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

Accounting Technician
User's Guide

Version 5.1

October 2000

Revised July 2021

Revision History

Initiated on 12/29/04

Date	Revision	Description	Author(s)
07/2021	13.0	Patch PRC*5.1*223 13-2 - Changed the option Queue Single Receiving Report for Transmission with the following message: "**>Out of order: No longer available, partial filing non-compliant"	REDACTED SQA Analyst
10/2019	12.0	Reviewed document; made minor formatting changes	REDACTED Program Analyst
10/2017	11.0	Patch PRC*5.1*198 (NIF/IFCAP IMF Interface Enhancement) Section 10.4 Vendor File Edit, added "In order to edit the VENDOR NAME and PAYMENT ADDRESS fields for a Medical/Surgical Prime (MSPV) Vendor (vendor numbers above 949,999), the Fiscal user must hold the PRCHVEN security key." Updated footers with current revision date. Added "MSPV" to the Glossary	REDACTED IMF/IFCAP Developer REDACTED Functional Analyst REDACTED Technical Writer
01/2014	10.0	Patch PRC*5.1*174 (IFCAP/eCMS Interface) 10.12 – Added the name of security key to the following sentence, "This option is available to Fiscal users who have the PRCHJFIS Security Key." 10.12 – Added new Transaction Report – eCMS/IFCAP option to Accounting Utilities Menu. 10.12.1 – Added "**Note**: At the DEVICE: HOME// prompt, the report can either be displayed to the screen or sent to a printer. The latter choice is appropriate when the report is long." 13 – Added Transaction Report – eCMS/IFCAP to Menu Outline.	REDACTED
02/2013	9.0	Patch PRC*5.1*161 query user for if they wish to view the 1358 details. See pages 4-1, 4-2.	REDACTED
01/2013	8.0	As of Patch PRC*5.1*162, completion of a payment batch using the Finalize a Batch option in VistA Fee Basis will automatically generate a new transaction that is sent to Central Fee. This new transaction will replace all use of 994 code sheets in IFCAP. The Fee Basis - IFCAP Code Sheet Menu [PRC FEE GECS MAIN MENU] and all associated options were removed from the Accounting Technician Menu [PRCFA ACCTG TECH] as this functionality is no longer necessary.	REDACTED

09/2012	7.5	Patch PRC*5.1*167 Updates (eCMS Interface to IFCAP): added eCMS term to the Glossary	REDACTED
10/2011	7.0	Patch PRC*5.1*158 Modification of title for IFCAP VA Form 1358. See pages 3-1, 4-13, 13-1.	REDACTED
08/2011	6.0	Remedy Ticket HD512314 make option lists complete. See page 8-7 to 8-8.	REDACTED
07/2011	5.0	Patch PRC*5.1*153 – New message interface with Austin for 1358 Obligations see pp. 4-5, 4-10.	REDACTED
01/05/2011	4.0	Changes to the manual based on implementation of the Segregation of Duties functionality, per patch PRC*5.1*148. Includes the removal of the Obligation Data option.	REDACTED
05/31/07	3.0	Added information covering the use of the Logistics Data Query Tool (LDQT), per patch PRC*5.1*103.	REDACTED
02/06/06	2.0	Added New option, Print Obligated 1358s, per patch PRC*5.1*79.	REDACTED
12/29/04	1.1	PDF file checked for accessibility to readers with disabilities.	REDACTED
12/29/04	1.0	Updated to comply with SOP 192-352 Displaying Sensitive Data.	REDACTED

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.

THIS PAGE INTENTIONALLY LEFT BLANK

TABLE OF CONTENTS

Figures

Tables

1   Introduction

1.1   The Role of the Accounting Technician

As an Accounting Technician, you 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 Guide

This guide explains how to perform the role of the Accounting Technician by dividing that role into small, manageable tasks. The authors of this guide 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 guide as a tutorial by following the instructions from beginning to end. Experienced Accounting Technicians can use this guide as a reference tool by using the index and table of contents.

Before you plunge into learning about your job as Accounting Technician, please take a few moments to familiarize yourself with how this guide is put together.

1. Read all of 1. It explains how to interpret the graphics and typestyles used in this guide.

2. If this is your first exposure to using VistA, you should become familiar with terminology and functions that are used throughout VistA applications. There are several manuals and guides that provide a foundation for use of *Kernel*, *FileMan*, and *MailMan*. These documents replace the old *DHCP User's Guide to Computing*, which is obsolete. You will find these at:

Kernel:	VA Software Document Library – Kernel
FileMan:	VA Software Document Library - FileMan
MailMan:	VA Software Document Library - MailMan

3. Read the remainder of this guide.

1.2.1   Hypertext and Hyperlinks

This document contains "hypertext" that provides links to other parts of this document or to other related documents. *Hypertext* is a computer-based text retrieval system that enables you to access particular locations in electronic documents by clicking on *hyperlinks* in those documents.

If you are viewing this document on your computer screen (as opposed to reading a printed copy), you will find certain hyperlinked words or phrases.

1. An internal or "cross-reference" hyperlink allows you to "jump" to another part of this document. Typically, these hyperlinks will be imbedded in sentences like "See the IFCAP Glossary in 14." Although such internal cross-references may not be shown in blue, if you move your mouse over such phrases, a pop-up box will display the link, like this:

> your copy of Word, j Current Document k
> ped from. Typically **Click to follow link**s
> Glossary in Chapter 13." Although such
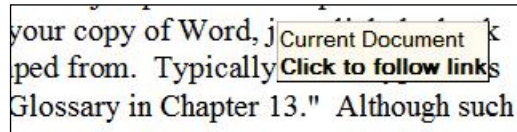
If you have the Web toolbar enabled in your copy of Word, just click the back⊕ icon on the toolbar to return to where you jumped from.

- Another kind of internal hyperlink uses "bookmarks" to direct you to other locations in this document. These are normally presented in a blue font. Again, click the back icon on the toolbar to return to the point where you jumped from.

Links to web pages or Internet sites should open in your web browser (typically *Internet Explorer®*). Use the browser's "back" button to return to this document. Since *Internet Explorer* and *Word* are both Microsoft products, do *not* close the browser window, since this may (under certain circumstances) also close this document.

- Links to some external documents (for example, other Word documents) may (depending on your system settings) open in Word. Such links are also usually presented in a blue font. For example, note the shortcut graphic with blue hyperlink to the other online documents shown in the boxed note below. Use the back icon on the menu bar to return to where you jumped from.

In either case, you may click (or, depending on your computer's operating system or software version, you may have to hold down the `<Ctrl>` key while clicking) on the link to see the other document or move to the specified place in this document.

1.2.2 Procedure Steps

- Procedures that you perform in an exact order will list the steps involved. Look for **STEP** numbers as in the following samples:

  1. Select the `FMS Exception` option.
  2. Enter the latest date that you want to retain entries. IFCAP will delete all entries recorded before that retention date.

- There are also paragraphs that simply discuss a process. In these instances, you do not need to perform any process discussed using a particular order.

1.2.3   Typographical Conventions

This guide uses a few conventions to help identify, clarify, or emphasize information.

- **Type:** The word "type" is used in this guide to mean straightforward typing at your terminal keyboard.
- **Keys:** In this guide, computer keys that you press, but which do not result in words appearing on your screen, are represented inside `<angle brackets>` using the `Courier New` font (examples: `<Ctrl>+<S>`, `<Enter>`).
- **`<Enter>`:** The term `<Enter>` is used to indicate that you must send whatever you have been typing on your keyboard to the computer. When you have completed typing your response, you send it to the computer by pressing the return or enter key once.
- **Emphasis:** Italic text (such as *must* or *not*) is used to emphasize or draw your attention to a situation or process to perform. Pay close attention to statements containing italic text.
- **Program** and **Utility Names:** Names of software programs and utilities appear in bold type (like **FileMan**).
- **Menus, Options, File and Field Names:** Names of menus, menu options, files, and similar items are shown in the `Courier New` font (as in "Select the `FMS Exception` option").
- **Alert Icons:** Whenever you need to be aware of something important or informative, the Guide will display a boxed note with an icon to alert you; icons are shown in Table 1-1. Look for these icons in the left and right margins of the document.

Table 1-1Icons Used in Boxed Notes

Icon	Meaning
⚠	**Warning**: Something that could adversely affect your use of the Query Tool or of the material available in the IFCAP databases.
✳	**Tip**: Advice on how to more easily navigate or use the Guide or the software.
ⓘ	**Information**: or **Note:** Additional information that might be helpful to you or something you need to know about, but which is not critical to understanding or use of the software.
ⓣ	**Technical Note:** Information primarily of interest to software developers, IRM or Enterprise VistA Support (EVS) personnel. Most users can usually safely ignore such notes.
ⓠ ⓐ	**Question:** A question that might come to your mind (hopefully, followed by an **Answer**!)

1.3   FileMan Date Conventions

Throughout the guide, *FileMan* date conventions have been used. A date-valued response can be entered in a variety of ways. The following is a typical help prompt for a date field:

```
Examples of Valid Dates:
  JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
  T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
  T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
If the year is omitted, the computer uses CURRENT YEAR.  Two digit year
assumes no more than 20 years in the future, or 80 years in the past.
```

Note: If you do not specify the year when you enter a date, IFCAP will assume that you are referring to the current calendar year. This could cause some confusion around the fiscal year turnover period when you are more likely to be entering dates for next year (when the current Fiscal Year is the same as the next Calendar Year).

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.

The main menu for the Accounting Technician contains these sub-menus:

- **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.
- **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

```
                    ┌──────────────┐
                    │   Do funds   │
                  ◇ │  need to be  │ ◇
                    │  obligated?  │
                    └──────────────┘
                          │
                          │
                         Yes
                          │
                          ▼
              ┌──────────────────────┐
              │      Does the        │
              │  Control Point have  │────No────┐
              │  funds to cover the  │          │
              │     transaction?     │          │
              └──────────────────────┘          │
                          │                      ▼
                          │            ┌──────────────────┐
                         Yes           │   2237 or 1358?  │──1358──►┌────────────────────┐
                          │            └──────────────────┘         │   Reject 1358 to   │
                          ▼                      │                  │ Control Point Official │
              ┌──────────────────┐              2237                └────────────────────┘
              │  Obligate funds for│              │
              │   the transaction  │              ▼
              └──────────────────┘      ┌──────────────────┐
                                        │  Reject Purchase │
                                        │      Order       │
                                        └──────────────────┘
```
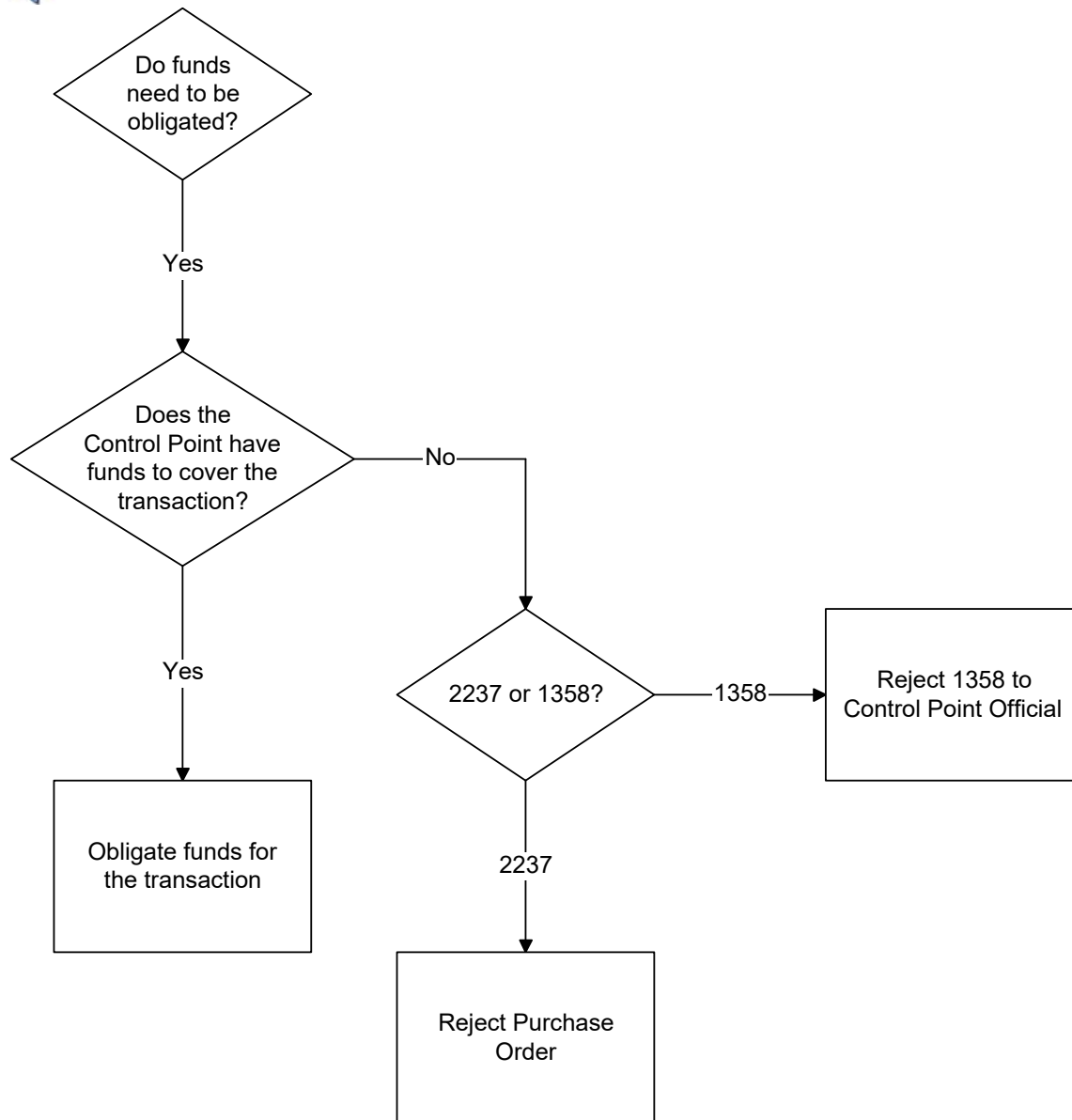
2   Inspect Purchase Orders and Requisitions

2.1   Introduction

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

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 advise 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:

1. From the Accounting Technician Menu, select `Document Processing Menu`

2. From the Document Processing Menu , select Obligation Processing.

3. 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

Compare the Budget Object Code (BOC) number on the purchase order or requisition to the transaction code descriptions in VA HANDBOOK 4671.2.

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

1. From the Accounting Technician Menu), select `Document Processing Menu`

2. From the Document Processing Menu, select Obligation Processing.

3. Enter the purchase order number. When IFCAP asks if the information on the purchase order is correct, answer 'N' and enter the correct BOC.

You may also return the purchase order 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.

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. This is different from the 1358 Obligation forms, which are for services.

3.2   Is there Adequate Funding for the Purchase Order?

Control Points cannot 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. From the Document Processing Menu, select Obligation Processing.

Figure 3-1 Menu Path
```
          Document Processing Menu ...
          Accounting Utilities Menu ...
          Reprint Menu ...
          Receiving Report Transmission Menu ...
          FMS Code Sheet Menu ...
          IRS Offset Code Sheet Menu ...
          Print Obligated 1358s
          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
```

3.3.2 Select Order Number

Enter a `STATION NUMBER` and a `PURCHASE Order Number` at the appropriate prompts. If you do not know the Purchase Order Point, enter three question marks (???) at the prompt and IFCAP will display the available orders.

Figure 3-2 - Select Order Number

```
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: UOOOO1  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 un-obligated 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 un-obligated 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.

Figure 3-3 - Display Order Information

```
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.

Figure 3-4 - Obligation Date

```
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.

If you do not see this prompt, it is ok. It means your site has opted not to use that functionality.

Figure 3-5 Post Using Status of Funds Tracker

```
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 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`.

Figure 3-6 Enter Transaction Amount

```
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   Is There Adequate Funding for the Amendment?

Control Points cannot 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*.

3.4.2   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.

3.4.2.1 Menu Path

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

Figure 3-7 Menu Path

```
          Document Processing Menu ...
          Accounting Utilities Menu ...
          Reprint Menu ...
          Receiving Report Transmission Menu ...
          FMS Code Sheet Menu ...
          IRS Offset Code Sheet Menu ...
          Print Obligated 1358s
          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
```

3.4.2.2 Enter Electronic Signature

Enter a `STATION NUMBER`, `FISCAL YEAR`, and your `ELECTRONIC SIGNATURE CODE`. Enter the `Purchase Order Number`. If you do not know the purchase order number, enter three question marks (`???`) to have 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.

Figure 3-8 Enter Electronic Signature

```
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...
```

3.4.2.3 Display Amendment

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

Figure 3-9 Display 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: TESTING AMENDMENT PROCESS
----------------------------------------------------------------------------

CONTRACTING OFFICER:  IFUSER,ONE
```

3.4.2.4 Approve and Obligate the Amendment

At the `Are You Ready To Approve And Obligate This Amendment?:` prompt, answer "`Y`" 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 `<Enter>` to return to the `Document Processing Menu`.

Figure 3-10 Display Amendment

```
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 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:
```

THIS PAGE INTENTIONALLY LEFT BLANK

4 Obligating and Adjusting 1358 Transactions

4.1 Inspect the 1358 for Correctness

Are the cost center and budget object code (BOC) appropriate for this purchase? Is the Purpose (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 Purpose (justification) is incorrect or inappropriate, return the 1358 to the service.

4.2 Is There Adequate Funding for the 1358?

Control Points cannot 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.*

4.3 Obligate the 1358

4.3.1 Menu Path

From the `1358 Processing Menu`, select `Obligate 1358`.

Figure 4-1 Menu Path

```
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
```

4.3.2 Enter Station Number

Enter a `STATION NUMBER` and a `FISCAL YEAR`. Enter the `TRANSACTION NUMBER` of the 1358 you wish to obligate. You will be able to view the Authority, Sub-authority, Service Start Date and Service End Date on the screen.

You will be asked to review the 1358 request:

Would you like to review this request?? No// Y (Yes)

Responding NO will continue with the 1358 Obligating. Responding YES will then display all the detailed information on the 1358 to ascertain full 1358 compliance prior to obligating. Once the display has completed you will be asked:

Would you like continue obligating this 1358?? Yes// N (No)

Responding NO will exit the Obligate 1358 option. Responding YES will allow continuation of the 1358 Obligate processing.

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.

Figure 4-2 Setup Parameters

```
Select STATION NUMBER ('^' TO EXIT): 688//        WASHINGTON, DC
Select FISCAL YEAR ('^' to EXIT): 00//
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER:
             1358 TRANSACTION - 688-11-1-110-0009
  COST CENTER: 842100                    AMOUNT: $ 19999.00
BOC #1: 2580                         AMOUNT #1: $ 19999.00

AUTHORITY: 2 FEE BASIS
SUB: C HOMEMAKER/HOME HEALTH AID
SERVICE START DATE: Oct 01, 2010
SERVICE END DATE: Oct 31, 2010

MONTHLY HHA COSTS     <=   this is the Purpose(Justification)

VENDOR: HOLDRENS INC

Would you like to review this request?? No// Y  (Yes) Yes will display 1358
                                                 No will continue obligation
.
.
Would you like continue obligating this 1358?? Yes// Y (Yes)   Only seen if 'Yes' to review
                                                 Yes, will continue obligation
                                                 No will exit obligation processing


Editing Auto Accrual information...

This 1358 Obligation appears to be for services.
Will this 1358 Obligation need to be accrued in FMS? YES//


CURRENT VALUES FOR AUTO ACCRUAL FOR 1358:
  ENDING DATE FOR SERVICE: OCT 31, 2010
  AUTO ACCRUAL FLAG: NO

Are these Auto Accrual values correct? YES//NO

CURRENT VALUES FOR AUTO ACCRUAL FOR 1358:
  ENDING DATE FOR SERVICE: OCT 31, 2010//
  AUTO ACCRUAL FLAG: NO// YES
```

```
CURRENT VALUES FOR AUTO ACCRUAL FOR 1358:
  ENDING DATE FOR SERVICE: OCT 31, 2010
  AUTO ACCRUAL FLAG: Yes

Are these Auto Accrual values correct? YES//
```

4.3.3   Review Balances

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

Figure 4-3 Review Balances

```
Uncommitted Balance:          $ 977607.00
Unobligated Balance:          $ 999004.00
Committed, Not Obligated:     $  21397.00
to Continue? YES//
```

4.3.4   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.

Figure 4-4 Enter Obligation Number

```
ENTER A NEW 1358 Obligation Number OR A COMMON NUMBERING SERIES
   1358 Obligation Number: c15  688-C15     ACCOUNTING TECHNICIAN
   Are you adding '688-C15003' as a new 1358 Obligation Number? y  (Yes)

Select Obligation Processing Date: OCT 8,2010//  (OCT 08, 2010)

This FMS document will be transmitted on 10/08/10 and will
affect the accounting period of October 2010.  The Accounting
Period affected in FMS will be 0111.

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:
Sorry, but that's not your correct electronic signature code.
Enter ELECTRONIC SIGNATURE CODE:                          Thank you.

...now generating the FMS Service Order (SO) Document...
...EXCUSE ME, I'M WORKING AS FAST AS I CAN...
...updating 1358 Obligation balances...
...Excuse me,  Let me think about this for a moment...
...Control Point has been notified of this transaction...
```

4.3.5   Enforcing Segregation of Duties on 1358s

If you select a 1358 transaction for Obligation and you were a Requestor or Approver on that 1358 transaction, you will be advised of the Role you already performed on the transaction and will not be permitted to Obligate the 1358.

Figure 4-5 Enforcing Segregation of Duties on 1358s

```
Select 1358 Processing Menu Option: Obligate 1358
Select STATION NUMBER ('^' TO EXIT): 688//        WASHINGTON, DC
Select FISCAL YEAR ('^' to EXIT): 11//
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER:688-11-1-110-0009
            1358 TRANSACTION - 688-11-1-110-0009


  COST CENTER: 842100                   AMOUNT: $ 19999.00


BOC #1: 2580                     AMOUNT #1: $ 19999.00


AUTHORITY: 2 FEE BASIS
SUB: C HOMEMAKER/HOME HEALTH AID
SERVICE START DATE: Oct 01, 2010
SERVICE END DATE: Oct 31, 2010

MONTHLY HHA COSTS
```

You are the Approver on this 1358 transaction.

Per Segregation of Duties, the Approver is not permitted to Obligate the 1358

5 Enforcing Segregation of Duties in Online Certification System for 1358 Obligation

An interface exists between the IFCAP application and the Online Certification System (OLCS) located at the Financial Services Center (FSC) in Austin, Texas. The interface will support the validation of the Certifier of Payment role in the OLCS.

The interface is a one-way data exchange of 1358 Obligation data from the IFCAP application to the OLCS using VistA MailMan messages. The mail messages support segregation of duties within OLCS by providing OLCS with the names of the requestor, approver, and obligator on every 1358 transaction as it is obligated in IFCAP. Segregation of duties prevents a user from functioning in more than one role on a 1358. The OLCS will verify that a certifier processing an invoice for a 1358 in OLCS is not the requestor, approver, or obligator on that 1358 in IFCAP.

IFCAP triggers a VistA MailMan message to the OLCS when a 1358 is obligated (i.e. Electronic Signature Code is entered). The exchange of 1358 Obligation data from the IFCAP to the Online Certification System will occur in the background and be transparent to IFCAP end-users.

```
ENTER A NEW 1358 Obligation Number OR A COMMON NUMBERING SERIES
   1358 Obligation Number: c15  688-C15     ACCOUNTING TECHNICIAN
   Are you adding '688-C15003' as a new 1358 Obligation Number? y  (Yes)

Select Obligation Processing Date: OCT 8,2010// <Enter> (OCT 08, 2010)

This FMS document will be transmitted on 10/08/10 and will
affect the accounting period of October 2010.  The Accounting
Period affected in FMS will be 0111.

Is this OK? YES// <Enter>

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// <Enter>
The Electronic Signature must now be entered to generate the SO Document.

Enter ELECTRONIC SIGNATURE CODE:
Sorry, but that's not your correct electronic signature code.
Enter ELECTRONIC SIGNATURE CODE:                         Thank you.

...now generating the FMS Service Order (SO) Document...
...EXCUSE ME, I'M WORKING AS FAST AS I CAN...
...updating 1358 Obligation balances...
...Excuse me,  Let me think about this for a moment...
...Control Point has been notified of this transaction...
```

IFCAP will trigger a VistA MailMan message to the OLCS when a 1358 is obligated (No message is displayed to the user).

5.1 Adjustments to 1358s

5.1.1 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.

5.1.2   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.

5.1.3   Is There Adequate Funding for the Adjustment?

Control Points cannot 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*.

5.1.4   Adjust the 1358

5.1.4.1   Menu Path

From the `Accounting Technician's Menu`, select `Document Processing Menu`.

Figure 5-1 Menu Path

```
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
```

5.1.4.2   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.

Figure 5-2 Setup Parameters

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 11//
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ???
    1   C15001  688-10-4-110-0012    ADJ              C15001
    2   C15002  688-11-1-110-0022    ADJ   LONG LASTING TELEPHO C15003
    3   C15006  688-11-1-110-0036    ADJ   LONG LASTING TELEPHO C15006
    4   C15007  688-11-1-110-0037    ADJ   LONG LASTING TELEPHO C15007
    5   C15008  688-11-1-120-0045    ADJ              C15148
TYPE '^' TO STOP, OR
CHOOSE 1-5: 5  Select CONTROL POINT ACTIVITY TRANSACTION NUMBER:  Select CONTROL POINT ACTIVITY
TRANSACTION NUMBER: C15003  688-11-1-110-0022  ADJ     C15003
...retrieving 1358 information...
...SORRY, I'M WORKING AS FAST AS I CAN...
```

5.1.4.3 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.

Figure 5-3 Review Balances

```
PROCESS 1358 ADJUSTMENT                    Obligation #: 688-C15003

    Service Balance: $  19,999.00
     Fiscal Balance: $  19,999.00
Amount of Adjustment: $  777.00

                  ORIGINAL                  ADJUSTMENT

  COST CENTER:        842100                   842100

       BOC #1:    2580                       2580

Editing Auto Accrual information...


CURRENT VALUES FOR AUTO ACCRUAL FOR 1358:
  ENDING DATE FOR SERVICE: OCT 31, 2010
  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 Adjustment.
Is the above information correct? YES//
```

5.1.4.4 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`.

5.1.5   Enforcing Segregation of Duties on 1358 Adjustments

Per Segregation of Duties on 1358s, you will be advised if you already signed the 1358 transaction as a Requestor or Approver and you will not be permitted to Obligate the Adjustment.

Figure 5-4 Segregation of Duties on Adjustments

```
Select 1358 Processing Menu Option: ADJust (Increase/Decrease) 1358
Select STATION NUMBER ('^' TO EXIT): 688//        WASHINGTON, DC
Select FISCAL YEAR ('^' to EXIT): 11//
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: C15002  688-11-1-110-0023  ADJ
                           IFVENDOR                C15002
...retrieving 1358 information...

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

PROCESS 1358 ADJUSTMENT                    Obligation #: 688-C15002

    Service Balance: $  556.00
     Fiscal Balance: $  556.00
Amount of Adjustment: $  111.00

               ORIGINAL                     ADJUSTMENT

  COST CENTER:       842100                    842100

      BOC #1:     2580                       2580

VENDOR:  IFVENDOR
CONTRACT: GS-98-99827F
CONTRACT ENDING DATE: OCT 31, 2010

Editing Auto Accrual information...

CURRENT VALUES FOR AUTO ACCRUAL FOR 1358:
  ENDING DATE FOR SERVICE: OCT 31, 2010
  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 Adjustment.
Is the above information correct? YES//

Adjustment Transaction # 688-11-1-110-0023     1358 # 688-C15002

Current amount obligated on 1358:   $  556.00

 Total Authorizations: $      556.00    Total Liquidations: $      556.00
Authorization Balance: $        0.00  Liquidation Balance: $        0.00

Amount of Adjustment: 111.00
```

You are the Requestor on this 1358 transaction. Per Segregation of Duties, the Requestor is not permitted to Obligate the 1358.

No further processing is being taken on this 1358 adjustment obligation.

It has NOT been obligated.

5.1.6   Enforcing Segregation of Duties in Online Certification System for 1358 Adjustments

An interface exists between the IFCAP application and the Online Certification System (OLCS) located at the Financial Services Center (FSC) in Austin, Texas. The interface will support the validation of the Certifier of Payment role in the OLCS.

The interface is a one-way data exchange of 1358 Obligation data from the IFCAP application to the OLCS using VistA MailMan messages. The mail messages support segregation of duties within OLCS by providing OLCS with the names of the requestor, approver, and obligator on every 1358 transaction as it is obligated in IFCAP. Segregation of duties prevents a user from functioning in more than one role on a 1358. The OLCS will verify that a certifier processing an invoice for a 1358 in OLCS is not the requestor, approver, or obligator on that 1358 in IFCAP.

IFCAP will trigger a VistA MailMan message to the OLCS when a 1358 increase/decrease adjustment is obligated (i.e. Electronic Signature Code is entered). The exchange of 1358 Obligation data from the IFCAP application to the Online Certification System will occur in the background and be transparent to IFCAP end-users.

```
Adjustment Transaction # 688-11-1-110-0022    1358 # 688-C15003

Current amount obligated on 1358:   $  19,999.00

 Total Authorizations:  $   19,999.00    Total Liquidations:  $   19,999.00
Authorization Balance:  $        0.00    Liquidation Balance:  $        0.00

Amount of Adjustment: 777.00

OK to Continue? YES//
Select Obligation Processing Date: OCT 8,2010//  (OCT 08, 2010)

This FMS document will be transmitted on 10/08/10 and will
affect the accounting period of October 2010.  The Accounting
Period affected in FMS will be 0111.

Is this OK? 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...
...HMMM, I'M WORKING AS FAST AS I CAN...
...updating obligation balances....please hold...
  ...adjustment completed...
```

IFCAP will trigger a VistA MailMan message to the OLCS when a 1358 is obligated (No message will be displayed to the user.)

5.2   Display or Print Obligated 1358s

Enter a date range and device to obtain a list of obligated 1358s with a dollar value of $0 and higher. Your previous entries for the START and GO TO P.O. DATES will appear as the defaults.

The report includes information such as P.O. #, Authority, Sub-authority, Service Start and End Dates, Amount and Requestor; and Vendor and Contract information, if it was entered when the 1358s were created.

This option should be printed at 132 columns.

Figure 5-5 Setup Parameters and Display

```
* Previous selection: P.O. DATE from Oct 3, 2010  to Oct 9,2010@24:00
START WITH P.O. DATE: Oct 3,2010//   (OCT 03, 2010)
GO TO P.O. DATE: Oct 9,2010//   (OCT 9, 2010)
DEVICE: HOME//   LAT    RIGHT MARGIN: 80// 132

PROCUREMENT & ACCOUNTING TRANSACTIONS LIST (OBLIGATED 1358s)  FEB  6,2006  13:13    PAGE 1

BUSINESS
PURCHASE                                                                 VENDO
CONTRACT                   TYPE        SOCIOECONOMIC              TOTAL
ORDER NUMBER        P.O. DATE       VENDOR                       NUMBER
(FPDS)              GROUP (FPDS)                     AMOUNT  REQUESTOR
Service Start Date            Service End Date
Authority
Sub-Authority
-------------------------------------------------------------------------------------

688-C05032  OCT  5,2010
1000      TEST,ABR
10/01/10                      10/31/10
2    FEE BASIS
A    FEE MEDICAL/DENTAL (PRE-AUTHORIZED)

688-C15001      OCT  5,2010        AMSCO1 INTERNATIONAL
SMALL   W  S            HZ              8.44        IFREQUESTOR,FOUR
10/01/10                              11/30/10
20   NON-PROCUREMENT OBLIGATIONS
E    CEMETERY GRANTS AND STATE HOME PROGRAM

688-C15002      OCT  5,2010      IFVENDOR EIGHT              GS-98-99827F        SMALL
N          556       IFREQUESTOR,TWO
10/01/10                      10/31/10
3    STANDARDIZED OBLIGATIONS
B    COLLEGE OF AMERICAN PATHOLOGY
```

5.3 Display/Print 1358

You may view a 1358 using the Display/Print 1358 option on the 1358 Print Menu.

You may select the brief version of the 1358 or the standard 'full' version of the 1358 form.

```
Select 1358 Print Menu Option: DISPLAY/PRINT 1358
Brief or Standard output? (B/S): B//


Select STATION NUMBER ('^' TO EXIT): 688//       WASHINGTON, DC
Select OBLIGATION NUMBER: C15003  688-C15003  10-08-10  1358    Obligated - 1358

          FCP: 110     $ 20776.00

SERVICE START DATE: 10/01/10      SERVICE END DATE: 10/31/10
AUTHORITY: 2 FEE BASIS
SUB: C HOMEMAKER/HOME HEALTH AID

Do you wish to view the Authorization information? No//   NO
DEVICE:   TELNET
```

```
                    Obligation #: 688-C15003
     Total Authorization: $         0.00    Total Liquidation: $         0.00
                              |AUTHORIZATION/ORDER REC|    LIQUIDATION RECORD
     Date/Time       Reference No|Indiv/Daily    Cumul |  Liq. Amt  | Unliq Bal.
_____
10/08/10        | OBLIGATION  |           |           |   19999.00|  19999.00
10/08/10        | ADJUSTMENT  |           |           |     777.00|  20776.00

_____

  Do you wish to view another 1358? YES//No


Brief or Standard output? (B/S): B// s
Select OBLIGATION NUMBER:  C05026      688-10-4-110-0051

Would you like to print the Description field for each 1358 Daily Record entry? No// y
(Yes)
Would you like to print the daily records for each authorization? NO// y  YES
Would you like to print descriptions for each detailed daily record? NO// y  YES
DEVICE: HOME//   TELNET    Right Margin: 80//
688-10-4-110-0051                  OCT 15, 2010@17:52:38                 PAGE 1
_____
   1358   OBLIGATION OR CHANGE: STANDARDIZED OBLIGATIONS
                    FEE BASIS PURCHASE CARD
_____
Originator of Request:
Requestor:                                      |Date Requested:
|Obligation No.:
IFUSER,TWO                                      |SEP 23, 2010
|  688-C05026

_____
Vendor:                         |Contract Number:
                                |
_____
Name and Title Approving Off.:      |Signature:       |Date Signed:
IFUSER,FOUR                         |/ES/IFUSER FOUR   |SEP 23, 2010@17:49:27
SERVICE CHIEF                       |                  |
_____
FUND CERTIFICATION:  The supplies and services listed on this request are
properly chargeable to the following allotments, the available balances of
which are sufficient to cover the cost thereof, and funds have been obligated.
_____
Appropriation & Acct. Symbols:      |Obligated By:     |Date Obligated:
688-3600160-110-842100-2580 010042116   |/ES/USER ACCT TECH  |SEP 23, 2010
_____
688-10-4-110-0051                  688-C05026                           PAGE 2
_____
   1358        OBLIGATION OR CHANGE: STANDARDIZED OBLLIGATIONS
                    FEE BASIS PURCHASE CARD
_____
Appropriation & Acct. Symbols:      |Obligated By:     |Date Obligated:
688-3600160-110-842100-2580 010042116   |/ES/USER ACCT TECH  |SEP 23, 2010

_____
_____
AUTHORITY: 3            SUB:F

_SERVICE START DATE: 09/01/10    SERVICE END DATE: 11/01/10
_____
Purpose:
MORE APPTS. FOR TWO MONTHS
```

```
ESTIMATED OBLIGATION RECAP
DATE   REF#  CPA#                     AMOUNT              BALANCE
09/23  0001  688-10-4-110-0051       $   456.00          $    456.00
09/27  0002  688-10-4-110-0058       $   828.00          $   1284.00

AUTHORIZATION & ORDER RECORD                            LIQUIDATION RECORD

                           AUTH.     AUTH.      CUMULATIVE            UNLIQ
DATE   SEQ#   REFERENCE     AMOUNT    BALANCE    AUTH. AMT. LIQUID     BAL

10/15  0003 1ST WEEK COSTS  $   235.50 $    0.00 $  235.50 $    0.00
10/15  0003-1
             2 PTS          $   235.50

10/15  0004 2ND WEEKS COSTS $   275.00 $   93.25 $  510.50 $    0.00
10/15  0004-1
             1 PT VISIT     $   181.75

10/15  0005 3RD WEEKS COSTS $   325.00 $  325.00 $  835.50 $    0.00

       TOTALS              $   835.50 $  418.25 $  835.50     $  1284.00

VA FORM 4-1358a-ADP (NOV 1987)
```

6 Review and Forward Receiving Reports for Payment

6.1 Introduction

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

6.2 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.

6.2.1 Menu Path

From the Accounting Technician Menu, select Document Processing Menu.

From the Document Processing Menu, select Process Receiving Report.

Enter a STATION NUMBER and a FISCAL YEAR.

At the Select PURCHASE ORDER NUMBER: prompt, 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.

Figure 6-1 Setup Parameters and Display

```
            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
```

6.2.2   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.

Figure 6-2 Review Order

```
Do you 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
                                    REQUESTING SERVICE: FISCAL
VENDOR:   IFVENDOR BUSINESS SUPPLY          SHIP TO: WAREHOUSE
          4000 RESERVOIR ROAD                        V.A. Medical Center
          SUITE 200                                  8403 COLESVILLE ROAD
          WASHINGTON, DC  20008                      SUITE 200
          xxx xxx-xxxx                               SILVER SPRIN, MD  20910
          ACCT # 234902349
                                                     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:              |  IFUSER,ONE
DISCOUNT TERM: NET30       |                       |DATE: 7/21/94
APP: 36X8180-1102          |                       |
                           |                       |TOTAL:    113.00
------------------------------------------------------------------------------
                                              UNIT              TOTAL
ITEM            DESCRIPTION            QTY UNIT  COST            COST
------------------------------------------------------------------------------
   1    WIDGET                         40   EA   2.00           80.00
        QTY PREV RCVD:    30
        PARTIAL NO.: 1,2
        Items per EA: 1
   2  EST. SHIPPING AND/OR HANDLING                 33.00
```

6.2.3   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`.

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

Figure 6-3 Review Receiving Report

```
    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
--------------------------------------------------------------------------
                                            UNIT    QTY     TOTAL
ITEM          DESCRIPTION          QTY 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/IFUSER,ONE
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.
```

THIS PAGE INTENTIONALLY LEFT BLANK

7 Process 1358 Invoices for Payment

7.1 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).

7.2 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.
Figure 7-1 Menu Path

```
            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
```

7.2.1 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.

Figure 7-2 Select Station Number

```
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
                Obligation #: 688-C45223
   Total Authorization: $        0.00    Total Liquidation: $        0.00
                       |AUTHORIZATION/ORDER REC|    LIQUIDATION RECORD
  Date/Time        Reference No|Indiv/Daily      Cumul | 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//
```

7.2.2   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.

Figure 7-3 Assign Liquidation Number

```
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
```

7.2.3   Select Budget Object Code

At the `Select BOC:` prompt, enter the BOC 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`.

Figure 7-4 Select BOC

```
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// ^
```

7.3   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.

7.3.1   Menu Path

From the `Accounting Technician Menu,` select `Document Processing Menu.`

From the `Document Processing Menu,` select `Invoice Processing (ACCTG) Menu.`

7.3.2   Enter and Verify Transmission

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

Figure 7-5 Enter and Verify Transmission

```
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: 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: IFUSER,TWO
  COMPLETED IN ACCOUNTING BY: IFUSER,TWO
  CERTIFIED BY VALIDATION CODE: /ES/IFUSER,TWO
  COMPLETED BY VALIDATION CODE: /ES/IFUSER,TWO
  CHARGED TO CURRENT LOCATION BY: IFUSER,TWO
  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: IFUSER,TWO
CERTIFYING SERVICE: FISCAL
  DATE/TIME CHARGED OUT: OCT 14, 1994@09:51
  CHARGED BY: IFUSER,TWO
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
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:
```

8 Resolving Error Messages

8.1 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 Sub-allowance (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 are in the form of a mail message.

Figure 8-1 Outgoing Message to FMS

```
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 WISCONSIN 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 a 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:

Figure 8-2 Confirmation Message Returning from Austin

```
Subj: EDO1381 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 FMS rejects a document from IFCAP, 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.

8.2   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.

Figure 8-3 Confirmation Message Returning from Austin

```
Select Fund Distribution & Accounting Menu Option: Accounting Technician Menu
          Document Processing Menu ...
          Accounting Utilities Menu ...
          Reprint 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)
DEVICE: HOME//    TELNET    RIGHT MARGIN: 80//    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^^^^^^^^^^THISISFAKE^^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
```

8.3   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.

Figure 8-4 Menu Path and Display

```
Accounting Technician Menu
          Document Processing Menu ...
          Accounting Utilities Menu ...
          Reprint Menu ...
          Receiving Report Transmission 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.


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:  IFVENDOR LEASE INC                  SHIP TO: Warehouse
         U.S. HIGHWAY #1                     V.A. Medical Center
         FAIRLESS HILLS, PA  19030           8403 Colesville Rd
         xxx xxx xxxx                        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:              | IFUSER,THREE
DISCOUNT TERM: NET30      |                       |DATE: 7/5/94
APP: 364/50161.001-120    |                       |ESTIMATED
                          |                       |TOTAL:    3.00
--------------------------------------------------------------
        ENTER '^' TO HALT:

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

Figure 8-5 Enter Parameters and Display

```
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:  IFVENDOR MANUFACTURING CO            SHIP TO: Warehouse
         28200 A Road                         V.A. Medical Center
         ROMULUS, MI  23456                   8403 Colesville Rd
         xxx xxx xxxx                         Silver Spring, MD  20910
                                              DELIVERY HOURS:
                                              8:00 AM - 4:30 PM
                                    DELIVERY LOCATION: SUPPLY
-----------------------------------------------------------------------------
FOB POINT: ORIGIN          |PROPOSAL: N/A          |AUTHORITY:
COST CENTER: 844100         |                      |  FAR 13
TYPE: PURCHASE ORDER        |                      |AGENT:
DELIVER ON/BEFORE 7/21/94   |CONTRACT:             |  IFAGENT 2
DISCOUNT TERM: NET30        |                      |DATE: 7/11/94
APP: 3640160.001.01-1102    |                      |
                            |                      |TOTAL: 18871.11
-----------------------------------------------------------------------------
        ENTER '^' TO HALT:
                                          UNIT          TOTAL
ITEM          DESCRIPTION           QTY UNIT   COST           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:
                                          UNIT          TOTAL
ITEM          DESCRIPTION           QTY UNIT   COST           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:
                                          UNIT          TOTAL
ITEM          DESCRIPTION           QTY UNIT   COST           COST
-----------------------------------------------------------------------------
        ^^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:
                                             UNIT         TOTAL
ITEM          DESCRIPTION         QTY UNIT   COST         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
...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:
```

8.4   Payment Error Processing

Payment Vouchers (PVs) transmitted to FMS are sometimes rejected by FMS. The Accounting Technician has two options to help view and correct such documents and return corrected document to FMS for processing.

Figure 8-6 Payment Voucher Inquiry

```
Accounting Technician Menu
          Document Processing Menu ...
          Accounting Utilities Menu ...
          Reprint Menu ...
          Receiving Report Transmission 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
(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: IFVENDOR CONSTRUCTION CO      DISCOUNT DAYS: 0
  DISCOUNT TERMS: STANDARD              AMOUNT CERTIFIED FOR PAYMENT: $110.00
  DATE GOODS/SERVICE RECEIVED: JUL  7, 1994
  CERTIFICATION REQUIRED?: YES         STATION NUMBER: 612
  PURCHASE ORDER NUMBER: 612-C40011    FMS PAYMENT VOUCHER #: 612C4001100
  GROSS AMOUNT OF INVOICE: $110.00     NET DAYS: 30
  STATUS: Transaction Complete         EXPANDED PO NUMBER: 612-C40011
  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:IFUSER,THREE
  COMPLETED IN ACCOUNTING BY: IFUSER,THREE
  CERTIFIED BY VALIDATION CODE: /ES/IFUSER,THREE
  COMPLETED BY VALIDATION CODE: /ES/IFUSER,THREE

INVOICE TRACKING LIST                          JUL 26, 1994@09:09    PAGE 2
--------------------------------------------------------------------------------
  CHARGED TO CURRENT LOCATION BY: IFUSER,THREE
  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: IFUSER,THREE
CERTIFYING SERVICE: FISCAL
  DATE/TIME CHARGED OUT: JUL  7, 1994@13:53
  CHARGED BY: IFUSER,THREE
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
```

Figure 8-7 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
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.


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:
```

9 Purchase Card Options

9.1 Purchase Card Transaction Print Menu

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

9.2 Detailed Report of Unpaid PC Transactions by FCP

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

9.2.1 Enter Parameters and Display

Figure 9-1 Detailed Report of Unpaid PC Transactions by FCP

```
Select Purchase Card Transactions Print Menu Option: detailed Report of Unpaid PC 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         IFUSER,TWO 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         IFVENDOR,TEN             ADDRESSOGRAPH FARRINGTON/DATAC
   10987.00        SEP 02, 1998    840500        2424 Other Printing
DESCRIPTION
Ordered (No Fiscal Action Required)
020   688-P75198         IFVENDOR,TEN             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         IFVENDOR,TEN    III PHD DVMIFVENDOR,ONE
   27.60           MAY 01, 2000    828100        2660 Operating Suppl
 WOODEN WIDGETS-PINE-PAINTED
Ordered (No Fiscal Action Required)
036   688-P85010         IFUSER,TWO 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
```

9.3 Fiscal Daily Review

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

9.3.1 Enter Parameters and Display

Enter a beginning date and ending date for the report.

Specify whether you want to see Delivery Orders.

Figure 9-2 Fiscal Daily Review

```
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                  AMOUNT
    STATUS                         TRANSACTION PO NUMBER
-----------------------------------------------------------------
DATE: JUN 15, 2000            CONTROL POINT: 20
APR 04, 2000   IFUSERUSER,FOUR             IFVENDOR1,FIVE          0.75
Ordered and Obligated               688-A09024
APR 04, 2000   IFUSERUSER,FOUR             IFVENDOR1,FIVE        225.00
Ordered and Obligated               688-A09023
APR 03, 2000   IFUSERUSER,FOUR             IFVENDOR1,FIVE          0.00
Ordered and Obligated               688-A09022
MAR 30, 2000   IFUSERUSER,FOUR             IFVENDOR1,FIVE        151.25
Ordered and Obligated               688-A09021
DATE: JUN 15, 2000            CONTROL POINT: 20
MAR 29, 2000   IFUSERUSER,FOUR             IFVENDOR1,FIVE       -450.00
Partial Order Received              688-A09019
MAR 28, 2000   IFUSERUSER,FOUR             IFVENDOR1,FIVE       -700.00
Complete Order Received             688-A09018
MAR 27, 2000   IFUSERUSER,FOUR             IFVENDOR1,FIVE        120.00
Ordered and Obligated               688-A09017

MAR 27, 2000   IFUSERUSER,FOUR             IFVENDOR1,FIVE        150.00
Ordered and Obligated               688-A09016
DATE: JUN 15, 2000            CONTROL POINT: 20
MAR 23, 2000   IFUSERUSER,FOUR             IFVENDOR1,FIVE       -310.00
Partial Order Received              688-A09015
MAR 22, 2000   IFUSERUSER,FOUR             IFVENDOR1,FIVE       -350.00
Partial Order Received              688-A09014
MAR 22, 2000   IFUSERUSER,FOUR             BAXTER HEALTHCARE/RENAL D   -50.00
Partial Order Received              688-A09012
MAR 20, 2000   IFUSERUSER,FOUR             IFVENDOR1,FIVE        -50.00
Partial Order Received              688-A09009
DATE: JUN 15, 2000            CONTROL POINT: 20
MAR 20, 2000   IFUSERUSER,FOUR             IFVENDOR1,FIVE        -35.00
Complete Order Received             688-A09008
MAR 20, 2000   IFUSERUSER,FOUR             IFVENDOR1,FIVE        200.00
Partial Order Received              688-A09007
MAR 10, 2000   IFUSERUSER,FOUR             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   IFVENDOR,TEN    III PHD DVMIFVENDOR,ONE            27.60
Ordered (No Fiscal Action Required)      688-P05176
                              CONTROL POINT 36 SUBTOTAL: 27.60
JUN 09, 2000   IFUSER,ONE        IFVENDOR,FOUR          150.00
Ordered and Obligated               688-A00087
JUN 09, 2000   IFUSER,ONE        IFVENDOR,FOUR          300.00
Complete Order Received             688-A00086
DATE: JUN 15, 2000            CONTROL POINT: 60
JUN 09, 2000   IFUSER,ONE        IFVENDOR,FOUR          150.00
Ordered and Obligated               688-A00085
JUN 08, 2000   IFUSER,ONE        S.U.T. Business Services    144.00
Pending Fiscal Action               688-A00084
```

9.4 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.

9.4.1 Enter Parameters and Display

Enter a `beginning date` and `ending date` for the report.

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.

Figure 9-3 History of Purchase Card Transactions

```
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  IFUSER,FIVE        IFVENDOR1,FIVE
   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  IFVENDOR,TEN             DVM
    0.00         842100          2660 Operating Supplies and Ma
 WOODEN WIDGETS-PINE-PAINTED
Order Not Completely Prepared
060  P05170      APR 19, 2000  IFUSER,FIVE        IFVENDOR1,FIVE
    0.00         842100          2631 Drugs, Medicines and Chemical Suppl
 MORPHINE NJ TUBEX 8MG  (PKG.SIZE:10 X 1ML) (SCHEDULE II)
Order Not Completely Prepared
060  P85870      APR 13, 2000  SUPPLY,USER       IFVENDOR,FOUR    INC.
    8.35         822300          2632 Other Medical and Dental Supplies
 COVER ARMBOARD 9 INCH
Complete Order Received (Amended)
060  P05157      APR 04, 2000  IFUSER,FIVE        IFVENDOR1,FIVE
   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  IFUSER,FIVE         IFVENDOR1,FIVE
   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        IFVENDOR,FOUR
   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        IFVENDOR,TWO
   54.00         822100          2631 Drugs, Medicines and Chemical Suppl
 2X2 LITER CONDITIONER, 1X2 LITER BUFFER ASTRA
Reconciled
```

9.5   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.

9.5.1 Enter Parameters and Display

Enter a STATION NUMBER, beginning date and ending date for the report. Select a DEVICE for displaying the report.

Figure 9-4 Reconciled Purchase Card Transactions

```
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                                    DESCRIPTION
STATUS
DOC-REF #            RECONCILED $AMT      RECONCILE VENDOR          FINAL CHARGE
-------------------------------------------------------------------
BUYER: IFBUYER 3
APR 28, 1997        JUN 02, 2000         688-P65024     667.14     D
IFVENDOR2,TWO                         SDFS
Reconciled
C68861470012001     150.20               IFVENDOR2,THREE           NO
C68861470012006     667.14               IFVENDOR2,FOUR     YES
        RECONCILED SUBTOTAL - $817.34
        BUYER SUBTOTAL - $667.14
BUYER: IFVENDOR,TEN
JUN 12, 2000        JUN 12, 2000         688-P05185     13.08      SIMPLIFIED
IFVENDOR,FOUR                        Prosthetic Order
Reconciled
C68801620001001     25.55                                         YES
        RECONCILED SUBTOTAL - $25.55
        BUYER SUBTOTAL - $13.08
BUYER: IFBUYER 1
MAR 09, 2000        MAR 09, 2000         688-P85834     12.12      DETAILED
IFVENDOR,FOUR                        BATTERY AAA ALKALINE 1.5 VOLTS
Reconciled - Amended
C-688000P85834      6.12                 IFVENDOR,FOUR          NO
C-6880002P85834     6.00                 IFVENDOR,FOUR          YES
        RECONCILED SUBTOTAL - $12.12
        BUYER SUBTOTAL - $12.12
BUYER: IFBUYER 2
NOV 20, 1998        APR 18, 2000         688-P95080     13.20
FEDERAL MARKETING                    TESTING OPTIONS IN MNT (11-20-98).
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
IFVENDOR,FOUR   INC.                 Test item, for $10.00
Reconciled
C-688000P85846      10.00                IFVENDOR,FOUR          YES
BUYER: IFBUYER 2
        RECONCILED SUBTOTAL - $10.00
        BUYER SUBTOTAL - $23.20
Press return to continue, '^' to exit:
```

9.6 Unreconciled Purchase Card Transactions

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

9.6.1   Enter Parameters and Display

Enter a `STATION NUMBER`, `beginning date` and `ending date` for the report. Select a `DEVICE` for displaying the report.

Figure 9-5 Unreconciled Purchase Card Transactions

9.7   ET-FMS Document Display

```
Select Purchase Card Transactions Print Menu Option: UNReconciled 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//
UNRECONCILED PURCHASE CARD ORDERS            JUN 15, 2000@15:27:57    PAGE 1
P.O. DATE                         ORDER #       $AMT        TYPE(S/D)
VENDOR                            DESCRIPTION
STATUS
COMMENTS
-----------------------------------------------------------------
BUYER: IFUSER,TWO
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: IFUSER,ONE
MAR 02, 2000                      688-P05104    144.00
IFVENDOR,FOUR                      SHAVING KIT, SURGICAL PREPARATION.
Ordered (No Fiscal Action Required)
        BUYER SUBTOTAL - $144.00
```

9.7.1   Enter Parameters and Display

Enter a `STATION NUMBER`. At the `Transaction Type:` prompt, select `ET`. Enter the `FMS ET Document ID`, or two question marks (`??`) to see your choices.

Figure 9-6 ET-FMS Document Display

```
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
```

9.8   ET-FMS Document Rebuild

This option will rebuild erroneous/rejected ET-documents.

9.9   Purchase Card Transaction Status

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

9.9.1   Enter Parameters and Display

Enter a STATION NUMBER. At the P.O./REQ. NO.: prompt, enter the Purchase Card obligation number, or a question mark (?) to see your choices.

Figure 9-7 Purchase Card Transaction Status

```
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: IFVENDOR,FOUR
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: IFUSER,ONE
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: IFVENDOR,FOUR
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: IFUSER,ONE
Requesting Service: FISCAL
Delivery Location:
Sort Group:
NOTE - You cannot use the PURCHASE CARD HOLDER field for lookups.
```

9.10 Monitor Reconciled Orders by Card Holder

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

9.10.1 Enter Parameters and Display

At the `START WITH RECONCILE DATE:` prompt, press `<Enter>` to accept the default `RECONCILE DATE` or to sort in sequence, starting from a certain reconcile date, type that reconcile date or enter '@' to include null reconcile date values. At the `START WITH CARD HOLDER:` prompt, press `<Enter>` to start with the first card holder and see all card holders, or to sort in sequence, starting from a certain card holder, type that card holder or enter '@' to include null card holder values

Select a `DEVICE` for displaying the report.

Figure 9-8 Monitor Reconciled Orders by Card Holder

```
Select Purchase Card Transactions Print Menu Option: MONITOR RECONCILED ORDERS BY C  PRCH
RECONCILE PRINT    Monitor Reconciled Orders by Card Holder
START WITH RECONCILE DATE: FIRST// <Enter>
  START WITH CARD HOLDER: FIRST// <Enter>


DEVICE:  UCX/TELNET   Right Margin: 80// <Enter>
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
----------------------------------------------------------------
        RECONCILE DATE: OCT 20,1998
          CARD HOLDER: SUPPLY,USER
OCT 19,1998    SOUTHERN OPTICAL            25.00        51.06       26.06
  99998128
                    1788
OCT 20,1998    SOUTHERN OPTICAL            60.83        60.82        -.01
  99998126
                    1787
        RECONCILE DATE: OCT 23,1998
          CARD HOLDER: SUPPLY,USER
OCT 23,1998    FEDERAL MARKETING           6.60         6.60           0
  99998080
                    1810
```

9.11   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.

9.11.1   Enter Parameters and Display

At the START WITH CARD HOLDER: prompt, press <Enter> to accept the default FIRST and see all card holders, or enter a specific card holder.

At the START WITH TRANSACTION DATE: prompt, press <Enter> to start at the beginning of the file, or enter a specific TRANSACTION DATE.

Select a DEVICE for displaying the report.

Figure 9-9 BOC Report for OA&MM/Fiscal

```
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: IFUSER,TWO
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  IFVENDOR,FOUR
```

10 Accounting Utilities

10.1 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.

10.2 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.

10.2.1 Enter Parameters and Display

At the `Select FUND CONTROL POINT STATION NAME:` prompt, enter the appropriate Station Number.

At the Select CONTROL POINT: prompt, enter the CONTROL POINT.

At the `STATUS OF FUNDS BALANCE:` prompt, enter the actual balance of the control point per the *Status of Allowance* report from FMS.

Figure 10-1 Update Status of Funds Balances

```
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:
```

10.3 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.

10.3.1   Enter Parameters and Display

At the `Select FUND CONTROL POINT STATION NAME:` prompt, enter the appropriate Station Number.

At the Select CONTROL POINT: prompt, enter the CONTROL POINT.

At the `Select Vendor Name or PO Number:` prompt, enter the Vendor Name or purchase order number.

Figure 10-2 Lookup Vendor ID Number

```
Select Accounting Utilities Menu Option: lookup Vendor ID Number
Select Vendor Name or PO Number: IFVENDOR,FOUR
     1    IFVENDOR,FOUR                    EDI  PH: xxx xxx xxxx  NO:     65
PAY ADD:DEPT LA 21061                       FMS:IFVENDOR,FOUR
        PASADENA, CA 91185               CODE:93086711305  FAX: xxx xxx xxxx
     2    IFVENDOR,FOUR    INC.           EDI  PH: xxx xxx xxxx  NO: 40179
PAY ADD:2424 WEST 23RD ST                   FMS:IFCAPVENDO52.FIVE
        ERIE, PA 16514                   CODE:250320960    FAX: xxx xxx xxxx
CHOOSE 1-2: 1  IFVENDOR,FOUR              EDI  PH: xxx xxx xxxx  NO:     65
PAY ADD:DEPT LA 21061                       FMS:IFVENDOR,FOUR
        PASADENA, CA 91185               CODE:93086711305  FAX: xxx xxx xxxx
Review current payment information on this Vendor? YES// y  YES
Lookup Vendor ID Number
Payment Information
  Vendor Name: IFVENDOR,FOUR
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: IFUSER,SEVEN
Select Vendor Name or PO Number:
```

10.4   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. In order to edit the `VENDOR NAME` and `PAYMENT ADDRESS` fields for a Medical/Surgical Prime (MSPV) Vendor (vendor numbers above 949,999), the Fiscal user must hold the `PRCHVEN` security key.

NOTE: Changes made in this patch to security key permissions have no impact on the existing VRQ (FMS Vendor Request Document) process.

10.4.1   Enter Parameters and Display

Enter a STATION NUMBER.

At the `VENDOR NAME:` prompt, enter the name of the vendor you wish to edit, or enter two question marks (`??`) to see a list of those available.

If you changed any critical data fields, IFCAP may ask if you need to send a Vendor Request (VRQ) to Austin. If so, answer `YES` to generate a VRQ. If you made no change to critical fields, IFCAP will not ask you the question.

Figure 10-3 Vendor File Edit

```
Select STATION NUMBER ('^' TO EXIT): 688//       WASHINGTON, DC
Vendor File Edit
Fiscal may add new Vendors to the Vendor File.
Select VENDOR NAME: ??
   1   IFVENDOR,ONE                              PH:xxx xxx-xxxx  NO: 41369
PAY ADD:8 HIGH ST                     FMS:
       FLORENCE, MA 01062             CODE:98722987301  FAX: xxx xxx-xxxx
::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::
   5   IFVENDOR,ONE   'S THINGS                  PH:           NO: 41383
PAY ADD:9 HOGH                        FMS:
       FLORENCE, MA 01063             CODE:         FAX:
CHOOSE 1-5: 1  IFVENDOR,ONE                      PH: xxx xxx-xxxx  NO: 41369
PAY ADD:8 HIGH ST                     FMS:
       FLORENCE, MA 01062             CODE:98722987301  FAX: xxx xxx-xxxx
Review current payment information on this Vendor? YES//
Vendor File Edit
Payment Information
  Vendor Name: IFVENDOR,ONE
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: IFUSER,EIGHT
Edit the payment information on Vendor record? YES//
Vendor File Edit
NAME: IFVENDOR,ONE   //
TAX ID/SSN: 000000001//
SSN/TAX ID INDICATOR: TAX IDENTIFICATION NUMBER//
FMS VENDOR CODE: 000000001//
ALT-ADDR-IND: 01//
PAYMENT CONTACT PERSON: IFUSER,EIGHT   //
PAYMENT PHONE NO.:
ORDERING ADDRESS: 8 HIGH ST
                FLORENCE, MASSACHUSETTS 01061
PAYMENT ADDRESS1: 8 ANY ST// 10 South St.
PAYMENT ADDRESS2: BOX 000//
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:
```

10.5   Edit BOC in Item File

This option allows the user to edit the Budget Object Code (BOC) on an item in the Item File.

10.5.1   Enter Parameters and Display

At the `Select ITEM MASTER NUMBER:` prompt, enter the item number you want to edit, or enter two question marks (`??`) to see a list of those available.

At the `BOC:` prompt, enter the BOC you wish to apply to the item.

Figure 10-4 Edit BOC in Item File

```
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
```

10.6 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.

10.6.1 Enter Parameters and Display

At the `Select FISCAL LOCK TYPE:` prompt, enter the Lock to be cleared, or enter two question marks (`??`) to see a list of those available.

Figure 10-5 Edit BOC in Item File

```
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
```

10.7 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.

10.7.1 Enter Parameters and Display

Enter a STATION NUMBER.

At the `Select BEGINNING DATE:` prompt, enter a beginning date, or press <Enter> to accept the default 90-day period.

At the `Select ENDING DATE:` prompt, enter an ending date, or press <Enter> to accept the default.

Enter a `DEVICE`.

Figure 10-6 Undelivered Orders Reconciliation Report

```
Select Accounting Utilities Menu Option: undelivered Orders Reconciliation Report
Are you sure that you want to manually run this option? NO// y  YES
Select STATION NUMBER ('^' TO EXIT): 688//        WASHINGTON, DC
Select BEGINNING DATE: MAR 21, 2000//  (MAR 21, 2000)
Select ENDING DATE: JUN 19, 2000//  (JUN 19, 2000)
DEVICE: HOME//    UCX/TELNET     Right Margin: 80//
...EXCUSE ME, HOLD ON...850
UNDELIVERED ORDERS RECONCILIATION FOR STATION 688 FROM MAR 21, 2000 TO JUN 19, 2000
                                       JUN 19,2000  17:54    PAGE 1
        TRANS     TRANS       SOURCE            COST
REF NO  DATE      CODE    FCP  CODE   REQ DATE  CENTER    BOC
  OBLIGATED  ACCRUED        UNDELIVERED
   AMOUNT     EXPENDITURES  ORDERS
------------------------------------------------------------------
          APPROPRIATION: 3600160
A00061  05/01/00  MO.E    060  3      05/11/00  842100    2620      318.00
0.00       318.00
A00065  05/11/00  MO.E    060  3      05/21/00  842100    2620      216.00
72.00        144.00
A00066  05/12/00  MO.E    060  3      05/22/00  842100    2660     1728.00
576.00        1152.00
A00067  05/12/00  MO.E    060  3      05/22/00  842100    2660      288.00
192.00         96.00

;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;
          APPROPRIATION: 36X8180
H00003  05/11/00  MO.E    562  3      05/21/00  882100    2660      216.00
0.00        216.00
NUMBER RECORDS     1
              SUBTOTALS  $      216.00          0.00        216.00
TOTAL NUMBER RECORDS     25
            TOTALS  $        5655.60       1032.00      4623.60
Would you like to run another reconciliation report? No//    (No)
```

10.8   Fiscal Pending Action

This option will print all fiscal pending action 1358 and P.O. for fiscal obligation.

10.8.1   Enter Parameters and Display

Enter a `DEVICE`.

Figure 10-7 Fiscal Pending Action

```
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.
```

10.9   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.

10.9.1   Enter Parameters and Display

At the `PURCHASE ORDER NUMBER`: prompt, enter the obligation number you wish to view.

Figure 10-8 History - Code Sheet/Obligation (PAT) Number

```
Select Accounting Utilities Menu Option: history - Code Sheet/Obligation (PAT) Number
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: IFVENDOR,FOUR                    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 IFUSER,ONE
  RR.E    052300    A00072  MAY 23, 2000@10:28    IFUSER,ONE
  MO.M    052400    A00072  MAY 24, 2000@11:14:03 IFUSER,ONE
  MO.M    052400    A00072  MAY 24, 2000@11:29:27 IFUSER,ONE
  MO.M    052400    A00072  MAY 24, 2000@13:37:31 IFUSER,ONE
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:  IFVENDOR,FOUR                  SHIP TO: Washington VAMC
        1000 BLVD OF THE ALLIES                 V.A. Medical Center
```

```
         SUITE 510                        50 Irving Street, NW
         ROOM 543, POD 12                 Washington, DC  20422
         NORCROSS, GA  30071
         xxx xxx-xxxx
         FMS Vendor Code: 93086711305
------------------------------------------------------------------
FOB POINT: DESTINATION       |PROPOSAL: N/A          |AUTHORITY:
COST CENTER: 842100          |                       |  FAR 13
TYPE: +DELIVERY & PURCHASE ORDER|                    |AGENT:
DELIVER ON/BEFORE 6/2/2000   |CONTRACT:              |  IFUSER,ONE
DISCOUNT TERM: NET30         |          DF454444     |DATE: 5/23/2000
APP: 3600160-060             |
                             |                       |TOTAL:  285.12
------------------------------------------------------------------
                                       UNIT            TOTAL
ITEM       DESCRIPTION         QTY UNIT  COST            COST
------------------------------------------------------------------
SHAVING KIT, SURGICAL          24  BX    12.00         288.00
         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)
         STK#: 13-9002
         NSN:  6515-00-103-6659
         QTY PREV RCVD:    16
         PARTIAL NO.: 1,2
         Items per BX: 24
------------------------------------------------------------------
UNIT    TOTAL
ITEM        DESCRIPTION         QTY UNIT   COST    COST
------------------------------------------------------------------
         BOC: 2660    FMS LINE: 001    CONTRACT: DF454444
    2    MAGNESIA AND ALUMINA ORAL        0  CS     0.00    0.00
         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
    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.
                                                            1
------------------------------------------------------------------
  AMENDMENT NUMBER: 1             EFFECTIVE DATE: 5/24/200
       +ADDED THROUGH AMENDMENT+
     Authority Edit is OTHER (specify type of modification and authority)
  AMENDMENT NUMBER: 2             EFFECTIVE DATE: 5/24/2000
                                       UNIT            TOTAL
ITEM       DESCRIPTION         QTY UNIT  COST            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
                                           UNIT          TOTAL
\ITEM           DESCRIPTION         QTY UNIT   COST          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+
                                           UNIT          TOTAL
ITEM           DESCRIPTION         QTY UNIT   COST          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
---------------------------------------------------------------------
                                       UNIT     QTY     TOTAL
ITEM           DESCRIPTION       QTY UNIT  COST     REC     COST
-----------------------------------------------------------------
   1   SHAVING KIT, SURGICAL          24  EX    12.00    12     144.00
       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:          144.00
     Processed By: /ES/IFUSER,ONE
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
---------------------------------------------------------------------
                                       UNIT     QTY     TOTAL
ITEM           DESCRIPTION       QTY UNIT  COST     REC     COST
-----------------------------------------------------------------
   1   SHAVING KIT, SURGICAL          24  EX    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/IFUSER,ONE
```

10.10 Review Vendor Request

This option allows Fiscal to review Vendor Requests *before* they are sent to Austin. This option was added to reduce the number of VRQs going to Austin. Reviewers are expected to check the VENDOR file in FMS, get any information available, and edit the vendor locally rather than sending a VRQ to Austin.

10.10.1 Enter Parameters and Display

At the `Select VRQ Action:` prompt, select the action, or enter two question marks (`??`) to see a list of actions.

Figure 10-9 Review Vendor Entry (RE)

```
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   IFVENDOR,TWO                                  000000001
16   IFVENDOR,THREE                                000000003
17   IFVENDOR,FOUR                                 000000004
18   IFVENDOR,FIVE                                 000000005
19   IFVENDOR,SIX                                  000000006
20   IFVENDOR,SEVEN                                000000007
21   IFVENDOR,EIGHT                                000000008
22   IFVENDOR,NINE                                 000000009
23   IFVENDOR1,FIVE                                000000015
24   IFVENDOR,TEN                                  000000010
25   IFVENDOR1,ONE                                 000000011
26   IFVENDOR1,TWO
27   IFVENDOR1,THREE                               000000013
28   IFVENDOR1,FOUR                                000000014
+        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
Enter RETURN to continue or '^' to exit:
           VENDOR NAME: IFVENDOR,NINE                        PAGE: 2
      FMS VENDOR CODE:
          ALT-ADDR-IND:
           TAX ID/SSN: 000000009
       SSN/TAX ID IND: SOCIAL SECURITY NUMBER
         NON-RECURRING/
      RECURRUNG VENDOR: RECURRING
1099 VENDOR INDICATOR: YES
          VENDOR TYPE: COMMERCIAL
      DUN & BRADSTREET: xxx xxx-xxxx
Enter RETURN to continue:
```

### 10.10.1.1 Edit Vendor Request

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):

Figure 10-10 Edit Vendor Request (EV)

```
+      Vendor Name                      FMS Vendor    TAX/SSN
15     IFVENDOR,TWO                                   000000002
16     IFVENDOR,THREE                                 000000003
17     IFVENDOR,FOUR                                  000000004
18     IFVENDOR,FIVE                                  000000005
19     IFVENDOR,SIX                                   000000006
20     IFVENDOR,SEVEN                                 000000007
21     IFVENDOR,EIGHT                                 000000008
22     IFVENDOR,NINE                                  000000009
23     IFVENDOR1,FIVE                                 000000015
+          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
IFVENDOR,NINE
Review current payment information on this Vendor? YES//
Review VENDOR REQUEST
Payment Information
  Vendor Name: IFVENDOR,NINE
Vendor Number: 41367        Non-Recurring/Recurring: RECURRING
           FMS Vendor Code:
     Alternate Address Indicator:
     Address: 923 ANY LN
             ANNAAPOLIS, MD  20999
Edit the payment information on Vendor record? YES//
Review VENDOR REQUEST
TAX ID/SSN: 000000009//
SSN/TAX ID INDICATOR: SOCIAL SECURITY NUMBER//
FMS VENDOR CODE:
ALT-ADDR-IND:
PAYMENT CONTACT PERSON:
PAYMENT PHONE NO.:
ORDERING ADDRESS: 923 ANY LN
                  ANNAAPOLIS, MARYLAND 20999
PAYMENT ADDRESS1: 923 ANY LN//
PAYMENT ADDRESS2:
PAYMENT CITY: ANNAAPOLIS//
PAYMENT STATE: MARYLAND//
PAYMENT ZIP CODE: 20999
1099 VENDOR INDICATOR: YES//
VENDOR TYPE: COMMERCIAL//
DUN & BRADSTREET #:
```

10.10.1.2   Delete Vendor Request

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

Figure 10-11 Delete Vendor Request (DV)

```
Select 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    IFVENDOR,TWO                                 000000002
16    IFVENDOR,THREE                               000000003
17    IFVENDOR,FOUR                                000000004
18    IFVENDOR,FIVE                                000000005
19    IFVENDOR,SIX                                 000000006
20    IFVENDOR,SEVEN                               000000007
21    IFVENDOR,EIGHT                               000000008
22    IFVENDOR,NINE                                000000009
23    IFVENDOR1,FIVE                               000000015
+          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 IFVENDOR,NINE    (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    IFVENDOR,TWO                                 000000002
16    IFVENDOR,FOUR                                000000003
17    IFVENDOR,FOUR                                000000004
18    IFVENDOR,FIVE                                000000005
19    IFVENDOR,SIX                                 000000006
20    IFVENDOR,SEVEN                               000000007
21    IFVENDOR,EIGHT                               000000008
22    IFVENDOR1,FIVE                               000000015
23    IFVENDOR,TEN                                 000000010
+          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//
```

10.10.1.3   Send Vendor Request

If you determine that the Vendor does not exist in the Austin Vendor file, select the `Action` code `SD` (Send Vendor Request) to submit the VRQ to Austin.

Figure 10-12 Send Vendor Request (SD)

```
Select VRQ Action :Next Screen//   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    IFVENDOR,TWO                                 000000002
16    IFVENDOR,THREE                               000000003
17    IFVENDOR,FOUR                                000000004
18    IFVENDOR,FIVE                                000000005
19    IFVENDOR,SIX                                 000000006
20    IFVENDOR,SEVEN                               000000007
21    IFVENDOR,EIGHT                               000000008
22    IFVENDOR1,FIVE                               000000015
23    IFVENDOR,TEN                                 000000010
+         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    IFVENDOR,TWO                                 000000002
16    IFVENDOR,FOUR                                000000004
17    IFVENDOR,FIVE                                000000005
18    IFVENDOR,SIX                                 000000006
19    IFVENDOR,SEVEN                               000000007
20    IFVENDOR,EIGHT                               000000008
21    IFVENDOR1,FIVE                               000000015
22    IFVENDOR,TEN                                 000000010
23    IFVENDOR1,SIX                                000000016
RE  Review Entry          SD  Send VENDOR REQUEST    PE  Print Entry
EV  Edit Vendor Request   DE  Delete VENDOR REQUEST
Select VRQ Action :Next Screen//
```

10.10.1.4   Print Vendor Request

To print a copy of the Vendor request, enter `PE` at the `Select VRQ Action:` prompt.

Figure 10-13 Send Vendor Request (SD)

```
VENDOR REQUESTs for review
+    Vendor Name                     FMS Vendor    TAX/SSN
15    IFVENDOR,TWO                                 000000002
16    IFVENDOR,FOUR                                000000004
17    IFVENDOR,FIVE                                000000005
18    IFVENDOR,SIX                                 000000006
19    IFVENDOR,SEVEN                               000000007
20    IFVENDOR,EIGHT                               00000000
21    IFVENDOR1,FIVE                               000000015
22    IFVENDOR,TEN                                 000000010
23    MICROBIOLOGY LABS                            000000016
+         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
```

10.10.1.5 Quit from Review Vendor Request

To exit from the review option, enter `Q` (for Quit) at the `Select VRQ Action:` prompt.

Figure 10-14 Quit Review Vendor Request (Q)

```
VENDOR review                Jun 21, 2000 14:15:41      Page:    1 of   3
VENDOR REQUESTs for review
     Vendor Name                    FMS Vendor    TAX/SSN
1    **IFVENDOR1,SEVEN                            000000017
2    **IFVENDOR1,EIGHT                            000000018
3    **IFVENDOR1,NINE                             000000019
+        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// q    Q
```

10.11 Setup Accounts Receivable Selected Vendor

This option handles creation and editing 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 the `ADMIN. ACTIVITY SITE PARAMETER (#411)` file will govern whether Fiscal Service or Supply Service 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.

10.11.1 Enter Parameters and Display

At the `Select EDIT Action:` prompt, enter `ER` to edit the record.

Figure 10-15 Setup AR Selected Vendor

```
Select Accounting Utilities Menu Option: setup AR selected vendors
Edit vendor selected by AR user
     Vendor Name                    TAX/SSN      VRQ DATA   VRQ SENT
1
2    IFVENDOR1,FIVE                 000000015    OK         SENT
3    IFVENDOR2,ONE                  000000021    OK
4    IFVENDOR1,TWO

          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: IFVENDOR2,ONE
Review the vendor selected? YES//
          Vendor Name: IFVENDOR2,ONE                     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: IFVENDOR2,ONE                     PAGE: 2
       FMS VENDOR CODE:
```

```
          ALT-ADDR-IND:
  *          TAX ID/SSN: 000000021
  *      SSN/TAX ID IND: SOCIAL SECURITY NUMBER
          NON-RECURRING/
      RECURRUNG 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: 000000021//
SSN/TAX ID INDICATOR: SOCIAL SECURITY NUMBER//
FMS VENDOR CODE:
ALT-ADDR-IND:
PAYMENT CONTACT PERSON:
PAYMENT PHONE NO.: xxx xxx-xxxx //
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    IFVENDOR1,TEN
2    IFVENDOR1,FIVE                    000000015     OK          SENT
3    IFVENDOR2,ONE                     000000021     OK
4    IFVENDOR1,TWO


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

10.12 Transaction Report – eCMS/IFCAP

This report displays information about HL7 transactions that occur between eCMS and IFCAP at your station. This option is available to Fiscal users who have the PRCHJFIS Security Key. The report is generated from data stored in the IFCAP/ECMS TRANSACTION file (#414.06).

10.12.1 Enter Parameters and Display

A report can be generated for a single 2237, a single eCMS Contact, a date range, a specific Station Number, a specific fund control point, a specific messaging Event type, multiple Event types or ALL the records.

Note: if your Station is using the IFCAP sub-station functionality, a report can be generated for a specific sub-station.

Note: At the DEVICE: HOME// prompt, the report can either be displayed to the screen or sent to a printer. The latter choice is appropriate when the report is long.

```
Select Accounting Utilities Menu <TEST ACCOUNT> Option: TRansaction Report - eCM
S/IFCAP
Select a single 2237 TRANSACTION NUMBER? NO//
Select a single eCMS Contact? NO//
Select ALL DATES: (SEP 04, 2012 - JUL 26, 2013)? NO//
   Starting date: TODAY//   (JUL 01, 2013)
   Ending date: TODAY//   (JUL 26, 2013)
Select a single STATION NUMBER? NO//
Select a single FUND CONTROL POINT? NO//
TRANSACTION EVENTS:

 1 Sent to eCMS (includes resent 2237s)
 2 Returned to Accountable Officer
 3 Returned to Control Point
 4 Cancelled within eCMS

Select one or more of the above events: 1-4// 2,3
Display event ERROR TEXT? NO//

All eCMS 2237s matching your selections below will be displayed:
  All eCMS Contacts
  Dates: (JUL 01, 2013 - JUL 26, 2013)
  All Stations and Substations
  All Fund Control Points
  Event Types selected are:
   2 = Returned to Accountable Officer
   3 = Returned to Control Point
  A note will display for any errors, but not the full text.

DEVICE: HOME//    TELNET    RIGHT MARGIN: 80//
```

```
JUL 26, 2013@10:54        eCMS/IFCAP TRANSACTION LOG REPORT            p. 1

eCMS 2237: ALL   eCMS Contact: ALL                          Station: ALL
Report Date Range: JUL 01, 2013 - JUL 26, 2013        Control Point: ALL
Events: Returned to AO, Returned to CP


IFCAP Reference      Message Event                      Event Date
_____
886-13-4-013-0034    RETURN TO CONTROL POINT            JUL 02, 2013@17:33:10
                                            ACKNOWLEDGED: JUL 02, 2013@17:33:11
eCMS CONTACT: eCMS.User1@med.va.gov      PHONE: 501-234-5678
RETURN/CANCEL DATE: JUL 02, 2013@16:33:08
REASON: Returned to the Control Point Level in IFCAP


987-13-4-013-0035    RETURN TO CONTROL POINT            JUL 02, 2013@18:17:43
                                            ACKNOWLEDGED: JUL 02, 2013@18:17:44
eCMS CONTACT: Ecms.User2@med.va.gov      PHONE: 444-333-2222
RETURN/CANCEL DATE: JUL 02, 2013@17:17:39
REASON: Returned to the Control Point Level in IFCAP




Enter RETURN to continue or '^' to exit:

JUL 26, 2013@10:54        eCMS/IFCAP TRANSACTION LOG REPORT            p.5

eCMS 2237: ALL   eCMS Contact: ALL                          Station: ALL
Report Date Range: JUL 01, 2013 - JUL 26, 2013        Control Point: ALL
Events: Returned to AO, Returned to CP


IFCAP Reference      Message Event                      Event Date
_____
987-13-4-013-0058    RETURN TO ACCOUNTABLE OFFICER      JUL 17, 2013@13:55:28
                                            ACKNOWLEDGED: JUL 17, 2013@13:55:29
eCMS CONTACT: Ecms.User7@med.va.gov      PHONE: 987-654-3210
RETURN/CANCEL DATE: JUL 17, 2013@12:55:24
REASON: Returned to the Accountable Officer Level in IFCAP
```

```
This RETURN TO ACCOUNTABLE OFFICER has ACKNOWLEDGMENT ERROR TEXT.

987-13-4-019-0021    RETURN TO CONTROL POINT            JUL 11, 2013@18:12:48
                                         ACKNOWLEDGED: JUL 11, 2013@18:12:49
eCMS CONTACT: Ecms.User1@med.va.gov       PHONE: 501-234-5678
RETURN/CANCEL DATE: JUL 11, 2013@17:12:47
REASON: Returned to the Control Point Level in IFCAP


Enter RETURN to continue or '^' to exit:
JUL 26, 2013@10:54        eCMS/IFCAP TRANSACTION LOG REPORT           p. 8

eCMS 2237: ALL   eCMS Contact: ALL                         Station: ALL
Report Date Range: JUL 01, 2013 - JUL 26, 2013       Control Point: ALL
Events: Returned to AO, Returned to CP

IFCAP Reference       Message Event                    Event Date
_____
987-13-4-081-0040    RETURN TO CONTROL POINT            JUL 11, 2013@17:10:55
                                         ACKNOWLEDGED: JUL 11, 2013@17:10:56
eCMS CONTACT: Ecms.User9@med.va.gov       PHONE: xxx xxx-xxxx
RETURN/CANCEL DATE: JUL 11, 2013@16:10:53
REASON: Returned to the Control Point Level in IFCAP

987-13-4-5082-0027   RETURN TO CONTROL POINT            JUL 11, 2013@16:07:38
                                         ACKNOWLEDGED: JUL 11, 2013@16:07:39
eCMS CONTACT: Ecms.User11@med.va.gov      PHONE: xxx xxx-xxxx
RETURN/CANCEL DATE: JUL 11, 2013@15:07:34
REASON: Returned to the Control Point Level in IFCAP

                         END OF REPORT
```

11 FMS Code Sheet Menu

11.1 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 (*e.g.*, 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 menu refers 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` (#2100.1) file and appear on the Stack Status Report in the same way as the documents generated automatically.

11.2 Menu Choices

Figure 11-1 FMS Code Sheet Menu

```
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
```

11.2.1 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 on the date a batch and a code sheet is created.

11.2.2 Enter Parameters and Display

Enter a STATION NUMBER.

At the Batch Type: prompt, enter FINANCIAL MANAGEMENT.

At the `Enter the number of days you wish to retain code sheets:` prompt, enter the number of days you wish to retain code sheets.

Figure 11-2 FMS Code Sheet Menu

```
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//
```

11.2.3   Retransmit Stack File Document

If you need to retransmit a document, you can use this option to select a document in the `Generic Code Sheet` (#`2100.1`) file 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.

Figure 11-3 Retransmit Stack File Document

```
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
```

11.2.4   User Comments

This option permits you to add text to the FMS document record in the `Generic Code Sheet` (#`2100.1`) file.

Figure 11-4 User Comments

```
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
```

12 The Logistics Data Query Tool

The Logistics Data Query Tool is designed to assist Chief Logistics Officers; Materiel Managers; Purchasing Agents; and members of the Facility Logistics Staff (including Inventory Managers; Supply, Processing, and Distribution (SPD) Technicians; Management Analysts; Warehouse Clerks; or Supply System Analysts). The Query Tool can be used to quickly access, analyze and verify IFCAP and Prosthetics procurement data and display it using a graphical user interface to the VistA data. You can sign-on to VistA, find data, view the data, or easily move the data into a Microsoft® Excel® spreadsheet.

The Query Tool is a Windows software application that acts as a "front-end" to enable you to more easily find, display, and export VistA data. The Query Tool is a substitute for the VA FileMan utility program which has traditionally been used to look directly at the MUMPS globals (files) which store VistA data. The Query Tool enables you to…

- Search for data and display data by a range of dates
- Sort and rearrange the view of the data; display the data in a custom view
- Export the data into a Microsoft Excel spreadsheet file

Information on what the Query Tool can do for you can be found in the Logistics Data Query Tool Manual.

*The Logistics Data Query Tool Manual is available online at…

[VA Software Document Library - IFCAP](#).

THIS PAGE INTENTIONALLY LEFT BLANK

13 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".

> **NOTE:** The Fee Basis - IFCAP Code Sheet Menu [PRC FEE GECS MAIN MENU] and all associated options were removed from the Accounting Technician Menu [PRCFA ACCTG TECH] as this functionality is no longer necessary.

Figure 13-1 Accounting Technician Menu Outline

```
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
            Transaction Report - eCMS/IFCAP

        Reprint Menu ...
            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
                 **> Out of order:  No longer available, partial filing non-compliant
              Re-transmit Single Receiving Report
              Transmit Receiving Reports on Transmission List
        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
        Print Obligated 1358s
        Purchase Card Transactions Print Menu ...
              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
Select Accounting Technician Menu Option: ?
```

14 Glossary

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

0-9

Term	Definition / Discussion
1358	VA Form 1358, Estimated 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) (continuation sheet for Form 90-2138)
2237	VA Form 90-2237, *Request, Turn-in and Receipt for Property or Services* (used to request goods and services)

A

Term	Definition / Discussion
A&MM	*See* 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.
Acquisition and Materiel Management (Service) (A&MM)	VA Service responsible for contracting and for overseeing the acquisition, storage, and distribution of supplies, services, and equipment used by VA facilities
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.

Term	Definition / Discussion
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.
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 another request form and transmit said request to A&MM/Fiscal.
Approving Official	A user that approves reconciliations 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.

B

Term	Definition / Discussion
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 are listed in VA Handbook 4671.2
Budget Sort Category	Used by Fiscal Service to identify the allocation of funds throughout their facility.

C

Term	Definition / Discussion
CC	Credit Charge entry identifier used by FMS and CCS for charges paid to Vendor thru Credit Card payment process.
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.
Ceiling Transactions	Funding distributed from Fiscal Service to IFCAP Control Points for spending. The Budget Analyst initiates these transactions using the Funds Distribution options.
Chief Logistics Office (CLO)	The Chief Logistics Office (CLO) develops and fosters logistics best practices for the Veterans Health Administration. Through the VHA Acquisition Board the CLO develops the annual VHA Acquisition plan that forms the basis for VHA's acquisition strategy. This strategy seeks to procure high quality health care products and services in the most cost-effective manner. This includes the attainment of socio-economic procurement goals. The CLO also develops and implements a comprehensive plan for the standardization of healthcare supplies and equipment. This includes the development and administration of clinical product user groups.

The CLO is also responsible for developing improvements to supply chain management within VHA. This includes the establishment and monitoring of logistics benchmarking data. The CLO serves as liaison for logistics staff in each of the 21 VISNs.

The head of CLO is the Chief Prosthetics and Clinical Logistics Officer (CPCLO). |
| Chief Prosthetics and Clinical Logistics Officer (CPCLO) | The official in charge of the VHA **Chief Logistics Office (CLO)**, also called the Clinical Logistics Office. |
| CLA | *See* Clinical Logistics Analyst |

Term	Definition / Discussion
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).
Clinical Logistics Analyst (CLA)	*Logistics* refers to how resources are acquired, transported and stored along the supply chain. By having an efficient supply chain and proper logistical procedures, an organization can cut costs and increase efficiency. *Clinical logistics* refers specifically to resources used for clinical purposes. A CLA is a person who examines processes, methods and data for clinical logistics operations.
Clinical Logistics Office	*See* Chief Logistics Office (CLO).
Clinical Logistics Report Server (CLRS)	The CLRS project allows the extraction of selected procurement and inventory data from VHA facilities to a centralized Clinical Logistics Report Server. The server supports the collection, tracking, and reporting of National Performance Measures, assisting the Under Secretary for Health (USH) in evaluating facility performance in the areas of consolidation of high tech equipment, standardization, socioeconomic goal accomplishment, acquisition, and inventory management.
CLRS	*See* Clinical Logistics Report Server (CLRS).
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.

Term	Definition / Discussion
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 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. 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.
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.

D

Term	Definition / Discussion
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.

E

Term	Definition / Discussion
eCMS	The VA's electronic Contract Management System hosted at the Austin Information Technology Center in Austin, Texas.
EDI	*See* Electronic Data Interchange (EDI).
EDI Vendor	A vendor with whom the VA has negotiated an arrangement to submit, accept and fill orders electronically.
EDI X12	"X12" is the U.S. standard ANSI ASC X12, which is the predominant standard used in North America. Thus, "EDI X12" refers to electronic data interchanges which meet the X12 standard. Also seen as "X12 EDI."
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.).

F

Term	Definition / Discussion
FCP	Fund Control Point (see Control Point).
Federal Tax ID	A unique number that identifies your station to the Internal Revenue Service.
FileMan	The FileMan modules are the "building blocks" for all of VistA. FileMan includes both a database management system (DBMS) and user interface. *Source:* http://www.hardhats.org/fileman/FMmain.html
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 database that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability and extensive security. FMS is

Term	Definition / Discussion
	concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable and cost accounting.
FOB	**Freight on Board.** A 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. A FOB of "Origin" means the Vendor has paid shipping costs directly to the shipper and then will include them on their Invoice.
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.

G

Term	Definition / Discussion
GBL	Government Bill of Lading. A document that authorizes the payment of shipping charges in excess of $250.00.
GL	General Ledger.
Globals	Globals are variables which are automatically and transparently stored on disk and persist beyond program, routine, or process completion. Globals are used exactly like ordinary variables, but with the caret character prefixed to the variable name. Globals are stored in highly structured data files by MUMPS and accessed only as MUMPS globals. VistA file definitions and data are both stored in globals.

I

Term	Definition / Discussion
Identification Number	A computer-generated number assigned to a code sheet.

Term	Definition / Discussion
IFCAP	The VA's Integrated Funds Distribution Control Point Activity, Accounting and Procurement system.
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.
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.

J

Term	Definition / Discussion
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.

K

Term	Definition / Discussion
Kernel	The Kernel is the software "scaffolding" that supports all VistA applications. The Kernel system permits any VistA software application to run without modification to its base structure no matter what hardware or software vendor the application was built on.
	The Kernel includes several management tools including device, menu, programming, operations, security/auditing, task, user, and system management. Its framework provides a structurally sound computing environment that permits controlled user access, menus for choosing various computing activities, the ability to schedule tasks, application development tools, and numerous other management and operation tools.
	Source: http://hardhats.org/kernel/KRNmain.html

L

Term	Definition / Discussion
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.

M

Term	Definition / Discussion
M	The Massachusetts General Hospital Utility Multi-Programming System, or alternatively M, is a programming language originally created for use in the healthcare industry. M is designed to make writing database-driven applications easy while simultaneously making efficient use of computing resources. The most outstanding, and unusual, design feature of M is that database interaction is transparently built into the language. Many parts of VistA are written in M.
MailMan	Mailman is an integrated data channel in VistA for the distribution of: • Patches (Kernel Installation and Distribution System or KIDS builds) • Software releases (*KIDS* builds) • Computer-to-computer communications (HL7 transfers, Servers, etc.) • Person-to-person messaging (email) *Source:* http://www.hardhats.org/cs/mailman/MMmain.html
Mandatory Source	A Federal Agency that sells supplies and services to the VA, 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.
MSPV	Medical/Surgical Prime Vendor
MUMPS	*See* **M.**

O

Term	Definition / Discussion
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 Number	The 6-character number assigned to orders, requisitions and 1358s. (i.e. C prefix number that Fiscal Service assigns to the 1358.)
Option	A Vista Option is an application component defined in VA Kernel to control user and remote server access to VistA applications. Options can appear on menu "trees" of options, through which the user navigates to execute application software. Types of options include menu (to allow grouping of options); edit (to edit application files via VA FileMan); inquire (to query the database via VA FileMan); print (to execute reports via VA FileMan); run routine (to execute custom application software); server (to process remote procedure calls via MailMan); and Broker (to process GUI remote procedure calls via Kernel Broker).
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.

P

Term	Definition / Discussion
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 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.

Term	Definition / Discussion
POA	Purchase Order Acknowledgment. The message received electronically from an EDI vendor acknowledging the placement of an order.
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.

Q

Term	Definition / Discussion
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.

R

Term	Definition / Discussion
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.

S

Term	Definition / Discussion
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.

Term	**Definition / Discussion**
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 purchase orders, receiving reports, and 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.
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.

T

Term	Definition / Discussion
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.

U

Term	Definition / Discussion
Unit of Issue	A description of the quantity/packaging combination in which the item is issued to the end user; it may be different from the Unit of Purchase, which is the combination used when the item is procured from the vendor. For example, a vendor may sell an item in cases of 24 cans, but the end user receives individual cans from that case.
Unit of Purchase	A description of the quantity/packaging combination in which VA purchases the item from the vendor; it may be different from the Unit of Issue, which is the combination used to issue the item to the end user. See also Unit Conversion Factor.
Unit Conversion Factor	A number which expresses the ratio between the unit of measure and the unit of issue. Among other things, the conversion factor (which is part of the vendor data) is used at order release to calculate the due-ins and due-outs. Supply stations receive the conversion factor at the time of order release and use it to translate the order quantities into supply station amounts. If an item is procured, stocked and issued using the same units, then the conversion factor would be 1.

V

Term	Definition / Discussion
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**.
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 the Alternate Address Indicator if applicable. *See also* **VRQ**.

X

Term	Definition / Discussion
X12 EDI	*See* EDI X12.

THIS PAGE INTENTIONALLY LEFT BLANK

15 Index

THIS PAGE INTENTIONALLY LEFT BLANK