Organization Type is <i>Individual</i> and Classification is <i>blank</i> then both taxpayer fields in the Taxpayer ID Number Type must be <i>blank</i> or <i>SSN/ITN/ATIN</i>. • If Organization Type is <i>Company</i> and Classification is <i>blank</i> then both

		taxpayer fields in the Taxpayer ID Number Type must be <i>blank</i> or <i>EIN</i>. • If Classification is <i>Individual</i> or <i>Nonresident Alien</i> then both taxpayer fields in the Taxpayer ID Number Type must be <i>blank</i> or <i>SSN/ITIN/ATIN</i>. • If Classification is <i>Partnership</i> then the Taxpayer ID Type must be <i>blank</i> or <i>EIN</i>. • If Classification is <i>Incorporated, Trust, Foreign, State Government, or Other Government</i> then the Taxpayer ID Number Type must be <i>blank</i> or <i>EIN</i>. • If Classification is <i>Sole Proprietorship</i>, then the then the Taxpayer ID Number Type may be <i>blank, EIN, or SSN/ITIN/ATIN</i>.

- Reference

Field Name	Required	Field Description
Ref Doc Code	Optional	An optional field for defining a referenced document code that will default to all accounting lines for the Line Group.
Ref Doc Dept	Optional	An optional field for defining a referenced document department that will default to all accounting lines for the Line Group.
Ref Doc ID	Optional	An optional field for defining a referenced document ID that will default to all accounting lines for the Line Group.
Ref Vendor Line	Optional	An optional field for defining a referenced vendor line that will default to all accounting

		lines for the Line Group.
Ref Commodity Line	Optional	An optional field for defining a referenced commodity line that will default to all accounting lines for the Line Group.
Ref Accounting Line	Optional	An optional field for defining a referenced accounting line that will default to all accounting lines for the Line Group.
Reference Type	System Set	As Journal Vouchers cannot liquidate other referenced documents, this field will default to <i>Memo</i> .

Accounting

Accounting lines of a Journal Voucher closely resemble those of other document types, but with four very distinct differences:

1. The Event Type is not chosen but inferred from a higher level of the document
2. Posting Codes are defaulted or entered.
3. The Journal Voucher Amount field does not exist but rather two amounts, Debit and Credit Amount, exist.
4. At least two accounting lines are required.

Accounting Lines are automatically created by the application for a user when a Line Group record is saved with the Event Type and Posting Pair fields completed. One accounting line will be created for each Posting Code in the Posting Pair. If there is only one Posting Code, then two Accounting Lines are created with that code. Users may then complete information on those lines, copy them, or delete them to complete their task.

COA information on Accounting Lines must meet the Event Type Requirements (ERQ) settings for the event type chosen. This will mean that real account lines will require information not commonly associated with such lines. The ERQ rules are there to ensure correct information is entered on the nominal Accounting Lines. If entering such COA information for real accounts is not desired, then one of three options should be taken:

1. Relax the COA requirements on ERQ and rely on required budget updates to ensure all necessary information is entered on nominal lines.
2. Use a journal voucher document code that does not require an event type.
3. Enter the nominal line first, copy it, insert that copied line, and then just change **Posting Code**, **Debit/Credit Amount**, and enter the **BSA/SBSA** fields.

This section contains the following tabs:

- General Information

Accounting					
No. of Lines: 1		Accounting Line: 1		Posting Code: A001 Posting Code Name: Cash	
Accounting Line	Posting Code	Posting Code Name	Debit Amount	Credit Amount	
1	A001	Cash	\$0.00	\$0.00	 
From 1 to 1 Total: 1			First Previous Next Last		Go to line: Go
Tab View					

General Information

Event Type: GA16

Posting Pair: A

Posting Pair Name: A

Posting Code: A001 

Posting Code Name: Cash

Accounting Template: 

Line Description:

Budget FY:

Fiscal Year:

Period:

Bank: 

Debit Amount: \$0.00

Credit Amount: \$0.00

Field Name	Required?	Field Description
Posting Pair	System Set	A protected value inferred from the parent line group of the accounting line.
Posting Pair Name	System Set	A protected value inferred from the Event Type table for the combination of Event Type and Posting Pair values.
Posting Code	Required	A required field to specify a posting code for the accounting line. If an Event Type and Posting Pair are specified at the Line Group, then the posting code must be one of the two defined to that combination on the Event Type table. A pick exists to the Posting Code table to assist in selection. If no Event Type was specified, then any Posting Code can be entered and there will be no filtering with the pick.
Posting Code Name	System Set	An inferred name for the Posting Code as defined on the Posting Code table.
Accounting Template	Optional	An optional field for entering an Accounting Template from which chart of account values will be inferred upon the first save, validate, or submit action on the accounting line. Values are only inferred to fields that are blank. A pick exists to the Accounting Template (ACTPL) table to assist in

		selection.
Line Description	Conditionally Required	An optional field to record a short description for an accounting line for reporting and identification purposes. This description will be written to all journals updated by the accounting line. The field can be required per Document Control setup.
Debit Amount	Required	The amount field used when the Posting Code should be debited. An amount entered must be greater than \$0.00. If the Credit Amount is greater than \$0.00 then the Debit Amount has to be \$0.00 as a Journal Voucher accounting line can only perform one or the other type of posting.
Credit Amount	Required	The amount field used when the Posting Code should be credited. An amount entered must be greater than \$0.00, although credits are stored in journals as negative amounts. If the Debit Amount is greater than \$0.00 then the Credit Amount has to be \$0.00 as a Journal Voucher accounting line can only perform one or the other type of posting.
Budget FY	Optional	An optional field for entering a budget fiscal year (BFY) value when the current budget fiscal year or the Budget FY entered on the header should not be used for an accounting line. That current BFY will be the current FY, which is determined from the Calendar Date table using the Record Date of the Header, if entered, or the current Application Date if not entered. If defaulting as the current BFY, a value will not appear until the document reaches the <i>Final</i> status.
Fiscal Year	Optional	An optional field for entering a fiscal year (FY) value when the current fiscal year or the Fiscal Year entered on the Header should not be used for an accounting line. That current FY will be the default FY on the Calendar Date table for the Record Date of the header, if entered, or the current Application Date if not entered. If defaulting as the current FY, a value will not appear until the document reaches the <i>Final</i> status.

Period	Optional	An optional field for entering an accounting period (APD) value when the current accounting period or the Period entered on the Header should not be used for an accounting line. That current APD will be the default APD on the Calendar Date table for the Record Date of the Header, if entered, or the current Application Date if not entered. If defaulting as the current APD, a value will not appear until the document reaches the <i>Final</i> status.
Bank	Conditionally Required	An optional field for entering a Bank account code to be recorded for the accounting line. Often the field is required or prohibited based on either Event Type Requirement settings for the event type being used. However, if an event type is not being used, the field is required for any accounting line that contains a posting code flagged as a Cash posting code on the Posting Code table.

- Reference

Reference

Ref Doc Code:

Ref Vendor Line:

Ref Doc Dept:

Ref Commodity Line:

Ref Doc ID:

Ref Accounting Line:

Reference Type:

Field Name	Required?	Field Description
Ref Doc Code	Conditionally Required	An optional field for defining a referenced document code that will be recorded as a <i>Memo</i> reference for the accounting line. The value will be inferred from the line group if populated there. Value entered must be an allowed reference as defined on the Document Allowable References table.
Ref Doc Dept	Conditionally Required	An optional field for defining a referenced document code that will be recorded as a <i>Memo</i> reference for the accounting line. The value will be inferred from the Line Group if populated there. If Ref Doc Code is

		not blank, Ref Doc Dept cannot be either.
Ref Doc ID	Conditionally Required	An optional field for defining a referenced document ID that will be recorded as a <i>Memo</i> reference for the accounting line. The value will be inferred from the Line Group if populated there. If Ref Doc Code is not blank, Ref Doc ID cannot be either.
Ref Vendor Line	Conditionally Required	An optional field for defining a referenced vendor line that will be recorded as a <i>Memo</i> reference for the accounting line. The value will be inferred from the Line Group if populated there. If Ref Doc Code is not blank, Ref Vendor Line cannot be either.
Ref Commodity Line	Conditionally Required	An optional field for defining a referenced commodity line that will be recorded as a <i>Memo</i> reference for the accounting line. The value will be inferred from the Line Group if populated there. If Ref Doc Code is not blank, Ref Commodity Line cannot be either. If the referenced document does not have such a line, then 0 should be used.
Ref Accounting Line	Conditionally Required	An optional field for defining a referenced accounting line that will be recorded as a <i>Memo</i> reference for the accounting line. The value will be inferred from the Line Group if populated there. The combination of referenced document information must be for a valid document and line. If Ref Doc Code is not blank, Ref Accounting Line cannot be either.
Reference Type	System Set	As Journal Vouchers cannot liquidate other referenced documents, this field will default to <i>Memo</i> .

- Fund Accounting

Chart of account elements in this section are those associated with governmental accounting systems. With the exception of Fund that is always required, these elements are required based on a number of table settings. Rules in each location must be satisfied as there is no hierarchy of application that allows for one area to override another.

- [Event Type Requirements](#) (ERQ) settings can make each element (except OBSA/Sub OBSA) as *Required*, *Optional*, or *Prohibited*.

- COA Required Element tables (REQELM for example) can make certain elements *Required*, *Optional*, or *Prohibited* based on values for one or more other fields on the accounting line.
- Required Budget (REQBUD) table settings can establish a budget structure as required, which will require the entry of all elements necessary to update all required levels of that budget structure. Of course, to trigger this type of edit, the accounting line must contain an Event Type that has a Posting Code being used that is established to update a budget with either the Revenue Budget or Expense Budget flags being checked on the [Posting Code](#) (PSCD) table.

One other situation exists that will make a COA element required, which is not a configuration option but a system edit. If a COA value is entered, it must be validated. If the reference table for that COA value contains other COA values as key fields, then those COA elements must also be completed for validation to occur.

Fund Accounting

Fund:		Object:		OBSA:	
Sub Fund:		Sub Object:		Sub OBSA:	
Department:		Revenue:		Dept Object:	
Unit:		Sub Revenue:		Dept Revenue:	
Sub Unit:		BSA:		Internal Fund:	
Appr Unit:		Sub BSA:		Internal Sub Fund:	
				Internal Dept:	

Field Name	Required?	Field Description
Fund	Required	This chart of account is always required for a Journal Voucher document. Enter a value that is defined on the Fund (FUND) table or let the value default from the Accounting Template or a COA inference table.
Sub Fund	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Sub Fund (SFUND) table or let the value default from the Accounting Template or a COA inference table.
Department	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget.

		Enter a value that is defined on the Department Fiscal Year (DEPTFY) table or let the value default from the Accounting Template or a COA inference table.
Unit	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Unit (UNIT) table or let the value default from the Accounting Template or a COA inference table.
Sub Unit	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Sub Unit (SUNIT) table or let the value default from the Accounting Template or a COA inference table.
Appropriation	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Appropriation (APPR) table or let the value default from the Accounting Template or a COA inference table.
Object	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Object (OBJ) table or let the value default from the Accounting Template or a COA inference table.
Sub Object	Conditionally Required	This chart of account is optional unless made required by the Event Type

		Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Sub Object (SOBJ) table or let the value default from the Accounting Template or a COA inference table.
Revenue	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Revenue (RSRC) table or let the value default from the Accounting Template or a COA inference table.
Sub Revenue	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Sub Revenue (SRSRC) table or let the value default from the Accounting Template or a COA inference table.
BSA (Balance Sheet Account)	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or a posting code is entered that has an Account Type setting. Such a posting code requires a BSA that must be of the same account type. The Journal Voucher does not infer Balance Sheets at the Posting Line level like other accounting documents, so a user must enter a value that is defined on the Balance Sheet Account (BSA) table when required by the Posting Code.
Sub BSA	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table or a COA required elements table. Enter a value that is defined on the Sub Balance Sheet Account (SBSA) table.

OBSA (Offset Balance Sheet Account)	Optional	This chart of account is always optional. As journal records from other accounting documents record a balance sheet used in conjunction with a spending or revenue account, the Journal Voucher provides this same capability if desired. Enter a value that is defined on the Balance Sheet Account (BSA) table.
Sub OBSA	Optional	This chart of account is optional. Enter a value that is defined on the Sub Balance Sheet Account (SBSA) table.
Dept Object	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Department Object (DOBJ) table or let the value default from the Accounting Template or a COA inference table.
Dept Revenue	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Department Revenue (DRSRC) table or let the value default from the Accounting Template or a COA inference table.
Internal Fund	Optional	This chart of account is optional. Use of the field is optionally made when clearing Due To and Due From accounts with a Journal Voucher. As the system records these accounts on other accounting documents with the Fund of the other internal party as the Internal Fund, the Journal Voucher allows the same use when clearing for reporting purposes. Enter a value that is defined on the Fund (FUND) table.
Internal Sub Fund	Optional	This chart of account is optional. Use of the field is optionally made when clearing Due To and Due From accounts with a Journal Voucher. As the system records these accounts on other accounting documents

		with the Sub Fund of the other internal party as the Internal Sub Fund, the Journal Voucher allows the same use when clearing for reporting purposes. Enter a value that is defined on the Sub Fund (SFUND) table.
Internal Department	Optional	This chart of account is optional. Use of the field is optionally made when clearing Due To and Due From accounts with a Journal Voucher. As the system records these accounts on other accounting documents with the Department of the other internal party as the Internal Department, the Journal Voucher allows the same use when clearing for reporting purposes. Enter a value that is defined on the Department Fiscal Year (DEPTFY) table.

- Detail Accounting

Chart of account elements in this section are those most often associated with cost accounting. The same tables can be used to establish date entry rules as with the Fund Accounting elements. Rules in each location must be satisfied as there is no hierarchy of application that allows for one area to override another.

- [Event Type Requirements](#) (ERQ) settings can make each element (except OBSA/Sub OBSA) as *Required*, *Optional*, or *Prohibited*.
- COA Required Element tables (REQELM for example) can make certain elements *Required*, *Optional*, or *Prohibited* based on values for one or more other fields on the accounting line.
- Required Budget (REQBUD) table settings can establish a budget structure as required, which will require the entry of all elements necessary to update all required levels of that budget structure. Of course, to trigger this type of edit, the accounting line must contain an Event Type that has a Posting Code being used that is established to update a budget with either the Revenue Budget or Expense Budget flags being checked on the [Posting Code](#) (PSCD) table.

One other situation exists that will make a COA element required, which is not a configuration option but a system edit. If a COA value is entered, it must be validated. If the reference table for that COA value contains other COA values as key fields, then those COA elements must also be completed for validation to occur.

Detail Accounting

Location:		Reporting:		Major Program:	
Sub Location:		Sub Reporting:		Program:	
Activity:		Task:		Phase:	
Sub Activity:		Sub Task:		Program Period:	
Function:		Task Order:			
Sub Function:					

Field Name	Required?	Field Description
Location	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Location (LOC) table or let the value default from the Accounting Template or a COA inference table.
Sub Location	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Sub Location (SLOC) table or let the value default from the Accounting Template or a COA inference table.
Activity	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Activity (ACTV) table or let the value default from the Accounting Template or a COA inference table.
Sub Activity	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Sub Activity(SACTV) table or let the value default from the Accounting Template or a COA inference table.
Function	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Function (FUNC) table or let the value

		default from the Accounting Template or a COA inference table.
Sub Function	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Sub Function (SFUNC) table or let the value default from the Accounting Template or a COA inference table.
Reporting	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Reporting (RPT) table or let the value default from the Accounting Template or a COA inference table.
Sub Reporting	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Sub Reporting (SRPT) table or let the value default from the Accounting Template or a COA inference table.
Task	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Task (TASK) table or let the value default from the Accounting Template or a COA inference table.
Sub Task	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Sub Task (STASK) table or let the value default from the Accounting Template or a

		COA inference table.
Task Order	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Task Order (TASKORD) table or let the value default from the Accounting Template or a COA inference table.
Major Program	System Set	This chart of account is optional and cannot be manually entered. As on all accounting documents, it is inferred from the Program entered. Major Programs that are defined as <i>No Split</i> or <i>Back End Split</i> will function on all Journal Vouchers; however, those defined as <i>Front End Split</i> require the use of a Journal Voucher that displays accounting line fields for Funding Profile, Priority, and Line.
Program	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Program (PROG) table or let the value default from the Accounting Template or a COA inference table.
Phase	Conditionally Required	This chart of account is optional unless made required by the Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Program Phase (PHPRG) table or let the value default from the Accounting Template or a COA inference table.
Program Period	Conditionally Required	This chart of account is optional unless made required by the Major Program, Event Type Requirements table, a COA required elements table, or exists on a required budget structure and the Posting Code value is one defined to update a budget. Enter a value that is defined on the Program Period (PPC) table.

Advanced Journal Voucher (JVA)

Purpose

The Advanced Journal Voucher (JVA) Document Code is one of the Document Codes of the JV Document Type that can be created manually by a user. The JVA Document Code should be used when an event type and posting pair should not be required to control posting code entry. Event type and posting pairs specified on the Line Group limits the choice of posting codes that can exist on the accounting lines under that line group.

Structure

The JVA Document Code contains all of the same fields and sections as the JV Document Code. Please refer to the "[Standard Journal Voucher \(JV\)](#)" section for screen shots and field definitions.

Tasks

The "[Create Manual Journal Entries](#)" section contains instructions on completing the following tasks:

- [Adjust a journal entry](#)
- [Reverse a journal entry](#)
- [Correct a journal entry](#)
- [Record bond proceeds](#)

Annual Close Journal Voucher (JVAC)

Purpose

The Annual Close Journal Voucher (JVAC) document should only be created via the Annual Close batch program. The Annual Close batch program facilitates the movement of account balances through the creation of one or more Annual Close Journal Voucher (JVAC) documents.

The process creates a minimum of two JVAC documents for each unique combination of Fund Code and Sub Fund code, one for the closed year and one for the new year. Document Header descriptions on these documents specify the Fund, Sub Fund and the year for easy identification.

More than two documents will be created for a combination when the **Number of Accounting Lines** control on the System Options - General section is exceeded. In such a case, a line is generated automatically with the **Balance Posting Code**. On the final document for that combination and year, another balancing line is generated that offsets the first.

NOTE: The baseline setup for the **Online Creation Allowed** flag on the Document Control (DCTRL) table for the JVAC Document Code is "not selected". If a manual adjustment to closing activity is required, then please use the JVA document code.

Structure

The JVAC Document Code contains all of the same fields and sections as the JV Document Code. Please refer to the "[Standard Journal Voucher \(JV\)](#)" section for screen shots and field definitions.

Tasks

Refer to the Annual Close run sheet in the *AMS Advantage Financial - General Accounting Run Sheets* guide, for instructions on running the batch program to create JVAC documents.

Bank Transfer Journal Voucher (JVBK)

Purpose

The Bank Transfer Journal Voucher (JVBK) document should only be created by the Automated Bank Account Transfer Process. The Automated Bank Account Transfer Process facilitates the movement of cash between various bank accounts through the creation of JVBK documents to update Advantage Financial bank account balances. When selected accounting activity is found for a fund that is not recorded to the Master Bank of that fund, then a JVBK is created to move it between the initial bank and Master Bank. In addition, an ACH file is also created to move the cash between physical banks.

NOTE: The baseline setup for the **Online Creation Allowed** flag on the Document Control (DCTRL) table for the JVBK Document Code is "not selected". If a manual adjustment to cash between banks is needed, then please use the JVA document code with the same posting code that the JVBK document uses, and do not forget to move the cash between actual bank accounts.

Structure

The JVBK Document Code contains all of the same fields and sections as the JV Document Code. Please refer to the "[Standard Journal Voucher \(JV\)](#)" section for screen shots and field definitions.

Tasks

Refer to the Automated Bank Account Transfer Process run sheet in the *AMS Advantage Financial - General Accounting Run Sheets* guide, for instructions on running the batch program to create JVBK documents.

Cost Accounting Journal Voucher (JVC)

Purpose

The Cost Accounting Journal Voucher (JVC) document allows you to perform manual Cost Accounting corrections. The JVC can be created manually, or it can be created by the Reimbursable Expense Adjustment chain job. The document does not have to impact a Funding Profile on every line, but does provide that ability when a Major Program is used that is either Front End or Back End Split. A Fund still has to be entered on every accounting line even if the impact of the document is just a cost accounting account such as Charges or Back End Splits.

Structure

The JVC Document Code contains all of the same fields and sections as the JV Document Code. Please refer to the "[Standard Journal Voucher \(JV\)](#)" section for screen shots and field definitions.

- The JVC also has three additional fields on the Accounting section.

Detail Accounting		
Location:	Reporting:	Major Program:
Sub Location:	Sub Reporting:	Program:
Activity:	Task:	Phase:
Sub Activity:	Sub Task:	Program Period:
Function:	Task Order:	Funding Profile:
Sub Function:		Funding Priority:
		Funding Line:

Note: If a value is entered into one of the fields, then values must be entered into all three fields.

Field Name	Required?	Field Description
Funding Profile	Conditionally Required	This chart of account should be blank unless a <i>Front End Split</i> Major Program has been inferred. Enter a value that is defined on the Funding Profile (FPRFLST) table - Funding Profile section.
Funding Priority	Conditionally Required	This chart of account should be blank unless a <i>Front End Split</i> Major Program has been inferred. Enter a value that is defined on the Funding Priority section of the Funding Profile (FPRFLST) table. Note: You cannot enter a Funding Priority that has the Overflow flag checked on the Funding Profile table - Funding Profile section.
Funding Line	Conditionally Required	This chart of account should be blank unless a <i>Front End Split</i> Major Program has been inferred. Enter a value that is defined on the Funding Line tab of the Funding Profile (FPRFLST) table - Funding Profile section.

Tasks

The "[Create Manual Journal Entries](#)" section contains instructions on completing the following tasks:

- [Adjust a journal entry](#)
- [Reverse a journal entry](#)
- [Correct a journal entry](#)
- [Record bond proceeds](#)

Refer to the Reimbursable Expense Adjustment run sheet in the *AMS Advantage Financial - Cost Accounting Run Sheets* guide, for instructions on running the batch program to create JVC documents.

JV - Clearing Account Maintenance (JVCAM)

Purpose

The JV - Clearing Account Maintenance (JVCAM) document should be created by the Clearing Account Maintenance chain job. The Clearing Account Maintenance chain job looks for matching Due To and Due From entries on the input journal and then creates a JVCAM document to reverse these entries and update Cash.

NOTE: The baseline setup for the **Online Creation Allowed** flag on the Document Control (DCTRL) table for the JVCAM Document Code is "not selected". If a manual clearing is needed, then please use the JVA Document Code.

Structure

The JVCAM Document Code contains all of the same fields and sections as the JV Document Code. Please refer to the "[Standard Journal Voucher \(JV\)](#)" section for screen shots and field definitions.

Tasks

Refer to the Clearing Account Maintenance Chain run sheet in the *AMS Advantage Financial - General Accounting Run Sheets* guide, for instructions on running the batch program to create JVCAM documents.

Journal Voucher Income Allocation (JVIA)

Purpose

The Journal Voucher Income Allocation (JVIA) document should only be created by the Income Allocation Process. The Income Allocation Process creates JVIA documents to move investment income that is collected into the Pool Fund through the Pool Fund Investment Earnings (PFIE) Document Code back to the applicable participatory funds.

Structure

The JVIA Document Code contains all of the same fields and sections as the JV Document Code. Please refer to the "[Standard Journal Voucher \(JV\)](#)" section for screen shots and field definitions.

Tasks

Refer to the Income Allocation Process run sheet in the *AMS Advantage Financial - Treasury Accounting Run Sheets Guide*, for instructions on running the batch program to create JVIA documents.

Investment Journal Voucher (JVIN)

Purpose

The Investment Journal Voucher (JVIN) Document Code is one of the Document Codes of the JV Document Type that can be created manually by a user. The Treasury Accounting business area is designed so that purchases and sales of investments are recorded with a JVIN document.

Structure

The JVIN Document Code contains all of the same fields and sections as the JV Document Code. Please refer to the "[Standard Journal Voucher \(JV\)](#)" section for screen shots and field definitions.

Tasks

The "[Record bond proceeds](#)" section under "[Create Manual Journal Entries](#)" contains instructions on completing a Journal Voucher document for miscellaneous accounting. Recording investments is very similar to bonds in that there may be multiple line groups with different posting pairs within a single event type. Recording investments can also be done with multiple Journal Vouchers using a single Line Group each with Event Types or a single document with a single Line Group using no Event Type.

Restricted Journal Voucher (JVR)

Purpose

The Restricted Journal Voucher (JVR) Document Code is one of the Document Codes of the JV Document Type that can be created manually by a user. Unlike other JV documents, all the COA elements are displayed at the Line Group level on the JVR. When COA information is entered at the Line Group level, a Validate and/or Submit action will push the values down to each of the related Accounting Lines. The data will be pushed to the Accounting Lines before any inferences and validations occur on the Accounting Lines. All data validations will occur there on the Accounting Lines. COA errors made at the Line Group level will produce validation errors on each of the Accounting Line rather than the Line Group. However, fixing the error on the Line Group then validating the document will push the correction down to all the Accounting Lines.

When validating or submitting the document, the system will overwrite any existing values with those entered on the Line Group level. That being said, if a value is null at the Group Line level, it will not overwrite a populated value on the Accounting Line. Because the data will be pushed from the Line Group to the Accounting Lines before any inferences or validations, there could be an instance where a powerful inference overrides what is entered at the Line Group. Likewise a weak inference, such as the Accounting Template, will not override what is entered at the Line Group level.

The JVR Document Code can be used effectively in two situations. The first is when Accounting Lines under a Line Group will all contain many of the same COA values. To assist and speed up data entry, those consistent COA can be entered at the Line Group so that they do not have to be entered on all Accounting Lines. The second situation is dependent on field security or UI modifications that have prevented data entry in one or more COA fields at the Accounting Line. If the activity on the journal voucher requires a value in a protected COA field, then data for that COA field has to be entered on the Line Group. One example of this situation in practice is expenditure or revenue corrections where a site wishes to prevent such a correction from crossing Fund codes. If Fund were protected at the Accounting Line, it would have to be recorded on the Line Group. Then all Accounting Lines under that group would have the same Fund.

Structure

The JVR Document Code contains all of the same fields and sections as the JV Document Code except that the Fund Accounting and Detail Accounting tabs are also displayed on the Line Group level. Please refer to the "[Standard Journal Voucher \(JV\)](#)" section for screen shots and field definitions.

- The JVR has many additional fields on the Line Group. For individual field definitions, please see the JV information for the Accounting Line tabs for Fund Accounting and Detail Accounting.

Fund Accounting		
Fund:	Object:	OBSA:
Sub Fund:	Sub Object:	Sub OBSA:
Department:	Revenue:	Dept Object:
Unit:	Sub Revenue:	Internal Fund:
Sub Unit:	BSA:	Internal Sub Fund:
Appr Unit:	Sub BSA:	Internal Dept:

Detail Accounting		
Location:	Reporting:	Program:
Sub Location:	Sub Reporting:	Phase:
Activity:	Task:	Program Period:
Sub Activity:	Sub Task:	
Function:	Task Order:	
Sub Function:		

Field Name	Required?	Field Description
Various COA fields in the Fund Accounting and Cost Accounting sections	Optional	All COA fields are optional on the line group. Entry in one or more of the fields will be required if the COA field is protected from data entry at the Accounting Line while also being required by Required Budget, COA Required Element page, or Event Type Requirements. If an COA Inference page does not supply a value at the Accounting Line, a value must be entered at the Line Group.

Tasks

The "[Create Manual Journal Entries](#)" section contains instructions on completing the following tasks.

- [Adjust a journal entry](#)
- [Reverse a journal entry](#)
- [Correct a journal entry](#)

Journal Voucher Cash Sweep (JVSW)

Purpose

The Journal Voucher Cash Sweep (JVSW) document should only be created by the Cash Sweep Process. The JVSW documents record the movement of cash from Participatory Funds to the Pool Fund and vice versa for reverse sweep. For additional information on the Cash Sweep Process, refer to the associated run sheet in the *AMS Advantage Financial - Treasury Accounting Run Sheets* guide.

Structure

The JVSW Document Code contains all of the same fields and sections as the JV Document Code. Please refer to the "[Standard Journal Voucher \(JV\)](#)" section for screen shots and field definitions.

Tasks

Refer to the Cash Sweep Process run sheet in the *AMS Advantage Financial - Treasury Accounting Run Sheets* guide, for instructions on running the batch program to create JVIA documents.

Accounting Based Spending (ABS) Document Type

The Accounting Based Spending (ABS) Document Type can be used for procurement and accounts payable accounting where commodity level detail is not needed or desired. The document type is also one that lends itself to being used for site-specific needs that do not have to be procurement or accounts payable related because of its simple document structure. The document type has the following document components; some may or may not be visible depending on the Document Code.

Document Header (only 1)

Vendor Line (1 - n)

Travel Information (0 - n)

Travel Encumbrances / Temporary Travel Expenses (0 - n)

Travel Payments (0 - n)

Accounting Line (1 - n)

Intercept Details (0 - n)

Important features for the Accounting Based Spending Document Type:

- Internal Vendor, External Vendor and No Vendor

ABS documents can be used to pre encumber and encumber funds for reserving budget authority for later purchases from external as well as internal vendors. For example, a request for payment to an external vendor is made with the GAX document code referencing either a GAP or GAE document code. For an internal vendor, a GAP or GAE is processed and then later referenced by an Internal Transaction Initiator (ITI), Internal Transaction Agreement (ITA), or Internal Exchange Transaction (IET) document. Those internal documents are covered in the "Internal Document Type" section.

ABS document codes also can withhold budget authority without a vendor code specified. Such documents can later be referenced by a document code in the Charge document type. An example of this scenario is for Cost Allocation. As costs are accumulated and later allocated to other parties, the need often arises to assure that the other areas have enough budget authority to cover those allocated costs.

The Program Document Cross Reference (PRGXRF) table was designed for this

purpose. The table will connect the Cost Allocation chain job to an ABS document by a record on the table defined by Fiscal Year, Department, Program, Phase, and Appropriation or by the same combination without Phase.

Related Topic(s):

- The "[ABS Document Sub Types](#)" section provides a list of all document Sub Types delivered with the ABS Document Type. The "[ABS Delivered Document Codes](#)" section provides a list of all Document Codes that are delivered with the ABS Document Type.
- For a description of the delivered event types allowed for the ABS document type, please refer to the following sections in the Accounting Model Delivered Configuration section: [Accounts Payable Accounting Model](#), [Procurement Accounting Model](#), and [Travel Accounting Model](#).
- For instructions on how to create documents associated with the Accounting Based Spending Document Type, refer to the following sections under "Common Business Tasks".
- [Create a Non-Commodity Request for Payment](#)
- [Create a Non-Commodity Order](#)
- [Create a Non-Commodity Requisition](#)
- [Correct a Non-Commodity Order](#)
- [Request Payment for Travel in Advance](#)
- [Encumber Funds for Future Travel](#)
- [Request Travel Reimbursement](#)

ABS Document Sub Types

Given the earlier statement that not all document components can be viewed on any one document code of the ABS document type and the structure depicting document components that are optional (0 - n), document sub type is a very important concept for the ABS document type.

The following list taken from the 'Document Sub Type' section of Document Configuration shows those sub types for the ABS.

Document Type	Sub Type	Name
ABS	ABDL	Accounting Based Document Lapse
ABS	GAE	General Accounting Encumbrance

ABS	GAP	General Accounting Pre Encumbrance
ABS	GAX	General Accounting Expense/Expenditure
ABS	IT	Intercept Payment
ABS	TA	Travel Advance
ABS	TE	Travel Encumbrance
ABS	TP	Travel Payment

Each sub type is associated with at least one document code on the Document Control table. As each document code is associated with a Destination Page on the Application Page Registration table, different HTML views can exist for a sub type and document code. Certain optional document components listed earlier become required based on document sub type. Sub types also provide other capabilities such as edits and updates. In the sections that follow that give definitions for the various document components and field descriptions, those sub-type edits and updates are described.

ABS Delivered Document Codes

This document type contains many delivered document codes. Many of these codes relate 1:1 with a document sub type.

The full list of delivered document codes is as follows:

Code	Name	Intended Use	Sub Type
ABDL	Accounting Based Document Lapse	Open Activity Lapse chain job to close open ABS documents	ABDL
GAP	General Accounting Pre Encumbrance	Data entry of pre encumbrances	GAP
GAE	General Accounting Encumbrance	Data entry of encumbrances	GAE
GAX	General Accounting Expense/Expenditure	Data entry of requests for payment	GAX

GAIP	GA Intercept Payment	Issue Intercept Payment chain job to request payment to external entities for intercepted debt	IT
GAEC	General Accounting Encumbrance Correction	Correction of encumbrances for incorrect payment requests that have been disbursed	GAE
TE	Travel Encumbrance	Encumber funds for future travel	TE
TA	Travel Advance	Request payment of a travel advance	TA
TP	Travel Payments	Record travel expenses previously advanced differently if required and request refunds for out-of-pocket expenses	TP

In later sections where field definitions are provided, if a field is available on all HTML versions of the ABS, the definition will not call out the different HTML version. However, if a field is on more than one the definition will call out which (for example fGAX, fGAIP, fTA, and fTP for the **Header Bank Account** field. If a field is only on one HTML, then that field will only be shown under the delivered document code using that HTML.

General Accounting Expense/Expenditure (GAX)

Purpose

The General Accounting Expense/Expenditure (GAX) Document Code is delivered using the HTML (fGAX) which shows payment request options at the Header, Vendor, and Accounting sections. With these options, the document code can perform any Event Type that is marked as **Disbursement Request Update** on the Event Type table. Other event types are also available to the document code.

Structure

The General Accounting Expense/Expenditure (GAX) Document Code is comprised of just three document sections containing many fields common to accounting documents along with several that support the business functions of the GAX.

The GAX contains the following sections:

- [Header](#)
- [Vendor](#)
- [Accounting](#)

Tasks

The "[Create a Non-Commodity Request for Payment](#)" section contains instructions on creating a GAX document.

Header

Many values entered on the Header are intended to be used as default values for all accounting lines unless a different value is specified at the accounting line level. Several fields do exist to define information at a header level that may be required by Document Control options or document sub type edits.

The Header section contains the following tabs:

- General Information

General Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Bank Account:

Replacement:

Cited Authority:

Actual Amount: \$0.00

Closed Amount: \$0.00

Closed Date:

Open Amount: \$0.00

Referenced Amount: \$0.00

Field Name	Required?	Field Description
Document Name	Conditionally Required	An optional field to record a short description or name for a document for reporting or identification purposes. The field can be required per Document Control setup.
Record Date	Required	A date which journal updates created will be recorded. If left blank, the value will default to the Application Date from the Application Control (APPCTRL) table when the document goes to final. The date, if manually entered, may not necessarily be the date the document went to final, but serves to provide another measure of 'when' the accounting events occurred. The common calendar pick exists to assist in selection. For manual data entry, enter a date in the following format: mm/dd/ccyy.
Budget FY	Required	An optional field for specifying a budget year (BFY) to be the BFY used on all accounting lines. If left blank, the BFY will default to the current BFY of the Record Date entered or defaulted based on the default FY of that date on the Calendar Date table. The Header BFY will never overlay any pre-existing value at the accounting line.

Fiscal Year	Required	An optional field for specifying a fiscal year (FY) to be the FY used on all accounting lines. If left blank, the FY will default to the current FY of the Record Date entered or defaulted based on the default FY of that date on the Calendar Date table. The header FY will never overlay any pre-existing value at the accounting line.
Period	Required	An optional field for specifying an accounting period (APD) to be the APD used on all accounting lines. If left blank, the APD will default to the current APD of the Record Date entered or defaulted based on the default APD of that date on the Calendar Date table. The Header APD will never overlay any pre-existing value at the accounting line.
Document Description	Conditionally Required	An optional field to record a short description for a document for reporting and identification purposes. The field can be required per Document Control setup.
Actual Amount	Calculated	A system calculated amount that is the summation of the Line Amount field on all Accounting lines.
Closed Amount	Calculated	A system calculated amount that is the summation of the Closed Amount on all Accounting lines.
Closed Date	System Set	A system populated field that is set when the last Accounting line also has a Closed Date populated. When a date is present in this field, it serves as a quick notice that all accounting lines are closed on the document so that no more <i>Partial</i> or <i>Final</i> references can be made to any line on the document.
Open Amount	Calculated	A system calculated amount that is the Actual Amount minus the Closed Amount.
Referenced Amount	Calculated	A system calculated amount that is the summation of the Referenced Line Amount field on all Accounting Lines.

Bank Account	Optional	An optional field to specify a bank on the header that will default to all accounting lines where a bank is not manually specified. If left blank at the header, accounting lines will use any manually entered bank value or infer the default bank for the Fund of an accounting line. A pick to the BANK table exists to facilitate data entry. The Bank value at the Header will never overlay any accounting line Bank value. (fGAX, fGAIP, fTA, and fTP.)
Replacement	Optional	An optional checkbox indicating a payment is to replace a previous disbursement. This value will then be carried forward on the referencing disbursement documents (AD, MD, DC, WR, etc) for later use. (fGAX, fGAIP, fTA, and fTP.)
Cited Authority	Optional	An optional field to specify a value from the Cited Authority (CAUTH) table. A pick to the CAUTH table exists to assist in data entry. The Cited Authority represents the authority which enables a user to enter the specific document for the amount specified on the document. Based on Document Control (DCTRL) settings, the Cited Authority field may be required, depending on the control setting. • <i>Not Required</i> - If this value is selected, then the Cited Authority is not required on the associated Document Code. • <i>Required</i> - If this value is selected, then the Cited Authority is required on the associated Document Code. • <i>Required on Non-Referenced AL</i> - If this value is selected, then the Cited Authority is required on the associated Document Code when there exists at least one accounting line that has no reference or that is a Memo reference. The system performs a look up to the Cited Authority table using the Document Code, the Document Department Code and the Cited Authority value entered. If a record is not found the system performs another look up to the table with the Document Code, a

		Document Department Code of ALL and the Cited Authority entered. The system also verifies the following on the Cited Authority table: - The document Record Date is equal to or greater than the Effective From date and the Record Date is equal to or less than the Effective To date for the Cited Authority entered. - The Actual Amount on the document is equal to or greater than the Document Minimum amount value on the Cited Authority table for the Cited Authority entered. If the Document Minimum is blank, an error is not issued. The Actual Amount on the document is equal to or less than the Document Maximum amount value on the Cited Authority table for the Cited Authority entered. If the Document Maximum is blank, an error is not issued.

- Additional Amounts

Additional Amounts		
Retainage Amount: \$0.00	Withholding Amount: \$0.00	
Discount Amount: \$0.00	Intercept Amount: \$0.00	
Penalty/Interest Amount: \$0.00	Default Intercept Fee Amount: \$0.00	
	Supplementary Intercept Fee Amount: \$0.00	
	Payment Amount: \$0.00	

Field Name	Required?	Field Description
Retainage Amount	Calculated	A system calculated amount of all Retainage Amounts across all accounting lines of the document. As taking retainage is not a feature available to the ABS document type, the amount will always be \$0.00 for fields at both parts of the document. The ABS records payout and forfeiture or retainage, but those do not update the Retainage Amount at the accounting line level.

Discount Amount	Calculated	A system calculated amount of all Discount Amounts across all accounting lines of the document.
Penalty/Interest Amount	Calculated	A system calculated amount of all Penalty/Interest Amounts across all accounting lines of the document.
Withholding Amount	Calculated	A system calculated amount of all Withholding Amounts across all accounting lines of the document.
Intercept Amount	Calculated	A system calculated amount of all Intercept Amounts across all accounting lines of the document.
Default Intercept Fee Amount	Calculated	A system calculated amount of all Default Intercept Fee Amounts across all accounting lines of the document.
Supplementary Intercept Fee Amount	Calculated	A system calculated amount of all Supplementary Intercept Fee Amounts across all accounting lines of the document.
Payment Amount	Calculated	A system calculated amount of all Payment Amounts across all accounting lines of the document. [fGAX, fGAIP, fTA, and fTP]

- Extended Description

Extended Description

Extended Description:

Field Name	Required?	Field Description
Extended Description	Optional	An optional field to record a long description.

- Contact

Contact

Contact Code: 60

First & Last Name

email.address@cgi.com

703-555-1212

Field Name	Required?	Field Description
Contact Code	Optional	An optional field to record a Contact Code for a document. The field can be required per Document Control (DCTRL) setup. A pick exists to the Contact (CNTAC) page to assist in data entry. From the value entered in this field, the following three fields will be inferred.
Contact	Optional	The first and last names defined for the contact selected in the Contact Code field.
Email Address	Optional	The email address defined for the contact selected in the Contact Code field.
Phone	Optional	The phone number defined for the contact selected in the Contact Code field.

- Document Information

Document Information

Created By: gmcclend

Created On: 12/12/2008

Modified By: gmcclend

Modified On: 12/12/2008

Field Name	Required?	Field Description
Created By	System Set	The user id of the person that created the document in AMS Advantage.
Created On	System Set	The date that the document was created in AMS Advantage.

Modified By	System Set	The user id of the person that last modified the document.
Modified On	System Set	The date that the document was last modified.

Vendor

A vendor line is always required on the ABS Document Type, but vendor information is not always required. When not entered, an empty vendor line will still exist to connect Accounting Lines to the Header. Controls in three areas can require a user to enter vendor information that is either for an external or internal vendor.

1. If at least 1 accounting line contains an event type with settings on the Event Type (ETYP) table of a selected **Disbursement Request Update** flag, then information must be entered, as an update to the Disbursement Request (DISBQ) table will fail without it causing the document to reject.
2. If at least 1 accounting line contains an event type with settings on the Event Type Requirements (ERQ) table with the **Vendor** field set to *Required*, then vendor information must be entered. In such a case, a vendor/customer code must be entered that is an active vendor. Even if creating a document to request a revenue refund for a customer, that vendor/customer code must be an active vendor with an *Accounts Payable* address in order to produce a disbursement.
3. If the document code had the **Vendor** field set to *Required* on the Document Control (DCTRL) table, then vendor information must be entered. The same statement about an active vendor applies here too.

The **Internal/External Restriction** on the Event Type Requirement settings can either require an internal or external vendor code with a third option of allowing either.

The Vendor section contains the following tabs:

- General Information

Vendor			
Vendor Line	Vendor Customer	Legal Name	Line Amount
1			\$0.00
From 1 to 1 Total: 1			
First Previous Next Last Go to line: Go Tab View			
General Information Vendor Customer: Legal Name: Alias/DBA: Address Code:			

Vendor Contact ID:

Field Name	Required?	Field Description
Vendor Customer	Conditionally Required	An optional field to record a vendor/customer code. Field can be required per Document Control (DCTRL), Event Type (ETYP), or Event Requirements (ERQ) setup. A pick exists to the Vendor Customer table to assist in data entry. From the value entered in this field, an Address Code and Contact ID will be inferred if the vendor code is not marked as Miscellaneous.
Legal Name	Conditionally Required	A required field if a vendor code is entered that can be the name printed on the eventual disbursement if the Name on Check field is set to <i>Legal Name</i> or <i>Both</i> on the Vendor/Customer (VCUST) table. When the vendor code is not miscellaneous, this field will be inferred to the document upon a save action. In cases where the name should be different than the inferred value, one can be manually entered that will not be overlaid by the inference. If miscellaneous, the user must enter a value.
Alias/DBA	Optional	An optional field if a vendor code is entered that can be the name printed on the eventual disbursement if the Name on Check field is set to <i>Alias/DBA</i> or <i>Both</i> on the Vendor/Customer (VCUST) table. When the vendor code is not miscellaneous, this field

		will be inferred to the document upon a save action. In cases where the name should be different than the inferred value, one can be manually entered that will not be overlaid by the inference. If miscellaneous, the user may enter a value.
Address Code	Conditionally Required	A required field if a non-miscellaneous vendor code is entered. No value should be entered if a miscellaneous vendor or no vendor is entered. When a non-miscellaneous vendor is entered and there is a payment address marked as the default address, that Address Code will be inferred unless another has been manually entered. If there is no default payment address, then a user must enter a valid and active payment Address Code. A pick exists to the Address table to assist in data entry. The value entered in this field will enable the defaulting of other address information upon a save action if such information does not already exist. For this reason, if the address code is changed, address fields must be cleared out by the user to infer new values.
Address Line 1	Required	A required field for the first address line of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed.
Address Line 2	Optional	An optional field for the second address line of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table.
City	Required	A required field for the city of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed.
State	Required	A required field for the city of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered,

		this field must be completed. A drop down listing is available to assist with data entry.
Zip	Required	A required field for the zip of the vendor code. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed.
Country	Optional	An optional field for the country of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table. A manually entered value must be valid on the Country (CTRY) table.
County	Optional	An optional field for the county of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table. A pick to the County (CTY) table exists to assist in data entry.
Vendor Contact ID	Optional	An optional field if a non-miscellaneous vendor code is entered. No value should be entered if a miscellaneous vendor or no vendor is entered. When a non-miscellaneous vendor is entered and there is a payment address marked as the default address, the Contact ID of that Address Code will be inferred unless another has been manually entered. A pick exists to the Vendor Contact table to assist in data entry. The value entered in this field will enable the defaulting of other contact information upon a save action if such information does not already exist. For this reason, if the contact code is changed, contact fields must be cleared out by the user to infer new values.
Vendor Contact Name	Optional	An optional field for a contact of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.

Vendor Contact Phone	Optional	An optional field for a phone number of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Vendor Contact Phone Ext	Optional	An optional field for a phone extension of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Vendor Contact Email	Optional	An optional field for an email address of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Fax	Optional	An optional field for a fax number of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Fax Extension	Optional	An optional field for a fax extension of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Web Address http://	Optional	An optional field for the web address of the vendor. If a non-miscellaneous vendor code, this field will be inferred upon a save action from the Vendor Customer table.

- Disbursement Options

Many of the fields listed in this section cannot be changed on a modification document and require a user to access the request for payment from the Disbursement Management (DISBM) table to make the change.

Disbursement Options

Disbursement Category: 

Schedule Payment Date: 

Disbursement Priority: 

Disbursement Type: 

Disbursement Format: 

Single Payment: ☐

EFT Status: 

Handling Code: 

On Line Disbursement Rqst: ☐

Taxpayer Id:

Taxpayer Id Type: 

Pay Third Party: ☐

Field Name	Required?	Field Description
Disbursement Category	Optional	An optional field to record a defined value from the Disbursement Category (DISC) table that can provide selection capability, consolidation, sorting, or reporting capabilities for disbursement processing. A pick exists to the DISC table to assist with data entry when a default is not inferred for the vendor code or a value other than the default needs to be selected. (fGAX, fGAIP, fTA, and fTP.)
Schedule Payment Date	Required	A required date field that will indicate when a disbursement should be made. A date can be entered manually or system logic will default a value based on settings from one or more of these areas: • Expense tab of System Options (SOPT) for System Payment Lag • Vendor Customer (VCUST) for Schedule Payment Day • Object (OBJ) for Payment Lag • Accounting Line for Service To date • Vendor Line for Discount Terms A date manually entered should not be before the current application date, and if it is, a warning is issued. As with many disbursement options, this one cannot be changed on a modification document. The Disbursement Management (DISBM) page must be used to make a change. (fGAX, fGAIP, fTA, and fTP.)
Disbursement Priority	Required	A required field to record a defined value from the Disbursement Priority (DISP) table that can provide selection capability, consolidation, sorting, or reporting capabilities for disbursement processing. A pick exists to the DISC table to assist with data entry when a default is not inferred for the vendor code, or the default value of 99 is not desired. (fGAX, fGAIP, fTA, and fTP.)

Disbursement Type	Required	A required field to record whether a disbursement will be a <i>Check</i>, <i>Warrant</i>, or <i>EFT</i>. The field will default to the Default Type value on the Vendor/Customer (VCUST) table unless the vendor is eligible for EFT, in which case it will default to <i>EFT</i>. (Please refer to the note below Disbursement Format.) (fGAX, fGAIP, fTA, and fTP.)
Disbursement Format	Required	A required field to record a defined value from the Disbursement Format (DISF) table that can provide consolidation, sorting, or reporting capabilities for disbursement processing. Each format defined on DISF is associated with a disbursement printing layout developed into the disbursement process. A pick exists to the DISF table to assist with data entry when the default for the vendor code is not desired. A pick exists to the DISF table to assist with data entry when the default for the vendor code is not desired. (fGAX, fGAIP, fTA, and fTP.) Note: Upon Validate/Submit, after the Address ID on the Vendor Line is inferred, if it has not been manually entered the system shall infer the Disbursement Type and Format values as follows: • If Allow Prenote/EFT on Vendor Address is set to True on APPCTRL, the ABS Document will take the Vendor and Address Code from the Vendor Line and look up the associated Vendor's Payment Address record on the Vendor Address table. • If the EFT Status field is set to Eligible for EFT and the Generate EFT flag is set to true on the associated Payment Address, the system shall take the EFT Format value from the Vendors Payment Address record and retrieve the associated Disbursement Type value from the Disbursement Format table and populate the Disbursement Type and Format fields on the ABS document. • If the EFT status field is

		populated on the Vendors Payment Address record but not set to Eligible for EFT, the system shall infer the Default Type and Default Format from the Vendors Location record to the Disbursement Type and Format fields on the ABS document. - Otherwise, if Allow Prenote/EFT on Vendor Address is set to False on APPCTRL, the system shall attempt to retrieve the EFT information from the Vendors Location record. - If the EFT Status field is set to Eligible for EFT and the Generate EFT flag is set to true, the system shall take the EFT Format value and retrieve the associated Disbursement Type value from the Disbursement Format table and populate the Disbursement Type and Format fields on the ABS document. - If the EFT Status field is not set to Eligible for EFT, the system shall infer the Default Type and Default Format from the Vendors Location record to the Disbursement Type and Format fields on the ABS document.
Single Payment	Optional	A flag to record whether or not the document should be grouped with others to the same vendor that also has the same consolidation values. When checked, there will be one disbursement document for the ABS document. The flag cannot be selected if the vendor line total is negative. Such a case exists when the total of accounting lines with a negative Line Amount (a credit memo) exceeds that of positive lines. The flag will default to the setting for the vendors Single Payment Indicator value, with the credit memo exception. (fGAX, fGAIP, fTA, and FTP.)
EFT Status	Required	A required field that will default to the value found in the EFT Status value found for the vendor on the Address section of the Vendor/Customer (VCUST) table. If the EFT

		Status field on the Address section is blank, then the EFT Status field on the Vendor/Customer section is used. Valid values include <i>N/A</i> , <i>Prenote Requested</i> , <i>Prenote Pending</i> , <i>Eligible for EFT</i> , <i>Prenote Rejected</i> , <i>Not Eligible for EFT</i> , and <i>EFT Hold</i> . When set to <i>Eligible for EFT</i> , the Disbursement Type field will be set to <i>EFT</i> .(fGAX, fGAIP, fTA, and fTP.)
Handling Code	Optional	An optional field to record a defined value from the Disbursement Handling (HDCD) table that can provide consolidation, sorting, or reporting capabilities for disbursement processing. A pick exists to the HDCD table to assist with data entry. (fGAX, fGAIP, fTA, and fTP.)
Online Disbursement Rqst (Request)	Optional	A flag to indicate if an online disbursement should be created for this request. The flag cannot be selected if the disbursement type is EFT. If selected, this payment will be selected during the next on-line disbursement cycle. (fGAX, fGAIP, fTA, and fTP.)
Taxpayer ID	Conditionally Required	An optional field for taxpayer identification also referred to as TIN Number. When a vendor has a record on the 1099 Reporting Information (1099I) table, the ID will default to the document. (fGAX, fGAIP, fTA, and fTP.) The Document Control (DCTRL) table contains a control to ensure 1099 information for miscellaneous vendors, called TIN Number & Type for Miscellaneous Vendors. • If <i>Not Required</i>, then TIN Number and TIN Type are optional fields. • If <i>Required</i>, TIN Number and TIN Type are required fields. • If <i>Overrideable</i> and if TIN Number and TIN Type are not populated, then an overrideable error message is issued. • If <i>Required for Reportable Funding Only</i>, entering the TIN Number and TIN Type for a miscellaneous vendor will be required, if at least one element

		on the accounting line is 1099 reportable (Object, Sub Object, Balance Sheet Account or Sub Balance Sheet Account). If <i>Overrideable for Reportable Funding Only</i> and if the TIN number and TIN Type fields are not populated, then an overrideable error is issued if at least one element on the accounting line is 1099 reportable (Object, Sub Object, Balance Sheet Account or Sub Balance Sheet Account).
Taxpayer ID Type	Conditionally Required	An optional field for taxpayer type identification. When a vendor has a record on the 1099 Reporting Information (1099I) table, the TIN Type will default to the document. Valid values include: <i>SSN/ITN/ATIN</i> or <i>EIN</i>. The Document Control (DCTRL) table contains a control to ensure 1099 information for miscellaneous vendors, called TIN Number & Type for Miscellaneous Vendors. Please see the Taxpayer ID field for how this control is applied. Editing of the Taxpayer ID Type value is done with the Organization Type and Classification of the vendor as follows: - If Organization Type is <i>Individual</i> and <i>Classification</i> is blank then the Taxpayer ID Number Type must be blank or <i>SSN/ITIN/ATIN</i>. - If Organization Type is <i>Company</i> and <i>Classification</i> is blank then the Taxpayer ID Number Type must be blank or <i>EIN</i>. - If Classification is <i>Individual</i> or <i>Nonresident Alien</i> then the Taxpayer ID Type must be blank or <i>SSN/ITIN/ATIN</i>. - If Classification is <i>Partnership</i> then the Taxpayer ID Type must be blank or <i>EIN</i>. - If Classification is <i>Incorporated</i>, <i>Trust</i>, <i>Foreign</i>, <i>State Government</i>, or <i>Other Government</i> then the Taxpayer ID Type must be blank or <i>EIN</i>.

		If Classification is <i>Sole Proprietorship</i>, then the then the Taxpayer ID Type may be blank, <i>EIN</i>, or <i>SSN/ITIN/ATIN</i>.
Pay Third Party	Optional	A flag to indicate that the disbursement is not to be to the vendor, but to the third party vendor code established for the vendor on the Vendor/Customer (VCUST) table. The flag defaults to unchecked. When a request for payment is flagged to the third party on the vendor line, the document will infer the third party information to the Payee fields on the Disbursement Request table (DISRQ). (fGAX, fGAIP, fTA, and fTP.)

- Discount Terms

Discounts are defined by establishing a discount schedule, which consists of a Number of Days and a corresponding Discount Percentage. The Number of Days indicates the amount of days that can elapse between the Invoice Date and the disbursement date in order for the corresponding Discount Percentage to be applied to the payment. Because discounts can be entered on a schedule, multiple discount percentages can be defined based on different Numbers of Days.

When Disbursements processes a payment, the discount schedule is applied. If the payment day falls within one of the specified discounted number of days, then the corresponding Discount Percentage is taken. For example, the following discount schedule is entered on the Business Line for an ABS document code:

Number of Days	Percentage
5	3.0000
15	2.0000

If a disbursement is made for the request from 6 to 15 days from the Vendor Invoice Date, then a 2% discount would be deducted from the payment. If paid on the same day or by 5 days from the Vendor Invoice Date, then a 3% discount would be deducted. If paid after 15 days, then there is no discount. Note: If a Vendor Invoice Date is not entered on the accounting line of the ABS document, the Record Date will be used to calculate the discount days.

When entering discount terms, skipping a row is not allowed. For example, terms can not be entered for Days 1 and Days 3 without entering any for Days 2.

Discount Terms		
Days 1:	Percent 1:	Discount Always 1: ☐
Days 2:	Percent 2:	Discount Always 2: ☐
Days 3:	Percent 3:	Discount Always 3: ☐
Days 4:	Percent 4:	Discount Always 4: ☐

Field Name	Required?	Field Description
Days 1	Optional	An optional field to record a number of days from Vendor Invoice Date or, if that date is blank, the Record Date that the discount Percent 1 field value will apply. If the vendor has a Days 1 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered. If a value has been manually entered, defaulting will not be done for any fields in the Discount Terms section. Any value entered must be a whole number and cannot be negative. (fGAX, fGAIP, fTA, and fTP.)
Percent 1	Optional	An optional field to record a discount percentage to be used if disbursement has a Record Date that is before or on the Days 1 value calculation from Vendor Invoice Date or, if that date is blank, the Record Date of the ABS. If the vendor has a Percent 1 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field. Any value entered must be a positive percentage. The field will round up to four decimals if more decimal places are manually entered. (fGAX, fGAIP, fTA, and fTP.)
Discount Always 1	Optional	A flag that when selected, indicates that all other subsequent discount terms no longer apply. The discount always applies, even if the number of net days has passed. The default is unselected. Only one of the Discount Always 1 to 4 flags can be selected at any given time. If the vendor has a Discount Always 1 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field. (fGAX, fGAIP, fTA, and fTP.)

Days 2	Optional	An optional field to record a number of days from Vendor Invoice Date or, if that date is blank, the Record Date that the discount Percent 2 field value will apply. If the vendor has a Days 2 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field. Any value entered must be a whole number greater than the Days 1 value. (fGAX, fGAIP, fTA, and fTP.)
Percent 2	Optional	An optional field to record a discount percentage to be used if disbursement has a Record Date that is before or on the Days 2 value calculation from Vendor Invoice Date or, if that date is blank, the Record Date of the ABS. If the vendor has a Percent 2 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field. Any value entered must be a positive percentage. The field will round up to four decimals if more decimal places are manually entered. (fGAX, fGAIP, fTA, and fTP.)
Discount Always 2	Optional	A flag that when selected, indicates that all other subsequent discount terms no longer apply. The discount always applies, even if the number of net days has passed. The default is unselected. Only one of the Discount Always 1 to 4 flags can be selected at any given time. If the vendor has a Discount Always 2 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field. (fGAX, fGAIP, fTA, and fTP.)
Days 3	Optional	An optional field to record a number of days from Vendor Invoice Date or, if that date is blank, the Record Date that the discount Percent 3 field value will apply. If the vendor has a Days 3 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field. Any value entered must be a whole number greater than the Days 2 value (fGAX, fGAIP, fTA, and fTP.)

Percent 3	Optional	An optional field to record a discount percentage to be used if disbursement has a Record Date that is before or on the Days 3 value calculation from Vendor Invoice Date or, if that date is blank, the Record Date of the ABS. If the vendor has a Percent 3 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field. Any value entered must be a positive percentage. The field will round up to four decimals if more decimal places are manually entered. (fGAX, fGAIP, fTA, and fTP.)
Discount Always 3	Optional	A flag that when selected, indicates that all other subsequent discount terms no longer apply. The discount always applies, even if the number of net days has passed. The default is unselected. Only one of the Discount Always 1 to 4 flags can be selected at any given time. If the vendor has a Discount Always 3 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field. (fGAX, fGAIP, fTA, and fTP.)
Days 4	Optional	An optional field to record a number of days from Vendor Invoice Date or, if that date is blank, the Record Date that the discount Percent 4 field value will apply. If the vendor has a Days 4 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field. Any value entered must be a whole number greater than the Days 3 value. (fGAX, fGAIP, fTA, and fTP.)
Percent 4	Optional	An optional field to record a discount percentage to be used if disbursement has a Record Date that is before or on the Days 4 value calculation from Vendor Invoice Date or, if that date is blank, the Record Date of the ABS. If the vendor has a Percent 4 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field. Any value entered must be a positive percentage. The field will round up to four decimals if more

		decimal places are manually entered. (fGAX, fGAIP, fTA, and fTP.)
Discount Always 4	Optional	A flag that when selected, indicates that all other subsequent discount terms no longer apply. The discount always applies, even if the number of net days has passed. The default is unselected. Only one of the Discount Always 1 to 4 flags can be selected at any given time. If the vendor has a Discount Always 4 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field. (fGAX, fGAIP, fTA, and fTP.)

Accounting

The accounting component of the ABS Document Type has five main sections that exist in some format for all Document Codes. A sixth section for the collection of service dates exists on those Document Codes that have the ability to request a disbursement.

An accounting line is always required on the ABS Document Type, but a document is not required to perform accounting. The majority of accounting lines will create a debit and credit that can be found in the Postings section of the document; however, if an event type is used that does not contain any posting codes and does not perform a *Partial* or *Final* reference to another document, there will not be a debit and credit.

The Accounting section on the GAX document contains the following tabs:

- General Information

Field Name	Required?	Field Description
Event Type	Required	A required value for the specification of an Event Type to derive settings for information requirements, edits, and postings. Defaulting of a value from the Document Control (DCTRL) table is possible. If no default or the default is not the intended type of accounting activity, then another event type has to be chosen from the selection listed by the pick of event types defined on the Allowed Event Types for Document Code (AETDC)

		table. For a description of the delivered event types allowed for the ABS document type, please refer to the following sections in the Accounting Model Delivered Configuration part of this Users Guide: Accounts Payable, Procurement, and Travel.
Accounting Template	Optional	An optional field for entering an Accounting Template from which chart of account values will be inferred upon the first save, validate, or submit action on the accounting line. Values are only inferred to fields that are blank. A pick exists to the Accounting Template (ACTPL) table to assist in selection.
Line Description	Optional	An optional field to record a short description for an accounting line for reporting and identification purposes. This description will be written to all journals updated by the accounting line. The field can be required per Document Control setup.
Line Amount	Required	A required amount to be entered by the user to be used in the creation of one or more posting lines based on the Event Type value entered and the associated Event Category of that Event Type. On modifications, users enter the amount the accounting line should be and the application will determine the delta amount to post. The amount can be positive, negative, or even \$0.00 if desired. If positive, postings will be generated as defined for the Event Type on the Event Type (ETYP) table in terms of debits and credits. If a negative amount is entered, those postings will be reversed. If \$0.00 is entered on version 1 of a document, there will be no postings generated. When performing a reference to another document, the Closed Amount of that referenced line will control the Line Amount when the

		Reference Type is <i>Partial</i> or <i>Final</i> by use of one or more of the tolerance tables. When the Reference Type is <i>Inverse</i> , the Closed Amount of the referenced line will also control the Line Amount, but tolerance tables are not used. <i>Memo</i> references are usually not controlled, but the ABS has an exception: If the referenced document type is a Cash Receipt, then the Line Amount will become the Refunded Amount on the Cash Receipt and that amount cannot exceed the Line Amount of the Receipt.
Reserved Funding	Required	A required choice of three values: <i>No</i>, <i>Yes</i>, and <i>Locked</i>. An initial value will default from the Event Type based on the Reserved Funding field found on the Event Type (ETYP) table. That default will not overlay any manually entered value and can be manually changed if the default is not desired. ([fGAP and fTE.) The value serves as a means to designate an accounting line to be a source of funding at last resort or to be an out year line of a contract. • <i>No</i> indicates the accounting line should be automatically included if a copy forward is made to a subsequent document. • <i>Yes</i> and <i>Locked</i> accounting lines will not be included in a copy forward and must be manually referenced on a subsequent document. The difference between the two values is that the Contract Roll chain job can change a value of <i>Yes</i> to <i>No</i>, but cannot change a value of <i>Locked</i>.
Line Closed Amount	Calculated	A system calculated amount that is the sum of all liquidation posting lines that referenced the accounting line. When the amount equals the Line Amount, the accounting line is

		considered closed.
Line Closed Date	System Set	A system calculated date that is the Application Date that the Line Closed Amount was set to equal the Line Amount. This date is most often set by subsequent documents, but can even be set by a modification of the current document where the Line Amount was set to equal the Closed Amount or a cancellation action was performed. Line Open Amount A system calculated amount that is the Actual Amount minus the Closed Amount for the given line.
Line Open Amount	Calculated	A system calculated amount that is the difference between the Line Amount and the Closed Amount.
Referenced Line Amount	Calculated	A system calculated amount that is the sum of all Line Amounts from referencing documents (<i>Partial</i>, <i>Final</i>, and <i>Inverse</i> reference types). When this amount is less than the Line Closed Amount and the Line Closed Date is populated, the accounting line has been closed short in that all accounting impacts from it have been liquidated but subsequent accounting was for a lesser total. When this amount exceeds the Closed Amount, the accounting line has been over-referenced in that all accounting impacts have been liquidated and subsequent accounting was for a greater total. Tolerance edits can prevent both situations from occurring if desired.
Budget FY	Optional	An optional field for entering a budget fiscal year (BFY) value when the current budget fiscal year or the Budget FY entered on the header should not be used for an accounting line. That current BFY will be the current FY, which is determined from the Calendar Date table using the Record Date of the header, if entered, or the current Application

		Date if not entered. If defaulting as the current BFY, a value will not appear until the document reaches the <i>Final</i> status.
Fiscal Year	Optional	An optional field for entering a fiscal year (FY) value when the current fiscal year or the Fiscal Year entered on the header should not be used for an accounting line. That current FY will be the default FY on the Calendar Date table for the Record Date of the header, if entered, or the current Application Date if not entered. If defaulting as the current FY, a value will not appear until the document reaches the <i>Final</i> status.
Period	Optional	An optional field for entering an accounting period (APD) value when the current accounting period or the Period entered on the header should not be used for an accounting line. That current APD will be the default APD on the Calendar Date table for the Record Date of the header, if entered, or the current Application Date if not entered. If defaulting as the current APD, a value will not appear until the document reaches the <i>Final</i> status.
Bank	Optional	An optional field for entering a Bank account code to be recorded for the accounting line. The field is required or prohibited based on either Event Type Requirement settings for the event type being used. If not entered, the field will default to any value entered on the header in the Bank field there. If that field is also left blank, the system will default a Bank from the Fund (FUND) table, using the Fund and Fiscal Year of the accounting line. A pick exists to the BANK table to assist in data entry. (fGAX, fGAIP, fTA, and fTP.)
Vendor Invoice Number	Optional	An optional field to record the identification number found on the invoice sent by the vendor for goods or services rendered. The number

		can be required by selection of the Vendor Invoice Required flag for a document code on the Document Control (DCTRL) table. (fGAX, fGAIP, fTA, and fTP.)
Vendor Invoice Line	Optional	An optional field to record the identification of a single line number found on the invoice sent by the vendor for goods or services rendered. If a Vendor Invoice Number is entered, the Vendor Invoice Line becomes a required field. If the Vendor Invoice Line No Default flag is selected on the Document Control table for documents of the ABS Document Type, the Vendor Invoice Number is entered and the Vendor Invoice Line Number field is blank, the document will infer the Accounting Line Number of the current line into the Vendor Invoice Line Number field. If the Vendor Invoice Line Number is not blank when the document is validated or submitted, no value is defaulted. When the combination of the Number and the Line have already been referenced by another request for payment, an overrideable error is issued from the Vendor Invoice Registry (VIR) table. The message exists to prevent the accidental payment of an invoice line more than once. It is overrideable because such a situation should be allowed to happen in certain circumstances. (fGAX, fGAIP, fTA, and fTP.)
Vendor Invoice Date	Optional	An optional field to record the date of the invoice sent by the vendor for goods or services rendered. (fGAX, fGAIP, fTA, and fTP.) When a Vendor Invoice Number is entered on documents of the ABS document type: • If the Vendor Invoice Date Required field on the Document Control table is set to Yes, users must enter a date in the Vendor Invoice Date field on the document. If the

		date is <u>not</u> entered, an error is issued when the document is validated or submitted. - If the Vendor Invoice Date Required field on the Document Control table is set to <i>No</i>, the Vendor Invoice Date field is optional on the document. If users enter a date, the date will be accepted. If the date is <u>not</u> entered, no errors are issued. - If the Vendor Invoice Date Required field on the Document Control table is set to <i>Default</i>, the system defaults the current Application Date if the Vendor Invoice Date field is blank. If the Vendor Invoice Date Required field is <u>not</u> blank, a date is not defaulted. It is a policy and procedure decision. The Tracking Date field exists to enter the date received in the mail if both dates should be recorded. The common calendar pick exists to assist in data entry.
Tracking Date	Optional	An optional field to record any date associated with a request for payment. It is a policy and procedure decision as to the use of this field. The common calendar pick exists to assist in data entry. (fGAX, fGAIP, fTA, and fTP.)
Check Description	Optional	An optional field to record text for printing on the check stub. The length of this description field is relatively short so that it can be placed on a check stub. (fGAX, fGAIP, fTA, and fTP.)
Special Instructions Code	Optional	An optional field to record a value that corresponds to a record on the Special Instructions (SPIS) table. A pick exists to the SPIS table to assist with data entry. (fGAX, fGAIP, fTA, and fTP.)

Disbursement Category	Optional	An optional field to record a different value other than that of the Vendor Line. A pick exists to the Disbursement Category (DISC) table to assist in data entry. (fGAX, fGAIP, fTA, and fTP.)
Billing Profile	Optional	An inferred field that is populated when a <i>Memo</i> reference is done to a Cash Receipt document. The value will come from the Referenced Vendor Line if a Billing Profile exists there on the Receipt. Updates to the Customer Account tables would not be possible without this information. (fGAX, fGAIP.)

- Reference

Information in this section may be required or prohibited from a number of places. Budget Fiscal Year Staging, the Document Control (DCTRL), and the Event Type Requirements (ERQ) tables all have the ability to define a reference as *Required*, *Prohibited*, or *Optional (Unrestricted)*. Each table defines this reference rule at different levels. Please see each of those sections for more information on their use.

When any one value is entered, all must be entered. When all are entered, the document must exist in a *Final* Document Phase. Changes to information in this section is not allowed on a modification with the exception of changing between the *Partial* and *Final* Reference Types.

Reference	
Ref Doc Code:	Ref Vendor Line:
Ref Doc Dept:	Ref Commodity Line:
Ref Doc ID:	Ref Accounting Line:
Ref Type: Partial	

Field Name	Required?	Field Description
Ref Doc Code	Optional	An optional field used to define a referenced document code value of the document to be referenced. The value entered must be defined as allowable for the ABS document code on the Document Allowable Reference (DARF) table.

Ref Doc Dept	Optional	An optional field used to define the referenced document department value of the document to be referenced.
Ref Doc ID	Optional	An optional field used to define the referenced document identification number of the document to be referenced.
Ref Vendor Line	Optional	An optional field used to define the referenced vendor line number of the document to be referenced.
Ref Commodity Line	Optional	An optional field used to define the referenced commodity line of the document to be referenced. When defining a reference to a commodity-based document, the Reference Type must be <i>Memo</i> as an ABS document cannot record updates to the commodity line of that referenced document. When an ABS document is created to refund or forfeit retainage taken on Payment Request documents, this field is used. Special logic exists to update the Retainage tables with the ABS document information.
Ref Accounting Line	Optional	An optional field used to define the referenced accounting line of the document to be referenced.
Ref Type	Optional	An optional field for defining the type of reference <i>Memo</i>, <i>Inverse</i>, <i>Partial</i>, or <i>Final</i> that is to occur. The field defaults to an initial value of <i>Partial</i>, but will be set by the system to <i>Final</i> if the Line Amount of that accounting line exceeds the Open Amount of the referenced accounting line. For <i>Partial</i> and <i>Final</i> references to be successful, the referenced accounting line must not be closed. For an <i>Inverse</i> reference to occur, the Closed Amount of that referenced line must be greater than or equal to the Line Amount of the referencing line (in absolute value terms as an <i>Inverse</i> reference requires a Line Amount of the opposite sign of the

		referenced line). A <i>Memo</i> reference to any other document type besides a Cash Receipt does not carry any such restrictions. When referencing a Cash Receipt, the Line Amount of the ABS plus the Refunded Amount of the Receipt cannot exceed the Line Amount of the Receipt. The TP has a sub type restriction that allows only a memo reference to be made to a document code that belongs to the TA document sub type. This <i>Memo</i> reference is common if the advance was to a generic travel account and the TP is used to return dollars to that account and update one or more specific travel accounts with expenditures. <i>Partial</i> and <i>Final</i> references are performed on the TP, as well as the TA, to the TE document to liquidate travel encumbrances before recording travel expenditures.

- Fund Accounting

Chart of account elements in this section are those associated with governmental accounting systems. With the exception of Fund that is always required, these elements are required based on a number of table settings. Rules in each location must be satisfied as there is no hierarchy of application that allows for one area to override another.

- [Event Type Requirements](#) (ERQ) settings can make each element (except OBSA/Sub OBSA) as *Required*, *Optional*, or *Prohibited*.
- COA Required Element tables (REQELM for example) can make certain elements *Required*, *Optional*, or *Prohibited* based on values for one or more other fields on the accounting line.
- Required Budget (REQBUD) table settings can establish a budget structure as required, which will require the entry of all elements necessary to update all required levels of that budget structure. Of course, to trigger this type of edit, the accounting line must contain an Event Type that has a Posting Code being used that is established to update a budget with either the Revenue Budget or Expense Budget flags being checked on the [Posting Code](#) (PSCD) table.

One other situation exists that will make a COA element required, which is not a configuration option but a system edit. If a COA value is entered, it must be validated. If the reference table for that COA value contains other COA values as key fields, then those COA elements must also be completed for validation to occur.

All ABS Document Codes display the following fields. Each allows manual entry of values except the GAIP Document Code. Fields are display-only on the GAIP as it is generated as part of the Intercept process and users should not change values loaded to the document.

Fund Accounting		
Fund:	Object:	OBSA:
Sub Fund:	Sub Object:	Sub OBSA:
Department:	Revenue:	Dept Object:
Unit:	Sub Revenue:	Dept Revenue:
Sub Unit:	BSA:	
Appr Unit:	Sub BSA:	

Field Name	Required?	Field Description
Fund	Required	This chart of account is always required. Enter a value that is defined on the Fund (FUND) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Fund	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Fund (SFUND) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Department	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Fiscal Year (DEPTFY) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Unit	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Unit (UNIT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Unit	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Unit (SUNIT) table or let the value default from the Accounting Template, COA inference table, or be inferred from

		a referenced accounting line.
Appropriation	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Appropriation (APPR) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Object (OBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Object (SOBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Revenue (RSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Revenue (SRSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
BSA (Balance Sheet Account)	Conditionally Required	This chart of account is optional unless made required by online configuration or the Event Type being used calls a Posting Code that does not have a default BSA defined on the Posting Code (PSCD) table. Such a posting code requires a BSA that must be of the

		same account type. Enter a value that is defined on the Balance Sheet Account (BSA) table.
Sub BSA	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Balance Sheet Account (SBSA) table when necessary.
OBSA (Offset Balance Sheet Account)	Conditionally Required	This chart of account is optional unless made required because the Event Type used calls an Offset Posting Code that does not have a default BSA defined on the Posting Code (PSCD) table. Such a posting code requires a BSA that must be of the same account type. Enter a value that is defined on the Balance Sheet Account (BSA) table. Entry of this field can be controlled by the Document Control (DCTRL) table. When the Offset Override Allowed flag is checked for the document code, a value can be entered in this field; otherwise, it is prohibited.
Sub OBSA	Optional	This chart of account is optional. Enter a value that is defined on the Sub Balance Sheet Account (SBSA) table.
Dept Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Object (DOBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Dept Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Revenue (DRSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.

- Detail Accounting

Chart of account elements in this section are those most often associated with cost accounting. The same tables can be used to establish date entry rules as with the Fund Accounting elements. Rules in each location must be satisfied as there is no hierarchy of application that allows for one area to override another.

- [Event Type Requirements](#) (ERQ) settings can make each element (except OBSA/Sub OBSA) as *Required*, *Optional*, or *Prohibited*.
- COA Required Element tables (REQELM for example) can make certain elements *Required*, *Optional*, or *Prohibited* based on values for one or more other fields on the accounting line.
- Required Budget (REQBUD) table settings can establish a budget structure as required, which will require the entry of all elements necessary to update all required levels of that budget structure. Of course, to trigger this type of edit, the accounting line must contain an Event Type that has a Posting Code being used that is established to update a budget with either the Revenue Budget or Expense Budget flags being checked on the [Posting Code](#) (PSCD) table.

One other situation exists that will make a COA element required, which is not a configuration option but a system edit. If a COA value is entered, it must be validated. If the reference table for that COA value contains other COA values as key fields, then those COA elements must also be completed for validation to occur.

All ABS Document Codes display the following fields. Each allows manual entry of values except the GAIP Document Code. Fields are display-only on the GAIP as it is generated as part of the Intercept process and users should not change values loaded to the document.

Detail Accounting		
Location:	Reporting:	Major Program:
Sub Location:	Sub Reporting:	Program:
Activity:	Task:	Phase:
Sub Activity:	Sub Task:	Program Period:
Function:	Task Order:	
Sub Function:		

Field Name	Required?	Field Description
Location	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Location (LOC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Location	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Location (SLOC) table or let the value

		default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Activity	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Activity (ACTV) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Activity	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Activity (SACTV) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Function	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Function (FUNC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Function	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Function (SFUNC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Reporting	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Reporting (RPT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Reporting	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Reporting (SRPT) table or let the value default from the Accounting Template, COA inference table, or be inferred from

		a referenced accounting line.
Task	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Task (TASK) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Task	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Task (STASK) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Task Order	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Task Order (TASKORD) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Major Program	Optional	This chart of account is optional and cannot be manually entered. A value is inferred from the Program value entered.
Program	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program (PROG) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Phase	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program Phase (PHPRG) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Program Period	Conditionally	This chart of account is optional unless made required by online configuration.

	Required	Enter a value that is defined on the Program Period (PPC) table or let it default from special Program Period inference logic based on the Infer From and Infer To dates defined on the Program Period (PPC) table and the Service From date of the document.

- Service Dates

This section is found on the GAX, GAEC, GAIP, TA and TP Document Codes to capture information critical to several functions: Schedule Payment Date determination, Discount computation, and Program Period inference.

Service Dates (From/To Dates) on documents that have them are used to identify when goods or services were received from the vendor. These fields were primarily added in an effort to track when goods/services were received to more accurately present modified accrual reports, as a payment should be accrued on the date the goods or services were provided and not necessarily when a request for payment or internal purchase was recorded.

Service To and From Dates will default to the Date of Record for a document code if the Service Date Severity is set to No Error for that document code on the Document Control table. If that severity is set to Error, then neither date will default, but both will be required. At a minimum the Service From date has to be entered and the Service To date will default to that same date if another is not entered.

Service Dates

Service From Date: 

Service To Date: 

Field Name	Required?	Field Description
Service From Date	Conditionally Required	An optional date that will default to the Record Date on the Header unless made required by the Document Control (DCTRL) table, in which case, there is no default. The common calendar pick exists to assist with data entry. (fGAX, fGAIP, fTA, and fTP.)
Service To Date	Optional	An optional field that will default to equal the Service From Date if left blank. The common calendar pick exists to assist with data entry. (fGAX, fGAIP, fTA, and fTP.)

- Additional Amounts

This section is found on all ABS documents to display all calculated payment and intercept information at the accounting line level. The section does not contain the same amounts on each Document Code. Refer to the appropriate Document Code section for details.

Additional Amounts

Retainage Amount: \$0.00
Discount Amount: \$0.00
Penalty/Interest Amount: \$0.00

Withholding Amount: \$0.00
Intercept Amount: \$0.00
Default Intercept Fee Amount: \$0.00
Supplementary Intercept Fee Amount: \$0.00
Payment Amount: \$0.00

Field Name	Required?	Field Description
Retainage Amount	Calculated	A system calculated amount for retainage taken for an accounting line. As taking retainage is not a feature available to the ABS document type, the amount will always be \$0.00 on the accounting line. The ABS records payout and forfeiture or retainage, but those do not update the Retainage Amount at the accounting line level.
Discount Amount	Calculated	A system calculated amount of discount taken for an accounting line.
Penalty/Interest Amount	Calculated	A system calculated amount of penalties and/or interest taken for an accounting line.
Withholding Amount	Calculated	A system calculated amount of backup withholding taken for an accounting line.
Intercept Amount	Calculated	A system calculated amount of intercepts taken for an accounting line.
Default Intercept Fee Amount	Calculated	A system calculated amount for a default intercept fee taken for an accounting line.
Supplementary Intercept Fee Amount	Calculated	A system calculated amount for a default intercept fee taken for an accounting line.
Payment Amount	Calculated	A system calculated amount that will be the amount disbursed for an accounting

		line. The calculation is Line Amount - Retainage - Discounts + Penalty/Interest - Withheld - Intercept -- Default Intercept Fee - Supplementary Intercept Fee - Use Tax Withheld. When the amount exists on a document that Pre Encumbers or Encumbers, this amount is not updated by a subsequent request for payment closing either of those documents.

General Accounting Encumbrance Correction (GAEC)

Purpose

The General Accounting Encumbrance Correction (GAEC) Document Code has been supplied to perform corrections to encumbering GAE documents when a referencing error was made to that GAE document. The correction document can re-open some or all of a closed amount, close out some or all of an open amount without a request for payment, or re-open a line while creating a credit memo simultaneously.

Structure

The GAEC Document Code contains the same fields and sections as the GAX Document Code.

Please refer to the "[General Accounting Expense/Expenditure \(GAX\)](#)" section for screen shots and field definitions.

Tasks

The "[Correct a Non-Commodity Order](#)" section contains instructions on creating a GAEC document.

GA Intercept Payment (GAIP)

Purpose

The GA Intercept Payment (GAIP) Document Code displays all the options and other information needed to request payment to an external entity for intercepted external debt. In order to do so, this document displays a document section, Intercept/Details, that no other ABS document code does.

Unlike the other documents in the ABS document type, it does not lend itself to performing other types of accounting or non-accounting activity because the Intercept/Details section is a required section of the document based on the **Document Sub Type** of *IT*.

Structure

The GAP Document Code contains most of the same fields and sections as the GAX Document Code, any differences are noted below. Please refer to the "[General Accounting Expense/Expenditure \(GAX\)](#)" section for screen shots and field definitions shared between the GAX and GAIP.

- A few differences exist on the following tab on the Accounting section of the GAIP:

- General Information

Accounting					
No. of Lines: 1		Accounting Line: 0		Line Amount: \$0.00	
Entity:		Debt Type:			
Accounting Line	Entity	Debt Type	Line Amount	Intercept Amount	Supplementary Intercept Fee
0			\$0.00		
From 1 to 1 Total: 1					
First Previous Next Last Go to line: Go Tab View					
General Information					
Event Type:		Budget FY:			
Accounting Template:		Fiscal Year:			
Line Description:		Period:			
Line Amount: \$0.00		Bank:			
Line Closed Amount:		Vendor Invoice Number:			
Line Closed Date:		Vendor Invoice Line:			
Line Open Amount:		Vendor Invoice Date:			
Referenced Line Amount:		Tracking Date:			
Entity:		Check Description:			
Debt Type:		Special Instructions Code:			
Intercept Amount:		Billing Profile:			
Supplementary Intercept Fee:					

The following fields exist on the GAIP document that are not present on the GAX document.

Field Name	Required?	Field Description
Entity	Required	A required identification for the ID document sub-type to specify the entity for whom debt is owed. The value is prohibited for all other sub-types. Once established, the value cannot be changed on a modification. A pick to the Entity (ENTY) table is provided to assist with data entry.
Debt Type	Required	A required identification for the ID document sub-type to record the type of debt that is owed. The value is prohibited for all other sub-types. Once established, the value cannot be changed on a modification. A pick to the Debt Type (DBTYP) table is provided to assist with data entry.
Intercept Amount	Calculated	A system calculated amount of the sum of Intercepted Amounts of the associated Intercept Details lines for a given Accounting line.

Supplementary Intercept Fee	Calculated	A system calculated amount of the sum of Intercepted Amounts of the associated Intercept Details lines for a given Accounting line.

- The Intercept/Details section is unique to the GAIP Document Code. This section contains one tab:
- General Information

The screenshot shows the 'InterceptDetails' form with the 'General Information' tab selected. The form header includes 'Intercept ID:'. Below this, there are fields for 'Intercept Date:', 'Entity:', 'Debt Type:', 'Intercept Amount: \$0.00', and 'Supplementary Intercept Fee: \$0.00'. Navigation buttons 'First', 'Previous', 'Next', and 'Last' are present. A 'Go to line:' field with a 'Go' button is also visible. The form is divided into sections with colored backgrounds: light blue for the header, light green for the main content, and light blue for the footer.

The following fields exist on the GAIP document:

Field Name	Required?	Field Description
Intercept ID	Required	A required field to tie an Intercept Details record to an entry on the Pending Intercept Payment (INTP) table. From this ID, values for the remaining five fields on the component will be inferred. Once established, this value cannot be changed on a modification version of the document. A pick exists to the INTP table to assist in data entry.
Intercept Date	System Set	A date that records the date the externally intercept debt was applied to a disbursement.
Entity	System Set	A field that records the entity of the externally intercept debt applied to a disbursement. This value must match the Entity value of the Accounting line.

Debt Type	System Set	A field that records the type of the externally intercept debt applied to a disbursement. This value must match the Debt Type value of the Accounting line.
Intercept Amount	Calculated	A field that records the amount of the externally intercepted debt applied to a disbursement.
Supplementary Intercept Fee	Calculated	A field that records the amount of any supplementary fees taken when intercepting the external debt.

Tasks

The GAIP document is most often system-generated; therefore, completion of the component is handled as part of the Intercept process.

General Accounting Pre Encumbrance (GAP)

Purpose

The General Accounting Pre Encumbrance (GAP) Document Code is available for pre encumbering budget authority for later internal or external purchases.

Structure

The GAP Document Code contains most of the same fields and sections as the GAX Document Code, any differences are noted below. Please refer to the "[General Accounting Expense/Expenditure \(GAX\)](#)" section for screen shots and field definitions shared between the GAX and GAP.

- A few differences exist on the following tabs on the Header of the GAP:
- General Information

General Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Billing Location:

Shipping Location:

Delivery Date:

Cited Authority:

Actual Amount: \$0.00

Closed Amount: \$0.00

Closed Date:

Open Amount: \$0.00

Referenced Amount: \$0.00

Note: The General Information tab under the Header section does not contain the **Bank Account** or **Replacement** fields, which are present on the GAX. The following fields are unique

to the GAP Document Code.

Field Name	Required?	Field Description
Billing Location	Optional	An optional field to specify a value from the Procurement Location (PLOC) table that has a Location Type of <i>Billing</i> . The collection of such information will provide information as to whom and where a bill should be sent.
Shipping Location	Optional	An optional field to specify a value from the Procurement Location (PLOC) that has a Location Type there of <i>Shipping</i> . The collection of such information will provide information as to who and where goods should be shipped or services rendered.
Delivery Date	Optional	An optional date field to specify an anticipated or expected delivery date for the goods or services being requested or ordered. The common calendar pick exists to assist in selection. For manual data entry, enter a date in the following format: mm/dd/ccyy.

- Additional Amounts

Additional Amounts

Retainage Amount: \$0.00

Discount Amount: \$0.00

Penalty/Interest Amount: \$0.00

Withholding Amount: \$0.00

Intercept Amount: \$0.00

Default Intercept Fee Amount: \$0.00

Supplementary Intercept Fee Amount: \$0.00

The Additional Amounts tab on the Header of the GAP does not contain the **Payment Amount** field as shown in the above screen shot. In fact, these amounts are not updated on the GAP.

- The Vendor section on the GAP only contains a General Information tab. All fields defined earlier in GAX section.

General Information	
Event Type: PR02	Budget FY:
Accounting Template:	Fiscal Year:
Line Description:	Period:
Line Amount: \$0.00	Line Closed Amount: \$0.00
Reserved Funding: No	Line Closed Date:
	Line Open Amount: \$0.00
	Referenced Line Amount: \$0.00

- The Accounting section on the GAP does not contain the Service Dates tab. A few differences exist on the following tabs on the Accounting section of the GAP:

General Information	Reference	Fund Accounting	Detail Accounting	Additional Amounts

- General Information

General Information	
Document Name:	Billing Location:
Record Date:	Shipping Location:
Budget FY:	Delivery Date:
Fiscal Year:	Cited Authority:
Period:	Actual Amount: \$0.00
Document Description:	Closed Amount: \$0.00
	Closed Date:
	Open Amount: \$0.00
	Referenced Amount: \$0.00

Field Name	Required?	Field Description

Note: The General Information tab under the Accounting section of the GAP does not contain the **Bank**, **Vendor Invoice Number**, **Vendor Invoice Line**, **Vendor Invoice Date**, **Tracking Date**, **Check Description**, **Special Instructions Code**, **Disbursement Category**, and **Billing Profile** fields, which are present on the GAX.

- Reference

Reference	
Ref Doc Code:	
Ref Doc Dept:	
Ref Doc ID:	
Ref Vendor Line:	
Ref Accounting Line:	
Ref Type:	Partial v

Note: The Reference tab under the Accounting section of the GAP does not contain the **Ref Commodity Line** field, which is present on the GAX.

- Additional Amounts

Additional Amounts	
Retainage Amount: \$0.00	Withholding Amount: \$0.00
Discount Amount: \$0.00	Intercept Amount: \$0.00
Penalty/Interest Amount: \$0.00	Default Intercept Fee Amount: \$0.00
	Supplementary Intercept Fee Amount: \$0.00

The Additional Amounts tab on the Accounting section of the GAP does not contain the **Payment Amount** field as shown in the above screen shot. In fact, these amounts are not updated on the GAP.

Tasks

The "[Create a Non-Commodity Requisition](#)" section contains instructions on creating a GAP document.

General Accounting Encumbrance (GAE)

Purpose

The General Accounting Encumbrance (GAE) Document Code is available for encumbering budget authority for later internal or external purchases.

Structure

The GAE Document Code contains most of the same fields and sections as the GAX Document Code. Please refer to the "[General Accounting Expense/Expenditure \(GAX\)](#)" section for screen shots and field definitions shared between the GAX and GAP. The GAE Document Code contains the same sections and fields as the General Accounting Pre Encumbrance (GAP) Document Code. Please refer to the "[General Accounting Pre Encumbrance \(GAP\)](#)" section for screen shots and field definitions shared between the GAE and GAP.

Tasks

The "[Create a Non-Commodity Order](#)" section contains instructions on creating a GAE document.

Accounting Based Document Lapse (ABDL)

Purpose

When a year comes to a close, there are many ABS documents still un-referenced with accounting activity that has not yet reached its final state. The Lapse process lapses the activity in the old year, leaving it up to the users to reestablish it in the new year manually. When ABS documents are lapsed an Accounting Based Document Lapse (ABDL) document is created with a zero-dollar final reference to close out the remaining open balance. This way the original line amount is retained on the document when activity is lapsed.

Structure

The ABDL Document Code contains most of the same fields and sections as the GAX Document Code. Please refer to the "[General Accounting Expense/Expenditure \(GAX\)](#)" section for screen shots and field definitions shared between the GAX and ABDL. The ABDL Document Code contains the same sections and fields as the General Accounting Pre Encumbrance (GAP) Document Code. The only difference is that it should only be created by the Open Activity Lapse Process - Update Mode chain job. Please refer to the "[General Accounting Pre Encumbrance \(GAP\)](#)" section for screen shots and field definitions shared between the ABDL and GAP.

Tasks

This document should only be created by the Open Activity Lapse Process - Update Mode chain job. Refer to the Open Activity Lapse Process - Update Mode run sheet in the *AMS Advantage Financial - General Accounting Run Sheets Guide*, for instructions on running the batch program to create ABDL documents.

Travel Encumbrance (TE)

Purpose

The Travel Encumbrance (TE) Document Code allows you to encumber funds for expected travel expenses. The amount allowed for the travel encumbrance is dependent on the destination chosen on the document in addition to the type of expense incurred. Validation of this document is performed against the Travel Destination Expense (TDET) table. This document is an optional Travel step and can be replaced with a GAE if desired.

Structure

The TE Document Code contains most of the same fields and sections as the GAX Document Code, any differences are noted below. Please refer to the "[General Accounting Expense/Expenditure \(GAX\)](#)" section for screen shots and field definitions shared between the GAX and TE.

- The TE has one additional field on the Header.

General Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Cited Authority:

Total Encumbrance Required: \$0.00

Actual Amount: \$0.00

Closed Amount: \$0.00

Closed Date:

Open Amount: \$0.00

Referenced Amount: \$0.00

Note: The General Information tab under the Header section does not contain the **Replacement**

field, which is present on the GAX. The TE document contains one additional field that is not present on the GAX:

Field Name	Required?	Field Description
Total Encumbrance Required	Calculated	A system calculated amount that is the summation of all Allowable Amount lines on all travel expense lines for all vendor lines. A warning will be issued if the Total Encumbrance Amount is less than the Actual Amount. An overrideable error will be issued if the Actual Amount exceeds the Total Encumbrance Amount.

- The Vendor section on the TE only contains the General Information and Travel Amounts subsections. The General Information tab contains the same fields as the GAX document. The Travel Amounts tab does not exist on the GAX document.

The image shows a tabbed interface with two tabs: "General Information" (active) and "Travel Amounts". The "General Information" tab is highlighted with a dark blue background and white text. The "Travel Amounts" tab is in the background with a light gray background and dark text.

- Travel Amounts

The image shows the "Travel Amounts" tab selected. At the top, there is a summary bar with the following text: "Line Amount: \$0.00" and "Travel Line Amount: \$0.00". Below this is a table with the same structure as the one in the previous block.

Field Name	Required?	Field Description
Line Amount	Calculated	A system calculated amount that is the sum of Line Amounts from all accounting lines for a given vendor line. The amount is used to assure the Travel Line Amount in that the two amounts should equal. If the Travel Line Amount is greater, an overrideable error is issued. If it is less, then a warning is issued.
Travel Line Amount	Calculated	A system calculated amount based on document sub type. - TE: Travel Line Amount is the sum of all Travel Encumbrance lines for a Vendor line. - TA: When the Type of Advance

		entered is a <i>Permanent In State Travel Advance</i>, the Travel Line Amount is set to the Allowable Amount in the Permanent Travel Expenses section on the Vendor line. - TA document subtype: The Travel Line Amount is the sum of all Temporary Travel Expense lines for a Vendor line. - TP: Travel Line Amount is the sum of all Travel Expenses lines for a Vendor line.

- The TE contains a Travel Information section. This section contains one tab:
- General Information

General Information

Travel Start Date:

Travel End Date:

Purpose of Travel:

Mode of Transportation:

Destination: FFX

City: Fairfax

Fairfax, VA

State/Province: VA

County: 17

Field Name	Required?	Field Description
Travel Start Date	Required	A required field to record the date travel started. The common calendar pick exists to assist with data entry.
Purpose of Travel	Required	A required field to record the reason for the travel. Valid values include: <i>Normal Job Duties, Meeting, Training, Conference/Seminar, Staff Development, Required By Federal, and Other</i> . The field is for informational or workflow use with no edits attached to a Purpose.
Destination	Required	A required field to specify a travel destination from the Destination (DSTN) table. Values for the City, State/Province, and County will be inferred from this value. A pick exists to the DSTN table to assist with data entry.

Travel End Date	Required	A required field to record the date travel ended. The value entered must not be before the Travel Start Date. The common calendar pick exists to assist with data entry.
Mode of Transportation	Required	A required field to indicate the method of travel. Valid values include: <i>Air, Train, Bus, Personal Car, State Car, and Other</i> . The field is for informational or workflow use with no edits attached to a mode.
City	System Set	An inferred field to record the Destination City.
State/Province	System Set	An inferred field to record the Destination State/Province.
County	System Set	An inferred field to record the Destination County.

- The Accounting section on the TE does not contain the Service Dates tab. A few differences exist on the following subsections on the Accounting section of the TE:

General Information	Reference	Fund Accounting	Detail Accounting	Additional Amounts

- General Information

General Information	
Event Type:	Budget FY:
Accounting Template:	Fiscal Year:
Line Description:	Period:
Line Amount: \$0.00	
Reserved Funding: No	
Line Closed Amount: \$0.00	
Line Closed Date:	
Line Open Amount: \$0.00	
Referenced Line Amount: \$0.00	

Note: The General Information tab under the Header section of the TE does not contain the **Bank, Vendor Invoice Number, Vendor Invoice Line, Vendor Invoice Date, Tracking Date, Check Description, Special Instructions Code, Disbursement Category, and Billing Profile**

fields, which are present on the GAX.

- Reference

The screenshot shows the 'Reference' tab under the Header section of the TE document. It contains the following fields:

Ref Doc Code:		Ref Vendor Line:	
Ref Doc Dept:		Ref Accounting Line:	
Ref Doc ID:		Ref Type:	Partial

Note: The Reference tab under the Header section of the TE does not contain the **Ref Commodity Line** field, which is present on the GAX.

Tasks

The "[Encumber Funds for Future Travel](#)" section contains instructions on creating a TE document.

Travel Advance (TA)

Purpose

The Travel Advance (TA) Document Code displays all the options and other information needed to create a Travel Advance request. This document allows you to submit travel advance requests to provide funds before an employee travels for business. The amount allowed for the travel advance is dependant on the type of expense incurred. Validation for this document is performed against the Travel Advance Expense (TAET) table. This document is an optional Travel step and can be replaced with a GAX if desired.

Structure

The TA Document Code contains most of the same fields and sections as the GAX Document Code, any differences are noted below. Please refer to the "[General Accounting Expense/Expenditure \(GAX\)](#)" section for screen shots and field definitions shared between the GAX and TA.

- The TA has three additional fields on the Header.

The screenshot shows the 'General Information' tab under the Header section of the TA document. It contains the following fields:

Document Name:		Cited Authority:	
Record Date:		Bank Account:	
Budget FY:		Type of Advance:	
Fiscal Year:		Department:	
Period:		Travel Advance Amount:	\$0.00
Document Description:		Actual Amount:	\$0.00
		Closed Amount:	\$0.00
		Closed Date:	
		Open Amount:	\$0.00
		Referenced Amount:	\$0.00

Note: The General Information tab under the Header section does not contain the **Replacement**

field, which is present on the GAX. The following fields are unique to the TA document.

Field Name	Required?	Field Description
Type of Advance	Required	A required field for the TA document sub type that defines the type of travel advance being requested. Valid options are: Temporary Out of State Travel Advance, and Permanent In State Travel Advance. Once established, the value cannot be changed on a modification. If it is incorrect, a cancellation should be performed and a new document started. The copy document feature can assist with retaining data that is not incorrect. Depending on the value, other document information will be required: - The Travel Information component must have at least 1 record if the Type of Advance on the header is Temporary Out of State Advance. - The Temporary Travel Expenses component must have at least 1 record if the Type of Advance on the header is Temporary Out of State Advance. If the Type of Advance is <i>Permanent In State Travel Advance</i>, users are required to enter amounts for 1 or more month fields on the vendor line.
Department	Optional	An optional department value for travel advance controls. The field is not tied to any edits, but is informational. A pick exists to the DEPT table to assist in data entry.
Travel Advance Amount	Calculated	A system calculated amount that is calculated differently depending on the Type of Advance. - When <i>Permanent In State Travel Advance</i> is selected, the Travel Advance Amount will equal the sum of the Allowable Amount for all Vendor lines. - When <i>Temporary In State Travel Advance</i> is selected, the Travel Advance Amount is the sum of the

		Allowable Amount field on all Temporary Travel Expense lines for all travel information lines for all Vendor lines.

- The Vendor section on the TA contains the same tabs as the GAX. The TA also contains the Permanent Travel Expenses and Travel Amounts subsections. Please refer to the "[Travel Encumbrance \(TE\)](#)" section for screen shots and field definitions for the Travel Amounts tab. The Permanent Travel Expenses tab is unique to the TA subtype.

General Information	Disbursement Options	Discount Terms	Permanent Travel Expenses	Travel Amounts

- Permanent Travel Expenses

Permanent Travel Expenses

January: \$0.00	July: \$0.00
February: \$0.00	August: \$0.00
March: \$0.00	September: \$0.00
April: \$0.00	October: \$0.00
May: \$0.00	November: \$0.00
June: \$0.00	December: \$0.00

Twelve Month Total: \$0.00

Average Per Month: \$0.00

Allowable Amount: \$0.00

This tab is used by the TA subtype to record monthly travel expenses. The following fields exist in this tab:

Field Name	Required?	Field Description
January	Optional	Allows a user to enter expenses that occurred during January. The amount entered must be greater than or equal to \$0.00 for processing. This field can only be greater than \$0.00 if the Type of Advance is <i>Permanent In State Travel Advance</i> .
February	Optional	Allows a user to enter expenses that occurred during February. The amount entered must be greater than or equal to \$0.00 for

		processing. This field can only be greater than \$0.00 if the Type of Advance is <i>Permanent In State Travel Advance</i> .
March	Optional	Allows a user to enter expenses that occurred during March. The amount entered must be greater than or equal to \$0.00 for processing. This field can only be greater than \$0.00 if the Type of Advance is <i>Permanent In State Travel Advance</i> .
April	Optional	Allows a user to enter expenses that occurred during April. The amount entered must be greater than or equal to \$0.00 for processing. This field can only be greater than \$0.00 if the Type of Advance is <i>Permanent In State Travel Advance</i> .
May	Optional	Allows a user to enter expenses that occurred during May. The amount entered must be greater than or equal to \$0.00 for processing. This field can only be greater than \$0.00 if the Type of Advance is <i>Permanent In State Travel Advance</i> .
June	Optional	Allows a user to enter expenses that occurred during June. The amount entered must be greater than or equal to \$0.00 for processing. This field can only be greater than \$0.00 if the Type of Advance is <i>Permanent In State Travel Advance</i> .
Twelve Month Total	Calculated	A system calculated amount that is the sum of each month's amount.
Average Per Month	Calculated	A system calculated amount that is the Twelve Month Total divided by 12. The average must be greater than or equal to the Permanent Average Amount on the Travel Advance Expense (TAET) table for

		the Fiscal Year of the Header when the Type of Advance is <i>Permanent In State Travel Advance</i> .
Allowable Amount	Calculated	A system calculated amount that is based on the Travel Advance Expense (TAET) table edit: • If the Average Per Month is greater than or equal to the Permanent Expense Minimum Amount on TAET, but less than the Permanent Expense Maximum Amount on TAET, the Allowable Amount is the Permanent Minimum Amount. • If the Average Per Month is greater than or equal to the Permanent Expense Maximum on TAET, the Allowable Amount is the Permanent Maximum Amount.
July	Optional	Allows a user to enter expenses that occurred during July. The amount entered must be greater than or equal to \$0.00 for processing. This field can only be greater than \$0.00 if the Type of Advance is <i>Permanent In State Travel Advance</i> .
August	Optional	Allows a user to enter expenses that occurred during August. The amount entered must be greater than or equal to \$0.00 for processing. This field can only be greater than \$0.00 if the Type of Advance is <i>Permanent In State Travel Advance</i> .
September	Optional	Allows a user to enter expenses that occurred during September. The amount entered must be greater than or equal to \$0.00 for processing. This field can only be greater than \$0.00 if the Type of Advance is <i>Permanent In State</i>

		<i>Travel Advance.</i>
October	Optional	Allows a user to enter expenses that occurred during October. The amount entered must be greater than or equal to \$0.00 for processing. This field can only be greater than \$0.00 if the Type of Advance is <i>Permanent In State Travel Advance</i> .
November	Optional	Allows a user to enter expenses that occurred during November. The amount entered must be greater than or equal to \$0.00 for processing. This field can only be greater than \$0.00 if the Type of Advance is <i>Permanent In State Travel Advance</i> .
December	Optional	Allows a user to enter expenses that occurred during December. The amount entered must be greater than or equal to \$0.00 for processing. This field can only be greater than \$0.00 if the Type of Advance is <i>Permanent In State Travel Advance</i> .

- The TA contains a Travel Information section that is required for the TA sub type when the **Type of Advance** is *Temporarily Out of State*. Please refer to the "[Travel Encumbrance \(TE\)](#)" section for screen shots and field definitions.
- The TA contains a Temporary Travel Expenses section that is required for the TA sub type when the **Type of Advance** is *Temporarily Out of State*. This section contains one tab:
- General Information

The screenshot shows the 'General Information' tab of a form. It includes the following fields and labels:

- Date:** A text input field with a calendar icon.
- Description:** A large text input area.
- Expense Type:** A dropdown menu.
- City:** Labeled 'Fairfax'.
- State/Province:** Labeled 'VA'.
- Country:** Labeled 'US'.
- Estimated Expense:** A text input field showing '\$0.00'.
- Percent Reimbursable:** Labeled '0.00'.
- Allowable Amount:** Labeled '\$0.00'.

Field Name	Required?	Field Description
Date	Required	A required date that defines the anticipated date when a travel expense will occur. The common calendar pick exists to assist with data entry.
Description	Optional	An optional description for the estimated travel expense for informational purposes.
Estimated Expense	Required	A required amount of the estimated expense that should be greater than \$0.00.
Percent Reimbursable	Calculated	A system calculated amount from the Travel Advance Expense (TAET) table based on the Fiscal Year of the Header and the Expense Type • If the Expense Type is <i>Registration</i>, the field used on the Travel Advance Expense table to infer the data is Registration. • If the Expense Type is <i>Transportation</i>, the field used on the Travel Advance Expense table to infer the data is Primary Transportation. • If the Expense Type is <i>Other Transportation</i>, the field used on the Travel Advance Expense table to infer the data is Other Transportation. • If the Expense Type is <i>Total Meals</i>, the field used on the Travel Advance Expense table to infer the data is Food. • If the Expense Type is <i>Lodging</i>, the field used on the Travel Advance Expense table to infer the data is Lodging. • If the Expense Type is <i>Other</i>, the field used on the Travel Advance Expense table to infer data is Other.

Allowable Amount	Calculated	A system calculated amount based on the Percent Reimbursable or Rate Reimbursable values. For the TA sub type, the Allowable Amount value is calculated by multiplying the Percent Reimbursable by the Estimated Expense amount from the Temporary Travel Expense line.
Expense Type	Required	A required date.
City	System Set	An inferred value from the parent Travel Information line to display the destination city.
State/Province	System Set	An inferred value from the parent Travel Information line to display the destination state or province.
County	System Set	An inferred value from the parent Travel Information line to display the destination county.

- A few differences exist on the following tabs on the Accounting section of the TA:
- General Information

General Information
Reference
Fund Accounting
Detail Accounting
Service Dates
Additional Amounts

Event Type: TR02
Accounting Template:
Line Description:
Line Amount: \$0.00
Reserved Funding: No
Line Closed Amount: \$0.00
Line Closed Date:
Line Open Amount: \$0.00
Referenced Line Amount: \$0.00

Budget FY:
Fiscal Year:
Period:
Bank:
Vendor Invoice Number:
Vendor Invoice Line:
Vendor Invoice Date:
Tracking Date:
Check Description:
Disbursement Category: INP

Note: The General Information tab under the Header section of the TA does not contain the **Billing Profile** field, which is present on the GAX.

- Reference

Reference	
Ref Doc Code:	Ref Vendor Line:
Ref Doc Dept:	Ref Accounting Line:
Ref Doc ID:	Ref Type:

Note: The Reference tab under the Accounting section of the TA does not contain the **Ref Commodity Line** field, which is present on the GAX.

Tasks

The "[Request Payment for Travel in Advance](#)" section contains instructions on creating a TA document.

Travel Payments (TP)

Purpose

The Travel Payments (TP) Document Code allows you to submit Travel Reimbursement payment requests or the correction of Travel Advance expenditures without a request for payment. An example of the correction is when a Travel Advance was charged to a generic object code and you now want to parse it out to the actual object codes. A common scenario for requesting payment occurs after an employee travels for business and requires a refund of costs paid from personal funds. The amount allowed for the Travel Payment is dependent on the destination chosen on the document in addition to the type of expense incurred. Validation of this document is performed against the Travel Destination Expense (TDET) table.

Structure

The TP Document Code contains most of the same fields and sections as the GAX Document Code, any differences are noted below. Please refer to the "[General Accounting Expense/Expenditure \(GAX\)](#)" section for screen shots and field definitions shared between the GAX and TP.

- The TP has seven additional fields on the Header.

General Information	
Document Name:	Cited Authority:
Record Date:	Bank Account:
Budget FY:	Type of Payment:
Fiscal Year:	Purpose of Travel:
Period:	Travel Departure Date:
Document Description:	Travel Departure Time:
	Travel Return Date:
	Travel Return Time:
Actual Amount: \$0.00	Reimbursable Expense Total: \$0.00
Closed Amount: \$0.00	
Closed Date:	
Open Amount: \$0.00	
Referenced Amount: \$0.00	

Note: The General Information tab under the Header section does not contain the **Replacement**

field, which is present on the GAX. The following fields are unique to the TP document.

Field Name	Required?	Field Description
Type of Payment	Required	A required field to indicate the type of payment being requested. Values found in the dropdown include <i>Travel Expenses</i> , <i>Relocation Expenses</i> , and <i>Relocation Subsistence</i> . The field is there for reporting or workflow purposes only and will have no bearing on any disbursement created. Once established, the value cannot be changed on a modification. If it is incorrect, a cancellation should be performed and a new document started. The copy document feature can assist with retaining data that is not incorrect.
Purpose of Travel	Required	A required field to indicate the reason a trip had to be taken. Values found in the dropdown include <i>Normal Job Duties</i> , <i>Meeting</i> , <i>Training</i> , <i>Conference/Seminar</i> , <i>Staff Development</i> , <i>Required By Federal</i> , and <i>Other</i> . The field is there for reporting or workflow purposes only and will have no bearing on any disbursement created.
Travel Departure Date	Required	A required date to indicate the date the employee started the trip. The common calendar pick exists to assist in selection. For manual data entry, enter a date in the following format: mm/dd/ccyy.
Travel Departure Time	Required	A required field to record the military time (hh:mm) the employee started the trip.
Travel Return Date	Required	A required date to indicate the date the employee finished the trip. The common calendar pick exists to assist in selection. For manual data entry, enter a date in the following format: mm/dd/ccyy.
Travel Return Time	Required	A required field to record the military time (hh:mm) the employee ended the trip.
Reimbursable Expense Total	Calculated	A system calculated amount that is the summation of all the Travel Line Amounts from all vendor lines.

- The Vendor section on the TP contains the same subsections as the GAX. The TA also contains the Travel Amounts tab. Please refer to the "[Travel Encumbrance \(TE\)](#)" section for screen shots and field definitions for the Travel Amounts tab.

- The TP contains a Travel Expenses section, which contains the following tabs:
- General Information

Users input amounts spent on various travel expenses in the General Information tab. Once the data is entered and the user validates or submits the document, amounts entered for travel expenses are adjusted to meet reimbursement guidelines defined on the Travel Destination Expense table depending on the destination of travel and the type of expense incurred. The new amounts represent the reimbursable amounts visible in the Summary section of the TP page.

Field Name	Required?	Field Description
Record Date	Required	A required field to indicate the day that an expense occurred while traveling or relocating. The common calendar pick exists to assist with data entry.
Destination	Required	A required field to specify a travel destination from the Destination (DSTN) table. Values for the City, State/Province, and County will be inferred from this value. A pick exists to the DSTN table to assist with data entry. This value will be used in the lookup of a Travel Destination Expense (TDET) record to determine what amounts are reimbursable. If the Destination is on TDET, it must be there for the Expense Type that matches the

		amount field entered (that is, Expense Type <i>Meal Totals</i> if Dinner is entered). If not, there should be a TDET record for a Destination of <i>ALL</i> with the Expense Type.
Destination Name	System Set	An inferred field to display the Name established for the Destination on the DSTN table.
Breakfast	Optional	An optional amount field to specify a dollar total spent on breakfast for the Record Date. The field will default to \$0.00 if left blank. The amount is one of three that becomes the Meal Total amount. The amount has to be positive as one would expect.
Lunch	Optional	An optional amount field to specify a dollar total spent on lunch for the Record Date. The field will default to \$0.00 if left blank. The amount is one of three that becomes the Meal Total amount. The amount has to be positive as one would expect.
Dinner	Optional	An optional amount field to specify a dollar total spent on dinner for the Record Date. The field will default to \$0.00 if left blank. The amount is one of three that becomes the Meal Total amount. The amount has to be positive as one would expect.
Meal Total	Calculated	A system-calculated amount that is the sum of the Breakfast, Lunch, and Dinner amounts entered by the user. This amount will be used along with the matching TDET record for Expense Type of <i>Meal Totals</i> to determine the Reimbursable Meal amount.
Actual Lodging	Optional	An optional amount field to specify the total amount spent on lodging for the Record Date. The field will default to \$0.00 if left blank. The amount has to be positive as one would expect. The amount will be used along with the matching TDET record for the Expense Type of <i>Actual Lodging</i> to determine the

		Reimbursable Lodging amount.
Actual Transportation	Optional	An optional amount field to specify the total amount spent on transportation for the Record Date. The field will default to \$0.00 if left blank. The amount has to be positive as one would expect. The amount will be used along with the matching TDET record for the Expense Type of <i>Transportation</i> to determine the Reimbursable Transportation amount.
Total Daily Expenses	Calculated	A system-calculated amount that is the sum of the Mileage Charge, Meal Total, Actual Lodging, Actual Transportation, Actual Registration, Other Transportation, and Other Expenses amounts.
Total Reimbursable Daily Expenses	Calculated	A system-calculated amount that is the amount allowed for reimbursement for the Record Date. The amount is the sum of the Mileage Charge, Reimbursable Meal, Reimbursable Lodging, Reimbursable Transportation, Reimbursable Registration, Reimbursable Other Transportation, Reimbursable Other amounts, Buying/Selling/Leasing Expenses, Market Value Differential, Mortgage Interest Differential and Income Tax Assistance Payment.
City	System Set	An inferred field to record the Destination City.
State/Province	System Set	An inferred field to record the Destination State/Province.
County	System Set	An inferred field to record the Destination County.
Miles	Optional	An optional field that defaults to 0 unless travel or relocation included time spent driving. In such a case, the number of miles driven is entered. The amount has to be positive as one would expect. The Miles will be used along with the Mileage Reimbursement Rate value to determine the Mileage Charge.

Mileage Reimbursement Rate	System Set	An inferred field from the Travel Destination Expense (TDET) table. The Mileage Reimbursement Rate will be used along with the Miles field to determine the Mileage Charge.
Actual Registration	Optional	An optional amount field to specify the total amount spent on registration fees for the Record Date. The field will default to \$0.00 if left blank. The amount has to be positive as one would expect. The amount will be used along with the matching TDET record for Expense Type of <i>Registration</i> to determine the Reimbursable Registration amount. A value other than \$0.00 is not allowed if the Type of Payment on the Header is set to <i>Relocation Expenses</i> or <i>Relocation Subsistence</i> .
Other Expenses	Optional	An optional amount field to specify the total amount spent on expenses outside of the other expense classifications. The field will default to \$0.00 if left blank. The amount has to be positive as one would expect. The amount will be used along with the matching TDET record for an Expense Type of <i>Other</i> to determine the Reimbursable Other amount. What is considered a valid Other Expense is a policy decision for a government or within a particular part of a government.
Other Transportation	Optional	An optional amount field to specify the total amount spent on travel expenses outside of the Actual Transportation amount. The field will default to \$0.00 if left blank. The amount has to be positive as one would expect. The amount will be used along with the matching TDET record for an Expense Type of <i>Other Transportation</i> to determine the Reimbursable Other amount. What is considered a valid Other Transportation is a policy decision for a government or within a particular part of a government.
Other Expenses Description	Optional	An optional field to enter a general description for a Travel Expense line. If either the Other Expenses and Other Transportation amounts are not \$0.00,

		the description is a required field to record details about the amount(s).
Travel Relocation	Calculated	A system-calculated amount that is determined by adding the Buying/Selling/Leasing Expense, Mortgage Interest Differential, Market Value Differential, and Income Tax Assistance Payment amounts from the Travel Relocation section.

- Travel Relocation

Users input amounts for various relocation expenses in the Travel Relocation section. A Type of Relocation must be selected if the Type of Payment selected in the Header was *Relocation Subsistence* or *Travel Relocation*.

Travel Relocation	
Type of Relocation Expense:	Market Value Differential: \$0.00
Buying/Selling/Leasing Expense: \$0.00	Income Tax Assistance Payment: \$0.00
Mortgage Interest Differential: \$0.00	

Field Name	Required?	Field Description
Type of Relocation Expense	Conditionally Required	A required field when the Payment Type on the Header is <i>Relocation Expenses</i> or <i>Relocation Subsistence</i> . If the Payment Type is <i>Travel Expenses</i> then data entry in this field is prohibited. Valid values include: <i>Pre-Move Expense</i> , <i>Temporary Living</i> , <i>Moving Household Goods</i> , or <i>Buying/Selling/Leasing Real Estate</i> .
Buying/Selling/Leasing Expense	Optional	An optional amount to specify costs for buying, selling, or leasing items during a relocation. A value can only be entered for the amount if the Payment Type on the Header is <i>Relocation Expenses</i> or <i>Relocation Subsistence</i> , otherwise data entry is prohibited. The amount will default to \$0.00 and has to be a positive amount as one would expect.

Mortgage Interest Differential	Optional	An optional amount to specify the mortgage interest differential incurred during a relocation. A value can only be entered for the amount if the Payment Type on the Header is <i>Relocation Expenses</i> or <i>Relocation Subsistence</i> , otherwise data entry is prohibited. The amount will default to \$0.00 and has to be a positive amount as one would expect.
Market Value Differential	Optional	An optional amount to specify the difference in market value incurred during a relocation. A value can only be entered for the amount if the Payment Type on the Header is <i>Relocation Expenses</i> or <i>Relocation Subsistence</i> , otherwise data entry is prohibited. The amount will default to \$0.00 and has to be a positive amount as one would expect.
Income Tax Assistance Payment	Optional	An optional amount to specify any assistance required for income tax payments incurred during a relocation. A value can only be entered for the amount if the Payment Type on the Header is <i>Relocation Expenses</i> or <i>Relocation Subsistence</i> , otherwise data entry is prohibited. The amount will default to \$0.00 and has to be a positive amount as one would expect.

- Reimbursable Summary

For the TP, the Reimbursable Amounts are determined by using the Travel Destination Expense (TDET) table. A Rate or an Encumbrance/Payment Percent is retrieved for all Expense Types on the TP to calculate the Reimbursable Summary section. If the Destination on the TP does not exist on TDET for the Expense Type value, the TP will automatically look for a Destination of "ALL" for the related Expense Type. When the matching TDET record uses the Encumbrance/Payment Percent, the document will take all applicable amounts for the Expense Type and multiply that sum by the percentage to provide the reimbursable amount. If the TDET record uses the Rate field, the document will set the reimbursable amount for the Expense Type to be the lesser of the two values, the actual expenses in the General Information section or the Rate value on TDET.

Reimbursable Summary		
Reimbursable Meal: \$0.00 Mileage Charge: \$0.00 Reimbursable Lodging: \$0.00 Reimbursable Registration: \$0.00 Reimbursable Other: \$0.00 Reimbursable Transportation: \$0.00 Reimbursable Other Transportation: \$0.00		
Field Name	Required?	Field Description
Reimbursable Meal	Calculated	A system-calculated amount that is the amount of Meal Total allowed for reimbursement. The calculation is based on the Meal Total and the Rate or Percent found for the Destination and Expense Type (<i>Meal Total</i> or <i>Meal Total - Relocation</i>) found on the Travel Destination Expense (TDET) table. The Expense Type used is based on the Payment Type value on the Header. If <i>Travel Expense</i>, then the <i>Meal Total</i> Expense Type is used. Otherwise, <i>Meal Total - Relocation</i> is used. - If the TDET record uses the Rate field, then the Reimbursable Meal Total amount is set to the lesser of the Meal Total amount on the Travel Expense line or the Rate on TDET. - If the TDET record uses the Encumbrance/Payment Percent field, then the Reimbursable Meal amount is calculated by multiplying the Encumbrance/ Payment Percent amount from TDET by the Meal Total amount on the Travel Expense line.
Mileage Charge	Calculated	A system-calculated amount that is determined by multiplying the Mileage Reimbursement Rate by the Miles entered on the Travel Expenses component.
Reimbursable Lodging	Calculated	A system-calculated amount that is the total amount of Actual Lodging expenses allowed for reimbursement. The calculation is based on the Actual Lodging and the Rate or Percent found

		for the Destination and Expense Type (<i>Lodging</i> or <i>Lodging - Relocation</i>) found on the Travel Destination Expense (TDET) table. The Expense Type used is based on the Payment Type value on the Header. If <i>Travel Expense</i>, then the <i>Lodging</i> Expense Type is used. Otherwise, <i>Lodging - Relocation</i> is used. • If the TDET record uses the Rate field, then the Reimbursable Lodging amount is set to the lesser of the Actual Lodging amount on the Travel Expense line or the Rate on TDET. • If the TDET record uses the Encumbrance/Payment Percent field, then the Reimbursable Lodging amount is calculated by multiplying the Encumbrance/Payment Percent amount from TDET by the Actual Lodging amount on the Travel Expense line.
Reimbursable Registration	Calculated	A system-calculated amount that is the total amount of Actual Registration expenses allowed for reimbursement. The calculation is based on the Actual Registration and the Rate or Percent found for the Destination and Expense Type (<i>Registration</i>) found on the Travel Destination Expense (TDET) table. • If the TDET record uses the Rate field, then the Reimbursable Registration amount is set to the lesser of the Actual Registration amount on the Travel Expense line or the Rate on TDET. • If the TDET record uses the Encumbrance/Payment Percent field, then the Reimbursable Registration amount is calculated by multiplying the Encumbrance/Payment Percent amount from TDET by the Actual Registration amount on the Travel Expense line.
Reimbursable Other	Calculated	A system-calculated amount that is the total amount of Other Expenses allowed for reimbursement. The calculation is based on the Other Expenses and the

		Rate or Percent found for the Destination and Expense Type (<i>Other</i>) found on the Travel Destination Expense (TDET) table. • If the TDET record uses the Rate field, then the Reimbursable Other amount is set to the lesser of the Other Expenses amount on the Travel Expense line or the Rate on TDET. • If the TDET record uses the Encumbrance/Payment Percent field, then the Reimbursable Other amount is calculated by multiplying the Encumbrance/ Payment Percent amount from TDET by the Other Expenses amount on the Travel Expense line.
Reimbursable Transportation	Calculated	A system-calculated amount that is the total amount of Actual Transportation expenses allowed for reimbursement. The calculation is based on the Actual Transportation and the Rate or Percent found for the Destination and Expense Type (<i>Transportation</i>) found on the Travel Destination Expense (TDET) table. • If the TDET record uses the Rate field, then the Reimbursable Transportation amount is set to the lesser of the Actual Transportation amount on the Travel Expense line or the Rate on TDET. • If the TDET record uses the Encumbrance/Payment Percent field, then the Reimbursable Transportation amount is calculated by multiplying the Encumbrance/ Payment Percent amount from TDET by the Actual Transportation amount on the Travel Expense line.
Reimbursable Other Transportation	Calculated	A system-calculated amount that is the total amount of Other Transportation expenses allowed for reimbursement. The calculation is based on the Other Transportation amount and the Rate or Percent found for the Destination and Expense Type (<i>Other Transportation</i>) found on the Travel Destination Expense

(TDET) table.

- If the TDET record uses the Rate field, then the Reimbursable Other Transportation amount is set to the lesser of the Other Transportation amount on the Travel Expense line or the Rate on TDET.
- If the TDET record uses the Encumbrance/Payment Percent field, then the Reimbursable Other Transportation amount is calculated by multiplying the Encumbrance/Payment Percent amount from TDET by the Other Transportation amount on the Travel Expense line.

- A few differences exist on the following tabs on the Accounting section of the TP:
- General Information

General Information	
Event Type: TR04	Budget FY:
Accounting Template:	Fiscal Year:
Line Description:	Period:
Line Amount: \$0.00	Bank:
Reserved Funding: No	Vendor Invoice Number:
Line Closed Amount: \$0.00	Vendor Invoice Line:
Line Open Amount: \$0.00	Vendor Invoice Date:
Line Closed Date:	Tracking Date:
Referenced Line Amount: \$0.00	Check Description:
	Disbursement Category:

Note: The General Information tab under the Header section of the TP does not contain the **Billing Profile** field, which is present on the GAX.

- Reference

Reference	
Ref Doc Code:	Ref Vendor Line:
Ref Doc Dept:	Ref Accounting Line:
Ref Doc ID:	Ref Type:

Note: The Reference tab under the Accounting section of the TP does not contain the **Ref Commodity Line** field, which is present on the GAX.

Tasks

The "[Request Travel Reimbursement](#)" section contains instructions on creating a TP document.

Internal Document Types

Three internal document types exist to facilitate internal accounting for purchasing, transfers, loans, and almost any other client need. These documents perform this 2-party accounting function with three document components:

Document Header	(only 1)
Vendor Line	(1 - n)
Accounting Line	(1 - n)

Online labels for the Vendor and Accounting line document components do vary by document type, and those differences will be called out later in the component descriptions.

Critical to the understanding of this Internal Documents section are two concepts:

- A 'party' is a term to refer to ½ of the internal accounting event. That party can be a department, a unit, or any other chart of account element combination.
- Both parties must be on the same AMS Advantage Financial application.

AMS Advantage Financial has two methods available for using documents for internal accounting purposes that are not commodity based (that is, the Internal Payment Request, inventory documents, and internal asset sales).

- Two Document Method
- One Document Method

With the Two Document Method, one party initiates the internal purchasing transaction by creating an Internal Transaction Initiator (ITI). By initiating the process, this user selects the event type and sets the amount(s). After getting the document accepted, the first party routes the document to the second party to create the Internal Transaction Agreement (ITA). This serves as a notice to the second party that either a bill needs to be paid or an order needs to be filled. The second party creates the ITA that references the ITI (the copy forward ability exists to facilitate this). The first party's information is inferred from the ITI to the ITA and cannot be edited. The second party then completes the accounting lines necessary and processes the document. At this time, an event type creates posting lines for both parties. There is no accounting performed by the ITI; it is just an information collection vehicle.

With the One Document Method, one party has the complete information for both parties, or an offline process is used to create and process two-party transactions. The document used for this method is the IET, which is similar in appearance to the ITA, except there are no protected fields because one party enters all of the information. The IET is used for interfaces, batch programs, and in the internal procurement process where one party can reliably enter the other party's information.

Internal documents can be used for any of the following types of accounting:

- Reimbursement Transactions
- Quasi-External Transactions
- Internal Loans

- Operating Transfers
- Intercept Transfers

For more information on these, please refer to the "[Internal Accounting - Accounting Model](#)" section of the Accounting Model Delivered Configuration section and the "[Internal Accounting Event Type Processor](#)" section.

Other documents can be used to perform internal accounting. In fact, there are some that are designed specifically for internal accounting, but contain additional information than the three internal document types that make these other documents specific to another business process. For commodity-based procurement, there is a document sub-type of the Payment Request that allows commodity purchasing to be done between internal parties - PRCI. For all but two of the Inventory documents, two party accounting is facilitated between the warehouse and the buyer or the warehouse and another warehouse.

In addition to the special-purpose documents, the Journal Voucher can accommodate internal accounting as can the ABS document type. The benefit of the Internal Document Types over these documents is that the structures of the document require that the over-all accounting is a wash in a government wide sense - one party's expenditure is matched in total by an expenditure credit, or revenue, to another party.

Internal Exchange Transaction (IET) Document Type

Purpose

The Internal Exchange Transaction (IET) Document Code exists to collect information on two or more internal parties into a single document, usually entered by only one of the parties involved. Use of the document is often found when COA information and accounting treatment for all parties involved is known to a single party.

Structure

The IET Document Code is comprised of just three document sections containing many fields common to accounting documents along with several that support the business functions of the IET.

The IET contains the following sections:

- [Header](#)
- [Exchange Details](#) (similar to the Vendor section on other documents)
- [2nd Party Accounting](#)

Related Topic(s):

- The "[IET Document Sub Types](#)" section provides a list all the Document Sub Types provided with the IET Document Type.
- The "[IET Delivered Document Codes](#)" section provides a list of all document codes that are delivered with the IET Document Type.

- For a description of the delivered event types allowed for the IET document type, please see the "[Internal Accounting - Accounting Model](#)" section in the Accounting Model Delivered Configuration section.
- For instructions on how to create an IET document, refer to the "[Single Internal Document](#)" section under Common Business Tasks.

IET Document Sub Types

The following list taken from the [Document Sub Type](#) section of Document Configuration shows the single sub type for the Internal Exchange Transaction (IET) Document Type. Field descriptions presented later will call out the edit and update differences specific to that sub type. The sub type is associated with one delivered document code on the Document Control table.

Document Type	Sub Type	Name
IET	IT	Intercept (Transfer) Document

IET Delivered Document Codes

The IET Document Type is delivered with the following document codes:

Code	Name	Intended Use	Sub Type
IET	Internal Exchange Transaction	1 party to enter information for both parties	
IT	Intercept Transfer	Transfer intercepted cash from the disbursing party to the party of the receivable	IT

Tasks

The "[Single Internal Document](#)" section contains instructions on creating an IET document.

Header

Many values entered on the Header are intended to be used as default values for all accounting lines unless a different value is specified at the accounting line level. Several fields do exist to define information at a header level that may be required by Document Control options or document sub type edits.

The Header section on the IET document contains the following tabs:

- General Information

Field Name	Required?	Field Description
Document Name	Conditionally Required	An optional field to record a short description, or name, for a document for reporting or identification purposes. The field can be required per Document Control setup.
Record Date	Required	A date which journal updates created will be recorded. If left blank, the value will default to the Application Date from the Application Control (APPCTRL) table when the document goes to final. The date, if manually entered, may not necessarily be the date the document went to final, but serves to provide another measure of 'when' the accounting events occurred. The common calendar pick exists to assist in selection. For manual data entry, enter a date in the following format: mm/dd/ccyy.
Budget FY	Required	An optional field for specifying a budget year (BFY) to be the BFY used on all accounting lines. If left blank, the BFY will default to the current BFY of the Record Date entered or defaulted based on the default FY of that date on the Calendar Date table. The Header BFY will never overlay any pre-existing value at the accounting line.
Fiscal Year	Required	An optional field for specifying a fiscal year (FY) to be the FY used on all accounting lines. If left blank, the FY will default to the current FY of the Record

		Date entered or defaulted based on the default FY of that date on the Calendar Date table. The Header FY will never overlay any pre-existing value at the accounting line.
Period	Required	An optional field for specifying an accounting period (APD) to be the APD used on all accounting lines. If left blank, the APD will default to the current APD of the Record Date entered or defaulted based on the default APD of that date on the Calendar Date table. The Header APD will never overlay any pre-existing value at the accounting line.
Document Description	Conditionally Required	An optional field to record a short description for a document for reporting and identification purposes. The field can be required per Document Control setup.
Actual Amount	Calculated	A system calculated amount that is the summation of the Line Amount field on all Accounting lines.
Initiator	Required	A required field that enables the document to determine which component of the document contains the information for the Seller/Provider and which contains information for the Buyer/Receiver. There is no default, so one of the two choices must be made: <i>Seller/Provider</i> or <i>Buyer/Receiver</i>. On the IET, the choice of Initiator indicates that the party will be on the Exchange Details component and the 2nd party will have information entered on the 2nd Party Accounting component.
Delivery Date	Optional	An optional date used for internal purchases to indicate an anticipated or actual delivery date for informational purposes. The common calendar pick exists to assist with data entry.
Additional Information	Optional	An optional field to record additional information about the document for

		reporting and identification purposes.

- 1st Party Information

As the internal documents perform two-party accounting, the ability to collect information on two different vendors/customers has to exist. The first of these two locations is on the Header to record information for the 1st party - the one designated as the 'Initiator'. Information in this section is optional unless information is later entered for the 2nd party. The internal documents require that information be entered for both or neither party. The [IT document sub-type](#) has an exception for this rule as intercept transfers are generated by the disbursement process with information on the 1st Party section that comes from the disbursement document. When two Vendor/Customer codes are entered, both must be internal or both must be external.

If the Initiator is *Seller/Provider*, the 1st party has to be an active and approved vendor, if the 1st party Vendor/Customer information is not left blank. The 2nd party has to be an active and approved customer. In both cases, the vendor/customer code has to have a *Payment* address type.

If the Initiator is *Buyer/Receiver*, the 1st party has to be an active and approved customer, if the 1st party Vendor/Customer information is not left blank. The 2nd party has to be an active and approved vendor. In both cases, the vendor/customer code has to have a *Payment* address type.

1st Party Information	
Vendor/Customer:	Vendor Contact ID:
Legal Name:	Principal Contact:
Alias/DBA:	Phone:
Address Code:	Phone Extension:
Address Line 1:	Fax:
Address Line 2:	Fax Extension:
City:	Email Address:
State:	Web Address http://:
Zip:	
Country:	
County:	

Field Name	Required?	Field Description
Vendor Customer	Optional	An optional field to record a vendor/customer code for the 1 st party. A pick exists to the Vendor Customer table to assist in data entry. From the value entered in this field, an Address Code and Contact ID will be inferred if the vendor code is not marked as Miscellaneous.

Legal Name	Conditionally Required	A required name field if a vendor code is entered. When the vendor code is not miscellaneous, this field will be inferred to the document upon a save action. In cases where the name should be different than the inferred value, one can be manually entered that will not be overlaid by the inference. If miscellaneous, the user must enter a value.
Alias/DBA	Optional	An optional name field if a vendor code is entered. When the vendor code is not miscellaneous, this field will be inferred to the document upon a save action. In cases where the name should be different than the inferred value, one can be manually entered that will not be overlaid by the inference. If miscellaneous, the user may enter a value.
Address Code	Conditionally Required	A required field if a non-miscellaneous vendor code is entered. No value should be entered if a miscellaneous vendor or no vendor is entered. When a non-miscellaneous vendor is entered and there is a payment address marked as the default address, that Address Code will be inferred unless another has been manually entered. If there is no default payment address, then a user must enter a valid and active payment Address Code. A pick exists to the Address table to assist in data entry. The value entered in this field will enable the defaulting of other address information upon a save action if such information does not already exist. For this reason, if the address code is changed, address fields must be cleared out by the user to infer new values.
Address Line 1	Required	A required field for the first address line of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed.

Address Line 2	Optional	An optional field for the second address line of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table.
City	Required	A required field for the city of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed.
State	Required	A required field for the city of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed. A drop down listing is available to assist with data entry.
Zip	Required	A required field for the zip of the vendor code. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed.
Country	Optional	An optional field for the country of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table. A manually entered value must be valid on the Country (CTRY) table.
County	Optional	An optional field for the county of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table. A pick to the County (CTY) table exists to assist in date entry.

Vendor Contact ID	Optional	An optional field if a non-miscellaneous vendor code is entered. No value should be entered if a miscellaneous vendor or no vendor is entered. When a non-miscellaneous vendor is entered and there is a payment address marked as the default address, the Contact ID of that Address Code will be inferred unless another has been manually entered. A pick exists to the Vendor Contact table to assist in data entry. The value entered in this field will enable the defaulting of other contact information upon a save action if such information does not already exist. For this reason, if the contact code is changed, contact fields must be cleared out by the user to infer new values.
Vendor Contact Name	Optional	An optional field for a contact of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Vendor Contact Phone	Optional	An optional field for a phone number of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Vendor Contact Phone Ext	Optional	An optional field for a phone extension of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Vendor Contact Email	Optional	An optional field for an email address of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Fax	Optional	An optional field for a fax number of the vendor contact. If a non-miscellaneous vendor code with a default payment

		address, this field will be inferred upon a save action from the Vendor Contact table.
Fax Extension	Optional	An optional field for a fax extension of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Web Address http://	Optional	An optional field for the web address of the vendor. If a non-miscellaneous vendor code, this field will be inferred upon a save action from the Vendor Customer table.

- Extended Description

Extended Description

Extended Description:

Field Name	Required?	Field Description
Extended Description	Optional	An optional field to record a long description.

- Document Information

Document Information

Created By: gmcclend

Created On: 12/12/2008

Modified By: gmcclend

Modified On: 12/12/2008

Field Name	Required?	Field Description

Created By	System Set	The user id of the person that created the document in AMS Advantage.
Created On	System Set	The date that the document was created in AMS Advantage.
Modified By	System Set	The user id of the person that last modified the document.
Modified On	System Set	The date that the document was last modified.

Exchange Details

The Exchange Details section on the IET document contains the following tabs:

- General Information

The section is editable on the IET as one party enters information for both parties.

Exchange Details					
No. of Lines: 1	Line Number: 1	Vendor Customer:	Legal Name:		
	Line Number	Vendor Customer	Legal Name	Line Amount	Event Type
	1			\$0.00	
From 1 to 1 Total: 1					
First Previous Next Last Go to line: Go Tab View					
General Information Event Type: Bank: Accounting Template: Line Amount: \$0.00 Calculated Amount: \$0.00					

Field Name	Required?	Field Description
Event Type	Required	A required value for the specification of an Event Type to derive settings for information requirements, edits, and postings. The defaulting of a value from the Document Control (DCTRL) table is possible. If no default or the default is not the intended type of accounting activity, then another event type has to be chosen from the selection listed by the pick of event types defined on the Allowed Event Types for Document Code (AETDC) table. For a description of the delivered event

		types allowed for document types, please refer to the following sections in the Accounting Model Examples part of this Users Guide: Internal Accounting .
Accounting Template	Optional	An optional field for entering an Accounting Template from which chart of account values will be inferred for the 1 st party upon the first save, validate, or submit action on the accounting line. Values are only inferred to fields that are blank. A pick exists to the Accounting Template (ACTPL) table to assist in selection.
Line Amount	Required	A required amount to be entered by the user for the amount to be associated with the 1st party's accounting information. The amount entered must total the Calculated Amount before the document will process successfully. This edit exists to ensure that the net result of internal accounting for the document is \$0.00 on an application-wide basis. On modifications, users enter the amount the accounting line should be and the application will determine the delta amount to post. The amount can be positive, negative, or even \$0.00 if desired. If positive, postings will be generated as defined for the Event Type on the Event Type (ETYP) table in terms of debits and credits. If a negative amount is entered, those postings will be reversed. If \$0.00 is entered on version 1 of a document, there will be no postings generated.
Calculated Amount	Calculated	A system-calculated amount, displayed only on the IET, which is the sum of the Line Amount field found on all Accounting lines to the Vendor line. The Line Actual Amount must equal the Line Amount before the document will process successfully. This edit exists to ensure that the net result of internal accounting for the document is \$0.00 on an application-wide basis.
Bank	Conditionally Required	An optional IET field for entering a Bank account code to be recorded for the vendor line. This field is required or prohibited based on the Event Type

		Requirement (ERQ) settings for the event type being used. If the ERQ requires a bank, the system will default a Bank from the Fund (FUND) table, using the Fund and Fiscal Year of the header. A pick exists to the BANK table to assist in data entry.

- 2nd Party Information

Information in this section is optional unless information has been entered for the 2nd party. The internal documents require that information be entered for both or neither. The [IT document subtype](#) has an exception for this rule as intercept transfers are generated by the disbursement process with information on the 1st Party section that comes from the disbursement document. When two Vendor/Customer codes are entered, both must be internal or both must be external.

The controls for Vendor and Customer that exist on the Document Control (DCTRL) and Event Type Requirements (ERQ) tables apply to this 2nd Party Vendor/Customer field, as it is in the document position vendor/customer codes are normally entered. The rules on these two tables will work in conjunction with the internal document rules for (1) both completed or none completed and (2) both internal or both external.

If the Initiator is *Seller/Provider*, the 1st party has to be an active and approved vendor, if the 1st party Vendor/Customer information is not left blank. The 2nd party has to be an active and approved customer. In both cases, the vendor/customer code has to have a *Payment* address type.

If the Initiator is *Buyer/Receiver*, the 1st party has to be an active and approved customer, if the 1st party Vendor/Customer information is not left blank. The 2nd party has to be an active and approved vendor. In both cases, the vendor/customer code has to have a *Payment* address type.

2nd Party Information	
Vendor Customer:	Vendor Contact ID:
Legal Name:	Principal Contact:
Alias/DBA:	Phone:
Address Code:	Phone Extension:
Address Line 1:	Fax:
Address Line 2:	Fax Extension:
City:	Email Address:
State:	Web Address http://:
Zip:	Billing Profile:
Country:	AR Dept:
County:	AR Unit:

Field Name	Required?	Field Description
Vendor Customer	Optional	An optional field to record a vendor/customer code for the 2nd party. A

		pick exists to the Vendor Customer table to assist in data entry. From the value entered in this field, an Address Code and Contact ID will be inferred if the vendor code is not marked as Miscellaneous. If the Initiator is equal to 'Provider/Seller', and the Vendor Line of the IET references an RE document, the 2nd Party Vendor/Customer has to match the Vendor/Customer from the referenced RE document. If not entered, the value will infer from the RE to aid data entry.
Legal Name	Conditionally Required	A required name field if a vendor code is entered. When the vendor code is not miscellaneous, this field will be inferred to the document upon a save action. In cases where the name should be different than the inferred value, one can be manually entered that will not be overlaid by the inference. If miscellaneous, the user must enter a value.
Alias/DBA	Optional	An optional name field if a vendor code is entered. When the vendor code is not miscellaneous, this field will be inferred to the document upon a save action. In cases where the name should be different than the inferred value, one can be manually entered that will not be overlaid by the inference. If miscellaneous, the user may enter a value.
Address Code	Conditionally Required	A required field if a non-miscellaneous vendor code is entered. No value should be entered if a miscellaneous vendor or no vendor is entered. When a non-miscellaneous vendor is entered and there is a payment address marked as the default address, that Address Code will be inferred unless another has been manually entered. If there is no default payment address, then a user must enter a valid and active payment Address Code. A pick exists to the Address table to assist in data entry. The value entered in this field will enable the defaulting of other address information upon a save action if such information does not already exist. For this reason, if the address code is changed, address fields must be cleared out by the user to infer

		new values.
Address Line 1	Required	A required field for the first address line of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed.
Address Line 2	Optional	An optional field for the second address line of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table.
City	Required	A required field for the city of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed.
State	Required	A required field for the city of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed. A drop down listing is available to assist with data entry.
Zip	Required	A required field for the zip of the vendor code. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed.
Country	Optional	An optional field for the country of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table. A manually entered value must be valid on the Country (CTRY) table.
County	Optional	An optional field for the county of the vendor. If a non-miscellaneous vendor

		code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table. A pick to the County (CTY) table exists to assist in date entry.
Vendor Contact ID	Optional	An optional field if a non-miscellaneous vendor code is entered. No value should be entered if a miscellaneous vendor or no vendor is entered. When a non-miscellaneous vendor is entered and there is a payment address marked as the default address, the Contact ID of that Address Code will be inferred unless another has been manually entered. A pick exists to the Vendor Contact table to assist in data entry. The value entered in this field will enable the defaulting of other contact information upon a save action if such information does not already exist. For this reason, if the contact code is changed, contact fields must be cleared out by the user to infer new values.
Principal Contact	System Set	An optional field for a contact of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Phone	Optional	An optional field for a phone number of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Phone Extension	Optional	An optional field for a phone extension of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Fax	Optional	An optional field for a fax number of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Fax Extension	Optional	An optional field for a fax extension of the vendor contact. If a non-miscellaneous

		vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Email Address	Optional	An optional field for an email address of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Web Address http://	Optional	An optional field for the web address of the vendor. If a non-miscellaneous vendor code, this field will be inferred upon a save action from the Vendor Customer table.
Billing Profile	System Set	A field inferred and used for A/R table updates from a referenced Receivable (RE) document used by internal documents (ITA and IET) created for payment intercepts and the liquidation of internal receivables. If the Initiator is equal to <i>Provider/Seller</i> , the Billing Profile will infer from any referenced RE document. If the Initiator is equal to <i>Receiver/Buyer</i> , the Accounting Line of the IET or ITA referencing an RE document, will be where the value is inferred.
AR Dept	System Set	A field inferred and used for A/R table updates from a referenced Receivable (RE) document used by internal documents (ITA and IET) created for payment intercepts and the liquidation of internal receivables. If the Initiator is equal to <i>Provider/Seller</i> , the AR Department will infer from any referenced RE document. If the Initiator is equal to <i>Receiver/Buyer</i> , the Accounting Line of the IET or ITA referencing an RE document will be where the value is inferred,
AR Unit	System Set	A field inferred and used for A/R table updates from a referenced Receivable (RE) document used by internal documents (ITA and IET) created for payment intercepts and the liquidation of internal receivables. If the Initiator is equal to <i>Provider/Seller</i> , the AR Unit will infer from any referenced RE document. If the Initiator is equal to <i>Receiver/Buyer</i> , the Accounting Line of the IET or ITA referencing an RE document will be where the value is inferred.

- 1st Party Reference

When information is entered or inferred to this section, it will be pushed down to all accounting lines if the Reference Type is not *Memo*. The reason behind this behavior is that the posting lines generated from one Accounting Line can only liquidate one referenced accounting line. Two different references on a Vendor/Accounting line combination are only allowed if the Vendor line performs a *Memo* reference.

Information in this section is not directly controlled by Budget Fiscal Year Staging, the Document Control (DCTRL), or the Event Type Requirements (ERQ) tables. Those tables only control these fields on an Accounting line. However, when a reference made at the Vendor line is pushed down to the Accounting line, it is then subject to edits to these tables from the Accounting line.

When any one value is entered, all must be entered. When all are entered, the document must exist in a *Final* Document Phase. Changes to information in this section is not allowed on a modification with the exception of changing between the *Partial* and *Final* Reference Types.

1st Party Reference	
Ref Doc Code:	Ref Vendor Line:
Ref Doc Dept:	Ref Accounting Line:
Ref Doc ID:	Ref Type:

Field Name	Required?	Field Description
Ref Doc Code	Conditionally Required	An optional field used to define a referenced document code value of the document to be referenced. The value entered must be defined as allowable for the Internal document code on the Document Allowable Reference (DARF) table.
Ref Doc Dept	Conditionally Required	An optional field used to define the referenced document department value of the document to be referenced.
Ref Doc ID	Conditionally Required	An optional field used to define the referenced document identification number of the document to be referenced.
Ref Vendor Line	Conditionally Required	An optional field used to define the referenced vendor line number of the document to be referenced.
Ref Accounting Line	Conditionally Required	An optional field used to define the referenced accounting line of the document to be referenced.

Ref Type	Conditionally Required	An optional field for defining the type of reference <i>Memo</i>, <i>Partial</i>, or <i>Final</i> that is to occur. The field defaults to an initial value of <i>Partial</i>, but will be set by the system to <i>Final</i> if the Line Amount of that accounting line exceeds the Open Amount of the referenced accounting line. For <i>Partial</i> and <i>Final</i> references to be successful, the referenced accounting line must not be closed. A <i>Memo</i> reference to any other document type does not carry any such restrictions.

- 1st Party Fund Accounting

Chart of account elements in this section are those associated with governmental accounting systems. With the exception of Fund that is always required, these elements are required based on a number of table settings. Rules in each location must be satisfied as there is no hierarchy of application that allows for one area to override another.

- [Event Type Requirements](#) (ERQ) settings can make each element (except OBSA/Sub OBSA) *Required*, *Optional*, or *Prohibited*. This table has two flags that are read by the Internal Accounting Event Type Processor to control sub accounts for Object and Revenue: Require Nominal Sub Account for Provider/Seller and Require Nominal Sub Account for Receiver/Buyer. The Sub Object and Sub Revenue control fields are still evaluated; however, their settings apply to both parties. The flags allow for settings to require sub elements for just one party. For example, on an event type that records revenue for the seller/provider, if the Sub Object control were set to *Required*, then the seller/provider would not only have to enter a Revenue Source but also enter an Object and Sub Object. In this case, the Require Nominal Sub Account for Buyer/Receiver should be checked and the Sub Object control set to *Optional*.
- COA Required Element tables (REQELM for example) can make certain elements *Required*, *Optional*, or *Prohibited* based on values for one or more other fields on the accounting line.
- Required Budget (REQBUD) table settings can establish a budget structure as required, which will require the entry of all elements necessary to update all required levels of that budget structure. Of course, to trigger this type of edit, the accounting line must contain an Event Type that has a Posting Code being used that is established to update a budget with either the Revenue Budget or Expense Budget flags being checked on the [Posting Code](#) (PSCD) table.

One other situation exists that will make a COA element required, which is not a configuration option but a system edit. If a COA value is entered, it must be validated. If the reference table for that COA value contains other COA values as key fields, then those COA elements must also be completed for validation to occur.

1st Party Fund Accounting

Fund: 
Sub Fund: 
Department: 
Unit: 
Sub Unit: 
Appr Unit: 

Object: 
Sub Object: 
Revenue: 
Sub Revenue: 
BSA: 
Sub BSA: 

OBSA: 
Sub OBSA: 
Dept Object: 
Dept Revenue: 

Field Name	Required?	Field Description
Fund	Required	This chart of account is always required. Enter a value that is defined on the Fund (FUND) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Fund	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Fund (SFUND) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Department	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Fiscal Year (DEPTFY) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Unit	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Unit (UNIT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Unit	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Unit (SUNIT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a

		referenced accounting line.
Appropriation	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Appropriation (APPR) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Object (OBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Object (SOBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Revenue (RSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Revenue (SRSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
BSA (Balance Sheet Account)	Conditionally Required	This chart of account is optional unless made required by online configuration or the Event Type being used calls a Posting Code that does not have a default BSA defined on the Posting Code (PSCD) table. Such a posting code requires a BSA that must be of the same account type. Enter a value that is defined on the

		Balance Sheet Account (BSA) table.
Sub BSA	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Balance Sheet Account (SBSA) table when necessary.
OBSA (Offset Balance Sheet Account)	Conditionally Required	This chart of account is optional unless made required because the Event Type used calls an Offset Posting Code that does not have a default BSA defined on the Posting Code (PSCD) table. Such a posting code requires a BSA that must be of the same account type. Enter a value that is defined on the Balance Sheet Account (BSA) table. Entry of this field can be controlled by the Document Control (DCTRL) table. When the Offset Override Allowed flag is checked for the document code, a value can be entered in this field; otherwise, it is prohibited.
Sub OBSA	Optional	This chart of account is optional. Enter a value that is defined on the Sub Balance Sheet Account (SBSA) table.
Dept Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Object (DOBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Dept Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Revenue (DRSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.

- 1st Party Detail Accounting

Chart of account elements in this section are those most often associated with cost accounting.

Rules in each location must be satisfied as there is no hierarchy of application that allows for one area to override another.

- [Event Type Requirements](#) (ERQ) settings can make each element (except OBSA/Sub OBSA) *Required*, *Optional*, or *Prohibited*.
- COA Required Element tables (REQELM for example) can make certain elements *Required*, *Optional*, or *Prohibited* based on values for one or more other fields on the accounting line.
- Required Budget (REQBUD) table settings can establish a budget structure as required, which will require entry of all elements necessary to update all required levels of that budget structure. Of course, to trigger this type of edit, the accounting line must contain an Event Type that has a Posting Code being used that is established to update a budget with either the Revenue Budget or Expense Budget flags being checked on the [Posting Code](#) (PSCD) table.

One other situation exists that will make a COA element required, which is not a configuration option but a system edit. If a COA value is entered, it must be validated. If the reference table for that COA value contains other COA values as key fields, then those COA elements must also be completed for validation to occur.

1st Party Detail Accounting

Location:		Reporting:		Major Program:	
Sub Location:		Sub Reporting:		Program:	
Activity:		Task:		Phase:	
Sub Activity:		Sub Task:		Program Period:	
Function:		Task Order:			
Sub Function:					

Field Name	Required?	Field Description
Location	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Location (LOC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Location	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Location (SLOC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Activity	Conditionally Required	This chart of account is optional unless made required by online configuration.

		Enter a value that is defined on the Activity (ACTV) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Activity	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Activity (SACTV) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Function	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Function (FUNC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Function	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Function (SFUNC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Reporting	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Reporting (RPT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Reporting	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Reporting (SRPT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Task	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Task (TASK) table or let the value default from the Accounting Template, COA inference

		table, or be inferred from a referenced accounting line.
Sub Task	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Task (STASK) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Task Order	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Task Order (TASKORD) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Major Program	Optional	This chart of account is optional and cannot be manually entered. A value is inferred from the Program value entered.
Program	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program (PROG) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Phase	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program Phase (PHPRG) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Program Period	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program Period (PPC) table or let it default from special Program Period inference logic based on the Infer From and Infer To dates defined on the Program Period (PPC) table and the Service From date of the document.

- 1st Party Service Dates

Service Dates (From/To Dates) are used to identify when goods or services were received from the vendor. These fields were primarily added in an effort to track when goods/services were received to more accurately present modified accrual reports, as a payment should be accrued on the date the goods or services were provided and not necessarily when a request for payment or internal purchase was recorded.

Service To and From Dates will default to the Date of Record for a document code if the Service Date Severity is set to No Error for that document code on the Document Control table. If that severity is set to Error, then neither date will default, but both will be required. At a minimum the Service From date has to be entered and the Service To date will default to that same date if another is not entered.

When the 1st Party is the Buyer/Receiver, default logic and editing will be performed in the 1st Party Service Dates section of the Vendor line. Otherwise, dates cannot be entered.

1st Party Service Dates

Service From Date: 
Service To Date: 

Field Name	Required?	Field Description
Service From Date	Conditionally Required	An optional date that will default to the Record Date on the Header unless made required by the Document Control (DCTRL) table, in which case, there is no default. The common calendar pick exists to assist with data entry.
Service To Date	Optional	An optional field that will default to equal the Service From Date if left blank. The common calendar pick exists to assist with data entry.

2nd Party Accounting

The 2nd Party Accounting section on the IET document contains the following tabs:

- General Information

2nd Party Accounting			No. of Lines: 1	Line Number: 1	Line Amount: \$0.00
Line Number	Line Amount	Event Type			
1	\$0.00				
From 1 to 1 Total: 1			First	Previous	Next
			Go to line: Go		
Tab View					
General Information					
Event Type:		Budget FY:			
Accounting Template:		Fiscal Year:			
Line Description:		Period:			
		Bank:			
		Billing Profile:			
Line Amount: \$0.00		AR Dept:			
		AR Unit:			

Field Name	Required?	Field Description
Event Type	System Set	A required value for the specification of an Event Type to derive settings for information requirements, edits, and postings. The value is defaulted from the Vendor Line and cannot be changed. If no default or the default is not the intended type of accounting activity, then another event type has to be chosen from the selection listed by the pick of event types defined on the Allowed Event Types for Document Code (AETDC) table. For a description of the delivered event types allowed for the document types, please refer to the following section in the Accounting Model Examples part of this User's Guide: "Internal Accounting."
Accounting Template	Optional	An optional field for entering an Accounting Template from which chart of account values will be inferred for the 1 st party upon the first save, validate, or submit action on the accounting line. Values are only inferred to fields that are blank. A pick exists to the Accounting Template (ACTPL) table to assist in selection.
Line Description	Optional	An optional field to record a short description for an accounting line for reporting and identification purposes. This description will be written to all journals updated by the accounting line. Field can be required per Document Control setup.

Line Amount	Required	A required amount to be entered by the user for the amount to be associated with the 2nd party's accounting information. On the IET Document Type, the sum of Line Amounts across the accounting line must sum to the line amount of the parent vendor line. On modifications, users enter the amount the accounting line 'should be' and the application will determine the delta amount to post. The amount can be positive, negative, or even \$0.00 if desired. If positive, postings will be generated as defined for the Event Type on the Event Type (ETYP) table in terms of debits and credits. If a negative amount is entered, those postings will be reversed. If \$0.00 is entered on version 1 of a document, there will be no postings generated.
Budget FY	Optional	An optional field for entering a Budget Fiscal Year (BFY) value when the current budget fiscal year or the Budget FY entered on the header should not be used for an accounting line. That current BFY will be the current FY, which is determined from the Calendar Date table using the Record Date of the header, if entered, or the current Application Date if not entered. If defaulting as the current BFY, a value will not appear until the document reaches the <i>Final</i> status. The Internal Event Type Processor may also adjust the BFY on liquidation posting lines as well.
Fiscal Year	Optional	An optional field for entering a fiscal year (FY) value when the current fiscal year or the Fiscal Year entered on the header should not be used for an accounting line. That current FY will be the default FY on the Calendar Date table for the Record Date of the header, if entered, or the current Application Date if not entered. If defaulting as the current FY, a value will not appear until the document reaches the <i>Final</i> status.
Period	Optional	An optional field for entering an accounting period (APD) value when the current accounting period or the Period entered on the header should not be used for an accounting line. That current APD will be

		the default APD on the Calendar Date table for the Record Date of the header, if entered, or the current Application Date if not entered. If defaulting as the current APD, a value will not appear until the document reaches the <i>Final</i> status.
Bank	Conditionally Required	An optional field for entering a Bank account code to be recorded for the accounting line. This field is required or prohibited based on either Event Type Requirement (ERQ) settings for the event type being used. If the ERQ requires a bank, the system will default a Bank from the Fund (FUND) table, using the Fund and Fiscal Year of the accounting line. A pick exists to the BANK table to assist in data entry.
Billing Profile	System Set	An optional field inferred and used for A/R table updates when the accounting line of the internal document references a Receivable (RE) document. The intercept process will populate this field when internal debt is intercepted when creating the Intercept (IT) document. Outside of the intercept process, this field will be inferred from any referenced Receivable (RE) document. On the IET documents, the inference will only occur if the Initiator is set to <i>Receiver/Buyer</i> .
AR Dept	System Set	An optional field inferred and used for A/R table updates when the accounting line of the internal document references a Receivable (RE) document. The intercept process will populate this field when internal debt is intercepted when creating the Intercept (IT) document. Outside of the intercept process, this field will be inferred from any referenced Receivable (RE) document. On the IET documents, the inference will only occur if the Initiator is set to <i>Receiver/Buyer</i> .
AR Unit	System Set	An optional field inferred and used for A/R table updates when the accounting line of the internal document references a Receivable (RE) document. The intercept process will populate this field when internal debt is intercepted when creating the Intercept (IT) document. Outside of the intercept process, this field will be inferred

		from any referenced Receivable (RE) document. On the IET documents, the inference will only occur if the Initiator is set to <i>Receiver/Buyer</i> .

- References

Information in this section may be required or prohibited from a number of places. Budget Fiscal Year Staging, the Document Control (DCTRL), and the Event Type Requirements (ERQ) tables all have the ability to define a reference as *Required*, *Prohibited*, or *Optional (Unrestricted)*. Each table defines this reference rule at different levels. Please refer each of those sections for more information on their use.

When any one value is entered, all must be entered. When all are entered, the document must exist in a *Final* Document Phase. Changes to information in this section is not allowed on a modification with the exception of changing between the *Partial* and *Final* Reference Types.

On the IET Document Type, if a non-memo reference is done on the vendor line, the values in the reference fields on the vendor line are pushed to the accounting line.

References

Ref Doc Code: Ref Vendor Line: Ref Doc Dept: Ref Accounting Line: Ref Doc ID: Reference Type:

Field Name	Required?	Field Description
Ref Doc Code	Conditionally Required	An optional field used to define a referenced document code value of the document to be referenced. The value entered must be defined as allowable for the ABS document code on the Document Allowable Reference (DARF) table.
Ref Doc Dept	Conditionally Required	An optional field used to define the referenced document department value of the document to be referenced.
Ref Doc ID	Conditionally Required	An optional field used to define the referenced document identification number of the document to be referenced.
Ref Vendor Line	Conditionally Required	An optional field used to define the referenced vendor line number of the document to be referenced.

Ref Accounting Line	Conditionally Required	An optional field used to define the referenced accounting line of the document to be referenced.
Ref Type	Conditionally Required	An optional field for defining the type of reference - <i>Memo</i> , <i>Partial</i> , or <i>Final</i> - that is to occur. The field defaults to an initial value of <i>Partial</i> , but will be set by the system to <i>Final</i> if the Line Amount of that accounting line exceeds the Open Amount of the referenced accounting line. For <i>Partial</i> and <i>Final</i> references to be successful, the referenced accounting line must not be closed.

- Fund Accounting

Chart of account elements in this section are those associated with governmental accounting systems. With the exception of Fund that is always required, these elements are required based on a number of table settings. Rules in each location must be satisfied as there is no hierarchy of application that allows for one area to override another.

- [Event Type Requirements](#) (ERQ) settings can make each element (except OBSA/Sub OBSA) *Required*, *Optional*, or *Prohibited*.
- COA Required Element tables (REQELM for example) can make certain elements *Required*, *Optional*, or *Prohibited* based on values for one or more other fields on the accounting line.
- Required Budget (REQBUD) table settings can establish a budget structure as required, which will require entry of all elements necessary to update all required levels of that budget structure. Of course, to trigger this type of edit, the accounting line must contain an Event Type that has a Posting Code being used that is established to update a budget with either the Revenue Budget or Expense Budget flags being checked on the [Posting Code](#) (PSCD) table.

One other situation exists that will make a COA element required, which is not a configuration option but a system edit. If a COA value is entered, it must be validated. If the reference table for that COA value contains other COA values as key fields, then those COA elements must also be completed for validation to occur.

Fund Accounting

Fund:		Object:		OBSA:	
Sub Fund:		Sub Object:		Sub OBSA:	
Department:		Revenue:		Dept Object:	
Unit:		Sub Revenue:		Dept Revenue:	
Sub Unit:		BSA:			
Appr Unit:		Sub BSA:			

Field Name	Required?	Field Description
Fund	Required	This chart of account is always required. Enter a value that is defined on the Fund (FUND) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Fund	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Fund (SFUND) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Department	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Fiscal Year (DEPTFY) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Unit	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Unit (UNIT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Unit	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Unit (SUNIT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Appropriation	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is

		defined on the Appropriation (APPR) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Object (OBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Object (SOBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Revenue (RSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Revenue (SRSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
BSA (Balance Sheet Account)	Conditionally Required	This chart of account is optional unless made required by online configuration or the Event Type being used calls a Posting Code that does not have a default BSA defined on the Posting Code (PSCD) table. Such a posting code requires a BSA that must be of the same account

		type. Enter a value that is defined on the Balance Sheet Account (BSA) table.
Sub BSA	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Balance Sheet Account (SBSA) table when necessary.
OBSA (Offset Balance Sheet Account)	Conditionally Required	This chart of account is optional unless made required because the Event Type used calls an Offset Posting Code that does not have a default BSA defined on the Posting Code (PSCD) table. Such a posting code requires a BSA that must be of the same account type. Enter a value that is defined on the Balance Sheet Account (BSA) table. Entry of this field can be controlled by the Document Control (DCTRL) table. When the Offset Override Allowed flag is checked for the document code, a value can be entered in this field, otherwise it is prohibited.
Sub OBSA	Optional	This chart of account is optional. Enter a value that is defined on the Sub Balance Sheet Account (SBSA) table.
Dept Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Object (DOBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Dept Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Revenue (DRSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.

- Detail Accounting

Chart of account elements in this section are those most often associated with cost accounting. The same tables can be used to establish date entry rules as with the Fund Accounting elements. Rules in each location must be satisfied as there is no hierarchy of application that allows for one area to override another.

- [Event Type Requirements](#) (ERQ) settings can make each element (except OBSA/Sub OBSA) *Required*, *Optional*, or *Prohibited*.
- COA Required Element tables (REQELM for example) can make certain elements *Required*, *Optional*, or *Prohibited* based on values for one or more other fields on the accounting line.
- Required Budget (REQBUD) table settings can establish a budget structure as required, which will require entry of all elements necessary to update all required levels of that budget structure. Of course, to trigger this type of edit, the accounting line must contain an Event Type that has a Posting Code being used that is established to update a budget with either the Revenue Budget or Expense Budget flags being checked on the [Posting Code](#) (PSCD) table.

One other situation exists that will make a COA element required, which is not a configuration option but a system edit. If a COA value is entered, it must be validated. If the reference table for that COA value contains other COA values as key fields, then those COA elements must also be completed for validation to occur.

Detail Accounting

Location:		Reporting:		Major Program:	
Sub Location:		Sub Reporting:		Program:	
Activity:		Task:		Phase:	
Sub Activity:		Sub Task:		Program Period:	
Function:		Task Order:			
Sub Function:					

Field Name	Required?	Field Description
Location	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Location (LOC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Location	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Location (SLOC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting

		line.
Activity	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Activity(ACTV) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Activity	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Activity (SACTV) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Function	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Function (FUNC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Function	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Function (SFUNC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Reporting	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Reporting (RPT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Reporting	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Reporting (SRPT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.

Task	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Task (TASK) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Task	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Task (STASK) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Task Order	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Task Order (TASKORD) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Major Program	Optional	This chart of account is optional and cannot be manually entered. A value is inferred from the Program value entered.
Program	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program (PROG) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Phase	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program Phase (PHPRG) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Program Period	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program Period (PPC) table or let it default from special Program Period inference logic based on the Infer From and Infer To dates

		defined on the Program Period (PPC) table and the Service From date of the document.

- Service Dates

Service Dates (From/To Dates), on documents that have them, are used to identify when goods or services were received from the vendor. These fields were primarily added in an effort to track when goods/services were received to more accurately present modified accrual reports, as a payment should be accrued on the date the goods or services were provided and not necessarily when a request for payment or internal purchase was recorded.

Service To and From Dates will default to the Date of Record for a document code if the Service Date Severity is set to 'No Error' for that document code on the Document Control table. If that severity is set to Error, then neither date will default, but both will be required. At a minimum the Service From date has to be entered and the Service To date will default to that same date if another is not entered.

When the 1st Party is the Seller/Provider, default logic and editing will be performed in the Service Dates section of the Accounting line. Otherwise, dates cannot be entered.

Service Dates

Service From Date:

Service To Date:

Field Name	Required?	Field Description
Service From Date	Conditionally Required	An optional date that will default to the Record Date on the Header unless made required by the Document Control (DCTRL) table, in which case, there is no default. The common calendar pick exists to assist with data entry.
Service To Date	Optional	An optional field that will default to equal the Service From Date if left blank. The common calendar pick exists to assist with data entry.

Intercept Transfer (IT)

Purpose

The Intercept Transfer (IT) Document Code...

Structure

The IT Document Code contains the same sections as the IET Document Code. The only differences between the IT and IET document are listed below. Please refer to the '[General Accounting Expense/Expenditure \(GAX\)](#)' section for screen shots and field definitions.

- A few differences exist on the following tab on the Exchange Details section of the IT:
- General Information

The screenshot shows the 'Exchange Details' window. At the top, it says 'No. of Lines: 1', 'Line Number: 1', 'Vendor Customer:', and 'Legal Name:'. Below this is a table with 8 columns: Line Number, Vendor Customer, Legal Name, Entity, Debt Type, Intercept ID, Line Amount, and Event Type. The first row shows '1' in the Line Number column and '\$0.00' in the Line Amount column. Below the table, there are navigation buttons: 'First', 'Previous', 'Next', 'Last', and 'Go to line:'. A 'Tab View' button is also present. The 'General Information' tab is selected, showing several input fields: 'Event Type:', 'Accounting Template:', 'Line Amount: \$0.00', 'Calculated Amount: \$0.00', 'Bank:', 'Entity:', 'Debt Type:', 'Intercept ID:', and 'Intercept Date:'.

The following fields exist on the IT document that are not present on the IET document.

Field Name	Required?	Field Description
Entity	Optional	A field that records the entity of the externally intercepted debt applied to a disbursement during a payment intercept. The value is populated as part of the intercept process. Manually entered values must be valid on the Entity (ENTY) table. A pick exists to the ENTY table to facilitate data entry.
Debt Type	Optional	A field that records the type of the externally intercepted debt applied to a disbursement. The value is populated as part of the intercept process. Manually entered values must be valid on the Debt Type (DBTYP) table. A pick exists to the DBTYP table to facilitate data entry.
Intercept ID	System Set	A unique ID is assigned to each externally intercepted debt record when intercepted. That value is populated here as part of the intercept process. The ID serves as a means of connecting the IT document to an Externally Intercepted Debt (EXINCTDB) table record.

Intercept Date	System Set	A date that records the date the externally intercepted debt was applied to a disbursement. The value is populated as part of the intercept process.

- 2nd Party Information

2nd Party Information

Vendor Customer:	Vendor Contact ID:
Legal Name:	Principal Contact:
Alias/DBA:	Phone:
Address Code:	Phone Extension:
Address Line 1:	Fax:
Address Line 2:	Fax Extension:
City:	Email Address:
State:	Web Address http://:
Zip:	TIN:
Country:	TIN Type:
County:	

The **AR Dept** and **AR Unit** are present on the IET document, but do not exist on the IT document. The following fields exist on the IT document that are not present on the IET document.

Field Name	Required?	Field Description
TIN	System Set	The taxpayer identification number from the 1099 Reporting Information page associated with the vendor/customer code of the Receivable referenced. This field is populated by the Intercept process.
TIN Type	System Set	The taxpayer identification number type from the 1099 Reporting Information page associated with the vendor/customer code of the Receivable referenced. This field is populated by the Intercept process.

- A few differences exist on the following tab on the 2nd Party Accounting section of the IT:
- General Information

2nd Party Accounting No. of Lines: 1 Line Number: 1 Line Amount: \$0.00

Line Number	Ref Doc Code	Ref Doc Dept	Ref Doc ID	Ref Vendor Line	Ref Accounting Line	Line Amount	Event Type
1			0	0		\$0.00	

From 1 to 1 Total: 1 First Previous Next Last Go to line: Go Tab View

General Information

Event Type:	Budget FY:
Accounting Template:	Fiscal Year:
Line Description:	Period:
Line Amount: \$0.00	Bank:
TIN:	Billing Profile:
TIN Type:	Entity:
	Debt Type:
	Intercept Fee Code:
	Intercept ID:
	Intercept Date:

The **AR Dept** and **AR Unit** are present on the IET document, but do not exist on the IT document. The following fields exist on the IT document that are not present on the IET document.

Field Name	Required?	Field Description
TIN	System Set	The taxpayer identification number from the 1099 Reporting Information page associated with the vendor/customer code of the Receivable referenced. Only the IT sub type displays this field, and values are populated by the Intercept process.
TIN Type	System Set	The taxpayer identification number type from the 1099 Reporting Information page associated with the vendor/customer code of the Receivable referenced. Only the IT sub type displays this field, and values are populated by the Intercept process.
Entity	Optional	A field that records the entity of the externally intercept debt applied to a disbursement during a payment intercept. The value is populated as part of the intercept process. Manually entered values must be valid on the Entity (ENTY) table. A pick exists to the ENTY table to facilitate data entry.
Debt Type	Optional	A field that records the type of the externally intercept debt applied to a disbursement. The value is populated as part of the

		intercept process. Manually entered values must be valid on the Debt Type (DBTYP) table. A pick exists to the DBTYP table to facilitate data entry.
Intercept Fee Code	Optional	An identification of any intercept fee code applied in the Intercept process. Manually entered values must be valid on the Intercept Fee Setup (INTF) table.
Intercept ID	System Set	A unique ID is assigned to each externally intercepted debt record when intercepted. That value is populated here as part of the intercept process. The ID serves as a means of connecting the IT document to an Externally Intercepted Debt (EXINCTDB) table record.
Intercept Date	System Set	A date that records the date the externally intercepted debt was applied to a disbursement. The value is populated as part of the intercept process.

Tasks

Refer to the AD Chain run sheet in the *AMS Advantage Financial - Accounts Payable Run Sheets* guide, for instructions on running the batch program to create IT documents.

Internal Transaction Initiator (ITI) Document Type

Purpose

The Internal Transaction Initiator (ITI) Document Code exists to collect information for just one party involved in an internal purchase or transfer. It allows that party to set the one or more funding distributions (COA combinations) desired, the amount(s), basic accounting model, and optionally set the Fiscal Year, Accounting Period, and Budget Fiscal Year. One or more parties will then complete the internal purchase or transfer by referencing the ITI with an [Internal Transaction Agreement \(ITA\)](#), which will be discussed next.

The ITI does not perform any accounting or budget updates. Those will come with completion of one or more ITA documents.

Structure

The ITI Document Code is comprised of just three document sections containing many fields common to accounting documents along with several that support the business functions of the ITI.

The ITI contains the following sections:

- [Header](#)
- [Exchange Details](#) (similar to the Vendor section on other documents)

- [2nd Party Accounting](#)

Related Topic(s):

- The "[ITI Delivered Document Codes](#)" section provides a list of all document codes that are delivered with the ITI Document Type.
- For a description of the delivered event types allowed for the ITI document type, please see the "[Internal Accounting - Accounting Model](#)" section in the Accounting Model Delivered Configuration section.
- For instructions on how to create an ITI document, refer to the "[Two Internal Documents](#)" section under Common Business Tasks.

ITI Delivered Document Codes

The ITI Document Type is delivered with the following document code:

Code	Name	Intended Use	Sub Type
ITI	Internal Transaction Initiator	Collect 1 st party information	

Tasks

The "[Two Internal Documents](#)" section contains instructions on creating an ITI document.

Header

Many values entered on the Header are intended to be used as default values for all accounting lines unless a different value is specified at the accounting line level. Several fields do exist to define information at a header level that may be required by Document Control options or document sub type edits.

The Header section on the ITI document contains the following tabs:

- General Information

The screenshot shows the 'General Information' tab of the ITI document header. It contains several input fields and a summary section at the bottom. The fields are: Document Name (text box), Record Date (calendar icon), Budget FY (text box), Fiscal Year (text box), Period (text box), Document Description (text box), Initiator (dropdown menu), Delivery Date (calendar icon), and Additional Information (text box). The summary section at the bottom shows: Document Amount: \$0.00, Closed Amount: \$0.00, and Closed Date (text box).

Field Name	Required?	Field Description
Document Name	Conditionally Required	An optional field to record a short description, or name, for a document for reporting or identification purposes. The field can be required per Document Control setup.
Record Date	Required	A date which journal updates created will be recorded. If left blank, the value will default to the Application Date from the Application Control (APPCTRL) table when the document goes to final. The date, if manually entered, may not necessarily be the date the document went to final, but serves to provide another measure of 'when' the accounting events occurred. The common calendar pick exists to assist in selection. For manual data entry, enter a date in the following format: mm/dd/ccyy.
Budget FY	Required	An optional field for specifying a budget year (BFY) to be the BFY used on all accounting lines. If left blank, the BFY will default to the current BFY of the Record Date entered or defaulted based on the default FY of that date on the Calendar Date table. The field is not displayed on the ITA as the BFY from the ITI, if entered there and not defaulted, will be used. If defaulted there, it will default again on the ITA. The Header BFY will never overlay any pre-existing value at the accounting line.
Fiscal Year	Required	An optional field for specifying a fiscal year (FY) to be the FY used on all accounting lines. If left blank, the FY will default to the current FY of the Record Date entered or defaulted based on the default FY of that date on the Calendar Date table. The field is not displayed on the ITA as the FY from the ITI, if entered there and not defaulted, will be used. If defaulted there, it will default again on the ITA. The Header FY will never overlay any pre-existing value at the accounting line.

Period	Required	An optional field for specifying an accounting period (APD) to be the APD used on all accounting lines. If left blank, the APD will default to the current APD of the Record Date entered or defaulted based on the default APD of that date on the Calendar Date table. The field is not displayed on the ITA as the APD from the ITI, if entered there and not defaulted, will be used. If defaulted there, it will default again on the ITA. The Header APD will never overlay any pre-existing value at the accounting line.
Document Description	Conditionally Required	An optional field to record a short description for a document for reporting and identification purposes. The field can be required per Document Control setup.
Document Amount	Calculated	A system calculated amount that is the summation of the Line Amount field on all Accounting lines.
Closed Amount	Calculated	A system calculated amount that is the summation of the Closed Amount on all Accounting lines. Only the ITI shows the field as it is closed by the ITA.
Closed Date	System Set	A system populated field that is set when the last Accounting line also has a Closed Date populated. When a date is present in this field, it serves as a quick notice that all accounting lines are closed on the document so that no more <i>Partial</i> or <i>Final</i> references can be made to any line on the document. Only the ITI shows the field as it is closed by the ITA.
Initiator	Required	A required field that enables the document to determine which component of the document contains the information for the Seller/Provider and which contains information for the Buyer/Receiver. There is no default, so one of the two choices must be made: <i>Seller/Provider</i> or <i>Buyer/Receiver</i>. This field is protected on the ITA. On the ITI, the choice of Initiator

		indicates that the party will be on the Accounting line of the ITI and later inferred to the Initiator Reference component of the ITA. Information for the 2nd party will go in the 2nd Party Accounting component of the ITA. On the IET, the choice of Initiator indicates that the party will be on the Exchange Details component and the 2nd party will have information entered on the 2nd Party Accounting component.
Delivery Date	Optional	An optional date used for internal purchases to indicate an anticipated or actual delivery date for informational purposes. The common calendar pick exists to assist with data entry.
Additional Information	Optional	An optional field to record additional information about the document for reporting and identification purposes.

- 1st Party Information

As the internal documents perform two-party accounting, the ability to collect information on two different vendor/customers has to exist. The first of these two locations is on the header to record information for the 1st party - the one designated as the 'Initiator'. Information in this section is optional unless information is later entered for the 2nd party. The internal documents require that information be entered for both or neither. The IT document sub-type has an exception for this rule as intercept transfers are generated by the disbursement process with information on the 1st Party section that comes from the disbursement document. When two Vendor/Customer codes are entered, both must be internal or both must be external.

If the Initiator is *Seller/Provider*, the 1st party has to be an active and approved vendor, if the 1st party Vendor/Customer information is not left blank. The 2nd party has to be an active and approved customer. In both cases, the vendor/customer code has to have a *Payment* address type.

If the Initiator is *Buyer/Receiver*, the 1st party has to be an active and approved customer, if the 1st party Vendor/Customer information is not left blank. The 2nd party has to be an active and approved vendor. In both cases, the vendor/customer code has to have a *Payment* address type.

All information in this section of the ITA is protected from data entry as it will be inferred from the ITI.

1st Party Information

Vendor Customer:

Legal Name:

Address Code:

Alias/DBA:

Addr Line 1:

Addr Line 2:

City:

State:

Zip:

Country:

County:

Vendor Contact ID:

Principal Contact:

Phone:

Phone Extension:

Fax:

Fax Extension:

Email Address:

Web Address http://:

Field Name	Required?	Field Description
Vendor Customer	Optional	An optional field to record a vendor/customer code for the 1 st party. A pick exists to the Vendor Customer table to assist in data entry. From the value entered in this field, an Address Code and Contact ID will be inferred if the vendor code is not marked as Miscellaneous.
Legal Name	Conditionally Required	A required name field if a vendor code is entered. When the vendor code is not miscellaneous, this field will be inferred to the document upon a save action. In cases where the name should be different than the inferred value, one can be manually entered that will not be overlaid by the inference. If miscellaneous, the user must enter a value.
Alias/DBA	Optional	An optional name field if a vendor code is entered. When the vendor code is not miscellaneous, this field will be inferred to the document upon a save action. In cases where the name should be different than the inferred value, one can be manually entered that will not be overlaid by the inference. If miscellaneous, the user may enter a value.
Address Code	Conditionally Required	A required field if a non-miscellaneous vendor code is entered. No value should be entered if a miscellaneous vendor or

		no vendor is entered. When a non-miscellaneous vendor is entered and there is a payment address marked as the default address, that Address Code will be inferred unless another has been manually entered. If there is no default payment address, then a user must enter a valid and active payment Address Code. A pick exists to the Address table to assist in data entry. The value entered in this field will enable the defaulting of other address information upon a save action if such information does not already exist. For this reason, if the address code is changed, address fields must be cleared out by the user to infer new values.
Address Line 1	Required	A required field for the first address line of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed.
Address Line 2	Optional	An optional field for the second address line of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table.
City	Required	A required field for the city of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed.
State	Required	A required field for the city of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed. A drop down listing is available to assist with data entry.

Zip	Required	A required field for the zip of the vendor code. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed.
Country	Optional	An optional field for the country of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table. A manually entered value must be valid on the Country (CTRY) table.
County	Optional	An optional field for the county of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table. A pick to the County (CTY) table exists to assist in data entry.
Vendor Contact ID	Optional	An optional field if a non-miscellaneous vendor code is entered. No value should be entered if a miscellaneous vendor or no vendor is entered. When a non-miscellaneous vendor is entered and there is a payment address marked as the default address, the Contact ID of that Address Code will be inferred unless another has been manually entered. A pick exists to the Vendor Contact table to assist in data entry. The value entered in this field will enable the defaulting of other contact information upon a save action if such information does not already exist. For this reason, if the contact code is changed, contact fields must be cleared out by the user to infer new values.
Principal Contact	Optional	An optional field for a contact of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.

Phone	Optional	An optional field for a phone number of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Phone Extension	Optional	An optional field for a phone extension of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Fax	Optional	An optional field for a fax number of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Fax Extension	Optional	An optional field for a fax extension of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Email Address	Optional	An optional field for an email address of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Web Address http://	Optional	An optional field for the web address of the vendor. If a non-miscellaneous vendor code, this field will be inferred upon a save action from the Vendor Customer table.

- Extended Description

Extended Description

Extended Description:

Field Name	Required?	Field Description
Extended Description	Optional	An optional field to record a long description.

- Document Information

Document Information

Created By: gmcclend

Created On: 12/12/2008

Modified By: gmcclend

Modified On: 12/12/2008

Field Name	Required?	Field Description
Created By	System Set	The user id of the person that created the document in AMS Advantage.
Created On	System Set	The date that the document was created in AMS Advantage.
Modified By	System Set	The user id of the person that last modified the document.
Modified On	System Set	The date that the document was last modified.

Vendor

On the ITI, a Vendor line is automatically created for the user. When the 1st party wishes to enter more than one chart of account (COA) combination, multiple Vendor lines are required as this document type requires there to be only 1 Accounting line per Vendor line. This requirement enables the ITA to match up accounting lines for the 2nd party to just one set of COA for the 1st party on a vendor line. Without this ability, accounting entries could not be generated properly when Due To and Due From accounts are used.

The Vendor section on the ITI only contains the following tab:

- 2nd Party Information

Information in this section is optional unless information has been entered for the 2nd party. The internal documents require that information be entered for both or neither. When two Vendor/Customer codes are entered, both must be internal or both must be external.

The controls for Vendor and Customer that exist on the Document Control (DCTRL) and Event Type Requirements (ERQ) tables apply to this 2nd Party Vendor/Customer field, as it is in the document position vendor/customer codes are normally entered. The rules on these two tables will work in conjunction with the internal document rules for (1) both completed or none completed and (2) both internal or both external.

If the Initiator is *Seller/Provider*, the 1st party has to be an active and approved vendor, if the 1st party Vendor/Customer information is not left blank. The 2nd party has to be an active and approved customer. In both cases, the vendor/customer code has to have a *Payment* address type.

If the Initiator is *Buyer/Receiver*, the 1st party has to be an active and approved customer, if the 1st party Vendor/Customer information is not left blank. The 2nd party has to be an active and approved vendor. In both cases, the vendor/customer code has to have a *Payment* address type.

▼2nd Party Information

Vendor Customer :	Vendor Contact ID :
Address Code :	Principal Contact :
Legal Name :	Phone :
Alias/DBA :	Phone Extension :
Addr Line 1 :	Fax :
Addr Line 2 :	Fax Extension :
City :	Email Address :
State :	Web Address http://
Zip :	Line Amount : \$0.00
Country :	Closed Amount : \$0.00
County :	

Field Name	Required?	Field Description
Vendor Customer	Optional	An optional field to record a vendor/customer code for the 2nd party. A pick exists to the Vendor Customer table to assist in data entry. From the value entered in this field, an Address Code and Contact ID will be inferred if the vendor

		code is not marked as Miscellaneous.
Legal Name	Required	A required name field if a vendor code is entered. When the vendor code is not miscellaneous, this field will be inferred to the document upon a save action. In cases where the name should be different than the inferred value, one can be manually entered that will not be overlaid by the inference. If miscellaneous, the user must enter a value.
Alias/DBA	Required	An optional name field if a vendor code is entered. When the vendor code is not miscellaneous, this field will be inferred to the document upon a save action. In cases where the name should be different than the inferred value, one can be manually entered that will not be overlaid by the inference. If miscellaneous, the user may enter a value.
Address Code	Conditionally Required	A required field if a non-miscellaneous vendor code is entered. No value should be entered if a miscellaneous vendor or no vendor is entered. When a non-miscellaneous vendor is entered and there is a payment address marked as the default address, that Address Code will be inferred unless another has been manually entered. If there is no default payment address, then a user must enter a valid and active payment Address Code. A pick exists to the Address table to assist in data entry. The value entered in this field will enable the defaulting of other address information upon a save action if such information does not already exist. For this reason, if the address code is changed, address fields must be cleared out by the user to infer new values.
Address Line 1	Required	A required field for the first address line of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed.

Address Line 2	Optional	An optional field for the second address line of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table.
City	Required	A required field for the city of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed.
State	Required	A required field for the city of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed. A drop down listing is available to assist with data entry.
Zip	Required	A required field for the zip of the vendor code. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed.
Country	Optional	An optional field for the country of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table. A manually entered value must be valid on the Country (CTRY) table.
County	Optional	An optional field for the county of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table. A pick to the County (CTY) table exists to assist in data entry.
Vendor Contact ID	Optional	An optional field if a non-miscellaneous vendor code is entered. No value should be entered if a miscellaneous vendor or no vendor is entered. When a non-

		miscellaneous vendor is entered and there is a payment address marked as the default address, the Contact ID of that Address Code will be inferred unless another has been manually entered. A pick exists to the Vendor Contact table to assist in data entry. The value entered in this field will enable the defaulting of other contact information upon a save action if such information does not already exist. For this reason, if the contact code is changed, contact fields must be cleared out by the user to infer new values.
Principal Contact	System Set	An optional field for a contact of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Phone	Optional	An optional field for a phone number of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Phone Extension	Optional	An optional field for a phone extension of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Fax	Optional	An optional field for a fax number of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Fax Extension	Optional	An optional field for a fax extension of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Email Address	Optional	An optional field for an email address of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.

Web Address http://	Optional	An optional field for the web address of the vendor. If a non-miscellaneous vendor code, this field will be inferred upon a save action from the Vendor Customer table.
Line Amount	Calculated	A system calculated amount that is the sum of all Accounting lines for a Vendor line.
Closed Amount	Calculated	A system calculated amount that is the sum of closed amounts liquidation posting lines that referenced the accounting line. When the amount equals the Line Amount, the accounting line is considered closed.

Accounting

On the ITI, an Accounting line is automatically created for the user. When the 1st party wishes to enter more than one chart of account (COA) combination, multiple Vendor/Accounting line combinations are required as this document type requires there to be only 1 Accounting line per Vendor line. This requirement enables the ITA to match up accounting lines for the 2nd party to just one set of COA for the 1st party on a vendor line. Without this ability, accounting entries could not be generated properly when Due To and Due From accounts are used.

The Accounting section on the ITI document contains the following tabs:

- General Information

Accounting			
No. of Lines: 1 Accounting Line: 1 Line Amount: \$0.00			
Accounting Line	Line Amount	Event Type	Closed Date
1	\$0.00		
From 1 to 1 Total: 1			
First Previous Next Last Go to line: Go Tab View			
General Information Event Type: Budget FY: Accounting Template: Fiscal Year: Description: Period: Bank: Service From: Service To: Line Amount: \$0.00 Closed Date: Billing Profile: AR Dept: AR Unit:			
Field Name	Required?	Field Description	

Event Type	Required	A required value for the specification of an Event Type to derive settings for information requirements, edits, and postings. The defaulting of a value from the Document Control (DCTRL) table is possible for the ITI. For a description of the delivered event types allowed for the document types, please refer to the following section in the Accounting Model Examples part of this User's Guide: "Internal Accounting."
Accounting Template	Optional	An optional field for entering an Accounting Template from which chart of account values will be inferred for the 1st party upon the first save, validate, or submit action on the accounting line. Values are only inferred to fields that are blank. A pick exists to the Accounting Template (ACTPL) table to assist in selection.
Description	Optional	An optional field to record a short description for an accounting line for reporting and identification purposes. This description will be written to all journals updated by the accounting line. Field can be required per Document Control setup.
Line Amount	Required	A required amount to be entered by the user for the amount to be associated with the 1st party's accounting information on the ITI. On modifications, users enter the amount the accounting line 'should be' and the application will determine the delta amount to post. The amount can be positive, negative, or even \$0.00 if desired. If positive, postings will be generated as defined for the Event Type on the Event Type (ETYP) table in terms of debits and credits. If a negative amount is entered, those postings will be reversed. If \$0.00 is entered on version 1 of a document, there will be no postings generated.
Closed Date	System Set	A system calculated date that is the Application Date that the Line Closed Amount was set to equal the Line Amount. This date is most often set by subsequent documents, but can even be set by a

		modification to the current document where the Line Amount was set to equal the Closed Amount or a cancellation action was performed. Only the ITI displays this date and it is the only internal document type that can have a closed accounting line, which is done with a single reference by an ITA.
Budget FY	Optional	An optional field for entering a Budget Fiscal Year (BFY) value when the current budget fiscal year or the Budget FY entered on the header should not be used for an accounting line. That current BFY will be the current FY, which is determined from the Calendar Date table using the Record Date of the header, if entered, or the current Application Date if not entered. If defaulting as the current BFY, a value will not appear until the document reaches the <i>Final</i> status. On the ITA, the Budget FY on the accounting line is protected as any manually entered Budget FY on a referenced ITI accounting line would be. If the ITI left the year to default, the ITA should default as well. The Application Control parameter for AR Reference Option will control BFY behavior on the ITI and ITA documents when ARE, RE, or CL document types are referenced. The Internal Event Type Processor may also adjust the BFY on liquidation posting lines as well.
Fiscal Year	Optional	An optional field for entering a fiscal year (FY) value when the current fiscal year or the Fiscal Year entered on the header should not be used for an accounting line. That current FY will be the default FY on the Calendar Date table for the Record Date of the header, if entered, or the current Application Date if not entered. If defaulting as the current FY, a value will not appear until the document reaches the <i>Final</i> status. On the ITA, the Fiscal Year is protected as any manually entered Fiscal Year on the ITI should be used on the ITI. If the ITI left the year to default, the ITA should as well.

Period	Optional	An optional field for entering an accounting period (APD) value when the current accounting period or the Period entered on the header should not be used for an accounting line. That current APD will be the default APD on the Calendar Date table for the Record Date of the header, if entered, or the current Application Date if not entered. If defaulting as the current APD, a value will not appear until the document reaches the <i>Final</i> status. On the ITA, the Period is protected as any manually entered Period on the ITI should be used on the ITI. If the ITI left the accounting period to default, the ITA should as well.
Bank	Optional	An optional field for entering a Bank account code to be recorded for the accounting line. This field is required or prohibited based on either Event Type Requirement (ERQ) settings for the event type being used. If the ERQ requires a bank, the system will default a Bank from the Fund (FUND) table, using the Fund and Fiscal Year of the accounting line. A pick exists to the BANK table to assist in data entry.
Service From Date	Optional	An optional date that will default to the Record Date on the Header unless made required by the Document Control (DCTRL) table, in which case, there is no default. The common calendar pick exists to assist with data entry.
Service To Date	Optional	An optional field that will default to equal the Service From Date if left blank. The common calendar pick exists to assist with data entry.
Billing Profile	Optional	An optional field inferred and used for A/R table updates when the accounting line of the internal document references a Receivable (RE) document. The intercept process will populate this field when internal debt is intercepted when creating the Intercept (IT) document. Outside of the intercept process, this field will be inferred from any referenced Receivable (RE)

		document. This inference will always happen on an ITI referencing an RE.
AR Dept	Optional	An optional field inferred and used for A/R table updates when the accounting line of the internal document references a Receivable (RE) document. The intercept process will populate this field when internal debt is intercepted when creating the Intercept (IT) document. Outside of the intercept process, this field will be inferred from any referenced Receivable (RE) document. This inference will always happen on an ITI referencing an RE.
AR Unit	Optional	An optional field inferred and used for A/R table updates when the accounting line of the internal document references a Receivable (RE) document. The intercept process will populate this field when internal debt is intercepted when creating the Intercept (IT) document. Outside of the intercept process, this field will be inferred from any referenced Receivable (RE) document. This inference will always happen on an ITI referencing an RE.

- References

Information in this section may be required or prohibited from a number of places. Budget Fiscal Year Staging, the Document Control (DCTRL), and the Event Type Requirements (ERQ) tables all have the ability to define a reference as *Required*, *Prohibited*, or *Optional (Unrestricted)*. Each table defines this reference rule at different levels. Please refer each of those sections for more information on their use.

When any one value is entered, all must be entered. When all are entered, the document must exist in a *Final* Document Phase. Changes to information in this section is not allowed on a modification with the exception of changing between the *Partial* and *Final* Reference Types.

Reference

Ref Doc Code:		Ref Vendor Line:	
Ref Doc Dept:		Ref Accounting Line:	
Ref Doc ID:		Ref Type:	Partial

Field Name

Required?

Field Description

Ref Doc Code	Conditionally Required	An optional field used to define a referenced document code value of the document to be referenced. The value entered must be defined as allowable for the ABS document code on the Document Allowable Reference (DARF) table.
Ref Doc Dept	Conditionally Required	An optional field used to define the referenced document department value of the document to be referenced.
Ref Doc ID	Conditionally Required	An optional field used to define the referenced document identification number of the document to be referenced.
Ref Vendor Line	Conditionally Required	An optional field used to define the referenced vendor line number of the document to be referenced.
Ref Accounting Line	Conditionally Required	An optional field used to define the referenced accounting line of the document to be referenced.
Ref Type	Conditionally Required	An optional field for defining the type of reference - <i>Memo</i> , <i>Partial</i> , or <i>Final</i> - that is to occur. The field defaults to an initial value of <i>Partial</i> , but will be set by the system to <i>Final</i> if the Line Amount of that accounting line exceeds the Open Amount of the referenced accounting line. For <i>Partial</i> and <i>Final</i> references to be successful, the referenced accounting line must not be closed.

- Fund Accounting

Chart of account elements in this section are those associated with governmental accounting systems. With the exception of Fund that is always required, these elements are required based on a number of table settings. Rules in each location must be satisfied as there is no hierarchy of application that allows for one area to override another.

- [Event Type Requirements](#) (ERQ) settings can make each element (except OBSA/Sub OBSA) *Required*, *Optional*, or *Prohibited*.
- COA Required Element tables (REQELM for example) can make certain elements *Required*, *Optional*, or *Prohibited* based on values for one or more other fields on the accounting line.
- Required Budget (REQBUD) table settings can establish a budget structure as required, which will require entry of all elements necessary to update all required levels of that

budget structure. Of course, to trigger this type of edit, the accounting line must contain an Event Type that has a Posting Code being used that is established to update a budget with either the Revenue Budget or Expense Budget flags being checked on the [Posting Code](#) (PSCD) table.

One other situation exists that will make a COA element required, which is not a configuration option but a system edit. If a COA value is entered, it must be validated. If the reference table for that COA value contains other COA values as key fields, then those COA elements must also be completed for validation to occur.

Fund Accounting

Fund:		Object:		OBSA:	
Sub Fund:		Sub Object:		Sub OBSA:	
Department:		Revenue:		Dept Object:	
Unit:		Sub Revenue:		Dept Revenue:	
Sub Unit:		BSA:			
Appr Unit:		Sub BSA:			

Field Name	Required?	Field Description
Fund	Required	This chart of account is always required. Enter a value that is defined on the Fund (FUND) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Fund	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Fund (SFUND) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Department	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Fiscal Year (DEPTFY) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Unit	Conditionally	This chart of account is optional unless made required by online

	Required	configuration. Enter a value that is defined on the Unit (UNIT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Unit	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Unit (SUNIT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Appropriation	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Appropriation (APPR) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Object (OBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Object (SOBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Revenue (RSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.

Sub Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Revenue (SRSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
BSA (Balance Sheet Account)	Conditionally Required	This chart of account is optional unless made required by online configuration or the Event Type being used calls a Posting Code that does not have a default BSA defined on the Posting Code (PSCD) table. Such a posting code requires a BSA that must be of the same account type. Enter a value that is defined on the Balance Sheet Account (BSA) table.
Sub BSA	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Balance Sheet Account (SBSA) table when necessary.
OBSA (Offset Balance Sheet Account)	Conditionally Required	This chart of account is optional unless made required because the Event Type used calls an Offset Posting Code that does not have a default BSA defined on the Posting Code (PSCD) table. Such a posting code requires a BSA that must be of the same account type. Enter a value that is defined on the Balance Sheet Account (BSA) table. Entry of this field can be controlled by the Document Control (DCTRL) table. When the Offset Override Allowed flag is checked for the document code, a value can be entered in this field, otherwise it is prohibited.
Sub OBSA	Optional	This chart of account is optional. Enter a value that is defined on the Sub Balance Sheet Account (SBSA) table.

Dept Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Object (DOBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Dept Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Revenue (DRSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.

- Detail Accounting

Chart of account elements in this section are those most often associated with cost accounting. The same tables can be used to establish date entry rules as with the Fund Accounting elements. Rules in each location must be satisfied as there is no hierarchy of application that allows for one area to override another.

- [Event Type Requirements](#) (ERQ) settings can make each element (except OBSA/Sub OBSA) *Required*, *Optional*, or *Prohibited*.
- COA Required Element tables (REQELM for example) can make certain elements *Required*, *Optional*, or *Prohibited* based on values for one or more other fields on the accounting line.
- Required Budget (REQBUD) table settings can establish a budget structure as required, which will require entry of all elements necessary to update all required levels of that budget structure. Of course, to trigger this type of edit, the accounting line must contain an Event Type that has a Posting Code being used that is established to update a budget with either the Revenue Budget or Expense Budget flags being checked on the [Posting Code](#) (PSCD) table.

One other situation exists that will make a COA element required, which is not a configuration option but a system edit. If a COA value is entered, it must be validated. If the reference table for that COA value contains other COA values as key fields, then those COA elements must also be completed for validation to occur.

Detail Accounting

Location: 

Sub Location: 

Activity: 

Sub Activity: 

Function: 

Sub Function: 

Reporting: 

Sub Reporting: 

Task: 

Sub Task: 

Task Order: 

Major Program: 

Program: 

Phase: 

Program Period: 

		line.
Sub Function	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Function (SFUNC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Reporting	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Reporting (RPT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Reporting	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Reporting (SRPT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Task	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Task (TASK) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Task	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Task (STASK) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Task Order	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Task Order (TASKORD) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.

Major Program	Optional	This chart of account is optional and cannot be manually entered. A value is inferred from the Program value entered.
Program	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program (PROG) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Phase	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program Phase (PHPRG) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Program Period	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program Period (PPC) table or let it default from special Program Period inference logic based on the Infer From and Infer To dates defined on the Program Period (PPC) table and the Service From date of the document.

Internal Transaction Agreement (ITA) Document Type

Purpose

The Internal Transaction Agreement (ITA) Document Code exists to complete the internal purchase or transfer started with the ITI document. The ITA is where the 2nd party specifies one or more funding distributions (COA combinations) for each accounting line referenced from an ITI document. The ITA then performs accounting and budget updates for both parties.

Structure

The ITA Document Code is comprised of just three document sections containing many fields common to accounting documents along with several that support the business functions of the ITA.

The ITA contains the following sections:

- [Header](#)
- [Initiator Reference](#) (similar to the Vendor section on other documents)
- [2nd Party Accounting](#)

Related Topic(s):

- The "[ITA Delivered Document Codes](#)" section provides a list of all document codes that are delivered with the ITA Document Type.
- For a description of the delivered event types allowed for the ITA document type, please see the "[Internal Accounting - Accounting Model](#)" section in the Accounting Model Delivered Configuration section.
- For instructions on how to create an ITA document, refer to the "[Two Internal Documents](#)" section under Common Business Tasks.

ITA Delivered Document Codes

The ITA Document Type is delivered with the following document code:

Code	Name	Intended Use	Sub Type
ITA	Internal Transaction Agreement	Infer 1 st party information and allow 2 nd party data entry	

Tasks

The "[Two Internal Documents](#)" section contains instructions on creating an ITA document.

Header

Many values entered on the Header are intended to be used as default values for all accounting lines unless a different value is specified at the accounting line level. Several fields do exist to define information at a header level that may be required by Document Control options or document sub type edits.

The Header section contains the following subsections:

- General Information

The screenshot shows the 'General Information' header section of an ITA document. It includes the following fields and controls:

- Document Name:** A text input field.
- Record Date:** A date input field with a calendar icon.
- Document Description:** A text input field.
- Actual Amount:** A label showing '\$0.00'.
- Initiator:** A dropdown menu.
- Delivery Date:** A date input field with a calendar icon.
- Additional information:** A large text area for additional details.

Field Name	Required?	Field Description
Document Name	Conditionally Required	An optional field to record a short description, or name, for a document for reporting or identification purposes. The field can be required per Document Control setup.
Record Date	Required	A date which journal updates created will be recorded. If left blank, the value will default to the Application Date from the Application Control (APPCTRL) table when the document goes to final. The date, if manually entered, may not necessarily be the date the document went to final, but serves to provide another measure of 'when' the accounting events occurred. The common calendar pick exists to assist in selection. For manual data entry, enter a date in the following format: mm/dd/ccyy.
Document Description	Conditionally Required	An optional field to record a short description for a document for reporting and identification purposes. The field can be required per Document Control setup.
Actual Amount	Calculated	A system calculated amount that is the summation of the Line Amount field on all Accounting lines.
Initiator	System Set	A required field that enables the document to determine which component of the document contains the information for the Seller/Provider and which contains information for the Buyer/Receiver. There is no default, so one of the two choices must be made: <i>Seller/Provider</i> or <i>Buyer/Receiver</i>. This field is protected on the ITA. Note: On the ITI, the choice of Initiator indicates that the party will be on the Accounting line of the ITI and later inferred to the Initiator Reference component of the ITA. Information for the 2nd party will go in the 2nd Party Accounting component of the ITA.

Delivery Date	Optional	An optional date used for internal purchases to indicate an anticipated or actual delivery date for informational purposes. The common calendar pick exists to assist with data entry.
Additional Information	Optional	An optional field to record additional information about the document for reporting and identification purposes.

- 1st Party Information

As the internal documents perform two-party accounting, the ability to collect information on two different vendor/customers has to exist. The first of these two locations is on the header to record information for the 1st party - the one designated as the 'Initiator'. Information in this section is optional unless information is later entered for the 2nd party. The internal documents require that information be entered for both or neither. The IT document sub-type has an exception for this rule as intercept transfers are generated by the disbursement process with information on the 1st Party section that comes from the disbursement document. When two Vendor/Customer codes are entered, both must be internal or both must be external.

If the Initiator is *Seller/Provider*, the 1st party has to be an active and approved vendor, if the 1st party Vendor/Customer information is not left blank. The 2nd party has to be an active and approved customer. In both cases, the vendor/customer code has to have a *Payment* address type.

If the Initiator is *Buyer/Receiver*, the 1st party has to be an active and approved customer, if the 1st party Vendor/Customer information is not left blank. The 2nd party has to be an active and approved vendor. In both cases, the vendor/customer code has to have a *Payment* address type.

All information in this section of the ITA is protected from data entry as it will be inferred from the ITI.

1st Party Information

Vendor Customer:

Legal Name:
Address Code:
Alias/DBA:
Address Line 1:
Address Line 2:
City:
State:
Zip:
Country:
County:

Vendor Contact ID:

Principal Contact:
Phone:
Phone Extension:
Fax Number:
Fax Extension:
Email Address:
Web Address http://:

Field Name

Required?

Field Description

Vendor Customer	System Set	An optional field to record a vendor/customer code for the 1 st party. A pick exists to the Vendor Customer table to assist in data entry. From the value entered in this field, an Address Code and Contact ID will be inferred if the vendor code is not marked as Miscellaneous.
Legal Name	System Set	A required name field if a vendor code is entered. When the vendor code is not miscellaneous, this field will be inferred to the document upon a save action. In cases where the name should be different than the inferred value, one can be manually entered that will not be overlaid by the inference. If miscellaneous, the user must enter a value.
Alias/DBA	System Set	An optional name field if a vendor code is entered. When the vendor code is not miscellaneous, this field will be inferred to the document upon a save action. In cases where the name should be different than the inferred value, one can be manually entered that will not be overlaid by the inference. If miscellaneous, the user may enter a value.
Address Line 1	System Set	A required field for the first address line of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed.
Address Line 2	System Set	An optional field for the second address line of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table.
City	System Set	A required field for the city of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be

		completed.
State	System Set	A required field for the city of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed. A drop down listing is available to assist with data entry.
Zip	System Set	A required field for the zip of the vendor code. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed.
Country	System Set	An optional field for the country of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table. A manually entered value must be valid on the Country (CTRY) table.
County	System Set	An optional field for the county of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table. A pick to the County (CTY) table exists to assist in data entry.
Vendor Contact ID	System Set	An optional field if a non-miscellaneous vendor code is entered. No value should be entered if a miscellaneous vendor or no vendor is entered. When a non-miscellaneous vendor is entered and there is a payment address marked as the default address, the Contact ID of that Address Code will be inferred unless another has been manually entered. A pick exists to the Vendor Contact table to assist in data entry. The value entered in this field will enable

		the defaulting of other contact information upon a save action if such information does not already exist. For this reason, if the contact code is changed, contact fields must be cleared out by the user to infer new values.
Principal Contact	System Set	An optional field for a contact of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Phone	System Set	An optional field for a phone number of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Phone Extension	System Set	An optional field for a phone extension of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Fax	System Set	An optional field for a fax number of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Fax Extension	System Set	An optional field for a fax extension of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.

Email Address	System Set	An optional field for an email address of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Web Address http://	System Set	An optional field for the web address of the vendor. If a non-miscellaneous vendor code, this field will be inferred upon a save action from the Vendor Customer table.

- Extended Description

Extended Description

Extended Description:

Field Name	Required?	Field Description
Extended Description	Optional	An optional field to record a long description.

- Document Information

Document Information

Created By: gmcclend

Created On: 12/12/2008

Modified By: gmcclend

Modified On: 12/12/2008

Field Name	Required?	Field Description
Created By	System Set	The user id of the person that created the document in AMS Advantage.
Created On	System Set	The date that the document was created in

		AMS Advantage.
Modified By	System Set	The user id of the person that last modified the document.
Modified On	System Set	The date that the document was last modified.

Initiator Reference

On the ITI, a Vendor line is automatically created for the user. When the 1st party wishes to enter more than one chart of account (COA) combination, multiple Vendor lines are required as this document type requires there to be only 1 Accounting line per Vendor line. This requirement enables the ITA to match up Accounting lines for the 2nd party to just one set of COA for the 1st party on a vendor line. Without this ability, accounting entries could not be generated properly when Due To and Due From accounts are used.

The Initiator Reference section on the ITA document contains the following tabs:

- Initiator Reference

All fields are required as an ITA cannot process without a referenced ITI document. The Reference Type field found normally with referenced document information is not available. All ITA references to an ITI accounting line are *Final*.

Initiator Reference No. of Lines: 1 Vendor Line: 1

Vendor Line	Initiator Doc Code	Initiator Doc Dept	Initiator Doc ID	Initiator Vendor Line	Initiator Accounting Line	Line Amount	Event Type ID
1						\$0.00	

From 1 to 1 Total: 1 First Previous Next Last Go to line: Go Tab View

Initiator Reference

Initiator Doc Code: Initiator Vendor Line:

Initiator Doc Dept: Initiator Accounting Line:

Initiator Doc ID:

Field Name	Required?	Field Description
Initiator Doc Code	Required	A required field used to define an ITI document code value of the document to be referenced. The value entered must be defined as allowable for the ITA document code on the Document Allowable Reference (DARF) table.
Initiator Doc Dept	Required	A required field used to define the ITI document department value of the document to be referenced.

Initiator Doc ID	Required	A required field used to define the ITI document identification number of the document to be referenced.
Initiator Vendor Line	Required	A required field used to define the ITI vendor line number of the document to be referenced.
Initiator Accounting Line	Required	A required field used to define the ITI accounting line of the document to be referenced.

- General Information

This section is protected on the ITA as it contains information inferred from the ITI that should not be changed by the 2nd party.

General Information

Event Type ID:
Accounting Template:
Line Amount: \$0.00
Line Actual Amount: \$0.00

Budget FY:
Fiscal Year:
Period:
Bank:

Field Name	Required?	Field Description
Event Type ID	System Set	Indicates the Event Type used to derive settings for information requirements, edits, and postings. On the ITA, the value cannot be entered as it is inferred from the ITI Accounting line. The inferred value is used with the Accounting Line value to determine if the 2nd party is attempting to change the accounting treatment chosen by the 1st party. For a description of the delivered event types allowed for document types, please refer to the following sections in the Accounting Model Examples part of this Users Guide: Internal Accounting.
Accounting Template	System Set	Indicates the Accounting Template from which chart of account values will be inferred for the 1 st party upon the first save, validate, or submit action on the accounting line. Values are only inferred to fields that are blank. A pick exists to the Accounting

		Template (ACTPL) table to assist in selection. On the ITA, the value cannot be entered as it will be inferred from the ITI Accounting line.
Line Amount	System Set	Indicates the amount to be associated with the 1 st party's accounting information. On the ITA, the value cannot be entered as it will be inferred from the ITI Accounting line.
Line Actual Amount	Calculated	A system-calculated amount, displayed only on the ITA, which is the sum of the Line Amount field found on all Accounting lines to the Vendor line. The Line Actual Amount must equal the Line Amount before the document will process successfully. This edit exists to ensure that the net result of internal accounting for the document is \$0.00 on an application-wide basis.
Budget FY	System Set	An inferred field from the ITI shown on the ITA to display the BFY value entered by the 1 st party. Whether the value was manually entered on the Header and pushed to the Accounting line or directly on the Accounting line, the 1 st party wanted the specific BFY and the ITA will use that BFY. If left blank on the Header and Accounting line of the ITI, the value will remain blank on the ITA vendor line even after the document is submitted. In such a case, the BFY that defaults to the ITA based on the Record Date will be used.
Fiscal Year	System Set	An inferred field from the ITI shown on the ITA to display the FY value entered by the 1 st party. Whether the value was manually entered on the Header and pushed to the Accounting line or manually entered on the Accounting line, the 1 st party wanted the specific FY and the ITA will use that FY. If left blank on the Header and Accounting line of the ITI, the value will remain blank on the ITA vendor line even after the document is submitted. In such a case, the FY that defaults to the ITA based on the Record Date will be used.
Period	System Set	An inferred field from the ITI shown on the ITA to display the APD value entered by the

		1 st party. Whether the value was manually entered on the Header and pushed to the Accounting line or manually entered on the Accounting line, the 1 st party wanted the specific APD and the ITA will use that APD. If left blank on the Header and Accounting line of the ITI, the value will remain blank on the ITA vendor line even after the document is submitted. In such a case, the APD that defaults to the ITA based on the Record Date will be used.
Bank	System Set	The Bank account code to be recorded for the vendor line. On the ITA, the value cannot be entered as it will be inferred from the ITI Accounting line.

- 2nd Party Information

All fields are protected on this tab of the ITA as they are inferred from the ITI document referenced.

Information in this section is optional unless information has been entered for the 2nd party. The internal documents require that information be entered for both or neither. The IT document sub-type has an exception for this rule as intercept transfers are generated by the disbursement process with information on the 1st Party section that comes from the disbursement document. When two Vendor/Customer codes are entered, both must be internal or both must be external.

The controls for Vendor and Customer that exist on the Document Control (DCTRL) and Event Type Requirements (ERQ) tables apply to this 2nd Party Vendor/Customer field, as it is in the document position vendor/customer codes are normally entered. The rules on these two tables will work in conjunction with the internal document rules for (1) both completed or none completed and (2) both internal or both external.

If the Initiator is *Seller/Provider*, the 1st party has to be an active and approved vendor, if the 1st party Vendor/Customer information is not left blank. The 2nd party has to be an active and approved customer. In both cases, the vendor/customer code has to have a *Payment* address type.

If the Initiator is *Buyer/Receiver*, the 1st party has to be an active and approved customer, if the 1st party Vendor/Customer information is not left blank. The 2nd party has to be an active and approved vendor. In both cases, the vendor/customer code has to have a *Payment* address type.

2nd Party Information

Vendor Customer:

Legal Name:

Address Code:

Alias/DBA:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Country:

County:

Vendor Contact ID:

Principal Contact:

Phone:

Phone Extension:

Fax:

Fax Extension:

Email Address:

Web Address [http://](#):

Billing Profile:

AR Dept:

AR Unit:

Field Name	Required?	Field Description
Vendor Customer	System Set	An optional field to record a vendor/customer code for the 2nd party. A pick exists to the Vendor Customer table to assist in data entry. From the value entered in this field, an Address Code and Contact ID will be inferred if the vendor code is not marked as Miscellaneous. On the ITA, the value cannot be entered as it will be inferred from the ITI Vendor line. If the Initiator is equal to 'Provider/Seller', and the Vendor Line of the ITA references an RE document, the 2nd Party Vendor/Customer has to match the Vendor/Customer from the referenced RE document. If not entered, the value will infer from the RE to aid data entry.
Legal Name	System Set	A required name field if a vendor code is entered. When the vendor code is not miscellaneous, this field will be inferred to the document upon a save action. In cases where the name should be different than the inferred value, one can be manually entered that will not be overlaid by the inference. If miscellaneous, the user must enter a value. On the ITA, the value cannot be entered as it will be inferred from the ITI Vendor line.
Alias/DBA	System Set	An optional name field if a vendor code is entered. When the vendor code is not miscellaneous, this field will be inferred to the document upon a save action. In cases where the name should be different than the inferred value, one can be manually entered that will not be overlaid by the inference. If miscellaneous, the user may enter a value. On the ITA, the value cannot be entered as it will be inferred from the ITI Vendor line.
Address Code	System Set	A required field if a non-miscellaneous vendor code is entered. No value should be entered if a miscellaneous vendor or no vendor is entered. When a non-miscellaneous vendor is entered and there

		is a payment address marked as the default address, that Address Code will be inferred unless another has been manually entered. If there is no default payment address, then a user must enter a valid and active payment Address Code. A pick exists to the Address table to assist in data entry. On the ITA, the value cannot be entered as it will be inferred from the ITI Vendor line. The value entered in this field will enable the defaulting of other address information upon a save action if such information does not already exist. For this reason, if the address code is changed, address fields must be cleared out by the user to infer new values.
Address Line 1	System Set	A required field for the first address line of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed. On the ITA, the value cannot be entered as it will be inferred from the ITI Vendor line.
Address Line 2	System Set	An optional field for the second address line of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table. On the ITA, the value cannot be entered as it will be inferred from the ITI Vendor line.
City	System Set	A required field for the city of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed. On the ITA, the value cannot be entered as it will be inferred from the ITI Vendor line.
State	System Set	A required field for the city of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be

		inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed. A drop down listing is available to assist with data entry. On the ITA, the value cannot be entered as it will be inferred from the ITI Vendor line.
Zip	System Set	A required field for the zip of the vendor code. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed. On the ITA, the value cannot be entered as it will be inferred from the ITI Vendor line.
Country	System Set	An optional field for the country of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table. A manually entered value must be valid on the Country (CTRY) table.
County	System Set	An optional field for the county of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table. A pick to the County (CTY) table exists to assist in data entry. On the ITA, the value cannot be entered as it will be inferred from the ITI Vendor line.
Vendor Contact ID	System Set	An optional field if a non-miscellaneous vendor code is entered. No value should be entered if a miscellaneous vendor or no vendor is entered. When a non-miscellaneous vendor is entered and there is a payment address marked as the default address, the Contact ID of that Address Code will be inferred unless another has been manually entered. A pick exists to the Vendor Contact table to assist in data entry. On the ITA, the value cannot be entered as it will be inferred from the ITI Vendor line. The value entered in this field will enable

		the defaulting of other contact information upon a save action if such information does not already exist. For this reason, if the contact code is changed, contact fields must be cleared out by the user to infer new values.
Principal Contact	System Set	An optional field for a contact of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table. On the ITA, the value cannot be entered as it will be inferred from the ITI Vendor line.
Phone	System Set	An optional field for a phone number of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table. On the ITA, the value cannot be entered as it will be inferred from the ITI Vendor line.
Phone Extension	System Set	An optional field for a phone extension of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table. On the ITA, the value cannot be entered as it will be inferred from the ITI Vendor line.
Fax	System Set	An optional field for a fax number of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table. On the ITA, the value cannot be entered as it will be inferred from the ITI Vendor line.
Fax Extension	System Set	An optional field for a fax extension of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table. On the ITA, the value cannot be entered as it will be inferred from the ITI Vendor line.

Email Address	System Set	An optional field for an email address of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table. On the ITA, the value cannot be entered as it will be inferred from the ITI Vendor line.
Web Address http://	System Set	An optional field for the web address of the vendor. If a non-miscellaneous vendor code, this field will be inferred upon a save action from the Vendor Customer table. On the ITA, the value cannot be entered as it will be inferred from the ITI Vendor line.
Billing Profile	System Set	A field inferred and used for A/R table updates from a referenced Receivable (RE) document used by ITA documents created for payment intercepts and the liquidation of internal receivables. If the Initiator is equal to <i>Provider/Seller</i>, the Billing Profile will infer from any referenced RE document. If the Initiator is equal to <i>Receiver/Buyer</i>, the Accounting Line of the ITA referencing an RE document, will be where the value is inferred.
AR Dept	System Set	A field inferred and used for A/R table updates from a referenced Receivable (RE) document used by ITA documents created for payment intercepts and the liquidation of internal receivables. If the Initiator is equal to <i>Provider/Seller</i>, the AR Department will infer from any referenced RE document. If the Initiator is equal to <i>Receiver/Buyer</i>, the Accounting Line of the ITA referencing an RE document will be where the value is inferred,
AR Unit	System Set	A field inferred and used for A/R table updates from a referenced Receivable (RE) document used by ITA documents created for payment intercepts and the liquidation of internal receivables. If the Initiator is equal to <i>Provider/Seller</i>, the AR Unit will infer from any referenced RE document. If the Initiator is equal to <i>Receiver/Buyer</i>, the Accounting Line of the ITA referencing an RE document will be where the value is

		inferred.

- 1st Party Reference

The information in the 1st Party Reference tab on the ITA is inferred from the ITI. When information is entered or inferred to this section, it will be pushed down to all accounting lines if the **Reference Type** is not *Memo*. The reason behind this behavior is that the posting lines generated from one Accounting Line can only liquidate one referenced accounting line. Two different references on a Vendor/Accounting line combination are only allowed if the Vendor line performs a *Memo* reference.

Information in this section is not directly controlled by Budget Fiscal Year Staging, the Document Control (DCTRL), or the Event Type Requirements (ERQ) tables. Those tables only control these fields on an Accounting line. However, when a reference made at the Vendor line is pushed down to the Accounting line, it is then subject to edits to these tables from the Accounting line.

When any one value is entered, all must be entered. When all are entered, the document must exist in a *Final* Document Phase. Changes to information in this section is not allowed on a modification with the exception of changing between the *Partial* and *Final* Reference Types.

1st Party Reference

Ref Doc Code:
Ref Doc Dept:
Ref Doc ID:

Ref Vendor Line:
Ref Accounting Line:
Ref Type:

Field Name	Required?	Field Description
Ref Doc Code	System Set	An optional field used to define a referenced document code value of the document to be referenced. The value entered must be defined as allowable for the Internal document code on the Document Allowable Reference (DARF) table. On the ITA, the value cannot be entered as it will be inferred from the ITI Accounting line.
Ref Doc Dept	System Set	An optional field used to define the referenced document department value of the document to be referenced. On the ITA, the value cannot be entered as it will be inferred from the ITI Accounting line.
Ref Doc ID	System Set	An optional field used to define the referenced document identification number of the document to be referenced. On the ITA, the value cannot be entered as it

		will be inferred from the ITI Accounting line.
Ref Vendor Line	System Set	An optional field used to define the referenced vendor line number of the document to be referenced. On the ITA, the value cannot be entered as it will be inferred from the ITI Accounting line.
Ref Accounting Line	System Set	An optional field used to define the referenced accounting line of the document to be referenced. On the ITA, the value cannot be entered as it will be inferred from the ITI Accounting line.
Ref Type	System Set	An optional field for defining the type of reference <i>Memo</i>, <i>Partial</i>, or <i>Final</i> that is to occur. The field defaults to an initial value of <i>Partial</i>, but will be set by the system to <i>Final</i> if the Line Amount of that accounting line exceeds the Open Amount of the referenced accounting line. On the ITA, the value cannot be entered as it will be inferred from the ITI Accounting line. For <i>Partial</i> and <i>Final</i> references to be successful, the referenced accounting line must not be closed. A <i>Memo</i> reference to any other document type does not carry any such restrictions.

- 1st Party Fund Accounting

The information in the 1st Party Fund Accounting tab on the ITA is inferred from the ITI.

Chart of account elements in this section are those associated with governmental accounting systems. With the exception of Fund that is always required, these elements are required based on a number of table settings. Rules in each location must be satisfied as there is no hierarchy of application that allows for one area to override another.

- [Event Type Requirements](#) (ERQ) settings can make each element (except OBSA/Sub OBSA) *Required*, *Optional*, or *Prohibited*. This table has two flags that are read by the Internal Accounting Event Type Processor to control sub accounts for Object and Revenue: Require Nominal Sub Account for Provider/Seller and Require Nominal Sub Account for Receiver/Buyer. The Sub Object and Sub Revenue control fields are still evaluated; however, their settings apply to both parties. The flags allow for settings to require sub elements for just one party. For example, on an event type that records revenue for the seller/provider, if the Sub Object control were set to *Required*, then the seller/provider would not only have to enter a Revenue Source but also enter an Object

and Sub Object. In this case, the Require Nominal Sub Account for Buyer/Receiver should be checked and the Sub Object control set to *Optional*.

- COA Required Element tables (REQELM for example) can make certain elements *Required*, *Optional*, or *Prohibited* based on values for one or more other fields on the accounting line.
- Required Budget (REQBUD) table settings can establish a budget structure as required, which will require the entry of all elements necessary to update all required levels of that budget structure. Of course, to trigger this type of edit, the accounting line must contain an Event Type that has a Posting Code being used that is established to update a budget with either the Revenue Budget or Expense Budget flags being checked on the [Posting Code](#) (PSCD) table.

One other situation exists that will make a COA element required, which is not a configuration option but a system edit. If a COA value is entered, it must be validated. If the reference table for that COA value contains other COA values as key fields, then those COA elements must also be completed for validation to occur.

1st Party Fund Accounting

Fund:	Object:	OBSA:
Sub Fund:	Sub Object:	Sub OBSA:
Department:	Revenue:	Dept Object:
Unit:	Sub Revenue:	Dept Revenue:
Sub Unit:	BSA:	
Appr Unit:	Sub BSA:	

Field Name	Required?	Field Description
Fund	System Set	This chart of account is always required. Enter a value that is defined on the Fund (FUND) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Fund	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Fund (SFUND) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Department	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Fiscal Year (DEPTFY) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.

Unit	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Unit (UNIT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Unit	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Unit (SUNIT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Appropriation	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Appropriation (APPR) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Object	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Object (OBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Object	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Object (SOBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Revenue	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Revenue (RSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Revenue	System Set	This chart of account is optional unless made required by online configuration.

		Enter a value that is defined on the Sub Revenue (SRSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
BSA (Balance Sheet Account)	System Set	This chart of account is optional unless made required by online configuration or the Event Type being used calls a Posting Code that does not have a default BSA defined on the Posting Code (PSCD) table. Such a posting code requires a BSA that must be of the same account type. Enter a value that is defined on the Balance Sheet Account (BSA) table.
Sub BSA	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Balance Sheet Account (SBSA) table when necessary.
OBSA (Offset Balance Sheet Account)	System Set	This chart of account is optional unless made required because the Event Type used calls an Offset Posting Code that does not have a default BSA defined on the Posting Code (PSCD) table. Such a posting code requires a BSA that must be of the same account type. Enter a value that is defined on the Balance Sheet Account (BSA) table. Entry of this field can be controlled by the Document Control (DCTRL) table. When the Offset Override Allowed flag is checked for the document code, a value can be entered in this field; otherwise, it is prohibited.
Sub OBSA	System Set	This chart of account is optional. Enter a value that is defined on the Sub Balance Sheet Account (SBSA) table.
Dept Object	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Object (DOBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Dept Revenue	System Set	This chart of account is optional unless made required by online configuration.

		Enter a value that is defined on the Department Revenue (DRSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.

- 1st Party Detail Accounting

The information in the 1st Party Detail Accounting tab on the ITA is inferred from the ITI.

Chart of account elements in this section are those most often associated with cost accounting. The same tables can be used to establish date entry rules as with the Fund Accounting elements. Rules in each location must be satisfied as there is no hierarchy of application that allows for one area to override another.

- [Event Type Requirements](#) (ERQ) settings can make each element (except OBSA/Sub OBSA) *Required*, *Optional*, or *Prohibited*.
- COA Required Element tables (REQELM for example) can make certain elements *Required*, *Optional*, or *Prohibited* based on values for one or more other fields on the accounting line.
- Required Budget (REQBUD) table settings can establish a budget structure as required, which will require entry of all elements necessary to update all required levels of that budget structure. Of course, to trigger this type of edit, the accounting line must contain an Event Type that has a Posting Code being used that is established to update a budget with either the Revenue Budget or Expense Budget flags being checked on the [Posting Code](#) (PSCD) table.

One other situation exists that will make a COA element required, which is not a configuration option but a system edit. If a COA value is entered, it must be validated. If the reference table for that COA value contains other COA values as key fields, then those COA elements must also be completed for validation to occur.

1st Party Detail Accounting		
Location:	Reporting:	Major Program:
Sub Location:	Sub Reporting:	Program:
Activity:	Task:	Phase:
Sub Activity:	Sub Task:	Program Period:
Function:	Task Order:	
Sub Function:		

Field Name	Required?	Field Description
Location	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Location (LOC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.

Sub Location	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Location (SLOC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Activity	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Activity (ACTV) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Activity	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Activity (SACTV) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Function	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Function (FUNC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Function	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Function (SFUNC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Reporting	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Reporting (RPT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Reporting	System Set	This chart of account is optional unless made required by online configuration.

		Enter a value that is defined on the Sub Reporting (SRPT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Task	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Task (TASK) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Task	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Task (STASK) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Task Order	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Task Order (TASKORD) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Major Program	System Set	This chart of account is optional and cannot be manually entered. A value is inferred from the Program value entered.
Program	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program (PROG) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Phase	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program Phase (PHPRG) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.

Program Period	System Set	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program Period (PPC) table or let it default from special Program Period inference logic based on the Infer From and Infer To dates defined on the Program Period (PPC) table and the Service From date of the document.

- 1st Party Service Dates

The information in the 1st Party Reference tab on the ITA is inferred from the ITI.

Service Dates (From/To Dates), on documents that have them, are used to identify when goods or services were received from the vendor. These fields were primarily added in an effort to track when goods/services were received to more accurately present modified accrual reports, as a payment should be accrued on the date the goods or services were provided and not necessarily when a request for payment or internal purchase was recorded.

Service To and From Dates will default to the Date of Record for a document code if the Service Date Severity is set to No Error for that document code on the Document Control table. If that severity is set to Error, then neither date will default, but both will be required. At a minimum the Service From date has to be entered and the Service To date will default to that same date if another is not entered.

When the 1st Party is the Buyer/Receiver, default logic and editing will be performed in the 1st Party Service Dates section of the Vendor line. Otherwise, dates cannot be entered.

1st Party Service Dates

Service From Date:
Service To Date:

Field Name	Required?	Field Description
Service From Date	System Set	An optional date that will default to the Record Date on the Header unless made required by the Document Control (DCTRL) table, in which case, there is no default. The common calendar pick exists to assist with data entry.
Service To Date	System Set	An optional field that will default to equal the Service From Date if left blank. The common calendar pick exists to assist with data entry.

2nd Party Accounting

On the ITI, an Accounting line is automatically created for the user. When the 1st party wishes to enter more than one chart of account (COA) combination, multiple Vendor/Accounting line combinations are required as this document type requires there to be only 1 Accounting line per Vendor line. This requirement enables the ITA to match up Accounting lines for the 2nd party to just one set of COA for the 1st party on a vendor line. Without this ability, accounting entries could not be generated properly when Due To and Due From accounts are used.

The 2nd Party Accounting section on the ITA document contains the following tabs:

- General Information

A small number of fields in this section are protected on the ITA as they contain information inferred from the ITI that should not be changed by the 2nd party.

The screenshot shows the '2nd Party Accounting' section with a header bar indicating 'No. of Lines: 1', 'Line Number: 1', and 'Line Amount: \$0.00'. Below this is a table with columns 'Line Number', 'Line Amount', and 'Event Type'. The first row shows '1' for Line Number and '\$0.00' for Line Amount. Navigation buttons ('First', 'Previous', 'Next', 'Last') and a 'Go to line:' field are present. A 'Tab View' button is also visible. The 'General Information' tab is active, showing fields for 'Event Type', 'Accounting Template', 'Line Description', 'Budget FY', 'Fiscal Year', 'Period', 'Bank', 'Billing Profile', 'AR Dept', and 'AR Unit'. The 'Line Amount' field is set to '\$0.00'.

Field Name	Required?	Field Description
	Required	A required value for the specification of an Event Type to derive settings for information requirements, edits, and postings. The defaulting of a value from the Document Control (DCTRL) table is possible for the ITI. For the ITA, the value is defaulted from the Vendor Line, and only the ITA allows limited editing of that default. If no default or the default is not the intended type of accounting activity, then another event type has to be chosen from the selection listed by the pick of event types defined on the Allowed Event Types for Document Code (AETDC) table. On the ITA, the value cannot be entered as it will be inferred from the ITI Accounting line. The inferred value will be used with the Accounting Line value to determine if the 2nd party is attempting to change the accounting treatment chosen by the 1st party. For a description of the delivered event types allowed for the document types,

		please refer to the following section in the Accounting Model Examples part of this User's Guide: " Internal Accounting ."
Accounting Template	Optional	An optional field for entering an Accounting Template from which chart of account values will be inferred for the 1 st party upon the first save, validate, or submit action on the accounting line. Values are only inferred to fields that are blank. A pick exists to the Accounting Template (ACTPL) table to assist in selection.
Line Description	Optional	An optional field to record a short description for an accounting line for reporting and identification purposes. This description will be written to all journals updated by the accounting line. Field can be required per Document Control setup.
Line Amount	Required	A required amount to be entered by the user for the amount to be associated with the 2nd party's accounting information on the ITA. On the ITA Document Type, the sum of Line Amounts across the accounting line must sum to the line amount of the parent vendor line. On modifications, users enter the amount the accounting line 'should be' and the application will determine the delta amount to post. The amount can be positive, negative, or even \$0.00 if desired. If positive, postings will be generated as defined for the Event Type on the Event Type (ETYP) table in terms of debits and credits. If a negative amount is entered, those postings will be reversed. If \$0.00 is entered on version 1 of a document, there will be no postings generated.
Budget FY	System Set	An optional field for entering a Budget Fiscal Year (BFY) value when the current budget fiscal year or the Budget FY entered on the header should not be used for an accounting line. That current BFY will be the current FY, which is determined from the Calendar Date table using the Record Date of the header, if entered, or the current Application Date if not entered. If defaulting as the current BFY, a value will not appear until the

		document reaches the <i>Final</i> status. On the ITA, the Budget FY on the accounting line is protected as any manually entered Budget FY on a referenced ITI accounting line would be. If the ITI left the year to default, the ITA should default as well. The Application Control parameter for AR Reference Option will control BFY behavior on the ITI and ITA documents when ARE, RE, or CL document types are referenced. The Internal Event Type Processor may also adjust the BFY on liquidation posting lines as well.
Fiscal Year	System Set	An optional field for entering a fiscal year (FY) value when the current fiscal year or the Fiscal Year entered on the header should not be used for an accounting line. That current FY will be the default FY on the Calendar Date table for the Record Date of the header, if entered, or the current Application Date if not entered. If defaulting as the current FY, a value will not appear until the document reaches the <i>Final</i> status. On the ITA, the Fiscal Year is protected as any manually entered Fiscal Year on the ITI should be used on the ITA. If the ITI left the year to default, the ITA should as well.
Period	System Set	An optional field for entering an accounting period (APD) value when the current accounting period or the Period entered on the header should not be used for an accounting line. That current APD will be the default APD on the Calendar Date table for the Record Date of the header, if entered, or the current Application Date if not entered. If defaulting as the current APD, a value will not appear until the document reaches the <i>Final</i> status. On the ITA, the Period is protected as any manually entered Period on the ITI should be used on the ITA. If the ITI left the accounting period to default, the ITA should as well.
Bank	Optional	An optional field for entering a Bank account code to be recorded for the accounting line. This field is required or prohibited based on either Event Type Requirement (ERQ)

		settings for the event type being used. If the ERQ requires a bank, the system will default a Bank from the Fund (FUND) table, using the Fund and Fiscal Year of the accounting line. A pick exists to the BANK table to assist in data entry.
Billing Profile	System Set	An optional field inferred and used for A/R table updates when the accounting line of the internal document references a Receivable (RE) document. The intercept process will populate this field when internal debt is intercepted when creating the Intercept (IT) document. Outside of the intercept process, this field will be inferred from any referenced Receivable (RE) document. This inference will always happen on an ITI referencing an RE. On the ITA document, the inference will only occur if the Initiator is set to <i>Receiver/Buyer</i> .
AR Dept	System Set	An optional field inferred and used for A/R table updates when the accounting line of the internal document references a Receivable (RE) document. The intercept process will populate this field when internal debt is intercepted when creating the Intercept (IT) document. Outside of the intercept process, this field will be inferred from any referenced Receivable (RE) document. On the ITA document, the inference will only occur if the Initiator is set to <i>Receiver/Buyer</i> .
AR Unit	System Set	An optional field inferred and used for A/R table updates when the accounting line of the internal document references a Receivable (RE) document. The intercept process will populate this field when internal debt is intercepted when creating the Intercept (IT) document. Outside of the intercept process, this field will be inferred from any referenced Receivable (RE) document. On the ITA document, the inference will only occur if the Initiator is set to <i>Receiver/Buyer</i> .

- References

Information in this section may be required or prohibited from a number of places. Budget Fiscal

Year Staging, the Document Control (DCTRL), and the Event Type Requirements (ERQ) tables all have the ability to define a reference as *Required*, *Prohibited*, or *Optional (Unrestricted)*. Each table defines this reference rule at different levels. Please refer each of those sections for more information on their use.

When any one value is entered, all must be entered. When all are entered, the document must exist in a *Final* Document Phase. Changes to information in this section is not allowed on a modification with the exception of changing between the *Partial* and *Final* Reference Types.

On the ITA Document Type, if a non-memo reference is done on the vendor line, the values in the reference fields on the vendor line are pushed to the accounting line.

Reference	
Ref Doc Code:	Ref Vendor Line:
Ref Doc Dept:	Ref Accounting Line:
Ref Doc ID:	Ref Type: Partial

Field Name	Required?	Field Description
Ref Doc Code	Optional	An optional field used to define a referenced document code value of the document to be referenced. The value entered must be defined as allowable for the ABS document code on the Document Allowable Reference (DARF) table.
Ref Doc Dept	Optional	An optional field used to define the referenced document department value of the document to be referenced.
Ref Doc ID	Optional	An optional field used to define the referenced document identification number of the document to be referenced.
Ref Vendor Line	Optional	An optional field used to define the referenced vendor line number of the document to be referenced.
Ref Accounting Line	Optional	An optional field used to define the referenced accounting line of the document to be referenced.
Ref Type	Optional	An optional field for defining the type of reference - <i>Memo</i> , <i>Partial</i> , or <i>Final</i> - that is to occur. The field defaults to an initial value of <i>Partial</i> , but will be set by the system to <i>Final</i> if the Line Amount of that accounting line exceeds the Open Amount of the referenced

		accounting line. For <i>Partial</i> and <i>Final</i> references to be successful, the referenced accounting line must not be closed.

- Fund Accounting

Chart of account elements in this section are those associated with governmental accounting systems. With the exception of Fund that is always required, these elements are required based on a number of table settings. Rules in each location must be satisfied as there is no hierarchy of application that allows for one area to override another.

- [Event Type Requirements](#) (ERQ) settings can make each element (except OBSA/Sub OBSA) *Required*, *Optional*, or *Prohibited*.
- COA Required Element tables (REQELM for example) can make certain elements *Required*, *Optional*, or *Prohibited* based on values for one or more other fields on the accounting line.
- Required Budget (REQBUD) table settings can establish a budget structure as required, which will require entry of all elements necessary to update all required levels of that budget structure. Of course, to trigger this type of edit, the accounting line must contain an Event Type that has a Posting Code being used that is established to update a budget with either the Revenue Budget or Expense Budget flags being checked on the [Posting Code](#) (PSCD) table.

One other situation exists that will make a COA element required, which is not a configuration option but a system edit. If a COA value is entered, it must be validated. If the reference table for that COA value contains other COA values as key fields, then those COA elements must also be completed for validation to occur.

Fund Accounting		
Fund:	Object:	OBSA:
Sub Fund:	Sub Object:	Sub OBSA:
Department:	Revenue:	Dept Object:
Unit:	Sub Revenue:	Dept Revenue:
Sub Unit:	BSA:	
Appr Unit:	Sub BSA:	

Field Name	Required?	Field Description
Fund	Required	This chart of account is always required. Enter a value that is defined on the Fund (FUND) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.

Sub Fund	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Fund (SFUND) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Department	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Fiscal Year (DEPTFY) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Unit	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Unit (UNIT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Unit	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Unit (SUNIT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Appropriation	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Appropriation (APPR) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Object (OBJ) table or let the value default from the

		Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Object (SOBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Revenue (RSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Revenue (SRSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
BSA (Balance Sheet Account)	Conditionally Required	This chart of account is optional unless made required by online configuration or the Event Type being used calls a Posting Code that does not have a default BSA defined on the Posting Code (PSCD) table. Such a posting code requires a BSA that must be of the same account type. Enter a value that is defined on the Balance Sheet Account (BSA) table.
Sub BSA	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Balance Sheet Account (SBSA) table when necessary.

OBSA (Offset Balance Sheet Account)	Conditionally Required	This chart of account is optional unless made required because the Event Type used calls an Offset Posting Code that does not have a default BSA defined on the Posting Code (PSCD) table. Such a posting code requires a BSA that must be of the same account type. Enter a value that is defined on the Balance Sheet Account (BSA) table. Entry of this field can be controlled by the Document Control (DCTRL) table. When the Offset Override Allowed flag is checked for the document code, a value can be entered in this field, otherwise it is prohibited.
Sub OBSA	Optional	This chart of account is optional. Enter a value that is defined on the Sub Balance Sheet Account (SBSA) table.
Dept Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Object (DOBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Dept Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Revenue (DRSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.

- Detail Accounting

Chart of account elements in this section are those most often associated with cost accounting. The same tables can be used to establish date entry rules as with the Fund Accounting elements. Rules in each location must be satisfied as there is no hierarchy of application that allows for one area to override another.

- [Event Type Requirements](#) (ERQ) settings can make each element (except OBSA/Sub OBSA) *Required*, *Optional*, or *Prohibited*.

- COA Required Element tables (REQELM for example) can make certain elements *Required*, *Optional*, or *Prohibited* based on values for one or more other fields on the accounting line.
- Required Budget (REQBUD) table settings can establish a budget structure as required, which will require entry of all elements necessary to update all required levels of that budget structure. Of course, to trigger this type of edit, the accounting line must contain an Event Type that has a Posting Code being used that is established to update a budget with either the Revenue Budget or Expense Budget flags being checked on the [Posting Code](#) (PSCD) table.

One other situation exists that will make a COA element required, which is not a configuration option but a system edit. If a COA value is entered, it must be validated. If the reference table for that COA value contains other COA values as key fields, then those COA elements must also be completed for validation to occur.

Detail Accounting

Location:	Reporting:	Major Program:
Sub Location:	Sub Reporting:	Program:
Activity:	Task:	Phase:
Sub Activity:	Sub Task:	Program Period:
Function:	Task Order:	
Sub Function:		

Field Name	Required?	Field Description
Location	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Location (LOC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Location	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Location (SLOC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Activity	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Activity (ACTV) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.

Sub Activity	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Activity (SACTV) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Function	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Function (FUNC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Function	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Function (SFUNC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Reporting	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Reporting (RPT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Reporting	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Reporting (SRPT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Task	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Task (TASK) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Task	Conditionally	This chart of account is optional unless made required by online configuration. Enter

	Required	a value that is defined on the Sub Task (STASK) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Task Order	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Task Order (TASKORD) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Major Program	Optional	This chart of account is optional and cannot be manually entered. A value is inferred from the Program value entered.
Program	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program (PROG) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Phase	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program Phase (PHPRG) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Program Period	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program Period (PPC) table or let it default from special Program Period inference logic based on the Infer From and Infer To dates defined on the Program Period (PPC) table and the Service From date of the document.

- Service Dates

Service Dates (From/To Dates), on documents that have them, are used to identify when goods or services were received from the vendor. These fields were primarily added in an effort to track when goods/services were received to more accurately present modified accrual reports, as a payment should be accrued on the date the goods or services were provided and not necessarily

when a request for payment or internal purchase was recorded.

Service To and From Dates will default to the Date of Record for a document code if the Service Date Severity is set to 'No Error' for that document code on the Document Control table. If that severity is set to Error, then neither date will default, but both will be required. At a minimum the Service From date has to be entered and the Service To date will default to that same date if another is not entered.

When the 1st Party is the Seller/Provider, default logic and editing will be performed in the Service Dates section of the Accounting line. Otherwise, dates cannot be entered.

Service Dates

Service From Date:

Service To Date:

Field Name	Required?	Field Description
Service From Date	Conditionally Required	An optional date that will default to the Record Date on the Header unless made required by the Document Control (DCTRL) table, in which case, there is no default. The common calendar pick exists to assist with data entry.
Service To Date	Optional	An optional field that will default to equal the Service From Date if left blank. The common calendar pick exists to assist with data entry.

Payroll (PYRL) Document Type

The Payroll (PYRL) document type is used for all of the various needs of payroll accounting. The document type is a combination of features found on the Accounting Based Spending, Journal Voucher, and Internal Exchange Transaction document types. The PYRL document type has the following document sections; some may or may not be visible depending on the HTML being used.

Document Header (only 1)

Vendor Line (1 - n)

Accounting Line (1 - n)

Very few instances will occur where information loaded from a payroll interface to a PYRL document is changed. To do so will cause the information in AMS Advantage Financial to become out of sync with the payroll system. In fact, the Document Type does not allow for online modifications or cancellation actions that would create a version 2 of a PYRL document. With the exception of the PREXC Document Code, all PYRL documents should be loaded and submitted before any user can manually change information loaded from the payroll application.

Reclassification versions of the PRLLL and PRLCE Document Codes should be loaded by the

Future Document Triggering job and submitted by a System Maintenance Utility job within AMS Advantage Financial.

Related Topic(s):

- The "[PYRL Document Sub Types](#)" section provides a list all the Document Sub Types provided with the PYRL Document Type.
- The "[PYRL Delivered Document Codes](#)" section provides a list of all document codes that are delivered with the PYRL Document Type.
- For a description of the delivered event types allowed for the PYRL document type, please see the "[Payroll Accounting Model](#)" section in the Accounting Model Delivered Configuration section.
- For instructions on how to create an PYRL document, refer to the "[Correct Payroll Costs](#)" section under Common Business Tasks.

PYRL Document Sub Types

Given the earlier statement that not all document components can be viewed on any one document code of the PYRL document type, there are several different document sub-types for the document type that are specific to the type of payroll activity being recorded. The following list taken from the [Document Sub Type](#) section of Document Configuration shows those sub types for the PYRL.

Document Type	Sub Type	Name
PYRL	PREXC	Payroll Expenditure Correction
PYRL	PREXP	Payroll Expenditure
PYRL	PRLCE	Payroll Contract Encumbrance
PYRL	PRLIA	Payroll Liability
PYRL	PRLID	Payroll Internal Document
PYRL	PRLLL	Payroll Leave Liability
PYRL	PRLNP	Payroll Net Pay
PYRL	PRLVP	Payroll Vendor Payment Request

Each sub type is associated with one delivered document code on the Document Control table. As each document code is associated with a Destination Page on the Application Page Registration table, different HTML views can exist for a sub type and document code. The optional document components listed earlier can become required components based on document sub type. Sub types also provide other capabilities such as edits and updates. In the

sections that follow that give definitions for the various document components and field descriptions, those sub-type edits and updates are described.

PYRL Delivered Document Codes

This document type contains many delivered document codes. Many of these codes relate 1:1 with a document sub type.

The full list of delivered document codes is as follows:

Code	Name	Intended Use	Sub Type
PREXC	Payroll Expenditure Correction	- Records a correction in AMS Advantage Financial for payroll costs - Used instead of starting the correction process within AMS Advantage HR	PREXC
PREXP	Payroll Expenditure	- Records gross pay on the payroll end date - Records expenditures for internally-funded fringe costs	PREXP
PRLCE	Payroll Contract Encumbrance	Records encumbrances for remaining payroll costs of a contract period	PRLCE
PRLIA	Payroll Liability	- Records net pay - Records external deductions - Records reserve pay - Records external fringe - Used when direct disbursement is not requested	PRLIA
PRLID	Payroll Internal	- Records internally-funded deductions - Records internally-funded fringe costs	PRLID
PRLLL	Payroll Leave Liability	Records the amount of leave accrued through the current pay period	PRLLL

PRLNP	Payroll Net Pay	- Records reduction in Net Pay and Cash for payroll checks - Records transfer of Accrued Expenditure to Cash Expenditure for Net Pay and Deductions Paid	PRLNP
PRLVP	Payroll Vendor Payment Request	- Requests payment for external deductions - Requests payment for external fringe costs	PRLVP

Payroll Expenditure (PREXP)

Purpose

The Payroll Expenditure (PREXP) Document Code is used to record an accrued expenditure for gross pay and cash expenditures for internally funded fringe costs.

Structure

The Payroll Expenditure (PREXP) Document Code is comprised of three document sections that always require a record although not always displayed. When not displayed, a vendor line is automatically inserted for that component.

The PREXP contains the following sections:

- [Header](#)
- Vendor (not visible)
- [Accounting](#)

Tasks

The PREXP document is created by the Payroll Account Management process from AMS Advantage HR or from another payroll system. The PREXP document cannot be created manually.

Header

The Header section of PREXP Document Code contains the following tabs:

- General Information

General Information

Document Name:

Bank Account:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Actual Amount: \$0.00

Generated Payroll Amount: \$0.00

Reversal Amount: \$0.00

Reinstatement Amount: \$0.00

Closed Amount: \$0.00

Closed Date:

Field Name	Required?	Field Description
Document Name	Optional	An optional field to record a short description, or name, for a document for reporting or identification purposes. The field can be required per Document Control setup.
Record Date	Required	A date which journal updates created will be recorded. If left blank, the value will default to the Application Date from the Application Control (APPCTRL) table when the document goes to final. The date, if manually entered, may not necessarily be the date the document went to final, but serves to provide another measure of 'when' the accounting events occurred. The common calendar pick exists to assist in selection. For manual data entry, enter a date in the following format: mm/dd/ccyy.
Budget FY	Required	An optional field for specifying a budget year (BFY) to be the BFY used on all accounting lines. If left blank, the BFY will default to the current BFY of the Record Date entered or defaulted based on the default FY of that date on the Calendar Date table. The Header BFY will never overlay any pre-existing value at the accounting line.

Fiscal Year	Required	An optional field for specifying a fiscal year (FY) to be the FY used on all accounting lines. If left blank, the FY will default to the current FY of the Record Date entered or defaulted based on the default FY of that date on the Calendar Date table. The Header BFY will never overlay any pre-existing value at the accounting line.
Period	Required	An optional field for specifying an accounting period (APD) to be the APD used on all accounting lines. If left blank, the APD will default to the current APD of the Record Date entered or defaulted based on the default APD of that date on the Calendar Date table. The Header APD will never overlay any pre-existing value at the accounting line.
Document Description	Conditionally Required	An optional field to record a short description for a document for reporting and identification purposes. The field can be required per Document Control setup.
Actual Amount	Calculated	A system calculated amount that is the summation of the Line Amount field on all Accounting lines.
Generated Payroll Amount	Calculated	A system calculated amount that is the sum of Accounting line amounts of the same name. The amounts at the Accounting line are set by the Payroll interface to equal the same amount populated in the Line Amount of the Accounting line. This amount cannot be changed online, so it provides an edit to keep generated documents from payroll being changed if they did not submit successfully.
Reversal Amount	Calculated	A system calculated amount that is the sum of Accounting line amounts of the same name. The amounts at the Accounting line default to \$0.00 and are not visible online. The only document sub-type that makes use of this amount is the PREXC. The amount is used to

		ensure that the total amount 'reversed' as part of the correction equals the amount 'reinstated' by the correction.
Reinstatement Amount	Calculated	A system calculated amount that is the sum of Accounting line amounts of the same name. The amounts at the Accounting line default to \$0.00 and are not visible online. The only document sub-type that makes use of this amount is the PREXC. The amount is used to ensure that the total amount 'reversed' as part of the correction equals the amount 'reinstated' by the correction. When a new Accounting line is inserted, the Reinstatement Amount is set to equal the Line Amount.
Closed Amount	Calculated	A system calculated amount that is the summation of the Closed Amount on all Accounting lines.
Closed Date	System Set	A system populated field that is set when the last Accounting line also has a Closed Date populated. When a date is present in this field, it serves as a quick notice that all accounting lines are closed on the document so that no more <i>Partial</i> or <i>Final</i> references can be made to any line on the document.
Reclassification Date	Optional	An optional date field found only on the PRLCE and PRLLL document sub types. The date will always be completed when documents are interfaced to AMS Advantage Financial from AMS Advantage HR with the end date of the next pay period. This date will cause AMS Advantage Financial to record a Future Document Triggering record for the PRLCE or PRLLL document. The trigger reverses amounts from a prior payroll so that new amounts from the current payroll can be recorded.
Reclassification Held	Optional	When a reclassification should be created with a <i>Held</i> status instead of a <i>Ready</i> status, this flag is checked. The default is unchecked and should be unchecked on all PRLCE and PRLLL

		documents.
Bank Account	Optional	An optional field to specify a bank on the header that will default to all accounting lines where a bank is not manually specified. If left blank at the header, accounting lines will use any manually entered bank value or infer the default bank for the Fund of an accounting line. A pick to the BANK table exists to facilitate data entry.

- Payroll Control Information

This section displays two types of information. The first is a collection of fields that provide information that link the document to Payroll. The second is a series of controls that when selected will allow Financial to reduce error severities.

Payroll Control Information

Pay date:
Agent ID:
Pay Cycle:
GTN Run Number:

Budget Control Level Reduction: ☐
Fund Balance Control Level Reduction: ☐
Cash Balance Control Level Reduction: ☐

Field Name	Required?	Field Description
Pay Date	System Set	An optional date to record any information from a payroll interface. Currently not being used in the AMS Advantage HR to AMS Advantage Financial interface.
Agent ID	System Set	A value to tie a PYRL document to the Job ID of the AMS Advantage Financial job - Payroll Accounting Document Generator - that created the document.
Pay Cycle	System Set	A value populated as part of the payroll interface to equal a particular pay cycle being processed.
GTN Run Number	System Set	A value populated as part of the payroll interface to equal the Gross To Net (GTN) Run Number in AMS Advantage HR that lead to the AMS Advantage Financial

		document.
Budget Level Control Reduction	Optional	A flag that, when selected, will reduce the level of error by 1 for any budget availability message issued: Reject becomes Override; Override becomes Warning; Warning remains Warning. The ability to select this flag is controlled by a field of the same name on the Document Control table. Only budget availability errors and not errors for deactivated budgets or 'budget line not found' errors.
Fund Balance Control Reduction	Optional	A flag that, when selected, will reduce the level of error by 1 for any fund balance availability message issued: Reject becomes Override; Override becomes Warning; Warning remains Warning. The ability to select this flag is controlled by a field of the same name on the Document Control table.
Cash Balance Control Reduction	Optional	A flag that, when selected, will reduce the level of error by 1 for any cash balance availability message issued: Reject becomes Override; Override becomes Warning; Warning remains Warning. The ability to select this flag is controlled by a field of the same name on the Document Control table.

- Extended Description

Extended Description

Extended Description:

Field Name	Required?	Field Description
Extended Description	Optional	An optional field to record a long description.

- Document Information

Document Information

Created By: gmcclend
Created On: 12/12/2008
Modified By: gmcclend
Modified On: 12/12/2008

Field Name	Required?	Field Description
Created By	System Set	The user id of the person that created the document in AMS Advantage.
Created On	System Set	The date that the document was created in AMS Advantage.
Modified By	System Set	The user id of the person that last modified the document.
Modified On	System Set	The date that the document was last modified.

Accounting

The Accounting section of the PREXP Document Code contains the following tabs:

- General Information

Accounting				
No. of Lines: 1	Accounting Line: 1	Line Amount: \$0.00	Event Type:	
Accounting Line	Line Amount	Event Type	PAM Line Type	Fringe Benefit
1	\$0.00			No
From 1 to 1 Total: 1				
First Previous Next Last Go to line: Go Tab View				
General Information Event Type: Budget FY: Accounting Template: Fiscal Year: Line Description: Period: Bank: PAM Line Type: Expenditure Line Amount: \$0.00 Line Closed Amount: \$0.00 Line Closed Date:				

Field Name	Required?	Field Description
Event Type	Required	A required value for specification of an Event Type to derive settings for information requirements, edits, and postings. Defaulting of a value mainly from the Payroll Event Type Defaults (PYRLETD) table with a backup of the Document Control (DCTRL) table is done in most cases. If no default or the default is not the intended type of accounting activity, then another event type has to be chosen from the selection listed by the pick of event types defined on the Allowed Event Types for Document Code (AETDC) table. For a description of the delivered event types allowed for the ABS document type, please refer to the following section in the Accounting Model Examples part of this User's Guide: " Payroll Accounting ."
Accounting Template	Optional	An optional field for entering an Accounting Template from which chart of account values will be inferred upon the first save, validate, or submit action on the accounting line. Values are only inferred to fields that are blank. A pick exists to the Accounting Template (ACTPL) table to assist in selection.
Line	Conditionally	An optional field to record a short description for an accounting line for

Description	Required	reporting and identification purposes. This description will be written to all journals updated by the accounting line. Field can be required per Document Control setup.
Line Amount	Required	A required amount to be entered by the user to be used in the creation of one or more posting lines based on the Event Type value entered and the associated Event Category of that Event Type. On modifications, users enter the amount that the accounting line 'should be' and the application will determine the delta amount to post. The amount can be positive, negative, or even \$0.00 if desired. If positive, postings will be generated as defined for the Event Type on the Event Type (ETYP) table in terms of debits and credits. If a negative amount is entered, those postings will be reversed. If \$0.00 is entered on version 1 of a document, there will be no postings generated. When performing a reference to another document, the Closed Amount of that referenced line will control the Line Amount when the Reference Type is <i>Partial</i> or <i>Final</i> by use of one or more of the tolerance tables. When the Reference Type is <i>Inverse</i>, the Closed Amount of the referenced line will also control the Line Amount, but tolerance tables are not used. <i>Memo</i> references are usually not controlled.
Line Closed Amount	Calculated	A system calculated amount that is the sum of all liquidation posting lines that referenced the accounting line. When the amount equals the Line Amount, the accounting line is considered closed.
Line Closed Date	System Set	A system calculated date that is the Application Date that the Line Closed Amount was set to equal the Line Amount. This date is most often set by subsequent documents, but can even be set by a modification the current document where the Line Amount was

		set to equal the Closed Amount or a cancellation action was performed.
Budget FY	Required	An optional field for entering a budget fiscal year (BFY) value when the current budget fiscal year or the Budget FY entered on the header should not be used for an accounting line. That current BFY will be the current FY, which is determined from the Calendar Date table using the Record Date of the header, if entered, or the current Application Date if not entered. If defaulting as the current BFY, a value will not appear until the document reaches the <i>Final</i> status.
Fiscal Year	Required	An optional field for entering a fiscal year (FY) value when the current fiscal year or the Fiscal Year entered on the header should not be used for an accounting line. That current FY will be the default FY on the Calendar Date table for the Record Date of the header, if entered, or the current Application Date if not entered. If defaulting as the current FY, a value will not appear until the document reaches the <i>Final</i> status.
Period	Required	An optional field for entering an accounting period (APD) value when the current accounting period or the Period entered on the header should not be used for an accounting line. That current APD will be the default APD on the Calendar Date table for the Record Date of the header, if entered, or the current Application Date if not entered. If defaulting as the current APD, a value will not appear until the document reaches the <i>Final</i> status.
Bank	Required	An optional field for entering a Bank account code to be recorded for the accounting line. The field is required or prohibited based on Event Type Requirement settings for the event type being used. If not entered, the field will default to any value entered on the header in the Bank field there. If that

		field is also left blank, the system will default a Bank from the Fund (FUND) table, using the Fund and Fiscal Year of the accounting line. A pick exists to the BANK table to assist in data entry.
PAM Line Type	Required	A required indication used by AMS Advantage Financial to determine the appropriate event type to use from the Payroll Event Type Defaults table. Values for this field are set by the payroll interface except when the PREXC document is used. On the PREXC, one of the two cancellation choices are selected to default the proper event type. • Cancellation - A manual choice of PAM Line Type that should lead to an event type defaulting that will update Cash Expenditures as this line type should be used when corrections to the current year are made. It can be used for corrections in a prior year for a limited time period, as defined by Budget Fiscal Year Staging. • Expenditure - An automatic choice of PAM Line Type that is made for interfaced payroll costs that are Gross Pay expenditures and expenditures for internally funded Fringe costs. The PREXP is the document sub type that is defined to use this PAM Line Type on the Payroll Event Type Defaults (PYRLETD) table. • Refund - This PAM Line Type is not currently used by the AMS Advantage HR to AMS Advantage Financial interface, nor is it used manually on PYRL documents. • Liability - An automatic choice of PAM Line Type that is used for all deduction and fringe costs recorded except for Net Pay and Reserve Pay. Liability is the PAM Line Type used on all PRLID document lines and many

		on the PRLIA and PRLVP documents. • Net Pay - An automatic choice of PAM Line Type that is made for interfaced payroll costs that are for Net Pay only. The PRLIA and PRLNP are the document sub types that are defined to use this PAM Line Type on the Payroll Event Type Defaults (PYRLETD) table. • Payout from Reserve - An automatic choice of PAM Line Type that is made for interfaced payroll costs that involve the drawdown of Reserve Pay. The PRLIA, PRLVP, and PRLNP document sub types that are defined to use this PAM Line Type on the Payroll Event Type Defaults (PYRLETD) table. • Reserve Pay - An automatic choice of PAM Line Type that is made for interfaced payroll costs that are Reserve Pay. This choice is made to record Reserve Pay as well as when drawing down Reserve Pay. The PRLIA is the document sub type that is defined to use this PAM Line Type on the Payroll Event Type Defaults (PYRLETD) table. • Cross Year Cancellation - A manual choice of PAM Line Type that should lead to an event type defaulting that will update an account other than Cash Expenditures such as Revenue, Equity, or a Liability account. This line type should be used when corrections to a prior year after the time when prior year expenditures should not be updated.

- Fund Accounting

Chart of account elements in this section are those associated with governmental accounting

on a number of table settings. Rules in each location must be satisfied as there is no hierarchy of application that allows for one area to override another.

- [Event Type Requirements](#) (ERQ) settings can make each element (except OBSA/Sub OBSA) *Required*, *Optional*, or *Prohibited*. This table has two flags that are read by the Internal Accounting Event Type Processor to control sub accounts for Object and Revenue: Require Nominal Sub Account for Provider/Seller and Require Nominal Sub Account for Receiver/Buyer. The Sub Object and Sub Revenue control fields are still evaluated, however, their settings apply to both parties. The flags allow for settings to require sub elements for just one party. For example, on an event type that records revenue for the seller/provider, if the Sub Object control were set to *Required*, then the seller/provider would not only have to enter a Revenue Source but also enter an Object and Sub Object. In this case, the Require Nominal Sub Account for Buyer/Receiver should be checked and the Sub Object control set to *Optional*.
- COA Required Element tables (REQELM for example) can make certain elements *Required*, *Optional*, or *Prohibited* based on values for one or more other fields on the accounting line.
- Required Budget (REQBUD) table settings can establish a budget structure as required, which will require entry of all elements necessary to update all required levels of that budget structure. Of course, to trigger this type of edit, the accounting line must contain an Event Type that has a Posting Code being used that is established to update a budget with either the Revenue Budget or Expense Budget flags being checked on the [Posting Code](#) (PSCD) table.

One other situation exists that will make a COA element required, which is not a configuration option but a system edit. If a COA value is entered, it must be validated. If the reference table for that COA value contains other COA values as key fields, then those COA elements must also be completed for validation to occur.

Fund Accounting

Fund:		Object:		OBSA:	
Sub Fund:		Sub Object:		Sub OBSA:	
Department:		Revenue:		Dept Object:	
Unit:		Sub Revenue:		Dept Revenue:	
Sub Unit:		BSA:		Clearing Fund:	
Appr Unit:		Sub BSA:		Clearing Sub Fund:	

Field Name	Required?	Field Description
Fund	Required	This chart of account is always required. Enter a value that is defined on the Fund (FUND) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Fund	Conditionally	This chart of account is optional unless made required by online

	Required	configuration. Enter a value that is defined on the Sub Fund (SFUND) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Department	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Fiscal Year (DEPTFY) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Unit	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Unit (UNIT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Unit	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Unit (SUNIT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Appropriation	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Appropriation (APPR) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Object (OBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced

		accounting line.
Sub Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Object (SOBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Revenue (RSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Revenue (SRSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
BSA (Balance Sheet Account)	Conditionally Required	This chart of account is optional unless made required by online configuration or the Event Type being used calls a Posting Code that does not have a default BSA defined on the Posting Code (PSCD) table. Such a posting code requires a BSA that must be of the same account type. Enter a value that is defined on the Balance Sheet Account (BSA) table.
Sub BSA	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Balance Sheet Account (SBSA) table when necessary.
OBSA (Offset Balance Sheet)	Conditionally Required	This chart of account is optional unless made required because the Event Type used calls an Offset

Account)		Posting Code that does not have a default BSA defined on the Posting Code (PSCD) table. Such a posting code requires a BSA that must be of the same account type. Enter a value that is defined on the Balance Sheet Account (BSA) table. Entry of this field can be controlled by the Document Control (DCTRL) table. When the Offset Override Allowed flag is checked for the document code, a value can be entered in this field, otherwise it is prohibited.
Sub OBSA	Optional	This chart of account is optional. Enter a value that is defined on the Sub Balance Sheet Account (SBSA) table.
Dept Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Object (DOBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Dept Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Revenue (DRSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.

- Detail Accounting

Chart of account elements in this section are those most often associated with cost accounting. The same tables can be used to establish date entry rules as with the Fund Accounting elements. Rules in each location must be satisfied as there is no hierarchy of application that allows for one area to override another.

- [Event Type Requirements](#) (ERQ) settings can make each element (except OBSA/Sub OBSA) *Required*, *Optional*, or *Prohibited*.
- COA Required Element tables (REQELM for example) can make certain elements *Required*, *Optional*, or *Prohibited* based on values for one or more other fields on the accounting line.

- Required Budget (REQBUD) table settings can establish a budget structure as required, which will require entry of all elements necessary to update all required levels of that budget structure. Of course, to trigger this type of edit, the accounting line must contain an Event Type that has a Posting Code being used that is established to update a budget with either the Revenue Budget or Expense Budget flags being checked on the [Posting Code](#) (PSCD) table.

One other situation exists that will make a COA element required, which is not a configuration option but a system edit. If a COA value is entered, it must be validated. If the reference table for that COA value contains other COA values as key fields, then those COA elements must also be completed for validation to occur.

Detail Accounting

Location:		Reporting:		Major Program:	
Sub Location:		Sub Reporting:		Program:	
Activity:		Task:		Phase:	
Sub Activity:		Sub Task:		Program Period:	
Function:		Task Order:			
Sub Function:					

Field Name	Required?	Field Description
Location	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Location (LOC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Location	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Location (SLOC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Activity	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Activity (ACTV) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Activity	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the

		Sub Activity (SACTV) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Function	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Function (FUNC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Function	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Function (SFUNC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Reporting	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Reporting (RPT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Reporting	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Reporting (SRPT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Task	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Task (TASK) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Task	Conditionally	This chart of account is optional unless made required by online configuration.

	Required	Enter a value that is defined on the Sub Task (STASK) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Task Order	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Task Order (TASKORD) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Major Program	System Set	This chart of account is optional and cannot be manually entered. A value is inferred from the Program value entered.
Program	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program (PROG) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Phase	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program Phase (PHPRG) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Program Period	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program Period (PPC) table or let it default from special Program Period inference logic based on the Infer From and Infer To dates defined on the Program Period (PPC) table and the Service From date of the document.

- Service Dates

Service Dates (From/To Dates) on documents that have them are used to identify when goods or services were received from the vendor. These fields were primarily added in an effort to track when goods/services were received to more accurately present modified accrual reports, as a payment should be accrued on the date the goods or services were provided and not necessarily when a request for payment or internal purchase was recorded.

Service To and From Dates will default to the Date of Record for a document code if the Service Date Severity is set to 'No Error' for that document code on the Document Control table. If that severity is set to Error, then neither date will default, but both will be required. At a minimum the Service From date has to be entered and the Service To date will default to that same date if another is not entered.

Service Dates

Service From Date: 03/02/2004 

Service To Date: 03/02/2004 

Field Name	Required?	Field Description
Service From Date	Conditionally Required	An optional date that will default to the Record Date on the Header unless made required by the Document Control (DCTRL) table, in which case, there is no default. The common calendar pick exists to assist with data entry.
Service To Date	Conditionally Required	An optional field that will default to equal the Service From Date if left blank. The common calendar pick exists to assist with data entry.

- Control Information

Control Information

Generated Payroll Line Amount: \$0.00

Cash Offset: ☐

Fringe Benefit: ☐

Field Name	Required?	Field Description
Generated Payroll Line Amount	System Set	When payroll costs are interfaced from Payroll to Financial, the amount populated in the Line Amount field found on the Accounting Line is also populated

		in this protected field. There is a PYRL document edit that ensures the Line Amount always equals the Generated Payroll Line Amount. The edit prevents users from adjusting the Line Amount on any PYRL document that may have failed to submit.
Cash Offset	System Set	A flag that is set by the Payroll to Financial interface that assists in determining the appropriate event type to use from the Payroll Event Type Defaults table. The flag is always read to determine the proper event type, but only the PRLIA and PRLID documents have event types that either update cash or clearing accounts.
Fringe Benefit	System Set	A flag that is set by the Payroll to Financial interface that assists in determining the appropriate event type to use from the Payroll Event Type Defaults table. When deduction and fringe costs are being recorded on the PRLIA, PRLVP, and PRLID documents, the flag is important to ensure that an event type that uses the Fringe posting code is defaulted.

Payroll Expenditure Correction (PREXC)

Purpose

The Payroll Expenditure Correction (PREXC) Document Code is used to correct accounting within AMS Advantage Financial only when the correction does not need to start in the payroll system (AMS Advantage HRM). The PREXC is only created by copying forward a PREXP document. The PREXC has been designed in such a way to prevent the decrease or increase in total dollars from what the PREXP had. Dollars can only be shifted from an accounting distribution used on the PREXP to another entered on the PREXC.

Structure

The PREXC Document Code contains the same tabs as the PREXP Document Code. The only differences between the PREXC and PREXP document are listed below. Please refer to the ["Payroll Expenditure \(PREXP\)"](#) section for screen shots and field definitions.

- The Accounting section on the PREXC contains all of the same tabs as the PREXP, in addition to the following Reference tab:
- Reference

The PREXC has a variation in how accounting lines are displayed based on whether the accounting line is from the PREXP referenced or a new line inserted. Lines from the PREXP have all fields but the following protected: Event Type, Accounting Template, Line Description, Line Amount, Budget FY, Fiscal Year, Period, Bank, Revenue, Sub Revenue, BSA, SBSA, OBSA, SOBSA, Dept. Revenue, Service From Date, and Service To Date. The protection ensures the accounting originally recorded that is being corrected is backed out with the same Chart of Accounts. The reference type is *Memo* for the reference, so there is no liquidation, but rather there are new postings from a new event type.

Reference	
Ref Doc Code: PREXP	Ref Vendor Line: 1
Ref Doc Dept: 010	Ref Commodity Line:
Ref Doc ID: TM00000000000000000002	Ref Accounting Line: 1
Ref Type: Memo	

Field Name	Required?	Field Description
Ref Doc Code	Conditionally Required	An optional field used to define a referenced document code value of the document to be referenced. The value entered must be defined as allowable for the PREXC document code on the Document Allowable Reference (DARF) table.
Ref Doc Dept	Conditionally Required	An optional field used to define the referenced document department value of the document to be referenced.
Ref Doc ID	Conditionally Required	An optional field used to define the referenced document identification number of the document to be referenced.
Ref Vendor Line	Conditionally Required	An optional field used to define the referenced vendor line number of the document to be referenced.
Ref Commodity Line	Conditionally Required	An optional field used to define the referenced vendor line number of the document to be referenced. This field is never populated as the PREXC does not have a commodity component.
Ref Accounting Line	Conditionally Required	An optional field used to define the referenced accounting line of the document to be referenced.

Ref Type	Conditionally Required	An optional field for defining the type of reference - <i>Memo</i> , <i>Partial</i> , or <i>Final</i> - that is to occur. The field defaults to an initial value of <i>memo</i> .

Tasks

The "[Correct Payroll Costs](#)" section contains instructions on creating a PREXP document.

Payroll Contract Encumbrance (PRLCE)

Purpose

The Payroll Contract Encumbrance (PRLCE) Document Code is used to record an amount of encumbrances necessary to ensure budget authority for later payroll costs. Each payroll run determines the amount of payroll to be incurred for the remainder of the budget year and books that as an encumbrance on the PRLCE. The **Reclassification Date** is then populated on the PRLCE with the date of the next pay period end date. The Future Document Triggering chain job and a System Maintenance Utility submit batch job then ensure that previously encumbered amount is backed out so that the recalculated amount of remaining payroll costs can be encumbered with the next payroll run.

Structure

The PRLCE Document Code contains the same sections as the PREXP Document Code. The only differences between the PRLCE and PREXP document are listed below. Please refer to the "[Payroll Expenditure \(PREXP\)](#)" section for screen shots and field definitions.

- The Header section on the PRLCE contains all of the same tabs as the PREXP with differences on the following tab:
- General Information

The following fields are unique to the General Information tab on the Header of the PRLCE

Document Code.

Field Name	Required?	Field Description
Reclassification Date	Optional	An optional date field found only on the PRLCE and PRLLL document sub types. The date will always be completed when documents are interfaced to AMS Advantage Financial from AMS Advantage HR with the end date of the next pay period. This date will cause AMS Advantage Financial to record a Future Document Triggering record for the PRLCE or PRLLL document. The trigger reverses amounts from a prior payroll so that new amounts from the current payroll can be recorded.
Reclassification Held	Optional	If this option is selected, then the document is generated with a Status of <i>Held</i> when you reclassify unearned revenue to earned revenue. If this option is not selected, then the document is generated with a Status of <i>Ready</i> . The default is unchecked and should be unchecked on all PRLCE and PRLLL documents.

- The Accounting section on the PRLCE contains all of the same tabs as the PREXP with differences on the following tab:
- General Information

The screenshot shows the 'Accounting' section of the software interface. At the top, a status bar indicates 'No. of Lines: 1', 'Accounting Line: 1', 'Line Amount: \$0.00', and 'Event Type: HR50'. Below this is a table with columns: Accounting Line, Line Amount, Event Type, PAM Line Type, Fringe Benefit, and Reclassification Date. The table contains one row with values: 1, \$0.00, HR50, Expenditure, No, and an empty field. Below the table are navigation buttons: 'First', 'Previous', 'Next', 'Last', and a 'Go to line:' field with a 'Go' button. A 'Tab View' button is also present. The 'General Information' tab is selected, showing a form with the following fields: Event Type (HR50), Accounting Template, Line Description, Line Amount (\$0.00), Line Closed Amount (\$0.00), Line Closed Date, Budget FY, Fiscal Year, Period, Bank, PAM Line Type (Expenditure), Reclassification Date, and Reclassification Held (unchecked).

The following fields are unique to the General Information tab on the Accounting section of the

PRLCE Document Code.		
Field Name	Required?	Field Description
Reclassification Date	Optional	An optional date field found only on the PRLCE and PRLLL document sub types. The date will always be completed when documents are interfaced to AMS Advantage Financial from AMS Advantage HR with the end date of the next pay period. This date will cause AMS Advantage Financial to record a Future Document Triggering record for the PRLCE or PRLLL document. The trigger reverses amounts from a prior payroll so that new amounts from the current payroll can be recorded.
Reclassification Held	Optional	If this option is selected, then the document is generated with a Status of <i>Held</i> when you reclassify unearned revenue to earned revenue. If this option is not selected, then the document is generated with a Status of <i>Ready</i> . The default is unchecked and should be unchecked on all PRLCE and PRLLL documents.

Tasks

The PRLCE document is created by the Payroll Account Management process from AMS Advantage HR or from another payroll system. The PRLCE cannot be created manually.

Payroll Liability (PRLIA)

Purpose

The Payroll Leave Liability (PRLIA) Document Code is used to reduce the generic payroll liability account updated with gross pay by the PREXP for external deductions, net pay, and contract pay.

Balancing that reduction is an update to the specific balance sheet account for the payroll activity. The Document Code goes on to record an expenditure and liability balance sheet account for external fringe costs that do not request a payment with the PRLVP Document Code.

These payroll costs can be recorded in the employee's fund (often called the operating fund) or into a payroll clearing fund.

As there is not an automatic request for payment for many PRLIA costs (external fringe costs booked to a payroll clearing fund is the only PRLIA activity that can be followed by a PRLVP), a manual request for payment has to be made with a GAX document.

Structure

The PRLIA Document Code contains the same sections and fields as the PREXP Document Code. Please refer to the ["Payroll Expenditure \(PREXP\)"](#) section for screen shots and field definitions.

Tasks

The PRLIA document is created by the Payroll Account Management process from AMS Advantage HR or from another payroll system. The PRLIA cannot be created manually.

Payroll Leave Liability (PRLLL)

Purpose

The Payroll Expenditure (PRLLL) Document Code is used to record the balance of accrued leave at the end of a pay period. Each payroll run determines the new amount of accrued leave and books that on the PRLLL. The **Reclassification Date** is then populated on the PRLLL with the date of the next pay period end date. The Future Document Triggering chain job and a System Maintenance Utility submit batch job then ensure that previously accrued amount is backed out so that the new calculated amount of leave can be recorded with the next payroll run.

Structure

The PRLLL Document Code contains the same sections as the PREXP Document Code. The only differences between the PRLLL and PREXP document are listed below. Please refer to the ["Payroll Expenditure \(PREXP\)"](#) section for screen shots and field definitions.

- The Header section on the PRLLL contains all of the same tabs as the PREXP with differences on the following tab:
- General Information

The following fields are unique to the General Information tab on the Header of the PRLLL Document Code.

Field Name	Required?	Field Description

Reclassification Date	Optional	An optional date field found only on the PRLCE and PRLLL document sub types. The date will always be completed when documents are interfaced to AMS Advantage Financial from AMS Advantage HR with the end date of the next pay period. This date will cause AMS Advantage Financial to record a Future Document Triggering record for the PRLCE or PRLLL document. The trigger reverses amounts from a prior payroll so that new amounts from the current payroll can be recorded.
Reclassification Held	Optional	If this option is selected, then the document is generated with a Status of <i>Held</i> when you reclassify unearned revenue to earned revenue. If this option is not selected, then the document is generated with a Status of <i>Ready</i> . The default is unchecked and should be unchecked on all PRLCE and PRLLL documents.

- The Accounting section on the PRLCE contains all of the same subsections as the PREXP with differences on the following tab:
- General Information

Accounting					
No. of Lines: 1	Accounting Line: 1	Line Amount: \$0.00	Event Type: HR50		
Accounting Line	Line Amount	Event Type	PAM Line Type	Fringe Benefit	Reclassification Date
1	\$0.00	HR50	Expenditure	No	
From 1 to 1 Total 1					
General Information Event Type: HR50 Accounting Template: Line Description: Line Amount: \$0.00 Line Closed Amount: \$0.00 Line Closed Date: Budget FY: Fiscal Year: Period: Bank: PAM Line Type: Expenditure Reclassification Date: Reclassification Held: ☐					

The following fields are unique to the General Information tab on the Accounting section of the PRLCE Document Code.

Field Name	Required?	Field Description

Reclassification Date	Optional	For the Payroll (PYRL) document type, reclassification will modify all accounting lines to zero to remove the accounting impact of the first version of the document. This feature is used for PYRL documents that record annual leave and encumber funds to cover remaining payroll for a contract period. Such accounting events are recalculated by HR after each payroll instead of adjusting for incremental changes.
Reclassification Held	Optional	If this option is selected, then the document is generated with a Status of <i>Held</i> when you reclassify unearned revenue to earned revenue. If this option is not selected, then the document is generated with a Status of <i>Ready</i> . The default is unchecked and should be unchecked on all PRLCE and PRLLL documents.

Tasks

The PRLLL document is created by the Payroll Account Management process from AMS Advantage HR or from another payroll system. The PRLLL cannot be created manually.

Payroll Internal (PRLID)

Purpose

The Payroll Internal (PRLID) Document Code is used to reduce the generic payroll liability account updated with gross pay by the PREXP for internal deduction and fringe costs. Balancing that reduction is also a reduction in cash or clearing account in the employee's fund (often called the operating fund). The PRLID goes on to increase cash or a clearing account for an internal funding distribution along with an expenditure credit, revenue, or specific liability account. The PRLID is much like the IET document in that it contains two different account distributions and does accounting for two different parties.

Structure

The PRLID Document Code contains the same sections as the PREXP Document Code, except the Vendor section is visible to display the operating fund account information. The differences between the PRLID and PREXP document are listed below. Please refer to the "[Payroll Expenditure \(PREXP\)](#)" section for screen shots and field definitions.

- The PRLID contains a Vendor section, which is not present on the PREXP. The Vendor section contains the following tabs:

General Information	Seller Fund Accounting	Seller Detail Accounting	Accounting Options

- General Information

Vendor					No. of Lines: 1	Vendor Line: 1	Line Amount: \$0.00	Event Type: HR86
	Vendor Line	Line Amount	Event Type	Internal/External Type				
	1	\$0.00	HR86	External				
From 1 to 1 Total: 1					First	Previous	Next	Last
					Go to line:			Go
					Tab View			
General Information								
Event Type: HR86								
Accounting Template:								
Line Amount: \$0.00								

The General Information tab on the Vendor section of the PRLID Document Code contains the following fields.

Field Name	Required?	Field Description
Event Type	Required	A required value for the specification of an Event Type to derive settings for information requirements, edits, and postings. The defaulting of a value from the Payroll Event Type Defaults (PYRLETD) table will provide a value. If no default or the default is not the intended type of accounting activity, then another event type has to be chosen from the selection listed by the pick of event types defined on the Allowed Event Types for Document Code (AETDC) table. For a description of the delivered event types allowed for the PYRL Document Type, please refer to the following section in the Accounting Model Delivered Configuration part of this Users Guide: Payroll Accounting.
Accounting Template	Optional	An optional field for entering an Accounting Template from which chart of account values will be inferred for the 1st party upon the first Save, Validate, or Submit action on the accounting line. Values are only inferred to fields that are blank. A pick exists to the Accounting

		Template (ACTPL) table to assist in selection.
Line Amount	Required	A required amount to be entered by the user for the amount to be associated with the 1 st party's accounting information. The sum of Line Amounts across the Accounting lines of a Vendor line will have to equal this amount.

- Seller Fund Accounting

Chart of account elements in this section are those associated with governmental accounting systems. With the exception of Fund that is always required, these elements are required based on a number of table settings. Rules in each location must be satisfied as there is no hierarchy of application that allows for one area to override another.

- [Event Type Requirements](#) (ERQ) settings can make each element (except OBSA/Sub OBSA) *Required*, *Optional*, or *Prohibited*. This table has two flags that are read by the Internal Accounting Event Type Processor to control sub accounts for Object and Revenue: Require Nominal Sub Account for Provider/Seller and Require Nominal Sub Account for Receiver/Buyer. The Sub Object and Sub Revenue control fields are still evaluated; however, their settings apply to both parties. The flags allow for settings to require sub elements for just one party. For example, on an event type that records revenue for the seller/provider, if the Sub Object control were set to *Required*, then the seller/provider would not only have to enter a Revenue Source but also enter an Object and Sub Object. In this case, the Require Nominal Sub Account for Buyer/Receiver should be checked and the Sub Object control set to *Optional*.
- COA Required Element tables (REQELM for example) can make certain elements *Required*, *Optional*, or *Prohibited* based on values for one or more other fields on the accounting line.
- Required Budget (REQBUD) table settings can establish a budget structure as required, which will require entry of all elements necessary to update all required levels of that budget structure. Of course, to trigger this type of edit, the accounting line must contain an Event Type that has a Posting Code being used that is established to update a budget with either the Revenue Budget or Expense Budget flags being checked on the [Posting Code](#) (PSCD) table.

One other situation exists that will make a COA element required, which is not a configuration option but a system edit. If a COA value is entered, it must be validated. If the reference table for that COA value contains other COA values as key fields, then those COA elements must also be completed for validation to occur.

Seller Fund Accounting		
Fund:	Object:	OBSA:
Sub Fund:	Sub Object:	Sub OBSA:
Department:	Revenue:	Dept Object:
Unit:	Sub Revenue:	Dept Revenue:
Sub Unit:	BSA:	
Appt Unit:	Sub BSA:	

The Seller Fund Accounting tab on the Vendor section of the PRLID Document Code contains the following fields.

Field Name	Required?	Field Description
Fund	Required	This chart of account is always required. Enter a value that is defined on the Fund (FUND) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Fund	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Fund (SFUND) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Department	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Fiscal Year (DEPTFY) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Unit	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Unit (UNIT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Unit	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Unit (SUNIT) table or let the value

		default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Appr Unit	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Appropriation (APPR) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Object (OBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Object (SOBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Revenue (RSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Revenue (SRSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
BSA (Balance Sheet Account)	Conditionally Required	This chart of account is optional unless made required by online configuration or the Event Type being used calls a Posting Code that does not have a default BSA defined on the Posting

		Code (PSCD) table. Such a posting code requires a BSA that must be of the same account type. Enter a value that is defined on the Balance Sheet Account (BSA) table.
Sub BSA	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Balance Sheet Account (SBSA) table when necessary.
OBSA (Offset Balance Sheet Account)	Conditionally Required	This chart of account is optional unless made required because the Event Type used calls an Offset Posting Code that does not have a default BSA defined on the Posting Code (PSCD) table. Such a posting code requires a BSA that must be of the same account type. Enter a value that is defined on the Balance Sheet Account (BSA) table. Entry of this field can be controlled by the Document Control (DCTRL) table. When the Offset Override Allowed flag is checked for the document code, a value can be entered in this field; otherwise, it is prohibited.
Sub OBSA	Optional	This chart of account is optional. Enter a value that is defined on the Sub Balance Sheet Account (SBSA) table.
Dept Object	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Object (DOBJ) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Dept Revenue	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Department Revenue (DRSRC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.

- Seller Detail Accounting

Chart of account elements in this section are those most often associated with cost accounting. The same tables can be used to establish date entry rules as with the Fund Accounting elements. Rules in each location must be satisfied as there is no hierarchy of application that allows for one area to override another.

- [Event Type Requirements](#) (ERQ) settings can make each element (except OBSA/Sub OBSA) *Required*, *Optional*, or *Prohibited*.
- COA Required Element tables (REQELM for example) can make certain elements *Required*, *Optional*, or *Prohibited* based on values for one or more other fields on the accounting line.
- Required Budget (REQBUD) table settings can establish a budget structure as required, which will require entry of all elements necessary to update all required levels of that budget structure. Of course, to trigger this type of edit, the accounting line must contain an Event Type that has a Posting Code being used that is established to update a budget with either the Revenue Budget or Expense Budget flags being checked on the [Posting Code](#) (PSCD) table.

One other situation exists that will make a COA element required, which is not a configuration option but a system edit. If a COA value is entered, it must be validated. If the reference table for that COA value contains other COA values as key fields, then those COA elements must also be completed for validation to occur.

Seller Detail Accounting		
Location:	Reporting:	Major Program:
Sub Location:	Sub Reporting:	Program:
Activity:	Task:	Phase:
Sub Activity:	Sub Task:	Program Period:
Function:	Task Order:	
Sub Function:		

The Seller Detail Accounting tab on the Vendor section of the PRLID Document Code contains the following fields.

Field Name	Required?	Field Description
Location	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Location (LOC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Location	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Location (SLOC) table or let the value default from the Accounting Template, COA inference table, or be inferred from

		a referenced accounting line.
Activity	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Activity (ACTV) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Activity	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Activity (SACTV) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Function	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Function (FUNC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Function	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Function (SFUNC) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Reporting	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Reporting (RPT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Reporting	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Reporting (SRPT) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.

Task	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Task (TASK) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Sub Task	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Sub Task (STASK) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Task Order	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Task Order (TASKORD) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Major Program	Optional	This chart of account is optional and cannot be manually entered. A value is inferred from the Program value entered.
Program	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program (PROG) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Phase	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program Phase (PHPRG) table or let the value default from the Accounting Template, COA inference table, or be inferred from a referenced accounting line.
Program Period	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on the Program Period (PPC) table or let it

		default from special Program Period inference logic based on the Infer From and Infer To dates defined on the Program Period (PPC) table and the Service From date of the document.

- Accounting Options

Accounting Options

Internal/External Type: External

The Accounting Options tab on the Vendor section of the PRLID Document Code contains the following field.

Field Name	Required?	Field Description
Internal/External Event Type		A required indication used by AMS Advantage Financial to determine the appropriate Event Type to use from the Payroll Event Type Defaults table. The default value for the field is <i>External</i>, which is the value used on all document sub types other than the PRLID. The PRLID document will have one of the other values set by the payroll interface: <i>Inter Fund Revenue</i>, <i>Inter Fund Expenditure</i>, <i>Intra Fund Revenue</i>, <i>Liabilities Only</i>, and <i>Intra Fund Expenditure</i>. - External Payroll costs to an outside vendor or internal costs that remain in the operating fund or clearing fund. - Inter Fund Revenue Internally funded payroll costs where the internal funding source (Fund and Sub Fund) is different than the operating fund for the employee and that internal funding source wants to recognize revenue. - Intra Fund Revenue Internally funded payroll costs where the internal funding source (Fund and Sub Fund) is the same as the operating fund for the employee and that internal funding source

		wants to recognize revenue. • Inter Fund Expenditure Internally funded payroll costs where the internal funding source (Fund and Sub Fund) is different than the operating fund for the employee and that internal funding source wants to record an expenditure credit. • Intra Fund Expenditure Internally funded payroll costs where the internal funding source (Fund and Sub Fund) is the same as the operating fund for the employee and that internal funding source wants to record an expenditure credit. • Liabilities Only Internally funded payroll costs where the internal funding source (Fund and Sub Fund) is different than the operating fund for an employee and that internal funding source wants to record only a liability.

Tasks

The PRLID document is created by the Payroll Account Management process from AMS Advantage HR or from another payroll system. The PRLID cannot be created manually.

Payroll Net Pay (PRLNP)

Purpose

The Payroll Net Pay (PRLNP) Document Code has two functions. The first is to reduce the net pay account updated by the PRLIA, balancing that reduction with a reduction in cash. The second task is to reduce the accrued expenditure for gross pay updated by the PREXP and increase cash expenditures.

Structure

The PRLNP Document Code contains the same sections and fields as the PREXP Document Code. Please refer to the "[Payroll Expenditure \(PREXP\)](#)" section for screen shots and field definitions.

Tasks

The PRLNP document is created by the Payroll Account Management process from AMS Advantage HR or from another payroll system. The PRLNP cannot be created manually.

Payroll Vendor Payment Request (PRLVP)

Purpose

The Payroll Vendor Payment Request (PRLVP) Document Code is used to request payment of those external deduction and fringe costs that were setup in AMS Advantage HRM to request an automatic payment. These PRLVP documents will be selected and paid by the AD Chain job just like any other payment request or they can be paid with MD documents.

Structure

The PRLVP Document Code contains the same sections as the PREXP Document Code. The differences between the PRLVP and PREXP document are listed below. Please refer to the "[Payroll Expenditure \(PREXP\)](#)" section for screen shots and field definitions.

- The Header section of the PRLVP contains the same tabs as the PREXP. The PRLVP also contains the Additional Amounts tab.

General Information	Payroll Control Information	Additional Amounts	Extended Description	Document Information

- Additional Amounts

Additional Amounts		
Retainage Amount: \$0.00	Withholding Amount: \$0.00	
Discount Amount: \$0.00	Intercept Amount: \$0.00	
Penalty/Interest Amount: \$0.00	Payment Amount: \$0.00	

The Additional Amounts tab on the Vendor section of the PRLVP Document Code contains the following fields.

Field Name	Required?	Field Description
Retainage Amount	Calculated	A system calculated amount of all Retainage Amounts across all accounting lines of the document. As taking retainage is not a feature available to the PYRL Document Type, the amount will always be \$0.00 for fields at both parts of the document.
Discount Amount	Calculated	A system calculated amount of all Discount Amounts across all accounting lines of the document.
Penalty/Interest Amount	Calculated	A system calculated amount of all Penalty/Interest Amounts

		across all accounting lines of the document.
Withholding Amount	Calculated	A system calculated amount of all Withholding Amounts across all accounting lines of the document.
Intercept Amount	Calculated	A system calculated amount of all Intercept Amounts across all accounting lines of the document.
Payment Amount	Calculated	A system calculated amount of all Payment Amounts across all accounting lines of the document.

- The PRLVP contains a Vendor section, which is not present on the PREXP. The Vendor section contains the following tabs:

General Information

Disbursement Options

Discount Terms

- General Information

Vendor

No. of Lines: 1 Vendor Line: 1 Vendor Customer: Legal Name:

Vendor Line	Vendor Customer	Legal Name	Line Amount
1			\$0.00

From 1 to 1 Total: 1

First Previous Next Last

Go to line: Go

Tab View

General Information

Vendor Customer:

Legal Name:

Alias/DBA:

Address Code:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Country:

County:

Vendor Contact ID:

Vendor Contact Name:

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Fax:

Fax Extension:

Web Address http://:

The General Information tab on the Vendor section of the PRLVP Document Code contains the following fields.

Field Name	Required?	Field Description
Vendor Customer	Conditionally Required	An optional field to record a vendor/customer code. The field can be required per Document Control (DCTRL), Event Type (ETYP), or Event Requirements (ERQ) setup. A pick exists to the Vendor Customer table to assist in data entry. From the value entered in this field, an Address Code and Contact ID will be inferred if the vendor code is not marked as Miscellaneous.
Legal Name	Conditionally Required	A required field if a vendor code is entered that can be the name printed on the eventual disbursement if the Name on the Check field is set to <i>Legal Name</i> or <i>Both</i> on the Vendor/Customer (VCUST) table. When the vendor code is not miscellaneous, this field will be inferred to the document upon a save action. In cases where the name should be different than the inferred value, one can be manually entered that will not be overlaid by the inference. If miscellaneous, the user must enter a value.
Alias/DBA	Conditionally Required	An optional field if a vendor code is entered that can be the name printed on the eventual disbursement if the Name on the Check field is set to <i>Alias/DBA</i> or <i>Both</i> on the Vendor/Customer (VCUST) table. When the vendor code is not miscellaneous, this field will be inferred to the document upon a save action. In cases where the name should be different than the inferred value, one can be manually entered that will not be overlaid by the inference. If miscellaneous, the user may enter a value.
Address Code	Conditionally Required	A required field if a non-miscellaneous vendor code is entered. No value should be entered if a miscellaneous vendor or no vendor is entered. When a non-miscellaneous vendor is entered and

		there is a payment address marked as the default address, that Address Code will be inferred unless another has been manually entered. If there is no default payment address, then a user must enter a valid and active payment Address Code. A pick exists to the Address table to assist in data entry. The value entered in this field will enable the defaulting of other address information upon a save action if such information does not already exist. For this reason, if the address code is changed, address fields must be cleared out by the user to infer new values.
Address Line 1	Conditionally Required	A required field for the first address line of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed.
Address Line 2	Optional	An optional field for the second address line of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table.
City	Conditionally Required	A required field for the city of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed.
State	Conditionally Required	A required field for the city of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed. A drop down listing is available to assist with data entry.
Zip	Conditionally	A required field for the zip of the vendor code. If a non-miscellaneous vendor

	Required	code with a default payment address, this field will be inferred upon a save action from the Address table. Otherwise, if a vendor code is entered, this field must be completed.
Country	Optional	An optional field for the country of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table. A manually entered value must be valid on the Country (CTRY) table.
County	Optional	An optional field for the county of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action if it has been defined on the Address table. A pick to the County (CTY) table exists to assist in data entry.
Vendor Contact ID	Optional	An optional field if a non-miscellaneous vendor code is entered. No value should be entered if a miscellaneous vendor or no vendor is entered. When a non-miscellaneous vendor is entered and there is a payment address marked as the default address, the Contact ID of that Address Code will be inferred unless another has been manually entered. A pick exists to the Vendor Contact table to assist in data entry. The value entered in this field will enable the defaulting of other contact information upon a save action if such information does not already exist. For this reason, if the contact code is changed, contact fields must be cleared out by the user to infer new values.
Vendor Contact Name	Optional	An optional field for a contact of the vendor. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Vendor Contact Phone	Optional	An optional field for a phone number of the vendor contact. If a non-miscellaneous vendor code with a default

		payment address, this field will be inferred upon a save action from the Vendor Contact table.
Vendor Contact Phone Ext	Optional	An optional field for a phone extension of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Vendor Contact Email	Optional	An optional field for an email address of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Fax	Optional	An optional field for a fax number of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Fax Extension	Optional	An optional field for a fax extension of the vendor contact. If a non-miscellaneous vendor code with a default payment address, this field will be inferred upon a save action from the Vendor Contact table.
Web Address http://	Optional	An optional field for the web address of the vendor. If a non-miscellaneous vendor code, this field will be inferred upon a save action from the Vendor Customer table.

- Disbursement Options

Disbursement Options

Disbursement Category: 

Schedule Payment Date: 

Disbursement Priority: 

Disbursement Type: 

Disbursement Format: 

Single Check: ☐

EFT Status: 

Handling Code: 

On Line Disbursement Rqst: ☐

Taxpayer Id:

Taxpayer Id Type: 

Pay Third Party: ☐

The Disbursement Options tab on the Vendor section of the PRLVP Document Code contains the following fields.

Field Name	Required?	Field Description
Disbursement Category	Optional	An optional field to record a defined value from the Disbursement Category (DISC) table that can provide selection capability, consolidation, sorting, or reporting capabilities for disbursement processing. A pick exists to the DISC table to assist with data entry when a default is not inferred for the vendor code or a value other than the default needs to be selected.
Schedule Payment Date	Required	A required date field that will indicate when a disbursement should be made. A date can be entered manually or system logic will default a value based on settings from one or more of these areas: • Expense tab of System Options (SOPT) for System Payment Lag • Vendor Customer (VCUST) for Schedule Payment Day • Object (OBJ) for Payment Lag • Accounting Line for Service To date • Vendor Line for Discount Terms A date manually entered should not be before the current application date, and if it is, a warning is issued. As with many disbursement options, this one cannot be changed on a modification document. The Disbursement Management (DISBM) page must be used to make a change.
Disbursement Priority	Required	A required field to record a defined value from the Disbursement Priority (DISP) table that can provide selection capability, consolidation, sorting, or reporting capabilities for disbursement processing. A pick exists to the DISC table to assist with data entry when a default is not inferred for the vendor code, or the default value of 99 is not desired.
Disbursement Type	Required	A required field to record whether a

		disbursement will be a <i>Check, Warrant, or EFT</i> . The field will default to the Default Type value on the Vendor/Customer (VCUST) table unless the vendor is eligible for EFT, in which case it will default to <i>EFT</i> . (Please refer to the note below Disbursement Format.)
Disbursement Format	Required	A required field to record a defined value from the Disbursement Format (DISF) table that can provide consolidation, sorting, or reporting capabilities for disbursement processing. Each format defined on DISF is associated with a disbursement printing layout developed into the disbursement process. A pick exists to the DISF table to assist with data entry when the default for the vendor code is not desired. A pick exists to the DISF table to assist with data entry when the default for the vendor code is not desired. Note: Upon Validate/Submit, after the Address ID on the Vendor Line is inferred, if it has not been manually entered the system shall infer the Disbursement Type and Format values as follows: • If Allow Prenote/EFT on Vendor Address is set to True on APPCTRL, the document will take the Vendor and Address Code from the Vendor Line and look up the associated Vendor's Payment Address record on the Vendor Address table. • If the EFT Status field is set to Eligible for EFT and the Generate EFT flag is set to true on the associated Payment Address, the system shall take the EFT Format value from the Vendors Payment Address record and retrieve the associated Disbursement Type value from the Disbursement Format table and populate the Disbursement Type and Format fields on the document. • If the EFT status field is populated on the Vendors Payment Address record but not set to Eligible for EFT, the system shall infer the Default

		Type and Default Format from the Vendors Location record to the Disbursement Type and Format fields on the document. - Otherwise, if Allow Prenote/EFT on Vendor Address is set to False on APPCTRL, the system shall attempt to retrieve the EFT information from the Vendors Location record. - If the EFT Status field is set to Eligible for EFT and the Generate EFT flag is set to true, the system shall take the EFT Format value and retrieve the associated Disbursement Type value from the Disbursement Format table and populate the Disbursement Type and Format fields on the document. - If the EFT Status field is not set to Eligible for EFT, the system shall infer the Default Type and Default Format from the Vendors Location record to the Disbursement Type and Format fields on the document.
Single Check	Optional	A flag to record whether or not the document should be grouped with others to the same vendor that also has the same consolidation values. When checked, there will be one disbursement document for the document. The flag cannot be selected if the vendor line total is negative. Such a case exists when the total of accounting lines with a negative Line Amount (a credit memo) exceeds that of positive lines. The flag will default to the setting for the vendors Single Payment Indicator value, with the credit memo exception.
EFT Status	Required	A required field that will default to the value found in the EFT Status value found for the vendor on the Address section of the Vendor/Customer (VCUST) table. If the EFT Status field on the Address section is blank, then the EFT Status field on the Vendor/Customer section is used. Valid values include <i>N/A</i>, <i>Prenote Requested</i>, <i>Prenote Pending</i>, <i>Eligible for EFT</i>, <i>Prenote Rejected</i>, <i>Not Eligible for EFT</i>, and <i>EFT</i>

		<i>Hold.</i> When set to <i>Eligible for EFT</i> , the Disbursement Type field will be set to <i>EFT</i> .
Handling Code	Optional	An optional field to record a defined value from the Disbursement Handling (HDCD) table that can provide consolidation, sorting, or reporting capabilities for disbursement processing. A pick exists to the HDCD table to assist with data entry.
Online Disbursement Rqst (Request)	Optional	A flag to indicate if an online disbursement should be created for this request. The flag cannot be selected if the disbursement type is EFT. If selected, this payment will be selected during the next on-line disbursement cycle.
Taxpayer ID	Conditionally Required	An optional field for taxpayer identification. When a vendor has a record on the 1099 Reporting Information (1099I) table, the ID will default to the document. The Document Control (DCTRL) table contains a control to ensure 1099 information for miscellaneous vendors, called TIN Number & Type for Miscellaneous Vendors. • If <i>Not Required</i>, then TIN Number and TIN Type are optional fields. • If <i>Required</i>, TIN Number and TIN Type are required fields. • If <i>Overrideable</i> and if TIN Number and TIN Type are not populated, then an overrideable error message is issued. • If <i>Required for Reportable Funding Only</i>, entering the TIN Number and TIN Type for a miscellaneous vendor will be required, if at least one element on the accounting line is 1099 reportable (Object, Sub Object, Balance Sheet Account or Sub Balance Sheet Account). • If <i>Overrideable for Reportable Funding Only</i> and if the TIN number and TIN Type fields are not populated, then an overrideable error is issued if at least one element on the accounting line is 1099 reportable (Object, Sub Object, Balance Sheet Account or Sub

		Balance Sheet Account).
Taxpayer ID Type	Conditionally Required	An optional field for taxpayer type identification. When a vendor has a record on the 1099 Reporting Information (1099I) table, the TIN Type will default to the document. Valid values include: <i>SSN/ITN/ATIN</i> or <i>EIN</i>. The Document Control (DCTRL) table contains a control to ensure 1099 information for miscellaneous vendors, called TIN Number & Type for Miscellaneous Vendors. Please see the Taxpayer ID field for how this control is applied. Editing of the Taxpayer ID Type value is done with the Organization Type and Classification of the vendor as follows: • If Organization Type is <i>Individual</i> and <i>Classification</i> is blank then the Taxpayer ID Number Type must be blank or <i>SSN/ITN/ATIN</i>. • If Organization Type is <i>Company</i> and <i>Classification</i> is blank then the Taxpayer ID Number Type must be blank or <i>EIN</i>. • If Classification is <i>Individual</i> or <i>Nonresident Alien</i> then the Taxpayer ID Number Type must be blank or <i>SSN/ITN/ATIN</i>. • If Classification is <i>Partnership</i> then the Taxpayer ID Number Type must be blank or <i>EIN</i>. • If Classification is <i>Incorporated, Trust, Foreign, State Government, or Other Government</i> then the Taxpayer ID Number Type must be blank or <i>EIN</i>. • If Classification is <i>Sole Proprietorship</i>, then the then the Taxpayer ID Number Type may be blank, <i>EIN</i>, or <i>SSN/ITN/ATIN</i>.
Pay Third Party	Optional	A flag to indicate that the disbursement is not to be to the vendor, but to the third party vendor code established for the vendor on the Vendor/Customer (VCUST) table. The flag defaults to unchecked. When a request

		for payment is flagged to the third party on the vendor line, the document will infer the third party information to the Payee fields on the Disbursement Request table (DISRQ).

- Discount Terms

Discounts are defined by establishing a discount schedule, which consists of a Number of Days and a corresponding Discount Percentage. The Number of Days indicates the amount of days that can elapse between the Invoice Date and the disbursement date in order for the corresponding Discount Percentage to be applied to the payment. Because discounts can be entered on a schedule, multiple discount percentages can be defined based on different Numbers of Days.

When Disbursements processes a payment, the discount schedule is applied. If the payment day falls within one of the specified discounted number of days, then the corresponding Discount Percentage is taken. For example, the following discount schedule is entered on the Business Line for an document code:

Number of Days	Percentage
5	3.0000
15	2.0000

If a disbursement is made for the request from 6 to 15 days from the Vendor Invoice Date, then a 2% discount would be deducted from the payment. If paid on the same day or by 5 days from the Vendor Invoice Date, then a 3% discount would be deducted. If paid after 15 days, then there is no discount. Note: If a Vendor Invoice Date is not entered on the accounting line of the document, the Record Date will be used to calculate the discount days.

When entering discount terms, skipping a row is not allowed. For example, terms cannot be entered for Days 1 and Days 3 without entering any for Days 2.

Discount Terms		
Days 1:	Percent 1:	Discount Always 1: ☐
Days 2:	Percent 2:	Discount Always 2: ☐
Days 3:	Percent 3:	Discount Always 3: ☐
Days 4:	Percent 4:	Discount Always 4: ☐

The Discount Terms tab on the Vendor section of the PRLVP Document Code contains the following fields.

Field Name	Required?	Field Description
Days 1	Optional	An optional field to record a number of days from Vendor Invoice Date or, if that date is

		blank, the Record Date that the discount Percent 1 field value will apply. If the vendor has a Days 1 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered. If a value has been manually entered, defaulting will not be done for any fields in the Discount Terms section. Any value entered must be a whole number and cannot be negative.
Percent 1	Optional	An optional field to record a discount percentage to be used if disbursement has a Record Date that is before or on the Days 1 value calculation from Vendor Invoice Date or, if that date is blank, the Record Date of the document. If the vendor has a Percent 1 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field. Any value entered must be a positive percentage. The field will round up to four decimals if more decimal places are manually entered.
Discount Always 1	Optional	A flag that when selected, indicates that all other subsequent discount terms no longer apply. The discount always applies, even if the number of net days has passed. The default is unselected. Only one of the Discount Always 1 to 4 flags can be selected at any given time. If the vendor has a Discount Always 1 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field.
Days 2	Optional	An optional field to record a number of days from Vendor Invoice Date or, if that date is blank, the Record Date that the discount Percent 2 field value will apply. If the vendor has a Days 2 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field. Any value entered must be a whole number greater than the Days 1 value.
Percent 2	Optional	An optional field to record a discount percentage to be used if disbursement has a Record Date that is before or on the Days 2

		value calculation from Vendor Invoice Date or, if that date is blank, the Record Date of the document. If the vendor has a Percent 2 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field. Any value entered must be a positive percentage. The field will round up to four decimals if more decimal places are manually entered.
Discount Always 2	Optional	A flag that when selected, indicates that all other subsequent discount terms no longer apply. The discount always applies, even if the number of net days has passed. The default is unselected. Only one of the Discount Always 1 to 4 flags can be selected at any given time. If the vendor has a Discount Always 2 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field.
Days 3	Optional	An optional field to record a number of days from Vendor Invoice Date or, if that date is blank, the Record Date that the discount Percent 3 field value will apply. If the vendor has a Days 3 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field. Any value entered must be a whole number greater than the Days 2 value.
Percent 3	Optional	An optional field to record a discount percentage to be used if disbursement has a Record Date that is before or on the Days 3 value calculation from Vendor Invoice Date or, if that date is blank, the Record Date of the document. If the vendor has a Percent 3 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field. Any value entered must be a positive percentage. The field will round up to four decimals if more decimal places are manually entered.
Discount Always 3	Optional	A flag that when selected, indicates that all other subsequent discount terms no longer apply. The discount always applies, even if

		the number of net days has passed. The default is unselected. Only one of the Discount Always 1 to 4 flags can be selected at any given time. If the vendor has a Discount Always 3 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field.
Days 4	Optional	An optional field to record a number of days from Vendor Invoice Date or, if that date is blank, the Record Date that the discount Percent 4 field value will apply. If the vendor has a Days 4 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field. Any value entered must be a whole number greater than the Days 3 value.
Percent 4	Optional	An optional field to record a discount percentage to be used if disbursement has a Record Date that is before or on the Days 4 value calculation from Vendor Invoice Date or, if that date is blank, the Record Date of the document. If the vendor has a Percent 4 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field. Any value entered must be a positive percentage. The field will round up to four decimals if more decimal places are manually entered.
Discount Always 4	Optional	A flag that when selected, indicates that all other subsequent discount terms no longer apply. The discount always applies, even if the number of net days has passed. The default is unselected. Only one of the Discount Always 1 to 4 flags can be selected at any given time. If the vendor has a Discount Always 4 value defined on the Vendor/Customer (VCUST) table, then that value will default upon a save action unless a value has been manually entered in the Days 1 field.

- The Accounting section of the PRLVP contains the same tabs as the PREXP. The PRLVP also contains the Additional Amounts tab, which is not present on the PREXP. The PRLVP contains differences on the following tabs:

General Information	Fund Accounting	Detail Accounting	Service Dates	Additional Amounts	Control Information

- General Information

Accounting					
No. of Lines: 1		Accounting Line: 1		Line Amount: \$0.00	
Line Closed Amount: \$0.00		Ref Line Amount		Event Type	
1	\$0.00	\$0.00	\$0.00	\$0.00	
From 1 to 1 Total: 1					
General Information Event Type: Accounting Template: Line Description: Line Amount: \$0.00 Line Closed Amount: \$0.00 Line Closed Date: Disbursement Category: Budget FY: Fiscal Year: Period: Bank: PAM Line Type: Liability					

The following field is unique to the General Information tab on the Accounting section of the PRLVP Document Code.

Field Name	Required?	Field Description
Disbursement Category		The default disbursement category for disbursement requests generated for this vendor/customer.

- Additional Amounts

Additional Amounts	
Retainage Amount: \$0.00	Withholding Amount: \$0.00
Discount Amount: \$0.00	Intercept Amount: \$0.00
Penalty/Interest Amount: \$0.00	Payment Amount: \$0.00

The Additional Amounts tab on the Accounting section of the PRLVP Document Code contains the following fields.

Field Name	Required?	Field Description
Retainage Amount	Calculated	A system calculated amount of all Retainage Amounts across all accounting lines of the document. As taking retainage is not a feature

		available to the PYRL Document Type, the amount will always be \$0.00 for fields at both parts of the document.
Discount Amount	Calculated	A system calculated amount of all Discount Amounts across all accounting lines of the document.
Penalty/Interest Amount	Calculated	A system calculated amount of all Penalty/Interest Amounts across all accounting lines of the document.
Withholding Amount	Calculated	A system calculated amount of all Withholding Amounts across all accounting lines of the document.
Intercept Amount	Calculated	A system calculated amount of all Intercept Amounts across all accounting lines of the document.
Payment Amount	Calculated	A system calculated amount of all Payment Amounts across all accounting lines of the document.

Tasks

The PRLVP document is created by the Payroll Account Management process from AMS Advantage HR or from another payroll system. The PRLVP cannot be created manually.

Charge (CH) Document Type

Common Business Tasks

This section includes step-by-step instructions to complete tasks commonly needed in General Accounting.

- [Create Manual Journal Entries](#)
- [Create a Non-Commodity Request for Payment](#)
- [Create a Non-Commodity Order](#)
- [Create a Non-Commodity Requisition](#)
- [Correct a Non-Commodity Order](#)
- [Encumber Funds for Future Travel](#)
- [Request Payment for Travel in Advance](#)
- [Request Travel Reimbursement](#)
- [Reallocate Travel Costs](#)
- [Single Internal Document](#)
- [Two Internal Documents](#)
- [Correct Payroll Costs](#)
- [Research Balance Sheet Accounts](#)
- [Research Nominal Accounts](#)

Create Manual Journal Entries

The Journal Voucher (JV) Document Type can be used to perform many different accounting activities. In fact, it could record all accounting activity if necessary, however, in many cases that is best left up to other specialized documents. Several common business tasks are presented in this section, but do not cover the all uses of the document. For each major use of the journal voucher (adjustment, reversal, correction, and miscellaneous), one common example is given.

Contained in the selected business tasks are several fundamental data entry types of the journal voucher. The adjustment example demonstrates a journal voucher with an event type where there is very limited chart of account (COA) entered. The reversal example demonstrates a journal voucher with no event type. The correction example demonstrates a reference as well as more than two accounting lines. The miscellaneous accounting example demonstrates multiple line groups performing different accounting tasks.

- **Adjustment** - One common adjustment made is to reduce pre paid assets (for example, insurance, rent, and so forth) monthly before producing monthly financial statements to get an accurate picture of expenses for full accrual accounting as well as an accurate asset account balance. Please refer to the "[Adjust a journal entry](#)" section for more information.
- **Reversal** - One common reversal is performed when some or all the goods or services for an order have been received before the end of a year, yet no request for payment has

been entered. An accrued expenditure should be recorded in the year the goods and services were received. Additionally, that accrued expenditure should be reversed in the next year because the subsequent request for payment will record the expenditure.

Please refer to the "[Reverse a journal entry](#)" section for more information.

- **Correction** - Many times when wrong accounts have been used on other types of documents, those documents can be cancelled or modified, but not in all cases. It is here that the Journal Voucher can function as a correction tool. It must be noted before this task, that a correction should not be done with a Journal Voucher if the document(s) being corrected is still open for referencing or can be modified/cancelled. If so, then subsequent activity done to the document(s) corrected will not reflect what the Journal Voucher did and another correction will be necessary. Please refer to the "[Correct a journal entry](#)" section for more information.
- **Miscellaneous Accounting** - Recording all aspects of a bond issue is an example of the type of accounting performed by the journal voucher that is not suited to other document types. There are many aspects of an issue which lead to multiple line groups being used to record each different aspect. This case will record a bond issuance with a discount and issuance costs. Proceeds from the bond issuance will then be the net of those issuance costs. For instructions on completing this task, refer to the "[Record bond proceeds](#)" section.

Related Topic(s):

- [Journal Voucher \(JV\) Document Type](#)
- [Event Type Requirements](#)
- [Document Control](#)
- [Special Accounts](#)

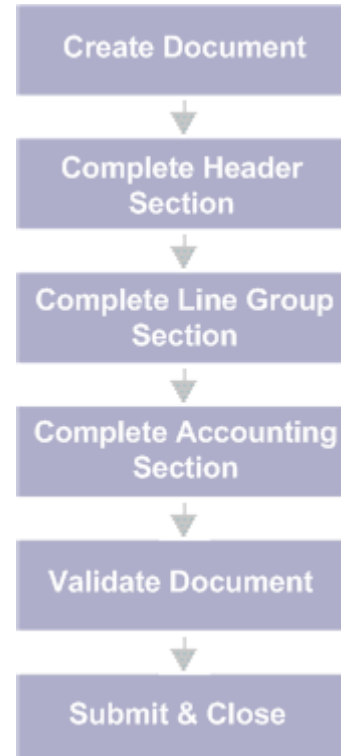
Adjust a Journal Entry

For screen shots and field information for the Journal Voucher Document Codes, refer to the appropriate section ([Header](#), [Line Group](#), [Accounting Line](#)).

To create a Journal Voucher (JV) document for adjusting a journal entry, perform these steps:

1. Create a document with the desired JV Document Code. Refer to the "[JV Delivered Document Codes](#)" section for more information.
2. Complete the Header section.

1. No particular Header field is mandatory nor is any required for this task. However, **Document Name**, **Document Description** or **Contact Code** can be conditionally required with the Document Control (DCTRL) table.
2. If the current Application Date should not be used, then manually enter the correct date in the **Record Date** field.
3. If the default **Fiscal Year** should not be used, then manually enter the correct year, (that is, prior year or next year), in the **Fiscal Year** field. Any manually entered year will be used on all accounting lines unless manually entered at that level.
4. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the **Period** field. Any manually entered period will be used on all accounting lines unless manually entered at that level.



3. Complete the Line Group section.

1. Expand the **Line Group** section.
 2. Enter any information that applies to all debits and credits for the line group.
- Note: No particular line group field is mandatory. However, **Event Type** will likely be conditionally required with the Document Control (DCTRL) table.
3. The event type - *Recognize Expense From Prepayment [GA13]* should be entered/selected.

4. Complete the Accounting section.

3. Expand the **Accounting** section.
4. On the A023 Posting Code line automatically inserted, enter the monthly adjustment amount in the **Debit Amount** field.
5. Enter/select the fund that is being adjusted in the **Fund** field.
6. Enter the value for the **Expenditure Offset** field on the Accounts Payable section of the Special Accounts (SPEC) page in the **BSA** field.
7. Click on the A024 in the Posting Code line and enter the monthly adjustment amount in the **Credit Amount** field.
8. Enter/select the fund that is being adjusted in the **Fund** field.
9. Enter the value for the **Pre Paid Expense** field on the Procurement section of the Special Accounts (SPEC) page in the **BSA** field.

Note:

No other fields are mandatory but system configuration may make them conditionally required. This can include the **Line Description** from Document Control (DCTRL), and other COA besides Fund and BSA from Event Type Requirements (ERQ).

5. Click the **Validate** button to validate for errors.
6. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.
7. Click the **Submit** button to submit the document.

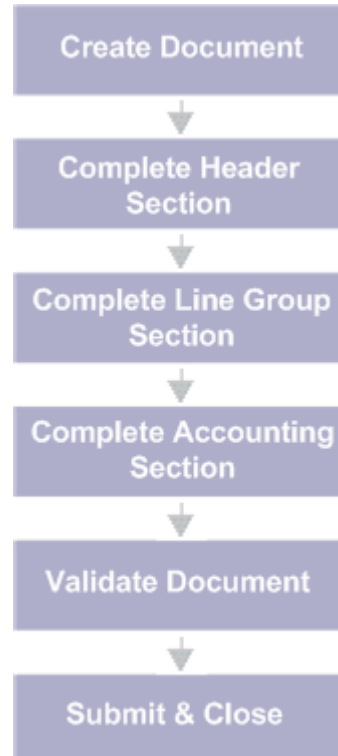
Reverse a Journal Entry

For screen shots and field definitions for the Journal Voucher Document Codes, refer to the appropriate section ([Header](#), [Line Group](#), [Accounting Line](#)).

To create a Journal Voucher (JV) document for reversing a journal entry, perform these steps:

1. Create a document with the desired JV Document Code. Refer to the ["JV Delivered Document Codes"](#) section for more information.
2. Complete the Header section.

1. Enter the date desired for the reversal in the **Reversal Date** field. The **Reversal Date** is required in order to make the Journal Voucher reverse. On the date entered a copy will be made with debit and credit amounts reversed.
2. If the current Application Date should not be used, then manually enter the correct date in the **Record Date** field.
3. If the default **Fiscal Year** should not be used, then manually enter the correct year, (that is, prior year or next year), in the **Fiscal Year** field. Any manually entered year will be used on all accounting lines unless manually entered at that level.
4. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the **Period** field. Any manually entered period will be used on all accounting lines unless manually entered at that level.
5. **Fiscal Year, Budget Year, and Accounting Period** will default on the copied document based on the **Reversal Date** entered.
6. The **Create Reversal Document on Hold** flag is optional; if selected, the reversing Journal Voucher will be loaded on hold and not picked up by any automatic document processing. This flag is useful if the **Reversal Date** may change or information is required on the copy that was not on the original.
7. **Document Name, Document Description, or Contact Code** can be conditionally required with the Document Control (DCTRL) table.



3. Complete the Line Group section.

1. Expand the **Line Group** section.
2. Enter any information that should apply to all debits and credits for the line group.

Note:

No particular line group field is mandatory. However, **Event Type** will likely be conditionally required with the Document Control (DCTRL) table.

4. Complete the Accounting section.

1. Expand the **Accounting** section.
2. Click **Insert New Line** to create the first accounting line.
3. Enter *D011* in the **Posting Code** field.
4. Enter the amount received in the **Debit Amount** field.
5. Enter all of the same COA fields found on the order that should be accrued.
6. Optional information can include a reference to the accounting line of the received order.
7. Click the **Copy** icon for that first line and then select **Insert Copied Line** to create the second accounting line.
8. Enter *A015* over *D011* in the **Posting Code** field.
9. Clear the **Debit Amount** field.
10. Enter the amount received in the **Credit Amount** field.
11. Enter the value for the **Accrued Payables** (or other site-specific value) field on the Accounts Payable section of the Special Accounts (SPEC) page in the **BSA** field.

Note:

No other fields are mandatory but system configuration may make them conditionally required. This can include the **Line Description**

from Document Control (DCTRL).

5. Click the **Validate** button to validate for errors.
6. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.
7. Click the **Submit** button to submit the document.

Correct a Journal Entry

For screen shots and field definitions for the Journal Voucher Document Codes, refer to the appropriate section ([Header](#), [Line Group](#), [Accounting Line](#)).

Corrections can be done against an individual document or can be done in aggregate against many documents, referencing none in particular. This case will demonstrate a simple correction involving cash with a reference to a disbursement written to the correct vendor, for the correct amount, but against the wrong account; however, keep in mind the reference information requirement is driven at the Document Code (from Document Control) or the Event Type (from Event Type Requirements) and can either require or prohibit such information. In this example, as in many implementations, a reference has been left optional so it is up to the discretion of the person entering the Journal Voucher.

To create a Journal Voucher (JV) document for correcting a journal entry, perform these steps:

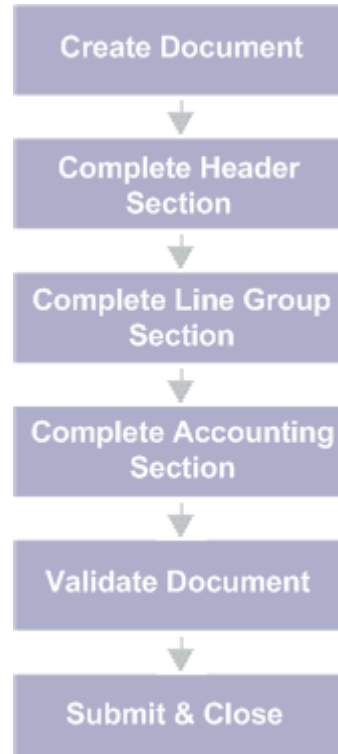
1. Create a document with the desired JV Document Code. Refer to the "[JV Delivered Document Codes](#)" section for more information.
2. Complete the Header section.

1. If the current Application Date should not be used, then manually enter the correct date in the **Record Date** field.
2. If the default **Fiscal Year** should not be used, then manually enter the correct year, (that is, prior year or next year), in the **Fiscal Year** field. Any manually entered year will be used on all accounting lines unless manually entered at that level.
3. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the **Period** field. Any manually entered period will be used on all accounting lines unless manually entered at that level.

Note:

No particular Header field is mandatory nor is any required for this task. However, **Document Name**, **Document Description**, or **Contact Code** can be conditionally required with the Document Control (DCTRL) table.

Corrections can likely be accompanied by the attachment of documents listing the reason for the change or a listing of all of the documents being corrected in aggregate.



3. Complete the Line Group section.

1. Expand the **Line Group** section.
2. Enter any information that should apply to all debits and credits for the line group.

Note: No particular line group field is mandatory. However, **Event Type** will likely be conditionally required with the Document Control (DCTRL) table.

3. The Event Type - *Cash Expenditure*

Correction [GA01] should be entered/selected for this example.

4. To assist with accounting line data entry, the Reference tab should be completed with the **RefDocument Code, Ref Doc Dept, ID, Ref VendorLine, Ref CommodityLine = 0**, and **Ref AccountingLine** of the incorrect disbursement.

4. Complete the Accounting Line section.

3. Expand the **Accounting** section.
4. On the D014 Posting Code line automatically inserted, enter the disbursement amount in the **Credit** field
5. Enter all of the same COA fields found on the accounting line of the disbursement.
6. Enter the bank code used on the disbursement in the **Bank** field. (Optional data entry if the defaulting bank is same one used on disbursement.)
7. On the A001 Posting Code line automatically inserted, enter the disbursement amount in the **Debit Amount** field
8. Enter all of the same COA fields found on the accounting line of the disbursement.
9. Enter the cash account used on the disbursement in the **BSA** field.
10. Enter the bank code used on the disbursement in the **Bank** field. (Optional data entry if the defaulting bank is same one used on disbursement.)
11. Click the **Copy** icon for that first D014 line and then select **Insert Copied Line** to create the third accounting line.
12. Clear the **Credit Amount** field.
13. Enter the disbursement amount in the **Debit Amount** field.

14. Change the necessary COA fields for where the expenditure should have been recorded.
15. Click the **Copy** icon for that second D014 line and then select **Insert Copied Line** to create the fourth accounting line.
16. Change the **Posting Code** from *D014* to *A001*.
17. Clear the **Debit Amount** field.
18. Enter the disbursement in the **Credit Amount** field.
19. Enter the Cash account to be reduced in the **BSA** field.

Note:

No other fields are mandatory but system configuration may make them conditionally required. This can include the **Line Description** from Document Control (DCTRL).

5. Click the **Validate** button to validate for errors.
6. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.
7. Click the **Submit** button to submit the document.

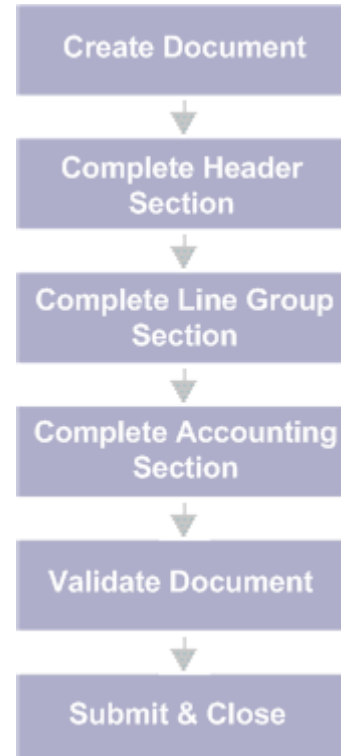
Record Bond Proceeds

For screen shots and field definitions for the Journal Voucher Document Codes, refer to the appropriate section ([Header](#), [Line Group](#), [Accounting Line](#)).

To create a Journal Voucher (JV) document for recording bond proceeds, perform these steps:

1. Create a document with the desired JV Document Code. Refer to the "[JV Delivered Document Codes](#)" section for more information.
2. Complete the Header section.

1. No particular Header field is mandatory nor is any required for this task. However, **Document Name**, **Document Description**, or **Contact Code** can be conditionally required with the Document Control (DCTRL) table.
2. If the current Application Date should not be used, then manually enter the correct date in the **Record Date** field.
3. If the default **Fiscal Year** should not be used, then manually enter the correct year, (that is, prior year or next year), in the **Fiscal Year** field. Any manually entered year will be used on all accounting lines unless manually entered at that level.
4. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the **Period** field. Any manually entered period will be used on all accounting lines unless manually entered at that level.



3. Complete the Line Group section.

1. Expand the **Line Group** section.
2. Enter any information that applies to all debits and credits for the line group.

Note:

No particular line group field is mandatory. However, **Event Type** will likely be conditionally required with the Document Control (DCTRL) table.

3. The event type Record Bond Proceeds [GA16] should be entered/selected for this task.

4. Let the **Posting Pair** field default to A.

4. Complete the Accounting Line section.

3. Expand the **Accounting** section.
4. On the Enter A001 Posting Code line enter the bond proceeds amount in the **Debit Amount** field.
5. Enter/select the Fund for bond issue in the **Fund** field.
6. Enter the desired cash account in the **BSA** field.
7. Enter/select the Bank in the **Bank** field to record where proceeds were deposited.
8. Click on the A004 in the Posting Code line, enter the bond proceeds amount in the **Credit Amount** field.
9. Enter/select and Fund for bond issue in the **Fund** field.
10. Enter the necessary COA to record the revenues (likely fields are: Department, Unit, and Revenue Source).

5. Create a 2nd Line Group record.

0. Expand the **Line Group** section.
1. Click **Insert New Line** to create a new line.
2. Enter/select Record Bond Liability [GA20] in the **Event Type** field.
3. Let the **Posting Pair** field default to A.

6. Complete the Accounting Line section for the 2nd Line Group.

0. Expand the **Accounting** section.

1. On the A022 in the Posting Code line enter the bond proceeds amount in the **Debit Amount** field.
2. Enter/select the Fund for bond issue in the **Fund** field.
3. Enter/select the equity offset account desired in the **BSA** field.
4. Click on the A005 in the Posting Code line and enter the bond proceeds amount in the **Credit Amount** field.
5. Enter/select the fund for the bond issue in the **Fund** field.
6. Enter the liability account for the bond issue in the **BSA** field.

7. Create a 3rd Line Group record.

0. Expand the **Line Group** section.
1. Click **Insert New Line** to create a new line.
2. Enter/select *Record Bond Liability [GA20]* in the **Event Type** field.
3. Enter *B* (for discount) in the **Posting Pair** field.

8. Complete Accounting Line section for the 3rd Line Group. If this sale had been a premium, then the debit and credit below would be reversed.

0. Expand the **Accounting** section.
1. On the A027 in the Posting Code line enter the discount amount in the **Debit Amount** field.
2. Enter/select the Fund for bond issue in the **Fund** field.
3. Enter/select the BSA for the Bond Discount/Premium liability account desired.
4. Click on the A005 in the Posting Code line and enter the discount amount

in **Credit Amount** field.

5. Enter/select the fund for bond issue in the **Fund** field..
6. Enter the liability account for the bond issue in the **BSA** field.

9. Create a 4th Line Group record.

0. Expand the **Line Group** section.
1. Click **Insert New Line** to create a new line.
2. Enter/select *Record Bond Issue Costs [GA17]* in the **Event Type** field.
3. Let the **Posting Pair** field default to A.

10. Complete Accounting Line section for the 4th Line Group.

0. Expand the **Accounting** section.
1. On the D014 in the Posting Code line enter the amount of the bond issue costs in the **Debit Amount** field.
2. Enter/select the Fund for bond issue in the **Fund** field.
3. Enter the necessary COA to record the expense (likely fields are: Department, Unit, Appropriation, and Object).
4. Enter/select the Bank in the **Bank** field to record where proceeds were deposited.
5. Click the A001 in the Posting Code line and enter the Issue costs in the **Credit Amount** field.
6. Enter the necessary COA to record the expense (likely fields are: Fund, Department, Unit, Appropriation, and Object).
7. Enter/select the desired cash

account in the **BSA** field.

11. Click the **Validate** button to validate for errors.
12. If errors exist, fix the errors and repeat Step 11. If no errors exist, then continue with Step 13.
13. Click the **Submit** button to submit the document.

Create a Non-Commodity Request for Payment

For screen shots and field information for the General Accounting Expenditure (GAX) Document Code, refer to the appropriate section ([Header](#), [Vendor](#), [Accounting Line](#)).

To create a General Accounting Expenditure (GAX) document for creating a non-commodity request for payment, perform these steps:

1. Create a document with the GAX Document Code on the Document Catalog or on the Copy Forward page, opened from a GAE.
2. Complete the Header section.

1. No particular Header field is mandatory nor is any required for this task. However, **Document Name**, **Document Description**, **Contact Code**, or **Cited Authority** can be conditionally required with the Document Control (DCTRL) table.
2. If the current Application Date should not be used, then manually enter the correct date in the **Record Date** field.
3. If the default **Fiscal Year** should not be used, then manually enter the correct year, (that is, prior year or next year), in the **Fiscal Year** field. Any manually entered year will be used on all accounting lines unless manually entered at that level.
4. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the **Period** field. Any manually entered period will be used



on all accounting lines unless manually entered at that level.

5. Complete the **Bank Account** field with any value you want used at the accounting line section instead of the bank that will default based on the Fiscal Year and Fund values used on the accounting line.

3. Complete the Vendor section. If copy forward was done from GAE, a line will already be inserted and many fields will already be completed on this section.

1. Expand the **Vendor** section.
2. Click **Insert New Line** to create a new line.
3. Enter the intended recipient of the eventual disbursement into the **Vendor Customer** field.
4. No other information has to be entered as long as there is a default payment address and contact. If not, the **Address Code** and **Vendor Contact ID** must be entered.
5. If the Vendor Customer is a miscellaneous one, then the following fields have to be entered: **Address 1**, **City**, and **Legal Name**.

4. Complete the Accounting section. If copy forward was done from GAE, a line will already be inserted and many fields will already be completed on this section.

1. Expand the **Accounting** section.
2. Click **Insert New Line** to create the first accounting line.
3. Leave **Event Type** to default to *PR05* or enter a different value desired for a special type of encumbrance (*PR06* for internal one for example).
4. Enter the amount to be funded by the COA distribution on the accounting line in

the **Line Amount** field

5. Optionally enter **Ref Doc Code, Ref Doc Dept, Ref Doc ID, Ref Vendor Line, Ref,** and **Accounting Line** if not already populated from a copy forward.
Reference information can be required by Document Control (DCTRL), Event Type Requirements (ERQ), or BFY Staging (BYSTPFSL).
6. Enter/select COA values required for a payment request if no GAP is referenced. If referenced, COA from it will be inferred.
7. Repeat steps if there is more than one funding distribution of COA to be used

Note:

No other fields are mandatory but system configuration may make them conditionally required. This can include the **Line Description** from Document Control (DCTRL), and various COA from Event Type Requirements (ERQ), COA Required Element tables, and Required Budget (REQBUD).

5. Click the **Validate** button to validate for errors.
6. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.
7. Click the **Submit** button to submit the document.

Create a Non-Commodity Order

For screen shots and field information for the General Accounting Encumbrance (GAE) Document Code, refer to the "[General Accounting Encumbrance \(GAE\)](#)" section.

To create a General Accounting Encumbrance (GAE) document for creating a non-commodity order, perform these steps:

1. Create a document with the GAE Document Code on the Document Catalog or on the Copy Forward page, opened from a GAP.
2. Complete the Header section.

1. No particular Header field is mandatory nor is any required for this task. However, **Document Name**, **Document Description**, **Contact Code**, or **Cited Authority** can be conditionally required with the Document Control (DCTRL) table.
2. If the current Application Date should not be used, then manually enter the correct date in the **Record Date** field.
3. If the default **Fiscal Year** should not be used, then manually enter the correct year, (that is, prior year or next year), in the **Fiscal Year** field. Any manually entered year will be used on all accounting lines unless manually entered at that level.
4. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the **Period** field. Any manually entered period will be used on all accounting lines unless manually entered at that level.

3. Complete the Vendor section. If copy forward was done from GAP, a line will already be inserted and many fields will already be completed on this section.

1. Expand the **Vendor** section.
2. Click **Insert New Line** to create a new line.
3. Enter the intended recipient of the eventual disbursement into the **Vendor Customer** field.
4. No other information has to be entered as long as there is a default payment address and contact. If not, the **Address Code** and **Vendor Contact ID** must be



entered.

5. If the Vendor Customer is a miscellaneous one, then the following fields have to be entered: **Address 1**, **City**, and **Legal Name**.

4. Complete the Accounting section. If copy forward was done from GAP, a line will already be inserted and many fields will already be completed on this section.

1. Expand the **Accounting** section.
2. Click **Insert New Line** to create the first accounting line.
3. Leave **Event Type** to default to *AP01* or enter different value desired for special type of payment request.
4. Enter the amount to be funded by the COA distribution on the accounting line in the **Line Amount** field
5. Optionally enter **Vendor Invoice Number**, **Line**, and **Date** fields unless required by Document Control (DCTRL)
6. Optionally enter **Ref Doc Code**, **Ref Doc Dept**, **Ref Doc ID**, **Ref Vendor Line**, **Ref**, and **Accounting Line** if not already populated from a copy forward.
Reference information can be required by Document Control (DCTRL), Event Type Requirements (ERQ), or BFY Staging (BYSTPFSL).
7. Enter/select COA values required for payment request if no GAE is referenced.
If referenced, COA from it will be inferred.
8. Repeat steps if there is more than one funding distribution of COA to be used

Note:

No other fields are mandatory but system configuration may make them conditionally required. This can include the **Line Description** from Document Control (DCTRL), and various COA from Event Type Requirements (ERQ), COA Required Element tables, and Required Budget

(REQBUD).

5. Click the **Validate** button to validate for errors.
6. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.
7. Click the **Submit** button to submit the document.

Create a Non-Commodity Requisition

For screen shots and field information for the General Accounting Pre-Encumbrance (GAP) Document Code, refer to the "[General Accounting Pre-Encumbrance \(GAE\)](#)" section.

To create a General Accounting Pre Encumbrance (GAP) document for creating a non-commodity requisition, perform these steps:

1. Create a document with the GAP Document Code on the Document Catalog.
2. Complete the Header section.

1. No particular Header field is mandatory nor is any required for this task. However, **Document Name**, **Document Description**, **Contact Code**, or **Cited Authority** can be conditionally required with the Document Control (DCTRL) table.
2. If the current Application Date should not be used, then manually enter the correct date in the **Record Date** field.
3. If the default **Fiscal Year** should not be used, then manually enter the correct year, (that is, prior year or next year), in the **Fiscal Year** field. Any manually entered year will be used on all accounting lines unless manually entered at that level.
4. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the **Period** field. Any manually entered period will be used



on all accounting lines unless manually entered at that level.

3. Complete the Vendor section.

1. Expand the **Vendor** section.
2. Click **Insert New Line** to create a new line.
3. Enter the intended recipient of the eventual disbursement into the **Vendor Customer** field.
4. No other information has to be entered as long as there is a default payment address and contact. If not, the **Address Code** and **Vendor Contact ID** must be entered.
5. If the Vendor Customer is a miscellaneous one, then the following fields have to be entered: **Address 1**, **City**, and **Legal Name**.

4. Complete the Accounting section.

1. Expand the **Accounting** section.
2. Click **Insert New Line** to create the first accounting line.
3. Leave **Event Type** to default to *PR02* or enter a different value desired for special type of encumbrance (*PR03* for internal one for example).
4. Enter the amount to be funded by the COA distribution on the accounting line in the **Line Amount** field
5. Enter/select COA values required for payment request if no GAP is referenced. If referenced, COA from it will be inferred.
6. Repeat steps if there is more than one funding distribution of COA to be used

Note:

No other fields are mandatory but system

configuration may make them conditionally required. This can include the **Line Description** from Document Control (DCTRL), and various COA from Event Type Requirements (ERQ), COA Required Element tables, and Required Budget (REQBUD).

5. Click the **Validate** button to validate for errors.
6. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.
7. Click the **Submit** button to submit the document.

Correct a Non-Commodity Order

For screen shots and field information for the General Accounting Encumbrance Correction (GAEC) Document Code, refer to the "[General Accounting Encumbrance Correction \(GAEC\)](#)" section.

To create a General Accounting Encumbrance Correction (GAEC) document for correcting a non-commodity order, perform these steps:

1. Create a document with the GAEC Document Code on the Document Catalog or on the Copy Forward page, opened from a GAE.
2. Complete the Header section.

1. No particular Header field is mandatory nor is any required for this task. However, **Document Name, Document Description, Contact Code, or Cited Authority** can be conditionally required with the Document Control (DCTRL) table.
2. If the current Application Date should not be used, then manually enter the correct date in the **Record Date** field.
3. If the default **Fiscal Year** should not be used, then manually enter the correct year, (that is, prior year or next year), in the **Fiscal Year** field. Any manually entered year will be used on all accounting lines unless manually entered



at that level.

4. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the **Period** field. Any manually entered period will be used on all accounting lines unless manually entered at that level.

3. Complete the Vendor section. If copy forward was done from a GAE, a line will already be inserted and many fields will already be completed on this section.

1. Expand the **Vendor** section.
2. Click **Insert New Line** to create a new line.
3. Enter the intended recipient of the eventual disbursement into the **Vendor Customer** field.
4. No other information has to be entered as long as there is a default payment address and contact. If not, the **Address Code** and **Vendor Contact ID** must be entered.
5. If the Vendor Customer is a miscellaneous one, then the following fields have to be entered: **Address 1**, **City**, and **Legal Name**.

4. Complete the Accounting section. If copy forward was done from a GAE, a line will already be inserted and many fields will already be completed on this section.

1. Expand the **Accounting** section.
2. Click **Insert New Line** to create the first accounting line.
3. Choose **Event Type** *PR20* to re-open some or all of the GAE, choose *PR21* to close out some or all of the GAE without a request for payment, or choose *PR22* to re-open some or all of the GAE along with creating a credit memo for the vendor. The choice depends on what mistake or mistakes were made on the GAX that

paid the GAE.

4. Enter the amount to be re-opened in the **Line Amount** field as a negative.
(Please see the "[Referencing](#)" section of this user guide for much more information on this correction process.)
5. Enter **Ref Doc Code**, **Ref Doc Dept**, **Ref Doc ID**, **Ref Vendor Line**, **Ref**, and **Accounting Line** if not already populated from a copy forward. Reference information is always required for a correction.
6. Enter **Ref Type** of *Inverse* if using PR20 or PR22. Enter **Ref Type** of *Partial* or *Final* if using PR21.
7. Enter/select COA values required for payment request if no GAE is referenced. If referenced, COA from it will be inferred.
8. Repeat steps if there is more than one funding distribution of COA to be used

Note:

No other fields are mandatory but system configuration may make them conditionally required. This can include the **Line Description** from Document Control (DCTRL), and various COA from Event Type Requirements (ERQ), COA Required Element tables, and Required Budget (REQBUD).

5. Click the **Validate** button to validate for errors.
6. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.
7. Click the **Submit** button to submit the document.

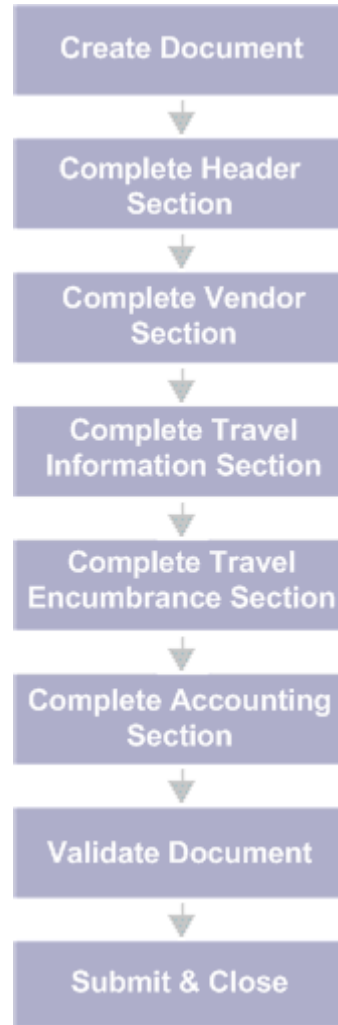
Encumber Funds for Future Travel

For screen shots and field information for the Travel Encumbrance (TE) Document Code, refer to the "[Travel Encumbrance \(TE\)](#)" section.

To create a Travel Encumbrance (TE) document for encumbering funds for future travel, perform these steps:

1. Create a document with the TE Document Code on the Document Catalog.
2. Complete the Header section.

1. No particular Header field is mandatory nor is any required for this task. However, **Document Name**, **Document Description**, **Contact Code**, or **Cited Authority** can be conditionally required with the Document Control (DCTRL) table.
2. If the current Application Date should not be used, then manually enter the correct date in the **Record Date** field.
3. If the default **Fiscal Year** should not be used, then manually enter the correct year, (that is, prior year or next year), in the **Fiscal Year** field. Any manually entered year will be used on all accounting lines unless manually entered at that level.
4. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the **Period** field. Any manually entered period will be used on all accounting lines unless manually entered at that level.



3. Complete the Vendor section.

1. Expand the **Vendor** section.
2. Click **Insert New Line** to create a new line.
3. Enter the intended recipient of the eventual disbursement into the **Vendor Customer** field.
4. No other information has to be entered as long as there is a default payment address and contact. If not, the **Address Code** and **Vendor Contact ID** must be entered.
5. If the Vendor Customer is a miscellaneous one, then the following

fields have to be entered: **Address 1**,
City, and **Legal Name**.

4. Complete the Travel Information section.

1. Expand the **Travel Information** section.
2. Click **Insert New Line** to create a new line.
3. Enter the expected date for travel to begin in the **Travel Start Date** field.
4. Select the appropriate **Purpose of Travel**.
5. Enter/Pick the **Destination**.
6. Select the appropriate **Mode of Transportation**.
7. Repeat steps if there is more than one destination or more than one mode of transportation.

5. Complete the Travel Encumbrance section.

1. Expand the **Travel Encumbrance** section.
2. Click **Insert New Line** to create a new line.
3. Enter the expected date that the travel expense will occur in the **Date** field.
4. Select the appropriate **Expense Type**.
5. Enter the **Estimated Expense** amount.
6. Repeat steps if there is more than one type of expense.
7. Repeat steps for each Travel Information line.

6. Complete the Accounting section.

1. Expand the **Accounting** section.

2. Click **Insert New Line** to create the first accounting line.
3. Leave **Event Type** to default to *TR01* or enter a different value desired for a special type of encumbrance.
4. Enter the amount to be funded by the COA distribution on the accounting line in the **Line Amount** field.
5. Enter/select COA values required for an encumbrance.
6. Repeat steps if there is more than one funding distribution of COA to be used.

Note:

No other fields are mandatory but system configuration may make them conditionally required. This can include the **Line Description** from Document Control (DCTRL), and various COA from Event Type Requirements (ERQ), COA Required Element tables, and Required Budget (REQBUD).

7. Click the **Validate** button to validate for errors.
8. If errors exist, fix the errors and repeat Step 7. If no errors exist, then continue with Step 9.
9. Click the **Submit** button to submit the document.

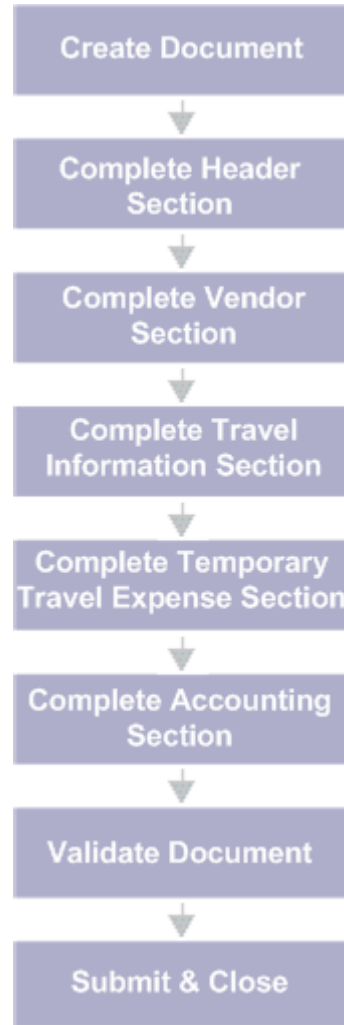
Request Payment for Travel in Advance

For screen shots and field information for the Travel Advance (TA) Document Code, refer to the "[Travel Advance \(TA\)](#)" section.

To create a Travel Advance (TA) document for requesting payment for travel in advance, perform these steps:

1. Create a document with the TA Document Code on the Document Catalog or on the Copy Forward page, opened from a TE.
2. Complete the Header section.

1. Only 1 Header field is mandatory - **Type of Advance**. Choose either *Permanent In State Advance* or *Temporary Out of State Advance*.
2. **Document Name, Document Description, Contact Code** or **Cited Authority** can be conditionally required with the Document Control (DCTRL) table.
3. If the current Application Date should not be used, then manually enter the correct date in the **Record Date** field.
4. If the default **Fiscal Year** should not be used, then manually enter the correct year, (that is, prior year or next year), in the **Fiscal Year** field. Any manually entered year will be used on all accounting lines unless manually entered at that level.
5. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the **Period** field. Any manually entered period will be used on all accounting lines unless manually entered at that level.
6. Complete the **Bank Account** field with any value you want used at the accounting line section instead of the bank that will default based on the Fiscal Year and Fund values used on the accounting line.



3. Complete the Vendor section. If copy forward was done from a TE, a line will already be inserted and many fields will already be completed on this section.

1. Expand the **Vendor** section.
2. Click **Insert New Line** to create a new

line.

3. Enter the intended recipient of the eventual disbursement into the **Vendor Customer** field.
4. No other information has to be entered as long as there is a default payment address and contact. If not, the **Address Code** and **Vendor Contact ID** must be entered.
5. If the Vendor Customer is a miscellaneous one, then the following fields have to be entered: **Address 1**, **City**, and **Legal Name**.
6. If *Permanent In State Travel Advance* was selected on the Header, then enter expenses in one or more of the appropriate month fields in the Permanent Travel Expenses tab.

4. Complete the Travel Information section. If copy forward was done from a TE, a line will already be inserted and many fields will already be completed on this section.

1. Expand the **Travel Information** section.
2. Click **Insert New Line** to create a new line.
3. Enter the expected date for travel to begin in the **Travel Start Date** field.
4. Enter the expected date for travel to end in the **Travel End Date** field.
5. Select the appropriate **Purpose of Travel**.
6. Enter/Pick the **Destination**.
7. Select the appropriate **Mode of Transportation**.
8. Repeat steps if there is more than one destination or more than one mode of transportation.

5. Complete the Temporary Travel Expenses section. If copy forward was done from a TE, a line will already be

inserted and many fields will already be completed on this section.

1. Expand the **TemporaryTravel Expenses** section.
2. Click **Insert New Line** to create a new line.
3. Enter the expected date that the travel expense will occur in the **Date** field.
4. Select the appropriate **Expense Type**.
5. Enter the **Estimated Expense** amount.
6. Repeat steps if there is more than one type of expense.
7. Repeat steps for each Travel Information line.

6. Complete the Accounting section. If copy forward was done from a TE, a line will already be inserted and many fields will already be completed on this section.

1. Expand the **Accounting** section.
2. Click **Insert New Line** to create the first accounting line.
3. Leave **Event Type** to default to *TR02* or enter a different value desired for a special type of advance.
4. Enter the amount to be funded by the COA distribution on the accounting line in the **Line Amount** field.
5. Enter/select COA values required for an expenditure.
6. Repeat steps if there is more than one funding distribution of COA to be used.
7. Sum of accounting line amounts must not exceed the **Travel Line Amount** on the Vendor Line section, which is determined by the sum of **Allowable Amounts** on the Temporary Travel Expense section.

Note:

No other fields are mandatory but system

configuration may make them conditionally required. This can include the **Line Description** from Document Control (DCTRL), and various COA from Event Type Requirements (ERQ), COA Required Element tables, and Required Budget (REQBUD).

7. Click the **Validate** button to validate for errors.
8. If errors exist, fix the errors and repeat Step 7. If no errors exist, then continue with Step 9.
9. Click the **Submit** button to submit the document.

Request Travel Reimbursement

For screen shots and field information for the Travel Payments (TP) Document Code, refer to the "[Travel Payments \(TP\)](#)" section.

To create a Travel Payments (TP) document for requesting reimbursement of personal travel expenses, perform these steps:

1. Create a document with the TP Document Code on the Document Catalog.
2. Complete the Header section.

1. Select the appropriate **Type of Payment**.
2. Select the appropriate **Purpose of Travel**.
3. Pick/Enter date travel started in **Travel Departure Date**.
4. Enter time travel started in **Travel Departure Time**.
5. Pick/Enter date travel ended in **Travel Return Date**.
6. Enter time travel started in **Travel Return Time**.
7. **Document Name, Document Description, Contact Code** or **Cited Authority** can be conditionally required with the Document Control (DCTRL) table.
8. If the current Application Date should not be used, then manually enter the correct date in the **Record Date** field.
9. If the default **Fiscal Year** should not be used, then manually enter the correct year, (that is, prior year or next year), in the **Fiscal Year** field. Any manually entered year will be used on all accounting lines unless manually entered at that level.
10. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the **Period** field. Any manually entered period will be used on all accounting lines unless manually entered at that level.
11. Complete the **Bank Account** field with any value you want used at the accounting line section instead of the bank that will default based on the **Fiscal Year** and **Fund** values used on the accounting line.



3. Complete the Vendor section.

1. Expand the **Vendor** section..
2. Click **Insert New Line** to create a new line.
3. Enter the employee into the **Vendor Customer** field. This is often done with a miscellaneous vendor code setup for employee payments.
4. The following fields have to be entered: **Address 1, City, and Legal Name.**

4. Complete the Travel Expenses section.

1. Expand the **Travel Expenses** section.
2. Click **Insert New Line** to create a new line.
3. Enter the date the travel expense occurred in the **Record Date** field.
4. Enter/Pick the **Destination**.
5. Enter amounts for expenses in the appropriate amount field(s).
6. Repeat steps if there is more than one date of travel and/or destination.

5. Complete the Accounting section.

1. Expand the **Accounting** section.
2. Click **Insert New Line** to create the first accounting line.
3. Select **Event Type** *TR04* to request reimbursement of personal funds.
4. Enter the amount to be funded by the COA distribution on the accounting line in the **Line Amount** field.
5. Enter/select COA values required for an expenditure.
6. Repeat steps if there is more than one

funding distribution of COA to be used for reimbursement.

7. Sum of accounting line amounts must not exceed the **Travel Line Amount** on the Vendor Line section, which is determined by the sum of **Allowable Amounts** on the Temporary Travel Expense section.

Note:

No other fields are mandatory but system configuration may make them conditionally required. This can include the **Line Description** from Document Control (DCTRL), and various COA from Event Type Requirements (ERQ), COA Required Element tables, and Required Budget (REQBUD).

6. Click the **Validate** button to validate for errors.
7. If errors exist, fix the errors and repeat Step 6. If no errors exist, then continue with Step 8.
8. Click the **Submit** button to submit the document.

Reallocate Travel Costs

The Travel Payments (TP) document provides two functions. The first is to request a payment for travel costs not advanced prior to travelling. The second is to adjust accounting recorded on a Travel Advance (TA). The TA may have been processed to an incorrect or a generic travel account. In such a case the TP is used much like an expenditure correction to reduce some or all of the amount(s) recorded on a TA accounting line and record an increase to a new account.

In this task the TA had one accounting line to a generic travel object. Upon completion of the travel, that object should be reduced to \$0.00 and two objects, airfare and lodging, updated.

For screen shots and field information for the Travel Payments (TP) Document Code, refer to the "[Travel Payments \(TP\)](#)" section.

To create a Travel Payments (TP) document for reallocating travel costs, perform these steps:

1. Create a document with the TP Document Code on the Document Catalog or on the Copy Forward page, opened from a TA.
2. Complete the Header section.

1. Select the appropriate **Type of Payment**.
2. Select the appropriate **Purpose of Travel**.
3. Pick/Enter date travel started in **Travel Departure Date**.
4. Enter time travel started in **Travel Departure Time**.
5. Pick/Enter date travel ended in **Travel Return Date**.
6. Enter time travel started in **Travel Return Time**.
7. **Document Name, Document Description, Contact Code** or **Cited Authority** can be conditionally required with the Document Control (DCTRL) table.
8. If the current Application Date should not be used, then manually enter the correct date in the **Record Date** field.
9. If the default **Fiscal Year** should not be used, then manually enter the correct year, (that is, prior year or next year), in the **Fiscal Year** field. Any manually entered year will be used on all accounting lines unless manually entered at that level.
10. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the **Period** field. Any manually entered period will be used on all accounting lines unless manually entered at that level.
11. Complete the **Bank Account** field with any value you want used at the accounting line section instead of the bank that will default based on the **Fiscal Year** and **Fund** values used on the



accounting line.

3. Complete the Vendor section. If copy forward was done from a TA, a line will already be inserted and many fields will already be completed on this section.

1. Expand the **Vendor** section.
2. Click **Insert New Line** to create a new line.
3. No other information has to be entered as long as there is a default payment address and contact. If not, the **Address Code** and **Vendor Contact ID** must be entered.
4. If the Vendor Customer is a miscellaneous one, then the following fields have to be entered: **Address 1**, **City**, and **Legal Name**.

4. Complete the Travel Expenses section. (Note: Copy Forward will not create any records on this section.)

1. Expand the **Travel Expenses** section.
2. Click **Insert New Line** to create a new line.
3. Enter the date the travel expense occurred in the **Record Date** field.
4. Enter/Pick the **Destination**.
5. Enter amounts for expenses in the appropriate amount field(s).
6. Repeat steps if there is more than one date of travel and/or destination.

5. Complete the Accounting section. If copy forward was done from a TA, a line will already be inserted and many fields will already be completed on this section.

1. Expand the **Accounting** section.
2. On the Accounting Line copied forward from the TA, select **Event Type** **TR03** to

adjust travel costs down.

3. Enter the negative sign before the **Line Amount** so that costs to the generic travel detail object are removed in full.
4. Click **Insert New Line** to create the second accounting line.
5. Select **Event Type**TR03 to adjust travel costs for airfare.
6. Enter the amount for airfare in the **Line Amount** field.
7. Enter the COA distribution for airfare on the accounting line #2.
8. Click **Insert New Line** to create the third accounting line.
9. Select **Event Type**TR03 to adjust travel costs for hotel.
10. Enter the amount for lodging in the **Line Amount** field.
11. Enter the COA distribution for lodging on the accounting line #3.
12. Sum of accounting line amounts must not exceed the **Travel Line Amount** on the Vendor Line section, which is determined by the sum of **Allowable Amounts** on the Temporary Travel Expense section.

Note:

No other fields are mandatory but system configuration may make them conditionally required. This can include the **Line Description** from Document Control (DCTRL), and various COA from Event Type Requirements (ERQ), COA Required Element tables, and Required Budget (REQBUD).

6. Click the **Validate** button to validate for errors.
7. If errors exist, fix the errors and repeat Step 6. If no errors exist, then continue with Step 8.
8. Click the **Submit** button to submit the document.

Single Internal Document

This task demonstrates how a single internal document can be used to enter account information for both parties involved in a purchase, transfer, loan, or other internal accounting event. Just one of the many delivered event types is used to show an internal purchase where the seller receives an expenditure credit. Data entry will vary only slightly for the different event types. The task will also show an optional step where the buyer encumbered funds for the purchase beforehand.

With the entry of the Internal Exchange Transaction (IET) by one of the two parties, it is implied that the one party knows how to correctly complete the transaction with the other party's information. If the seller/provider is completing the transaction they have to know the COA distribution(s) of the buyer. The seller will know the price and will know how the proceeds should be recognized (event type choice.) If the buyer enters the document, the buyer not only has to know the COA distribution(s) of the seller but also how the seller wants to record the proceeds.

For screen shots and field information for the Internal Exchange Transaction (IET) Document Code, refer to the "[Internal Exchange Transaction \(IET\)](#)" section.

To create an Internal Exchange Transaction (IET) document, perform these steps:

1. Create the desired Internal Exchange Transaction Document Code. Refer to the "[IET Delivered Document Codes](#)" section for more information.
2. Complete the Header section.

1. Click **Header** from the Secondary Navigation Panel.
2. Only one Header field is always required. Enter the Seller/Provider for the **Initiator** field. This setting determines that the Exchange Details section will contain the COA distribution(s) for the seller. The 2nd Party Accounting section will contain the COA distribution(s) of the buyer. The Initiator value of Seller/Provider also means that if internal vendor/customer codes are entered, that of the seller will be entered on the Header and that of the buyer entered on the Exchange Details.
3. No other Header field is mandatory nor is any required for this task. **Document Name**, and/or **Document Description** can be conditionally required with the Document Control (DCTRL) table. **Vendor/Customer** may be required by DCTRL or Event Type Requirements (ERQ).



4. If the current Application Date should not be used, then manually enter the correct date in the **Record Date** field.
5. If the default **Fiscal Year** should not be used, then manually enter the correct year, (that is, prior year or next year), in the **Fiscal Year** field. Any manually entered year will be used on all 2nd Party Accounting lines unless manually entered at that level.
6. If the default **BudgetFiscal Year** should not be used, then manually enter the correct year, (that is, prior year or next year), in the **BudgetFY** field. Any manually entered year will be used on all 2nd Party Accounting lines unless manually entered at that level.
7. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the **Period** field. Any manually entered period will be used on all 2nd Party Accounting lines unless manually entered at that level.

3. Complete the Exchange Details section.

1. Expand the **Exchange Details** section.
2. Click **Insert New Line** to create a new line.
3. Choose *IN01 - Inter Fund Reimbursement with Cash Offset* for the **Event Type** field. This task is written with specifics for just that event.
4. Enter a **Line Amount** for the first seller COA distribution (there will be two in this task, but only one is required.)
5. Enter COA for the first seller distribution. The Fund and Sub Fund values will have to be different from those of the buyer. If not different *IN03* should be the **Event Type**. The **Object** has to be one that is flagged as Reimbursable on the Object (OBJ) page. Which COA other than Fund and Object are required depend on what spending budget structures are required

and setup for IN01 on the ERQ page.

6. No other field on the Exchange Details section is mandatory nor is any required for this task. However, **Vendor/Customer** may be required by DCTRL or Event Type Requirements (ERQ).
7. Click **Insert New Line** to create a second line.
8. Choose *IN01 - Inter Fund Reimbursement with Cash Offset* for the **Event Type** field. This task is written with specifics for just that event.
9. Enter a **Line Amount** for the second seller COA distribution (there will be two in this task, but only one is required.)
10. Enter COA for the second seller distribution. The **Fund** and **Sub Fund** values will have to be different from those of the buyer. If not different *IN03* should be the **Event Type**. The **Object** has to be one that is flagged as *Reimbursable* on the Object (OBJ) page. Which COA other than Fund and Object that are required depend on what spending budget structures are required and setup for *IN01* on the ERQ page.
11. No other field on the Exchange Details is mandatory nor is any required for this task. However, **Vendor/Customer** may be required by DCTRL or Event Type Requirements (ERQ). If the Header has a Vendor/Customer code, then one will be required on the Vendor section.
12. Select the 1st Exchange Details line by clicking in the grid anywhere on the line.

4. Complete the 2nd Party Accounting section.

1. Expand the **2nd Party Accounting** section.
2. Click **Insert New Line** to create the first, 2nd party accounting line.
3. Enter the same amount from the first seller line in the **Line Amount** field. If there were to be more than one buyer

line, then the sum of **Line Amount** across all buyer lines must equal the parent seller line.

4. Enter COA for the buyer distribution. The **Fund** and **Sub Fund** values will have to be different from those of the parent seller line. If not different *IN03* should be the **Event Type**. There is not a similar restriction for the buyer Object. Which COA other than Fund and Object are required depend on what spending budget structures are required and setup for *IN01* on the ERQ page.
5. Complete the References section with information from the General Accounting Encumbrance created from the "[Create a Non-Commodity Order](#)" Common Business Task to reserve funds for this purchase. Leave the **Reference Type** to default to *Partial*.
6. No other 2nd Party Accounting field is mandatory nor is any required for this task. However, **Line Description** can be conditionally required by DCTRL
7. Click **Exchange Details** parent pick.
8. Click the second seller line from the grid presented.
9. Click **Insert New Line** to create a 2nd party accounting line.
10. Enter the same amount from the second seller line in the **Line Amount** field.
11. Enter the same COA for the buyer.
12. Complete the References section with information from the General Accounting Encumbrance created from the "[Create a Non-Commodity Order](#)" Common Business Task to reserve funds for this purchase. Leave the **Reference Type** to default unless this is to be the final purchase and not all of the encumbered funds will be used. In this case, set the **Reference Type** to *Final* to close out the referenced accounting line.
13. No other 2nd Party Accounting field is mandatory nor is any required for this task. However, **Line Description** can be

conditionally required by DCTRL

5. Click the **Validate** button to validate for errors.
6. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.
7. Click the **Submit** button to submit the document.

Two Internal Documents

This task demonstrates how a pair of internal documents can be used to complete an internal transaction. The two-document model of the Internal Transaction Initiator (ITI) to Internal Transaction Agreement (ITA) allows each internal party to be responsible for their information only. Just one of the many delivered event types is used in this task to show an internal purchase where the seller recognizes revenue. Data entry will vary only slightly for the different event types. The task will also show an optional step where the 1st party can lock down the fiscal year/accounting period and budget fiscal year on the ITI, requiring those values to be used by the 2nd part when completing the ITA.

With the entry of a single document by one of the two parties, it is implied that the one party knows how to correctly complete the transaction with the other party's information. If the seller/provider is completing the transaction they have to know the COA distribution(s) of the buyer. The seller will know the price and will know how the proceeds should be recognized (event type choice.) If the buyer enters the document, the buyer not only has to know the COA distribution(s) of the seller but also how the seller wants to record the proceeds.

For screen shots and field information for the Internal Transaction Initiator (ITI) Document Code, refer to the "[Internal Transaction Initiator \(ITI\)](#)" section. For screen shots and field information for the Internal Transaction Agreement (ITA) Document Code, refer to the "[Internal Transaction Agreement \(ITA\)](#)" section.

To create an Internal Transaction Initiator (ITI) document, perform these steps:

1. Create the desired Internal Transaction Initiator Document Code. Refer to the "[ITI Delivered Document Codes](#)" section for more information.
2. Complete the Header section.

1. Click **Header** from the Secondary Navigation Panel.
2. Only one Header field is always required. Enter the Seller/Provider for the **Initiator** field. This setting determines that the Vendor section will contain the COA distribution(s) for the seller. The Accounting section will contain the COA distribution(s) of the buyer. The **Initiator** value of *Seller/Provider* also means that if internal vendor/customer codes are entered, that of the seller will be entered on the Header and that of the buyer entered on the Vendor.
3. No other Header field is mandatory nor is any required for this task. **Document Name**, and/or **Document Description** can be conditionally required with the Document Control (DCTRL) table. **Vendor/Customer** may be required by DCTRL or Event Type Requirements (ERQ).
4. If the current Application Date should not be used, then manually enter the correct date in the **Record Date** field.
5. If the default **Fiscal Year** should not be used, then manually enter the correct year, (that is, prior year or next year), in the **Fiscal Year** field. Any manually entered year will be used on all 2nd Party Accounting lines unless manually entered at that level.
6. If the default **BudgetFiscal Year** should not be used, then manually enter the correct year, (that is, prior year or next year), in the **BudgetFY** field. Any manually entered year will be used on all 2nd Party Accounting lines unless manually entered at that level.
7. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior



period or next period), in the **Period** field.
Any manually entered period will be used on all 2nd Party Accounting lines unless manually entered at that level.

3. Complete the Vendor section.

1. Expand the **Vendor** section.
2. Click **Insert New Line** to create a new line.
3. No Vendor field is mandatory nor is any required for this task. However, **Vendor/Customer** may be required by DCTRL or Event Type Requirements (ERQ). If the Header has a Vendor/Customer Code, then one will be required on the Vendor section.

4. Complete the Accounting section.

1. Expand the **Accounting** section.
2. Click **Insert New Line** to create a new accounting line.
3. Choose *IN06 - Intra Fund Quasi External* for the **Event Type** field. This task is written with specifics for just that event.
4. Enter a **Line Amount** for the seller COA distribution.
5. Enter COA for the seller distribution. The **Fund** and **Sub Fund** values will have to be the same as the buyer. If different, *IN04* should be the **Event Type**. Which COA other than **Fund** and **Revenue** are required depend on what spending budget structures are required and setup for IN01 on the ERQ page.
6. No other field on the Vendor section is mandatory nor is any required for this task. However, **Vendor/Customer** may be required by DCTRL or Event Type Requirements (ERQ).

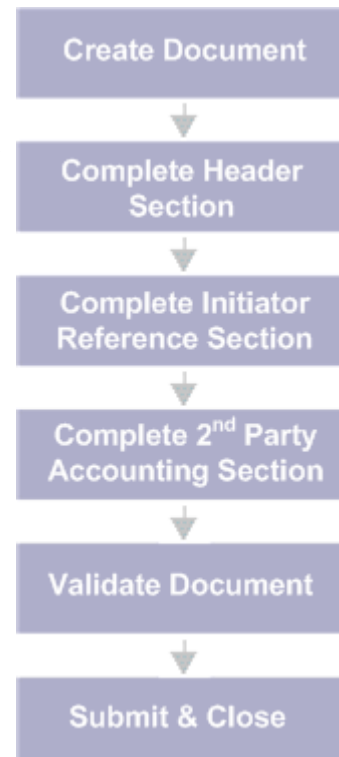
5. Click the **Validate** button to validate for errors.

6. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.
7. Click the **Submit** button to submit the document.

The buyer is then notified by the seller that the ITI has been completed and needs to be referenced by an ITA to complete the transaction. To create an Internal Transaction Agreement (ITA) document, perform these steps:

1. The buyer can locate the ITI on the Document Catalog, open it, and copy it forward to an ITA document (given the buyer has security to open the ITI of the seller). If copy forward is not possible then create the desired Internal Transaction Agreement Document Code. Refer to the "[ITA Delivered Document Codes](#)" section for more information.
2. Complete the Header section.

1. Click **Header** from the Secondary Navigation Panel.
2. Only one Header field is required, the **Initiator** field. It is protected. If the ITA was created with a copy forward, it will be populated to *Seller/Provider*. If the ITA was manually created, the field will be inferred later in the processing of the ITA.
3. No other Header field is mandatory nor is any required for this task. **Document Name**, and/or **Document Description** can be conditionally required with the Document Control (DCTRL) table.
4. If the current Application Date should not be used, then manually enter the correct date in the **Record Date** field.



3. Complete the Initiator Reference section.

1. Click **Initiator Reference** from the Secondary Navigation Panel and view the line already created by the application. The Initiator Reference section will already be completed if a copy forward created the ITA.
2. If the ITA was manually created, enter the ITI document information in the **Initiator Doc Code**, **Initiator Doc Dept**, **Initiator**

Doc ID, Initiator Vendor Line, and Initiator Accounting Line fields.

Note:

No other fields on the Initiator Reference section are editable. All are inferred from the ITI as part of the copy forward or as of the first save if the ITA was manually created.

4. Complete the 2nd Party Accounting section.

1. Click **2nd Party Accounting** from the Secondary Navigation Panel and view the line already completed by the application.
2. Leave the **Event Type** field as *IN06*. If it is known that the **Fund** and **SubFund** combination is going to be different on the ITA than it was on the ITI, then enter *IN04*. This does mean that an override will have to be applied on the ITA because the **Event Type** has been changed from that chosen by the first party on the ITI.
3. Enter the **Line Amount** so that it equals the **Line Amount** of the Initiator Reference line. If there are to be multiple buyer COA distributions, the total must equal that of the Initiator Reference line.
4. Enter COA for the buyer distribution. The **Fund** and **Sub Fund** values will have to be the same as the seller; if different, *IN04* should be the **Event Type**. This does mean that an override will have to be applied on the ITA because the **Event Type** has been changed from that chosen by the first party on the ITI. Which COA other than Fund and Revenue are required depend on what spending budget structures are required and setup for *IN06* on the ERQ page.
5. No other field on the 2nd Party Accounting line is mandatory nor is any required for this task. However, information in the Reference section may be required by DCTRL or ERQ. The **Line Description** may also be required by DCTRL.

5. Click the **Validate** button to validate for errors.
6. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.
7. Click the **Submit** button to submit the document.

Correct Payroll Costs

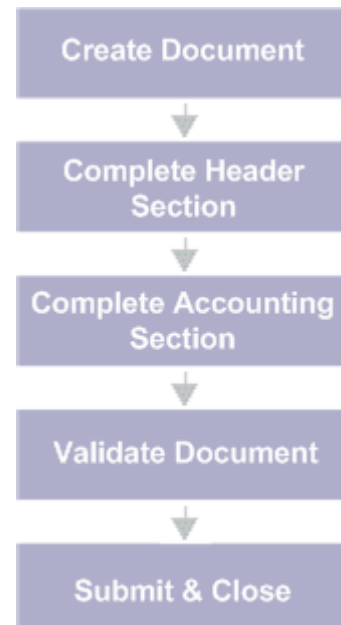
The correction of payroll costs can be done starting with the payroll system or can be done within Advantage Financial. The Journal Voucher is always a tool for Financial to correct such costs; however, a specialized document code is provided as an alternative method for correcting payroll costs - Payroll Expenditure Correction (PREXC).

For screen shots and field information for the Travel Payments (TP) Document Code, refer to the "[Payroll Expenditure Correction \(PREXC\)](#)" section.

To create a Payroll Expenditure Correction (PREXC) document for correcting payroll costs, perform these steps:

1. Use the Document Catalog to locate the Payroll Expenditure (PREXP) document that has payroll accounting that needs to be corrected.
2. Open the PREXP document and copy it forward to a PREXC.
3. Complete the Header section.

1. Click **Header** from the Secondary Navigation Panel.
2. Several fields are already populated from the copy forward action. The **Actual Amount** is a key one. When the PREXC is completed, the total of the **Reversal Amount** (accounting being backed out) and the **Reinstatement Amount** (new accounting being recorded) must sum to that **Actual Amount**.
3. No other Header field is mandatory nor is any required for this task. However, **Document Name** and/or **Document Description** can be conditionally required with the Document Control (DCTRL) table.



4. If the current Application Date should not be used, then manually enter the correct date in the **Record Date** field.
5. If the default Fiscal Year should not be used, then manually enter the correct year, (that is, prior year or next year), in the **Fiscal Year** field. Any manually entered year will be used on all accounting lines unless manually entered at that level.
6. If the default Budget Fiscal Year should not be used, then manually enter the correct year, (that is, prior year or next year), in the **BudgetFY** field. Any manually entered year will be used on all 2nd Party Accounting lines unless manually entered at that level.
7. If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the **Period** field. Any manually entered period will be used on all accounting lines unless manually entered at that level.

4. Complete the Accounting section.

1. Expand the **Accounting** section and view the lines already created by the application with the copy forward.
2. Set the **Event Type** field to *HR62 - Payroll Expenditure Correction Reversal* either by entering the value or using the pick list.
3. Change the **Line Amount** down to what should have been recorded to that COA distribution form the PREXP. Set it to *\$0.00* if nothing should have been charged to the distribution.
4. If the default Fiscal Year should not be used, then manually enter the correct year in the **Fiscal Year** field.
5. If the default Budget Fiscal Year should not be used, then manually enter the correct year in the **Budget FY** field.

6. If the default Accounting Period should not be used, then manually enter the correct accounting period in the **Period** field.
7. No other field on the Accounting line is mandatory nor is any required for this task. However, the **Line Description** may be required by DCTRL.
8. On the Accounting section, select the **Insert New Line** action to create the reinstatement accounting line.
9. Set the **Event Type** field to *HR60 - Payroll Expenditure Correction Reinstatement* either by entering the value or using the pick. Other event types can be used (HR64, HR65, or HR66) if the payroll expenditures being corrected happened in a prior year so that HR60 is not a correct accounting choice.
10. Set the **Line Amount** to equal the amount that the reversal line was reduced.
11. If the default Fiscal Year should not be used, then manually enter the correct year in the **Fiscal Year** field.
12. If the default Budget Fiscal Year should not be used, then manually enter the correct year in the **Budget FY** field.
13. If the default Accounting Period should not be used, then manually enter the correct accounting period in the **Period** field.
14. Enter corrected COA distribution. Which COA are required depends on what spending budget structures are required and setup for HR60 on the ERQ page. Use of HR64, HR65, or HR66 will bring about different COA requirements.
15. No other field on the Accounting line is mandatory nor is any required for this task. However, the **Line Description** may be required by DCTRL.

5. Click the **Validate** button to validate for errors.
6. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.

7. Click the **Submit** button to submit the document.

Research Balance Sheet Accounts

For additional information on the inquiry pages listed below, refer to the appropriate section under '[Inquiries](#)'.

Many different pages exist to provide different levels of information about balance sheet balances to fit different needs. For instructions on using these see below.

To research Balance Sheet Accounts from a specialized inquiry page, perform these steps:

1. On Page Search, you can search for the three Balance Sheet (BBAL*) pages. To search for these pages select *Inquiries* in the **Page Type** field, type *Balance Sheet* in the **Description** field and then click the **Browse** action. Alternatively, you can enter BBAL* in the **Page Code** field and then click the **Browse** action. For balances based on Fiscal Year, Fund, Sub Fund, Balance Sheet, and Sub Balance Sheet, select the FY Balance Sheet Detail (BBALFY) inquiry. This inquiry can be used even if Sub Fund and Sub Balance Sheet COA values are not used.
2. Select the FY Balance Sheet Detail page in the display grid by clicking the underlined **Description**.
3. Click the **Search** action to open the search window if it does not open automatically.
4. Enter a value in the **Fund** and **BSA** fields.
5. Click the **OK** action to close the search window and perform the search.
6. Review results presented for the selected values across all fiscal years and sub accounts, using the optional features of grid navigations and column sorting.
7. Click the **ITD Balance Sheet Detail** or **ITD Balance Sheet Summary** links at the bottom to transition to the BBALD or BBALS pages for a more summarized total.
8. For balances based on Fund, Sub Fund, Balance Sheet, and Sub Balance Sheet, select the **ITD Balance Sheet Detail (BBALD)** inquiry. This inquiry can be used even if Sub Fund and Sub Balance Sheet COA values are not used; however, **ITD Balance Sheet Summary (BBALS)** should be used in that situation. Perform the **inquiry**.

1. Click the **Search** action to open the search window if it does not open automatically.
2. Enter a value in the **Fund** and **BSA** fields.
3. Click the **OK** action to close the search window and perform the search.
4. Review results presented for the selected values across all sub accounts, using the optional features of grid navigations and column sorting.
5. Click the **FY Balance Sheet Detail** or **ITD Balance Sheet Summary** links at

the bottom to transition to the BBALFY or BBALS pages for a more summarized total.

6. If on a cash account, optionally transition to view cash controls by using the **Cash Balance Detail** link at the bottom.
7. If on an equity account, such as Fund Balance, optionally transition to view fund balance controls by using the **Fund Balance Detail** link at the bottom.
8. For any amount that looks suspect, click on the magnifying glass icon to transition to the Accounting Journal or a Detail Transaction Listing for more research. When done, click the **Back** action to return.

9. For balances based on Fund and Balance Sheet, select the ITD Balance Sheet Summary (BBALS) inquiry. Perform the inquiry.

1. Click the **Search** action to open the search window if it does not open automatically.
2. Enter a value in the **Fund** and **BSA** fields.
3. Click the **OK** action to close the search window and perform the search.
4. Review the resulting record presented.
5. Click the **FY Balance Sheet Detail** or **ITD Balance Sheet Detail** links at the bottom to transition to the BBALFY or BBALD pages for a more summarized total.
6. If on a cash account, optionally transition to view cash controls by using the **Cash Balance Summary** link at the bottom.
7. If on an equity account, such as Fund Balance, optionally transition to view fund balance controls by using the **Fund Balance Summary** link at the bottom.
8. For any amount that looks suspect, click on the magnifying glass icon to transition to the Accounting Journal or a Detail Transaction Listing for more research. When done, click the **Back** action to return.

To research Balance Sheet Accounts from a ledger, perform these steps:

1. On Page Search, select *Journals & Ledgers* in the **Category** field, select *Inquiries* in the **Page Type** field, enter **Ledger** in the **Description** field, and then click the **Browse** action. Alternatively, you can enter the Page Code for a particular ledger (for example, *LITDACTG*) and then click the **Browse** action.
2. Select the appropriate table in the display grid by clicking on the underlined **Description**.
3. Click the **Search** action to open the search window if it does not open automatically.
4. Enter a value in the **Fund** and **BSA** fields.

5. Click the **OK** action to close the search window and perform the search.
6. Review results presented for the selected values across each Posting Code used with the Fund and BSA, using the optional features of grid navigations and column sorting.

Research Nominal Accounts

For additional information on the inquiry pages listed below, refer to the appropriate section under "[Inquiries](#)".

Many different pages exist to provide different levels of information about nominal account balances to fit different needs. For instructions on using these see below.

To research Nominal Accounts from a specialized inquiry page, perform these steps:

1. On Page Search, enter *Accounting Journal & Ledger Query* in the **Description** field and then click the **Browse** action. Alternatively, you can enter *JLACTGQY* in the **Page Code** field and then click the **Browse** action.
2. Select the Accounting Journal & Ledger Query page in the display grid by clicking on the underlined **Description**.
3. Click the **Search** action to open the search window if it does not open automatically.
4. Enter a value in the **Fiscal Year**, **Fund**, **Department**, **Unit**, **Posting Code**, and either **Object** or **Revenue** fields.
5. Click the **OK** action to close the search window and perform the search.
6. Review results presented for the selected values. Use the optional features of grid navigations and column sorting if more than one record is returned because wildcards were used, multiple values were entered with commas, or a search field was left blank.
7. You can stop at this stage if a Fiscal Year Total is desired or continue by clicking the **Accounting Ledger Review** link at the bottom of the page.
8. The Accounting Ledger Review page opens with a **Beginning Balance** for the fiscal year record in the first grid and a second grid showing a breakdown of the fiscal year balance into accounting periods.
9. Use the optional features of grid navigations and column sorting on the accounting period information to locate the record(s) desired.
10. You can stop at this stage if a Fiscal Year and Accounting Period Total is desired or continue by clicking the **Accounting Journal Review** link at the bottom.
11. The Accounting Journal Review page opens showing all documents that match the nominal account, Fiscal Year, and Accounting Period combination.
12. You can stop at this stage or continue with the selection and opening of individual documents by clicking on the document link desired in the **Document** grid column.

To research Nominal Accounts from a ledger, perform these steps:

1. On Page Search, select *Journals & Ledgers* in the **Category** field, select *Inquiries* in the **Page Type** field, enter **Ledger** in the **Description** field and then click the **Browse**

action. Alternatively, you can enter the Page Code for a particular ledger (for example, *LBFYACTG*) and then click the **Browse** action.

2. Select the appropriate inquiry in the display grid by clicking the underlined **Description**.
3. Click the **Search** action to open the search window if it does not open automatically.
4. Enter a value in the **Budget Fiscal Year, Fund, Department, Unit, Posting Code**, and either **Object** or **Revenue** fields.
5. Click the **OK** action to close the search window and perform the search.
6. Review results presented for the selected values. Use the optional features of grid navigations and column sorting if more than one record is returned because wildcards were used, multiple values were entered with commas, or a search field was left blank.

To research Nominal Accounts from the Accounting Journal, perform these steps:

1. On Page Search, enter *Accounting Journal* in the **Description** field and then click the **Browse** action. Alternatively, you can enter *JACTG* in the **Page Code** field and click the **Browse** action.
2. Select the inquiry in the display grid by clicking on the underlined **Description**.
3. Click the **Search** action to open the search window if it does not open automatically.
4. Enter a value in the **Fiscal Period, Fiscal Year, Fund, Department, Unit, Posting Code**, and either **Object** or **Revenue** fields.
5. Click the **OK** action to close the search window and perform the search.
6. Review results presented for the selected values. Use the optional features of grid navigations and column sorting if more than one record is returned because wildcards were used, multiple values were entered with commas, or a search field was left blank.
7. Can stop at this stage if individual record data is desired or continue by clicking the **Calculate Total** action beneath the grid.
8. View the **Calculated Amount** that is presented.

Journals and Ledgers

Advantage Financial is delivered with a number of journals and ledgers. Both are historical records of document activity, but just at different levels of detail.

This section of the user guide covers the following topics:

- [Journals and Ledgers Defined](#)
- [Delivered Journals & Ledgers](#)

Related Topic(s)

- [Research Nominal Accounts](#)
- [Journal/Ledger Control Table](#)
- [Implementation Concerns](#)

Journals and Ledgers Defined

Journals record individual document line details with no summarization so that full details are recorded. Those details enable very detailed reporting and reporting on an 'as of day' basis.

Ledgers on the other hand contain some level of summarization. At a minimum, document identification and line numbering details are removed. Other summarization is also likely on a time basis, Chart of Account information, and a limited amount of accounting details.

Two types of journals exist in the application, with each being populated by document processing. Most journals are populated by the Posting Lines, individual debits and credits created for each accounting line. However, there are some that are populated by document components that do not contain accounting information and are not built from posting lines. Only this first type of 'accounting' journal can be summarized into a ledger.

Delivered Journals and Ledgers

Some with specific uses pre-defined and others with flexible controls which allow for client configuration to meet many business needs. Listed below are each journal and ledger along with the page code (when applicable) for online query. Those items listed with a '*' are ones that have a specific use pre-defined. Data Object names are provided for report development.

Page Code	Journal Name	Data Object
J1099	1099 Reporting Journal	JRNL_1099
JACTG	Accounting Journal	JRNL_ACTG
JBFYNOTFY	BFY Not Equal FY Journal	JRNL_BFYNOTFY

JBUD	Budget Journal*	JRNL_BUD
JCA	Cost Accounting Journal	JRNL_CA
JCASH	Cash Journal	JRNL_CASH
JFAAJ	Fixed Asset Accounting Journal*	JRNL_FA
JFACJ	Fixed Asset Component Journal*	JRNL_COMP
JINT	Internal Journal	JRNL_INT
	Commodity Journal*	JRNL_COMM

Page Code	Ledger Name	Data Object
LAPDACTG	Accounting Ledger APD	LDGR_APD_ACTG
LAPDCA	Cost Accounting Ledger APD	LDGR_APD_CA
LFYACTG	Accounting Ledger FY	LDGR_FYTD_ACTG
LFYCA	Cost Accounting Ledger FY	LDGR_FYTD_CA
LBFYACTG	Accounting Ledger BFY	LDGR_BFYTD_ACTG
LBFYCA	Cost Accounting Ledger - BFY	LDGR_BFYTD_CA
LITDACTG	Accounting Ledger ITD	LDGR_ITD_ACTG
LITDCA	Cost Accounting Ledger ITD	LDGR_ITD_CA
L001	Generic Ledger 001	LDGR_001
L002	Generic Ledger 002	LDGR_002
L003	Generic Ledger 003	LDGR_003
L004	Generic Ledger 004	LDGR_004

L005	Generic Ledger 005	LDGR_005
L006	Generic Ledger 006	LDGR_006
L007	Generic Ledger 007	LDGR_007
L008	Generic Ledger 008	LDGR_008
L009	Generic Ledger 009	LDGR_009
L010	Generic Ledger 010	LDGR_010
	Full Detail Accounting Ledger	LDGR_FYDAD
	System Assurance Ledger	LDGR_SA_BUD

1099 Journal

The generation of 1099 forms is something most applications have to do on an annual basis. To facilitate this function, a journal has been provided that will contain a targeted set of records that may apply to 1099 generation. "May apply" is a key phrase in defining what is in the 1099 Journal as what vendors as well as what Objects, Sub Objects, Balance Sheet Accounts, and Sub Balance Sheet Accounts are reportable is not completely known until after a year has finished and the 1099 information reviewed. As delivered, the posting codes for Cash (A001) and Warrants Payable (D007) are established as Journal Type for 1099 Reporting on the Posting Code table. As these are used on disbursements that update expenditures as well as those that pay from balance sheets, they update the 1099 Journal. When a new posting code is created to duplicate either A001 or D007, then it should be considered for 1099 Journal updates.

The online query for the 1099 Journal displays two journal fields not displayed for other journals. These are the Reportable BSA and Reportable Sub BSA fields. Disbursements made from a balance sheet as opposed to an object or revenue source need to record that balance sheet account because that account and not the cash or warrants payable account may be reportable. These fields are empty if a disbursement is not made from a balance sheet.

Use of the 1099 Journal for 1099 reporting and generation is only suggested, but not required. The Accounting Journal could be used; however, it is less efficient in the process because it contains many records that are not 1099 reportable. The 1099 Journal is not a balanced ledger as it contains only one-half of a pair of debits and credits posted, but it is a very efficient journal for 1099 use.

Options exist on the Application Parameters table along with others on the Document Control table to further refine selection for the 1099 Journal to make it more efficient.

Accounting Journal

The Accounting Journal is likely to be the most frequently used journal as it contains all debits and credits considered as having a financial accounting impact. What posting codes have a financial accounting impact is determined by the selection of the Accounting Type Journal flag on

the Posting Code table. As delivered, this includes all posting codes except those used in budgeting, three cost accounting types of amounts - charges, back end splits, and revenue credits, and various other posting codes used when posting lines are to have no accounting impact. When determining the appropriate Accounting Type Journal setting for a posting code, a review has to be done to find all posting pairs where that posting code is used. This is necessary because a pair of posting codes should not have a mix of ones defined as Accounting Type Journal and not. Such a setting would post just a debit or a credit to the accounting journal which would make that journal not balance. This journal should balance so that all ledgers created from the journal balance.

In conjunction with the Posting Code table, selection of posting lines to this journal is established with one setting on the Journal/Ledger Control table - Posting Code Types for Selection equal *Accounting*. Any other value for this Journal/Ledger Control field should not be selected as it will make the journal not balance in terms of debits and credits.

The Accounting Journal page contains a link that allows for the summation of selected records from a search. The link is called **Calculate Total** and is followed by the **Calculated Amount**, which presents the total.

The **Calculate Total** link/action is a securable one because of the system resources required when it is invoked. If the **Calculate Total** checkbox is selected on Access Control for the particular user/role, then you can click on the **Calculate Total** link. (Note: If a resource is not defined for the page where the action is located, then by default the link is accessible to all.) The **Calculate Total** link provides the total for all of the posting amounts, based on the search criteria entered by the user.

In an effort to place system edits to prevent calculations of large numbers of records, the following search criteria must be entered, or an error is issued when the **Calculate Total** is invoked and not the searching. Searching will not be limited by the following restrictions:

- Fiscal Year or Budget Fiscal Year, Fund, Posting Code, and either BSA, Object, or Revenue Source. At least one non wild card value needs to be entered on the fields that are not years.

OR

- If the following are populated there are no other restrictions: Document Code, Document Department, or Document ID.

OR

- If Document Record Date or Run Time Date is populated, there are no other restrictions.

OR

- If Vendor Invoice Number is populated, there are no other restrictions.

Please note that if Row Level Security is turned on, then the number of rows returned is filtered by the search criteria AND security role. The **Calculate Total** functionality includes the rows that are not displayed based on Row Level Security; therefore, then am manually calculated amount from records displayed may not match the **Calculated Amount**. If Row Level Security is turned on, a warning message is issued after the **Calculate Total** link is selected.

Finally, there is one more limit on the number of lines being summarized. The number of records totaled cannot exceed the limit specified for the **Record Limit for Calculated Total Action** parameter on the Application Parameter (APPCTRL) table. If the limit is exceeded, an error is issued stating the user should revise the search criteria and click the **Calculate Total** link again.

Please be aware that there are other places in the application that provide totals such as budget inquiry pages, ledger pages, and balance sheet balance tables. The **Calculate Totals** feature has been supplied to get quick on-line totals of a limited number of records and that a report is often the best means to get totals without impacting the online application.

Cost Accounting Journal

The Cost Accounting Journal is the main journal used for the cost accounting area as it contains all posting lines with debits and credits having a Program code. Cost Accounting entities not represented by the Program COA would have to use a journal like the Accounting Journal. The selection criteria for this journal are established by two settings on the Journal/Ledger Control table: the **Cost Accounting Specific** flag and **ALL** for the **Posting Code Types for Selection** field. Then all posting lines with a Program code are written to the journal.

Budget Fiscal Year Not Equal Fiscal Year Journal

An optional journal is the BFYNOTFY Journal. Selection criteria for this journal are established by the Journal/Ledger Control table with selection of the **BFY Not Equal FY Specific** flag and the **Posting Code Types for Selection** field set to **ALL**. All posting lines where the BFY value does not equal the FY value are then written to the journal. Batch jobs and reports that need just such entries as input can then use this targeted journal instead of reading through one of the larger journals such as the Accounting or Cost Accounting Journals.

Cash Journal

An optional journal is the Cash Journal. Selection criteria for this journal are established by the Journal/Ledger Control table with selection of the **Cash Specific** flag and the **Posting Code Types for Selection** field set to **Cash**. The Posting Code table contains a **Cash Type Journal** flag that indicates which posting lines are then written to the journal. The **Posting Code** flag does not contain a cross edit to the **Cash Account** flag on the same table, so the definition of what goes in the Cash Journal can be more than just posting lines with a cash balance sheet account. Unlike the other journals, this journal can really be configured to hold any set of posting codes that are necessary for a site-specific reporting and online query need.

Batch jobs and reports that need just such entries as input can then use this targeted journal instead of reading through one of the larger journals such as the Accounting or Cost Accounting Journals.

Internal Journal

An optional journal is the Internal Journal. Selection criteria for this journal are established by the Journal/Ledger Control table with selection of the **Internal Specific** flag and the **Posting Code Types for Selection** field set to **ALL**. All posting lines where the **Internal Fund** value is populated are then written to the journal. Batch jobs and reports that need just such entries as input can then use this targeted journal instead of reading through one of the larger journals such as the Accounting or Cost Accounting Journals.

Not all internal accounting entries are written to this journal, as that was not the intended purpose.

The intent was to build a journal with all of the Due To and Due From accounts used on those documents that post two-party accounting entries (Payroll - PYRL, Internal Agreement - ITA, Internal Exchanges - IET, Payment Request - PR, Over The Counter - OC, Confirmation Issue - CI, Stock Return - SN, Stock Transfer - TR, and Journal Voucher - JV document types). Event type processors used on these documents contain logic to populate the Internal Fund, Internal Sub Fund (when used) and Internal Department values of the other party when creating posting lines for one party. Therefore, a posting line for the selling party has recorded on the journal records for that seller, values the buyer used for Fund, Sub Fund, and Department. The seller's

information is also recorded on a posting line for the buyer. Other internal entries where Cash was used as an offset instead of the Due To or Due From accounts or there were no offsets because the buyer and seller fund were the same are not recorded on this journal. A need to identify all internal accounting entries should then be done from a ledger or journal based on the use of internal posting codes.

Fixed Asset Accounting Journal

A required journal if the Fixed Asset area of the application is being used is the Fixed Asset Accounting Journal as it enables 'as of date' asset and component accounting reports. Selection criteria for this journal are established by the Journal/Ledger Control table with selection of the **Fixed Asset Specific** flag and the **Posting Code Types for Selection** field set to *Fixed Asset*.

The Posting Code table contains a **Fixed Asset Type Journal** flag that indicates which posting lines are then written to the journal.

The Fixed Asset Accounting Journal contains fields not present on other journals that are found in the grid section, scalar section, and in the search window. The **Fixed Asset Number** and **Component Number** are those two fields. Each is a necessity when reporting from the journal.

As this journal contains a slightly different layout than other journals, it cannot be summarized into any ledger delivered because those delivered do not contain FA Number and Component Number fields.

Fixed Asset Component Journal

A required journal if the Fixed Asset area of the application is being used is the Fixed Asset Accounting Component Journal as it enables 'as of date' asset and component reporting. This journal is not like the others in that selection criteria are not established by the Journal/Ledger Control table or the Posting Code table. The reason for the difference is that posting lines are not the source to this journal but rather the Component section of the Fixed Asset document type is the source. Updates to this journal are made by the Fixed Asset document directly instead of the Journal Posting Engine.

The FA Component Journal contains almost every field found on the FA document Header and Component sections for reporting. For this reason, the online inquiry page is very different from other journals because the information is different. As this journal contains a slightly different layout than other journals, it cannot be summarized into any ledger delivered because those delivered do not contain FA Number and Component Number fields.

Budget Journal

A required journal if the Budgeting area of the application is being used is the Budget Journal as it enables 'as of date' budget reporting because the budget inquiry tables are inception-to-date.

This journal is not like the others in that selection criteria are not established by the Journal/Ledger Control table or the Posting Code table. The reason for the difference is that posting lines are not the source to this journal but rather the Budget Line section of the Budget document type is the source. Updates to this journal are made by the Budget document directly instead of the Journal Posting Engine.

The Budget Journal contains all fields necessary for budget reporting off of any budget structure being used in an application. As budget lines are very different from posting lines, the online inquiry page is very different from other journals because the information is different. As this journal contains a different layout than other journals, it cannot be summarized into any ledger delivered because those delivered do not contain budget-specific fields.

Commodity Journal

A required journal if the Procurement area of the application is being used is the Commodity Journal as it enables 'as of date' reporting as well as aggregate commodity information. This journal is not like the others in that selection criteria are not established by the Journal/Ledger Control table or the Posting Code table. The reason for the difference is that posting lines are not the source to this journal but rather the Commodity section of the Confirmation Issue (CI), Inventory Adjustment (IA), Invoice (IN), Master Agreement (MA), Over-the-Counter (OC), Purchase Order (PO), Payment Request (PR), Receiver (RC), Requisition (RQ), Stock Requisition (SRQ), Stock Return (SN), Solicitation (SO), Solicitation Response (SR), Stock Transfer Issue (TI), and Stock Transfer Receipt (TR) Document Types are the source. Updates to this journal are made by these documents directly instead of the Journal Posting Engine.

The Commodity Journal contains those fields necessary for commodity reporting off of any commodity-based document used in an application. There currently is not an online inquiry page of the commodity journal. As this journal contains a different layout than other journals, it cannot be summarized into any ledger delivered because those delivered do not contain commodity line fields.

Accounting Ledgers - APD, FY, BFY, and ITD

Four ledgers are delivered as intended summarizations of the Accounting Journal, but with different levels of time information for different reporting needs. Each of these four ledgers contains an online inquiry page with a separate drill down inquiry page called the Accounting Journal & Ledger Query that uses the FY and APD ledgers.

These four are delivered with settings to retain the same COA values: Fund, Department, Unit, Object, Revenue Source, and Balance Sheet. These were chosen as they are fundamental to any governmental accounting application. It is recommended that the FY and APD ledgers are not changed from the delivered settings as the Accounting Journal/Ledger Query has been designed with these delivered summarization levels. To change these two is possible but may require changes to their inquiry pages for usability and to the Accounting Journal/Ledger Query. In fact, changing the summarization levels of any of these four ledgers will have an impact on the usability of the four online inquiry pages for each. The inquiry pages have selection values that match their delivered summarization settings. All ten of the Generic Ledger inquiry pages contain the same layout and search values as well. As summarization needs may vary from the delivered settings, it is expected that some HTML work may be required to the inquiry pages for usability.

Cost Accounting Ledgers - APD, FY, BFY, and ITD

Four ledgers are delivered as intended summarizations of the Cost Accounting Journal, but with different levels of time information for different reporting needs. Each of these four ledgers contains an online inquiry page. Changes to summarization options for these ledgers may require a change to the HTML of the online inquiry page for usability as they have been developed to match the delivered COA summarization for the four ledgers: Fund, Department, Unit, Object, Revenue Source, Balance Sheet, Activity, Task, Task Order, Major Program, Program, Phase, Funding Profile, Funding Priority, Funding Line, Stage Profile, and Program Period.

Generic Ledgers - 001 to 010

Ten ledgers are delivered for client definition to summarize the Accounting, Cost Accounting, Cash, Internal, or BFY Not Equal FY Journals. Summarization of the 1099 and FA Accounting Journals can be summarized but it not advised as summarization would lose primary values: Reportable BSA, FA Number, and Component Number. Summarization of the Budget, Commodity, or FA Component Journals is not possible, as described earlier. Activation and use of these Generic Ledgers requires nothing more than table setup on the Journal/Ledger control table. If online inquiry is needed, the corresponding inquiry page may have to be adjusted to

match the selection criteria. For example, if summarization is to keep Sub Object, then records for the same Object would appear multiple times in the grid even though the other values in the grid do not vary because different Sub Objects have been used.

Full Detail Accounting Ledger

One ledger is delivered to contain the lowest detailed level of summarization that a site may require for very detailed reporting is required at the ledger level. As the details on this ledger would be many, no online inquiry page could contain an adequate grid section or search criteria, so none is delivered. The intent of such a ledger is for batch and reporting use.

System Assurance Ledger

One ledger is delivered with the intention of being used to assure budget structures with System Assurance 1. Such a ledger used to assure budgets must contain all of the COA used on all active budget structures plus BFY at a minimum. To contain more information will not stop the assurance process but will slow it as the process will have to summarize multiple ledger records to assure a budget line and amount.

No online inquiry page exists for this ledger as each budget inquiry page contains drill downs to display all documents that make up a particular balance. Additionally, the ledger would contain a level of detail that would make an online inquiry page cumbersome to use.

Such a ledger, if it retains Balance Sheet Account, Sub Balance Account (if used), and Fiscal Year can also be used with System Assurance 2 to validate Cash Balance, Fund Balance, and Balance Sheet Balance Detail tables. However, performance for either job will suffer if a single ledger is used for both assurance jobs. It is advised that separate ledgers be used for each assurance job so they can be targeted to each job.

Inquiries

This section includes all of the inquiries used in the General Accounting area, listed alphabetically. For more information on each inquiry, refer to the appropriate link in the Page Code column.

Inquiry Name	Page Code	Description
Accounting Journal and Ledger Query	JLACTGQY	The JLACTGQY allows you to view and query the Accounting Ledger.
Cash Balance Detail	CBALDQ	The CBALDQ inquiry displays current balances for cash tracking amounts for a Fund and Sub Fund combination.
Cash Balance Summary	CBALSQ	The CBALSQ inquiry displays current balances for cash tracking amounts for a Fund.
Cash Balance Pool	CBALPQ	The CBALPQ inquiry tracks Cash Balances at the Pool level (that is, Fund Type level) if the Parameter Value is set to True for CBAL_POOL on the Application Parameters (APPCTRL) page. The page is used to edit cash availability if the Balance Control on Cash Balance Summary Maintenance is set to Pool.
Fund Balance Detail	FBALDQ	The FBALDQ inquiry displays current balances for Fund tracking amounts for a Fund and Sub Fund combination.
Fund Balance Summary	FBALSQ	The FBALSQ inquiry displays current balances for Fund tracking amounts for a Fund.
FY Balance Details	BBALFY	The BBALFY inquiry allows you to view balances at a more detailed level than the BBALD and BBALS tables.
ITD Balance Detail	BBALD	The BBALD inquiry provides data independent of Fiscal Year. This inquiry maintains balances at the Fund, Sub Fund, BSA and Sub BSA level.
ITD Balance Summary	BBALS	The BBALS inquiry provides data independent of Fiscal Year. This inquiry maintains balances at the Fund and BSA level.
Journal/Ledger Cross-Reference	JLXREF	The JLXREF inquiry is used for auditing purposes to keep track of which journal records

		have been posted to which ledger records.
Ledgerization Log	JLOGLDGR	The JLOGLDGR inquiry provides an online inquiry of the Journal Log that pre-filters Journal Log records for just those with LDGRPOST, LDGRRBLD, and LDGRINSTRC values in the Process ID.

Accounting Journal & Ledger Query

Purpose

To facilitate research into balances of records on the Fiscal Year Accounting Ledger, a query exists that ties that ledger with the Accounting Period Accounting Ledger and the Accounting Journal. Drill down ability exists from a Fiscal Year (FY) ledger record to Accounting Period (APD) ledger records to Accounting Journal records, where full document details along with a link to the document are available. Three different pages make up the query:

- **Accounting Journal & Ledger Query** - The Accounting Journal & Ledger Query (JLACTGQY) is the first page that allows for the selection of a record on the Fiscal Year Accounting Ledger. The bottom of the page contains a transition that takes information from the selected record to the next page in the query.

The screenshot shows the 'Accounting Journal & Ledger Query' web application. At the top, there is a title bar with the text 'Accounting Journal & Ledger Query' and a 'Menu' link on the right. Below the title bar is a table with the following columns: Fiscal Year, Budget FY, Fiscal Period, Fund, Department, Unit, BSA, Object, Revenue, Posting Code, and Amount. The table contains one row with the following values: 2008, 010, 0101, A001, and \$3,875,713.99. Below the table are navigation links: First, Prev, Next, Last. Below the navigation links are links for Copy and Search. Below the links are input fields for Fiscal Year (2008), Fund (010), Department, Unit, Posting Code (A001), BSA (0101), Object, Revenue, and BSA Type (Asset). At the bottom, there is a link for Accounting Ledger Review.

- **Accounting Ledger Review** - The second page, Accounting Ledger Review, has two sources of information: The Fiscal Year Accounting Ledger and the Accounting Period Ledger. Two grids are displayed. The information in the top grid is from the Fiscal Year Accounting Ledger and the bottom grid displays unique records from Accounting Period Accounting Ledger. In the top grid there are two computed amounts: **Beginning Balance** and **Ending Balance**.

[illegible]

- The **Beginning Balance** is ledger amount for the same account in the prior year if that prior year has not been closed by the Annual Close process. If the **Closing Run Process** flag on the Fiscal Year (FY) page is *true* for that prior year, then the **Beginning Balance** will be \$0.00. If there is no activity in a prior year, the **Beginning Balance** will be \$0 as well.
- The **Ending Balance** is calculated by adding **Beginning Balance** to the **Amount** balance.
- **Accounting Journal Review** - The third page, Accounting Journal Review, is the query that will display Accounting Journal records for the selected APD record on the Accounting Ledger Review page.

Accounting Journal Review

Menu

Run Tm	Doc CD	Doc Dept	Doc ID	Doc Vers	Doc Pstng Ln	Pstng Prin	Ln Func	Dr/Cr	Incr/Decr	Pstng Am	Document	
✓ 04/04/2008	CR	032	04020800000000000046	1	1	A	Standard	D	I	\$2,793.33	CR.032.04020800000000000046.1	
04/04/2008	CR	032	04020800000000000046	1	1	A	Standard	D	I	\$629.33	CR.032.04020800000000000046.1	
04/04/2008	CR	032	VCC380071365	1	1	A	Standard	D	I	\$2,793.33	CR.032.VCC380071365.1	
04/04/2008	CR	032	VCC380073858	1	1	A	Standard	D	I	\$629.33	CR.032.VCC380073858.1	
04/04/2008	CR	032	VCC380070111	1	1	A	Standard	D	I	\$2,793.33	CR.032.VCC380070111.1	
04/04/2008	CR	032	VCC380073861	1	1	A	Standard	D	I	\$629.33	CR.032.VCC380073861.1	
04/04/2008	CR	032	VCC380070113	1	1	A	Standard	D	I	\$2,793.33	CR.032.VCC380070113.1	
04/04/2008	CR	032	VCC380070114	1	1	A	Standard	D	I	\$629.33	CR.032.VCC380070114.1	
04/04/2008	CR	032	VCC380071379	1	1	A	Standard	D	I	\$629.33	CR.032.VCC380071379.1	
04/04/2008	CR	032	VCC380070121	1	1	A	Standard	D	I	\$2,793.33	CR.032.VCC380070121.1	
04/04/2008	CR	032	VCC380072612	1	1	A	Standard	D	I	\$629.33	CR.032.VCC380072612.1	
04/04/2008	CR	032	VCC380073876	1	1	A	Standard	D	I	\$2,793.33	CR.032.VCC380073876.1	
04/04/2008	CR	032	VCC380070129	1	1	A	Standard	D	I	\$629.33	CR.032.VCC380070129.1	

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Copy Search 

☐ General Accounting

☐ Fund Accounting

☐ Organizational

☐ Cost Accounting

☐ Other Chart of Accounts

☐ COA Rollups

☐ Document/Referenced Info

☐ Miscellaneous

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[Accounting Journal & Ledger Query](#) [Accounting Ledger Review](#)

Cash Balance Inquiries

Purpose

Each level of cash balance control has a corresponding inquiry table where amounts are tracked and may be used for editing if maintenance records are established for that feature.

1. Fund Type - 'Pooled Cash' on the Cash Balance Pool (CBALPQ) table

Cash Balance Pool

	Fund Type	Cash Balance
✓	1122	\$49.50

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[Search](#)

Fund Type :

Special Revenue

Cash Balance :	\$49.50	
Pending Increase Non-Cash :	\$100.25	
Pending Increase Cash :	\$50.75	
Pending Decrease Non-Cash :	\$0.00	
Pending Decrease Cash :	\$201.75	
Accepted Increase Non-Cash :	\$50.75	
Accepted Decrease Non-Cash :	\$0.00	

[Cash Balance Summary Maintenance](#)

2. Fund - 'Summary' on the Cash Balance Summary (CBALSQ) table

Cash Balance Summary

	Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓	1122	1122	\$49.50	\$49.50	\$49.50

First Prev Next Last

[Search](#)

Fund : 1122

Cash Balance : \$49.50

Pending Increase Non-Cash : \$0.00

Pending Decrease Non-Cash : \$0.00

Pending Increase Cash : \$0.00

Pending Decrease Cash : \$0.00

Accepted Increase Non-Cash : \$101.50

Accepted Decrease Non-Cash : \$0.00

Adjusted Cash Balance : \$49.50

Cash Balance Minimum : \$0.00

Available Cash Balance : \$49.50

[Cash Balance Detail](#) [Cash Balance Summary Maintenance](#)

3. Fund and Sub Fund - 'Detail' on the Cash Balance Detail (CBALDQ) table

Cash Balance Detail				
Fund	Sub Fund	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓ 1122	1122	\$49.50	\$49.50	\$49.50
1122	BLNK	\$0.00	\$0.00	\$0.00

First Prev Next Last

[Search](#)

Fund : 1122

Sub Fund : 1122

Cash Balance : \$49.50 

Pending Increase Non-Cash : \$0.00 

Pending Decrease Non-Cash : \$0.00 

Pending Increase Cash : \$0.00 

Pending Decrease Cash : \$0.00 

Accepted Increase Non-Cash : \$101.50 

Accepted Decrease Non-Cash : \$0.00 

Adjusted Cash Balance : \$49.50

Cash Balance Minimum : \$0.00

Available Cash Balance : \$49.50

[Cash Balance Detail Maintenance](#) [Cash Balance Summary](#)

The application directly updates level 3 during document processing. Updates to that table are then pushed up to level 2 and then 1 before the document finishes editing. Any errors from the 1 query that applies will be returned to the document. The layout and fields for each table are very much the same. Key fields change as do the hyperlinks at the bottom. Only one set of field definitions are given and the key fields are not listed as their definition is the same as on the maintenance tables.

The magnifying glass icons allow for researching amounts. For pending amounts, the icons open a Detail Transaction Listing page to show pending documents that comprise an amount. For accepted amounts, the icons transition users to the Accounting Journal (JACTG) page and perform a search for documents that updated the amount. Security setup for JACTG may prevent some users from successfully navigating to the page.

Cash Balance - The total across all balance sheet accounts defined for the level of cash balance as defined on the Cash Balance Detail Maintenance (CBALD) table. The total is of the Balance amount found on CBALD, which comes from the Balance amount on ITD Balance Sheet Detail (BBALD). For a parent CBALSQ record, the Cash Balance is the sum of all Cash Balance amounts from children CBALDQ records. For a parent CBALPQ record, the Cash Balance is the sum of all Cash Balance amounts from children CBALSQ records.

Pending Increase Non Cash - On the CBALDQ table, this amount represents updates made by *Pending* documents with a *Non Cash Increase* posting code. A Receivable or the seller portion of an Internal Exchange Transaction with clearing accounts are two

such examples. For a parent CBALSQ record, the amount is the sum of the same field on children CBALDQ records. For a parent CBALPQ record, the amount is the sum of the same field on children CBALSQ records.

Pending Decrease Non Cash - On the CBALDQ table, this amount represents updates made by *Pending* documents with a *Non Cash Decrease* posting code. A Payment Request or the buyer portion of an Internal Exchange Transaction with clearing accounts are two such examples. For a parent CBALSQ record, the amount is the sum of the same field on children CBALDQ records. For a parent CBALPQ record, the amount is the sum of the same field on children CBALSQ records.

Pending Increase Cash - On the CBALDQ table, this amount represents updates made by *Pending* documents with posting codes that have the *Cash* CBAL Bucket setting to an account defined on CBALD. A Cash Receipt or the seller portion of an Internal Exchange Transaction are two such examples. For a parent CBALSQ record, the amount is the sum of the same field on children CBALDQ records. For a parent CBALPQ record, the amount is the sum of the same field on children CBALSQ records.

Pending Decrease Cash - On the CBALDQ table, this amount represents updates made by *Pending* documents with posting codes that have the *Cash* CBAL Bucket setting to an account defined on CBALD. A Manual Disbursement or the buyer portion of an Internal Exchange Transaction are two such examples. For a parent CBALSQ record, the amount is the sum of the same field on children CBALDQ records. For a parent CBALPQ record, the amount is the sum of the same field on children CBALSQ records.

Accepted Increase Non Cash - On the CBALDQ table, this amount represents updates made by *Final* documents with posting codes that have the *Non Cash Increase* CBAL Bucket setting to an account defined on CBALD. A Receivable or the seller portion of an Internal Exchange Transaction with clearing accounts are two such examples. For a parent CBALSQ record, the amount is the sum of the same field on children CBALDQ records. For a parent CBALPQ record, the amount is the sum of the same field on children CBALSQ records.

Accepted Decrease Non Cash - On the CBALDQ table, this amount represents updates made by *Final* documents with posting codes that have the *Non Cash Decrease* CBAL Bucket setting to an account defined on CBALD. A Payment Request or the buyer portion of an Internal Exchange Transaction with clearing accounts are two such examples. For a parent CBALSQ record, the amount is the sum of the same field on children CBALDQ records. For a parent CBALPQ record, the amount is the sum of the same field on children CBALSQ records.

Adjusted Cash Balance - This system-calculated amount is the result of the selection of flags found on the maintenance tables for which types of CBAL updates should be included. This amount is not rolled up to higher levels like the preceding amounts. It is calculated at each inquiry page. The CBALPQ table does not display the field, but document ending calculates it each time using the flags for the Fund that is being used to update the Fund Type's Available Cash Balance.

Cash Balance

+ (Pending Increase Non Cash - Pending Decrease Non Cash)

+ (Pending Increase Cash - Pending Decrease Cash)

+ (Accepted Increase Non Cash - Accepted Decrease Non Cash)

= Adjusted Cash Balance

Cash Balance Minimum - This amount is defined on the maintenance table and reflected on the inquiry pages. This amount is not rolled up to higher levels like the preceding amounts. The CBALPQ table does not display the field, but document ending uses the minimum defined for the Fund being used to update the Fund Type's Available Cash Balance.

Available Cash Balance - This system-calculated amount is the result of the following formula:

$$\begin{aligned} &\text{Adjusted Cash Balance} \\ &\quad - \text{Cash Balance Minimum} \\ &= \text{Available Cash Balance} \end{aligned}$$

This amount is not rolled up to higher levels like many of the other amounts. It is calculated at each inquiry page. The CBALPQ table does not display the field, but document ending calculates it each time using the flags for the Fund that is being used to update the Fund Type's Available Cash Balance.

Related Topic(s):

- [Cash Balance Detail Maintenance](#)
- [Cash Balance Summary Maintenance](#)

Fund Balance Inquiries

Purpose

Each level of Fund balance control has a corresponding inquiry table where amounts are tracked and may be used for editing if maintenance records are established for that feature.

1. Fund - 'Summary' on the Fund Balance Summary (FBALSQ) table

Fund Balance Summary				
Fund	Name	Fund Balance	Adjusted Fund Balance	Available Fund Balance
✓ 004	Debt Service	\$365,800.18	(\$495,475.13)	(\$495,475.13)

First Prev Next Last

[Search](#)

Fund : 004

Fund Balance : \$365,800.18

Pending Revenue Increases : \$0.00

Pending Revenue Decreases : \$0.00

Pending Expense Increases : \$84,233.57

Pending Expense Decreases : \$0.00

Revenue Account Balance : \$5,345,543.89

Expense Account Balance : \$6,206,819.20

Adjusted Fund Balance : (\$495,475.13)

Fund Balance Minimum : \$0.00

Available Fund Balance : (\$495,475.13)

[Fund Balance Summary Maintenance](#)
[Fund Balance Detail](#)

- Fund and Sub Fund - 'Detail' on the Fund Balance Detail (FBALDQ) table

Fund Balance Detail				
Fund	Sub Fund	Fund Balance	Adjusted Fund Balance	Available Fund Balance
✓ 004	BLNK	\$365,800.18	(\$495,475.13)	(\$495,475.13)

First Prev Next Last

[Search](#)

Fund : 004

Sub Fund : BLNK

Fund Balance : \$365,800.18 

Pending Revenue Increases : \$0.00 

Pending Revenue Decreases : \$0.00 

Pending Expense Increases : \$84,233.57 

Pending Expense Decreases : \$0.00 

Revenue Account Balance : \$5,345,543.89 

Expense Account Balance : \$6,206,819.20 

Adjusted Fund Balance : (\$495,475.13)

Fund Balance Minimum : \$0.00

Available Fund Balance : (\$495,475.13)

[Fund Balance Detail Maintenance](#) [Fund Balance Summary](#)

The application directly updates level 2 during document processing. Updates to that table are then pushed up to level 1 before the document finishes editing. Any errors from the 1 query that applies will be returned to the document. The layout and fields for each table are very much the same. Key fields change as do the hyperlinks at the bottom. Only one set of field definitions are given and the key fields are not listed as their definition is the same as on the maintenance tables.

The magnifying glass icons allow for researching amounts. For pending amounts, the icons open a Detail Transaction Listing page to show pending documents that comprise an amount. For accepted amounts, the icons transition users to the Accounting Journal (JACTG) page and perform a search for documents that updated the amount. Security setup for JACTG may prevent some users from successfully navigating to the page.

Fund Balance - The total across all balance sheet accounts defined for the level of Fund balance as defined on the Fund Balance Detail Maintenance (FBALD) table. The total is of the Balance amount found on FBALD, which comes from the Balance amount on ITD Balance Sheet Detail (BBALD). For a parent FBALSQ record, the Fund Balance is the sum of all Fund Balance amounts from children FBALDQ records.

Pending Revenue Increases - On the FBALDQ table, this amount represents updates made by *Pending* documents using a posting code with an FBAL Bucket value of *Revenue*. A Receivable or the seller portion of a quasi-external type Internal Exchange

Transaction are two such examples. For a parent FBALSQ record, the amount is the sum of the same field on children FBALDQ records.

Pending Revenue Decreases - On the FBALDQ table, this amount represents updates made by *Pending* documents using a posting code with an FBAL Bucket value of *Revenue*. A negative Receivable is an example. For a parent FBALSQ record, the amount is the sum of the same field on children FBALDQ records.

Pending Expense Increases - On the FBALDQ table, this amount represents updates made by *Pending* documents with posting codes that have the FBAL Bucket value of *Expense*. A Payment Request or the buyer portion of an Internal Exchange Transaction are two such examples. For a parent FBALSQ record, the amount is the sum of the same field on children FBALDQ records.

Pending Expense Decreases - On the FBALDQ table, this amount represents updates made by *Pending* documents with posting codes that have the FBAL Bucket value of *Expense*. The seller portion of a reimbursement type Internal Exchange Transaction would be an example. For a parent FBALSQ record, the amount is the sum of the same field on children FBALDQ records.

Adjusted Fund Balance - This system-calculated amount is the result of the selection of flags found on the maintenance tables for which types of FBAL updates should be included. This amount is not rolled up to higher levels like the preceding amounts. It is calculated at each inquiry page. The FBALPQ table does not display the field, but document ending calculates it each time using the flags for the Fund that is being used to update the Fund Type's Available Fund Balance.

$$\begin{aligned} & \text{Fund Balance} \\ & + (\text{Pending Revenue Increases} - \text{Pending Revenue Decreases}) \\ & - (\text{Pending Expense Increases} - \text{Pending Expense Decreases}) \\ & + (\text{Revenue Account Balance} - \text{Expense Account Balance}) \\ & = \text{Adjusted Fund Balance} \end{aligned}$$

Fund Balance Minimum - This amount is defined on the maintenance table and reflected on the inquiry pages. This amount is not rolled up to higher levels like the preceding amounts.

Available Fund Balance - This system-calculated amount is the result of the following formula:

$$\begin{aligned} & \text{Adjusted Fund Balance} \\ & - \text{Fund Balance Minimum} \\ & = \text{Available Fund Balance} \end{aligned}$$

This amount is not rolled up to higher levels like many of the other amounts. It is calculated at each inquiry page.

Related Topic(s):

- [Fund Balance Detail Maintenance](#)
- [Fund Balance Summary Maintenance](#)

FY Balance Details

Purpose

The Fiscal Year Balance Details (BBALFY) table provides you with a way to view balances at a more detailed level than the ITD tables. The BBALFY table includes Fund, Sub Fund, BSA, and Sub BSA chart of accounts elements in addition to Fiscal Year. An important piece of information that the Fiscal Year Details table has that the ITD tables do not have is the beginning balance. The ending balance of the prior year's record is the beginning balance of the next year's record.

Below is a sample of a BBALFY record to demonstrate the level of detail and the amount of information displayed. The hyperlinks at the bottom take a user to different inquiry pages and perform an automatic search with the values of the selected record.

Fiscal Year Balance Sheet Detail									
<u>Fiscal Year</u>	<u>Fund</u>	<u>Fund Name</u>	<u>Sub Fund</u>	<u>Sub Fund Name</u>	<u>BSA</u>	<u>BSA Name</u>	<u>Sub BSA</u>	<u>Sub BSA Name</u>	<u>Balance</u>
✓ 2009	001	Operating	BLNK		0201	A/P	0010	A/P Voucher	(\$4,094.46)

First Prev Next Last

[Search](#)

Fiscal Year : 2009	Beginning Balance : (\$1,765.46)	
Fund : 001	Debit Amount : \$338,424.05	
Operating	Credit Amount : \$340,753.05	
Sub Fund : BLNK	Balance : (\$4,094.46)	
BSA : 0201		
A/P		
Sub BSA : 0010		
A/P Voucher		
BSA Type : Liability		

[ITD Balance Sheet Detail](#)
[ITD Balance Sheet Summary](#)

When a Fiscal Year is closed, the resulting entries ensure that the Debit Amount equals the Credit Amount, resulting in a Balance value of \$0.00 for that year. This is true for all accounts linked to Posting Codes that are rolled. Those left in the old year and not acted upon by the Annual Close process will not necessarily balance to zero. When the Balance amount goes to \$0.00 for a Fiscal Year closed, the Beginning Balance amount for the subsequent year will also be \$0.00. For this reason, the Beginning and 'ending' Balance amounts will not be useful for reporting on when a year or the prior year is closed. In such a case, a ledger that retains Fiscal Year or Accounting Period is more useful.

The magnifying glass icons allow for researching amounts. The icons transition a user to the Accounting Journal (JACTG) page and perform a search for documents that updated the amount. Transitioning from either the Debit or Credit Amounts result in searches for just one type of amount. Transitioning from the Beginning Balance amount returns debits and credits for the prior year. Transitioning from the Balance amount returns debits and credits for only the year of the record. Security setup for JACTG may prevent some users from successfully navigating to the page.

Tasks

The "[Research Balance Sheet Accounts](#)" section contains instructions on using the BBALFY inquiry to research balance sheet accounts.

ITD Balance Summary & Detail

Purpose

The Inception-To-Date Balance Detail (BBALD) and Summary (BBALS) tables provide data for the system to use that is independent of fiscal year. The Summary table maintains balances at the Fund and BSA level and the Detail table maintains balances at the Fund, Sub Fund, BSA and Sub BSA level.

Below is a sample of a BBALD and then BBALS records to demonstrate the level of detail and the amount of information displayed. The hyperlinks at the bottom take a user to different inquiry pages and perform an automatic search with the values of the selected record.

The magnifying glass icons allow for researching amounts. The icons transition a user to the Accounting Journal (JACTG) page and perform a search for documents that updated the amount. Transitioning from either the Debit or Credit Amounts will result in searches for just one type of amount. Transitioning from the Balance amount will return debits and credits. Security setup for JACTG may prevent some users from successfully navigating to the page.

ITD Balance Sheet Detail										
	Fund	Name	Sub Fund	Name	BSA	Name	Sub BSA	Name	BSA Type	Balance
✓	101	General Fund	01	General Fund	1010	Cash - BS	001	Cash - BS	Asset	\$14,071.32
	101	General Fund	01	General Fund	1010	Cash - BS	BLNK		Asset	(\$904.64)
	101	General Fund	BLNK		1010	Cash - BS	001	Cash - BS	Asset	(\$101,456,612.29)
	101	General Fund	BLNK		1010	Cash - BS	BLNK		Asset	(\$315,030,726.48)
First Prev Next Last										
Search										
Fund :		101	Debit Amount :		\$20,017,071.32					
		General Fund	Credit Amount :		\$20,003,000.00					
Sub Fund :		01	Balance :		\$14,071.32					
		General Fund								
BSA :		1010								
		Cash - BS								
Sub BSA :		001								
		Cash - BS								
BSA Type :		Asset								
Cash Balance Detail Fund Balance Detail FY Balance Sheet Detail ITD Balance Sheet Summary										

ITD Balance Sheet Summary					
Fund	Name	BSA	Name	BSA Type	Balance
✓ 101	General Fund	1010	Cash - BS	Asset	(\$451,514,213.29)

First Prev Next Last

[Search](#)

Fund : 101 **Debit Amount :** (\$14,995,059.05) 
 General Fund **Credit Amount :** \$436,519,154.24 
BSA : 1010 **Balance :** (\$451,514,213.29) 
 Cash - BS
BSA Type : Asset

[Cash Balance Summary](#) [Fund Balance Summary](#) [ITD Balance Sheet Detail](#)

Journal/Ledger Cross-Reference

Purpose

The Journal/Ledger Cross-Reference (JLXREF) inquiry is an auditing table that records each ledger ID and ledger record ID that a journal record in a given journal posted. The Ledger Engine populates this table as it posts journal records. The Ledger Rebuild batch job will purge the table for all ledger records of a ledger ID being rebuilt.

Journal/Ledger Cross-Reference				
Journal ID	Journal Record Number	Ledger ID	Ledger Record Number	Last Modified
First Prev Next Last				
Copy Search				
Journal ID :				
Journal Record Number :				
Ledger ID :				
Ledger Record Number :				
Last Modified :				

The fields on the Journal/Ledger Cross-Reference (JLXREF) are as follows:

Journal ID: Each journal record ledgerized is identified by two values. The first is the Journal ID field which identifies the journal from which the journal record came. Journal ID values are defined on the Journal/Ledger Control table.

Journal Record Number: The second identification value for a ledgerized journal record is the system-assigned number to identify individual journal record within the table for the journal. These numbers are assigned from a Unique Numbers record for each journal such as JRNL_ACTG for the Accounting Journal. The same Journal Record Number will be listed in the cross reference table for each ledger it is the source journal.

Ledger ID: Each ledger record ledgerized into is identified by two values. The first is the Ledger ID field which identifies the ledger to which the journal record was ledgerized. Ledger ID values are defined on the Journal/Ledger Control table.

Ledger Record Number: The second identification value for a ledger record is the system-assigned number to identify individual ledger records within the table for the ledger. These numbers are assigned from a Unique Numbers record for each ledger such as LDGR_APD_ACTG for the Accounting Period Accounting Ledger. The same Ledger Record Number will be listed in the cross reference table for each journal record summarized into it.

Last Modified: This date represents the day a journal record was ledgerized into a ledger record.

Ledgerization Log

Purpose

The Journal Log table is used by the Ledger Engine to track units of work and the next starting point in a source journal. Other programs use that table for the same use. To provide an online query of the Journal Log, the Ledgerization Log (JLOGLDGR) page exists that pre-filters Journal Log records for just those with LDGRPOST, LDGRRLD, and LDGRINSTRC values in the Process ID. More details on what each of these Process ID values mean can be found in the run sheets for the Ledger Engine and the Ledger Rebuild batch jobs.

Ledgerization Log

Process ID	Run Time	Journal/Ledger Name	Status	Begin Doc UNID	End Doc UNID

[First](#) [Prev](#) [Next](#) [Last](#)

[Copy](#) [Search](#)

Process ID :

Run Time :

Source Journal/Ledger ID :

Journal/Ledger Name :

Status :

Begin Doc UNID :

Begin Doc Line ID :

End Doc UNID :

End Doc Line ID :

The fields on the Ledgerization Log (JLOGLDGR) are as follows:

Process ID: Records on the Journal Log table are identified by the batch process that created them. The JLOGLDGR shows only LDGRPOST, LDGRRBLD, and LDGRINSTRC values which come from the Ledger Engine and Ledger Rebuild job.

Run Time: When a record is inserted into the Journal Log table, the time and date are recorded at the time of insert from the application server.

Source Journal/Ledger ID: Since ledger posting comes from usually more than one source journal, each Process ID is recorded with the journal ID (from the Journal/Ledger Control table).

Journal/Ledger Name: The Journal/Ledger Data Object Name associated with the Source Journal/Ledger ID is displayed for informational purposes.

Status: There are many Journal Log status values which represent the different phases a range of records for the Ledger Engine or Ledger Rebuild job is working on or has worked with.

- *Intended (1)* represents a unit of work that has been identified but has not yet been selected for processing.
- *Final (2)* represents a unit of work that has been processed successfully to the applicable ledger (rebuild) or all applicable ledgers (ledger engine).
- *Historical (3)* represents a block of work that has successfully been broken into smaller blocks and processed. LDGRINSTRC and LDGRRBLD process ID's use this status.
- *Failed (4)* - represents a block of work that could not be posted successfully to the applicable ledger (rebuild) or all applicable ledgers (ledger engine). This block of work should be ledgerized by running the Ledger Engine or Rebuild Job to process failed work.
- *Gap Found (5)* represents a block of Document Unique ID values that were not found on the source journal. Values less than and greater than that range were found. The missing range is recorded as the range may be completed later if multiple servers are running and reserving blocks of Document Unique ID's. The range may never be filled and the range becomes 'stale'. Records with this status are selected when the Ledger Engine or Rebuild Ledger is run in Process Gaps mode.
- *Gap Intended (6)* represents a block of work from a previous *Gap Found* range that has now been used. This type of record is created when the Ledger Engine or Rebuild Ledger program is running to process gaps. The unit of work will then be selected and processed.
- *Gap Final (7)* represents a previous *Gap Found* range that has been successfully processed by either batch job in process gap mode. The status does not mean that documents were found with the missing Document Unique ID's but that either program has examined the gap and determined that none, some, or the entire original gap has been filled in by document records. Such a status will ensure the record is not selected when processing gaps later.
- *Gap Stale (8)* represents a range of journal records that has been identified by the Identify and Archive Stale Gaps Batch Process as being older than the

specified days for retention parameter in that job. Such a record will be purged by that same job when run in purge mode.

- *Gap Failed (9)* represents a gap identified as being filled which could not be posted successfully to the applicable ledger or ledgers. This block of work should be ledgerized by running the Ledger Engine or Ledger Rebuild job to process failed work.
- *Unprocessed (10)* is not a status used by either ledger job.

Begin Doc UNID: When a journal record is created for a document, a unique document ID is assigned to that record which is different than the online document ID of Document Code, Document Department, Document ID, and Version number. This separate UNID is assigned by the Unique Numbers table entry for Journal_DOC_UNID. Tracking individual documents by this UNID in the journal is easier for the Ledger Engine and Rebuild Ledger job and is more efficient than the online ID. Each Journal Log record created by either ledger job will contain a value in this field to identify the starting document in a range of records. Ledger jobs ensure that a single document does not span a unit of work.

Begin Doc Line ID: When a journal record is created for a document, a unique document line ID is assigned to each journal record. This ID is automatically assigned by the application and is equivalent to a numbering of journal records created by a document. Each Journal Log record created by a ledger job will contain a value in this field to identify the starting line number of the starting document. Ledger jobs ensure that all line ID's for a document UNID are posted. If any one fails, then all are rolled back.

End Doc UNID: When a journal record is created for a document, a unique document ID is assigned to that record which is different than the online document ID of Document Code, Document Department, Document ID, and Version number. This separate UNID is assigned by the Unique Numbers table entry for Journal_DOC_UNID. Tracking individual documents by this UNID in the journal is easier for the Ledger Engine and Rebuild Ledger job and is more efficient than the online ID. Each record created by either ledger job will contain a value in this field to identify the ending document in a range of records. Ledger jobs ensure that a single document does not span a unit of work.

End Doc Line ID: When a journal record is created for a document, a unique document line ID is assigned to each journal record. This ID is automatically assigned by the application and is equivalent to a numbering of journal records created by a document. Each Journal Log record created by a ledger job will contain a value in this field to identify the last line number of the ending document. Ledger jobs ensure that all line ID's for a document UNID are posted. If any one fails, then all are rolled back.

Advanced - Setup

AMS Advantage Financial allows you to tailor your system to meet your accounting procedures, budgeting practices, and reporting requirements. Review of the various options and controls available is part of the configuration of any application before going live. 'What functionality will be used and how' should be decided before data conversion begins and especially before system users begin entering documents. It is recommended that you do not change many options or controls in the middle of the fiscal year and some should never be changed after going live. If changed, the integrity of your accounting records may be jeopardized. This section of the user's guide will detail which options can be changed any time, only for a new fiscal year, or never.

Most AMS Advantage Financial system options are centralized in several tables in the General Accounting functional area. Other areas of the application have control and option tables, with many of them working in conjunction with those in the General Accounting area.

System Configuration

After identification of what functional areas will be used and to what extent, configuration begins with the tables that control system-wide. It is not always a straight flow from one table to the next, as oftentimes setup requires traversing back to previous tables. Additionally, setup in the Accounting and Document areas will also require going back and completing certain system-wide settings.

As the system-wide tables are being established, the decision to use more decentralized controls should also be made. Although not a requirement, if the decision is made upfront, then controls will be more aligned and it will eliminate returning to the system-wide tables later to make adjustments.

This section contains the following areas:

- [Application Parameters](#)
- [System Options](#)
- [Dates Tables](#)

Application Parameters

Although officially listed as an Infrastructure table, the Application Parameter (APPCTRL) table is one that is part of general system configuration. Options on this table are set once and do not vary by year, fund, department, document, or other factors. The table is very generic in its design so that it can host many different types of options with the **Parameter Name** and **Parameter Value** fields. Of the controls on this table, those listed below directly relate to the general accounting area. Each is discussed in more detail later in the *AMS Advantage Financial - General Accounting User Guide* where functionality is detailed that uses the application parameter. **Note:** Any changes to records on this table should be followed by a bounce of all servers used for AMS Advantage Financial.

- General Accounting Controls

Parameter	Description
Application System Date	This date is used most places of the

	application as the 'current date' when reliance on the system date found on the application server is not appropriate. It can be set manually or with the Begin Day batch job.
Balance Sheet Account Integrity Check	This parameter has two valid values of <i>Detail</i> and <i>Summary</i>. It is used by a common routine that evaluates balance sheet account balances to see if an accounting document is going to take the account into a contrary balance. More can be found about this topic in the "Balance Sheet Account Balances" section.
Pool Cash Balance Tracking	This parameter turns on and off application updates to the Cash Balance Pool table from the Cash Balance Summary table. More can be found about this topic in the "Application Parameters" section under Cash Balance Tracking and Control.
Validate Cached Balance Records (VLDT_CACHED_BAL_RCRDS)	This true/false parameter was implemented in association with logic inside of the Common Posting / Balance Table area. For sites that do not choose to use the lower half of either the Cash or Fund Balance Detail Maintenance tables, then this parameter will not apply. For those that use either or both, the recommended setting is <i>true</i>. When the parameter is <i>true</i>, logic inside the Common Posting Routine will ensure a document updating a BSA Balance ITD record linked to either a record on Cash Balance Detail or a Fund Balance Detail Maintenance record, results in the Balance amount matching the Current Balance amount, respectively. If not, an error with the code A4071 will be raised. Amounts between the two can differ for one of two reasons: the records are out of synch in the database, or while one person / batch job was validating/submitting a document, another was in process of changing the same records. The approach to rectifying the problem is based upon which scenario exists. The user can re-validate or re-submit their document and this may cause the error to disappear because no other person or job is affecting the records at the time. If it persists after several attempts to validate or submit the document, then the user should verify that the records are

	in synch with each other. If they are not in synch then there are several approaches that may be desired. Contacting the AMS Advantage Help Desk to assist in working through the set of approaches is best. The parameter should only be changed from <i>true</i> to <i>false</i> under very limited circumstances and for a very limited time. When set temporarily to <i>false</i>, it is critical that no other document processing occur except the document that previously failed, as the cross-table edits will be disabled. Other document processing at this time could cause more out of synch conditions. Once the problem document has been submitted, the parameter must be changed back to true so that no further data integrity issues are experienced.
Maximum Document ID Length	As document ID values can be system generated, this parameter exists to define a maximum length up to 20. The length also controls a manually created document ID. The length is a system-wide rule that must not be exceeded when defining lengths at the decentralized location - the Automatic Document Numbering table.
Maximum Document ID Length	As document ID values can be system generated, this parameter exists to define a minimum length. The length will also control a manually created document ID. The length is a system-wide rule that must not be exceeded when defining lengths at the decentralized location - the Automatic Document Numbering table.
Real Time Journal Posting	A true/false parameter that controls whether or not accounting documents post to various journals upon being submitted to final. When set to false, journal posting occurs only when the Journal Posting Engine batch job is run.
OABR Running	A true/false parameter that must be set to <i>True</i> before running and <i>False</i> after running the Open Activity & Budget Roll chain job. All VLS must be restarted after this value is changed (whether from false to true or true to false). Please refer to the Open Activity and Budget Roll run sheet in the <i>AMS Advantage Financial - General Accounting Run Sheets</i> guide for more information about the use of the

	parameter.
OABR Source BFY	This parameter is used by the application during the Open Activity and Budget Roll chain job when access to the Parameters for Roll Process (RLPA) table cannot be accessed. For proper execution of the Open Activity & Budget Roll chain job, the same BFY value entered as the Source BFY on the RLPA ID being used by the chain should be entered as the OABR Source BFY as well. The value is used by the application when generating allotment lines. Whether allotments are used or not, this parameter has to be completed.
Back Out Accounting Period	When the Open Activity Roll or Open Activity & Budget Roll chain jobs roll open accounting activity into a new budget year, this parameter supplies the accounting period used on the posting line that backs out activity in the old budget year.
Back Out Fiscal Year	When the Open Activity Roll or Open Activity & Budget Roll chain jobs roll open accounting activity into a new budget year, this parameter supplies the fiscal year used on the posting line that backs out activity in the old budget year. The value in this field must be entered in the CCYY format.
Earliest Year	A year specified that will be used to evaluate fiscal year values entered within the application. Any year entered that is before this parameter will not be allowed. The value in this field must be entered in the CCYY format.
Latest Year	A year specified that will be used to evaluate fiscal year values entered within the application. Any year entered that is after this parameter will not be allowed. Must be entered as CCYY.
Require TIN for Miscellaneous Vendors on 1099 Journal Updates	If the parameter value is blank, then applicable posting lines for miscellaneous vendors without a Taxpayer Identification Number (TIN) will be posted to the 1099 Journal. If the value is <i>True</i> , then applicable posting lines for miscellaneous vendors without a TIN will not be posted to the 1099 Journal.

Require Vendor on 1099 Journal Updates	If the parameter value is blank, then applicable posting lines without a vendor/customer code will be posted to the 1099 Journal. If the value is <i>True</i> , applicable posting lines without a vendor/code will not be posted to the 1099 Journal.
Extended or Standard Budget	Controls whether or not budget structures should work as standard (STD) - establish appropriations to infer and limit COA combinations - or as extended (EXT) - no inference and no limits on combinations. The parameter name for this control is EXT_STD_BUD.
Record Limit for Calculated Total Action	When the Calculate Total link is selected on the Accounting Journal (or other page), the system compares the number of detail query result records being summarized to the value defined for this parameter. If the number of lines being summarized exceeds the limit specified for this parameter then an error is issued.
Active Alert Interval (ACTIVE_ALERT_INTERVAL)	This parameter defines the interval in minutes that is used to determine how often to trigger the Active Alert check. The Active Alert Interval parameter represents the number of minutes that should elapse before an Active Alert check should look for new messages. The value for this entry must be a positive integer. More can be found on this topic in the " Viewing Alerts " and " Viewing Broadcast Messages " sections of the <i>AMS Advantage Getting Started Guide</i> .
Bypass Document Attachment Counts (BYPASS_DOC_ATT_CNTS)	This parameter can have a value of true or false. When set to true the Object Attachment Count Functionality is not active for any documents application wide. For additional information on the Attachment Count functionality, refer to the " Attachment Count " section in the <i>AMS Advantage Getting Started Guide</i> .
Bypass Document Attachment Counts List (BYPASS_DOC_ATT_CNTS_LIST)	This parameter can contain a comma separated list of document codes. This parameter is only referenced when the Bypass Document Attachment Counts parameter is set to false. When this parameter is referenced the Document Object Attachment Count

Functionality is not active for the documents listed in the parameter value for the application in question. For additional information on the Attachment Count functionality, refer to the "[Attachment Count](#)" section in the *AMS Advantage Getting Started Guide*.

- Accounts Receivable Controls

Control	Description
A/R Reference Option	This parameter has three valid values: 1, 2, or 3. (if value is blank or not 1, 2, or 3, system will presume a value of 1). Only document types of Cash Receipt (CR), Write Off (WO), Referral to Collection Agency (CL), Receivable (RE), Internal Transaction Initiator (ITI), Internal Transaction Agreement (ITA), and Internal Transaction Exchange (IET) read the option. Additionally, these document types only read the option when there is a reference to a Accrued Receivable (ARE), RE, or CL document that is not a memo reference type. With all options, the Fiscal Year (FY) for all posting lines will always be that of the referencing accounting line. The Budget Fiscal Year (BFY) for the posting line from event type of the referencing accounting line will always be the one from the referencing line. The BFY of the liquidation posting line can vary as described with each option below. If the Parameter Value is 1, the system will infer the BFY value from the referenced accounting line upon validate/submit actions. That accounting line BFY will then be used on the liquidation posting line. If the Parameter Value is 2, the system will not infer the BFY value from the referenced accounting line upon validate/submit actions. The BFY on the referencing accounting line will either be the BFY from the header of the referencing document or set to equal the FY of the referencing accounting line. Users may, however, choose to enter a BFY if the defaulting value is not desired. This allows the manual entry of an old BFY, for example in the first couple of days into a new BFY, or within any other scenario where the old BFY is desired. However, in such cases, it is more likely that users will enter the old FY with accounting period

	12 or an adjustment period, so that the BFY will then be set to that old FY. The BFY of the liquidation posting line will be the same as recorded initially on the referenced accounting line. • If the Parameter Value is 3, the system will not infer the BFY value from the referenced accounting line upon validate/submit actions. The BFY on the referencing accounting line will either be the BFY from the header of the referencing document or set to equal the FY of the referencing accounting line. Users may, however, choose to enter a BFY if the defaulting value is not desired. The Accounts Receivable Event Type Processor will then set the BFY on the liquidation posting line to equal the BFY (CURR_BFY)* from the referencing accounting line. The standard posting line remains unchanged and is derived from the BFY (CURR_BFY) from the referencing accounting. Note: If the Parameter Value is 3, then it is assumed that the site using this option will not run the Open Activity Roll job for receivables as part of their annual processes because it will no longer be necessary to keep FY and BFY in sync. The BFY of the liquidation posting line will be the one from the referencing accounting line. <i>*CURR_BFY is an unseen field that will initially default to be the Default Fiscal Year field on the Calendar Date table for the Document Record Date. If no Document Record Date is entered on the header, the Application Date is used. If at any point a Fiscal Year is entered on a document header or accounting line, the CURR_BFY will become that value instead, unless a BFY is entered on the header or accounting line in which case the CURR_BFY will become that value.</i>

System Options

System Options

The System Options (SOPT) table provides a set of characteristics that guide accounting activities for the different functional areas in the application on a yearly basis. Each control or option set on SOPT is associated with one or more business rules that drive actions throughout

the system. However, those business rules do not exist on SOPT. This table is just a collection of flags, rules, and controls that guide processes that read these options and controls.

Records on SOPT are unique by fiscal year. A year-end process exists to populate the table with values for a coming year so you do not have to enter them manually unless you choose.

Some features of SOPT will resemble those in previous versions of AMS Advantage Financial, while many will be new. Although SOPT has one page code that is found through the Page Search feature, you will find the single entry leads actually into different pages for different functional areas. These areas are represented on the left-hand menu of the page for easy navigation: Expense, General, Revenue, and Fixed Assets. Instead of separate page codes for each area, they are consolidated into just one.

Certain SOPT options are followed by a flag that will allow overrides. Depending on the option, those overrides can be in one or more places. A centrally controlled application will likely have these flags unchecked so that similar settings in other more decentralized areas will not be used. However, the decision to override options is made on an option by option basis usually resulting in a mix of ones overridden and not. If allowed to override, it does not mean that the control has to be defined at the lower level. Application logic will use the lower level if set and if not, the SOPT option will be used. More information on where the overrides can be set is detailed in the listing of controls later in this guide.

Setting Controls and Options on the System Options (SOPT) table:

- [Expense Controls](#)
- [General Controls](#)
- [Revenue Controls](#)
- [Fixed Asset Controls](#)

Expense Controls

The fields on this tab govern many aspects of disbursements and post disbursement activity along with some vendor and Universal Requestor functionality. There are none of the override flags present on this tab of SOPT because disbursements is a very centralized function.

The following table describes the Expense options and controls found on SOPT:

Option/Control	Description
Calculate Penalties on Disbursements	This is a Yes / No option that when Yes is selected it enables the system to apply penalties to disbursements that are determined to be late. The Default value is No. Any penalty amount is added as a line item on the disbursement document. Selecting Yes enables you to enter values for the next two options.
Penalty Lag Days	This option is used when the Calculate Penalties on Disbursement indicator is set to Yes. This parameter specifies the span of days allowed between the disbursement request date (later of the scheduled payment date, invoice date or service start date) and the actual disbursement date before the disbursement is considered late and eligible for incurring a penalty. The default value is zero.

Penalty Lag Percentage	This option is used when the Calculate Penalties on Disbursement indicator is set to Yes. This parameter specifies the percentage to be used in calculation of penalties for late disbursements. The default value is <i>zero</i> .
1099 Backup Withholding	This option specifies whether 1099 Backup Withholding offsets may be processed. The default value is <i>not selected</i> . If this field <i>is selected</i> , then completion of a Backup Withholding Payable Account on the Special Accounts (SPEC) table is required.
1099 Backup Withholding Rate	This option contains the percentage value used to calculate 1099 Backup Withholding offsets when the 1099 Backup Withholding check box is selected. The default value is zero. The value may not be negative.
1042-S Withholding	This flag indicates whether the 1042-S withholding will be done for the Fiscal Year.
1042-S Backup Withholding Rate	This field provides the percentage value used to calculate 1042-S Backup Withholding offsets for 1042-S Withholding. This is a required field if the 1042-S Withholding check box is selected on SOPT. The default value for this field is zero. The value may not be negative.
System Payment Lag	This option defines the number of lag days a payment request will have before payment when no scheduled payment date is entered on the payment. The default value is <i>zero</i> .
Number of Prenote Days	This option specifies the number of Prenote days a Financial Institution has to inform you that the information for a vendor is incorrect for Electronic Funds Transfers (EFT). The default value is <i>zero</i> .
Recalculate Tax from Discount	This is a Yes / No option that when set to Yes, the tax amount of a disbursement line item will be recalculated based on the net amount of the line item less applied discounts. When set to No, the discount will be applied to the net payment amount and the tax amount will not be adjusted. The default value is <i>No</i> .
Calculate Interest on Disbursements	This is a Yes/No option that when set to Yes, interest will be accrued and applied to payments that are determined to be late. The interest amount will be added as an accounting line item on the disbursement document. The default value is <i>No</i> .
Payment Intercept	This is a Yes/No option that controls whether or not intercepts will be applied to disbursements. Yes requires the entry of an Intercept Payable and Intercept Cash Account on the Special Accounts (SPEC) table that are used to add an intercept line on a disbursement document. The default value is <i>No</i> .

Stale Date Disbursements	This is a Yes/No option that specifies that an application has the ability to Stale disbursements. Yes will enable the Stale Date process to compare the issue date of outstanding disbursements with the system date and mark <i>Stale</i> any that are outstanding greater than the specified number of Stale Days. Yes will require the completion of a Stale Date Payable account on SPEC. It will also enable the Stale option on the Disbursement Cancellation document. The default value is <i>No</i> .
Stale Days	This option specifies the number of days that may pass before a disbursement is considered Stale when the Stale Date Disbursement indicator is Yes. The default is <i>zero</i> .
Escheat Disbursements	This is a Yes/No option that specifies that an application has the ability to Escheat disbursements. Yes will enable the Escheat process to compare the issue date of Outstanding or Stale disbursements with the system date and mark Escheat any that are outstanding or stale greater than the specified number of Escheat Days. Yes will require the completion of an Escheat Payable account on SPEC. It will also enable the Escheat option on the Disbursement Cancellation document. The default value is <i>No</i> .
Escheat Days	This option specifies the number of days that may pass before a disbursement is considered Escheated when the Escheat Disbursement indication is Yes. The default is <i>zero</i> .
Disbursement Interest Lag Days	This option is used when the Calculate Interest on Disbursement indicator is set to Yes to specify the number of days that may elapse prior to interest accrual for late payments. The default is <i>zero</i> .
Daily Disbursement Interest Rate	This option is used when the Calculate Interest on Disbursement indicator is set to Yes to specify the daily periodic rate to calculate accrued interest on late payments. The default value is <i>zero</i> .
Partial Payment Invoice Allowed	When this option is not checked, a Payment Request document will not be generated if all lines of the invoice are not eligible to be paid and all quantities of each invoice line are eligible to be paid. If checked, a Payment Request document will be generated.
Print \$ 0 Amount Check	This is a Yes /No option where Yes indicates that the \$0 amount check should be printed. The AD Payment Formatting will use this indicator before printing the check. The default value is <i>No</i> .

Disbursement Option	This option has the following choices: <i>Check/EFT</i> , <i>Standard Warrant</i> , <i>Clearing Fund Warrant</i> , <i>Standard Warrant/EFT</i> , or <i>Clearing Fund Warrant/EFT</i> . Only one can be selected. The default is <i>Check/EFT</i> . This field selects the disbursement accounting model for an application by controlling which event type(s) can be used on disbursement documents. This field may also require the entry of Warrants Payable and a Warrant Clearing Fund on SPEC. This parameter should not be changed even at the beginning of a new year.
PR Update Inventory	If selected, the application will update the extended cost of an inventory item when a payment request is submitted. Otherwise, extended costs are only updated by receiver documents.
External Disbursements	If selected, this option indicates that disbursements are made by an external system rather than within the Advantage Financial application for a specific fiscal year.
Vendor Default Disbursement Format	This field defines for a fiscal year, the vendor disbursement format that will be defaulted for VCUST records.
Vendor Default EFT Format	This field defines for a fiscal year, the vendor electronic funds transfer format that will be defaulted for VCUST records.
Require UR Accounting	If this option is selected, then at least one Accounting Line must exist for each Commodity Line on the UR document.
Auto Submit From UR	If this option is selected, then when the UR becomes Final, all subsequent documents will automatically be submitted.

See the AMS Advantage Financial - Accounts Payable User Guide for more details about the available "Disbursement Options and Controls".

General Controls

The fields on this section govern many aspects of reporting, year-end activities, procurement, and Vendor Self Service. Several controls have override flags present on this section of SOPT

The following table describes the Expense options and controls found on SOPT:

Option/Control	Description
Reporting Requirements	This option defines the reporting requirements for an entity as either <i>GASB</i> or <i>FASB</i> . <i>GASB</i> is the default. System-wide Special Accounts uses the field to require the <i>FASB</i> Net Asset fields. Financial reporting also uses the field. An entry of <i>FASB</i> controls an edit on the Revenue Source table for the Restriction Status of revenue sources.

NACUBO	This is a Yes/No option with a default value of <i>No</i> . Functionality - a Yes will indicate that NACUBO financial statement reports are to be generated.
Renewal Days	This field is used as the default number of days in advance to alert a buyer that a contract is about to expire. It is used when the Master Agreement does not specify a number of days. The default value is <i>zero</i> .
Pre Encumbrance Close Action	Default value is <i>No Action</i>. The options are: <i>ROLL</i>: Indicates accounting lines where pre encumbrances were recorded with a current open amount in excess of the Minimum amount will be transferred to the next budget fiscal year during the Open Activity Roll process. <i>LAPSE</i>: Indicates accounting lines where pre encumbrances were recorded that are currently open will be closed out by the Lapse process in the budget fiscal year originally recorded. <i>NO ACTION</i>: Indicates accounting lines where pre encumbrances were recorded that are still open will remain in the original budget fiscal year.
Pre Encumbrance Close Action Override	This option indicates whether the Pre Encumbrance Close action is overrideable by individual fund codes.
Pre Encumbrance Minimum Roll Amount	The minimum dollar amount for the Roll action to be applied to a pre encumbrance line. The default is \$0.00, but a reasonable value should be entered so that non-material amounts are left in the old year to be later lapsed and not rolled into the new year.
Pre Encumbrance Minimum Roll Amount Override	This option indicates whether the Pre Encumbrance Minimum Roll Amount option is overrideable by individual fund codes.
Encumbrance Close Action	The default value is <i>No Action</i>. The options are: <i>ROLL</i>: Indicates accounting lines where encumbrances were recorded with a current open amount in excess of the Minimum Amount will be transferred to the next budget fiscal year during the Open Activity Roll process. <i>LAPSE</i>: Indicates accounting lines where encumbrances were recorded that are currently open will be closed out by the Lapse process in the budget fiscal year originally recorded. <i>NO ACTION</i>: Indicates accounting lines where pre encumbrance were recorded that are still open will remain in the original budget fiscal year.
Encumbrance Close	This option indicates whether the Encumbrance Close action is

Action Override	overrideable by individual fund codes.
Encumbrance Minimum Roll Amount	The minimum dollar amount for the Roll action to be applied to an encumbrance line. The default is \$0.00, but a reasonable value should be entered so that non-material amounts are left in the old year to be later lapsed and not rolled into the new year.
Encumbrance Minimum Roll Amount Override	This option indicates whether the Encumbrance Minimum Roll Amount option is overrideable by individual fund codes.
Receivable Close Action	Default value is <i>No Action</i>. The options are: ROLL: Indicates accounting lines where billed earned receivables were recorded with a current open amount in excess of the Minimum Amount will be transferred to the next budget fiscal year during the Open Activity Roll process. LAPSE: Indicates accounting lines where billed earned receivables were recorded that are currently open will be closed out by the Open Activity Lapse process in the budget fiscal year originally recorded. NO ACTION: Indicates accounting lines where billed earned receivables were recorded that are still open will remain in the original budget fiscal year. Use of the AR Reference Option on the Application Parameters (APPCTRL) page determines if any roll action should take place. Option values of 2 and 3 do not require the rolling of outstanding receivables at year end. Please see the Application Parameters section of this users guide for more information. Use of the Write Off feature in Accounts Receivable will determine if any lapse action should take place. That feature allows for greater selection criteria than the Open Activity Lapse program. More information on that feature can be found in the Accounts Receivable section of the <i>AMS Advantage Financial Users Guide</i>.
Receivable Close Action Override	This option indicates whether the Receivable Close action is overrideable by individual fund codes.
Receivable Minimum Roll Amount	The minimum dollar amount for the Roll action to be applied to a billed earned receivable line. The default is \$0.00, but a reasonable value should be entered so that non-material amounts are left in the old year to be later lapsed and not rolled into the new year.
Other Items Close Action	Default value is <i>No Action</i>. The options are: • ROLL: Indicates accounting lines where 'other' accounting activity was recorded with a current open amount in excess

	of the Other Items Minimum Roll Amount will be transferred to the next budget fiscal year during the Open Activity Roll process. • <i>LAPSE</i>: Indicates accounting lines where 'other' activity was recorded that are currently open will be closed out by the Lapse process in the budget fiscal year originally recorded. • <i>NO ACTION</i>: Indicates accounting lines where 'other' activity was recorded that are still open will remain in the original budget fiscal year. Other activity is defined as: • An event type that does not contain a posting code in posting pair A updating one of these budget amounts: pre encumbrances, encumbrances, accrued expenditures, cash expenditures, billed earned revenue, unbilled earned revenue, or collected earned revenue (revenue edits apply to roll only). • An event type is not flagged on the Event Type (ETYP) page to update as a Disbursement Request.
Other Items Close Action Override	This option indicates whether the Other Items Close Action is overrideable by individual fund codes.
Other Items Minimum Roll Amount	The minimum dollar amount for the Other Items Close Action to be applied to an 'other' activity line. The default is \$0.00, but a reasonable value should be entered so that non-material amounts are left in the old year, to be later lapsed and not rolled into the new year.
Other Items Minimum Roll amount Override	This option indicates whether the Other Items Minimum Roll Amount option is overrideable by individual fund codes.
Receivable Minimum Roll Amount Override	This option indicates whether the Receivable Minimum Roll Amount option is overrideable by individual fund codes.
Commodity Code Registration Level	This option determines at what level of detail vendors may register themselves for commodities. It is also used as the default level of detail for any commodity searches in the system. Valid values are <i>Class</i> , <i>Item</i> , <i>Group</i> and <i>Detail</i> . The default is <i>Item</i> .
Procurement Type ID	This option indicates the type of procurement selected when the procurement was created.
Default Procurement Type	This option indicates the default procurement type when the user does not enter one.

Number of Accounting Lines	This is a required numeric field that specifies the maximum number of accounting lines per generated document. Batch programs that create documents use this option when they do not have a specific control. It is not limiting the number of lines allowed within a document. It is used to limit the number of accounting lines in documents that are generated by Advantage batch programs. Basically, this option limits the number of accounting lines that are generated (from a batch program) for any one document.
Print Tracked PO Changes Only	If the Track Changes field is selected on the Header section of the PO under the Modification tab and the Print Tracked PO Changes Only field on SOPT is also selected, then when you print the PO, only the changes will be printed instead of the entire document.
Matching Level	This field allows you to define the Matching Level at a system-wide level. Valid options are: <i>Document</i> , <i>Commodity</i> , and <i>Document-Commodity</i> .
Matching Precedence	This field defines the matching precedence at a system-wide level. Valid options are: <i>Document</i> or <i>Commodity</i> . The Matching Precedence field must have a value of Document or Commodity when the Matching Level has a value of Document-Commodity.
Update Vendor Pending Change Table	This field directs the application table to update a Vendor Pending Change table whenever an update is made to the Vendor/Customer table. Such tracking is essential to Financial applications that also use the Vendor Self Service (VSS) application because the Financial to VSS synchronization job reads the table and updates VSS.
Delivery Order Default	This field specifies the Delivery Order document code that will be defaulted when a Delivery Order is created from the URSRCHMA page. This field contains a pick to the Procurement Document Control (PRDOC) table, and only allows you to choose document codes with a Document Subtype of DO.
Payment Request Default	This field is used as the default source for the Payment Type pick on the Master Agreement Search - Select Lines and Master Agreement Line Selection pages. This field is also used to determine the Document Code that is created when the Universal Requestor document has been submitted and the Create Payment checkbox has been selected for a Commodity Group that references a Master Agreement. The Payment Request Default field provides a pick to the Document Control table and displays all records with a Document Sub Type of <i>PRC</i> .
VSS Default 1099	This flag defines the default 1099 Reportable value at a system

Reportable	wide level in VSS. This flag is only used in VSS.
VSS Unit Required	The VSS Unit Required flag defines if a Unit code is required for VSS vendors/customers at a system wide level.
Calculate Legal Name	This flag defines if the Legal Name of a Vendor/Customer should be calculated by the system at a system wide level.

Revenue Controls

The fields on this section govern just the Accounts Receivable functional area. As this area can often be one that is very decentralized, many controls have override flags present on this section of SOPT. Those same controls can then be set at the Revenue Source table, which is a slightly decentralized area because not all parties in an application collect the same types of revenues. The same controls can also be found on the Billing Profile table, which can be a very decentralized area because profiles can be defined at a department level or even at a unit level within a department.

The following table displays Revenue options and controls found on SOPT:

Option/Control	Description
General Information	
AR Department Inference	Critical to accounts receivable processing is the extent to which controls are decentralized. This option has four values to facilitate the population of the AR Department and AR Unit fields on accounting documents: <i>Set to ALL</i>, <i>Infer From User ID</i>, <i>Infer From Document ID</i>, and <i>No Inference</i>. <i>Set To ALL</i>: This setting is common for an application that is driven by system-wide controls or has only a few exceptions. Users in those exceptions will manually enter values themselves. <i>Infer From User ID</i>: Each user ID in the application is associated with at least a department code and possibly a unit code. The value or values associated with a user ID in security setup will default. If there is no unit to default, then it will be set to ALL. <i>Infer From Document ID</i>: Each document ID in the application is associated with at least a department code and possibly a unit code. The value or values associated with a document ID at the time of document creation will default. If there is no unit to default, then it will be set to ALL. <i>No Inference</i>: This setting is used when an application is driven by decentralized controls or has only a few exceptions. All users will have to enter an AR Department and Unit, whether those are actual values or system-wide values of ALL.
Receivables	

Receivable Due Date Lag	This option establishes the number of days past the receivable date or number of days past the statement date that the Receivable is due when A/R processes are calculating late fees and interest. Default is <i>zero</i> .
Allow Override of Receivable Due Date Lag	Override capability to control use of the same option set at the Billing Profile level.
Minimum Billing Amount	Currency option that specifies a minimum amount that a customer account must total, in order to be selected for the automatic billing process. No bill (dunning message or a statement) is printed if the outstanding document amount is less than this amount. The default value for this field is \$ 0.00.
Allow Override of Minimum Billing Amount	Override capability to control use of the same option set on the Billing Profile level.
Minimum Negative Billing Amount	Currency option that specifies a minimum negative amount that a customer account must total, in order to be selected for the automatic billing process. This edit only applies to customers with a Billing Type of Statement, and will not affect the printing of invoices. The default value for this field is \$ 0.00.
Allow Override of Minimum Negative Billing Amount	Override capability to control the use of the same option set on the Billing Profile level.
Minimum Past Due Amount for Finance Charge	This option indicates the minimum amount a past due amount can be before applying finance charges.
Allow Override of Minimum Past Due Amount	This option indicates whether the Minimum Past Due Amount for Finance Charge is overrideable at the Billing Profile level.
Finance Charge Fee 1-5	Five separate and optional pick lists of Finance Charge Codes from the Finance Charge table. The same code cannot be selected for more than one fee. The default is blank.
Allow Override of Finance Charge Fees	Override capability to control the use of the same options set on the Billing Profile or Revenue Source levels. Only one override field is needed to apply to all five fees at once.
Past Due Days for Intercept	This required numeric field represents a selection parameter for an offline process that automatically selects the past due receivables to be sent for intercept. The default value is blank.

Allow Override for Past Due Days for Intercept	Override capability to control the use of the same option set on the Billing Profile level.
Intercept Request Table Load Status	This field indicates the status with which selected records are loaded to the Intercept Request Table (IRT). Valid values are <i>Active</i> and <i>Inactive</i> . The default value is <i>Inactive</i> .
Allow Override of Intercept Request Table Load Status	An override capability to control the use of the same option set on the Billing Profile level.
Cash Receipts	
Print Deposit Ticket	This is a <i>Yes/No</i> option that indicates whether you use the print deposit process to deposit money into the bank. If checked, accepted cash receipts will be updated to a Cash Receipt Pending table waiting to be selected and printed on a deposit ticket. A cash receipt will not be updated to the Deposit Reconciliation table until it is printed on the Deposit Ticket. If this box is not checked, an accepted cash receipt will be updated to the Deposit Reconciliation table directly (dependent on the option selected for the Use Deposit Reconciliation option). The default value is <i>Yes</i> .
Use Deposit Reconciliation	This is a <i>Yes/No</i> option that indicates whether the deposit reconciliation process will be used. The default value is <i>Yes</i> .
Require Deposit Date Only	When selected, this flag indicates that the Deposit Date is required on revenue transactions. This flag requires the deposit date to be entered on the CR documents even when users do not want to use the Deposit Reconciliation process. If this flag is selected, the Use Deposit Reconciliation option may not be selected. Therefore, cash receipt transactions will not update the Deposit Reconciliation tables. The Print Deposit Ticket flag cannot be selected if the Require Deposit Date Only flag is selected.
Automatic Net Credit Balance	This is a <i>Yes/No</i> option that allows you to decide whether the system should automatically net a credit balance (that is, from an overpayment) against a positive receivable within the same customer account. The default value is <i>Yes</i> .
Unreserved Credit Balance Event Type	The primary event type assigned to an overpayment accounting line when an auto apply is performed on a Cash Receipt to a customer account or Receivable document level. Use of this event type is made when the flag for Reserved Credit Balance is not selected on

	the Cash Receipt vendor line. Unreserved credit balances can be automatically netted against future open receivables or automatically returned to customers.
Allow Override of Unreserved Credit Balance Event Type	Override capability to control the same option set on the Billing Profile level.
Reserved Credit Balance Event Type	The secondary event type assigned to an overpayment accounting line when an auto apply is performed on a Cash Receipt to a customer account or Receivable document level and the flag for Reserved Credit Balance is not selected on the Cash Receipt vendor line. Reserved credit balances are never automatically netted against future open receivables or automatically returned to customers.
Allow Override of Reserved Credit Balance Event Type	An override capability to control the same option set on the Billing Profile level.
Automatic Refund to Customer of Credit Balance	This is a Yes/No option where you define whether the system should automatically generate a payment request for a customer's unreserved credit balance. The default value is No.
Allow Override of Automatic Refund	An override capability to control the use of the same option set on the Billing Profile level.
Number of Days for Credit Balance	This option defines the number of days allowed for an unreserved credit balance to stay in a customer account before a payment is automatically generated. This field is only used when the Automatic Refund to Customer of Credit Balance option is Yes. The default value is zero.
Allow Override of Number of Days for Credit Balance	An override capability to control the use of the same option set on the Billing Profile level.
Priority 1 5 Posting Type	Options where you can specify the sequence in which a payment should be applied to an outstanding receivable. To specify the sequence you select from the posting pairs common to all event types in the event category of Revenue. Although the names for these posting pairs are user-definable on the Event Category table, the codes used for each pair are the standard A-E letters that define the first five posting pairs of any event category. The same code cannot be assigned to more than one priority. The default for posting priority #1 is posting pair A, #2 is B, and so on. Blanks are not allowed.
Allow Override of	This option indicates that only one override field is needed to apply to all five posting priorities at once. It controls the use of the same

Posting Priorities	options set at the Billing Profile level.
NSF Check Charge	This option indicates the amount of the fee charged for returned checks with insufficient funds.
Allow Override of NSF Check Charge	This option indicates whether the NSF Check Charge option is overrideable at the Billing Profile level.
<i>Collections & Write Offs</i>	
Collection Cycle Code	An option where one selection is made from the Collections Controls table to indicate the default value of the system-wide collection cycle. <i>No</i> is the default value and <i>blank</i> is allowed.
Allow Override of Collection Cycle Code	An override capability to control the use of the same option set on the Billing Profile level.
Past Due Days for Collection Referral	This required numeric field represents a selection parameter for an offline process that automatically selects the past due receivables to be sent to a collection agency. The default value is <i>zero</i> .
Allow Override of Past Due Days	An override capability is needed to control the use of the same option set on the Billing Profile level.
Collection Referral Table Load Status	This option indicates the status with which selected records are loaded to the Pending Collection Agency Referral table. Valid values are <i>NA-Blank</i> and <i>Approved for Collection</i> . The default value is <i>NA-Blank</i> .
Allow Override of Load Status	An override capability to control the use of the same option set on the Billing Profile level.
Past Due Days for Write-Off	This option indicates the number of days for the offline process to automatically select the past due receivables to be written off. The default is <i>zero</i> .
Allow Override of Past Due Days	This option indicates that the Past Due Days for Write-Off option can be overridden on the Billing Profile level.
Pending Write Off Table Load Status	This option indicates the status with which selected records are loaded to the Potentially Uncollectible Transactions Input table. Valid values are <i>NA-Blank</i> and <i>Approved for Write Off</i> . The default value is <i>NA-Blank</i> . An override capability to control the use of the same option set on the Billing Profile level.
Allow Override of Load Status	An override capability to control the use of the same option set on the Billing Profile level.

Line Limit for Generated Write-Offs	This is a required numeric field that specifies the maximum number of vendor/customer lines a write-off document can have when generated by the WO Generation process. It is a numeric field with valid values from 01 to 99. The default value is 01.
Allow Override of Line Limit	An override capability to control the use of the same option set on the Billing Profile level.
<i>Payment Plans</i>	
Payment Plan Agreement Notification	This is a billing instruction code that will be printed on a payment plan agreement notification.
Allow Override of Agreement Notification	An override capability to control the use of the same option set on the Billing Profile level.
Payment Plan Completion Notification	This is a billing instruction code that will be printed on a payment plan completion notification.
Allow Override of Completion Notification	An override capability to control the use of the same option set on the Billing Profile level.
Payment Plan Reminder Notification	This is a billing instruction code that will be printed on a payment plan reminder notification.
Allow Override of Reminder Notification	An override capability to control the use of the same option set on the Billing Profile level.
Payment Plan Cancellation Notification	This is a billing instruction code that will be printed on a payment plan cancellation notification.
Allow Override of Cancellation Notification	An override capability to control the use of the same option set on the Billing Profile level.
Automatic NSF Check Cancellation	This field indicates whether payment plans will be cancelled when NSF checks are received.
Allow Override of Automatic NSF Check Cancellation	An override capability to control the use of the same option set on the Billing Profile level.
Automatic	This field indicates the number of times payments can be missed

Cancellation After Number of Missed Payments	before the payment plan is automatically cancelled.
Allow Override of Number of Missed Payments	An override capability to control the use of the same option set on the Billing Profile level.
Minimum Days Between Payment Plan Start Date & First Due Date	This field indicates the minimum number of days that are required between the Start Date and First Due Date on the Payment Plan table.
Allow Override of Start Date & First Due Date	An override capability to control the use of the same option set on the Billing Profile level.
Payment Plan Print Date Lag	This field indicates when Payment Plan Reminder Notifications should be sent to customers.
Allow Override of Payment Plan Print Date Lag	An override capability to control the use of the same option set on the Billing Profile level.
Final Payment Plan Lag	This field defines the number of days that the Payment Plan Maintenance Batch Process will allow a payment plan to remain open before closing it.

Please refer to the *AMS Advantage Financial - Accounts Receivable User Guide* for more details about the available revenue options and controls.

Fixed Asset Controls

The Fixed Asset section on the System Options table has two sections:

- **General Information** - Please refer to the *AMS Advantage Financial - Fixed Assets User Guide* for more information on this section.
- **Summarization (for FAR Accounting)** - If an option is selected in this section, then the field is summarized on the FAR Accounting table. Please refer to the 'System Options' section in the *Advantage Financial - Fixed Assets User Guide* for more information.

Date Tables

Four date measurements are defined in the Financial application in addition to the calendar feature built into the application that is most visible with the calendar picks available for date fields. Definition of these date measures has to occur before most other activity can take place in the application, starting with Fiscal Years, Accounting Periods, and ending with Calendar Dates. The fourth measure is one that is standard and requires no definition - Fiscal Quarters.

Four variants of the term year are used in reference to accounting entries: Calendar Year, Fiscal Year (FY), Accounting Fiscal Year (AFY), and Budget Fiscal Year (BFY). Of the four, only the fiscal year and accounting fiscal year are the same measurement. If a government operates financially on a calendar year, then the first three become the same measurement. However, that is often not the case, thus a difference arises between calendar and fiscal year. A calendar year is the familiar year of January 1 to December 31. The fiscal year is then defined as July 1 to June 30 or October 1 to September 30, depending on the government.

The budget fiscal year is often seen as having the same definition of the fiscal year, however, activity against that budget fiscal year can occur before the start of the fiscal year begin date and after the fiscal year end date. For that matter, accounting activity can occur against a fiscal year before and after the official start and end dates of that year. This pre and post activity is a choice that is tightly controlled within a financial application by one or more of the means described here in this users guide.

Four variants of the term accounting period are used in reference to accounting entries: Accounting Period (APD), Period (PER), Fiscal Period, and Month. Periods 1 thru 12 are the easiest ones to understand because they equate to the 12 months found in a year. AMS Advantage Financial allows for the definition of up to 99 periods to provide reporting and control flexibility. The most common application of accounting periods will extend into periods 13 and possibly 14, called adjustment periods, to contain different accounting entries processed in a subsequent year against a prior year. With 99 periods, an application can have all of the adjustment periods necessary. In fact, an application can even be defined to have bi-weekly or weekly periods, given 99 are available.

This section contains the following sections:

- [Fiscal Year](#)
- [Fiscal Year by Fund](#)
- [Accounting Period](#)
- [Accounting Period by Fund](#)
- [Calendar Date](#)
- [Document Usage](#)

Fiscal Year

A single reference table defines all the years available to an application in the Fiscal Year and Budget Fiscal Year fields found on reference tables and documents.

Fiscal Year				
Fiscal Year	End Date	Closed	Archived	Closing Process Run
✓		No	No	No

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*Fiscal Year :
 End Date : 
 Closed : ☐
 Archived : ☐
 Closing Process Run : ☐

The fields on the Fiscal Year (FY) table are as follows:

Field Name	Field Description
Fiscal Year	Each year is defined as CCYY.
End Date	The last calendar date associated with the end of a fiscal year. This date is used for reporting only and not for editing.
Closed	A flag to indicate that a fiscal year is closed to further activity. The term often given to this type of close is a 'soft' close. Activity will only be allowed for those document codes marked Soft Close Override Allowed on the Document Control table and the user has the appropriate override authority. This capability is occasionally given to certain documents limited to the accounting office.
Archived	A flag to indicate that the Journal/Ledger Archive process has archived data in one or more journals or ledgers for the year. Document activity for such a year will not be allowed against a year with this flag selected.
Closing Process Run	A flag to indicate that the Annual Closing Process has been successfully run against the fiscal year. Activity will only be allowed for those document codes marked Hard Close Override Allowed on the Document Control table and the user has the appropriate override authority. This capability is rarely given to a document code.

Fiscal Year by Fund

When a fund code requires a 'soft' close of a fiscal year before the year is closed to all other funds, this table provides that ability. It does not provide the ability to remove a system-wide soft close for a given fund.

Fiscal Year By Fund

Fiscal Year	Fund	Name	Closed
✓			No

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*Fiscal Year :

*Fund :

Closed : ☐

The fields on the Fiscal Year by Fund (FYFD) table are as follows:

Field Name	Field Description
Fiscal Year	The year is defined as CCYY and must be valid on the Fiscal Year table.
Fund	A field for specifying a fund code for a soft close. The fund value must be valid on the Fund reference table with the Fiscal Year on the FYFD record.
Closed	A flag to indicate that a fiscal year is closed to further activity for a fund code. Activity will only be allowed for those document codes marked Soft Close Override Allowed on the Document Control table and the user has the appropriate override authority.

Accounting Period

A single reference table defines all the accounting periods available to an application in the Accounting Period and Period fields found on reference tables and documents. Each accounting period is also associated with a fiscal quarter that will be inferred on documents for reporting purposes and optionally for allotment control.

Two accounting periods have a special meaning within the application, 0 and 99. The Annual Closing Process expects these values for each fiscal year. Closing entries are posted to the 99 period in the year closed and all forwarded balances are posted to the 0 period in the new year.

Accounting Period					
Fiscal Year	Period	Quarter	Name	End Date	Closed
✓					No

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*Fiscal Year : 
 End Date : 

*Period :
 Adjustment Period : ☐

*Quarter : 
 Closed : ☐

*Name :
 Closing Process Run : No

The fields on the Accounting Period (APD) table are as follows:

Field Name	Field Description
Fiscal Year	Each accounting period is defined to a fiscal year entered as CCYY. Values must be valid on the Fiscal Year table.
Period	Each accounting period is defined as an integer from 0 to 99.
Quarter	Each accounting period is associated with one of the four valid quarter values: <i>First, Second, Third, or Fourth</i> .
Name	Each accounting period is associated with a name. For those periods that equate to a month, the value entered as the name is usually the name of the month. For all other adjustment periods, the name is often one associated with the type of adjustments that occur or other names familiar to users.
End Date	The last calendar date associated with the end of an accounting period. This date is used for reporting only and not for editing.
Adjustment Period	A flag to indicate that an accounting period is an adjustment period. Use of the field is primarily for reporting, but the allotment functionality in budgeting uses the flag when determining which allotment period to update when the Allotment Frequency is set to <i>Accounting Period</i> .
Closed	A flag to indicate that an accounting period is closed to further activity. The term often given to this type of close is a 'soft' close. Activity will only be allowed for those document codes marked Soft Close Override Allowed on the Document Control table and the user has the appropriate override authority. This capability is occasionally given to certain documents limited to the accounting

	office.
Closing Process Run	A flag to indicate that the Monthly Closing Process has been successfully run against the accounting period. Activity will only be allowed for those document codes marked Hard Close Override Allowed on the Document Control table and the user has the appropriate override authority. This capability is rarely given to a document code.

Accounting Period by Fund

When a fund code requires a 'soft' close of an accounting period before the period is closed to all other funds, this table provides that ability. It does not provide the ability to remove a system-wide soft close for a given fund.

Accounting Period By Fund

	Fiscal Year	Period	Quarter	Name	Fund	End Date
✓						

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*Fiscal Year :  End Date :
 *Period :  Closed : ☐
 Name : Adjustment Period : ☐
 *Fund : 

The fields on the Fiscal Year by Fund (APDFD) table are as follows:

Field Name	Field Description
Fiscal Year	The year is defined as CCYY and must be valid on the Fiscal Year table.
Period	Each accounting period is defined as an integer from 0 to 99 and must be valid on the Accounting Period table.
Name	A display of the associated name with the accounting period as defined on the Accounting Period table.
Fund	A field for specifying a fund code for a soft close. The fund value must be valid on the Fund reference table with the Fiscal Year on the FYAPD record.

Fund Name	A display of the associated name with the fund code as defined on the Fund table.
End Date	A display of the end date associated with an accounting period on the Accounting Period table.
Closed	A flag to indicate that an accounting period is closed to further activity for a fund code. Activity will only be allowed for those document codes marked Soft Close Override Allowed on the Document Control table and the user has the appropriate override authority.
Adjustment Period	A display of the adjustment flag for the accounting period as defined on the Accounting Period Table.

Calendar Date

Every calendar date for a fiscal year is defined on the Calendar Date table. Not for the calendar pick functionality found throughout the application, but to enable documents to default accounting periods and fiscal year. An additional use of the table comes in several batch programs that use the various flags to determine the appropriate day for an action.

Calendar Date

Calendar Date	Fiscal Year	Fiscal Period	Holiday	Federal/Bank Holiday	Weekend
✓			No	No	No

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Calendar Date : 

*Fiscal Year : 

*Fiscal Period : 

Holiday : ☐

Federal/Bank Holiday : ☐

Weekend : ☐

Billing Month Last Day : ☐

The fields on the Calendar Date (CLDT) table are as follows:

Field Name	Field Description
Calendar Date	Each date is defined MM/DD/CCYY.
Fiscal Year	The default fiscal year value to be inferred for the calendar date.

Fiscal Period	The default accounting period value to be inferred for the calendar date.
Holiday	A flag to indicate that a calendar date is to be considered a holiday.
Federal/Bank Holiday	A flag to indicate that a calendar date is to be considered a federal or bank holiday.
Weekend	A flag to indicate that a calendar date falls on a weekend.
Billing Month Last Day	A flag to indicate that a calendar date is the last day of a month for billing purposes. The last day of a month that is not a holiday or a weekend usually has this distinction.

Document Usage

Most documents contain a date to record an 'as of date' as opposed to a time stamp of when a document was successfully processed. This as of date can always be found on the document Header. The date is most often call Record Date but can also go by other names such as Transaction Date, Invoiced Date, Received Date, and a few others. A value does not have to be entered in the Record Date field. If not entered, the system will put the current Application Date, as defined on the Application Parameters (APPCTRL) page, into the Record Date when the document goes to *Final* Phase. When not entered, that Application Date is used by the document for processing.

To control what dates can be entered in the **Record Date** field, the Document Control (DCTRL) table has flags to allow either future dates or past dates. These controls are important for those Document Codes that should not be allowed to fall into a prior or a future BFY stage (please refer to the "[BFY Staging Configuration](#)" in the *Advantage Financial General Accounting Users Guide* for more information on that control feature).

Whether a Record Date is entered or the Application Date is being used, the application takes that date to the Calendar Date (CLDT) table to get the default Fiscal Year and Fiscal Period. These two values are used by the document if values for them were not manually entered on the Header or Accounting/Budget Line. If a value for Fiscal Year or Period are entered or defaulted, those values are edited against the Fiscal Year (FY) and Accounting Period (APD) pages. The edit is not only for being valid values but also for being 'soft closed' or 'hard closed'. The application also edits the Fiscal Year by Fund (FYFD) and Accounting Period by Fund (APDFY) tables for being 'soft closed'.

Budget Fiscal Year (BFY) is also another date field that most documents show on the Header and Accounting/Budget Line document components. This year behaves differently than the Fiscal Year in several ways:

- It can be 9999 if multi-year budgeting is being used. The 9999 can be entered, but most implementations have it default for users. Please refer to the "Inference Tables" section in the *AMS Advantage Financial - Budgeting Users Guide* for more information.
- If a BFY is not supplied or inferred, the BFY is set to equal the FY entered or defaulted.

- A BFY entered, inferred, or defaulted on a prior version cannot be changed on a subsequent version with the exception of the Open Activity Roll chain jobs.
- BFY is copied forward for **Reference Types** of *Partial*, *Final*, and *Inverse* when the **Infer Code** check box is selected for a Document Code on Document Control (DCTRL).
- There is no concept of a 'soft closed' or 'hard closed' BFY. For control of what can happen when against a BFY, the application relies on BFY Staging.

Default Accounts

Several tables in AMS Advantage Financial provide default accounts to accounting documents to assist users in recording many different accounting events. As all accounting events (except a few exceptions in the Cost Accounting area) contain both a debit and a credit, there are two accounts associated with every accounting event. Users only have to code one side of most accounting transactions, often referred to as the 'nominal side'. The application is configured to automatically infer the second account, usually a balance sheet account.

The following tables can provide default accounts information to documents:

- Accounting Template (ACTPL)
- Bank (BANK)
- Billing Profile (BPRO)
- Fixed Asset Type (FATYP)
- Internal Vendor Accounting Data (IVAD)
- Inventory Maintenance (INVN)
- Revenue Source (RSRC)
- Special Accounts (SPEC)
- Special Fund Accounts (SPECFUND)
- Warehouse (WHSE)
- Any Chart of Account Inference Table

This section of the user guide is divided into the following areas:

- [Special Accounts & Special Fund Accounts](#)
- [Bank](#)
- [Revenue Source & Billing Profile](#)
- [Warehouse & Inventory Maintenance](#)
- [Fixed Asset Type](#)
- [Internal Vendor Accounting Data](#)
- [Accounting Template & Other COA Inference Tables](#)

Special Accounts & Special Fund Accounts

SPEC supplies the majority of default accounts. Many of the tables listed under the "[Default Accounts](#)" section are only used if certain functional areas within the application are used (FATYP, IVAD, WHSE, and INVN). SPEC and the Bank table must be completed before any accounting documents are processed to enable users with the ability to only enter one side of an accounting transaction. Which accounts default when, is controlled by configuration that is detailed in the "[Accounting Model](#)" section later in the *AMS Advantage General Accounting User's Guide*. Review of that section after the current one is imperative in the complete understanding of defaulting accounts.

Records on SPEC are unique by fiscal year. A year-end process exists to populate the table with values for a coming year so you do not have to enter them manually unless you choose. For brevity, when the term SPEC is used from this point forward, it refers to SPEC and SPECFUND unless otherwise noted.

Some features of SPEC will resemble those in previous versions of AMS Advantage Financial, while many will be new. Although SPEC has one page code that is found through the Page Search feature, you will find the single entry leads actually into different pages for different functional areas. These areas are represented on the left-hand menu of the page for easy navigation: Accounts Payable, Procurement, Revenue, Miscellaneous, and Fixed Assets. Instead of separate page codes for each area, they are consolidated into just one. SPECFUND contains one additional section for Investment default accounts.

Most SPEC accounts contain a field for both a primary element code and a sub element code followed by a flag that will allow overrides. Although certain default accounts (those in the revenue area) are available on other tables, these override flags do not control them. The override flags are specifically for the Special Fund Accounts table. If allowed to override, it does not mean that the account has to be defined on SPECFUND. Application logic will use the SPECFUND if set and if not, the SPEC account will be used.

One advantage to using the SPECFUND account table is that a certain fund code can use a different default balance sheet account (BSA) than all other funds because they need a different BSA name for reporting reasons. However, the more likely reason is that the fund needs a BSA that has a different **Level of Control** setting than the one used system wide. For example, the BSA uses system wide can never get a contrary balance for the account type, but for that fund it has to be allowed.

All accounts are optional unless a SOPT option setting has made the value required. If a document is validated with a posting code set up to infer a blank SPEC account, an error will be issued, preventing the document from accepting. Therefore, it is not necessary to have default accounts set up for accounting events that are not used.

In all cases, a value entered in a SPEC field must be valid on the specific Chart of Account (COA) reference table for the Fiscal Year of the SPEC record. Validation statements made about a type of BSA refer to the **Account Type** field on the BSA chart of account table. Validation statements made about the memo account status refer to the **Memo Account** flag on the BSA table. As many default accounts contain a primary and a sub account, listings below contain only one entry for the pair of fields.

The following tables provide you with the available options and descriptions for the various functional areas on SPEC.

This section includes the following areas:

- [Accounts Payable Defaults](#)
- [Purchasing and Procurement Defaults](#)

- [Revenue Defaults](#)
- [Miscellaneous Defaults](#)
- [Fixed Assets Defaults](#)
- [Investments Defaults](#) (SPECFUND Table)

Accounts Payable Defaults

Default Account	Description
Disbursement Option	The option by the same name of SOPT is inferred from for the corresponding year to assist in the completion of default account values that contain edits for being required based on this option.
Disbursements Payable	This default specifies the balance sheet BSA and SBSA used to record the liability between the point of accrued expenditure and disbursement. Must be a valid liability type BSA and cannot be a memo account. It is inferred normally when requesting a disbursement to be made.
Disbursements Payable Sub Account	The default sub balance sheet account code used to record the liability when a document requests a payment to be made.
Disbursements Payable Override	When selected, the disbursements payable off account can be overridden by an individual fund.
Accounts Payable	This default indicates the BSA and SBSA code used to record the liability in a user-defined payment situation. The balance sheet account must be a valid liability type balance sheet account and cannot be a memo account. The code can be inferred by the posting code.
Accounts Payable Sub Account	The sub-balance sheet account code used to record the liability between the accrued expenditure and disbursement. The sub-balance sheet account must be a valid liability type balance sheet account and cannot be a memo account. The code can be inferred by the posting code.
Accounts Payable Override	When selected, the accounts payable account can be overridden by a individual fund.

Warrants Payable	This default specifies the BSA and SBSA to be used to record the liability between the warrant issue and warrant redemption. It is required when the Disbursement Option is <i>Standard Warrant</i> or <i>Clearing Fund Warrant</i> . If this option is set to anything else, the field is optional. Must be a valid liability type BSA and cannot be a memo account.
Warrants Payable Sub Account	The sub-balance sheet account code used to record the liability between the warrant issue and the warrant redemption. You can only enter an account code when the disbursement option on the System Options and Controls window is Standard Warrant or Clearing Fund Warrant. You cannot enter a sub-account code if the disbursement option is Check/EFT. The sub-balance sheet account must be a valid liability type balance sheet account and cannot be a memo account.
Warrants Payable Override	When selected, the warrant payable code can be overridden.
Warrant Clearing Fund	This default specifies the Fund and Sub Fund designated to track warrants payable and maintains cash balances for warrant clearing. No restrictions on fund and sub fund except year matching. Required if the Disbursement option is Clearing Fund Warrant. Otherwise, the field is optional.
Warrant Clearing Sub Fund	The sub fund designated to track warrants payable and maintains cash balances for warrant clearing. Will be used along with the Warrant Clearing Fund when the System Default Account table allows the override.
Warrant Clearing Fund Override	When selected, the fund or sub-fund associated with warrant clearing can be changed.
Payroll Clearing Fund	This default specifies the Fund and Sub Fund designated to track payroll liabilities and cash reserved until checks are cleared. This field must be a valid Fund. This field is used when interfacing to other payroll applications other than AMS Advantage® HRM.
Payroll Clearing Sub Fund	The sub-fund designated to track payroll liabilities and cash reserved until checks are cleared.
Payroll Clearing Fund Override	When selected, the fund or sub-fund associated with payroll clearing can be changed.
Backup Withholding On	The option by the same name on SOPT is inferred from the corresponding year to assist in the completion of default account values. When the option is on, the default account is required.

Backup Withholding Payable	This default contains the BSA and SBSA used to maintain the balance of withholding offset amounts payable to the IRS. Must be a valid liability type BSA and cannot be a memo account. Required if Backup Withholding is Yes. Otherwise, it is optional.
Backup Withholding Payable Sub Account	The sub balance sheet account code used to record the liability between money is withheld from a vendor payment because of an IRS lean.
Backup Withholding Payable Override	An indicator that controls whether a fund can substitute its backup withholding payables account for the system-wide default.
Intercept Application On	The option by the same name on SOPT is inferred from the corresponding year to assist in the completion of default account values. When the option is on, the default account is required.
Intercept Payable	This default contains the BSA and SBSA used to accumulate payment-offset amounts before transfer to the claim recipient. Must be a valid liability type BSA and cannot be a memo account. Required if Payment Intercept is Yes. Otherwise, it is optional.
Intercept Payable Sub Account	The sub balance sheet account code used to record the liability of a disbursing fund because a portion of the cash to be paid the vendor was withheld because of an intercepted receivable. The liability is to the fund of the intercept and will be cleared with an internal document.
Intercept Payable Override	When selected, the intercept payable account can be overridden by an individual fund.
Intercept Cash Account	This default contains the BSA and SBSA used to accumulate the cash set aside in a payment intercept before transferring it to the claim recipient. Must be a valid asset type BSA, a cash account, and cannot be a memo account. If Payment Intercept is set to Yes, it is required. Otherwise, it is optional.
Intercept Cash Sub Account	The sub balance sheet account code used to record cash intercepted during a payment to a vendor that is also a customer which has an outstanding receivable.
Intercept Cash Override	When selected, the intercept cash account can be overridden by an individual fund.
Retainage Payable	This default contains the valid BSA and SBSA used when a disbursement is processed to pay a payment request with contract retainage. Must be a valid liability type BSA and cannot

	be a memo account.
Retainage Payable Sub Account	The sub-balance sheet account that records retainage that is withheld from vendor payments during payment request processing. Must be valid for the primary account defined as the retainage payable account.
Retainage Payable Override	Override flag that controls whether a fund can substitute retainage payable for the system-wide default.
Stale Dated Payable	This default contains the BSA and SBSA used to transfer the liability of a disbursement when it is deemed stale. Must be a valid liability type BSA and cannot be a memo account. Required if the Stale Date Checks option on SOPT is Yes. Otherwise, the field is optional.
Stale Dated Payable Sub Account	A sub-balance sheet account where an amount previously booked to cash (for checks) or warrants payable (for certain warrants) is recorded when a disbursement is put in stale status because it has not been redeemed after a specified number of days. Must be a liability account and cannot be a memo account.
Stale Dated Payable Override	Override flag that controls whether a fund can substitute stale dated payable for the system-wide default.
Escheat Payable	This default contains the BSA and SBSA used to transfer the liability of a disbursement when it is deemed escheated. Must be a valid liability type BSA and cannot be a memo account. Required if the Escheat Checks option on SOPT is Yes. Otherwise, the field is optional.
Escheat Payable Sub Account	The sub balance sheet account where an amount previously booked to cash (for checks), warrants payable (for certain warrants), or previously recorded stale payables is recorded to when a disbursement is put in escheat status because the disbursement has not been redeemed after a specified number of days.
Escheat Payable Override	An indicator that controls whether a fund can substitute its escheat payable account for the system-wide default.
Use Tax Payable	This default contains the BSA and SBSA used when a disbursement is processed to pay a payment request that accounts for use taxes. Must be a valid liability type BSA and cannot be a memo account.
Use Tax Payable Sub Account	The sub-balance sheet account that is used to record taxes imposed by states to collect taxes on sales which do not take

	place in their state. These taxes are recorded to the account at the time of payment request, whether purchased locally or from an out-of-state vendor. Must be valid for the primary account used in the Use Tax Payable account.
Use Tax Payable Override	Override flag that controls whether a fund can substitute use tax payable for the system-wide default.
Expenditure Offset	This default contains the BSA and SBSA used as the offset asset accounts when an expenditure has occurred to acquire the asset. Must be a valid equity type BSA and cannot be a memo account.
Expenditure Offset Sub Account	The default sub balance sheet account code used to offset the account that records a pre paid asset.
Expenditure Offset Override	When selected allows the default account to be overridden with a value from the Fund Special Accounts.
Undistributed Receipts	This default contains the BSA and SBSA used when a retainage forfeiture occurs and the retainage was taken in a budget fiscal year that is prior to the accounting year it is being forfeited in. Must be a valid liability type BSA and cannot be a memo account.
Undistributed Receipts Sub Account	The default sub balance sheet account code used by the Retainage Payout process to record forfeited retainage when the budget fiscal year used when the retainage was taken is less than the current year.
Undistributed Receipts Override	An indicator that when selected will allow individual funds to use their default account for undistributed receipts.
Cancelled Disbursements Payable	This default balance sheet account is used to record the liability when a disbursement is cancelled. The balance sheet account must be a valid liability type balance sheet account and cannot be a memo account.
Cancelled Disbursements Payable Sub Account	The default sub balance sheet account code used to record the liability when a disbursement is cancelled.
Cancelled Disbursements Payable Override	When selected allows the default account to be overridden with a value from the Fund Special Accounts.

Purchasing and Procurement Defaults

Default	Description
Due From Fund	Used for internal accounting that does not result in a cash transfer for both parties. Such is the case when banks are different between the parties. The account is most commonly associated with the seller or provider. It must be a valid Asset type BSA and cannot be a Memo account.
Due From Fund Sub Account	The default Sub-Balance Sheet Account used for intergovernmental payment transactions that result in cash transfer for the purchasing party.
Due From Fund Override	An indicator that if set to 'Yes', allows the areas to define their own due from fund-cash expenditure Balance Sheet Account; if set to 'No', then due from fund-cash expenditure defined on System Options and Controls is the default Balance Sheet Account system-wide.
Due to Fund	Used for internal accounting that does not result in a cash transfer for both parties. Such is the cash when banks are different between the parties. The account is most commonly associated with the buyer or receiver. It must be a valid Liability type BSA and cannot be a Memo account.
Due to Fund Sub Account	The default Sub-Balance Sheet Account used for intergovernmental payment transactions that result in cash transfer for the purchasing party.
Due to Fund Override	An indicator that if set to 'Yes', allows the areas to define their own due from fund-cash expenditure Balance Sheet Account; if set to 'No', then due from fund-cash expenditure defined on System Options and Controls is the default Balance Sheet Account system-wide.
Pre Paid Expense	Used to record an asset along with an accrued expenditure when goods or services are paid in advance. It must be a valid Asset type BSA and cannot be a memo account.
Pre-Paid Expense Sub Account	The sub-balance sheet account code used to record an asset instead of a cash expenditure when goods or services are paid in advance for clients that do not operate on a strict cash basis. The sub-account must be a valid asset type balance sheet account.
Pre-Paid Expense Override	When selected, the pre-paid asset balance account can be overridden by an individual fund.

Reserve for Memo Pre Encumbrance	Used for an offset account when requesting goods for inventory. Used by the consumption method of inventory accounting. Must be a valid Contra Asset type BSA.
Reserve for Memo Pre Encumbrance Sub Account	A fund's default Sub Balance Sheet Account used for inventory transactions that will be used in the consumption method of inventory.
Reserve for Memo Pre Encumbrance Override	Indicates whether the default reserve for the memo pre-encumbrance account may be overridden at the fund level.
Reserve for Memo Encumbrance	Used by the consumption method of inventory accounting. Must be a valid Contra Asset type BSA. Used for an offset account when ordering goods for inventory.
Reserve for Memo Encumbrance Sub Account	The sub balance sheet account used as an offset when ordering goods for inventory.
Reserve for Memo Encumbrance Override	Indicates whether the default reserve for the memo encumbrance account may be overridden at the fund level.
Reserve For Pre Encumbrance	Used as an offset to the nominal account that updates expense budgets for a formal requisition of goods or services. Must be a valid Equity type BSA.
Reserve for Pre Encumbrance Sub Account	The sub balance sheet account used as an offset when requisitioning goods for inventory.
Reserve for Pre Encumbrance Override	Indicates whether the default reserve for the pre-encumbrance account may be overridden at the fund level.
Reserve for Encumbrance	Used as an offset to the nominal account that updates expense budgets for a formal order of goods or services. Must be a valid Equity type BSA.
Reserve for Encumbrance Sub Account	The sub-balance sheet account used as an offset to the nominal account that updates expense budgets for a formal order of goods or services.
Reserve for Encumbrance Override	Indicates whether the default reserve for the encumbrance account may be overridden at the fund level.
Inventory Due From	Used for inventory accounting that does not result in a cash transfer for both parties. The account provides an alternative to

Fund	the common Due From Field in order to track inventory transactions separately. Must be a valid Asset type BSA and cannot be a Memo account.
Inventory Due From Fund Sub Account	The default Sub Balance Sheet Account used for intra-governmental transactions where an asset other than cash is used as the offset.
Inventory Due From Fund Override	An indicator that if selected, set to 'Yes', allows other areas to define the Due From Fund Balance Sheet Account; if not selected, set to 'No', then the Due From Fund defined on System Options and Controls is the default Balance Sheet Account system-wide.
Inventory Due to Fund	Used for inventory accounting that does not result in a cash transfer for both parties. The Account provides an alternative to the common Due To Field in order to track inventory transactions separately. Must be a valid Liability type BSA and cannot be a Memo account.
Inventory Due To Fund Sub Account	The default Sub Balance Sheet Account used for intra-governmental transactions where a liability is used rather than a credit to cash.
Inventory Due To Fund Override	An indicator that if selected, set to 'Yes', allows other areas to define their own Due To Fund Balance Sheet Account; if not selected, set to 'No', then the Due To Fund defined on SOPT is the default Balance Sheet Account system-wide.
Inventory Offset	The default balance sheet account code used to offset the account that records an inventory account when using the purchase method of accounting. The balance sheet account must be a valid equity type account and cannot be a memo account.
Inventory Offset Sub Account	The default sub balance sheet account code used to offset the inventory account when using the purchase method of accounting.
Inventory Offset Override	An indicator that if selected, set to 'Yes', allows other areas to define their own default Balance Sheet Account; if not selected, set to 'No', then the fund defined on SOPT is the default Balance Sheet Account system-wide.

Revenue Defaults

Default	Description

Billed Unearned Receivable	This default will contain the valid BSA and SBSA used to record the receivable when billing for revenue that has not met the criteria of being Earned according to accounting principles. Must be a valid Asset type BSA that cannot also be indicated as a cash account or be a Memo Account.
Billed Unearned Receivable Sub Account	The sub balance sheet account code used to record the receivable when billing for revenue that has not met the criteria for being earned according to accounting principles.
Billed Unearned Receivable Override	An override flag that controls whether a fund can substitute billed unearned receivable for the system-wide default.
Billed Earned Receivable	This default will contain the valid BSA and SBSA used to record the receivable when billing for revenue that has met the criteria of being Earned according to accounting principles. It must be a valid Asset type BSA that cannot also be indicated as a cash account or be a Memo Account.
Billed Earned Receivable Sub Account	The sub balance sheet account code used to record the receivable when billing for revenue that has met the criteria for being earned according to accounting principles.
Billed Earned Receivable Override	An override flag that controls whether a fund can substitute the billed earned receivable for the system-wide default.
Billed Unearned Revenue	This default will contain the BSA and SBSA used to record the amount, that when collected will be a liability, as an offset to the receivable asset when billing for revenue that has not met the criteria of being Earned according to accounting principles (a.k.a. Deferred Revenue or Advanced Revenue). Must be a valid Liability type BSA and cannot be a Memo Account.
Billed Unearned Sub Revenue	The sub-balance sheet account code used to record the amount, that when collected will be a liability, as an offset to the receivable asset when billing for revenue that has not met the criteria of being earned according to accounting principles. (This is also known as deferred revenue or advanced revenue).
Billed Unearned Revenue Override	An override flag that controls whether a fund can substitute billed unearned revenue for the system-wide default.
Collected Unearned Revenue	This default will contain the BSA and SBSA used to record the amount of revenue collected that has not met the criteria of being Earned according to accounting principles. Must be a valid Liability type BSA and cannot be a Memo Account.
Collected Unearned	The sub-balance sheet account code used to record the amount of revenue collected that has not met the criteria of being earned

Sub Revenue	according to accounting principles.
Collected Unearned Revenue Override	An override flag that controls whether a fund can substitute collected unearned revenue for the system-wide default.
Earned Receivable	This default will contain the BSA and SBSA used to record earned receivables when an invoice or statement should not include the receivable at the present time. Must be a valid Asset type BSA and cannot be a Memo Account.
Earned Receivable Sub Account	The sub-balance sheet account used to record earned receivables when an invoice or statement should not include the receivable at the present time.
Earned Receivable Override	When selected, this option allows the default account to be overridden with a value from the Fund Special Accounts.
Allowance for Bad Debt	This default will contain the valid BSA and SBSA used in the allowance method of accounting for uncollectible accounts. It must be a valid Contra Asset type BSA and cannot be a Memo account. A value for this account is required.
Allowance for Bad Debt Sub Account	The sub-balance sheet account code used in the allowance method of accounting for uncollectible accounts.
Allowance for Bad Debt Override	When selected, the allowance for bad debt account can be overridden by an individual fund.
Bad Debt Expense Object	This default will contain the valid Object and Sub Object used in both the allowance and direct method of accounting for uncollectible accounts. The field is optional, but should be completed if the Direct method is used for Write Offs.
Bad Debt Expense Sub Object	The sub-object code used in both the allowance and direct method of accounting for uncollectible accounts.
Bad Debt Expense Object Override	When selected, the bad debt expense object can be overridden by an individual fund.
Billed Deposits Receivable	This default will contain the valid BSA and SBSA used to record the receivable when billing for deposits. Must be a valid asset type BSA that cannot also be indicated as a cash account or a Memo Account.
Billed Deposits Receivable Sub	The sub balance sheet account code used to record the receivable when billing for a deposit.

Account	
Billed Deposits Receivable Override	When set to YES, billing profiles and revenue sources may supply a different asset account for billed deposits receivable.
Billed Deposits	This default will contain the valid BSA and SBSA used to record the amount of a deposit billed. Must be a valid Liability type BSA and cannot be a Memo account.
Billed Deposits Sub Account	The sub balance sheet account code used to record the receivable when billing for deposits.
Billed Deposits Override	An override flag that controls whether a fund can substitute billed deposits for the system-wide default.
Collected Deposits	This default will contain the valid BSA and SBSA used to record the amount of a deposit collected. Must be a valid Liability type BSA and cannot be a Memo account.
Collected Deposits Sub Account	The sub balance sheet account code used to record the amount of a collected deposit.
Collected Deposits Override	An override flag that controls whether a fund can substitute collected deposits for the system-wide default.
NSF Check Charge Revenue Source	This default specifies the Revenue Source and Sub Revenue Source used to record revenue (billed or collected) for a non-sufficient funds charge on a payment from a customer that did not clear the bank.
NSF Check Charge Sub Revenue Source	The sub revenue source used to record revenue (billed or collected) for a non-sufficient funds charge on a payment from a customer that did not clear the bank.
NSF Check Charge Revenue Source Override	An override flag that controls whether a fund can substitute NSF check charge revenue source for the system-wide default.
Credit Card Fee Object	This default will contain the valid Object and Sub Object used when a charge is absorbed when a customer makes a payment with a credit card.
Credit Card Fee Sub Object	The sub-object used when a charge is absorbed when a customer makes a payment with a credit card.
Credit Card Fee Object	An override flag that controls whether a fund can substitute a

Override	credit card fee object for the system-wide default.
Billed Vendor Refund	This default will contain the valid BSA and SBSA used to record the asset when billing a vendor for a refund of a portion of a previous payment that was in excess or when goods were returned. Must be a valid Asset type BSA that is not also indicated as a cash account or a Memo account.
Billed Vendor Refund Sub Account	The sub balance sheet account code used to record the asset when billing a vendor for a refund for a portion of a previous payment that was in excess.
Billed Vendor Refund Override	An override flag that controls whether a fund can substitute billed vendor refund for the system-wide default.
Vendor Refund Expenditure Holding Account	This default will contain the valid BSA and SBSA used when billing a vendor for a refund for a portion of a previous payment that was in excess or when goods were returned. The use of this account does not give back budgetary authority immediately upon billing. The authority will not be restored until actual collection. It must be a valid Contra asset BSA and cannot be a Memo account.
Vendor Refund Expenditure Holding Sub Account	The sub-balance sheet account code used when billing a vendor for a refund for a portion of a previous payment that was in excess or when goods were returned.
Vendor Refund Expenditure Holding Account Override	An override flag that controls whether a fund can substitute the vendor refund holding account for the system-wide default.
Unearned Receivable Write Off	This default will contain a valid BSA and SBSA used in the recording of unearned receivables being written off. It must be a valid Asset type and Memo BSA that is not indicated as a cash account.
Unearned Receivable Write Off Sub Account	The sub balance sheet account code used in the recording of unearned receivables being written off.
Unearned Receivable Write Off Override	An override flag that controls whether a fund can substitute unearned receivable write-off for the system-wide default.
Unearned Revenue Write Off	This default will contain a valid BSA and SBSA used in the recording of unearned revenue being written off. It must be a valid Contra Asset type and Memo BSA.
Unearned Revenue	The sub-balance sheet account code used in the recording of

Write Off Sub Account	unearned revenue being written off.
Unearned Revenue Write Off Override	An override flag that controls whether a fund can substitute unearned revenue write-off for the system-wide default.
Deposit Receivable Write Off	This default will contain a valid BSA and SBSA used in the recording of deposit receivables being written off. It must be a valid Asset type and Memo BSA that is not also indicated as a cash account.
Deposit Receivable Write Off Sub Account	The sub balance sheet account used when a receivable for a deposit is written off.
Deposit Receivable Write Off Override	An override flag that controls whether a fund can substitute unearned revenue write-off for the system-wide default.
Billed Deposit Write Off	This default will contain a valid BSA and SBSA used in the recording of deposits being written off. It must be a valid Contra Asset type and Memo BSA.
Billed Deposit Write Off Sub Account	The sub-balance sheet account used when a receivable for a deposit is written off.
Billed Deposit Write Off Override	When selected, the billed deposit write off account can be overridden by an individual fund.
Vendor Refund Receivable Write Off	This default will contain a valid BSA and SBSA used to record a vendor refund receivable being written off. Must be a valid Asset type and Memo BSA that is not also indicated as a cash account.
Vendor Refund Receivable Write Off Sub Account	The sub-balance sheet account code used to record a vendor refund receivable being written off.
Vendor Refund Receivable Write Off Override	An override flag that controls whether a fund can substitute the vendor refund receivable write-off for the system-wide default.
Vendor Refund Write Off	This default will contain a valid BSA and SBSA used in the recording of the accrued expenditure or expenditure holding account being written off for a vendor refund. It must be a valid Contra Asset type and Memo BSA.
Vendor Refund Write Off Sub Account	The sub-balance sheet account code used in the recording of the accrued expenditure or expenditure holding account being written off for a vendor refund.

Vendor Refund Write Off Override	When selected allows the default account to be overridden with a value from the Fund Special Accounts.
Earned Receivable Sent to Collection	This default will contain a valid BSA and SBSA used in the recording of previously billed, earned receivables that have been transferred to a collection agency. It must be a valid Asset type that is not also indicated as a Memo BSA or a cash account.
Earned Receivable Sent to Collection Sub Account	A sub-balance sheet account that replaces the billed earned receivables sub-account when a receivable is sent to a collection agency because of nonpayment.
Earned Receivable Sent to Collection Override	When selected, the earned receivable account can be overridden by an individual fund.
Vendor Refund Receivable Sent to Collection	This default will contain a valid BSA and SBSA used to record previously billed, vendor refunds that have been transferred to a collection agency. It must be a valid Asset type that is not also indicated as a Memo account or cash account.
Vendor Refund Receivable Sent to Collection Sub Account	The sub-balance sheet account used to record previous receivables for vendor refunds that are now sent to a collection agency.
Vendor Refund Receivable Sent to Collection Override	An override flag that controls whether a fund can substitute the vendor refund sent for collection for the system-wide default.
Reserved Overpayment	This default will contain the valid BSA and SBSA used in the recording of monies received into a customer account that have their use restricted. All pre-payments of revenues without a referenced billing will be reserved. It must be a valid Liability type account and not a Memo.
Reserved Overpayment Sub Account	The sub-balance sheet account used in the recording of monies received into a customer account that was in excess of what was owed, and the use of that overpayment should be restricted.
Reserved Overpayment Override	Indicates whether the default reserved overpayment account may be overridden at the fund level.
Unreserved Overpayment	This default will contain the valid BSA and SBSA used in the recording of monies received into a customer account that do not have their use restricted. It must be a valid Liability type and not a Memo.
Unreserved	The sub-balance sheet account used in the recording of monies

Overpayment Sub Account	received into a customer account that were in excess of what was owed; and the use of that overpayment should not be restricted.
Unreserved Overpayment Override	An override flag that controls whether a fund can substitute unreserved overpayment for the system-wide default.

Miscellaneous Defaults

Default	Description
Retained Earnings	Used in the Annual Close Process for certain funds. Must be a valid Equity type BSA and cannot be a Memo account.
Retained Earnings Sub Account	The sub-balance sheet account used in annual closing that all nominal accounts for a particular fund are closed. Must be valid for the primary account defined as the Retained Earnings account.
Retained Earnings Override	An override flag that controls whether a fund can substitute retainage earnings for the system-wide default.
Fund Balance	Used in the Annual Close Process for certain funds. Must be a valid Equity type BSA and cannot be a Memo account
Fund Balance Sub Account	The system default Sub-Balance Sheet Account used in the Annual Close Process for certain funds.
Fund Balance Override	When selected, the fund balance account can be overridden by an individual fund.
Agency Due To	Used in the Annual Close Process for certain funds. Must be a valid Equity type BSA and cannot be a Memo account.
Agency Due To Sub Account	The sub-balance sheet account code to use for intergovernmental transactions. Must be a valid Equity type balance sheet account and cannot be a Memo account. This field is used in the Annual Close Process for certain funds.
Agency Due To Override	When selected, the agency due to account can be overridden by an individual fund.
Net Assets	Used in the Annual Close Process for all funds. Must be a valid Equity type BSA and cannot be a Memo account.

Net Assets Sub Account	The sub-balance sheet account code used to hold the activity of documents which is included for Full Accrual reports and excluded for Modified Accrual reports.
Net Assets Override	When set to YES, an individual fund code's Net Assets account on Fund Special Accounts will be used instead of the system wide default. If one does not exist, then the system wide default will be used.
FASB/GASB	This field is inferred from SOPT for display purposes to assist in the completion of default account values that contain edits for being required based on this option.
FASB Unrestricted Assets	A balance sheet account for classifying all FASB Net Assets that are considered unrestricted which means they can be used for any need.
FASB Unrestricted Assets Sub Account	A sub-balance sheet account for classifying all FASB net assets that are considered unrestricted (they can be used for any need). Must be valid for the primary account defined as the unrestricted account.
FASB Unrestricted Assets Override	Override flag that controls whether or not a fund can substitute its Unrestricted account for the system wide default.
FASB Temporarily Restricted Assets	A balance sheet account for classifying all FASB Net Assets that are considered temporarily restricted, which means they can only be used for specific purposes until a certain time.
FASB Temporarily Restricted Assets Sub Account	A balance sheet account (BSA) for classifying all FASB net assets that are considered temporarily restricted, which means they can only be used for specific purposes until a certain time. Must be valid for the primary account defined as the temporarily restricted account.
FASB Temporarily Restricted Assets Override	An override flag that controls whether or not a fund can substitute its Temporarily Restricted account for the system wide default.
FASB Permanently Restricted Assets	A balance sheet account (BSA) for classifying all FASB net assets that are considered permanently restricted, which means they will remain limited for certain uses.
FASB Permanently Restricted Assets Sub Account	A sub balance sheet account for classifying all FASB Net Assets that are considered permanently restricted which means they will remain limited for certain uses.
FASB Permanently	When selected, the FASB Permanently Restricted Assets

Restricted Assets Override	account can be overridden by an individual fund.
Master Closing Object	Used in annual closing so that nominal expenditure amounts remain in the year in which they occurred. Closings occur in this account with Retained Earnings, Fund Balance, or Agency Due To. Must be a valid object.
Master Closing Revenue Source	Used in annual closing so that nominal revenue amounts remain in the year in which they occurred. Closings occur in this account with Retained Earnings, Fund Balance, or Agency Due To. Must be a valid revenue source.
Annual Closing Offset	Used in the Annual Close process balance journal vouchers when the accounting line limit is exceeded for a Fund, Sub Fund, Fiscal Year, and Accounting Period Combination. No account type restriction for this balance sheet account, but it should match the requirement for the Annual Closing Offset posting code used.
Miscellaneous Asset 1	A default asset account with no pre-defined function for use with custom posting codes. Must be a valid Asset account on the Balance Sheet Account (BSA) table.
Miscellaneous Asset 1 Sub Account	A default asset sub account with no pre-defined function. Must be valid on the Sub Balance Sheet Account (SBSA) table for the Fiscal Year and Miscellaneous Asset 1 Account.
Miscellaneous Asset 1 Override	This option allows you to override the Miscellaneous Asset 1 field to allow a default from the Special Fund Accounts table.
Miscellaneous Asset 2	A default asset account with no pre-defined function for use with custom posting codes. Must be a valid Asset account on the Balance Sheet Account (BSA) table.
Miscellaneous Asset 2 Sub Account	A default asset sub account with no pre-defined function. Must be valid on the Sub Balance Sheet Account (SBSA) table for the Fiscal Year and Miscellaneous Asset 2 Account.
Miscellaneous Asset 2 Override	This option allows you to override the Miscellaneous Asset 2 field to allow a default from the Special Fund Accounts table.
Miscellaneous Liability 1	A default liability account with no pre-defined function for use with custom posting codes. Must be a valid Liability account on the Balance Sheet Account (BSA) table.
Miscellaneous Liability 1 Sub Account	A default liability sub account with no pre-defined function. Must be valid on the Sub Balance Sheet Account (SBSA) table for the

	Fiscal Year and Miscellaneous Liability 1 Account.
Miscellaneous Liability 1 Override	This option allows you to override the Miscellaneous Liability 1 field to allow a default from the Special Fund Accounts table.
Miscellaneous Liability 2	A default liability account with no pre-defined function for use with custom posting codes. Must be a valid Liability account on the Balance Sheet Account (BSA) table.
Miscellaneous Liability 2 Sub Account	A default liability sub account with no pre-defined use. Must be valid on the Sub Balance Sheet Account (SBSA) table for the Fiscal Year and Miscellaneous Liability 2 Account.
Miscellaneous Liability 2 Override	This option allows you to override the Miscellaneous Liability 2 field to allow a default from the Special Fund Accounts table.
Miscellaneous Equity 1	A default equity account with no pre-defined function for use with custom posting codes. Must be an Equity account on the Balance Sheet Account (BSA) table.
Miscellaneous Equity 1 Sub Account	A default equity sub account with no pre-defined function. Must be valid on the Sub Balance Sheet Account (SBSA) table for the Fiscal Year and Miscellaneous Equity 1 Account.
Miscellaneous Equity 1 Override	This option allows you to override the Miscellaneous Equity 1 field to allow a default from the Special Fund Accounts table.
Miscellaneous Equity 2	A default equity account with no pre-defined function for use with custom posting codes. Must be an Equity account on the Balance Sheet Account (BSA) table.
Miscellaneous Equity 2 Sub Account	A default equity sub account with no pre-defined function. Must be valid on the Sub Balance Sheet Account (SBSA) table for the Fiscal Year and Miscellaneous Equity 2 Account.
Miscellaneous Equity 2 Override	This option allows you to override the Miscellaneous Equity 2 field to allow a default from the Special Fund Accounts table.
Payroll Clearing Account	This field allows you to specify a default liability account to be used in the consolidated recording of payroll liabilities before being allocated to more specific liabilities. This field provides a pick to the BSA table.
Payroll Clearing Sub Account	This field allows you to specify the default liability sub account. This field provides a pick to the BSA table.
Payroll Clearing Account	This option allows you to override the Payroll Clearing Account

Override	field to allow a default from the Special Fund Accounts table.

Fixed Assets Defaults

Default	Description
Depreciation Expense Object	Used to book an actual expenditure of estimated wear and tear on an asset with normal usage over time. Only considered when the original expenditure for an asset was not recorded when purchased. Override capability needed at the fund level. Must be a valid entry on the Object page.
Depreciation Expense Sub Object	The default sub object used to record Depreciation Expenses when one is not manually entered by a user.
Depreciation Expense Override	When set to YES, an individual fund code's Depreciation Expense object on Fund Special Accounts will be used instead of the system wide default. If one does not exist, then the system wide default will be used.
Gain/Loss Revenue Source	Used to record the gain or loss resulting from the sale or disposition of a fixed asset for funds not of the governmental type. Override capability needed at the fund level. Must be a valid entry on the Revenue Source screen and must not be equal to the Sale of a Fixed Asset Revenue Source.
Gain/Loss Sub Revenue Source	Used to record the gain or loss resulting from the sale or disposition of a fixed asset for a fund that is not governmental. Used by the optional fixed asset management subsystem.
Gain/Loss Revenue Source Override	When set to YES, an individual fund code's Gain/Loss Revenue Source on Fund Special Accounts will be used instead of the system wide default. If one does not exist, then the system wide default will be used.
Gain/Loss Object	Must be a valid entry on the Object screen. Override capability needed at the fund level.
Gain/Loss Sub Object	The default sub object used to record the Gain or Loss from the disposal of a fixed asset when one is not manually entered by a user.
Gain/Loss Sub Object Override	When set to YES, an individual fund code's Gain/Loss Object on Fund Special Accounts will be used instead of the system wide default. If one does not exist, then the system wide default will be used.

Fixed Asset Sale Revenue	Used to record the revenue equal to the selling price of a fixed asset for funds not of the governmental type. Override capability needed at the fund level. Must be a valid entry on the Revenue Source screen and must not be equal to the Gain Revenue Source of Fixed Asset account.
Fixed Asset Sale Sub Revenue	The default sub revenue source used to record the total revenue from the disposal of a fixed asset when one is not manually entered by a user.
Fixed Asset Sale Revenue Override	When set to YES, an individual fund code's Fixed Asset Sale Revenue Source on Fund Special Accounts will be used instead of the system wide default. If one does not exist, then the system wide default will be used.
Memo Contra BSA	The default balance sheet account used to offset the Memo Balance Sheet account when the asset is recorded as memo. The balance sheet account must be a valid contra asset (or asset offset) account and contrary to its name, must not be a memo account.
Memo Contra Sub BSA	The default sub balance sheet account used to offset the Memo Balance Sheet account when the asset is recorded as memo.
Misc. Internal Loss Object	The default detail object to be used when recording a loss from the internal sale of a fixed asset.
Misc. Internal Loss Sub Object	The default sub object to be used when recording a loss from the internal sale of a fixed asset.
Misc. Internal Gain Revenue Source	The default revenue source to be used when recording a gain from the internal sale of a fixed asset.
Misc. Internal Gain Sub Revenue Source	The default sub revenue source to be used when recording a gain from the internal sale of a fixed asset.
Fixed Assets Due To BSA	Used for fixed asset accounting that does not result in a cash transfer for both parties. The account provides an alternative to the common Due To Field in order to track fixed asset transactions separately. Must be a valid Liability type BSA and cannot be a Memo account.
Fixed Assets Due To Sub BSA	The default balance sheet account to be used to record an amount due to the seller in an internal sale of a fixed asset.
Fixed Assets Due From BSA	Used for fixed asset accounting that does not result in a cash transfer for both parties. The account provides an alternative to the common Due From Field in order to track fixed asset

	transactions separately. Must be a valid Asset type BSA and cannot be a Memo account.
Fixed Assets Due From Sub BSA	The default sub balance sheet account to be used to record an amount due from the buyer in an internal sale of a fixed asset.
Net Adjustment BSA	The default balance sheet account used to record the offset to an asset account being adjusted in value. The account takes the place of the Expenditure Offset for adjusted assets as there is no directly associated expenditure for an Asset Classification of Adjustment. The balance sheet account must be a valid equity account type and must not be a memo account.
Net Adjustment Sub BSA	The default balance sheet account used to record the offset to an asset account being adjusted in value. The sub account takes the place of the Expenditure Offset Sub Account for adjusted assets.
General Capital Assets (GCA) Fund	A clearing fund used to record asset activity when the fund code used on a fixed asset document accounting line is marked as a GCA Fund on the Fund table. Must be a valid entry on the Fund table.
General Capital Assets (GCA) Sub Fund	The sub fund code that will default to fixed asset documents when a fund that indicates it wishes to use the clearing fund is used.

Investments Defaults

Note: This section only appears on the Special Fund Accounts (SPECFUND) page.

Default	Description
Pool Fund	The fund code used by investments to record all cash centrally. A fund selected for this field must be indicated as the Pool Fund on the Fund table.
Revenue Source for Investment	The default revenue source code used to record investment revenue into the pool fund.
Accrued Interest Receivable Account	When an investment accrues interest that is to be allocated later, the system infers the Accrued Interest Receivable balance sheet account. The account must be an asset account and cannot be a memo account.
Unamortized Premium Account	When an investment is purchased and the interest rate is above comparable investments, it is considered to be issued at a premium. This Unamortized Premium balance sheet account

	is used to record that amount. Any value entered must be an asset account and cannot be a memo account.
Unamortized Discount Account	When an investment is purchased and the interest rate is below comparable investments, it is considered to be issued at a discount. This Unamortized Discount balance sheet account is used to record that amount. Any value entered must be an asset account and cannot be a memo account.
Cash Account for Pooled Cash	The balance sheet account to be used to record pooled cash rather than the default from the bank table. The balance sheet must be an asset account, marked as cash, and cannot be a memo account.
Pool Fund Equity Account	The balance sheet account used to offset cash that is swept into the pool fund. The balance sheet must be an equity account and cannot be marked as cash or a memo account.
Pool Fund Bank Account	The bank code associated with the pool fund. A separate bank account code was made available so that it could be used in place of the actual bank account for the pool fund on the Fund table. This bank is used on the Pool Fund Cash Investments document (PFIE is the delivered document code)
Zero Balance Bank Account	The bank code used on the Journal Vouchers that sweep cash from the participatory fund to the pool fund and allocate interest income from the pool fund to the participatory funds.
Last Run Date for Cash Sweep Process	A display only field that records the last day that the Cash Sweep process was successfully run for a pool fund.
Consolidation Option for JVSW Pool Fund Entries	An indication that when selected will cause the sweep process to consolidate the lines for Pooled Cash on Fund and BSA. If not selected, the lines will not be consolidated and will retain all of the Chart of Accounts recorded originally for the cash for the participatory fund.
Event Type ID for Interest	The event type to be used when journal vouchers are created by the Interest Allocation batch program. Should be established on the Document Code Allowable Event Type (AETDC) table for the Journal Voucher document code (JVIA is the delivered code) used to allocate interest.
Event Type ID for Cash Sweep	The event type to be used when journal vouchers are created by the Cash Sweep batch program. Should be established on the Document Code Allowable Event Type (AETDC) table for the Journal Voucher document code (JVSW is the delivered code) used to allocate interest.

Bank

Although considered a table in the Accounts Payable and Accounts Receivable area, the Bank table is also one of the tables for defaulting a balance sheet account. Each bank account in an application is associated with a default cash account (and optionally a sub account). The account does not have to be the only cash account associated with a bank, but is the one that will be defaulted to accounting documents unless a user manually enters a different value to take the place of the default.

Revenue Source & Billing Profile

Depending on the amount of decentralization in the Accounts Receivable part of the application, default accounts on these two tables will be established when a default account should be different given a revenue source or billing profile code than the system-wide default. More information on these default accounts can be found in the *AMS Advantage Financial - Accounts Receivable User Guide*.

Warehouse & Inventory Maintenance

When the Inventory part of the application is used, many Chart of Account codes default for a warehouse and an inventory item. Oftentimes, only chart of account codes for the buyer of an item from the warehouse are entered on an accounting document. Those for the warehouse side of the transaction are all inferred, making the setup of defaults on the Warehouse (WHSE) and Inventory Maintenance (INVN) tables critical to use the inventory documents. More information on these default accounts can be found in the *AMS Advantage Financial - Inventory User Guide*.

Fixed Asset Type

When the Fixed Assets part of the application is used, many chart of account codes default for a given asset type on the Fixed Asset Type (FATYP) table instead of using system wide defaults. This is so that asset types such as equipment, land, and buildings are tracked in separate accounts. The establishment of defaults on this table is critical to the use of fixed asset documents. More information on these default accounts can be found in the *AMS Advantage Financial - Fixed Asset User Guide*.

Internal Vendor Accounting Data

When the internal purchasing is performed at the commodity code level within an application, default chart of account codes on the Internal Vendor Accounting Data (IVAD) table must be completed for those internal vendors. Like the Internal documents discussed later in this guide where chart of accounts are entered for both parties, internal commodity purchasing allows for manual entry of the internal vendor information. However, if Payment Request documents are to be created as part of the Matching chain job for internal purchases, there is no opportunity for manual entry of the seller's information. That information has to be entered on the IVAD table so it can be inferred to the generated payment request.

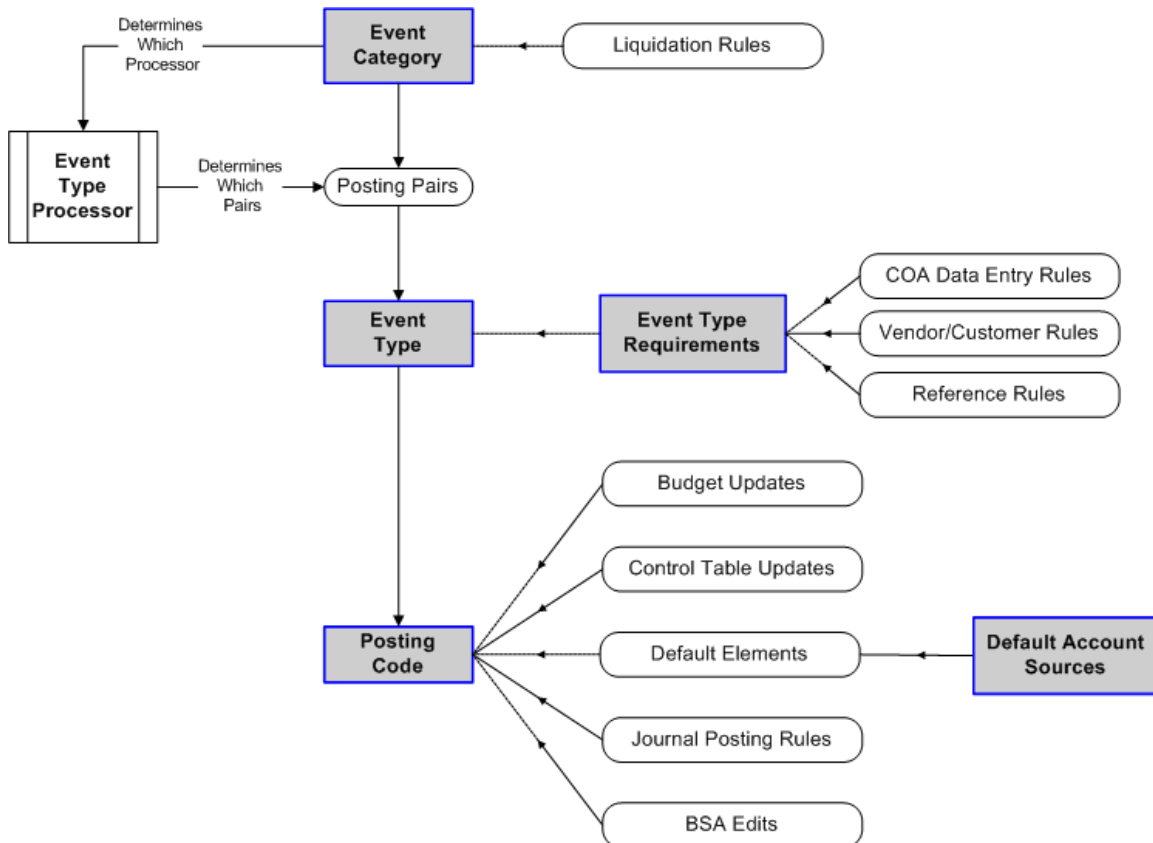
Accounting Template & Other COA Inference Tables

To assist in data entry, there are many baseline tables along with the ability to add new custom tables that allow for the inference of any chart of account element codes on accounting documents. Values from these tables often do not complete accounts that would default from the Special Account tables, but rather assist in the completion of data for the side of the accounting event that is manually entered.

Accounting Configuration

AMS Advantage Financial is delivered with many accounting models for different functional areas: Inventory, Fixed Assets, Procurement, Accounts Payable, Accounts Receivable, Payroll, Treasury Accounting, Bond Accounting, Internal Accounting, Travel, Budget, Cost Accounting, and General Accounting. Before those different models are given, it is important to understand the structure of tables that make up a model and how the application uses those tables.

The following diagram shows the five main tables involved in the various accounting models along with the types of functionality that they provide. The approach to discussing the diagram will be in a top-down approach starting with the broad classification of an Event Category and ending with what is a Posting Code.



A brief summary of the above flow diagram is needed because discussing each item in the flow in a top down or bottom up method is not possible without mentioning other items. The payment request document, which is requesting a payment to a vendor for a commodity code that is tracked as an inventory item, will be used to explain the flow.

All accounting documents have an event type on the accounting line (journal vouchers being the optional exception). That event type is an indication of a specific accounting event that should be recorded with the chart of accounts (COA) and line amount of that accounting line. That recording is done with at least two posting codes defined for that event type. Posting codes are a broad classification of a type of account. Which posting codes are used is a function of the event type processor determining which posting pairs should be created based on document information. Each event type has an ability to require, prohibit, or leave optional information on the accounting line to ensure the accounting event is recorded properly.

In our example we have a *Payment Request* document code (PRC) that has the *Request Normal Payment* (AP01) event type entered on the accounting line. On the parent commodity line to that accounting line, a commodity code and warehouse code have been entered. The *Accounts Payable* event type processor has determined that *Posting Pairs A* and *F* should be created because the warehouse code was entered. The event type processor will create two posting lines for that single accounting line. The first posting line is for posting pair A, containing the posting codes for *Accrued Expenditure (D011)* and *Disbursements Payable (D001)*. The second posting line is for posting pair F, containing the posting codes for *Inventory (S001)* and *Inventory Offset (S002)*. The event type requirements for AP01 requires and prohibits certain chart of account codes while requiring an external vendor be used. Posting codes D001, S001, and S002 are set to default balance sheet accounts from SPEC and the INVN tables.

This section of the *Advantage Financial General Accounting User Guide* includes the following areas:

- [Event Category](#)
- [Event Type Processor](#)
- [Event Type](#)
- [Event Type Requirements](#)
- [Posting Codes](#)
- [Posting Code Closing Classifications](#)
- [Accounting Model Examples](#)

Event Category

Various accounting events in a financial application lend themselves to certain groupings such as Disbursements, Procurement, Accounts Payable, Accounts Receivable, and so forth. These groupings often have a purpose other than just reporting or classification. Each is slightly different in the form of debits and credits that will be produced. For instance, a procurement will usually just record an account such as Encumbrances with an offset to Reserve for Encumbrances. However, a disbursement can record a Cash Expenditure with loss of Cash, an Intercept Payable with Intercepted Cash, and a Fixed Asset along with an offset. In addition to controlling posting logic, event categories provide specific edits, default account inference logic, and the ability to define rules at a level higher than event type for COA Special tables for inferences, combination validations and required elements.

What postings actually occur is dependent upon the event type processor used, and that is determined by the Event Category used. While there are many event type processors for different functional areas, there is a single generic event type processor that handles simple accounting events where only a single pair of debits and credits are posted. Additional event categories can be added to the application, but they will use the generic event type processor by default.

Event Category		
Event Category	Name	
✓		
First Prev Next Last		
Save Undo Delete Insert Copy Paste Search		
Event Category :	Post Pair A : A	Post Pair F : F
Name :	Reversal : ☒	Reversal : ☒
	Fixed Asset Cost : ☐	Fixed Asset Cost : ☐
	Post Pair B : B	Post Pair G : G
	Reversal : ☒	Reversal : ☒
	Fixed Asset Cost : ☐	Fixed Asset Cost : ☐
	Post Pair C : C	Post Pair H : H
	Reversal : ☒	Reversal : ☒
	Fixed Asset Cost : ☐	Fixed Asset Cost : ☐
	Post Pair D : D	Post Pair I : I
	Reversal : ☒	Reversal : ☒
	Fixed Asset Cost : ☐	Fixed Asset Cost : ☐
	Post Pair E : E	Post Pair J : J
	Reversal : ☒	Reversal : ☒
	Fixed Asset Cost : ☐	Fixed Asset Cost : ☐

Fields on the Event Category (ECAT) table:

Field Name	Field Description
Event Category	A required unique identifier assigned to an event category that is used by the application to call a specific event type processor when applicable.
Name	A required text field that exists for a descriptive name for an event category ID. The default for the field is the letter of the posting pair.
Post Pair A to J	Each of the 10 posting pairs available contains a text field for assigning a name to the pair that will be visible when establishing an event type for easy reference. The names only give a description to a posting pair. What is actually recorded in a pair is up to the specific event type processor and requires a technical effort to change a pair, remove a pair, or add a pair.
Reversal	When one accounting line references another with a reference type of <i>Partial</i> , <i>Final</i> , or <i>Inverse</i> , if this flag is checked for the event category of the event type used on the referenced document, a liquidation posting line will be created by the referencing document. This flag defaults to checked.
Fixed Asset Cost	When the Fixed Asset Shell Generation program runs to create fixed asset document shells for manual completion, this flag is used to determine which of the posting lines on the disbursement

	should comprise the total amount for an asset accounting line. The flag defaults to unchecked.

Event category names can be adjusted for reporting needs, but the ID values should not be changed unless they use the generic processor. If new categories are created, they should begin with an X to ensure that future delivered categories do not conflict with custom categories.

The following table contains those event type categories delivered along with the event type processor used.

ID	Name	Processor
ABUD	Activate a Budget Line	n/a
ACLA	Automated Clearing	Automated Accrual Clearing
ACD	Accrual Disallowance	Generic
ACT	Accounting	Generic
ADIS	Automatic Disb	Disbursements
AP	Accounts Payable	Accounts Payable
CA	Cost Accounting	Generic
DBUD	Delete a Budget Line	n/a
DEP	Deposits	Accounts Receivable
DNO1	Double Non-Offset Posting Codes That Reverse	Double Non Offset
DNO2	Double Non-Offset Posting Codes That Do Not Reverse	Double Non Offset
DRCL	D Cancellation	Disbursement Reclassification
EBTN	Expense Budget Transfers In	n/a
EBTO	Expense Budget Transfers Out	n/a

EXB	Expense Budget	n/a
FA	Acquisition	Fixed Assets
FACR	FA Correction	Fixed Assets
FAIS	Fixed Asset Internal Sale	Fixed Assets
FAUP	Fixed Asset Unpend	Fixed Assets
FB	Betterment	Fixed Assets
FC	Cancellation	Fixed Assets
FD	Disposition	Fixed Assets
FE	Indiv Depr Exp	Fixed Assets
FI	Mod Value	Fixed Assets
FIA	Internal Acquisition	Fixed Assets
FIB	Internal Betterment	Fixed Assets
FIS	Fixed Asset Increase Value from Shell	Fixed Assets
FM	Mod Settings	Fixed Assets
FP	Mod Sales Price	Fixed Assets
FRM	Repair and Warr	Fixed Assets
FS	FA Internal Sale	Fixed Assets
FT	Transfer	Fixed Assets
FX	Type Change	Fixed Assets
HRA	Payroll Clearing Fund w/Cash	Payroll Clearing Fund
HRB	Payroll Clearing Fund w/Clearing Accounts	Payroll Clearing Fund

HRC	Payroll Generic	Generic
HRD	Payroll Disbursement	Payroll Disbursements
IA1	IA No Clearing Accounts	Inventory
IA2	IA With Clearing Accounts	Inventory
IA3	IA With No Clearing Accounts	Inventory
IBUD	Inactivate a Budget Line	n/a
INV1	Investments 1	Generic
INV2	Investments 2	Investments
IP1	Inter Reim Cash	Internal Accounting
IP10	Int QET Prch Clr	Internal Accounting
IP2	Inter Reim Due	Internal Accounting
IP3	Intra Reimb	Internal Accounting
IP4	Inter Cash Prch	Internal Accounting
IP5	Inter Due Purch	Internal Accounting
IP6	Intra Purchase	Internal Accounting
IP7	Int Reim Prch Csh	Internal Accounting
IP8	Int Reim Prch Clr	Internal Accounting
IP9	Int QET Prch Csh	Internal Accounting
IT1	Int Cash Trans	Internal Accounting
IT2	Int Due Trans	Internal Accounting
IT3	Int Internal External	Internal Accounting

MDIS	Manual Disb	Disbursements
ME	Mass Depr Exp	Fixed Assets
OT1	Oper Cash Trans	Internal Accounting
OT2	Oper Due Trans	Internal Accounting
OT3	Cash Loan	Internal Accounting
OVP	Overpayment	Generic
PR	Procurement	Generic
RBTN	Revenue Budget Transfers In	n/a
RBTO	Revenue Budget Transfers Out	n/a
REF	Vendor Refund	Accounts Receivable
REV	Revenue	Accounts Receivable
RTG	Retainage	Generic
RVB	Revenue Budget	n/a
SA	Stock Adjustment	Inventory
SFTR	Sweep Fund Transfer	Accounts Receivable
SI	Stock Issuance	Inventory
SIE	External Stock Issuance	Inventory
SN	Stock Return	Inventory
ST	Stock Transfer	Inventory
TRVL	Travel	Generic

Event Type Processor

This section contains an overview of the following Event Type Processors:

- [Generic](#)
- [Accounts Payable](#)
- [Accounts Receivable](#)
- [Disbursements](#)
- [Disbursement Reclassification](#)
- [Double Non-Offsets](#)
- [Fixed Assets](#)
- [Internal Accounting](#)
- [Inventory](#)
- [Investments](#)
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Generic Event Type Processor

The basic event type processor logic takes the information from the accounting line and creates a single posting pair. The default for that posting pair is *Pair A* unless a different pair is specified on the accounting line, in which that pair is created. The following rules are used when generating 1 combined posting line or two half posting lines:

- If the accounting line amount is \$0.00, then no posting line is created
- If a modification is performed where the line amount is changed, only the delta is posted.
- If the accounting line amount is positive (new document) or greater than in the previous version (modification document) the debit and credit are done as defined in the posting pair of the event type.
- If the accounting line amount is negative (new document) or less than in the previous version (modification document) the debit and credit are done in reverse of what is defined in the posting pair of the event type.
- If chart of account values are changed between versions, then the prior postings will be reversed out under the old COA and booked again under the new COA.
- If a cancellation is performed, the postings from the prior version will be reversed.

Accounts Payable Event Type Processor

Many of the event types used to request payment belong to this event category so that postings can be done for fixed assets, retainage, use tax, pre-paid assets, and inventory items. The following rules exist in the processor:

- If the Payment Authorization Amount of the accounting line (Line Amount of AL - Retainage Amount of AL) is not \$0.00 and Posting Pair A has posting codes defined for

the event type used, then generate Posting Pair A with a Posting Line Amount equal to the Payment Authorization Amount.

- If the Retainage Line Amount of the accounting line is not \$0.00 and Posting Pair B has posting codes defined for the event type used, then generate Posting Pair B with a Posting Line Amount equal to the Retainage Line Amount.
- If the Asset Amount on the accounting line is not \$0.00 (Line Amount) and Posting Pair E has posting codes defined for the event type used, then generate Posting Pair E with a Posting Line Amount equal to the Asset Amount.
- If the Inventory Amount on the accounting line is not \$.00 (Line Amount), Posting Pair F has posting codes defined for the event type used, a Warehouse code was entered on the commodity line, and Reference Type is Partial or Final, then generate Posting Pair F with a Posting Line Amount equal to the Inventory Amount.
- If the FA Shell Indicator on the commodity line is Single Shell or Multiple Shell and the Pending Asset Amount (hidden field which is Payment Authorization + Retainage Amount + Use Tax Amount) is not \$0.00, then generate Posting Pair G. Only generate G if there are posting codes defined in that posting pair for the event type used. If no posting codes, then issue an error. If the Fund code on the accounting line is marked as a GCA Fund on the Fund table, then replace the accounting line fund with the GCA Fund from SPEC on the posting line in pair G. If a GCA Sub Fund is also populated on SPEC, replace the accounting line sub fund with it.
- For all posting lines generated, if Bank is blank (meaning none was specified on the accounting line), then default the Bank using the fund and fiscal year from the accounting line as keys to the Fund table. If the Disbursement Type on the vendor line was Check or Warrant or blank, then infer Bank. Otherwise infer the EFT Bank.

Accounts Receivable Event Type Processor

The event types used in the Accounts Receivable area produce posting pairs based on instructions from the Line Type field on the accounting line. In this field, users specify which posting pair is to be created by selecting a Line Type that corresponds to a posting pair. The generic event type processor is actually what is used to create posting lines in this event category. Rules in this event type processor involve the short payment functionality that is specific to Accounts Receivable or logic to infer a default object or default revenue source. To be eligible to use the AR-specific tolerance logic, one has to be doing a document-level reference not a customer account or accounting line reference.

- If the referenced document type is RE (Receivable) or CL (Referral to Collection Agency) and the referencing document type is CR (Cash Receipt), update the Collected Amount on the referenced accounting line with the delta amount of the referencing line.
- *Then the tolerance tables are evaluated: System Tolerances (STOL), Fund Tolerances (FTOL), and Document Code Tolerances (DTOL). If the amount of the referencing CR is not within tolerances for the RE, then issue the common tolerance error.
- *If within underage tolerances, and the 'Allow Final Short Reference on CR' parameter is set to 'Manual' on the APPCTRL table, the Reference Type may be manually set on the accounting line of the CR document to Partial or Final and evaluated by the generic tolerance logic; however, if the 'Allow Final Short Reference on CR' parameter is set to 'Auto', then the system evaluates the AR-specific tolerance logic, and then sets the reference type to final and updates the Short Payment Tolerance Amount on the RE accounting line with the short amount. Common referencing logic will then see that the RE line is closed.

- *If within overage tolerances, under the 'Manual' or the 'Auto' setting of the 'Allow Final Short Reference on CR' parameter, the system evaluates the generic or AR-specific tolerance logic respectively, and then sets the reference type to Final and updates the Over Payment Tolerance Amount on the RE accounting line with the overage amount. Common referencing logic will see that the RE line is closed.
- If a posting code used has a default object, that object code and sub object code, if available, will be inferred to the posting line. The Bad Debt Expense Object is one such example.
- If a posting code used has a default revenue source, that revenue source code and sub revenue source code, if available, will be inferred to the posting line. The NSF Check Charge Revenue Source is one such example.
- If the AR Event Type Processor is called, and all of the following are true:
 - The referencing document type is RE, CL, CR, or WO
 - The referenced document type is RE, CL, or ARE
 - The reference is a non-memo type of reference
 - The AR_REF_OPT on the Application Parameters table has a parameter value of 3

Then, if the BFY field on the referencing accounting line is NOT blank, the processor will set the BFY on the liquidation posting line(s) to that BFY value. If the BFY value on the referencing accounting line is blank, the processor will set the BFY on the liquidation posting line(s) to the CURR_BFY value of the accounting line.

Note: For CR documents, if the APPCTRL parameter Allow Final Short Reference on CR = Auto, proceed with the AR Event Type Processor logic using the special Short & Over Payment Logic. (This will set the Ref Type and/or issue any tolerance errors. Any user selected Ref Type value will be overwritten during the AR Event Type Processor logic.) For CR documents, if the APPCTRL parameter Allow Final Short Reference on CR = Manual, bypass the AR Event Type Processor logic and call the Generic Event Type Processor logic to perform the tolerance evaluation.

Disbursements Event Type Processor

The disbursement event type processor makes use of all ten available posting pairs with logic to create them based on referenced document information and calculated values on the disbursement document so that postings can be done for retainage, use tax, backup withholding, interest and penalties, discounts, fixed assets, and clearing fund warrants. The following rules exist in the processor:

- If the Exclude Retainage flag is *True* on the referenced disbursement accounting line (a value only set on Manual Disbursement documents), then generate **Posting Pair A** with a Posting Line Amount equal to the Accounting Line Amount. Otherwise, generate Posting Pair A with a Posting Line Amount equal to the Accounting Line Amount minus the Retainage Amount.
- If the Exclude Retainage flag is *False*, the Retainage Amount is not \$0.00, and Posting Pairs B and C do not have posting codes defined for the event type used, then issue an error. If they do have posting codes, then create **Posting Pair B** and **Posting Pair C** with a Posting Line Amount equal to the Retainage Amount.

- If the Use Tax Amount on the referenced accounting line is not \$0.00 and Posting Pair D does not have any posting codes defined for the event type used, then issue an error. If posting codes are defined and the Use Tax Amount is not \$0.00, then create **Posting Pair D** with a Posting Line Amount equal to the Use Tax Amount.
- If the Backup Withholding Amount on the referenced accounting line is not \$0.00 and Posting Pair E does not have any posting codes defined for the event type used, then issue an error. If posting codes are defined and the Backup Withholding Amount is not \$0.00, then create **Posting Pair E** with a Posting Line Amount equal to the Backup Withholding Amount.
- If the Interest or Penalty Amount on the referenced accounting line is not \$0.00 and Posting Pair F does not have any posting codes defined for the event type used, then issue an error. If posting codes are defined and the Interest Penalty Amount is not \$0.00, then create **Posting Pair F** with a Posting Line Amount equal to the Interest or Penalty Amount.
- If the Intercept Amount on the referenced accounting line is not \$0.00 and Posting Pair G does not have any posting codes defined for the event type used, then issue an error. If posting codes are defined and the Intercept Amount is not \$0.00, then create **Posting Pair G** with a Posting Line Amount equal to the Intercept Amount + Default Intercept Fee Amount + Supplemental Intercept Fee Amount.
- If the Discount Amount on the referenced accounting line is not \$0.00 and Posting Pair H does not have any posting codes defined for the event type used, then issue an error. If posting codes are defined and the Discount Amount is not \$0.00, then create **Posting Pair H** with a Posting Line Amount equal to the Discount Amount.
- If the Posting Pair I has posting codes defined for it on the event type used, then generate **Posting Pair I** with a Posting Line Amount equal to Check Amount. Infer the Clearing Fund and Sub Fund from SPEC to the posting line to replace the values brought down from the accounting line.
- If the FA Shell Indicator on the commodity line is *Single Shell* or *Multiple Shell*, then generate **Posting Pair J** with a Posting Line Amount equal to the Accumulated Amount. That Accumulate Amount is the calculation based on the Fixed Asset Cost flags of the event category for the event type used. If that flag were checked for all posting pairs, the full calculation would be: $\text{Pair A} + \text{B} - \text{C} - \text{D} - \text{E} + \text{F} - \text{G} - \text{H} - \text{I}$. The most likely formula would be $\text{A} + \text{B} + \text{F} - \text{H}$, which is how the ADIS and MDIS event categories are defined.
- If the Fund code on the accounting line is marked as a GCA Fund on the Fund table, then replace the accounting line fund with the GCA Fund from SPEC on the posting line of **Posting Pair J**. If a GCA Sub Fund is also populated on SPEC, replace the accounting line sub fund with it.

Disbursement Reclassification Event Type Processor

Disbursement documents can be reclassified in six different ways. Three of them are done directly on the disbursement document in a cancellation draft that will use the event type and event category of the original disbursement. The other three methods are done on a second document that memo references the disbursement, the Disbursement Reclassification (DC) type. The accounting events on that document will perform what is called a *wash* against half of the postings from the disbursement. It is the cash or warrants payable side of the disbursement that is washed. That washing occurs with entries on the DC to back those accounts out, which are offset by accounts recording Stale, Escheated, or Cancelled Disbursements Payable.

Logic in this event type processor primarily is driven by what postings were done on the referenced disbursement. Those rules are as follows:

- Do not pick up any liquidation lines from the disbursement document to wash.
- Do not update the referenced accounting line in any manner.
- For all posting lines generated, move the check/warrant number to the Miscellaneous 3 field.
- If the Exclude Retainage flag is *True* on the referenced disbursement accounting line (a value only set on Manual Disbursement documents), then generate **Posting Pair A** with a Posting Line Amount equal to the Accounting Line Amount. Otherwise, generate Posting Pair A with a Posting Line Amount equal to the Accounting Line Amount minus the Retainage Amount.
- If the Exclude Retainage flag is *False*, the Retainage Amount is not \$0.00, and Posting Pairs B and C do not have posting codes defined for the event type used, then issue an error. If they do have posting codes, then create **Posting Pair B** and **Posting Pair C** with a Posting Line Amount equal to the Retainage Amount.
- If the Use Tax Amount on the referenced accounting line is not \$0.00 and Posting Pair D does not have any posting codes defined for the event type used, then issue an error. If posting codes are defined and the Use Tax Amount is not \$0.00, then create **Posting Pair D** with a Posting Line Amount equal to the Use Tax Amount.
- If the Backup Withholding Amount on the referenced accounting line is not \$0.00 and Posting Pair E does not have any posting codes defined for the event type used, then issue an error. If posting codes are defined and the Backup Withholding Amount is not \$0.00, then create **Posting Pair E** with a Posting Line Amount equal to the Backup Withholding Amount.
- If the Interest Penalty Amount on the referenced accounting line is not \$0.00 and Posting Pair F does not have any posting codes defined for the event type used, then issue an error. If posting codes are defined and the Interest Penalty Amount is not \$0.00, then create **Posting Pair F** with a Posting Line Amount equal to the Interest Penalty Amount.
- If the Intercept Amount on the referenced accounting line is not \$0.00 and Posting Pair G does not have any posting codes defined for the event type used, then issue an error. If posting codes are defined and the Intercept Amount is not \$0.00, then create **Posting Pair G** with a Posting Line Amount equal to the Intercept Amount.
- If the Discount Amount on the referenced accounting line is not \$0.00 and Posting Pair H does not have any posting codes defined for the event type used, then issue an error. If posting codes are defined and the Discount Amount is not \$0.00, then create **Posting Pair H** with a Posting Line Amount equal to the Discount Amount.
- If Posting Pair I has posting codes defined for it on the event type used, then generate **Posting Pair I** with a Posting Line Amount equal to Check Amount. Infer the Clearing Fund and Sub Fund from SPEC to the posting line to replace the values brought down from the accounting line.

Double Non-Offsets Event Type Processor

The concept of an offset posting code is a means to combine a debit and a credit into a single posting line. When a debit and credit is performed, almost all data for both are the same with the exception of the posting code and balance sheet account fields. The act of combining the two into one posting line just saves storage space. Posting codes that are usually paired with a

nominal account are usually marked as offsets. If ever two non-offset posting codes are paired together, the application would not know how to create a posting line with the generic event type processor.

To accommodate this situation, an event type processor exists that will take the debit posting code defined in posting pair A and debit it on a half posting line when the accounting line amount is positive. Also when positive, the credit posting code defined in posting pair A is credited on a second half posting line. If COA values are entered for BSA and Sub BSA on the accounting line, those values will be placed on the debit posting line. An OBSA and Sub OBSA on the accounting line will be placed on the credit posting line. When the accounting line amount is negative, the debit and credit are swapped. The BSA and Sub BSA go to the credit line with the OBSA and Sub OBSA to the debit line.

Subsequent development has now made the Offset flag on the Event Type table editable so a single default value set at the posting code level does not always have to apply. With this feature, the offset status can be changed to allow for consolidation into a single posting line. If not adjusted on the Event Type table, two posting codes with Offset values of No will be written into two half posting lines.

Fixed Assets Event Type Processor

Many edits are written into this event type processor to facilitate the various business requirement document codes of the fixed asset document type. So many that to list them in the discussion of the accounting model for fixed assets would not be beneficial. Those rules that pertain to posting line creation are listed below. The first section is a list of edits and routines that are common to one or more event categories. The posting pairs in each category that use these common fixed asset routines will specify them.

- Common edits and routines
- If the Responsibility Center Posting is Yes on an accounting line, COA values are used from the accounting line to create all posting lines first, but certain posting pairs will have the chart of accounts (COA) from the Responsibility Center on the Header overlay those from the accounting line.
- If a COA field on the Responsibility Center is BLNK, any value on the Posting Line brought from the Accounting Line will be cleared and the field will actually be blank.
- If a posting code used has a default object, that object code and sub object code if available will be inferred to the posting line. The Depreciation Expense Object is one such example.
- If a posting code used has a default revenue source, that revenue source code and sub revenue source code, if available, will be inferred to the posting line. The Sale of Fixed Asset Revenue Source is one such example.
- When the Depreciation Structure is Funding Line, the COA values from the accounting lines of an asset component will be used for posting the expense and accumulated depreciation. When the Depreciation Structure is Responsibility Center, the COA from the accounting lines will be used, but will be overlaid by COA values from the Responsibility Center.
- Each posting pair created by every event category will perform one COA change before making updates. That change is to determine if the General Capital Assets Fund/Sub Fund should be used instead of the Accounting Line or Responsibility Center values. The fiscal year and fund of the posting line are searched for on the Fund table. If the GCA Fund flag is checked on the record found, then the GCA Fund/Sub Fund value(s) from the Fixed Asset Special Accounts (SPEC) record for that same fiscal year are

inferred to the posting line. At which point, the rollups for that fund are retrieved and replace any existing values. If either record, Fund or SPEC, cannot be found, then an error is issued.

- The existence of Fund and Appropriation on the Responsibility Center opens the possibility of posting lines with a mix of multi-year (BFY = 9999) and single BFY lines. An overlay of values from the Header could cause a responsibility posting to be single year when the funding posting (accounting line COA) was multi-year or vice versa. Those posting pairs where Header COA can overlay accounting line COA will have logic to determine if 9999 is needed or a BFY equal to the FY is needed when that overlay occurs.
- The addition of Major Program, Program, and Phase to the Responsibility Center opened the possibility of posting lines with a mix of Funding Profiles and Program Period values. The overlay of Header COA on accounting line COA could require a new Funding Profile or Program Period be used or require that either may not be used. Inheriting these values from the accounting line COA for those posting pairs where an overlay has occurred would not be correct. Those posting pairs will contain logic to ensure the correct values or no values when that overlay occurs.
- To prevent the recording of an asset in one fund/sub fund and depreciating it in another, the FAR Component table ensures that there are no components for an asset that have a Depreciation Structure setting of Funding Line when at least one accounting line for that component line has a Responsibility Center Posting value of Yes.

Another edit exists to ensure that if the **Depreciation Structure** of an asset component is *Responsibility Center* and the Fund value on the header being written to FAR Header is not blank (could be Old Fund or New Fund on actual document header), then the new FAR Header values for Fund and Sub Fund must equal the Fund and Sub Fund value of every FAR Accounting Line that is marked as **Responsibility Center Posting** equals *No* for that component.

- If the event category is Acquisition (**FA**), then
- If the Asset Classification is *Normal* and Responsibility Center Posting (RCP) is No, then generate **Posting Pair A** with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the Accounting Line (AL). If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is *Normal* and RCP is Yes, then generate **Posting Pair B** with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate **Posting Pair D** with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL overlaid by values populated on the RC. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked.
- If the Asset Classification is *Memo* and the RCP is No, then generate **Posting Pair C** with a Posting Line Amount equal to the Accounting Line Amount using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. If a Fixed Asset Payment Request (FAPR) entry also exists, generate **Posting Pair B** with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is *Memo* and the RCP is Yes then generate **Posting Pair C** with a Posting Line Amount equal to the Accounting Line Amount, using the COA from

- the AL overlaid by values populated on the RC. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If a Fixed Asset Payment Request (FAPR) entry also exists, generate **Posting Pair B** with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is *Contributed*, then generate **Posting Pair D** with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is Yes. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked.
 - If the Asset Classification is *Adjustment*, then generate **Posting Pair E** with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is no. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is Yes. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked.
 - If the event category is Unpend (**FAUP**), then
 - If the Asset Classification is *Normal*, then generate **Posting Pair A** with a Posting Line Amount equal to the Accounting Line Amount. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. The Responsibility Center Posting value on the Accounting Line is not used in this event category. Postings will only use COA from the Accounting Line to match those of the disbursement being 'unpending'. This category does not prohibit then entry of a Responsibility Center Posting of Yes because it may default, but rather ignores the field.
 - If the event category is Betterment (**FB**), then
 - If the Asset Classification is *Normal* and Responsibility Center Posting (RCP) is No then generate **Posting Pair A** with a Posting Line Amount equal to the Accounting Line Amount using the COA from the Accounting Line (AL). If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
 - If the Asset Classification is *Normal*, RCP is Yes, the AL Fund/Sub Fund and Responsibility Center (RC) Fund/Sub Fund are different, and both are not General Capital Asset (GCA) funds, then generate **Posting Pair B** with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate **Posting Pair D** with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL overlaid by values populated on the RC. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked.
 - If the Asset Classification is *Memo* and the RCP is No, then generate **Posting Pair C** with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL overlaid by values populated on the RC. If a Fixed Asset Payment Request (FAPR) entry also exists, generate **Posting Pair B** with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
 - If the Asset Classification is *Memo* and the RCP is Yes then generate **Posting Pair C** with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL overlaid by values populated on the RC. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period

logic is invoked. If a Fixed Asset Payment Request (FAPR) entry also exists, generate **Posting Pair B** with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.

- If the Asset Classification is *Contributed*, then generate **Posting Pair D** with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is NO. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is Yes. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked.
- If the Asset Classification is *Adjustment*, then generate **Posting Pair E** with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is Yes. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked.
- The event category will prohibit the changing of Responsibility Center COA from those inferred from FAR Header. Since there will never be a Program Period inferred from FAR Header, the entry of any value in that field on a betterment will not be allowed. It will also prevent the changing of the Responsibility Center Posting value on accounting lines for pre-existing components loaded through auto-apply.
- If the event category is Cancellation (**FC**), then
- If the Asset Classification is *Normal* and the Responsible Center Posting value is No, then generate **Posting Pair A** with a Posting Line Amount equal to the Total Accumulated Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate **Posting Pair B** with a Posting Line Amount equal to Asset Cost, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is *Normal* and the Responsible Center Posting value is Yes, then generate **Posting Pair A** with a Posting Line Amount equal to the Total Accumulated Depreciation Amount, using the COA appropriate to the Depreciation Structure of the Responsibility Center (the only choice allowed because of edits). If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. Generate **Posting Pair D** with a Posting Line Amount equal to Asset Cost, using the COA from the AL overlaid by values populated on the Responsibility Center. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked.
- If the Asset Classification is *Memo*, then generate **Posting Pair C** with a Posting Line Amount equal to the Net Book Value. Use the COA from the AL if the Responsible Center Posting is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the Responsibility Center if the Responsibility Center Posting is Yes. If the Responsible Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked.
- If the Asset Classification is *Contributed* and Responsible Center Posting is No, then generate **Posting Pair A** with a Posting Line Amount equal to the Total Accumulated Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If

that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate **Posting Pair D** with a Posting Line Amount equal to Asset Cost. Use the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.

- If the Asset Classification is *Contributed* and Responsible Center Posting is Yes, then generate **Posting Pair A** with a Posting Line Amount equal to the Total Accumulated Depreciation Amount, using the COA appropriate to the Depreciation Structure of Responsible Center (only choice allowed because of edits). If the Responsible Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. Generate **Posting Pair D** with a Posting Line Amount equal to Asset Cost. Use the COA from the AL overlaid by values populated on the Responsibility Center. If the Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked.
- If the Asset Classification is *Adjustment* and Responsible Center Posting is No, then generate **Posting Pair A** with a Posting Line Amount equal to the Total Accumulated Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate **Posting Pair E** with a Posting Line Amount equal to Asset Cost. Use the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is *Adjustment* and Responsible Center Posting is Yes, then generate **Posting Pair A** with a Posting Line Amount equal to the Total Accumulated Depreciation Amount, using the COA appropriate to the Depreciation Structure of the Responsible Center (as that is the only allowed choice in this situation because of other edits in place). If the Responsible Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. Generate **Posting Pair E** with a Posting Line Amount equal to Asset Cost. Use the COA from the AL overlaid by values populated on the Responsibility Center. If the Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked.
- If the event category is Disposition (**FD**), then
- If the Asset Classification is *Normal*, *Contributed* or *Adjustment* with Responsibility Center Posting equal to No, then generate **Posting Pair A** with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate **Posting Pair B** with a Posting Line Amount equal to Total Accumulated Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate **Posting Pair C** with a Posting Line Amount equal to Selling Price, using COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is *Normal*, *Contributed* or *Adjustment* with the Responsibility Center Posting value of Yes, then generate **Posting Pair A** with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure of Responsibility Center (as that is the only allowed choice in this situation because of other edits in place). Special fixed asset BFY and Funding Profile/Program

Period logic is invoked. If the Responsible Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate **Posting Pair B** with a Posting Line Amount equal to Total Accumulated Depreciation Amount, using the COA appropriate to the Depreciation Structure of Responsibility Center (the only choice allowed because of edits). Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the Responsible Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate **Posting Pair C** with a Posting Line Amount equal to Selling Price, using COA from the AL overlaid by values populated on the RC. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.

- If the Acquisition/Disposition is Disposition with an Acquisition/Disposition Method that has a Gain/Loss type is Expense defined on the Acquisition Disposition (FADM), create **Posting Pair D** with a Posting Line Amount equal to the Internal Gain/Loss Sale Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is Yes. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Acquisition/Disposition is Disposition with an Acquisition/Disposition Method that has a Gain/Loss type is Revenue defined on the Acquisition Disposition (FADM), create **Posting Pair E** with a Posting Line Amount equal to the Internal Gain/Loss Sale Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is Yes. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is *Memo*, then generate **Posting Pair F** with a Posting Line Amount equal to the Net Book Value. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is Yes. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the event category is Manual Depreciation (**FE**), then
- If the Responsible Center Posting value is No and the Asset Classification is *Normal*, *Contributed*, or *Adjustment*, then generate **Posting Pair A** with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Responsible Center Posting value is Yes and the Asset Classification is *Normal*, *Contributed*, or *Adjustment*, then generate **Posting Pair A** with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure of Responsibility Center (only choice allowed because of edits). Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Responsible Center Posting value is No and the Asset Classification is *Memo*, then generate **Posting Pair B** with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Responsible Center Posting value is Yes and the Asset Classification is *Memo*, then generate **Posting Pair B** with a Posting Line Amount equal to the Depreciation

Amount, using the COA appropriate to the Depreciation Structure of Responsibility Center (only choice allowed because of edits). Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred.

- If the event category is Internal Acquisition (**FIA**) or Internal Betterment (**FIB**), then
- If the Asset Classification is *Contributed*, then generate **Posting Pair D** with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL as the Responsibility Center Posting value will be No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is *Adjustment*, then generate **Posting Pair E** with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL as the Responsible Center Posting value will be No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Accounting Line amount is not equal to zero, create **Posting Pair F** with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL as the Responsible Center Posting value will be No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Accumulated depreciation amount on the Accounting Line is greater than zero and the Accounting Line amount is zero, create **Posting Pair G** with a Posting Line Amount equal to the Historical Asset cost Amount. Use the COA from the AL as the Responsible Center Posting value will be No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- The FIB event category will prohibit the changing of Responsibility Center COA from those inferred from FAR Header. It will also prevent the changing of the Responsibility Center Posting value on accounting lines for pre-existing components loaded through auto-apply.
- If the event category is Increase Value From Shell (**FIS**), then
- If the Asset Classification is *Normal* and Responsibility Center Posting (RCP) is No, then generate **Posting Pair A** with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the Accounting Line (AL). If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is *Normal* and RCP is Yes, then generate **Posting Pair B** with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate **Posting Pair D** with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL overlaid by values populated on the RC. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is *Memo* and the RCP is No, then generate **Posting Pair C** with a Posting Line Amount equal to the Accounting Line Amount using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. If a Fixed Asset Payment Request (FAPR) entry also exists, generate **Posting Pair B** with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is *Memo* and the RCP is Yes then generate **Posting Pair C** with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL overlaid by values populated on the RC. Special fixed asset BFY and Funding

Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. If a Fixed Asset Payment Request (FAPR) entry also exists, generate **Posting Pair B** with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.

- If the Asset Classification is *Contributed*, then generate **Posting Pair D** with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is Yes. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is *Adjustment*, then generate **Posting Pair E** with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is Yes. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- The event category will prohibit the changing of Responsibility Center COA from those inferred from FAR Header on an increase through shell when that asset already exists. It will also prevent the changing of the Responsibility Center Posting value on accounting lines for pre-existing components loaded through auto-apply.
- If the event category is Increase/Decrease (**FI**), then
- If the Asset Classification is *Normal* and Responsibility Center Posting (RCP) is No then generate **Posting Pair A** with a Posting Line Amount equal to the Accounting Line Amount using the COA from the Accounting Line (AL). If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is *Normal* and RCP is Yes, then generate **Posting Pair B** with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL overlaid by values populated on the RC. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is *Memo*, then generate **Posting Pair C** with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is Yes. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is *Contributed*, then generate **Posting Pair B** with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is Yes. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is *Adjustment*, then generate **Posting Pair E** with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is Yes. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.

- If the event category is Modify Sales Price (**FP**), then
- If the Acquisition/Disposition is Disposition with an Acquisition/Disposition Method that has a Gain/Loss type is Revenue defined on the Acquisition Disposition (FADM), create **Posting Pair A** with a Posting Line Amount equal to the New Selling Price. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is Yes. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Acquisition/Disposition is Disposition with an Acquisition/Disposition Method that has a Gain/Loss type is Expense defined on the Acquisition Disposition (FADM), create **Posting Pair B** with a Posting Line Amount equal to the New Selling Price. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is Yes. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the event category is Internal Sale (**FS**), then
- If the Responsible Center Posting value is No and the Asset Classification is *Normal*, *Contributed*, or *Adjustment*, then generate **Posting Pair A** with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate **Posting Pair B** with a Posting Line Amount equal to the Total Accumulated Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate **Posting Pair C** with a Posting Line Amount equal to the Selling Price. Use the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Responsible Center Posting value is Yes and the Asset Classification is *Normal*, *Contributed*, or *Adjustment*, then generate **Posting Pair A** with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure of Responsibility Center (as that is the only allowed choice in this situation because of other edits in place). If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate **Posting Pair B** with a Posting Line Amount equal to the Total Accumulated Depreciation Amount, using the COA appropriate to the Depreciation Structure of Responsibility Center (as that is the only allowed choice in this situation because of other edits in place). If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate **Posting Pair C** with a Posting Line Amount equal to the Selling Price. Use the COA from the AL overlaid by values populated on the Responsibility Center. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Acquisition/Disposition is Disposition with an Acquisition/Disposition Method that has a Gain/Loss type is Revenue defined on the Acquisition Disposition (FADM), create **Posting Pair D** with a Posting Line Amount equal to the Gain Loss Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is Yes. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.

- If the Acquisition/Disposition is Disposition with an Acquisition/Disposition Method that has a Gain/Loss type is Expense defined on the Acquisition Disposition (FADM), create **Posting Pair E** with a Posting Line Amount equal to the Gain Loss Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is Yes. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the event category is ET and the Depreciation Structure is Responsibility Center then
- If the Responsible Center Posting value is No and the Asset Classification is *Normal*, *Contributed*, or *Adjustment*, then generate **Posting Pair A** with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Responsible Center Posting value is Yes and the Asset Classification is *Normal*, *Contributed*, or *Adjustment*, then generate **Posting Pair A** with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure of Responsibility Center (as that is the only allowed choice in this situation because of other edits in place). If the Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Responsibility Center Posting value is No and the Asset Classification is *Memo*, then generate **Posting Pair B** with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Responsibility Center Posting value is Yes and the Asset Classification is *Memo*, then generate **Posting Pair B** with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure of Responsibility Center. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the event category is EX then
- If the Asset Classification is *Normal* or *Adjustment* and the Responsibility Center Posting value flag is No, then generate **Posting Pair A** with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the Responsibility Center if the Responsibility Center Posting is Yes. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is *Contributed* and the Responsibility Center Posting value flag is No, then generate **Posting Pair A** and **D** with Posting Line Amounts equal to the Accounting Line Amount. Use the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is *Contributed* and the Responsibility Center Posting value flag is Yes, then generate **Posting Pair A** and **D** with Posting Line Amounts equal to the Accounting Line Amount. Use the COA from the AL overlaid by values from the

Responsibility Center. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.

- If the event category is Internal Acquisition (**FAIS**) or Internal Betterment (**FIB**), then
- If the Depreciation amount is not equal to zero, create Posting Pair A with a Posting Line Amount equal to the Depreciation amount using the COA elements appropriate to the sellers Depreciation Structure setting. If the Sellers Depreciation structure indicator is Responsibility Center then use the COA from FARACTG overlaid with FARHDR. If the structure indicator is Funding Line then use the COA from FARACTG. If the Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Total Depreciation amount is not equal to zero, create Posting Pair B with a Posting Line Amount equal to the Total Depreciation amount (Document depreciation + Accumulated depreciation) using the COA elements appropriate to the sellers Depreciation Structure setting. If the Sellers Depreciation structure indicator is Responsibility Center then use COA from FARACTG overlaid with FARHDR. If the structure indicator is Funding Line then use the COA from FARACTG. If the Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Selling price is greater than zero, create Posting Pair C with a Posting Line amount equal to the Selling price. Use the COA from the FAR AL if the RCP is No. If the FAR AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the FAR AL overlaid by values populated on the FAR Header RC if the RCP is Yes. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the FAR Header RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Gain Loss amount is not equal to zero and Acquisition/Disposition is Disposition with an Acquisition/Disposition Method that has a Gain/Loss type of Revenue defined on the Acquisition Disposition (FADM) page, create Posting Pair D with a Posting Line Amount equal to the Internal Sale Gain Loss Amount. Use the COA from the FAR AL if the RCP is No. If the FAR AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the FAR AL overlaid by values populated on the FAR Header RC if the RCP is Yes. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the FAR Header RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Gain Loss amount is not equal to zero and Acquisition/Disposition is Disposition with an Acquisition/Disposition Method that has a Gain/Loss type of Expense defined on the Acquisition Disposition (FADM) page, create Posting Pair E with a Posting Line Amount equal to the Internal Sale Gain Loss Amount. Use the COA from the FAR AL if the RCP is No. If the FAR AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the FAR AL overlaid by values populated on the FAR Header RC if the RCP is Yes. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the FAR Header RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is Contributed, then generate Posting Pair F with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the Buyers RC if the RCP is Yes. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is Adjustment, then generate Posting Pair G with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from

the AL overlaid by values populated on the Buyers RC if the RCP is Yes. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.

- If the Accounting Line amount is not equal to zero, create Posting Pair H with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the Buyers RC if the RCP is Yes. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Accumulated depreciation amount on the Accounting Line is greater than zero, create Posting Pair I with a Posting Line Amount equal to the Historical Asset Cost Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the Buyers RC if the RCP is Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the event category is Correction (FACR), then
- If the Line Amount is Non zero and the Classification is contributed, adjustment, then generate Posting Pair A and Posting Pair E with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is NO. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is YES. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Line Amount is Non zero, Classification is normal, and RCP is YES, generate Posting Pair A, Posting Pair E and Posting Pair F with a posting line amount equal to the Accounting Line Amount. Use the COA from the AL overlaid by values populated on the RC if the RCP is YES. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the CoA from the AL for posting pair F. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Line Amount is Non zero, Classification is normal and RCP is No, then generate Posting Pair A, and Posting Pair E with a posting line amount equal to the Accounting Line Amount. Use the CoA from the AL on both posting pair A and E. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Line Amount is Non zero and Classification is memo, then generate Posting Pair A with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is NO. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is YES. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Depreciation is Non zero, then generate Posting Pair B with a Posting Line Amount equal to the Depreciation amount on the accounting line, using the COA appropriate to the Depreciation Structure setting. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Accumulated Depreciation is Non zero, then generate Posting Pair C with a Posting Line Amount equal to the Accumulated Depreciation amount on the accounting line, using the COA appropriate to the Depreciation Structure setting. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Gain/ Loss Amount is Non zero, then generate Posting Pair D with a Posting Line Amount equal to the Gain/ Loss Amount using the COA from the Accounting Line (AL).

Use the COA from the AL if the RCP is NO. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is YES. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.

Internal Accounting Event Type Processor

The concept of internal accounting refers to what some call inter-governmental or intra-governmental. All labels refer to accounting that is done for two parties on the same AMS Advantage Financial application. It does not mean just two governmental entities because if they are on separate financial systems, transactions between the two would be treated as external. A check still has to be written and a cash receipt has to be recorded as if the two parties were not under the same governmental umbrella.

Internal accounting event types therefore use two posting pairs. **Posting Pair A** is always for the selling or providing party. **Posting Pair B** is always for the buying or receiving party. On the Internal document types (IET, ITI, and ITA) the distinction of which party is the buyer or the seller is made with the **Initiator** field on the document header. On the other document types that perform internal accounting, the Payment Request (PR), Stock Transfer (TR), Stock Issue (CI and OC), Stock Return (SN), and Payroll (PYRL), that initiator distinction is still made by being defaulted to *Seller/Provider*. When the Initiator is Seller/Provider, the COA information for that party will be on the vendor line (that is, Exchange Details on the ITA and IET). The Buyer/Receiver information will be on the accounting lines.

All rules in the internal event type processor other than which posting pair is used for which party involve data edits:

- For all event categories, the inference of a Bank code is dependent on the Event Type Requirement Bank rule. If set to *Optional* or *Prohibited*, no bank will be inferred. If set to *Required*, then the Bank code will be inferred from the Fund table using the fiscal year and fund code.
- Event types entered on the vendor lines of the internal documents are defaulted to the accounting lines. The values must be the same between the two with an exception for the Internal Reimbursements (IP1, IP2, and IP3) and Quasi External Transactions (IP4, IP5, IP6) accounting models. The event types can change between the vendor line and accounting line with an override application as long as they have the same accounting model.
- For event categories IP1, IP2, IP4, IP5, OT1, OT2, or OT3, the Fund and Sub Fund combination must be different between the buyer and the seller.
- For event categories IP3 and IP6, the Fund and Sub Fund must be the same between the buyer and the seller.
- For event categories OT1 or OT2, the revenue source is required for the receiving party and must be marked as *Transferable* on the Revenue Source table. Entry of an object and sub object is not allowed. Also, the Require Sub Nominal Account for Buyer/Receiver flag is read for the event type ID on the Event Requirements table to determine if a sub revenue source is also required.
- For event categories OT1 or OT2, the object is required for the providing party. Entry of a revenue source or sub revenue source is not allowed. Also, the Require Sub Nominal Account for Seller/Provider flag is read for the event type ID on the Event Requirements table to determine if a sub object is also required.

- If event category IP4, IP5, IP6, IP9, or IP10 is used, a revenue source code is required for the seller/provider and values are prohibited for object and sub object. Also, the Require Sub Nominal Account for the Seller/Provider flag is read for the event type ID on the Event Requirements table to determine if a sub revenue source is also required.
- If event category IP4, IP5, IP6, IP9, or IP10 is used, an object code is required for the buyer/receiver and values are prohibited for revenue source and sub revenue source. Also, the Require Sub Nominal Account for the Buyer/Receiver flag is read for the event type ID on the Event Requirements table to determine if a sub object is also required.
- If event category IP1, IP2, IP3, OT1, or OT2 is used, the object code entered for the seller/provider must be marked as *Reimbursable* on the Object table. Not to be confused with the Reimbursement Eligible field.
- If the event category is IP2, IP5, IT2, or OT2 is used, populate the Internal Fund, Sub Fund and Department values on the posting line in pair A with Fund, Sub Fund, and Department from the posting line in pair B. Populate the Internal Fund, Sub Fund and Department values on the posting line in pair B with Fund, Sub Fund, and Department from the posting line in pair A.
- If the Internal Event Type Processor is called, and all of the following are true:
 - The referencing document type is ITI, ITA, or IET.
 - The referenced document type is RE, CL, or ARE.
 - The reference is a non-memo type of reference.
 - The AR_REF_OPT on the Application Parameters table has a parameter value of 3.

Then, if the BFY field on the referencing accounting line is NOT blank, the processor will set the BFY on the liquidation posting line(s) to that BFY value. If the BFY value on the referencing accounting line is blank, the processor will set the BFY on the liquidation posting line(s) to the CURR_BFY value of the accounting line.

Inventory Event Type Processor

Event types used to load a warehouse with items ordered from external vendors use the Generic and the Accounts Payable event type processors. All accounting events where items are moved out of a warehouse, moved between warehouses, or adjusted in value use the Inventory Event Type Processor. The rules in that processor are as follows:

- If the event category is SI or SIE, then
- If the Fund/Sub Fund combination the same for the warehouse as it is for the buyer, then generate **Posting Pair A** and **E** for the warehouse and buyer respectively with Posting Line Amounts equal to the Line Amount of the Accounting Line.
- If the Fund/Sub Fund combination is different, then generate **Posting Pair B** and **F** for the warehouse and buyer respectively with Posting Line Amounts equal to the Line Amount of the Accounting Line.
- If the Accounting Method of the warehouse is *Purchase*, then generate **Posting Pair C** for the warehouse with a Posting Line Amount equal to the Extended Cost times the Quantity.

- If the Accounting Method of the warehouse is *Consumption*, then generate **Posting Pair D** for the warehouse with a Posting Line Amount equal to the Extended Cost times the Quantity.
- If the event category is SN, then
- If the Fund/Sub Fund combination is the same for the warehouse as it is for the buyer, then generate **Posting Pair A** and **E** for the warehouse and the buyer respectively with Posting Line Amounts equal to the Sub Total Amount found on the Accounting Line.
- If the Fund/Sub Fund combination is different, then generate **Posting Pair B** and **F** for the warehouse and buyer respectively with Posting Line Amounts equal to the Sub Total Amount found on the Accounting Line.
- If the Accounting Method of the warehouse is *Purchase*, then generate **Posting Pair C** for the warehouse with a Posting Line Amount equal to the Unit Cost times the Quantity.
- If the Accounting Method of the warehouse is *Consumption*, then generate **Posting Pair D** for the warehouse with a Posting Line Amount equal to the Unit Cost times the Quantity.
- If a return fee is applicable, and the Fund/Sub Fund combination is the same for the warehouse and the buyer, then generate **Posting Pair G** and **I** for the warehouse and buyer respectively with Posting Line Amounts equal to that Fee Amount.
- If a re turn fee is applicable, and the Fund/Sub Fund combination is not the same for the warehouse and the buyer, then generate **Posting Pair H** and **J** for the warehouse and buyer respectively with Posting Line Amounts equal to that Fee Amount.
- If the event category is ST, then
- If the Fund/Sub Fund combination is the same for the transfer in and out warehouses, then generate **Posting Pair A** with a Posting Line Amount equal to the Line Amount from the Accounting Line for the transfer out warehouse.
- If the Fund/Sub Fund combination is not the same for the transfer in and out warehouses, then generate **Posting Pair B** with a Posting Line Amount equal to the Line Amount from the Accounting Line for the transfer out warehouse.
- If the Accounting Method of the transfer out warehouse is *Purchase*, then generate **Posting Pair C** with a Posting Line Amount equal to the Item Total Amount from the Commodity Line for the transfer out warehouse.
- If the Accounting Method of the transfer out warehouse is *Consumption*, then generate **Posting Pair D** with a Posting Line Amount equal to the Item Total Amount from the Commodity Line for the transfer out warehouse.
- If the Accounting Method of the transfer in warehouse is *Consumption* and the Fund/Sub Fund combination is the same between the transfer in and out warehouses, then generate **Posting Pair E** with a Posting Line Amount equal to the Line Amount from the Accounting Line for the transfer in warehouse.
- If the Accounting Method of the transfer in warehouse is *Consumption* and the Fund/Sub Fund combination is not the same between the transfer in and out warehouses, then generate **Posting Pair F** with a Posting Line Amount equal to the Line Amount from the Accounting Line for the transfer in warehouse.

- If the Accounting Method of the transfer in warehouse is *Purchase* and the Fund/Sub Fund combination is the same between the transfer in and out warehouses, then generate **Posting Pair G** with a Posting Line Amount equal to the Line Amount from the Accounting Line for the transfer in warehouse.
- If the Accounting Method of the transfer in warehouse is *Purchase* and the Fund/Sub Fund combination is not the same between the transfer in and out warehouses, then generate **Posting Pair H** with a Posting Line Amount equal to the Line Amount from the Accounting Line for the transfer in warehouse.
- If the Accounting Method of the transfer in warehouse is *Purchase*, then generate **Posting Pair I** with a Posting Line Amount equal to the Line Amount from the Accounting Line for the transfer in warehouse.
- If the event category is SA, then
- Generate **Posting Pair A** with a Posting Line Amount equal to the Accounting Line Amount.
- If a posting code used has a default object, that object code and sub object code if available will be inferred to the posting line. The Cost of Goods Sold (COGS) Object is one such example.
- If a posting code used has a default revenue source, that revenue source code and sub revenue source code if available will be inferred to the posting line. The Inventory Revenue Source is one such example.
- If the event category is IA1, then
- Credit the manufacturing costs to the manufacturing unit as either revenue or an expenditure credit (depending on event type chosen) with a cash offset. This will be **Posting Pair A** for each accounting line using the COA elements for the manufacturer from the Accounting Line. The Line Amount of the accounting line will be the posting amount for this posting pair.
- Debit the receiving warehouse for an increase in the inventory balance along with a cash offset. This accounting entry will not be based on any user-entered values, but will use COA inferred from the Warehouse table. (Note: All COA elements will be inferred from the Warehouse, however, default BSA, and Default BSA may be overridden if they are specified on the Inventory table.) This will be **Posting Pair B** for each accounting line. The Line Amount of the accounting line will be the posting amount for this posting pair.
- A line for **Posting Pair C** will only be created if the receiving warehouse uses the *Purchase* method of accounting to record an expenditure for the stock item.
- The Fund and Sub-Fund on the Accounting Line of the IIA document cannot be the same as the Fund and Sub-Fund on the selected Warehouse.
- If the event category is IA2, then
- Generate **Posting Pair A** with the Internal Fund, Sub Fund, and Department fields from **Posting Pair B**.
- Generate **Posting Pair B** with the Internal Fund, Sub Fund, and Department fields from **Posting Pair A**.
- Credit the manufacturing costs to the manufacturing unit as either revenue or an expenditure credit (depending on event type chosen) with a due from offset. This will be

Posting Pair A for each accounting line using the COA elements for the manufacturer from the Accounting Line. The Line Amount of the accounting line will be the posting amount for this posting pair.

- Debit the receiving warehouse for an increase in the inventory balance along with a due to offset. This accounting entry will not be based on any user-entered values, but will use COA inferred from the Warehouse table. (Note: All COA elements will be inferred from the Warehouse, however, default BSA, and Default BSA may be overridden if they are specified on the Inventory table.) This will be **Posting Pair B** for each accounting line. The Line Amount of the accounting line will be the posting amount for this posting pair.
- A line for **Posting Pair C** will only be created if the receiving warehouse uses the *Purchase* method of accounting to record an expenditure for the stock item.
- The Fund and Sub-Fund on the Accounting Line of the IIA document cannot be the same as the Fund and Sub-Fund on the selected Warehouse.
- If the event category is IA3, then
- IA3 has no cash or clearing account offsets and is only used when the Warehouse and Manufacturer are using the same Fund and Sub-Fund as an edit will ensure they are the same.
- Credit the manufacturing costs to the manufacturing unit as either revenue or an expenditure credit (depending on event type chosen). This will be **Posting Pair A** for each accounting line using the COA elements for the manufacturer from the Accounting Line. The Line Amount of the accounting line will be the posting amount for this posting pair.
- Debit the receiving warehouse for an increase in the inventory balance. The inventory offset account is used if the warehouse uses the *Purchase* method of accounting. This accounting entry will not be based on any user-entered values, but will use COA inferred from the Warehouse table. (Note: All COA elements will be inferred from the Warehouse, however, default BSA, and Default BSA may be overridden if they are specified on the Inventory table.) This will be **Posting Pair B** for each accounting line. The Line Amount of the accounting line will be the posting amount for this posting pair.
- A line for **Posting Pair C** will only be created if the receiving warehouse uses the *Purchase* method of accounting to record an expenditure for the stock item.

Investments Event Type Processor

Two types of documents are used in the Treasury (or Investments) area. One is the Journal Voucher where event type processor logic does not apply. The other is the Investment (IV) document type with the delivered Pool Fund Cash Investments (PFIE) document code. It is this second document type that records accounting events that require the Investment event type processor. Rules for which posting pair is generated are show below:

- If the Cash Amount field is populated, then generate **Posting Pair A** with a Posting Line Amount equal to that Cash Amount.
- If the Discount Amount field is populated, then generate **Posting Pair B** with a Posting Line Amount equal to that Discount Amount.
- If the Premium Amount field is populated, then generate **Posting Pair C** with a Posting Line Amount equal to that Premium Amount.

- If the Accrued Interest Receivable Amount field is populated, then generate **Posting Pair D** with a Posting Line Amount equal to that Accrued Interest Receivable Amount.

Payroll Clearing Fund Event Type Processor

It is a common practice to use a Payroll Clearing Fund when recording payroll costs. That clearing fund (and optionally a sub fund) is specified on the Payroll (PYRL) document type accounting line in addition to the regular fund field that will contain the operating fund. Such accounting is very similar to other internal accounting because the clearing fund is actually the receiving fund. The rules for that event type processor are as follows:

- If the Internal Fund field is not populated on the accounting line, then issue an error.
- Generate **Posting Pair A** with the regular fund and sub fund codes on the accounting line with a Posting Line Amount equal to the Accounting Line Amount.
- Generate **Posting Pair B** with the clearing fund and sub fund codes on the accounting line with a Posting Line Amount equal to the Accounting Line Amount.
- The inference of a Bank code is dependent on the Event Type Requirement Bank rule. If set to Optional or Prohibited, no bank will be inferred. If set to Required, then the Bank code will be inferred from the Fund table using the fiscal year and fund code.
- If the event category is HRB, then populate the Internal Fund, Sub Fund and Department values on the posting line in pair A with the Fund, Sub Fund, and Department from the posting line in pair B. Populate the Internal Fund, Sub Fund and Department values on the posting line in pair B with the Fund, Sub Fund, and Department from the posting line in pair A.

Payroll Disbursements Event Type Processor

Disbursements made from payroll do not require all of the posting pairs and functionality found in the regular Disbursements event type processor. For this reason, there is a separate event type processor for payroll disbursements. The rules for that processor are as follows:

- Generate **Posting Pair A** with a Posting Line Amount equal to the Accounting Line Amount.
- Generate **Posting Pair B** with a Posting Line Amount equal to the Accounting Line Amount when an event type is used that has posting codes defined for pair B.
- Generate **Posting Pair I** with a Posting Line Amount equal to the Accounting Line Amount when an event type is used that has posting codes defined for pair I.
- If a posting code is used in any posting line created that has a Default Fund setting on the Posting Code table, then a value for that default fund should be inferred and used on that posting line instead of the one from the accounting line. This also includes a default sub fund. If the default fund cannot be found, then an error is issued.

Event Type

The Event Type table exists to define valid accounting and budgeting events within AMS Advantage Financial. The table is pre-populated with many event types when delivered. Adjustments to these can be made. Keeping a record of these changes is a very good idea in case the baseline event types have to be restored. Additions can also be made. It is suggested that they begin with the letters 'XX' or contain no letters at all so that later releases will not introduce a baseline event type with an ID that has been used as a custom event type. Deletions are not recommended. What is recommended is that when an event type should not be used,

that it is removed from the document code or codes defined as capable of using the event type on the Allowed Event Types for Document Code (AETDC) table.

Event types are most often inferred to the accounting line. Setup for the most common or the correct event type based on existing document data allow for these defaults. When a default does not exist, an event type must be chosen (certain Journal Vouchers being the exception). If the most common event type does default, a user can change that event type or even manually enter one to prevent the default. Sometimes event types are defaulted based on existing data already on the accounting line. In such cases, the defaulting table also functions as an editing table to prevent a user from selecting another event type.

To setup the most common event type to default, the **Default Event Type** flag is checked for a single event type defined to a document code on the AETDC table. The system then pushes that event type ID to the Document Control (DCTRL) table into the **Def Event Type** field.

Other tables that control the defaulting of event types are the Payroll Event Type Defaults (PYRLETD), AP Event Type Crosswalk (APETXW), DC Event Type Crosswalk (DCXWLK), MD Default Event Type (MDDFEV), Warehouse (WHSE), and the Event Type Defaults (ETDFLT). These tables are covered in the [Document Accounting Controls](#) section under Document Configuration later in this user guide.

When an event type is first used in an application, the posting codes for that event type are put into a temporary memory source that will be used until the application is bounced. For this reason, changes to an event type that have already been used since the last bounce will not take immediate effect.

Some event types that use the Generic event type processor do not even have posting codes defined for posting pair A. These event types are referred to as non-accounting event types because there are no postings to any journal, budget, or other tables updated by posting lines. A common use for these types of event types is on documents early in the procurement life cycle where the COA to be charged is not known yet, but a document is needed to start the procurement process. Another use is the recording of future budget fiscal years on a contract document. As the total of accounting lines must sum to the commodity line total, future years on a contract require accounting lines for those years to enter a complete contract.

Some event types do not have but a single posting code defined to posting pair A. These are one of three types. The first of this type are budgeting event types that update budget amounts. Only a single posting code is needed in such a case. The second situation for such an event type are cost accounting event types that record costs that are not written to the Accounting Journal, thus do not have to balance. The third situation is an event type used on a Journal Voucher where users of that JV and event type should enter only one posting code on the accounting lines.

Once a document goes to the *Final* document status, an event type cannot be changed on the accounting line. If the event type were the incorrect one, a modification should be created. The incorrect accounting line should be copied and the correct event type entered on the new line. The line amount of the old line should then be set to \$0.00 or to equal the Closed Amount of that line.

Event Type				
Event Type	Name	Active	Effective From	Effective To
✓		Yes		

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

General Information

***Event Type :**
***Name :**
***Short Name :**
Description :
***Event Category :**

Effective From :
Effective To :
Active : ☒
Reserved Funding :
Disbursement Request Update : ☐
Advances : ☐
FAPR Update : ☐
Eligible for Intercept Process : ☐
Customer Account Update Flag : ☐
Customer Account Update Type :
Accounting Classification : General

Posting Pair A-B

Post Pair A :
Debit Posting Code :
Debit Offset :
Debit Name :
Credit Posting Code :
Credit Offset :
Credit Name :
Reversal :
Use BSA from Actg Line for Pair A : ☐
Use OBSA from Actg Line for Pair A : ☐

Post Pair B :
Debit Posting Code :
Debit Offset :
Debit Name :
Credit Posting Code :
Credit Offset :
Credit Name :
Reversal :
Use BSA from Actg Line for Pair B : ☐
Use OBSA from Actg Line for Pair B : ☐

[▶ Posting Pair C-D](#)
[▶ Posting Pair E-F](#)
[▶ Posting Pair G-H](#)
[▶ Posting Pair I-J](#)

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[Event Requirements](#)

Fields on the Event Type (ETYP) table:

Field Name	Field Description
Event Type	A required unique identifier for each event type. Delivered event types contain two letters followed by two numbers.
Name	A required text field used to describe an event type often for reporting and for informational reasons on an event type pick page.

Short Name	A required short text field used to describe an event type often used for reporting when the full name will not fit.
Description	An optional long text field available to explain what an event type does, when it is used, or any other information.
Event Category	The associated event category that is required for each event type. Only valid categories on the Event Category table can be chosen. This field should rarely be changed as it determines the processing logic used for the event type.
Effective From	An optional date from which an event type can be used. The Document Record Date is compared to this date. The event type will not be allowed for use if the Document Record Date is earlier.
Effective To	An optional date to which an event type can be used. The Document Record Date is compared to this date. The event type will not be allowed for use if the Document Record Date is after.
Active	An indication that an event type is active for use. When not active, the event type cannot be used even if it is defined as allowable.
Reserved Funding	The value defaulted to an accounting line that uses the event type. Valid values are <i>No</i> , <i>Yes</i> , and <i>Locked</i> . The defaulted value may be changed by a user manually. Values of <i>Yes</i> and <i>Locked</i> have the same functionality of not being included on a referencing document if set with either of those values on a referenced document. Such values are used for future year contract lines and reserved funding lines that should not be used until unreserved funding lines are exhausted.
Disbursement Request Update	Indicates that the accounting line should update the Disbursement Request table when used with the event type.
FAPR Update	Indicates whether or not an accounting line using the event type should update the Fixed Asset Payment Request (FAPR) table to track the fixed asset shell generation when the commodity line parent to the accounting line had a Shell Indicator of <i>Single Shell</i> or <i>Multiple Shell</i> .
Eligible for Intercept Process	Indicates whether or not a Receivable accounting line with the event type can be added to the Intercept Request table to intercept a disbursement. Further edits also occur for the same flag but on the Object and Revenue Source tables for the respective code used on the Receivable accounting line.
Customer Account	Indicates that an accounting line with the event type should update the Customer Account table in the manner specified in the

Update Flag	Customer Account Update Type field.
Customer Account Update Type	Indicates the type of update that should be made to the Customer Account table when an accounting line uses the event type. This field is required when the corresponding flag is selected. If a value is chosen in this field but the corresponding flag is not selected, no update will be performed. Changing values in this field and in the flag will cause Systems Assurance 9 to be out of sync if the event type has previously been used with a customer account. Updates to the Customer Account tables use the posting lines generated on a document. For this reason, descriptions below refer to <i>Standard</i> and <i>Liquidation</i> posting lines. Standard lines are new postings that occur because of an event type. Liquidation postings occur because of a reference to a previously processed accounting line. They are called liquidation postings because they liquidate or back out previously posted amounts. • <i>Earned Revenue Billing</i> Updates are made to the Earned Unliquidated Receivable (Rec) amount when event type is on a Standard posting line. Updates are made to the Earned Liquidated Receivable amount and Earned Unliquidated Receivable amount when on a Liquidation posting line. If a third party is involved, the Third Party Unliquidated Receivable and Third Party Liquidated Receivable amounts are also updated in the same manner. • <i>Unearned Revenue Billing</i> Updates are made to the Unearned Unliquidated Receivable amount when event type is on a Standard posting line. Updates are made to the Unearned Liquidated Receivable amount and Unearned Unliquidated Receivable amount when on a Liquidation posting line. If a third party is involved, the Third Party Unliquidated Receivable and Third Party Liquidated Receivable amounts are also updated in the same manner. • <i>Deposit Billing</i> Updates are made to the Deposit Unliquidated Receivable amount when event type is on a Standard posting line. Updates are made to the Deposit Liquidated Receivable amount and Deposit Unliquidated Receivable amount when on a Liquidation posting line. If a third party is involved, the Third Party Unliquidated Receivable and Third Party Liquidated Receivable amounts are also updated in the same manner. • <i>Vendor Refund Billing</i> Updates are made to the Refund Unliquidated Receivable amount when event type is on a Standard posting line. Updates are made to the Refund Liquidated Receivable amount and Refund Unliquidated Receivable amount when on a Liquidation posting line. If a third party is involved, the Third Party Unliquidated Receivable and Third Party Liquidated Receivable amounts are also updated in the same manner. • <i>Earned Revenue Collection</i> Updates are made to the

	Earned Collected amount when this event type is on any posting line. If a third party is involved, the Third Party Collected amount is also updated. If the reference type is not memo and a short or overpayment tolerance is used, then the corresponding amount Short-Payment Tolerance or Over-Payment Tolerance is also updated. • <i>Unearned Revenue Collection</i> Updates are made to the Unearned Collected amount when this event type is on any posting line. If a third party is involved, the Third Party Collected amount is also updated. If the reference type is not memo and a short or overpayment tolerance is used, then the corresponding amount Short-Payment Tolerance or Over-Payment Tolerance is also updated. • <i>Deposit Collection</i> Updates are made to the Deposit Collected amount when this event type is on any posting line. If a third party is involved, the Third Party Collected amount is also updated. If the reference type is not memo and a short or overpayment tolerance is used, then the corresponding amount Short-Payment Tolerance or Over-Payment Tolerance is also updated. • <i>Vendor Refund Collection</i> Updates are made to the Refund Collected amount when this event type is on any posting line. If a third party is involved, the Third Party Collected amount is also updated. If the reference type is not memo and a short or overpayment tolerance is used, then the corresponding amount Short-Payment Tolerance or Over-Payment Tolerance is also updated. • <i>Reserved Credit Balance Collection</i> Updates are made to the Reserved Credit Balance table when this event type is on any posting line. The amounts from that table are summarized into the Reserved Credit Balance amount on the Customer Account table. • <i>Unreserved Credit Balance Collection</i> Updates are made to the Unreserved Credit Balance table when this event type is on any posting line. The amounts from that table are summarized into the Unreserved Credit Balance amount on the Customer Account table. • <i>Earned Revenue Write Off</i> Updates are made to the Write Off amount when this event type is on any posting line. The Earned Liquidated Receivable amount is updated as well. If a third party is involved, the Third Party Liquidated Receivable amount is also updated. • <i>Unearned Revenue Write Off</i> Updates are made to the Write Off amount when this event type is on any posting line. The Unearned Liquidated Receivable amount is updated as well. If a third party is involved, the Third Party Liquidated Receivable amount is also updated. • <i>Deposit Write Off</i> Updates are made to the Write Off amount when this event type is on any posting line. The

	Deposit Liquidated Receivable amount is updated as well. If a third party is involved, the Third Party Liquidated Receivable amount is also updated. • <i>Vendor Refund Write Off</i> Updates are made to the Write Off amount when this event type is on any posting line. The Refund Liquidated Receivable amount is updated as well. If a third party is involved, the Third Party Liquidated Receivable amount is also updated. • <i>Earned Revenue Refund</i> Updates are made to the Earned Collected amount. If a third party is involved, an update will also be made to the Third Party Collected amount. • <i>Overpayment/Pre Payment Refund</i> Updates are made to the Refunded amount of the cash receipt document memo referenced on the refund payment request. That Refunded amount reduces the amount on the Reserved Credit Balance Table for the cash receipt record. Thus the Reserved Credit Balance amount on the Customer Account table is reduced. • <i>Deposit Refund</i> Updates are made to the Deposit Collected amount. If a third party is involved, an update will also be made to the Third Party Collected amount. • <i>Earned Receivable to Collection Agency</i> Updates are made to the Earned Unliquidated Receivable amount and to the Earned Liquidated Receivable amount. If a third party is involved, the Third Party Unliquidated Receivable and Third Party Liquidated Receivable amounts are also updated in the same manner. • <i>Vendor Refund to Collection Agency</i> Updates are made to the Refund Unliquidated Receivable amount and to the Refund Liquidated Receivable amount. If a third party is involved, the Third Party Unliquidated Receivable and Third Party Liquidated Receivable amounts are also updated in the same manner.
Accounting Classification	Event types have to be grouped into one of four major types for reporting. Also, these classifications are available for business rules when event category is not the proper or most efficient level for a rule. • <i>General</i> Those event types that do not fit into the other three classifications have this General classification. • <i>Spending</i> Those event types that represent spending or will lead to future spending have this Spending classification. The Prevent New Spending feature available on the Vendor/Customer table uses this classification of event types to determine what is spending. • <i>Revenue</i> Those event types that represent revenue or receivable and those that will lead to the future collection of

	revenue or cash have this Revenue classification. • <i>Budgeting</i> Those event types used on budget documents have this Budgeting classification.

The following fields are repeated 10 times. Once for each posting pair A thru J. Changes to fields in this section after an event type has been used, will require an application bounce for the changes to take effect.

Field Name	Field Description
Posting Pair	The inferred name of a posting pair from the Event Category table for the associated event category of the event type.
Debit Posting Code	The posting code that will be debited given an accounting line increase on a new draft document or a positive increase on a modification draft. On an accounting line reduction, the code would be credited.
Debit Offset	The inferred value for the Offset flag on the Posting Code table for the Debit Posting Code. The value may be changed as long as it is not set to Yes and the Credit Offset value on the same posting pair is not also Yes.
Debit Name	The inferred name for the Debit Posting Code that is inferred from the Posting Code table.
Credit Posting Code	The posting code that will be credited given an accounting line increase on a new draft document or a positive increase on a modification draft. On an accounting line reduction, the code would be debited.
Credit Offset	The inferred value for the Offset flag on the Posting Code table for the Credit Posting Code. The value may be changed as long as it is not set to Yes and the Debit Offset value on the same posting pair is not also Yes.
Credit Name	The inferred name for the Credit Posting Code that is inferred from the Posting Code table.
Reversal	The inferred Reversal flag setting from the Event Category table for the associated event category of the event type.
Use BSA from Actg Line for Pair A	An indication that will take any values entered on the accounting line in the BSA and Sub BSA fields and use them on the generated posting line(s) for the posting pair where the indication

	is made.
Use OBSA from Actg Line for Pair A	An indication that will take any values entered on the accounting line in the OBSA and Sub OBSA fields and use them on the generated posting line(s) for the posting pair where the indication is made.

Event Type Requirements

To control which data should be and should not be entered along with an event type, the Event Type Requirements table has been provided. Rules on this table control data entered on an accounting line. Budget documents are not included because they do not have accounting lines. Those documents that allow chart of account information at the vendor line level also read this table.

Rules established here are system-wide rules that apply to all users of an event type. When it is found that all users should not have the same rule for an accounting event, then either two event types are required or a COA Required Element table is needed that contains an event type and at least one COA element that will distinguish the different parties that have different data needs for an event type. The two-event type approach is certainly the easier way to go when evaluated in terms of future maintenance because it is all table setup. When chosen, there will have to be two different document codes that have available only one of the event types. Security is then used to give users access to the appropriate document code.

As these rules are system-wide, care should be taken that they do not conflict with setup on other tables that require or prohibit COA values. If that is the case, a user can get 'stuck' in a document as there is no precedence between these types of rules where one will override another. The other areas that supply COA requirement rules are any COA Required Element tables and the Required Budget (REQBUD) table. REQBUD plays a very important roll in data entry requirements when the table requires a budget structure. When that is the case and a user submits a document with an event type that calls a posting code which updates the type of activity tracked on that budget structure, the posting lines of the document must contain all of the COA necessary to update the lowest required level of that budget. Without the COA, the user will receive the 'Budget line not found' error. Therefore, all of the COA elements on that lowest required level could be set to *Optional* on the Event Type Requirements table, but they would still be required by REQBUD. Hence, the Event Type Requirements table is a means of data entry control above what is required by budget structures that are required.

Event type requirement rules can be changed after an event type has been used, with the only problem being the modification or cancellation of a document processed under the old rules. For example, a Sub Activity was optional before the change and now it is required. On a modification, the Sub Activity code will have to be entered. One can see that if an element was optional or required before but is now prohibited would be a much more serious result of changing an event type requirement rule.

Records should be added to the Event Type Requirements table for any custom event types added. Existing records can be also be modified to suit the needs of the site. Keeping a record of these changes is a very good idea in case the baseline event requirements have to be restored.

Event Type ID	Event Type Name	Document Reference
✓		

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[Save](#)
[Undo](#)
[Delete](#)
[Insert](#)
[Copy](#)
[Paste](#)
[Search](#)

▼ General Information

*Event Type ID :

Event Type Name :

Document Reference :

*Vendor :

*Customer :

Internal/External Restriction : External

Bank :

Memo Document Reference : ☐

Accounting Method :

Require Nominal Sub Account for Provider/Seller : ☐

Require Nominal Sub Account for Receiver/Buyer : ☐

Require Inverse Reference : ☐

▼ Fund Accounting

*Fund :
 *Sub Fund :
 *Unit :

*BSA :
 *Sub BSA :
 *Sub Unit :

*Object :
 *Sub Object :
 *Department :

*Revenue :
 *Sub Revenue :
 *Dept Object :

*Dept Revenue :
 *Appropriation :

▼ Detail Accounting

*Activity :
 *Sub Activity :
 *Program :

*Reporting :
 *Sub Reporting :
 *Phase :

*Function :
 *Sub Function :
 *Program Period :

*Location :
 *Sub Location :
 *Task :

*Sub Task :
 Task Order :

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[Event Type](#)

Fields on the Event Requirements (ERQ) table:

Field Name	Field Description

Event Type ID	A required unique identifier for each event type requirement record. Valid choices are established on the Event Type table.
Event Type Name	The inferred name for an Event Type ID that comes from the Event Type table.
Document Reference	Controls of <i>Optional</i> , <i>Required</i> , and <i>Prohibited</i> are available to work in concert with the same type of requirement found on the Document Control table. Meaning that a rule to require a reference on a document code may not be appropriate if all event types available to that document code should not require a reference. In such a case, the document code would leave the rule as <i>Optional</i> and each event type available to that document would have an individual rule. Care should be taken not to make the two rules conflict. If the Memo Reference flag is selected, then this field must be set to <i>Prohibited</i> as the Document Reference rule controls 'real' references of <i>Partial</i> , <i>Final</i> , and <i>Inverse</i> . If the Require Inverse Reference flag is selected, then the Document Reference rule must be set to <i>Required</i> . The default value for the field is <i>Optional</i> .
Vendor	Controls of <i>Optional</i> , <i>Required</i> , and <i>Prohibited</i> are available to work in concert with the same type of requirement found on the Document Control table. Meaning that a rule to require an active vendor on a document code may not be appropriate if all event types available to that document code should not require an active vendor. In such a case, the document code would leave the rule as <i>Optional</i> and each event type available to that document would have an individual rule. Care should be taken not to make the two rules conflict. If the Vendor rule is <i>Required</i> , then the Customer rule has to be <i>Prohibited</i> . The Vendor rule is only that an active vendor code be used with the event type. If that vendor code is also an active customer, it will not matter. The default value for the field is <i>Optional</i> .
Customer	Controls of <i>Optional</i> , <i>Required</i> , and <i>Prohibited</i> are available to work in concert with the same type of requirement found on the Document Control table. Meaning that a rule to require an active customer on a document code may not be appropriate if all event types available to that document code should not require an active customer. In such a case, the document code would leave the rule as <i>Optional</i> and each event type available to that document would have an individual rule. Care should be taken not to make the two rules conflict. If the Customer rule is <i>Required</i> , then the Vendor rule has to be <i>Prohibited</i> . The Customer rule is only that an active customer code be used with the event type. If that customer code is also an active vendor, it will not matter. The default value for the field is <i>Optional</i> .
Internal/External Restriction	The Vendor/Customer table has a flag to indicate if a code is internal or external. If this ERQ control is set to <i>External</i> , a vendor/customer code cannot be associated with the event type if

	the Internal Account flag is selected on the Vendor/Customer table. If set to <i>Internal</i> , then that flag must be selected. A value of <i>Not Restricted</i> will allow a vendor/customer code of either setting. The default value for an inserted record is <i>External</i> . A value of blank cannot be saved and <i>Not Restricted</i> should be used instead.
Bank	Controls of <i>Optional</i> , <i>Required</i> , and <i>Prohibited</i> are available to control data entry of a bank code. Certain documents must always have a bank code (cash receipts and disbursements) and will not read this requirement. Other documents can perform accounting events that need a bank and ones that do not. These documents read this requirement not just for data entry, but also for inference logic. When an event type requires a bank, inference logic will attempt to infer one. When the event type prohibits or leaves bank as optional, inference logic will not be attempted. The default value for the field is <i>Prohibited</i> .
Memo Document Reference	When a reference type of <i>Memo</i> is required for an event type because liquidation of the referenced line is not desired but a link to the referenced document is desired in the document reference queries, this flag should be selected. In order to select it, the Reference rule must be set to <i>Prohibited</i> . If unchecked, a memo reference is still allowed unless the Reference rule for the event type or document code is set to <i>Required</i> .
Accounting Method	Event types used to put items into, take items out, or adjust the value and number of items in a warehouse make use of this field. Valid values are <i>Purchase</i> and <i>Consumption</i> . The accounting method of the warehouse code entered on the parent commodity line must match the accounting method rule of the event type. This field defaults to a blank value. Setting it for event types not used with warehouse codes will not have document processing impacts.
Require Nominal Sub Account for Provider/Seller	For event types in several event categories (IP4, IP5, IP6, IP9, IP10, OT1, and OT2), this flag is read to determine if a sub nominal code (sub object or sub revenue source) is required for the provider/seller in order for the event type to be used. When selected, that sub value must be entered with the other COA for the provider/seller. When not selected, the sub value can be entered or left blank. Use of this field should be made for event types in these categories, because using the COA Element rule later in the ERQ table would require the sub nominal account code for both the receiver/buyer and the provider/seller.
Require Nominal Sub Account for Receiver/Buyer	For event types in several event categories (IP4, IP5, IP6, IP9, IP10, OT1, and OT2), this flag is read to determine if a sub nominal code (sub object or sub revenue source) is required for the receiver/buyer in order for the event type to be used. When selected, that sub value must be entered with the other COA for the receiver/buyer. When not selected, the sub value can be entered or left blank. Use of this field should be made for event

	types in these categories because using the COA Element rule later in the ERQ table would require the sub nominal account code for both the receiver/buyer and the provider/seller.
Require Inverse Reference	An inverse reference type is one that will re-open (un-liquidate) a portion or all of a referenced accounting line. Certain event types should only perform this type of reference. Those event types will have the flag selected, with will require an inverse reference and allow no other type. If not selected, the inverse reference type is not allowed. To select this flag, the Reference rule for the event type must be set to <i>Required</i> .
COA Elements	Controls of <i>Optional</i> , <i>Required</i> , and <i>Prohibited</i> are available for each COA element that can be manually entered on an accounting line. Absent from the list are Major Program, which is inferred to an accounting line based on the Program, and the funding structure elements: Funding Profile, Funding Priority, and Funding Profile. These are only manually entered on a Journal Voucher document that displays the three fields. The default value for these fields is <i>Optional</i> .

Posting Code

When the term 'account type' is used, it is a posting code or a collection of like posting codes that is most often referred. When COA codes are added to a posting code, a specific account is defined. For example, the collection of different posting codes for cash - *Regular Cash (A001)*, *Intercepted Cash (D202)*, and *Investment Cash (I001)* fall into the Posting Code Closing Classification of *Cash Roll Forward (5)*. A total amount of cash can be found by adding up all specific accounts in the #5 classification. The total amount of intercepted cash can be found by adding up all specific accounts with posting code D202. The total amount of intercepted cash in a particular fund code can be found by adding up all specific accounts with the fund code and posting code D202. Finally, the amount of intercepted cash for a fund code and balance sheet account can be found by selecting that specific account.

Posting codes provide a reporting capability not available in prior AMS Advantage Financial products. Before there was only one value for the account type of Asset. To find out how much of the Asset total was for receivables, fixed assets, cash, or inventory a query had to know the specific balance sheet accounts used for those items. Any time a new balance sheet was added, the query had to be updated. Now a query can be just for a single posting code, such as *Inventory (S001)*. That query will return all records with that posting code with no need for balance sheets to be specified. With this ability many different balance sheets can be used to track different kinds of inventory items and new ones added as needed without ever having to change the query.

The reporting benefits of posting codes go even further by allowing the recording of elements needed for cash basis, modified accrual, and full accrual reporting simultaneously. Then in the construction of the reports, different groups of posting codes or individual posting codes are included or not included as needed.

Posting codes are an indication to the system that will contain instructions on how accounting and budgeting updates are to be done. These types of controls should not be changed in an application after a posting code has been used. To do so often requires a reconciliation batch job or a conversion process.

The Posting Code table provides the system with rules on which posting codes use default accounts and where from these accounts should be inferred. The [Default Accounts](#) section earlier gave details about the accounts and where they are established. Additionally, since users can manually enter balance sheets for many posting codes, the Posting Code table provides fields for defining attributes about those balance sheet accounts that must be satisfied in order to be used.

Many posting codes are delivered in the application to be used with the delivered event types and to be used on certain journal vouchers without event types. New posting codes can be added, but should begin with the letter 'X' or be all numbers so that later releases of Financial do not provide a new baseline posting code with the same ID. Deleting posting codes is not recommended, but may be done so that they are not used on journal vouchers. Changing settings on existing posting codes is also permitted, keeping in mind that once used, certain settings being changed will cause data integrity problems. Those fields are noted as such in the field by field description of the table later. However, before an application goes live or has any conversions of data into it, there is no problem changing any settings for a posting code. Keeping a record of these changes is a very good idea in case the baseline posting codes have to be restored.

Posting Code

Posting Code	Name	Account Type	Cash Account	Memo Account
✓		No	No	No

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[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

▼ **General Information**

*Posting Code : Closing Classification Code :

*Name : Closing Classification Name :

*Short Name :

► **Inference and Edit Information**

► **Update/Posting Rules**

► **Classifications**

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Fields on the Posting Code (PSCD) table:

Field Name	Field Description
Posting Code	A required unique identifier for each posting code. Delivered posting codes contain one letter followed by three numbers.
Name	A required text field used to describe a posting code often for reporting and for informational reasons on a posting code pick page.
Short Name	A required short text field used to describe a posting code often

	used for reporting when the full name will not fit.
Closing Classification Code	Each posting code has to be associated with a closing classification code from the Posting Code Closing Classification table. These classifications drive the Annual C losing process. Reporting often uses this field as a rollup of posting codes for grouping records instead of having logic that specifies individual posting codes. The use of a Closing Classification Code for reporting eliminates the need to change the reporting logic each time a new posting code is added. Please see the table following the definition of Posting Code Closing Classification fields to find a crosswalk of the delivered Closing Classifications to the Account Types of prior AMS Advantage products.
Closing Classification Name	The inferred name of the closing classification code that is inferred from the Posting Code Closing Classification table.

▼ Inference and Edit Information

Default Fund :		Account Type :	
Default BSA :		Cash Account :	☐
Default Object :		Memo Account :	☐
Default Revenue Source :		First Inference :	System Wide Special Accounts
Offset : ☐		Second Inference :	
		Third Inference :	

Field Name	Field Description
Default Fund	The default fund field on an inference source table that will be inferred when the posting code is used. That inferred fund, and sub fund if entered on the inference source, will be used instead of the fund and sub fund on the accounting line. The inference of a fund is not a common routine and is only done for certain event type processors. Please see the descriptions of those processors for more information.
Default BSA	The default balance sheet account field on an inference source table that will be inferred when the posting code is used and an account was not manually supplied on the accounting line. If a sub balance sheet account is also specified on the inference source, it will be inferred as well if one is not manually supplied. The inference of balance sheet accounts is a common routine shared by all event type processors. Care should be taken to save a value in this field that when inferred, will match the Account Type restriction field for the posting code.
Default Object	The default object field on an inference source table that will be inferred when the posting code is used. That inferred object, and sub object if entered on the inference source, will be used instead

	of the object and sub object on the accounting line. The inference of an object is not a common routine and is only done for certain event type processors. Please see the descriptions of those processors for more information.
Default Revenue Source	The default revenue source field on an inference source table that will be inferred when the posting code is used. That inferred revenue source, and sub revenue source if entered on the inference source, will be used instead of the revenue source and sub revenue source on the accounting line. The inference of a revenue source is not a common routine and is only done for certain event type processors. Please see the descriptions of those processors for more information.
Offset	When a debit and credit are performed for the information on the accounting line of a document, most of the information for both entries are the same. Only information on the posting code and balance sheet account usually differ. The concept of an 'offset' posting code was developed to enable a single posting line to be created for both the debit and credit of a posting pair. When one posting code is marked an offset and the other isn't, a single posting line is created. Journal Posting then takes that single line and creates two full journal entries, repeating the common information on the two and putting the specific information that belongs on each. When neither posting code in a posting pair are marked as offsets, two half posting lines are created. Information on each line will lead to only one journal entry and each contains all information necessary to create that journal entry. The option of having two posting codes that are both marked as offsets for a posting pair is not allowed by the Event Type (ETYP) table. The offset flag value is inferred to that ETYP for each posting code where it can be changed so that half posting lines can be generated or a combined posting line can be generated. If the Offset flag is changed on the Posting Code table, the inferred offset value is changed on all Event Type records that use the code. For this reason, a user may be presented with Event Type errors because of the above edit preventing two offset codes in the same pair. When this happens, the correct route would be to change the offset values directly on the Event Type table where the edit allows. The offset flag has another use which is to direct the application to use a manually entered Offset Balance Sheet Account (OBSA) value on the accounting line with the posting code that is marked as offset. A manually entered value in the Balance Sheet Account field will be used with the non-offset posting code. The only exception is in the Double Non-Offset event type processor logic. The default value for this flag is not selected, but if selected, warnings will be issued if there is not a Default BSA and First Inference Source value. In most cases, there should be values

	for these two fields for an offset posting code. However, there can be offset posting codes where a user will have to manually enter an OBSA value on the accounting line because a default should not exist. In such a case, the document that can use the event type should allow entry of the OBSA field. Please see the section on the Document Control table for more information on this control.
Account Type	For those posting codes that require the association of a balance sheet account (BSA or OBSA) to create a complete journal record will have this field set to the appropriate balance sheet account type. When set, this field provides the application with the editing ability to issue errors when a BSA or OBSA was defaulted or manually entered that does not match what the posting code requires. The field will also provide the same error when no BSA or OBSA is inferred or manually entered and the posting code requires an account type. When a value is entered in this field, the value entered in the Closing Classification Code should correspond to that type of account. Failure to do so will cause Annual Close problems. Changing the value of this field for a posting code that has already been used is strongly discouraged. A modification, cancellation, or reference of that document will not process as the balance sheet associated with the posting code will no longer be allowed.
Cash Account	For those posting codes that should require a cash balance sheet account to create a complete journal record, this field will be checked. Such setup will require a manually entered or inferred balance sheet account used with the posting code to have the Cash Account flag checked on the Balance Sheet Account reference table. When not checked, the flag will enable the application to reject any document that attempts to associate a balance sheet account marked as cash with a posting code that does not allow cash accounts. Changing the value of this field for a posting code that has already been used is strongly discouraged. A modification, cancellation, or reference of that document will not process as the balance sheet associated with the posting code will no longer be allowed. This flag cannot be selected unless the Account Type field is set to Asset and the Default BSA field also has a value.
Memo Account	For those posting codes that should require a memo balance sheet account, this field will be checked. Such setup will require a manually entered or inferred balance sheet account used with the posting code to have the Memo Account flag checked on the Balance Sheet Account reference table. When not checked, the flag will enable the application to reject any document that attempts to associate a balance sheet account marked as memo

	with a posting code that does not allow memo accounts. Changing the value of this field for a posting code that has already been used is strongly discouraged. A modification, cancellation, or reference of that document will not process as the balance sheet associated with the posting code will no longer be allowed.
First Inference	Posting codes that have a default balance sheet account, object, revenue source, or fund will have this field completed with a table that the application will look to first to find a default value when a value has not been manually entered on the accounting line. When this value is <i>System Wide Special Accounts (SPEC)</i>, there is the possibility that the application will look to another table to retrieve a default. When the Override flag is checked on SPEC, the application will go to the Special Fund Accounts (SPECFUND) table to retrieve any value defined there. If one is not defined, then the one from SPEC will be used. The default value for the field is <i>System Wide Special Accounts</i>. If this value exists for a posting code without a Default BSA, Object, Revenue Source, or Fund, document processing will not be impacted as the field will not be used.
Second Inference	Posting codes that have a default balance sheet account, object, revenue source, or fund may have this field completed with a table that the application will look to next to find a default value when a value has not been manually entered on the accounting line or inferred from the First Inference source.
Third Inference	Posting codes that have a default balance sheet account, object, revenue source, or fund may have this field completed with a table that the application will look to next to find a default value when a value has not been manually entered on the accounting line or inferred from the First or Second Inference sources.

▼ Update/Posting Rules

Expense Budget : ☐	CBAL Bucket :
Expense Bucket Id :	CBAL Update : ☐
Revenue Budget : ☐	FBAL Update : ☐
Revenue Bucket Id :	FBAL Bucket :
	Code Type :

Field Name	Field Description
Expense Budget	When a posting code should update a budget structure that tracks spending, this flag will be checked. If checked, the value in the Expense Bucket ID field will be updated. Additionally, if checked and a matching budget line at every budget level defined as Presence Optional = <i>false</i> of a budget structure that is required because a Required Budget (REQBUD) match was found, then a 'budget line not found' error will be issued. If not checked, no

	update will be made and no budget line editing will occur. The changing of this field after documents have processed with the posting code is not recommended because it will introduce System Assurance 1 or 11 out of sync conditions.
Expense Bucket ID	When the Expense Budget flag is checked for a posting code, this budget amount field will be updated with the Posting Amount found on the posting line that uses the posting code. When a value is set in this field and the Expense Budget flag is not selected, there will be no budget update. There will be no document processing impact at all because the flag determines if this bucket ID is used. The changing of this field after documents have processed with the posting code is not recommended because it will introduce System Assurance 1 or 11 out of sync conditions.
Expense Budget Name	When the Expense Bucket ID field is entered and the posting code record saved, the name for the bucket ID is inferred from the Budget Tracking Amount (BUDTAM) table.
Revenue Budget	When a posting code should update a budget structure that tracks revenues, this flag will be checked. If checked, the value in the Revenue Bucket ID field will be updated. Additionally, if checked and a matching budget line at every budget level defined as Presence Optional = <i>false</i> of a budget structure that is required because a Required Budget (REQBUD) match was found, then a 'budget line not found' error will be issued. If not checked, no update will be made and no budget line editing will occur. The changing of this field after documents have processed with the posting code is not recommended because it will introduce System Assurance 1 or 11 out of sync conditions.
Revenue Bucket ID	When the Revenue Budget flag is checked for a posting code, this budget amount field will be updated with the Posting Amount found on the posting line that uses the posting code. When a value is set in this field and the Revenue Budget flag is not selected, there will be no budget update. There will be no document processing impact at all because the flag determines if this bucket ID is used. The changing of this field after documents have processed with the posting code is not recommended because it will introduce System Assurance 1 or 11 out of sync conditions.
Revenue Budget Name	When the Revenue Bucket ID field is entered and the posting code record saved, the name for the bucket ID is inferred from the Budget Tracking Amount (BUDTAM) table.
CBAL Update	When a posting code should update the Cash Balance Inquiries, this flag will be checked. If checked the bucket in the CBAL

	Bucket field will be updated. If not checked, there will be no update. The changing of this field after documents have processed with the posting code is not recommended because it will introduce System Assurance 2 out of sync conditions.
CBAL Bucket	When the CBAL Update flag is checked for a posting code, this CBAL amount field will be updated with the Posting Amount found on the posting line that uses the posting code. The update will occur to the Cash Balance Detail (CBALD) table where the application pushes the update up to the Cash Balance Summary (CBALS) and optionally the Cash Balance Pool (CBALP) table. When a value is set in this field and the CBAL Update flag is not selected, there will be no CBAL updates. There will be no document processing impact at all because the flag determines if this bucket ID is used. The changing of this field after documents have processed with the posting code is not recommended because it will introduce System Assurance 2 out of sync conditions.
FBAL Update	When a posting code should update the Fund Balance Inquiries, this flag will be checked. If checked the bucket in the FBAL Bucket field will be updated. If not checked, there will be no update. When a value is set in this field and the FBAL Update flag is not selected, there will be no FBAL updates. There will be no document processing impact at all because the flag determines if this bucket ID is used. The changing of this field after documents have processed with the posting code is not recommended because it will introduce System Assurance 2 out of sync conditions.
FBAL Bucket	When the FBAL Update flag is checked for a posting code, this FBAL amount field will be updated with the Posting Amount found on the posting line that uses the posting code. The update will occur to the Fund Balance Detail (FBALD) table where the application pushes the update up to the Fund Balance Summary (FBALS). The changing of this field after documents have processed with the posting code is not recommended because it will introduce System Assurance 2 out of sync conditions.
Code Type	This protected field is determined automatically based on values entered in the Account Type, Expense Budget, and Revenue Budget fields to enable the application to determine the appropriate BFY Stage Definition table (Balance Sheet, Spending, Revenue, or Non-Accounting) to read to determine what state a document record date falls. Please refer to the Document Editing section under BFY Staging Configuration for more information.

When the Account Type field is not blank, the Code Type will be set to Balance Sheet Account. If the Account Type is blank and the Expense Budget flag is checked, the Code Type will be set to Spending. If the Account Type is blank and the Revenue Budget flag is checked, the Code Type will be set to Revenue. If the Account Type field is blank and both the Expense Budget and Revenue Budget flags are unchecked, the field will be set to Non-Accounting.

Posting Code

Posting Code	Name	Account Type	Cash Account	Memo Account
✓			No	No

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► **General Information**

► **Inference and Edit Information**

▼ **Update/Posting Rules**

Expense Budget : ☐ CBAL Bucket : 

Expense Bucket Id :  CBAL Update : 

Revenue Budget : ☐ FBAL Update : 

Revenue Bucket Id :  FBAL Bucket : 

Code Type : 

► **Classifications**

Field Name	Field Description
Overhead Rate Process	The Overhead Rate chain job in the Cost Accounting area uses this field to select journal records. Journal records are selected that have a posting code with this flag checked. The run sheet for that job and the User's Guide information for Cost Accounting should be consulted for more information on overhead.
Cost Allocation Process	The Cost Allocation chain job in the Cost Accounting area uses this field to select journal or ledger records. Records are selected that have posting codes with a Cost Allocation Process value equal to the indicated type of allocation of the Allocation ID selected from the Cost Allocation Control Step (ALOC) table as input. Valid values for this field are <i>Cash Expenditure</i>, <i>Collected</i>

	<i>Revenue, Revenue Credits, and Charges</i> to match flags found on ALOC with a fifth value of <i>Not Applicable</i> to mark all posting codes not eligible for any type of cost allocation. The default value for the field is <i>Not Applicable</i>. The run sheet for that job and the User's Guide information for Cost Accounting should be consulted for more information on cost allocation.
Funding Split	Cost Accounting functionality allows for the definition of <i>Front End Split (FES)</i> and <i>Back End Split (BES)</i> Major Program Codes. Both allow for the use of multiple funding sources while only requiring an end user to code one funding source. For FES, the breakout into various funding source occurs before the accounting document goes to pending and final phase. For BES, the breakout occurs as the result of a batch job selecting journal records that did not split when processed because the Major Program used was defined as BES. Valid values for this field are <i>Split for Reporting, Split for Reimbursement, and N/A</i>. The default value for the field is <i>N/A</i>. The run sheet for the Reimbursement chain job and the User's Guide information for Cost Accounting should be consulted for more information on splits.
FACP Eligible	Cost Accounting/Fixed Asset functionality allows for the automatic creation of Fixed Asset Increase/Decrease (FI), Fixed Asset Cancellation (FC), and Fixed Asset Type Change (FX) documents based on Program or Program/Phase data. As accounting documents are processed that match the Program or Program/Phase data, journal records are created. When those journal records contain a posting code marked as FACP Eligible, they will be selected by the Program Asset Generation chain job and the appropriate fixed asset document will be created. The run sheet for Program Asset Generation chain job and the User's Guide information for Cost Accounting and Fixed Assets should be consulted for more information on Program Asset Generation.
Accounting Type Journal	The Journal/Ledger Control (JLCTRL) table requires that a value must be entered in the Posting Code Types for Selection field for each journal defined to an application. When that setting is <i>All</i> or <i>Accounting</i> for a given journal, the Journal Engine will write all posting lines from the Posting Line Catalog that are marked as 'Ready to Post' with a posting code that has this Accounting Type Journal flag checked. Those journals not built from posting lines will not use the Accounting Type Journal flag or the Posting Code Types for Selection field. The Commodity, Budget, and Fixed Asset Component are such journals. Each of these is posted not by the Journal Engine but directly from documents. The value in this flag should never be changed once a posting

	code has been used. To do so would likely require the rebuilding of all journals that would have the posting code written out now or not written out now, along with all the ledgers built from that journal.
Journal Type for 1099 Reporting	The Journal/Ledger Control (JLCTRL) table requires that a value must be entered in the Posting Code Types for Selection field for each journal defined to an application. When that setting is <i>1099</i> for a given journal, the Journal Engine will write all posting lines from the Posting Line Catalog that are marked as 'Ready to Post' with a posting code that has this Journal Type for 1099 Reporting flag checked. The value in this flag should never be changed once a posting code has been used. To do so would likely require the rebuilding of all journals that would have the posting code written out now or not written out now, along with all the ledgers built from that journal.
Cash Type Journal	The Journal/Ledger Control (JLCTRL) table requires that a value must be entered in the Posting Code Types for Selection field for each journal defined to an application. When that setting is <i>Cash</i> for a given journal, the Journal Engine will write all posting lines from the Posting Line Catalog that are marked as 'Ready to Post' with a posting code that has this Cash Type Journal flag checked. The value in this flag should never be changed once a posting code has been used. To do so would likely require the rebuilding of all journals that would have the posting code written out now or not written out now, along with all of the ledgers built from that journal.
Fixed Asset Type Journal	The Journal/Ledger Control (JLCTRL) table requires that a value must be entered in the Posting Code Types for Selection field for each journal defined to an application. When that setting is <i>Fixed Asset</i> for a given journal, the Journal Engine will write all posting lines from the Posting Line Catalog that are marked as 'Ready to Post' with a posting code that has this Fixed Asset Type Journal flag checked. The value in this flag should never be changed once a posting code has been used. To do so would likely require the rebuilding of all journals that would have the posting code written out now or not written out now, along with all of the ledgers built from that journal.

Posting Code Closing Classification

This table is similar to the rollup tables for the chart of account elements. That is, one or more posting codes are associated with one classification and only one. The Annual Close process and the Trial Balance report program use these classifications to determine what actions should be taken with journal records. Custom reports and batch programs will likely also use these classifications to enable the selection of multiple posting codes with the specification of one or

more classifications. In fact, this is a recommended approach when feasible because the introduction of new posting codes would not require a change to the report or batch logic.

The values on this table are pre-loaded with AMS Advantage Financial. Others can be added if needed. There would be no change to the Annual Close process unless a new Closing Action is needed. When adding new classifications, the code used should be one that begins with 80 or higher so that later releases of Financial do not provide a new baseline closing classification code with the same ID. Deleting codes is not recommended. If one is not to be used, then all of the posting codes should be disassociated. Changing settings on existing codes is also permitted. Keeping a record of any changes is a very good idea in case the baseline posting closing classification codes have to be restored.

For more information on the Annual Close process and Trial Balance report, please refer to the [Annual Close](#) section later in this user's guide and the *AMS Financial General Accounting Run Sheet guide* for those two batch jobs.

Posting Code Closing Classification

Closing Classification Code	Name
✓	

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

Closing Classification Code :

Name :

Real Posting Code :

Fund Balance Posting Code :

Retained Earnings Posting Code :

Agency Due To Posting Code :

Offset Posting Code :

Closing Action :

Fields on the Posting Code Closing Classification (PSCDCL) table:

Field Name	Field Description
Closing Classification Code	A required unique identifier for each closing classification code. Delivered codes contain one or two numbers.
Name	A required text field used to describe a posting code closing classification code often for reporting and for informational reasons on a posting code closing classification pick page.
Real Posting Code	When the closing of a real account (a posting code with an account type restriction and an associated balance sheet account) occurs, the balance in that account is closed to the posting code in this field. The field contains a clearing posting code value that is only used in closing and not used for recording

	normal business activity. The Real Posting Code should have the same Account Type, Cash Account, and Memo Account settings as all posting codes that belong to the closing classification that uses the Real Posting Code.
Fund Balance Posting Code	When the Close Fund Into Account field for a fund code is set to <i>Fund Balance</i> on the FUND table, Annual Closing will close all activity for posting codes with a closing classification that has a Closing Action of <i>Close Out Nominal</i> to the Fund Balance Posting Code of that closing classification.
Retained Earnings Posting Code	When the Close Fund Into Account field for a fund code is set to <i>Retained Earnings</i> on the FUND table, Annual Closing will close all activity for posting codes with a closing classification that has a Closing Action of <i>Close Out Nominal</i> to the Fund Balance Posting Code of that closing classification.
Agency Due To Posting Code	When the Close Fund Into Account field for a fund code is set to <i>Agency Due To</i> on the FUND table, Annual Closing will close all activity for posting codes with a closing classification that has a Closing Action of <i>Close Out Nominal</i> to the Fund Balance Posting Code of that closing classification.
Offset Posting Code	When activity is closed out into a nominal account or the Net Asset account, there has to be an offsetting entry to balance out the closing in the old fiscal year. When closing out into a new account, there has to be a posting code for use in the new year. The Offset Posting Code value serves both these purposes.
Closing Action	There are four different closing actions that serve four very distinct annual close results. • <i>Leave Balance In Old Accounting Fiscal Year</i> Not all accounts should be rolled forward into the new year. Posting codes for those accounts will belong to one or more closing classifications that have this Closing Action. There is only one such classification delivered with the application and it contains posting codes such as the Memo Encumbrances and Reserve for Memo Encumbrances used when ordering items for a warehouse on the consumption accounting method. When such activity is found in the input ledger for Annual Close, the program will ignore those records. Such accounts often are just for reporting purposes in the year recorded and have no accounting impact in any financial statements. When this value is selected, none of the posting code fields should be completed as those values will not be used anyway. • <i>Roll Forward</i> - Most real accounts, those commonly referred to as balance sheet accounts, should roll forward into the new year. Posting codes for those accounts will belong to

one or more closing classifications that have this Closing Action. There are five of these classifications delivered: Asset, Liability, Equity, Contra Asset, and Cash.

When such activity is found in the input ledger for Annual Close, the program will close the balance out to the Real Posting Code in accounting period 99 of the old year and record the original balance to the original account in accounting period 0 of the new year. All of the Chart-of-Account information is the same between both lines.

- *Roll Forward into New Account* - Certain real accounts, liability, and accounts tracked at a revenue budget level of detail, should roll forward into the new year but under a different posting code, and a reduced level of chart-of-account detail. As delivered, posting codes for Billed Unearned Revenue (R101), Collected Unearned Revenue (R102), and Unearned Revenue for Prepayment (R105) are three examples of accounts that should use this closing action. The closing action is not restricted to just liability accounts should the need arise to roll another type of account in the same manner.

When such activity is found in the input ledger for Annual Close, the program will close the balance out to the Real Posting Code in accounting period 99 of the old year and record the original balance to Offset Posting Code in accounting period 0 of the new year. Chart-of-Account information on both lines is at the level of detail available in the ledger used for Annual Close, which will be greatly reduced from what level was recorded on the original liability.

- *Close To Net Assets* Certain accounts are not closed directly into Fund Balance, Retained Earnings, or Agency Due To because the activity needs to be tracked differently for full accrual verses modified accrual reports. When this is the case, such a posting code will belong to a classification with this Closing Action and a value in the Real Posting Code and Offset Posting Code fields. There is only one such classification delivered in the application and it contains posting codes such as the expenditure offset used to record the amount of expenditures for a pre-paid asset that has not yet been amortized.

When such activity is found in the input ledger for Annual Close, the program will close out the balance to the Real Posting Code and offset it with an entry to the Offset Posting Code. The Real Posting code will infer a new balance sheet account (according to the default account setup for that posting code) to be used with the other COA of the selected record in the old year. The Offset Posting code will not infer any new COA and just use that of the selected account in the old year. All of this activity occurs in accounting period 99 of the old year. The Real Posting Code will fall into a classification that has a roll action of *Roll Forward*. Thus an account with the *Close To Net Assets* action will result in 4

	annual closing entries. • <i>Close Out Nominal</i> - Certain accounts are closed directly into Fund Balance, Retained Earnings, or Agency Due To based on the fund code of the selected record in the old year. When this is the case, such a posting code will belong to a classification with this Closing Action and a value in each of the Fund Balance, Retained Earnings, and Agency Due To Posting Code fields and the Offset Posting Code field. There are many such classifications delivered in the application representing many 'nominal' accounts. That term alone is used to describe an account that closed to an equity (Fund Balance or Retained Earnings) or liability (Agency Due To) account. Examples include posting codes for Accrued Expenditures and Collected Earned Revenues. When such activity is found in the input ledger for Annual Close, the program will close out the balance to the proper posting code (Fund Balance or Retained Earnings or Agency Due To) and offset it with an entry to the Offset Posting Code. Both entries will use the original COA of the input records and be recorded in accounting period 99 of the old year. The Fund Balance, Retained Earnings, or Agency Due To Posting Code will fall into a classification that has a roll action of <i>Roll Forward</i>. Thus an account with the <i>Close Out Nominal</i> action will result in 4 annual closing entries.

To assist those with reporting needs that were based on the Account Types of previous AMS Advantage Financial, the following table has been provided as a [basis](#) for cross-walking the old Account Types to Closing Classifications. Certainly, some level of analysis on data in the prior and new application would have to be considered. When an account type does not match to a closing classification, but rather a posting code, the delivered posting code(s) is listed. This crosswalk is broken into those account types that are for [accounting](#) documents and those that are for [budgeting](#) documents.

Accounting

Account Type	Closing Classification(s) or Posting Code(s)	Comments
01 Asset	1 Asset Roll Forward	
01 Asset	5 Cash Roll Forward	The different classifications because of the Cash Account edit for the Real Account Posting Code for this classification.
02 Liability	2 - Liability Roll Forward	

03 Equity	3 - Equity Roll Forward	
11 Asset Offset to Expenses	4 Contra Asset Roll Forward	
18 Memo Pre Encumbrance	P010 - Memo Pre Encumbrance	This posting code is delivered in classification 6 Accounts Left In Old Year.
19 Memo Encumbrance	P012 - Memo Encumbrance	This posting code is delivered in classification 6 Accounts Left In Old Year.
20 Pre Encumbrance	13 Pre Encumbrances	
21 Encumbrance	12 Encumbrances	
22 Expenditure / Expense	11 Accrued Expenditures	If internal accrued expenditures are not to be selected there are several posting codes defined that would have to be excluded: A025, D021, and D024 (plus any custom ones) from those that belong to this classification.
22 Expenditure / Expense	10 Cash Expenditures	If internal cash expenditures are not to be selected there are several posting codes defined that would have to be excluded: A017, D015, D022, and D025 (plus any custom ones) from those that belong to this classification.
23 Expenditures		Functionality of this account type was that an expense budget update should occur, it should close out as a nominal, and an asset account was created at annual close. The delivered event type of AP02 provides the ability to record the budget expenditure and the asset update at the same time now. Therefore, posting codes in 4 classifications are recorded at once: 11, 2, 1, and 3.
24 Expenses	F020 Depreciation Expense	While these posting codes are in classification 10, they may equate to account type 24 when they are implemented without any budget updates. Therefore posting codes that

		close like a nominal, but have no budget update will match this account type. If implemented with budget updates, they would fall under account type 22.
24 Expenses	S005 Inventory Adjustment Expense	See above
24 Expenses	F021 Gain/Loss Expense from Sale of Fixed Asset	See above
N/A	7 Equity Offsets Closed to Net Assets	Equity accounts to offset expenditures for future services are in this classification to facilitate different needs between modified accrual and full accrual reports. Since modified accrual reporting would require that an equity account such as fund balance not be reduced by such expenditures, the offset equity account would be added into fund balance.
31 Revenue	15 Billed Revenue	If internal revenues are not to be selected there are several posting codes defined that would have to be excluded: A026, R020, R021, and R023 (plus any custom ones) from those that belong to this classification.
32 Revenue Collected	14 Collected Revenue	If internal revenues are not to be selected there are several posting codes defined that would have to be excluded: A018, F032, R022, and R024 (plus any custom ones) from those that belong to this classification.
85 Project Charge	C001 Charge C002 Back End Split C003 Revenue Credit	As these types of posting codes are not written to the accounting journal, there is not a need to handle them in annual closing. As the Closing Classification is required, it has been delivered as <i>Leave Balance in Old Accounting Fiscal Year</i> .

Budgeting

As the budgeting area is very different from prior releases, there are several significant changes when it comes to reporting. The first is that budgeting documents do not post to the same journals that accounting documents do. They post to a separate budget journal and the entries posted are not balancing entries. The second is that there is not any delivered difference

between the posting codes that update budget structures that track just revenues or spending and those that update structures that track both. The third is that a unique posting code exists for each budget amount updated.

As budget posting codes are not written to the accounting journal, there is not a need to handle them in annual closing. As the Closing Classification is required, it has been delivered as *Leave Balance in Old Accounting Fiscal Year*.

Account Type	Closing Classification(s) or Posting Code(s)	Comments
39 Revenue Transfer	B016 Transfer Revenue Budget	
41 Budgeted Obligations	B001 Adoption B002 Amendment B003 Carry Forward B004 Transfer In B005 Transfer Out B007 Allocation	There are now many posting codes that update various amounts and are the same ones that update expenditure budget amount fields on an 'expense only' and a budget that tracks 'expenses and revenues.' B018 and B019 were left off of here because those amounts were not available on the Expense Budget of prior applications but only the Appropriation Budget.
42 Appropriations	B001 Adoption B002 Amendment B003 Carry Forward B004 Transfer In B005 Transfer Out B007 Allocation B018 Expected Revenue B019 Amended Expected Revenue	There are now many posting codes that update various amounts and are the same ones that update expenditure budget amount fields on an 'expense only' and a budget that tracks 'expenses and revenues.'
43 Allotments	N/A	Allotments are updated with the same posting code as the budget line. The budget journal is just populated with allotment ID fields to differentiate.
45 Reverted Amounts	B008 - Expenditure Budget - Reversion	Normally used to record the amount of budget authority taken out of a budget line of an old year. That amount may or may not have been rolled into a new

		year budget line as a carry forward amount.
45 Reverted Amounts	B014 - Revenue Budget Reversion	Normally used to record the amount of budget authority taken out of a budget line of an old year. That amount may or may not have been rolled into a new year budget line as a carry forward amount.
46 Estimated Receipts	B018 Expected Revenue B019 Amended Expected Revenue	Posting codes used to update the Expected Revenue and Amended Expected Revenue fields respectively for budget structures that track spending and revenues similar to the 2.x concept of an Appropriation Budget.
47 Beginning Cash Balance	B003 Carry Forward for Expense Budget B013 Carry Forward for Revenue Budget	In prior applications, this carried forward amount would only be done for appropriation budgets that were a type of <i>Special</i> . While Budget Roll in Mode 3 provides the same functionality, it is no longer limited to certain appropriations. Also, the Carry Forward posting codes are used for Budget Roll Mode 4 to cover rolled accounting activity.
51 Estimated Revenues	B006 Expected Revenue	This posting code exists to update an Expected Revenue amount which may be the only budgetary amount on a revenue budget or used as an alternate amount to those listed in the next row.
51 Estimated Revenues	B010 Adopted B011 Allocation B012 Amendment B013 Carry Forward B016 Transfers	There are now many posting codes that update various amounts and are the same ones that update revenue budget amount fields on a 'revenue only' and a budget that tracks 'expenses and revenues.'
61 Base Obligation Plan	N/A	Planning budgets for forecasting, budget preparation, or management goal measuring are not currently provided as the Budget Formulation tool is now used for such tasks.

62 Modified Obligation Plan	N/A	Planning budgets for forecasting, budget preparation, or management goal measuring are not currently provided as the Budget Formulation tool is now used for such tasks.
71 Base Revenue Plan	N/A	Planning budgets for forecasting, budget preparation, or management goal measuring are not currently provided as the Budget Formulation tool is now used for such tasks.
72 Modified Revenue Plan	N/A	Planning budgets for forecasting, budget preparation, or management goal measuring are not currently provided as the Budget Formulation tool is now used for such tasks.
73 Base Collection Plan	N/A	Planning budgets for forecasting, budget preparation, or management goal measuring are not currently provided as the Budget Formulation tool is now used for such tasks.
74 Modified Collection Plan	N/A	Planning budgets for forecasting, budget preparation, or management goal measuring are not currently provided as the Budget Formulation tool is now used for such tasks.
86 Project Budget: Federal Funds	B009 - Award	Separate posting codes are not used in baseline and setup in the cost accounting area at the Funding Line level determines the source of funding.
87 Project Budget: State Funds	B009 Award	Separate posting codes are not used in baseline and setup in the cost accounting area at the Funding Line level determines the source of funding.
88 Project Budget: Bond Funds	B009 Award	Separate posting codes are not used in baseline and setup in the cost accounting area at the Funding Line level determines the source of funding.
89 Project Budget: Other Funds	B009 Award	Separate posting codes are not used in baseline and setup in the cost accounting area at the Funding Line level determines the source of funding.

90 Performance Target	N/A	Budgeting on units or other non-dollar values is not currently supported.
91 Performance Actual	N/A	Tracking actuals against a performance budget is not currently supported.
92 Job Full Cost Memo	N/A	The concept of a Job Ledger and a Current Period Job Full Cost Ledger no longer exists so the annual closing step that removed records from the Job Ledger, summarized them, and then posted them to the Current Period Job Full Cost Ledger was not developed in the current application. Thus there is no equivalent of this account type. Costs are recorded to whatever chart-of-account element(s) determined to track jobs and recorded just like all other costs.
93 Travel Authorization	N/A	Encumbrances, Advances and other travel accounting are recorded with the same posting codes that track the same types of accounts for purchasing. Identification that these posting codes are for travel costs can either be done by Chart of Accounts, Event Types, or Document Code.

Accounting Model Delivered Configuration

The following section pulls together all of the accounting models shown in the various functional areas into one consolidated list of delivered accounting models. Delivered values and names are used that may or may not be the ones seen in the application you are in because of changes and expansions to meet the particular needs of your site. Some event types are listed twice because they can be categorized into more than one area.

Each example will include all posting pairs. The associated event type processor should be consulted to determine when each pair gets generated and if there is any differences in amounts or Chart-of-Account values between the pairs. Besides those posting codes that have an account type restriction a value is placed to indicate the type of balance sheet account: A - Asset. L - Liability, E - Equity, AO - Asset Offset. Only those posting pairs with posting codes defined are listed.

All accounting model examples are shown as they would be generated if the accounting line amount were positive for a new draft document, modification where the line amount was increased, or cancellation of a negative line amount. Modifications where the line amount was decreased, new drafts with a negative line amount, and cancellations of a positive line amount would all post with the debit and credit switched.

The various models are grouped into the following business areas:

- [Accounts Payable](#)
- [Accounts Receivable](#)
- [Bond / Debt](#)
- [Budgeting](#)
- [Cost Accounting](#)
- [Disbursements](#)
- [Disbursement Reclassification](#)
- [Fixed Asset](#)
- [Internal Accounting: Purchasing, Operating Transfers, Loans, & Intercepts](#)
- [Inventory](#)
- [Payroll](#)
- [Procurement](#)
- [Travel](#)
- [Treasury](#)
- [Miscellaneous Accounting](#)

Before any accounting models are discussed, the concept of [referencing](#) should be covered as accounting entries are created for certain types of referencing that will not be depicted in the accounting model examples.

Referencing

In each example of an accounting model that may reference another document and thus liquidate prior accounting activity, data is not shown for that liquidation. Only the current document's activity is displayed.

Referencing is an integral part of many accounting models. Those business areas where accounting is recorded at various stages so that what was recorded earlier is reversed by accounting that is recorded later. The action of reversing what was recorded earlier is called a liquidation. Many areas in the application have referencing capability, but accounting is only liquidated when one accounting line references another with a **Reference Type** of *Partial*, *Final*, or *Inverse*. The reference type of *Memo* only serves to link two accounting lines together for reporting and online inquiry.

Liquidations occur when a **Reference Type** of *Partial* or *Final* is chosen on a document referencing another. A liquidation is when one or more standard posting lines are pulled forward from the referenced document to the referencing document. Once pulled forward, the debit and credit are reversed and the **Posting Amount** becomes the amount that will be closed on that referenced posting line. All other information on that posting line, called a Liquidation posting line, remains as it was recorded originally on the referenced document except for certain date information. The following images show a posting line from a payment request that is being fully liquidated by a disbursement.

Posting Line from Payment Request

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount	
1	Standard	D011 D001	External AE Disb Payable	\$500.00		
					\$500.00	

Posting Line from Disbursement

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount	
1	Liquidation	D001 D011	Disb Payable External AE	\$500.00		
					\$500.00	

As mentioned earlier in the [Event Category](#) section, when a *Partial*, *Final*, or *Inverse* reference occurs, only the posting lines with a **Function** of *Standard* are liquidated. Those that have a **Function** of *Non-Standard* are not brought forward to the referencing document.

Reverse liquidations can occur in a number of situations where the liquidation line will have a debit and credit similar to when the referenced document was originally recorded. This type of liquidation will 're-open' the referenced line by reducing the **Closed Amount**. Examples include:

- Modifications to the referencing document where the line amount is reduced and the **Reference Type** is *Partial*
- Modification where the **Reference Type** is changed from *Final* to *Partial*
- When the **Reference Type** is set to *Inverse**

*Not every instance of a *Inverse* reference will 're-open' a referenced line. References can result in one of four situations on the accounting line of the referenced document (sample amounts used).

Situation	Line Amount	Closed Amount	Referenced Amount	Referencing Document
Partial Reference	\$100	\$20	\$20	Partial reference of \$20
Exact Reference	\$100	\$100	\$100	Final reference of \$100
Over Reference	\$100	\$100	\$120	Final reference of \$120
Short Reference	\$100	\$100	\$80	Final reference of \$80

When an *Inverse* reference is done, the amount 're-opened' depends on the relationship between the Line Amount and Referenced Amount of the referenced line and the Line Amount of the referencing line. The following shows the various situations that can occur. The Line Amounts of the referencing document are shown as negatives.

Referenced Before				Referenced After	
Line Amount	Closed Amount	Referenced Amount	Referencing Doc Line Amount	Closed Amount	Referenced Amount
Partially Closed					
\$100	\$20	\$20	(\$25) ^A	\$20	\$20
\$100	\$20	\$20	(\$20)	\$0	\$0
\$100	\$20	\$20	(\$5)	\$15	\$15
\$100	\$20	\$20	\$0	\$20	\$20
Fully Closed					
\$100	\$100	\$100	(\$100)	\$0	\$0
\$100	\$100	\$100	(\$80)	\$20	\$20
\$100	\$100	\$100	\$0	\$100	\$100
\$100	\$100	\$120	(\$120)	\$0	\$0
\$100	\$100	\$120	(\$110)	\$10	\$10
\$100	\$100	\$120	(\$100)	\$20	\$20
\$100	\$100	\$120	(\$80)	\$40	\$40
\$100	\$100	\$120	\$0	\$100	\$100
Short Referenced^B					
\$100	\$100	\$80	(\$100)	\$0	\$0
\$100	\$100	\$80	(\$80)	\$0	\$0

\$100	\$100	\$80	(\$20)	\$60	\$60
\$100	\$100	\$80	\$0	\$80	\$80

^A Reference fails as attempting to re-open more than was closed

^B Notice that even a zero-dollar inverse reference updates the Closed Amount. This is because when a line has been short referenced, the first thing an inverse reference will do is re-open the 'shorted' amount. Then if the line amount on the inverse reference is greater than zero, the inverse reference will re-open that amount.

Of particular note regarding *Inverse* references, when a correction is performed to restore some or all of the closed amount on an accounting line, if the document that originally closed out some or all of that accounting line is modified, postings from that modification will not reflect the correction. This is because the correction is on an entirely different document. For example, an accounting line for \$500 is partially referenced for \$400, then corrected for that \$400 so that the \$500 line is completely open. If the document that did the \$400 reference is modified up to \$450, then it will only liquidate \$50 of the \$500 line. To get the \$500 line to have \$450 liquidated against it, the correction has to be cancelled.

Referencing logic and controlling tables are common to all business areas, with the only exception being in Accounts Receivable when Cash Receipts are referencing Receivables. This business area has concepts of a short payment and over payment that will create slightly different liquidation and standard postings. The *AMS Advantage Financial - Accounts Receivable User Guide* should be consulted for more information on how these concepts work.

The HTML of a document is the first, and ultimate, control of referencing. Those documents that should allow referencing display fields for entering reference information. Those that should not reference do not display the fields. On certain documents, the **Reference Type** field is protected with a default value that cannot be changed by a user. In some cases, only one type of reference is allowed (the Journal Voucher for example). In other cases, the application will determine the type of reference (the Cash Receipt for example).

In all cases, when reference information is entered, that information must be valid. When a partial or final reference is done, there must be an open amount on the referenced line. When an *Inverse* reference is done, the referenced line must have a **Closed Amount** that is not zero. In the case of a partial reference being made where the Line Amount of the referencing document exceeds or equals the **Open Amount** on the referenced document, the application will set the Reference Type from *Partial* to *Final*.

If a reference can be made and is made to a valid accounting line of a valid document, meeting any rules about **Open Amount** and **Closed Amount**, then several specific referencing edits are made:

Can a reference be done according to Document Control (DCTRL) and Event Type Requirements (ERQ)?

Can the referencing document code reference the referenced document code according to the Document Allowable References (DARF)?

Is a reference allowed on Budget Fiscal Year Staging?

If a *Final* reference, will the relationship between the referencing line amount and the referenced line amount pass any tolerances established on System Tolerance (STOL), Fund Tolerance (FTOL), and Document Tolerance (DTOL)?

More information on these edits is included within this General Accounting User's Guide in the sections that describe each of those tables.

When a reference is made that is not *Memo*, the Document Control (DCTRL) table has several other fields besides the **Reference Rule** that are used. These fields include controls for whether Chart-of-Account (COA) values from the referenced line should be inferred to the referencing line and which of those COA values can differ between the referenced and referencing lines. Much more information on these controls is given in the [Document Control](#) section of this User's Guide.

Accounts Payable Accounting Model

Event types in the Accounts Payable (A/P) accounting model are primarily those that update the Disbursement Request table so that a disbursement can be manually or automatically created. However, there are a few in this area that do not lead to a disbursement, but take amounts previously recorded on requests for payment and reclassify them. Event types in this section not only include those commonly defined to Accounts Payable, but also ones from Travel, Inventory, Fixed Assets, Accounts Receivable, and Payroll.

[AP Event Category](#) includes the following event types that may be the first accounting to occur in a document chain or may follow accounting recorded in procurement, disbursements, or accounts receivable activity.

AP01: Authorize Normal Payment This type of request for payment is the most frequently used of all requests. It serves to record a budget update for Accrued Expenditures while establishing a payable liability. It can also be used for the purchasing of a fixed asset and the purchasing of items into a warehouse that is on the purchase accounting method.

Posting Pair A: Disbursement

Dr	D011: External Accrued Expenditure / Expense
Cr	D001: Disbursements Payable (L)

Posting Pair B: Retainage

Dr	D011: External Accrued Expenditure / Expense
Cr	D001: Disbursements Payable (L)

Posting Pair F: Inventory

Dr	D011: External Accrued Expenditure / Expense
Cr	D001: Disbursements Payable (L)

Posting Pair G: Pending Asset

Dr	D011: External Accrued Expenditure / Expense
Cr	D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is not mandatory. When references are made, they would be to lines with event types: PR03 Request from External Vendor, PR05 Order from External Vendor, PR07 Order Non-Accounting, ST52 Request for Inventory Purchase, or ST62 Order for Inventory Purchase.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP01 are: Pay Expenditure Automatically (DI01-3) or Pay Expenditure Manually (DI51-3). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event

type is placed on the disbursement according to SOPT and other disbursement parameters.

AP02: Authorize Pre Payment This type of request for payment is used when an asset should be recorded along with the expenditure. Common examples are insurance and rent that are often paid upfront for a period of time and then amortized over time with a Journal Voucher. Usually there is no entry of a prepaid asset balance sheet account on this transaction because there is a default account, but it is allowed.

Posting Pair A: Disbursement

Dr D011: External Accrued Expenditure / Expense
Cr D001: Disbursements Payable (L)

Posting Pair E: Pre Paid Asset

Dr A024: Pre Paid Asset (A)
Cr A009: Expenditure Offset (E)

Prior Event Types: Referenced accounting activity for this event type is not mandatory. When references are made, they would be to lines with event types: PR03 Request from External Vendor, PR05 Order from External Vendor, or PR07 Order Non-Accounting.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP02 are: Pre Pay Automatically (DI04-6) or Pre Pay Manually (DI54-6). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

Another event type that may optionally reference AP02 is GA13: Recognize Expense from Pre Payment, entered on most likely a Journal Voucher.

AP04: Authorize Use Tax Payment This type of request for payment is to payout of use tax that has been accumulated from disbursements made with the Use Tax profile. When a disbursement contained use tax, it was recorded in posting pair D. Usually there is no entry of a use tax balance sheet account on this transaction because the same default used on the disbursement taking use tax should be used when authorizing a payout.

Posting Pair A: Disbursement

Dr D006: Use Tax Payable (L)
Cr D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is not mandatory and if done it has to be a *Memo* reference. When references are made, they would be to lines with any of the event types for: Pay Expenditure (DI01-3 & DI51-3), Pre Pay (DI04-6 & DI54-6), Pay From Generic Asset (DI07-9 & DI57-9), Pay from Generic Liability (DI010-12 & DI60-2), Pay from Generic Equity (DI013-15 & DI63-5), Non-Budgetary Fixed Asset Purchase (FA21-6), or Pay for Inventory as Consumption (ST80-85).

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP04 are: Payout Use Tax Automatically (DI22-4) or Payout Use Tax Manually (DI72-4). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

AP05: Authorize Backup Withholding Payment This type of request for payment is to pay out of backup withholding amounts that have been accumulated from disbursements made with a vendor that was subject to backup withholding. When a

disbursement recorded backup withholding, it was done in posting pair E. Usually there is no entry of a backup withholding balance sheet account on this transaction because the same default used on the disbursement taking backup withholding should be used when authorizing a payout.

Posting Pair A: Disbursement

Dr	D010: Backup Withholding Payable (L)
Cr	D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is not mandatory and if done it has to be a *Memo* reference. When references are made, they would be to lines with any of the event types for: Pay Expenditure (DI01-3 & DI51-3), Pre Pay (DI04-6 & DI54-6), Pay From Generic Asset (DI07-9 & DI57-9), Pay from Generic Liability (DI010-12 & DI60-2), Pay from Generic Equity (DI013-15 & DI63-5), Payout Retainage (DI43-5 & DI93-5), Non-Budgetary Fixed Asset Purchase (FA21-6), or Pay for Inventory as Consumption (ST80-85).

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP05 are: Pay Backup Withholding Automatically (DI25-7) or Pay Backup Withholding Manually (DI75-7). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

AP06: Authorize Deposit Refund This type of request for payment is to payout a deposit liability collected in the Accounts Receivable area for a customer account. That amount of deposit collected has been tracked on the Customer Account Information (CUSTA) and now should be released because the customer has met the terms for deposit refund. The customer account and all COA information used for the deposit on the Cash Receipt should be the same values entered on the Accounting-Based Payment Request for the Collected Deposit being refunded. If the Collected Deposits default account was used originally, it should be used now.

Posting Pair A: Disbursement

Dr	R201: Billed Deposit (L)
Cr	D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is mandatory and should be a *Memo* reference so the Refunded Amount on the Cash Receipt is updated. When references are made, they would be to lines with the event type: AR21 Collect Deposit.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP06 are: Return Deposit Automatically (DI28-30) or Return Deposit Manually (DI78-80). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

AP07: Authorize Prepayment Refund This type of request for payment is to pay out a prepayment liability collected in the Accounts Receivable area for a customer account. That amount of prepayment collected has been tracked on the Customer Account Information (CUSTA) and now should be released because the customer requested a refund as services or goods were not provided. The customer account and all COA information used for the deposit on the Cash Receipt should be the same values entered on the Accounting-Based Payment Request. If the Prepayment default account was used originally, it should be used now.

Posting Pair A: Disbursement

Dr R105: Prepayment (L)
Cr D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is mandatory and should be a *Memo* reference so the Refunded Amount on the Cash Receipt is updated. When references are made, they would be to lines with the event type: AR13 Collect Prepayment.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP07 are: Return Prepayment Automatically (DI31-33) or Return Prepayment Manually (DI81-83). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

AP08: Authorize Unreserved Credit Balance Refund This type of request for payment is to pay out an unreserved credit balance liability collected in the Accounts Receivable area for a customer account. The credit balance was established manually or with the Auto Apply feature available on the Cash Receipt at the time of collection because the amount collected exceeded the amount owed. The user made a decision at the time that the credit balance should be unreserved so that the Auto Netting chain job would later be able to apply the balance against another receivable for that customer account.

That credit balance has been tracked on the Customer Account Information (CUSTA) and Unreserved Credit Balance (UCBD) tables. It should be released because the customer requested a refund as services or goods were not provided. The customer account and all COA information used for the credit balance on the Cash Receipt should be the same values entered on the Accounting-Based Payment Request. If the Unreserved Credit Balance default account was used originally, it should be used now.

Posting Pair A: Disbursement

Dr R401: Unreserved Overpayment (L)
Cr D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is mandatory and should be a *Memo* reference so the Refunded Amount on the Cash Receipt is updated. When references are made, they would be to lines with the event type: AR40 Collect Unreserved Overpayment.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP08 are: Return Unreserved Overpayment Automatically (DI34-36) or Return Unreserved Overpayment Manually (DI84-86). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

AP09: Authorize Reserved Credit Balance Refund This type of request for payment is to pay out a reserved credit balance liability collected in the Accounts Receivable area for a customer account. The credit balance was established manually or with the Auto Apply feature available on the Cash Receipt at the time of collection because the amount collected exceeded the amount owed. The user made a decision at the time that the credit balance should be reserved so that the Auto Netting chain job would later not be able to apply the balance against another receivable for that customer account.

That credit balance has been tracked on the Customer Account Information (CUSTA) and Reserved Credit Balance (RCBD) tables. It should be released because the

customer requested a refund as services or goods were not provided. The customer account and all COA information used for the credit balance on the Cash Receipt should be the same values entered on the Accounting-Based Payment Request. If the Reserved Credit Balance default account was used originally, it should be used now.

Posting Pair A: Disbursement

Dr R400: Reserved Overpayment (L)
Cr D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is mandatory and should be a *Memo* reference so the Refunded Amount on the Cash Receipt is updated. When references are made, they would be to lines with the event type: AR41 Collect Reserved Overpayment.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP09 are: Return Reserved Overpayment Automatically (DI37-39) or Return Reserved Overpayment Manually (DI87-89). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

AP10: Authorize Earned Revenue Refund This type of request for payment is to payout revenue collected in the Accounts Receivable area for a customer account. That revenue has been tracked on the Customer Account Information (CUSTA) and revenue budget and now should be reduced in full or in part. It should be released because the customer requested a refund and did not want to use the option of a negative receivable to offset future positive receivables. The customer account and all COA information used on Cash Receipt should be the same values entered on the Accounting-Based Payment Request.

Posting Pair A: Disbursement

Dr R002: External Billed Earned Revenue
Cr D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is mandatory and should be a *Memo* reference so the Refunded Amount on the Cash Receipt is updated. When references are made, they would be to lines with the event type: AR02 Collect Earned Revenue.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP09 are: Refund Earned Revenue Automatically (DI40-42) or Refund Earned Revenue Manually (DI90-92). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

AP11: Authorize Stale Payment This type of request for payment is to pay out of a stale payable liability account for a prior disbursement that was reclassified as stale after not being redeemed for a period of time. If the Stale Payable default account was used originally, it should be used now.

Posting Pair A: Disbursement

Dr D101: Stale Payable Disbursement (L)
Cr D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is not mandatory and if done it has to be a *Memo* reference. When references are made, they would be to lines with any of the event types for disbursements: DI01 to DI98, FA21 to FA26, HR30 to HR37, or ST80 to 85. The reference could also

be to a Disbursement Reclassification document that recorded a Stale Disbursement event type DR01 or DR02, depending on the Disbursement Option on SOPT.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP11 are: Payout Stale Disbursement Automatically (DI16-18) or Payout Stale Disbursement Manually (DI66-68). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

AP12: Authorize Escheat Payment This type of request for payment is to pay out of an escheat payable liability account for a prior disbursement that was reclassified as escheated after not being redeemed for a period of time. If the Escheat Payable default account was used originally, it should be used now.

Posting Pair A: Disbursement

Dr	D102: Escheat Payable Disbursement (L)
Cr	D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is not mandatory and if done it has to be a *Memo* reference. When references are made, they would be to lines with any of the event types for disbursements: DI01 to DI98, FA21 to FA26, HR30 to HR37, or ST80 to 85. If escheating follows stale-dating, then the reference could be to another Disbursement Reclassification document that previously recorded the disbursement as stale.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP11 are: Payout Escheated Disbursement Automatically (DI19-21) or Payout Escheated Disbursement Manually (DI69-71). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

AP13: Authorize Bond Principle Payment As the maturity data of a bond issue is reached, the principle amount financed must be paid. This event type is used to request that payment. A separate event type is used to track such a payment request instead of using AP01 because of two reasons. A unique posting code is used to record Bond Principle Expenses for reporting purposes and because budget updates may not be required, which would be done with D011.

Posting Pair A: Disbursement

Dr	D012: Accrued Bond Principle Expense
Cr	D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is not a likely occurrence.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP13 are: Payout Bond Principle Automatically (DI46-48) or Payout Bond Principle Manually (DI96-98). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

AP16: Equity Payout Authorization When a payment should be made from an equity account, this event type is used. Because the Generic Equity posting code is used, an

equity account must be manually entered, as that posting code has no defined default account.

Posting Pair A: Disbursement

Dr A014: Generic Equity (E)
Cr D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is not a likely occurrence.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP16 are: Pay From Generic Equity Automatically (DI13-15) or Pay From Generic Equity Manually (DI63-65). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

AP17: Liability Payout Authorization When a payment should be made from a Liability account, this event type is used. Because the Generic Liability posting code is used, a Liability account must be manually entered, as that posting code has no defined default account.

Posting Pair A: Disbursement

Dr A015: Generic Liability (L)
Cr D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is not a likely occurrence.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP17 are: Pay From Generic Liability Automatically (DI10-12) or Pay From Generic Liability Manually (DI60-62). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

AP18: Asset Payout Authorization When a payment should be made from an Asset account, this event type is used. Because the Generic Asset posting code is used, an Asset account must be manually entered, as that posting code has no defined default account.

Posting Pair A: Disbursement

Dr A016: Generic Asset (A)
Cr D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is not a likely occurrence.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP18 are: Pay From Generic Asset Automatically (DI07-09) or Pay From Generic Asset Manually (DI57-59). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

AP19: Authorize Bond Interest Payment Periodically over the life of a bond, interest must be paid. This event type is used to request that payment. A separate event type is used to track such a payment request instead of using AP01 for tracking purposes only. Given that such an event occurs on a set basis and is for a set amount, the

Future Document Triggering feature is often used to schedule these interest payment requests automatically.

Posting Pair A: Disbursement

Dr	D011: External Accrued Expenditure / Expense
Cr	D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is not a likely occurrence.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP13 are: Payout Bond Principle Automatically (DI46-48) or Payout Bond Principle Manually (DI96-98). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

FA20: Non-Budgeted Fixed Asset Purchase When a payment should be made for a fixed asset that is not from budgeted funds, this event type is used. A payable is established and the source of funds must be updated with a Journal Voucher or other document.

Posting Pair A: Disbursement

Dr	M002: Offset for Memo Fixed Asset (AO)
Cr	D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is not a likely occurrence.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate FA20 are: NB Fixed Asset Purchase Automatically (FA21-23) or NB Fixed Asset Purchase Manually (FA24-26). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

PR22: Encumbrance Correction & Credit Memo Use of this event type is to correct two mistakes made in the procurement chain after a disbursement has cleared the bank. The first problem is that an encumbrance is either partially or fully closed when it should not have been because it was either referenced for too much or was referenced by mistake. The second problem is there is a vendor that was paid too much or was paid and should not have been. The event type will re-open all or a portion of that encumbrance. Furthermore, it will create a credit memo, which is really just a negative request for payment that will offset the next payment to the vendor.

The Event Type Requirements entry for this event type has the Require Inverse Reference flag checked on the Event Type Requirements table. The *Inverse Reference* Type requires that the sign of the Line Amount of the referencing line be the opposite of the Line Amount of the referenced line. For this reason, the posting codes shown below will be switched in regards to the debit and credit.

An encumbrance for a warehouse on the purchase method of accounting can use this event type or ST68.

Special Note: Corrections cannot be performed against split posting lines.

Posting Pair A: Disbursement

Dr	D011: External Accrued Expenditure / Expense
Cr	D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is required. Such references would be to lines with event types: PR05 Order from External Vendor, PR07 Order Non-Accounting, or ST62 Order for Inventory Purchase.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate PR22 are: Pay Expenditure Automatically (DI01-3) or Pay Expenditure Manually (DI51-3). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

ST65: Encumbrance Correction & Credit Memo Consumption Method Use of this event type is to correct the same two mistakes that PR22 corrected (see that event type for more information). A separate event type exists because the credit memo postings are different for a consumption method warehouse. When used, the Accounting Method defined for the Warehouse code entered on the parent commodity line to the accounting line with ST65 must match the Accounting Method setting of *Consumption* that ST65 has on the Event Type Requirements table.

Posting Pair A: Disbursement

Dr	S002: Inventory/Stock Offset (E)
Cr	D001: Disbursements Payable (L)

Posting Pair F: Inventory

Dr	S001: Inventory/Stock Items (A)
Cr	S002: Inventory/Stock Offset (E)

Prior Event Types: Referenced accounting activity for this event type is required. Such references would be to lines with event types: PR07 Order Non-Accounting, ST60 Order for Inventory Consumption I, or ST61 Order for Inventory Consumption II.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate ST65 are: Pay for Inventory as Consumption Automatically (ST80-2) or Pay for Inventory as Consumption Manually (ST83-5). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

ST68: Encumbrance Correction & Credit Memo Purchase Method Use of this event type is to correct the same two mistakes that PR22 corrected (see that event type for more information). A separate event type is used to track such a correction instead of using PR22 for tracking purposes only. When used, the Accounting Method defined for the Warehouse code entered on the parent commodity line to the accounting line with ST68 must match the Accounting Method setting of *Purchase* that ST68 has on the Event Type Requirements table.

Posting Pair A: Disbursement

Dr	D011: External Accrued Expenditure / Expense
Cr	D001: Disbursements Payable (L)

Posting Pair F: Inventory

Dr	S001: Inventory/Stock Items (A)
Cr	S002: Inventory/Stock Offset (E)

Prior Event Types: Referenced accounting activity for this event type is required. Such references would be to lines with event types: PR05 Order from External Vendor or ST62 Order for Inventory Purchase.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate ST68 are: Pay Expenditure Automatically (DI01-3) or Pay Expenditure Manually (DI51-3). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

ST70: Authorize Payment for Inventory - Purchase Method When a payment should be made for items to fill a warehouse that uses the purchase method of accounting, this event type is used. It is similar to AP01 in all respects except ST70 is not delivered to support retainage as that concept often does not apply for such purchases. When used, the Accounting Method defined for the Warehouse code entered on the parent commodity line to the accounting line with ST70 must match the Accounting Method setting of *Purchase* that ST70 has on the Event Type Requirements table.

Posting Pair A: Disbursement

Dr	D011: External Accrued Expenditure / Expense
Cr	D001: Disbursements Payable (L)

Posting Pair F: Inventory

Dr	S001: Inventory/Stock Items (A)
Cr	S002: Inventory/Stock Offset (E)

Prior Event Types: Referenced accounting activity for this event type is not mandatory. When references are made, they would be to lines with event types: PR03 Request from External Vendor, PR05 Order from External Vendor, ST52 Request for Inventory Purchase, or ST62 Order for Inventory Purchase.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate ST70 are: Pay Expenditure Automatically (DI01-3) or Pay Expenditure Manually (DI51-3). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

ST71: Authorize Payment for Inventory - Consumption Method When a payment should be made for items to fill a warehouse that uses the consumption method of accounting, this event type is used. It is very different from AP01 and ST70 in that no budget updates occur for an accrued expenditure. When used, the Accounting Method defined for the Warehouse code entered on the parent commodity line to the accounting line with ST71 must match the Accounting Method setting of *Consumption* that ST71 has on the Event Type Requirements table.

Posting Pair A: Disbursement

Dr	S002: Inventory/Stock Offset (E)
Cr	D001: Disbursements Payable (L)

Posting Pair F: Inventory

Dr	S001: Inventory/Stock Items (A)
Cr	S002: Inventory/Stock Offset (E)

Prior Event Types: Referenced accounting activity for this event type is not mandatory. When references are made, they would be to lines with event types: PR07 Order Non-Accounting, ST50 Request for Inventory Consumption I, ST51 Request for Inventory Consumption II, ST60 Order for Inventory Consumption I, or ST61 Order for Inventory Consumption II.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event

types that will reference and liquidate ST71 are: Pay for Inventory as Consumption Automatically (ST80-2) or Pay for Inventory as Consumption Manually (ST83-5). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

DNO1 Event Category includes the following event types that will be used to request payments for payroll costs. This Double Non-Offset 1 Event Category uses the [Double Non-Offsets](#) Event Type Processor logic.

HR20: Record & Request Expenditure Payment for Fringe Fringe costs to external vendors can be recorded on a single payroll document for payment given the appropriate setup in the AMS Advantage Human Resources application. A payroll clearing fund is the factor that determines if this event type (HR20) or the HR21 event type is used. When a clearing fund is not used, HR20 is the appropriate event type.

Posting Pair A: Disbursement

Dr D011: External Accrued Expenditure / Expense
Cr H005: Fringe (L)

Prior Event Types: Referenced accounting activity for this event type are not done.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate HR20 are: Pay Fringe Expenditure (HR33 - 35). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

HR23: Record & Request Liability Payment for Reserved Fringe Fringe costs recorded for contract reserve pay require a different event type for payout to external vendors than fringe recorded for non-reserved pay.

Posting Pair A: Disbursement

Dr H001: Accrued Payroll (L)
Cr H005: Fringe (L)

Prior Event Types: Referenced accounting activity for this event type is not done.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate HR23 are: Pay Fringe Expenditure by Check w/Adjustment 1 (HR36 - 38). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

HRC Event Category includes the following event types that will be used to request payments for payroll costs. This Payroll Generic Event Category uses the [Generic Event Type Processor](#) logic.

HR21: Request Liability Payment for Fringe Fringe costs to external vendors can be recorded on a single payroll document for payment, given the appropriate setup in the AMS Advantage Human Resources application. A payroll clearing fund is the factor that determines if this event type (HR21) or the HR20 event type is used. When a clearing fund is used, HR21 is the appropriate event type because the expenditure was recorded in the operating fund and the fringe liability was recorded in the clearing fund when a PRLIA document with HR14 or HR15. Event type 21 is then used on a PRLVP to pay the vendor of the fringe out of the clearing fund.

Posting Pair A: Disbursement

Dr H005: Fringe (L)

Cr D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is not done.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate HR21 are: Pay Fringe Liability (HR39 - 41). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

HR22: Request Liability Payment for Deduction Deduction costs to external vendors are recorded in multiple payroll documents. The first records the deduction liability in the operating or payroll clearing fund. Then if the AMS Advantage Human Resources application is setup to request payment of the deduction, then a second document records event type HR22.

Posting Pair A: Disbursement

Dr H003: Deduction (L)

Cr D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is not done.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate HR22 are: Pay Deductions (HR30 - 32). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

RTG Event Category includes the following event types that will be used after disbursement documents have recorded retainage. This Retainage Event Category uses the [Generic Event Type Processor](#) logic.

AP03: Authorize Retainage Payment This type of request for payment is to pay out retainage that has been withheld and the vendor has met the terms for having it released. While being withheld, the Retainage Payable account was credited at the time of disbursement with posting pair C. Usually there is no entry of a Retainage balance sheet account on this transaction because the same default used on the disbursement taking retainage should be used when authorizing a payout.

Posting Pair A: Disbursement

Dr D003: Retainage Payable (L)

Cr D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is not mandatory but has to be done as a *Memo* reference if the retainage tracking tables are to be updated. When references are made, they would be to lines with event type: AP01 Authorize Normal Payment.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP03 are: Payout Retainage Automatically (DI43-5) or Payout Retainage Manually (DI93-5). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

AP14: Forfeiture of Retainage to Expenditure This event type is one that does not request a payment, but is in the Accounts Payable area because it is one of three final states of retainage. When a vendor did not meet the requirements for retainage payout,

that retainage is forfeited. If that forfeiture occurs where the fiscal year is equal to or less than the budget fiscal year, then it is acceptable to forfeit it back as an expenditure credit. While being withheld, the Retainage Payable account was credited at the time of disbursement with posting pair C. Usually there is no entry of a Retainage balance sheet account on this transaction because the same default used on the disbursement taking retainage should be used when authorizing a payout.

Posting Pair A: Disbursement

Dr D003: Retainage Payable (L)
Cr D014: External Cash Expenditure

Prior Event Types: Referenced accounting activity for this event type is not mandatory but has to be done as a *Memo* reference if the retainage tracking tables are to be updated. When references are made, they would be to lines with event type: AP01 Authorize Normal Payment.

Subsequent Event Types: There are no subsequent event types that reference a forfeiture of retainage.

AP15: Forfeiture of Retainage to Undistributed Receipts This event type is one that does not request a payment, but is in the Accounts Payable area because it is one of three final states of retainage. When a vendor did not meet the requirements for retainage payout, that retainage is forfeited. If that forfeiture occurs with a fiscal year greater than the budget fiscal year, then it is commonly recorded as something other than an expenditure credit. While being withheld, the Retainage Payable account was credited at the time of disbursement with posting pair C. Usually there is no entry of a Retainage balance sheet account on this transaction because the same default used on the disbursement taking retainage should be used when authorizing a payout. There can be manual entry of an Undistributed Receipts account if the default account is not used.

Posting Pair A: Disbursement

Dr D003: Retainage Payable (L)
Cr A011: Undistributed Receipts (L)

Prior Event Types: Referenced accounting activity for this event type is not mandatory but has to be done as a *Memo* reference if the retainage tracking tables are to be updated. When references are made, they would be to lines with event type: AP01 Authorize Normal Payment.

Subsequent Event Types: There are no subsequent event types that reference a forfeiture of retainage.

TRVL Event Category includes the following event types that will be used to request advances and reimbursements of travel related costs. This Travel Event Category uses the [Generic Event Type Processor](#) logic.

TR02: Travel Advance This type of request for payment occurs before an employee travels for business to request a payment providing funds for traveling. The accounting for posting pair A is the same as AP01, yet the Travel event category only provides the ability to create that single posting pair.

Posting Pair A: Disbursement

Dr D011: External Accrued Expenditure / Expense
Cr D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is not mandatory. When references are made, they would be to lines with event type: TR01 Encumber for Travel.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP01 are: Pay Expenditure Automatically

(DI01-3) or Pay Expenditure Manually (DI51-3). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

TR04: Travel Costs This type of request for payment occurs after an employee travels for business and requires a refund of costs paid from personal funds. The accounting for posting pair A is the same as AP01, yet the Travel event category only provides the ability to create that single posting pair.

Posting Pair A: Disbursement

Dr D011: External Accrued Expenditure / Expense

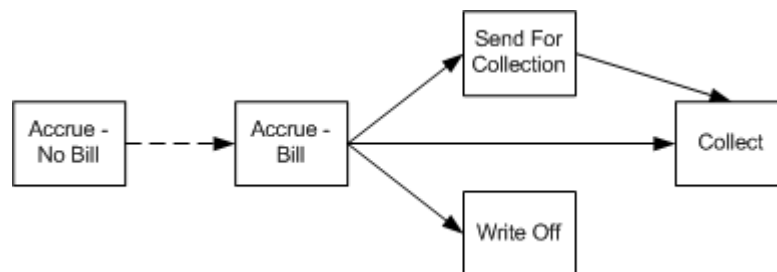
Cr D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is not likely in any form but a memo reference.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP01 are: Pay Expenditure Automatically (DI01-3) or Pay Expenditure Manually (DI51-3). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

Accounts Receivable Accounting Model

Event types in this section not only include those commonly defined to Accounts Receivable (A/R), but also ones from Accounts Payable. While the event type ID values below do not flow in numerical order, the presentation of event types is in a sequence that they will likely occur. The following depicts the basic order that receivables might take. The 'Accrue No Bill' step is an optional one that is normally only done with revenue and not other receivables such as vendor refunds, deposits, and balance sheet billings. The 'Send For Collection' is a step that is only done for earned receivables and for vendor refunds.



The Event Type Defaults (ETDFLT) table controls the entry of event types on A/R documents referencing other A/R documents. The table also provides a means of defaulting the correct event type on a referencing document based on information on the referenced document. For the A/R document types Cash Receipt (CR), Referral to Collection Agency (CL), and Write Off (WO) the Doc Type and Ref Event Type fields are used to default and control a referencing event type. Setup for the WO document will determine the write off method used for an application. For the Internal Exchange (IET) document type, each of the four determinates - Doc Type, Ref Event Type, Same Bank, and Same Fund & Sub Fund are used.

REV Event Category includes the following event types that will be used to record revenues. This Revenue Event Category uses the [Generic Event Type Processor](#) logic.

AR06: Accrue Earned Revenue When a customer has been provided goods or services that meet the accounting requirements for earned revenue, yet cannot be billed at the present time, this is the appropriate event type to use to record the receivable and revenue.

Posting Pair A: Principal

Dr R009: Earned Receivable (A)
Cr R010: Earned Revenue

Prior Event Types: Referenced accounting activity for this event type is not likely in any form but a memo reference.

Subsequent Event Types: A receivable of this type will be recorded until such time the customer can be billed or collection is made without a bill. If collected, it will be with AR02: Collect Earned Revenue. If transferred to a receivable that allows for billing, AR06 will be referenced by AR01: Bill Earned Revenue.

AR01: Bill Earned Revenue When a customer has been provided goods or services that meet the accounting requirements for earned revenue, this is the appropriate event type to use to record the receivable and revenue.

Posting Pair A: Principal

Dr R001: Billed Earned Receivable (A)
Cr R002: External Billed Earned Revenue

Posting Pair B: Interest

Dr R001: Billed Earned Receivable (A)
Cr R002: External Billed Earned Revenue

Posting Pair C: Late Fee

Dr R001: Billed Earned Receivable (A)
Cr R002: External Billed Earned Revenue

Posting Pair D: Admin Fee

Dr R001: Billed Earned Receivable (A)
Cr R002: External Billed Earned Revenue

Posting Pair E: NSF Fee

Dr R001: Billed Earned Receivable (A)
Cr R005: Billed NSF Revenue

Posting Pair F: Other Fee

Dr R001: Billed Earned Receivable (A)
Cr R002: External Billed Earned Revenue

Prior Event Types: Referenced accounting activity for this event type is optional with the only event type referenced being AR06: Accrue Earned Revenue. When terms have not been met to start billing the customer, revenue often has to be recorded for financial purposes, which is the purpose of AR06.

Subsequent Event Types: A receivable of this type will have one of four outcomes:

1. Collection with AR02: Collect Earned Revenue will occur with a Cash Receipt document.
2. After several attempts at collection have failed, the receivable can be sent to an external party for collection. Event type AR05: Refer Earned Receivable to Collection Agency on a Referral to Collection Agency

document would record such an event unless the receivable was sold to the external party.

3. When all attempts at collection have failed and the receivable is considered uncollectible. At this point AR03: Write Off Earned Revenue - Direct Method or AR04: Write Off Earned Revenue would be used on a Write Off document.
4. If the receivable was recorded as an intercept request, then either IN10 or IN11 event types for intercepting earned revenue would be used on an Internal Exchange Transaction document to close all or a portion of the receivable.

AR05: Refer Earned Receivable to Collection Agency When a customer account has had a receivable past due for a significant period of time, the receivable is often turned over to a collection agency for collection. This event type provides the ability to record such a receivable under a different balance sheet account in addition to the different asset posting code.

Posting Pair A: Principal

Dr R004: Billed Earned Receivable Sent for Collection (A)
Cr R002: External Billed Earned Revenue

Posting Pair B: Interest

Dr R004: Billed Earned Receivable Sent for Collection (A)
Cr R002: External Billed Earned Revenue

Posting Pair C: Late Fee

Dr R004: Billed Earned Receivable Sent for Collection (A)
Cr R002: External Billed Earned Revenue

Posting Pair D: Admin Fee

Dr R004: Billed Earned Receivable Sent for Collection (A)
Cr R002: External Billed Earned Revenue

Posting Pair E: NSF Fee

Dr R004: Billed Earned Receivable Sent for Collection (A)
Cr R005: Billed NSF Revenue

Posting Pair F: Other Fee

Dr R004: Billed Earned Receivable Sent for Collection (A)
Cr R002: External Billed Earned Revenue

Prior Event Types: Referenced accounting activity for this event type is required with the only event type referenced being AR01: Bill Earned Revenue.

Subsequent Event Types: A receivable of this type will have one of three outcomes:

1. Collection with AR02: Collect Earned Revenue will occur with a Cash Receipt document.
2. When all attempts at collection have failed and the receivable is considered uncollectible. At this point AR03: Write Off Earned Revenue - Direct Method or AR04: Write Off Earned Revenue would be used on a Write Off document.
3. If the receivable was recorded as an intercept request, then either IN10 or IN11 event types for intercepting earned revenue would be used on an Internal Exchange Transaction document to close all or a portion of the receivable.

AR02: Collect Earned Revenue The collection of revenue can be for a customer account or without one.

Posting Pair A: Principal

Dr A001: Cash (A)
Cr R003: External Collected Earned Revenue

Posting Pair B: Interest

Dr A001: Cash (A)
Cr R003: External Collected Earned Revenue

Posting Pair C: Late Fee

Dr A001: Cash (A)
Cr R003: External Collected Earned Revenue

Posting Pair D: Admin Fee

Dr A001: Cash (A)
Cr R003: External Collected Earned Revenue

Posting Pair E: NSF Fee

Dr A001: Cash (A)
Cr R006: Collected NSF Revenue

Posting Pair F: Other Fee

Dr A001: Cash (A)
Cr R003: External Collected Earned Revenue

Prior Event Types: Referenced accounting activity for this event type is optional and can be to AR01: Bill Earned Revenue or AR05: Refer Earned Receivable to Collection Agency.

Subsequent Event Types: While there is no event type that will reference and liquidate this type of revenue, there is one that can memo reference it. AP10: Authorize Earned Revenue Refund would be used to request a payment out of revenue to the vendor/customer. (Please refer to the [Accounts Payable](#) section under Accounting Model Delivered Configuration.)

AR03: Write Off Earned Revenue - Direct Method When a customer account has had a receivable past due for a significant period of time and it is determined that the receivable will never be collected, the receivable is written off. This event type provides the ability to record such a write off. It is called the Direct Method because the Allowance For Doubtful Accounts account is not updated. When an amount of receivables is established at the beginning of the year as uncollectible based on prior collection history and then reduced throughout the year, that is known as the allowance method. The direct method records only a Bad Debt Expense that will reduce equity balances at year end to offset revenues written off.

The reason External Billed Earned Revenue is being rebooked during the write off is because the liquidating reference to the open receivable removed not only the receivable asset but also the revenue.

Posting Pair A: Principal

Dr R007: Bad Debt Expense
Cr R002: External Billed Earned Revenue

Posting Pair B: Interest

Dr R007: Bad Debt Expense
Cr R002: External Billed Earned Revenue

Posting Pair C: Late Fee

Dr R007: Bad Debt Expense
Cr R002: External Billed Earned Revenue

Posting Pair D: Admin Fee

Dr R007: Bad Debt Expense
Cr R002: External Billed Earned Revenue

Posting Pair E: NSF Fee

Dr R007: Bad Debt Expense
Cr R005: Billed NSF Revenue

Posting Pair F: Other Fee

Dr R007: Bad Debt Expense
Cr R002: External Billed Earned Revenue

Prior Event Types: Referenced accounting activity for this event type is required with the only event type referenced being AR01: Bill Earned Revenue.

Subsequent Event Types: There are no subsequent event types.

AR04: Write Off Earned Revenue - Allowance Method When a customer account has had a receivable past due for a significant period of time and it is determined that the receivable will never be collected, the receivable is written off. This event type provides the ability to record such a write off. It is called the Allowance Method because it reduces the Allowance For Doubtful Accounts account established at the beginning of the year as uncollectible based on prior collection history. A Bad Debt Expense account was established when the Allowance was established, that will reduce equity balances at year-end to offset revenues written off.

The reason External Billed Earned Revenue is being rebooked during the write off is because the liquidating reference to the open receivable removed not only the receivable asset but also the revenue.

Posting Pair A: Principal

Dr R008: Allowance for Bad Debt (CA)
Cr R002: External Billed Earned Revenue

Posting Pair B: Interest

Dr R008: Allowance for Bad Debt (CA)
Cr R002: External Billed Earned Revenue

Posting Pair C: Late Fee

Dr R008: Allowance for Bad Debt (CA)
Cr R002: External Billed Earned Revenue

Posting Pair D: Admin Fee

Dr R008: Allowance for Bad Debt (CA)
Cr R002: External Billed Earned Revenue

Posting Pair E: NSF Fee

Dr R008: Allowance for Bad Debt (CA)
Cr R005: Billed NSF Revenue

Posting Pair F: Other Fee

Dr R008: Allowance for Bad Debt (CA)
Cr R002: External Billed Earned Revenue

Prior Event Types: Referenced accounting activity for this event type is required with the only event type referenced being AR01: Bill Earned Revenue. One event type that would have occurred prior to the AR04 write off would be GA04:

Establish Allowance for Bad Debt. That event type would have occurred on a journal voucher to establish the Allowance and Bad Debt Expense at the beginning of the year. AR04 will not liquidate that accounting. It will wash a portion of the Allowance established.

Subsequent Event Types: There are no subsequent event types.

AR10: Bill Unearned Revenue When a customer has been provided goods or services that do not meet the accounting requirements for earned revenue, this is the appropriate event type to use to record the receivable and revenue. Unearned revenue is a liability account that may or may not be tracked at the revenue budget level depending on posting code setup.

The event type does not make use of all of the REV event category posting pairs as they do not apply to a receivable that is not yet earned.

The reclassification feature available through Future Document Triggering allows for the automatic conversion of a billed unearned revenue to billed earned revenue as of a specified Reclassification Date.

Posting Pair A: Principal

Dr	R100: Billed Unearned Receivable (A)
Cr	R101: Billed Unearned Revenue (L)

Prior Event Types: Referenced accounting activity for this event type is not likely in any form but a memo reference.

Subsequent Event Types: A receivable of this type has one of four outcomes:

1. Collection with AR11: Collect Unearned Revenue with a Cash Receipt document.
2. After all attempts at collection have failed and the receivable is written off with AR12: Write Off Unearned Revenue on a Write Off document.
3. Reclassification will occur manually or with Future Document Triggering of AR10 to the AR01 event type.
4. If the receivable was recorded as an intercept request, then either IN12 or IN13 event types for intercepting earned revenue would be used on an Internal Exchange Transaction document to close all or a portion of the receivable.

AR11: Collect Unearned Revenue When a customer has been provided goods or services that do not meet the accounting requirements for earned revenue, this is the appropriate event type to use to record the collection of revenue in that situation. Unearned revenue is a liability account that may or may not be tracked at the revenue budget level depending on posting code setup.

The event type does not make use of all of the REV event category posting pairs as they do not apply to a receivable that is not yet earned.

The reclassification feature available through Future Document Triggering allows for the automatic conversion of a billed unearned revenue to billed earned revenue as of a specified Reclassification Date.

Posting Pair A: Principal

Dr	A001: Cash (A)
Cr	R102: Collected Unearned Revenue (L)

Prior Event Types: Referenced accounting activity for this event type is optional and can be to AR10: Bill Unearned Revenue.

Subsequent Event Types: There will be no subsequent referencing of this event type. There may be a reclassification that occurs manually or with Future Document Triggering to transfer the amount recorded under AR11 with AR02.

AR12: Write Off Unearned Revenue When a customer account has had a receivable past due for a significant period of time and it is determined that the receivable will never be collected, the receivable is then written off. This event type provides the ability to record such a write off. There is not the choice of write off methods with unearned revenue as there is with earned revenue. A user could cancel the receivable, modify it to zero-dollars, or use this event type.

The option also exists to remove the posting codes from the event type and let the write off just remove the receivable and unearned revenue while not recording any new accounting entries. The accounting entries provided below ease reporting with memo accounts that will not be rolled forward or closed to any equity accounts at year-end.

Posting Pair A: Principal

Dr	R103: Unearned Receivable Write Off (A)
Cr	R104: Unearned Revenue Write Off (AO)

Prior Event Types: Referenced accounting activity for this event type is required with the only event type referenced being AR10: Bill Unearned Revenue.

Subsequent Event Types: There are no subsequent event types.

AR13: Collect Pre Payment When a customer pays in advance for goods or services, this is the appropriate event type to use to record the collection of revenue in that situation. The difference between this event type and AR11 is in the Customer Account updates. AR11 updates as Unearned Revenue Collection and AR13 updates as a Reserved Credit Balance Collection.

The event type does not make use of all of the REV event category posting pairs as they do not apply to a pre payment.

Posting Pair A: Principal

Dr	A001: Cash (A)
Cr	R105: Unearned Revenue for Pre Payment (L)

Prior Event Types: Referenced accounting activity for this event type is not likely in any form but a memo reference.

Subsequent Event Types: There will be no subsequent referencing of this event type. There will either be a modification down or a cancellation of the pre payment in the future when that reserved credit balance is applied, or a memo reference to return the pre payment to the customer with AP07: Authorize Pre Payment Refund. (Please refer to the [Accounts Payable](#) section under Accounting Model Delivered Configuration.)

AR50: Bill To Asset Account When a customer has to be billed where the receivable asset is to be recorded along with a reduction to another asset account, this event type is to be used. There is no default balance sheet account for the asset account being reduced, thus one has to be manually entered.

Updates to the Customer Account Information table are not tracked for this type of receivable.

Posting Pair A: Principal

Dr	R001: Billed Earned Receivable (A)
Cr	A016: Generic Asset (A)

Prior Event Types: Referenced accounting activity for this event type is not likely in any form but a memo reference.

Subsequent Event Types: A receivable of this type has one of two outcomes:

1. Collection with AR51: Collect To Asset Account on a Cash Receipt.
2. After all attempts at collection have failed the receivable is either cancelled or modified down to what has been closed.

AR51: Collect To Asset Account When a customer pays and the receipt of cash is to be recorded along with a reduction to another asset account, this event type is to be used. There is no default balance sheet account for the asset account being reduced, thus one has to be manually entered.

Updates to the Customer Account Information table are not tracked for this type of receivable.

Posting Pair A: Principal

Dr A001: Cash (A)
Cr A016: Generic Asset (A)

Prior Event Types: Referenced accounting activity for this event type is optional and can be to AR50: Bill To Asset Account.

Subsequent Event Types: There are no subsequent event types that will reference this one. If the funds are to be returned, event type AP18: Asset Payout Authorization could be used. (Please refer to the [Accounts Payable](#) section under Accounting Model Delivered Configuration.)

AR52: Bill To Liability Account When a customer has to be billed where the receivable asset is to be recorded along with an increase to a liability account, this event type is to be used. There is no default balance sheet account for the liability account being reduced, thus one has to be manually entered.

Updates to the Customer Account Information table are not tracked for this type of receivable.

Posting Pair A: Principal

Dr R001: Billed Earned Receivable (A)
Cr A015: Generic Liability (L)

Prior Event Types: Referenced accounting activity for this event type is not likely in any form but a memo reference.

Subsequent Event Types: A receivable of this type has one of two outcomes:

1. Collection with AR53: Collect To Liability Account on a Cash Receipt.
2. After all attempts at collection have failed the receivable is either cancelled or modified down to what has been closed.

AR53: Collect To Liability Account When a customer pays and the receipt of cash is to be recorded along with an increase to a liability account, this event type is to be used. There is no default balance sheet account for the liability account being reduced, thus one has to be manually entered.

Updates to the Customer Account Information table are not tracked for this type of receivable.

Posting Pair A: Principal

Dr A001: Cash (A)
Cr A015: Generic Liability (L)

Prior Event Types: Referenced accounting activity for this event type is optional and can be to AR52: Bill To Liability Account.

Subsequent Event Types: There are no subsequent event types that will reference this one. If the funds are to be returned, event type AP17: Liability

Payout Authorization could be used. (Please refer to the [Accounts Payable](#) section under Accounting Model Delivered Configuration.)

AR54: Bill To Equity Account When a customer has to be billed where the receivable asset is to be recorded along with an increase to an equity account, this event type is to be used. There is no default balance sheet account for the equity account being reduced, thus one has to be manually entered.

Updates to the Customer Account Information table are not tracked for this type of receivable.

Posting Pair A: Principal

Dr R001: Billed Earned Receivable (A)
Cr A014: Generic Equity (E)

Prior Event Types: Referenced accounting activity for this event type is not likely in any form but a memo reference.

Subsequent Event Types: A receivable of this type one of two outcomes:

1. Collection with AR55: Collect To Equity Account on a Cash Receipt.
2. After all attempts at collection have failed the receivable is either cancelled or modified down to what has been closed.

AR55: Collect To Equity Account When a customer pays and the receipt of cash is to be recorded along with an increase to an equity account, this event type is to be used. There is no default balance sheet account for the liability account being reduced, thus one has to be manually entered.

Updates to the Customer Account Information table are not tracked for this type of receivable.

Posting Pair A: Principal

Dr A001: Cash (A)
Cr A014: Generic Equity (E)

Prior Event Types: Referenced accounting activity for this event type is optional and can be to AR54: Bill To Equity Account.

Subsequent Event Types: There are no subsequent event types that will reference this one. If the funds are to be returned, event type AP16: Equity Payout Authorization could be used. (Please refer to the [Accounts Payable](#) section under Accounting Model Delivered Configuration.)

DEP Event Category includes the following event types that will be used to record deposits. This Revenue Event Category uses the [Generic Event Type Processor](#) logic.

AR20: Bill Deposit When a customer has to be billed for a deposit for security or other reasons, this event type is used to record the asset for the receivable and the liability for the deposit. Using this event type instead of AR52: Bill to Liability Account, allows for the amount of the deposit liabilities to be tracked on the Customer Account Information table.

Posting Pair A: Principal

Dr R200: Billed Deposit Receivable (A)
Cr R201: Billed Deposit (L)

Prior Event Types: Referenced accounting activity for this event type is not likely in any form but a memo reference.

Subsequent Event Types: A receivable of this type has one of three outcomes:

1. Collection with AR21: Collect Deposit with a Cash Receipt document.

2. After all attempts at collection have failed and the receivable is written off with AR22: Write Off Deposit on a Write Off document.
3. If the receivable was recorded as an intercept request, then either IN14 or IN15 event types for intercepting earned revenue would be used on an Internal Exchange Transaction document to close all or a portion of the receivable.

AR21: Collect Deposit When a customer pays a deposit for security or other reasons, this event type is used to record the cash and the liability for the deposit. Using this event type instead of AR53: Collect to Liability Account, allows for the amount of the deposit liabilities to be tracked on the Customer Account Information table.

Posting Pair A: Principal

Dr A001: Cash (A)
Cr R202: Collected Deposit (L)

Prior Event Types: Referenced accounting activity for this event type is optional and can be to AR20: Bill Deposit.

Subsequent Event Types: There will be no subsequent referencing of this event type. There may be a memo reference to return the deposit to the customer with AP06: Authorize Deposit Refund (detailed later in this Accounts Receivable section).

AR22: Write Off Deposit When a customer account has had a deposit receivable past due for a significant period of time and it is determined that the receivable will never be collected, the receivable is then written off. This event type provides the ability to record such a write off. There is not the choice of write off methods with deposit revenue as with earned revenue. A user could cancel the receivable, modify it to zero-dollars, or use this event type.

The option also exists to remove the posting codes from the event type and let the write off just remove the receivable and deposit liability while not recording any new accounting entries. The accounting entries provided below ease reporting with memo accounts that will not be rolled forward or closed to any equity accounts at year-end.

Posting Pair A: Principal

Dr R203: Deposit Receivable Write Off (A)
Cr R204: Deposit Write Off (CA)

Prior Event Types: Referenced accounting activity for this event type is required with the only event type referenced being AR20: Bill Deposit.

Subsequent Event Types: There are no subsequent event types.

REF Event Category includes the following event types that will be used to record vendor refunds. This Refund Event Category uses the [Generic Event Type Processor](#) logic.

Use of the event types in this category is done in lieu of entering a credit memo with an Accounts Payable event type. The application of a credit memo requires another request for payment or multiple requests to equal or exceed the credit memo to occur before settling with the vendor. With the following event types, the vendor will then be invoiced or sent a statement requesting repayment. These event types also are eligible for being entered in the Intercept Request table to offset any future requests for payment to the vendor that occur before the receivable is collected. For intercepts, there is not the same requirement that there be an equal or greater amount of requests for payment for the intercept to be applied. Rather intercepts can be applied partially until the receivable is closed.

AR30: Bill Vendor Refund - Budgetary The first of two different vendor refund receivable methods, based on budgetary needs, is AR30. With this event type budget updates are made to decrease the amount of Accrued Expenditures at the time of

billing, so budget authority is restored at the time of billing instead of collection as with the second method.

Posting Pair A: Principal

Dr R300: Billed Vendor Refund Receivable (A)
Cr D011: External Accrued Expenditure / Expense

Prior Event Types: Referenced accounting activity for this event type is not likely in any form but a memo reference to possibly the request for payment or disbursement that was incorrect.

Subsequent Event Types: A receivable of this type will have one of four outcomes:

1. Collection with AR32: Collect Vendor Refund will occur with a Cash Receipt document.
2. After several attempts at collection have failed, the receivable can be sent to an external party for collection. Event type AR34: Refer Vendor Refund to Collection Agency Budgetary on a Referral to Collection Agency document would record such an event unless the receivable was sold to the external party.
3. When all attempts at collection have failed and the receivable is considered uncollectible. At this point AR33: Write Off Vendor Refund would be used on a Write Off document.
4. If the receivable was recorded as an intercept request, then either IN16 or IN17 event types for intercepting earned revenue would be used on an Internal Exchange Transaction document to close all or a portion of the receivable.

AR31: Bill Vendor Refund Non Budgetary The second of two different vendor refund receivable methods, based on budgetary needs, is AR31. With this event type budget updates are not made to decrease the amount of Accrued Expenditures at the time of billing, so budget authority will only be restored at the time of collection with this second method.

Posting Pair A: Principal

Dr R300: Billed Vendor Refund Receivable (A)
Cr R301: Expenditure Refund Holding Account (CA)

Prior Event Types: Referenced accounting activity for this event type is not likely in any form but a memo reference to possibly the request for payment or disbursement that was incorrect.

Subsequent Event Types: A receivable of this type will have one of four outcomes:

1. Collection with AR32: Collect Vendor Refund will occur with a Cash Receipt document.
2. After several attempts at collection have failed, the receivable can be sent to an external party for collection. Event type AR35: Refer Vendor Refund to Collection Agency Non Budgetary on a Referral to Collection Agency document would record such an event unless the receivable was sold to the external party.
3. When all attempts at collection have failed and the receivable is considered uncollectible. At this point AR33: Write Off Vendor Refund would be used on a Write Off document.
4. If the receivable was recorded as an intercept request, then either IN16 or IN17 event types for intercepting earned revenue would be used on an

Internal Exchange Transaction document to close all or a portion of the receivable.

AR34: Refer Vendor Refund to Collection Agency Budgetary When a customer account, that is also a vendor, has had a receivable past due for a significant period of time, the receivable is often turned over to a collection agency for collection. This event type provides the ability to record such a receivable under a different balance sheet account in addition to the different asset posting code while keeping the reduction in Accrued Expenditures for budgetary purposes.

Posting Pair A: Principal

Dr R304: Billed Vendor Refund Sent for Collection (A)
Cr D011: External Accrued Expenditure / Expense

Prior Event Types: Referenced accounting activity for this event type is required with the only event type referenced being AR30: Bill Vendor Refund - Budgetary.

Subsequent Event Types: A receivable of this type will have one of three outcomes:

1. Collection with AR32: Collect Vendor Refund will occur with a Cash Receipt document.
2. When all attempts at collection have failed and the receivable is considered uncollectible. At this point AR33: Write Off Vendor Refund would be used on a Write Off document.
3. If the receivable was recorded as an intercept request, then either IN16 or IN17 event types for intercepting earned revenue would be used on an Internal Exchange Transaction document to close all or a portion of the receivable.

AR35: Refer Vendor Refund to Collection Agency Non Budgetary When a customer account, that is also a vendor, has had a receivable past due for a significant period of time, the receivable is often turned over to a collection agency for collection. This event type provides the ability to record such a receivable under a different balance sheet account in addition to the different asset posting code while not reducing Accrued Expenditures.

Posting Pair A: Principal

Dr R304: Billed Vendor Refund Sent for Collection (A)
Cr R301: Expenditure Refund Holding Account (CA)

Prior Event Types: Referenced accounting activity for this event type is required with the only event type referenced being AR31: Bill Vendor Refund Non Budgetary.

Subsequent Event Types: A receivable of this type will have one of three outcomes:

1. Collection with AR32: Collect Vendor Refund will occur with a Cash Receipt document.
2. When all attempts at collection have failed and the receivable is considered uncollectible. At this point AR33: Write Off Vendor Refund would be used on a Write Off document.
3. If the receivable was recorded as an intercept request, then either IN16 or IN17 event types for intercepting earned revenue would be used on an Internal Exchange Transaction document to close all or a portion of the receivable.

AR32: Collect Vendor Refund A single event type exists for collecting a vendor refund Cash Expenditures is credited at this point, increasing budget availability.

Posting Pair A: Principal

Dr A001: Cash (A)
Cr D014: External Cash Expenditure/Expense

Prior Event Types: Referenced accounting activity for this event type is optional and can be to AR30: Bill Vendor Refund Budgetary, AR31: Bill Vendor Refund Non Budgetary, AR34: Refer Vendor Refund to Collection Agency Budgetary, or AR35: Refer Vendor Refund to Collection Agency Non Budgetary.

Subsequent Event Types: While there is no event type that will reference and liquidate this type of revenue, there is one that can memo reference it. AP01: Authorize Normal Payment would be used to return money the vendor if too much was refunded. (Please refer to the [Accounts Payable](#) section under Accounting Model Delivered Configuration.)

AR33: Write Off Vendor Refund When a customer account, that is also a vendor, has had a receivable past due for a significant period of time and it is determined that the receivable will never be collected, the receivable is then written off. This event type provides the ability to record such a write off. There is not the choice of write off methods with unearned revenue as there is with earned revenue. A user could cancel the receivable, modify it to zero-dollars, or use this event type.

The option also exists to remove the posting codes from the event type and let the write off just remove the receivable and unearned revenue while not recording any new accounting entries. The accounting entries provided below ease reporting with memo accounts that will not be rolled forward or closed to any equity accounts at year-end.

Posting Pair A: Principal

Dr R305: Vendor Refund Receivable Write Off (A)
Cr R306: Vendor Refund Write Off (AO)

Prior Event Types: Referenced accounting activity for this event type is required with the only two event types referenced being AR30 and AR31 for Bill Vendor Refund Budgetary and Non Budgetary respectively.

Subsequent Event Types: There are no subsequent event types.

OVP Event Category includes the following event types that will be used to record overpayments made by a customer. This Overpayment Event Category uses the [Generic Event Type Processor](#) logic.

Use of the event types in this category is done automatically when the Auto Apply action is used on a Cash Receipt document and a reference is made at the customer account, not document or document line level. If not enough open receivables are found for a customer account to equal the Line Amount on the Cash Receipt vendor line, an accounting line will be generated with one of these two event types, depending on whether or not the Reserve Cr Balance flag is checked, to book the overpayment. Either event type can also be entered to manually record an overpayment.

AR40: Collect Unreserved Overpayment When an overpayment occurs that should be recorded as 'unreserved', this event type is used. When an unreserved credit balance exists, the Auto Netting batch job in A/R can use that credit balance to satisfy an outstanding receivable.

Posting Pair A: Disbursement

Dr A001: Cash (A)
Cr R401: Unreserved Overpayment (L)

Prior Event Types: Referenced accounting activity for this event type is not a likely occurrence.

Subsequent Event Types: Referencing accounting activity for this event type is not a likely occurrence.

AR41: Collect Reserved Overpayment When an overpayment occurs that should be recorded as 'reserved', this event type is used. When a reserved credit balance exists, the Auto Netting batch job in A/R cannot use that credit balance to satisfy an outstanding receivable. A manual effort is required to reduce the credit balance and apply it as necessary.

Posting Pair A: Disbursement

Dr A001: Cash (A)
Cr R400: Reserved Overpayment (L)

Prior Event Types: Referenced accounting activity for this event type is not a likely occurrence.

Subsequent Event Types: Referencing accounting activity for this event type is not a likely occurrence.

SFTR Event Category includes the following event type, which is used when receiving customer payments through lock-box operation. The Cash Receipt Generation batch program reads input from the external collection agency and creates special Cash Receipt (CR) documents known as Cash Transfers. The underlying accounting event increases cash/collected revenue in a specific account and decreases cash/collected earned revenue in a special Treasury or Clearing account as a net zero transaction.

AR99: CER Transfer from Sweep Used on the Decrease Accounting Line to decrease cash/collected revenue. As the record of cash to the treasury/clearing account was not to a customer account, the decrease of cash and revenue from that account should not update a customer account. The positive line on the cash transfer will make that update.

Posting Pair A: Principal

Dr A001: Cash (A)
Cr R003: External CER

Posting Pair B: Interest

Dr A001: Cash (A)
Cr R003: External CER

Posting Pair C: Late Fee

Dr A001: Cash (A)
Cr R003: External CER

Posting Pair D: Admin Fee

Dr A001: Cash (A)
Cr R003: External CER

Posting Pair E: NSF Fee

Dr A001: Cash (A)
Cr R006: Collect NSF Rev

Posting Pair F: Other Fee

Dr A001: Cash (A)
Cr R003: External CER

Prior Event Types: Referenced accounting activity for this event type should be setup as prohibited.

Subsequent Event Types: Referencing accounting activity for this event type is not a likely occurrence.

Bond / Debt Accounting Model

The event types in this area are a mixture of event types in Accounts Payable, Accounts Receivable, and a generic group known as Accounting that are commonly used on Journal Vouchers. This area of accounting is one that is often customized for the particular needs of a site. The following event types are provided as a sample means of recording debt that can be used as delivered, customized, augmented, or not used in lieu of a completely custom model. The delivered event types are ordered as they would be used with the likely document type(s) that would perform the activity listed.

GA20: Record Bond Liability - The event type establishes the liability for the debt as well as either a premium or a discount that may have existed for the issue. The Journal Voucher is the most common document for recording such activity.

Posting Pair A: Liability

Dr	A022: Bond Payable Offset (E)
Cr	A005: Bonds Payable (L)

Posting Pair B: Discount

Dr	A027: Bond Discount/Premium (L)
Cr	A005: Bonds Payable (L)

Posting Pair C: Premium

Dr	A005: Bonds Payable (L)
Cr	A027: Bond Discount/Premium (L)

Prior Event Types: Referenced accounting activity for this event type is not a likely occurrence.

Subsequent Event Types: Referencing accounting activity for this event type is not a likely occurrence.

GA16: Collect Bond Proceeds - The event type records the cash and revenue resulting from a bond issuance. The Journal Voucher or Cash Receipt is the most common document for recording such activity. A unique revenue posting code for Bond Revenue has been used for two reasons: if the posting code should not update revenue budgets like R003 would and for easy identification for reporting needs.

Posting Pair A: Proceeds

Dr	A001: Cash (A)
Cr	A004: Bond Revenue

Prior Event Types: Referenced accounting activity for this event type is not a likely occurrence.

Subsequent Event Types: Referencing accounting activity for this event type is not a likely occurrence.

GA17: Record Bond Issuance Costs - When issuance costs are deducted from the proceeds of a bond issue, there will be no disbursement for those costs. For that reason, this event type exists to record such costs. If those costs were not deducted, then a request for payment would be processed to get a disbursement. This event type is similar to GA01 that is covered in the Miscellaneous Account section later. The D014 posting code is the same as used for other cash expenditures and may be substituted by a custom one if budget updates are not desired or a need for quick identifications in reports exists. The Journal Voucher is the most common document for recording such activity.

Posting Pair A: Proceeds

Dr	D014: External Cash Expenditure/Expense
Cr	A001: Cash (A)

Prior Event Types: Referenced accounting activity for this event type is not a likely occurrence. A memo reference may exist to the document that recorded the bond proceeds.

Subsequent Event Types: Referencing accounting activity for this event type is not a likely occurrence.

GA18: Amortize Bond Discount or Premium - When a bond sells for less than face value, it is considered sold at a 'discount'. When sold for more than face value, it is sold at a 'premium.' The initial recoding of a discount serves to increase the bond liability while also establishing a discount account with a contrary balance (debit balance for a liability account). The initial recoding of a premium decreases the bond liability while also establishing a premium account (credit balance for a liability account). Over the life of the bond, these discount and premium accounts are reduced (amortized) while an accrued expenditure is recorded. The final amortization will occur as the note becomes payable. The Journal Voucher is the most common document for recording amortizations, and the reoccurring ability of the Future Document Triggering functionality is often used to schedule the amortization to occur automatically.

Posting Pair A: Discount

Dr	D011: External Accrued Expenditure/Expense
Cr	A027: Bond Discount/Premium (L)

Posting Pair B: Premium

Dr	A027: Bond Discount/Premium (L)
Cr	D011: External Accrued Expenditure/Expense

Prior Event Types: Referenced accounting activity for this event type is not a likely occurrence.

Subsequent Event Types: Referencing accounting activity for this event type is not a likely occurrence.

GA19: Accrue Bond Interest - At month-end and year-end the need exists to accrue interest for a bond issue if interest payments do not occur at month-end. The Journal Voucher is the most common document for recording interest accruals, and the reversing capability of the Future Document Triggering functionality is often used to reverse the accrual at the beginning of the next month or new-year.

Posting Pair A: Discount

Dr	D011: External Accrued Expenditure/Expense
Cr	A015: Generic Liability (L)

Prior Event Types: Referenced accounting activity for this event type is not a likely occurrence.

Subsequent Event Types: Referencing accounting activity for this event type is not a likely occurrence.

AP19: Authorize Bond Interest Payment - Periodically over the life of a bond, interest must be paid. This event type is used to request that payment. A separate event type is used to track such a payment request instead of using AP01 for tracking purposes only. Given that such an event occurs on a set basis and is for a set amount, the Future Document Triggering feature is often used to schedule these interest payment requests automatically. The General Accounting Expenditure document is the most common document for recording such activity.

Posting Pair A: Disbursement

Dr	D011: External Accrued Expenditure / Expense
Cr	D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is not a likely occurrence.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP13 are: Payout Bond Principle Automatically (DI46-48) or Payout Bond Principle Manually (DI96-98). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

AP13: Authorize Bond Principal Payment - As the maturity data of a bond issue is reached, the principal amount financed must be paid. This event type is used to request that payment. A separate event type is used to track such a payment request instead of using AP01 because of two reasons. A unique posting code is used to record Bond Principal Expenses for reporting purposes and because budget updates may not be required, which would be done with D011. The General Accounting Expenditure document is the most common document for recording such activity.

Posting Pair A: Disbursement

Dr	D012: Accrued Bond Principal Expense
Cr	D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is not a likely occurrence.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP13 are: Payout Bond Principal Automatically (DI46-48) or Payout Bond Principal Manually (DI96-98). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

GA21: Reclassify Bond Discount or Premium - When a bond matures the amounts previously amortized for either a discount or premium must be reclassified from Accrued Expenditures to Cash Expenditures. The Journal Voucher is the most common document for recording such activity.

Posting Pair A: Discount

Dr	D014: External Cash Expenditure/Expense
Cr	D011: External Accrued Expenditure/Expense

Posting Pair B: Premium

Dr	D011: External Accrued Expenditure/Expense
Cr	D014: External Cash Expenditure/Expense

Prior Event Types: Referenced accounting activity for this event type is not a likely occurrence.

Subsequent Event Types: Referencing accounting activity for this event type is not a likely occurrence.

Budgeting Accounting Model

The event types in this area are different from most others because they contain a single posting code and do not belong to an event category that places them into an event type processor. For that reason, the posting pairs do not have names assigned. Additionally, the debit indication for each posting code does not determine how a budget amount is updated. The Increase/Decrease value on the budget line associated with an event type determines if an amount is to be increased or decreased.

Budgeting documents, where these event types are exclusively used, do not have accounting and posting lines. They have only budget and allotment lines from which the Budget Posting Routine

determines what budget amounts or other field on a budget line or allotment line to update. More information on this posting routine, the budget document, budget inquiry tables, and budget amounts can be found in the *AMS Advantage Financial - Budgeting User Guide*.

Budget documents also do not have referencing capability, so the Prior and Subsequent Event Type sections have been omitted in this business area. A reader will also encounter the word 'commonly' many times in the descriptions of different event types. This is because the exact use of a budget amount and event type(s) that update it are an implementation decision.

BG01: Adopt An Expense Budget - This event type is commonly used to create budget lines on an expense budget structure or budget structure that tracks both spending and revenue. At a determined point in time, the event type is normally restricted from use because amounts in the *Adopted* budget amount have to tie to a legislative budget or other budget authority.

Posting Pair A:

Dr B001: Expenditure Budget - Adoption

BG02: Allocate An Expense Budget - This event type is commonly used when the budget reserve model that utilizes the *Allocated* amount to increase Current Budget instead of Adopted. Please see the Budget Reserve functionality in the *AMS Advantage Financial - Budgeting User Guide* for more information on how to use this feature. Both an expense budget structure and a budget structure that tracks both spending and revenue are updated by this event type.

Posting Pair A:

Dr B007: Expenditure Budget - Allocation

BG03: Amend An Expense Budget - This event type is commonly used to adjust budget lines for new budget authority in the *Amendments* budget amount that given after a formal adoption has occurred. Both an expense budget structure and a budget structure that tracks both spending and revenue are updated by this event type.

Posting Pair A:

Dr B002: Expenditure Budget - Amendment

BG04: Carry Forward An Expense Budget - This event type is commonly used when budget availability is moved out of a prior year and into a subsequent year. The increase in that subsequent year is to the *Carry Forward* budget amount. Both an expense budget structure and a budget structure that tracks both spending and revenue are updated by this event type.

The Budget Roll chain job in mode 3 and the Open Activity and Budget Roll chain job make use of this amount. Please see the run sheets for those jobs and sections in the *AMS Advantage Financial - Budgeting User Guide* and later in this General Accounting User Guide for those two jobs to get more information.

Posting Pair A:

Dr B003: Expenditure Budget - Carry Forward

BG05: Revert An Expense Budget - This event type is commonly used when budget availability is moved out of a prior year and into a subsequent year. The decrease in the prior year is accomplished through an increase to the *Reversions* budget amount. Both an expense budget structure and a budget structure that tracks both spending and revenue are updated by this event type.

The Budget Roll chain job in mode 3 and the Open Activity and Budget Roll chain job make use of this amount. Please see the run sheets for those jobs and sections in the Budget User's Guide and later in this General Accounting User's Guide for those two jobs to get more information.

Posting Pair A:

Dr B008: Expenditure Budget - Reversion

BG06: Transfer In An Expense Budget - This event type is commonly used to increase budget availability on one budget line by updating the *Transfer In* budget amount where that increase was made possible by a Transfer Out from another budget line. Both an expense budget structure and a budget structure that tracks both spending and revenue are updated by this event type.

When transferring budget authority, the sum of transfer in lines must equal the sum of transfer out lines within a budget document.

Posting Pair A:

Dr B004: Expenditure Budget - Transfer In

BG07: Transfer Out An Expense Budget - This event type is commonly used to decrease budget availability on one budget line by updating the *Transfer Out* budget amount in order to increase another budget line in the Transfer In budget amount. Both an expense budget structure and a budget structure that tracks both spending and revenue are updated by this event type.

Posting Pair A:

Dr B005: Expenditure Budget - Transfer Out

BG08: Deactivate Budget Line - This event type is used to mark a budget line as inactive to stop future accounting activity and to stop further budget activity except BG09: Activate Budget Line. This event type is used to update all budget structures. The posting code does not have any impact on the update.

Posting Pair A:

Dr B017: Stand In Code for Budgeting

BG09: Activate Budget Line - This event type is used to mark a budget line as active after it has been deactivated by BG08. This event type is used to update all budget structures. The posting code does not have any impact on the update.

Posting Pair A:

Dr B017: Stand In Code for Budgeting

BG10: Delete Budget Line - This event type is used to delete a budget line from a budget inquiry table. Deletion is only allowed if all amounts directly updated (not calculated amounts) by accounting or budget documents are equal to zero. This event type is used to update all budget structures. The posting code does not have any impact on the update.

Posting Pair A:

Dr B017: Stand In Code for Budgeting

BG21: Estimate Expected Revenue - This event type is one of two that are established to update the *Expected Revenue* budget amount. When used, this budget amount can

be the single estimation for revenue on a budget structure that tracks only revenue or both revenue and spending. However, the amount can be used in conjunction with the Adopted, Amendments, and other revenue budget amounts to provide a different estimate. Use of a single Expected Revenue amount is most often found in two budget situations: a very simple revenue budget where other budgetary amounts are not necessary, or on a cost accounting budget where a single estimate for revenue is needed for reporting purposes.

Posting Pair A:

Dr B006: Revenue Budget - Expected

BG22: Award Reimbursable Budget - This event type is used to update the *Awarded* budget amount on a budget structure that tracks spending and revenue for reimbursement purposes. That Awarded amount defines budget availability for budget lines on such a structure. The amount should correspond with setup on the Funding Profile, Funding Priority, and Funding Line tables.

Posting Pair A:

Dr B009: Reimbursable Budget - Award

BG23: Adopt A Revenue Budget - This event type is commonly used to create budget lines on a revenue budget structure. At a determined point in time, the event type is normally restricted from use because amounts in the *Adopted* budget amount have to tie to a legislative budget or other budget authority.

Posting Pair A:

Dr B010: Revenue Budget - Adoption

BG24: Allocate A Revenue Budget - This event type is commonly used when the budget reserve model that utilizes the *Allocated* amount to increase Current Budget instead of Adopted. Please refer to the Budget Reserve functionality discussed in the *AMS Advantage Financial - Budgeting User Guide* for more information on how to use this feature. Only budget structures that track just revenue are updated by this event type.

Posting Pair A:

Dr B011: Revenue Budget - Allocation

BG25: Amend A Revenue Budget - This event type is commonly used to adjust budget lines for new budget authority in the *Amendments* budget amount that given after a formal adoption has occurred. Only budget structures that track just revenue are updated by this event type.

Posting Pair A:

Dr B012: Revenue Budget - Amendment

BG26: Carry Forward A Revenue Budget - This event type is commonly used when budget availability is moved out of a prior year and into a subsequent year. The increase in that subsequent year is to the *Carry Forward* budget amount. Only budget structures that track just revenue are updated by this event type.

The Budget Roll chain job in mode 3 and the Open Activity and Budget Roll chain job make use of this amount. Please see the run sheets for those jobs and sections in the *AMS Advantage Financial - Budgeting User Guide* and later in this General Accounting User Guide for those two jobs to get more information.

Posting Pair A:

Dr B013: Revenue Budget - Carry Forward

BG27: Revert A Revenue Budget - This event type is commonly used when budget availability is moved out of a prior year and into a subsequent year. The decrease in the prior year is accomplished through an increase to the *Reversions* budget amount. Only budget structures that track just revenue are updated by this event type.

The Budget Roll chain job in mode 3 and the Open Activity and Budget Roll chain job make use of this amount. Please see the AMS Advantage Financial - Budgeting Run Sheets guide for those jobs and sections in the *AMS Advantage Financial - Budgeting User Guide* and later in this General Accounting User Guide for those two jobs to get more information.

Posting Pair A:

Dr B014: Revenue Budget - Reversion

BG28: Transfer A Revenue Budget - This event type is commonly used to increase budget availability on one budget line by updating the *Transfer In* budget amount (often labeled *Transfers* online) where that increase was made possible by a Transfer Out from another budget line. Only budget structures that track just revenue are updated by this event type.

The option of a single 'transfer' event type for revenue budget structures is a popular choice made for many applications, but the option to track transfers in and out in two separate budget amounts is available. Using a single budget amount requires that there be an equal dollar amount in of decrease lines as increase lines. Using the two budget amount model requires that the sum of transfers out equal the sum of transfers in.

Posting Pair A:

Dr B016: Revenue Budget - Transfers

BG29: Transfer Out A Revenue Budget - This event type is commonly used to decrease budget availability on one budget line by updating the *Transfer Out* budget amount in order to increase another budget line in the Transfer In budget amount. Only budget structures that track just revenue are updated by this event type.

Posting Pair A:

Dr B015: Revenue Budget - Transfer Out

BG30: Appropriation Expected Revenue - This event type is the second of two that are established to update the *Expected Revenue* budget amount. This event type, because of its name, is common used with budget structures that track both revenue and spending. In prior applications, such budgets were referred to as Appropriation budgets. When used on such a budget, it is often the only revenue budgetary amount besides the Amended Appropriation Expected Revenue amount.

The amount is very similar to the Adopted amounts in that often only one update occurs to the budget amount with a value determined by a legislative body. Then at a pre-determined point in time, further activity to the budget amount is prohibited and any further updates have to occur to the Amended Expected Revenue amount.

Posting Pair A:

Dr B018: Expected Revenue

BG31: Amend Appropriation Expected Revenue - This event type is commonly used to adjust budget lines for new budget authority in the *Amend Expected Revenue* budget amount that given after a formal adoption has occurred. This event type, because of its name, is common used with budget structures that track both revenue and spending.

Posting Pair A:

Dr B019: Amend Expected Revenue

Cost Accounting - Accounting Model

Two groups of event types exist in this section. First, are those used by the Cost Allocation chain job, which resemble other event types found in the Accounts Payable, Accounts Receivable, and Miscellaneous accounting model sections. The second group is one used solely by cost accounting entities such as projects, grants, programs, jobs, and so forth. These entities also use the other spending and revenue event types when those 'regular' accounting activities occur, but use the following event types to record 'cost' accounting activities. These event types contain only a single posting code, thus do not create balanced entries. For that reason, the posting codes do not update the accounting journals and ledgers, but only the cost accounting ones. Additionally, only cost accounting budgets track these amounts.

More details can be found on Cost Allocation and those Cost Accounting events that are particular to just that business area in the Cost Accounting User's Guide. The run sheet for Cost Allocation will also provide information about that chain job.

CA Event Category includes the following event types that will be used to record cost allocation and cost accounting activity. This Cost Accounting Event Category uses the [Generic Event Type Processor](#) logic.

CA01: Expenditure Allocation - This event type is very similar to GA01: Cash Expenditure Correction and DI01: Pay Expenditure by Check - Automatically in that it record an update to External Cash Expenditure/Expense and Cash. However, it is a separate event type to provide different rules on the Event Type Requirements table. It is used by the Cost Allocation chain job when it is placed in the Expenditure Event Type field on the Cost Allocation Process Parameters table.

Posting Pair A: A

Dr D014: External Cash Expenditure/Expense

Cr A001: Cash (A)

CA02: Revenue Allocation - This event type is very similar to GA05: Collected Earned Revenue Correction and AR02: Collect Earned Revenue in that it records an update to Collected Earned Revenue and Cash. However, it is a separate event type to provide different rules on the Event Type Requirements table. Furthermore, it is setup in reverse because of how the Cost Allocation chain job creates accounting lines. It will be used by the Cost Allocation chain job when it is placed in the Revenue Event Type field on the Cost Allocation Process Parameters table.

Posting Pair A: A

Dr R003: External Collected Earned Revenue

Cr A001: Cash (A)

CA03: Allocation Inverse - When an expenditure allocation is performed that will use the Program Document Cross Reference (PRGXRF) feature, accounting lines created for an expenditure credit that reference a document on PRGXRF will have this event

type to ensure that the referenced document is re-opened by the *Inverse* Reference Type that will be selected on that accounting line. The event type will be used by the Cost Allocation chain job when it is placed in the Inverse Event Type field on the Cost Allocation Process Parameters table.

Posting Pair A: A

Dr D014: External Cash Expenditure/Expense
Cr A001: Cash (A)

CG01: Record Standard Program Charge - This event type is used to record spending against a cost accounting budget that will not be tracked as spending against any other type of budget structure such as an Appropriation or Central Expense. This type of spending will not be reflected on any financial statements, but will be considered when determining budget availability on a cost accounting budget.

Posting Pair A: A

Dr C001: Standard Charge

CG02: Record Back End Split Program Charge - This event type is used to record funding split activity that occurs for Back End Split Major Programs as a result of the Reimbursement chain job. Increases in this amount are equivalent to spending, but will not be tracked as pending against any other type of budget structure such as an Appropriation or Central Expense. This type of spending will not be reflected on any financial statements, but will be considered when determining budget availability on a cost accounting budget.

Posting Pair A: A

Dr C002: Back End Split Charge

CG03: Record Revenue Credit - This event type is used when a reduction in total spending should occur for a cost accounting budget line, but a cash expenditure/expense credit is not possible because non-cost accounting budgets should not be updated. This type of spending will not be reflected on any financial statements, but will be considered when determining budget availability on a cost accounting budget.

Posting Pair A: A

Dr C003: Revenue Credit

Disbursements Accounting Model

The number of event types in this area far exceed those of any other area because two types of disbursements automatic and manual; three different disbursement models check, standard warrant, and clearing fund warrant; and the various types of payments have resulted in over one-hundred different event types. Of which, any application will use one-third at the most.

To consolidate these event types, groups of similar event types will be detailed as a single section. An event type for a Standard Warrant would match that for a Check except for the A001: Cash (A) posting codes on the Check event type would be replaced with D007: Warrants Payable (L). Additionally, event types for Check and Standard Warrant would not have posting codes specified in posting pair I. Only Clearing Fund event types would have values there.

Descriptions for these event types are shorter than ones in other areas because there no real choice in event types because the AP Event Type Crosswalk (APEVXW) and MD Default Event

Type (MDDFEV) tables default event types for users and prevent users from selecting a disbursement event type that does not match the request for payment.

ADIS Event Category includes the following event types that will be used to disburse funds by the Automatic Disbursement chain job on the different document codes of the Automatic Disbursement (AD) document type. This Automatic Disbursement Event Category uses the [Disbursements Event Type Processor](#) logic.

MDIS Event Category includes the following event types that will be used to disburse funds on the various document codes of the Manual Disbursement (MD) document type. This Manual Disbursement Event Category uses the [Disbursements Event Type Processor](#) logic. The main difference between the similar event types in each category is that manual disbursements do not handle intercepts. For this reason, the posting pair name is followed by an ^{Auto} as a reminder that the event types in the MDIS category will not have posting codes defined for that pair.

DI01 to 03: Pay Expenditure By Check / Standard Warrant / Clearing Fund Warrant - Automatically This trio of event types record the bulk of automatic disbursements in an application.

DI51 to 53: Pay Expenditure By Check / Standard Warrant / Clearing Fund Warrant - Manually This trio of event types record the bulk of manual disbursements in an application.

Posting Pair A: Disbursement

Dr D014: External Cash Expenditure/Expense
Cr A001: Cash (A)

Posting Pair B: Retainage 1

Dr D014: External Cash Expenditure/Expense
Cr A001: Cash (A)

Posting Pair C: Retainage 2

Dr A001: Cash (A)
Cr D003: Retainage Payable (L)

Posting Pair D: Use Tax

Dr A001: Cash (A)
Cr D006: Use Tax Payable (L)

Posting Pair E: Backup Withholding

Dr A001: Cash (A)
Cr D010: Backup Withholding Payable (L)

Posting Pair F: Interest / Penalty

Dr D014: External Cash Expenditure/Expense
Cr A001: Cash (A)

Posting Pair G: Intercept^{Auto}

Dr D202: Intercepted Cash (A)
Cr D201: Intercept Payable (L)

Posting Pair H: Discount

Dr A001: Cash (A)
Cr D014: External Cash Expenditure/Expense

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)
Cr D018: Warrant Clearing Payable (L)

Posting Pair J: Pending Asset

Dr F001: Pending Fixed Asset (A)
Cr F010: Expense Offset for Fixed Asset (E)

Prior Event Types: Many event types could be referenced by this event type. Among them are AP01: Authorize Normal Payment, AP19: Authorize Bond Interest Payment, PR22: Encumbrance Correction & Credit Memo, ST65: Encumbrance Correction & Credit Memo - Consumption Method, ST70: Authorize Payment for Inventory - Purchase Method, TR02: Travel Advance, and TR04: Travel Costs.

Subsequent Event Types: The Event types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

DI04 to 06: Pre Pay By Check / Standard Warrant / Clearing Fund Warrant - Automatically This trio of event types is used when a request for payment also established a prepaid asset.

DI54 to 56: Pre Pay By Check / Standard Warrant / Clearing Fund Warrant - Manually This trio of event types is used when a request for payment also established a prepaid asset.

Posting Pair A: Disbursement

Dr D014: External Cash Expenditure/Expense
Cr A001: Cash (A)

Posting Pair B: Retainage 1

Dr D014: External Cash Expenditure/Expense
Cr A001: Cash (A)

Posting Pair C: Retainage 2

Dr A001: Cash (A)
Cr D003: Retainage Payable (L)

Posting Pair D: Use Tax

Dr A001: Cash (A)
Cr D006: Use Tax Payable (L)

Posting Pair E: Backup Withholding

Dr A001: Cash (A)

Cr D010: Backup Withholding Payable (L)

Posting Pair F: Interest / Penalty

Dr D014: External Cash Expenditure/Expense

Cr A001: Cash (A)

Posting Pair G: Intercept^{Auto}

Dr D202: Intercepted Cash (A)

Cr D201: Intercept Payable (L)

Posting Pair H: Discount

Dr A001: Cash (A)

Cr D014: External Cash Expenditure/Expense

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be AP02: Authorize Pre Payment found in the A/P section of accounting models.

Subsequent Event Types: The Event types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

DI07 to 09: Pay From Generic Asset By Check / Standard Warrant / Clearing Fund Warrant - Automatically This trio of event types is used when there is a request for payment out of an asset account.

DI57 to 59: Pay From Generic Asset By Check / Standard Warrant / Clearing Fund Warrant - Manually This trio of event types is used when there is a request for payment out of an asset account.

Posting Pair A: Disbursement

Dr A016: Generic Asset (A)

Cr A001: Cash (A)

Posting Pair D: Use Tax

Dr A001: Cash (A)

Cr D006: Use Tax Payable (L)

Posting Pair E: Backup Withholding

Dr A001: Cash (A)

Cr D010: Backup Withholding Payable (L)

Posting Pair G: Intercept^{Auto}

Dr D202: Intercepted Cash (A)

Cr D201: Intercept Payable (L)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be AP18: Asset Payout Authorization found in the Accounts Payable section of accounting models.

Subsequent Event Types: The Event types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

DI10 to 12: Pay From Generic Liability By Check / Standard Warrant / Clearing Fund Warrant - Automatically This trio of event types is used when there is a request for payment out of a liability account.

DI60 to 62: Pay From Generic Liability By Check / Standard Warrant / Clearing Fund Warrant - Manually This trio of event types is used when there is a request for payment out of a liability account.

Posting Pair A: Disbursement

Dr A015: Generic Liability (L)

Cr A001: Cash (A)

Posting Pair D: Use Tax

Dr A001: Cash (A)

Cr D006: Use Tax Payable (L)

Posting Pair E: Backup Withholding

Dr A001: Cash (A)

Cr D010: Backup Withholding Payable (L)

Posting Pair G: Intercept^{Auto}

Dr D202: Intercepted Cash (A)

Cr D201: Intercept Payable (L)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be AP17: Liability Payout Authorization found in the Accounts Payable section of accounting models.

Subsequent Event Types: The Event Types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a

standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

DI13 to 15: Pay From Generic Equity By Check / Standard Warrant / Clearing Fund Warrant - Automatically This trio of event types is used when there is a request for payment out of an equity account.

DI63 to 65: Pay From Generic Equity By Check / Standard Warrant / Clearing Fund Warrant - Manually This trio of event types is used when there is a request for payment out of an equity account.

Posting Pair A: Disbursement

Dr A014: Generic Equity (E)

Cr A001: Cash (A)

Posting Pair D: Use Tax

Dr A001: Cash (A)

Cr D006: Use Tax Payable (L)

Posting Pair E: Backup Withholding

Dr A001: Cash (A)

Cr D010: Backup Withholding Payable (L)

Posting Pair G: Intercept^{Auto}

Dr D202: Intercepted Cash (A)

Cr D201: Intercept Payable (L)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be AP16: Equity Payout Authorization found in the Accounts Payable section of accounting models.

Subsequent Event Types: The Event Types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

DI16 to 18: Payout Stale Disbursement By Check / Standard Warrant / Clearing Fund Warrant - Automatically This trio of event types is used when a request for payment out from the Stale Disbursements liability account occurs because the stale disbursement was redeemed.

DI56 to 58: Payout Stale Disbursement By Check / Standard Warrant / Clearing Fund Warrant - Manually This trio of event types is used when a request for payment out from the Stale Disbursements liability account occurs because the stale disbursement was redeemed.

Posting Pair A: Disbursement

Dr D101: Stale Payable Disbursement (L)

Cr A001: Cash (A)

Posting Pair G: Intercept^{Auto}

Dr D202: Intercepted Cash (A)

Cr D201: Intercept Payable (L)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be AP11: Authorize Stale Payment found in the Accounts Payable section of accounting models.

Subsequent Event Types: The Event Types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

DI19 to 21: Payout Escheat Disbursement By Check / Standard Warrant / Clearing Fund Warrant - Automatically This trio of event types is used when a request for payment out from the Escheat Disbursements liability account occurs because the escheated disbursement was redeemed.

DI69 to 71: Payout Escheat Disbursement By Check / Standard Warrant / Clearing Fund Warrant - Manually This trio of event types is used when a request for payment out from the Escheat Disbursements liability account occurs because the escheated disbursement was redeemed.

Posting Pair A: Disbursement

Dr D102: Escheat Payable Disbursement (L)

Cr A001: Cash (A)

Posting Pair G: Intercept^{Auto}

Dr D202: Intercepted Cash (A)

Cr D201: Intercept Payable (L)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be AP12: Authorize Escheat Payment found in the Accounts Payable section of accounting models.

Subsequent Event Types: The Event Types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

DI22 to 24: Payout Use Tax By Check / Standard Warrant / Clearing Fund Warrant - Automatically This trio of event types is used when Use Tax has been collected on prior disbursements and now has to be paid out.

DI72 to 74: Payout Use Tax By Check / Standard Warrant / Clearing Fund Warrant - Manually This trio of event types is used when Use Tax has been collected on prior disbursements and now has to be paid out.

Posting Pair A: Disbursement

Dr D006: Use Tax Payable (L)

Cr A001: Cash (A)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be AP04: Authorize Use Tax Payment found in the Accounts Payable section of accounting models.

Subsequent Event Types: The Event Types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

DI25 to 27: Pay Backup Withholding By Check / Standard Warrant / Clearing Fund Warrant - Automatically This trio of event types is used when Backup Withholding has been collected on prior disbursements and now has to be paid out.

DI75 to 77: Pay Backup Withholding By Check / Standard Warrant / Clearing Fund Warrant - Manually This trio of event types is used when Backup Withholding has been collected on prior disbursements and now has to be paid out.

Posting Pair A: Disbursement

Dr D010: Backup Withholding Payable (L)

Cr A001: Cash (A)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be AP04: Authorize Use Tax Payment found in the Accounts Payable section of accounting models.

Subsequent Event Types: The Event Types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

DI28 to 30: Return Deposit By Check / Standard Warrant / Clearing Fund Warrant - Automatically This trio of event types is used when a deposit collected from a customer is being returned.

DI78 to 80: Return Deposit By Check / Standard Warrant / Clearing Fund Warrant - Automatically This trio of event types is used when a deposit collected from a customer is being returned.

Posting Pair A: Disbursement

Dr R202: Collected Deposit (L)

Cr A001: Cash (A)

Posting Pair G: Intercept ^{Auto}

Dr D202: Intercepted Cash (A)

Cr D201: Intercept Payable (L)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be AP06: Authorize Deposit Refund found in the Accounts Payable section of accounting models.

Subsequent Event Types: The Event Types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

DI31 to 33: Return Prepayment By Check / Standard Warrant / Clearing Fund Warrant - Automatically This trio of event types is used when a prepayment collected from a customer is being returned.

DI81 to 83: Return Prepayment By Check / Standard Warrant / Clearing Fund Warrant - Manually This trio of event types is used when a prepayment collected from a customer is being returned.

Posting Pair A: Disbursement

Dr R105: Unearned Revenue for Pre Payment (L)

Cr A001: Cash (A)

Posting Pair G: Intercept ^{Auto}

Dr D202: Intercepted Cash (A)

Cr D201: Intercept Payable (L)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be AP07: Authorize Prepayment Refund.

Subsequent Event Types: The Event Types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a

standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

DI34 to 36: Return Unreserved Overpayment By Check / Standard Warrant / Clearing Fund Warrant - Automatically This trio of event types is used when an unreserved overpayment is to be returned to a customer instead of waiting for the Auto Netting chain job to use it to settle an outstanding receivable.

DI84 to 86: Return Unreserved Overpayment By Check / Standard Warrant / Clearing Fund Warrant - Manually This trio of event types is used when an unreserved overpayment is to be returned to a customer instead of waiting for the Auto Netting chain job to use it to settle an outstanding receivable.

Posting Pair A: Disbursement

Dr R401: Unreserved Overpayment (L)
Cr A001: Cash (A)

Posting Pair G: Intercept ^{Auto}

Dr D202: Intercepted Cash (A)
Cr D201: Intercept Payable (L)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)
Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be AP08: Authorize Unreserved Credit Balance Refund found in the Accounts Payable section of accounting models.

Subsequent Event Types: The Event Types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

DI37 to 39: Return Reserved Overpayment By Check / Standard Warrant / Clearing Fund Warrant - Automatically This trio of event types is used when a reserved overpayment is to be returned to a customer.

DI87 to 89: Return Reserved Overpayment By Check / Standard Warrant / Clearing Fund Warrant - Manually This trio of event types is used when a reserved overpayment is to be returned to a customer.

Posting Pair A: Disbursement

Dr R400: Reserved Overpayment (L)
Cr A001: Cash (A)

Posting Pair G: Intercept ^{Auto}

Dr D202: Intercepted Cash (A)
Cr D201: Intercept Payable (L)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)
Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be AP09: Authorize Reserved Credit Balance Refund found in the Accounts Payable section of accounting models.

Subsequent Event Types: The Event Types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

DI40 to 42: Refund Earned Revenue By Check / Standard Warrant / Clearing Fund Warrant - Automatically This trio of event types is used when revenue collected in excess of what was owed is to be returned to a customer in lieu of entering a negative receivable.

DI90 to 92: Refund Earned Revenue By Check / Standard Warrant / Clearing Fund Warrant - Manually This trio of event types is used when revenue collected in excess of what was owed is to be returned to a customer in lieu of entering a negative receivable.

Posting Pair A: Disbursement

Dr R003: External Collected Earned Revenue
Cr A001: Cash (A)

Posting Pair G: Intercept ^{Auto}

Dr D202: Intercepted Cash (A)
Cr D201: Intercept Payable (L)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)
Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be AP10: Authorize Earned Revenue Refund found in the A/P section of accounting models.

Subsequent Event Types: The Event Types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

DI43 to 45: Payout Retainage By Check / Standard Warrant / Clearing Fund Warrant - Automatically This trio of event types is used when retainage has been collected for a vendor, who has met the terms of releasing that retainage, and now that retainage has to be paid out.

DI93 to 95: Payout Retainage By Check / Standard Warrant / Clearing Fund Warrant - Manually This trio of event types is used when retainage has been collected for a vendor, who has met the terms of releasing that retainage, and now that retainage has to be paid out.

Posting Pair A: Disbursement

Dr D003: Retainage Payable (L)

Cr A001: Cash (A)

Posting Pair D: Use Tax

Dr A001: Cash (A)

Cr D006: Use Tax Payable (L)

Posting Pair E: Backup Withholding

Dr A001: Cash (A)

Cr D010: Backup Withholding Payable (L)

Posting Pair G: Intercept^{Auto}

Dr D202: Intercepted Cash (A)

Cr D201: Intercept Payable (L)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be AP03: Authorize Retainage Payment found in the A/P section of accounting models.

Subsequent Event Types: The Event Types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

DI46 to 48: Payout Bond Principal By Check / Standard Warrant / Clearing Fund Warrant - Automatically This trio of event types is used when a bond issue has reached maturity and the principal payment is due. The unique posting code D015 has been used to provide flexibility in budgeting updates and quick identification for reporting needs.

DI96 to 98: Payout Bond Principal By Check / Standard Warrant / Clearing Fund Warrant - Automatically This trio of event types is used when a bond issue has reached maturity and the principal payment is due. The unique posting code D015 has been used to provide flexibility in budgeting updates and quick identification for reporting needs.

Posting Pair A: Disbursement

Dr D015: Cash Bond Principle Expenditure/Expense

Cr A001: Cash (A)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be AP13: Authorize Bond Principle Payment found in the A/P section of accounting models.

Subsequent Event Types: The Event Types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale

(DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

FA21 to 23: Non Budgetary Fixed Asset Purchase by Check / Standard Warrant / Clearing Fund Warrant - Automatically This trio of event types is used when a fixed asset is purchased by funds that are not budgetary.

FA24 to 26: Non Budgetary Fixed Asset Purchase by Check / Standard Warrant / Clearing Fund Warrant - Manually This trio of event types is used when a fixed asset is purchased by funds that are not budgetary.

Posting Pair A: Disbursement

Dr M002: Offset for Memo Fixed Asset (CA)

Cr A001: Cash (A)

Posting Pair D: Use Tax

Dr A001: Cash (A)

Cr D006: Use Tax Payable (L)

Posting Pair E: Backup Withholding

Dr A001: Cash (A)

Cr D010: Backup Withholding Payable (L)

Posting Pair G: Intercept^{Auto}

Dr D202: Intercepted Cash (A)

Cr D201: Intercept Payable (L)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

Posting Pair J: Pending Asset

Dr F001: Pending Fixed Asset (A)

Cr M002: Offset for Memo Fixed Asset (CA)

Prior Event Types: The only event type referenced would be FA20: Non-Budgeted Fixed Asset Purchase found in the A/P section of accounting models.

Subsequent Event Types: The Event Types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

ST80 to 82: Pay for Inventory as Consumption by Check / Standard Warrant / Clearing Fund Warrant Automatically This trio of event types is used when a warehouse uses the *Consumption* accounting method so that no expenditure or expense occurs until the inventory item is released from inventory.

ST83 to 85: Pay for Inventory as Consumption by Check / Standard Warrant / Clearing Fund Warrant Manually This trio of event types is used when a warehouse

uses the *Consumption* accounting method so that no expenditure or expense occurs until the inventory item is released from inventory.

Posting Pair A: Disbursement

Dr S002: Inventory/Stock Offset (E)

Cr A001: Cash (A)

Posting Pair D: Use Tax

Dr A001: Cash (A)

Cr D006: Use Tax Payable (L)

Posting Pair E: Backup Withholding

Dr A001: Cash (A)

Cr D010: Backup Withholding Payable (L)

Posting Pair G: Intercept^{Auto}

Dr D202: Intercepted Cash (A)

Cr D201: Intercept Payable (L)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only two event types referenced would be ST68: Encumbrance Correction & Credit Memo - Purchase Method or ST71: Authorize Payment for Inventory - Consumption Method found in the Inventory section of accounting models.

Subsequent Event Types: The Event Types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

HRD Event Category includes the following event types that will be used to disburse funds for payroll deduction and fringe costs to external vendors. This HR Disbursement Event Category uses the [Payroll Disbursements Event Type Processor](#) logic.

HR30 to 32: Pay Deductions by Check / Standard Warrant / Clearing Fund Warrant

This trio of event types is used when a deduction is paid to an external party either by an automatic or manual disbursement.

Posting Pair A: Operating

Dr H003: Deduction (L)

Cr A001: Cash (A)

Prior Event Types: The only event type referenced would be HR22: Request Liability Payment for Deduction found in the HR section of accounting models.

Subsequent Event Types: The Event Types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale

(DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

HR33 to 35: Pay Fringe Expenditure by Check / Standard Warrant / Clearing Fund Warrant This trio of event types is used when a fringe is paid to an external party either by an automatic or manual disbursement.

Posting Pair A: Operating

Dr D014: External Cash Expenditure/Expense
Cr A001: Cash (A)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)
Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be HR20: Record & Request Expenditure Payment for Fringe - Operating Fund found in the HR section of accounting models.

Subsequent Event Types: The Event Types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

HR36 to 38: Pay Fringe Expenditure by Check With Adjustment 1 / Standard Warrant / Clearing Fund Warrant This trio of event types is used when a fringe is paid to an external party either by an automatic or manual disbursement. Only when fringe being paid out was accrued earlier as part of the contract reserve pay functionality, will this event type be used.

Posting Pair A: Operating

Dr D014: External Cash Expenditure/Expense
Cr A001: Cash (A)

Posting Pair A: Adjustment

Dr H001: Accrued Payroll (L)
Cr D011: External Accrued Expenditure/Expense

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)
Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be HR23: Record & Request Liability Payment for Reserved Fringe found in the HR section of accounting models.

Subsequent Event Types: The Event Types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a

standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

HR39 to 41: Pay Fringe Liability by Check / Standard Warrant / Clearing Fund

Warrant This trio of event types is used when a fringe is paid to an external party either by an automatic or manual disbursement. Only when fringe is being paid out of a payroll clearing fund.

Posting Pair A: Operating

Dr H005: Fringe (L)

Cr A001: Cash (A)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be HR21: Request Liability Payment for Fringe found in the HR section of accounting models.

Subsequent Event Types: The Event Types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

Disbursement Reclassification Accounting Model

The event types in this area are ones that reclassify accounting done as part of a disbursement. The Disbursement Reclassification document type performs those event types that have to memo reference a disbursement and the Manual Disbursement in adjustment mode or the Journal Voucher document type performs those that may memo reference a Disbursement Reclassification.

Event types in this area can, and often vary, on a site by site basis given procedural and legal requirements for handling disbursements that are never redeemed.

DRCL Event Category includes the following event types that will be used to reclassify the cash or warrants payable amounts recorded on disbursements. This Disbursement Reclassification Event Category uses the [Disbursements Reclassification Event Type Processor](#) logic.

DR01: Stale Cash/Clearing Fund (CF) Warrant Disbursement - This event type is used when a check or clearing fund warrant is outstanding past the number of days defined procedurally to be considered stale. Cash is restored under a different posting code for tracking purposes and a liability established. The expenditure is not credited however. The Stale Payable liability is established given that the disbursement has not been cancelled and may still be redeemed on day.

Posting Pair A: Disbursement

Dr D004: Stale Payable Cash (A)

Cr D101: Stale Payable Disbursement (L)

Posting Pair B: Retainage 1

Dr D004: Stale Payable Cash (A)

Cr D101: Stale Payable Disbursement (L)

Posting Pair C: Retainage 2

Dr D101: Stale Payable Disbursement (L)

Cr D004: Stale Payable Cash (A)

Posting Pair D: Use Tax

Dr D101: Stale Payable Disbursement (L)

Cr D004: Stale Payable Cash (A)

Posting Pair E: Backup Withholding

Dr D101: Stale Payable Disbursement (L)

Cr D004: Stale Payable Cash (A)

Posting Pair F: Interest / Penalty

Dr D004: Stale Payable Cash (A)

Cr D101: Stale Payable Disbursement (L)

Posting Pair G: Intercept

Dr D101: Stale Payable Disbursement (L)

Cr D202: Intercepted Cash (A)

Posting Pair H: Discount

Dr D101: Stale Payable Disbursement (L)

Cr D004: Stale Payable Cash (A)

Posting Pair I: Clearing Fund

Dr D018: Warrant Clearing Payable (L)

Cr D017: Warrant Clearing Cash (A)

Prior Event Types: Referenced accounting activity for this event type is required to be a memo reference to either an automatic or manual disbursement.

Subsequent Event Types: Referencing of this type of accounting activity will likely not occur unless in a memo form to move the stale payable to another account.

DR02: Stale Warrant Disbursement - This event type is used when a standard warrant is outstanding past the number of days defined procedurally to be considered stale. Warrants payable is restored under a different posting code for tracking purposes and another liability is established. The expenditure is not credited however. The Stale Payable liability is established given that the disbursement has not been cancelled and may still be redeemed on day. In the entries above for DR01 where D004: Stale Payable Cash (A) is listed, it is replaced for event type DR02 with D008: Stale Warrants Payable (L).

Postings for DR02 are the same as those of DR01 except that D004 is replaced with D008: Stale Warrants Payable and posting pair I does not have any posting codes.

Prior Event Types: Referenced accounting activity for this event type is required to be a memo reference to either an automatic or manual disbursement.

Subsequent Event Types: Referencing of this type of accounting activity will likely not occur unless in a memo form to move the stale payable to another account.

DR03: Escheat Cash/Clearing Fund (CF) Warrant Disbursement - This event type is used when a check or clearing fund warrant is outstanding past the number of days defined procedurally to be considered Escheated. Cash is restored under a different posting code for tracking purposes and a liability established. The expenditure is not credited however. The Escheat Payable liability is established given that the disbursement has not been cancelled and may still be redeemed on day.

Posting Pair A: Disbursement

Dr D005: Escheat Payable Cash (A)
Cr D102: Escheat Payable Disbursement (L)

Posting Pair B: Retainage 1

Dr D005: Escheat Payable Cash (A)
Cr D102: Escheat Payable Disbursement (L)

Posting Pair C: Retainage 2

Dr D102: Escheat Payable Disbursement (L)
Cr D005: Escheat Payable Cash (A)

Posting Pair D: Use Tax

Dr D102: Escheat Payable Disbursement (L)
Cr D005: Escheat Payable Cash (A)

Posting Pair E: Backup Withholding

Dr D102: Escheat Payable Disbursement (L)
Cr D005: Escheat Payable Cash (A)

Posting Pair F: Interest / Penalty

Dr D005: Escheat Payable Cash (A)
Cr D102: Escheat Payable Disbursement (L)

Posting Pair G: Intercept

Dr D102: Escheat Payable Disbursement (L)
Cr D202: Intercepted Cash (A)

Posting Pair H: Discount

Dr D102: Escheat Payable Disbursement (L)
Cr D005: Escheat Payable Cash (A)

Posting Pair I: Clearing Fund

Dr D018: Warrant Clearing Payable (L)
Cr D017: Warrant Clearing Cash (A)

Prior Event Types: Referenced accounting activity for this event type is required to be a memo reference to either an automatic or manual disbursement.

Subsequent Event Types: Referencing of this type of accounting activity will likely not occur unless in a memo form to move the Escheat payable to another account.

DR04: Escheat Warrant Disbursement - This event type is used when a standard warrant is outstanding past the number of days defined procedurally to be considered Escheated. Warrants payable is restored under a different posting code for tracking purposes and another liability is established. The expenditure is not credited, however. The Escheat Payable liability is established given that the disbursement has not been cancelled and may still be redeemed on day. In the entries above for DR03 where D005: Escheat Payable Cash (A) is listed, it is replaced for DR04 with D009: Escheat Warrants Payable (L).

Postings for DR04 are the same as those of DR03 except that D005 is replaced with D009: Escheat Warrants Payable and posting pair I does not have any posting codes.

Prior Event Types: Referenced accounting activity for this event type is required to be a memo reference to either an automatic or manual disbursement.

Subsequent Event Types: Referencing of this type of accounting activity will likely not occur unless in a memo form to move the Escheat payable to another account.

DR05: Cancel Cash/Clearing Fund (CF) Warrant Disbursement - This event type is used when a check or clearing fund warrant is outstanding past the number of days defined procedurally to be considered cancelled. Cash is restored under the same posting code originally recorded on the disbursement and a liability established that is then later transferred with a Journal Voucher to a final account that may be revenue or an equity account depending on procedural and legal requirements. The expenditure is not credited however.

Posting Pair A: Disbursement

Dr A001: Cash (A)

Cr D019: Cancelled Disbursement Payable (L)

Posting Pair B: Retainage 1

Dr A001: Cash (A)

Cr D019: Cancelled Disbursement Payable (L)

Posting Pair C: Retainage 2

Cr D003: Retainage Payable (L)

Cr D005: Escheat Payable Cash (A)

Posting Pair D: Use Tax

Cr D006: Use Tax Payable (L)

Dr A001: Cash (A)

Posting Pair E: Backup Withholding

Cr D010: Backup Withholding Payable (L)

Dr A001: Cash (A)

Posting Pair F: Interest / Penalty

Dr A001: Cash (A)

Cr D019: Cancelled Disbursement Payable (L)

Posting Pair G: Intercept

Cr D019: Cancelled Disbursement Payable (L)

Cr D202: Intercepted Cash (A)

Posting Pair H: Discount

Cr D019: Cancelled Disbursement Payable (L)

Dr A001: Cash (A)

Posting Pair I: Clearing Fund

Dr D018: Warrant Clearing Payable (L)

Cr D017: Warrant Clearing Cash (A)

Prior Event Types: Referenced accounting activity for this event type is required to be a memo reference to either an automatic or manual disbursement.

Subsequent Event Types: Referencing of this type of accounting activity will likely not occur unless in a memo form to move the cancelled disbursements payable to another account.

DR06: Cancel Warrant Disbursement - This event type is used when a standard warrant is outstanding past the number of days defined procedurally to be considered cancelled. Warrants payable is restored under the same posting code originally recorded on the disbursement and another liability is established that is then later transferred with a Journal Voucher to a final account that may be a revenue or an equity account depending on procedural and legal requirements. The expenditure is not credited, however. In the entries above for DR05 where A001: Cash (A) is listed, it is replaced for DR06 with D007: Warrants Payable (L).

Postings for DR06 are the same as those of DR05 except that A001 is replaced with D007: Warrants Payable and posting pair I does not have any posting codes.

Prior Event Types: Referenced accounting activity for this event type is required to be a memo reference to either an automatic or manual disbursement.

Subsequent Event Types: Referencing of this type of accounting activity will likely not occur unless in a memo form to move the cancelled disbursements payable to another account.

ACT Event Category includes the following event types that will be used in the case that a payment request needs to be cancelled in a prior year that currently has funds tied up as an *Accrued Expenditure*. If a cancellation action were taken against the request, then fund balance would be incorrect in that year. Other types of requests that are only balance sheet payments do not have the same concern with fund balance.

To accommodate the need to close out the request, three sets of event types are delivered. The procedure for closing the request starts with a Manual Disbursement (MD) document being created that references the request. On the Header of the MD, the **Adjusting Entry** flag is checked. The accounting line (or lines) referencing the request will default the normal event type for disbursements. Because of the Header flag, there will be no actual disbursement. The liquidation posting line and standard posting lines created for the referencing accounting lines will have a net effect of zero on budgets and fund balance. *Disbursements Payable* will be liquidated and *Cash* will be credited. One or more new accounting lines without referencing information are then added with the appropriate choice of event types listed below. These accounting lines should have a negative amount and offset all of the positive accounting lines so that the document totals to zero dollars.

Because of the negative line amounts associated with these event types, the postings shown below (as defined on the Event Type table) will be reversed. No special event type processor logic is needed for these event types, which is why they belong in the ACT Event Category. The Accounting Event Category uses the [Generic Event Type Processor](#) logic.

DR07: Reclassify Cash / Clearing Fund (CF) Warrant as Cancelled Disbursements Payable (D/P) - See event type DR08 below. The only difference is that DR07 will credit A001: Cash (A) instead of D007.

DR08: Reclassify Warrant as Cancelled Disbursements Payable (D/P) - This event type and the one above (DR07) are used when the cancelled request should be booked as *Cancelled Disbursements Payable* along with all other disbursements cancelled with a Disbursement Reclassification document with a Reclassification Type of *Cancel*.

Posting Pair A: A

Dr	D019: Cancelled Disbursement Payable (L)
Cr	D007: Warrants Payable (L)

Prior Event Types: Referenced accounting activity for this event type is often in the form of a memo reference to a Disbursement Reclassification document that recorded a cancellation of a disbursement by mistake.

Subsequent Event Types: Referencing of this accounting activity is not a likely occurrence.

DR09: Reclassify Cash / Clearing Fund (CF) Warrant as Revenue - See event type DR10 below. The only difference is that DR09 will credit A001: Cash (A) instead of D007.

DR10: Reclassify Warrant as Revenue - This event type and the one above (DR09) are used when the cancelled request should be booked as *Revenue*. When booked in the same fund originally on the request, the fund balance effect of the revenue will offset that of the request.

Posting Pair A: A

Dr	R003: External Collected Earned Revenue
Cr	D007: Warrants Payable (L)

Prior Event Types: Referenced accounting activity for this event type is often in the form of a memo reference to a Disbursement Reclassification document that recorded a cancellation of a disbursement by mistake.

Subsequent Event Types: Referencing of this accounting activity is not a likely occurrence.

DR11: Reclassify Cash / Clearing Fund (CF) Warrant as Equity - See event type DR12 below. The only difference is that DR11 will credit A001: Cash (A) instead of D007.

DR12: Reclassify Warrant as Equity - This event type and the one above (DR11) are used when the cancelled request should be booked as *Equity*. The posting code used is the *Generic Equity* that will require the entry of a BSA value on the accounting line. If *Fund Balance* or *Retained Earnings* is to be used as that BSA, it is advisable to change the posting code A014 to A200 or A201 respectively, or create new event types.

Posting Pair A: A

Dr A014: Generic Equity (E)
Cr D007: Warrants Payable (L)

Prior Event Types: Referenced accounting activity for this event type is often in the form of a memo reference to a Disbursement Reclassification document that recorded a cancellation of a disbursement by mistake.

Subsequent Event Types: Referencing of this accounting activity is not a likely occurrence.

ACT Event Category includes the following event types that will be used when the Standard Warrant or Clearing Fund Warrant model is being used for disbursements. These event types are commonly used on a Disbursement Reclassification document type and most likely the Warrant Reconciliation document code. That document will not only perform the accounting but also change the status of a disbursement from *Warranted* to *Paid*.

Because of the negative line amounts associated with these event types, the postings shown below (as defined on the Event Type table) will be reversed. No special event type processor logic is needed for these event types, which is why they belong in the ACT Event Category. The Accounting Event Category uses the [Generic Event Type Processor](#) logic.

DR20: Redeem Clearing Fund (CF) Warrant - When a clearing fund warrant is presented by the holder to the bank of the warrant, at that time the warrant has been 'redeemed.' At this point, the warrant payable account in the clearing fund is reduced and cash is decreased. **Posting Pair A: A**

Dr D018: Warrant Clearing Payable (L)
Cr A001: Cash (A)

Prior Event Types: Referenced accounting activity for this event type is often in the form of a memo reference to a Disbursement document.

Subsequent Event Types: Referencing of this accounting activity is not a likely occurrence.

DR21: Redeem Regular Warrant - When a regular or standard warrant is presented by the holder to the bank of the warrant, at that time the warrant has been 'redeemed.' At this point, the warrant payable account is reduced and cash is decreased.

Posting Pair A: A

Dr D007: Warrants Payable (L)
Cr A001: Cash (A)

Prior Event Types: Referenced accounting activity for this event type is often in the form of a memo reference to a Disbursement document.

Subsequent Event Types: Referencing of this accounting activity is not a likely occurrence.

Fixed Assets Accounting Model

The event types in this area are used in the recording, maintenance, and disposal of fixed assets. The initial recording of a fixed asset often begins with a request for payment and subsequent disbursement if that asset is acquired by a purchase. Details on the 'pending fixed asset' postings created on those documents can be found in the A/P and Disbursement accounting

model sections. Information on the Non Budgetary method of Fixed Asset purchasing can also be found in those sections. Gifts and other types of acquisitions start with the fixed asset document.

Fixed Asset documents cannot be referenced by other documents, so the Subsequent Event Types section has been omitted for all event types in this section. There is also only limited referencing that occurs, and only those event types where such referencing is done have a Prior Event Types section.

FA, FAUP, FACR, FB, FC, FD, FE, FI, FIA, FIB, FIS, FM, FP, FRM, FS, FT, and FX Event Categories include the following event types that will be used by documents that belong to the Fixed Asset document type. These Event Categories use the [Fixed Asset Event Type Processor](#) logic.

FA01: Acquire A Fixed Asset - This event type is used in the initial recording of a fixed asset record by the Fixed Asset (FA) or similar document code. All acquisition methods are contained in this one event type and that method determines which posting pairs are used as described in the Fixed Asset Event Type Processor.

Posting Pair A: Shell To Asset

Dr F002: Fixed Asset (A)
Cr F001: Pending Fixed Asset (A)

Posting Pair B: Reversal

Dr F010: Expense Offset for Fixed Asset (E)
Cr F001: Pending Fixed Asset (A)

Posting Pair C: Memo 2

Dr M001: Memo Asset (A)
Cr M002: Offset for Memo Fixed Asset (CA)

Posting Pair D: Contributed Fixed Asset

Dr F002: Fixed Asset (A)
Cr F011: Contributed to Fixed Assets (E)

Posting Pair E: Fixed Asset Adjustment

Dr F002: Fixed Asset (A)
Cr F012: Net Adjustment to Fixed Assets (E)

Prior Event Types: Referenced accounting activity for this event type is to one of the event types used to Pay Expenditure By Check / Standard Warrant / Clearing Fund Warrant - Automatically or Manually (DI01-3 or DI51-53). A reference would not be a liquidating type, but one that would wash only the Pending Fixed Asset account.

Also the reference could be to one of the event types used for a Non Budgetary Fixed Asset Purchase By Check / Standard Warrant / Clearing Fund Warrant - Automatically or Manually (FA21-26). Here the reference would only be informational as no pending asset is recorded with the Non Budgetary Fixed Asset Purchase.

FA02: Better A Fixed Asset - This event type is used to record a betterment to a fixed asset by the Fixed Asset (FA) or similar document code. A betterment is any addition

or update to an asset that increases its value that is not considered a maintenance event to the asset. All acquisition methods are contained in this one event type and that method determines which posting pairs are used as described in the [Fixed Asset Event Type Processor](#).

Posting Pair A: Shell To Asset

Dr F002: Fixed Asset (A)
Cr F001: Pending Fixed Asset (A)

Posting Pair B: Reversal

Dr F010: Expense Offset for Fixed Asset (E)
Cr F001: Pending Fixed Asset (A)

Posting Pair C: Memo 2

Dr M001: Memo Asset (A)
Cr M002: Offset for Memo Fixed Asset (CA)

Posting Pair D: Contributed Fixed Asset

Dr F002: Fixed Asset (A)
Cr F011: Contributed to Fixed Assets (E)

Posting Pair E: Fixed Asset Adjustment

Dr F002: Fixed Asset (A)
Cr F012: Net Adjustment to Fixed Assets (E)

Prior Event Types: Referenced accounting activity for this event type is to one of the event types used to Pay Expenditure By Check / Standard Warrant / Clearing Fund Warrant - Automatically or Manually (DI01-3 or DI51-53). A reference would not be a liquidating type, but one that would wash only the Pending Fixed Asset account.

Also the reference could be to one of the event types used for a Non Budgetary Fixed Asset Purchase By Check / Standard Warrant / Clearing Fund Warrant - Automatically or Manually (FA21-26). Here the reference would only be informational as no pending asset is recorded with the Non Budgetary Fixed Asset Purchase.

FA03: Record Depreciation On An Individual Fixed Asset - This event type is used to manually depreciate a fixed asset or a betterment by the Fixed Asset Depreciation Expense (FE) or similar document code.

Posting Pair A: Non Memo Depreciation

Dr F020: Depreciation Expense
Cr F040: Accumulated Depreciation

Posting Pair B Memo Depreciation

Dr M002: Offset for Memo Fixed Asset (CA)
Cr M003: Accumulated Depreciation - Memo Asset (A)

FA04: Dispose Of A Fixed Asset - This event type is used to record the sale to an external party or other disposition method of a fixed asset or component. The Fixed Asset Disposition (FD) or similar document code is used for such an action.

Posting Pair A: Depreciation Catch Up

Dr F020: Depreciation Expense
Cr F040: Accumulated Depreciation (CA)

Posting Pair B: Reverse Accumulated Depreciation

Dr F040: Accumulated Depreciation (CA)
Cr F002: Fixed Asset (A)

Posting Pair C: Backout Sale Revenue

Dr F030: Sale of Fixed Asset Revenue
Cr F002: Fixed Asset (A)

Posting Pair D: Gain or Loss Expenditure/Expense

Dr F002: Fixed Asset (A)
Cr F021: Gain/Loss Expense from Sale of Fixed Asset

Posting Pair E: Gain or Loss Revenue

Dr F002: Fixed Asset (A)
Cr F031: Gain/Loss Revenue from Sale of Fixed Asset

Posting Pair F: Dispose Memo Asset

Dr M002: Offset for Memo Fixed Asset (CA)
Cr M001: Memo Asset (A)

FA05: Modify Fixed Asset Non-Accounting Attributes - This event type is used to change attributes of a fixed asset or component that will not have any accounting impact. The Fixed Asset Modification (FM) or similar document code is used for such an action.

Posting Pair A: Modify

Dr none
Cr none

FA06: Transfer A Fixed Asset - This event type is used to record the transfer of a fixed asset between responsibility centers. The Fixed Asset Transfer (FT) or similar document code is used for such an action. The following accounting entries are only generated if the Depreciation Structure is Responsibility Center. Otherwise, there is no accounting impact of this transfer.

Posting Pair A: Non-Memo Asset

Dr F020: Depreciation Expense
Cr F040: Accumulated Depreciation (CA)

Posting Pair B Memo Asset

Dr M002: Offset for Memo Fixed Asset (CA)

Cr M003: Accumulated Depreciation - Memo Asset (A)

FA07: Change Value Of Fixed Asset - This event type is used to increase or decrease the value of an asset through adjusting up or down existing accounting lines for a betterment or creating new accounting lines. The Fixed Asset Increase/Decrease (FI) or similar document code is used for such an action.

Posting Pair A: Contra Expense

Dr F002: Fixed Asset (A)

Cr F010: Expense Offset for Fixed Asset (E)

Posting Pair B Contributed Asset

Dr F002: Fixed Asset (A)

Cr F011: Contributed to Fixed Assets (E)

Posting Pair C: Memo Asset

Dr M001: Memo Asset (A)

Cr M002: Offset for Memo Fixed Asset (CA)

Posting Pair D: Adjustment Asset

Dr F002: Fixed Asset (A)

Cr F012: Net Adjustment to Fixed Assets (E)

FA08: Change Status Of Fixed Asset - This event type is used to change the Fixed Asset Type value of an asset. The most common situation for this change is when an asset that was Construction and Process (CIP) has been completed. The Fixed Asset Type Change (FX) or similar document code is used for such an action.

Posting Pair A: Status Change

Dr F002: Fixed Asset (A)

Cr F002: Fixed Asset (A)

FA09: Sale a Fixed Asset Internally - This event type is used to record the sale to an internal party of a fixed asset or component. It is not the same as a transfer of Responsible Centers as the asset will now be recorded under different accounting lines. The Fixed Asset Disposition (FD) or similar document code is used for such an action.

Posting Pair A: Depreciation Catch Up

Dr F020: Depreciation Expense

Cr F040: Accumulated Depreciation (CA)

Posting Pair B: Reverse Accumulated Depreciation

Dr F040: Accumulated Depreciation (CA)

Cr F002: Fixed Asset (A)

Posting Pair C: Due From (Seller Information)

Dr F005: Due From Fund - Fixed Asset Internal Sales (A)

Cr F002: Fixed Asset (A)

Posting Pair D: Gain or Loss Expenditure/Expense

Dr F002: Fixed Asset (A)

Cr F022: Internal Expense from Fixed Asset Exchange

Posting Pair E: Gain or Loss Revenue

Dr F002: Fixed Asset (A)

Cr F032: Internal Revenue from Fixed Asset Exchange

FA10: Increase Value from Shell - This event type is used to increase or decrease the value of an asset that is being tracked through the Program Asset Generation functionality. (Please refer to the Program Asset Generation Run Sheet in the *AMS Advantage Financial System Administration Guide* for more information). The Fixed Asset Increase/Decrease (FI) or similar document code is used for such an action.

Posting Pair A: Normal Increase

Dr F002: Fixed Asset (A)

Cr F001: Pending Fixed Asset (A)

Posting Pair B Memo Increase 1

Dr F010: Expense Offset for Fixed Asset (E)

Cr F001: Pending Fixed Asset (A)

Posting Pair C: Memo Increase 2

Dr M001: Memo Asset (A)

Cr M002: Offset for Memo Fixed Asset (CA)

FA11: Cancellation Of A Fixed Asset - This event type is used to remove all accounting impacts of an asset or asset component recorded in error. The Fixed Asset Cancellation (FC) or similar document code is used for such an action.

Posting Pair A: Depreciation

Dr F040: Accumulated Depreciation (CA)

Cr F020: Depreciation Expense

Posting Pair B: Normal Asset

Dr F010: Expense Offset for Fixed Asset (E)

Cr F002: Fixed Asset (A)

Posting Pair C: Memo Asset

Dr M002: Offset for Memo Fixed Asset (CA)

Cr M001: Memo Asset (A)

Posting Pair D: Contributed Asset

Dr F011: Contributed to Fixed Assets (E)

Cr F002: Fixed Asset (A)

Posting Pair E: Adjustment Asset

Dr F012: Net Adjustment to Fixed Assets (E)

Cr F002: Fixed Asset (A)

FA12: Change In Selling Price Of A Fixed Asset - This event type is used when a prior disposition of an asset or asset component used an incorrect amount for the selling price. The Fixed Asset Selling Price Change (FP) or similar document code is used for such an action.

Posting Pair A: Gain/Loss Revenue

Dr F030: Sale of Fixed Asset Revenue
Cr F031: Gain/Loss Revenue from Sale of Fixed Asset

Posting Pair B: Gain/Loss Expenditure/Expense

Dr F030: Sale of Fixed Asset Revenue
Cr F021: Gain/Loss Expense from Sale of Fixed Asset

FA13: Mass Depreciation Of Fixed Assets - This event type is used when depreciation is automatically calculated for an asset by the Depreciation chain job with the Fixed Asset Mass Depreciation (ME) or similar document code. This event type is very similar to FA03, but serves to provide different Event Type Requirements for automatic depreciation.

Posting Pair A: Non Memo Depreciation

Dr F020: Depreciation Expense
Cr F040: Accumulated Depreciation

Posting Pair B Memo Depreciation

Dr M002: Offset for Memo Fixed Asset (CA)
Cr M003: Accumulated Depreciation - Memo Asset (A)

FA14: Unpend A Fixed Asset Shell - This event type is used to remove all accounting impacts recorded by a request for payment and disbursement that led to the creation of a fixed asset shell document. When no asset should be recorded, this event type is used to remove fixed asset accounting remaining from the disbursement. The Fixed Asset (FA) or similar document code is used for such an action.

Posting Pair A: Reversal

Dr F010: Expense Offset for Fixed Asset (E)
Cr F001: Pending Fixed Asset (A)

FA15: Repair and Warranty Fixed Asset - This event type does not have any accounting impact and is only used by the FRM document to update the Fixed Asset Registry pages.

Posting Pair A: Repair and Warr

Dr None
Cr None

FA27: Acquire a Fixed Asset Internally - This event type is used as the second part of two documents for disposing (FA09) and acquiring an asset internally between two parties on the same AMS Advantage Financial application. The Fixed Asset (FA) or similar document code is used for such an action.

Posting Pair D: Contributed Asset

Dr F002: Fixed Asset (A)

Cr F011: Contributed to FA

Posting Pair E: Adjustment Asset

Dr F002: Fixed Asset (A)

Cr F012: Net Adj to FA

Posting Pair F: Capital Outlay

Dr F022: Internal Expense from Fixed Asset Exchange

Cr F004: Due to Fund

Posting Pair G: FA Historical Cost

Dr F002: Fixed Asset (A)

Cr F040: Accumulated Depreciation

FA28: Better a Fixed Asset Internally - This event type is used as the second part of two documents for disposing (FA09) and acquiring an asset component internally between two parties on the same AMS Advantage Financial application. The Fixed Asset (FA) or similar document code is used for such an action.

Posting Pair D: Contributed Asset

Dr F002: Fixed Asset (A)

Cr F011: Contributed to FA

Posting Pair E: Adjustment Asset

Dr F002: Fixed Asset (A)

Cr F012: Net Adj to FA

Posting Pair F: Capital Outlay

Dr F022: Internal Expense from Fixed Asset Exchange

Cr F004: Due to Fund

Posting Pair G: FA Historical Cost

Dr F002: Fixed Asset (A)

Cr F040: Accumulated Depreciation

FA29: Fixed Asset Internal Sale - This event type is used for disposing and acquiring an asset component internally between two parties on the same AMS Advantage Financial application. The Fixed Asset Internal Sale (FS) or similar document code is used for such an action. When restrictions prevent the use of the FS document code with this or a similar event type, the two-document sale model must be used where there is a FD document with FA09 and an FA document with FA27.

Posting Pair A: Seller Depreciation Catch Up

Dr F020: Depreciation Expense

Cr F040: Accumulated Depreciation (CA)

Posting Pair B: Seller Reverse Accumulated Depreciation

Dr F040: Accumulated Depreciation (CA)

Cr F002: Fixed Asset (A)

Posting Pair C: Seller Due From Fund

Dr F005: Due From Fund - Fixed Asset Internal Sales (A)

Cr F002: Fixed Asset (A)

Posting Pair D: Seller Gain or Loss Expenditure/Expense

Dr F002: Fixed Asset (A)

Cr F022: Internal Expense from Fixed Asset Exchange

Posting Pair E: Seller Gain or Loss Revenue

Dr F002: Fixed Asset (A)

Cr F032: Internal Revenue from Fixed Asset Exchange

Posting Pair F: Buyer Contributed Fixed Asset

Dr F002: Fixed Asset (A)

Cr F011: Contr to FA

Posting Pair G: Buyer Adjustment FA

Dr F002: Fixed Asset (A)

Cr F012: Net Adj to FA

Posting Pair H: Capital Outlay

Dr F022: Internal FA Expense

Cr F004: Due to Fund

Posting Pair I: FA Historical Cost

Dr F002: Fixed Asset (A)

Cr F040: Accumulated Depreciation

FA31: Acquisition Normal Classification RCP Yes Correction - When an FA Acquisition document is created for an asset with a classification indicator of Normal and a Responsibility Center Posting of Yes. The FA acquisition for normal classification with RCP Yes generates one posting line to debit the fixed asset and credits the contributed offset account. The posting line backs out the pending asset. The correction of this accounting addresses both the posting lines.

This event type can also be used to correct the accounting of an FA Acquisition document as well as an FI (Increase/ decrease) document that was created with a classification indicator of contributed.

Posting Pair A: Line Amount

Dr F002: Fixed Asset

Cr F013: Asset Offset

Posting Pair F: Exp Offset

Dr F010: Exp Offst - FA

Cr F001: Pending FA

FA32: Acquisition Normal Classification RCP No Correction- When the FA Acquisition document was created for an asset with a normal classification and RCP No the pending asset is credited and fixed asset is debited. The correction aims to reverse such postings.

Posting Pair A: Line Amount

Dr F002: Fixed Asset

Cr F001: Pending FA

FA33: Acquisition Adjustment Classification Correction- This event type is used to correct the FA Acquisition document that was created for assets having a classification indicator of adjustment.

Posting Pair A: Line Amount

Dr F002: Fixed Asset

Cr F012: Net Adj to FA

FA34: Acquisition Memo Classification Correction – This event type is used to correct the FA Acquisition document that was created for assets having a classification indicator of memo.

Posting Pair A: Line Amount

Dr M001: Memo Asset

Cr M002: Offset - MFA

FA35: Acquisition Contributed Classification Correction – This event type is to correct the FA Acquisition document that was created for assets having a classification indicator of Contributed.

This event type is also used to correct the FI document that was created for an asset with contributed classification.

Posting Pair A: Line Amount

Dr F002: Fixed Asset

Cr F011: Pending FA

FA36: Increase/ Decrease Normal Classification RCP Yes Correction – This event type is to correct the FI (Increase/ Decrease) document that was created for assets having the classification indicator of normal and RCP as Yes.

Posting Pair A: Line Amount

Dr F002: Fixed Asset

Cr F013: Asset Offset

FA37: Increase/ Decrease Normal Classification RCP No Correction – This event type is to correct the FI (Increase/ Decrease) document that was created for assets having a classification indicator of normal and RCP as No.

Posting Pair A: Line Amount

Dr F002: Fixed Asset

Cr F010: Pending FA

FA38: Depreciation Non Memo Correction – This event type is to correct the accounting of depreciation that was incorrectly posted through the FE or ME or FT or FD or FS documents. This event type is used only for a classification indicator of normal, contributed or adjustment.

Posting Pair B: Depreciation

Dr F020: Depr Expense

Cr F040: Accum Depr

FA39: Depreciation Memo Correction – This event type is to correct the accounting of depreciation that was incorrectly posted either through the FE or ME or FT or FD documents. This event type is used only for a classification indicator of memo.

Posting Pair B: Depreciation

Dr M002: Depr Expense

Cr M003: Accum Depr

FA40: Disposition Non Memo Expense Correction– This event type is to correct the accounting at the time of disposition of an asset having a classification indicator of normal, contributed or adjustment. This event type is used only for a disposition method having a gain/ loss posting of expense. This event type is not used for an internal sale.

The accounting event of disposing an asset involves accounting for selling price, depreciation, adjusting accumulated depreciation against a fixed asset and accounting for gain/loss.

The dollar amount in the Line Amount is used to correct the selling price; the depreciation correction can be done by using the dollar amount field for depreciation. The depreciation at the time of disposition is to be corrected then the accumulated depreciation and the gain/loss need to be corrected. The accumulated depreciation and the gain/loss amount fields should be used to correct the accumulated depreciation and gain/ loss respectively.

Posting Pair A: Line Amount

Dr F030: Sale FA Rev

Cr F002: Fixed Asset

Posting Pair B: Depreciation

Dr F020: Depr Expense

Cr F040: Accum Depr

Posting Pair C: Accumulated Dep

Dr F040: Accum Depr

Cr F002: Fixed Asset

Posting Pair D: Gain/Loss

Dr F002: Fixed Asset

Cr F021: G/L FA Exp

FA41: Disposition Non Memo Revenue Correction– This event type is to correct the accounting at the time of disposition of an asset having a classification indicator of normal, contributed or adjustment. This event type is only used where the disposition method was gain/loss posting of Revenue. This event type will not be used for internal sale.

Posting Pair A: Line Amount

Dr F030: Sale FA Rev

Cr F002: Fixed Asset

Posting Pair B: Depreciation

Dr F020: Depr Expense

Cr F040: Accum Depr

Posting Pair C: Accumulated Dep

Dr F040: Accum Depr

Cr F002: Fixed Asset

Posting Pair D: Gain/Loss

Dr F002: Fixed Asset

Cr F031: G/L FA Rev

FA42: Disposition Memo – This event type is to correct the accounting of depreciation that was incorrectly posted either through the FE or ME or FT or FD documents. This event type is used only for a classification indicator of memo.

Posting Pair A: Line Amount

Dr M002: Offset - MFA

Cr M001: Memo Asset

FA43: Internal Sale Expense Correction – This event type is to correct the accounting at the time of internal sale of an asset having a classification indicator of normal or contributed or adjustment. This event type is only used where the disposition method used was gain/loss posting of Expense.

The accounting event of disposing an asset involves accounting for selling price, depreciation, adjusting accumulated depreciation against a fixed asset and accounting for gain/loss.

The dollar amount in the Line Amount is used to correct the selling price; the depreciation correction can be done by using the dollar amount field for depreciation. The depreciation at the time of disposition is to be corrected then the accumulated depreciation and the gain/loss must be corrected. The accumulated depreciation and the gain/loss amount fields should be used to correct the accumulated depreciation and gain/loss respectively.

Posting Pair A: Line Amount

Dr F005: DFF/Int FA Sale

Cr F002: Fixed Asset

Posting Pair B: Depreciation

Dr F020: Depr Expense

Cr F040: Accum Depr

Posting Pair C: Accumulated Dep

Dr F040: Accum Depr

Cr F002: Fixed Asset

Posting Pair D: Gain/Loss

Dr F002: Fixed Asset

Cr F022: Int FA Expense

FA44: Internal Sale Revenue Correction – This event type is to correct the accounting at the time of internal sale of an asset having a classification indicator of normal, contributed or adjustment. This event type is only used where the disposition method used was gain/loss posting of Revenue.

The accounting event of disposing an asset involves accounting for selling price, depreciation, adjusting accumulated depreciation against a fixed asset and accounting for gain/loss.

The dollar amount in the Line Amount will be used to correct the selling price; the depreciation correction can be done by using the dollar amount field for depreciation. The depreciation at the time of disposition is to be corrected then the accumulated depreciation and the gain/loss must be corrected. The accumulated depreciation and the gain/loss amount fields should be used to correct the accumulated depreciation and gain/loss respectively.

Posting Pair A: Line Amount

Dr F005: DFF/Int FA Sale

Cr F002: Fixed Asset

Posting Pair B: Depreciation

Dr F020: Depr Expense

Cr F040: Accum Depr

Posting Pair C: Accumulated Dep

Dr F040: Accum Depr

Cr F002: Fixed Asset

Posting Pair D: Gain/Loss

Dr F002: Fixed Asset

Cr F032: Int FA Revenue

FA45: Internal Sale Revenue Correction – This event type is used to correct the accounting at the time of change in selling price of an asset. This event type is only used where the disposition method used was gain/loss posting of Expense.

Posting Pair D: Gain/Loss

Dr F030: Sale FA Rev

Cr F021: G/L FA Exp

FA46: Change in SP Revenue Correction – This event type is to correct the accounting at the time of change in selling price of an asset. This event type is used only where the disposition method used was gain/loss posting of Revenue.

Posting Pair D: Gain/Loss

Dr F030: Sale FA Rev

Cr F031: G/L FA Rev

FA47: Internal Purchase Contributed Correction – The accounting for internal acquisition is different for contributed and adjustment classification.

For correcting internal acquisition of assets with a Contributed classification, event type FA47 should be used.

For correcting the accounting of the purchase price the dollar amount should be populated on the Line amount field. For correcting the gain/ loss on an internal acquisition the gain/loss amount field should be used. Likewise for correcting the adjusting of accumulated depreciation with the asset value, the accumulated depreciation field should contain the dollar amount value.

Posting Pair A: Line Amount

Dr F002: Fixed Asset

Cr F011: Contr to FA

Posting Pair C: Accumulated Dep

Dr F002: Fixed Asset

Cr F040: Accum Depr

Posting Pair D: Gain/Loss

Dr F002: Fixed Asset

Cr F004: DTF/Int FA Sale

FA48: Internal Purchase Adjustment Correction The accounting for internal acquisition is different for contributed and adjustment classification.

For correcting the internal acquisition of assets with an Adjustment classification, event type FA48 is to be used.

For correcting the accounting of purchase price the dollar amount should be populated on the Line Amount field. For correcting the gain/loss on internal acquisition the gain/loss amount field should be used. Likewise for correcting the adjusting of accumulated depreciation with the asset value the accumulated depreciation field should contain the dollar amount value.

Posting Pair A: Line Amount

Dr F002: Fixed Asset

Cr F012: Net Adj to FA

Posting Pair C: Accumulated Dep

Dr F002: Fixed Asset

Cr F040: Accum Depr

Posting Pair D: Gain/Loss

Dr F022: Int FA Expense

Cr F004: DTF/Int FA Sale

FA49: FA Type Change Correction – The accounting event of asset type change debits and credits the same posting but for different Balance Sheet Account (BSA) codes. To correct the accounting event of FA Type change event type FA48 will need to be used. To correct the posting line for the old asset type it needs to be ensured that the BSA of the old asset type is provided on the accounting line. The BSA for the existing asset type comes from the FA Type based on the settings established in posting code F002.

Posting Pair A: Line Amount

Dr F002: Fixed Asset

Posting Pair E: Line Amount

Cr F002: Fixed Asset

FA50: FC Correction - Normal – The Fixed Asset cancellation document backs out the updates made by the Acquisition and depreciation document. This correction event type backs out updates made by the FC document when the classification indicator is Normal.

For correcting the depreciation posting line, the dollar amount should be provided on the Depreciation amount field and for correcting the posting line that accounts for Fixed Asset & Fixed Asset Offset the dollar amount should be populated on the Line Amount field.

Posting Pair A: Line Amount

Dr F002: Fixed Asset

Cr F010: Exp Offst - FA

Posting Pair B: Depreciation

Dr F020: Depr Expense

Cr F040: Accum Depr

FA51: FC Correction – Memo – This correction event type backs out updates made by the FC document when the classification indicator is Memo.

For correcting the depreciation posting line, the dollar amount should be provided on the Depreciation amount field. For correcting the posting line that accounts for Fixed Asset and Fixed Asset Offset, the dollar amount should be populated on the Line Amount field.

Posting Pair A: Line Amount

Dr M001: Memo Asset

Cr M002: Offset - MFA

Posting Pair B: Depreciation

Dr M002: Offset - MFA

Cr M003: Accum Depr - MA

FA52: FC Correction - Contributed – This correction event type backs out updates made by the FC document when the classification indicator is Contributed.

For correcting the depreciation posting line dollar amount should be provided on the Depreciation amount field and for correcting the posting line that accounts for Fixed Asset and Fixed Asset Offset the dollar amount should be populated on the Line Amount field.

Posting Pair A: Line Amount

Dr F002: Fixed Asset

Cr F011: Contr to FA

Posting Pair B: Depreciation

Dr F020: Depr Expense

Cr F040: Accum Depr

FA53: FC Correction - Adjustment – This correction event type backs out updates made by the FC document when the classification indicator is Adjustment.

For correcting the depreciation posting line, the dollar amount should be provided on the Depreciation amount field and for correcting the posting line that accounts for Fixed Asset and Fixed Asset Offset the dollar amount should be populated on the Line Amount field.

Posting Pair A: Line Amount

Dr F002: Fixed Asset

Cr F012: Net Adj to FA

Posting Pair B: Depreciation

Dr F020: Depr Expense

Cr F040: Accum Depr

Internal Accounting - Accounting Model

The event types in this area are used in the recording of accounting between two parties, seller/provider and buyer/receiver, on the same AMS Advantage Financial application. Accounting for [purchases](#), [operating transfers](#), [loans](#), [payment intercept activity](#) and reimbursements are covered in this section. Other areas with internal accounting include inventory and payroll. Details for such internal accounting are covered separately in those sections.

Event types in this area use specialized posting codes for expenditures and revenue so that internal activity can be easily identified for reporting purposes. One common need for such

identification is to remove internal accounting activity from financial statements where it should not be included.

Many event types for internal accounting are delivered with three versions. One is for intra-fund activity where the fund and sub fund for both parties is the same. In such a case, there is no need for offset entries as they will net out. Two others are for inter-fund activity where the fund and sub fund values are different for the two parties. Here an offset entry is needed. When the bank account used by both parties is the same, the first of the two inter-fund choices is most often used to move cash between accounts within the financial application. Since both use the same bank account, there is no need to move cash outside of the financial application. When bank accounts differ, then the second of the inter-fund methods is used. This method records clearing accounts as offsets (Due To Fund and Due From Fund) so that when these accounts are cleared later, cash can be transferred between external bank accounts.

The concept of the clearing accounts (Due To and Due From Fund) being used when the bank accounts are different between the two parties is integral to keeping AMS Advantage Financial in sync with the actual banks. These clearing accounts must be cleared out periodically where they are both reduced along with the accrued revenue, expenditure, or other account used with them. When cleared, accounts for cash are updated as well as the accrued revenue or expenditure being recorded now as collected revenue or cash expenditure. This clearing activity occurs usually with the Journal Voucher document. At the time of clearing, an action is also taken to transfer the actual cash between the actual banks either with a wire transfer or other means.

A fourth version of many internal event types is also delivered for use with the Clearing Account Maintenance chain job functionality. When cash should not be updated after the end of a fiscal year (for example, in adjustment accounting periods), this fourth set of event types is used. BFY Staging is critical in the enforcement of the use of these event types and stopping usage of the others. This fourth set is similar to those that use clearing accounts except with the different of using cash expenditures and collected revenues instead of accruals.

The Subsequent Event Type section has been omitted for this area because there is no such activity for any of these event types.

For applications where all funds, or more importantly all funds that perform internal accounting, use a single bank account, it is acceptable to change the Due To (A002) and Due From (A003) posting codes used on the inter fund event types with clearing accounts to the Cash posting code (A001) in order to always use cash as an offset. Another alternative for the purchasing and operational transfer event types is to take those event types off of the Allowable Event Type for Document Code (AETDC) table so users will not be presented that option. For intercepts, the alternative is to change all entries on the Event Type Defaults (ETDFLT) table for Document Type *IET* and change the Doc Event Type value from one that uses clearing accounts to the corresponding event type that uses Cash as the offset.

IP1, IP2, IP3, IP4, IP5, IP6, IP7, IP8, IP9, IP10, IT1, IT2, IT3, OT1, OT2, and OT3 Event Categories include the following event types that will be used by documents that belong to the Internal document types and the Payment Request document type. These Event Categories use the [Internal Accounting Event Type Processor](#) logic.

Purchasing

The event types in this subset of Internal Accounting are ones used for internal purchases between two parties. That purchasing always ends with an expenditure/expense for the buyer, but can be an expenditure/expense credit for the seller (known as reimbursement) or a revenue for the seller (known as quasi external).

The one document model of the Internal Exchange Transaction (IET) document type, the two document model of the Internal Transaction Initiator (ITI) and Internal Transaction Agreement

(ITA) document types, and the commodity-based model of internal purchasing on the Payment Request (PR) document type are covered in this subset.

IN01: Inter Fund Reimbursement With Cash Offsets - This event type is used for internal purchasing where the seller/provider receives a credit to expenditure/expense to offset costs incurred to provide the good or service. Additionally, cash is used as the offset balance sheet account for both parties.

Posting Pair A: Seller/Provider

Dr A001: Cash (A)
Cr D025: Internal Cash Expenditure/Expense

Posting Pair B: Buyer/Receiver

Dr D025: Internal Cash Expenditure/Expense
Cr A001: Cash (A)

Prior Event Types: Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

IN02: Inter Fund Reimbursement With Non-Cash Offsets - This event type is used for internal purchasing where the seller/provider receives a credit to expenditure/expense to offset costs incurred to provide the good or service. Additionally, clearing accounts are used as the offset balance sheet account for both parties. For this reason, accrued expenditure/expense was used because without the transfer of cash, a cash expenditure/expense should not be recorded.

Posting Pair A: Seller/Provider

Dr A003: Due From Fund (A)
Cr D024: Internal Accrued Expenditure / Expense

Posting Pair B: Buyer/Receiver

Dr D024: Internal Accrued Expenditure / Expense
Cr A002: Due To Fund (L)

Prior Event Types: Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

IN03: Intra Fund Reimbursement - This event type is used for internal purchasing where the seller/provider receives a credit to expenditure/expense to offset costs incurred to provide the good or service. Additionally, no offsets are used for either parties.

Posting Pair A: Seller/Provider

Cr D025: Internal Cash Expenditure/Expense

Posting Pair B: Buyer/Receiver

Dr D025: Internal Cash Expenditure/Expense

Prior Event Types: Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

IN30: Internal Reimbursement Purchase With Cash - This event type is used for internal purchasing where the seller/provider receives a credit to expenditure/expense to offset costs incurred to provide the good or service. Additionally, cash is used as the offset balance sheet account for both parties. The reason this event type exists in addition to IN01 is because IN30 belongs to an event category that does not compare fund and sub fund between parties.

Posting Pair A: Seller/Provider

Dr A001: Cash (A)
Cr D025: Internal Cash Expenditure/Expense

Posting Pair B: Buyer/Receiver

Dr D025: Internal Cash Expenditure/Expense
Cr A001: Cash (A)

Prior Event Types: Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

IN31: Internal Reimbursement Purchase With Clearing Accounts - This event type is used for internal purchasing where the seller/provider receives a credit to the expenditure/expense to offset costs incurred to provide the good or service. Additionally, clearing accounts are used as the offset balance sheet account for both parties. This event type exists in addition to IN02 because IN31 belongs to an event category that does not compare fund and sub fund between parties.

Posting Pair A: Seller/Provider

Dr A003: Due From Fund (A)
Cr D024: Internal Accrued Expenditure / Expense

Posting Pair B: Buyer/Receiver

Dr D024: Internal Accrued Expenditure / Expense
Cr A002: Due To Fund (L)

Prior Event Types: Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

IN34: Internal Reimbursement Purchase - Clearing Account Maint - This event type is used for internal purchasing where the seller/provider receives a credit to the expenditure/expense to offset costs incurred to provide the good or service. Additionally, clearing accounts are used as the offset balance sheet account for both parties. IN34 is intended for use with the Clearing Account Maintenance functionality instead of IN31. Use of this event type and IN31 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures to cash expenditures. Use of the IN34 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year, however, IN34 could be used throughout the year instead of IN31 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

Posting Pair A: Seller/Provider

Dr A003: Due From Fund (A)
 Cr D025: Internal Cash Expenditure / Expense

Posting Pair B: Buyer/Receiver

Dr D025: Internal Cash Expenditure / Expense
 Cr A002: Due To Fund (L)

Prior Event Types: Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

IN04: Inter Fund Quasi-External Transaction With Cash Offsets - This event type is used for internal purchasing where the seller/provider receives a credit to revenue. Additionally, cash is used as the offset balance sheet account for both parties.

Posting Pair A: Seller/Provider

Dr A001: Cash (A)
 Cr R024: Internal Collected Revenue

Posting Pair B: Buyer/Receiver

Dr D025: Internal Cash Expenditure/Expense
 Cr A001: Cash (A)

Prior Event Types: Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

IN05: Inter Fund Quasi-External Transaction With Non Cash Offsets - This event type is used for internal purchasing where the seller/provider receives a credit to revenue. Additionally, clearing accounts are used as the offset balance sheet account for both parties. For this reason, accrued revenue was used because without the transfer of cash, collected revenue should not be recorded.

Posting Pair A: Seller/Provider

Dr A003: Due From Fund (A)
 Cr R023: Internal Accrued Revenue

Posting Pair B: Buyer/Receiver

Dr D024: Internal Accrued Expenditure / Expense
 Cr A002: Due To Fund (L)

Prior Event Types: Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

IN06: Intra Fund Quasi-External Transaction - This event type is used for internal purchasing where the seller/provider receives a credit to revenue. Additionally, no offsets are used for either party.

Posting Pair A: Seller/Provider

Cr R024: Internal Collected Revenue

Posting Pair B: Buyer/Receiver

Dr D025: Internal Cash Expenditure/Expense

Prior Event Types: Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

IN07: Inter Fund Reimbursement - Clearing Act Maint - This event type is used for internal purchasing where the seller/provider receives a credit to expenditure/expense to offset costs incurred to provide the good or service. Additionally, clearing accounts are used as the offset balance sheet account for both parties. IN07 is intended for use with the Clearing Account Maintenance functionality instead of IN02. Use of this event type and IN02 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures to cash expenditures. Use of the IN07 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year, however, IN07 could be used throughout the year instead of IN02 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

Posting Pair A: Seller/Provider

Dr A003: Due From Fund

Cr D025: Internal Cash Expenditure/Expense

Posting Pair B: Buyer/Receiver

Dr D025: Internal Cash Expenditure/Expense

Cr A002: Due to Fund

Prior Event Types: Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

IN08: Inter Fund Quasi-External Transaction - Clearing Act Maint - This event type is used for internal purchasing where the seller/provider receives a credit to revenue. Additionally, clearing accounts are used as the offset balance sheet accounts for both parties. IN08 is intended for use with the Clearing Account Maintenance functionality instead of IN05. Use of this event type and IN05 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures and revenues to cash expenditures and collected revenues. Use of the IN08 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year; however, IN08 could be used throughout the year instead of IN05 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

Posting Pair A: Seller/Provider

Dr A003: Due From Fund

Cr R024: Internal Collected Revenue

Posting Pair B: Buyer/Receiver

Dr D025: Internal Cash Expenditure/Expense

Cr A002: Due to Fund

Prior Event Types: Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

IN32: Internal Quasi External Purchase With Cash - This event type is used for internal purchasing where the seller/provider receives a credit to revenue. Additionally, cash is used as the offset balance sheet account for both parties. This event type exists in addition to IN04 because IN32 belongs to an event category that does not compare fund and sub fund between parties.

Posting Pair A: Seller/Provider

Dr A001: Cash (A)
Cr R024: Internal Collected Revenue

Posting Pair B: Buyer/Receiver

Dr D025: Internal Cash Expenditure/Expense
Cr A001: Cash (A)

Prior Event Types: Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

IN33: Internal Quasi External Purchase With Clearing Accounts - This event type is used for internal purchasing where the seller/provider receives a credit to revenue. Additionally, clearing accounts are used as the offset balance sheet account for both parties. This event type exists in addition to IN05 because IN32 belongs to an event category that does not compare fund and sub fund between parties.

Posting Pair A: Seller/Provider

Dr A003: Due From Fund (A)
Cr R023: Internal Accrued Revenue

Posting Pair B: Buyer/Receiver

Dr D024: Internal Accrued Expenditure / Expense
Cr A002: Due To Fund (L)

Prior Event Types: Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

IN35: Internal Quasi External Purchase - Clearing Act Maint- This event type is used for internal purchasing where the seller/provider receives a credit to revenue. Additionally, clearing accounts are used as the offset balance sheet account for both parties. IN35 is intended for use with the Clearing Account Maintenance functionality instead of IN33. Use of this event type and IN33 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures and revenues to cash expenditures and collected revenues. Use of the IN35 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year; however, IN35 could be used throughout the year instead of IN33 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

Posting Pair A: Seller/Provider

Dr A003: Due From Fund (A)

Cr R024: Internal Cash Revenue

Posting Pair B: Buyer/Receiver

Dr D025: Internal Cash Expenditure / Expense

Cr A002: Due To Fund (L)

Prior Event Types: Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

Operating Transfers

The event types in this subset of Internal Accounting are ones used for operating transfers. Operating Transfers are defined as all types of transfers that are not considered Residual Equity Transfers. Those equity transfers are ones that are non-recurring or non-routine used to provide equity when a new fund is started or expanded. They are also used when a fund ceases operations and remaining equity has to be transferred out. Most of the remaining types of transfers to be considered are operating. A few examples are:

1. Transfers from a fund receiving revenue to the fund through which the resources are to be expended
2. Transfers of tax revenues from a special revenue fund to a debit service fund
3. Transfers from a general fund to a capital projects fund
4. Transfers from a general fund to subsidize the operations of an enterprise fund
5. Transfers from an enterprise fund to subsidize the operations of a general fund

The one document model of the Internal Exchange Transaction (IET) document type is the most common method used to record such a transfer, but the two document model is also available with the Internal Transaction Initiator (ITI) and Internal Transaction Agreement (ITA) document types.

Event types in this area use specialized posting codes for expenditures and revenue so that internal activity can easily be identified for reporting purposes. One common need for such identification is to record transfers in the Other Financing Sources when applicable.

IN20: Operational Transfer With Cash Offsets - This event type is used for operating transfers when cash should be used as the offset balance sheet account for both parties because they share the same bank account.

Posting Pair A: Seller/Provider

Dr A017: Operating Transfer Out

Cr A001: Cash (A)

Posting Pair B: Buyer/Receiver

Dr A001: Cash (A)

Cr A018: Operating Transfer In

Prior Event Types: Referenced accounting activity for this event type is optional but will likely not occur.

IN21: Operational Transfer With Non Cash Offsets - This event type is used for operating transfers when clearing accounts should be used as the offset balance sheet account for both parties.

Posting Pair A: Seller/Provider

Dr A025: Accrued Operating Transfer Out
Cr A002: Due To Fund (L)

Posting Pair B: Buyer/Receiver

Dr A003: Due From Fund (A)
Cr A026: Accrued Operating Transfer In

Prior Event Types: Referenced accounting activity for this event type is optional but will likely not occur.

IN23: Operational Transfer - Clearing Act Maint - This event type is used for operating transfers when clearing accounts should be used as the offset balance sheet account for both parties. IN23 is intended for use with the Clearing Account Maintenance functionality instead of IN21. Use of this event type and IN21 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures to cash expenditures. Use of the IN23 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year, however, IN23 could be used throughout the year instead of IN21 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

Posting Pair A: Provider

Dr A017: Operating Transfer Out
Cr A002: Due To Fund (L)

Posting Pair B: Receiver

Dr A003: Due From Fund (A)
Cr A018: Operating Transfer In

Prior Event Types: Referenced accounting activity for this event type is optional but will likely not occur.

Loans

The event type in this subset of Internal Accounting is one used for internal loans, which have to be paid back unlike operational transfers. The one document model of the Internal Exchange Transaction (IET) document type is the most common method used to record such a transfer, but the two document model is also available with the Internal Transaction Initiator (ITI) and Internal Transaction Agreement (ITA) document types.

Payback of the loan could also be recorded with this same event type but with a negative line amount, or it could be handled with another document such as a Journal Voucher.

IN22: Internal Loan - This event type is used for internal loans and uses cash as the offset balance sheet account for both parties. If both parties do not use the same bank account, then a transfer of cash should occur between actual bank accounts.

Posting Pair A: Seller/Provider

Dr A019: Internal Loans Receivable (A)

Cr A001: Cash (A)

Posting Pair B: Buyer/Receiver

Dr A001: Cash (A)

Cr A020: Internal Loans Payable (L)

Prior Event Types: Referenced accounting activity for this event type is optional, but will likely not occur.

Intercepts

The event types in this subset of Internal Accounting are used to record intercept activity after a disbursement has recorded the intercepted cash and an intercept liability under the chart of accounts for which the disbursement was recorded.

A variety of different accounting models is used in completing intercept activity because of the variety of receivables that can be intercepted, comparison of fund/sub fund values between parties, comparison of bank accounts used by both parties, and the various types of intercept capabilities: external and internal. The external and internal capabilities result in the following combinations:

Receivable System	Disbursement System
Internal ¹	Internal
Internal	External ²
External	Internal
External	External

1) An internal system is the AMS Advantage Financial application

2) An external system is another application other than AMS Advantage Financial

Prior event type referencing is determined based on the receivable and disbursement system comparison above. For this reason the Prior Event Types section has been omitted from the intercept event types.

When the debt (receivable) is internal, the 2nd Party Accounting (accounting line) document component will contain a reference to the receivable. Lines on this component that are for intercept fees will not contain that reference, however. If the debt is recorded in an external system, the reference document information comes from the Intercept Request Table (INTR) and

will likely be a Document Code of N/A instead of the normal Receivable document code because the receivable is external.

When the disbursement system is internal, the Exchange Details (vendor line) document component will contain a reference to the disbursement document that took the intercept and will also contain the event type of that disbursement line. When the disbursement system is external, there will be no reference to any disbursement and the event type will be the one established as the Default Event Type on the matching Intercept External Allocation (INTEA) record.

To control what receivable can be intercepted, many methods of control are available:

1. Each event type used to record a receivable is marked eligible by a check in the Eligible For Intercept Process flag on the Event Type (ETYP) table.
2. Each revenue source is marked eligible by a check in the Eligible For Intercept Process flag on the Revenue Source (RSRC) table.
3. In order to be intercepted, a Receivable has to be added to the Intercept Request (INTR) table.

The IN* event types below are for internal intercepts, with the exception of IN00. The IE* event types are for external intercepts. The IF* event types are used to record any fees associated with an intercept.

IN10: Intercept Transfer With Same Banks - Earned - This event type is used for intercepts of a receivable that booked Billed Earned Revenue where the bank account for the intercepting fund and receivable fund are the same.

Posting Pair A: Provider

Dr	D201: Intercept Payable (L)
Cr	D202: Intercepted Cash (A)

Posting Pair B: Receiver

Dr	A001: Cash (A)
Cr	R003: External Collected Earned Revenue

IN11: Intercept Transfer With Different Banks - Earned - This event type is used for intercepts of a receivable that booked Billed Earned Revenue where the bank account for the intercepting fund and receivable fund are different.

Posting Pair A: Provider

Dr	D201: Intercept Payable (L)
Cr	A002: Due To Fund (L)

Posting Pair B: Receiver

Dr	A003: Due From Fund (A)
Cr	R002: External Billed Earned Revenue

IN12: Intercept Transfer With Same Banks - Unearned - This event type is used for intercepts of a receivable that booked Billed Unearned Revenue where the bank account for the intercepting fund and receivable fund are the same.

Posting Pair A: Provider

Dr D201: Intercept Payable (L)

Cr D202: Intercepted Cash (A)

Posting Pair B: Receiver

Dr A001: Cash (A)

Cr R102: Collected Unearned Revenue

IN13: Intercept Transfer With Different Banks - Unearned - This event type is used for intercepts of a receivable that booked Billed Unearned Revenue where the bank account for the intercepting fund and receivable fund are different.

Posting Pair A: Provider

Dr D201: Intercept Payable (L)

Cr A002: Due To Fund (L)

Posting Pair B: Receiver

Dr A003: Due From Fund (A)

Cr R101: Billed Unearned Revenue (L)

IN14: Intercept Transfer With Same Banks - Deposit - This event type is used for intercepts of a receivable that booked Billed Deposits where the bank account for the intercepting fund and receivable fund are the same.

Posting Pair A: Provider

Dr D201: Intercept Payable (L)

Cr D202: Intercepted Cash (A)

Posting Pair B: Receiver

Dr A001: Cash (A)

Cr R202: Collected Deposit (L)

IN15: Intercept Transfer With Different Banks - Deposit - This event type is used for intercepts of a receivable that booked Billed Deposits where the bank account for the intercepting fund and receivable fund are different.

Posting Pair A: Provider

Dr D201: Intercept Payable (L)

Cr A002: Due To Fund (L)

Posting Pair B: Receiver

Dr A003: Due From Fund (A)

Cr R201: Billed Deposit (L)

IN16: Intercept Transfer With Same Banks - Vendor Refund - This event type is used for intercepts of a receivable that booked Billed Unearned Revenue where the bank account for the intercepting fund and receivable fund are the same.

Posting Pair A: Provider

Dr D201: Intercept Payable (L)

Cr D202: Intercepted Cash (A)

Posting Pair B: Receiver

Dr A001: Cash (A)

Cr D014: External Cash Expenditure/Expense

IN17: Intercept Transfer With Different Banks - Vendor Refund - This event type is used for intercepts of a receivable that booked Billed Unearned Revenue where the bank account for the intercepting fund and receivable fund are different.

If desired, the D011 posting code below could be replaced with R301 - Expenditure Refund Holding Account so that budget authority would not be restored until the clearing accounts had been cleared.

Posting Pair A: Provider

Dr D201: Intercept Payable (L)

Cr A002: Due To Fund (L)

Posting Pair B: Receiver

Dr A003: Due From Fund (A)

Cr D011: External Accrued Expenditure / Expense

IN00: Internal External Event Type on Vendor Line - This event type is intended for use on the vendor line of the generated Intercept Transfer document from an external disbursement system to ensure proper editing of Event Type Requirement rules on the vendor line because the rules for the event type on the accounting line would not be correct to use. Setup on the Intercept External Allocation (INTEA) table would be where this event type would be established as the Default Event Type.

Posting Pair A: A

None

IE10: Intercept Transfer With Same Banks - Earned - This event type is used for intercepts of a receivable that booked Billed Earned Revenue where the bank account for the intercepting fund and receivable fund are the same.

Posting Pair A: Provider

Dr D201: Intercept Payable (L)

Cr D202: Intercepted Cash (A)

Posting Pair B: Receiver

Dr A001: Cash (A)

Cr R003: External Collected Earned Revenue

IE11: Intercept Transfer With Different Banks - Earned - This event type is used for intercepts of a receivable that booked Billed Earned Revenue where the bank account for the intercepting fund and receivable fund are different.

Posting Pair A: Provider

Dr D201: Intercept Payable (L)

Cr A002: Due To Fund (L)

Posting Pair B: Receiver

Dr A003: Due From Fund (A)
 Cr R002: External Billed Earned Revenue

IE12: Intercept Transfer With Same Banks - Unearned - This event type is used for intercepts of a receivable that booked Billed Unearned Revenue where the bank account for the intercepting fund and receivable fund are the same.

Posting Pair A: Provider

Dr D201: Intercept Payable (L)
 Cr D202: Intercepted Cash (A)

Posting Pair B: Receiver

Dr A001: Cash (A)
 Cr R102: Collected Unearned Revenue

IE13: Intercept Transfer With Different Banks - Unearned - This event type is used for intercepts of a receivable that booked Billed Unearned Revenue where the bank account for the intercepting fund and receivable fund are different.

Posting Pair A: Provider

Dr D201: Intercept Payable (L)
 Cr A002: Due To Fund (L)

Posting Pair B: Receiver

Dr A003: Due From Fund (A)
 Cr R101: Billed Unearned Revenue (L)

IE14: Intercept Transfer With Same Banks - Deposit - This event type is used for intercepts of a receivable that booked Billed Deposits where the bank account for the intercepting fund and receivable fund are the same.

Posting Pair A: Provider

Dr D201: Intercept Payable (L)
 Cr D202: Intercepted Cash (A)

Posting Pair B: Receiver

Dr A001: Cash (A)
 Cr R202: Collected Deposit (L)

IE15: Intercept Transfer With Different Banks - Deposit - This event type is used for intercepts of a receivable that booked Billed Deposits where the bank account for the intercepting fund and receivable fund are different.

Posting Pair A: Provider

Dr D201: Intercept Payable (L)
 Cr A002: Due To Fund (L)

Posting Pair B: Receiver

Dr A003: Due From Fund (A)
 Cr R201: Billed Deposit (L)

IE16: Intercept Transfer With Same Banks - Vendor Refund - This event type is used for intercepts of a receivable that booked Billed Unearned Revenue where the bank account for the intercepting fund and receivable fund are the same.

Posting Pair A: Provider

Dr D201: Intercept Payable (L)
 Cr D202: Intercepted Cash (A)

Posting Pair B: Receiver

Dr A001: Cash (A)
 Cr D014: External Cash Expenditure/Expense

IE17: Intercept Transfer With Different Banks - Vendor Refund - This event type is used for intercepts of a receivable that booked Billed Unearned Revenue where the bank account for the intercepting fund and receivable fund are different.

If desired, the D011 posting code below could be replaced with R301 - Expenditure Refund Holding Account so that budget authority would not be restored until the clearing accounts had been cleared.

Posting Pair A: Provider

Dr D201: Intercept Payable (L)
 Cr A002: Due To Fund (L)

Posting Pair B: Receiver

Dr A003: Due From Fund (A)
 Cr D011: External Accrued Expenditure / Expense

ED01: External Debt Intercept Transfer With Same Banks - Unearned - This event type is used to complete the recording of intercept against external debt when the bank accounts for the intercepting party and the external debt entity are the same.

Posting Pair A: Provider

Dr D201: Intercept Payable (L)
 Cr D202: Intercepted Cash (A)

Posting Pair B: Receiver

Dr A001: Cash (A)
 Cr R102: Collected Unearned Revenue (L)

ED02: External Debt Intercept Transfer With Different Banks - Unearned - This event type is used to complete the recording of intercept against external debt when the bank accounts for the intercepting party and the external debt entity are the same.

Posting Pair A: Provider

Dr D201: Intercept Payable (L)

Cr A002: Due To Fund (L)

Posting Pair B: Receiver

Dr A003: Due From Fund (L)

Cr R101: Billed Unearned Revenue (L)

IF01: Default Fees Same Banks - Earned Revenue - This event type is used to complete the recording of the default intercept fee taken on a disbursement where the bank account for the intercepting fund and receivable fund were the same.

Posting Pair A: Provider

Dr D201: Intercept Payable (L)

Cr D202: Intercepted Cash (A)

Posting Pair B: Receiver

Dr A001: Cash (A)

Cr R003: External Collected Earned Revenue

IF02: Intercept Transfer With Different Banks - Earned - This event type is used to complete the recoding of the default intercept fee taken on a disbursement where the bank account for the intercepting fund and receivable fund are different.

Posting Pair A: Provider

Dr D201: Intercept Payable (L)

Cr A002: Due To Fund (L)

Posting Pair B: Receiver

Dr A003: Due From Fund (A)

Cr R002: External Billed Earned Revenue

IF03: Supplementary Fees Same Banks - Unearned Revenue - This event type is used to complete the recording of the supplementary fee taken on a disbursement where the bank account for the intercepting fund and external entity's fund were the same. Unearned revenue is used because supplemental fees only occur when External debt is intercepted by an Internal disbursement system. The fee is temporarily recorded as a liability (unearned revenue) and then another document (GAIP document code as delivered) is created later to request a disbursement out of that liability account to the External entity.

Posting Pair A: Provider

Dr D201: Intercept Payable (L)

Cr D202: Intercepted Cash (A)

Posting Pair B: Receiver

Dr A001: Cash (A)

Cr R102: Collected Unearned Revenue (L)

IF04: Supplementary Fees With Different Banks - Earned - This event type is used to complete the recording of the supplementary fee taken on a disbursement where the bank account for the intercepting fund and external entity's fund were different.

Unearned revenue is used because supplemental fees only occur when External debt is intercepted by an Internal disbursement system. The fee is temporarily recorded as a liability (unearned revenue) and then another document (GAIP document code as delivered) is created later to request a disbursement out of that liability account to the External entity.

Posting Pair A: Provider

Dr D201: Intercept Payable (L)

Cr A002: Due To Fund (L)

Posting Pair B: Receiver

Dr A003: Due From Fund (A)

Cr R101: Billed Unearned Revenue (L)

Reimbursements

The event types in this subset of Internal Accounting are ones used for documents generated from the cost accounting internal reimbursement feature. The seller/provider in this case is the party being reimbursed for previous spending and the buyer/receiver is the party ultimately getting all or a portion of the original expenditure. In reimbursement situations, the postings for the seller cannot use the same expenditure posting codes as used for the original expenditure or they will be selected again for reimbursement.

Prior event type referencing is not done by the reimbursement process. For this reason the Prior Event Types section has been omitted from the reimbursement event types.

IN36: Internal Reimb w/Cash - Non-Reimb for Seller - This event type is used for reimbursements where the seller/provider receives a credit to expenditure/expense to offset costs incurred to provide the goods or services. Additionally, cash is used as the offset balance sheet account for both parties. This event type belongs to an event category that does not compare fund and sub fund between parties.

Posting Pair A: Seller/Provider

Dr A001: Cash (A)

Cr D027: Internal Cash Expenditure Non-Reimbursable

Posting Pair B: Buyer/Receiver

Dr D025: Internal Cash Expenditure/Expense

Cr A001: Cash (A)

IN37: Internal Reimb w/Clr Acts - Non-Reimb for Seller - This event type is used for reimbursements where the seller/provider receives a credit to the expenditure/expense to offset costs incurred to provide the goods or services. Additionally, clearing accounts are used as the offset balance sheet account for both parties. This event type belongs to an event category that does not compare fund and sub fund between parties.

Posting Pair A: Seller/Provider

Dr A003: Due From Fund (A)

Cr D026: Internal Accrued Expenditure Non-Reimbursable

Posting Pair B: Buyer/Receiver

Dr D024: Internal Accrued Expenditure / Expense

Cr A002: Due To Fund (L)

IN38: Internal Reimb – Clearing Act Maint - Non-Reimb for Seller - This event type is used for reimbursements where the seller/provider receives a credit to the expenditure/expense to offset costs incurred to provide the goods or services.

Additionally, clearing accounts are used as the offset balance sheet account for both parties. IN38 is intended for use with the Clearing Account Maintenance functionality instead of IN37. Use of this event type and IN37 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures to cash expenditures.

Use of the IN38 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year, however, IN38 could be used throughout the year instead of IN37 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

Posting Pair A: Seller/Provider

Dr A003: Due From Fund (A)

Cr D027: Internal Cash Expenditure Non-Reimbursable

Posting Pair B: Buyer/Receiver

Dr D025: Internal Cash Expenditure / Expense

Cr A002: Due To Fund (L)

Inventory Accounting Model

Event types in this area are used both for input and output of inventory items to and from a warehouse. Many perform two-party accounting like those in the previous Internal Accounting section, while others either record accounting for just the warehouse or the requestor of goods from a warehouse.

A primary driver of the accounting to be recorded in the inventory area is the Accounting Method defined to a warehouse. Two such methods exist:

Purchase: Expenditures are recorded for inventory items when they are purchased for a warehouse.

Consumption: Expenditures are not recorded for inventory until items are issued from a warehouse.

Two items are defined to either method in the application and must match when used together to request, order, or purchase inventory items. The first is the event type. All event types used on the document types just mentioned should have an Accounting Method defined on the Event Type Requirements (ERQ) table. The second is the warehouse. All warehouse codes have to be defined to either Accounting Method. When the two combine on one of these document types and do not match, the document will not be allowed to process. It is common for the event types for these documents to be chosen for each warehouse and entered in the Requisition, Purchase Order, and Payment Request Document fields on the Warehouse (WHSE) table.

Event types in this area use specialized posting codes for expenditures and revenue so that internal activity can be easily identified for reporting purposes. One common need for such identification is to remove internal accounting activity from financial statements where it should not be included.

The concept of the clearing accounts (Due To and Due From Fund) being used when the bank accounts are different between the two parties is integral to keeping AMS Advantage Financial in sync with the actual banks. These clearing accounts must be cleared out periodically where they are both reduced along with the accrued revenue or expenditure used with them. When cleared, accounts for cash are updated as well as the accrued revenue or expenditure being recorded now as collected revenue or a cash expenditure. This clearing activity occurs usually with the Journal Voucher document. At the time of clearing, an action is also taken to transfer the actual cash between the actual banks either with a wire transfer or other means.

For applications where all funds, or more importantly all funds that perform inventory accounting, use a single bank account, it is acceptable to change the Due To (S003) and Due From (S004) posting codes used on the inter fund event types with clearing accounts to the Cash posting code (A001) in order to always use cash as an offset. Also, if the standard Due To (A002) and Due From Fund (A003) posting codes are desired, they should be entered in place of the inventory ones.

SA, SI, SIE, SN, ST, IA1, IA2, IA3, PR, AP, ADIS, and MDIS Event Categories include the following event types that will be used by either inventory, procurement, accounts payable, or disbursement. The SA, SI, SN, ST, IA1, IA2, and IA3 Event Categories use the [Inventory Event Type Processor](#) logic. As for the Procurement (PR) Event Category, it uses the [Generic Event Type Processor](#). Event types for this area are in a later section. The AP Event Category uses the [Accounts Payable Event Type Processor](#). Event types for that area are in a previous section. The ADIS and MDIS Event Categories use the [Disbursements Event Type Processor](#). Event types for that area are in a previous section.

For these last three areas, only those event types that begin with an 'ST' will be discussed in this section. When another event type exists to provide the same functionality with another prefix, it will be listed for reference purposes. Another functional area will contain that event type with more details.

Event types will be presented in an order that closely resembles the common order that they would appear in the inventory life cycle.

The following are in the **PR Event Category**:

ST50: Request For Inventory - Consumption I - Use of this event type will occur for a consumption method warehouse that chooses to create postings. When used on the Requisition document type, it will update the Requested Quantity for the inventory item and start the procurement process.

The procurement event type PR01 - Request Non Accounting can also be used by a consumption method warehouse. This event type will post to the Non Accounting posting codes that may or may not write out to the Accounting Journal. Updates to the inventory tables will be the same with PR01 as it would be with ST50 or ST51.

Posting Pair A: Item or Service.

Dr P010: Memo Pre Encumbrance (AO)

Cr P011: Reserve for Memo Pre Encumbrance (A)

Prior Event Types: Referenced accounting activity for this event type is not available.

Subsequent Event Types: Referencing accounting activity for this event type can be with a Purchase Order using PR07: Order Non Accounting, ST60: Order For Inventory - Consumption I, or ST61: Order For Inventory - Consumption II.

Referencing can also be with a Payment Request using ST71: Authorize Payment For Inventory - Consumption Method.

ST51: Request For Inventory - Consumption II - Use of this event type will occur for a consumption method warehouse that chooses not to create any accounting postings. When used on the Requisition document type, it will update the Requested Quantity for the inventory item and start the procurement process as if accounting entries had been created.

Posting Pair A: Item or Service.

None

Prior Event Types: Referenced accounting activity for this event type is not available.

Subsequent Event Types: Referencing accounting activity for this event type can be with a Purchase Order using PR07: Order Non Accounting, ST60: Order For Inventory - Consumption I, or ST61: Order For Inventory - Consumption II. Referencing can also be with a Payment Request using ST71: Authorize Payment For Inventory - Consumption Method.

ST52: Request Inventory - Purchase - Use of this event type will occur for a purchase method warehouse to record a pre encumbrance for inventory items requested. When used on the Requisition document type, it will update the Requested Quantity for the inventory item and start the procurement process.

PR02 is an event type that is similar to ST52 and is found in the Procurement section later. The reason for the duplicate is to allow different controls for each event type.

Posting Pair A: Item or Service.

Dr P003: Pre Encumbrance

Cr P004: Reserve for Pre Encumbrance (E)

Prior Event Types: Referenced accounting activity for this event type is not available.

Subsequent Event Types: Referencing accounting activity for this event type can be with a Purchase Order using PR05: Order from External Vendor - Accounting or ST62: Order For Inventory - Purchase. Referencing can also be with a Payment Request using ST70: Authorize Payment For Inventory - Purchase Method or AP01: Authorize Normal Payment.

ST60: Order For Inventory - Consumption I - Use of this event type will occur for a consumption method warehouse that chooses to create postings. When used on the Purchase Order document type, it will update the Ordered Quantity for the inventory item and continue the procurement process.

The procurement event type PR07 - Order Non Accounting can also be used by a consumption method warehouse. This event type will post to the Non Accounting posting codes that may or may not write out to the Accounting Journal. Updates to the inventory tables will be the same with PR07 as it would be with ST60 or ST61.

Posting Pair A: Item or Service.

Dr P012: Memo Encumbrance (AO)

Cr P013: Reserve for Memo Encumbrance (A)

Prior Event Types: Referenced accounting activity for this event type is optional and if made would be to either PR07: Order Non Accounting, ST60: Order for Inventory - Consumption I, or ST61: Order for Inventory - Consumption II.

Subsequent Event Types: Referencing accounting activity for this event type will be most commonly with a Payment Request using ST71: Authorize Payment For Inventory - Consumption Method. However, referencing can be for correction with ST63: Encumbrance Correction - Consumption Method, ST64: Encumbrance Liquidation - Consumption Method, or with ST65: Encumbrance Correction & Credit Memo - Consumption Method.

ST61: Order For Inventory - Consumption II - Use of this event type will occur for a consumption method warehouse that chooses not to create any accounting postings. When used on the Purchase Order document type, it will update the Ordered Quantity for the inventory item and continue the procurement process as if accounting entries had been created.

Posting Pair A: Item or Service.

None

Prior Event Types: Referenced accounting activity for this event type is optional and if made would be to either PR07: Order Non Accounting, ST60: Order for Inventory - Consumption I, or ST61: Order for Inventory - Consumption II.

Subsequent Event Types: Referencing accounting activity for this event type will be most commonly with a Payment Request using ST71: Authorize Payment For Inventory - Consumption Method. However, referencing can be for correction with ST63: Encumbrance Correction - Consumption Method, ST64: Encumbrance Liquidation - Consumption Method, or with ST65: Encumbrance Correction & Credit Memo - Consumption Method.

ST62: Order Inventory - Purchase - Use of this event type will occur for a purchase method warehouse to record an encumbrance for inventory items ordered. When used on the Purchase Order document type, it will update the Ordered Quantity for the inventory item and continue the procurement process.

PR05 is an event type that is similar to ST62 and is found in the Procurement section later. The reason for the duplicate is to allow different controls for each event type.

Posting Pair A: Item or Service.

Dr P005: Encumbrance

Cr P006: Reserve for Encumbrance (E)

Prior Event Types: Referenced accounting activity for this event type is optional and would be to a Requisition with PR02: Request from External Vendor - Accounting or ST52: Request Inventory - Purchase.

Subsequent Event Types: Referencing accounting activity for this event type will be most commonly with a Payment Request using AP01: Authorize Normal Payment or ST70: Authorize Payment For Inventory - Purchase Method. However, referencing can be for correction with ST66: Encumbrance Correction - Purchase Method, ST67: Encumbrance Liquidation - Purchase Method, or with ST68: Encumbrance Correction & Credit Memo - Purchase Method.

ST63: Encumbrance Correction - Consumption Method - Use of this event type occurs when a Purchase Order line for a consumption method warehouse was

inadvertently closed for more than it should have been or incorrectly referenced. When such a situation occurs and the Payment Request has been disbursed and that disbursement has cleared, this event type will correct the order. The event type will re-open all or a portion of that encumbrance and will not create a credit memo as ST65 (discussed later) does. In not creating a payment request, the correction is just to the order because the correct vendor was paid the correct amount.

The Event Type Requirements entry for this event type has the Require Inverse Reference flag checked on the Event Type Requirements table. The *Inverse* Reference Type requires that the sign of the Line Amount of the referencing line be the opposite of the Line Amount of the referenced line. For this reason, the posting codes shown below will be switched in regards to the debit and credit.

Posting Pair A: Item or Service.

None, as the liquidation line created performs the necessary accounting.

Prior Event Types: Referenced accounting activity for this event type is required and will be to either PR07: Order Non Accounting, ST60: Order for Inventory - Consumption I, or ST61: Order for Inventory - Consumption II.

Subsequent Event Types: Referencing accounting activity for this event type will not occur.

ST64: Encumbrance Liquidation - Consumption Method - Use of this event type occurs when a Purchase Order line for a consumption method warehouse was not referenced and should have been or it was referenced partially and should have had a final reference. In either case, it is desired that the order line be closed for some amount, but that no request for payment be made. This event type will perform that liquidation and create no new accounting entries because it has no posting codes.

Posting Pair A: Item or Service.

None, as the liquidation line created, performs the necessary accounting.

Prior Event Types: Referenced accounting activity for this event type is required and will be to either PR07: Order Non Accounting, ST60: Order for Inventory - Consumption I, or ST61: Order for Inventory - Consumption II.

Subsequent Event Types: Referencing accounting activity for this event type will not occur.

The following is in the **AP Event Category**:

ST65: Encumbrance Correction & Credit Memo - Consumption Method - Use of this event type is to correct the same two mistakes that ST63 corrected (see that event type for more information). In addition to an order line that is open for too much, there is also a vendor that was paid too much or was paid and should not have been. The event type will re-open all or a portion of that order line and it will create a credit memo, which is really just a negative request for payment, that will offset the next payment to the vendor.

The Event Type Requirements entry for this event type has the Require Inverse Reference flag checked on the Event Type Requirements table. The *Inverse* Reference Type requires that the sign of the Line Amount of the referencing line be the opposite of the Line Amount of the referenced line. For this reason, the posting codes shown below will be switched in regards to the debit and credit.

Posting Pair A: Disbursement

Dr S002: Inventory/Stock Offset (E)

Cr D001: Disbursements Payable (L)

Posting Pair F: Inventory

Dr S001: Inventory/Stock Items (A)

Cr S002: Inventory/Stock Offset (E)

Prior Event Types: Referenced accounting activity for this event type is required and will be to either PR07: Order Non Accounting, ST60: Order for Inventory - Consumption I, or ST61: Order for Inventory - Consumption II.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate ST65 are: Pay for Inventory as Consumption Automatically (ST80-2) or Pay for Inventory as Consumption Manually (ST83-5). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

The following are in the **PR Event Category**:

ST66: Encumbrance Correction - Purchase Method - Use of this event type occurs when a Purchase Order line for a purchase method warehouse was inadvertently closed for more than it should have been or incorrectly referenced. When such a situation occurs, the Payment Request has been disbursed, and that disbursement has cleared, this event type will correct the order. The event type will re-open all or a portion of that encumbrance and will not create a credit memo as ST68 (discussed later) does. In not creating a payment request, the correction is just to the order because the correct vendor was paid the correct amount.

The Event Type Requirements entry for this event type has the Require Inverse Reference flag checked on the Event Type Requirements table. The *Inverse* Reference Type requires that the sign of the Line Amount of the referencing line be the opposite of the Line Amount of the referenced line. For this reason, the posting codes shown below will be switched in regards to the debit and credit.

PR20 is an event type that is similar to ST66 and is found in the Procurement section later. The reason for the duplicate is to allow different controls for each event type.

Posting Pair A: Item or Service.

None, as the liquidation line created performs the necessary accounting.

Prior Event Types: Referenced accounting activity for this event type is required and will be to either PR05: Order from External Vendor - Accounting or ST62: Order for Inventory - Purchase.

Subsequent Event Types: Referencing accounting activity for this event type will not occur.

ST67: Encumbrance Liquidation - Purchase Method - Use of this event type occurs when a Purchase Order line for a purchase method warehouse was not referenced and should have been or it was referenced partially and should have had a final reference. In either case, it is desired that the order line be closed for some amount, but that no request for payment be made. This event type will perform that liquidation and create no new accounting entries because it has no posting codes.

PR21 is an event type that is similar to ST67 and is found in the Procurement section later. The reason for the duplicate is to allow different controls for each event type.

Posting Pair A: Item or Service.

None, as the liquidation line created performs the necessary accounting.

Prior Event Types: Referenced accounting activity for this event type is required and will be to either PR05: Order from External Vendor - Accounting or ST62: Order for Inventory - Purchase.

Subsequent Event Types: Referencing accounting activity for this event type will not occur.

The following are in the **AP Event Category**:

ST68: Encumbrance Correction & Credit Memo - Purchase Method - Use of this event type is to correct the same two mistakes that ST66 corrected (see that event type for more information). In addition to an order line that is open for too much, there is also a vendor that was paid too much or was paid and should not have been. The event type will re-open all or a portion of that order line and it will create a credit memo, which is really just a negative request for payment, that will offset the next payment to the vendor.

The Event Type Requirements entry for this event type has the Require Inverse Reference flag checked on the Event Type Requirements table. The *Inverse* Reference Type requires that the sign of the Line Amount of the referencing line be the opposite of the Line Amount of the referenced line. For this reason, the posting codes shown below will be switched in regards to the debit and credit.

PR22 is an event type that is similar to ST68 and is found in the Procurement section later. The reason for the duplicate is to allow different controls for each event type.

Posting Pair A: Disbursement

Dr D011: External Accrued Expenditure / Expense

Cr D001: Disbursements Payable (L)

Posting Pair F: Inventory

Dr S001: Inventory/Stock Items (A)

Cr S002: Inventory/Stock Offset (E)

Prior Event Types: Referenced accounting activity for this event type is not mandatory. When references are made, they would be to lines with event types: PR05 - Order from External Vendor or ST62 - Order for Inventory - Purchase.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate ST68 are: Pay Expenditure Automatically (DI01-3) or Pay Expenditure Manually (DI51-3). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

ST70: Authorize Payment for Inventory - Purchase Method - When a payment should be made for items to fill a warehouse that uses the purchase method of accounting, this event type is used. It is similar to AP01 in all respects except ST70 is not delivered to support retainage as that concept often does not apply for such purchases. When used, the Accounting Method defined for the Warehouse code entered on the parent commodity line to the accounting line with ST70 must match the Accounting Method setting of *Purchase* that ST70 has on the Event Type Requirements table.

Posting Pair A: Disbursement

Dr D011: External Accrued Expenditure / Expense
Cr D001: Disbursements Payable (L)

Posting Pair F: Inventory

Dr S001: Inventory/Stock Items (A)
Cr S002: Inventory/Stock Offset (E)

Prior Event Types: Referenced accounting activity for this event type is not mandatory. When references are made, they would be to lines with event types: PR03 - Request from External Vendor, PR05 - Order from External Vendor, ST52 - Request for Inventory - Purchase, or ST62 - Order for Inventory - Purchase.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate ST70 are: Pay Expenditure Automatically (DI01-3) or Pay Expenditure Manually (DI51-3). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

ST71: Authorize Payment for Inventory - Consumption Method - When a payment should be made for items to fill a warehouse that uses the consumption method of accounting, this event type is used. It is very different from AP01 and ST70 in that no budget updates occur for an accrued expenditure. When used, the Accounting Method defined for the Warehouse code entered on the parent commodity line to the accounting line with ST71 must match the Accounting Method setting of *Consumption* that ST71 has on the Event Type Requirements table.

Posting Pair A: Disbursement

Dr S002: Inventory/Stock Offset (E)
Cr D001: Disbursements Payable (L)

Posting Pair F: Inventory

Dr S001: Inventory/Stock Items (A)
Cr S002: Inventory/Stock Offset (E)

Prior Event Types: Referenced accounting activity for this event type is not mandatory. When references are made, they would be to lines with event types: PR07 - Order Non-Accounting, ST50 - Request for Inventory - Consumption I, ST51 - Request for Inventory - Consumption II, ST60 - Order for Inventory - Consumption I, or ST61 - Order for Inventory - Consumption II.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate ST71 are: Pay for Inventory as Consumption Automatically (ST80-2) or Pay for Inventory as Consumption Manually (ST83-5). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

The following are in the **MDIS Event Category**:

ST80 to 82: Pay for Inventory as Consumption by Check / Standard Warrant / Clearing Fund Warrant Automatically - This trio of event types is used when a warehouse uses the *Consumption* accounting method so that no expenditure or expense occurs until the inventory item is released from inventory.

ST83 to 85: Pay for Inventory as Consumption by Check / Standard Warrant / Clearing Fund Warrant Manually - This trio of event types is used when a warehouse uses the *Consumption* accounting method so that no expenditure or expense occurs until the inventory item is released from inventory.

Posting Pair A: Disbursement

Dr S002: Inventory/Stock Offset (E)

Cr A001: Cash (A)

Posting Pair D: Use Tax

Dr A001: Cash (A)

Cr D006: Use Tax Payable (L)

Posting Pair E: Backup Withholding

Dr A001: Cash (A)

Cr D010: Backup Withholding Payable (L)

Posting Pair G: Intercept Automatic Payments Only

Dr D202: Intercepted Cash (A)

Cr D201: Intercept Payable (L)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only two event types referenced would be ST68: Encumbrance Correction & Credit Memo - Purchase Method or ST71: Authorize Payment for Inventory - Consumption Method found in the Inventory section of accounting models.

Subsequent Event Types: Event types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

The following are in the **PR Event Category**:

ST01: Request From Inventory - Non Accounting I - Use of this event type is on the Stock Requisition document when there should be no accounting impact from the requisition but postings should be generated for reporting.

Posting Pair A: Item Or Service

Dr P001: Procurement Non-Accounting Nominal

Cr P002: Procurement Non-Accounting Offset

Prior Event Types: Referenced accounting activity for this event type is not possible

Subsequent Event Types: Referencing of this accounting activity will be with either ST10: Inventory/Stock Issuance - Quasi External or ST11: Inventory/Stock Issuance - Expenditure Refund on an Issue Confirmation document. A reference can also occur in a memo form on a Stock Return document with ST20: Return Stock with Revenue or ST21: Return Stock with Reimbursement.

ST02: Request From Inventory - Non Accounting II - Use of this event type is on the Stock Requisition document when there should be no accounting impact from the requisition and no postings either.

Posting Pair A: Item Or Service

No posting codes

Prior Event Types: Referenced accounting activity for this event type is not possible

Subsequent Event Types: Referencing of this accounting activity will be with either ST10: Inventory/Stock Issuance - Quasi External or ST11: Inventory/Stock Issuance - Expenditure Refund on an Issue Confirmation document. A reference can also occur in a memo form on a Stock Return document with ST20: Return Stock with Revenue or ST21: Return Stock with Reimbursement.

ST03: Request From Inventory - Pre Encumber - Use of this event type is on the Stock Requisition document where a pre encumbrance should be recorded.

Posting Pair A: Item Or Service

Dr P003: Pre Encumbrance

Cr P004: Reserve for Pre Encumbrance (E)

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity will be with either ST10: Inventory/Stock Issuance - Quasi External or ST11: Inventory/Stock Issuance - Expenditure Refund on an Issue Confirmation document. A reference can also occur in a memo form on a Stock Return document with ST20: Return Stock with Revenue or ST21: Return Stock with Reimbursement.

ST04: Request From Inventory - Encumber - Use of this event type is on the Stock Requisition document where an encumbrance should be recorded.

Posting Pair A: Item Or Service

Dr P005: Encumbrance

Cr P006: Reserve for Encumbrance (E)

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity will be with either ST10: Inventory/Stock Issuance - Quasi External or ST11: Inventory/Stock Issuance - Expenditure Refund on an Issue Confirmation document. A reference

can also occur in a memo form on a Stock Return document with ST20: Return Stock with Revenue or ST21: Return Stock with Reimbursement.

ST05: External Request from Inventory - Non Accounting 1 - Use of this event type is on the Stock Requisition document when there should be no accounting impact from the requisition but postings should be generated for reporting. This event type is to request items from a warehouse by a party that is not using the AMS Advantage Financial application, but the warehouse is.

Posting Pair A: Item Or Service

Dr P001: Procurement Non-Accounting Nominal
Cr P002: Procurement Non-Accounting Offset

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity will be with either ST10: Inventory/Stock Issuance - Quasi External or ST11: Inventory/Stock Issuance - Expenditure Refund on an Issue Confirmation document. A reference can also occur in a memo form on a Stock Return document with ST20: Return Stock with Revenue or ST21: Return Stock with Reimbursement.

ST06: External Request from Inventory - Non Accounting 2 - Use of this event type is on the Stock Requisition document when there should be no accounting impact from the requisition and no postings either. This event type is to request items from a warehouse by a party that is not using the AMS Advantage Financial application, but the warehouse is.

Posting Pair A: Item or Service

No posting codes

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity will be with either ST12: External Inventory/Stock Issuance - Quasi External or ST13: External Inventory/Stock Issuance - Reimbursement on an Issue Confirmation document. A reference can also occur in a memo form on a Stock Return document with ST22: External Return Stock with Revenue or ST23: External Return Stock with Reimbursement.

The following are in the **SI Event Category**. When it will not be the case that bank accounts will differ between the warehouse and the buyer, the Inter posting pairs can be changed to be just like those of the Intra.

ST10: Inventory/Stock Issuance - Quasi External - Use of this event type is on either the Over-The-Counter or Stock Issuance document to record the inventory being issued from a warehouse. This event type is used by warehouses that wish to record revenues as items are issued.

Posting Pair A: Intra Receipt

Dr A001: Cash (A)
Cr R022: Inventory Collected Revenue

Posting Pair B: Inter Receipt

Dr S004: Inventory/Stock Due From Fund (A)

Cr R021: Inventory Accrued Revenue

Posting Pair C: Inventory for Purchase Warehouse

Dr D023: Cost of Goods Sold

Cr S001: Inventory/Stock Items (A)

Posting Pair D: Inventory for Consumption Warehouse

Dr D023: Cost of Goods Sold

Cr S001: Inventory/Stock Items (A)

Posting Pair E: Intra Payment

Dr D022: Inventory Cash Expenditure/Expense

Cr A001: Cash (A)

Posting Pair F: Inter Payment

Dr D021: Inventory Accrued Expenditure/Expense

Cr S003: Inventory/Stock Due To Fund (L)

Prior Event Types: Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST01: Request From Inventory - Non Accounting I, ST02: Request From Inventory - Non Accounting II, ST03: Request From Inventory - Pre Encumber, or ST04: Request From Inventory - Encumber.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST11: Inventory/Stock Issuance - Expenditure Refund - Use of this event type is on either the Over-The-Counter or Stock Issuance document to record the inventory being issued from a warehouse. This event type is used by warehouses that wish to record expenditure credits as items are issued to reduce expenditures incurred to purchase the inventory item.

Posting Pair A: Intra Receipt

Dr A001: Cash (A)

Cr D022: Inventory Cash Expenditure/Expense

Posting Pair B: Inter Receipt

Dr S004: Inventory/Stock Due From Fund (A)

Cr D021: Inventory Accrued Expenditure/Expense

Posting Pair C: Inventory for Purchase Warehouse

Dr D023: Cost of Goods Sold

Cr S001: Inventory/Stock Items (A)

Posting Pair D: Inventory for Consumption Warehouse

Dr D023: Cost of Goods Sold

Cr S001: Inventory/Stock Items (A)

Posting Pair E: Intra Payment

Dr D022: Inventory Cash Expenditure/Expense
 Cr A001: Cash (A)

Posting Pair F: Inter Payment

Dr D021: Inventory Accrued Expenditure/Expense
 Cr S003: Inventory/Stock Due To Fund (L)

Prior Event Types: Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST01: Request From Inventory - Non Accounting I, ST02: Request From Inventory - Non Accounting II, ST03: Request From Inventory - Pre Encumber, or ST04: Request From Inventory - Encumber.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST14: Inventory/Stock Issuance - QE - Clearing Act Maint- This event type is used by warehouses that wish to record revenues as items are issued. Additionally, clearing accounts are used as the offset balance sheet account for both parties. ST14 is intended for use with the Clearing Account Maintenance functionality instead of ST10. Use of this event type and ST10 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures to cash expenditures. Use of the ST14 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year, however, ST14 could be used throughout the year instead of ST10 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

Posting Pair A: Intra Receipt

Dr A001: Cash (A)
 Cr R022: Inventory Collected Revenue

Posting Pair B: Inter Receipt

Dr S004: Inventory/Stock Due From Fund (A)
 Cr R022: Inventory Collected Revenue

Posting Pair C: Inventory for Purchase Warehouse

Dr D023: Cost of Goods Sold
 Cr S001: Inventory/Stock Items (A)

Posting Pair D: Inventory for Consumption Warehouse

Dr D023: Cost of Goods Sold
 Cr S001: Inventory/Stock Items (A)

Posting Pair E: Intra Payment

Dr D022: Inventory Cash Expenditure/Expense
 Cr A001: Cash (A)

Posting Pair F: Inter Payment

Dr D022: Inventory Cash Expenditure/Expense
 Cr S003: Inventory/Stock Due To Fund (L)

Prior Event Types: Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST01: Request From Inventory - Non Accounting I, ST02: Request From Inventory - Non Accounting II, ST03: Request From Inventory - Pre Encumber, or ST04: Request From Inventory - Encumber.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST15: Inventory/Stock Issuance - ER - Clearing Act Maint - This event type is used by warehouses that wish to record expenditure credits as items are issued to reduce expenditures incurred to purchase the inventory item. Additionally, clearing accounts are used as the offset balance sheet account for both parties. ST15 is intended for use with the Clearing Account Maintenance functionality instead of ST11. Use of this event type and ST11 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures to cash expenditures. Use of the ST15 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year, however, ST15 could be used throughout the year instead of ST11 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

Posting Pair A: Intra Receipt

Dr A001: Cash (A)
 Cr D022: Inventory Cash Expenditure/Expense

Posting Pair B: Inter Receipt

Dr S004: Inventory/Stock Due From Fund (A)
 Cr D022: Inventory Cash Expenditure/Expense

Posting Pair C: Inventory for Purchase Warehouse

Dr D023: Cost of Goods Sold
 Cr S001: Inventory/Stock Items (A)

Posting Pair D: Inventory for Consumption Warehouse

Dr D023: Cost of Goods Sold
 Cr S001: Inventory/Stock Items (A)

Posting Pair E: Intra Payment

Dr D022: Inventory Cash Expenditure/Expense
 Cr A001: Cash (A)

Posting Pair F: Inter Payment

Dr D022: Inventory Cash Expenditure/Expense
 Cr S003: Inventory/Stock Due To Fund (L)

Prior Event Types: Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST01: Request From Inventory - Non

Accounting I, ST02: Request From Inventory - Non Accounting II, ST03: Request From Inventory - Pre Encumber, or ST04: Request From Inventory - Encumber.

Subsequent Event Types: Referencing of this accounting activity is not possible.

The following are in the **SIE Event Category**:

ST12: External Inventory/Stock Issuance - Quasi External - Use of this event type is on either the Over-The-Counter or Stock Issuance document to record the inventory being issued from a warehouse. This event type is to request items from a warehouse by a party that is not using the AMS Advantage Financial application, but the warehouse is. This event type is used by warehouses that wish to record revenues as items are issued.

Posting Pair C: Inventory for Purchase Warehouse

Dr D023: Cost of Goods Sold
Cr S001: Inventory/Stock Items (A)

Posting Pair D: Inventory for Consumption Warehouse

Dr D023: Cost of Goods Sold
Cr S001: Inventory/Stock Items (A)

Posting Pair E: Intra Revenue

Dr R009: Earned Receivable (A)
Cr R010: Earned Revenue

Posting Pair F: Inter Revenue

Dr R009: Earned Receivable (A)
Cr R010: Earned Revenue

Prior Event Types: Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST05: External Request from Inventory - Non Accounting 1 or ST06: External Request from Inventory - Non Accounting 2.

Subsequent Event Types: Referencing of this accounting activity is done on a Receivable document with AR01: Bill Earned Revenue.

ST13: External Inventory/Stock Issuance - Expenditure Refund - Use of this event type is on either the Over-The-Counter or Stock Issuance document to record the inventory being issued from a warehouse. This event type is used by warehouses that wish to record expenditure credits as items are issued to reduce expenditures incurred to purchase the inventory item.

Posting Pair C: Inventory for Purchase Warehouse

Dr D023: Cost of Goods Sold
Cr S001: Inventory/Stock Items (A)

Posting Pair D: Inventory for Consumption Warehouse

Dr D023: Cost of Goods Sold
Cr S001: Inventory/Stock Items (A)

Posting Pair E: Intra Revenue

Dr R300: Billed Vendor Refund Receivable (A)
Cr R301: Expenditure Refund Holding Account (AO)

Posting Pair F: Inter Revenue

Dr R300: Billed Vendor Refund Receivable (A)
Cr R301: Expenditure Refund Holding Account (AO)

Prior Event Types: Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST05: External Request from Inventory - Non Accounting 1 or ST06: External Request from Inventory - Non Accounting 2.

Subsequent Event Types: Referencing of this accounting activity is done on a Receivable document with either AR30: Bill Vendor Refund - Budgetary or AR31: Bill Vendor Refund - Non Budgetary.

The following are in the **SN Event Category**. Stock Returns (SN) for items issued in a prior year may warrant attention when the total dollar value becomes material. As Cost of Goods Sold is an expense closed into an equity account at year end, material updates in a subsequent year may have to be addressed with a journal voucher adjustment. Returns that reference an Over the Counter (OC) or Confirmation Issue (CI) document will carry the budget year forward from that referenced document causing an update to a prior budget year. Returns without a reference will record to the budget year entered (likely the current) and thus will not be readily identified as a cross year return. To avoid this, set the Reference Rule on the Document Control (DCTRL) table for the SN to Required

The posting codes for Due To and Due From are reversed for the return event types (posting pairs B and F) with the assumption that clearing of those accounts has not yet occurred when a return has been made.

ST20: Return Stock with Revenue - Use of this event type is on the Stock Return document to record the inventory being returned to a warehouse. This event type is used by warehouses that wish to record a decrease to previous revenues as items are returned.

Posting Pair A: Intra Receipt

Dr R022: Inventory Collected Revenue
Cr A001: Cash (A)

Posting Pair B: Inter Receipt

Dr R021: Inventory Accrued Revenue
Cr S004: Inventory/Stock Due From Fund (A)

Posting Pair C: Inventory for Purchase Warehouse

Dr S001: Inventory/Stock Items (A)
Cr D023: Cost of Goods Sold

Posting Pair D: Inventory for Consumption Warehouse

Dr S001: Inventory/Stock Items (A)

Cr D023: Cost of Goods Sold

Posting Pair E: Intra Payment

Dr A001: Cash (A)

Cr D022: Inventory Cash Expenditure/Expense

Posting Pair F: Intra Payment

Dr S003: Inventory/Stock Due To Fund (L)

Cr D021: Inventory Accrued Expenditure/Expense

Posting Pair G: Intra Fee Receipt

Dr A001: Cash (A)

Cr R022: Inventory Collected Revenue

Posting Pair H: Inter Fee Receipt

Dr S004: Inventory/Stock Due From Fund (A)

Cr R021: Inventory Accrued Revenue

Posting Pair I: Intra Fee Payment

Dr A001: Cash (A)

Cr D022: Inventory Cash Expenditure/Expense

Posting Pair J: Inter Fee Payment

Dr S003: Inventory/Stock Due To Fund (L)

Cr D021: Inventory Accrued Expenditure/Expense

Prior Event Types: Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST01: Request From Inventory - Non Accounting I, ST02: Request From Inventory - Non Accounting II, ST03: Request From Inventory - Pre Encumber, or ST04: Request From Inventory - Encumber. Such a reference would be a memo one.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST21: Return Stock with Reimbursement - Use of this event type is on the Stock Return document to record the inventory being returned to a warehouse. This event type is used by warehouses that wish to record an increase to expenditures as items are returned

Posting Pair A: Intra Receipt

Dr D022: Inventory Cash Expenditure/Expense

Cr A001: Cash (A)

Posting Pair B: Inter Receipt

Dr D021: Inventory Accrued Expenditure/Expense

Cr S004: Inventory/Stock Due From Fund (A)

Posting Pair C: Inventory for Purchase Warehouse

Dr S001: Inventory/Stock Items (A)

Cr D023: Cost of Goods Sold

Posting Pair D: Inventory for Consumption Warehouse

Dr S001: Inventory/Stock Items (A)

Cr D023: Cost of Goods Sold

Posting Pair E: Intra Payment

Dr A001: Cash (A)

Cr D022: Inventory Cash Expenditure/Expense

Posting Pair F: Intra Payment

Dr S003: Inventory/Stock Due To Fund (L)

Cr D021: Inventory Accrued Expenditure/Expense

Posting Pair G: Intra Fee Receipt

Dr A001: Cash (A)

Cr D022: Inventory Cash Expenditure/Expense

Posting Pair H: Inter Fee Receipt

Dr S004: Inventory/Stock Due From Fund (A)

Cr D021: Inventory Accrued Expenditure/Expense

Posting Pair I: Intra Fee Payment

Dr A001: Cash (A)

Cr D022: Inventory Cash Expenditure/Expense

Posting Pair J: Inter Fee Payment

Dr S003: Inventory/Stock Due To Fund (L)

Cr D021: Inventory Accrued Expenditure/Expense

Prior Event Types: Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST01: Request From Inventory - Non Accounting I, ST02: Request From Inventory - Non Accounting II, ST03: Request From Inventory - Pre Encumber, or ST04: Request From Inventory - Encumber. Such a reference would be a memo one.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST22: External Return Stock with Revenue - Use of this event type is on the Stock Return document to record the inventory being returned to a warehouse. This event type is to return items to a warehouse by a party that is not using the AMS Advantage Financial application, but the warehouse is. This event type is used by warehouses that wish to reduce previously recorded revenues as items are returned.

Posting Pair C: Inventory for Purchase Warehouse

Dr S001: Inventory/Stock Items (A)

Cr D023: Cost of Goods Sold

Posting Pair D: Inventory for Consumption Warehouse

Dr S001: Inventory/Stock Items (A)

Cr D023: Cost of Goods Sold

Prior Event Types: Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST05: External Request from Inventory - Non Accounting 1 or ST06: External Request from Inventory - Non Accounting 2. Such a reference would be a memo one.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST23: External Return Stock with Reimbursement - Use of this event type is on the Stock Return document to record the inventory being returned to a warehouse. This event type is to return items to a warehouse by a party that is not using the AMS Advantage Financial application, but the warehouse is. This event type is used by warehouses that wish to increase expenditures that were previously reduced as items are returned.

Posting Pair C: Inventory for Purchase Warehouse

Dr S001: Inventory/Stock Items (A)

Cr D023: Cost of Goods Sold

Posting Pair D: Inventory for Consumption Warehouse

Dr S001: Inventory/Stock Items (A)

Cr D023: Cost of Goods Sold

Prior Event Types: Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST05: External Request from Inventory - Non Accounting 1 or ST06: External Request from Inventory - Non Accounting 2. Such a reference would be a memo one.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST24: Return Stock with Revenue - Clearing Act Maint - This event type is used by warehouses that wish to record a decrease to previous revenues as items are returned. Additionally, clearing accounts are used as the offset balance sheet account for both parties. ST24 is intended for use with the Clearing Account Maintenance functionality instead of ST20. Use of this event type and ST20 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures to cash expenditures. Use of the ST24 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year, however, ST24 could be used throughout the year instead of ST20 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

Posting Pair A: Intra Receipt

Dr R022: Inventory Collected Revenue

Cr A001: Cash (A)

Posting Pair B: Inter Receipt

Dr R022: Inventory Collected Revenue

Cr S004: Inventory/Stock Due From Fund (A)

Posting Pair C: Inventory for Purchase Warehouse

Dr S001: Inventory/Stock Items (A)

Cr D023: Cost of Goods Sold

Posting Pair D: Inventory for Consumption Warehouse

Dr S001: Inventory/Stock Items (A)

Cr D023: Cost of Goods Sold

Posting Pair E: Intra Payment

Dr A001: Cash (A)

Cr D022: Inventory Cash Expenditure/Expense

Posting Pair F: Intra Payment

Dr S003: Inventory/Stock Due To Fund (L)

Cr D022: Inventory Cash Expenditure/Expense

Posting Pair G: Intra Fee Receipt

Dr A001: Cash (A)

Cr R022: Inventory Collected Revenue

Posting Pair H: Inter Fee Receipt

Dr S004: Inventory/Stock Due From Fund (A)

Cr R022: Inventory Collected Revenue

Posting Pair I: Intra Fee Payment

Dr D022: Inventory Cash Expenditure/Expense

Cr A001: Cash (A)

Posting Pair J: Inter Fee Payment

Dr D022: Inventory Cash Expenditure/Expense

Cr S003: Inventory/Stock Due To Fund (L)

Prior Event Types: Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST01: Request From Inventory - Non Accounting I, ST02: Request From Inventory - Non Accounting II, ST03: Request From Inventory - Pre Encumber, or ST04: Request From Inventory - Encumber. Such a reference would be a memo one.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST25: Return Stock with Reimbursement - Clearing Act Maint - This event type is used by warehouses that wish to record an increase to expenditures as items are returned. Additionally, clearing accounts are used as the offset balance sheet account for both parties. ST25 is intended for use with the Clearing Account Maintenance functionality instead of ST21. Use of this event type and ST21 in the same period of

time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures to cash expenditures. Use of the ST25 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year, however, ST25 could be used throughout the year instead of ST21 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

Posting Pair A: Intra Receipt

Dr D022: Inventory Cash Expenditure/Expense
Cr A001: Cash (A)

Posting Pair B: Inter Receipt

Dr D022: Inventory Cash Expenditure/Expense
Cr S004: Inventory/Stock Due From Fund (A)

Posting Pair C: Inventory for Purchase Warehouse

Dr S001: Inventory/Stock Items (A)
Cr D023: Cost of Goods Sold

Posting Pair D: Inventory for Consumption Warehouse

Dr S001: Inventory/Stock Items (A)
Cr D023: Cost of Goods Sold

Posting Pair E: Intra Payment

Dr A001: Cash (A)
Cr D022: Inventory Cash Expenditure/Expense

Posting Pair F: Intra Payment

Dr S003: Inventory/Stock Due To Fund (L)
Cr D022: Inventory Cash Expenditure/Expense

Posting Pair G: Intra Fee Receipt

Dr A001: Cash (A)
Cr D022: Inventory Cash Expenditure/Expense

Posting Pair H: Inter Fee Receipt

Dr S004: Inventory/Stock Due From Fund (A)
Cr D022: Inventory Cash Expenditure/Expense

Posting Pair I: Intra Fee Payment

Dr D022: Inventory Cash Expenditure/Expense
Cr A001: Cash (A)

Posting Pair J: Inter Fee Payment

Dr D022: Inventory Cash Expenditure/Expense
Cr S003: Inventory/Stock Due To Fund (L)

Prior Event Types: Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST01: Request From Inventory - Non Accounting I, ST02: Request From Inventory - Non Accounting II, ST03: Request From Inventory - Pre Encumber, or ST04: Request From Inventory - Encumber. Such a reference would be a memo one.

Subsequent Event Types: Referencing of this accounting activity is not possible.

The following are in the **ST Event Category**:

ST30: Transfer Inventory with Provider Revenue - Use of this event type by the warehouse 'giving' inventory to another warehouse when the provider warehouse wishes to recognize revenues for the inventory given.

Posting Pair A: Intra Out

Dr A001: Cash (A)
Cr R022: Inventory Collected Revenue

Posting Pair B: Inter Out

Dr S004: Inventory/Stock Due From Fund (A)
Cr R021: Inventory Accrued Revenue

Posting Pair C: Purchase Out Inventory

Dr D023: Cost of Goods Sold
Cr S001: Inventory/Stock Items (A)

Posting Pair D: Consumption Out Inventory

Dr D023: Cost of Goods Sold
Cr S001: Inventory/Stock Items (A)

Posting Pair E: Consumption In Intra

Dr S001: Inventory/Stock Items (A)
Cr A001: Cash (A)

Posting Pair F: Consumption In Inter

Dr S001: Inventory/Stock Items (A)
Cr S002: Inventory/Stock Offset (E)

Posting Pair G: Purchase In Intra

Dr D022: Inventory Cash Expenditure/Expense
Cr A001: Cash (A)

Posting Pair H: Purchase In Inter

Dr D021: Inventory Accrued Expenditure/Expense
Cr S002: Inventory/Stock Offset (E)

Posting Pair I: Purchase In Inventory

Dr S001: Inventory/Stock Items (A)

Cr S002: Inventory/Stock Offset (E)

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST31: Transfer Inventory with Provider Reimbursement - Use of this event type by the warehouse 'giving' inventory to another warehouse when the provider warehouse wishes to recognize an expenditure credit for the inventory given.

Posting Pair A: Intra Out

Dr A001: Cash (A)

Cr D022: Inventory Cash Expenditure/Expense

Posting Pair B: Inter Out

Dr S004: Inventory/Stock Due From Fund (A)

Cr D021: Inventory Accrued Expenditure/Expense

Posting Pair C: Purchase Out Inventory

Dr D023: Cost of Goods Sold

Cr S001: Inventory/Stock Items (A)

Posting Pair D: Consumption Out Inventory

Dr D023: Cost of Goods Sold

Cr S001: Inventory/Stock Items (A)

Posting Pair E: Consumption In Intra

Dr S001: Inventory/Stock Items (A)

Cr A001: Cash (A)

Posting Pair F: Consumption In Inter

Dr S001: Inventory/Stock Items (A)

Cr S002: Inventory/Stock Offset (E)

Posting Pair G: Purchase In Intra

Dr D022: Inventory Cash Expenditure/Expense

Cr A001: Cash (A)

Posting Pair H: Purchase In Inter

Dr D021: Inventory Accrued Expenditure/Expense

Cr S002: Inventory/Stock Offset (E)

Posting Pair I: Purchase In Inventory

Dr S001: Inventory/Stock Items (A)

Cr S002: Inventory/Stock Offset (E)

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST32: Transfer Inventory with Provider Revenue - Clearing Act Maint - Use of this event type by the warehouse 'giving' inventory to another warehouse when the provider warehouse wishes to recognize revenues for the inventory given. Additionally, clearing accounts are used as the offset balance sheet account for both parties. ST32 is intended for use with the Clearing Account Maintenance functionality instead of ST30. Use of this event type and ST30 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures to cash expenditures. Use of the ST32 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year, however, ST32 could be used throughout the year instead of ST30 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

Posting Pair A: Intra Out

Dr A001: Cash (A)
Cr R022: Inventory Collected Revenue

Posting Pair B: Inter Out

Dr S004: Inventory/Stock Due From Fund (A)
Cr R022: Inventory Collected Revenue

Posting Pair C: Purchase Out Inventory

Dr D023: Cost of Goods Sold
Cr S001: Inventory/Stock Items (A)

Posting Pair D: Consumption Out Inventory

Dr D023: Cost of Goods Sold
Cr S001: Inventory/Stock Items (A)

Posting Pair E: Consumption In Intra

Dr S001: Inventory/Stock Items (A)
Cr A001: Cash (A)

Posting Pair F: Consumption In Inter

Dr S001: Inventory/Stock Items (A)
Cr S002: Inventory/Stock Offset (E)

Posting Pair G: Purchase In Intra

Dr D022: Inventory Cash Expenditure/Expense
Cr A001: Cash (A)

Posting Pair H: Purchase In Inter

Dr D022: Inventory Cash Expenditure/Expense

Cr S002: Inventory/Stock Offset (E)

Posting Pair I: Purchase In Inventory

Dr S001: Inventory/Stock Items (A)

Cr S002: Inventory/Stock Offset (E)

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST33: Transfer Inventory with Provider Reimbursement - Clearing Act Maint - Use of this event type by the warehouse 'giving' inventory to another warehouse when the provider warehouse wishes to recognize an expenditure credit for the inventory given. Additionally, clearing accounts are used as the offset balance sheet account for both parties. ST33 is intended for use with the Clearing Account Maintenance functionality instead of ST31. Use of this event type and ST31 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures to cash expenditures. Use of the ST33 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year, however, ST33 could be used throughout the year instead of ST31 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

Posting Pair A: Intra Out

Dr A001: Cash (A)

Cr D022: Inventory Cash Expenditure/Expense

Posting Pair B: Inter Out

Dr S004: Inventory/Stock Due From Fund (A)

Cr D022: Inventory Cash Expenditure/Expense

Posting Pair C: Purchase Out Inventory

Dr D023: Cost of Goods Sold

Cr S001: Inventory/Stock Items (A)

Posting Pair D: Consumption Out Inventory

Dr D023: Cost of Goods Sold

Cr S001: Inventory/Stock Items (A)

Posting Pair E: Consumption In Intra

Dr S001: Inventory/Stock Items (A)

Cr A001: Cash (A)

Posting Pair F: Consumption In Inter

Dr S001: Inventory/Stock Items (A)

Cr S002: Inventory/Stock Offset (E)

Posting Pair G: Purchase In Intra

Dr D022: Inventory Cash Expenditure/Expense

Cr A001: Cash (A)

Posting Pair H: Purchase In Inter

Dr D022: Inventory Cash Expenditure/Expense

Cr S002: Inventory/Stock Offset (E)

Posting Pair I: Purchase In Inventory

Dr S001: Inventory/Stock Items (A)

Cr S002: Inventory/Stock Offset (E)

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity is not possible.

The following are in the **SA Event Category**:

ST40: Adjust Inventory Units & Accounts - Use of this event type is when both the number of units and the inventory balance sheet account should be adjusted.

Posting Pair A: A

Dr S001: Inventory/Stock Items (A)

Cr S005: Inventory Adjustment Expense

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST41: Adjust Inventory Units Only - Use of this event type is when only the number of units on hand should be adjusted. The value in the inventory balance sheet account is not adjusted.

Posting Pair A: A

None

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity is not possible.

The following are in the **IA1 Event Category**:

ST86: Cash Expenditure Consumption Method - Use of this event type is when the manufacturing warehouse desires to recognize proceeds as an expenditure credit and the Fund/Sub Fund combination for that warehouse and the consumption-method receiving warehouse are different. Cash is the offset here and should be used either when the fund of each warehouse uses the same bank account or the Bank Account Transfer Process will be used.

Posting Pair A:

Dr A001: Cash

Cr D022: Inventory Cash Expenditure/Expense

Posting Pair B:

Dr S001: Inventory/Stock Items

Cr A001: Cash

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST87: Cash Revenue Consumption Method - Use of this event type is when the manufacturing warehouse desires to recognize proceeds as revenue and the Fund/Sub Fund combination for that warehouse and the consumption-method receiving warehouse are different. Cash is the offset here and should be used either when the fund of each warehouse uses the same bank account or the Bank Account Transfer Process will be used.

Posting Pair A:

Dr A001: Cash

Cr R022: Inventory Collected Revenue

Posting Pair B:

Dr S001: Inventory/Stock Items

Cr A001: Cash

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST88: Cash Expenditure Purchase Method - Use of this event type is when the manufacturing warehouse desires to recognize proceeds as an expenditure credit and the Fund/Sub Fund combination for that warehouse and the purchase-method receiving warehouse are different. Cash is the offset here and should be used either when the fund of each warehouse uses the same bank account or the Bank Account Transfer Process will be used.

Posting Pair A:

Dr A001: Cash

Cr D022: Inventory Cash Expenditure/Expense

Posting Pair B:

Dr S001: Inventory/Stock Items

Cr S002: Inventory/Stock Offset

Posting Pair C:

Dr D022: Inventory Cash Expenditure/Expense

Cr A001: Cash

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST89: Cash Revenue Purchase Method - Use of this event type is when the manufacturing warehouse desires to recognize proceeds as revenue and the Fund/Sub Fund combination for that warehouse and the purchase-method receiving warehouse are different. Cash is the offset here and should be used either when the fund of each warehouse uses the same bank account or the Bank Account Transfer Process will be used.

Posting Pair A:

Dr A001: Cash

Cr R022: Inventory Collected Revenue

Posting Pair B:

Dr S001: Inventory/Stock Items

Cr S002: Inventory/Stock Offset

Posting Pair C:

Dr D022: Inventory Cash Expenditure/Expense

Cr A001: Cash

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity is not possible.

The following are in the **IA2 Event Category**:

ST90: Clearing Expenditure Consumption Method - Use of this event type is when the manufacturing warehouse desires to recognize proceeds as an expenditure credit and the Fund/Sub Fund combination for that warehouse and the consumption-method receiving warehouse are different. Clearing accounts are offsets here and will have to be cleared manually or with the Clearing Account Maintenance process.

Posting Pair A:

Dr A003: Due From Fund

Cr D021: Inventory Accrued Expenditure/Expense

Posting Pair B:

Dr S001: Inventory/Stock Items

Cr A002: Due To Fund

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST91: Clearing Revenue Consumption Method - Use of this event type is when the manufacturing warehouse desires to recognize proceeds as revenue and the Fund/Sub Fund combination for that warehouse and the consumption-method receiving warehouse are different. Clearing accounts are offsets here and will have to be cleared manually or with the Clearing Account Maintenance process.

Posting Pair A:

Dr	A003: Due From Fund
Cr	R021: Inventory Accrued Revenue

Posting Pair B:

Dr	S001: Inventory/Stock Items
Cr	A002: Due To Fund

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST92: Clearing Expenditure Purchase Method - Use of this event type is when the purchase manufacturing warehouse desires to recognize proceeds as an expenditure credit and the Fund/Sub Fund combination for that warehouse and the purchase-method receiving warehouse are different. Clearing accounts are offsets here and will have to be cleared manually or with the Clearing Account Maintenance process.

Posting Pair A:

Dr	A003: Due From Fund
Cr	D021: Inventory Accrued Expenditure/Expense

Posting Pair B:

Dr	S001: Inventory/Stock Items
Cr	S002: Inventory/Stock Offset

Posting Pair C:

Dr	D021: Inventory Accrued Expenditure/Expense
Cr	A002: Due To Fund

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST93: Clearing Revenue Purchase Method - Use of this event type is when the purchase manufacturing warehouse desires to recognize proceeds as revenue and the Fund/Sub Fund combination for that warehouse and the purchase-method receiving warehouse are different. Clearing accounts are offsets here and will have to be cleared manually or with the Clearing Account Maintenance process.

Posting Pair A:

Dr A002: Due To Fund
Cr R021: Inventory Accrued Revenue

Posting Pair B:

Dr S001: Inventory/Stock Items
Cr S002: Inventory/Stock Offset

Posting Pair C:

Dr D021: Inventory Accrued Expenditure/Expense
Cr A003: Due From Fund

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity is not possible.

The following are in the **IA3 Event Category**:

ST94: No Offset Expenditure Consumption Method - Use of this event type is when the manufacturing warehouse desires to recognize proceeds as an expenditure credit and the Fund/Sub Fund combination for that warehouse and the consumption-method receiving warehouse are the same.

Posting Pair A:

Dr None
Cr D022: Inventory Cash Expenditure/Expense

Posting Pair B:

Dr S001: Inventory/Stock Items
Cr None

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST95: No Offset Revenue Consumption Method - Use of this event type is when the manufacturing warehouse desires to recognize proceeds as revenue and the Fund/Sub Fund combination for that warehouse and the consumption-method receiving warehouse are the same.

Posting Pair A:

Dr None
Cr R022: Inventory Collected Revenue

Posting Pair B:

Dr S001: Inventory/Stock Items

Cr None

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST96: No Offset Expenditure Purchase Method - Use of this event type is when the manufacturing warehouse desires to recognize proceeds as an expenditure credit and the Fund/Sub Fund combination for that warehouse and the purchase-method receiving warehouse are the same.

Posting Pair A:

Dr None

Cr D022: Inventory Cash Expenditure/Expense

Posting Pair B:

Dr S001: Inventory/Stock Items

Cr S002: Inventory/Stock Offset

Posting Pair C:

Dr D022: Inventory Cash Expenditure/Expense

Cr None

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity is not possible.

ST97: No Offset Revenue Purchase Method - Use of this event type is when the manufacturing warehouse desires to recognize proceeds as revenue and the Fund/Sub Fund combination for that warehouse and the purchase-method receiving warehouse are the same.

Posting Pair A:

Dr None

Cr R022: Inventory Collected Revenue

Posting Pair B:

Dr S001: Inventory/Stock Items

Cr S002: Inventory/Stock Offset

Posting Pair C:

Dr D022: Inventory Cash Expenditure/Expense

Cr None

Prior Event Types: Referenced accounting activity for this event type is not possible.

Subsequent Event Types: Referencing of this accounting activity is not possible.

Payroll Accounting Model

The event types in this section are used to record all payroll costs on the Payroll (PYRL) document type and the disbursement document types in a few situations. Several event categories and event type processors are used in this functional area.

Which event type is to be used on a document is determined either from the user making a selection as with the Payroll Expenditure Correction (PREXC); the Default Event Type from the Document Control table is used as with the Payroll Leave Liability (PRLLL) or Payroll Contract Encumbrance; or the Payroll Event Type Defaults table is used as with the Payroll Expenditure (PREXP), Payroll Liability (PRLIA), Payroll Internal (PRLID), Payroll Net Pay (PRLNP), and Payroll Vendor Payment Request (PRLVP).

Referencing of PYRL documents with other documents is only done in a few situations, so the Subsequent Event Types section is only visible for those event types. The ability for PYRL documents to reference other document is also limited and the Prior Event Types section is only visible for those event types.

Event types are listed below in numerical order as the combinations for usage are many depending on setup in AMS Advantage HR. The following is a breakdown of the various payroll costs and the document or documents that see those costs through given certain HR setup.

Gross Pay: The amount of gross pay is recorded as an Accrued Expenditure to the employee's fund on a PREXP for a Gross Pay total as of the pay period end date. That gross pay is offset by a single Accrued Payroll Liability account. A PRLNP document will then transfer from Accrued to Cash Expenditure that amount of gross pay that is the sum of Net Pay plus current pay period deductions as of the paycheck date.

Net Pay: The amount of net pay is recorded as an Accrued Expenditure to the employee's fund along with other deductions on a PREXP for a Gross Pay total as of the pay period end date. That Gross Pay is offset by a single Accrued Payroll Liability account that will later be reduced by the amount of Net Pay when the Net Pay account is recorded on a PRLIA document as of the payroll run date. If the Clearing Fund option in HR is set to Yes, a different event type will be used on the PRLIA than if it were No but the same documents will be generated either way. That Net Pay account will then be reduced through Cash or Warrants Payable (depending on the disbursement method used for a site) on a PRLNP with the paycheck date.

Deduction: The amount of all current period deductions (Contract Reserve Pay being the one that is excluded) is recorded as an Accrued Expenditure to the employee's fund along with Net Pay on a PREXP for a Gross Pay total as of the pay period end date. That Gross Pay is offset by a single Accrued Payroll Liability account that will later be reduced by different documents depending on the Internal/External Type setting, the Cash flag, and the Generate Payment Voucher option coming from HR. If the Clearing Fund option in HR is set to Yes, a different event type will be used for external deductions than if it were No but the same documents will be generated either way.

If External and Generate Payment Voucher option is No, then the Deduction account will be updated and the Accrued Payroll account will be reduced on a PRLIA document as of the payroll run date.

If External and Generate Payment Voucher option is Yes, then the Deduction account will be updated and the Accrued Payroll account will be reduced on a PRLIA document as of the payroll run date. A PRLVP document will also be created as of the payroll run date to request payment from the Deduction liability account.

If Internal, then a PRLID document will be created as of the payroll run date. The Accrued Payroll account will be reduced by the amount of the Deduction in the employee's fund. The internal fund will then have the Deduction liability account established, or have revenue recorded, or have an expenditure credit recorded depending on the Internal Type chosen. Also depending on the Internal Type chosen other entries may be posted. If the Internal Type is one of the Intra Fund ones, then there are no other entries as offsets are not required. If the one chosen is an Inter Fund, then depending on the Cash flag setting passed from HR, the offsets would either be Cash or Clearing Accounts.

Fringe: This type of payroll cost is one not included in Gross Pay. Depending on the Internal/External Type setting, the Generate Payment Voucher option, and the Cash flag coming from HR, one or more different documents will be generated.

If External, the Generate Payment Voucher option is No, and the Clearing Fund option is No, then the Fringe account will be updated and an Accrued Expenditure will be recorded on a PRLIA document as of the payroll run date. Manual intervention will then be required to pay the vendor for this type of fringe cost out of the liability account with a document similar to the General Accounting Expenditure (GAX) document and move the accrued expenditure for the fringe to cash expenditure on a journal voucher.

If External, the Generate Payment Voucher option is No, and the Clearing Fund option is Yes, then a PREXP document will be created to record a Cash Expenditure for the Fringe amount that is offset by the Accrued Payroll account in the employee's fund as of the payroll run date. Then a PRLIA document is created to reduce the Accrued Payroll account in the employees fund and record the Fringe account in the clearing fund on a PRLIA document as of the payroll run date. Depending on the Cash flag setting passed from HR, the offsets would either be Cash or Clearing Accounts for the two funds. Manual intervention will then be required to pay the vendor for this type of fringe costs out of the liability account of the Clearing Fund with a document similar to the General Accounting Expenditure (GAX) document.

If External, the Generate Payment Voucher option is Yes, and the Clearing Fund option is No, then the Fringe account will be updated and an Accrued Expenditure recorded on a PRLVP document as of the payroll run date. This document will update the Disbursement Request page and be selected by the Automatic Disbursement process.

If External, the Generate Payment Voucher option is Yes, and the Clearing Fund option is Yes, then a PREXP document will be created to record a Cash Expenditure for the Fringe amount that is offset by the Accrued Payroll account in the employee's fund as of the payroll run date. Then a PRLIA document is created to reduce the Accrued Payroll account in the employees fund and record the Fringe account in the clearing fund on a PRLIA document as of the payroll run date. Depending on the Cash flag setting passed from HR, the offsets would either be Cash or Clearing Accounts for the two funds. Finally, a PRLVP document is created for the clearing fund to pay out of the Fringe account. The PRLVP document will update the Disbursement Request page and be selected by the Automatic Disbursement process.

If Internal, a PREXP document will be created to record a Cash Expenditure for the Fringe amount that is offset by the Accrued Payroll account in the employee's fund as of the payroll run date. Next a PRLID document will be created as of the payroll run date. The Accrued Payroll account will be reduced by the amount of the Fringe in the employee's fund. The internal fund will then have the Fringe liability account established, or have revenue recorded, or have an expenditure credit recorded depending on the Internal Type chosen. Also, depending on the Internal Type chosen, other entries may be posted. If the Internal Type is one of the Intra Fund ones, then there are no other entries as offsets are not required. If the one chosen is an Inter Fund, then depending on the Cash flag setting passed from HR, the offsets would either be Cash or Clearing Accounts.

Contract Reserve Pay: The amount of gross pay is recorded as an Accrued Expenditure to the employee's fund on a PREXP for a Gross Pay total as of the pay period end date. That gross pay is offset by a single Accrued Payroll Liability account. Recorded in that amount of Gross Pay is an amount for Contract Reserve Pay, if it is building. A PRLIA document will then transfer from the Accrued Payroll account to Contract Reserve Pay account the amount of contract pay accrued that pay period. When the time comes to use those reserves, a PRLIA document is again created but with a negative amount that effectively removes a portion of the Contract Reserve Pay and puts it back into the Accrued Payroll liability account to become Gross Pay.

Leave Liability: This payroll cost is recalculated for each employee based on hours worked and leave taken to determine how much leave remains in a year. It is loaded on a PRLLL document with a Reclassification Date on the header equal to the next pay period end date. On that date, the Future Document Triggering functionality will create a modification of the PRLLL document and set all Line Amounts to zero dollars. Thus leave is backed out prior to being recorded for the remainder of the year.

Contract Encumbrances: This payroll cost is recalculated for each employee based on expected Gross Pay for the remainder of the year. It is loaded on a PRLCE document with a Reclassification Date on the header equal to the next pay period end date. On that date, the Future Document Triggering functionality will create a modification of the PRLCE document and set all Line Amounts to zero dollars. Thus encumbrances are backed out prior to being recorded for the remainder of the year.

Event types in this section are grouped by the document sub type that is intended to use the type. As delivered, there is one document code for each sub type, which is the same value as the sub type. Actual implementation may change the document codes, but not the document sub types. Because these event types are not grouped by event category, each event type description will be followed by the event category that is used by the event type as event categories change frequently to ensure the proper postings.

PREXP Payroll Expenditure Document Sub Type:

HR01: Accrue Payroll Expenditures This event type is used to record accrued expenditures for Gross Pay. [DNO2 Event Category]

Posting Pair A: A

Dr	D011: Accrued Expenditure/Expense
Cr	H001: Accrued Payroll (L)

Subsequent Event Types: Later referencing of this event type may occur as a memo reference by the Expenditure Reversal (HR62) and then one or more lines with one of the Expenditure Reinstatement (HR60, HR64, HR65, or HR66) event types. For the part of the gross pay expenditure that was reserved contract pay,

referencing of this event type may occur as a memo reference by the Reserve Contract Pay Correction Reversal (HR63) and then one or more lines with the Reserve Contract Pay Correction Reinstatement (HR61) event type,

HR07: Record Payroll Cash Expenditures This event type is used to record cash expenditures in two situations into the operating fund of the employee. The first is for external vendors but the Payroll Clearing fund is used to records the Fringe liability. The second is when the Fringe is to be internally funded. Cash Expenditures are recorded here even though there is not an update to cash with this event type. This is because a PRLIA or PRLID document will either record that reduction in cash on the same day in the operating fund and move it to the Payroll Clearing Fund or an internal fund. [HRC Event Category]

Posting Pair A: A

Dr	D014: Cash Expenditure/Expense
Cr	H001: Accrued Payroll (L)

Subsequent Event Types: Later referencing of this event type may occur as a memo reference by the Expenditure Reversal (HR62) and then one or more lines with one of the Expenditure Reinstatement (HR60, HR64, HR65, or HR66) event types.

PRLCE Payroll Contract Encumbrance Document Sub Type:

HR50: Budget Set Aside For Payroll This event type is used to encumber funds for the remaining payroll costs of a year. It is very similar to the PR05: Order from External Vendor and PR06: Order From Internal Vendor event types in the Procurement section. However, a separate event type exists to provide different event type controls for encumbering payroll costs. [HRC Event Category]

Posting Pair A: A

Dr	P005: Encumbrance
Cr	P006: Reserve for Encumbrance

PRLLL Payroll Leave Liability Document Sub Type:

HR06: Accrue Leave Liability This event type is used to record the Accrued Leave balance for the remainder of the year in the employee's fund. [HRC Event Category]

Posting Pair A: A

Dr	D011: Accrued Expenditure/Expense
Cr	H006: Accrued Leave (L)

PRLIA Payroll Liability Document Sub Type:

HR02: Record Net Pay This event type is used to record the Net Pay liability from the Accrued Payroll liability account in the employee's fund. [DNO2 Event Category]

Posting Pair A: A

Dr	H001: Accrued Payroll (L)
Cr	H002: Net Pay (L)

HR03: Record Deduction This event type is used to record an external Deduction liability from the Accrued Payroll liability account in the employee's fund. The liability will not be paid to the external party until a manual request for payment is processed. [DNO2 Event Category]

Posting Pair A: A

Dr H001: Accrued Payroll (L)

Cr H003: Deduction (L)

HR04: Record Fringe Liability This event type is used to record an external Fringe liability from the Accrued Payroll liability account in the employee's fund. The liability will not be paid to the external party until a manual request for payment is processed. [DNO2 Event Category]

Posting Pair A: X

Dr H001: Accrued Payroll (L)

Cr H005: Fringe (L)

HR05: Record Contract Pay This event type is used to record the Reserve Contract Pay liability from the Accrued Payroll liability account in the employee's fund. [DNO2 Event Category]

Posting Pair A: A

Dr H001: Accrued Payroll (L)

Cr H004: Contract Pay (L)

HR10: Record Net Pay To Clearing Fund With Cash This event type is used to reduce Cash and Accrued Payroll liability account in the employee's fund and transfer Cash and establish Net Pay in the Payroll Clearing Fund on the payroll run date. This event type should only be used if the employee's fund and the Payroll Clearing Fund use the same bank account. If not, there will have to be a manual transfer of cash between actual bank accounts. [HRA Event Category]

Posting Pair A: Operating Fund (Employee's Fund)

Dr H001: Accrued Payroll (L)

Cr A001: Cash (A)

Posting Pair B: Clearing Fund (Payroll Clearing Fund)

Dr A001: Cash (A)

Cr H002: Net Pay (L)

HR11: Record Net Pay To Clearing Fund With Clearing Accounts This event type is used to reduce Cash and Accrued Payroll liability account in the employee's fund and establish a Due To Fund account to the Payroll Clearing Fund. The event type will also establish Net Pay in the Payroll Clearing Fund along with a Due From Fund account to the employee's fund on the payroll run date. This event type should be used when the employee's fund and the Payroll Clearing Fund use different same bank accounts. When the clearing accounts are cleared later, cash will be transferred in AMS Advantage Financial as well as in the actual bank accounts. [HRB Event Category]

Posting Pair A: Operating Fund (Employee's Fund)

Dr H001: Accrued Payroll (L)

Cr A002: Due To Fund (L)

Posting Pair B: Clearing Fund (*Payroll Clearing Fund*)

Dr A003: Due From Fund (A)

Cr H002: Net Pay (L)

HR12: Record Deduction To Clearing Fund With Cash This event type is used to reduce Cash and Accrued Payroll liability account in the employee's fund and transfer Cash and establish the Deduction account in the Payroll Clearing Fund on the payroll run date. This event type should only be used if the employee's fund and the Payroll Clearing Fund use the same bank account. If not, there will have to be a manual transfer of cash between actual bank accounts. [HRA Event Category]

Posting Pair A: Operating Fund (*Employee's Fund*)

Dr H001: Accrued Payroll (L)

Cr A001: Cash (A)

Posting Pair B: Clearing Fund (*Payroll Clearing Fund*)

Dr A001: Cash (A)

Cr H003: Deduction (L)

HR13: Record Deduction To Clearing Fund With Clearing Accounts This event type is used to reduce Cash and Accrued Payroll liability account in the employee's fund and establish a Due To Fund account to the Payroll Clearing Fund. The event type will also establish the Deduction account in the Payroll Clearing Fund along with a Due From Fund account to the employee's fund on the payroll run date. This event type should be used when the employee's fund and the Payroll Clearing Fund use different same bank accounts. When the clearing accounts are cleared later, cash will be transferred in AMS Advantage Financial as well as in the actual bank accounts. [HRB Event Category]

Posting Pair A: Operating Fund (*Employee's Fund*)

Dr H001: Accrued Payroll (L)

Cr A002: Due To Fund (L)

Posting Pair B: Clearing Fund (*Payroll Clearing Fund*)

Dr A003: Due From Fund (A)

Cr H003: Deduction (L)

HR14: Record Fringe To Clearing Fund With Cash This event type is used to reduce Cash and Accrued Payroll liability account in the employee's fund and transfer Cash and establish the Fringe account in the Payroll Clearing Fund on the payroll run date. This event type should only be used if the employee's fund and the Payroll Clearing Fund use the same bank account. If not, there will have to be a manual transfer of cash between actual bank accounts. [HRA Event Category]

Posting Pair A: Operating Fund (*Employee's Fund*)

Dr H001: Accrued Payroll (L)

Cr A001: Cash (A)

Posting Pair B: Clearing Fund (*Payroll Clearing Fund*)

Dr A001: Cash (A)
Cr H005: Fringe (L)

HR15: Record Fringe To Clearing Fund With Clearing Accounts This event type is used to reduce Cash and Accrued Payroll liability account in the employee's fund and establish a Due To Fund account to the Payroll Clearing Fund. The event type will also establish the Fringe account in the Payroll Clearing Fund along with a Due From Fund account to the employee's fund on the payroll run date. This event type should be used when the employee's fund and the Payroll Clearing Fund use different same bank accounts. When the clearing accounts are cleared later, cash will be transferred in AMS Advantage Financial as well as in the actual bank accounts. [HRB Event Category]

Posting Pair A: Operating Fund (*Employee's Fund*)

Dr H001: Accrued Payroll (L)
Cr A002: Due To Fund (L)

Posting Pair B: Clearing Fund (*Payroll Clearing Fund*)

Dr A003: Due From Fund (A)
Cr H005: Fringe (L)

PRLVP Payroll Vendor Payment Request Document Sub Type:

HR20: Record & Request Expenditure Payment for Fringe Out Of The Operating Fund This event type is used to request payment to an external vendor for a Fringe cost on the payroll run date. The date of the disbursement depends on the same controls available for all disbursements. [DNO1 Event Category]

Posting Pair A: A

Dr D011: Accrued Expenditure/Expense
Cr H005: Fringe (L)

Subsequent Event Types: The event type that will follow HR201 will be one of the three event types established for disbursement on Automatic or Manual Disbursement document codes: HR33, 34, or 35 (depending on Disbursement Option on System Options) for Pay Fringe Expenditure By (Check, Standard Warrant, or Clearing Fund Warrant).

HR21: Request Liability Payment for Fringe This event type is used to request payment to an external vendor for a Fringe cost that was recorded as a liability in the Payroll Clearing Fund with a PRLIA. It could also be used to manually request payment because an automatic request for payment was not setup to occur. The automatic request is recorded as of the payroll run date. The GAX or similar document code would be used for a manual request. When paid from a manual request, there would have to be a transfer of accrued expenditures to cash expenditures for the fringe cost. The date of the disbursement for either the automatic or manual request depends on the same controls available for all disbursements. [DNO1 Event Category]

Posting Pair A: A

Dr H005: Fringe (L)
Cr D001: Disbursements Payable (L)

Subsequent Event Types: The event type that will follow HR21 will be one of the three event types established for disbursement on Automatic or Manual

Disbursement document codes: HR39, 40, or 41 (depending on Disbursement Option on System Options) for Pay Fringe Liability By (Check, Standard Warrant, or Clearing Fund Warrant).

HR22: Request Liability Payment for Deduction This event type is used to request payment to an external vendor for a Deduction cost that was recorded as a liability in the employee's fund or the Payroll Clearing Fund with a PRLIA. It could also be used to manually request payment because an automatic request for payment was not setup to occur. The automatic request is recorded as of the payroll run date. The GAX or similar document code would be used for the manual request. The date of the disbursement for either the automatic or manual request depends on the same controls available for all disbursements. [DNO1 Event Category]

Posting Pair A: A

Dr H003: Deduction (L)

Cr D001: Disbursements Payable (L)

Subsequent Event Types: The event type that will follow HR22 will be one of the three event types established for disbursement on Automatic or Manual Disbursement document codes: HR30, 31, or 32 (depending on Disbursement Option on System Options) for Pay Deduction By (Check, Standard Warrant, or Clearing Fund Warrant).

HR23: Record & Request Liability Payment for Reserved Fringe This event type is used to request payment to an external vendor for a Fringe cost that was accrued for an employee established as *Contract Pay* in HR. The fringe cost was accrued along with costs for net pay and deductions across several working periods to be used later in non-working periods. The automatic request is recorded as of the pay period end date. The date of the disbursement depends on the same controls available for all disbursements. [DNO1 Event Category]

Posting Pair A: A

Dr H001: Accrued Payroll (L)

Cr H005: Fringe (L)

Subsequent Event Types: The event type that will follow HR23 will be one of the three event types established for disbursement on Automatic or Manual Disbursement document codes: HR36, 37, or 38 (depending on Disbursement Option on System Options) for Pay Fringe Expenditure By (Check, Standard Warrant, or Clearing Fund Warrant) With Adjustment.

AD or MD Automatic or Manual Disbursement Document Types

HR30 to 32: Pay Deductions by Check / Standard Warrant / Clearing Fund Warrant
This trio of event types is used when a deduction is paid to an external party either by an automatic or manual disbursement. [HRD Event Category]

Posting Pair A: Operating

Dr H003: Deduction (L)

Cr A001: Cash (A)

Prior Event Types: The only event type referenced would be HR22: Request Liability Payment for Deduction found in the HR section of accounting models.

Subsequent Event Types: Event types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

HR33 to 35: Pay Fringe Expenditure by Check / Standard Warrant / Clearing Fund Warrant This trio of event types is used when a fringe is paid to an external party either by an automatic or manual disbursement. [HRD Event Category]

Posting Pair A: Operating

Dr D014: External Cash Expenditure/Expense
Cr A001: Cash (A)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)
Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be HR20: Record & Request Expenditure Payment for Fringe - Operating Fund found in the HR section of accounting models.

Subsequent Event Types: Event types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21). [HRD Event Category]

HR36 to 38: Pay Fringe Expenditure by Check With Adjustment 1 / Standard Warrant / Clearing Fund Warrant This trio of event types is used when a fringe is paid to an external party either by an automatic or manual disbursement. Only when fringe being paid out was accrued earlier as part of the contract reserve pay functionality, will this event type be used. [HRD Event Category]

Posting Pair A: Operating

Dr D014: External Cash Expenditure/Expense
Cr A001: Cash (A)

Posting Pair A: Adjustment

Dr H001: Accrued Payroll (L)
Cr D011: External Accrued Expenditure/Expense

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)
Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be HR23: Record & Request Liability Payment for Reserved Fringe found in the HR section of accounting models.

Subsequent Event Types: Event types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale

(DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

HR39 to 41: Pay Fringe Liability by Check / Standard Warrant / Clearing Fund

Warrant This trio of event types is used when a fringe is paid to an external party either by an automatic or manual disbursement. The event types are used only when fringe is being paid out of a payroll clearing fund. [HRD Event Category]

Posting Pair A: Operating

Dr H005: Fringe (L)

Cr A001: Cash (A)

Posting Pair I: Clearing Fund

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

Prior Event Types: The only event type referenced would be HR21: Request Liability Payment for Fringe found in the HR section of accounting models.

Subsequent Event Types: Event types that follow are those used on the Disbursement Reclassification document type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the document type will also reclassify as redeemed (DR20 & 21).

PRLNP Payroll Net Pay Document Sub Type:

When it comes to the clearing of Net Pay on the paycheck date, each site needs to choose the appropriate event type of HR70, HR72, or HR73 that matches the disbursement method used. The choice is then placed in the Payroll Event Type Defaults (PYRLETD) page for the record below that is used. Please note that the first is when a clearing fund is not used to record Net Pay and the second is when a payroll clearing fund is used. HR70, the proper event type for the Check/EFT disbursement method is delivered as shown below.

PAM Line Type	Fringe	Cash	Clearing Fund Used	Internal/External Type	Document Code	Event Type
✓ Net Pay	No	No	No	External	PRLNP	HR70
Net Pay	No	No	Yes	External	PRLNP	HR70

HR70: Convert Net Pay to Cash This event type is used to reduce the Net Pay account and the Cash account in an operating fund or payroll clearing fund on the payroll check date. For payroll disbursements other than with the *Standard Warrant* disbursement model, this is the date that Cash should be credited. Those clients using the Standard Warrant model for payroll payments may want to change the A001 posting code to D007 Warrants Payable so that this posting will be consistent with that disbursement model. [HRC Event Category]

Posting Pair A: A

Dr H002: Net Pay (L)

Cr A001: Cash (A)

HR72: Convert Net Pay to Warrants Payable This event type is used to reduce the Net Pay account and increase Warrants Payable in an operating fund or payroll clearing fund on the payroll check date. A separate process will then relieve the payable at a future date and decrease Cash.

Posting Pair A: A

Dr H002: Net Pay (L)

Cr D007: Warrants Payable (L)

HR73: Convert Net Pay to Cash w/Warrant Clearing Fund This event type is used to reduce the Net Pay account and the Cash account recorded in an operating fund or payroll clearing fund on the payroll check date. Because of the event type is associated with the HRD Event Category, a second posting pair will be created to record Warrants Payable Cash and Warrants Payable in a warrant clearing fund. A separate process will then relieve the payable at a future date and decrease Cash.

Posting Pair A: Operating

Dr H002: Net Pay (L)

Cr A001: Cash (A)

Posting Pair I: Warrant Clearing

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

PRLID Payroll Internal Document Sub Type:

HR80: Deduction Liability Transfer With Cash This event type is used to transfer amounts of internally funded deductions from the employee's fund to an internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Liabilities Only*. The event type should be used when the bank account for both parties is the same; otherwise, there would have to be a manual transfer of cash between actual bank accounts. [IP1 Event Category]

Posting Pair A: Provider/Seller

Dr H001: Accrued Payroll (L)

Cr A001: Cash (A)

Posting Pair B: Receiver/Buyer

Dr A001: Cash (A)

Cr H003: Deduction (L)

HR81: Deduction Liability Transfer With Clearing Accounts This event type is used to transfer amounts of internally funded deductions from the employee's fund to an internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Liabilities Only*. The event type should be used when the bank account for both parties is not the same. The subsequent action of clearing the clearing accounts will then trigger a manual transfer of cash between actual bank accounts. [IP2 Event Category]

Posting Pair A: Provider/Seller

Dr H001: Accrued Payroll (L)

Cr A002: Due To Fund (L)

Posting Pair B: Receiver/Buyer

Dr A003: Due From Fund (A)

Cr H003: Deduction (L)

HR82: Deduction Liability Transfer With No Offsets This event type is used to transfer amounts of internally funded deductions from the employee's fund to an internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Liabilities Only*. The event type should be used when the fund and sub fund values are the same for both parties. [IP3 Event Category]

Posting Pair A: Provider/Seller

Dr H001: Accrued Payroll (L)

Posting Pair B: Receiver/Buyer

Cr H003: Deduction (L)

HR83: Deduction Liability To Revenue Transfer With Cash This event type is used to transfer amounts of internally funded deductions from the employee's fund to an internal funding source. The amount of deduction liability will be removed from the employee's fund and transferred directly to revenue for the internal funding source. This transfer occurs on the payroll run date and is dependent on an Internal/External Type of *Inter Fund Revenue* and cash has been directed as the offset by HR. The event type should be used when the bank account for both parties is the same, otherwise there would have to be a manual transfer of cash between actual bank accounts. [IP1 Event Category]

Posting Pair A: Provider/Seller

Dr H001: Accrued Payroll (L)

Cr A001: Cash (A)

Posting Pair B: Receiver/Buyer

Dr A001: Cash (A)

Cr R024: Internal Collected Revenue

HR84: Deduction Liability To Revenue Transfer With Clearing Accounts This event type is used to transfer amounts of internally funded deductions from the employee's fund to an internal funding source. The amount of deduction liability will be removed from the employee's fund and transferred directly to revenue for the internal funding source. This transfer occurs on the payroll run date and is depended on an Internal/External Type of *Inter Fund Revenue* and cash was not directed as the offset by HR. The event type should be used when the bank account for both parties are different. The subsequent action of clearing the clearing accounts will then trigger a manual transfer of cash between actual bank accounts. [IP2 Event Category]

Posting Pair A: Provider/Seller

Dr H001: Accrued Payroll (L)

Cr A002: Due To Fund (L)

Posting Pair B: Receiver/Buyer

Dr A003: Due From Fund (A)

Cr R023: Internal Accrued Revenue

HR85: Deduction Liability To Revenue Transfer With No Offsets This event type is used to transfer amounts of internally funded deductions from the employee's fund to an internal funding source. The amount of deduction liability will be removed from the employee's fund and transferred directly to revenue for the internal funding source. This transfer occurs on the payroll run date and is depended on an Internal/External Type of *Intra Fund Revenue*. The event type should be used when the fund and sub fund values are the same for both parties. [IP3 Event Category]

Posting Pair A: Provider/Seller

Dr H001: Accrued Payroll (L)

Posting Pair B: Receiver/Buyer

Cr R024: Internal Collected Revenue

HR86: Deduction Liability To Expense Transfer With Cash This event type is used to transfer amounts of internally funded deductions from the employee's fund to an internal funding source. The amount of deduction liability will be removed from the employee's fund and transferred directly to an expenditure credit for the internal funding source. This transfer occurs on the payroll run date and is depended on an Internal/External Type of *Inter Fund Expenditure* and cash has been directed as the offset by HR. The event type should be used when the bank account for both parties is the same; otherwise, there would have to be a manual transfer of cash between actual bank accounts. [IP1 Event Category]

Posting Pair A: Provider/Seller

Dr H001: Accrued Payroll (L)

Cr A001: Cash (A)

Posting Pair B: Receiver/Buyer

Dr A001: Cash (A)

Cr D025: Internal Cash Expenditure/Expense

HR87: Deduction Liability To Expense Transfer With Clearing Accounts This event type is used to transfer amounts of internally funded deductions from the employee's fund to an internal funding source. The amount of deduction liability will be removed from the employee's fund and transferred directly to an expenditure credit for the internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Inter Fund Expenditure* and cash was not directed as the offset by HR. The event type should be used when the bank account for both parties are different. The subsequent action of clearing the clearing accounts will then trigger a manual transfer of cash between actual bank accounts. [IP2 Event Category]

Posting Pair A: Provider/Seller

Dr H001: Accrued Payroll (L)

Cr A002: Due To Fund (L)

Posting Pair B: Receiver/Buyer

Dr A003: Due From Fund (A)

Cr D024: Internal Accrued Expenditure/Expense

HR88: Deduction Liability To Expense Transfer With No Offsets This event type is used to transfer amounts of internally funded deductions from the employee's fund to an

internal funding source. The amount of deduction liability will be removed from the employee's fund and transferred directly to an expenditure credit for the internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Intra Fund Expenditure*. The event type should be used when the fund and sub fund values are the same for both parties. [IP3 Event Category]

Posting Pair A: Provider/Seller

Dr H001: Accrued Payroll (L)

Posting Pair B: Receiver/Buyer

Cr D025: Internal Cash Expenditure/Expense

HR90: Fringe Liability Transfer With Cash This event type is used to transfer amounts of internally funded fringe costs from the employee's fund to an internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Liabilities Only*. The event type should be used when the bank account for both parties is the same; otherwise, there would have to be a manual transfer of cash between actual bank accounts. [IP1 Event Category]

Posting Pair A: Provider/Seller

Dr H001: Accrued Payroll (L)

Cr A001: Cash (A)

Posting Pair B: Receiver/Buyer

Dr A001: Cash (A)

Cr H005: Fringe (L)

HR91: Fringe Liability Transfer With Clearing Accounts This event type is used to transfer amounts of internally funded fringe costs from the employee's fund to an internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Liabilities Only*. The event type should be used when the bank account for both parties is not the same. The subsequent action of clearing the clearing accounts will then trigger a manual transfer of cash between actual bank accounts. [IP2 Event Category]

Posting Pair A: Provider/Seller

Dr H001: Accrued Payroll (L)

Cr A002: Due To Fund (L)

Posting Pair B: Receiver/Buyer

Dr A003: Due From Fund (A)

Cr H005: Fringe (L)

HR92: Fringe Liability Transfer With No Offsets This event type is used to transfer amounts of internally funded fringe costs from the employee's fund to an internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Liabilities Only*. The event type should be used when the fund and sub fund values are the same for both parties. [IP3 Event Category]

Posting Pair A: Provider/Seller

Dr H001: Accrued Payroll (L)

Posting Pair B: Receiver/Buyer

Cr H005: Fringe (L)

HR93: Fringe Liability To Revenue Transfer With Cash This event type is used to transfer amounts of internally funded fringe costs from the employee's fund to an internal funding source. The amount of fringe liability will be removed from the employee's fund and transferred directly to revenue for the internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Inter Fund Revenue* and cash has been directed as the offset by HR. The event type should be used when the bank account for both parties is the same; otherwise, there would have to be a manual transfer of cash between actual bank accounts. [IP1 Event Category]

Posting Pair A: Provider/Seller

Dr H001: Accrued Payroll (L)

Cr A001: Cash (A)

Posting Pair B: Receiver/Buyer

Dr A001: Cash (A)

Cr R024: Internal Collected Revenue

HR94: Fringe Liability To Revenue Transfer With Clearing Accounts This event type is used to transfer amounts of internally funded fringe costs from the employee's fund to an internal funding source. The amount of fringe liability will be removed from the employee's fund and transferred directly to revenue for the internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Inter Fund Revenue* and cash was not directed as the offset by HR. The event type should be used when the bank account for both parties are different. The subsequent action of clearing the clearing accounts will then trigger a manual transfer of cash between actual bank accounts. [IP2 Event Category]

Posting Pair A: Provider/Seller

Dr H001: Accrued Payroll (L)

Cr A002: Due To Fund (L)

Posting Pair B: Receiver/Buyer

Dr A003: Due From Fund (A)

Cr R023: Internal Accrued Revenue

HR95: Fringe Liability To Revenue Transfer With No Offsets This event type is used to transfer amounts of internally funded fringe costs from the employee's fund to an internal funding source. The amount of fringe liability will be removed from the employee's fund and transferred directly to revenue for the internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Intra Fund Revenue*. The event type should be used when the fund and sub fund values are the same for both parties. [IP3 Event Category]

Posting Pair A: Provider/Seller

Dr H001: Accrued Payroll (L)

Posting Pair B: Receiver/Buyer

Cr R024: Internal Collected Revenue

HR96: Fringe Liability To Expense Transfer With Cash This event type is used to transfer amounts of internally funded fringe costs from the employee's fund to an internal funding source. The amount of fringe liability will be removed from the employee's fund and transferred directly to an expenditure credit for the internal funding source. This transfer occurs on the payroll run date and is depended on an Internal/External Type of *Inter Fund Expenditure* and cash has been directed as the offset by HR. The event type should be used when the bank account for both parties is the same; otherwise, there would have to be a manual transfer of cash between actual bank accounts. [IP1 Event Category]

Posting Pair A: Provider/Seller

Dr H001: Accrued Payroll (L)

Cr A001: Cash (A)

Posting Pair B: Receiver/Buyer

Dr A001: Cash (A)

Cr D025: Internal Cash Expenditure/Expense

HR97: Fringe Liability To Expense Transfer With Clearing Accounts This event type is used to transfer amounts of internally funded fringe costs from the employee's fund to an internal funding source. The amount of fringe liability will be removed from the employee's fund and transferred directly to an expenditure credit for the internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Inter Fund Expenditure* and cash was not directed as the offset by HR. The event type should be used when the bank account for both parties are different. The subsequent action of clearing the clearing accounts will then trigger a manual transfer of cash between actual bank accounts. [IP2 Event Category]

Posting Pair A: Provider/Seller

Dr H001: Accrued Payroll (L)

Cr A002: Due To Fund (L)

Posting Pair B: Receiver/Buyer

Dr A003: Due From Fund (A)

Cr D024: Internal Accrued Expenditure/Expense

HR98: Fringe Liability To Expense Transfer With No Offsets This event type is used to transfer amounts of internally funded fringe costs from the employee's fund to an internal funding source. The amount of fringe liability will be removed from the employee's fund and transferred directly to an expenditure credit for the internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Intra Fund Expenditure*. The event type should be used when the fund and sub fund values are the same for both parties. [IP3 Event Category]

Posting Pair A: Provider/Seller

Dr H001: Accrued Payroll (L)

Posting Pair B: Receiver/Buyer

Cr D025: Internal Cash Expenditure/Expense

PREXC Payroll Expenditure Correction Document Sub Type:

HR60: Payroll Expenditure Correction Reinstatement This event type is used to record payroll costs that were originally recorded to the wrong Chart of Account distribution originally. When the payroll costs are being corrected in the same year that they were recorded, this event type is most often used. When not in the same year, HR64, 65, or 66 is often used. [HRC Event Category]

Posting Pair A: A

Dr	D014: External Cash Expenditure/Expense
Cr	A001: Cash (A)

Prior Event Types: Referenced accounting activity for this event type is in a memo form to HR01: Accrue Payroll Expenditures or HR07 Record Payroll Cash Expenditures.

HR61: Reserve Contract Pay Correction Reinstatement This event type is used to record reserved contract pay accrued originally to the wrong Chart of Account distribution. There is only one reinstatement event type for contract pay because cross-year corrections will not occur because contract pay does not extend across years. [HRC Event Category]

Posting Pair A: A

Dr	D011: External Accrued Expenditure/Expense
Cr	H004: Reserve Contract Pay (L)

Prior Event Types: Referenced accounting activity for this event type is in a memo form to HR01: Accrue Payroll Expenditures or HR07 Record Payroll Cash Expenditures.

HR62: Payroll Expenditure Correction Reversal This event type is used to remove payroll costs originally recorded to the wrong Chart of Accounts. Using HR62 will only correct costs in AMS Advantage Financial and will not update HR. [HRC Event Category]

Posting Pair A: A

Dr	A001: Cash (A)
Cr	D014: External Cash Expenditure/Expense

Prior Event Types: Referenced accounting activity for this event type is in a memo form to HR01: Accrue Payroll Expenditures or HR07 Record Payroll Cash Expenditures.

HR63: Reserve Contract Pay Correction Reversal This event type is used to remove reserved contract pay accrued originally to the wrong Chart of Account distribution. Using HR63 will only correct costs in AMS Advantage Financial and will not update HR. [HRC Event Category]

Posting Pair A: A

Dr	H004: Reserve Contract Pay (L)
Cr	D011: External Accrued Expenditure/Expense

Prior Event Types: Referenced accounting activity for this event type is in a memo form to HR01: Accrue Payroll Expenditures or HR07 Record Payroll Cash Expenditures.

HR64: Reinstate Payroll Correction to Liability This event type is used to record payroll costs that were originally recorded to the wrong Chart of Account distribution. When the payroll costs are being corrected in a subsequent year than they were originally recorded, this event type can be used. [HRC Event Category]

Posting Pair A: A

Dr A001: Cash (A)
Cr A015: Generic Liability (L)

Prior Event Types: Referenced accounting activity for this event type is in a memo form to HR01: Accrue Payroll Expenditures or HR07 Record Payroll Cash Expenditures.

HR65: Reinstate Payroll Correction to Equity This event type is used to record payroll costs that were originally recorded to the wrong Chart of Account distribution. When the payroll costs are being corrected in a subsequent year than they were originally recorded, this event type can be used. [HRC Event Category]

Posting Pair A: A

Dr A001: Cash (A)
Cr A014: Generic Equity (E)

Prior Event Types: Referenced accounting activity for this event type is in a memo form to HR01: Accrue Payroll Expenditures or HR07 Record Payroll Cash Expenditures.

HR66: Reinstate Payroll Correction to Revenue This event type is used to record payroll costs that were originally recorded to the wrong Chart of Account distribution. When the payroll costs are being corrected in a subsequent year than they were originally recorded, this event type can be used. [HRC Event Category]

Posting Pair A: A

Dr A001: Cash (A)
Cr R003: External Collected Earned Revenue

Prior Event Types: Referenced accounting activity for this event type is in a memo form to HR01: Accrue Payroll Expenditures or HR07 Record Payroll Cash Expenditures.

Procurement Accounting Model

Event types in this section are shared by both the commodity-based procurement document types (Requisition, Purchase Order, and Master Agreement) and the accounting-based procurement document (Accounting Based Spending). Event types in this section perform three basic functions. The first, and most common, is to record a *Budgetary Update* to reserve budget availability for later payments for goods or services. Those budget updates occur in either the Pre Encumbrance or Encumbrance amount fields. Depending on budget implementation, Pre Encumbrances may or may not actually reserve budget authority in the same fashion that Encumbrances do.

The second function provided by a procurement event type is a *Non-Accounting Entry*. Use of these event types is often chosen when the procurement process needs to begin or continue, but it is not yet known exactly what Chart of Account distribution(s) should be charged.

The third function provided by a procurement event type is that of a *Multi-Year Contract*. Such a type of contract with a vendor extends beyond the current budget year. Because of this, accounting lines in those future budget years will not likely find budget lines to update. One of the Multi-Year event types will be used on such a future line. That event type will not contain any posting codes, which is essential for the Contract Roll chain job to change the Multi-Year event type to one that records a budget update.

PR Event Category includes the following event types that will be used to record accounting and non-accounting entries in the procurement process. This Procurement Event Category uses the [Generic Event Type Processor](#) logic.

PR01: Request - Non Accounting - This event type is used when a pre-encumbrance is not desired. The most common use of the event type is on a Requisition document to start the procurement process when a funding source is not yet known.

Posting Pair A: Item or Service

Dr P001: Procurement Non-Accounting Nominal
Cr P002: Procurement Non-Accounting Offset

Prior Event Types: Referenced accounting activity for this event type is not likely.

Subsequent Event Types: Referencing of this event type can be done by either another non-accounting event type (PR04 or PR07), one that will cause a budget update (PR02, PR03, PR05, or PR06), by one to request a payment (AP01 or other), or by one that records an internal transaction (IN01, IN04, or other).

PR02: Request from External Vendor - Accounting - This event type is used when a budget update to a Pre Encumbrance is desired. The delivered Event Type Requirements entry for this event type does not require a vendor code. However, if a vendor code is used, the requirements stipulate that it must be an external vendor code.

Posting Pair A: Item or Service

Dr P003: Pre Encumbrance
Cr P004: Reserve for Pre Encumbrance

Prior Event Types: Referenced accounting activity for this event type is not likely.

Subsequent Event Types: Referencing of this event type can be done by either another non-accounting event type (PR07), one that will cause a budget update (PR05), or by one to request a payment (AP01 or other). If this event type is lapsed at year end, it will likely be with the GA02: Lapse Encumbrances & Pre Encumbrances event type.

PR03: Request from Internal Vendor - Accounting - This event type is used when a budget update to a Pre Encumbrance is desired. The delivered Event Type Requirements entry for this event type does not require a vendor code. However, if a vendor code is used, the requirements stipulate that it must be an internal vendor code.

Posting Pair A: Item or Service

Dr P003: Pre Encumbrance
Cr P004: Reserve for Pre Encumbrance

Prior Event Types: Referenced accounting activity for this event type is not likely.

Subsequent Event Types: Referencing of this event type can be done by either another non-accounting event type (PR07), one that will cause a budget update (PR06), or by one that records an internal transaction (IN01, IN04, or other). If this event type is lapsed at year end, it will likely be with the GA02: Lapse Encumbrances & Pre Encumbrances event type.

PR04: Master Agreement - Non Accounting - This event type is used most commonly on the Master Agreement document as the default event type. The Master Agreement does not display the accounting line component, and will only have accounting lines if a Requisition is referenced. When that occurs, this event type will likely default and liquidate the requisition.

Posting Pair A: Item or Service

Dr	P001: Procurement Non-Accounting Nominal
Cr	P002: Procurement Non-Accounting Offset

Prior Event Types: Referenced accounting activity for this event type is not likely.

Subsequent Event Types: Referencing of this event type can only be done in a memo form if recorded on a Master Agreement.

PR05: Order from External Vendor - Accounting - This event type is used when a budget update to Encumbrance is desired. The delivered Event Type Requirements entry for this event type does not require a vendor code. However, if a vendor code is used, the requirements stipulate that it must be an external vendor code. It is very likely that many document codes using the event type will require a vendor code.

Posting Pair A: Item or Service

Dr	P005: Encumbrance
Cr	P006: Reserve for Encumbrance

Prior Event Types: Referenced accounting activity for this event type is optional. If performed it would most likely be to PR01: Request - Non Accounting or PR02: Request from External Vendor - Accounting.

Subsequent Event Types: Referencing of this event type will most commonly be done by a request for payment using AP01: Authorize Normal Payment. If this event type is lapsed at year end, it will likely be with the GA02: Lapse Encumbrances & Pre Encumbrances event type. A correction event type (PR20, PR21, or PR22) may also reference this line if a mistake is made requesting payment.

PR06: Order from Internal Vendor - Accounting - This event type is used when a budget update to Encumbrance is desired. The delivered Event Type Requirements entry for this event type does not require a vendor code. However, if a vendor code is used, the requirements stipulate that it must be an internal vendor code.

Posting Pair A: Item or Service

Dr	P005: Encumbrance
Cr	P006: Reserve for Encumbrance

Prior Event Types: Referenced accounting activity for this event type is not likely.

Subsequent Event Types: Referencing of this event type will most commonly be done by an internal accounting event type (IN01, IN04, or other). If this event type is lapsed at year end, it will likely be with the GA02: Lapse Encumbrances & Pre Encumbrances event type. A correction event type (PR20, PR21, or PR22) may also reference this line if a mistake is made with an internal document reference.

PR07: Order - Non Accounting - This event type is used when an encumbrance is not desired.

Posting Pair A: Item or Service

Dr P001: Procurement Non-Accounting Nominal
Cr P002: Procurement Non-Accounting Offset

Prior Event Types: Referenced accounting activity for this event type is not likely.

Subsequent Event Types: Referencing of this event type can be done by either one that will cause a budget update (PR05, or PR06), by one to request a payment (AP01 or other), or by one that records an internal transaction (IN01, IN04, or other).

PR08: Multi-Year Contract - This event type is used on accounting lines of a contract that are beyond the latest year budgeted. No posting lines will be generated and no accounting updates made, but the accounting line exists to complete the terms of the contract.

Posting Pair A: Item or Service

None

Prior Event Types: Referenced accounting activity for this event type is not likely.

Subsequent Event Types: Referencing of this event type will not be done, but the event type will be changed by the Contract Roll chain job to PR05: Order From External Vendor - Accounting or similar event type.

PR09: Multi-Year Contract - Consumption - This event type is used on accounting lines of a contract that are beyond the latest year budgeted. No posting lines will be generated and no accounting updates made, but the accounting line exists to complete the terms of the contract. As the name implies, only a warehouse that is defined as using the Consumption Method for inventory accounting can use this event type.

Posting Pair A: Item or Service

None

Prior Event Types: Referenced accounting activity for this event type is not likely.

Subsequent Event Types: Referencing of this event type will not be done, but the event type will be changed by the Contract Roll chain job to ST60: Order For Inventory - Consumption I or ST61: Order for Inventory - Consumption II.

PR10: Multi-Year Contract - Purchase- This event type is used on accounting lines of a contract that are beyond the latest year budgeted. No posting lines will be generated and no accounting updates made, but the accounting line exists to complete the terms of the contract. The event type is similar to PR08, but exists to provide the ability for event type controls that differ for inventory purchasing. As the name implies, only a warehouse that is defined as using the Purchase Method for inventory accounting can use this event type.

Posting Pair A: Item or Service

None

Prior Event Types: Referenced accounting activity for this event type is not likely.

Subsequent Event Types: Referencing of this event type will not be done, but the event type will be changed by the Contract Roll chain job to ST62: Order For Inventory - Purchase or PR05: Order From External Vendor - Accounting.

PR20: Encumbrance Correction - Use of this event type occurs when an encumbrance line was inadvertently closed for more than it should have been or incorrectly referenced. When such a situation occurs, the request for payment has been disbursed, and that disbursement has cleared, this event type will correct the encumbrance line. The event type will re-open all or a portion of that encumbrance and will not create a credit memo as PR22 (discussed in the A/P section) does. By not creating a request for payment, the correction is just to the encumbrance amount because the correct vendor was paid the correct amount originally.

The Event Type Requirements entry for this event type has the Require Inverse Reference flag checked on the Event Type Requirements table.

Special Note: Corrections cannot be performed against split posting lines.

Posting Pair A: Item or Service

None, as the liquidation line created performs the necessary accounting.

Prior Event Types: Referenced accounting activity for this event type is required and will be to either PR05: Order from External Vendor - Accounting, PR06: Order from Internal Vendor - Accounting, or ST62: Order for Inventory - Purchase.

Subsequent Event Types: Referencing accounting activity for this event type will not occur.

PR21: Encumbrance Liquidation - Use of this event type occurs when an encumbrance line was not referenced and should have been or it was referenced partially and should have had a final reference. In either case, it is desired that the encumbrance line be close for some amount, but that no request for payment be made. This event type will perform that liquidation and create no new accounting entries because it has no posting codes.

Posting Pair A: Item or Service

None, as the liquidation line created performs the necessary accounting.

Prior Event Types: Referenced accounting activity for this event type is required and will be to either PR05: Order from External Vendor - Accounting, PR06:

Order from Internal Vendor - Accounting, or ST62: Order for Inventory - Purchase.

Subsequent Event Types: Referencing accounting activity for this event type will not occur.

UR01: UR Event Type For SRQ - This event type is used on the Universal Requestor for an item that is in inventory. The event type provides no accounting entries but does allow the generated Stock Requisition to determine the correct event type to default from the Event Type Defaults table.

Posting Pair A: Item or Service

None

Prior Event Types: Referenced accounting activity for this event type is not likely.

Subsequent Event Types: Referencing of this event type occurs in a memo from on the Stock Requisition generated from the Universal Requestor.

UR02: UR Event Type For RQS - This event type is used on the Universal Requestor for an item that is to be requisitioned. The event type provides no accounting entries but does allow the generated Standard Requisition to determine the correct event type to default from the Event Type Defaults table.

Posting Pair A: Item or Service

None

Prior Event Types: Referenced accounting activity for this event type is not likely.

Subsequent Event Types: Referencing of this event type occurs in a memo from on the Standard Requisition generated from the Universal Requestor.

UR03: UR Event Type For PO - This event type is used on the Universal Requestor for an item that is to be ordered. The event type provides no accounting entries but does allow the generated Purchase Order to determine the correct event type to default from the Event Type Defaults table.

Posting Pair A: Item or Service

None

Prior Event Types: Referenced accounting activity for this event type is not likely.

Subsequent Event Types: Referencing of this event type occurs in a memo from on the Purchase Order generated from the Universal Requestor.

Travel Accounting Model

Event types in this area are commonly used on special-purpose document codes in the Accounting Based Spending document type, which show additional document sections for collecting travel information.

Each event type belongs to a single TRVL Event Category, which uses the [Generic Event Type Processor](#) logic.

TR01: Encumber for Travel - This event type is used to encumber funds for expected travel expenses. The event type is very similar to PR05: Order From External Vendor - Accounting, yet it exists to allow for different event type controls for travel costs verses other costs.

Posting Pair A: A

Dr	P005: Encumbrance
Cr	P006: Reserve for Encumbrance

Prior Event Types: Referenced accounting activity for this event type is not likely but could be to PR02: Request From External Vendor - Accounting.

Subsequent Event Types: Referencing of this event type will occur with TR02: Travel Advance, if an advance is made. If no advance is given, then referencing will occur with TR04: Travel Costs.

TR02: Travel Advance - This type of request for payment occurs before an employee travels for business to request a payment providing funds for traveling. The accounting for posting pair A is the same as AP01, yet the Travel event category only provides the ability to create that single posting pair.

Posting Pair A: Disbursement

Dr	D011: External Accrued Expenditure / Expense
Cr	D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is not mandatory. When references are made, they would be to lines with event type: TR01 - Encumber for Travel.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP01 are: Pay Expenditure Automatically (DI01-3) or Pay Expenditure Manually (DI51-3). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

TR03: Adjust Costs - When a travel advance is given, spending may not always occur as anticipated or the advance is made to a generic object for travel. In either case, expenditures incurred with advanced funds have to be recorded to the correct objects. The TR03 event type is used to make those adjustments. Negative accounting lines with the event type are used to credit and positive accounting lines with the same event type are used to record charges.

Posting Pair A: Disbursement

Dr	D014: External Cash Expenditure / Expense
Cr	A001: Disbursements Payable (A)

Prior Event Types: Referenced accounting activity for this event type is not likely in any form but a memo reference to the advance.

Subsequent Event Types: Referencing of this event type does not occur.

TR04: Travel Costs - This type of request for payment occurs after an employee travels for business and requires a refund of costs paid from personal funds. The accounting for posting pair A is the same as AP01, yet the Travel event category only provides the ability to create that single posting pair.

Posting Pair A: Disbursement

Dr D011: External Accrued Expenditure / Expense
Cr D001: Disbursements Payable (L)

Prior Event Types: Referenced accounting activity for this event type is not likely in any form but a memo reference.

Subsequent Event Types: Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP01 are: Pay Expenditure Automatically (DI01-3) or Pay Expenditure Manually (DI51-3). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

Treasury Accounting Model

Event types in this Treasury (Investments) area support the Pool and Participatory Fund relationship starting with contributions to the pool, investment activity by the pool, and allocation of investment income from the pool to the participatory funds. More information on these activities can be found in the *AMS Advantage Treasury Accounting User Guide* and in the run sheets for Investments.

Event types used on various Journal Voucher documents belong to the INV1 Event Category, which uses the [Generic Event Type Processor](#) logic. The event type used on the Pool Fund Investment Earnings (PFIE) document belongs to the INV2 Event Category. INV2 uses the [Investments Event Type Processor](#).

IV01: Record Investment - This event type is used to record purchases and sales of pooled investments on the Investment Journal Voucher (JVIN) or similar document code.

Posting Pair A: Principal

Dr I001: Investment Cash (A)
Cr I002: Investments (A)

Posting Pair B: Discounts

Dr I001: Investment Cash (A)
Cr I003: Investment Discounts (A)

Posting Pair C: Premium

Dr I004: Investment Premiums (A)
Cr I001: Investment Cash (A)

Posting Pair D: Accrued Interest Receivable

Dr I005: Accrued Interest Receivable (A)
Cr I001: Investment Cash (A)

Prior Event Types: Referenced accounting activity for this event type is not likely.

Subsequent Event Types: Referencing of this accounting activity is not likely.

IV02: Record Investment Interest - This event type is used to record income from pooled investments on the Pool Fund Investment Earnings (PFIE) or similar document code.

Posting Pair A: Principal

Dr	I001: Investment Cash (A)
Cr	I006: Investment Interest Revenue

Posting Pair B: Discounts

Dr	I003: Investment Discounts (A)
Cr	I006: Investment Interest Revenue

Posting Pair C: Premium

Dr	I006: Investment Interest Revenue
Cr	I004: Investment Premiums (A)

Posting Pair D: Accrued Interest Receivable

Dr	I006: Investment Interest Revenue
Cr	I005: Accrued Interest Receivable (A)

Prior Event Types: Referenced accounting activity for this event type is not likely.

Subsequent Event Types: Referencing of this accounting activity is not likely.

IV03: Interest Allocation - This event type is used to allocate interest income from the pool fund to participatory funds on the Journal Voucher Interest Allocation (JVIA) or similar document code.

Posting Pair A: Principal

Dr	I006: Investment Interest Revenue
Cr	I001: Investment Cash (A)

Prior Event Types: Referenced accounting activity for this event type is not likely.

Subsequent Event Types: Referencing of this accounting activity is not likely.

IV04: Cash Sweep - This event type is used to transfer cash from a participatory fund to the pool fund on the Journal Voucher Cash Sweep (JVSW) or similar document code.

Posting Pair A: Principal

Dr	I002: Investments (A)
Cr	I001: Investment Cash (A)

Prior Event Types: Referenced accounting activity for this event type is not likely.

Subsequent Event Types: Referencing of this accounting activity is not likely.

Miscellaneous Accounting

Several event types do not fall into any of the previous business areas. Those event types are listed here in the Miscellaneous Accounting section. Most use the [Generic Event Type Processor](#) because they are in the ACT Event Category. If not, the event category is called out in the description.

GA01: Cash Expenditure Correction - This event type is used to adjust the results that occurred from another event type that updated Cash Expenditures. In many cases, that first document can be modified, and should be if possible. However, for those situations where it cannot or many such corrections need to be done with a single entry, this event type is used.

This event type is delivered to require a vendor code for 1099 reasons, but that requirement can be relaxed if needed. However, use of an event type for expenditure corrections made for disbursements should require a vendor code for 1099 purposes as the correction can be to a reportable object, to a different reportable object, or to a non-reportable object from a reportable one.

Posting Pair A: A

Dr	D014: External Cash Expenditure/Expense
Cr	A001: Cash (A)

Prior Event Types: Referenced accounting activity for this event type is optional and would only be in the form of a memo reference, most likely.

Subsequent Event Types: Referencing activity against this event type is optional and would only be in the form of a memo reference, most likely.

GA02: Lapse Encumbrances & Pre Encumbrances - This event type is used on the documents generated from the Open Activity Lapse chain job to lapse open pre-encumbrances and encumbrances at year end. The event type contains two posting codes for reporting purposes, but these could be removed for simplicity because the liquidation posting lines generated during a lapse are what removes either the pre-encumbrances or encumbrances. To report on the amount of activity lapses would then be done by the document codes used for lapsing.

Posting Pair A: A

Dr	A150: Memo Account 1 for Lapse
Cr	A151: Memo Account 1 for Lapse

Prior Event Types: Referenced accounting activity for this event type is required and will be to PR02: Request From External Vendor - Accounting, PR03: Request From Internal Vendor - Accounting, PR05: Order From External Vendor - Accounting, or PR06: Order From Internal Vendor - Accounting.

Subsequent Event Types: Referencing of this event type will not occur.

GA04: Establish Allowance for Bad Debt - This event type is used when the Allowance method for bad debt is to be used. Based on historical trends, an amount of bad debt is estimated for a new year. That amount is then established and then

reduced as receivables are written off. The Journal Voucher is the most common document for establishing this allowance.

Posting Pair A: A

Dr R007: Bad Debt Expense
Cr R008: Allowance for Bad Debt (CA)

Prior Event Types: Referenced accounting activity for this event type will not occur.

Subsequent Event Types: Referencing of this event type will not occur.

GA05: Collected Earned Revenue Correction - This event type is used to adjust the results that occurred from another event type that updated Collected Earned. In many cases, that first document can be modified, and should be if possible. However, for those situations where it cannot or many such corrections need to be done with a single entry, this event type is used.

Posting Pair A: A

Dr A001: Cash (A)
Cr R003: Collected Earned Revenue

Prior Event Types: Referenced accounting activity for this event type is optional and would only be in the form of a memo reference, most likely.

Subsequent Event Types: Referencing accounting activity for this event type is optional and would only be in the form of a memo reference, most likely.

GA06: Move Cancelled D/P into Revenue - This event type is used to transfer the build up in Cancelled Disbursements Payable from disbursements that are cancelled with a Disbursement Reclassification document to revenue.

Posting Pair A: X

Dr D019: Cancelled Disbursements Payable (L)
Cr R003: Collected Earned Revenue

Prior Event Types: Referenced accounting activity for this event type is optional and would only be in the form of a memo reference, most likely.

Subsequent Event Types: Referencing of this event type will not occur.

GA10 Cash Transfer - This event type exists to enable cash transfer capability to the Journal Voucher document. The event type provides a control on the Journal Voucher because users would only be able to choose the single cash posting code to debit and credit.

Posting Pair A: A

Dr A001: Cash (A)

Prior Event Types: Referenced accounting activity for this event type is optional and would only be in the form of a memo reference, most likely.

Subsequent Event Types: Referencing activity against this event type is optional and would only be in the form of a memo reference, most likely.

GA13: Recognize Expense From Pre Payment - This event type is used to periodically reduce the pre paid asset account established with AP02: Authorize Pre Payment.

Posting Pair A: A

Dr A023: Expense
Cr A024: Pre Paid Assets (A)

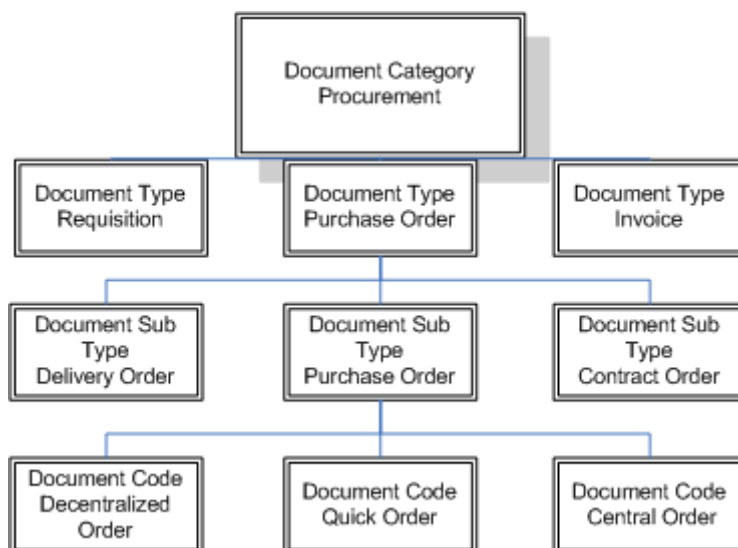
Prior Event Types: Referenced accounting activity for this event type is optional and may be to the request for payment or disbursement that established the pre paid asset.

Subsequent Event Types: Referencing of this event type will not occur.

Document Configuration

A hierarchy of reference tables is used to establish documents and provide online controls that enable the application to be configured to meet many of the varying needs of State and Local governments. These tables work in conjunction with many described earlier in the Accounting Configuration section and other areas in the application such as Security and Workflow.

To demonstrate the hierarchy, the following organizational chart depicts a small branch of the Procurement document category. Each of the document terms is defined on a reference table. Those reference tables will follow the example along with a listing of delivered values.



The configuration of documents includes the following list of tables:

Hierarchy

- [Document Category](#)
- [Document Type](#)
- [Document Sub Type](#)

- [Document Control](#)
- [Document Accounting Controls](#)
- [Allowed Event Types for Document Type](#)
- [Allowed Event Types for Document Code](#)
- [Event Type Defaults](#)
- [AP Event Type Crosswalk](#)
- [MD Event Type Crosswalk](#)
- [DC Event Type Crosswalk](#)
- [Payroll Event Type Defaults](#)
- [Miscellaneous Document Controls](#)
- [Procurement Document Controls](#)
- [Allowed Accounting Periods for Document Code](#)
- [Document Allowable References](#)
- [Document Copy Forward Control](#)
- [Tolerances](#)
- [Automatic Document Numbering](#)

Also included in the Document Configuration section is the "[Setting Up a New Document Code](#)" section.

Document Category

The first and highest level in the document hierarchy is Document Category. Values established at this level are not used by the application for any processing rules, but serve as a reporting tool. The level is also available for custom edits or use on a Chart of Accounts Combination Validation, Required Element, or Inference table.

Document Category

Document Category	Name	Short Name
✓		

First Prev Next Last

[Save](#)
[Undo](#)
[Delete](#)
[Insert](#)
[Copy](#)
[Paste](#)
[Search](#)

*Document Category :

*Name :

*Short Name :

The fields on the Document Category (DCAT) table are as follows:

Field Name	Field Description
Document Category	A required unique identification of a document category.
Name	A required text field for assigning a document category a name to be used for identification and reporting purposes.
Short Name	A required short text field for assigning a document category a name to be used for identification and reporting purposes.

The following is list of the document categories delivered with the Financial application.

Category	Name	Short Name
ABS	Accounting Based Spending	Actg Based Spnd
AP	Accounts Payable	Acts Payable
AR	Accounts Receivable	Acts Receivable
BG	Budget	Budget
CA	Cost Accounting	Cost Accounting
FA	Fixed Asset	Fixed Asset
GRNTS	Grants	Grants

INT	Internal	Internal
INV	Inventory/Stock	Inventory/Stock
IV	Investments	Investments
JV	Journal Voucher	Journal Voucher
PROC	Procurement	Procurement
PYRL	Payroll	PYRL
SC	Security	Security
VCUST	Vendor/Customer	Vendor/Customer

Document Type

The second level in the document hierarchy is Document Type. It is at this level that the application associates database tables for data storage. All application edits found on a document are set at the document type level. Therefore, all document codes in a document type behave basically the same except where edits are controlled at the document code level with an online table or by a document sub type.

Changing the delivered document type codes should not be done as the application will not function properly. Changing other information on this table is allowed. New records inserted in this table will not function without considerable development.

Document Type

Document Type	Document Type Name	Document Category	Document Category Name
✓			

First Prev Next Last

[Save](#)
[Undo](#)
[Delete](#)
[Insert](#)
[Copy](#)
[Paste](#)
[Search](#)

*Document Type :

*Document Type Name :

Short Name :

*Document Category :


Document Category Name :

The fields on the Document Type (DCAT) table are as follows:

Field Name	Field Description
Document Type	A required unique identification of a document type.
Document Type Name	A required text field for assigning a document type a name to be used for identification and reporting purposes.
Short Name	A required short text field for assigning a document type a name to be used for identification and reporting purposes.
Document Category	The required document category for which a document type is associated. Only valid values on the Document Category table can be entered.
Document Category Name	A displayed name for the associated document category as defined on the Document Category table.

The following is list of the document types delivered with the Financial application.

Type	Name	Short Name	Category
ABS	Accounting Based Spending	Actg Based Spnd	ABS
AD	Automated Disbursement	Automatic Disb	AP
ARE	Accrued Receivable	Accr Recv	AR
BG	Budget	Budget	BG
CH	Charge Transaction	Charge	CA
CI	Stock Issue Confirmation	Issue Confirm	INV
CL	Referral to Collection Agency	Ref to Col Agcy	AR
CMR	Contract Modification Request	Cntr Mod Rqst	PROC
CR	Cash Receipt	Cash Receipt	AR
DC	Disbursement Reclassification	Disb Reclass	AP

EV	Evaluation	Evaluation	PROC
FA	Fixed Asset	Fixed Asset	FA
GT	Grant	Grant	GRNTS
IA	Stock Adjustment	Stock Adjustmen	INV
ICT	Internal Costing Transaction	Inter Cost Tran	CA
IET	Internal Exchange Transaction	Inter Exchng	INT
IN	Invoice	Invoice	PROC
ITA	Internal Transaction Agreement	Inter Agreemnt	INT
ITI	Internal Transaction Initiator	Inter Initiator	INT
IV	Investments	Investments	IV
JV	Journal Voucher	Journal Voucher	JV
MA	Master Agreement	Mstr Agreement	PROC
MD	Manual Disbursement	Manual Disb	AP
MMR	Master Agreement Mod Request	Mstr Ag Mod Req	PROC
OC	Over-The-Counter Stock Issue	Ovr-The-Counter	INV
PE	Performance Evaluation	Perf Eval	PROC
PI	Stock Pick and Issue	Pick and Issue	INV
PO	Purchase Order	Purchase Order	PROC
PR	Payment Request	Payment Request	AP
PYRL	Payroll Document	PYRL Document	PYRL

RC	Receiver	Receiver	PROC
RE	Receivable	Receivable	AR
RN	Renewal	Renewal	PROC
RQ	Requisition	Requisition	PROC
SN	Stock Return	Stock Return	INV
SO	Solicitation	Solicitation	PROC
SR	Solicitation Response	Solict Resp	PROC
SRQ	Stock Request	Stock Request	INV
TI	Stock Transfer Issue	Stock Transfer	INV
TM	Termination	Termination	PROC
TR	Stock Transfer Receipt	Stock Transfer	INV
VCC	Vendor/Customer Creation	VCUST Create	VCUST
VCM	Vendor/Customer Modification	VCUST Mod	VCUST
WO	Write Off	Write Off	AR

Document Sub Type

In an effort to make a document code or group of document codes within a document type have a different behavior that cannot be controlled with an online option, Document Sub Type is provided as the third level in the document hierarchy. With this level, logic can be introduced into a document type that will allow for certain document codes in the document type to have different requirements for information and updates.

New sub types inserted in the table are allowed for reporting purposes, but any application code logic to use the values would have to be developed. **Note:** Document sub types set for delivered document codes should **NOT** be changed or functionality tied to those sub types will cease to function.

The fields on the Document Sub Type (DSTYP) table are as follows:

Field Name	Field Description
Document Type	Each sub type must be associated with a valid document type from the Document Type table.
Sub Type	A required unique identification of a document sub type.
Name	A required text field for assigning a document sub type a name to be used for identification and reporting purposes.

The following is a list of the document sub types delivered with the Financial application.

Document Type	Sub Type	Name
ABS	ABDL	Accounting Based Document Lapse
ABS	GAE	General Accounting Encumbrance
ABS	GAP	General Accounting Pre Encumbrance
ABS	GAX	General Accounting Expense/Expenditure
ABS	IT	Intercept Payment
ABS	TA	Travel Advance
ABS	TE	Travel Encumbrance
ABS	TP	Travel Payment
CH	CAS	Cost Accounting Setup
CH	CA	Cost Allocation
CH	CAP	Cost Allocation Protected
CH	CW	Check Writer

CI	CIE	Stock Issue Confirmation for External Customer
DC	CW	Check Writer
DC	DC	Disbursement Reclassification
DC	WR	Warrant Reconciliation
DRM	DRM	
EV	EV	Evaluation
EV	EVT	Evaluator
GT	GTAM	Grant Amendment
GT	GTAMR	Grant Amendment Revision
GT	GTAP	Grant Application
GT	GTAPR	Grant Application Revision
GT	GTAW	Grant Award
GT	GTAWR	Grant Award Revision
GT	GTCO	Grant Close-Out/Audit
GT	GTCOR	Grant Close-Out/Audit Revision
GT	GTOP	Grant Opportunity
GT	GTOPR	Grant Opportunity Revision
GT	GTRE	Grant Response
IA	IA	Inventory/Stock Adjustment
IA	IC	Inventory Correction
IA	IIA	Internal Inventory/Stock

		Adjustment
IET	CW	Check Writer
IET	IT	Intercept Document
IN	IN	Invoice
IN	IS	Standalone Invoice
MA	MA	Master Agreement
PE	PE	Performance Evaluation
PO	CBDL	Commodity Based Document Lapse
PO	CT	Contract
PO	DO	Delivery Order
PO	PO	Purchase Order
PO	POB	Purchase Order Buysense
PO	SC	Service Contract
PR	PRC	Payment Request
PR	PRCI	Commodity Based Internal PR
PR	PRM	Matching PR - Normal
PR	PRMI	Matching PR - Internal
PR	PRN	Matching PR - Negative
PYRL	PREXC	Payroll Expenditure Correction
PYRL	PREXP	Payroll Expenditure
PYRL	PRLCE	Payroll Contract Encumbrance

PYRL	PRLIA	Payroll Liability
PYRL	PRLID	Payroll Internal Document
PYRL	PRLLL	Payroll Leave Liability
PYRL	PRLNP	Payroll Net Pay
PYRL	PRLVP	Payroll Vendor Payment Request
RC	RC	Receipt
RC	RS	Memo Receipt
RE	REI	Receivable for Inventory
RE	RES	Surplus Award
RN	RN	Renewal
RQ	RQA	Auction Requisition
RQ	RQM	Master Agreement Requisition
RQ	RQN	Non-accounting Requisition
RQ	RQS	Standard Requisition
RQ	UR	Universal Requestor
SN	SNE	Stock Return for External Customer
SO	SO	Solicitation
SR	SR	Solicitation Response
SR	SRW	Solicitation Response Wizard
SRQ	SRQE	Stock Requisition for External Customer

TM	TM	Termination
VCC	VCCAG	VSS VCC Add Location as Guest
VCC	VCCAU	VSS VCC Add Location as User
VCC	VCCN	VSS VCC New Registration
VCC	VCCV	VSS VCC Activate Existing Account

Document Code (Document Control)

The lowest level in the hierarchy is the Document Code. All document codes are defined on the Document Control table. All document codes must be unique within the application and not necessarily within a document type.

Additions and changes to the Document Control table are expected in any application. Care should be taken when establishing custom document codes because the same value may appear as a delivered code in a future upgrade. Unlike many other warnings about setting up custom data, document codes are slightly different. Many of the names of custom document codes are those used in prior Advantage or other applications. To change the codes users have become familiar with is a decision often decided against. Therefore, adequate documentation should be maintained on any custom document code setup so that it will not be lost when an upgrade presents a new baseline code that is identical. One way to make custom codes unique, when the opportunity exists to establish a new code, is to use a delivered code followed by a number. Outside of the budgeting area, which uses numbers to tie to a budget structure, accounting document codes delivered will not contain numbers. Delivered document codes attempt to serve as acronyms, and will not contain numbers.

The fields on the Document Control (DCTRL) table by section are as follows:

- General Accounting

Document Control

[Menu](#)

Document Type	Document Code	Document Name	Active	Effective From	Effective To
✓			Yes		

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#) 

▼ **General Information**

Document Category :		Sub-Type :	
Document Category Name :		Sub-Type Name :	
*Document Type :		Home Application :	▼
Document Type Name :		Effective From :	
*Document Code :		Effective To :	
*Document Name :		Active :	☒
Document Short Name :			

► **General Options**

► **Required Elements**

► **Allowable Elements**

Field Name	Field Description
Document Category	The inferred document category value from the document type value entered.
Document Category Name	The inferred document category name associated with the document category on the Document Category table.
Document Type	Every document code must be assigned to a document type. This document type will provide the data structure for the document code as well as many document-specific edits and update logic. Values entered must be a valid value on the Document Type table.
Document Type Name	The inferred document type name associated with the document type on the Document Type table.
Document Code	Each document code is identified by a unique identifier from 1 to 8 characters/digits in length that must be unique within the application and not just within a document type.
Document Name	Each document code requires a name to be used for identification and reporting purposes that can be up to 60 characters/digits in length. This name should match the Description field on the Application Page Registration entry for the document code for

	consistency.
Document Short Name	Each document code requires a short name to be used for identification and reporting purposes that can be up to 15 characters/digits in length.
Sub Type	The optional document sub type to which a document code will be defined. Values entered must be a valid on the Document Sub Type table. Leaving this value blank when a document type has specific sub type logic will cause that logic not to be invoked on the document code.
Sub Type Name	The inferred document sub type name associated with the document sub type on the Document Sub Type table.
Home Application	One of a variety of choices will designate that a resource (document code in this case) belongs to a certain application. This required value will be used when filtering pages such as the Document Catalog and Worklists based on the application to which a user has logged into.
Effective From	When the application should not allow any use of a document code before a certain date, that calendar date is entered as the Effective From date. The infrastructure of the application will not recognize the document code as being valid when the application date is before this Effective From date. In fact, the application will state that no entry for the document code can be found on the Document Control table. This date is optional and is the most restrictive for controlling when a document code can be used as the date stops document creation, modification, and editing.
Effective To	When the application should not allow any use of a document code after a certain date, that calendar date is entered as the Effective To date. The infrastructure of the application will not recognize the document code as being valid when the application date is after this Effective To date. In fact, the application will state that no entry for the document code can be found on the Document Control table. This date is optional and is the most restrictive for controlling when a document code can be used as the date stops document creation, modification, and editing.
Active	An indication that will allow all types of new drafts (new, modification, and cancellation) of a document code if those individual actions are also allowed. Selected is the default value for the flag.

- General Options

▼ General Options

Def Event Type :		Time Restriction Severity :	Warning
Doc Entry Start :		Time Restriction :	No Limit
Doc Entry End :		Override Pend Phase Ind :	Required before reaching
Document Minimum :		Submit Phase :	Final
Document Maximum :		Workflow Process Indicator :	
Min/Max Severity :	Warning	Workflow Asynchronous Processing :	☐
Vendor Rule :	Optional	Single Approvals Enforced :	☐
Customer Rule :	Optional	*Service Date Severity :	No Error
Ref Document Rule :	Optional	Infer Codes :	☐
COA Precedence :		Journal Posting Control :	Synchronous Posting
Rollup Precedence :		Program Period Inf :	
Rollup Exception(s) :		Restrict VSS Access :	☐
Rollup Exception Precedence :		Cash Balance Level :	Not applicable
		Auto Numbering :	
		Min Doc ID Length :	
		Max Doc ID Length :	
		Document Contact Required :	☐

Field Name	Field Description
Default [Def] Event Type	When the Allowed Event Types for Document Code table has specified an event type as the default for a document code (this table is discussed later in this Document Configuration section), that event type will appear in this Def Event Type field. From here, it will default to the accounting line of the document code upon the Validate or Submit action being taken with no event type specified.
Document [Doc] Entry Start	An optional control that provides the ability to restrict the Document Record Date of a document code from being before a certain date. To enforce the start date edit, the Time Restriction field must be set to <i>Limited by Days</i> or <i>Limited by Both</i> . This control is different from the Effective From date in that it is invoked after a document version is created when the first validation is performed on the document with a manually entered Document Record Date or an inferred one from the Application Control table. The Effective From date edits before a document version is even created using the System Date.
Document [Doc] Entry End	An optional control that provides the ability to restrict the Document Record Date of a document code from being after a certain date. To enforce the end date edit, the Time Restriction field must be set to <i>Limited by Days</i> or <i>Limited by Both</i> . This control is different from the Effective To date in that it is invoked after a document version is created when the first validation is performed on the document with a manually entered Document Record Date or an inferred one from the Application Control table. The Effective To date edits before a document version is even created using the System Date.

Document Minimum	An optional control that will establish an amount that the header component of a document code must be above. An amount of \$99.99 will ensure that a document total is \$100.00 at a minimum. An amount of (\$0.01) will ensure that a document total is \$0.00 at a minimum. When the minimum is exceeded, the Min/Max Severity level will be used when the error is issued. When a value of \$0.00 exists in the field, the application considers there to be no minimum, and \$0.00 is also the default.
Document Maximum	An optional control that will establish an amount that the header component of a document code cannot be below. An amount of \$100.01 will ensure that a document total is \$100.00 at a maximum. An amount of \$0.01 will ensure that a document total is \$0.00 at a maximum. When the maximum is exceeded, the Min/Max Severity level will be used when the error is issued. When a value of \$0.00 exists in the field, the application considers there to be no minimum, and \$0.00 is also the default.
Minimum/Maximum [Min/Max] Severity	A choice of three severities: <i>Warning</i> , <i>Override</i> , and <i>Reject</i> are available for both the Document Minimum and Document Maximum edits. The severity setting is not used if the minimum or maximum amounts are \$0.00 as those values are considered as 'no limits' by the application. <i>Warning</i> is the default value.
Vendor Rule	A choice of three values: <i>Required</i>, <i>Prohibited</i>, and <i>Optional</i> are available to control vendor code data on a document code. When set to <i>Required</i>, there must be a vendor/customer code entered on the document that is an active vendor. When set to <i>Optional</i>, a vendor/customer code that is an active vendor can be entered or left blank. When set to <i>Prohibited</i>, then a vendor/customer code cannot be entered. The value must be <i>Prohibited</i> if the Customer Rule is <i>Required</i>. The default value is <i>Optional</i>. Care should be taken that this rule not conflict with the Event Type Requirement rule of the same name for the event types allowable for the document code. Additionally, certain document types will always require a vendor/customer code, thus do not use this rule as other document types.
Customer Rule	A choice of three values: <i>Required</i>, <i>Prohibited</i>, and <i>Optional</i> are available to control customer code data on a document code. When set to <i>Required</i>, there must be a vendor/customer code entered on the document that is an active customer. When set to <i>Optional</i>, a vendor/customer code that is an active customer can be entered or left blank. When set to <i>Prohibited</i>, vendor/customer code cannot be entered. The value must be <i>Prohibited</i> if the Vendor Rule is <i>Required</i>. The default value is <i>Optional</i>. Care should be taken that this rule not conflict with the Event Type Requirement rule of the same name for the event types allowable for the document code.

Referenced [Ref] Document Rule	A choice of three values: <i>Required</i>, <i>Prohibited</i>, and <i>Optional</i> are available to control referencing that is a reference type of Partial, Final, or Inverse on a document code. When set to <i>Required</i>, there must be a reference of one of those types. When set to <i>Optional</i>, a reference can be entered of any type or left blank. When set to <i>Prohibited</i>, a reference of one of those three types cannot be entered. Only a Memo reference or no reference at all will be allowed. The default value is <i>Optional</i>. This rule only applies to the reference fields found at the accounting line document component. Additionally, it is only the reference fields common to accounting lines and not any special references. Care should be taken that this rule not conflict with the Event Type Requirement rule of the same name for the event types allowable for the document code. Additionally, it should not conflict with setup for the document code on the Document Event Types table in BFY Staging.
Chart of Accounts [COA] Precedence	A required choice of three values: <i>Exact</i>, <i>None</i>, and <i>Additional Codes Allowed</i> are available to control the Chart of Account element and sub element values between a referencing and referenced accounting lines for the Partial, Final, and Inverse reference types only. When set to <i>Exact</i>, which is the default, all values must be the same on the referencing line as the referenced line. This setting should be accompanied by a check in the Infer Codes field. When set to <i>Additional Codes Allowed</i>, any values on the referenced line should not change on the referencing line. Any values left blank on the referenced line can be completed or left blank on the referencing line. This setting should also be accompanied by a check in the Infer Codes field. When set to <i>None</i>, there will be no comparison of values between the referencing and referenced lines. With this setting, the Infer Codes flag can either be checked or not, depending on how much the COA will likely change. The COA Precedence control does not apply to the BSA, Sub BSA, OBSA, or the Sub OBSA fields. The control does apply to all other COA elements and sub elements, but not any rollups.
Rollup Precedence	A required choice of three values: <i>Exact</i>, <i>None</i>, and <i>Additional Codes Allowed</i> are available to control the rollup values between a referencing and referenced accounting lines for the Partial, Final, and Inverse reference types only. When set to <i>Exact</i>, all rollup values must be the same on the referencing line as the referenced line. When set to <i>Additional Codes Allowed</i>, any rollup values on the referenced line should not change on the referencing line. Any rollup fields left blank on the referenced line can be completed or left blank on the referencing line. When set to <i>None</i>, which is the default, there will be no comparison of rollup values between the referencing and referenced lines.

Rollup Exception(s)	When all rollup values should not be enforced the same, the Rollup Exception functionality enables the definition of certain rollups to have a different precedence rule than that of the Rollup Precedence field. The most common application of this feature is when budgeting is done at the rollup level. In such a case, it is often desired that the rollup budgeted not change between referencing but all other rollups are allowed to change. Available choices for a value or values in this field are from a pick list of all rollups defined to the application. That listing is maintained in a database table with no direct online view called R_ROLLUP_EXCP. If an implementation finds that there are elements or sub elements that should have a different precedence than that of the COA Precedence rule, then those tables can be added to the table and selected as exceptions. The exceptions field defaults to blank and does not require any values. Any value manually entered must be valid on the table mentioned above that is used by the pick feature.
Rollup Exception Precedence	If one or more values are specified in the Rollup Exception(s) field, a choice of three values: <i>Exact</i>, <i>None</i>, and <i>Additional Codes Allowed</i> is made to control the rollup exception fields between a referencing and referenced accounting lines for the Partial, Final, and Inverse reference types only. When set to <i>Exact</i>, all exceptions must be the same on the referencing line as the referenced line. When set to <i>Additional Codes Allowed</i>, any exceptions not completed on the referenced line can be completed on the referencing line or left blank. When set to <i>None</i>, which is the default, there will be no comparison of the exceptions between the referencing and referenced lines.
Time Restriction Severity	A choice of three severities: <i>Warning</i>, <i>Override</i>, and <i>Reject</i> are available when a Time Restriction edit is in place. The default is <i>Warning</i>.
Time Restriction	A choice of no restriction and three types of time restrictions are available: <i>No Limit</i>, <i>Limited by Days</i>, <i>Limited by Accounting Periods</i>, and <i>Limited by Both</i>. When set to <i>Limited by Days</i>, values established in the Doc Start Date and Doc End Date will restrict use of the document code. When set to <i>Limited by Accounting Periods</i>, values established on the Allowable Accounting Periods for Document Code (AAPDC) table will restrict use of the document code. When set to <i>No Limit</i>, which is the default, then there will be no time restriction limiting even if the dates or the AAPDC table have values. It is suggested and the application is delivered with all document codes being limited by accounting periods. This is done to prevent users from manually entering the accounting periods of 0 and 99, which are for the Annual Closing process.

Override Pending Phase Indicator [Override Pend Phase Ind]	A choice of three values: <i>Allowed only after reaching</i> , <i>Required before reaching</i> , and <i>Allowed before or after reaching</i> control when any applicable overrides can or should be applied for a document with a <i>Pending</i> Submit Phase. When set to <i>Allow only after reaching</i> , the document code will not allow overrides to be applied unless the document is in pending and not draft. When set to <i>Required before reaching</i> , which is the default, any necessary overrides must be applied before the document code can be submitted to pending. When set to <i>Allowed before or after reaching</i> , any necessary overrides can be applied whether the document code is in draft or pending.
Submit Phase	The submit action on a document with no rejection errors or override errors will look to this Submit Phase field to determine if the document should go to final or go to pending so that workflow rules can be evaluated. Unless Submit Phase is set to <i>Pending</i> , no workflow rules established in the AMS Advantage Administration application will be evaluated. If there are no workflow rules for a document code, the Submit Phase should be set to <i>Final</i> to eliminate application resources from searching for workflow rules. The default is <i>Final</i> and a blank value is not allowed for this field.
Workflow Process Indicator	A choice of four values: <i>None</i> , <i>Internal</i> , <i>External</i> , and <i>Both Internal and External</i> exist to control what type of workflow, if any, will be used. When set to <i>None</i> , which is the default, there will be no workflow evaluation even if the Submit Phase is <i>Pending</i> . When set to <i>Internal</i> , the workflow rules established on the Approval Setup (IWF08) table in the AMS Advantage Administrator application will be evaluated. When set to <i>External</i> , workflow rules in a 3 rd party workflow application integrated into AMS Advantage Financial will be evaluated. When set to <i>Both Internal and External</i> , workflow rules in the AMS Advantage Administration application and an integrated 3 rd party workflow application will be evaluated. The last three options only occur when the Submit Phase is set to <i>Pending</i> .
Workflow Asynchronous Processing	When set to <i>No</i> , which is the default, a document that meets an internal workflow rule will be sent into the appropriate worklist. After the final approval is applied to the document and there are no new errors, then the document will go to final. When set to <i>Yes</i> , the behavior after the final approval is different. The document does not go directly to final but stays in pending. It will take a user applying another submit action for the document to leave pending and go to final.
Single Approvals Enforced	This flag indicates whether a user is allowed to apply multiple approvals to the same document. If this checkbox is not selected then a single user is allowed to apply multiple approvals to the same document, unless the Single Approvals Enforced flag on the Approval Rules (IWF08) page is selected. If the Single Approvals Enforced flag on the Document Control (DCTRL) page

	is selected, then the Single Approvals Enforced flag on the Approval Rules (IWF08) page is not referenced by AMS Advantage and multiple approvals to the same document are not allowed by a single user.
Service Date Severity	For those document types with Service Date fields: Internal Exchange Transaction (IET), Internal Transaction Initiator (ITI), Internal Transaction Agreement (ITA), Accounting Based Spending (ABS), Payment Request (PR), Automatic Disbursement (AD), and the Manual Disbursement (MD); this control is read to determine if service dates should default or have to be manually entered. If set to <i>No Error</i>, then the Service To and From dates will default to the document record date. If set to <i>Error</i>, then the user must enter a Service From date at a minimum. The default is <i>No Error</i> and a blank value is not allowed for this field. As service dates are very important for accurate accrual accounting because goods and services are often paid for at a different time than received, this control should be set according to an implementation's accrual reporting needs.
Infer Codes	When a reference that is a reference type of partial, final, or inverse is performed on a document code with this flag set to Yes, the chart of account values from the referenced accounting line will be inferred to the referencing accounting line. If this flag is set to No, values will not be inferred to the referencing document. The default is Yes for the flag. A setting of Yes is the most appropriate for a document code that references others and has at least one of the three precedence settings equal to <i>Exact</i> or <i>Additional Codes Allowed</i>.
Journal Posting Control	One of two values: <i>Synchronous Posting</i> and <i>Asynchronous Posting</i> exist to control whether a document code will have posting lines that are marked as 'Ready to Post' when the document goes to final. A blank value is not allowed for the field. If set to <i>Synchronous</i>, which is the default, then the Journal Posting field will be set to 'Ready to Post' when the document codes go to final. If real time posting is enabled on the Application Control table, then that posting line will be posted along with the document going to final and that have a Journal Posting value of 'Posted'. If real time posting is not enabled, the posting line will remain 'Ready to Post' until the Journal Engine batch job is run and the posting line posted. If set to <i>Asynchronous Posting</i>, then the Journal Posting field will be set to 'Not Ready' when the document goes to final. The Journal Posting Initiator batch job would then have to be run to change the Journal Posting field to 'Ready to Post' and then the Journal Engine to post the line and change the value to 'Posted'. The most common use of this control is for document codes that may have incorrect information that would need to be corrected. To do so would require a cancellation of all documents and the re-entry of the documents with correct information. This would effectively

	result in three times the number of postings required if the first documents had been correct. One example is the check number field on automatic disbursements. If the application is assigning check numbers and pre-printed check stock is used that is out of order, then system assigned numbers will not equal those of the printed checks.
Program Period Inf	This field determines whether the Program Period Code (PPC) should be inferred onto documents (by Document Code), and if so, how it should be inferred. This field can have one of the following values: <i>Reporting Basis</i> , <i>Reference</i> , <i>Record Date</i> , or <i>None</i> . Refer to field level help for more information on this field.
Restrict VSS Access	Selection of the Restrict VSS Access flag prevents Vendor/Customer records from being displayed in the Vendor Self Service (VSS) application. The value in this field is inferred on the Vendor Customer Creation (VCC) and Vendor Customer Modification (VCM) document types, if the Restrict VSS Access field on the document is blank.
Cash Balance Level	This field determines whether or not a Document Code for the Journal Voucher (JV) Document Type will have to balance cash entries and at what level. 1 – <i>No Balancing</i> , 2 – <i>Balance at Document level</i> , and 3 – <i>Balance at Fund & Sub Fund level</i> . If the value is 1, then no cash balance editing will be done. If the option is 2 or 3, then the JV will determine which accounting lines are cash by using the cash indicator found on the Posting Code (PSCD) page. Separate error messages exist for each level of cash balancing and the Message (MSG) page can be used to set an appropriate severity of each.
Auto Numbering	This field determines if auto numbering is <i>Prohibited</i>, <i>Required</i> or <i>Optional</i> when generating this document code's document ID. When a document code should never be created with a manually entered Document ID, this control should be set to <i>Required</i>. If a manually entered Document ID should always be entered for the document code, this control should be set to <i>Prohibited</i>. If automatic numbering should be optional for a document code, then this field should be set to <i>Optional</i>. There is no default for the control and the field cannot be left blank. There are no cross edits between this field and the Auto Numbering (ADNT) page.
Min Doc ID Length	An optional field to store a minimum Document ID length for a document code. The default value is blank. When a document code should have a different minimum Document ID length than what is configured on Application Parameters (APPCTRL) Minimum Document ID Length record, that length is entered in this field. The Auto Numbering (ADNT) page

	edits the Format Field Length field against this DCTRL field. If blank on DCTRL, the APPCTRL control is used. If entered on DCTRL, the APPCTRL control is not used.
Max Doc ID Length	An optional field to store a maximum Document ID length for a document code. The default value is blank. When a document code should have a different maximum Document ID length than what is configured on Application Parameters (APPCTRL) Maximum Document ID Length record, that length is entered in this field. The Auto Numbering (ADNT) page edits the Format Field Length field against this DCTRL field. If blank on DCTRL, the APPCTRL control is used. If entered on DCTRL, the APPCTRL control is not used.
Document Contact Required	A flag to enforce a Contact Code be entered on the header of a document code. When unchecked, contact information is optional. Only document codes within the JV, ABS, and PR document types read this control.

- Required Elements

▼ Required Elements

Document Name Required: ☐	Offline Required: ☐
Doc Description Required: ☐	Document Unit Code Required: ☐
AI Description Required: ☐	Vendor Invoice Required: ☐
Event Type Required: ☒	Vendor Invoice Line No Default: ☐
Cited Authority Required: Not Required	Vendor Invoice Date Required: Default
CL Description Required: Not Required	

Field Name	Field Description
Document Name Required	When a document code should have a value in the Document Name field on the document header, this control should be set to Yes. The default is No.
Document [Doc] Description Required	When a document code should have a value in the Document Description field on the document header, this control should be set to Yes. The default is No.
Accounting Line [AL] Description Required	When a document code should have a value in the Line Description field on the accounting line component, this control should be set to Yes. The default is No.
Event Type Required	Most document types require an event type to be entered on all accounting lines. The Journal Voucher is one that does not. The event type is entered on the Line Group component of that

	document. When a Journal Voucher should always have an event type, this control should be set to Yes. Journal Vouchers with an event type have an added level of control that will limit users to just the posting codes of that event type. The default for this flag is Yes, which will have no processing impact on document codes that are not in the JV document type.
Offline Required	When a document code should only be created offline, this control should be set to Yes. The default is No. When set to Yes and a user attempts to create a document on the Create tab of the Document Catalog, an error will be issued. When set to No, either online or offline creation is allowed. Document codes that are for interfaces and created only by batch programs often have this control set to Yes.
Automatic [Auto] Numbering Required	When a document code should never be created with a manually entered document ID, this control should be set to Yes. The default is No. When set to Yes, if a user tries to create a document from the Create tab of the Document Catalog and does not check the Auto Number flag, an error will be issued. When set to No, either manually entered or automatically generated document numbers can exist for a document code.
Document Unit Code Required	When a document code should require a Document Unit value in the document identification for security purposes, this control should be set to Yes. The default is No. By having a Document Department and Unit, security will be enabled at any organizational level from Government Branch through Unit. Without a Unit, no organizational element below Department can be inferred for security. When the control is set to No, Document Units can be entered or left blank.
Vendor Invoice Required	For those document types that contain Vendor Invoice fields, this control can make that Vendor Invoice Number required if set to Yes. When set to No, the default, Vendor Invoice information can be completed or left blank. The Accounting Based Spending (ABS) and Payment Request (PR) document types are the only document types which read this option.
Vendor Invoice Line No Default	The Vendor Invoice Line No Default flag controls whether the Vendor Invoice Line Number should automatically default when a Vendor Invoice Number is entered on documents of the PR, ABS, or MD document type. Valid options for this field are: <i>Yes (selected)</i> or <i>No (not selected)</i> . The default value for this field is, <i>No</i> (not selected). For detailed information about this field, refer to field level help.
Vendor Invoice Date Required	The Vendor Invoice Date Required field controls whether the Vendor Invoice Date is required when a Vendor Invoice Number is entered on documents of the PR, ABS, or MD document type. Valid options for this field are: <i>Yes</i> , <i>No</i> , or <i>Default</i> . The default

value for this field is, *No*. For detailed information about this field, refer to field level help.

- Allowable Elements

▼ Allowable Elements

Future Doc Date Allowed : ☐	New Action Allowed : ☒
Past Doc Date Allowed : ☐	Modify Action Allowed : ☒
Future Acctg Prd Allowed : ☐	Submit Action Allowed : ☒
Past Acctg Prd Allowed : ☐	Cancellations Allowed : ☒
Future FY Allowed : ☐	Online Catalog Creation Allowed : ☒
Past FY Allowed : ☐	Allow Budget Control Reduction : ☐
Offset Override Allowed : ☐	Allow Fund Balance Control Reduction : ☐
Soft Close Override Allowed : ☐	Allow Cash Balance Control Reduction : ☐
Hard Close Override Allowed : ☐	Override of BFY Staging Allowed : ☐
Inactive COA Codes Allowed : ☐	Change Closed Allowed : ☐
	Recurring Transaction Allowed : ☐
	Approval Override Allowed : ☒

TIN Number & Type for Miscellaneous Vendors :

Field Name	Field Description
Future Document [Doc] Date Allowed	If users and batch programs are to be allowed to enter document record dates that are greater than the Application Date, then this control should be set to Yes. The default is <i>No</i> . If set to <i>No</i> , no dates greater than the current can exist for the document code.
Past Document [Doc] Date Allowed	If users and batch programs are to be allowed to enter document record dates that are less than the Application Date, then this control should be set to Yes. The default is <i>No</i> . If set to <i>No</i> , no dates less than the current can exist for the document code.
Future Accounting Period [AcctgPrd] Allowed	If users and batch programs are to be allowed to enter accounting periods that are greater than the default accounting period for the Application Date as determined on the Calendar Date table, then this control should be set to Yes. The default is <i>No</i> . If set to <i>No</i> , no accounting periods greater than the current can exist for the document code.
Past Accounting Period [AcctgPrd] Allowed	If users and batch programs are to be allowed to enter accounting periods that are less than the default accounting period for the Application Date as determined on the Calendar Date table, then this control should be set to Yes. The default is <i>No</i> . If set to <i>No</i> , no accounting periods less than the current can exist for the document code. By checking this control, it will prohibit the entry of adjustment accounting periods in the prior year to be used on the document code.
Future Fiscal Year [FY]	If users and batch programs are to be allowed to enter fiscal years

Allowed	that are greater than the default fiscal year for the Application Date as determined on the Calendar Date table, then this control should be set to Yes. The default is No. If set to No, no fiscal year greater than the current can exist for the document code.
Past Fiscal Year [FY] Allowed	If users and batch programs are to be allowed to enter fiscal years that are less than the default fiscal year for the Application Date as determined on the Calendar Date table, then this control should be set to Yes. The default is No. If set to No, no fiscal year less than the current can exist for the document code.
Offset Override Allowed	If users are to be allowed the option of entering an offset balance sheet account (OBSA) on a document code instead of letting them default, then this control should be set to Yes. When set to Yes, a user will not have to enter the offset, but is given the option. If there is no default balance sheet available for the offset posting code of the event type used, then the user will certainly have to enter the OBSA. When set to No, which is the default, a user will be allowed to enter a value in the OBSA accounting line field.
Soft Close Override Allowed	If users with appropriate override authority should be allowed to override a soft closed accounting period or fiscal year error, then this option should be set to Yes. If set to No, which is the default, the soft close errors will be issued as reject errors without override ability.
Hard Close Override Allowed	If users with appropriate override authority should be allowed to override a hard closed accounting period or fiscal year error, then this option should be set to Yes. If set to No, which is the default, the hard close errors will be issued as reject errors without override ability.
Inactive Chart of Account [COA] Codes Allowed	COA element, sub element, and rollup codes marked as inactive on their respective reference tables result in an overrideable error message on documents when used. Only those users with appropriate override authority can apply overrides and use the code when this Inactive COA Codes Allowed flag is set to No. If set to Yes, then no error message will be issued. The default for the flag is No.
New Action Allowed	If new draft versions of a document code are allowed to be created, then this control should be set to Yes. If set to No, a new draft cannot be created. Only the document function of <i>New</i> is controlled by this flag in the creation of a new draft. Functions of <i>Modification</i> and <i>Cancellation</i> that create new modifications and new cancellations are not controlled by this flag. Other controls listed below govern those functions. The default for this flag is Yes. A user's security settings would be evaluated to see if creating the document code is allowed at the individual level as this DCTRL option is at the system level.

Modify Action Allowed	If a modification draft version of a document code is allowed to be created, then this control should be set to Yes. If set to No, a modification draft cannot be created. The default for this flag is Yes. Even if set to Yes, various document types will prevent a cancellation draft from being created with document-specific logic. The Journal Voucher and Fixed Asset document types are two such examples. A user's security settings would be evaluated to see if creating a modification draft of the document code is allowed at the individual level as this DCTRL option is at the system level.
Submit Action Allowed	If a document code should be allowed to be submitted online, this control should be set to Yes. If a batch job should only submit the document code, this control should be set to No. The default for this flag is Yes. A user's security settings would be evaluated to see if submitting the document code is allowed at the individual level as this DCTRL option is at the system level.
Cancellations Allowed	If cancellation draft version of a document code is allowed to be created, then this control should be set to Yes. If set to No, a cancellation draft cannot be created. The default for this flag is Yes. Even if set to Yes, various document types will prevent a cancellation draft from being created with document-specific logic. The Journal Voucher and Disbursement Reclassification document types are two such examples. A user's security settings would be evaluated to see if creating a cancellation draft of the document code is allowed at the individual level as this DCTRL option is at the system level.
Online Catalog Creation Allowed	When new, modification, or cancellation drafts of a document code should be allowed to be created online, this control should be set to Yes. If set to No, then new draft, modification, and cancellation versions of a document code can only be created by a batch program. The default for this flag is Yes. A user's security settings would be evaluated to see if the type of draft can be created at the individual level as this DCTRL option is at the system level.
Allow Budget Control Reduction	This control enables a document code the ability to have the Budget Control Reduction flag set to Yes on a document so that budget constraint errors issued will be reduced one level in severity (reject to override, override to warning, and warning remains warning). When set to Yes on the Document Control table, if the corresponding flag is set to Yes on a document then no error about the reduction ability will be issued. If set to No, which is the default, on the Document Control table but set to Yes on a document, an error will be issued that the ability is not allowed. The Journal Voucher (JV) and Payroll (PYRL) document types have the corresponding document flag.
Allow Fund Balance Control Reduction	This control enables a document code the ability to have the Fund Balance Control Reduction flag set to Yes on a document so that fund balance errors issued will be reduced one level in severity

	(reject to override, override to warning, and warning remains warning). When set to Yes on the Document Control table, if the corresponding flag is set to Yes on a document then no error about the reduction ability will be issued. If set to No, which is the default, on the Document Control table but set to Yes on a document, then an error will be issued that the ability is not allowed. The Journal Voucher (JV) and Payroll (PYRL) document types have the corresponding document flag.
Allow Cash Balance Control Reduction	This control enables a document code the ability to have the Cash Balance Control Reduction flag set to Yes on a document so that cash balance errors issued will be reduced one level in severity (reject to override, override to warning, and warning remains warning). When set to Yes on the Document Control table and if the corresponding flag is set to Yes on a document then no error about the reduction ability will be issued. If set to No, which is the default, on the Document Control table but set to Yes on a document, then an error will be issued that the ability is not allowed. The Journal Voucher (JV) and Payroll (PYRL) document types have the corresponding document flag.
Override of BFY Staging Allowed	If a Document Code should have the ability to override BFY Staging errors issued, then this control should be selected. When selected, the reject errors for document processing will be issued as overrideable so a user with the appropriate override authority can apply overrides and submit the document. If not selected, then the errors will be issued as rejected and the document will fail until it complies with BFY Staging. The default for the field is not selected. This control does not apply to any Journal Voucher Document Code that does not have an Event Type entered on the Line Group. In such a case, all BFY Staging edits are skipped.
Change Closed Allowed	If a document code should have the ability for a user to modify the chart of account values on an accounting line with a portion or all of that line closed, then this control should be set to Yes. If set to No, no chart of account element, sub element, or rollup values can be modified for an accounting line with a non-zero closed amount. The reason for this restriction is to prevent posting line generation for an accounting line where chart of account values are different on the posting line than on the current version of the accounting line. When restricted, the line amount must be modified down to the closed amount and a new accounting line entered. The default for the field is No.
Recurring Transaction Allowed	If a document code should have the ability to have Future Document Triggering records created, then this control should be set to Yes. If set to No, then a user will not be able to save a record on the Future Document Triggering table for the document code. The default for the field is No.
Approval Override	If a document code should have the ability to bypass approvals and

Allowed	workflow, then this control should be set to Yes, which is the default. If set to No, then the Bypass Approval action will not be allowed. A user's security settings would be evaluated to see if the action was allowed for the document code at the individual level as this DCTRL option is at the system level.
TIN Number & Type for Miscellaneous Vendors	A choice of three options: <i>Not Required</i>, <i>Overrideable</i>, <i>Required</i>, <i>Required for Reportable Funding Only</i>, and <i>Overrideable for Reporting Funding Only</i> exist to control taxpayer identification information entry on document types that request payments. The Payment Request (PR), Accounting Based Spending (ABS), and Manual Disbursement (MD) document types read this control. A miscellaneous vendor is a vendor/customer code that is marked as a Miscellaneous Account on the Vendor/Customer (VCUST) table. Reportable Funding is defined by an Object, Sub Object, BSA, or Sub BSA on an accounting line having a value set in the 1099 Income Code field on the respective reference table. When set to <i>Not Required</i>, TIN Number and Type are not required, but allowed, for a miscellaneous vendor. If the <i>Required</i>, then the TIN information is required. If <i>Overrideable</i>, then the TIN information is required, but an override can be applied in order to leave the information blank. The two similar options for <i>Reportable Funding Only</i> work the same if an Object, Sub Object, BSA, or Sub BSA is determined to be reportable.
Allow Miscellaneous Vendor	A choice of three options: <i>Required</i>, <i>Prohibited</i>, and <i>Optional</i>. A miscellaneous vendor is a vendor/customer code that is marked as <i>Miscellaneous Vendor</i> on the Vendor/Customer (VCUST) table. When set to <i>Required</i>, a miscellaneous vendor is required on the respective document code. If set to <i>Prohibited</i>, then a miscellaneous vendor is not allowed to be entered on the respective document code. If <i>Optional</i>, then a miscellaneous vendor can be entered on the respective document code.

Document Accounting Controls

The following list of tables provides additional accounting controls for documents.

- [Allowed Event Types for Document Type](#)
- [Allowed Event Types for Document Code](#)
- [Event Type Defaults](#)
- [AP Event Type Crosswalk](#)
- [MD Default Event Type](#)
- [DC Event Type Crosswalk](#)
- [Payroll Event Type Defaults](#)

Allowed Event Types for Document Type

Each document type in the application does not have the ability to use an event type. Each document type does not have the capability to process any event type in the application. In the Event Type Processor section earlier, details were given for each processor where it could be seen that certain information is needed in order to use some processors. One such example would be the event type for Acquiring a Fixed Asset. In order to process an accounting line with that event type, a document type would need a Fixed Asset Type and a Fixed Asset Classification. Thus the only document type where those values are available is the Fixed Asset document type. The Allowed Event Types for Document Type table is a 'capability' table because of these different data requirements for various event types.

Care should be exercised in what event types are allowed for a document type, so that users will not be presented with document processing errors that they can do nothing about.

Allowable Events Types for Document Type

The fields on the Allowed Event Types for Document Type (AETDT) table are as follows:

Field Name	Field Description
Document (Doc) Type	A required field for a valid document type as defined on the Document Type (DTYP) table.
Event Type	A required field for a valid event type as defined on the Event Type (ETYP) table.
Document (Doc) Type Short Name	The inferred short name of the selected Document Type as defined on the Document Type (DTYP) table.
Document (Doc) Category Short Name	The inferred short name of the document category associated with the selected Document Type value as defined on the Document Category (DCAT) table.
Event Type Short Name	The inferred short name of the selected Event Type value as defined on the Event Type (ETYP) table.

Allowed Event Types for Document Code

Where the Allowed Event Types for Document Type table was a 'capability' table that controlled what event types were allowed for a document type, the Allowed Event Types for Document Code table is an 'ability' table. Here the event types available for the document type of a document code can be reduced to only those that the document code can use. Setup on this table can provide a document code capable of many event types down to a document code that is allowed to perform only one event type.

The table also serves to identify the default event type for a document code that will be defaulted if no other table exists to provide a different event type. Such tables are discussed following this one.

Allowable Event Types for Document Code

[Menu](#) [Quick Search](#)

Doc Type	Doc Type Short Name	Doc Code	Doc Code Short Name	Event Type	Event Type Short Name
✓					

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

Doc Type : Doc Type Short Name :

Doc Code : Doc Category Short Name :

Event Type : Doc Code Short Name :

Event Type Short Name :

Default Event Type : ☐

The fields on the Allowed Event Types for Document Code (AETDC) table are as follows:

Field Name	Field Description
Document (Doc) Type	A required field for a valid document type as defined on the Document Type (DTYP) table.
Document (Doc) Code	A required field for a valid document code as defined on the Document Control (DCTRL) table. The value entered for the Document Type must be the one associated with this document code on DCTRL. Wildcard values such as <i>ALL</i> are not allowed for this field.
Event Type	A required field for a valid event type as defined on the Event Type (ETYP) table. Only those event types defined to the selected document type on the Allowed Event Types for Document Type table will be allowed.
Default Event Type	A flag to indicate that an event type should be the default for the document code if no other table supplies a default first. Only one event type within a document code can be marked as the default and a default event type is not a requirement for a document code. When a document code does not have an event type used more often than others, it should not have a default. When an AETDC record is saved with this flag set to Yes, the event type ID is pushed to the DCTRL table where it can be seen in the

	protected Default (Def) Event Type field.
Document (Doc) Type Short Name	The inferred short name of the selected Document Type as defined on the Document Type (DTYP) table.
Document (Doc) Category Short Name	The inferred short name of the document category associated with the selected Document Type value as defined on the Document Category (DCAT) table.
Document (Doc) Code Short Name	The inferred short name of the selected Document Code value as defined on the Document Control (DCTRL) table.
Event Type Short Name	The inferred short name of the selected Event Type value as defined on the Event Type (ETYP) table.

Event Type Defaults

This page allows users to determine an event type default for certain referencing document types based on one or more criteria. This table is used to default an event type before the Document Control table is used and only the five document types listed below use the specialized default table.

For the Accounts Receivable document types - Cash Receipt (CR), Referral to Collection Agency (CL), and Write Off (WO) - the Doc Type and Ref Event Type fields are used. Setup for the WO document, in particular, determines the write off method used. The appropriate event type for the Direct or Allowance method of write off should be entered for the WO for each referenced event type of Receivable activity. For revenue documents, the inference of the default event type on a referencing accounting line is a 'powerful' one in that any manually entered value other than the default will be replaced with the default to ensure the correct event type is used.

For the Internal Exchange (IET) document type, this table is used in the transfer of intercepted cash to the holder of the outstanding receivable. Each of the four determinates - Doc Type, Ref Event Type, Same Bank, and Same Fund & Sub Fund - are used. For the Internal Exchange document, this table only defaults an event type to the accounting line when the event type field there is blank and a reference is made. The inference is not a 'powerful' one as with the revenue documents. Other variants of the IET do not use the table. Only those with a Document Sub Type of *IT* use the table for a default. Others populate the event type on the accounting line (second party accounting) with the value on the parent vendor line (exchange details).

The Universal Requester document type uses this table when creating Requisition (RQ), Stock Requisition (SRQ), or Purchase Order (PO) documents types. Only the Doc Type and Ref Event Type fields are used to determine an event type for the generated document. This document type uses the table to default an event type on the document generated from the UR. That event type can later be changed on the generated document before version one is accepted.

Event Type Defaults

The screenshot displays the 'Event Type Defaults' table interface. It features a table with the following columns: 'Doc Type', 'Ref Event Type', 'Name', 'Doc Event Type', 'Name', 'Same Bank', and 'Same Fund & Sub Fund'. The first row is highlighted in yellow and contains a checkmark in the first column, followed by empty input fields for the next three columns, and 'N/A' for the last two columns. Above the table, there are links for 'Menu' and 'Quick Search'. Below the table, there are navigation buttons: 'First', 'Prev', 'Next', and 'Last'. At the very bottom, there are links for 'Save', 'Undo', 'Delete', 'Insert', 'Copy', 'Paste', and a 'Search' button.

The fields on the Event Type Defaults (ETDFLT) table are as follows:

Field Name	Field Description
Document (Doc) Type	A required field for a valid document type as defined on the Document Type (DTYP) table.
Referenced (Ref) Event Type	A required field for a valid event type as defined on the Event Type (ETYP) table. The value in this field is compared to that of the referenced accounting line, when a reference is made.
Name	The inferred name of the selected Referenced Event Type as defined on the Event Type (ETYP) table.
Document (Doc) Event Type	A required field for a valid event type as defined on the Event Type (ETYP) table. The value in this field will be the one defaulted to the referencing accounting line.
Name	The inferred name of the selected Referenced Event Type as defined on the Event Type (ETYP) table.

AP Event Type Crosswalk

Both disbursement document types, the Automatic (AD) and Manual (MD) Disbursement, use this event type default source to determine the correct event type to be used on the disbursement based on the request for payment and several other disbursement options. AD document codes will always use the table in the AD Chain batch job to determine an event type. MD document codes will use the table to infer and control what event type is allowed when that document is referencing another. When there is not a reference, the MD Event Type Crosswalk table is used.

This table is delivered with records to control event type defaulting for all available Disbursement Options: *Checks/EFT*, *Standard Warrant*, *Standard Warrant/EFT*, *Clearing Fund Warrant*, and *Clearing Fund Warrant/EFT*. As an implementation will only use one of these five, many delivered records on this table will not be used. The addition of new records on this table will have to occur when a new event type is defined that can request a disbursement. When that is the case, only a record for the Disbursement Option used will have to be added.

AP Event Type Cross Walk

AP Event Type Cross Walk

Referencing Document Type | Referenced Document Event Type ID | Disbursement Option | Default Event Type ID | Disbursement Type | Check / EFT Number | Check / EFT Status

Full Page | Next | Last

Save | Hide | Isolate | Used | Data | Edit | Search

Referencing Document Type:

Referenced Document Event Type ID:

Referenced Document Event Type Name:

Disbursement Option:

Default Event Type ID:

Default Event Type Name:

Disbursement Type:

Check / EFT Number:

Check / EFT Status:

The fields on the AP Event Type Crosswalk (ATEVXW) table are as follows:

Field Name	Field Description
Referencing Document Type	A required field for a valid document type as defined on the Document Type (DTYP) table. Values will either be AD or MD.
Referenced Document Event Type ID	A required field for a valid event type as defined on the Event Type (ETYP) table. The value in this field is compared to that of the referenced accounting line.
Referenced Document Event Type Name	The inferred name of the selected Referenced Document Event Type ID as defined on the Event Type (ETYP) table.
Disbursement Option	A required field that will default to the Disbursement Option chosen on the Expense tab of the System Options (SOPT) table for the default fiscal year of the Application Date. Valid choices are: <i>Checks/EFT</i> , <i>Standard Warrant</i> , <i>Standard Warrant/EFT</i> , <i>Clearing Fund Warrant</i> , and <i>Clearing Fund Warrant/EFT</i> ; however, edits exist to prohibit setting up or changing records for disbursement options that are not being used for the current fiscal year.
Default Event Type ID	A required field for a valid event type as defined on the Event Type (ETYP) table. The value in this field is defaulted to the disbursement document. A manually entered value must be valid for the Referencing Document Type on the Allowed Event Types for Document Type (AETDT) table.
Default Event Type Name	The inferred name of the selected Default Event Type ID as defined on the Event Type (ETYP) table.
Disbursement Type	A required field with four valid values: <i>Check</i> , <i>Warrant</i> , <i>Remittance Advice</i> , and <i>EFT</i> . There is no default value for this field. In the case that the Disbursement Option used for an implementation is one of the types that combines EFT with

	another method, two records will exist on APEVXW for a Referenced Event Type ID because there will have to be one for the Disbursement Type of <i>EFT</i> and another for <i>Check</i> or <i>Warrant</i> .
Check/EFT Number	A required field storing the value to determine if a real Check/EFT Number or a blank Check/EFT Number is used at the time the disbursement document is created. When numbers are not determined within AMS Advantage Financial but with an external disbursement system, this flag should be set to <i>No</i> .
Check/EFT Status	This required field indicates the status a disbursement document will post to the Check Reconciliation table. Valid values are: <i>Disbursed, Warranted, Paid, Cancelled, Stale Dated, Void, Escheat, and Renumbered</i> . There is no default. With the <i>Check</i> or <i>Check/EFT</i> disbursement model, this field should be set to <i>Disbursed</i> . When using the <i>Standard Warrant, Standard Warrant/EFT, Clearing Fund Warrant, or Clearing Fund Warrant/EFT</i> model, this field should be set to <i>Warranted</i> . The other choices should not be selected, as they exist in the listing because the same field exists on the Check Reconciliation table.

MD Default Event Type

The Manual Disbursement (MD) document type uses this table when there is no reference on the accounting line to determine what event types are allowed based on the Disbursement Option chosen for the application. The Document Control (DCTRL) table can provide a single default, but this specialty table ensures that the DCTRL default will perform the Disbursement Option chosen. Additionally, there may be one default event type for the MD document type that is used on the majority of accounting lines, but there are many other event types allowed for the various MD document codes. To ensure the proper event type is chosen, this table compares manually entered event types it to see if they match the Disbursement Option.

Another feature of the table is to provide the MD document with information on whether or not it should automatically generate and assign a **Check Number** on the header of the document, given that the **Adjustment Flag** on the header is not also set to Yes.

This table is delivered with records to control event types for all available Disbursement Options: *Checks/EFT, Standard Warrant, Standard Warrant/EFT, Clearing Fund Warrant, and Clearing Fund Warrant/EFT*. As an implementation will only use one of these five, many delivered records on this table will not be used. The addition of new records on this table will have to occur when a new event type is defined for the MD that does not require a referenced document. When that is the case, only a record for the Disbursement Option used on the Expense tab of the System Options (SOPT) for the current fiscal year will have to be added.

MD Default Event Type

Make Quick Search

Referencing Document Type	Disbursement Option	Default Event Type	Disbursement Type	Check / EFT Number	Check / EFT Status
					false

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

Referencing Document Type:

Disbursement Option:

Default Event Type:

Disbursement Type:

Check / EFT Number: ☐

Check / EFT Status:

The fields on the MD Default Event Type (MDDFEV) table are as follows:

Field Name	Field Description
Referencing Document Type	A required field for a valid document type as defined on the Document Type (DTYP) table. MD is the only valid value at this time.
Disbursement Option	A required field that specifies a Disbursement Option. Valid choices are: <i>Checks/EFT</i> , <i>Standard Warrant</i> , <i>Standard Warrant/EFT</i> , <i>Clearing Fund Warrant</i> , and <i>Clearing Fund Warrant/EFT</i> ; however, edits exist to prohibit setting up or changing records for disbursement options that are not being used for the current fiscal year.
Default Event Type ID	A required field for a valid event type as defined on the Event Type (ETYP) table. The value in this field is defaulted to the disbursement document. A manually entered value must be valid for the MD on the Allowed Event Types for Document Type (AETDT) table.
Default Event Type Name	The inferred name of the selected Default Event Type ID as defined on the Event Type (ETYP) table. A label is not shown for the field.
Disbursement Type	A required field with four valid values: <i>Check</i> , <i>Warrant</i> , <i>Remittance Advice</i> , and <i>EFT</i> . There is no default value for this field. Only values of <i>Check</i> or <i>Warrant</i> are relevant to Manual Disbursements.
Check/EFT Number	A required field storing the value to determine if a real Check/EFT Number or a blank Check/EFT Number will be populated on the document header if the header is not marked as an Adjustment. When numbers are not determined within AMS Advantage Financial but with an external disbursement system, this flag

	should be set to <i>No</i> .
Check/EFT Status	This required field indicates the status a disbursement document will post to the Check Reconciliation table. Valid values are: <i>Disbursed, Warranted, Paid, Cancelled, Stale Dated, Void, Escheat, and Renumbered</i> . There is no default. With the <i>Check or Check/EFT</i> disbursement model, this field should be set to <i>Disbursed</i> . When using the <i>Standard Warrant, Standard Warrant/EFT, Clearing Fund Warrant, or Clearing Fund Warrant/EFT</i> model, this field should be set to <i>Warranted</i> . The other choices should not be selected, as they exist in the listing because the same field exists on the Check Reconciliation table.

DC Event Type Cross Walk

The Disbursement Reclassification (DC) document type uses this table to determine the appropriate event type based on the type of reclassification (cancellation type) and the event type used on the referenced disbursement. The Document Control (DCTRL) table can provide a single default, but this specialty table ensures that the DCTRL default will perform the Cancellation Type chosen for the Referenced Event Type. Additionally, there may be one default event type for the MD document type that is used on the majority of accounting lines, but there are many other event types allowed for the various DC document codes. To ensure the proper event type is chosen, this table compares manually entered event types to see if they match the Cancellation Type and Referenced Event Type.

This table is delivered with records to control event types for all available Cancellation Types: *Warrant Reconciliation, Stale, Escheat, and Cancel*. As an implementation may only use a subset of these four, many delivered records on this table will not be used. The addition of new records on this table will have to occur when a new event type is defined for the AD or MD document types. When that is the case, only a record or records for the Cancellation Types used will have to be added.

DC Event Type Cross Walk

The screenshot shows the 'DC Event Type Cross Walk' interface. At the top, there's a header bar with 'Cancellation Type', 'Event Type', and 'Referenced Event Type'. Below this is a table with a yellow header row. Navigation buttons 'First', 'Prev', 'Next', and 'Last' are visible. A toolbar contains 'Save', 'Undo', 'Delete', 'Insert', 'Copy', 'Paste', and 'Search'. Below the toolbar are three input fields: 'Referenced Event Type', 'Cancellation Type', and 'Event Type', each with a search icon.

The fields on the DC Event Type Cross Walk (DCXWLK) table are as follows:

Field Name	Field Description
Referenced Event Type	A required field for a valid event type as defined on the Event Type (ETYP) table. The value in this field is compared to that of

	the referenced accounting line.
Cancellation Type	A required choice of one of four cancellation, or reclassification, types: <i>Warrant Reconciliation</i> , <i>Stale</i> , <i>Escheat</i> , and <i>Cancel</i> . An event type is established for each of these choices as they have very different accounting entries.
Event Type	A required field for a valid event type as defined on the Event Type (ETYP) table. The value in this field is defaulted to the Disbursement Reclassification. A manually entered value must be valid for the DC on the Allowed Event Types for Document Type (AETDT) table.

Payroll Event Type Defaults

Many document codes in the Payroll (PYRL) document type use this table to determine the appropriate event type based on the document code created by the payroll interface and several other payroll options. Those document codes that can only perform one event type do not use this specialty table, but rather rely on the Default Event Type field on the Document Control (DCTRL) table. The default from the Payroll Event Type Defaults will only happen when the event type field is not populated on the payroll document accounting line and the determining factors match a default record. If no match, then no event type will default from this table (the document will then reject unless the Default Event Type field on the Document Control table supplied an event type). If an event type already exists on the PYRL accounting line, then no defaulting or editing will occur from the Payroll Event Type Defaults table. This table does not function as a combination validation table, which will allow the selection of a different event type on the payroll document from that of the matching table record. However, this event is very uncommon given the security in place to ensure financial records match HR records which will prevent many users from having edit, modify, or cancel access to the payroll document codes.

Records are delivered on the Payroll Event Type Defaults table to support the payroll accounting entries necessary from AMS Advantage HR. Any single implementation will not likely use all records on this table. New records added on client site is not a common occurrence unless modifications have been done to Financial, HR, and the interface program (Payroll Accounting Management - PAM).

Payroll Event Type Defaults

[Menu](#) [Quick Search](#)

PAM Line Type	Fringe	Cash	Clearing Fund Used	Internal/External Type	Document Code	Event Type
✓	false	false	false			

First Prev Next Last

[Save](#)
[Undo](#)
[Delete](#)
[Insert](#)
[Copy](#)
[Paste](#)
[Search](#)

PAM Line Type:

Fringe: ☐

Cash: ☐

Clearing Fund Used: ☐

Internal/External Type:

Document Code:

Event Type:

The fields on the Payroll Event Type Defaults (PYRLETD) table are as follows:

Field Name	Field Description
PAM Line Type	A required field for one of these valid choices: <i>Cancellation</i>, <i>Expenditure</i>, <i>Refund</i>, <i>Liability</i>, <i>Net Pay</i>, <i>Payout from Reserve</i>, <i>Reserve Pay</i>, and <i>Cross Year Cancellation</i>. All seven choices can be used for any document code on the PYRLETD table, but many will not lead to any defaulting of event type as PAM records only certain types of payroll activity on certain document codes. The PYRLETD table is delivered with all values populated by PAM for each document code. The following is a list of what each line type means in accounting terms and the document or documents used to record the type. The document codes mentioned are only the delivered ones that can change, but if changed the Document Sub type should equal the value shown. • <u>Expenditure</u>: A line type used to record many expenditures, both accrued and cash, for payroll activity. Gross pay is accrued on the Payroll Expenditure (PREXP) with the line type. Fringe costs that are internally funded or external ones to be recorded to the Payroll Clearing Fund are recorded with this line type on the PREXP document for the employee's fund as a cash expenditure. External fringe costs that are not recorded under the Payroll Clearing Fund will use this line type when being recorded on the Payroll Vendor Payment Request (PRLVP) document. Finally, on the paycheck date, the total amount of gross pay is moved from an accrued state to a cash expenditure on the Payroll Net Pay (PRLNP) document with this line type. • <u>Refund</u>: This line type is not currently being used by the Advantage HR to Financial interface. • <u>Liability</u>: A line type used to record all deduction and some fringe liabilities on the Payroll Liability (PRLIA), Vendor Payment Request (PRLVP) and Internal (PRLID) documents. External deductions or fringe to be recorded in the employee's fund or in the Payroll Clearing Fund, but no automatic payment requested will use this line type on the PRLIA. External deductions where a payment is requested, either out of the employee's or Payroll Clearing Fund will use the PRLIA first and then the PRLVP document with this line type. External fringe costs recorded to the Payroll Clearing Fund with an automatic payment request use the PRLIA first and then the PRLVP document with this line type. An automatic request for payment of an external fringe from the employee's fund will use the <i>Expenditure</i> line type. • <u>Net Pay</u>: A line type used two times. The first is on the Payroll Liability (PRLIA) document to record the net pay liability as of the payroll run date. The second is on the

	Payroll Net Pay (PRLNP) document to remove the liability and credit cash on the paycheck date. • <u>Reserve Pay</u>: A line type used when certain types of employees accrue payroll costs in early pay periods so that funds will exist to pay them in later pay periods. In a given pay period when the accruing is taking place, a Payroll Expenditure (PREXP) document will record the amount of gross pay for that pay period plus a portion for the reserve periods. A Payroll Liability (PRLIA) document will then use this line type to move that amount of reserve from a generic payroll liability account into a reserve pay liability account. • <u>Payout from Reserve</u>: A line type that is used in conjunction with the <i>Reserve Pay</i> line type. After pay has accrued for the early pay periods, time will come to use those reserves in later periods. This line type is used on the Payroll Liability (PRLIA) document with a negative line amount so that the reserve liability account is reduced and the generic payroll liability account is increased. • <u>Cancellation</u>: A line type used on the Payroll Expenditure Correction (PREXC) when a correction for payroll expenditures is being only performed in Financial and not through HR. When expenditures are cancelled in the same year recorded, it is appropriate to credit <i>Cash Expenditures</i>. When not corrected in the same year, this is not appropriate and the Cross Year Cancellation PAM Line Type is to be used so that the accounting treatment will be different. • <u>Cross year Cancellation</u>: A line type used on the Payroll Expenditure Correction (PREXC) when a correction for payroll expenditures is being only performed in Financial and not through HR. When expenditures are cancelled in a year other than originally recorded, it is not appropriate to credit cash expenditures. Several event type choices exist for these cross year cancellations where a liability account, equity account, or revenue is updated instead. If one of these types is to be the standard for such cancellations, a Payroll Event Type Default is usually established to default that choice of event type when the PAM Line Type is chosen. If the choice is not always consistent, there would likely not be a default and users would choose the appropriate event type.
Fringe	The Fringe flag on the accounting line of the Payroll document type will be set to Yes by the Payroll Account Management or other interface, indicating that the accounting line is for a fringe cost. Interfaces will set it to <i>NO</i> for other types of payroll costs. Whether the flag is set to Yes or No on the accounting line, the application requires a matching PYRLETD record to default the correct event type. Records for deductions and fringe costs on the Payroll Event Type Defaults table often only differ on this single field for a Document Code, PAM Line Type, and Internal/External Type. Postings are driven not by the flag, but by

	the event type associated with the flag, so accurate data setup on the PYRLETD is critical.
Cash	The Cash flag on the accounting line of the Payroll document type will be set to Yes by the Payroll Account Management or other interface, indicating that the two-party accounting should use cash as an offset. If set to No, then offsets will be created using the clearing accounts - Due To and Due From Fund. Whether the flag is set to Yes or No on the accounting line, the application requires a matching PYRLETD record to default the correct event type. Postings are driven not by the flag, but by the event type associated with the flag, so accurate data setup on the PYRLETD is critical.
Clearing Fund Used	Unlike the Fringe and Cash flags, the Payroll document type does not contain a Clearing Fund flag, but rather contains fields for a Clearing Fund and Sub Fund. One or both of these fields are populated when HR is setup to record a certain type of payroll cost through a clearing fund. Matching to the PYRLETD table is based on the Clearing Fund field. When it is populated, the table match for a selected Clearing Fund Used flag has to be found. When not populated, the table match must have the Clearing Fund Used flag not selected. Records with the Clearing Fund Used flag checked will resemble other Payroll Event Type Defaults table records with that flag as the only difference. It is not the flag or the population of the Payroll Clearing Fund value that drives the postings but the event type set to default that will contain postings for the employee's fund as well as the clearing fund, so accurate data setup on the PYRLETD table is critical.
Internal/External Type	A required field on the accounting line of the Payroll document that is set by the Payroll Account Management or other interface to one of six choices based on HR setup that determines if the deduction or fringe liability is owed to an external vendor or is internally funded. The value of <i>External</i> is used when a request to an external vendor is automatically made with a Payroll Vendor Payment Request (PRLVP). The same value is also used when the liability is recorded into the employee's fund or the Payroll Clearing Fund with a Payroll Liability (PRLIA) document and left for a later manual request for payment. Values of <i>Inter Fund Revenue</i>, <i>Intra Fund Revenue</i>, <i>Inter Fund Expenditure</i>, <i>Intra Fund Expenditure</i>, or <i>Liabilities Only</i> are used when the deduction or fringe is funded internally by another entity on the same AMS Advantage Financial application. The terms Inter and Intra are used to signify that the Fund/Sub Fund value for the employee is different or the same for the internal source, respectively. When funds are different, it is common to use a default event type that uses clearing accounts instead of cash as the offsets. However, if both funds involved the use of the same bank account, then an event type that offsets with cash can be used. If the funds are the same, it is common to use cash as the offset for both parties, or to use no offsets. To use cash as an offset, but have different banks would require a transfer of cash

	between actual banks. Minus the Inter and Intra concepts, there are three ways to fund internal deductions or fringe. In each case, the non-offset entry is the same for the employee's fund - reduction in the generic payroll liability account. For the internal fund, the non-offset can either be to a revenue account, a reduction to an expenditure account, or the establishment of a specific liability account. Postings are not dependent on the Internal/External Type values found on the PYRL document, but rather on the default event type established on the PYRLETD table matching the settings of the accounting line. For this reason, setup of the PYRLETD table is critical to achieve the desired results.
Document Code	A required field to specify one of the document codes for the Payroll (PYRL) document type from the Document Control (DCTRL) table. Document codes for the PYRL document type are only allowed to be specified.
Event Type	A required field for a default event type as defined on the Event Type (ETYP) table. Any event type associated with a document code must be valid for that document code on the Allowed Event Types for Document Code (AETDC) table. The value in this field is defaulted to a payroll document when that document does not contain an event type.

Miscellaneous Document Controls

The following list of tables provides additional accounting controls for documents.

- [Procurement Document Controls](#)
- [Allowed Accounting Periods for Document Code](#)
- [Document Allowable References](#)
- [Document Copy Forward Control](#)
- [Tolerances](#)
- [Automatic Document Numbering](#)

Procurement Document Controls

Document types and their document codes in the Procurement (PROC) document category use the Procurement Document Control (PRDOC) table in addition to the Document Control (DCTRL) table. Many fields that exist only on commodity-based procurement documents are represented in the different sections of the PRDOC table. The table will not prevent the addition of records for non-commodity documents, but such records will never be used by the application as logic to read the controls on this table reside in only certain document types or in common routines shared by only commodity-based documents. Please refer to the *AMS Advantage Procurement User Guide* for more information on this table and its use.

Allowed Accounting Periods for Document Code

To support the Time Restriction choices of *Limited by Accounting Periods* or *Limited by Both* on the Document Control (DCTRL) table, the Allowable Accounting Periods for Document Code allows the definition of what accounting periods can be used on what document codes. The entry of document codes that are not controlled by either of those time restrictions is not prohibited, but such entries will not be used by the application unless the time restriction setting is changed.

This table is a method to control accounting activity at a level different than that of Budget Fiscal Year Staging. While the date ranges of stages defined to a budget year often coincide with accounting period definitions, if the Document Control table allows for the entry of future and past accounting periods on a document code, then BFY Staging will only be controlling the activity by Document Record Date. The Allowed Accounting Periods table would then provide control. For example, if for a period of 30 days after the end of a BFY, cash receipts can be entered that have the fiscal and budget fiscal years set back to the year that just ended. The accounting period entered on such a cash receipt would also be in the prior year. If adjustment accounting periods exist that should not contain revenue receipts such as periods 14 and 15, the Allowable Accounting Periods table should not contain entries for those and the cash receipt. Users would then be forced to choose 13 or any earlier accounting period still open for activity.

The application is delivered with document codes allowable in accounting periods 1 to 13, with only the suggested document code for annual closing (JVAC) as allowed in periods 0 and 99. No other document codes should be allowed in these periods as they should contain only entries from an annual close. Reporting is simplified if this delivered setup is maintained.

When editing this table, it is the accounting period found on the accounting line that is used. The accounting period on the header is a means of data entry and is not edited because accounting activity is not necessarily being recorded in that period. Because the accounting line is used for the edit, those documents without accounting lines do not have this control.

Allowable Accounting Periods for Document Code

The screenshot shows a web-based interface for the 'Allowable Accounting Periods for Document Code' table. At the top, there's a header bar with the table name and a 'Menu Quick Search' link. Below this is a table with four columns: 'Document Code', 'Document Code Name', 'Fiscal Year', and 'Fiscal Period'. A yellow row is visible under the 'Document Code' column. Below the table, there are navigation buttons: 'First', 'Prev', 'Next', and 'Last'. Further down, there are action buttons: 'Save', 'Undo', 'Delete', 'Insert', 'Copy', 'Paste', and 'Search'. At the bottom, there are three search filters: '*Document Code:', '*Fiscal Year:', and '*Fiscal Period:', each followed by a dropdown arrow icon.

The fields on the Allowed Accounting Periods for Document Code (AAPDC) table are as follows:

Field Name	Field Description
Document Code	Each record on AAPDC requires the entry of a document code defined on the Document Control table.
Fiscal Year	For complete identification of an accounting period, a fiscal year is required. Values entered must be valid on the Fiscal Year table.

Accounting Period	Each accounting period that a document code <u>should be</u> allowed to use will be entered in this field. Values entered must be valid on the Accounting Period table with the Fiscal Year also entered.

Document Allowable References

To control combinations of the referencing document code and the referenced document code, the Document Allowable References table is provided. All types of references edit against this table: *Partial*, *Final*, *Memo*, and *Inverse*.

Wildcard values for the referencing document code (Doc Code) and the referenced document code (Reference Code) are supported to allow definition at the document type level. A value of ALL is used in such a case. Wildcard availability means that the application will try to find a record with an exact match first, and if found, then that record is used. If no exact match is found then an attempt will be made to find a wildcard entry.

Entries added to this table do not guarantee that a reference can be made between two documents. Certain document types have edits in place that will not allow this. For example, commodity-based documents do not allow references to non-commodity documents.

Document Allowable References

The screenshot shows the 'Document Allowable References' table interface. At the top, there's a menu bar with 'Menu', 'Quick', and 'Search' options. Below it is a toolbar with 'Save', 'Undo', 'Delete', 'Insert', 'Copy', 'Paste', and 'Search' buttons. The table itself has four columns: 'Doc Type', 'Doc Code', 'Reference Type', and 'Reference Code'. Below the table, there's a 'Details' section with four rows of input fields, each with a dropdown arrow: '*Doc Type', 'Doc Type Short Name', '*Doc Code', 'Doc Code Short Name', '*Reference Type', 'Reference Type Short Name', '*Reference Code', and 'Reference Code Short Name'.

The fields on the Document Allowable References (DARF) table are as follows:

Field Name	Field Description
Doc Type (Referencing Document Type)	Each record on DARF requires the entry of a referencing document type defined on the Document Type table.
Doc Type Short Name	The short name of the selected referencing document type is inferred from the Document Type table and displayed for informational purposes.

Doc Code (Referencing Document Code)	Each record on DARF requires the entry of a referencing document code defined on the Document Control table. A wildcard of <i>ALL</i> is allowed to indicate all document codes for the Referencing Document Type.
Doc Code Short Name	The short name of the selected referencing document code is inferred from the Document Control table and displayed for informational purposes.
Reference Type (Referenced Document Type)	Each record on DARF requires the entry of a referenced document type defined on the Document Type table.
Reference Type Short Name	The short name of the selected referenced document type is inferred from the Document Type table and displayed for informational purposes.
Reference Code (Referenced Document Code)	Each record on DARF requires the entry of a referenced document code defined on the Document Control table. A wildcard of <i>ALL</i> is allowed to indicate all document codes for the Referencing Document Type.
Reference Code Short Name	The short name of the selected referenced document code is inferred from the Document Control table and displayed for informational purposes.

Document Copy Forward Control

To control which document codes can be copied forward into a new document for referencing, the Document Copy Forward Control table is provided. Entries added to this table do not guarantee that a reference can be made between two documents. The Document Allowable References table controls the referencing ability. This Copy Forward Control table connects a document sub action, defining which fields copy forward and which do not, with two document codes and a description.

The document sub actions used on this table are controlled through security on the Access Control page in the Administration application. A specific action is determined when a user selects the Copy Forward command found at the bottom of all documents. The Copy Forward window opens to display the various target document codes available for the source document on which the Copy Forward action was taken. Please refer to the following information for more help on the Copy Forward Feature - "Creating A New Document From an Existing Document (Copy Forward)" section, located in the *AMS Advantage Financial Documents User Guide*.

Document Copy Forward Control

[Menu](#)

Sub action Code	Source Doc Type	Source Doc Code	Target Doc Type	Target Doc Code
✓				

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Sub action Code :
 Target Doc Code :

Source Doc Type :
 Description :

Target Doc Type :

Source Doc Code :

The fields on the Document Copy Forward Control (DCFCTL) table are as follows:

Field Name	Field Description
Sub Action	Each copy forward entry requires that a Sub Action be entered to direct the application in terms of what to copy forward along with any settings that should be automatically made on the target document.
Source Doc Type (Referenced Document Type)	Each record on DCFCTL requires the entry of a referenced document type defined on the Document Type table. This document type is the one where the Copy Forward action is taken, thus the term 'source' is used.
Target Doc Type (Referencing Document Type)	Each record on DCFCTL requires the entry of a referencing document type defined on the Document Type table. This document type is the one created by the Copy Forward, thus the term 'target' is used.
Source Doc Code (Referenced Document Code)	Each record on DCFCTL requires the entry of a referenced document code defined on the Document Control table. This document code is the one where the Copy Forward action is taken, thus the term 'source' is used.
Target Doc Code (Referencing Document Code)	Each record on DCFCTL requires the entry of a referencing document code defined on the Document Control table. This document code is the one created by the Copy Forward, thus the term 'target' is used.
Description	Each copy forward entry can have an optional description entered of up to 30 characters to provide end users with assistance in determining the proper Target Document Code.

Tolerances

Tolerances are used to ensure that the amount of total referenced activity against a referenced accounting line does not violate defined limits for overages or underages. Spending and revenue transactions in particular can have various rules concerning how the line amounts can differ between the referencing documents and the referenced documents.

Tolerances can be defined at several levels, with sites choosing which level or levels best meet their needs. When tolerances exist, they are invoked when the referencing accounting line contains a reference type of *Final* only. Keep in mind that the application will change from a *Partial* reference type to *Final* automatically when it finds that the referencing line will close the referenced line. All applicable tolerances will be evaluated so a document must pass all with the single exception of a fund tolerance overriding a system wide tolerance.

AMS Advantage Financial allows you to establish tolerances at the following levels:

- System-wide, as defined on the System Tolerance (STOL) table
- Document code, as defined on the Document Tolerance (DTOL) table
- Fund code, as defined on the Fund Tolerance (FTOL) table

Tolerances can be defined in terms of either a percentage and/or fixed amount for underage and/or overages at all three levels. If one of the six tolerance fields is left blank, the system defaults to zero. Then when the system evaluates tolerances on a transaction this zero is interpreted as 'skip this edit-tolerances do not apply'. If your intention is to apply the strictest tolerances possible, that is, you cannot overspend against this reference, set the **Reject Amount** field (either Overage or Underage) to one (0.01) cent. When you want to indicate tolerances do not apply, that is, you can overspend, set the field to zeros (0.00).

Any combination of the following fields can be used to define a tolerance with the exception that if an Accept and a Reject Amount rule (overages as well as underages) is specified the corresponding Reject Percentage must be defined and not left as 0.0000%.

Tolerance amounts are also evaluated in an 'equals to' operand in addition to the 'less than' or 'greater than' operand of the specific field. For this reason, if a whole dollar amount needs to be the tolerance amount, implementation may require that the amount be entered with 1 penny more or 1 penny less. Examples later will demonstrate this setup.

Tolerances from these three tables are independent of tolerances defined on the commodity line of the Purchase Order document and on the Procurement Document Control table. Those tolerances control referencing at the commodity line level where the STOL, DTOL, and FTOL tables control referencing at the accounting line.

Accounts Receivable documents have special 'Short Final' logic that is only invoked when a reference is made to a receivable document and not an individual receivable line or customer account.

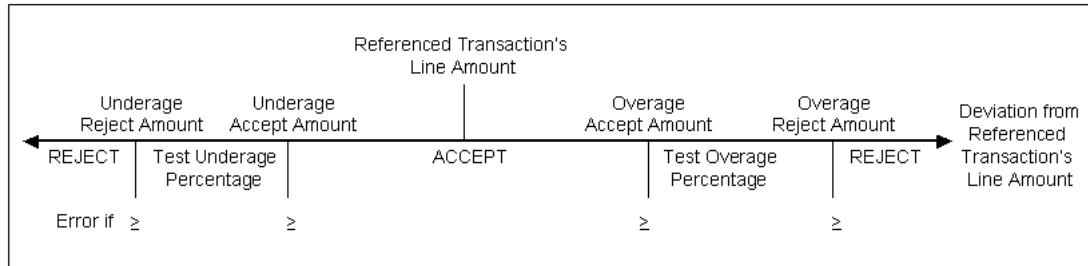
The Tolerances section is divided into the following sections:

- Types of Tolerances

Field Name	Field Description
Accept Overage Amount	The amount up to which a referencing document's accounting line can exceed the referenced document's accounting line without

	invoking the tolerance control. Differences equal to or above the Accept Overage Amount might result in the invocation of a tolerance control or further tolerance testing if either a Reject Overage Percentage or Reject Overage Amount is defined. Use of the Accept Overage Amount is to define a dollar amount that is over 'but close enough' not to cause rejection of the referencing document. The amount cannot be negative and cannot be greater than the Reject Overage Amount. A \$10 Accept Overage on a Payment Request reference to a Purchase Order would be an example of such a tolerance. Such an amount should be applicable in most instances, except when a referenced accounting line is for a high dollar amount. Then if the Purchase Order is \$100,000 and over-referenced by \$25, a Reject Percentage should be available to evaluate such a reference, unless it is a hard and fast rule that \$10 over is the limit.
Reject Overage Percentage	The percentage used to calculate the difference between the referencing and referenced accounting lines not by dollars but by a percentage over the referenced document line. Differences below the reject overage percentage might result in the invocation of a tolerance control if a Reject Overage Amount is defined and exceeded. Otherwise, if less than the percentage calculation then there is no tolerance violation, but if equal to or greater than the percentage calculation it will result in an error. Use of the Reject Overage Percentage is to define a percentage is over 'but close enough' not to cause rejection of the referencing document. That percentage cannot be negative. Use of such a control can be used with or in substitute of the \$10 Accept Overage Amount described in the earlier field. When used in conjunction with the Accept Overage Amount, if the reference violates the Accept Overage Amount but not the Reject Overage Percentage, then no error will be thrown, unless the Reject Overage Amount is violated.
Reject Overage Amount	The amount up to which a referencing document's accounting line can exceed the referenced document's accounting line that will not invoke the tolerance control. There is no further tolerance testing if the Reject Overage Amount is exceeded as the Reject Overage Percentage rule does not apply when the amount calculated for the percentage equals or exceeds the Reject Overage Amount. Use of this amount is to define the dollar amount which an over-reference will not be allowed. When used in conjunction with a Reject Overage Percentage, this amount will cap the calculation of the Reject Overage Percentage amount. The amount cannot be negative and cannot be less than the Reject Overage Amount.
Accept Underage Amount	The amount up to which a referencing document's accounting line can be less than the referenced document's accounting line without invoking the tolerance control. Differences equal to or less than the Accept Underage Amount might result in the invocation of a tolerance control or further tolerance testing if either a Reject

	Underage Percentage or Reject Underage Amount is defined. Use of the Accept Underage Amount is to define a dollar amount that is under 'but close enough' not to cause rejection of the referencing document. The amount cannot be negative and cannot be greater than the Reject Underage Amount. A \$10 Accept Underage on a Payment Request reference to a Purchase Order would be an example of such a tolerance to prevent the closing of Purchase Orders when ten or more dollars would still be open if a <i>Partial Reference</i> were performed. Such an amount should be applicable in most instances, except when a referenced accounting line is for a high dollar amount. Then if the Purchase Order is \$100,000 and under-referenced by \$25, a Reject Percentage should be available to evaluate such a reference, unless it is a hard and fast rule that \$10 under was the limit.
Reject Underage Percentage	The percentage used to calculate the difference between the referencing and referenced accounting lines not by dollars but by a percentage under the referenced document line. Differences below the reject underage percentage might result in the invocation of a tolerance control if a Reject Underage Amount is defined and exceeded. Otherwise, if less than the percentage calculation then there is no tolerance violation, but if equal to or greater than the percentage calculation it will result in an error. Use of the Reject Underage Percentage is to define a percentage is under 'but close enough' not to cause rejection of the referencing document. That percentage cannot be negative. Use of such a control can be used with or in substitute of the \$10 Accept Underage Amount described in the earlier field. When used in conjunction with the Accept Underage Amount, if the reference violates the Accept Underage Amount but not the Reject Underage Percentage, then no error will be thrown, unless the Reject Underage Amount is violated.
Reject Underage Amount	The amount up to which a referencing document's accounting line can be below the referenced document's accounting line that will not invoke the tolerance control. There is no further tolerance testing if the Reject Underage Amount is exceeded as the Reject Overage Percentage rule does not apply when the amount calculated for the percentage equals or exceeds the Reject Underage Amount. Use of this amount is to define the dollar amount which an over-reference will not be allowed. When used in conjunction with a Reject Underage Percentage, this amount will cap the calculation of the Reject Underage Percentage amount. The amount cannot be negative and cannot be less than the Reject Underage Amount.



Below is an example of a tolerance established that will demonstrate when errors are issued and when processing is allowed.

Any one of the three tolerance tables has the following values:

- Accept Overage Amount: \$5.01
- Reject Overage Percentage: 10.0000%
- Reject Overage Amount: \$500.00
- Accept Underage Amount: \$5.01
- Reject Underage Percentage: 10.0000%
- Reject Underage Amount: \$19.99

A referenced line was processed for \$100. One referencing line has already been processed that partially closed the \$100 line for \$60. In all cases below, a 2nd referencing document is being validated with a reference type of final.

2 nd Referencing Document	
Amount	Tolerance Edit
20.01	Error for Reject Underage Amount as the \$19.99 underage is equal to the Reject Underage Amount of \$19.99
20.02	Error for Reject Underage Percentage as the \$19.98 underage is greater than the calculated amount for Reject Underage Percentage of \$10 but less than the Reject Underage Amount of \$19.99.
\$45.01	Would be an error as a \$5.01 overage is equal to the Accept Overage Amount but \$5.01 is less than the calculation for Reject Overage Percentage of \$10.00, so no error is issued.
30.00	Error for Reject Underage Percentage as the \$10 underage is

	equal to the calculated amount for Reject Underage Percentage of \$10.	
30.01	Would be an error as the \$9.99 underage is greater than the Accept Underage Amount, but \$9.99 is less than the calculation for Reject Underage Percentage of \$10.00, so no error is issued.	
35.00	No error as \$5 underage is less than the \$5.01 Accept Underage Amount	
\$45.00	No error as a \$5 overage is less than \$5.01 Accept Overage Amount.	
49.99	Would be an error as a \$9.99 overage is equal to the Accept Overage Amount but \$9.99 is less than the calculation for Reject Overage Percentage of \$10.00, so no error is issued.	
\$50.00	Error for Reject Overage Percentage as the \$10 overage is equal to the calculated amount for Reject Overage Percentage of \$10.	
\$539.99	Error for Reject Overage Percentage as the \$499.99 overage is greater than the calculated amount for Reject Overage Percentage of \$10 but less than the Reject Overage Amount of \$500.00.	
\$540.00	Error for Reject Overage Amount as the \$500 overage is equal to the Reject Overage Amount of \$500.00	

- System Tolerances

When tolerance rules should apply to all document codes between two document types on a system-wide basis for a fiscal year, the System Tolerance table provides such a control. The controls set here will always apply unless a particular fund code has a Fund Tolerance established to override the system tolerances. Such an override is useful when most funds should be controlled in one manner and one or more funds are the exception to the system wide rule.

System Tolerance

[Menu](#) [Quick Search](#)

Fiscal Year	Referencing Document Type	Referenced Document Type	Active
✓			true

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

*Fiscal Year :

*Referencing Document Type :

*Referenced Document Type :

Control Level :

Active : ☒

Reject Overage Amount :

Reject Underage Amount :

Accept Overage Amount :

Accept Underage Amount :

Reject Overage Percentage :

Reject Underage Percentage :

The fields on the System Tolerance (STOL) table are as follows:

Field Name	Field Description
Fiscal Year	A system wide tolerance is defined for a fiscal year to allow the ability to adjust tolerances between years, especially when a fiscal year has ended.
Referencing Document Type	A system wide tolerance requires the entry of a referencing document type defined on the Document Type table.
Referenced Document Type	A system wide tolerance requires the entry of a referenced document type defined on the Document Type table.
Control Level	A tolerance rule requires a choice of one of the three available control levels: <i>Reject</i> , <i>Override</i> , or <i>Warning</i> to define the severity of all tolerance error messages that can be issued from that tolerance record.
Active	An active flag provides the ability to turn off and on a tolerance without having to delete it (turn it off) and re-add it (turn it back on).
Control Fields	Please expand the "Types of Tolerances" bullet for definitions.

- Fund Tolerances

When tolerance rules should apply to all document codes between two document

such a control. The controls set here will always apply unless a particular Fund code. The controls can be used to be more restrictive than existing system or document code tolerances, in which case the System Tolerance Override ability is not needed. However, if the fund code should have a tolerance that is less restrictive than the system tolerance, there is the ability to override the system tolerance so that no System Tolerance errors will be issued for the fund and fiscal year combination. Only Fund Tolerance errors and Document Code Tolerance errors can be issued in such a case.

Fund Tolerance

[Menu](#) [Quick Search](#)

Fiscal Year	Fund	Referencing Document Type	Referenced Document Type	Active
✓				true

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

*Fiscal Year : [▶](#)
 Reject Overage Amount :

*Fund : [▶](#)
 Reject Underage Amount :

*Referencing Document Type : [▶](#)
 Accept Overage Amount :

*Referenced Document Type : [▶](#)
 Accept Underage Amount :

Control Level :
 Reject Overage Percentage :

Active : ☒
 Reject Underage Percentage :

System Tolerance Override : ☐

The fields on the Fund Tolerance (FTOL) table are as follows:

Field Name	Field Description
Fiscal Year	A fund wide tolerance is defined for a fiscal year to allow the ability to adjust tolerances between years, especially when a fiscal year has ended.
Fund	A fund wide tolerance is defined for a fiscal year and fund combination. Only valid fund codes defined within the fiscal year field on the Fund table are allowed.
Referencing Document Type	A fund tolerance requires the entry of a referencing document type defined on the Document Type table.
Referenced Document Type	A fund tolerance requires the entry of a referenced document type defined on the Document Type table.
Control Level	A tolerance rule requires a choice of one of the three available control levels: <i>Reject</i> , <i>Override</i> , or <i>Warning</i> to define the severity of all tolerance error messages that can be issued from that tolerance record.

Active	An active flag provides the ability to turn off and on a tolerance without having to delete it (turn it off) and re-add it (turn it back on).
System Tolerance Override	A flag to indicate to the application that when checked, system wide tolerance errors should not be issued for the fiscal year and fund combination. When unchecked, system wide tolerances will apply in addition to any fund tolerances.
Control Fields	Please expand the "Types of Tolerances" bullet for definitions.

- Document Code Tolerances

When tolerance rules should apply to specific document codes within a fiscal year, the Document Tolerance (DTOL) table provides such a control. The controls set here will always apply; therefore, multiple errors may be issued if a reference exceeds a document code and another type of tolerance. This is the only tolerance table that allows wildcard ability. The value of *ALL* is allowed in both document code fields so that multiple records do not have to be established when the rule is the same for all document codes referencing or all document codes being referenced. To use both wildcards at the same time is the equivalent of a system wide tolerance rule with the exception that a fund tolerance cannot override a Document Tolerance rule like it can override a System Tolerance rule.

Document Tolerance

[Menu](#) [Quick Search](#)

Fiscal Year	Document Type	Document Code	Reference Document Type	Reference Document Code	Active
✓					true

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

*Fiscal Year : Reject Overage Amount :

*Document Type : Reject Underage Amount :

*Document Code : Accept Overage Amount :

*Reference Document Type : Accept Underage Amount :

*Reference Document Code : Reject Overage Percentage :

Control Level : Reject Underage Percentage :

Active : ☒

The fields on the Document Tolerance (DTOL) table are as follows:

Field Name	Field Description

Fiscal Year	A document tolerance is defined for a fiscal year to allow the ability to adjust tolerances between years, especially when a fiscal year has ended.
(Referencing) Document Type	A document tolerance requires the entry of a referencing document type defined on the Document Type table.
(Referencing) Document Code	A document tolerance requires the entry of a referencing document code defined on the Document Control table or the entry of the wildcard value of <i>ALL</i> . That wildcard is used when the rule should apply to all document codes in that document type. Other entries can be added for individual document codes in that document type when the tolerance rule should vary. Because of this the application will look for the specific rule 1 st and then try the wildcard.
Reference(d) Document Type	A document tolerance requires the entry of a referenced document type defined on the Document Type table.
Reference(d) Document Code	A document tolerance requires the entry of a referenced document code defined on the Document Control table or the entry of the wildcard value of <i>ALL</i> . That wildcard is used when the rule should apply to all document codes in that document type. Other entries can be added for individual document codes in that document type when the tolerance rule should vary. Because of this, the application will look for the specific rule 1 st and then try the wildcard.
Control Level	A tolerance rule requires a choice of one of the three available control levels: <i>Reject</i> , <i>Override</i> , or <i>Warning</i> to define the severity of all tolerance error messages that can be issued from that tolerance record.
Active	An active flag provides the ability to turn off and on a tolerance without having to delete it (turn it off) and re-add it (turn it back on).
Control Fields	Please expand the "Types of Tolerances" bullet for definitions.

Automatic Document Numbering

Automatic document number assignment is established on the Automatic Document Numbering table with the tracking of the last number assigned occurring on the Unique Numbers table. The creation of the document numbering rule does not automatically create a Unique Number entry. That creation occurs the first time the numbering rule is used.

Auto Numbering

[Menu](#) [Quick Search](#)

Fiscal Year	Document Code	Department	Prefix	Usage	Last Number
✓				Not Restricted	

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

*Fiscal Year: [>](#)
 *Number From:

Document Code: [>](#)
 *Number To:

Department: [>](#)
 Last Number:

*Prefix:
 Format Field Length:

*Usage:

Required: ☒

Include Date: ☒

Date Format:

The fields on the Automatic Document Numbering (ADNT) table are as follows:

Field Name	Field Description
Fiscal Year	Document numbering setup is done on a yearly basis. When number assignment is done, the application will use the default fiscal year for the application date.
Document Code	Each numbering rule must contain a document code defined on the Document Control table. Those document codes which have the Auto Numbering Required flag checked on the Document Control table must have an ADNT record to be used.
Department	Document numbering rules must have a value in this field which is a valid department on the Department table or a value of ****. Please see the descriptions that follow the field definitions for how this field works in number assignment.
Prefix	Document numbering rules must have a value in this field that is from one to four characters in length or a value of ****. A prefix is commonly used to identify documents created for a specific reason or from a specific source or batch program. Such numbering allows for the quick identification as to the reason or source of a document when a document code is used for many reasons or created from many sources. Any characters, numbers, or symbols can be used in a prefix. There may be site specific reasons for not including certain symbols in prefix values because of document ID parsing that may occur for integrations. Such restrictions are most often enforced though security on this table and responsible individuals with that security.

Usage	The Usage Indicator field is a document numbering rule that can be assigned to only use with the Document Catalog, Batch Jobs, or by either. The selection of <i>Internal</i> defines a numbering rule for only use on the Document Catalog and other pages for creating documents (Invoicing Search, Receiving Search, and the Create New Record link on Vendor/Customer). Batch Jobs will not be able to use this rule and will require another with a setting of <i>External</i> . A rule of <i>External</i> prevents use on the Document Catalog and like pages. <i>Not Restricted</i> indicates all methods of document creation can use the rule.
Required	When selected, this flag will prevent the creation of a document that matches the Fiscal Year, Document Code, Department, and Prefix values from having a document ID manually entered.
Include Date	When selected, the application will generate a document ID with the current application date as part of the ID. The format of that date is established in the Date Format field. If a prefix is used, the date will follow. If the Include Date is not selected, then the Date Format field must be set to <i>None</i> .
Date Format	When the Include Date flag is selected, one of the various Date Format choices other than None must be selected. If the Include Date flag is not selected, the value must be None. When a date should be placed into an automatically numbered document id, selection of a value in this field other than None will trigger the application to put a value between any prefix used and the starting of a numbering sequence: YY - Year CCYY - Century, Year YYMMDD - Year, Month, Day CCYYMMDD - Century, Year, Month, Day DDMMYY - Day, Month, Year DDMMCCYY - Day, Month, Century, Year MMDDYY - Month, Day, Year MMDDCCYY - Month, Day, Century, Year If either YY or CCYY is used, the system will place the YY or CCYY value of the default Fiscal Year of the Application Date as defined on Calendar Date (CLDT). For all other Date Format values the application will use the Application Date in one of several formats. With these formats, the year component will be the Calendar Year as opposed to the Fiscal Year with YY and CCYY. If a Fiscal Year runs from January 1 to December 31, then Calendar and Fiscal Year are the same.

Number From	The starting sequence number for document ID's generated through the automated document numbering process for this particular fiscal year, document code, and department prefix combination. Only whole numbers are allowed and must be from 0 to 9999999999 and less than the Number To value.
Number To	The Ending sequence number for document ID's generated through the automated document numbering process for this particular fiscal year, document code, and department prefix combination. Only whole numbers are allowed and must be from 0 to 9999999999 and greater than the Number From value.
Last Number	This display only field is not from the Automatic Document Numbering table but is from the Unique Numbers table to show the last number assigned to a document.
Format Field Length	This required value determines the length of the auto generated Document ID. A value entered cannot exceed 20 and must be a whole number greater than zero. The value also must be greater than the Minimum Document ID Length and less than Maximum Document ID Length defined on the Application Parameters table. These parameters are optional so the application will also edit that the Format Field Length is adequate to cover any prefix entered as well as the date format along with the number of digits in the Number To field.

Document numbering can be controlled in many different ways. Numbering is always done at the document code level. The ability to number at the document type level is not available. Numbering will always restart each fiscal year unless the **Number From** value in a new year is set to equal the **Last Number** value from the prior year. Numbering then will occur in one of these manners:

1. A sequence of numbers will occur for all departments without a prefix. Established as **** in the Department and Prefix fields.
2. A sequence of numbers will occur for all departments with a certain prefix. Established as **** in the Department field and a Prefix value other than ****.
3. A sequence of numbers will occur for a single department without a prefix. Established as a Department value other than **** and a Prefix value of ****.
4. A sequence of numbers will occur for a single department within a certain prefix. Established as values other than **** in the Department and Prefix fields.

When establishing a document numbering rule, the number of anticipated documents that will be created for the rule should be considered. That number will have to fit into the Format Field Length given any space taken up by a prefix or date generated into the number. Controls for the system wide document ID minimum length and maximum length can be found on the Application Control table. These controls are discussed in the "[Application Parameters](#)" section under the General Accounting Controls bullet of this user's guide.

Setting Up a New Document Code

The following steps walk through the process of setting up a new document code. Establishing a new HTML for a document code is not covered because that requires a development effort. The point at which that new HTML is assigned to the new document code will, however, be pointed out.

1. Determine the document type that should have the new document code, and create a record on the Document Control table. It is often easy to select an existing document code to 'clone'. When records need to be created on the Document Control or other tables, then records for the original code are selected and copied, making any changes necessary before saving.
2. At this point, the document code cannot be created in the application. To inform the application about the document code, an entry has to be added to the Application Page Registration table. It is on this APGS table in the **Destination [Dest] Page** field where the new HTML will be associated with the new document code.
3. Now the document can only be created by a user with administrator security rights, so it will have to be added to the Application Resources (SCRSRC) page. There it is placed into the applicable Security Group. This setup is performed in the AMS Advantage Administration application.
4. Was the document code setup with a **Time Restriction** of *Limited by Accounting Periods* or *Limited by Both* on the Document Control Table? If so, then entries will now have to be added to the Allowable Accounting Periods for Document Code (AAPDC) table for those accounting periods for which the document code can be processed.
5. Should the document code have the ability to be created with automatically generated document numbers? If so, then one or more entries will have to be added now to the Automatic Document Numbering (ADNT) table for the document code. This step would be mandatory if the **Auto Numbering Required** flag is checked for the document code on the Document Control table.
6. Will this document have workflow rules? If so, then two batch jobs have to be executed in Financial to update the Administration application. The first of these is the Populate Document Codes job. This job will load the new document code into the Administration application. There are no input batch parameters for this job. The second is the Populate Workflow Meta Data job. It will load the Administration application a list of all fields available for workflow rules on the various document components of the new document code. This second job contains a batch parameter where just the new document code can be entered so the job will not populate information for all document codes. More information on both batch jobs can be found in their respective run sheets.
7. To setup a workflow rule, at least one field for the new document code must be identified on the Manage Approval Fields (IWF06) table. Once identified, the next step is to define one or more conditions on the Manage Approval Conditions (IWF07) table. Then with conditions, the actual workflow rules are established on the Approval Setup (IWF08) table. For information about workflow, please refer to the *AMS Advantage System Administration Guide*.
8. Will this document code be created from a copy forward of another and will it be able to create another with a copy forward? What fields are copied and which are not are defined with an application coding effort. For a document code you have cloned, if there is a copy forward into it or from it then there will be code for the copy forward to function. If there isn't, or one of the existing ones does not perform as you would want, then a development effort would be needed to develop a new Document Sub Action. Once the appropriate sub action is known, then an entry for copy forward into and/or copy forward from would be added to the Document Copy Forward Control (DCFCTL) table.

9. Will this document code be referenced by another or will it reference others? If either, then you may have to enter one or more records on the Document Allowable References (DARF) table. If you created a document code that will fall into a DARF rule with the wildcard value of *ALL*, then you will not need an entry. Remember, even memo references must be defined on DARF.
10. If the answer to the above was Yes then you may have to enter one or more tolerance rules if your intended reference type is anything other than Memo. Tolerances are entered on the System Tolerance (STOL), Fund Tolerance (FTOL), or Document Code Tolerance (DTOL) tables. Please refer to the section on [Tolerances](#) for more information.
11. If the document code added belongs to the Evaluation (EV), Requisition (RQ), Purchase Order (PO), Master Agreement (MA), Invoice (IN), Receiver (RC), Performance Evaluation (PE), Renewal (RN), Solicitation (SO), or Solicitation Response (SR) document type, then you will have to add an entry to the Procurement Document Control table (PRDOC). One or more entries will have to be made to the Documents tab of the Procurement Type (PRCUTYP) table, depending on the number of Procurement Types and Procurement States the new document code will be used in. At a minimum, the document code must be added to the Documents tab for the Unclassified Procurement Type.
12. If the document code is not a budgeting document, will the document make budget updates? If your application lists document codes on the Required Budget (REQBUD) table, then the new one will have to be added there.
13. Will the document code be one that uses event types? If so, then you will need an entry for each event type for the document code on the Allowable Event Types for Document Code (AETDC) table. If you are creating new event types for the document code to use, then you will have to add records to the Allowable Event Types for Document Type (AETDT) table first.
14. When event types are used on the new document code, a record will have to be added to the Document Events tab of each profile and stage combination where activity is to be allowed with Budget Fiscal Year Staging. Some stages may even have multiple records. For more information, please refer to the section on [BFY Staging](#).
15. The creation of a new document code in the Automatic Disbursement (AD), Manual Disbursement (MD), Disbursement Reclassification (DC), Receivable (RE), Collection Agency (CL), or Write Off (WO) will not require new entries on the AP Event Type Cross Walk (APETXW), MD Default Event Type (MDDFEV), DC Event Type Cross Walk (DCXWLK), or Event Type Defaults (ETDFLT) unless new event types were also setup.
16. If any Combination Validation, Required Element, or Inference tables have been setup in the Chart of Accounts area where document code is a key field, then records may have to be added to those tables as well. The Valid and Invalid Document Code and Object table is one example.
17. If the document code added is a clone of the Vendor Customer Creation (VCC), Vendor Customer Modification (VCM), Invoice (IN), or Stand-alone Invoice (IS) document codes, then you will have to add an entry to the Document Creation Action (CREAACTN) table if that clone is to be presented as a choice for users on the Document Create page. Note: The Populate Document Codes process should be run before adding a record to the table for a new cloned document.

BFY Staging Configuration

Budget Fiscal Year Staging refers to the capability provided by AMS Advantage Financial to establish rules for when budget and accounting documents with associated event types can be processed for a given budget fiscal year. During each budget fiscal year (BFY), most State and Local Government entities have a variety of processing rules that stipulate what types of documents can be processed and when they can be processed. For example, processing rules often allow for purchase orders to be processed that initiate the procurement cycle prior to the beginning of a budget fiscal year. On the other hand, the processing of payment documents prior to the beginning of a budget fiscal year would generally be prohibited. AMS Advantage Financial, through functionality provided by "Budget Fiscal Year Staging", allows you to specifically determine for each budget fiscal year whether a given budget or accounting document can be processed for each event type.

The concept of staging starts with a BFY Stage Profile. At least one profile will be used for each implementation with multiple profiles being used when different entities within an application have different control needs. Before discussing in depth the functionality or the tables that support it, a few terms need to be defined:

A **profile** is a collection of BFY Staging rules that define what can happen in established segments of time for documents with event types. Examples of profile names would include: Single Year Appropriations, Continuing Appropriations, and Multi Year Appropriations.

A **stage** is a segment of time defined to a profile. Each profile will have at least 1 stage defined. Examples of stage names would include: Establish Budget Balances, Begin the Procurement Process, Conduct Normal Processing, Conduct Normal Processing with Limits on Pre Encumbrances, User Community Year-End Processing, and Controller's Office Year End Processing.

A **profile assignment** is the definition of a BFY and one or more Chart of Account codes that will use a profile. Not all assignments are at the individual code level because the wildcard value of ALL is allowed.

AMS Advantage Financial is delivered with four profiles with an assortment of stages defined for each. One or more of the delivered profiles may meet your needs or meet them with only slight modifications. The addition of more profiles and stages to existing profiles is certainly encouraged for each application site. All delivered event types and the document codes delivered to use those event types are setup for each delivered profile. Any new document codes or event types created on site will certainly have to be added to the delivered BFY Staging information or to any custom staging profiles established.

Staging lists those combinations of document codes and event types, along with several options controlling the combination that are valid. Not being listed in staging means that the activity is invalid. When editing against staging, all posting lines of a document must pass, including liquidation posting lines.

BFY Staging Configuration contains the following sections:

- [Setup Tables](#)
- [Setup Hints](#)
- [Document Editing](#)
- [Cost Accounting Staging](#)

Setup Tables

Setup Tables

The setup tables for BFY Staging Configuration is divided into the following areas:

- [Budget Fiscal Year Stage Profile Select](#)
- [BFY Staging Profile](#)
- [BFY Stage Definition](#)

Budget Fiscal Year Stage Profile Select

This first table, BYSTPFSL, is not a setup table, but is used to select an existing profile or to enter a new profile. To select an existing profile, the row for the desired profile code is highlighted and the **View BFY Staging Profile** transition at the bottom of the page is selected. To create a new profile, select the **Add BFY Staging Profile** transition at the bottom of the page.

BFY Staging Profile

The first of two multi-section tables used in BFY Stage definition is this BFY Staging Profile table. The first three are used to define new and navigate existing stages, profiles, and document code/event type combinations. The remaining four sections are informational views of data that is setup in the second multi-section table in BFY Staging.

Behavior on this multi-section table is the same as others where selection of a record on a high-level section provides filtering of records on lower-level sections when selected. If a section is skipped, the application automatically selects the first row on the section bypassed. The last four sections do not use the filtering behavior.

There are the same four transitions available at the bottom of each section in the BFY Staging Profile table. Those are only discussed here one time.

- **Spending BFY Stage Definitions** A transition to the second of two multi-section tables available in BFY Staging. On this table, spending profile assignments are made and dates defined to start and end each stage. More on these tables can be found later when each is discussed along with field definitions.
- **Revenue BFY Stage Definitions** A transition to the second of two multi-section tables available in BFY Staging. On this table, revenue profile assignments are made and dates defined to start and end each stage. More on these tables can be found later when each is discussed along with field definitions.
- **Balance Sheet Account BFY Stage Definitions** A transition to the second of two multi-section tables available in BFY Staging. On this table, balance sheet account profile assignments are made and dates defined to start and end each stage. More on these tables can be found later when each is discussed along with field definitions.
- **Non Accounting BFY Stage Definitions** A transition to the second of two multi-section tables available in BFY Staging. On this table non-accounting profile assignments are made and dates defined to start and end each stage. More on these tables can be found later when each is discussed along with field definitions.

The BFY Staging Profile section contains the following sections:

- Staging Profile Summary

Either action on the BFY Stage Profile Select page brings the user to the Staging Profile Summary page. If selecting an existing profile, the **Stage Profile** and **Staging Profile Name** fields will be completed with the values of the highlighted record. If adding a new stage, the fields will be blank and ready for completion.

This page is the first of seven sections available in the Secondary Navigation Panel. On this section, stages are defined or navigated.

Fields on the Staging Profile Summary page:

Field Name	Field Description
Stage Profile	A required unique identifier assigned to a profile.
Stage Profile Name	A required text field that exists for a descriptive name for a profile.

The **Select Another BFY Stage Profile** link transitions you to the Budget Fiscal Year Stage Profile Select page so another profile can be selected. An alternative would be to use the four navigation actions on the Staging Profile Summary section to navigate between existing stages.

- Stage Definition

This page is the second of the seven sections. On this page, stages are defined at a high level (no dates yet) with a system-generated **Stage** number and manually entered **Description**.

Fields on the Stage Definition page:

Field Name	Field Description
Staging Profile	A unique identifier assigned to a profile that is inferred from the 1 st section record selected.
Staging Profile Name	A text field that exists for a descriptive name for a profile that is inferred from the 1 st section record selected.
Stage	A system generated unique identifier for a stage within a profile.
Description	A required text field that exists as a descriptive name for a stage.

- Document Events

This page is the third of the seven sections. On this page, rules for what activities are permissible for a profile and stage combination is provided.

Fields on the Stage Definition page:

Field Name	Field Description
Staging Profile	A unique identifier assigned to a profile that is inferred from the 2 nd section record selected.
Staging Profile Name	A text field that exists for a descriptive name for a profile that is inferred from the 2 nd section record selected.
Stage	A system generated unique identifier for a stage within a profile that is inferred from the 2 nd section record selected.
Description	A text field that exists for a descriptive name for a stage that is inferred from the 2 nd section record selected.
Document Code	Each Document Event rule requires a document code from the Document Control table for the BFY Staging rule.
Document Code Name	The name for the selected document code, as defined on the Document Control table, is inferred for informational purposes.
Event Type	Each Document Event rule requires an event type for the document code from the Allowable Event Types for Document Code table for the BFY Staging rule.
Event Type Name	The name for the selected event type, as defined on the Event Type table, is inferred for informational purposes.
AFY versus BFY	One of four values selected that will define the relationship of Accounting Fiscal Year and Budget Fiscal Year that will be allowed with the Document Code and Event Type combination. Valid values are: <i>Posting FY must be BFY</i> , <i>Posting FY must be greater than BFY</i> , <i>Posting FY must be less than BFY</i> , and <i>Unrestricted</i> . Each provides the restriction mentioned in the value with the <i>Unrestricted</i> choice meaning that the FY and BFY will not be evaluated for the BFY Staging rule. The default value is <i>Posting FY must be BFY</i> and a blank value will not save.

Referencing	One of three values selected that will define the referencing requirements of a Document Code and Event Type combination. Valid values are: <i>Required</i>, <i>Not Allowed</i>, and <i>Unrestricted</i>. When set to <i>Required</i>, a reference must be made with the Document Code and Event Type combination that has a Reference Type of <i>Partial</i>, <i>Final</i>, or <i>Inverse</i>. A <i>Memo</i> reference will not satisfy the rule. When set to <i>Not Allowed</i>, a reference of those three types will not be allowed and only the <i>Memo</i> reference or no reference at all will be allowed. When set to <i>Unrestricted</i>, the application will not evaluate reference information for the BFY Staging rule. The default value is <i>Unrestricted</i> and a blank value will not save. A posting line that has a Line Function of <i>Liquidation</i> will not be evaluated against this rule for the Event Type and Document Code being liquidated.																												
Line Action	One of three values selected that will define the referencing requirements of a Document Code and Event Type combination. Valid values are: <i>Increases Only</i>, <i>Decreases Only</i>, and <i>Unrestricted</i>. The default value is <i>Unrestricted</i> and a blank value will not save. Evaluation of this value uses the Account Type and Code Type fields mentioned in the Posting Code table section of this user's guide. The following table should be used to evaluate if a posting line is being considered an increase or decrease for BFY Staging. As budget documents do not have posting lines but have an Increase/Decrease field, determination on those documents is straight forward. <table><tr><th>Code Type</th><th>Account Type</th><th>Debit</th><th>Credit</th></tr><tr><td>Spending</td><td></td><td>Increase</td><td>Decrease</td></tr><tr><td>Revenue</td><td></td><td>Decrease</td><td>Increase</td></tr><tr><td>Balance Sheet Account</td><td>Asset</td><td>Increase</td><td>Decrease</td></tr><tr><td>Balance Sheet Account</td><td>Liability</td><td>Decrease</td><td>Increase</td></tr><tr><td>Balance Sheet Account</td><td>Equity</td><td>Decrease</td><td>Increase</td></tr><tr><td>Balance Sheet</td><td>Asset Offset</td><td>Decrease</td><td>Increase</td></tr></table>	Code Type	Account Type	Debit	Credit	Spending		Increase	Decrease	Revenue		Decrease	Increase	Balance Sheet Account	Asset	Increase	Decrease	Balance Sheet Account	Liability	Decrease	Increase	Balance Sheet Account	Equity	Decrease	Increase	Balance Sheet	Asset Offset	Decrease	Increase
Code Type	Account Type	Debit	Credit																										
Spending		Increase	Decrease																										
Revenue		Decrease	Increase																										
Balance Sheet Account	Asset	Increase	Decrease																										
Balance Sheet Account	Liability	Decrease	Increase																										
Balance Sheet Account	Equity	Decrease	Increase																										
Balance Sheet	Asset Offset	Decrease	Increase																										

	Account			
	None of the Above		Increase	Decrease
When set to <i>Unrestricted</i> , the application will not evaluate the line action information for the BFY Staging rule.				

- Spending

This page is the fourth of the seven sections. On this page, spending profile assignments are displayed for informational purposes. If an update is needed, then the **Spending BFY Stage Definitions** transition should be taken.

- Revenue

This page is the fifth of the seven sections. On this page, revenue profile assignments are displayed for informational purposes. If an update is needed, then the **Revenue BFY Stage Definitions** transition should be taken.

- Balance Sheet Account

This page is the sixth of the seven sections. On this page, balance sheet account profile assignments are displayed for informational purposes. If an update is needed, then the **Balance Sheet Account BFY Stage Definitions** transition should be taken.

- Non-Accounting

This page is the seventh of the seven sections. On this page, non-accounting profile assignments are displayed for informational purposes. If an update is needed, then the **Non-Accounting BFY Stage Definitions** transition should be taken.

BFY Stage Definition

The second multi-section page for BFY Stage definition exists for Spending, Revenue, Balance Sheet Account, and Non-Accounting. Each can be navigated to from any of the tables discussed so far with a transition. All four tables also have their own page codes: BYSTDFSP, BYSTDFRV, BYSTDFBS, and BYSTDFNA respectively. Each page contains the same fields, so they are discussed just once.

Behavior on this multi-section table is the same as others where selection of a record on a high-level section provides filtering of records on lower-level sections when selected. If a section is

skipped, the application automatically selects the first row on the section bypassed. The last four sections do not use the filtering behavior.

There are always three transitions available at the bottom of each section in the BFY Stage Definition table. Depending on which of the four tables a user is on, a transition to the other three exists. Each opens the corresponding BFY Stage Definition table to the Profile Assignments section.

- Profile Assignments

This page is the first of three sections available in the Secondary Navigation Panel. On this section, assignments of profiles are made for a combination of BFY and COA elements available for that type of BFY Staging. In each field, except Budget FY, a value of *ALL* can be entered that stands for all values of the field including blank.

When a record is added successfully to this table, a record is created for each stage defined for the profile on the next table discussed - Stages.

Fields on the Profile Assignments page:

Field Name	Field Description
Budget FY	All four tables contain a required unique BFY identifier for assignment of a profile. Valid values must be defined on the Fiscal Year table or be 9999 for a multi-year record.
Fund	All four tables contain a field for the selection of a code from the Fund table if assignment should be by Fund code. There is no default for this required field. The only value that can be saved that is not on the Fund table is <i>ALL</i> .
Department	All four tables contain a field for the selection of a code from the Department table if assignment should be by Department code. There is no default for this required field. The only value that can be saved that is not on the Department table is <i>ALL</i> .
ApprUnit	The Spending table only contains a field for the selection of a code from the Appropriation table if assignment should be by Appropriation code. There is no default for this required field. The only value that can be saved that is not on the Appropriation table is <i>ALL</i> .
Revenue	The Revenue table only contains a field for the selection of a code from the Revenue Source table if assignment should be by Revenue code. There is no default for this required field. The only value that can be saved that is not on the Revenue Source table is <i>ALL</i> .

BSA	The Balance Sheet Account and Non-Accounting tables only contain a field for the selection of a code from the Balance Sheet Account table if assignment should be by Balance Sheet. There is no default for this required field. The only value that can be saved that is not on the Balance Sheet Account table is <i>ALL</i> .
Staging Profile	The profile to which an assignment should follow is specified in this field from the list defined on the Staging Profile Summary page. There is no default or carry forward by navigation for this field. A valid profile value must be entered, and the <i>ALL</i> value is <u>not</u> allowed.
Staging Profile Name	A text field that exists for a descriptive name for a profile that is inferred from the Staging Profile entered.

- Stages

This page is the second of three sections available in the Secondary Navigation Panel. On this section, starting and ending dates are assigned to each stage in a profile. A data entry feature exists on these tables that will determine a date on a previous or subsequent stage based on values entered on the middle stage. Edits also exist to prevent the creation of a gap between stages.

Fields on the Stages page:

Field Name	Field Description
Staging Profile	The profile from the selected Profile Assignment record is inferred.
Budget FY	All four tables contain a Budget FY field inferred from the selected Profile Assignment record.
Fund	All four tables contain a Fund field inferred from the selected Profile Assignment record.
Department	All four tables contain a Department field inferred from the selected Profile Assignment record.
ApprUnit	The Spending table only contains an Appropriation (Appr Unit) field inferred from the selected Profile Assignment record.
Revenue	The Revenue table only contains a Revenue field inferred

	from the selected Profile Assignment record.
BSA	The Balance Sheet Account and Non-Accounting tables only contain a BSA field inferred from the selected Profile Assignment record.
Staging Profile Name	A text field that exists for a descriptive name for a profile that is inferred from the Staging Profile entered.
Stage	This field displays one of the defined stages for the selected profile from the Profile Assignment record.
Stage Start Date	The required date defined to start the stage for a given profile.
Stage End Date	The required date defined to end the stage for a given profile. If the stage is to extend indefinitely, then a date still has to be selected and should be well out into the future. This date of the last stage in a profile can always be adjusted later without impacting other stages or any system assurance jobs.

The **BFY Staging Profiles** link returns you to the Budget Fiscal Year Stage Profile Select page so the first multi-section table can be reviewed.

- Document Events

This page is the third of three sections available in the Secondary Navigation Panel. Data entry is not supported on this section; however, it does allow for browsing of the various rules defined for the selected profile and stage.

Setup Hints

1. The hierarchical nature of the setup tables means that deletion of a stage will have to start with the Document Events page, then the Stages page, and then the Stage Definition page.
2. Adjusting the dates of a stage or inserting a new stage between existing ones will mean adjusting dates for all stages after the adjusted or new one. This is because of the edits preventing any gaps between stages.
3. Always keep in mind the liquidation posting lines or that activity will be prohibited while the referencing activity is allowed. For example, a stage allows the entry of new and increases to existing payment requests, but prohibits the entry of new or increases to encumbrances. That stage will have to allow decreases to encumbrances if the payment requests are to be allowed to reference and liquidate encumbrances in that stage.

4. Care should be exercised in prohibiting and requiring references with BFY Staging because the Document Control and the Event Type Requirements tables both have referencing rules that may be contrary to staging if not considered.
5. If there are entities that do not want any BFY Staging control (that is. funds, departments, and so forth), then a profile should be developed for them that contains just one stage. That stage should have a very large date range and contain all document event type combinations required.
6. If there are multi-year budget lines where the BFY will be 9999 on accounting documents that update the budget lines, then a profile will be needed for activity against those budget lines. When defining document and event type combinations, the AFY versus BFY rule will always be *Posting FY must be less than BFY*.
7. When starting to map out a custom profile or adjust a delivered one, it is best to construct a timeline of activities allowed that are in accounting terms (such as encumbrances, expenditures, collected revenue, and so forth) and not be concerned yet with event types and document codes. That type of information will come once the timeline is completed by finding the event types that will perform the types of accounting and then the document codes that will be allowed to use those event types.
8. Two event type situations will prevent the use of the Line Action Rule, resulting in the field always having to be set to Unrestricted. The first is an event type that does not have an offset posting code in a posting pair with two posting codes defined (PR01 for example). The other is an event type that creates multiple posting pairs where the non-offset posting codes in each is being debited in one pair and credited in another (DI01 for example). In both situations, posting lines will be created that are both increasing and decreasing.
9. Certain event types are delivered where the non-offset posting code is being debited with a positive accounting line amount. Many event types are like this, but only those where the debit posting code is a liability, equity, or asset offset present an issue. The fact that these are debited with a positive accounting line amount mean that they are decreasing that non-offset account. Event type AP17 - Payout of a Liability Account is one such event type as the liability posting code A015 is debited with a positive accounting line. Positive accounting lines are often thought of as increases, which makes this event type seem backwards. In the case of these event types, to allow only positive accounting line, the Line Action would have to be Decreases Only. To allow only liquidations would require the Line Action to be Increases Only.
10. If a site wishes to control event types mentioned in #8 above, or setup event types in #9 in the same manner as other event types, the Debit and Credit Offset flags on the Event Type table should be changed from what is delivered. For AP17, if A015 were changed to be the offset and D001 changed to be a non-offset, setup to allow liquidations only could be done with a Line Action of Decreases Only because when being liquidated, D001 would be debited, which is a decrease. To allow control of DI01, the offset flag values for posting pairs C, D, E, G, and H would have to be switched. The alternative is to always allow overrides of the BFY Staging error in these cases by responsible individuals when the frequency of the event does not warrant the changes.

Document Editing

The budget lines of budget documents and the posting lines of accounting documents are always edited against BFY Staging. To depict how this editing occurs, the following step-by-step listing has been provided:

1. Determine the Code Type of the non-offset posting code used for the budget line or on each posting line generated for an accounting line by looking up the posting code on the Posting Code table.
2. Now that the Code Type (or Code Types) it is determined, if the Spending, Revenue, Balance Sheet Account, or Non-Accounting Profile Assignment table is to be read, the BFY and Chart of Account values on the budget line or posting line are used to determine what profile is to be used.
3. If a profile cannot be determined, error A2077 is issued.
4. When a profile can be determined, then the stage in that profile is determined by taking the Document Record Date and finding what stage it falls into on the Stages table. When no Document Record Date is entered on a document, the Application Date on the Application Control table is used because that value has been inferred to the document.
5. If a stage cannot be determined, error A2078 is issued.
6. With a profile and a stage, then the Document Events table is read for all posting lines or budget lines. Details on how each field on this table is read were described earlier in the Document Events table.
7. If what is on the posting line or budget line is not allowed, error A2079 is issued.

Three controls on the Document Control table have a direct interaction with BFY Staging. The first is the **Override of BFY Staging Allowed** flag. When this flag is checked for a document code, then BFY Staging errors will be issued as overrideable instead of as reject errors. The override level will depend on the **Override Level** established for the error code on the Message table.

The second and third controls on the Document Control table are the **Future Doc Date Allowed** and **Past Doc Date Allowed** flags. When either of these are allowed for a document code, then a user can manually enter a date on the document code to fall within a stage that has already passed or has not arrived yet according to the Application Date.

Cost Accounting Staging

In addition to the functionality provided by Budget Fiscal Year Staging, there is also staging associated with cost accounting that is referred to as Cost Accounting Staging. The Cost Accounting Staging is used when a document accounting line uses a Major Program setup to use staging as defined on the Major Program table. Cost Accounting Staging is edited in the application in addition to the BFY Staging. More details on Cost Accounting Staging can be found in the *AMS Advantage Financial - Cost Accounting User Guide*.

Journal and Ledger Configuration

Advantage Financial is delivered with a number of journals and ledgers. Both are historical records of document activity, but just at different levels of detail.

This section of the user guide covers the following topics:

- [Journal Engine](#)
- [Ledger Engine](#)
- [Journal/Ledger Control Table](#)
- [Implementation Concerns](#)

To view a list of all journals and ledgers delivered with AMS Advantage Financial, refer to the "[Journals and Ledgers](#)" section in this user guide. To view a list of the journal and ledger inquiries, refer to the "[Inquiries](#)" section in this user guide.

Journal Engine

Updates to many of the journals are performed by the Journal Engine, a batch job found in the Postings folder under the Batch Jobs sub folder. The posting logic in this batch job can also be invoked when a document goes to final, given the Application Parameters record for RLTM_JRNL_PSTG is set to True. When set to False, those journals which have an input source of posting lines are not updated until the Journal Engine is run. When online, a user can tell if a document has posted or not by the value in the Journal Posting field found on the Posting tab of any accounting document. When that value is Posted, journals have been updated. When Ready, real time posting has been turned off and the record has not been selected by the Journal Engine. A document that is in the Final or Historical Final Document Status with a Journal Posting value of Not Ready indicates that the Document Control table is set to Asynchronous Posting for that document code and the Journal Posting Initiator batch job (Accounts Payable / Batch Jobs) has not been run to switch the value to Ready so the Journal Engine will select the record.

Periodic assurances should be performed to determine if there are any posting lines that have not posted to journals. When they have not, many batch jobs will not select them as only a few systems assurance jobs select such records from the posting line catalog.

The Rebuild Journal batch job will also update a journal, but this job is not the normal means for posting to journals. Use of this job is when a journal has been corrupted, originally contained incorrect record selection settings, or was deactivated and now needs to be activated and brought up to date.

Ledger Engine

Updates to all ledgers are performed by the Ledger Engine, a batch job found in the Postings folder under the Batch Jobs sub folder. Real time ledger posting is not a possibility but posting can occur on a near real time basis by the frequent scheduling of the batch job. The engine tracks what journal records have been posted in two places, with different purposes. The first place is the Journal Log table where records are created with start and end ranges of journal records by journal for posting. When run in a normal mode, the engine looks to the Journal Log table for where it left off for each journal that is an input source for ledgers and starts selection from that point. The second place selected records are logged is the Journal/Ledger Cross-Reference table. This cross-reference table intended for auditing purposes, records each ledger record ID a given journal record ID posted.

The Rebuild Ledger batch job will also update a ledger, but this job is not the normal means for posting to ledgers. Use of this job is when a ledger has been corrupted, originally contained incorrect record summarization settings, or was deactivated and now needs to be activated and brought up to date.

Refer to the "Ledger Engine" section and the "Rebuild Ledger" sections for more information on these batch jobs.

Journal/Ledger Control

Historical trails and summarizations of document data is the most important output of any financial application. AMS Advantage Financial is delivered with a large set of journals to record document details and ledgers to record summarized details. A single table, the Journal/Ledger Control Detail (JLCTRL) table supports the use and options of historical data sources.

As historical stores of information, journals and ledgers will grow very large over time. An archive process is available to remove a years worth of records from most journals and ledgers. The following journals can be archived: Accounting, Cash, Cost Accounting, BFY Not Equal FY, and the 1099 journal. Any ledger can be archived as long as it contains Fiscal Year or Budget Fiscal Year in the summarization criteria.

How many years of data are retained in the online application is a function of policy as well as one of technical limitations. There are only a couple of rules for archiving journal or ledger data in the application that must be followed:

1. A year cannot be archived from a journal or ledger if the Closing Process Run value for that year on the Fiscal Year (FY) table is not set to true.
2. A ledger marked as System Assurance 01 or System Assurance 02 (detailed later) cannot be archived for a year if that year has not already been pre-archived by that systems assurance process.
3. A journal marked as System Assurance 09 (detailed later) cannot be archived for a year if that year has not already been pre-archived by that systems assurance process.
4. A ledger cannot be archived for a year if the Source Journal for that ledger has not also been archived for that year. This means that the application can retain summary data for past years while allowing the archival of the detail data (journals) for those past years.

The fields on the Journal/Ledger Control Detail (JLCTRL) table by section are as follows:

- General Information

Journal/Ledger Control Detail Menu Quick Search

Journal/Ledger ID	Type of File	Active	Journal/Ledger Data Object Name	Journal Data Object Name to Sum from
First Prev Next Last				

Save Undo Delete Insert Copy Paste Search

General Information

Journal/Ledger ID :

Name :

Short Name :

Type of File :

Active : ☐

Posting Code Types for Selection :

Journal/Ledger Data Object Name :

Description :

Available for Archive : ☐

Cost Accounting Specific : ☐

Commodity Specific : ☐

Internal Specific : ☐

BFY Not Equal FY Specific : ☐

Last Input Date :

Last Archive Date :

Fixed Asset Specific : ☐

Component Specific : ☐

Budget Specific : ☐

System Assurance 01 : ☐

System Assurance 02 : ☐

System Assurance 09 : ☐

Summarization (for Ledgers)

Archival Information

Filter

[Top](#)

Field Name	Field Description
Journal/Ledger ID	The system generated identification number for a journal or ledger. The Unique Numbers table contains a R_JRNL_LDGR_CTRL entry that assigns these ID values. Many batch jobs within the application use this ID as a means of specifying a journal or ledger to use as input or to be output.
Name	Each journal and ledger requires a name to be used for identification and reporting purposes that can be up to 60 characters/digits in length. This name should match the Description field on the Application Page Registration and the caption at the top of the online inquiry page for the journal or ledger for consistency.
Short Name	Each journal and ledger requires a short name to be used for identification and reporting purposes that can be up to 15 characters/digits in length.
Type of File	Records on JLCTRL must be defined as either a <i>Journal</i> or a <i>Ledger</i> with the selection of a value in this field. The journal and ledger batch jobs use this value for identification. As journals and ledgers have inherently different layouts, the value for this field should not be changed from what is delivered.
Active	An indication to the Journal and Ledger Posting Engines (batch jobs) that a given journal or ledger is active and should be considered for updating. Those ledgers and journals that are not needed should be de-activated.
Posting Code Types for Selection	Records get to journals in one of three ways: • Posting Code Selection: Fields exist on the Posting Code table to identify a posting code as <i>Accounting</i>, <i>1099</i>, <i>Fixed Assets</i>, or <i>Cash</i>. The JLCTRL table contains these same values plus an <i>All</i> value to identify which or all posting codes will post to the journal. The Accounting Journal is delivered as one such balancing journal where the 1099 journal is not balanced. Caution should be taken when setting up new event types and new posting codes. Use of posting codes within an event type or on a Journal Voucher where one has different journal settings than the other can result in a journal that is supposed to balance not balancing because only half of total transaction was posted. • Certain Posting Line Data: Some journals only accept records with certain data. Several flags exist on the JLCTRL table where the label contains the word <i>Specific</i>. When selected, a journal will accept records with that

	data condition. More on those fields below. Document Component: Some journals are updated directly from documents. These journals do not use posting lines as their source and thus do not contain accounting information. The Budget, Commodity, and Fixed Asset Component Journals are examples of this type. Changing settings for these journals is not advisable as the journal tables are specifically designed to hold this information, which is different than information in the Posting Line Catalog.
Journal/Ledger Data Object Name	Each journal and ledger must be associated with a data object (database table) so that batch programs will know where to read from or write to when processing. Those batch jobs that do not use the Journal/Ledger ID for identification will also use this Data Object Name.
Description	Each journal and ledger has an optional description field available for information to be entered about the journal or ledger for informational purposes.
Available for Archive	Each journal and ledger contains this indication as to whether or not it can be archived.
Cost Accounting Specific	The journal that is to contain records where a Program code was used on the posting line should have this flag selected. Journal posting will write out posting lines to this table as long as a Program code exists, no matter what the posting code. The Cost Accounting Journal (JCA) is delivered as the intended journal for this purpose.
Commodity Specific	The journal that is to contain all commodity lines from accepted documents with commodity lines should have this flag checked. Those document types include the CI, IA, IN, MA, OC, PO, PR, RC, RQ, SRQ, SN, SO, SR, TI, and TR. This flag is for informational purposes as updates to this journal occur at the document level and not with the Journal Posting Engine.
Internal Specific	The journal that is to contain all posting lines where the Internal Fund is populated should have this flag checked. The Internal Journal (JINT) is delivered as the intended journal for this purpose.
BFY Not Equal FY Specific	The journal that is to contain all posting lines where the Budget Fiscal Year does not equal the Fiscal Year is populated should have this flag checked. The BFY Not Equal FY Journal (JBFYNTFY) is delivered as the intended journal for this purpose.

Last Input Date	This field is not currently being used by the application. The table last date (TBL_LAST_DT) on the Journal Ledger Cross Reference table provides that last date a record was posted to a ledger. The TBL_LAST_DT on a journal gives the last time a record was posted to a Journal. The TBL_LAST_DT on a ledger gives the last time a journal record was summarized into a particular ledger record.
Last Archive Date	Field is not currently being used by the application.
Fixed Asset Specific: Internal Specific	The journal that is to contain all posting lines where the fixed asset number is populated should have this flag checked. The Fixed Asset Accounting Journal (JFAAJ) is delivered as the intended journal for this purpose.
Component Specific	The journal that is to contain all component lines from accepted documents with component lines (only the FA document type has this type of line) should have this flag checked. This flag is for informational purposes as updates to this journal occur at the document level and not with the Journal Posting Engine. The Fixed Asset Component Journal (JFACJ) is delivered as the intended journal for this purpose.
Budget Specific	The journal that is to contain all budget lines from accepted documents (only the BG document type has this type of line) should have this flag checked. This flag is for informational purposes as updates to this journal occur at the document level and not with the Journal Posting Engine. The Budget Journal (JBUD) is delivered as the intended journal for this purpose.
System Assurance 01	This is an indication that this ledger must be used for System Assurance 01. When selected and once an archive has been performed against the selected ledger, an alternative ledger can not be used as input for the System Assurance 01 job.
System Assurance 02	This is an indication that this ledger must be used for System Assurance 02. When selected and once an archive has been performed against the selected ledger, an alternative ledger can not be used as input for the System Assurance 02 job.
System Assurance 09	This is an indication that this journal must be used for System Assurance 09. When selected and once an archive has been performed against the selected journal, an alternative journal can not be used as input for the System Assurance 09 job.

- Summarization (For Ledgers)

Fields in this section only apply to ledgers as the section name implies. Settings in this section for journals will not be read by the application.

Summarization (for Ledgers)

Journal to Summarize from :

Journal Data Object Name to Sum from :

Document Category : ☐

Document Type : ☐

Document Code : ☐

Document Record Date : ☐

Budget Fiscal Year : ☐

Fiscal Year : ☐

Accounting Period : ☐

Fiscal Quarter : ☐

Bank Account : ☐

Event Type : ☐

Event Category : ☐

Posting Pair : ☐

Posting Code :

BS Account Type :

Real Account Level :

Fund :

Object :

Revenue Source :

BS Account :

Organizational :

IG Department :

IG Fund :

Appropriation :

Location :

Activity :

Function :

Reporting :

Department Object :

Department Revenue Source :

Task :

Task Order :

Major Program :

Program :

Phase :

Funding Profile :

Funding Priority :

Funding Line :

Staging Profile :

Program Period Code :

Field Name	Field Description
Journal To Summarize From	Ledgers require an entry in this field to define the journal that is to be used as input for summarization. Values entered have to be a valid on the JLCTRL table with a Type of File value equal to <i>Journal</i>. The most common choices are the Accounting Journal and the Cost Accounting Journal. Those journals updated directly by document components will not work with the Ledger Engine and should not be put into this field. Selecting a value for this field on a journal is not allowed as all but the Budget, Component, and Commodity Journals are created from the Posting Line Catalog. Those three journals are populated directly from documents.
Journal To Summarize	The Short Name defined on JLCTRL for the ID entered in the previous field is inferred to this display only field for

From Name	informational purposes.
Journal Data Object To Summarize From	The Journal/Ledger Data Object Name for the ID entered in the Journal To Summarize From field is inferred to this display only field for informational purposes.
Document Category	If a ledger is to retain document category values this flag should be selected. If not selected, then those values will be summarized off from journal records input into the ledger. The default value is not selected.
Document Type	If a ledger is to retain Document Type values this flag should be selected. If not selected, then those values will be summarized off from journal records input into the ledger. The default value is not selected.
Document Code	If a ledger is to retain Document Code values this flag should be selected. If not selected, then those values will be summarized off from journal records input into the ledger. The only ledger with a field to store a document code is the LDGR_SA_BUD. The default value is not selected.
Document Record Date	If a ledger is to retain Document Record Date values this flag should be selected. If not selected, then those values will be summarized off from journal records input into the ledger. Selection of this flag would build a 'daily' ledger with totals for a single day's activity. The default value is not selected.
Budget Fiscal Year	If a ledger is to retain Budget Fiscal Year (BFY) values this flag should be selected. If not selected, then those values will be summarized off from journal records input into the ledger. Any ledger used to assure budget structures where lines are defined by BFY should have this flag selected. The default value is not selected.
Fiscal Year	If a ledger is to retain Fiscal Year values this flag should be selected. If not selected, then those values will be summarized off from journal records input into the ledger. The flag should be selected if Accounting Period or Fiscal Quarter flags are selected. The default value is not selected.
Accounting Period	If a ledger is to retain Accounting Period values this flag should be selected. If not selected, then those values will be summarized off from journal records input into the ledger. The default value is not selected.

Fiscal Quarter	If a ledger is to retain Fiscal Quarter values this flag should be selected. If not selected, then those values will be summarized off from journal records input into the ledger. The default value is not selected.
Bank Account	If a ledger is to retain Bank Account values this flag should be selected. If not selected, then those values will be summarized off from journal records input into the ledger. The default value is not selected.
Event Type	If a ledger is to retain Event Type values this flag should be selected. If not selected, then those values will be summarized off from journal records input into the ledger. The default value is not selected.
Event Category	If a ledger is to retain Event Category values this flag should be selected. If not selected, then those values will be summarized off from journal records input into the ledger. The default value is not selected.
Posting Pair	If a ledger is to retain Posting Pair values this flag should be selected. If not selected, then those values will be summarized off from journal records input into the ledger. The default value is not selected.
Posting Code	If a ledger is to retain Posting code values this flag should be selected. If not selected, then those values will be summarized off from journal records input into the ledger. This field is protected and defaults to <i>True</i> because a ledger record without a posting code would not be useful as the code tells what type of account a ledger record is. The default value is <i>True</i> .
BS (Balance Sheet) Account Type	If a ledger is to retain Balance Sheet Account Type values this flag should be selected. If not selected, then those values will be summarized off from journal records input into the ledger. This field is protected and defaults to <i>True</i> because a ledger record without this information would not be useful. The default value is <i>True</i> .
Real Account Level	When the Ledger Engine is creating a record or writing to an existing record where the BS Account Type is not blank (record is an <i>Asset</i> , <i>Liability</i> , <i>Equity</i> , or <i>Contra Asset</i>), the value in this field instructs the job to either summarize the record down to the settings in the Fund and BS Account fields (described below) or to summarize the record like all other records using all COA settings. A setting of <i>Fund and BSA levels</i> , the default, will instruct the job to use just those COA rules. A setting of <i>All Levels</i> will use all COA

	settings. The Real Account Level option does not apply to the summarization flags that occur before that option. Choosing the <i>Fund and BSA Levels</i> will create a ledger that is much smaller than <i>All Levels</i>. However, such a ledger is limited in details it can provide for real accounts (Assets, Liabilities, Equities, and Contra Assets). Any ledger used to assure a budget structure where activity is tracked that is balance sheet and budgetary (unearned revenue for example) should have a Real Account Level setting of <i>All Levels</i>.
Chart of Account (COA) Rules	The following fields contain dropdown listings containing the same types of choices. The term 'historical rollups' is used to give a name to the rollup values inferred for the COA element at the time a document went to final. They are historical in the sense that the reference table for that COA element may have been changed to contain different rollup values after the document was processed. When choosing COA to retain on a ledger that is keyed by another COA, it is critical to keep all key COA values. For example, if Activity is retained, then Department must also be retained. • <i>Do Not Keep</i> - When no information on the COA element, any sub, or any rollup of the element is desired in the ledger, then this choice is made. This is the default value. • <i>Keep All</i> - When all information on the COA element and sub along with the historical rollups is desired in the ledger, then this choice is made. • <i>COA Element</i> - When the primary COA element should be retained, then this choice is made. An example would be Object. • <i>Sub COA Element</i> - When the sub COA element should be retained, then this choice is made. An example would be Sub Object. In choosing this option, both the primary and the sub element are retained. • <i>Rollups</i> - When a certain rollup should be retained, then this choice is made. An example would be Object Class. The selection of 2 rollup values is not possible, but to retain 2 or more rollups, the <i>Keep All</i> selection should be made.
Fund	The amount of Fund information retained on a ledger record is determined by the choice made in this field.

Object	The amount of Object information retained on a ledger record is determined by the choice made in this field.
Revenue Source	The amount of Revenue Source information retained on a ledger record is determined by the choice made in this field.
BS (Balance Sheet) Account	The amount of Balance Sheet information retained on a ledger record is determined by the choice made in this field. The Account Type will always be retained as the BS Account Type parameter is protected.
Organizational	The amount of Organizational information retained on a ledger record is determined by the choice made in this field. Choices for this field appear different than all of the others because all of the organizational tables are listed instead of rollups. Choosing any element keyed by Department will automatically include Department in summarization. Choosing Sub Unit will include Department and Unit in summarization, but none of the other values.
IG (Inter Governmental) Department	If the situation of a Due To or Due From account is being used as the offset instead of cash between two organizations, then the IG Department is completed with the other party's department value for both sets of entries. If that IG Department should be retained in the ledger, then the <i>Keep All or Department</i> choice should be made. Only <i>Do Not Keep</i> is presented as a third option as there are no rollups stored for the IG Department.
IG (Inter Governmental) Fund	If the situation of a Due To or Due From account being used as the offset instead of cash between two organizations, then the IG Fund and possibly IG Sub Fund are completed with the other party's Fund and Sub Fund values for both sets of entries. If that IG Fund should be retained in the ledger, then the <i>Keep All or Fund</i> choice should be made. If both the IG Fund and Sub Fund should be retained then the <i>Sub Fund</i> choice should be made. Only <i>Do Not Keep</i> is presented as a third option as there are no rollups stored for the IG Fund.
Appropriation	The amount of Appropriation information retained on a ledger record is determined by the choice made in this field.
Location	The amount of Location information retained on a ledger record is determined by the choice made in this field. Remember to retain Department at a minimum in the

	Organizational field.
Activity	The amount of Activity information retained on a ledger record is determined by the choice made in this field. Remember to retain Department at a minimum in the Organizational field.
Function	The amount of Function information retained on a ledger record is determined by the choice made in this field.
Reporting	The amount of Reporting information retained on a ledger record is determined by the choice made in this field. Remember to retain Department at a minimum in the Organizational field.
Department Object	The amount of Department Object information retained on a ledger record is determined by the choice made in this field. Remember to retain Department at a minimum in the Organizational field.
Department Revenue Source	The amount of Department Revenue Source information retained on a ledger record is determined by the choice made in this field. Remember to retain Department at a minimum in the Organizational field.
Task	The amount of Task information retained on a ledger record is determined by the choice made in this field. Remember to retain Department at a minimum in the Organizational field.
Task Order	The amount of Task Order information retained on a ledger record is determined by the choice made in this field. Remember to retain Department at a minimum in the Organizational field.
Major Program	The amount of Major Program information retained on a ledger record is determined by the choice made in this field. Remember to retain Department at a minimum in the Organizational field.
Program	The amount of Program information retained on a ledger record is determined by the choice made in this field. Remember to retain Department at a minimum in the Organizational field.
Phase	The amount of Phase information retained on a ledger record is determined by the choice made in this field. Remember to retain Department at a minimum in the

	Organizational field.
Funding Profile	If the Funding Profile should be retained in the ledger, then the <i>Keep All</i> or <i>Funding Profile</i> choice should be made. Only <i>Do Not Keep</i> is presented as a third option as there are no rollups for Funding Profile. Remember to retain Department at a minimum in the Organizational field as well as Major Program.
Funding Priority	If the Funding Priority should be retained in the ledger, then the <i>Keep All</i> or <i>Funding Priority</i> choice should be made. Only <i>Do Not Keep</i> is presented as a third option as there are no rollups for Funding Priority. Remember to retain Department at a minimum in the Organizational field as well as Major Program and Funding Profile.
Funding Line	If the Funding Line should be retained in the ledger, then the <i>Keep All</i> or <i>Funding Line</i> choice should be made. Only <i>Do Not Keep</i> is presented as a third option as there are no rollups for Funding Line. Remember to retain Department at a minimum in the Organizational field as well as Major Program, Funding Profile, and Funding Line.
Stage Profile	If the Stage Profile should be retained in the ledger, then the <i>Keep All</i> or <i>Stage Profile</i> choice should be made. Only <i>Do Not Keep</i> is presented as a third option as there are no rollups for Stage Profile. Remember to retain Department at a minimum in the Organizational field.
Program Period Code	If the Program Period should be retained in the ledger, then the <i>Keep All</i> or <i>Program Period</i> choice should be made. Only <i>Do Not Keep</i> is presented as a third option as there are no rollups for Program Period. Remember to retain Department at a minimum in the Organizational field as well as Major Program.

- Archival Information

▼Archival Information

SA01 Pre-Archive Year :

SA02 Pre-Archive Year :

SA09 Pre-Archive Year :

Last Archive Year :

Field Name	Field Description
SA01 Pre-Archive Year	This value is used in the Journal/Ledger archive process, but is populated by the Systems Assurance 01 process in pre-archive mode. If the ledger is to be archived, the system will verify that the SA01 jobs have run in Pre-Archive mode prior to archiving the ledger records. When this year field is blank, it indicates that a pre-archive has not been performed for the ledger, and the archive will not proceed. When the value is populated, the ledger that is used for the System Assurance 01 is ready to be archived for the year entered.
SA02 Pre-Archive Year	This value is used in the Journal/Ledger archive process, but is populated by the Systems Assurance 02 process in pre-archive mode. If the ledger is to be archived, the system will verify that the SA02 jobs have run in Pre-Archive mode prior to archiving the ledger records. When this year field is blank, it indicates that a pre-archive has not been performed for the ledger, and the archive will not proceed. When the value is populated, the ledger that is used for the System Assurance 02 is ready to be archived for the year entered.
SA09 Pre-Archive Year	This value is used in the Journal/Ledger archive process, but is populated by the Systems Assurance 09 process in pre-archive mode. If the journal is to be archived, the system will verify that the SA09 job has been run in Pre-Archive mode prior to archiving the journal records. When this year is blank, it indicates that a pre-archive has not been performed for the journal, and the archive will not proceed. When the value is populated, the journal that is used for the System Assurance 09 is ready to be archived for the year entered.
Last Archive Year	This field displays the most recent year for which an archive of the ledger or journal has been performed.

- Filter

Ledgers have the capability of having their input filtered so that only certain journal records are summarized. Filtering allows for the creation of a ledger to contain only information for an organizational or fund entity.

Filter

Fund Filter :

Fund Filter Value :

Org Filter :

Org Filter Value 1 :

Org Filter Value 2 :

Field Name	Field Description
Fund Filter	When desired, a selection of a value in this field will enable a ledger to contain only information for the code in the Fund Filter Value field, which should be valid on the Fund Filter choice. Valid values are <i>Fund</i> , <i>Sub Fund</i> , and each fund rollup.
Fund Filter Value	When the Fund Filter field contains a value, so too must this field and that value should be valid on that table for at least one fiscal year.
Organizational (Org) Filter	When desired, a selection of a value in this field will enable a ledger to contain only information for the code in the Org Filter Value 1 and Org Filter 2 fields, which should be valid on the Org Filter choice. Valid values are <i>Government Branch</i> , <i>Cabinet</i> , <i>Department</i> , <i>Division</i> , <i>District</i> , <i>Bureau</i> , <i>Section</i> , <i>Group</i> , <i>Unit</i> , and <i>Sub Unit</i> .
Org Filter Value 1	When the Org Filter field contains a value of <i>Government Branch</i> , <i>Cabinet</i> , <i>Department</i> , <i>Division</i> , <i>District</i> , <i>Bureau</i> , <i>Section</i> , <i>Group</i> , <i>Unit</i> , or <i>Sub Unit</i> , this field and that value should be valid on that table (Government Branch, Cabinet, or Department).
Org Filter Value 2	When the Org Filter field contains a value of <i>Division</i> , <i>District</i> , <i>Bureau</i> , <i>Section</i> , <i>Group</i> , <i>Unit</i> , or <i>Sub Unit</i> , this field and that value should be valid on that table.

Implementation Concerns

Setup of ledger summarization should be considered in the analysis stages before going live. The exact number of ledgers and what data they should retain is a serious task that should thoroughly be evaluated before going live. Having an appropriate number of ledgers is also a consideration because the more ledgers that are used, the longer ledger posting will take and the longer certain systems assurance jobs will take. Although the ability to rebuild or turn a ledger on in the future does exist, these processes can take a long time in terms of system processing.

Online inquiry pages for journals and ledgers contain a standard look, with only minor deviations for the grid, scalar section, and searchable fields. If certain COA elements are more important in an application than those shown in the searchable list of fields or in the grid section (ledgers only), then adjustments should be made for that application to use those fields which are relevant. Balancing the addition of new search fields with performance and new grid fields with horizontal real estate are tasks associated with changing the inquiry pages.

- Initial Setup

Ledgers within AMS Advantage Financial provide online inquiry and availability for batch program and report input. However, a financial application coupled with a data warehouse presents a decision point when setting up ledgers. Is the use of this ledger better satisfied by the warehouse? Ledgers for online inquiry or online reporting only are often those where this question applies. Should the online application contain the weight of an additional ledger or should the data warehouse be used. The weight of a ledger would include the number of records in the ledger table, the number of records in the Journal/Ledger Crosswalk table, time taken to run systems assurance jobs against the ledger, time taken for the Ledger Engine to post to the ledger, time and space taken to backup the online application, and application resources used to query the ledger online.

Ledgers with another purpose than just online inquiry, such as online batch jobs cannot be replaced by a data warehouse. These must exist within the financial application. The question then becomes How many ledgers defined with targeted summarization options to enhance the performance of a specific batch job should exist? If more time is spent in posting to and assuring those ledgers than is gained by performance gains in a specific batch job, then additional ledgers are not cost effective when it comes to processing time.

Deactivation of a journal or ledger that is not to be used initially is an advisable step for performance tuning, while keeping in mind that if at a later date the journal or ledger is needed that a rebuild will have to be done. Rebuilds can take some time to process, even when multiple threads are run, if a large amount of activity has occurred.

Every possible ledger field cannot be retained on a ledger because of a technical limitation in the concatenation fields that identify a record to the application. There are three of these fields and each can contain only 254 characters, giving a total of 762 characters. Therefore, the maximum length of all fields established on the JLCTRL table for summarization cannot exceed 762, keeping in mind that between each field, 1 character is used for the separator of (^).

- Changes after Use

Changes to records on the JLCTRL table will require the application to be recycled (bounced) in order for the changes to take effect. Those fields that should never be changed are identified as such in the field help given in the Configuration section. To change a summarization field for a ledger requires that no records exist in that ledger. When such a need occurs for a ledger currently in use, the ledger will have to be purged, the JLCTRL table updated, the application bounced, and then the Rebuild Ledger batch process started. However, if the ledger has been de-activated and contains no previous records, the purge step does not have to be performed.

- Automated Bank Account Transfer (ABAT) Process
- Ledgerization Process
- Overhead Rate Process (in 3.7 and later)
- Program Asset Generation
- Rebuild Ledger
- Reimbursement Selection & Calculation
- Systems Assurance 03 Debits Equal Credits
- Systems Assurance 07 Journal/Ledger Cross Reference Table
- Systems Assurance 09 Customer Account vs. Journal and Posting Line Catalog

Process-specific gaps occur in the scenario where a job is run during the processing day or at any time when the VLSes still have some Journal Record Numbers grabbed but not used.

Returning to the example from earlier, (where one VLS is posting 24-33, the next is 34-43, etc.) assume that the sequential Journal postings are as follows:

Journal Record Number	Source
24	VLS 1
25	VLS 1
34	VLS 2
35	VLS 2
36	VLS 2
37	VLS 2
26	VLS 1
27	VLS 1
44	VLS 3
45	VLS 3

38	VLS 2
39	VLS 2

At this point, each VLS still has some numbers grabbed. VLS 1 still has 28-33, VLS 2 has 40-43, and VLS 3 has 46-53.

Assume that Ledgerization is run at this point in time. Ledgerization would find and log gaps to the JLOG table for the following ranges:

JLOG Process ID	Status	Begin Record	End Record
LDGRPOST	Gap Found	27	33
LDGRPOST	Gap Found	39	43
LDGRPOST	Gap Found	45	53

In addition, the Ledgerization process posts a record to mark where it started and finished. There are gaps within this range, which are marked by the above Gap Found records; the combination of the Gap and Final records tells the full story about which records were processed and which were not.

JLOG Process ID	Status	Begin Record	End Record
LDGRPOST	Final	24	53

Now, processing continues on the VLSes to post to the Journals. These additional records are posted:

Journal Record Number	Source
28	VLS 1
29	VLS 1
30	VLS 1

31	VLS 1
32	VLS 1
33	VLS 1
40	VLS 2
41	VLS 2
42	VLS 2
43	VLS 2

At this point, there are no Journal Gaps from an overall perspective, because the Journal record numbers are continuous from 24-45. However, when the Ledgerization process runs again, it needs to know which records it already processed so that it does not process the same records twice. Also, the Ledgerization process needs to process the new records since its last run (28-33 and 40-43), even though these have a lower record number than the last record processed. The processes use the JLOG Gap Found records to identify where the gap ranges were and to look for new activity that has posted in what was previously a gap.

The example above shows a scenario where records are created in what was previously a gap. In this scenario, the records were created because VLSes still had reserved blocks of numbers that had not been used. This is the most common reason. Generally, if VLSes restart once a night (this is typical, at the end of the nightly cycle) gap records will be minimized.

Gaps are acceptable on the Journals and the processes mentioned above all automatically search gaps with each run. However, for proper maintenance, there are two suggested processes that should be run regularly: Identify and Archive Stale Gaps and the Ledgerization process in Process Logged Gaps Mode. Both of these processes are described in more detail in the Run Sheets.

- New Journals or Ledgers

As journals and ledgers are tables built into the application, adding a record to the Journal/Ledger Control Detail table is not the only step in establishing a new journal or ledger. The table to contain the journal or ledger records must be developed along with possible changes required in batch programs that will read or write to the table.

Balance Sheet Account Balances

- [Balance Controls](#)
- [Record Creation](#)

Balance Controls

The data on these three tables may be used for online inquiry or for reporting purposes. The BBALD and BBALS tables also provide an opportunity for control. The BSA reference table contains a **Level of Balance Control** field that allows a control level: *no error*, *warning*, *override*, or *reject* that will be used during document validation. A parameter on the Application Parameters (APPCTRL) table decides the level (Summary or Detail) on which the balance control edit is performed. That parameter is called *BSA Integrity Check* (shown below).

Application Parameters

Parameter Name	Parameter Short Description
✓ BSA_INTEG_CHK	BSA Integrity Check

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Save Undo Delete Insert Copy Paste Search

Parameter Name: BSA_INTEG_CHK

Parameter Short Description: BSA Integrity Check

Parameter Value: Detail

Parameter Description: Determines whether the BSA Integrity Check should be performed at the Fund,BSA Level or Fund,Sub Fund,BSA, Sub BSA

The control evaluates by **Account Type**, found on the BSA table. Asset accounts must maintain a debit balance while all other types of accounts must maintain a credit balance. Zero balances are viewed as the correct type of balance. For example, an asset account resulting in a credit balance because of an accounting document, will then issue an error if the Balance Sheet Account (BSA) reference table for that BSA and Fiscal Year used has a **Level of Balance Control** other than *No Error*. The level of that error issued will match the value set on that **Level of Balance Control** on the BSA table (shown below).

Balance Sheet Account

[Menu](#) [Quick Search](#)

Fiscal Year	BSA	Name	Active
✓ 2006	1234	BSA Name	true

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Save Undo Delete Insert Copy Paste Search

General Information

*Fiscal Year: 2006	Effective From:
*BSA: 1234	Effective To:
*Name: BSA Name	Active: ☒
*Short Name: BSA Sh Nm	Cash Account: ☐
Account Type: Asset	Memo Account: ☐
Level of Balance Control: No Error	Payroll: ☐
FASB Class: No Error	Contributed Account: ☐
Contact Code: Warning	Control Account: ☐
	Description:

Another major use of the BBALS table data is to facilitate the flexible definition of what BSA accounts comprise the **Fund Balance** and **Cash Balance** amounts found on the other two types of accounting control tables - Fund Balance Detail (FBALDQ), Fund Balance Summary (FBALSQ), Cash Balance Detail (CBALDQ), and Cash Balance Summary (CBALSQ). More information is given on how BBALS records are linked to these types of control tables in specific sections for those tables.

Record Creation

Records are created in all three Balance Sheet Account Balance tables by document processing. When such processing uses a new combination of fields that define a record on one of the three tables, then a new record is inserted when that document goes to *Final*. No such updates are saved when the document goes to *Pending*. Direct updates to these tables are not allowed. If a site wishes to control what Funds can use or cannot use which BSA codes, then the Valid Fund Balance Sheet (VFBSA) and Invalid Fund Balance Sheet (IFBSA) tables should be used for that purpose.

One additional way that the BBALD table has records inserted is through updates to the Cash Balance Detail Maintenance (CBALD) and Fund Balance Detail Maintenance (FBALD) tables. When a new account is defined in the 2nd half of either page that does not already exist on BBALD, a record is inserted with \$0.00 in all amount fields.

Note: updates to the BBALS and BBALD tables use the current Fiscal Year (default year for the Application Date as defined on the Calendar Date table) when validating, filtering picks, and inferring names. As there is no field for year on these tables, the current year is used. Because of this, the definition of a BSA, Sub BSA, Fund, or Sub Fund only in a prior Fiscal Year and subsequent use after the start of a new Fiscal Year will result in errors issued to the document.

Cash Balance Tracking & Control

- [Cash Balance Setup](#)
- [Cash Balance Errors](#)

Cash Balance Setup

Using the Cash Balance feature requires setup at a system-wide level to start the tracking process. Later, setup will be at a more decentralized level of Sub Fund and then Fund. The Cash Balance Setup is divided into the following areas:

- [Application Parameters](#)
- [Posting Codes](#)
- [Cash Balance Detail Maintenance](#)
- [Cash Balance Summary Maintenance](#)

Application Parameters

Cash balance levels 2 and 3 above are always maintained by the application. Level 1 above requires that an Application Parameters (APPCTRL) setting be turned on. The parameter is the Pool Cash Balance Tracking one shown below. When set to *False*, the application will not make any updates or fire off any edits against the Cash Balance Pool (CBALPQ) table. When set to *True*, updates to the Cash Balance Summary (CBALSQ) table will be pushed up to the CBALPQ table. As with all application parameters, a bounce of the application is required and changes after usage with one setting should be evaluated to see if a conversion effort will be needed.

Application Parameters

Parameter Name	Parameter Short Description
✓ CBAL_POOL	Pool Cash Balance Tracking

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Parameter Name : CBAL_POOL

Parameter Short Description : Pool Cash Balance Tracking

Parameter Value : false

Parameter Description : When set to True, updates are made to the Cash Balance Pool table from the Cash Balance Summary table.

When the Cash Balance Pool functionality is being used, there are additional edits on the Fund table. The first is an edit when adding a new fund that there be a valid fund type associated with it. The second is an edit to prevent the changing of an associated fund type value on the Fund table if that fund type exists on the Cash Balance Pool table.

Posting Codes

Posting codes are the point at which any updates to the cash balance tables are defined. Two fields control these updates. The first is a flag, **CBAL Update**. When it is checked, the posting code will invoke update logic. The second is a listing of update types, called **CBAL Bucket**. Choices include *Cash*, *Non Cash Increase*, and *Non Cash Decrease*. Below is a display of the Posting Code table with the fields mentioned above, displayed.

Posting Code

[Menu](#) [Quick Search](#)

Posting Code	Name	Account Type	Cash Account	Memo Account
✓ D011	External Accrued Expenditure/Expense		No	No

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

► **General Information**

► **Inference and Edit Information**

▼ **Update/Posting Rules**

Expense Budget: ☒	CBAL Bucket: Non_Cash Decrease
Expense Bucket Id: 14	CBAL Update: Non_Cash Increase
Accrued Expenses	FBAL Update: Non_Cash Decrease
Revenue Budget: ☐	FBAL Bucket: Cash
Revenue Bucket Id:	Code Type: Spending

► **Classifications**

Updates to the cash balance tables fall into two categories: those that update cash balance sheet accounts and those that update accounts that will be liquidated and update cash when the document is later referenced by another. This second group represents the 'Non Cash' types of updates. For example, an accrued expenditure on a request for payment did not update cash, but when a disbursement references and liquidates the request for payment, the accrued expenditure will be backed out and cash will be reduced.

The ability to track, and optionally control, cash availability with items that will eventually reduce or increase cash extends the concept of cash controls to earlier in the procurement or receivable chain of documents. Thus, if \$1000.00 in cash is available to a fund, requests for payment can be stopped at the point that \$1000.00 is reserved instead of allowing many more requests to be entered that will only be rejected at the time of disbursement.

Note: If a site chooses to turn off all cash balance tracking, then by unchecking the CBAL Update flag and clearing the CBAL Bucket fields on the Posting Code table will stop all update logic at the point of determining if the posting code should make an update.

After the completion of the system-wide setup, which should never be changed for a posting code that has been used, as Systems Assurance 2 problems will arise, setup starts at a very low level: Fund and Sub Fund on the Cash Balance Detail Maintenance table.

Cash Balance Detail Maintenance

The creation of records on the Cash Balance Detail Maintenance (CBALD) table will be created automatically by the application the first time a Fund and Sub Fund combination is used with a posting code that is defined as CBAL. Such a system-generated record will assume default values for all fields and will be just for tracking and not controlling. When controlling is desired, records should be setup before usage begins. However, controlling can be turned on or off later without systems assurance problems.

The second half of the CBALD is used to define those balance sheet accounts that a fund considers its "actual cash accounts" for cash edits. Accounts entered are normally BSA's defined as Cash and Assets on the BSA table, but the maintenance table is not limited to these types of accounts. Governments that use the warrant model of disbursements often define their Warrants Payable BSA along with Cash accounts. Accounts defined on CBALD that do not have a record

already established on the ITD Balance Sheet Detail (BBALD) table automatically create a record with \$0.00 amounts.

Below is a sample of a CBALD record to demonstrate the level of detail and the amount of information displayed. The hyperlinks at the bottom take a user to different inquiry pages and perform an automatic search with the values of the selected record.

Cash Balance Detail Maintenance [Menu](#) [Quick Search](#)

Save Undo Delete Insert Copy Paste Search First Prev Next Last

*Fund : ABCD Fund Sh Nm Pending Increase Cash : ☐
 *Sub Fund : ABCD Sub Fund Name Pending Decrease Cash : ☐
 Cash Balance Minimum : \$0.00 Pending Increase Non-Cash : ☐
 Cash Balance Error Severity : No Error Pending Decrease Non-Cash : ☐
 *Balance Control : Summary Accepted Increase Non-Cash : ☐
 Accepted Decrease Non-Cash : ☐

[Cash Balance Detail](#) [Cash Balance Summary](#) [Cash Balance Summary Maintenance](#)

Fund	Sub Fund	BSA	Name	Sub BSA	Name	Current Balance
✓ ABCD	ABCD	1234	BSA Sh Nm	1234	Sub BSA Sh Nm	\$0.00

Delete Insert Copy Paste First Prev Next Last

Field Name	Field Description
Fund	A required field for the Fund of a detail maintenance record. There is no validation of this value on this table; however, only valid Fund codes can be used on documents.
Fund Short Name	The application will infer the short name for the Fund code as defined on the FUND table for the current Fiscal Year. If the Fund is not valid in the current year, then no name will be displayed.
Sub Fund	A required field for the Sub Fund of a detail maintenance record. There is no validation of this value on this table; however, only valid Sub Fund codes can be used on documents. A value of BLNK should be used to define options that will be used when a document uses only a Fund and does not have a Sub Fund.
Sub Fund Short Name	The application will infer the short name for the Sub Fund code as defined on the SFUND table for the current Fiscal Year. If the Sub Fund is not valid in the current year, then no name will be displayed.
Cash Balance Minimum	An optional amount to define a minimum threshold of available cash that should not be exceeded. The default for the field is \$0.00 and negative amounts are allowed.
Cash Balance Error	A setting that controls the level of error issued when cash

Severity	availability has been exceeded. Choices include: <i>No Error</i> (default), <i>Warning</i> , <i>Overrideable Error</i> , and <i>Reject</i> .
Balance Control	Three choices exist for the definition of where cash will be controlled: <i>Detail</i> , <i>Summary</i> (default), and <i>Pool</i> . When <i>Summary</i> or <i>Pool</i> is selected, the Cash Balance Summary Maintenance table will provide settings for Cash Balance Minimum, Error Severity, and the various flags for what types of accounting will be evaluated for Available Cash.
Pending Increase Cash	A flag to indicate if an amount to increase a cash account from a document in the <i>Pending</i> document phase should increase available cash. A Cash Receipt or the seller portion of an Internal Exchange Transaction are two such examples. The update has to be to one of the cash balance sheet accounts defined to a cash balance maintenance record (bottom grid on page). Checked or not, such documents will still update the Pending Increase Cash amount.
Pending Decrease Cash	A flag to indicate if an amount to decrease a cash account from a document in the <i>Pending</i> document phase should reduce available cash. A Manual Disbursement or the buyer portion of an Internal Exchange Transaction are two such examples. The update has to be to one of the cash balance sheet accounts defined to a cash balance maintenance record (bottom grid on page). Checked or not, such documents will still update the Pending Decrease Cash amount.
Pending Increase Non Cash	A flag to indicate if an amount to increase a posting code defined as a <i>Non Cash Increase</i> used on a document in the <i>Pending</i> document phase should increase available cash. A Receivable or the seller portion of an Internal Exchange Transaction with clearing accounts are two such examples. Checked or not, such documents will still update the Pending Increase Non Cash amount. The flag cannot be checked unless the Accepted Non Cash Increases flag is also checked.
Pending Decrease Non Cash	A flag to indicate if an amount to increase a posting code defined as a <i>Non Cash Decrease</i> used on a document in the <i>Pending</i> document phase should decrease available cash. A Payment Request or the buyer portion of an Internal Exchange Transaction with clearing accounts are two such examples. Checked or not, such documents will still update the Pending Decrease Non Cash amount. The flag cannot be checked unless the Accepted Non Cash Decreases flag is also checked.
Accepted Increase Non Cash	A flag to indicate if an amount to increase a posting code defined as a <i>Non Cash Increase</i> used on a document in the <i>Final</i> document phase should increase available cash. A Receivable or the seller portion of an Internal Exchange Transaction with clearing accounts are two such examples. Checked or not, such documents will still update the Accepted Increase Non Cash

	amount.
Accepted Decrease Non Cash	A flag to indicate if an amount to increase a posting code defined as a <i>Non Cash Decrease</i> used on a document in the <i>Final</i> document phase should decrease available cash. A Payment Request or the buyer portion of an Internal Exchange Transaction with clearing accounts are two such examples. Checked or not, such documents will still update the Accepted Decrease Non Cash amount.
BSA	A required field to define a Balance Sheet Account (BSA) into the 'beginning balance' of a cash balance record. Validation of the BSA code is done with the Current Fiscal Year (default year for the Application Date). The pick is to the BBALD table and not to the BSA table because accounts selected have most often already had a balance established.
BSA Name	The application will infer the short name for the BSA code as defined on the BSA table for the current Fiscal Year. If the BSA is not valid in the current year, then no name will be displayed.
Sub BSA	A required field to define a Sub Balance Sheet Account (SBSA) into the 'beginning balance' of a cash balance record. Validation of the SBSA is done with the BSA and the Current Fiscal Year (default year for the Application Date). When SBSA's are not used or not always used in an application, a value of BLNK in this field will be used to represent accounts used with no sub accounts. The pick is to the BBALD table and not to the SBSA table because accounts selected have most often already had a balance established.
Sub BSA Name	The application will infer the short name for the SBSA code as defined on the SBSA table for the current Fiscal Year. If the SBSA is not valid in the current year, then no name will be displayed.
Current Balance	As definitions of balance sheet accounts on the maintenance table is actually a connection of a maintenance record with one or more records on the ITD Balance Sheet Detail (BBALD) table, the Balance field from BBALD (Debit Amount minus Credit Amount) is be displayed on the maintenance table. Changes to the BBALD are automatically reflected on the maintenance table.

Cash Balance Summary Maintenance

The creation of records on the Cash Balance Detail Maintenance (CBALS) table are created automatically by the application the first time a Fund and Sub Fund combination is used with a posting code that is defined as CBAL. Such a system-generated record will assume default values for all fields and will be just for tracking and not controlling. When controlling is desired,

records should be setup before usage begins. However, controlling can be turned on or off later without systems assurance problems.

Data entry on this table is only required if the Balance Control on Cash Balance Detail Maintenance (CBALD) is *Summary* or *Pool*. If that setting is *Detail*, then CBALS is not used. As there is no Cash Balance Pool Maintenance table, settings on CBALS apply to the Fund that is updating the Pool Cash (CBALPQ) record. It is common that all Funds within a Fund Type will have identical CBALS settings, but that is not a system limitation.

Below is a sample of a CBALS record to demonstrate the level of detail and the amount of information displayed. The hyperlinks at the bottom take a user to different inquiry pages and perform an automatic search with the values of the selected record.

Cash Balance Summary Maintenance

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Fund : Pending Increase Cash : ☐

Fund Sh Nm Pending Decrease Cash : ☐

Cash Balance Minimum : Pending Increase Non-Cash : ☐

Cash Balance Error Severity : Pending Decrease Non-Cash : ☐

Accepted Increase Non-Cash : ☐

Accepted Decrease Non-Cash : ☐

[Cash Balance Summary](#) [Cash Balance Detail](#) [Cash Balance Detail Maintenance](#) [Cash Balance Pool](#)

Field Name	Field Description
Fund	A required field for the Fund of a summary maintenance record. There is no validation of this value on this table; however, only valid Fund codes can be used on documents.
Fund Short Name	The application will infer the short name for the Fund code as defined on the FUND table for the current Fiscal Year. If the Fund is not valid in the current year, then no name will be displayed.
Cash Balance Minimum	An optional amount to define a minimum threshold of available cash that should not be exceeded. The default for the field is \$0.00 and negative amounts are allowed.
Cash Balance Error Severity	A setting that controls the level of error issued when cash availability has been exceeded. Choices include: <i>No Error</i> (default), <i>Warning</i> , <i>Overrideable Error</i> , and <i>Reject</i> .
Pending Increase Cash	A flag to indicate if an amount to increase a cash account from a document in the <i>Pending</i> document phase should increase available cash. A Cash Receipt or the seller portion of an Internal Exchange Transaction are two such examples. The update has to be to one of the cash balance sheet accounts defined to a cash balance maintenance record (bottom grid on page). Checked or not, such documents will still update the Pending Increase Cash

	amount.
Pending Decrease Cash	A flag to indicate if an amount to decrease a cash account from a document in the <i>Pending</i> document phase should reduce available cash. A Manual Disbursement or the buyer portion of an Internal Exchange Transaction are two such examples. The update has to be to one of the cash balance sheet accounts defined to a cash balance maintenance record (bottom grid on page). Checked or not, such documents will still update the Pending Decrease Cash amount.
Pending Increase Non Cash	A flag to indicate if an amount to increase a posting code defined as a <i>Non Cash Increase</i> used on a document in the <i>Pending</i> document phase should increase available cash. A Receivable or the seller portion of an Internal Exchange Transaction with clearing accounts are two such examples. Checked or not, such documents will still update the Pending Increase Non Cash amount. The flag cannot be checked unless the Accepted Non Cash Increases flag is also checked.
Pending Decrease Non Cash	A flag to indicate if an amount to increase a posting code defined as a <i>Non Cash Decrease</i> used on a document in the <i>Pending</i> document phase should decrease available cash. A Payment Request or the buyer portion of an Internal Exchange Transaction with clearing accounts are two such examples. Checked or not, such documents will still update the Pending Decrease Non Cash amount. The flag cannot be checked unless the Accepted Non Cash Decreases flag is also checked.
Accepted Increase Non Cash	A flag to indicate if an amount to increase a posting code defined as a <i>Non Cash Increase</i> used on a document in the <i>Final</i> document phase should increase available cash. A Receivable or the seller portion of an Internal Exchange Transaction with clearing accounts are two such examples. Checked or not, such documents will still update the Accepted Increase Non Cash amount.
Accepted Decrease Non Cash	A flag to indicate if an amount to increase a posting code defined as a <i>Non Cash Decrease</i> used on a document in the <i>Final</i> document phase should decrease available cash. A Payment Request or the buyer portion of an Internal Exchange Transaction with clearing accounts are two such examples. Checked or not, such documents will still update the Accepted Decrease Non Cash amount.

Cash Balance Errors

A number of different errors are issued as part of cash balance control. The following is a listing of those errors. The % symbol is replaced in each with values representing the key fields to a

query table. Many messages seem to be repeated, but it is because the structure of each of the three levels of cash balance are different.

The following are not controlled by the **Cash Balance Error Severity** field on either maintenance table and are intended to be warnings issued as the result of certain corrections.

- **A2984** - Adjusted Cash Balance will become less than the Cash Balance Minimum for %p and %p. The modification or cancellation caused a reduction in the Adjusted Cash Balance for the Fund and Sub Fund so that the Available Cash Balance is now negative. The document function was allowed because a correction of this type should be permitted to correct any incorrectly recorded revenues or cash on the Cash Balance Detail Query.
- **A2985** - Adjusted Cash Balance will become even less than the Cash Balance Minimum for %p and %p. The modification or cancellation caused a reduction in the Adjusted Cash Balance for the Fund and Sub Fund so that the Available Cash Balance is even more negative. The document function was allowed because a correction of this type should be permitted to correct any incorrectly recorded revenues or cash on the Cash Balance Detail Query.
- **A3253** - Adjusted Cash Balance will become less than the Cash Balance Minimum for %p. The modification or cancellation caused a reduction in the Adjusted Cash Balance for the Fund Type so that the Available Cash Balance is now negative. Values for both amounts came from using the Fund's settings on the Cash Balance Summary Maintenance Table, as the two amounts do not exist on the Cash Balance Pool Query. The document function was allowed because a correction of this type should be permitted to correct any incorrectly recorded revenues or cash on the Cash Balance Pool Query.
- **A3254** - Adjusted Cash Balance will become even less than the Cash Balance Minimum for %p. The modification or cancellation caused a reduction in the Adjusted Cash Balance for the Fund Type so that the Available Cash Balance is even more negative. Values for both amounts came from using the Fund's settings on the Cash Balance Summary Maintenance Table, as the two amounts do not exist on the Cash Balance Pool Query. The document function was allowed because a correction of this type should be permitted to correct any incorrectly recorded revenues or cash on the Cash Balance Pool Query.
- **A631** - Adjusted Cash Balance will become even less than the Cash Balance Minimum for %p. The modification or cancellation caused a reduction in the Adjusted Cash Balance for the Fund so that the Available Cash Balance is even more negative. The document function was allowed because a correction of this type should be permitted to correct any incorrectly recorded revenues or cash on the Cash Balance Summary Query.
- **A630** - Adjusted Cash Balance will become less than the Cash Balance Minimum for %p. The modification or cancellation caused a reduction in the Adjusted Cash Balance for the Fund so that the Available Cash Balance is now negative. The document function was allowed because a correction of this type should be permitted to correct any incorrectly recorded revenues or cash on the Cash Balance Summary Query.

The following are controlled by the **Cash Balance Error Severity** field on the maintenance tables. The Message (MESG) table records for these should have a **Severity** of **Error** and an **Override Level** of 1 to 10 in order to function properly with the maintenance tables.

- **A2986** - Transaction amount exceeds available cash balance for %p and %p. The Amount on the Transaction exceeds the Available Cash Balance.

- **A632** - Transaction amount exceeds available cash balance for %p. The Amount on the Transaction exceeds the available Cash Balance.

Fund Balance Tracking & Control

- [Fund Balance Setup](#)
- [Fund Balance Errors](#)

Fund Balance Setup

Using the Fund Balance feature requires setup at a system-wide level to start the tracking process. Later, setup will be at a more decentralized level of Sub Fund and then Fund. The Fund Balance Setup includes the following areas:

- [Posting Codes](#)
- [Fund Balance Detail Maintenance](#)
- [Fund Balance Summary Maintenance](#)

Posting Codes

Posting codes are the point at which any updates to the fund balance tables are defined. Two fields control these updates. The first is a flag, **FBAL Update**. When it is checked, the posting code will invoke update logic. The second is a listing of update types, called **FBAL Bucket**. Choices include *Revenue* and *Expense*. Below is a display of the Posting Code table with the fields mentioned above displayed.

Posting Code [Menu](#) [Quick Search](#)

Posting Code	Name	Account Type	Cash Account	Memo Account
✓ D011	External Accrued Expenditure/Expense		No	No

First Prev Next Last

Save Undo Delete Insert Copy Paste Search 

► **General Information**

► **Inference and Edit Information**

▼ **Update/Posting Rules**

Expense Budget : ☒	CBAL Bucket : Non_Cash Decrease
Expense Bucket Id : 14	CBAL Update : ☒
Accrued Expenses	FBAL Update : ☒
Revenue Budget : ☐	FBAL Bucket : Expense
Revenue Bucket Id : 	Code Type : Revenue

► **Classifications**

[Top](#)

Updates to the Fund balance tables fall into two categories: those that update equity balance sheet accounts defined to a Fund/Sub Fund and those that update accounts that will be closed into equity accounts at Annual Close. This second group represents the most common as updates to many equity accounts tracked as 'available fund balance' do not get updated any time

other than Annual Close. For this reason, fund balance tracking does not include the pending increases and decreases to the actual fund balance accounts like cash balance tracking does with cash accounts.

The ability to track, and optionally control, fund balance availability with items that will eventually reduce or increase a fund's equity account(s) extends the concept of equity account control to the initial point of document processing instead of waiting until an Annual Close.

Note: If a site chooses to turn off all fund balance tracking, then by unchecking the FBAL Update flag and clearing the FBAL Bucket fields on the Posting Code table will stop all update logic at the point of determining if the posting code should make an update.

Note: Through the selection of what posting codes should update the Revenue and Expense amount fields on the fund balance query tables, the Fund Balance feature can track, and optionally control, at either a modified or full accrual method of accounting.

After the completion of the system-wide setup, which should never be changed for a posting code that has been used as Systems Assurance 2 problems will arise, setup starts at a very low level: Fund and Sub Fund on the Fund Balance Detail Maintenance table.

Fund Balance Detail Maintenance

The creation of records on the Fund Balance Detail Maintenance (FBALD) table will be created automatically by the application the first time a Fund and Sub Fund combination is used with a posting code that is defined as FBAL. Such a system-generated record will assume default values for all fields and will be just for tracking and not controlling. When controlling is desired, records should be setup before usage begins. However, controlling can be turned on or off later without systems assurance problems.

The second half of the FBALD is used to define those balance sheet accounts that a fund considers its "actual equity balance accounts." Accounts entered are normally BSA's defined as Equity on the BSA table. Accounts such as Reserve for Encumbrance are not the type to be specified, as updates to that account are accompanied by updates to Encumbrances. In such a case, the debit and credit from a purchase order would update the fund balance tables and cancel each other out. Accounts defined on FBALD that do not have a record already established on the ITD Balance Sheet Detail (BBALD) table automatically create a record with \$0.00 amounts.

Note: If the Net Assets account is used to track those items that make the difference between full and modified accrual methods of accounting, then the definition of that Net Assets account into the second half of FBALD will mean that the starting amount of equity is modified accrual. If left out, that starting amount is full accrual.

Below is a sample of a FBALD record to demonstrate the level of detail and the amount of information displayed. The hyperlinks at the bottom take a user to different inquiry pages and perform an automatic search with the values of the selected record.

Fund Balance Detail Maintenance

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*Fund : Pending Revenue Increases : ☐
 Fund Sh Nm Pending Revenue Decreases : ☐
 *Sub Fund : Pending Expense Increases : ☐
 Sub Fund Name Pending Expense Decreases : ☐
 Fund Balance Minimum :
 Fund Balance Error Severity :
 Balance Control :

[Fund Balance Detail](#) [Fund Balance Summary](#) [Fund Balance Summary Maintenance](#)

Fund	Sub Fund	BSA	Name	Sub BSA	Name	Current Balance
✓ ABCD	ABCD	4567	BSA Sh Nm	BLNK		\$0.00

[Delete](#) [Insert](#) [Copy](#) [Paste](#) First Prev Next Last

Field Name	Field Description
Fund	A required field for the Fund of a detail maintenance record. There is no validation of this value on this table; however, only valid Fund codes can be used on documents.
Fund Short Name	The application will infer the short name for the Fund code as defined on the FUND table for the current Fiscal Year. If the Fund is not valid in the current year, then no name will be displayed.
Sub Fund	A required field for the Sub Fund of a detail maintenance record. There is no validation of this value on this table; however, only valid Sub Fund codes can be used on documents. A value of BLNK should be used to define options that will be used when a document uses only a Fund and does not have a Sub Fund.
Sub Fund Short Name	The application will infer the short name for the Sub Fund code as defined on the SFUND table for the current Fiscal Year. If the Sub Fund is not valid in the current year, then no name will be displayed.
Fund Balance Minimum	An optional amount to define a minimum threshold of available fund balance that should not be exceeded. The default for the field is \$0.00 and negative amounts are allowed.
Fund Balance Error Severity	A setting that controls the level of error issued when Fund availability has been exceeded. Choices include: <i>No Error</i> (default), <i>Warning</i> , <i>Overrideable Error</i> , and <i>Reject</i> .

Balance Control	Three choices exist for the definition of where Fund will be controlled: <i>Detail</i> or <i>Summary</i> (default). When <i>Summary</i> is selected, the Fund Balance Summary Maintenance table will provide settings for Fund Balance Minimum, Error Severity, and the various flags for what types of accounting will be evaluated for Available Fund.
Pending Revenue Increases	A flag to indicate if an amount that will eventually increase (credit) a fund's equity balance account from a document in the <i>Pending</i> document phase should increase Available Fund Balance. A Cash Receipt or the seller portion of an Internal Exchange Transaction are two such examples. Checked or not, such documents will still update the Pending Revenue Increases.
Pending Revenue Decreases	A flag to indicate if an amount that will eventually decrease (debit) a fund's equity balance account from a document in the <i>Pending</i> document phase should decrease Available Fund Balance. A negative Cash Receipt is an example of such a document. Checked or not, such documents will still update the Pending Revenue Decreases.
Pending Expense Increases	A flag to indicate if an amount that will eventually decrease (debit) a fund's equity balance account from a document in the <i>Pending</i> document phase should decrease Available Fund Balance. A Payment Request and the buyer portion of an Internal Exchange Transaction are two such examples. Checked or not, such documents will still update the Pending Expense Increases.
Pending Expense Decreases	A flag to indicate if an amount that will eventually increase (credit) a fund's equity balance account from a document in the <i>Pending</i> document phase should increase Available Fund Balance. A credit memo Payment Request and the seller portion of an Internal Exchange Transaction are two such examples. Checked or not, such documents will still update the Pending Revenue Decreases.
BSA	A required field to define a Balance Sheet Account (BSA) into the 'beginning balance' of a Fund balance record. Validation of the BSA code is done with the Current Fiscal Year (default year of the Application Date). The pick is to the BBALD table and not to the BSA table because accounts selected have most often already had a balance established. Accounts specified must be defined as equity accounts.
BSA Name	The application will infer the short name for the BSA code as defined on the BSA table for the current Fiscal Year. If the BSA is not valid in the current year, then no name will be displayed.
Sub BSA	A required field to define a Sub Balance Sheet Account (SBSA) into the 'beginning balance' of a Fund balance record. Validation of the SBSA code is done with the BSA and the Current Fiscal

	Year (default year of the Application Date). When SBSA's are not used or not always used in an application, a value of BLNK in this field will be used to represent accounts used with no sub accounts. The pick is to the BBALD table and not to the SBSA table because accounts selected have most often already had a balance established.
Sub BSA Name	The application will infer the short name for the SBSA code as defined on the SBSA table for the current Fiscal Year. If the SBSA is not valid in the current year, then no name will be displayed.
Current Balance	As definitions of accounts on the maintenance table is actually the connection of a maintenance record with one or more records on the ITD Balance Sheet Detail table, the Balance field (Debit Amount minus Credit Amount) can be displayed on the maintenance table. Changes to the ITD Balance Sheet Detail table are automatically reflected on the maintenance table.

Fund Balance Summary Maintenance

The creation of records on the Fund Balance Detail Maintenance (FBALS) table will be created automatically by the application the first time a Fund and Sub Fund combination is used with a posting code that is defined as FBAL. Such a system-generated record will assume default values for all fields and will be just for tracking and not controlling. When controlling is desired, records should be setup before usage begins. However, controlling can be turned on or off later without systems assurance problems.

Data entry on this table is only required if the Balance Control on Fund Balance Detail Maintenance (FBALD) is *Summary*. If that setting is *Detail*, then FBALS is not used.

Below is a sample of a FBALS record to demonstrate the level of detail and the amount of information displayed. The hyperlinks at the bottom take a user to different inquiry pages and perform an automatic search with the values of the selected record.

Fund Balance Summary Maintenance

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Fund : Pending Revenue Increases : ☐

 CA ETE Pending Revenue Decreases : ☐

Fund Balance Minimum : Pending Expense Increases : ☐

Fund Balance Error Severity : Pending Expense Decreases : ☐

[Fund Balance Summary](#) [Fund Balance Detail](#) [Fund Balance Detail Maintenance](#)

Field Name	Field Description

Fund	A required field for the Fund of a summary maintenance record. There is no validation of this value on this table; however, only valid Fund codes can be used on documents.
Fund Short Name	The application will infer the short name for the Fund code as defined on the FUND table for the current Fiscal Year. If the Fund is not valid in the current year, then no name will be displayed.
Fund Balance Minimum	An optional amount to define a minimum threshold of available Fund that should not be exceeded. The default for the field is \$0.00 and negative amounts are allowed.
Fund Balance Error Severity	A setting that controls the level of error issued when Fund availability has been exceeded. Choices include: <i>No Error</i> (default), <i>Warning</i> , <i>Overrideable Error</i> , and <i>Reject</i> .
Pending Revenue Increases	A flag to indicate if an amount that will eventually increase (credit) a fund's equity balance account from a document in the <i>Pending</i> document phase should increase Available Fund Balance. A Cash Receipt and the seller portion of an Internal Exchange Transaction are two such examples. Checked or not, such documents will still update the Pending Revenue Increases.
Pending Revenue Decreases	A flag to indicate if an amount that will eventually decrease (debit) a fund's equity balance account from a document in the <i>Pending</i> document phase should decrease Available Fund Balance. A negative Cash Receipt is an example of such a document. Checked or not, such documents will still update the Pending Revenue Decreases.
Pending Expense Increases	A flag to indicate if an amount that will eventually decrease (debit) a fund's equity balance account from a document in the <i>Pending</i> document phase should decrease Available Fund Balance. A Payment Request and the buyer portion of an Internal Exchange Transaction are two such examples. Checked or not, such documents will still update the Pending Expense Increases.
Pending Expense Decreases	A flag to indicate if an amount that will eventually increase (credit) a fund's equity balance account from a document in the <i>Pending</i> document phase should increase Available Fund Balance. A credit memo Payment Request and the seller portion of an Internal Exchange Transaction are two such examples. Checked or not, such documents will still update the Pending Revenue Decreases.

Fund Balance Errors

A number of different errors are issued as part of Fund balance control. The following is a listing of those errors. The % symbol is replaced in each with values representing the key fields to a query table.

The following are not controlled by the **Fund Balance Error Severity** field on either maintenance table and are intended to be warnings issued as the result of certain corrections.

- **A2988** - The fund balance for %p is becoming negative or more negative. The Fund Balance is becoming negative or more negative.
- **A629** - The fund balance for %p is becoming negative or more negative. The Fund Balance is becoming negative or more negative.

The following are controlled by the **Fund Balance Error Severity** field on the maintenance tables. The Message (MMSG) table records for these should have a **Severity** of *Error* and an **Override Level** of 1 to 10 in order to function properly with the maintenance tables.

- **A2989** - Transaction amount exceeds available fund balance for %p and %p. The Amount on the Transaction exceeds the available Fund Balance.
- **A672** - Transaction amount exceeds available fund balance for %p. The Amount on the Transaction exceeds the available Fund Balance.

Advanced - Batch Processing

The General Accounting area has many batch and chain jobs. Please refer to the appropriate section below for a list of all batch and chain jobs. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *AMS Advantage Financial - General Accounting Run Sheets* guide or other guide as indicated by the Batch Catalog Section column in the following sections.

- [Batch Jobs](#)
- [Chain Jobs](#)
- [Report Jobs](#)

Batch Jobs

The jobs are listed alphabetically in the below table and the last column indicates the location in the Batch Catalog. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the following user guides: *AMS Advantage Financial - General Accounting Run Sheets*, *AMS Advantage Financial - Utilities Run Sheets*, *AMS Advantage Financial - System Assurance Run Sheets*, and *AMS Advantage Financial - Administration Utilities Run Sheets*.

Job Name	Description	Batch Catalog Section
Bank Account Balance (ABAL)	The ABAL job updates the Bank Account Balance (ABAL) page with a day's worth of increases and decreases to cash, outstanding disbursements, and outstanding deposits.	General Accounting
Begin Day	The Begin Day job increments the Application Date forward to signify the completion of a nightly cycle.	Utilities
Cash and Fund Balance Sync	The Cash and Fund Balance Sync job synchronizes the data involved with Cash and Fund Balance tracking with data recorded from document processing when a discrepancy is reported by the System Assurance 2 report or other diagnostic effort.	General Accounting
Identify and Archive Stale Gaps	The Identify and Archive Stale Gaps job performs maintenance on the Journal Log (JLOG) gap records created by those batch & chain jobs which track progress through a journal. When such journal tracking encounters a range of records	Posting

	that are not on the journal, it is logged as a gap for later review. After a period of time these gap records can be marked as stale so processing will not read them. Eventually the records are archived with this same job.	
Journal Engine	The Journal Engine journalizes posting lines which have not been journalized and are marked as 'ready for posting' either from the Journal Posting Initiator job or from normal document processing with Real Time Journal Posting turned off.	Posting
Journal Posting Initiator	The Journal Posting Initiator is used in conjunction with the Asynchronous Posting setting on the Document Control (DCTRL) page. This job marks those posting lines created from asynchronous posting as 'ready for posting.'	Accounts Payable
Journal Rebuild	The Journal Rebuild job clears out and rebuilds a journal or populates a journal that has not been active.	Posting
Ledger Engine	The Ledger Engine ledgerizes journal records. The job is also used when rebuilding a ledger after running the Rebuild Ledger batch job.	Posting
Open Activity Roll Update	A Open Activity Roll Update job is not submitted manually but spawned by the Open Activity Roll and Open Activity & Budget Roll chain jobs to load document modifications.	General Accounting
Populate Document Codes	When a new document code is setup, the Populate Document Codes job registers that code in the Administration application for workflow purposes.	Admin Utilities
Rebuild BBAL	The Rebuild BBAL synchronizes data involved with Balance Sheet Account Balance tracking with data recorded from document processing when a discrepancy is reported by the System Assurance 2 report or other diagnostic effort.	General Accounting
Rebuild Ledger	The Rebuild Ledger job prepares the application for a Ledger Engine in rebuild mode to rebuild a ledger or populate one	Posting

	for the first time.	
SA01 Pre Processor	The SA01 Pre Processor job prepares the application for a System Assurance 1 run to assure budget line amounts updated directly by accounting documents. It is run as part of the System Assurance 1 chain or independently as part of a job scheduler before running any System Assurance 1 batch jobs.	System Assurance
SA02 Pre Processor	The SA02 Pre Processor job prepares the application for a System Assurance 2 run to assure the Accounting Control Tables: ITD Balance Sheet Detail, Cash Balance Detail, and Fund Balance Detail. It is run as part of the System Assurance 2 chain or independently as part of a job scheduler before running any System Assurance 2 batch jobs.	System Assurance
System Assurance 1	The System Assurance 1 job takes input ledger and journal records and posts them to a 'shadow' table for later validation of the accounting amounts found on budget lines by the System Assurance 1 Report job. It is run as part of the System Assurance 1 chain or independently as part of a job scheduler before running any SA01 Report job.	System Assurance
System Assurance 2	The System Assurance 2 job takes input ledger and journal records and posts them to a 'shadow' table for later validation of accounting control tables by the System Assurance 2 Report job. It is run as part of the System Assurance 2 chain or independently as part of a job scheduler before running any SA02 Report job.	System Assurance
System Assurance 3	The System Assurance 3 job ensures total debits equal total credits for a journal or ledger.	System Assurance
System Assurance 4	The System Assurance 4 job is the first of two assurance jobs for disbursement requests. This job performs an assurance from the Disbursement Request data to payment-requesting documents.	System Assurance
System Assurance 5	The System Assurance 5 job is the second	System Assurance

	of two assurance jobs for disbursement requests. This job performs an assurance from payment-requesting documents to the Disbursement Request data.	
System Assurance 6	The System Assurance 6 job assures consistency of data (document phase, function, and status) across the various components of a document. The job also assures the journal posting indication of any posting lines.	System Assurance
System Assurance 7	The System Assurance 7 job ensures all source journal records have been summarized into a ledger.	System Assurance
System Assurance 8	The System Assurance 8 job ensures the amount of a ledger record equals the sum of journal records logged to the ledger record on the Journal Ledger Crosswalk page.	System Assurance
System Assurance 9	The System Assurance 9 job ensures amounts updated by document processing on the Customer Account Information matches what is recorded in the Accounting Journal.	System Assurance
System Assurance 10	When an expense and a revenue budget structure are linked, the System Assurance 10 job ensures that links established are in sync between the revenue and the expense budget lines.	System Assurance
System Assurance 11	The System Assurance 11 job ensures those budget line amounts updated by budget document processing matches what is recorded in the Budget Journal.	System Assurance
SA12 Pre Processor	The SA12 Pre Processor job prepares the application for a System Assurance 12 run to assure budget line constraint amount records are in sync with budget lines. It is run as part of the System Assurance 12 chain or independently as part of a job scheduler before running any System Assurance 12 Update batch jobs.	System Assurance
SA12 Update	The SA12 Update job takes active budget controls and calculates them from budget line data on a 'shadow' table for later	System Assurance

	validation against the Budget Constraint Amount table by the SA12 Report job.	
SA13 Listener	When Vendor Self Service (VSS) is used, the SA13 Listener is run to determine if data from VSS has been successfully transferred to Financial. When successful, this job will start the System Assurance 13 chain job.	System Assurance
System Assurance 15	The System Assurance 15 job ensures open accounting line amounts match the corresponding budget line amount. When there is not a match, the job will accumulate all journal postings by and against the accounting line for evaluation.	System Assurance
System Assurance 16	The System Assurance 16 job evaluates all processed documents to see if a posting line is missing.	System Assurance

Chain Jobs

The jobs are listed alphabetically in the below table and the last column indicates the location in the Batch Catalog. Click the appropriate name in the Chain Job Name column to learn more about each job. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the following user guides: *AMS Advantage Financial - General Accounting Run Sheets*, *AMS Advantage Financial - Utilities Run Sheets*, *AMS Advantage Financial - System Assurance Run Sheets*, and *AMS Advantage Financial - Administration Utilities Run Sheets*.

Job Name	Description	Batch Catalog Section
Annual Close	The Annual Close chain facilitates the movement of nominal and real account balances from an accounting fiscal year that is being closed to the subsequent accounting fiscal year. Journal Vouchers are created to close out a year in Accounting Period 99 and establish balances in the subsequent year in Accounting Period 0.	General Accounting
Automated Bank Account Transfer Process	The Automated Bank Account Transfer Process facilitates the movement of bank account balances between various bank accounts in both AMS Advantage	General Accounting

	Financial and in the actual bank.	
Clearing Account Maintenance	The Clearing Accounting Maintenance chain facilitates the clearing of Due To and Due From accounts through Cash with a Journal Voucher.	General Accounting
Contract Roll	The Contract Roll chain is used to maintain multi-year contracts. As a new budget year begins those accounting lines on contracts which were in a future year now need to be adjusted.	General Accounting
Future Document Trigger	The Future Document Trigger (FDT) chain creates all documents set to be triggered (reoccurring, reversals, and reclassifications).	Utilities
Journal Ledger Archiving	The Journal Ledger Archiving chain facilitates the archival of records from many types of journals and ledgers to maintain a production environment of a manageable size.	General Accounting
New Year Table Initialization (NYTI)	The New Year Table Initialization (NYTI for short) populates many reference tables with a new year's worth of records based on a previous year.	Utilities
Open Activity Lapse	When a year comes to a close, there are many documents open with accounting activity that has not yet reached its final state (open requisitions for example). The Open Activity Lapse (OAL) chain is one of three chain jobs used in the maintenance of that open activity. The OAL closes out the activity in the old year with a referencing document that liquidates only.	General Accounting
Open Activity Roll	When a year comes to a close, there are many documents open with accounting activity that has not yet reached its final state (open purchase orders for example). The Open Activity Roll (OAR) chain is the second of three chain jobs used in the maintenance of that open activity. The OAR takes the open activity in the old BFY and FY forward into the next years with a document modification.	General Accounting
Open Activity and	When a year comes to a close, there are	General

Budget Roll	many documents open with accounting activity that has not yet reached its final state (open purchase orders for example). The Open Activity & Budget Roll (OABR) chain is the third of three chain jobs used in the maintenance of that open activity. The OABR takes the activity in the old budget fiscal year forward into the next year with a document modification, while also reverting and carrying forward budget authority to cover the rolled accounting activity.	Accounting
System Assurance 1	The System Assurance 1 chain compares activity recorded in an input ledger, journal, and posting line catalog with the budget line amounts updated directly by accounting documents. The assurance can be run as a chain or as individual batch jobs by a job scheduler for improved performance.	System Assurance
System Assurance 2	The System Assurance 2 chain compares activity recorded in an input ledger, journal, and posting line catalog with certain amounts on the Accounting Control Tables: ITD Balance Sheet Detail, Cash Balance Detail, and Fund Balance Detail. The assurance can be run as a chain or as individual batch jobs by a job scheduler for improved performance.	System Assurance
System Assurance 12	The System Assurance 12 chain recalculates all budget controls from budget line data and compares those results with records on the Budget Constraint Amount table. The assurance can be run as a chain or as individual batch jobs by a job scheduler for improved performance.	System Assurance
System Assurance 13	When Vendor Self Service (VSS) is used, the System Assurance 13 cycle is really a combination of a batch job in Financial (SA13 Listener), a chain job in VSS (SA13 Initiator), and the Systems Assurance 13 chain in Financial. The Systems Assurance 13 chain validates the directories and the files received through the FTP from VSS, exports certain tables and documents, and generates the SA13 Report by	System Assurance

	comparing the xml files exported from the VSS and Financial application.	

Annual Close

The purpose of the Annual Close chain is to facilitate the closing of nominal accounts and rolling forward of real accounts from an accounting fiscal year that is being closed to the subsequent accounting fiscal year. Nominal account balances (for example, cash expenditures, accrued expenditures, collected revenue and billed revenue) are closed to fund balance, retained earnings or agency due to accounts as specified by fund code in the **Close Into Account** field on the FUND page.

The level of Chart of Account (COA) detail an annual close uses is determined by the summarization options for input ledger to the process. The default ledger, the Full Detail Accounting Ledger (LDGR_FYDAD), or other input ledgers should have those COA attributes required to record opening balances in the new year. The most common level of detail required is Fiscal Year, Posting Code, Fund, Sub Fund, BSA, and Sub BSA. However, if closings should be done at a Department level, then that COA value can be a summarization option on the input ledger. More COA detail in the ledger means more closing entries as the number of input ledger records will increase.

A journal voucher is used to record all annual closing entries. A new document is created for each combination of Fund, Sub Fund, Fiscal Year, and Accounting Period. These values are written to the header of each document for quick identification. The Accounting Line Limit field on the System Options - General tab is used to control the size of annual closing documents. When a combination of Fund, Sub Fund, Fiscal Year, and Accounting Period provides more accounting lines than the limit, the Annual Closing Process will create a document with the limit minus one line, and automatically create a balancing entry using the Balance Posting Code input parameter. The remaining lines will go on one or more other journal vouchers, with the last document having another automatically generated line to balance. This second line will bring the Offset Account balance to zero.

Running the process in report mode produces records on the LDGR_FYDAD table (not visible online) that corresponds 1:1 with the number of journal voucher lines that will be created in update mode. Multiple report runs can be performed on one or more funds while preparing for a close to ensure not only setup is correct but also to assure mistakes have not occurred in document processing.

Documents created from Annual Close do pose a potential for being larger than what can be successfully handled by the application. There are funds which have access to many balance sheets that can lead to a very large document. To determine the size, number of accounting lines, that will be output from the process, count the records on the LDGR_FYDAD table for each fund and divide by two. The division is because 1 document is being created for each FY, Fund, and Sub Fund combination. From this analysis you will have the average size and maximum size. Set your Accounting Line Limit to an amount that will ensure you do not have any very large documents created. That size limit is one that is determined on an individual application basis based on system capabilities.

To accommodate the movement of account balances, two annual closing fiscal months have been created. Fiscal month 99 has been created for the accounting fiscal year that is being closed. Additionally, fiscal month 0 has been created for the subsequent accounting fiscal year into which account balances are being rolled. These fiscal months have been reserved for the annual closing activity only to allow for the segregation of annual close transaction activity. Setup on the Document Control (DCTRL) page for all document codes should have a **Time Restriction**

of *Limited by Accounting Periods* or *Limited by Both*. The **Time Restriction Severity** on DCTRL should also be set to *Reject*. Then all document codes other than the JVAC (or other created by Annual Close) should be listed on the Allowable Accounting Periods for Document Code (AAPDC) page with accounting periods 1 to the highest adjustment period other than 99. Then the JVAC (or other) should be listed with only periods 0 and 99.

After document creation and loading, the chain job submits each document. When all have been successfully submitted, the final job in the chain sets the **Closing Process Run** flag to *True* on Fiscal Year (FY) for the year closed. This job step also sets the **Closing Process Run** flag to *True* on Accounting Period (APD) for period 99 in the old year and for 0 in the new year.

Posting codes are the primary information point for the process to determine what action to take for the account. Each posting code is associated with a closing classification on the [Posting Code](#) (PSCD) table. Those classifications are established on the [Posting Code Closing Classification](#) (PSCDCL) table. On that PSCDCL table, each classification is associated with a **Closing Action**. Details on how each of those Closing Actions trigger behavior in the batch process is given below along with an example and reporting hints to make use of the closing entries more effectively.

Close Out Nominal: This action takes an account balance and posts an entry to the Offset Posting Code that is the opposite type of posting than the selected account. Then a posting is made to the Fund Balance, Retained Earnings, or Agency Due Posting Code based on the setting of the fund code of the selected account. This second posting is of the same type (debit or credit) as the selected account. All of these postings occur in APD 99 of the year being closed.

Below are a selected nominal account and the pair of postings from a close. In this example, the fund code closes to fund balance.

Selected Account

Dr D014: External Cash Expenditure / Expense

Close Out Nominal in Close Year

Dr A200: Fund Balance

Cr A101: Cash Expenditure Close

Reporting can be enhanced to select the A103 and other Offset Posting Codes in APD 99 of the closed year to get a quick balance for a Fund/Sub Fund. The report will have to flip the balance however as the offset accounts are posted in the opposite manner than the selected accounts.

Roll Forward: This action takes two real account balances and creates two pairs of postings. Below are two selected accounts for an example. The first is the cash that would have been posted along with the cash expenditure in the example above. The second is the resulting fund balance from the example above.

Selected Account

Dr A001: Cash

Cr A200: Fund Balance

Close Out Posting in Close Year

Cr A107: Cash Close

Dr A109: Equity Close

Roll Forward Posting in New Year

Dr A001: Cash

Cr A200: Fund Balance

Reporting can be enhanced to select the A107 and other Close Out Posting Codes in APD 99 of the closed year to get a quick balance for a Fund/Sub Fund/BSA/SBSA. The report will have to flip the balance, however, as the close out accounts are posted in the

opposite manner than the selected accounts. Reporting that is based on BSA and not posting code should not select any activity from APD 99. To do so would result in a \$0 balance in the old year because the same BSA/SBSA of the selected account is used on the close out posting.

Roll Forward into New Account: This action is a special liability balance sheet account balance and posts an entry to the Real Posting Code that is the opposite type of posting than the selected account. This posting occurs in APD 99 of the year being closed. A posting to the Offset Posting Code is then made in APD 0 of the new year. The same balance sheet account originally used in the course of business is maintained on both postings.

Selected Account

Cr R101: Billed Unearned Revenue

Close Out Posting in Close Year

Dr A108: Liability Close

Roll Forward Posting in New Year

Cr R106: Billed Unearned Liability

Reporting can be enhanced to select the A108 and other Close Out Posting Codes in APD 99 of the closed year to get a quick balance for a Fund/Sub Fund/BSA/SBSA. The report will have to flip the balance, however, as the close out accounts are posted in the opposite manner than the selected accounts. Reporting that is based on BSA and not posting code should not select any activity from APD 99. To do so would result in a \$0 balance in the old year because the same BSA/SBSA of the selected account is used on the close out posting.

Close To Net Assets: This action takes a special equity account balance and creates a pair of postings closing the equity account into the special Net Assets equity account. The Net Assets account is then rolled in the same manner as Fund Balance was rolled. Items closed into Net Assets are those that form differences in equity for modified accrual and full accrual reporting. In this example, the expense offset account for pre paid assets was selected. The pre paid asset account will be rolled in a similar manner to cash shown earlier.

Selected Account

Cr A009: Expenditure Offset

Close Out Special Equity in Old Year

Dr A111: Equity Offset Close

Cr A203: Net Assets

Reporting can be enhanced to select the A203 - Net Assets - account and include it with other equity when creating a modified accrual report. For a full accrual report, the account is excluded along with the pre paid asset account.

Accounts Left in Old Year: This Closing Action will prompt the annual close process to not select the record. For this reason, the account will remain in the closed year and not have any postings into APD 99.

For detailed information on the job (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *AMS Advantage Financial - General Accounting Run Sheets* guide.

Automated Bank Account Transfer Process

Collections into and disbursements from a single bank when a site has funds that use different bank accounts is much easier on data entry (collections) and batch processing (disbursements). Additionally, when performing two-party accounting transactions between funds that use different banks, it is easier to use a single bank account for data entry and interfaces.

In order to make it easier for a site to use a single bank in any of these situations, the Automated Bank Account Transfer Process is provided. Together with the **Master Bank** field on the FUND

page, the system can recognize cash was recorded to a bank code that is not the master bank for a fund. When such a record is found, the process will create a journal voucher (JVBK) with one line to reverse the recording of cash to/from the bank originally used and another line to record the cash to/from the master bank. To synchronize the actual bank accounts, an ACH file is created to move cash between the banks or between bank accounts within the same bank.

For detailed information on the job (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *AMS Advantage Financial - General Accounting Run Sheets* guide.

Clearing Account Maintenance

The Clearing Account Maintenance (CAM) chain looks for matching Due To and Due From entries on the specified input journal and then creates a JV - Clearing Account Maintenance (JVCAM) document to reverse these entries and update Cash. The Clearing Account Maintenance Parameters (CAMP) table defines the many functional parameters needed for the Clearing Account Maintenance process. This table provides easy data entry and editing prior to execution of the Clearing Account Maintenance process.

The main use of this program is to facilitate internal transactions against a prior fiscal year when cash updates against that prior year have been cut off - adjustment periods for example. These clearing accounts are then cleared out through cash in the new fiscal year.

The program starts with selection from a specified input journal. While the Accounting Journal can be used, there are others that are smaller and more targeted to the activity selected for this program. The Internal Journal is the most likely choice as records are written to this journal whenever the Internal Fund field is populated by document processing. All event type processors that create clearing account entries populate this field with the fund that is 'due to' or 'due from' the value in the regular fund field. However, if clearing account records are created that do not have the internal fund value populated (manually entered journal vouchers for example), the Internal Journal will not contain such records for clearing.

After the Clearing Account Maintenance job is run, accounts can be reviewed on ITD Balance Sheet Balance (BBALD and BBALS) tables or in an appropriate ledger to see that clearing account balances have gone to zero. At any point, these accounts can be manually cleared if needed without having to run the batch program or the program can be re-run.

It is very important to understand that this program does not clear out any nominal accounts such as internal accrued expenditures or internal accrued revenue. Careful setup of internal event types is critical on the Allowed Event Types for Document Code (AETDC) and BFY Staging tables to ensure that the CAM job does not clear only balance sheets and leave accrued accounts in the application with what will amount to cash offsets after the clearing. When used as described earlier in this section to prevent updates to cash in a prior year, BFY Staging should prohibit those internal event types that update cash and those that use clearing accounts with accrual nominal accounts, while only allowing the event types intended for this program (please see the [Internal Accounting](#) and [Inventory Accounting](#) sub sections of the Accounting Model Delivered Configuration section of this users guide for a listing of those event types).

The Clearing Account Maintenance chain job is comprised of four batch jobs:

- *Clearing Account Maintenance - Based on the parameters entered and the selection logic, a XML file is created for all of the selected records.
- Load JV documents - This job loads the XML file created in Step 1.
- Submit JV documents - JV documents loaded in the previous steps are submitted using a batch submit job.

- Create Reports - Multiple reports are produced to provide assurance and account information.

*For detailed information on the job (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *AMS Advantage Financial - General Accounting Run Sheets* guide.

Contract Roll

Many contracts with vendors are for a short duration; however, some can span multiple years. When they do span years, sometimes there is no agreement for a dollar amount per budget year. In this case, these contracts either remain open in the budget year they originate or are rolled forward into each new budget year. For those multi-year contracts that have to be defined by budget year, AMS Advantage Financial provides that ability on the Requisition, Purchase Order, and Accounting Based Spending document types. The Contract Roll chain job is also supplied to assist with the maintenance of these contracts.

Such documents are completed initially with multiple accounting lines that contain at least one line for the current budget year and one or more for future years. Those accounting lines for future years use a non-accounting event type that does not have any posting codes. This is a critical setup step to ensure proper posting line generation later by the chain job. These lines also would have the **Reserved Funding** field set to Yes so that manual references or copy forward actions taken will not include these 'out year' lines.

The chain job will use input parameters to select records and perform one or more of the following actions on a generated, modification draft version:

- For lines that match the BFY selection parameter and non-accounting event type parameter, the event type will be changed to the accounting event type parameter.
- For lines that match the BFY selection parameter, the Reserved Funding value will be changed to No.
- For lines equal to or greater than the BFY selection parameter, the FY will be changed to equal the FY input parameter.

Only the event type change has any direct accounting impact as the accounting line will not pre-encumber or encumber funds. The change of Reserved Funding will enable the accounting line to be automatically referenced next time. The change of FY is to validate COA on that accounting line as they may no longer be active or exist in the new year.

There is not a timing connection between this batch job and the roll and lapse jobs. Those jobs can roll and lapse lines on these multi-year contracts if desired. The timing issue for the contract roll job is that it should follow the adoption of new year budgets.

For detailed information on the job (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *AMS Advantage Financial - General Accounting Run Sheets* guide.

Future Document Trigger

The Future Document Triggering chain uses data setup from document processing and entries created by users on the Future Document Triggering (FDT) page as input for scheduling and creates documents on a scheduled basis. The chain will not only create and load documents; it also creates later FDT entries when necessary as well as cleaning off document triggers past the **Expire Date**. The documents created by the chain are not submitted by the chain. Some require manual intervention while others will be picked up by a System Maintenance Utility job defined to submit documents.

On Document Control (DCTRL) there is a flag to control whether or not a document code can be established as triggered document - **Recurring Transaction Allowed**. Any document type that cannot be copied cannot work successfully as a recurring trigger.

There are three types of triggers. The most common is the recurring one where the system copies either the most current version or the version specified on the trigger. Another common type is the reversal, which is performed only by the Journal Voucher document type. Here a copy of the original trigger document is copied, the debits and credits are reversed, and memo reference is made to the original trigger document. The last type of trigger is the reclassification where the system modifies the triggered document specified. For reclassifications of unearned revenue on Receivable and Cash Receipt documents, the **Line Amount** of the unearned accounting lines is reduced to equal the **Closed Amount**. A copy is then made of that accounting line which is inserted into the document with a **Line Amount** equal to the reduction that just occurred. The unearned revenue event type is not copied and allowed to default to an earned one based on Allowed Event Type for Document Code setup.

For detailed information on the job (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *AMS Advantage Financial - General Accounting Run Sheets* guide.

Journal Ledger Archiving

As an implementation matures, the amount of data stored on accounting ledgers and journals becomes very large. When it is not necessary to carry that information in the online application, instead relying on a data warehouse, the Journal Ledger Archiving chain is used to purge the data from the online application and write it out to a storage medium such as a text (txt) file.

All journals built from the Posting Line Catalog can be archived. This leaves out the Budget, Commodity, and Fixed Asset Component Journals. All ledgers built from a journal that can be archived can themselves be archived as long as they contain either Fiscal or Budget Fiscal Years. Those ledgers that are inception-to-date cannot be archived.

Archiving the input source to the Systems Assurance 1, 2, or 9 processes require an additional step before archiving. That step is a running of the Systems Assurance 1, 2, or 9 process in a pre-archive mode to update the 'shadow' tables used by those processes with information which will be archived upon the running of the Journal Ledger Archiving chain.

For detailed information on the job (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *AMS Advantage Financial - General Accounting Run Sheets* guide.

New Year Table Initialization

Please refer to the "Year End Processing for Chart of Accounts" section in the *AMS Advantage Financial - Chart of Accounts User Guide* for more information on this process. The NYTI batch process gets General Accounting association because it rolls BFY Staging, Allowed Accounting Period for Document Codes, Calendar Date, Accounting Period, and Fiscal Year tables among other tables in this area of the application along with Chart of Account tables.

For detailed information on the job (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *AMS Advantage Financial - General Accounting Run Sheets* guide.

Open Activity Lapse, Open Activity Roll, and Open Activity & Budget Roll

Open accounting activity is either lapsed or rolled for a number of reasons. One major reason is that such activity can be selected by the Annual Close process and closed out as a nominal

account. In the case of a real account, the activity would be rolled forward into the new year.

Another major reason is a desire to keep the budget and accounting fiscal years the same for a particular type of accounting. If not rolled, an accounting line processed in a prior budget/fiscal year will pass that budget year along to the accounting line referencing it. All accounting on that referencing document will be with a budget year that is prior to the fiscal year. Only in Accounts Receivable is there an Application Parameter to stop the inference of the Budget Fiscal Year on a referencing accounting line.

There are many other policy and procedure reasons that exist for lapsing and rolling. In addition, there are many such reasons not to roll or lapse open activity.

Reasons aside, a lapse or "normal" roll remove open amounts from a closing year. The lapse does this by a Final reference to the open line that liquidates any open amount, while not recording any new accounting like normal operational references. The roll removes open amounts by changing the budget years on the open line. On spending documents, the fiscal year is also incremented. Rolled receivables, however, will retain the original fiscal year, but will increment the budget year, as the receivable and associated accrued revenue must remain in the prior fiscal year for financial reporting and as input to Annual Close.

There is no set time for lapsing or rolling, as all sites perform these actions as prescribed by laws or policies. Even the order of the two can switch depending on needs. Many selection options exist on the Parameters for Roll Process (RLPA), Parameters for Lapse Process (LPPA), and Fund (FUND) pages that allow for the selection of certain activity to lapse or roll. After one or more selections for either process, the other process can be run to select all remaining activity.

When the selection options on those four tables are not sufficient, two other mechanisms that allow for selection. A Roll/Lapse Summary Pre-Selection (RLPSS) and a Roll/Lapse Detail Pre-Selection table (RLPSD) exist to allow users to select individual documents or individual accounting lines. These tables are then the input source for document and accounting line identification, however, the open amount is not taken from either table but determined by the process as that could have changed while manual selection was taking place. Outside of lapsing and rolling, the tables provide an online mechanism for users to find those open documents and lines that contain their department as the document department.

Particularly when rolling, but also when lapsing, a test should be performed in a test environment with a current copy of production. The reason for this is that many documents just sit without any activity against them. Changes in system setup can put these documents in a position where a successful modification or reference is not possible. Another area that can prevent a modification or lapse is the progression of time past any type of 'end' date on the open documents.

For detailed information on the job (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *AMS Advantage Financial - General Accounting Run Sheets* guide. The *Advantage Financial - Year End Procedures Manual* contains more functional information on the process.

System Assurance 1

The System Assurance 1 chain, or the processing of individual batch jobs, verifies that document updates recorded historically in an input ledger, and journal records not yet ledgerized, and any posting line records not yet journalized match the amounts recorded on matching budget lines.

This assurance checks those amounts directly updated by accounting documents (cash expenditures and collected earned revenue) and not those calculated from such fields (unobligated).

The input ledger into the process has a large impact on performance. If any Chart of Account (COA) information is retained that is not necessary to match active budget structures, the assurance will have to process more records than necessary. Similarly, the **Real Account Level**

filed on the Journal Ledger Control (JLCTRL) page should be set to *Fund and BSA Levels*. In regards to summarization option other than COA, the only data necessary is Budget Fiscal Year. Fiscal Year, Accounting Period, and Quarter would be necessary if allotments were done at that level.

In addition to the regular full and incremental runs of this assurance, there is a special run - pre archive. When the input ledger used for the assurance (as indicated by the selected flag next to the **System Assurance 01** field on JLCTRL) is to be archived, the assurance must be run in this special mode to store off ledger amounts on the shadow table (SA_BUD) used by the assurance as permanent records.

For detailed information on the job (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *AMS Advantage Financial - System Assurance Run Sheets* guide.

System Assurance 2

The System Assurance 2 chain, or the processing of individual batch jobs, verifies that document updates recorded historically in an input ledger, and journal records not yet ledgerized, and any posting line records not yet journalized match the **Balance** of ITD Balance Sheet Detail (BBALD), **Accepted Increase** and **Decrease Non-Cash** amounts on Cash Balance Detail (CBALD), and the **Revenue** and **Expense Account Balance** amounts on Fund Balance Detail (FBAL).

The input ledger into the process has a large impact on performance. If any Chart of Account (COA) information is retained beyond Fund, Sub Fund, Balance Sheet Account, and Sub Balance Sheet Account, it is not necessary. The assurance will have to process more records than necessary. Similarly, the **Real Account Level** filed on the Journal Ledger Control (JLCTRL) page should be set to *Fund and BSA Levels*. In regards to the other summarization option other than COA, the only data that is necessary is Fiscal Year. The ledger used for Annual Close is a good candidate for this assurance.

In addition to the regular full and incremental runs of this assurance, there is a special run - pre archive. When the input ledger used for the assurance (as indicated by the selected flag next to the **System Assurance 02** field on the Journal Ledger Control (JLCTRL) page) is to be archived, the assurance must be run in this special mode to store off ledger amounts on the shadow table (SA_NONBUD) used by the assurance as permanent records.

For detailed information on the job (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *AMS Advantage Financial - System Assurance Run Sheets* guide.

System Assurance 12

The application maintains a table with records for every budget control that might apply to a budget line. On these records are stored what the left and right-hand side amounts are for the budget control. The table serves as a gate keeper when multiple documents are processing against the same budget line at the same time. When either amount of one of these records does not match what would be calculated from the budget line at the time, the System Assurance 12 chain (or individual jobs) will report the out of sync condition. If a control does not exist for a budget line, that will be reported too.

For detailed information on the job (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *AMS Advantage Financial - System Assurance Run Sheets* guide.

System Assurance 13

Financial (FIN) and Vendor Self Service (VSS) applications have separate databases for data storage. Export and load jobs are executed in the FIN to send Solicitation and Award data to VSS, and executed in VSS to send Vendor data and Solicitation Response data to FIN. These extract and load jobs are run on-demand, once or several times daily, in order to allow data synchronization between the Financial and VSS applications.

The assurance chain is not the only job involved. An initiator job in VSS will extract data from VSS and transfer that data to FIN. A listener job in FIN will determine data has arrived from VSS. Then the Systems Assurance 13 chain job will extract data from FIN tables and compare that with extracted data from VSS, producing a report listing any discrepancies or stating all data is in sync.

For detailed information on the job (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *AMS Advantage Financial - System Assurance Run Sheets* guide.

Report Jobs

The General Accounting area includes batch jobs that are listed under several different areas in the Batch Catalog. The report jobs are listed alphabetically in the below table and the last column indicates the location in the Batch Catalog. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the following user guides: *AMS Advantage Financial - General Accounting Run Sheets* and *AMS Advantage Financial - System Assurance Run Sheets*.

Job Name	Description	Batch Catalog Section
Balance Sheet for Governmental Funds	The Balance Sheet for Governmental Funds report provides totals by balance sheet account for a single accounting period. A column is provided for each fund marked as a Major Fund as an input parameter with all other funds consolidated into one column.	General Accounting
Budget vs. Actual Report for Expense	The Budget vs. Actual Report for Expense is a sample report configured to work with budget structure 29 only. The report lists each Object for a Fund, Department, Appropriation, and Unit combination. Columns exist showing the Current Budget amount as Exp Budget, along with totals for Encumbered, Accrued Expenses, and Cash Expenses for both the current period as well as inception-to-date. The report ends with a Difference column showing what would be unobligated. Records are displayed with summary totals as rollups are presented at: Fund, Department, and	General Accounting

	Appropriation • Fund and Department • Fund • All budget lines	
Budget vs. Actual Report for Revenue	The Budget vs. Actual Report for Revenue is a sample report configured to work with budget structure 30 only. The report lists each Revenue Source for a Fund, Department, and Unit combination. Columns exist showing the Current Budget amount as Rev Budget, along with totals for Billed Earned Rev and Collected Earned Rev for both the current period as well as inception-to-date. The report ends with a Difference column showing what would be the difference of the total billed and collected from what was budgeted. Records are displayed with summary totals as rollups are presented at: • Fund and Department • Fund • All budget lines	General Accounting
Encumbrance Activity	The Encumbrance Activity report provides a means of reporting on open encumbrances or all encumbrances. The detail shown includes the encumbrance line amount, how much has been expended, how much has been closed (to reflect over-references and short-final references), and any remaining amount. Those totals are then rolled up from the accounting line level to the following: • Department, Unit, Appropriation, and Class • Department, Unit, and Appropriation • Department and Unit • Department	General Accounting
Accounting Period Close	The Accounting Period Close report sets the Closing Process Run flag to <i>true</i> on the Accounting Period (APD) page when all activity should cease against that	General Accounting

	period.	
Open Activity Lapse	The Open Activity Lapse report is an open items report that gives a listing of open activity that would be selected for a lapse. The report can also show what was selected for a lapse in a pre selection run by using the Roll/Lapse Pre Selection Detail data as the source.	General Accounting
Open Activity Roll	The Open Activity Roll report is an open items report that gives a listing of open activity that would be selected for a roll. The report can also show what was selected for a roll in a pre selection run by using the Roll/Lapse Pre Selection Detail data as the source.	General Accounting
Open Items	The Open Items Report selects open items for requisitions, purchase orders, receivables, and payment requests as of a specific accounting period. Open items are listed by Fund, Department, and either Object or Revenue Source with summary amounts by Department within a Fund and for Fund.	General Accounting
SA01 Report	The SA01 Report is the last job step in the System Assurance 1 chain or the last individual job step when run outside of a chain. The report can list all budget lines or report only those with an accounting amount that is not in sync with historical document records.	System Assurance
SA02 Report	The SA02 Report is the last job step in the System Assurance 2 chain or the last individual job step when run outside of a chain. The report can list all records on the three accounting control tables or report only those with an amount that is not in sync with historical document records.	System Assurance
SA12 Report	The SA12 Report is the last job step in the System Assurance 12 chain or the last individual job step when run outside of a chain. The report will report only those budget constraint amount records that do not match the respective budget line data.	System Assurance

Transaction Listing	The Transaction Listing report job produces a detailed listing of processed documents for a selected group of document types from a journal specified.	General Accounting
Trial Balance	The Trial Balance report will list current period and prior period account balances at a variety of Chart of Account and financial detail levels.	General Accounting

Advanced - Reports

Reports can be created from AMS Advantage Financial or they can be created from AMS infoAdvantage, if installed at your site. Refer to one of the following sections for more information.

- [AMS Advantage Financial Reports](#)
- [AMS infoAdvantage](#)

AMS Advantage Financial Reports

The major reports generated from AMS Advantage are listed alphabetically in the below table. To learn more about the job that generates a specific report, click on the job name in the Description column.

Report Name	Description
Balance Sheet for Governmental Funds Report	This report is generated by the Balance Sheet for Governmental Funds report job.
Budget vs. Actual Report for Expense	This report is generated by the Budget vs. Actual Report for Expense report job.
Budget vs. Actual Report for Revenue	This report is generated by the Budget vs. Actual Report for Revenue report job.
Encumbrance Activity Report	This report is generated by the Encumbrance Activity report job.
Accounting Period Close Report	The report provides a listing of all accounting periods closed during the execution of the Accounting Period Close report job.
Open Activity Lapse Process Report	This report is generated by the Open Activity Lapse Process - Report Only Mode report job.
Open Activity Roll Process Report	This report is generated by the Open Activity Roll Process - Report Only Mode report job.
Open Items Report	The Open Items Report lists open items for requisitions, purchase orders, receivables, and payment requests as of a specific accounting period. This report is generated by the Open Items report job.

Transaction Listing Report	The Transaction Listing report provides a detailed listing of specified transactions as they appear in the Journals. This report is generated by the Transaction Listing report job.
Trial Balance Report	This report is generated by the Trial Balance Report job.

AMS infoAdvantage

For sites that have implemented AMS InfoAdvantage, please refer to the below for universe and report information specific to this functional area.

- [Universes](#)
- [Reports](#)

Universes

The following infoAdvantage Universes exist for the General Accounting area:

- **General Accounting** - Enables the reporting of financial transactions processed in AMS Advantage Financial.
- **Journal Accounting** - Includes the Accounting Journal and Cost Accounting Journal information from AMS Advantage Financial.

Reports

The following AMS infoAdvantage Reports are provided for the General Accounting area.

Report Name	Description
Accounting Journal Data Assurance (Full Check) Report	The Accounting Journal Data Assurance Report verifies the data loaded in the FACT_JRNL_ACTG table is in synch with the source financial system (JRNL_ACTG table and JRNL_CA table). This report compares the summarized Posting Amount. The report is sectioned by Journal Type: 'ACTG' for the Accounting Journal and 'CA' for the Cost Accounting Journal. This report performs a full check.
Accounting Journal Data Assurance (Incremental Check) Report	The Accounting Journal Data Assurance Report verifies the data loaded in the FACT_JRNL_ACTG table is in synch with the source financial system (JRNL_ACTG table and JRNL_CA table). This report compares the summarized Posting Amount. The report is sectioned by Journal Type: 'ACTG' for the Accounting Journal and 'CA' for the Cost Accounting Journal. This report performs an incremental check.
Budget vs. Actual Data Assurance (Full Check)	The Budget vs Actual Data Assurance Report verifies the data loaded in the FACT_BUD_ACTUAL table is in

Report	synch with the source financial system (JRNL_BUD table, JRNL_ACTG table and JRNL_CA table). This report compares the summarized Posting Amount. The report is sectioned by Journal Type: 'ACTG' for the Accounting Journal and 'CA' for the Cost Accounting Journal. This report performs a full check.
Budget vs. Actual Data Assurance (Incremental Check) Report	The Budget vs Actual Data Assurance Report verifies the data loaded in the FACT_BUD_ACTUAL table is in synch with the source financial system (JRNL_BUD table, JRNL_ACTG table and JRNL_CA table). This report compares the summarized Posting Amount. The report is sectioned by Journal Type: 'ACTG' for the Accounting Journal and 'CA' for the Cost Accounting Journal. This report performs an incremental check.
Detailed Listing of Obligations Report	The report details the obligations - expenses and encumbrances - for the selected accounting period, and for the selected fiscal year. The report is sectioned by Fund, Department, Unit and Appropriation and summarized by Object. The report provides totals for Fund, Department and Unit.
Trial Balance Summary Report	The report lists the accounting trial balance at a summarized level. At the summarized level the report shows the fund balance by Fund, Posting Code, BSA or Object or Revenue Source. The report provides totals for Account Type and Fund based on classification types such as Asset, Liability, Equity, Pre-Encumbrance, Encumbrance, Expenditure, Revenue and Other Accounts.

Frequently Asked Questions

This section contains a list of frequently asked questions and answers for the General Accounting area.

- How do I setup a new Document Code in AMS Advantage?

Please refer to the "[Setting Up a New Document Code](#)" section in the *AMS Advantage Financial - General Accounting User Guide* for instructions.