

SF182 - Request, Authorization, Agreement and Certification of Training

Training may be recommended for Federal career or career conditional employees, whose appointments exceed one year. Training must be directly related to the performance of the employee's official duties.

Training is chargeable in its entirety to the fiscal year in which it begins, regardless of the actual duration of the training.

Direct training costs include such items as:

- tuition
- books
- miscellaneous materials
- laboratory fees

Indirect training costs include expenses such as:

- travel
- per diem
- mileage
- parking
- tolls

All requests for training must be documented on a Standard Form 182.

Blanket training forms may be issued when two or more individuals attend identical training at the same time and location. The SF-182 is supported with an attachment, identifying the employees attending the training.

It is essential that the SF-182 be legible and completed in its entirety. Required approvals must be evident on the SF-182, Section D and E.

FP - Referencing Training Payment 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
 - **SCHED PYMT DATE** Date payment entered into FFS
 - **AGENCY HEAD APPRVL** Always a “Y”

STATUS:	DOCID: FP 9 9732040750A	BATID:	SEC2:
	FIELD PAYMENT HEADER INPUT SCREEN		
VENDOR CODE: 3000038412 e	TRANS TYPE: 01	DOC TOTAL: 890.00	
ACCP DATE: 12 06 2003	LOG DATE: 12 12 2003		
VEND INV#: 1234567890	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 %:	/ AMOUNT:	DAYS:	
DISCOUNT %:	/ AMOUNT:	DAYS:	
DISCOUNT %:	/ AMOUNT:	DAYS:	
NAME:			
ADDRESS1:			
2:			
3:			
4:			

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

FP - Referencing Training Payment Line Screen

1. Each Referencing Training Form 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 9732040750a	REFLN: 001	AMT: 890.00	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.