



**Integrated Funds Distribution,
Control Point Activity, Accounting
and Procurement
(IFCAP)**

**ACCOUNTING TECHNICIAN
USER'S GUIDE**

Version 5.1

October 2000

Department of Veterans Affairs
VISTA Technical Services

Preface

PREFACE

This manual is designed to provide you, the Accounting Technician, with the information necessary to obligate purchase orders and 1358s, process receiving reports, amendments, and adjustment vouchers, make General Post Fund transactions, and track invoices for payment into the Financial Management System (FMS). The Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP) package automates functions in Acquisition and Materiel Management (A&MM), Fiscal and for all VA Services that request supplies and services. The goal of IFCAP is to integrate these three areas and allow users to share procurement and financial information.

Preface

IFCAP 5.1 ACCOUNTING TECHNICIAN USER’S GUIDE

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CHAPTER 1 INTRODUCTION

1.1 The Role of the Accounting Technician

Accounting Technicians have an important role in the way the Department of Veterans Affairs manages its finances. Accounting Technicians control, coordinate and direct a variety of financial documents and reports and ensure their timely, accurate disposition. Accounting Technicians inspect purchase orders and requisitions, obligate and amend transactions of funds, and review and forward invoices and receiving reports for payment. Accounting Technicians rely on Control Point Officials and Purchasing Agents to provide accurate information about the obligations that the Accounting Technician charges to the Control Point. They also rely on the Warehouse Clerks to process receiving reports quickly and accurately, and the Purchasing Agents and Requisition Clerks to process amendments and adjustment vouchers quickly and accurately. Vendors rely on the Accounting Technician to make sure that the receiving reports are promptly transmitted for payment and that certified invoices are processed according to the Prompt Payment Act.

1.2 How to Use This Manual

This manual explains how to perform the role of the Accounting Technician by dividing that role into small, manageable tasks. The authors of this manual have listed these tasks in successive order so that each instruction builds on the functionality and information from the previous instructions. This will allow new Accounting Technicians to use this manual as a tutorial by following the instructions from beginning to end. Experienced Accounting Technicians can use this manual as a reference tool by using the index and table of contents.

1.3 Reference Numbering System

This manual uses a special paragraph numbering system to allow users to understand how the sections of the manual relate to each other. For example, this paragraph is section 1.3. This means that this paragraph is the main paragraph for the third section of Chapter 1. If there were two subsections to this section, they would be numbered sections 1.3.1 and 1.3.2. A paragraph numbered 1.3.5.4.7 would be the seventh subsection of the fourth subsection of the fifth subsection of the third subsection of Chapter 1. All clear? Actually, all this means is that users that want to divide their reading into manageable lessons can concentrate on one section and all of its subsections, for example, section 2.3 and all of its subsections would make a coherent lesson.

1.4 Package Management, Legal Requirements and Security Measures

Only authorized Control Point users are able to enter, edit, or view requests or any other information for a particular Control Point. This is a security measure that prevents users from altering the requests of others. Due to the nature of the information being processed by IFCAP, special attention has been paid to limiting usage to authorized individuals. Individuals in the system who have authority to approve actions, at whatever level, have an **electronic signature code**. This code is required before the documents pass on to a new level for processing or review. Like the access and verify codes used when gaining

access to the system, the electronic signature code will not be visible on the terminal screen. These codes are also encrypted so that they are unreadable even when viewed in the user file by those with the highest levels of access. Electronic signature codes are required by IFCAP at every level that currently requires a signature on paper.

1.5 Package Operation

IFCAP automates fiscal, budgetary, procurement, inventory, invoice tracking and payment activities. To accomplish all of these tasks, IFCAP consists of several functional components, each responsible for a similar set of tasks:

- **Funds Distribution (Fiscal Component)**
- **Funds Control (Control Point Component)**
- **Processing Requests (Control Point Component)**
- **Purchase Orders/Requisitions (A&MM Component)**
- **Accounting (Fiscal Component)**
- **Receiving (A&MM Component)**
- **Inventory (A&MM/Control Point Component)**

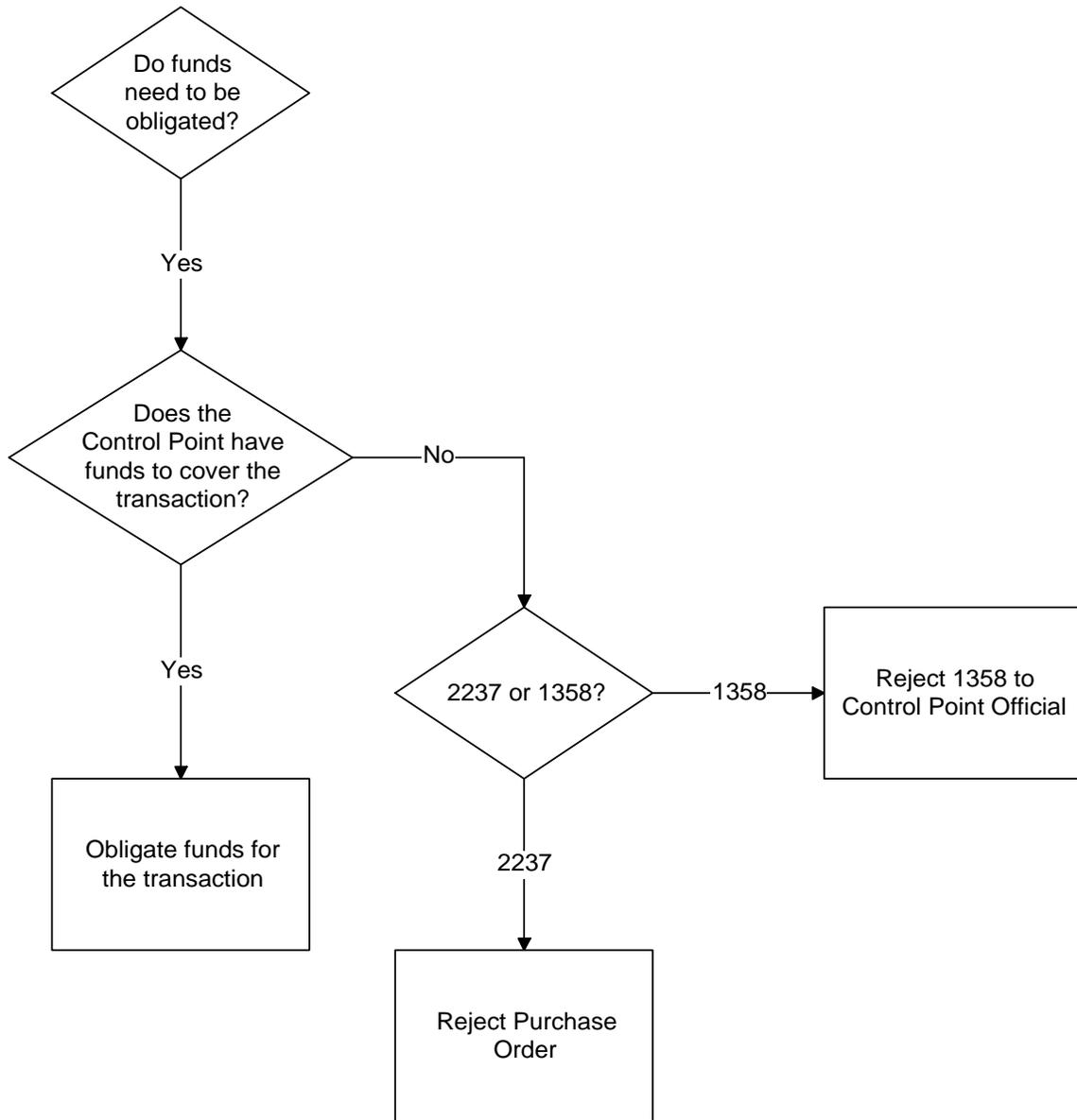
Different kinds of IFCAP users have different menus. If the menus in this manual include options that you do not see on your screen, do not panic! The instructions in this manual only use the options that you have as an Accounting Technician. If you do not know what to enter at an IFCAP prompt, enter one, two or three question marks and IFCAP will list your available options or explain the prompt. The more question marks you enter at the prompt, the more information IFCAP will provide.

The options you use on IFCAP have been divided into groups based upon the type of work you do. When you select these options, IFCAP will ask you a series of questions. If you do not understand the question or are unsure of how to respond, enter a question mark (?) and the computer will explain the question, or allow you to choose from a list of responses.

This is the main menu for the Accounting Technician:

Accounting Utilities Menu	This menu allows you to edit vendor files, clear a program lock, and review undelivered orders and reports.
Document Processing Menu	This menu allows you to correct errors, and inspect, forward, or return obligations, receiving reports, amendments, purchase orders, and service orders.
Fee Basis - IFCAP Code Sheet Menu	This menu allows you to group code sheets into a batch, and review and edit batches.
FMS Code Sheet Menu	This menu allows you to create, edit, delete, and review manual code sheets, and determine the status of transmission stacks.
Receiving Report Transmission Menu	This menu allows you to change the transmission date of a queued receiving report, retransmit a receiving report, and delete a report from the transmission queue.
Reprint Menu	This menu allows you to print receiving reports, purchase orders, and service orders.

1.6 Funds Obligation Flowchart



Introduction

CHAPTER 2 INSPECT PURCHASE ORDERS AND REQUISITIONS

2.1 Introduction

This chapter explains how to inspect purchase orders and requisitions before obligating funds from the Control Point for purchase.

2.2 Purchase Order Number

Does the purchase order number follow the correct numbering system. If it does not, return the purchase order or requisition to Acquisition and Material Management (A&MM). Call the contracting officer listed on the purchase order or requisition and inform them that the purchase order number is incorrect.

2.3 Invoice Address

Does the address in IFCAP in the Mail Invoice To: field correspond to the method of payment? If not, return the purchase order or requisition to Acquisition and Material Management (A&MM). Call the contracting officer listed on the purchase order or requisition and inform them that the invoice address is incorrect. All certified purchase orders should list Fiscal Service in the Mail Invoice To: field.

2.4 Cost Center

Compare the cost center to the requesting service. The cost center should agree in some way or other to the function of the service, for example, 822400 would be a valid cost center for Pharmacy Service. If the Cost Center is wrong, you can change it by following these three steps:

Select Document Processing Menu from the Accounting Technician Menu.

Select Obligation Processing from the Document Processing Menu.

Enter the purchase order number. When IFCAP asks if the information on the purchase order is correct, answer 'N' and enter the correct cost center. At the Should The Cost Center Or BOC Information Be Edited At This Time?: prompt, answer Y. Change the cost center.

You may also return the purchase order or requisition to the Purchasing Agent. The Purchasing Agent can return it to the Control Point for correction. If the service continues to send purchase orders or requisitions with an incorrect cost center, ask the Budget Analyst to review the list of available cost centers for the Control Point.

2.5 Fiscal Source Code

Compare the fiscal source code to the vendor. The vendor should have the correct fiscal source code. If not, return the purchase order or requisition to Fiscal Service or A&MM. If the service continues to send purchase orders or requisitions with an incorrect source code, ask the Purchasing Agent in Acquisition and Materiel Management (A&MM) to change the source code for the vendor.

2.6 Budget Object Code (BOC)

Compare the budget object code number on the purchase order or requisition to the transaction code descriptions in VA HANDBOOK 4671.2

The budget object code number should match the budget object code descriptions. If not, you can change it by following these three steps:

Select Document Processing Menu from the Accounting Technician Menu.

Select Obligation Processing from the Document Processing Menu.

Enter the purchase order number. When IFCAP asks if the budget object code is correct, answer 'N' and enter the correct budget object code.

You may also return the purchase order to Fiscal Service or the requisition to Acquisition and Material Management Service for return to the service. If the service continues to send purchase orders or requisitions with an incorrect budget object code, ask the Budget Analyst to change the list of available budget object codes for the Control Point.

CHAPTER 3 OBLIGATING AND AMENDING PURCHASE ORDERS

3.1 Introduction

Purchase orders are orders to a vendor to deliver items. The 2138 has a receipt date and a single, private vendor, unlike 1358 forms (Estimated Miscellaneous Obligation or Change in Obligation), which are for services, or requisitions (which are supplied by Government sources).

3.2 Is there Adequate Funding for the Purchase Order?

Control Points can not process a request if the request exceeds the amount of their allotted funds. At the end of a fiscal year some Control Points are given the authority to over commit funds so that they can obtain bids or quotes for next year's purchases. You should receive a daily report from the Austin Finance Center called the 'Status of Allowance Report,' listing the funds available for each Control Point. Check this document closely for availability of funds, especially at the close of a fiscal year.

3.3 Obligating a Purchase Order

3.3.1 Menu Path

From the Accounting Technician's Menu, Select Document Processing Menu. At the Document Processing Menu option, select Obligation Processing.

```
Document Processing Menu ...
Accounting Utilities Menu ...
Reprint Menu ...
Receiving Report Transmission Menu ...
Fee Basis - IFCAP Code Sheet Menu ...
FMS Code Sheet Menu ...
IRS Offset Code Sheet Menu ...
Purchase Card Transactions Print Menu ...

Select Accounting Technician Menu Option: Document Processing Menu

1358 Processing Menu ...
  Amendment Processing
  General Post Funds Requests Processing
  Invoice Processing (ACCTG) Menu ...
  Obligation Processing
  Process Receiving Report
  Return Purchase Order to Supply
  Return PO Amendment to Supply
  FMS Rejected Obligation Document Processing ...

Select Document Processing Menu Option: Obligation Processing
```

Obligating and Amending Purchase Orders

3.3.2 Select Order Number

Enter a station number. Enter the purchase order number. If you do not know the purchase order number, enter three question marks at the Select Purchase Order Number: prompt and IFCAP will display the list of available purchase orders.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON, DC
Select Purchase Order Number: ???

Choose from:
  U00001      688-U00001  02-23-00  ST   Pending Fiscal Action
              FCP: 081      $ 106.20

Select Purchase Order Number: U00001  688-U00001  02-23-00  ST   Pending
Fiscal Action
              FCP: 081      $ 106.20
```

3.3.3 Display Order Information

IFCAP will display the purchase order and ask if the Control Point and cost center information are correct. If not, answer N to edit the information. Otherwise, enter Y. IFCAP will display the cost of the order and its effect on the uncommitted and unobligated balances of the Control Point. IFCAP will also display the status of funds balance for the Control Point. The status of funds balance is the funds available to the Control Point at the time the purchase order is being obligated. If the unobligated balance is greater than the net cost of the order, then you can obligate the order. Otherwise, return the order to the Purchasing Agent or Requisition Clerk.

```
Obligation Processing

          Purchase Order - 688-U00001

COST CENTER: 828100          CONTROL POINT: 081 SPD
BOC: 2660                   AMOUNT: $      106.20

Net Cost of Order:          $      106.20

Justification(s):

          No Justification Information shown.

The information listed above is recorded on this Purchase Order.
Is the above information correct? YES//

Net Cost of Order:          $      106.20

Control Point Balances

Uncommitted Balance:        $ 299992.80
Unobligated Balance:        $ 300000.00
Committed, Not Obligated:    $       7.20

OK to Continue? YES//
Would you like to review the entire Purchase Order? YES//
```

3.3.4 Obligation Date

Enter the date the purchase order is obligated at the Select Obligation Processing Date: prompt. This date determines the accounting period, fiscal quarter, etc., of the purchase order for FMS records. IFCAP will ask you if the purchase order is ready to transmit to FMS. The invoice will be paid when the invoice and the receiving report are in agreement. Payment occurs 23 to 30 days after the invoice as received or the goods were received, whichever is later.

```
Select Obligation Processing Date: JAN 5,1994// (JAN 05, 1994)

This Purchase Order Obligation will now generate the
Original Entry Miscellaneous Order (MO) Document. The MO Document
will be marked for transmission to FMS.

Transmit this Document to FMS? YES//
The Electronic Signature must now be entered to generate the MO Document.

Enter ELECTRONIC SIGNATURE CODE: Thank you.

...now generating the FMS Miscellaneous Order (MO) Document...

...EXCUSE ME, HOLD ON...
```

3.3.5 Post using Status of Funds Tracker

IFCAP may ask you if you want to post this purchase order to the Fiscal Status of Funds Tracker, a financial tracking option used at some facilities. If you see this prompt, enter a Control Point name. If you do not know the Control Point, enter three question marks (???) at the Select Control Point Name: prompt and IFCAP will display a list of the available Control Points.

```
Do you wish to post this information to the Fiscal Status of Funds
Tracker? NO// ???

If you answer 'YES', you will be asked the information necessary to post
the code sheet to the Fiscal Status of Funds. A 'NO' or an '^' will
skip the bypass the posting.

Do you wish to post this information to the Fiscal Status of Funds
Tracker? NO// Y (YES)
REMEMBER, DO NOT ENTER TRANSACTION FOR FUTURE QUARTERS!

Select CONTROL POINT NAME: ???

CHOOSE FROM:

  33          033 PHARMACY
  40          040 BUILDING MANAGEMENT
  44          044 FEE BASIS
  68          068 REC M&R
  73          073 ENGINEERING

Select CONTROL POINT NAME: 033 PHARMACY
```

3.3.6 Enter Transaction Amount

Enter a transaction amount. Enter the amount as an increase if the transaction is a refund, rebate or some other transaction that returns obligated money to the Control Point. Enter

Obligating and Amending Purchase Orders

additional expenses as deductions. IFCAP will show the effect of the transaction on the estimated balance and ask you if you want to post the transaction now or wait until later. If this transaction affects additional Control Points, enter another Control Point at the Select Next Control Point Name: prompt. Otherwise, enter a caret (^) at the prompt. You can print the purchase order to the printer designated for Fiscal Service and Supply Service, or you can enter N at the Do You Wish To Queue The Purchase Order To Another Printer?: prompt and specify another printer. Enter another station number at the Select Station Number: prompt if you have another transaction to enter. Otherwise, enter a caret (^) at the prompt to return to the Document Processing menu.

```
ENTER TRANSACTION AMOUNT: 48.01
(I)ncrease or (D)ecrease to balance? D//???
```

Enter a <CR> or 'D' to DECREASE the balance in the status, an 'I' to INCREASE the balance, or an '^' to ABORT the option.

```
(I)ncrease or (D)ecrease to balance? D//
THE OLD ESTIMATED BALANCE IS $0.00
THE NEW ESTIMATED BALANCE IS $-48.01

OK TO POST? YES// (YES)
POSTED

Select Next Control Point Name:

I'M CONFUSED ABOUT WHICH CONTROL POINT YOU WANT, TRY AGAIN.
USE AN '^' TO QUIT

Select CONTROL POINT NAME: ^

...HMMM, THIS MAY TAKE A FEW MOMENTS...

...now generating the PHA transaction...

Do you wish to queue the Purchase Order to another printer? NO//

Select STATION NUMBER ('^' TO EXIT): 688//
```

3.4 Amend a Purchase Order

3.4.1 Introduction

3.4.2 Is There Adequate Funding for the Amendment?

Control Points can not process an amendment if the amendment exceeds the amount of their allotted funds. At the end of a fiscal year some Control Points are given the authority to over commit funds so that they can obtain bids or quotes for next year's purchases. You should receive a daily report from the Austin Finance Center called the 'Status of Funds Report,' listing the funds available for each Control Point. Check this document closely for availability of funds, especially at the close of a fiscal year. This information is also available on an FMS report called the 'Object Class by Allowance Report.'

3.4.3 Obligate an Amendment

Amendments add, delete, or adjust items on a purchase order before the item is received. Amendments are different from adjustments, which adjust the quantity of an item on a receiving report after it is processed by Fiscal Service.

3.4.3.1 Menu Path

```
Accounting Technician Menu ...
Funds Distribution Program Menu ...
Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Accounting Technician Menu
Document Processing Menu ...
Accounting Utilities Menu ...
Reprint Menu ...
Receiving Report Transmission Menu ...
Fee Basis - IFCAP Code Sheet Menu ...
FMS Code Sheet Menu ...
IRS Offset Code Sheet Menu ...
Purchase Card Transactions Print Menu ...

Select Accounting Technician Menu Option: Document Processing Menu
1358 Processing Menu ...
Amendment Processing
General Post Funds Requests Processing
Invoice Processing (ACCTG) Menu ...
Obligation Processing
Process Receiving Report
Return Purchase Order to Supply
Return PO Amendment to Supply
FMS Rejected Obligation Document Processing ...

Select Document Processing Menu Option: Amendment Processing
```

3.4.3.2 Enter Electronic Signature

Enter a Station Number, fiscal year, and your electronic signature code. Enter a purchase order number. If you do not know the purchase order number, enter three question marks and IFCAP will list the available purchase orders. Enter an amendment. If you do not know the amendment number, enter three question marks and IFCAP will list the available amendment numbers.

```
Select STATION NUMBER (^ TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR (^ to EXIT): 95//
Enter ELECTRONIC SIGNATURE CODE:                Thank you.
Select Purchase Order Number:    688-A40406      INVOICE/RECEIVING REPORT   Or
dered and Obligated
Select AMENDMENT: ?
  Answer with AMENDMENT, or NUMBER:
    1                1

Select AMENDMENT: 1
...SORRY, JUST A MOMENT PLEASE...
```

Obligating and Amending Purchase Orders

3.4.3.3 Display Amendment

IFCAP will show the amendment, the contractor, and the requisition or purchase order affected by the amendment.

2. MOD. NO.:	3. EFFECTIVE DATE:	4. REQUISITION/P.O. REQ. NO.:
1	3/30/94	A40406
8. NAME AND ADDRESS OF CONTRACTOR	10A. MODIFICATION OF CONTRACT/ORDER	
CENTRAL BUSINESS SERVICES AND SUPPLY	NO.688-A40406	
4000 RESERVOIR ROAD	CONTRACT # 1: 94-123A	
SUITE 200		
WASHINGTON, DC 20008	10B. DATED (See Item 13)	3/17/94
12. ACCOUNTING AND APPROPRIATION DATA (If required)		
36 0869-2222		
D. OTHER (specify type of modification and authority)		
IMPORTANT: Contractor is not required to sign this document and return copies to the issuing office.		
14. DESCRIPTION OF MODIFICATION (organized by UCF section heading, including contract subject matter where feasible.)		
Except as provided herein, all terms and conditions of the document referenced in Item 10A, as heretofore changed, remains unchanged and in full force and effect.		
JUSTIFICATION: TETING AMENDMENT PROCESS		
CONTRACTING OFFICER: STEPHEN GRIBSCHAW		

3.4.3.4 Step 4

Answer Y at the Are You Ready To Approve And Obligate This Amendment?: prompt to approve and obligate the amendment. Verify that the Budget Object Code information is correct. You may also print the amendment. Enter the date the purchase order is obligated at the Select Obligation Processing Date: prompt. Answer Y at the Transmit this Document to FMS?: prompt. Enter your electronic signature code. Enter another purchase order number at the Select Purchase Order Number: prompt, or press the Enter key to return to the Document Processing Menu.

```
The information listed above is recorded on this Purchase Order amendment.
Are you ready to approve and obligate this amendment? YES//

Amendment Processing

The following information appears on the original and any previously amended
Purchase Order:
      Purchase Order - 688-A40406
COST CENTER: 813400          CONTROL POINT: 2222 FMS TEST CON POINT

Net Cost of Order:          $      68.89

Amendment Processing

Net Cost of Order:          $      68.89

No Control Point balances available at this time.

Amendment Processing

The following information appears on the amended Purchase Order
as listed in the DESCRIPTION OF MODIFICATION:

Is the above BOC information correct? YES//
Would you like to print this amendment? YES// n NO
Select Obligation Processing Date: MAR 18,1995// (MAR 18, 1995)

This Purchase Order Amendment Obligation will now generate the
Modification Entry Miscellaneous Order (MO) Document. The MO Document
will be marked for transmission to FMS.

Transmit this Document to FMS? YES//
The Electronic Signature must now be entered to generate the MO Document.

Enter ELECTRONIC SIGNATURE CODE:          Thank you.

...copying amendment information back to Purchase Order file...
...SORRY, LET ME THINK ABOUT THAT A MOMENT...
...now generating the FMS Miscellaneous Order (MO) Document...
...EXCUSE ME, HOLD ON...

Select Purchase Order Number:
```


CHAPTER 4 OBLIGATING AND ADJUSTING 1358 TRANSACTIONS

4.1 Introduction

4.2 Inspect the 1358 for Correctness

Are the cost center and budget object code (BOC) appropriate for this purchase? Is the justification adequate? Is the purpose sufficiently explained? If the cost center or budget object code is wrong, you can correct them during the obligation process. If the justification or purpose is incorrect or inappropriate, return the 1358 to the service.

4.3 Is There Adequate Funding for the 1358?

Control Points can not process a 1358 if the 1358 exceeds the amount of their allotted funds. At the end of a fiscal year some Control Points are given the authority to over commit funds so that they can obtain bids or quotes for next year's purchases. You should receive a daily report from the Austin Finance Center called the 'Status of Funds Report,' listing the funds available for each Control Point. Check this document closely for availability of funds, especially at the close of a fiscal year. This information is also available on an FMS report called the 'Object Class by Allowance Report.'

4.4 Obligate the 1358

4.4.1 Menu Path

Select Obligate 1358 from the 1358 Processing Menu.

```
Select Accounting Technician Menu Option: Document Processing Men
Select Document Processing Menu Option: 1358 Processing Menu

    Obligate 1358
    Adjust (Increase/Decrease) 1358
    Liquidate 1358
    1358 Print Menu ...
    Close 1358
    Recalculate 1358 Balances
    Reopen a Closed 1358
    Send 1358 back to Service without action

Select 1358 Processing Menu Option: Obligate 1358
```

4.4.2 Enter Station Number

Enter a station number and a fiscal year. Enter the transaction number of the 1358 you wish to obligate. At the Will this 1358 Obligation Need To Be Accrued In FMS?: prompt, Enter Y if this obligation should be distributed among multiple accounting periods. Otherwise, enter N. Confirm that the information is correct. Enter N at the Are These Auto Accrual Values Correct?: prompt to edit the Cost Center or BOC. Otherwise, enter Y. Enter Y at the Is The Above Information Correct?: prompt to continue.

Obligating and Adjusting 1358 Transactions

```
Select STATION NUMBER (^ TO EXIT): 688//          WASHINGTON, DC
Select FISCAL YEAR (^ to EXIT): 00//
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: 688-00-3-060-0479 OBL

          1358 TRANSACTION - 688-00-3-060-0479

COST CENTER: 842100          AMOUNT: $ 100.00
BOC #1: 2580          AMOUNT #1: $ 100.00

TST

Editing Auto Accrual information...

CURRENT VALUES FOR AUTO ACCRUAL FOR 1358:
  ENDING DATE FOR SERVICE: JUN 30, 2000
  AUTO ACCRUAL FLAG: NO

Are these Auto Accrual values correct? YES// NO

END DATE FOR 1358: JUN 30, 2000// 0830

AUTO ACCRUAL FLAG? NO// YES

          1358 TRANSACTION - 688-00-3-060-0479

COST CENTER: 842100          AMOUNT: $ 100.00
BOC #1: 2580          AMOUNT #1: $ 100.00

TEST

Editing Auto Accrual information...

CURRENT VALUES FOR AUTO ACCRUAL FOR 1358:
  ENDING DATE FOR SERVICE: AUG 30, 2000
  AUTO ACCRUAL FLAG: YES

Are these Auto Accrual values correct? YES//

Returning to Obligation processing...

The information listed above is recorded on this 1358 Obligation.
Is the above information correct? YES//
```

4.4.3 Review Balances

Look at the unobligated balance of the Control Point. If the amount of the 1358 is less than the unobligated balance, enter Y at the OK To Continue?: prompt. Otherwise, enter N and return the 1358 to Fiscal Service.

```

Control Point Balances
Uncommitted Balance:          $5462604.62
Unobligated Balance:         $5478006.33
Committed, Not Obligated:     $ 15401.71

OK to Continue? YES//

```

4.4.4 Enter Obligation Number

Enter an obligation number for the 1358. Answer Y at the Transmit this document to FMS?: prompt. Enter your electronic signature code. Enter a station number at the Select Station Number: prompt to obligate another 1358, or enter a caret (^) at the prompt to return to the 1358 Processing Menu.

```

ENTER A NEW 1358 Obligation Number OR A COMMON NUMBERING SERIES
1358 Obligation Number: C05 688-C05 ACCOUNTING TECHNICIAN
Are you adding '688-C05033' as a new 1358 Obligation Number? Y (Yes)

Select Obligation Processing Date: JUN 14,2000// (JUN 14, 2000)

This FMS document will be transmitted on 06/14/00 and will
affect the accounting period of June 2000. The Accounting
Period affected in FMS will be 0900.

Is this OK? YES//

This 1358 Obligation will now generate the
Original Entry Service (SO) Order Document. The SO Document
will be marked for transmission to FMS.

Transmit this Document to FMS? YES//
The Electronic Signature must now be entered to generate the SO Document.

Enter ELECTRONIC SIGNATURE CODE: Thank you.

...now generating the FMS Service Order (SO) Document...

...EXCUSE ME, HOLD ON...

...updating 1358 Obligation balances...

...Excuse me, Is it lunchtime yet?.....

...Control Point has been notified of this transaction...

```

4.5 Adjustments to 1358s

4.5.1 Introduction

Control Points may require changes to their obligated 1358 during the month. IFCAP links the 1358 adjustment to the original 1358 by the obligation number and increases or decreases the obligated total automatically.

4.5.2 Inspect the Adjustment for Correctness

Is the purpose of the adjustment sufficiently explained? Decrease adjustments should have a minus sign preceding the dollar amount, Was the adjustment correctly entered as a decrease or an increase? If not, return the adjustment to the Control Point.

4.5.3 Is There Adequate Funding for the Adjustment?

Control Points can not process an adjustment if the adjustment exceeds the amount of their allotted funds. At the end of a fiscal year some Control Points are given the authority to over commit funds so that they can obtain bids or quotes for next year's purchases. You should receive a daily report from the Austin Finance Center called the 'Status of Allowance Report,' listing the funds available for each Control Point. Check this document closely for availability of funds, especially at the close of a fiscal year. This information is also available on an FMS report called the 'Object Class by Allowance Report.'

4.5.4 Adjust the 1358

4.5.4.1 Menu Path

Select Document Processing Menu from the Accounting Technician Menu. Select 1358 Processing Menu from the Document Processing Menu. Select Adjust (Increase/Decrease) 1358 from the 1358 Processing Menu.

```
Select Accounting Technician Menu Option: Document Processing Menu
Select Document Processing Menu Option: 1358 Processing Menu

    Obligate 1358
    Adjust (Increase/Decrease) 1358
    Liquidate 1358
    1358 Print Menu ...
    Close 1358
    Recalculate 1358 Balances
    Reopen a Closed 1358
    Send 1358 back to Service without action

Select 1358 Processing Menu Option: Adjust (Increase/Decrease) 1358
```

4.5.4.2 Enter Station Number

Enter a station number and a fiscal year. Enter the transaction number for the adjustment. If you do not know the transaction number, enter three question marks at the prompt and IFCAP will display the available transactions.

```
Select STATION NUMBER ('^' TO EXIT): 688//                WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ???
   1  C45001  688-94-2-101-0062  ADJ                C45001
   2  C45005  688-94-2-101-0132  ADJ  LONG LASTING TELEPHO C45005
   3  C45006  688-94-3-101-0236  ADJ  LONG LASTING TELEPHO C45006
   4  C45007  688-94-3-101-0237  ADJ  LONG LASTING TELEPHO C45007
   5  C45148  688-94-4-120-0045  ADJ                C45148

TYPE '^' TO STOP, OR
```

```

CHOOSE 1-5: 5
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: C45148 688-94-4-120-0045 A
DJ C45148
...retrieving 1358 information...
...SORRY, I'M WORKING AS FAST AS I CAN...

```

4.5.4.3 Review Balances

IFCAP will list the service balance, the fiscal balance, and the adjustment amount. The service balance is the balance on the 1358 after the Control Point Clerk enters authorizations. The fiscal balance is the balance on the 1358 after Fiscal Service enters payments (liquidations). IFCAP will also list the cost center and the budget object code for the original 1358 and for the adjustment, and the auto accrual values. Enter N at the Is the above information correct?: prompt to edit the Cost Center or BOC. At the Will this 1358 Obligation Need To Be Accrued In FMS?: prompt, Enter Y if this obligation should be distributed among multiple accounting periods. Otherwise, enter N. Confirm that the information is correct.

```

PROCESS 1358 ADJUSTMENT                Obligation #: 688-C45148

    Service Balance: $ 1,000.00
    Fiscal Balance: $ 1,000.00
Amount of Adjustment: $ 250.00

    ORIGINAL                ADJUSTMENT
COST CENTER:      820100                820100
    BOC #1:      3123                3123

CURRENT VALUES FOR AUTO ACCRUAL:
    ENDING DATE FOR SERVICE: JAN 31, 1995
    AUTO ACCRUAL FLAG: YES

Are these Auto Accrual values correct? YES// NO

END DATE FOR 1358:  JAN 31, 1995// 2/28/95
AUTO ACCRUAL FLAG: YES//

PROCESS 1358 ADJUSTMENT                Obligation #: 688-C55013

    Service Balance: $ 500.00
    Fiscal Balance: $ 500.00
Amount of Adjustment: $ 300.00

    ORIGINAL                ADJUSTMENT
COST CENTER:      820100                820100
    BOC #1:      3123                3123

CURRENT VALUES FOR AUTO ACCRUAL:
    ENDING DATE FOR SERVICE: JAN 31, 1995
    AUTO ACCRUAL FLAG: YES

Are these Auto Accrual values correct? YES//

The information listed above is recorded on this 1358 Obligation Adjustment.
Is the above information correct? YES//

```

4.5.4.4 Enter Electronic Signature

IFCAP will list the transaction number of the adjustment, the current amount obligated on the 1358, the total amount of authorizations for the 1358, the total liquidations (payments) for the 1358, the authorization balance (payments authorized by the Control Point), the liquidation balance (the balance on the 1358 after Fiscal Service enters payments), and the amount of the adjustment. Enter Y at the OK to Continue?: prompt. Enter Y at the Transmit this Document to FMS?: prompt. Enter your electronic signature code. IFCAP will compute the adjustment and record the adjustment. Enter a caret (^) at the Select Station Number: prompt to return to the 1358 Processing Menu.

Adjustment Transaction # 688-94-4-120-0045	1358 # 688-C45148
Current amount obligated on 1358: \$ 1,000.00	
Total Authorizations: \$ 1,000.00	Total Liquidations: \$ 1,000.00
Authorization Balance: \$ 0.00	Liquidation Balance: \$ 0.00
Amount of Adjustment: 250.00	
OK to Continue? YES//	
This 1358 Obligation Adjustment will now generate the Modification Entry Service (SO) Order Document. The SO Document will be marked for transmission to FMS.	
Transmit this Document to FMS? YES//	
The Electronic Signature must now be entered to generate the SO Document.	
Enter ELECTRONIC SIGNATURE CODE:	Thank you.
...now generating the FMS Service Order (SO) Document...	
...EXCUSE ME, LET ME PUT YOU ON 'HOLD' FOR A SECOND...	
...updating obligation balances....please hold...	
...adjustment completed..	

CHAPTER 5 REVIEW AND FORWARD RECEIVING REPORTS FOR PAYMENT

5.1 Introduction

This chapter explains how to make sure that the information on the received order report is correct.

5.2 Dollar Amounts

Compare the dollar amounts on the receiving report to the purchase order. To view the IFCAP record of the purchase order, follow the steps in this section.

5.2.1 Menu Path

Select Document Processing Menu from the Accounting Technician Menu. Select Process Receiving Report from the Document Processing Menu. Enter a station number and a fiscal year. Enter the PAT number for the receiving report. If you do not know the PAT number, enter three question marks at the prompt and IFCAP will display the available transactions.

```
1358 Processing Menu ...
Amendment Processing
General Post Funds Requests Processing
Invoice Processing (ACCTG) Menu ...
Obligation Processing
Process Receiving Report
Return Purchase Order to Supply
Return PO Amendment to Supply
Stacked Fiscal Documents Menu ...
FMS Rejected Obligation Document Processing ...

Select Document Processing Menu Option: Process Receiving Report

Select STATION NUMBER (^ TO EXIT): 688//          WASHINGTON,DC
Select Purchase Order Number: ???

CHOOSE FROM:
  H40006 07-14-94 ST Partial Order Received          FCP: 1101    $
429.00
  H40007 07-14-94 ST Partial Order Received          FCP: 1101    $
429.00
  H40008 07-14-94 ST Complete Order Received          FCP: 1101    $
98.00
  H40021 07-15-94 ST Partial Order Received          FCP: 1102    $
123.00
  H40024 07-21-94 ST Partial Order Received          FCP: 1102    $
113.00

Select Purchase Order Number: H40024 688-H40024    07-21-94 ST Partial Order
Received
          FCP: 1102    $ 113.00
```

5.2.2 Review Order

You may review the purchase order if you like. The purchase order lists the vendor, the shipping address, the cost center, and each item.

Review and Forward Receiving Reports

Do want to review the Purchase Order and Receiving Report? NO// Y (YES)				
PURCHASE ORDER: 688-H40024		STATUS: Partial Order Received		
M.O.P.: INVOICE/RECEIVING REPORT		LAST PARTIAL RECD.: 2 07/21/94		
VENDOR: CENTRAL BUSINESS SUPPLY		REQUESTING SERVICE: FISCAL		
4000 RESERVOIR ROAD		SHIP TO: WAREHOUSE		
SUITE 200		V.A. Medical Center		
WASHINGTON, DC 20008		8403 COLESVILLE ROAD		
202 491-0231		SUITE 200		
ACCT # 234902349		SILVER SPRIN, MD 20910		
DELIVERY HOURS: 7-4:40				
FOB POINT: ORIGIN		PROPOSAL: N/A		AUTHORITY:
COST CENTER: 880100				FAR 13
TYPE: DELIVERY & PURCHASE ORDER				AGENT:
DELIVER ON/BEFORE 7/31/94		CONTRACT:		STEPHEN GRIBSCHAW
DISCOUNT TERM: NET30				DATE: 7/21/94
APP: 36X8180-1102				TOTAL: 113.00

ITEM	DESCRIPTION	QTY	UNIT	TOTAL COST
1	WIDGET	40	EA	2.00
	QTY PREV RCVD: 30			80.00
	PARTIAL NO.: 1,2			
	Items per EA: 1			
2	EST. SHIPPING AND/OR HANDLING			33.00

5.2.3 Review Receiving Report

You may also review the receiving report. The receiving report lists each time that the service recorded the partial receipt of an order. This report lists the items that were received, the amount, and the cost. You may process one of the partial receipts. Enter your electronic signature code. Transmit the report to Austin. Enter a caret (^) at the Select Station Number: prompt to return to the Document Processing Menu.

Note: If there is a shipping charge, it will appear on the first partial receiving report.

Review and Forward Receiving Reports

```

Review a Receiving Report ? NO// Y (YES)
Select PARTIAL DATE: 1 7-21-1994

PURCHASE ORDER: 688-H40024          STATUS: Partial Order Received
PROCESSING: INVOICE/RECEIVING REPORT PARTIAL: 1 7/21/94
-----
ITEM          DESCRIPTION                QTY UNIT    UNIT    QTY    TOTAL
              DESCRIPTION                UNIT    COST    REC    COST
-----
  1 TEST ITEM W/O ITEM MASTER NUMBER    40 EA      2.00    20    40.00
  Estimated Shipping and/or Handling                                33.00
                                         Total Amount:              73.00

  Processed By: /ES/STEPHEN GRIBSCHAW

ENTER <CR> TO CONTINUE
Select PARTIAL DATE:
Partial Number to PROCESS: ???

CHOOSE FROM:
  1          07-21-1994
  2          07-21-1994 @ 12:00

Partial Number to PROCESS: 2 7-21-1994@12:00:00

OBLIGATION NUMBER: 688-H40024-02    PARTIAL #: 2

TOTAL AMOUNT OF RECEIVING REPORT: $20.00

TRANSACTION TYPE: RR    TRANSACTION DATE: 072194    REF #: 688-H40024-02
LIQ. CODE: P

Item #: 1 FMS Line #: 001 BOC: 3150 FMS Amount: 20.00 Liq. Amount: 0.00

LIQUIDATION CODE: P
Enter ELECTRONIC SIGNATURE CODE:          Thank you.

Are you sure you wish to send this Receiving Report to Austin? YES// (YES)
TRANSMISSION DATE: T// (JUL 21, 1994)
Receiving report placed on transmission list.
    
```

Review and Forward Receiving Reports

CHAPTER 6 PROCESS 1358 INVOICES FOR PAYMENT

6.1 Introduction

After an invoice is sent to the Certifying Official (usually the Control Point Official) to be certified for payment, The Certifying Official returns it to the accounting office, where the Voucher Audit Clerk (or Accounting Technician if there is no Voucher Audit Clerk at your station) records the certification in IFCAP. (See the Voucher Auditor Manual for options used to process the Certified Invoices).

6.2 Menu Path

From the Accounting Technician Menu, select Document Processing Menu. From the Document Processing Menu, select Invoice Processing (ACCTG) Menu. From the Invoice Processing (ACCTG) Menu, select Invoice Processing for Payment.

```
Select Accounting Technician Menu Option: document Processing Menu
Select Document Processing Menu Option: Invoice Processing (ACCTG) Menu

      Invoice Processing for Payment
      Return Invoice to Voucher Audit
PV    Payment Voucher (PV) Inquiry
      FMS Payment Voucher Error Processing
      View Certified Invoice

Select Invoice Processing (ACCTG) Menu Option: Invoice Processing for Payment
```

6.2.1 Select Station Number

Select a station number. Enter the Invoice tracking ID number recorded on the invoice before it was sent to the Certifying Official. Compare the purchase orders on the invoice and the IFCAP record of the invoice amount to make sure that they are the same. If the amounts are different, verify that there is no clerical error, then call the Control Point Official to correct the discrepancy. You may also display or print the 1358.

```
Select STATION NUMBER (^ TO EXIT): 688//           WASHINGTON,DC
Select INVOICE TRACKING ID NUMBER: 198           EZ123   In Accounting   688-C452
23

Post Liquidation to 1358  Obligation #: 688-C45223
                        Status: Obligated - 1358

Current amount obligated: $ 1,500.00   Authorization Balance: $ 1,500.00

                        Unliquidated Balance: $ 1,500.00

Do you wish to display/print the entire 1358? No// YES
Select OBLIGATION NUMBER: 688-C45223   -- 1358   Obligated - 1358
                        FCP: 110       $ 1500.00

Do you wish to view the Authorization information? No// YES
DEVICE:   LAT
```

PROCESS 1358 Invoices

Obligation #: 688-C45223		Total Authorization: \$ 0.00		Total Liquidation: \$ 0.00	
Date/Time	Reference No	AUTHORIZATION/ORDER REC Indiv/Daily	Cumul	LIQUIDATION RECORD Liq. Amt	Unliq Bal.
10/13/94	OBLIGATION	1500.00	1500.00	1500.00	1500.00

Post Liquidation to 1358 Obligation #: 688-C45223
Status: Obligated - 1358

Current amount obligated: \$ 1,500.00 Authorization Balance: \$ 1,500.00
Unliquidated Balance: \$ 1,500.00

Do you wish to display/print the entire 1358 again? No//
Ok to continue? Yes//

6.2.2 Assign Liquidation Number

IFCAP will assign an entry number to the liquidation. Enter the date that you want the liquidation to take effect and the amount of the liquidation. Enter a reference for the liquidation and comments. Enter N at the Would You Like To Enter Another Liquidation For This Obligation?: prompt if you are finished entering liquidations. You may also select another 1358.

This 1358 Liquidation entry is assigned entry number 688-C45223-0002.
LIQUIDATION DATE: OCT 14, 1994@10:00:01// (OCT 14, 1994@10:00:01)
LIQUIDATION AMOUNT: (-999999999.99-999999999.99): 1500// \$1,500.00
REFERENCE:
COMMENTS: Some comments.
...Excuse me, Let me think about this for a moment... ---POSTED---

Would you like to enter another Liquidation for THIS OBLIGATION? No//

Obligation #: 688-C45223	
Sequence #	Amount
0002	1500.00
Total:	1500.00

Would you like to select another 1358 (obligation number)? Yes// NO

6.2.3 Select BOC

At the BOC: prompt, enter the budget object code classification for the 1358. If you do not know the BOC for this item, enter three question marks and IFCAP will list the available budget object codes. Enter Y at the OK To Process This Payment To FMS?: prompt. Enter your electronic signature code. Enter another station number at the Select

Station Number: prompt to process another invoice for payment, or enter a caret (^) at the prompt to return to the Invoice Processing (ACCTG) Menu.

```

Unliquidated obligation amounts and BOCs on this order are:
 $1,500.00 2515 Systems Analysis & Programming (Comm Supplier)
Total Invoice Amount Certified for Payment=$1500.00

Select BOC: 2515 Systems Analysis & Progra
FMS Line #1
OBLIGATION AMOUNT: 1500.00
  ACCOUNTING LINE AMOUNT: 1500//
  LIQUIDATION AMOUNT: 1425.00//
  LIQUIDATION CODE: P// PARTIAL
Select BOC:
OK to process this payment to FMS? NO// y (YES)
Enter ELECTRONIC SIGNATURE CODE: Thank you.
  Transferring invoice data to PV document for transmission to FMS.
  688C4522301
  Status has been changed from 'In Accounting'
                                to 'Transaction Complete'.

Select STATION NUMBER ('^' TO EXIT): 688// ^

```

6.3 Verifying Payment Transmission

Eventually, a CAPPS report will print, listing the payment transmission you created. Look at the invoices on the report to see if any of your invoice payments are rejected. If you have rejects, use the following steps to edit and retransmit corrected payment information.

Select Document Processing Menu from the Accounting Technician Menu.

Select Invoice Processing (ACCTG) Menu from the Document Processing Menu.

Select FMS Payment Voucher Error Processing from the Invoice Processing (ACCTG) Menu.

Enter the correct information about the invoice payment at the prompts.

```

Select Accounting Technician Menu Option: DOCument Processing Menu

    1358 Processing Menu ...
    Amendment Processing
    General Post Funds Requests Processing
    Invoice Processing (ACCTG) Menu ...
    Obligation Processing
    Process Receiving Report
    Return Purchase Order to Supply
    Return PO Amendment to Supply
    Stacked Fiscal Documents Menu ...
    FMS Rejected Obligation Document Processing ...

Select Document Processing Menu Option: INVoice Processing (ACCTG) Menu

    Invoice Processing for Payment
    Return Invoice to Voucher Audit
    PV Payment Voucher (PV) Inquiry
    FMS Payment Voucher Error Processing
    View Certified Invoice

```

PROCESS 1358 Invoices

```
Select Invoice Processing (ACCTG) Menu Option: FMS Payment Voucher Error Processing
FMS Payment Voucher Error Processing

Select STATION NUMBER (^ TO EXIT): 688//           WASHINGTON,DC

    Select one of the following:
        PV           Payment Voucher

Select Transaction Type: PV Payment Voucher

Select Payment Voucher Number: PV-688C4522301

FMS Document: PV-688C4522301
Description: Payment Voucher
Status: TRANSMITTED
Created: OCT 14, 1994@10:03:05

This FMS document has been transmitted to FMS.

Press 'RETURN' to continue:

Do you still wish to rebuild and retransmit this Payment Voucher? NO// YES
**PONUM=PV-688C4522301

The Certified Invoice can now be displayed for your review.

Please review the source document very carefully and take
the appropriate corrective action.

Do you wish to display the source document? YES//
...Excuse me, Just a moment, please...

INVOICE TRACKING LIST                               OCT 14,1994  10:53    PAGE 1
-----

ID NUMBER: 198                                     INVOICE/BILL NUMBER: EZ123
DATE OF INVOICE: OCT 13, 1994                       DATE INVOICE RECEIVED: OCT 13, 1994
PROMPT PAY TYPE: NORMAL                             PURCHASE ORDER POINTER: 688-C45223
VENDOR: CASPER THE GHOST PROGRAMMERS                 DISCOUNT DAYS: 0
DISCOUNT TERMS: STANDARD                           APPROVED SHIPPING AMOUNT: $0.00
AMOUNT CERTIFIED FOR PAYMENT: $1,500.00
DATE GOODS/SERVICE RECEIVED: OCT 13, 1994
CERTIFICATION REQUIRED?: YES                          STATION NUMBER: 688
PURCHASE ORDER NUMBER: 688-C45223                   PARTIAL NUMBER: 01
FMS PAYMENT VOUCHER #: 688C4522301                 GROSS AMOUNT OF INVOICE: $1,500.00
STATUS: Transaction Complete                         EXPANDED PO NUMBER: 688-C45223
CURRENT INVOICE LOCATION: FISCAL
D/T CHARGED TO CURRENT LOC: OCT 14, 1994@09:51
DATE RETURNED TO FISCAL: OCT 14, 1994 CERTIFIED FOR PAYMENT BY: GREENE,LYFORD
COMPLETED IN ACCOUNTING BY: GREENE,LYFORD
CERTIFIED BY VALIDATION CODE: /ES/LYFORD K. GREENE
COMPLETED BY VALIDATION CODE: /ES/LYFORD K. GREENE
CHARGED TO CURRENT LOCATION BY: GREENE,LYFORD
CERTIFIED BY VALIDATION VER: 1                       CERTIFIED BY ESIG CODE: 9058
COMPLETED BY VALIDATION VER: <HIDDEN> COMPLETED BY ESIG CODE: 9058
CERTIFIED BY SIG DATE/TIME: OCT 14, 1994@09:53:04
COMPLETED BY SIG DATE/TIME: OCT 14, 1994@10:02:53
CERTIFYING SERVICE: INFORMATION RESOURCE MGMT
```

```

DATE/TIME CHARGED OUT: OCT 13, 1994@17:00
CHARGED BY: GREENE,LYFORD
CERTIFYING SERVICE: FISCAL
DATE/TIME CHARGED OUT: OCT 14, 1994@09:51
CHARGED BY: GREENE,LYFORD
BOC: 2515 Systems Analysis & Programming (Comm Supplier)
ACCOUNTING LINE AMOUNT: $1,500.00      LIQUIDATION AMOUNT: $1,425.00
LIQUIDATION CODE: PARTIAL              FMS LINE #: 1
PROMPT PAYMENT TERMS #: 1              DISCOUNT PERCENT: 5
DISCOUNT DAYS: 15

INVOICE TRACKING LIST                      OCT 14, 1994@10:53      PAGE 3
-----
PROMPT PAYMENT TERMS #: 2                DISCOUNT PERCENT: NET
DISCOUNT DAYS: 30

Press 'RETURN' to continue:

Do you wish to rebuild and retransmit this FMS document? YES//

Select STATION NUMBER ('^' TO EXIT): 688//      WASHINGTON,DC
Does this invoice need to be processed by Voucher Audit? NO// (NO)
Status has been changed from 'Transaction Complete'
to 'In Accounting'.

Do you wish to process this invoice at this time? YES// (YES)
Switching to 'Process Invoice in Accounting' Module.

Unliquidated obligation amounts and BOCs on this order are:
$1,500.00 2515 Systems Analysis & Programming (Comm Supplier)
Total Invoice Amount Certified for Payment=$1500.00

Select BOC: 2515 Systems Analysis & Programming (Comm Supplier)
//
BOC: 2515 Systems Analysis & Programming (Comm Supplier)
//
FMS Line #1
OBLIGATION AMOUNT: 1500.00
ACCOUNTING LINE AMOUNT: 1500//
LIQUIDATION AMOUNT: 1425.00// 1450
LIQUIDATION CODE: PARTIAL//
Select BOC:
OK to process this payment to FMS? NO// Y (YES)
Enter ELECTRONIC SIGNATURE CODE: Thank you.
Transferring invoice data to PV document for transmission to FMS.
688C4522301
Status has been changed from 'In Accounting'
to 'Transaction Complete'.

Select STATION NUMBER ('^' TO EXIT): 688// ^
Returning to 'Process FMS/CAPPS Error Message' Module.

Press 'RETURN' to continue:

FMS Payment Voucher Error Processing

```

PROCESS 1358 Invoices

```
Select Payment Voucher Number: ^
Select Payment Voucher Number:  NOT FOUND!

      Select one of the following:

          PV          Payment Voucher

Select Transaction Type: ^

          Invoice Processing for Payment
          Return Invoice to Voucher Audit
PV       Payment Voucher (PV) Inquiry
          FMS Payment Voucher Error Processing
          View Certified Invoice

Select Invoice Processing (ACCTG) Menu Option:
```


CHAPTER 7 ERROR MESSAGES AND THEIR RESOLUTION

7.1 FMS Error Processing

FMS documents are generated automatically as a result of certain IFCAP processes. For example, creation and generation of ceiling transactions in IFCAP results in Suballowance (SA) documents being created and transmitted to FMS. Additionally, when Accounting obligates purchase orders or invoices for payment, various types of FMS documents are automatically sent to Austin.

In designing the interface with FMS, IFCAP developers have built-in various edit checks to prevent rejection of FMS documents. An example of such functionality is the Required Fields File, explained earlier in this document, which ensures that all fields required for a given fund and type of FMS document are present on that FMS document before transmitting it to FMS. Even so, it is impossible to prevent every scenario that might cause FMS documents to reject. It is far less likely that the documents that IFCAP creates automatically will reject, compared with the documents that users create manually, using the FMS Code Sheet Menu's **Create a Code Sheet** option. That is because the automatic document processes contain more built-in protection against document rejection in FMS.

Because rejection of FMS documents is, to some extent, inevitable, there are options in IFCAP to assist users in correction and retransmission of the rejected documents. IFCAP will allow the user to correct errors by correcting the source document, then rebuilding the document and retransmitting it to FMS.

Once FMS has tried to process a document that rejects, it will send an error message containing all relevant FMS error codes to the appropriate recipients the following day. Appropriate recipients are those who are defined in the FCP file (420) to receive FMS notifications for their FCP. When the user has corrected a rejected document, the new document will automatically transmit to Austin. The only exceptions are the Budget documents, SA, ST, and AT, which must be generated again with the **Generate Budget Code Sheets** option of the Fund Distribution Module.

IFCAP transactions being transmitted to the FMS system in Austin go in the form of a mail message.

Outgoing Message to FMS:

Error Messages and Their Resolution

```
Subj: GCS TRANSACTION FMS:SO,VR,IV [#21381] 07 Jul 94 14:55 13
Lines
From: POSTMASTER in 'IN' basket. Page 1
-----
CTL^IFC^FMS^612^DOC^SO^10 ^612029^612C40011
^19940707^135811^001^001^001^~
BAT^~MO0^612029^~
DOC^~MO1^SO^612C40011 ^10 ^Y^~
MO2^94^07^07^~M^~
MO3^~01^~10.00^~
LIN^~MOA^001^~94^0160A1^612^181000^00^0100201B1^2660^~10.00
^D^~{
CTL^IFC^FMS^612^VRQ^ ^ ^
^61294070010^19940707^135931^001^001^001^~
VRQ^940707^135930^612^1981^768765498^AMER SOCIETY OF ADDICTION
MEDI^5225 WISCO
NSIN AVENUE N^SUITE 409^WASHINGTON^DC^20015^T^Y^C^N^A^~{
CTL^IFC^FMS^612^DOC^IV^10 ^ ^612I40004
^19940707^140821^001^001^001^~
DOC^~IV1^IV^612I40004 ^10 ^Y^~
IV2^94^07^07^~E^~94411020035^340.00^~
LIN^~IVA^001^189.60^I^~612^~SFCS^~06^~94^0160A1^612^~
844100^00^19EA
40200^2660^~IVB^01^~
LIN^~IVA^002^150.40^I^~612^~SFPR^~07^~94^0160A1^612^~
844100^00^19EA
40200^2660^~IVB^01^~{
Select MESSAGE Action: DELETE (from IN basket)// S
Select BASKET:
```

Once message is received in the FMS system a mail message is returned to the site confirming acceptance of the message.

Confirmation Message returning from Austin:

```
Subj: ED01381 FMS CONFIRMATION [#21382] 07 JUL 94 14:08 CST 2
Lines
From: <POSTMASTER@FOC-AUSTIN.VA.GOV> in 'IN' basket. Page 1
-----
Ref: Your FMS message #21381 with Austin ID #38883674,
is assigned confirmation number 941881357664928.
Select MESSAGE Action: DELETE (from IN basket)// S
Select BASKET:
```

If a document from IFCAP rejects in FMS, the FMS mail group will receive an electronic mail message from FMS notifying them of the rejected document. The message will include the FMS error code, along with a brief description of the error. The action the user must take to correct the rejected document varies according to the type of document that has rejected. See the FMS Handbook for a list of FMS error codes.

7.2 Stack Status Report

The Accounting Technician Menu has an option to allow inquiry into all documents and give users the status on each document. The data can be gathered by document type, status or a group of status. The user can see the document with or without code sheet information.

```
Select Fund Distribution & Accounting Menu Option: Accounting Technician Menu
```

```

Document Processing Menu ...
Accounting Utilities Menu ...
Reprint Menu ...
Receiving Report Transmission Menu ...
Fee Basis - IFCAP Code Sheet Menu ...
FMS Code Sheet Menu ...

```

```
Select Accounting Technician Menu Option: FMS Code Sheet Menu
```

```

Code Sheet Edit
Create a Code Sheet
Delete a Code Sheet
Keypunch a Code Sheet
Purge Transmission Records/Code Sheets
Retransmit Stack File Document
Review a Code Sheet
Stack Status Report

```

```
Select FMS Code Sheet Menu Option: STACK Status Report
```

```
START with TRANSACTION CODE: FIRST// SA
```

```
END with TRANSACTION CODE: LAST// ST
```

```
Print documents created after DATE: JAN 1,1993// 7/4 (JUL 04,1994)
```

```
Select one of the following:
```

```

Q      QUEUED FOR TRANSMISSION
M      MARKED FOR IMMEDIATE TRANSMISSION BY EVENT
T      TRANSMITTED
E      ERROR DURING TRANSMISSION
A      ACCEPTED BY FMS
R      REJECTED BY FMS
N      TRANSMITTED WITH NO CONFIRMATION MESSAGE RETURNED

```

```
Select STATUS(s) to display: REJECTED BY FMS
```

```
Select one of the following:
```

```

Q      QUEUED FOR TRANSMISSION
M      MARKED FOR IMMEDIATE TRANSMISSION BY EVENT
T      TRANSMITTED
E      ERROR DURING TRANSMISSION
A      ACCEPTED BY FMS
R      REJECTED BY FMS
N      TRANSMITTED WITH NO CONFIRMATION MESSAGE RETURNED

```

```
Select STATUS(s) to display:
```

```
SELECTED STATUS(s) to display:
REJECTED BY FMS
```

```
Print DESCRIPTION of event? NO// Y (YES)
```

```
Print DOCUMENT code sheets? NO// (NO)
```

Error Messages and Their Resolution

DEVICE: HOME// LAT

<*> please wait <*>

GCS STACK FILE STATUS REPORT JUL 08, 1994@11:40:51 PAGE 1
TC-TRAN CODE -BATNUM DATE@TIME CREATED STATUS

SO-612A40024 JUL 05, 1994@12:18:59 REJECTED BY FMS
DESCR: Purchase Order Obligation
MAIL MSGS: 21291 CONFIRMATION:

TOTAL CODE SHEETS: 1

Select FMS Code Sheet Menu Option: Stack Status Report
START with TRANSACTION CODE: FIRST// **PV**
END with TRANSACTION CODE: LAST// **PVZ**

Print documents created after DATE: JAN 1,1993//6/19 (JUN 19, 1994)

Select one of the following:

Q	QUEUED FOR TRANSMISSION
M	MARKED FOR IMMEDIATE TRANSMISSION BY EVENT
T	TRANSMITTED
E	ERROR DURING TRANSMISSION
A	ACCEPTED BY FMS
R	REJECTED BY FMS
N	TRANSMITTED WITH NO CONFIRMATION MESSAGE RETURNED

Select STATUS(s) to display: **REJECTED BY FMS**

Select one of the following:

Q	QUEUED FOR TRANSMISSION
M	MARKED FOR IMMEDIATE TRANSMISSION BY EVENT
T	TRANSMITTED
E	ERROR DURING TRANSMISSION
A	ACCEPTED BY FMS
R	REJECTED BY FMS
N	TRANSMITTED WITH NO CONFIRMATION MESSAGE RETURNED

Select STATUS(s) to display:

SELECTED STATUS(s) to display:
REJECTED BY FMS

Print DESCRIPTION of event? NO// **Y (YES)**
Print DOCUMENT code sheets? NO// **Y (YES)**

DEVICE: HOME// LAT

<*> please wait <*>

GCS STACK FILE STATUS REPORT JUL 25, 1994@15:11:02 PAGE 1
TC-TRAN CODE -BATNUM DATE@TIME CREATED STATUS

PV-612C4500800 JUN 20, 1994@14:49:04 REJECTED BY FMS
DESCR: WASH ISC TESTING PV

```

MAIL MSGS: 19520      CONFIRMATION:
*** ACTUAL CODE SHEET:
CTL^IFC^FMS^612^DOC^PV^10 ^      ^612C4500800^19940620^144904^001^001^001^~
DOC^~PV1^PV^612C4500800^10 ^~
PV2^06^05^94^^^^^E^01^^^^^^^^^^^THISISFAK^^1.00^~
PV3^^^^^^^^^^^^^^^TEST 1^^^^^^^^^^X^^~
LIN^~
PVA^001^SO^612C45008 ^001^94^06^02^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^94^06^05^^10000.00^I^P^9
4^05^21^^~
PVB^^^^^^1.00^~
*** END OF CODE SHEET ***

TOTAL CODE SHEETS: 1
    
```

7.3 FMS Inquiry Rejected Obligation Documents Menu

The FMS Inquiry Rejected Obligation Documents menu allows correction of errors to any (MO or SO) document by reviewing and editing the original purchase order or 1358 document. Once edited the document is rebuilt and transmitted to FMS.

```

Accounting Technician Menu

    Document Processing Menu ...
    Accounting Utilities Menu ...
    Reprint Menu ...
    Receiving Report Transmission Menu ...
    Fee Basis - IFCAP Code Sheet Menu ...
    FMS Code Sheet Menu ...

Select Accounting Technician Menu Option: DOCUMENT Processing Menu

    1358 Processing Menu ...
    Amendment Processing
    General Post Funds Requests Processing
    Invoice Processing (ACCTG) Menu ...
    Obligation Processing
    Process Receiving Report
    Return Purchase Order to Supply
    Return PO Amendment to Supply
    Stacked Fiscal Documents Menu ...
    FMS Rejected Obligation Document Processing ...

Select Document Processing Menu Option: FMS Rejected Obligation
Document Processing

    FMS Inquiry Rejected Obligation Documents ...
    FMS Rebuild/Transmit Rejected Obligation Documents ...

Select FMS Rejected Obligation Document Processing Option: FMS Inquiry Rejected
Obligation Documents

    MO/SO Rejected Document Inquiry for P.O.
    SO Rejected Document Inquiry for 1358s

Select FMS Inquiry Rejected Obligation Documents Option: MO/SO
Rejected Document Inquiry for P.O.

MO/SO Rejected Document Inquiry for P.O.
    
```

Error Messages and Their Resolution

```

Select STATION NUMBER (^ TO EXIT): 542// 612      MARTINEZ,CA

  Select one of the following:

      MO      Miscellaneous Order
      SO      Service Order

Select Transaction Type: SO Service Order

Select Stack Document for Inquiry: A40024 SO-612A40024

FMS Document: SO-612A40024
Description: Purchase Order Obligation
Status: REJECTED BY FMS
Created: JUL  5, 1994@12:18:59

This FMS document has rejected due to one or more errors.
The Certified Invoice will now be displayed for your review.

Please review the source document very carefully and take
the appropriate corrective action.

Press 'RETURN' to continue
PURCHASE ORDER: 612-A40024      STATUS: Transaction Complete
M.O.P.: CERTIFIED INVOICE      LAST PARTIAL RECD.:
                                REQUESTING SERVICE: PPM
VENDOR: STRICK LEASE INC        SHIP TO: Warehouse
        U.S. HIGHWAY #1         V.A. Medical Center
        FAIRLESS HILLS, PA 19030 8403 Colesville Rd
        800 257 1079           Silver SPRING, MD
20910

                                DELIVERY HOURS:
                                8:00 AM - 4:30 PM

```

```

FOB POINT: DESTINATION      | PROPOSAL: N/A      | AUTHORITY:
COST CENTER: 161000        |                    | FAR 13
TYPE: PURCHASE ORDER      |                    | AGENT:
DELIVER ON/BEFORE 7/15/94 | CONTRACT:          | JERRY NAPOLI
DISCOUNT TERM: NET30     |                    | DATE: 7/5/94
APP: 364/50161.001-120   |                    | ESTIMATED
                                |                    | TOTAL: 3.00

```

```

ENTER '^' TO HALT:

ITEM      DESCRIPTION      QTY UNIT      UNIT      TOTAL
-----
1 TEST      1 EA      3.00      3.00

*** ESTIMATED PURCHASE ORDER ***

Select Stack Document for Inquiry:
Select Stack Document for Inquiry: NOT FOUND!

  Select one of the following:

      MO      Miscellaneous Order
      SO      Service Order

```

Error Messages and Their Resolution

```
Select Transaction Type:
      MO/SO Rejected Document Inquiry for P.O.
      SO Rejected Document Inquiry for 1358s
Select FMS Inquiry Rejected Obligation Documents Option:
capture 3B. FMS Rebuild/Transmit Rejected Obligation Documents...
Select FMS Rejected Obligation Document Processing Option: FMS
Rebuild/Transmit Rejected Obligation Documents

      MO/SO Rebuild/Transmit for P.O.
      SO Rebuild/Transmit for 1358s
Select FMS Rebuild/Transmit Rejected Obligation Documents Option: MO/SO
Rebuild/Transmit for P.O.
MO/SO Rebuild/Transmit for P.O.
Select STATION NUMBER ('^' TO EXIT): 542//      612      MARTINEZ, CA

      Select one of the following:

      MO      Miscellaneous Order
      SO      Service Order
Select Transaction Type: MO Miscellaneous Order

Select Stack Document for Rebuild/Transmit: A40030
  1  A40030  MO-612A40030
  2  A40030  MO-612A40030  -612036
  3  A40030  MO-612A40030  -612038
  4  A40030  MO-612A40030  -612039
  5  A40030  MO-612A40030  -612040
CHOOSE 1-5: 1  MO-612A40030

FMS Document: MO-612A40030
Description: Purchase Order Obligation Rebuild/Transmit
Status: REJECTED BY FMS
Created: JUL 11, 1994@16:42:54

This FMS document has rejected due to one or more errors.
The Purchase Order can now be displayed for your review.

Please review the source document very carefully and take
the appropriate corrective action.

Do you wish to display the source document? YES// YES

PURCHASE ORDER: 612-A40030      STATUS: Complete Order Received (Amended)
M.O.P.: INVOICE/RECEIVING REPORT  LAST PARTIAL RECD.: 1 07/11/94
REQUESTING SERVICE: SUPPLY
VENDOR: KERR MANUFACTURING CO      SHIP TO: Warehouse
      28200 Wick Road      V.A. Medical Center
      ROMULUS, MI 48174      8403 Colesville Rd
      313 946 7800      Silver Sprin, MD 20910

      DELIVERY HOURS:
      8:00 AM - 4:30 PM

      DELIVERY LOCATION: SUPPLY
```

Error Messages and Their Resolution

FOB POINT: ORIGIN	PROPOSAL: N/A	AUTHORITY:
COST CENTER: 844100		FAR 13
TYPE: PURCHASE ORDER		AGENT:
DELIVER ON/BEFORE 7/21/94	CONTRACT:	TERRY WOLGAMOTT
DISCOUNT TERM: NET30		DATE: 7/11/94
APP: 3640160.001.01-1102		TOTAL: 18871.11

ENTER '^' TO HALT:

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST
1	LOTS OF GOOD STUFF	110	EA	155.5555	17111.11
	NSN: 7510-00-123-7777				
	QTY PREV RCVD: 100				
	PARTIAL NO.: 1				
	Items per EA: 1				
3	GOOD STUFF	10	EA	150.00	1500.00
	Items per EA: 1				
4	MORE GOOD STUFF	10	EA	25.00	250.00
	Items per EA: 1				
5	EST. SHIPPING AND/OR HANDLING			10.00	
	IFCAP Training				
	V.A. TRANSACTION NUMBERS:				
	612-94-4-1102-0044				
	AMENDMENT NUMBER: 1		EFFECTIVE DATE: 7/11/94		

ENTER '^' TO HALT:

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST
	ADDED THROUGH AMENDMENT				
	Item No. 3 Item Master File No.				
	GOOD STUFF				
	Items per EA: NSN:				
	10 EA at \$ 150.0000 = \$ 1500.00				
	AMENDMENT NUMBER: 2		EFFECTIVE DATE: 7/11/94		
	**Currently:				
	Item No. 1 Item Master File No. 5505				
	LOTS OF GOOD STUFF				
	Items per EA: 1 NSN: 7510-00-123-7777				
	110 EA at \$ 150.00 = \$ 16500.00				
	ENTER '^' TO HALT:				

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST
------	-------------	-----	------	-----------	------------

Error Messages and Their Resolution

**Will now be AMENDED to read:
 Item No. 1 Item Master File No. 5505
 LOTS OF GOOD STUFF
 Items per EA: 1 NSN: 7510-00-123-7777
 110 EA \$ 155.5555 = \$ 17111.11

AMENDMENT NUMBER: 3 EFFECTIVE DATE: 7/12/94

ADDED THROUGH AMENDMENT
 Item No. 4 Item Master File No.
 MORE GOOD STUFF
 Items per EA: 1 NSN:
 10 EA at \$ 25.0000 = \$ 250.00

AMENDMENT NUMBER: 4 EFFECTIVE DATE: 7/12/94

ENTER '^' TO HALT:

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST
------	-------------	-----	------	-----------	------------

**Currently:
 Item No. 1 Item Master File No. 5505
 LOTS OF GOOD STUFF
 Items per EA: 1 NSN: 7510-00-123-7777
 100 EA at \$ 155.56 = \$ 15555.55
 **Will now be AMENDED to read:
 Item No. 1 Item Master File No. 5505
 LOTS OF GOOD STUFF
 Items per EA: 1 NSN: 7510-00-123-7777
 110 EA \$ 155.5555 = \$ 17111.11

Review a Receiving Report ? NO// (NO)

Do you wish to rebuild and retransmit this FMS document? YES//

PURCHASE ORDER - 612-A40030

COST CENTER: 844100	CONTROL POINT: 1102 MED CARE TEST2
BOC #1: 2660	AMOUNT: \$ 18861.11
BOC #2: 2661	AMOUNT: \$ 0.00
BOC #3: 2660	AMOUNT: \$ 10.00

Justification(s):

Transaction Number: 612-94-4-1102-0044

Required for recreational activities in employee wellness.

The information listed above is recorded on this PURCHASE ORDER.
 Is the above information correct? YES// NO

Should the Cost Center or BOC information be edited at this time? NO// YES

Error Messages and Their Resolution

```
...now editing the Cost Center...

COST CENTER: 844100//

...now editing the BOCs...

Do you wish to assign the same BOC to ALL items? NO//

Do you wish to edit specific line items? YES//
Select ITEM: 1          LOTS OF GOOD STUFF
            STK#:          NSN: 7510-00-123-7777
BOC: 2660 Operating Supplies and Ma Replace ... With 2661
  Replace
    2661 Expendable Furniture and
2661 Expendable Furniture and Fixtures and Decoras
Select ITEM:

...now recalculating FMS commodity lines...

                                PURCHASE ORDER - 612-A40030

COST CENTER: 844100          CONTROL POINT: 1102 MED CARE TEST2
BOC #1: 2660                AMOUNT: $ 1750.00
BOC #2: 2661                AMOUNT: $ 17111.11
BOC #3: 2660                AMOUNT: $ 10.00

Justification(s):

    Transaction Number: 612-94-4-1102-0044

    Required for recreational activities in employee
    wellness.

The information listed above is recorded on this PURCHASE ORDER.
Is the above information correct? YES//

Net Cost of Order:          $ 18871.11

Control Point Balances

Uncommitted Balance:       $ 166962.85
Unobligated Balance:      $ 174399.35
Committed, Not Obligated:  $ 7436.50

OK to Continue? YES// YES

Select Obligation Processing Date: JUL 11,1994// (JUL 11, 1994)

This Purchase Order Obligation will now generate the
Original Entry Miscellaneous Order (MO) Document. The MO Document
will be marked for transmission to FMS.

Transmit this Document to FMS? YES//
The Electronic Signature must now be entered to generate the MO Document.

Enter ELECTRONIC SIGNATURE CODE:          Thank you.

...now generating the FMS Miscellaneous Order (MO) Document...

...HMMM, LET ME THINK ABOUT THAT A MOMENT...
```

```

Select Stack Document for Rebuild/Transmit:
Select Stack Document for Rebuild/Transmit:  NOT FOUND!

Select one of the following:

      MO      Miscellaneous Order
      SO      Service Order

Select Transaction Type:

      MO/SO Rebuild/Transmit for P.O.
      SO Rebuild/Transmit for 1358s

Select FMS Rebuild/Transmit Rejected Obligation Documents Option:

      FMS Inquiry Rejected Obligation Documents ...
      FMS Rebuild/Transmit Rejected Obligation Documents ...

Select FMS Rejected Obligation Document Processing Option:
    
```

7.4 Payment Error Processing

Payments voucher transmitted to FMS may sometimes reject. The Accounting Technician has 2 options to help view and correct (**PV**) type of documents and return corrected document to FMS for processing.

Payment Voucher (PV) Inquiry:

```

ACcounting Technician Menu

      Document Processing Menu ...
      Accounting Utilities Menu ...
      Reprint Menu ...
      Receiving Report Transmission Menu ...
      Fee Basis - IFCAP Code Sheet Menu ...
      FMS Code Sheet Menu ...

Select Accounting Technician Menu Option: DOcument Processing
Menu

The system can now generate a report that will list the type and
number of each document that is ready for processing at this
time.

But, it may take a while to complete.

Do you want to run the report at this time? NO//

      1358 Processing Menu ...
      Amendment Processing
      General Post Funds Requests Processing
      Invoice Processing (ACCTG) Menu ...
      Obligation Processing
      Process Receiving Report
      Return Purchase Order to Supply
      Return PO Amendment to Supply
      Stacked Fiscal Documents Menu ...
      FMS Rejected Obligation Document Processing ...

Select Document Processing Menu Option: INvoice Processing
    
```

Error Messages and Their Resolution

```
(ACCTG) Menu

      Invoice Processing for Payment
      Return Invoice to Voucher Audit
PV    Payment Voucher (PV) Inquiry
      FMS Payment Voucher Error Processing
      View Certified Invoice

Select Invoice Processing (ACCTG) Menu Option: PAYment Voucher
(PV) Inquiry

Payment Voucher (PV) Inquiry

Select STATION NUMBER ('^' TO EXIT): 542// 612           MARTINEZ, CA

      Select one of the following:

      PV           Payment Voucher

Select Transaction Type: PV Payment Voucher

Payment Voucher NumberC40011 PV-612C4001100

FMS Document: PV-612C4001100
Description: Payment Voucher
Status: REJECTED BY FMS
Created: JUL 7, 1994@13:55:02

This FMS document has rejected due to one or more errors.
The Certified Invoice will now be displayed for your review.

Please review the source document very carefully and take
the appropriate corrective action.

Press 'RETURN' to continue:

...Alright, I'm tired. Please hold on...

INVOICE TRACKING LIST                               JUL 26,1994 09:09   PAGE 1
-----

ID NUMBER: 40075                                INVOICE/BILL NUMBER: 123
DATE OF INVOICE: JUL 7, 1994                    DATE INVOICE RECEIVED: JUL 7, 1994
INVOICE TYPE: NORMAL                            PURCHASE ORDER POINTER: 612-C40011
VENDOR: SCHUCKER CONSTRUCTION CO               DISCOUNT DAYS: 0
DISCOUNT TERMS: STANDARD                     AMOUNT CERTIFIED FOR PAYMENT: $110.00
DATE GOODS/SERVICE RECEIVED: JUL 7, 1994      STATION NUMBER: 612
CERTIFICATION REQUIRED?: YES                    FMS PAYMENT VOUCHER #: 612C4001100
PURCHASE ORDER NUMBER: 612-C40011             NET DAYS: 30
GROSS AMOUNT OF INVOICE: $110.00              EXPANDED PO NUMBER: 612-C40011
STATUS: Transaction Complete
CURRENT INVOICE LOCATION: FISCAL
D/T CHARGED TO CURRENT LOC: JUL 7, 1994@13:53
DATE RETURNED TO FISCAL: JUL 7, 1994 CERTIFIED FOR PAYMENT BY: NAPOLI,JERRY
COMPLETED IN ACCOUNTING BY: NAPOLI,JERRY
CERTIFIED BY VALIDATION CODE: /ES/JERRY NAPOLI
COMPLETED BY VALIDATION CODE: /ES/JERRY NAPOLI
```

INVOICE TRACKING LIST JUL 26, 1994@09:09 PAGE 2

CHARGED TO CURRENT LOCATION BY: NAPOLI,JERRY
 CERTIFIED BY VALIDATION VER: 1 CERTIFIED BY ESIG CODE: 5711
 COMPLETED BY VALIDATION VER: <HIDDEN> COMPLETED BY ESIG CODE: 5711
 CERTIFIED BY SIG DATE/TIME: JUL 7, 1994@13:53:43
 COMPLETED BY SIG DATE/TIME: JUL 7, 1994@13:55
 CERTIFYING SERVICE: FISCAL
 DATE/TIME CHARGED OUT: JUL 7, 1994@13:53
 CHARGED BY: NAPOLI,JERRY
 CERTIFYING SERVICE: FISCAL
 DATE/TIME CHARGED OUT: JUL 7, 1994@13:53
 CHARGED BY: NAPOLI,JERRY
 BOC: 2660 Operating Supplies and Materials
 ACCOUNTING LINE AMOUNT: \$120.00 LIQUIDATION AMOUNT: \$110.00
 LIQUIDATION CODE: PARTIAL FMS LINE #: 1
 PROMPT PAYMENT TERMS #: 1 DISCOUNT PERCENT: NET
 DISCOUNT DAYS: 30

Press 'RETURN' to continue:

Payment Voucher Number
 Payment Voucher Number NOT FOUND!

Select one of the following:

PV Payment Voucher

Select Transaction Type:

Invoice Processing for Payment
 Return Invoice to Voucher Audit
 PV Payment Voucher (PV) Inquiry
 FMS Payment Voucher Error Processing
 View Certified Invoice

FMS Payment Voucher Error Processing:

Select Invoice Processing (ACCTG) Menu Option: FMS Payment
 Voucher Error Processing

FMS Payment Voucher Error Processing

Select Payment Voucher Number: PV-612C4001100

FMS Document: PV-612C4001100
 Description: Payment Voucher
 Status: REJECTED BY FMS
 Created: JUL 7, 1994@13:55:02

This FMS document has rejected due to one or more errors.
 **PONUM=PV-612C4001100

The Certified Invoice can now be displayed for your review.

Please review the source document very carefully and take

Error Messages and Their Resolution

```
the appropriate corrective action.

Do you wish to display the source document? YES// NO

Do you wish to rebuild and retransmit this FMS document? YES//

Select STATION NUMBER (^ TO EXIT): 612//           MARTINEZ, CA
Does this invoice need to be processed by Voucher Audit? NO// Y (YES)
ARE YOU SURE? YES// (YES)
                Status has been changed from 'Transaction Complete'
                to 'Awaiting Voucher Audit Review'.

Press 'RETURN' to continue:

Select Payment Voucher Number:   PV-612C4001100

FMS Document: PV-612C4001100
Description: Payment Voucher
Status: REJECTED BY FMS
Created: JUL  7, 1994@13:55:02

This FMS document has rejected due to one or more errors.
**PONUM=PV-612C4001100

The Certified Invoice can now be displayed for your review.

Please review the source document very carefully and take
the appropriate corrective action.

Do you wish to display the source document? YES// NO

Do you wish to rebuild and retransmit this FMS document? YES//

Select STATION NUMBER (^ TO EXIT): 612//           MARTINEZ, CA
Does this invoice need to be processed by Voucher Audit? NO// (NO)
                Status has been changed from 'Awaiting Voucher Audit Review'
                to 'In Accounting'.

Do you wish to process this invoice at this time? YES// (YES)
Switching to 'Process Invoice in Accounting' Module.

Unliquidated obligation amounts and BOCs on this order are:
    $110.00 2660 Operating Supplies and Materials
Total Invoice Amount Certified for Payment=$110.00

Select BOC: 2660 Operating Supplies and Materials
//
BOC: 2660 Operating Supplies and Materials//
FMS Line #1
ACCOUNTING LINE AMOUNT: 120.00// 110.00
LIQUIDATION AMOUNT: 110.00//
LIQUIDATION CODE: PARTIAL//
Select BOC:
OK to process this payment to FMS? NO// Y (YES)
Enter ELECTRONIC SIGNATURE CODE:                Thank you.
Transferring invoice data to PV document for transmission to FMS.

Returning to 'Process FMS/CAPPS Error Message' Module.
```

Press 'RETURN' to continue:

FMS Payment Voucher Error Processing

Select Payment Voucher Number:

Select Payment Voucher Number: NOT FOUND!

Select one of the following:

PV Payment Voucher

Select Transaction Type:

 Invoice Processing for Payment
 Return Invoice to Voucher Audit
PV Payment Voucher (PV) Inquiry
 FMS Payment Voucher Error Processing
 View Certified Invoice

Select Invoice Processing (ACCTG) Menu Option:

CHAPTER 8 PURCHASE CARD OPTIONS

8.1 Introduction

The Purchase Card Transaction Print menu has a number of options that assist the accounting technician with the monitoring of the Purchase Card program.

8.2 Detailed Report of Unpaid PC Transactions by FCP

This option displays the unpaid purchase card total for each control point.

8.2.1 Prompts

1. Enter a printer device.

```
Select Purchase Card Transactions Print Menu Option: detailed Report of Unpaid P
C Transactions by FCP
Please select a device for printing this report.
DEVICE: UCX/TELNET Right Margin: 80//

DETAILED REPORT OF UNPAID PURCHASE CARD TRANSACTIONS BY FCP PAGE: 1
FCP PC NUMBER BUYER VENDOR
AMOUNT PURCHASE DATE COST CENTER BUDGET OBJECT CODE
FIRST LINE ITEM DESCRIPTION
STATUS
-----
020 688-P80076 GREENE,LYFORD K MEDLINE INDUSTRIES INC
70.00 SEP 02, 1998 840500 2660 Operating Suppl
HEPARIN SODIUM INJECTION USP 1000 UNITS PER ML 30ML DERIVED
Ordered (No Fiscal Action Required)

020 688-P65054 LUCE,RANDY ADDRESSOGRAPH FARRINGTON/DATAC
10987.00 SEP 02, 1998 840500 2424 Other Printing
DESCRIPTION
Ordered (No Fiscal Action Required)

020 688-P75198 LUCE,RANDY CERAMIC BARN
180.00 SEP 02, 1998 840500 2220 Other Shipments
TEST ITEM
Ordered (No Fiscal Action Required) CONTROL POINT 20 SUBTOTAL: 11237.00

036 688-P05176 MCGAUGH,MAVIS L III PHD DVMRACHEL
27.60 MAY 01, 2000 828100 2660 Operating Suppl
WOODEN WIDGETS-PINE-PAINTED
Ordered (No Fiscal Action Required)

036 688-P85010 GREENE,LYFORD K GENERAL MEDICAL
62.90 OCT 27, 1997 828100 2632 Other Medical a
GAUZE, PETROLATUM, STERILE INDIVIDUAL PACK WHITE ABSORBENT 1 X 36
Complete Order Received CONTROL POINT 36 SUBTOTAL: 90.50
```

8.3 Fiscal Daily Review

This option creates a report showing buyer, vendor, and status information for purchase card orders within a selected date range.

8.3.1 Prompts

1. Enter the beginning date for the report.
2. Enter the ending date for the report.
3. Enter Y if you want to include Delivery Orders on the report.
4. Enter a printer device.

```

Select Purchase Card Transactions Print Menu Option: fiscal Daily Review
Enter beginning date: 030100 MAR 1,2000
Enter ending date: t JUN 15,2000
Do you want to see delivery orders? y YES
DEVICE: UCX/TELNET Right Margin: 80//
  
```

FISCAL DAILY REVIEW REPORT				PAGE: 1
PURCHASE DATE	BUYER	VENDOR	TRANSACTION PO NUMBER	AMOUNT
STATUS				
DATE: JUN 15, 2000		CONTROL POINT: 20		
APR 04, 2000	NIXON,TONY	BAXTER HOSPITAL	SUPPLY DI	0.75
Ordered and Obligated		688-A09024		
APR 04, 2000	NIXON,TONY	BAXTER HOSPITAL	SUPPLY DI	225.00
Ordered and Obligated		688-A09023		
APR 03, 2000	NIXON,TONY	BAXTER HOSPITAL	SUPPLY DI	0.00
Ordered and Obligated		688-A09022		
MAR 30, 2000	NIXON,TONY	BAXTER HOSPITAL	SUPPLY DI	151.25
Ordered and Obligated		688-A09021		
DATE: JUN 15, 2000		CONTROL POINT: 20		
MAR 29, 2000	NIXON,TONY	BAXTER HOSPITAL	SUPPLY DI	-450.00
Partial Order Received		688-A09019		
MAR 28, 2000	NIXON,TONY	BAXTER HEALTHCARE CORPORA		-700.00
Complete Order Received		688-A09018		
MAR 27, 2000	NIXON,TONY	BAXTER HOSPITAL	SUPPLY DI	120.00
Ordered and Obligated		688-A09017		
MAR 27, 2000	NIXON,TONY	BAXTER HOSPITAL	SUPPLY DI	150.00
Ordered and Obligated		688-A09016		
DATE: JUN 15, 2000		CONTROL POINT: 20		
MAR 23, 2000	NIXON,TONY	BAXTER HEALTHCARE CORPORA		-310.00
Partial Order Received		688-A09015		
MAR 22, 2000	NIXON,TONY	BAXTER HEALTHCARE CORPORA		-350.00
Partial Order Received		688-A09014		
MAR 22, 2000	NIXON,TONY	BAXTER HEALTHCARE/RENAL D		-50.00
Partial Order Received		688-A09012		
MAR 20, 2000	NIXON,TONY	BAXTER HEALTHCARE CORPORA		-50.00
Partial Order Received		688-A09009		
DATE: JUN 15, 2000		CONTROL POINT: 20		
MAR 20, 2000	NIXON,TONY	BAXTER HEALTHCARE CORPORA		-35.00
Complete Order Received		688-A09008		

MAR 20, 2000	NIXON,TONY	BAXTER HOSPITAL SUPPLY DI	200.00
Partial Order Received		688-A09007	
MAR 10, 2000	NIXON,TONY	BAXTER HEALTHCARE/RENAL D	3600.00
Complete Order Received		688-A09004	
CONTROL POINT 20 SUBTOTAL:			2502.00
DATE: JUN 15, 2000	CONTROL POINT: 36		
MAY 01, 2000	MCGAUGH,MAVIS L III PHD DVMRACHEL		27.60
Ordered (No Fiscal Action Required)		688-P05176	
CONTROL POINT 36 SUBTOTAL:			27.60
JUN 09, 2000	GRIBSCHAW,STEPHEN	AMSCO INTERNATIONAL	150.00
Ordered and Obligated		688-A00087	
JUN 09, 2000	GRIBSCHAW,STEPHEN	AMSCO INTERNATIONAL	300.00
Complete Order Received		688-A00086	
DATE: JUN 15, 2000	CONTROL POINT: 60		
JUN 09, 2000	GRIBSCHAW,STEPHEN	AMSCO INTERNATIONAL	150.00
Ordered and Obligated		688-A00085	
JUN 08, 2000	GRIBSCHAW,STEPHEN	S.U.T. Business Services	144.00
Pending Fiscal Action		688-A00084	

8.4 History of Purchase Card Transactions

This option creates a report of purchase card orders sorted by unpaid, paid or both status, for a selected date range.

8.4.1 Prompts

1. Enter a beginning date for the report.
2. Enter an ending date for the report.
3. The report can list Paid orders, Unpaid orders or BOTH types of orders. At the Status: prompt enter P for Paid orders, U for Unpaid orders or B for Both types of orders.
4. Enter a printer device.

```
Select Purchase Card Transactions Print Menu Option: HIStory of Purchase Card
Transactions

Enter beginning date: 030100 MAR 1,2000
Enter ending date: T JUN 15,2000

Select one of the following:

P      Paid
U      Unpaid
B      Both

STATUS: Both
DEVICE: UCX/TELNET Right Margin: 80//

060 P05182 MAY 18, 2000 RAZZA,REZA BAXTER HEALTHCARE/RENAL DIV
250.00 842100 2660 Operating Supplies and Materials
TEST FOR PATCH 253 SAC PRCHEI ROUTINE.
Ordered (No Fiscal Action Required)
```

```

060 P05174      MAY 01, 2000  MCGAUGH,MAVIS L          DVM
    0.00        842100        2660 Operating Supplies and Ma
WOODEN WIDGETS-PINE-PAINTED
Order Not Completely Prepared

060 P05170      APR 19, 2000  RAZZA,REZA      BAXTER HEALTHCARE/RENAL DIV
    0.00        842100        2631 Drugs, Medicines and Chem Suppl
MORPHINE NJ TUBEX 8MG (PKG.SIZE:10 X 1ML) (SCHEDULE II)
Order Not Completely Prepared

060 P85870      APR 13, 2000  SUPPLY,USER      AMSCO INTERNATIONAL INC.
    8.35        822300        2632 Other Medical and Dental Supplies
COVER ARMBORD 9 INCH
Complete Order Received (Amended)

060 P05157      APR 04, 2000  RAZZA,REZA      BAXTER HEALTHCARE/RENAL DIV
    200.00      820300        2631 Drugs, Medicines and Chem
MORPHINE NJ TUBEX 8MG (PKG.SIZE:10 X 1ML) (SCHEDULE II)
Ordered (No Fiscal Action Required)

060 P05154      APR 04, 2000  RAZZA,REZA      BAXTER HEALTHCARE/RENAL DIV
    100.00      820300        2631 Drugs, Medicines and Chem
MORPHINE NJ TUBEX 8MG (PKG.SIZE:10 X 1ML) (SCHEDULE II)
Ordered (No Fiscal Action Required)

060 P05863      MAR 21, 2000  SUPPLY,USER      FEDERAL MARKETING
    75.30        820300        2660 Operating Supplies and Materials
BATTERY AAA ALKALINE 1.5 VOLTS
Ordered (No Fiscal Action)-Amended

060 P05845      MAR 10, 2000  SUPPLY,USER      AMSCO INTERNATIONAL
    120.12      822100        2692 Prosthetic Supplies
BATTERY AAA ALKALINE 1.5 VOLTS
Reconciled - Amended

060 P00089      MAR 10, 2000  SUPPLY,USER      DSA
    64.20        822100        2632 Other Medical and Dental Supplies
ADHESIVE TIES, SURGICAL, WHITE, 7-1/4 INCHES WIDE, 11-1/8 INCHES LONG,
Reconciled - Amended

060 P00088      MAR 10, 2000  SUPPLY,USER      GSA
    54.00        822100        2631 Drugs, Medicines and Chemical Suppl
2X2 LITER CONDITIONER, 1X2 LITER BUFFER ASTRA
Reconciled

```

8.5 Reconciled Purchase Card Transactions

This option creates a report of reconciled purchase card orders sorted by user and card number. A reconciled order has been paid in full and completed received.

8.5.1 Prompts

1. Enter the beginning date.
2. Enter the ending date.
3. Enter a printer device.

```

Select Purchase Card Transactions Print Menu Option: reconciled Purchase Card
Transactions

Select STATION NUMBER (^ TO EXIT): 688//          WASHINGTON, DC
Enter beginning date: 030100  MAR 1,2000

```

```

Enter ending date: t   JUN 15,2000
DEVICE:   UCX/TELNET   Right Margin: 80//

RECONCILED PURCHASE CARD ORDERS                JUN 15, 2000@13:00:14   PAGE 1
P.O. DATE          DATE RECONCILED          ORDER #          $AMT          TYPE(S/D)
VENDOR
STATUS
DOC-REF #          RECONCILED $AMT          RECONCILE VENDOR          FINAL CHARGE
-----
BUYER: FCP,USER

APR 28, 1997      JUN 02, 2000      688-P65024      667.14      SIMPLIFIED
SIMMONS BED PARTS
Reconciled
C68861470012001      150.20          8MDT TECHNIONIC          NO
C68861470012006      667.14          3KENDALL HEALTH CARE PR  YES
          RECONCILED SUBTOTAL - $817.34
          BUYER SUBTOTAL - $667.14

BUYER: MCGAUGH,MAVIS L

JUN 12, 2000      JUN 12, 2000      688-P05185      13.08      SIMPLIFIED
AMSCO INTERNATIONAL
Reconciled
C68801620001001      25.55          Prosthetic Order          YES
          RECONCILED SUBTOTAL - $25.55
          BUYER SUBTOTAL - $13.08

BUYER: MONTOYA,INDIGO

MAR 09, 2000      MAR 09, 2000      688-P85834      12.12      DETAILED
AMSCO INTERNATIONAL
Reconciled - Amended
C-688000P85834      6.12          AMSCO INTERNATIONAL          NO
C-6880002P85834      6.00          AMSCO INTERNATIONAL          YES
          RECONCILED SUBTOTAL - $12.12
          BUYER SUBTOTAL - $12.12

BUYER: RODRIGO,CARL

NOV 20, 1998      APR 18, 2000      688-P95080      13.20
FEDERAL MARKETING
Reconciled - Amended
C-688000P95080      5.00          FEDERAL MARKETING          NO
C-6880002P95080      8.20          FEDERAL MARKETING          YES
          RECONCILED SUBTOTAL - $13.20

MAR 10, 2000      MAR 10, 2000      688-P85846      10.00
AMSCO INTERNATIONAL INC.
Reconciled
C-688000P85846      10.00          AMSCO INTERNATIONAL          YES
BUYER: RODRIGO,CARL
          RECONCILED SUBTOTAL - $10.00
          BUYER SUBTOTAL - $23.20
Press return to continue, '^' to exit:

```

8.6 Unreconciled Purchase Card Transactions

This option creates a report of the unreconciled purchase card orders.

8.6.1 Prompts

1. Enter a Station Number.
2. Enter a beginning date.
3. Enter an ending date.
4. Enter a printer device.

```
Select Purchase Card Transactions Print Menu Option: UNReconciled Purchase Card
Transactions

Select STATION NUMBER (^ TO EXIT): 688//          WASHINGTON, DC
Enter beginning date: 0301 MAR 1,2000
Enter ending date: T JUN 15,2000
DEVICE: UCX/TELNET Right Margin: 80//

NRECONCILED PURCHASE CARD ORDERS          JUN 15, 2000@15:27:57    PAGE 1
P.O. DATE          ORDER #          $AMT          TYPE(S/D)
VENDOR            DESCRIPTION
STATUS
COMMENTS
-----
BUYER: GREENE,LYFORD K

APR 04, 2000          688-P05160          165.00          DETAILED
BAXTER/HOSPITAL SUPPLY DIV          NEEDLE JAMSHIDI BONE MARROW 11GA X
Ordered (No Fiscal Action Required)
Test Document
          BUYER SUBTOTAL - $165.00

BUYER: GRIBSCHAW,STEPHEN

MAR 02, 2000          688-P05104          144.00
AMSCO INTERNATIONAL          SHAVING KIT, SURGICAL PREPARATION.
Ordered (No Fiscal Action Required)

          BUYER SUBTOTAL - $144.00
```

8.7 ET-FMS Document Display

8.7.1 Prompts

1. Enter the appropriate station number.
2. Enter ET as the Transaction Type.
3. Enter the FMS ET Document ID or a ? to see a list of possible choices.

```
Select STATION NUMBER (^ TO EXIT): 688//          WASHINGTON, DC

Select one of the following:

          ET          Expenditure Transfer

Select Transaction Type: et Expenditure Transfer

FMS ET Document ID: ??
```

```

Choose from:
FMS ET Document ID: ET-688HJCG1095

FMS Document: ET-688HJCG1095
Description: Auto ET Document
Status: TRANSMITTED
Created: APR 27, 1998@15:54:44
Description          Line #500          Line #
      BBFY:          98              98
      BBEY:
      FUND:          0160A1          820100
      STATION:       688            688
      SUB STATION:
      COST CENTER:   820100          820100
      SUB COST CENTER: 00            00
      FCP/PRJ:       0100E0198      0160A1
      BOC:           2660           2660
      JOB NO:
      LINE AMOUNT:   39.15          39.15
      LINE ACTION:   D              I
PURCHASE CARD ORDER: 688-P85231

```

8.8 ET-FMS Document Rebuild

This option will rebuild erroneous/rejected ET-documents

8.9 Purchase Card Transaction Status

This option creates a report listing accounting and item data for a purchase card order.

8.9.1 Prompts

1. Enter the appropriate station number.
2. Enter the purchase card order obligation number or a ? to see a listing of possible choices.

```

Select STATION NUMBER (^ TO EXIT): 688//          WASHINGTON, DC
P.O./REQ. NO.: P05027   688-P05027  11-19-99  PC   Paid (Not Received)
      FCP: 060          $ 144.00
Transaction Number: 688-P05027          FCP: 060 Fiscal Service
Transaction Status: Paid (Not Received)
Date of Request: NOV 19, 1999          Date Required: NOV 29, 1999
Vendor: AMSCO INTERNATIONAL
Committed (Estimated) Cost: 144.00    Date Committed: NOV 29, 1999
Purchase Card Amount: 144.00          Date Signed: NOV 19, 1999@09:09:35
Transaction Amount: 144.00          Accounting Data: 3600160

Originator of Request: GRIBSCHAW,STEPHEN
Requesting Service: FISCAL
Delivery Location:
Sort Group:

Do you wish to print this report? Yes// (Yes)
DEVICE: UCX/TELNET   Right Margin: 80//

Transaction Number: 688-P05027          FCP: 060 Fiscal Service
Transaction Status: Paid (Not Received)
Date of Request: NOV 19, 1999          Date Required: NOV 29, 1999
Vendor: AMSCO INTERNATIONAL

```

```

Committed (Estimated) Cost: 144.00      Date Committed: NOV 29, 1999
Purchase Card Amount: 144.00           Date Signed: NOV 19, 1999@09:09:35
Transaction Amount: 144.00             Accounting Data: 3600160

Originator of Request: GRIBSCHAW,STEPHEN
Requesting Service: FISCAL
Delivery Location:
Sort Group:

NOTE - You cannot use the PURCHASE CARD HOLDER field for lookups.

```

8.10 Monitor Reconciled Orders by Card Holder

This option is used to print vendor, accounting element, cost, and status information for reconciled orders.

8.10.1 Prompts

1. Accept the default to sort the report by Oracle document
2. Enter a specific document ID or accept the default value to see all the reconciled orders.
3. Enter a printer device.

```

Select Purchase Card Transactions Print Menu Option: monitor Reconciled Orders b
y Card Holder
SORT BY: ORACLE DOCUMENT ID//
START WITH ORACLE DOCUMENT ID: FIRST//
DEVICE: UCX/TELNET      Right Margin: 80//

PURCHASE CARD ORDER RECONCILE LIST                JUN 16,2000  15:08  PAGE 1
TRANS DATE  MERCHANT                AMOUNT      COMM AMT  VARIANCE
  PO#        VENDOR                  FCP   CC      BOC
  SUPPLY STATUS      ET DOC ID
-----
ORACLE DOCUMENT ID: 688-000P95039
OCT 28,1998  AMSCO INTERNATIONAL                35.00      77.50      42.50
688-P95039   AMSCO INTERNATIONAL                710  211200    2260
                                           2631
Transaction Complete      2324

ORACLE DOCUMENT ID: 688-001P95039
OCT 28,1998  AMSCO INTERNATIONAL                42.50      77.50      35
688-P95039   AMSCO INTERNATIONAL                710  211200    2260
                                           2631
Transaction Complete      2423

ORACLE DOCUMENT ID: C-662000B90003
SEP 30,1999  GSA                                52.50      52.50      0
662-B90003   GSA                                4537  844100    2696
                                           2299
Reconciled                2793

```

8.11 BOC Report for OA&MM/Fiscal

This report will allow users to specify a date and name range to print any Purchase Card transactions which include BOC numbers 2696 to 2699. It is used by OA&MM/Fiscal to perform Supply Funds reconciliation.

8.11.1 Prompts

1. Enter a specific card holder or accept the default value to include all card holders.
2. Enter a specific transaction date or accept the default value to start at the beginning of the file.
3. Enter a printer device.

```
Select Purchase Card Transactions Print Menu Option: boc Report for OA&MM/Fiscal
* Previous selection: CARD HOLDER not null
START WITH CARD HOLDER: FIRST//
  * Previous selection: TRANSACTION DATE not null
  START WITH TRANSACTION DATE: FIRST//
DEVICE: UCX/TELNET Right Margin: 80//
PURCHASE CARD/SUPPLY FUND DOC ID RECONCILIATION
                                     JUN 16,2000 15:19 PAGE 1
TRANSACTION
BOC DATE ORACLE DOCUMENT ID PURCHASE ORDER
COMMITTED
  AMOUNT AMOUNT MERCHANT NAME
-----
CARD HOLDER: MONTOYA,INDIGO
2696 MAR 3,1999 C-662000P95005 662-P95005
      1.50 1.50 SIMPLIFIED
2696 MAR 3,1999 C-662000P95006 662-P95006
      2.50 2.50 AMSCO INTERNATIONAL
```


CHAPTER 9 ACCOUNTING UTILITIES

9.1 Introduction

This chapter lists the options contained on the Utilities Menu. These options enable the Accounting Technician to Edit a BOC on an item in the ITEM file, Review VRQs, establish AR Vendors in the IFCAP Vendor file, edit entries in the Vendor file, clear a lock if necessary, lookup a vendor ID number in the Vendor file, and print a report of documents awaiting Fiscal action.

9.2 Update Status of Funds Balances

This option was more useful when IFCAP was not being updated automatically if adjustments were made to the control point balances in the corporate (now FMS) system. It allows the Accounting Technician to manually enter the current balance of the control point, as listed on the Status of Allowance report, into the IFCAP system thereby enabling the technician to see the effect of any transaction input into IFCAP against the actual balance recorded in FMS. To utilize this feature the field STATUS OF FUNDS TRACKING: in File 411 must be set to YES. This is done by the IFCAP Coordinator using the Site Parameter option. It would have to be set individually for each station on the computer system.

9.2.1 Prompts

1. Enter the appropriate station number.
2. Enter a control point.
3. Enter the actual balance of the control point per the Status of Allowance report from FMS.

```
Select Accounting Utilities Menu Option: update Status of Funds Balances
Select FUND CONTROL POINT STATION NAME: 688      WASHINGTON, DC
Select CONTROL POINT: 025 Radiology// 110  MAVIS .01  0160A1  10  0100  01004
2116
STATUS OF FUNDS BALANCE: 37513.35
Select CONTROL POINT: 060 Fiscal Service          0160A1  10  0100  010042100
STATUS OF FUNDS BALANCE: 12312.56
Select CONTROL POINT:
```

9.3 Lookup Vendor ID Number

This option is designed to permit Fiscal Service to lookup the Vendor ID Number, Alternate Address Indicator and Payment address information for any vendor in the vendor file.

9.3.1 Prompts

1. Enter the Vendor Name or the Purchase Order number.

```
Select Accounting Utilities Menu Option: lookup Vendor ID Number
Select Vendor Name or PO Number: amsco
  1  AMSCO INTERNATIONAL                EDI PH:800 333-8838 NO: 65
PAY ADD:DEPT LA 21061                  FMS:AMSCO
      PASADENA, CA 91185                CODE:93086711305 FAX:301 111-2222

  2  AMSCO INTERNATIONAL INC.           EDI PH:800 333-8828 NO: 40179
PAY ADD:2424 WEST 23RD ST              FMS:AMER STERILIZER CO
      ERIE, PA 16514                    CODE:250320960 FAX:510 444-9876

CHOOSE 1-2: 1  AMSCO INTERNATIONAL     EDI PH:800 333-8838 NO: 65
PAY ADD:DEPT LA 21061                  FMS:AMSCO
      PASADENA, CA 91185                CODE:93086711305 FAX:301 111-2222

Review current payment information on this Vendor? YES// y YES

Lookup Vendor ID Number
Payment Information

Vendor Name: AMSCO INTERNATIONAL
Vendor Number: 65                      Non-Recurring/Recurring: RECURRING

FMS Vendor Code: 930867113
Alternate Address Indicator: 05

Address: DEPT LA 21061
        2424 WEST 23RD STREET
        PASADENA, CA 91185
Payment Contact Person: ANNA MOLS
Select Vendor Name or PO Number:
```

9.4 Vendor File Edit

This option permits the Fiscal Service to edit the VENDOR NAME and PAYMENT ADDRESS fields of an entry in the Vendor File

9.4.1 Prompts

1. Enter the appropriate Station Number.
2. Enter the Name of the vendor you wish to edit.
3. The system may ask if you need to send a VRQ to Austin if you changed critical data fields. If so, answer YES to generate a VRQ, If you made no change to critical fields the system will not ask you the question.

```
Select STATION NUMBER (^ TO EXIT): 688// WASHINGTON, DC

Vendor File Edit

Fiscal may add new Vendors to the Vendor File.

Select VENDOR NAME: RACHEL
  1  RACHEL                            PH:413 269-2625 NO: 41369
PAY ADD:8 HIGH ST                      FMS:
      FLORENCE, MA 01062                CODE:98722987301 FAX:301 427-3711
```

```

.....
      5  RACHEL'S THINGS                PH:                NO: 41383
PAY ADD:9 HOGH                        FMS:
      FLORENCE, MA 01063                CODE:                FAX:

CHOOSE 1-5: 1  RACHEL                PH:413 269-2625  NO: 41369
PAY ADD:8 HIGH ST                    FMS:
      FLORENCE, MA 01062                CODE:98722987301  FAX:301 427-3711

Review current payment information on this Vendor? YES//

Vendor File Edit
Payment Information

Vendor Name: RACHEL
Vendor Number: 41369                Non-Recurring/Recurring: RECURRING

FMS Vendor Code: 987229873
Alternate Address Indicator: 01

Address: 8 HIGH ST
      FLORENCE, MA 01062

Payment Contact Person: SWEETPEA

Edit the payment information on Vendor record? YES//

Vendor File Edit

NAME: RACHEL//
TAX ID/SSN: 987229873//
SSN/TAX ID INDICATOR: TAX IDENTIFICATION NUMBER//
FMS VENDOR CODE: 987229873//
ALT-ADDR-IND: 01//
PAYMENT CONTACT PERSON: SWEETPEA//
PAYMENT PHONE NO.:

ORDERING ADDRESS: 8 HIGH ST
      FLORENCE, MASSACHUSETTS 01061

PAYMENT ADDRESS1: 8 HIGH ST// 10 South St.
PAYMENT ADDRESS2: BOX 543//
PAYMENT CITY: FLORENCE//
PAYMENT STATE: MASSACHUSETTS//
PAYMENT ZIP CODE: 01062//01061
1099 VENDOR INDICATOR: YES//
VENDOR TYPE: COMMERCIAL//
DUN & BRADSTREET #: 987228934//

DOES A VRQ NEED TO GO TO AUSTIN (YES/NO)? NO// YES
Creating the FMS VENDOR REQUEST.
Enter RETURN to continue:

```

9.5 Edit BOC in Item File

This option allows the user to edit the BOC on an item in the Item File.

9.5.1 Prompts

1. Enter the item number you want to edit.

Accounting Utilities

2. Enter the BOC you wish to apply to the item.

```
Select Accounting Utilities Menu Option: edit BOC in Item File
Select ITEM MASTER NUMBER: 100012 ??

Select ITEM MASTER NUMBER: 100
  1 100 PROBE-EAR
  2 100-0129 13 THIORRIDAZINE SOL 100MG/ML 4 OZ BT(MELLARIL)
CHOOSE 1-2: 1 100 PROBE-EAR

PROBE-EAR-SAO2 3700

BOC: 2660 Operating Supplies and Materials// 2632 Other Medical and Dental
Supplies
```

9.6 Clear Program Lock

This option allows the Accounting Technician to clear the system if a particular program lock is set. It might happen that two individuals try to batch documents at the same time

9.6.1 Prompts

1. Enter the Lock that needs to be cleared.

```
Select Accounting Utilities Menu Option: clear Program Lock
Select FISCAL LOCK TYPE: ??

Choose from:
  BATCH/TRANSMIT
  BUDGET RELEASE
  CLI BATCH/TRANSMIT
  CLM BATCH/TRANSMIT
  ISM BATCH/TRANSMIT
  LOG BATCH/TRANSMIT
  PHA BATCH/TRANSMIT
  PRC BATCH/TRANSMIT

Select FISCAL LOCK TYPE: batch/TRANSMIT

BATCH/TRANSMIT Lock is not in use. No action taken
```

9.7 Undelivered Orders Reconciliation Report

This option generates the 850 Undelivered Orders Reconciliation Report. This report is very resource intensive and should be scheduled to run in off-hours. The option can be invoked manually.

This report is restricted to purchase orders from a single station, and can be limited to a date range. The default date range is from T-90 days to T.

9.7.1 Prompts

1. Enter an appropriate station number.
2. Enter a beginning date or accept the default value to run the report for a 90 day period.

Accounting Utilities

```
Select Accounting Utilities Menu Option: fiscal Pending Action
DEVICE: HOME// UCX/TELNET Right Margin: 80//

Page 1
IFCAP OBLIGATIONS PENDING ACTION REPORT - Purchase Orders
                                           PRINTED ON 19-Jun-00 AT 18:14:00
=====
P.O. NUMBER FCP  AMOUNT      DATE      STATUS
=====
688-A00090  110  $   120.00  06-19-00  Pending Fiscal Action
688-A00089  060  $   150.00  06-19-00  Pending Fiscal Action
688-B00047  060  $    24.00  06-13-00  Pending Fiscal Action
688-A00084  060  $   144.00  06-08-00  Pending Fiscal Action
688-A00079  110  $   442.00  05-26-00  Pending Fiscal Action
688-A00077  060  $   144.00  05-25-00  Pending Fiscal Action
688-B00044  060  $    11.00  05-19-00  Pending Fiscal Action
688-B00043  060  $    30.00  05-19-00  Pending Fiscal Action
688-B00042  060  $    14.00  05-16-00  Pending Fiscal Action
688-A00068  060  $   290.00  05-12-00  Pending Fiscal Action
=====
Press <RET> to continue or '^' to quit.
```

9.9 History - Code Sheet/Obligation (PAT) Number

THIS OPTION ALLOWS THE USER TO VIEW THE CODE SHEETS WHICH HAVE BEEN PREPARED FOR A SPECIFIC OBLIGATION NUMBER/PURCHASE ORDER

9.9.1 Prompts

1. Enter the obligation number you want to view.

```
Select Accounting Utilities Menu Option: history - Code Sheet/Obligation (PAT) N
umber
PURCHASE ORDER NUMBER: a00072  688-A00072  05-23-00  ST  Partial Order
Received(Amended)
      FCP: 060      $ 285.12
ANOTHER ONE:
      PURCHASE ORDER NUMBER: 688-A00072

DATE: 5/23/2000      FCP: 060 Fiscal Service
STATUS: Partial Order Received (Amende
VENDOR: AMSCO INTERNATIONAL      TOTAL:      285.12

FMS DOCUMENT(S):
TT/SC  TR DATE  REF  SIG DATE/TIME  SIGNED BY:
MO.E   052300  A00072  MAY 23, 2000@10:27:12  GRIBSCHAW,STEPHEN
RR.E   052300  A00072  MAY 23, 2000@10:28    GRIBSCHAW,STEPHEN
MO.M   052400  A00072  MAY 24, 2000@11:14:03  GRIBSCHAW,STEPHEN
MO.M   052400  A00072  MAY 24, 2000@11:29:27  GRIBSCHAW,STEPHEN
MO.M   052400  A00072  MAY 24, 2000@13:37:31  GRIBSCHAW,STEPHEN
```

Would you like to review the entire purchase order? NO// y (YES)

```
PURCHASE ORDER: 688-A00072      STATUS: Partial Order Received (Amended)
M.O.P.: INVOICE/RECEIVING REPORT  LAST PARTIAL RECD.: 2  05/24/00
      REQUESTING SERVICE: FISCAL
VENDOR:  AMSCO INTERNATIONAL      SHIP TO: Washington VAMC
```

1000 BLVD OF THE ALLIES
 SUITE 510
 ROOM 543, POD 12
 NORCROSS, GA 30071
 800-333-8838
 FMS Vendor Code: 93086711305

V.A. Medical Center
 50 Irving Street, NW
 Washington, DC 20422

FOB POINT: DESTINATION	PROPOSAL: N/A	AUTHORITY:
COST CENTER: 842100		FAR 13
TYPE: *DELIVERY & PURCHASE ORDER		AGENT:
DELIVER ON/BEFORE 6/2/2000	CONTRACT:	STEPHEN GRIBSCHAW
DISCOUNT TERM: NET30	DF454444	DATE: 5/23/2000
APP: 3600160-060		
		TOTAL: 285.12

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST
1	SHAVING KIT, SURGICAL PREPARATION. DISPOSABLE. CONSISTS OF PLASTIC TRAY WITH SEPARATIONS FOR RINSE AND SOAP WATER, WATER REPELLENT LINEN PROTECTOR, DOUBLE EDGE RAZOR WITH BLADE, ANTI-INFECTIVE SOAP OR DETERGENT, CLEAN UP MATERIAL TO DRY SHAVEN AREA. FOR PREPARATION OF SKIN PRIOR TO OPERATIONS. (WHS LOC B11) STK#: 13-9002 NSN: 6515-00-103-6659 QTY PREV RCVD: 16 PARTIAL NO.: 1,2 Items per BX: 24	24	BX	12.00	288.00

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST
	BOC: 2660 FMS LINE: 001			CONTRACT: DF454444	
2	MAGNESIA AND ALUMINA ORAL SUSPENSION, USP. 5 FL OZ. (148 ML.) PLASTIC BOTTLE. EACH ML. CONTAINS MAGNESIA HYDROXIDE 40 MG AND ALUMINUM HYDROXIDE 45 MG (MAALOX) 48BT/CS NDC:12233-1122-11 NSN: 6505-01-369-6028 Items per CS: 48 BOC: 2631 FMS LINE: 002	0	CS	0.00	0.00

3 LESS 1 % FOR ITEMS: 1 2.88

IN ORDER TO RECEIVE PAYMENT VENDOR MUST SUBMIT INVOICE WITH
 EITHER SIGNED BILLS OF LADING, FREIGHT BILL, PARCEL POST
 RECEIPT FROM CARRIER. IF VENDOR MAKES SHIPMENT THROUGH
 OTHER THAN A COMMERCIAL CARRIES, OR IF THE VETERAN RECEIVES
 ITEMS AT THE VENDOR'S BUSINESS LOCATION, VENDOR SHOULD SO
 INDICATE ON THE INVOICE. VENDOR IS TO BILL ONLY FOR THOSE
 ITEMS SHIPPED.

AMENDMENT NUMBER: 1 EFFECTIVE DATE: 5/24/200

ADDED THROUGH AMENDMENT
 Authority Edit is OTHER (specify type of modification and authority)

Accounting Utilities

AMENDMENT NUMBER: 2		EFFECTIVE DATE: 5/24/2000		
ITEM	DESCRIPTION	QTY UNIT	UNIT COST	TOTAL COST

The following line item has been cancelled:				
Item No. 2 Item Master File No. 103 BOC: 2631				
MAGNESIA AND ALUMINA ORAL SUSPENSION, USP. 5 FL OZ. (148 ML .)				
.)PLASTIC BOTTLE. EACH ML. CONTAINS MAGNESIA HYDROXIDE 40 MG				
AND ALUMINUMHYDROXIDE 45 MG (MAALOX) 48BT/CS				
NDC:12233-1122-11				
Items per CS: 48 NSN: 6505-01-369-6028				
12 CS at \$ 24.0000 = \$ 288.00				
ADDED THROUGH AMENDMENT				
Authority Edit is OTHER (specify type of modification and authority)				
AMENDMENT NUMBER: 3		EFFECTIVE DATE: 5/24/2000		
ITEM	DESCRIPTION	QTY UNIT	UNIT COST	TOTAL COST

ADMINISTRATIVE CERTIFICATION 2, DIRECT SHIPMENT RECEIVING REPORT, has				
been ADDED				
ADDED THROUGH AMENDMENT				
Authority Edit is OTHER (specify type of modification and authority)				
AMENDMENT NUMBER: 4		EFFECTIVE DATE: 5/24/2000		
ADDED THROUGH AMENDMENT				
Authority Edit is OTHER (specify type of modification and authority)				
ADDED THROUGH AMENDMENT				
ITEM	DESCRIPTION	QTY UNIT	UNIT COST	TOTAL COST

1% Discount For Item(s): 1				

Review a Receiving Report ? NO// y (YES)

Select PARTIAL DATE: 1 5-23-2000					
PURCHASE ORDER: 688-A00072			STATUS: Partial Order Received (Amended)		
PROCESSING: INVOICE/RECEIVING REPORT PARTIAL: 1 5/23/2000					
ITEM	DESCRIPTION	QTY UNIT	UNIT COST	QTY REC	TOTAL COST

1	SHAVING KIT, SURGICAL PREPARATION. DISPOSABLE. CONSISTS OF PLASTIC TRAY WITH SEPARATIONS FOR RINSE AND SOAP WATER, WATER REPELLENT LINEN PROTECTOR, DOUBLE EDGE RAZOR WITH BLADE, ANTI-INFECTIVE SOAP	24 BX	12.00	12	144.00

```

OR DETERGENT, CLEAN UP MATERIAL
TO DRY SHAVEN AREA. FOR
PREPARATION OF SKIN PRIOR TO
OPERATIONS. (WHS LOC B11)
IMF #: 104 CONTRACT: DF454444

Total Amount: 144.00

Processed By: /ES/STEPHEN GRIBSCHAW

ENTER <CR> TO CONTINUE
Select PARTIAL DATE: ?
Answer with PARTIAL NUMBER, or DATE
Choose from:
1 MAY 23, 2000
2 MAY 24, 2000

Select PARTIAL DATE: 2 5-24-2000

PURCHASE ORDER: 688-A00072 STATUS: Partial Order Received (Amended)
PROCESSING: INVOICE/RECEIVING REPORT PARTIAL: 2 5/24/2000
-----
ITEM DESCRIPTION QTY UNIT UNIT QTY TOTAL
COST REC COST
-----
1 SHAVING KIT, SURGICAL 24 BX 12.00 4 48.00
PREPARATION. DISPOSABLE.
CONSISTS OF PLASTIC TRAY WITH
SEPARATIONS FOR RINSE AND SOAP
WATER, WATER REPELLENT LINEN
PROTECTOR, DOUBLE EDGE RAZOR
WITH BLADE, ANTI-INFECTIVE SOAP
OR DETERGENT, CLEAN UP MATERIAL
TO DRY SHAVEN AREA. FOR
PREPARATION OF SKIN PRIOR TO
OPERATIONS. (WHS LOC B11)
IMF #: 104 CONTRACT: DF454444

Total Amount: 48.00

Processed By: /ES/STEPHEN GRIBSCHAW

```

9.10 Review VENDOR REQUEST

This option will allow FISCAL to review VENDOR REQUESTS prior to being sent to Austin. This option was added to reduce the number of VRQs going to Austin. It is expected that the user reviewing the VRQs will check the VENDOR file in FMS, get any information available, and edit the vendor locally rather than sending a VRQ to Austin.

9.10.1 Prompts

1. Select the appropriate Action: code.

```

Select Accounting Utilities Menu Option: REVIEW VENDOR REQUEST

VENDOR review Jun 21, 2000 13:42:06 Page: 1 of 3
VENDOR REQUESTs for review

+ Vendor Name FMS Vendor TAX/SSN
15 GSA 897878878
16 HOLMES DENTAL COMPANY 998778990
17 HOLMES DENTAL COMPANY 982229847

```

Accounting Utilities

```

18 K & R CUSTOM SOFTWARE INC 123456543
19 KONICA MEDICAL CORPORATION 333840294
20 KRISTINE'S THINGS 282722003
21 L & J SALES 986532147
22 LIBBY'S GLASS CO 128829892
23 M GIEGERICH 989898980
24 MCGAUGH 879878777
25 MICROBIOLOGY LABS 569565412
26 N C A D I
27 NEW VENDOR #2 124356879
28 NEW VENDOR #4 198765432
+ Enter ?? for more actions

RE Review Entry SD Send VENDOR REQUEST PE Print Entry
EV Edit Vendor Request DE Delete VENDOR REQUEST
Select VRQ Action :Next Screen// RE Review Entry
Select : (15-28): 22

Vendor Name: LIBBY'S GLASS CO PAGE: 1
Ordering Address: 923 MAINLAND LN
ANNAAPOLIS, MARYLAND 20999

FMS Name:

Payment ADDRESS: 923 MAINLAND LN
ANNAAPOLIS, MARYLAND 20999

PAYMENT CONTACT PERSON: JOHN JONES
PAYMENT PHONE NUMBER: 434-398-3377

Enter RETURN to continue or '^' to exit:

VENDOR NAME: LIBBY'S GLASS CO PAGE: 2

FMS VENDOR CODE:
ALT-ADDR-IND:
TAX ID/SSN: 128829892
SSN/TAX ID IND: SOCIAL SECURITY NUMBER

NON-RECURRING/
RECURRING VENDOR: RECURRING

1099 VENDOR INDICATOR: YES
VENDOR TYPE: COMMERCIAL
DUN & BRADSTREET: 410-623-9292

Enter RETURN to continue:

```

If you look up the Vendor in the Austin vendor file and find that the vendor information is there, you can edit the Vendor entry in IFCAP and enter the necessary data by selecting the Action: code EV Edit Vendor Request

	Vendor Name	FMS Vendor	TAX/SSN
15	GSA		897878878
16	HOLMES DENTAL COMPANY		998778990
17	HOLMES DENTAL COMPANY		982229847

```

18 K & R CUSTOM SOFTWARE INC 123456543
19 KONICA MEDICAL CORPORATION 333840294
20 KRISTINE'S THINGS 282722003
21 L & J SALES 986532147
22 LIBBY'S GLASS CO 128829892
23 M GIEGERICH 989898980
+ Enter ?? for more actions
RE Review Entry SD Send VENDOR REQUEST PE Print Entry
EV Edit Vendor Request DE Delete VENDOR REQUEST
Select VRQ Action :Next Screen// ev Edit Vendor Request
Select : (15-28): 22

LIBBY'S GLASS CO

Review current payment information on this Vendor? YES//
Review VENDOR REQUEST

Payment Information

Vendor Name: LIBBY'S GLASS CO
Vendor Number: 41367 Non-Recurring/Recurring: RECURRING

FMS Vendor Code:
Alternate Address Indicator:

Address: 923 MAINLAND LN
ANNAAPOLIS, MD 20999

Edit the payment information on Vendor record? YES//

Review VENDOR REQUEST

TAX ID/SSN: 128829892//
SSN/TAX ID INDICATOR: SOCIAL SECURITY NUMBER//
FMS VENDOR CODE:
ALT-ADDR-IND:
PAYMENT CONTACT PERSON:
PAYMENT PHONE NO.:

ORDERING ADDRESS: 923 MAINLAND LN
ANNAAPOLIS, MARYLAND 20999
PAYMENT ADDRESS1: 923 MAINLAND LN//
PAYMENT ADDRESS2:
PAYMENT CITY: ANNAAPOLIS//
PAYMENT STATE: MARYLAND//
PAYMENT ZIP CODE: 20999//
1099 VENDOR INDICATOR: YES//
VENDOR TYPE: COMMERCIAL//
DUN & BRADSTREET #:

```

If you find that you do not want to send the VRQ to Austin, you would select the Action: code DV Delete Vendor Request. This will ensure that no VRQ is sent to the Austin Vendorizing unit.

```

lect VRQ Action :Next Screen// NEXT SCREEN

VENDOR review Jun 21, 2000 14:01:58 Page: 2 of 3
VENDOR REQUESTs for review

+ Vendor Name FMS Vendor TAX/SSN
15 GSA 897878878
16 HOLMES DENTAL COMPANY 998778990
17 HOLMES DENTAL COMPANY 982229847

```

Accounting Utilities

```

18 K & R CUSTOM SOFTWARE INC 123456543
19 KONICA MEDICAL CORPORATION 333840294
20 KRISTINE'S THINGS 282722003
21 L & J SALES 986532147
22 LIBBY'S GLASS CO 128829892
23 M GIEGERICH 989898980
+ Enter ?? for more actions
RE Review Entry SD Send VENDOR REQUEST PE Print Entry
EV Edit Vendor Request DE Delete VENDOR REQUEST
Select VRQ Action :Next Screen// de Delete VENDOR REQUEST
Select : (15-28): 22
Do you want to delete LIBBY'S GLASS CO (YES/NO)? NO// y YES

VENDOR review Jun 21, 2000 14:02:20 Page: 2 of 3
VENDOR REQUESTs for review

+ Vendor Name FMS Vendor TAX/SSN
15 GSA 897878878
16 HOLMES DENTAL COMPANY 998778990
17 HOLMES DENTAL COMPANY 982229847
18 K & R CUSTOM SOFTWARE INC 123456543
19 KONICA MEDICAL CORPORATION 333840294
20 KRISTINE'S THINGS 282722003
21 L & J SALES 986532147
22 M GIEGERICH 989898980
23 MCGAUGH 879878777
+ Enter ?? for more actions
RE Review Entry SD Send VENDOR REQUEST PE Print Entry
EV Edit Vendor Request DE Delete VENDOR REQUEST
Select VRQ Action :Next Screen//

```

If you determine that the Vendor does not exist in the Austin Vendor file you would select the Action: code SD Send Vendor Request to submit the VRQ to Austin.

```

Select VRQ Action :Next Screen// <
RE Review Entry SD Send VENDOR REQUEST PE Print Entry
EV Edit Vendor Request DE Delete VENDOR REQUEST
Select VRQ Action :Next Screen// sd Send VENDOR REQUEST
VENDOR review Jun 21, 2000 14:06:12 Page: 2 of 3
VENDOR REQUESTs for review

+ Vendor Name FMS Vendor TAX/SSN
15 GSA 897878878
16 HOLMES DENTAL COMPANY 998778990
17 HOLMES DENTAL COMPANY 982229847
18 K & R CUSTOM SOFTWARE INC 123456543
19 KONICA MEDICAL CORPORATION 333840294
20 KRISTINE'S THINGS 282722003
21 L & J SALES 986532147
22 M GIEGERICH 989898980
23 MCGAUGH 879878777
+ Enter ?? for more actions
Select : (15-28): 16
DOES A VRQ NEED TO GO TO AUSTIN (YES/NO)? NO// y YES
Creating the FMS VENDOR REQUEST.
Enter RETURN to continue:

VENDOR review Jun 21, 2000 14:06:34 Page: 1 of 3
VENDOR REQUESTs for review

15 GSA 897878878

```

```

16 HOLMES DENTAL COMPANY          982229847
17 K & R CUSTOM SOFTWARE INC      123456543
18 KONICA MEDICAL CORPORATION     333840294
19 KRISTINE'S THINGS              282722003
20 L & J SALES                     986532147
21 M GIEGERICH                    989898980
22 MCGAUGH                         879878777
23 MICROBIOLOGY LABS              569565412
RE Review Entry                   SD Send VENDOR REQUEST  PE Print Entry
EV Edit Vendor Request            DE Delete VENDOR REQUEST

Select VRQ Action :Next Screen//

```

To print a copy of the Vendor request at the Action: code enter PE Print Entry.

```

VENDOR REQUESTs for review

+ Vendor Name                      FMS Vendor    TAX/SSN
15 GSA                              897878878
16 HOLMES DENTAL COMPANY           982229847
17 K & R CUSTOM SOFTWARE INC       123456543
18 KONICA MEDICAL CORPORATION      333840294
19 KRISTINE'S THINGS               282722003
20 L & J SALES                      986532147
21 M GIEGERICH                     989898980
22 MCGAUGH                         879878777
23 MICROBIOLOGY LABS              569565412
+ Enter ?? for more actions
RE Review Entry                   SD Send VENDOR REQUEST  PE Print Entry
EV Edit Vendor Request            DE Delete VENDOR REQUEST
Select VRQ Action :Next Screen// pe Print Entry
Select (s): (15-28): 23

Select a printer: sf

 1 SFCS6$PRT-10/6/UP   SF CIOFO
 2 SFCS6$PRT-12/6/UP   SF CIOFO
 3 SFCS6$PRT-16/6/UP   SF CIOFO
Choose 1-3> 1 SFCS6$PRT-10/6/UP SF CIOFO

```

To exit from the option you may enter Q for Quit at the Action: code.

```

VENDOR review                      Jun 21, 2000 14:15:41          Page: 1 of 3
VENDOR REQUESTs for review

Vendor Name                      FMS Vendor    TAX/SSN
1 **CHALLENGE INDUSTRIES         341601608
2 **DJM'S BAR & GRILL             123459876
3 **EXECUTONE SHENANDOAH        272342134
+ Enter ?? for more actions

```

Accounting Utilities

```
RE Review Entry      SD Send VENDOR REQUEST  PE Print Entry
EV Edit Vendor Request  DE Delete VENDOR REQUEST
Select VRQ Action :Next Screen// q  Q
```

9.11 Setup AR selected vendor

This option will handle the editing and creating of a VRQ for vendor records chosen by Accounts Receivable users. Once the VRQ is 'created' it will be reviewed by FISCAL or sent directly to Austin. The 'CAN FISCAL ADD VENDORS?' flag in file 411 will govern if FISCAL or SUPPLY edits these vendor records. If the flag is set to 'YES' FISCAL will edit these records. Otherwise, SUPPLY will have the honor. Fiscal will be able to review the Vendor Request, Edit the Vendor entry, Delete the request or Send the VRQ to Austin. The option works the same way as the Review Vendor Request option.

9.11.1 Prompts

Enter the appropriate Action: code.

```
Select Accounting Utilities Menu Option: setup AR selected vendors

Edit vendor selected by AR user

      Vendor Name                TAX/SSN          VRQ DATA  VRQ SENT
1   C & C TOOL & SUPPLY CO INC
2   M GIEGERICH                 989898980      OK          SENT
3   N FALKINBURG MD            198653908      OK
4   N C A D I

      Enter ?? for more actions
ER EDIT Record      PE Print Entry      DR Delete EDIT Request
RR Review Record   SV Send VRQ
Select EDIT Action :Quit// er  EDIT Record
Select :(1-4): 3

      Vendor Name: N FALKINBURG MD

Review the vendor selected? YES//

      Vendor Name: N FALKINBURG MD                PAGE: 1
      Ordering Address: 1234 THIS STREET
      City,State,ZIP: CHARLES, MARYLAND 20678

      FMS Name:

*      Payment ADDRESS: 1117S JEFFERSON ST
*      City,State,ZIP: ROANOKE, VIRGINIA 24011

PAYMENT CONTACT PERSON:
PAYMENT PHONE NUMBER:

* = REQUIRED FIELD

Enter RETURN to continue or '^' to exit:

      Vendor Name: N FALKINBURG MD                PAGE: 2

      FMS VENDOR CODE:
      ALT-ADDR-IND:
*      TAX ID/SSN: 198653908
*      SSN/TAX ID IND: SOCIAL SECURITY NUMBER
```

```

NON-RECURRING/
RECURRING VENDOR: RECURRING

1099 VENDOR INDICATOR: YES
*          VENDOR TYPE: COMMERCIAL
          DUN & BRADSTREET:

          * = REQUIRED FIELD

Enter RETURN to continue:

Edit the Vendor record? YES//

Setup AR selected vendors

TAX ID/SSN: 198653908//
SSN/TAX ID INDICATOR: SOCIAL SECURITY NUMBER//
FMS VENDOR CODE:
ALT-ADDR-IND:
PAYMENT CONTACT PERSON:
PAYMENT PHONE NO.: 703 344 1400//

ORDERING ADDRESS: 1234 THIS STREET
                  CHARLES, MARYLAND 20678
PAYMENT ADDRESS1: 1117S JEFFERSON ST//
PAYMENT ADDRESS2:
PAYMENT CITY: ROANOKE//
PAYMENT STATE: VIRGINIA//
PAYMENT ZIP CODE: 24011//
1099 VENDOR INDICATOR: YES//
VENDOR TYPE: COMMERCIAL//
DUN & BRADSTREET #:

RR  Review Record          SV  Send VRQ

PRCO VENDOR EDIT FOR AR      Jun 21, 2000 14:23:14          Page: 1 of 1
Edit vendor selected by AR user

Vendor Name                TAX/SSN          VRQ DATA    VRQ SENT
1  C & C TOOL & SUPPLY CO INC      989898980      OK           SENT
2  M GIEGERICH                    198653908      OK
3  N FALKINBURG MD                989898980      OK
4  N C A D I

          Enter ?? for more actions
ER  EDIT Record              PE  Print Entry          DR  Delete EDIT Request
RR  Review Record           SV  Send VRQ
Select EDIT Action :Quit//

```

CHAPTER 10 FMS CODE SHEET MENU

10.1 Introduction

It is possible to create FMS documents manually using the FMS Code Sheet Menu. These options should be used only for creating those FMS documents that IFCAP does not generate automatically. (i.e. AO, TO)

Use of the manual code sheet option may mean you have to enter more fields on the document than you would enter if creating the document directly on-line in FMS.

Although the options refer to code sheets, you are actually creating FMS documents.

Using the options on this menu you may create, edit, delete, review, retransmit and purge the documents. Documents created using this menu are stored in the Generic Code Sheet File (2100.1) and appear on the Stack Status Report in the same way as the documents generated automatically.

10.2 Menu Choices

```
Select Accounting Technician Menu Option: FMS Code Sheet Menu

Code Sheet Edit
Create a Code Sheet
Delete a Code Sheet
Purge Transmission Records/Code Sheets
Retransmit Stack File Document
Review a Code Sheet
Stack Status Report
User Comments
```

10.2.1 Transmission Records/Code Sheets

This routine will delete Code Sheets from the Code Sheet file and Batch and Transmission records from the Transmission Record file. Deletion is based upon the date a batch and a code sheet is created.

```
Select STATION NUMBER (^ TO EXIT): ALBANY.VA.GOV//      NY  VAMC   500
Station: ALBANY.VA.GOV  (#500)

Batch Type: FINANCIAL MANAGEMENT

Enter the number of days you wish to retain code sheets: (0-999999): 365//

This program will remove all stack file entries which were created before
JUN 22, 1999.

I will now delete all code sheets and associated records which were
created before JUN 22, 1999 for station 500.
OK to continue? YES//
```

10.2.2 Retransmit Stack File Document

If you need to retransmit a document this option will permit the user to select a document in File 2100.1 and retransmit the document. It will reset the Current Status to TRANSMITTED.

NOTE: Documents with a current status of:

FINAL - NO FURTHER ACTIVITY ALLOWED cannot be retransmitted.

```
Select FMS Code Sheet Menu Option: retransmit Stack File Document
Select Stack Document for Retransmission:      ET-66BJJJ1003
Current Status: REJECTED BY FMS
Do you want to retransmit this document now? NO// y (YES)
NEW Status: TRANSMITTED
```

10.2.3 User Comments

This option permits the user to add text to the FMS document record in File 2100.1.

```
Select FMS Code Sheet Menu Option: User Comments
Select Stack Document: ET-
1  ET-66BJJJ1001
2  ET-66BJJJ1002
3  ET-66BJJJ1003
4  ET-66BJJJ1004
5  ET-66BJJJ1005
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1  ET-66BJJJ1001
Current Status: REJECTED BY FMS
USER COMMENTS: do not correct or retransmit this document
```

CHAPTER 11 MENU OUTLINE

This chapter lists each menu option assigned the standard menu configuration for an Accounting Technician. Main menu options are flush left. Subordinate options are spaced to the right. For example, if you wanted to use the “Single Receiving Report Reprint in Fiscal” option, you would select “Reprint Menu”, then “Receiving Report Reprint Menu”, then “Single Receiving Report Reprint in Fiscal”.

```
Select Accounting Technician Menu Option: ?

    Document Processing Menu ...
      1358 Processing Menu ...
        Obligate 1358
          Adjust (Increase/Decrease) 1358
          Liquidate 1358
          1358 Print Menu ...
            Build List of 1358's Printed in Fiscal by Date
            Print/Reprint 1358s from List
              1358 Balance
              Display/Print 1358
            Close 1358
            Recalculate 1358 Balances
            Reopen a Closed 1358
            Send 1358 back to Service without action
        Amendment Processing
        General Post Funds Requests Processing
        Invoice Processing (ACCTG) Menu ...
          Invoice Processing for Payment
            Return Invoice to Voucher Audit
            Payment Voucher (PV) Inquiry
            FMS Payment Voucher Error Processing
            View Certified Invoice
            Review VENDOR REQUEST
        Obligation Processing
        Process Receiving Report
        Return Purchase Order to Supply
        Return PO Amendment to Supply
        Stacked Fiscal Documents Menu ...
          Print Stacked Fiscal Documents
          Delete Stacked Fiscal Documents
        FMS Rejected Obligation Document Processing ...
          FMS Inquiry Rejected Obligation Documents ...
          MO/SO Rejected Document Inquiry for P.O.
          SO Rejected Document Inquiry for 1358s
          ET-FMS Document Display
          AR Rejected Document Inquiry
          FMS Rebuild/Transmit Rejected Obligation Documents ...
          MO/SO Rebuild/Transmit for P.O.
          SO Rebuild/Transmit for 1358s
          AR Rebuild/Transmit for PO/1358
          ET-FMS Document Rebuild

    Accounting Utilities Menu ...
      Update Status of Funds Balances
      Lookup Vendor ID Number
      Vendor File Edit
      Edit BOC in Item File
      Clear Program Lock
      Undelivered Orders Reconciliation Report
      Fiscal Pending Action
      History - Code Sheet/Obligation (PAT) Number
      Review VENDOR REQUEST
      Setup AR selected vendors
    Reprint Menu ...
```

Menu Outline

```
Purchase Order Reprint Menu ...
  Resend P.O. to Fiscal
    Build List of POs Printed in Fiscal by Date
    Print PO's in Fiscal from List by Date
    Single P.O. Reprint in P&C
  Receiving Report Reprint Menu ...
    Single Receiving Report Reprint in Fiscal
    Build List of Recv. Reports to Reprint by Date
    Reprint Recv. Report in Fiscal from List
    List Receiving Reports not Processed by Fiscal
    History of Transmitted Receiving Reports
  1358 Print Menu ...
    Build List of 1358's Printed in Fiscal by Date
    Print/Reprint 1358s from List
    1358 Balance
    Display/Print 135
  Display 2237 Request

Receiving Report Transmission Menu ...
  Change Transmission Date of Queued Receiving Rpt
  Delete Receiving Report From Transmission List
  Print Receiving Report Transmission List
  Queue Single Receiving Report for Transmission
  Re-transmit Single Receiving Report
  Transmit Receiving Reports on Transmission List

Fee Basis - IFCAP Code Sheet Menu ...
  Batch Code Sheets
    Create a Code Sheet
    Keypunch a Code Sheet
  Maintenance Menu ...
    Batch Edit
      Code Sheet Edit
      Delete a Code Sheet
      Mark Code Sheets for Rebatching
      Review a Code Sheet
    Purge Transmission Records/Code Sheets
  Reports Menu ...
    Batches Waiting to be Transmitted
    Code Sheets Ready for Batching
    Status of all Batches
  Transmission Menu ...
    Batches Waiting to be Transmitted
    Mark Batch for Retransmission
    Status of all Batches
    Transmit Code Sheets

FMS Code Sheet Menu ...
  Code Sheet Edit
    Create a Code Sheet
    Delete a Code Sheet
    Purge Transmission Records/Code Sheets
    Retransmit Stack File Document
    Review a Code Sheet
    Stack Status Report
    User Comments

IRS Offset Code Sheet Menu ...
  Batch and Print Code Sheets
    Retransmit Code Sheets Batch to Austin
    Transmit Code Sheets to Austin

Purchase Card Transactions Print Menu ...
```

Menu Outline

Detailed Report of Unpaid PC Transactions by FCP
Fiscal Daily Review
History of Purchase Card Transactions
Reconciled Purchase Card Transactions
Unreconciled Purchase Card Transactions
ET-FMS Document Display
ET-FMS Document Rebuild
Purchase Card Transaction Status
Monitor Reconciled Orders by Card Holder
BOC Report for OA&MM/Fiscal

Menu Outline

GLOSSARY

This glossary defines terms in this manual that users might find unfamiliar.

1358	Estimated Miscellaneous Obligation or Change in Obligation.
2138	VA Form 90-2138, Order for Supplies or Services. First page of a VA Purchase Order.
2139	VA Form 90-2139, Order for Supplies or Services (Continuation). This is a continuation sheet for the 2138 form.
2237	VA Form 90-2237, Request, Turn-in and Receipt for Property or Services. Used to request goods and services.
A&MM	Acquisition and Materiel Management Service.
AACS	Automated Allotment Control System--Central computer system developed by VHA to disburse funding from VACO to field stations.
Accounting Technician	Fiscal employee responsible for obligation and payment of received goods and services.
Activity Code	The last two digits of the AACS number. It is defined by each station.
ADP Security Officer	The individual at your station who is responsible for the security of the computer system, both its physical integrity and the integrity of the records stored in it. Includes overseeing file access.
Agent Cashier	The person in Fiscal Service (often physically located elsewhere) who makes or receives payments on debtor accounts and issues official receipts.
ALD Code	Appropriation Limitation Department. A set of Fiscal codes which identifies the appropriation used for funding.
Allowance table	Reference table in FMS that provides financial information at the level immediately above the AACS, or sub-allowance level.
Amendment	A document which changes the information contained in a specified Purchase Order. Amendments are processed by the Purchasing & Contracting section of A&MM and obligated by Fiscal Service.
AMIS	Automated Management Information System.

Glossary

Application Coordinator	The individuals responsible for the implementation, training and trouble-shooting of a software package within a service. IFCAP requires there be an Application Coordinator designated for Fiscal Service, A&MM Service.
Approve Requests	The use of an electronic signature by a Control Point Official to approve a 2237, 1358 or other request form and transmit said request to A&MM/Fiscal.
Approving Official	A user that approves reconciliation's to ensure that they are correct and complete.
Authorization	Each authorization represents a deduction from the balance of a 1358 to cover an expense. Authorizations are useful when you have expenses from more than one vendor for a single 1358.
Authorization Balance	The amount of money remaining that can be authorized against the 1358. The service balance minus total authorizations.
Batch Number	A unique number assigned by the computer to identify a batch (group) of Code Sheets. Code Sheets may be transmitted by Batch Number or Transmission Number.
Breakout Code	A set of A&MM codes which identifies a vendor by the type of ownership (e.g., Minority-owned, Vietnam Veteran Owned, Small Business Total Set Aside, etc.).
Budget Analyst	Fiscal employee responsible for distributing and transferring funds.
Budget Object Code	Fiscal accounting element that tells what kind of item or service is being procured. Budget object codes replaced subaccounts in IFCAP 5.0. . . Budget object codes are listed in VA Handbook 4671.2
Budget Sort Category	Used by Fiscal Service to identify the allocation of funds throughout their facility.
CCS	The Credit Card System. This is the database in Austin that processes the credit card information from the external Credit Card Vendor system ,currently CitiDirect, and then passes information on to FMS and IFCAP.
CC	Credit Charge entry identifier used by FMS and CCS for charges paid to Vendor thru Credit Card payment process.

Ceiling Transactions	Funding distributed from Fiscal Service to IFCAP Control Points for spending. The Budget Analyst initiates these transactions using the Funds Distribution options.
Classification of Request	An identifier a Control Point can assign to track requests that fall into a category, e.g., Memberships, Replacement Parts, Food Group III.
Common Numbering Series	This is a pre-set series of Procurement and Accounting Transaction (PAT) numbers used by Purchasing and Contracting, Personal Property Management, Accounting Technicians and Imprest Funds Clerks to generate new Purchase Orders/Requisitions/Accounting Transactions on IFCAP. The Application Coordinators establish the Common Numbering Series used by each facility.
Control Point	Financial element, existing ONLY in IFCAP, which corresponds to a set of elements in FMS that include the Account Classification Code (ACC) and define the Sub-Allowance on the FMS system. Used to permit the tracking of monies to a specified service, activity or purpose from an Appropriation or Fund.
Control Point Clerk	The user within the service who is designated to input requests (2237s) and maintain the Control Point records for a Service.
Control Point Official	The individual authorized to expend government funds for ordering of supplies and services for their Control Point(s). This person has all of the options the Control Point Clerk has plus the ability to approve requests by using their electronic signature code.
Control Point Official's Balance	A running record of all the transactions generated and approved for a Control Point from within IFCAP and also effects changes to the control point that are initiated directly from within the FMS system. Provides information that shows the total amount of funds committed, obligated and remaining to be spent for a specified fiscal quarter.
Control Point Requestor	The lowest level Control Point user, who can only enter temporary requests (2237s, 1358s) to a Control Point. This user can only view or edit their own requests. A Control Point Clerk or Official must make these requests permanent before they can be approved and transmitted to A&MM.

Glossary

Cost Center	Cost Centers are unique numbers which define a service. One cost center must be attached to every Fund Control Point. This enables costs to be captured by service. Cost centers are listed in VA Handbook 4671.1.
Date Committed	The date that you want IFCAP to commit funds to the purchase.
Default	A suggested response that is provided by the system.
Deficiency	When a budget has obligated and expended more than it was funded.
Delinquent Delivery Listing	A listing of all the Purchase Orders that have not had all the items received by the Warehouse on IFCAP. It is used to contact the vendor for updated delivery information.
Delivery Order	An order for an item that the VA purchases through an established contract with a vendor who supplies the items.
Direct Delivery Patient	A patient who has been designated to have goods delivered directly to him/her from the vendor.
Discount Item	This is a trade discount on a Purchase Order. The discount can apply to a line item or a quantity. This discount can be a percentage or a set dollar value.
EDI Vendor	A vendor with whom the VA has negotiated an arrangement to submit, accept and fill orders electronically.
Electronic Data Interchange (EDI)	Electronic Data Interchange is a method of electronically exchanging business documents according to established rules and formats.
Electronic Signature	The electronic signature code replaces the written signature on all IFCAP documents used within your facility. Documents going off-station will require a written signature as well.
Expenditure Request	A Control Point document that authorizes the expenditure of funds for supplies and/or services (e.g., 2237, 1358, etc.).
FCP	Fund Control Point (see Control Point).
Federal Tax ID	A unique number that identifies your station to the Internal Revenue Service.
Fiscal Balance	The amount of money on a 1358 and any adjustments to that 1358 that have been obligated by Fiscal Service. This amount is reduced by any liquidations submitted against the obligation.
Fiscal Quarter	The fiscal year is broken into four three month quarters. The first fiscal quarter begins on October 1.

Fiscal Year	Twelve month period from October 1 to September 30.
FMS	Financial Management System, the primary accounting system for administrative appropriations. FMS has a comprehensive data base that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability and extensive security. FMS is concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable and cost accounting.
FOB	Freight on Board. An FOB of "Destination" means that the vendor has included shipping costs in the invoice, and no shipping charges are due when the shipper arrives at the warehouse with the item. An FOB of "Origin" means that shipping charges are due to the shipper, and must be paid when the shipper arrives at the warehouse with the item.
FPDS	Federal Procurement Data System.
FTEE	Full Time Employee Equivalent. An FTEE of 1 stands for 1 fiscal year of full-time employment. This number is used to measure workforces. A part-time employee that worked half days for a year would be assigned an FTEE of 0.5, as would a full-time employee that worked for half of a year.
Fund Control Point	IFCAP accounting element that is not used by FMS. See also control point.
Funds Control	A group of Control Point options that allow the Control Point Clerk and/or Official to maintain and reconcile their funds.
Funds Distribution	A group of Fiscal options that allows the Budget Analyst to distribute funds to Control Points and track Budget Distribution Reports information.
GBL	Government Bill of Lading. A document that authorizes the payment of shipping charges in excess of \$250.00.
GL	General Ledger.
Identification Number	A computer-generated number assigned to a code sheet.
Imprest Funds	Monies used for cash or 3rd party draft purchases at a VA facility.
Integrated Supply Management System (ISMS)	ISMS is the system which replaced LOG I for Expendable Inventory.
ISMS	See Integrated Supply Management System.

Glossary

Item File	A listing of items specified by A&MM service as being purchased repetitively. This file maintains a full description of the item, related stock numbers, vendors, contract numbers and a procurement history.
Item History	Procurement information stored in the Item File. A history is kept by Fund Control Point and is available to the Control Point at time of request.
Item Master Number	A computer generated number used to identify an item in the Item File.
Justification	A written explanation of why the Control Point requires the items requested. Adequate justification must be given if the goods are being requested from other than a mandatory source.
Liquidation	The amount of money posted to the 1358 or Purchase Order as a payment to the vendor. They are processed through payment/invoice tracking.
LOG I	LOG I is the name of the Logistics A&MM computer located at the Austin Automation Center. This system continues to support the Consolidated Memorandum of Receipt.
Mandatory Source	A Federal Agency that sells supplies and services to the VA. VA Supply Depot, Defense Logistics Agency (DLA), General Services Administration (GSA), etc.
MSC Confirmation Message	A MailMan message generated by the Austin Message Switching Center that assigns an FMS number to an IFCAP transmission of documents.
Obligation	The commitment of funds. The process Fiscal uses to set aside monies to cover the cost of an Order.
Obligation (Actual) Amount	The actual dollar figure obligated by Fiscal Service for a Purchase Order. The Control Point's records are updated with actual cost automatically when Fiscal obligates the document on IFCAP.
Obligation Data	A Control Point option that allows the Control Point Clerk and/or Budget Analyst to enter data not recorded by IFCAP.
Obligation Number	The C prefix number that Fiscal Service assigns to the 1358.
Organization Code	Accounting element functionally comparable to Cost Center, but used to organize purchases by the budget that funded them, not the purposes for spending the funds.
Outstanding 2237	A&MM report that lists all the IFCAP generated 2237s pending action in A&MM.

PAID	Paid Accounting Integrated Data. The <i>VISTA</i> software used by stations to process timecard data to the PAID system in Austin.
Partial	A Receiving Report (VA document that shows receipt of goods) for only some of the items ordered on a Purchase Order.
Partial Date	The date that a warehouse clerk created a receiving report for a shipment.
PAT Number	Pending Accounting Transaction number - the primary FMS reference number. See also Obligation Number.
Personal Property Management	A section of A&MM Service responsible for screening all requests for those items available from a Mandatory Source, VA Excess or Bulk sale. They also process all requisitions for goods from Federal Agencies and equipment requests. In addition, they maintain the inventory of Warehouse stocked items and all equipment (CMRs) at the facilities they support.
PPM	Personal Property Management, now referred to at most sites as Acquisition and Materiel Management Service.
Program Code	Accounting element that identifies the VA initiative or program that the purchase will support.
Prompt Payment Terms	The discount given to the VA for paying the vendor within a set number of days (e.g., 2% 20 days means the VA will save 2% of the total cost of the order if the vendor is paid within 20 days of receipt of goods).
Purchase Card	A card, similar to a credit card, that Purchase Card Users use to make purchases. Purchase Cards are not credit cards but debit cards that spend money out of a deposited balance of VA funds.
Purchase Card Coordinator	A person authorized by a VA station to monitor and resolve delinquent purchase card orders, help VA services record, edit and approve purchase card orders in a timely manner, assign purchase cards to IFCAP users, and monitor the purchase card expenses of VAMC services.
Purchase Card Orders	Orders funded by a purchase card.
Purchase Card User	A person who uses a purchase card. Purchase Card Users are responsible for recording their purchase card orders in IFCAP.
Purchase History Add (PHA)	Information about purchase orders which is automatically sent to Austin for archiving. This same transaction is also used to send a PO for EDI processing.

Purchase History Modify (PHM)	Information about amendments which is automatically sent to Austin for archiving.
Purchase Order	A government document authorizing the purchase of the goods or services at the terms indicated.
Purchase Order Acknowledgment	Information returned by the vendor describing the status of items ordered (e.g., 10 CRTs shipped, 5 CRTs backordered).
Purchase Order Status	The status of completion of a purchase order (e.g., Pending Contracting Officer's Signature, Pending Fiscal Action, Partial Order Received, etc.).
Purchasing Agents	A&MM employees legally empowered to create purchase orders to obtain goods and services from commercial vendors.
Quarterly Report	A Control Point listing of all transactions (Ceilings, Obligations, Adjustments) made against a Control Point's Funds.
Quotation for Bid	Standard Form 18. Used by Purchasing Agents to obtain written bids from vendors. May be created automatically and transmitted electronically within the Purchasing Agent's module.
Receiving Report	Report that Warehouse Clerk creates to record that the warehouse has received an item.
Receiving Report	The VA document used to indicate the quantity and dollar value of the goods being received.
Reconciliation	Comparing of two records to validate IFCAP Purchase Card orders. Purchase Card Users compare IFCAP generated purchase card order data with the CC transaction sent from the CCS system in Austin.
Reference Number	Also known as the Transaction Number. The computer generated number that identifies a request. It is comprised of the: Station Number-Fiscal Year-Quarter - Control Point - 4 digit Sequence Number.
Repetitive (PR Card) Number	See Item Master Number.
Repetitive Item List (RIL)	A method the Control Point uses to order items in the Item File. The Control Point enters the Item Master Number, the quantity and vendor and IFCAP can sort and generate 2237 requests from the list. A RIL can be created by using the Auto-Generate feature within the Inventory portion of the package.
Requestor	See "Control Point Requestor."

Requisition	An order from a Government vendor.
Running Balance	A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated, and remaining to be spent for a specified fiscal quarter.
Section Request	A temporary request for goods and/or services entered by a Control Point Requestor. These requests may or may not be made permanent by the Control Point Clerk/Official.
Service Balance	The amount of money on the on the original 1358 and any adjustments to that 1358 when created by that service in their Fund Control Point. This amount is reduced by any authorizations created by the service.
SF-18	Request for Quotation.
SF-30	Amendment of Solicitation/Modification of Contract.
Short Description	A phrase which describes the item in the Item Master file. It is restricted to 3 to 60 characters and consists of what the item is, the kind of item, and the size of item (e.g., GLOVE-SURGICAL MEDIUM).
Site Parameters	Information (such as Station Number, Cashier's address, printer location, etc.) that is unique to your station. All of IFCAP uses a single Site Parameter file.
Sort Group	An identifier a Control Point can assign to a project or group of like requests. It is used to generate a report that will tell the cost of requests.
Sort Order	The order in which the budget categories will appear on the budget distribution reports.
Special Remarks	A field on the Control Point Request that allows the CP Clerk to enter information of use to the Purchasing Agent or vendor. This field can be printed on the Purchase Order.
Stacked Documents	The POs, RRs & 1358s which are sent electronically to Fiscal and stored in a file for printing at a later time rather than being printed immediately.
Status of Funds	Fiscal's on-line status report of the monies available to a Control Point. FMS updates this information automatically.
Sub-control Point	A user defined assignment of all or part of a ceiling transaction to a specific category (sub-control point) within a Control Point, Transactions can then be posted against this sub-control point and a report can be generated to track use of specified funding within the overall control point..

Glossary

Sub-cost Center	A subcategory of Cost Center. IFCAP will not utilize a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field.
Tasked Job	A job, usually a printout, that has been scheduled to run at a predetermined time. Tasked jobs are set up to run without having a person watching over them.
TDA	See "Transfer of Disbursing Authority."
Total Authorizations	The total amount of the authorizations created for the 1358 obligation.
Total Liquidations	The total amount of the liquidations against the 1358 obligation.
Transaction Number	The number of the transaction that funded a Control Point (See Budget Analyst User's Guide). It consists of the Station Number - Fiscal Year - Quarter - Control Point - Sequence Number.
Transfer of Disbursing Authority	The method used to allocate funds to a VA facility.
Transmission Number	A sequential number given to a data string when it is transmitted to the Austin DPC; used for tracking message traffic.
Type Code	A set of A&MM codes that provides information concerning the vendor size and type of competition sought on a purchase order.
Vendor file	An IFCAP file of vendor information solicited by the facility. This file contains ordering and billing addresses, contract information, FPDS information and telephone numbers. The debtor's address may be drawn from this file, but is maintained separately. If the desired vendor is not in the file, contact A&MM Service to have it added.
Vendor ID Number	The ID number assigned to a vendor by the FMS Vendor unit.
VRQ	FMS Vendor Request document. When a new vendor is added to IFCAP a VRQ message is sent electronically to the Austin FMS Vendor unit to determine if the vendor exists in the central vendor system. If the vendor is not in the system, Austin will confirm information and establish the vendor in the central file. If vendor exists in central file already, Austin will verify the data. See also VUP.

Glossary

VUP

Vendor Update Message. This message is sent electronically from the FMS system to ALL IFCAP sites to ensure that the local vendor file contains the same data as the central vendor file in Austin. This message will contain the FMS Vendor ID for the vendor and also the Alternate Address Indicator if applicable. See also VRQ.

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