

Utility Payment without Penalties 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#** Account Number
 - **INV DATE** Date of the invoice
 - **PROMPT PAY TYPE** “U”

STATUS:	DOCID: FP 9 9732040903A		
	BATID:	SEC2:	
	FIELD PAYMENT HEADER INPUT SCREEN		
VENDOR CODE: 3001779228 e	TRANS TYPE: 01	DOC TOTAL: 149.00	
ACCP DATE: 11 14 2003	LOG DATE: 11 20 2003		
VEND INV#: 10350	INV DATE: 11 10 2003		
REF DOC#:	INT REASON:	DISC LOST REASON:	
COMMENTS TO PRINT:		SCHEDULE CAT:	
SCHED PYMT DATE:	AGENCY HEAD APPRVL:	PROMPT PAY TYP: u	
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

Utility Payment without Penalties Line Screen

1. Key the following fields:

- **LN** 3 digit sequential number beginning with 001; one line exists for each accounting cost structure
- **AMT** Amount to be paid from the accounting cost structure; total of all line amounts must equal Doc Total on the Header Screen
- **BUDGET ORG** Costing Organization
- **JOB** 4 digit subactivity (program) plus the 4 digit project number; Use 0000 if no other project number is identified.
- **BOC** Budget object class
- **BFY** Current budget fiscal year
- **DESC** Optional field-key information for field purposes

STATUS:		DOCID: FP	9	9732040903A		
01-		BATID:		SEC2:	000-000 OF 000	
LN:	001	REF DOC:		REFLN:	AMT: 149.00	P/F:
BUDGET ORG:	97320			JOB #:	16610044	BOC: 233k
BFY:	2004	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