

FP - Referencing Field Payment with Accelerated Pay 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 973201M813A |
| | BATID: SEC2: |
| | FIELD PAYMENT HEADER INPUT SCREEN |
| VENDOR CODE: 3000700887 e | TRANS TYPE: 01 DOC TOTAL: 9000.00 |
| ACCP DATE: 12 06 2002 | LOG DATE: 12 12 2002 |
| VEND INV#: 2000030901 | INV DATE: 12 08 2002 |
| REF DOC#: | INT REASON: DISC LOST REASON: |
| COMMENTS TO PRINT: | SCHEDULE CAT: |
| SCHED PYMT DATE: 12 15 2001 | 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 Field Payment with Accelerated Pay Line Screen

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

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|---------|-----------------|--------------------------------|-------------------|---------------------|---------------|----------------|
| 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.