

FP - Referencing Subscription Header Screen

This is the only type of payment that can be made in advance of receiving the goods/services.

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 paid to Vendor. Sum total of all accounting cost structure lines
- **VENDOR INV#** Vendor invoice number or account number or station name
- **INV DATE** Invoice date/Subscription number
- **SCHED PYMT DATE** Current date, used only for advance payments such as subscriptions
- **AGENCY HEAD APPVL** Key a "Y"

STATUS:			DOCID: FP 9 973204M900A
			BATID: SEC2:
FIELD PAYMENT HEADER INPUT SCREEN			
VENDOR CODE:	3000065826 e	TRANS TYPE:	01 DOC TOTAL: 425.00
ACCP DATE:		LOG DATE:	
VEND INV#:	123456	INV DATE:	11 15 2003
REF DOC#:		INT REASON:	
COMMENTS TO PRINT:		DISC LOST REASON:	
SCHED PYMT DATE:	11 30 2003	AGENCY HEAD APPRVL:	y
DESCR:		PROMPT PAY TYP:	
		BFY:	
		ACTION:	
DISCOUNT %:	/ AMOUNT:	DAYS:	
DISCOUNT %:	/ AMOUNT:	DAYS:	
DISCOUNT %:	/ AMOUNT:	DAYS:	
NAME:			
ADDRESS1:			
2:			
3:			
4:			

3. "ENTER" to go to Line Screen.

FP - Referencing Subscription Line Screen

1. Key the following fields:

- **LN** 3 digit sequential number beginning with 001; One line exists for each accounting cost structure
- **REF DOC** Tran code and document control # of undelivered order
- **REFLN** Line number of the undelivered order to be de-obligated
- **AMT** Amount to be paid from the accounting cost structure. Total of all line amounts must equal Doc Total on Header Screen
- **P/F** If partially liquidating the line, key a "P", otherwise key an "F" for final payment
- **DESCR** Optional field-key information for field purposes

STATUS:		DOCID: FP 9 973204M900A	BATID:		SEC2:	000-000 OF 000
01-	LN: 001	REF DOC: of 973204m900a	REFLN: 001	AMT: 425.00	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: magazine subscription				
	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