

FP - Referencing Field Payment w/out Accelerated Pay and w/out an EFT Compliant Vendor Header Screen

1. Follow steps listed in "Creating the Initial FP Document".
2. Key the following fields on the Field Payment Header Input Screen:
 - **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

"Comments to print" is used when a hard copy check is printed. Whatever you put in this field will appear on the bottom of the check. If there is not enough space in this field, you can create a VTX table.

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:
COMMENTS TO PRINT: inv. 2000030901	DISC LOST REASON:
SCHED PYMT DATE:	AGENCY HEAD APPRVL:
DESCR:	PROMPT PAY TYP:
	BFY:
	ACTION:
DISCOUNT %:	/ AMOUNT:
DISCOUNT %:	/ AMOUNT:
DISCOUNT %:	/ AMOUNT:
NAME:	DAYS:
ADDRESS1:	DAYS:
2:	DAYS:
3:	
4:	

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

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1. Each Referencing Purchase Order requires the following fields keyed:

- **LN** 3 digit sequential number beginning with 001
- **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

STATUS:	DOCID: FP 9 973204M813A	BATID:	SEC2:	000-000 OF 000
01-	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.