

Construction Payment - 14 Day Construction Contract Header Screen

1. Follow steps listed in “Creating the Initial FP Document”.
2. Key the following fields:
 - **VENDOR CODE** Vendor base code plus the suffix
 - **TRANS TYPE** 01 (numeric)
 - **DOC TOTAL** Total amount of the payment (must equal all accounting lines)
 - **ACCP DATE** Date goods or services were received
 - **LOG DATE** Date invoice received at field station
 - **VENDOR INV#** Vendor invoice number
 - **INV DATE** Date of the invoice
 - **REF DOC#** Obligation to be liquidated (on OBLH Table)
 - **SCHED PYMT DATE** Date payment entered into FFS
 - **AGENCY HEAD APPRVL** Always a “Y”
 - **PROMPT PAY TYP** “C” **Important!! This field is BLANK on final payment!**

| | | |
|------------------------------------|-----------------------------------|----------------------------|
| STATUS: | DOCID: CP 9 973204C901A | |
| | BATID: | SEC2: |
| | FIELD PAYMENT HEADER INPUT SCREEN | |
| VENDOR CODE: 3001797658 e | TRANS TYPE: 01 | DOC TOTAL: 25000.00 |
| ACCP DATE: 11 26 2003 | LOG DATE: 11 31 2003 | |
| VEND INV#: 10350 | INV DATE: 11 15 2003 | |
| REF DOC#: of 973204c901a | INT REASON: | DISC LOST REASON: |
| COMMENTS TO PRINT: | | SCHEDULE CAT: |
| SCHED PYMT DATE: 12 16 2003 | AGENCY HEAD APPRVL: y | PROMPT PAY TYP: c |
| DESCR: | BFY: | ACTION: |
| DISCOUNT %: | / AMOUNT: | DAYS: |
| DISCOUNT %: | / AMOUNT: | DAYS: |
| DISCOUNT %: | / AMOUNT: | DAYS: |
| NAME: | | |
| ADDRESS1: | | |
| 2: | | |
| 3: | | |
| 4: | | |

3. “ENTER” to go to the Line Screen

CP - 14 Day Construction Contract Line Screen

1. Key the following fields:

- **LN** Three digit sequential number beginning with 001
- **REFLN** Referencing line of the obligation to be decreased (on OBLL Table)
- **AMT** Amount to be paid against the referenced accounting structure
- **P/F** Partial or Final payment of the referenced accounting structure
- **DESC** Contract Number

| | | | | | | |
|---------|-----------------|-------------------------|-------------------|----------------------|---------------|----------------|
| STATUS: | | DOCID: CP 9 973204C901A | BATID: | | SEC2: | 000-000 OF 000 |
| 01- | LN: 001 | REF DOC: | REFLN: 001 | AMT: 15000.00 | P/F: p | |
| | BUDGET ORG: | JOB #: | BOC: | I/D: | | |
| | BFY: | FUND: | ACCP DATE: | LOG DATE: | | |
| | INT REAS: | INV#: | INV DATE: | LIN TYPE: | | |
| | DISC LOST REAS: | DESC: | | | | |
| | OUTST OBLIG: | TT: | | | | |
| 02- | LN: 002 | REF DOC: | REFLN: 002 | AMT: 10000.00 | P/F: p | |
| | BUDGET ORG: | JOB #: | BOC: | I/D: | | |
| | BFY: | FUND: | ACCP DATE: | LOG DATE: | | |
| | INT REAS: | INV#: | INV DATE: | LIN TYPE: | | |
| | DISC LOST REAS: | DESC: | | | | |
| | OUTST OBLIG: | TT: | | | | |

2. "ENTER" if more lines are needed.

3. Press the "HOME" key to return to the Command Line and key a "Q" to do a quick edit.

4. If the status line displays:

- **REJECT** (any dollar amount) correct errors and then do another quick edit
- **PEND1** (over \$500.01) mail complete original documentation to approving official to process payment

- SCHED (under \$500.01) the next day, verify document shows ACCPT in SUSF. At month end, mail all payments sorted by DCN with a cover memo to approving official for filing purposes.
- HELD (under \$500.01) mail complete original documentation to approving official to process the payment.

5. Keep a copy for your files