

FP - Referencing Field Payment with a Discount Header Screen

1. Follow steps listed in "Creating the Initial FP Document".
2. Key the following fields:
 - **VENDOR CODE** Vendor base code plus suffix
 - **TRANS TYPE** Always an "01" (numeric)
 - **DOC TOTAL** Total amount of current charges to be paid to the Vendor Also the sum total of all accounting cost structure lines
 - **ACCP DATE** Date goods and services were received; First line of the signed certification stamp
 - **LOG DATE** Date invoice was received; 2nd line of the signed certification stamp
 - **VENDOR INV#** Vendor invoice #, account number, or station name
 - **INV DATE** Date of vendor invoice
 - **SCHED PYMT DATE** Date payment entered into FFS
 - **AGENCY HEAD APPRVL** Always a "Y"
 - **DISCOUNT** 6 digit numeric code without a decimal point representing the %. (.5% is entered as 000500, 2.0% is entered as 002000, 5.5% is entered as 005500, and 10.0% is entered as 010000)
 - **DAYS** Number of days in which to take the discount

STATUS:	DOCID: FP 9 973204M813A	
	BATID: SEC2:	
	FIELD PAYMENT HEADER INPUT SCREEN	
VENDOR CODE: 3000700887 e	TRANS TYPE: 01 DOC TOTAL: 9000.00	
ACCP DATE: 12 06 2003	LOG DATE: 12 12 2003	
VEND INV#: 2000030901	INV DATE: 12 08 2003	
REF DOC#:	INT REASON:	DISC LOST REASON:
COMMENTS TO PRINT:		SCHEDULE CAT:
SCHED PYMT DATE: 12 16 2003	AGENCY HEAD APPRVL: y	PROMPT PAY TYP:
DESCR:	BFY:	ACTION:
DISCOUNT %: 005000 / AMOUNT:	DAYS: 20	
DISCOUNT %: / AMOUNT:	DAYS:	
DISCOUNT %: / AMOUNT:	DAYS:	
NAME:		
ADDRESS1:		
2:		
3:		

3. "ENTER" to go to the Line Screen.

FP - Referencing Field Payment with a Discount Line Screen

1. Key the following fields:

- **LN** 3 digit sequential number beginning with 001 (new line for each accounting code)
- **REF DOC** Trans code and DCN of undelivered order
- **REFLN** Referencing line of obligation to be decreased (on OBLL Table)
- **AMT** Amount to be paid against the referenced accounting structure
- **P/F** Partial or Final payment of referenced accounting structure
- **DESC** Optional
- **LINE TYP** Discounts cannot be taken on freight, key an "F" on freight amount

STATUS:	DOCID: FP	9	973204M813A				
01-	BATID:		SEC2:		000-000	OF	000
	LN: 001	REF DOC: of 973204m813a	REFLN: 001	AMT: 9000.00	P/F: f		
	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:	REF DOC:	REFLN:	AMT:	P/F:		
	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.

NOTE: If an error code asks for a discount reason lost code, use the DLRC table to look up the code. Discounts must always be booked. Discounts may not be taken on freight charges.