Appendix A - Transactions

Budgeting Transactions

AP   Appropriation Input Document

```
FUNCTION:                    DOCID: AP  107  AP000000029      10/02/01 10:21:14 AM
   STATUS:                   BATID:             ORG:              000-000 OF 000
 H-                          APPROPRIATION INPUT SCREEN
    APPR DATE:                   ACCTG PRD:           BUDGET FY:
    FUND:          AGENCY: 107  ORGN:            NET APPR AMOUNT:
                                              NET EST RECEIPT AMT:
                     APPR    END
    ACT APPR UNIT TYPE    DATE   APPROPRIATION NAME              SHORT NAME
    --- --------- ---- -------- ------------------------------ ------------
        GRP                       REV/ CAT                       BOND B/A CHECK
        CDE  APPR AMOUNT   I/D BCB  CNTL EST RECEIPT AMT I/D SERIES OPT CASH
        --- ------------ --- ---- ---- --------------- --- ------ --- -----
 01-

 02-

 03-

 04-
```

Coding Instructions

The Appropriation (AP) document records appropriations. Each document can record multiple appropriations per fund. Each line creates an entry on Appropriation Inquiry Extended (EAP2). This document can also be used to modify existing appropriations.

COMMAND AREA	See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
APPR DATE	Inferred. The current date entered for this document type on Date (DATE).
ACCTG PRD	Optional. If blank, the accounting period defaults to the accounting period associated with the appropriation transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period using fiscal month and fiscal year (it must be open). You cannot enter a future period.
BUDGET FY	Required. Enter the last two digits of the fiscal year to which this document applies. The year must be open in Fiscal Year (FSYR).
FUND	Required. If you are adding a new appropriation, enter a valid code from Fund (FUN2). If you are modifying an existing appropriation, enter the fund code that was recorded on the document when this appropriation was originally defined.
AGENCY	Required. This field is populated when the document is created. The agency number will be the one used on SUSF to create the document. This field can be changed to another valid agency number from Agency (AGC2). If you are adding a new unit of appropriation, enter a valid code from Agency (AGC2). The fund/agency combination must also be valid in Fund Agency (FGY2) for the coded budget fiscal year. If you are changing an existing appropriation, the agency code must agree with the number recorded on the document when this unit of appropriation was originally defined.

ORGN	Leave blank. This field is not used by the state of Louisiana.
NET APPR AMOUNT	Required if adding or modifying either expenditure or general fund appropriation lines. Enter the total of all APPR AMOUNT lines on the document. This total is the net of all increase and decrease APPR AMOUNT lines. Do not code cents. Do not code a negative or positive sign.
NET EST RECEIPT AMT	Required if adding or modifying estimated receipt lines for means of financing appropriations. Enter the total of all EST RECEIPT AMT lines on the document. This total is net of all increase and decrease NET EST RECEIPT AMT lines. Do not code cents. Do not code a negative or positive sign.
ACT	Required. Enter one of the following actions:

"A"   To add a new appropriation, or to reactivate an in-active unit of appropriation.

"C"   To modify appropriation amounts, appropriation names, estimated receipt amounts, end dates (appropriation type 02 only), control options, group codes, or other fields.

"D"   To deactivate an existing active unit of appropriation. This will result in a status of "I" on EAP2.

APPR UNIT	Required. Assign a new code if you are adding a new unit of appropriation to the system. Otherwise, enter a previously defined code.
APPR TYPE	Required. The default appropriation type is 01, which represents a Regular Appropriation. The other valid type is 02 for a Continuing Appropriation. The State of Louisiana does not use appropriation types 03 or 04.
END DATE	Required. If APPR TYPE = "01", the end date defaults to the month end date for the 14th period on Accounting Period (APRD). If APPR TYPE = "02", you are required to enter an appropriation end date. Code in MMDDYY format. No spending against this appropriation (type 01 or 02) will be allowed after the end date.
APPROPRIATION NAME	Optional. If you are adding a new appropriation, enter the name that you want to appear on reports. If you enter a new name for a previously defined code, the system adopts the new name.
SHORT NAME	Optional. When adding a new appropriation, enter the name that you want to appear on reports when there is not enough room for the full name. If you enter a name for a previously defined code, the system adopts the new name.
GRP CDE	Required. Represents the appropriation group code associated with this appropriation. Valid group codes are listed on Appropriation Group Code (GRPC).

APPR AMOUNT	Required only if adding or modifying appropriation amounts. Not required if names are being changed. Do not code cents. If the appropriation control option in Fund (FUN2) is "C" for this document's fund, the revised amount on a modify cannot be less than the amount already obligated against this appropriation.
I/D	Required when a modify "C" action is used. Enter "I" for increase and "D" for decrease. When an add "A" is used, the system default is "I" for increase. This field can be left blank when an "A" action is used.
REV/BCB	Leave blank. This field is not used by the State of Louisiana.
CAT CNTL	Required. This option establishes the extent of budget control exercised for expenditure object categories for each appropriated program appropriation. This budget control is monitored by Appropriation by Object Category Inquiry (APCT). The valid options are:

"C"   Full control - transactions must be less than or equal to remaining APCT budget amounts.

"P"   Presence control - transactions must have a corresponding budget entry on APCT, but budget amounts are not compared.

"N"   No control - no validations occur against APCT entries. Although transactions are not validated against APCT, AFS maintains amount, pre-encumbered amount, encumbered amount, and expended amount for on-line inquiry. CAT CNTL is set to "N" for the State of Louisiana.

EST RECEIPT AMT	Required if adding or modifying estimated receipt amounts. Not required if names are being changed. Do not code cents. If the appropriation control option in Fund (FUN2) is "C" for this document's fund, the revised amount on a modify cannot be less than the amount already obligated against this appropriation.
I/D	Required when a modify "C" action is used. Enter "D" for Decrease. Enter "I" for Increase. When an add "A" action is used, the system default is "I" for increase. This field can be left blank when an "A" action is used.
BOND SERIES	Optional. Entered after lines of credit have been liquidated by bond sales.
B/A OPT	Required. Used for the calculation of budget authority. Valid options are:

"N"   Appropriation Only. Uses the current appropriation amount on Appropriation Inquiry (Extended) (EAP2) in the calculation of budget authority.

"A"   Actual receipts. Uses the ACT (actual) amount and the current appropriation amount on EAP2 in the calculation of budget authority.

"E"   Estimated receipts. Uses the current estimated receipts amount on EAP2 to calculate budget authority.

"L"   The lesser of actual or estimated receipts. Uses the *lesser* of the ACT (actual) amount <u>or</u> the current estimated receipts amount on EAP2 to calculate budget authority.

CHECK CASH   Required. The check cash flag establishes cash control for the appropriation. Valid options are:

"N"   Available cash for the appropriation is not verified for this appropriation.

"C"   Available cash for the appropriation must be verified using the amount of cash contained on Cash Available (CASH).

"M"   Available cash for the appropriation must be verified using the means of financing appropriation. It is calculated for the appropriation using the following formula: Available Cash = Actual Receipts – Expended Amount. The results of this calculation cannot be less than zero.

EB   Expense Budget Document

```
FUNCTION:                    DOCID: EB   107  EB000000035      10/02/01 10:40:28 AM
  STATUS:                    BATID:                   ORG:          000-000 OF 000
 H-                             EXPENSE BUDGET INPUT FORM

    TRANS DATE:                     ACCTG PRD:          BUDGET FY:
     FUND:                 AGENCY: 107    TOTAL REVISED EXP AMT:
                                          CALCULATED REVISED EXP AMT:
    LIN                                 SUB SPD BUDGET
    ACT ORG  APPR UNIT ACTV FUNC OBJ  OPT IND POSTNS REVISED AMT  INC/DEC AMT
    --- ---- --------- ---- ---- ---- --- --- ------ ------------ ------------
                       SERIES   REVENUE SOURCE
                       NUMBER  REF1 REF2 REF3  DESCRIPTION
                       ------  --------------  --------------------------
    01-

    02-

    03-

    04-
```

Coding Instructions

The Expense Budget (EB) document establishes and maintains line item expense budgets for expenditure organization/expenditure object combinations.

COMMAND AREA	See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area.
TRANS DATE	Inferred. The current date entered for this document type on Date (DATE).
ACCTG PRD	Optional. If left blank, the accounting period is inferred from the transaction date. If you want a transaction to be recorded in an accounting period other than the inferred accounting period, enter the desired period (it must be open). You cannot enter future periods.
BUDGET FY	Required. Enter the last two digits of the fiscal year to which this document applies. The year must be open on Fiscal Year (FSYR).
FUND	Required. The fund budgeted to pay for the objects listed on this document. The code used must be valid on Fund (FUN2) for the budget fiscal year. If you are changing existing lines, this code must match the previously assigned fund code.
AGENCY	Inferred from document number. If agency whose budget line(s) are to be affected is different from agency in document number, enter that code. The code must be valid on Agency (AGC2) and the fund/agency combination must be valid on Fund Agency (FGY2) for the budget fiscal year. If you are changing existing lines, this code must match the previously assigned agency code.
TOTAL REVISED EXP AMT	Required. Enter the sum of all entries in the REVISED AMT column. Do not code cents. Do not code a negative or positive sign.
CALCULATED REVISED EXP AMT	Protected. It is the system computed total of the REVISED AMT column.

LIN ACT   Required. Enter one of the following actions for the expenditure budget line:

              "A"   to add new lines to the budget or reactivate an inactive line.

              "C"   to change the description or the two amount fields on active lines.

              "D"   to deactivate a line. Since the Expenditure Budget Control option on Fund (FUN2) is set to "C", no further obligations may be made against this budget line.

              "S"   to change description, spending control indicator, sub-object option, or amounts.

ORG   Required. The organization code used must be valid on Organization (ORG2) for the budget fiscal year and must have organization type "2". If you are changing existing lines, this code must match the previously assigned organization code.

APPR UNIT   Inferred. The code used must be valid and active on Appropriation Inquiry (Extended) (EAP2). This field will be inferred from Organization (ORG2) using the coded agency and organization.

ACTV   This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)

FUNC   Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC).

OBJ   Required. Enter the code for the object being budgeted. The code used must be valid in Object (OBJ2) for the budget fiscal year. You cannot change this code on a previously entered line.

SUB OPT   Optional. Enter "Y" if you want to require sub-object codes on accounting transactions recorded against this budget line. (Sub-objects provide more detail for reporting purposes.) Leave the field blank if you do not want to require sub-objects on accounting transactions.

         On a previously entered line, to change the field from blank to "Y", use "S" in the line action field and enter the "Y". To change the field from "Y" to blank, use "S" in the line action field and enter an asterisk (*).

SPD IND   Optional. Enter "Y" if you want to override a "P" or "N" Expense Budget Control Option on Fund (FUN2) for this line only. A "Y" means that even though the fund as a whole is not subject to expense budget control, spending for the object defined on this line is restricted to the CUR MOD BUDGETED AMOUNT on EEX2.

         On a previously entered line, to change the field from blank to "Y", use "S" in the line action field and enter the "Y." To change the field from "Y" to blank, use "S" in the line action field and enter an asterisk (*).

BUDGET POSTNS | Leave blank. This field is not used by the State of Louisiana.

REVISED AMT | Required if adding a new line or changing an amount. May be zero. Do not code cents; round off to the nearest dollar. Do not code a negative or positive sign.

The REVISED AMT is the new amount of budget for this line. For example, if the current budget amount for the line is 75 dollars and it should be 30 dollars, the REVISED AMT will be 30 dollars. If changing a previous entry, check the Expense Budget Control Option in Fund (FUN2). If the value recorded there for this document's fund is "C", the new revised budget amount must be equal to or greater than the amount currently obligated against the budget line.

INC/DEC AMT | Required if REVISED AMT is coded. Leave blank, otherwise. May be zero. Do not code cents; round off to the nearest dollar. Do not code a negative or positive sign. Enter the *unsigned* difference between the REVISED AMT and the CUR MOD BUDGETED AMT on Expense Budget Inquiry (Extended) (EEX2). For example, if the current budget amount for the line is 75 dollars, and it should be 30 dollars, the INC/DEC AMT will be 45 dollars. On new lines, the INC/DEC amount will be equal to the revised amount entered.

SERIES NUMBER | Leave blank. This field is not used by the State of Louisiana.

REVENUE SOURCE REF1, REF2, REF3 | Leave blank. This field is not used by the State of Louisiana.

DESCRIPTION | Optional, for reporting purposes only. If left blank when adding a new line, the description will be inferred from Object (OBJ2). If entered, the user designated description will be displayed on Expense Budget Inquiry (Extended) (EEX2).

To change a previous entry, use "C" or "S" in the Action column and enter the new description exactly the way you want it to appear on reports.

RB   Revenue Budget Document

```
FUNCTION:                DOCID: RB   107  RB000000009      10/02/01 10:56:44 AM
  STATUS:                BATID:               ORG:              000-000 OF 000
 H-                     REVENUE BUDGET INPUT FORM

    TRANS DATE:          ACCTG PRD:      BUDGET FY:
    FUND:             AGENCY: 107      TOTAL REVISED REVENUE AMT:
                                    CALCULATED REVISED REVENUE AMT:
    LIN              REV
    ACT   ORGN  ACTV  SRCE   APPR UNIT   REVISED AMT   INC/DEC AMT
    ---   ----  ----  ----   --------   ------------  ------------
          DESCRIPTION
          -------------------------
 01-

 02-

 03-

 04-
```

Coding Instructions

The Revenue Budget (RB) document establishes and maintains line item revenue budgets for revenue organization/revenue source combinations.

COMMAND AREA	See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
TRANS DATE	Inferred. The current date entered for this document type on Date (DATE).
ACCTG PRD	If left blank, the accounting period is inferred from the transaction date. If you want a transaction to be recorded in an accounting period other than the inferred accounting period, enter the desired period (it must be open). You cannot enter future periods.
BUDGET FY	Required. Enter the last two digits of the applicable fiscal year. The year must be open on Fiscal Year (FSYR).
FUND	Required. The fund budgeted to receive the revenues listed in this document. The code used must be valid on Fund (FUN2) for the budget fiscal year. If you are changing existing lines, this code must match the previously assigned fund code.
AGENCY	Required. Enter the code for the agency budgeted to receive the revenues listed in this document. The code used must be valid on Agency (AGC2), and the fund/ agency combination must be valid on Fund Agency (FGY2) for the budget fiscal year. If you are changing existing lines, this code must match the previously assigned agency code.
TOTAL REVISED REVENUE AMT	Required. Enter the total of all entries in the REVISED AMT column. Do not code cents. Do not code a negative or positive sign.
CALCULATED REVISED REVENUE AMT	Protected. It is the system-computed total of the REVISED AMT column.

LIN ACT   Required. Enter one of the following:

        "A"   to add a new line or reactivate an inactive line.

        "C"   to change the description or the two amount columns.

        "D"   to deactivate a line. No further revenue can be recognized against inactive lines when the revenue budget control option is "P" (presence control) on Fund (FUN2).

ORGN   Required. The organization code used must be valid on Organization (ORG2) for the budget fiscal year and must have organization type "1". If you are changing existing lines, this code must match the previously assigned organization code.

ACTV   This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)

REV SRCE   Required. Enter the code for the revenue that is represented by this line. The code used must be valid on Revenue Source (RSR2) for the budget fiscal year. You cannot change this code on a previously entered line.

APPR UNIT   Inferred. The code used must be valid and active in Appropriation Inquiry (Extended) (EAP2). This field will be inferred from Organization (ORG2) using the coded agency and organization.

REVISED AMT   Required if adding a new line or changing an amount. May be zero. Do not code cents; round off to the nearest dollar. Do not code a negative or positive sign. The REVISED AMT is the new amount of budget for this line. For example, if the current budget for the line is 75 dollars, and it should be 30 dollars, the REVISED AMT will be 30 dollars.

INC/DEC AMT   Required if REVISED AMT is filled in. Leave blank, otherwise. May be zero. Do not code cents, round off to the nearest dollar. Do not code a negative or positive sign. Enter the *unsigned* difference between the REVISED AMOUNT and the CUR MOD BUDGETED AMT on Revenue Budget Inquiry (REV2). For example, if the current amount for the line is 75 dollars, and it should be 30 dollars, the INC/DEC AMT will be 45 dollars. On new lines, it will be equal to the REVISED AMT.

DESCRIPTION   Optional, for reporting purposes only. If left blank when adding a new line, the description will be inferred from Revenue Source (RSR2). If entered, the user designated description will be displayed on Revenue Budget Inquiry (REV2).

        To change a previous entry, use "C" in the Action column and enter the new description exactly the way you want it to appear on reports.

Expenditures and Disbursements

CX   Check Cancellation

```
FUNCTION:                      DOCID: CX   107  CX000000016      10/02/01 12:26:15 PM
  STATUS:                       BATID:                  ORG:         000-000 OF 000
 H-                            CHECK CANCELLATION INPUT FORM

    CAN DATE:              BANK ACCT CODE:      ACCTG PRD:

    CAN                  EFT                             TRAVEL         CASH SCHED
    TYPE VENDOR CODE     IND CHECK NUMBER MW NUMBER   CHECK NUMBER     ACCT PAY DATE
    ---- -----------     --- ------------ ----------  --------------   ---- --------
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
```

Coding Instructions

The Check Cancellation (CX) document cancels checks or warrants written against payment voucher (PV) documents. This document will be used by the State Treasurer's Office to reschedule or cancel payment voucher documents.

COMMAND AREA	See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
CAN DATE	Inferred. The current date entered for this document type on Date (DATE).
BANK ACCT CODE	Required. Enter the code of the bank account against which the check or MW was originally drawn. This code will be validated against the fund entered on Open PV Line Inquiry (OPVL).
ACCTG PRD	Optional. If left blank, the accounting period defaults to the accounting period associated with the CX document cancellation date (in Calendar Date (CLDT)). If you want the cancellation transaction(s) to be recorded in a prior accounting period, enter the desired fiscal month and fiscal year (it must be open on Accounting Period [APRD]).
CAN TYPE	Required. Enter the type of cancellation you want applied to this check or Manual Warrant. Valid types are:

"1"   Cancel check and reopen and reschedule Payment Voucher.

"3"   Cancel check and do <u>not</u> reopen or reschedule Payment Voucher. CX Type 3 updates the Cancelled Vouchers Payable liability account.

VENDOR CODE	Required. Enter the same vendor code that was used for the check or MW being canceled.
EFT IND	This field indicates whether the original Payment Voucher was paid electronic funds transfer (EFT). Valid values are: "Y" (Yes), or "N" or blank (No). The EFT Indicator can be changed on Payment Voucher Scheduling (SCH2) for the rescheduled Payment Voucher if CX Type 1 was used.
CHECK NUMBER	Required if this CX document line is for a check number (check issued through the automated disbursement process). Leave blank if this CX document line is for a MW number (check issued through the Manual Warrant process).
MW NUMBER	Required if this CX Document line is for a MW number (check issued through the Manual Warrant process). Leave blank if this CX Document line is for a check number (check issued through the automated disbursement process).
TRAVEL CHECK NUMBER	Leave blank. This field is not used by the State of Louisiana.
CASH ACCT	Leave blank. This field is not used by the State of Louisiana.
SCHED PAY DATE	Optional. Used only for Check Cancellation Type 1. Enter the scheduled payment date for the replacement check in MMDDYY format. If the SCHED PAY DATE is not entered, the SCHED PAY DATE will default from the System Payment Lag on System Control Options (SOPT).

II   Internal Voucher Screen 1

```
FUNCTION:                  DOCID: II   107  II000000004     10/02/01 12:32:05 PM
  STATUS:                  BATID:               ORG:
 H-                        INTERNAL VOUCHER INPUT FORM

    II DATE:         ACCTG PRD:        BUDGET FY:      TYPE:

    ACTION:    OFFSET REC/CASH ACCT:      OFFSET LIAB/CASH ACCT:

    ACT DEL DATE:             CALC DOC TOTAL:

    SELLER --                        TOTAL:

     FUND:        AGCY:      ORG:     SUB-ORG:    ACTV:

     REV SRC:     SUB-REV:    JOB NO:             RCAT:

     APPR UNIT:               FUNC:
```

II   Internal Voucher Screen 2

```
FUNCTION:                  DOCID: II   107  II000000004     10/02/01 12:32:25 PM
  STATUS:                  BATID:               ORG:        000-000 OF 000
    BUYER--
    LN     REFERENCE                       SUB                        SUB
    NO  CD NUMBER        LN FUND AGCY ORG ORG APPR UNIT ACTV FUNC OBJ OBJ
    --- -- -------------- -- ---- ---- ------- --------- ---- ---- -------
             REPT BS
    JOB NO   CAT  ACCT DESCRIPTION     AMOUNT          I/D P/F VEND INVOICE
    -------- ---- ---- ---------------- -------------- --- --- -----------
 01-

 02-

 03-

 04-

 05-

 06-
```

Coding Instructions

The Internal Voucher (II) document acts as an invoice for the seller and a payment voucher for the buyer for an internal purchase or sale. An internal purchase/sale is one in which the seller is an organizational entity within the State, rather than an outside vendor. Once this document is accepted by the system, it is posted as a type 2 or type 3 Payment Voucher (PV).

COMMAND AREA	See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
II DATE	Inferred. The current date entered for this document type on Date (DATE).
ACCTG PRD	Optional. If left blank, the accounting period defaults to the accounting period associated with the Internal Voucher transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal months and fiscal years. You cannot enter future periods.

BUDGET FY	Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter future budget fiscal years.
	On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.

TYPE   Required for intragovernmental transactions. Valid entries are:

"2"   This Internal Voucher is used for a purchase/sale between governmental units, involving different funds.

"3"   This Internal Voucher is used for purchase/sale between governmental units, involving the same fund for the buyer and the seller.

On modify transactions, this field must match the original transaction.

ACTION   Optional. If left blank defaults to "E". Valid entries are:

"E"   (Original Entry) if this document is new.

"M"   (Adjustment) if this document is modifying a previously accepted document. This allows you to add lines to a previous document, change the amounts on existing lines (not codes), or cancel a line (decrease a line amount to zero).

NOTE: To change codes in an existing line, you must cancel that line and recode a new line. These can both be recorded on the same input form, using an Adjustment (M) action. To change codes in the header you must cancel all lines on the document and start over on a new Internal Voucher, using an Original Entry (E) action.

OFFSET REC/   Leave blank. This field is not used by the State of Louisiana.
CASH ACCT

OFFSET LIAB/   Leave blank. This field is not used by the State of Louisiana.
CASH ACCT

ACT DEL DATE   Required. Enter date the goods or services were received, or "PREPAY" for those items allowed to be paid in advance. If specified, the delivery date must be less than or equal to II DATE.   For continuing appropriations, the delivery date fiscal year can be greater than the budget fiscal year. For regular appropriations, the budget fiscal year cannot be less than the delivery date fiscal year. If a date is coded, it must be valid in Calendar Date (CLDT) (except for "PREPAY").

During the 13th accounting period, the actual delivery date must be 6/30/XX or prior.

CALC DOC TOTAL   Protected. It is the system-computed total of the line amounts.

TOTAL	Required. Enter the unsigned net amount of all lines on the document. To compute this amount:

    1.   Add together all the increase amounts (the lines with "I" or blank in the I/D field).

    2.   Add together all the decrease amounts (the lines with "D" in the I/D field).

    3.   Subtract the smaller of these amounts from the larger, and enter the difference in the field for TOTAL.

SELLER FUND	Leave blank for Internal Vouchers with a revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization. Enter the applicable Fund code for this Internal Voucher document. The code used must be valid on Fund (FUN2).
SELLER AGCY	Required. Enter the applicable agency code for this Internal Voucher document. The code used must be valid on Agency (AGC2).
SELLER ORG	Required for documents associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this Internal Voucher document. This code must be valid on Organization (ORG2). Leave blank for Internal Voucher documents associated with all capital outlay appropriations.
SELLER SUB-ORG	Leave blank. This field is not used by the State of Louisiana.
SELLER ACTV	Leave blank. This field is required when dictated by state policy. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)
SELLER REV SRC	Required. The code used must be valid on Revenue Source (RSR2).
SELLER SUB-REV	Optional for revenue transactions.
SELLER JOB NO	Required for Internal Voucher documents associated with all capital outlay appropriations. Enter the applicable project number for this Internal Voucher document. The code must be valid on Agency Project Inquiry (AGPR).
	Leave blank for Internal Voucher documents associated with regular appropriations and non-capital outlay permanent appropriations.
SELLER RCAT	Optional for revenue transactions. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category Table (RPTG) for the Seller Agency.
SELLER APPR UNIT	Required for Internal Voucher documents that do not have a revenue organization. Enter the applicable appropriation unit code for this Internal Voucher document. The code used must be valid on Appropriation Inquiry (Extended) (EAP2). Leave blank for Internal Voucher documents with a revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization.

SELLER FUNC	Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC).
LN NO	Required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid. If this line is an adjustment to a previously entered line, the code used must be the same as the one on the original line.
REFERENCE CD	Required if this line is to reference lines previously recorded on a Purchase Order (PO). Enter the document code of PO. Leave blank if this line does <u>not</u> reference lines previously recorded on a "PO".
	NOTE: If a prior year PO is referenced, all codes in the accounting distribution must be valid for the prior year as well as for the current year.
REFERENCE NUMBER	Required if this line is to reference lines previously recorded on a Purchase Order (PO). Enter the document number of the Document ID being referenced. Leave blank if this lines does <u>not</u> reference lines previously recorded on a PO.
REFERENCE LN	Required if this line is to reference a line previously recorded on a Purchase Order (PO). Enter the line number of the Document ID being referenced. Leave blank if this line does <u>not</u> reference a line previously recorded on a PO.
FUND	Required for Internal Voucher lines without an expenditure organization. Enter the applicable Fund code for this Internal Voucher line. The code used must be valid on Fund (FUN2). Leave blank for Internal Voucher lines with an expenditure organization. This field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.
AGCY	Required for Internal Voucher lines that do not reference a Purchase Order (PO) in the field for REFERENCE NUMBER. Enter the applicable agency code for this Internal Voucher line. The code used must be valid on Agency (AGC2). Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.
ORG	Required for Internal Voucher lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this internal voucher line. This code must be valid on Organization (ORG2). Leave blank for Internal Voucher lines associated with all capital outlay appropriations. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.

SUB ORG	Leave blank. This field is not used by the State of Louisiana.
APPR UNIT	Required for Internal Voucher lines without an expenditure organization. Enter the applicable appropriation unit code for the Internal Voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).
	Leave blank for Internal Voucher lines with an expenditure organization. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)
FUNC	Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC).
OBJ	Required for expense/expenditure transactions. The code used must be valid on Object (OBJ2). Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.
SUB OBJ	Required on expense/expenditure transactions if the sub object option on Expense Budget Inquiry (EEX2) is "Y". Otherwise, optional on expense/expenditure transactions. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO. If there is no sub-object coded on the referenced line, you can add one here.
JOB NO	Leave blank for Internal Voucher lines associated with regular appropriations and non capital outlay permanent appropriations. Required for Internal Voucher lines associated with all capital outlay appropriations. Enter the applicable project number for this Internal Voucher line. The code must be valid on Agency Project Inquiry (AGPR). Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.
REPT CAT	Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid on Reporting Category (RPTG) for the agency coded on the line. Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.

BS ACCT	Required for balance sheet account transactions. The code used must be valid on Balance Sheet Account (BAC2). Leave blank for expense/ expenditure transactions.
DESCRIPTION	Optional, for reporting purposes only. Enter notes about this line.
AMOUNT	Required. If adding a new line, enter the dollar amount of the item (s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the original amount.
I/D	Required if document action is "M". Otherwise, optional. Code the following:

> "D" Decrease
> "I" Increase

When document action is "E", a blank will default to "I".

P/F	Leave blank for Internal Voucher lines when no Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. Optional for Internal Voucher lines when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field indicates whether the line is closing out a Purchase Order line (final payment) or authorizing partial payment of a PO line amount. A partial payment is a "P", and a final payment is a "F". For example, assume that the PO line amount is $100.00 and the amount to be paid for this obligation is $98.75. If a "P" is used on the Internal Voucher line, $98.75 of the encumbered amount will be liquidated. If a "F" is used on the Internal Voucher line, $100.00 of the encumbrance will be liquidated. Code this field according to the following rules:

- if this Internal Voucher makes the total amount expended *equal* to the PO line amount, then the PO line will be closed automatically, and the "F" is optional.

- if this Internal Voucher makes the total amount expended *less* than the PO amount, but you want to force it closed anyway (the item didn't cost as much as expected), the "F" is required.

- if this payment makes the total amount expended less than the PO amount, and you do not want to close the PO, the "P" is optional.

- if this Internal Voucher makes the total amount expended more than the PO amount (the item cost more than expected), the "F" is required. There is an upper limit to how much the total amount expended can exceed the PO amount. (See discussion of Purchase Orders in the *ISIS/AFS User Guide, Vol. II*).

VEND INVOICE	Required. Enter the vendor invoice number.

NOTE: It this document is modifying a previously accepted document, the vendor invoice number must be entered on the line being modified exactly as entered on the original document.

MW   Manual Warrant Screen 1

```
FUNCTION:                    DOCID: MW   107  ONLINE          10/02/01 12:46:32 PM
  STATUS:                    BATID:                    ORG:
 H-                             MANUAL WARRANT INPUT FORM

    MW DATE:              ACCTG PRD:          BUDGET FY:
    ACTION:     RECEIVING FUND:      BANK ACCT CODE:     CASH ACCT:
    VENDOR CODE:            VENDOR NAME:
    COMMENTS:                           DOCUMENT TOTAL:
                                        CALCULATED DOC TOTAL:
```

MW   Manual Warrant Screen 2

```
FUNCTION:                    DOCID: MW   107  ONLINE          10/02/01 12:46:50 PM
  STATUS:                    BATID:                    ORG:       000-000 OF 000
    ----- REFERENCED DOCUMENT(S) -----
    CD NUMBER         LN LN    INVOICE    LN
    -- --------------- -- --- ----------- ---
                 SUB                  FUNC     SUB REV SUB  JOB
    FUND AGCY ORG ORG APPR UNIT ACTV TION OBJ OBJ SRC REV NUMBER   REPT CAT
    ---- ---- ------- --------- ---- ---- ------- ------- -------- --------
     BS     ACTUAL                          I              I P
    ACCT  DEL DATE    DESCRIPTION      QUANTITY  D     AMOUNT    D F
    ---- ---------- ---------------- ------------ - -------------- - -
 01-

 02-

 03-
```

Coding Instructions

A Manual Warrant (MW) document is used to request the recording of expenditures when a system check is not required. It is also used when a "hand-typed" (manual) check is required.

COMMAND AREA	See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
MW DATE	Inferred. The current date entered for this document type on Date (DATE).
ACCTG PRD	Optional. If left blank, the accounting period defaults to the accounting period associated with the Manual Warrant transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using the fiscal months and fiscal years. You cannot enter future periods.

BUDGET FY	Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired budget fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter future budget fiscal years.
	On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.
ACTION	Optional. If left blank, defaults to "E". Valid entries are:

"E"   (Original Entry) if this document is new.

"M"   (Adjustment) if this document is modifying a previous MW document entered in the same accounting period.

RECEIVING FUND	Leave blank. This field is not used by the State of Louisiana.
BANK ACCT CODE	Required. The bank account code represents the bank account from which this disbursement is made. The code used must be valid in Bank Account (BANK). If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.
CASH ACCT	Optional. Enter a cash balance sheet account to override the cash account inferred from Bank Account (BANK). Cash balance sheet accounts are inferred from BANK only when no revenue or expenditure organization is coded (e.g., Manual Warrant document line using a balance sheet account). When a revenue or expenditure organization is coded, the cash balance sheet account will be inferred from Organization (ORG2).
	The code used must be a valid cash account in Balance Sheet Account (BAC2). If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.
VENDOR CODE	Required. Enter the code for the vendor to be paid as a result of this document. The code used must be valid in Vendor (VEN2).
	If lines on this Manual Warrant reference Purchase Orders or Payment Vouchers, the vendor code used must contain the same 9-character Federal Employer Identification Number/Social Security Administration Number as used on the referenced documents. The two character alternate address indicator (locator code) of the vendor code can be different than the alternate address indicator on the referenced documents.
VENDOR NAME	Leave blank. This field will be inferred from the vendor code.
COMMENTS	Optional, for reporting purposes only. Enter notes about this document. Only 12 characters are allowed.

DOCUMENT TOTAL	Required. Enter the unsigned net amount of all lines on the document. To compute this amount:

1. Add together all the increase amounts (the lines with "I" or blank in the I/D field).

2. Add together all the decrease amounts (the lines with "D" in the I/D field).

3. Subtract the total decrease amount from the total increase amount and enter the difference in the field for DOCUMENT TOTAL. The total increase amount must be greater than the total decrease amount or the document must total zero.

CALCULATED DOC TOTAL	Protected. It is the system-computed total of the line amounts

REFERENCED DOCUMENT (S) CD	Required if this line is to reference lines previously recorded on a Purchase Order (PO) or Payment Voucher (PV). Enter the applicable document code of PO or PV. Leave blank if this line does not reference lines previously recorded on a "PO" or "PV."

NOTE: If a prior-year PO is referenced, all codes in the accounting distribution must be valid for the prior year as well as for the current year.

REFERENCED DOCUMENT (S) NUMBER	Required if this line is to reference lines previously recorded on a Purchase Order (PO) or Payment Voucher (PV). Enter the document number of the Document ID being referenced.

Leave blank if this line does not reference lines previously recorded on a PO or PV.

REFERENCED DOCUMENT (S) (ACCT) LN	Required if this line is to reference (accounting) lines previously recorded on a Purchase Order (PO) or Payment Voucher (PV). Enter the line number of the DOCUMENT ID being referenced.

Leave blank if this line does not reference lines previously recorded on a PO or PV.

REFERENCED DOCUMENT (S) (COMM) LN	Required if EPPV Requirements on EPS System Control Options (ESOP) is "Y" and Vendor Invoice is entered. Enter the commodity line number of the Vendor Invoice (VI) being referenced.

REFERENCED DOCUMENT (S) INVOICE	Required if this line is to reference lines previously recorded on a Payment Voucher (PV). Enter the vendor invoice number being referenced. If this line does not reference lines previously recorded on a PV, enter the unique vendor invoice number for the Manual Warrant.

REFERENCED DOCUMENT (S) (INVOICE) LN	Optional. Enter a unique number for each vendor invoice line.

FUND   Required for Manual Warrant lines without a revenue or expenditure organization. Enter the applicable fund code for this Manual Warrant line. The code used must be valid on Fund (FUN2). Leave blank for Manual Warrant lines with a revenue or expenditure organization. This field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a Purchase Order (PO) or Payment Voucher (PV) is referenced in the field for REFERENCE DOCUMENT. This field will be inferred from the referenced PO or PV.

AGCY   Required for Manual Warrant lines that do not reference a Purchase Order (PO) or Payment Voucher (PV) in the field for REFERENCE DOCUMENT. Enter the applicable agency code for this Manual Warrant line. The code used must be valid on Agency (AGC2). Leave blank when a Purchase Order (PO) or Payment Voucher (PV) is referenced in the field for REFERENCE DOCUMENT. This field will be inferred from the referenced PO or PV.

ORG   Required for Manual Warrant lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this Manual Warrant line. The code must be valid on Organization (ORG2). Leave blank for Manual Warrant lines associated with all capital outlay appropriations and balance sheet accounts. Additionally, leave blank when a Purchase Order (PO) or Payment Voucher (PV) is referenced in the Manual Warrant field for REFERENCE DOCUMENT. This field will be inferred when applicable for the referenced PO or PV.

SUB ORG   Leave blank. This field is not used by the State of Louisiana.

APPR UNIT   Required for Manual Warrant lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for Manual Warrant line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).

                         Leave blank for Manual Warrant lines with a revenue or expenditure organization and balance sheet accounts. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a Purchase Order (PO) or Payment Voucher (PV) is referenced in the field for REFERENCE DOCUMENT. This field will be inferred when applicable for the referenced PO or PV.

ACTV   This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)

FUNCTION   Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC).

OBJ   Required for expense/expenditure transactions. The code used must be valid on Object (OBJ2). Leave blank for revenue or balance sheet transactions. Additionally, leave blank when a Purchase Order (PO) or Payment Voucher (PV) is referenced in the field for REFERENCE DOCUMENT. This field will be inferred when applicable for the referenced PO or PV.

SUB OBJ   Required on expense/expenditure transactions if the sub-object option on Expense Budget Inquiry (EEX2) is "Y". Otherwise, optional on expense/expenditure transactions. Leave blank when Object is not coded. Additionally, leave blank when a Purchase Order (PO) or Payment Voucher (PV) is referenced in the field for REFERENCE DOCUMENT. This field will be inferred when applicable for referenced PO or PV. If there is no sub-object coded on the referenced line, you can add one here.

REV SRC   Required for revenue transactions. The code used must be valid on Revenue Source (RSR2). Leave blank for expense/expenditure or balance sheet transactions. Additionally, leave blank when a Payment Voucher (PV) is referenced in the field for REFERENCED DOCUMENT. This field will be inferred when applicable for the referenced PV.

SUB REV   Optional on revenue transactions. Leave blank when Revenue Source is not coded. Additionally, leave blank when a Payment Voucher (PV) is referenced in the field for REFERENCE DOCUMENT. This field will be inferred when applicable for the referenced PV. If there is no sub-rev source coded on the referenced line, you can add one here.

JOB NUMBER   Leave blank for Manual Warrant lines associated with regular appropriations and non capital outlay permanent appropriations. Required for Manual Warrant lines associated with all capital outlay appropriations. Enter the applicable project number for this Manual Warrant line. The code must be valid on Agency Project Inquiry (AGPR). Leave blank when a Purchase Order (PO) or Payment Voucher (PV) is referenced in the field for REFERENCE DOCUMENT. This field will be inferred when applicable for the referenced PO or PV.

REPT CAT   Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line. Leave blank when a Purchase Order (PO) or Payment Voucher (PV) is referenced in the field for REFERENCE DOCUMENT. This field will be inferred when applicable for the referenced PO or PV. If there is no reporting category coded on the referenced line, you can add one here.

BS ACCT   Required for balance sheet account transactions. The code used must be valid on Balance Sheet Account (BAC2). Leave blank for expense/expenditure or revenue transactions. Additionally, leave blank when a Payment Voucher (PV) is referenced in the field for REFERENCE DOCUMENT. This field will be inferred when applicable for the referenced PV.

ACTUAL DEL DATE   Required. Enter date the goods or services were received, or "PREPAY" for those items allowed to be paid in advance. If specified, the delivery date must be less than or equal to MW DATE. For continuing appropriations, the delivery date fiscal year can be greater than the budget fiscal year. For regular appropriations, the budget fiscal year cannot be less than the delivery date fiscal year. If a date is coded, it must be valid in Calendar Date (CLDT) (except for "PREPAY"). During the 13th accounting period, the actual delivery date must be 6/30/XX or prior.

DESCRIPTION   Optional, for reporting purposes only. Enter notes about this line.

QUANTITY   Leave blank. This field is not used by the State of Louisiana.

I/D   Leave blank. This field is not used by the State of Louisiana.

AMOUNT   Required. Enter the exact amount of the manually written check that this line is reporting. The decimal point is optional, but two digits must be coded for cents.

I/D   Required if document action is "M". Otherwise, optional. Code the following:

         "I"   Increase
         "D"   Decrease

When document is "E", blank defaults to "I". "D" is valid on original entries to void checks.

P/F   Leave blank for Manual Warrant lines when no Purchase Order (PO) or Payment Voucher (PV) is referenced in the field for REFERENCE DOCUMENT. Optional for Manual Warrant lines when a Purchase Order (PO) is referenced in the field for REFERENCE DOCUMENT. This field indicates whether the line is closing out a Purchase Order (PO) line (final payment) or authorizing partial payment of a PO line amount. A partial payment is a "P", and a final payment is an "F". For example, assume that the PO line amount is $100.00 and the amount to be paid for this obligation is $98.75. If a "P" is used on the Manual Warrant line, $98.75 of the encumbered amount will be liquidated. If an "F" is used on the Manual Warrant line, $100.00 of the encumbrance will be liquidated. Code this field according to the following rules:

-     if this Manual Warrant makes the total amount expended equal to the PO line amount, then the PO line will be closed automatically, and the "F" is optional.

-     if this Manual Warrant makes the total amount expended less than the PO amount, but you want to force a close anyway (the item didn't cost as much as expected), the "F" is required.

-     if this Manual Warrant makes the total amount expended less than the PO amount, and you do not want to close the PO, the "P" is optional.

- if this Manual Warrant makes the total amount expended *more* than the PO amount (the item cost more than expected), the "F" is required. There is an upper limit to how much the total amount expended can exceed the referenced amount. (See the Section, "System Tolerance Logic on Purchase Order Closing Amounts" in *ISIS/AFS User Guide, Vol. II*).

PV   Payment Voucher Screen 1

```
FUNCTION:                    DOCID: PV   107  PV000001702      10/03/01 08:42:58 AM
   STATUS:                   BATID:              ORG:
  H-                                 PAYMENT VOUCHER INPUT FORM

     PV DATE:          ACCTG PRD:      BUDGET FY:
     ACTION:        PV TYPE:    ACT DEL DT:         SCH PAY DATE:
   OFF LIAB ACCT:              FA IND:    DOCUMENT TOTAL:
         EFT IND:   APPLICATION TYPE:      USE TAX AMT:
                                        CALC DOC TOTAL:
     VENDOR CODE:                  CHECK CATEGORY:    SINGLE CHECK FLAG:
     VENDOR NAME:                                        TAX CODE:
           ADDR1:
           ADDR2:
           ADDR3:
     FREIGHT IND:              FREIGHT TOT:             FREIGHT I/D:
       TOTAL AMT:              TOT AMT I/D:   CALC TOT AMT:
       TOTAL QTY:              TOT QTY I/D:   CALC TOT QTY:
     SELLER:  FUND:          AGCY:                 ORG:     SUB-ORG:
       APPR UNIT:            ACTV:     FUNC:     REV SRC:    SUB-REV:
         JOB NO:             RCAT:              OBJECT:     SUB-OBJ:
    OFF REC ACCT:        BS ACCT:
```

PV   Payment Voucher Screen 2

```
FUNCTION:                    DOCID: PV   107  PV000001702      10/03/01 08:58:07 AM
   STATUS:                   BATID:              ORG:          000-000 OF 000
  LN    REFERENCE          COM  VENDOR     INV
  NO CD NUMBER          LN LN    INVOICE    LN     DESCRIPTION
  -- -- -------------- -- --- ----------- --- ----------------
  D            SUB                    FUNC      SUB REV SUB
  T FUND AGCY ORG ORG APPR UNIT ACTV TION OBJ OBJ SRC REV JOB NO
  - ---- ---- ------- --------- ---- ---- ------- ------- --------
         BS
  REPT CAT ACCT    QUANTITY    I/D FREIGHT AMOUNT I/D    AMOUNT      I/D
  -------- ---- -------------- - ------------- - -------------- -
  TAX CODE   TAX AMOUNT    TOTAL AMOUNT  P/F
  -------- -------------- -------------- -
  01-


  02-
```

Coding Instructions

The Payment Voucher (PV) document authorizes the spending of money and initiates automated check-writing procedures. A payment voucher is used to record all information necessary for the system to create vouchers payable ledger entries. The payment voucher also schedules a specific payment date for the voucher, which is used when cash is disbursed.

COMMAND AREA	See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
PV DATE	Inferred. The current date entered for this document type on Date (DATE).
ACCTG PRD	Optional. If left blank, the accounting period defaults to the accounting period associated with the Payment Voucher transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal months and fiscal years. You cannot enter future periods.

BUDGET FY

Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter future budget fiscal years.

On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.

ACTION

Optional. If left blank defaults to "E". Valid entries are:

"E"   (Original Entry) if this document is new.

"M"   (Adjustment) if this document is modifying a previously accepted document. This allows you to add lines to a previous document, change the <u>amounts</u> on existing lines (not <u>codes</u>), or cancel a line (decrease a line amount to zero).

NOTE: To change codes in an existing line, you must cancel that line and recode a new line. These can both be recorded on the same input form, using an Adjustment (M) action. To change codes in the header you must cancel all lines on the document and start over on a new Payment Voucher, using an Original Entry (E) action.

PV TYPE

Required for intragovernmental transactions. Valid entries are:

"1"   Optional on Payment Voucher documents for outside vendors. A "1" represents that this Payment Voucher document is for a payment to an outside vendor. The system will infer a "1" if it is not entered.

"2"   This Payment Voucher is used for a purchase/sale between governmental units, involving different funds.

"3"   This Payment Voucher is used for purchase/sale between governmental units, involving the same fund for the buyer and the seller.

On modify transactions, this field must match the original transaction.

ACT DEL DT

Required. Enter date the goods or services were received, or "PREPAY" for those items allowed to be paid in advance. If specified, the delivery date must be less than or equal to PV DATE. For continuing appropriations, the delivery date fiscal year can be greater than the budget fiscal year. For regular appropriations, the budget fiscal year cannot be less than the delivery date fiscal year. If a date is coded, it must be valid in Calendar Date (CLDT) (except for "PREPAY").

During the 13th accounting period, the actual delivery date must be 6/30/XX or prior.

SCH PAY DATE

Optional. Enter the scheduled payment date in MMDDYY format. The scheduled payment date must be equal to or greater than PV DATE. If this date is not entered, this system will compute the scheduled payment lag. The system payment lag is set to 30 days. If a date is not entered, the

payment will be scheduled to cut a check 30 days from the document date. The scheduled payment date field applies only to Payment Voucher documents for outside vendors (Type =1).

NOTE: Scheduled Payment Dates can always be changed on PV modifying transactions or through Payment Voucher Scheduling (SCHD). See the discussion of "Automated Disbursements" in the *ISIS/AFS User Guide, Vol. II* for further details.

OFF LIAB ACCT	Leave blank. This field is not used by the State of Louisiana.
FA IND	Leave blank. This field is not used by the State of Louisiana.
DOCUMENT TOTAL	Required. Enter the unsigned net amount of all lines on the document. To compute this amount:

1.   Add together all the increase amounts (the lines with "I" or blank in the I/D field).

2.   Add together all the decrease amounts (the lines with "D" in the I/D field).

3.   Subtract the smaller of these amounts from the larger, and enter the difference in the field for DOCUMENT TOTAL.

EFT IND	This field indicates whether the Payment Voucher will be paid by electronic funds transfer (EFT). Valid values are: "Y" (Yes), or "N" or blank (No). This field is not used with Payment Voucher Type 2 or 3. The EFT Indicator can be changed on Payment Voucher Scheduling (SCH2).
APPLICATION TYPE	Inferred. If a single EFT payment is requested, the Application Type will be set to "AA". For consolidated EFT payments, the Application Type will be set to "99". For consolidated EFT payments, the Application Type will be inferred from Agency (AGC2). The code must be valid on EFT Type (EFTA).
USE TAX AMT	Leave blank. This field is not used by the State of Louisiana.
CALC DOC TOTAL	Protected. It is the system-computed total of the line amounts.
VENDOR CODE	Required. Enter the code for the vendor to be paid as a result of this document. The code used must be valid in Vendor (VEN2).

Leave blank if this Payment Voucher document is for a intragovernmental transaction (Type = 2 or 3).

If lines on this Payment Voucher reference Purchase Orders, the vendor code used must contain the same 9 character Federal Employer Identification Number/Social Security Administration Number as used on the referenced documents. The two character alternate address indicator (locator code) of the vendor code can be different than the alternate address indicator on the referenced documents.

CHECK CATEGORY | Inferred. If a single check is requested using the single check flag the check category will be set to "AA". For consolidated checks, the check category will be set to "99". For consolidated checks, the check category is inferred from Agency (AGC2).

SINGLE CHECK FLAG | Optional. Enter a "Y" for yes to request that a single check be printed or a single EFT produced for this Payment Voucher. If a "Y" is not entered, the system will infer a "N" for No and this Payment Voucher amount will be summed together with other vouchers for the same vendor (by Check Category) on the same scheduled payment date to get the disbursement amount.

Leave blank if this Payment Voucher document is for a intragovernmental transaction.

VENDOR NAME | Leave blank. This field will be inferred from the vendor code.

TAX CODE | Leave blank. This field is not used by the State of Louisiana.

VENDOR ADDR | Leave blank. This field will be inferred from the vendor code.

FREIGHT IND | Leave blank. This field is not used by the State of Louisiana.

FREIGHT TOT | Leave blank. This field is not used by the State of Louisiana.

FREIGHT I/D | Leave blank. This field is not used by the State of Louisiana.

TOTAL AMT | Optional. Enter total cost of all commodity lines on this document before tax and freight, but after discounts are factored in.

TOT AMT I/D | Optional. Defaults to blank if TOTAL AMT is blank. Required if modifying TOTAL AMT. Valid entries are:

"I"   Increase
"D"   Decrease

CALC TOT AMT | Calculated. Do not code this field. It is the system-computed total of all commodity lines.

TOTAL QTY | Leave blank. This field is not used by the State of Louisiana.

TOT QTY I/D | Leave blank. This field is not used by the State of Louisiana.

CALC TOT QTY | Leave blank. This field is not used by the State of Louisiana.

SELLER FUND | Required for Intragovernmental Payment Voucher documents (PV Type 2 and 3) that do not have a revenue organization. Enter the applicable Fund code for this Payment Voucher document. The code used must be valid on Fund (FUN2).

Leave blank for Intragovernmental Payment Voucher documents with a revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when processing Payment Voucher documents for outside vendors.

SELLER AGCY	Required for Intragovernmental Payment Voucher documents (PV Type 2 and 3). Enter the applicable agency code for this Payment Voucher document. The code used must be valid on Agency (AGC2). Leave blank when processing Payment Voucher documents for outside vendors.
SELLER ORG	Required for Intragovernmental Payment Voucher documents (PV Type 2 and 3) associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this Intragovernmental Payment Voucher document. This code must be valid on Organization (ORG2). Leave blank for Intragovernmental Payment Voucher documents associated with all capital outlay appropriations.
	Leave blank for balance sheet account transactions. Additionally, leave blank when processing Payment Voucher documents for outside vendors.
SELLER SUB-ORG	Leave blank. This field is not used by the State of Louisiana.
SELLER APPR UNIT	Required for Intragovernmental Payment Voucher documents (PV Type 2 and 3) that do not have a revenue organization. Enter the applicable appropriation unit code for this Payment Voucher document. The code used must be valid on Appropriation Inquiry (Extended) (EAP2). Leave blank for Intragovernmental Payment Voucher documents with a revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization. Leave blank for balance sheet account transactions. Additionally, leave blank when processing Payment Voucher documents for outside vendors.
SELLER ACTV	Leave blank. This field is required when dictated by state policy. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)
SELLER FUNC	Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC).
SELLER REV SRC	Required for Intragovernmental Payment documents (PV Type 2 and 3) for revenue transaction. The code used must be valid on Revenue Source (RSR2). Leave blank for balance sheet account transactions. Additionally, leave blank when processing Payment Voucher documents for outside vendors.
SELLER SUB-REV	Optional for Intragovernmental Payment Voucher documents (PV Type 2 and 3) for revenue transactions. Additionally, leave blank when processing Payment Voucher documents for outside vendors.
SELLER JOB NO	Required for Intragovernmental Payment Voucher documents (PV Type 2 and 3) associated with all capital outlay appropriations. Enter the applicable project number for this Intragovernmental Payment Voucher document. The code must be valid on Agency Project Inquiry (AGPR). Leave blank for Intragovernmental Payment Voucher documents associated with regular appropriations and non- capital outlay permanent appropriations. Additionally, leave blank when processing Payment Voucher documents for outside vendors.

SELLER RCAT	Optional for Intragovernmental Payment Voucher documents (PV Type 2 and 3) for revenue transactions. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the Seller Agency. Leave blank for balance sheet account transactions. Additionally, leave blank when processing payments to outside vendors.
SELLER OBJECT	Leave blank. This field is not used by the State of Louisiana.
SELLER SUB-OBJ	Leave blank. This field is not used by the State of Louisiana.
SELLER OFF REC ACCT	Leave blank. This field is not used by the State of Louisiana.
SELLER BS ACCT	Required for Intragovernmental Payment Voucher documents (PV Type 2 and 3) for balance sheet account transactions. The code used must be valid on Balance Sheet Account (BAC2). Leave blank for revenue source account transactions. Additionally, leave blank when processing Payment Voucher documents for outside vendors.
LN NO	Required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid. If this line is an adjustment to a previously entered line, the code used must be the same as the one on the original line.
REFERENCE CD	Required if this line is to reference a line previously recorded on a Purchase Order (PO). Enter the document code of PO. Leave blank if this line does not reference a line previously recorded on a PO. NOTE: If a prior year PO is referenced, all codes in the accounting distribution must be valid for the prior year as well as for the current year.
REFERENCE NUMBER	Required if this line is to reference a line previously recorded on a Purchase Order (PO). Enter the document number of the Document ID being referenced. Leave blank if this line does <u>not</u> reference a line previously recorded on a PO.
REFERENCE LN	Required if this line is to reference a line previously recorded on a Purchase Order (PO). Enter the line number of the Document ID being referenced. Leave blank if this line does not reference a line previously recorded on a PO.
REFERENCE COM LN	Leave blank. This field is not used by the State of Louisiana.
VENDOR INVOICE	Required. Enter the Vendor Invoice Number associated with this Payment Voucher line. For Payment Voucher documents for outside vendors, the invoice number will appear on the check stub to aid the vendor with payment identification.

	NOTE:	If this document is modifying a previously accepted document with a reference vendor invoice number, the vendor invoice number must be entered on the line being modified exactly as entered on the original document. If the modification is adding a new line a new invoice number may not be entered.

INV LN
: Leave blank. This field is not used by the State of Louisiana.

DESCRIPTION
: Optional, for reporting purposes only. Enter notes about this line. The description will be displayed on the check stub.

DT
: Optional. If a vendor discount policy applies to this voucher line, enter the appropriate discount type from Discount Type (DISC). The cash disbursement process will determine whether the discount can actually be taken at the time the check is printed.

FUND
: Leave blank on balance sheet transactions and governmental refunds and Intragovernmental Payment Vouchers. This field may not change on modify transactions.

: Required for Payment Voucher lines without an expenditure or revenue organization. Enter the applicable Fund code for this Payment Voucher line. The code used must be valid on Fund (FUN2). Leave blank for Payment Voucher lines with an expenditure or revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.

AGCY
: Required for Payment Voucher lines that do not reference a Purchase Order (PO) in the Payment Voucher field for REFERENCE NUMBER. Enter applicable agency code for this Payment Voucher line. The code used must be valid on Agency (AGC2). Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.

: If the PV TYPE = **"1"** for this voucher, then all agencies coded on all lines must have the same Agency Type.

ORG
: Required for Payment Voucher lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this Payment Voucher line. This code must be valid on Organization (ORG2). Leave blank for Payment Voucher lines associated with all capital outlay appropriations. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.

SUB ORG
: Leave blank. This field is not used by the State of Louisiana.

APPR UNIT
: Required for Payment Voucher lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for the Payment Voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).

	Leave blank for Payment Voucher lines with a revenue or expenditure organization and balance sheet accounts. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)
FUNCTION	Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC).
OBJ	Required for expense/expenditure transactions. The code used must be valid on Object (OBJ2). Leave blank for revenue or balance sheet transactions. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.
SUB OBJ	Required on expense/expenditure transactions if the sub object option on Expense Budget Inquiry (Extended) (EEX2) is "Y". Otherwise, optional on expense/expenditure transactions. Leave blank when object is not coded. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO. If there is no sub-object coded on the referenced line, you can add one here.
REV SRC	Required for revenue transactions. The code used must be valid on Revenue Source (RSR2). Leave blank for expense/expenditure or balance sheet transactions.
SUB REV	Optional on revenue transactions. Leave blank when Revenue Source is not coded.
JOB NO	Leave blank for Payment Voucher lines associated with regular appropriations and non capital outlay permanent appropriations. Required for Payment Voucher lines associated with all capital outlay appropriations. Enter the applicable project number for this Payment Voucher line. The code must be valid on Agency Project Inquiry (AGPR). Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.
REPT CAT	Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line. Leave blank when a Purchase Order (PO) is referenced in the for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.

BS ACCT	Required for balance sheet account transactions. The code used must be valid on Balance Sheet Account (BAC2). Leave blank for expense/ expenditure or revenue transactions.
QUANTITY	Leave blank. This field is not used by the State of Louisiana.
I/D	Leave blank. This field is not used by the State of Louisiana.
FREIGHT AMOUNT	Leave blank. This field is not used by the State of Louisiana.
I/D	Leave blank. This field is not used by the State of Louisiana.
AMOUNT	Required. If adding a new line, enter the dollar amount of the item (s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the original amount.
I/D	Required if document action is "M". Otherwise, optional. Code the following:

                                        "D"   Decrease
                                          "I"   Increase

When document action is "E", a blank will default to "I". "D" is valid on original entries, as long as discount type is blank, to record credit memos.

TAX CODE	Leave blank. This field is not used by the State of Louisiana.
TAX AMOUNT	Leave blank. This field is not used by the State of Louisiana.
TOTAL AMOUNT	Calculated. It is the system-computed amount of the total of all amounts entered for this line.
P/F	Leave blank for Payment Voucher lines when <u>no</u> Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. Optional for Payment Voucher lines when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field indicates whether the line is closing out a Purchase Order line (final payment) or authorizing partial payment of a PO line amount. A partial payment is a "P", and a final payment is a "F". For example, assume that the PO line amount is $100.00 and the amount to be paid for this obligation is $98.75. If a "P" is used on the Payment Voucher line, $98.75 of the encumbered amount will be liquidated. If a "F" is used on the Payment Voucher line, $100.00 of the encumbrance will be liquidated. Code this field according to the following rules:

-        if this Payment Voucher makes the total amount expended *equal* to the PO line amount, then the PO line will be closed automatically, and the "F" is optional.

-        if this Payment Voucher makes the total amount expended *less* than the PO amount, but you want to force it closed anyway (the item didn't cost as much as expected), the "F" is required.

- if this payment makes the total amount expended *less* than the PO amount, and you do not want to close the PO, the "P" is optional.

- if this Payment Voucher makes the total amount expended *more* than the PO amount (the item cost more than expected), the "F" is required. There is an upper limit to how much the total amount expended can exceed the PO amount. (See discussion of Purchase Orders in the *ISIS/AFS User Guide, Vol. II*).

PVQ Quick Payment Voucher

```
FUNCTION:                     DOCID: PVQ  107  PVQ00000035     10/03/01 09:36:26 AM
  STATUS:                     BATID:              ORG:            000-000 OF 000
 H-                           QUICK PAYMENT VOUCHER INPUT FORM
   DATE:             ACCT PRD:           BFY:       ACT:
   VENDOR CODE:               ACT DEL DT:          SCH PAY DATE:
        NAME:                                      OFF LIAB ACCT:
      ADDRESS:                                     DOCUMENT TOTAL:
                                                   CALC DOC TOTAL:
                                                          FA IND:
   EFT IND:  APPLICATION TYPE:    SINGLE CHECK FLAG:   CHECK CATEGORY:
   LN                        COM
   NO REF CD/NUMBER/LN     LN  VI NUMBER/LN    DESCRIPTION
   -- ------------------- --- --------------- ----------------
   FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
   ---- ---- ------- --------- ---- ---- ------- -------  -------- ---- -------
   DISC TYPE  LINE AMOUNT  I/D P/F  QUANTITY   I/D
   --------- -------------- --- --- ------------ ---
 01-
```

Coding Instructions

The Quick Payment Voucher (PVQ) document may be used to authorize the spending of money and to initiate automated check-writing procedures instead of the Payment Voucher (PV). The PVQ is used to record all information necessary for the system to create vouchers payable ledger entries. The payment voucher also schedules a specific payment date for the voucher, which is used when cash is disbursed.

COMMAND AREA	See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
DATE	Inferred. The current date entered for this document type on Date (DATE).
ACCT PRD	If blank, the accounting period defaults to the accounting period associated with the Quick Payment Voucher transaction date (on Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal months and fiscal years. You cannot enter future periods.
BFY	If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired budget fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter future budget fiscal years.
	On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.
ACT	If left blank defaults to "E". Valid entries are:
	"E" (Original Entry) if this document is new.
	"M" (Adjustment) if this document is modifying a previously accepted document. This allows you to add lines to a previous document, change the <u>amounts</u> on existing lines (not <u>codes</u>), or cancel a line (decrease a line amount to zero).

	NOTE:	To change codes in an existing line, you must cancel that line and recode a new line. These can both be recorded on the same input form, using an Adjustment (M) action. To change codes in the header you must cancel all lines on the document and start over with a new Quick Payment Voucher, using an Original Entry (E) action.

VENDOR CODE

Required. The code for the vendor to be paid as a result of this document. The code used must be valid on Vendor (VEN2). If lines on this PVQ reference Purchase Orders, the vendor code used must contain the same 9 character Federal Employer Identification Number/Social Security Administration Number as used on the referenced documents. The two character alternate address indicator (locator code) of the vendor code can be different than the alternate address indicator on the referenced documents.

ACT DEL DT

Required. The date that the goods or services were received, or "PREPAY" for those items allowed to be paid in advance. If specified, the delivery date must be less than or equal to DATE. For continuing appropriations, the delivery date fiscal year can be greater than the budget fiscal year. For regular appropriations, the budget fiscal year cannot be less than the delivery date fiscal year. If a date is coded, it must be valid on Calendar Date (CLDT) (except for "PREPAY").

During the 13th accounting period, the actual delivery date must be 6/30/XX or prior.

SCH PAY DATE

The scheduled payment date in MMDDYY format. The scheduled payment date must be equal to or greater than DATE. Checks will be cut one day after the scheduled payment date. If this date is not entered, this system will compute the scheduled payment lag, set to 30 days from the document date.

NOTE:

Scheduled Payment Dates can always be changed on PVQ modifying transactions or through Payment Voucher Scheduling (SCHD). See the discussion of "Automated Disbursements" in the *ISIS/AFS User Guide, Vol. II* for further details.

NAME

This field will be inferred from the vendor code.

OFF LIAB ACCT

This field is not used by the State of Louisiana.

ADDRESS

This field will be inferred from the vendor code.

DOCUMENT TOTAL

Required. The unsigned net amount of all lines on the document. To compute this amount:

1. Add together all the increase amounts (the lines with "I" or blank in the I/D field).

2. Add together all the decrease amounts (the lines with "D" in the I/D field).

3. Subtract the smaller amount from larger, and enter the difference in the field for DOCUMENT TOTAL.

CALC DOC TOTAL | Do not code this field. It is the system computed total of the line amounts.

FA IND | This field is not used by the State of Louisiana.

EFT IND | This field indicates whether PVQ will be paid by electronic funds transfer (EFT). Valid values are: "Y" (Yes), or "N" or blank (No). The EFT indicator can be changed on Payment Voucher Scheduling (SCH2).

APPLICATION TYPE | Inferred. If a single EFT payment is requested, the Application Type will be set to "AA". For consolidated EFT payments, the Application Type will be set to "99" (inferred from Agency (AGC2)). The code must be valid on EFT Type (EFTA).

SINGLE CHECK FLAG | "Y" for yes to request that a single check be printed or a single EFT produced for this PVQ. If a "Y" is not entered, the system will infer a "N" for no.

CHECK CATEGORY | Inferred. If a single check is requested using the single check flag the check category will be set to "AA". For consolidated checks, the check category will be set to "99" (inferred from Agency (AGC2)).

LN NO | Required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid. If this line is an adjustment to a previously entered line, the line number must be the same as the original line number.

REF CD/NUMBER/LN | Required if this line is to reference lines previously recorded on a Purchase Order (PO). Enter the document code, number, and line number of the PO being referenced. Leave blank if this line does <u>not</u> reference lines previously recorded on a "PO".

NOTE: If a prior year PO is referenced, all codes in the accounting distribution must be valid for the prior year as well as for the current year.

COM LN | This field is not used by the State of Louisiana.

VI NUMBER/LN | Required. Enter the Vendor Invoice for this PVQ line.

DESCRIPTION | For reporting purposes only. Notes about this line. This description will be displayed on the check stub.

FUND | Required for PVQ lines without an expenditure or revenue organization. Otherwise, it will be inferred from Organization (ORG2). Additionally, leave blank when a Purchase Order (PO) is referenced. This field will be inferred from the referenced PO.

AGCY | Required for PVQ lines that do not reference a Purchase Order (PO). The applicable agency code- must be valid on Agency (AGC2). Additionally, leave blank when a Purchase Order (PO) is referenced. This field will be inferred from the referenced PO.

All agencies coded on all lines must have the same Agency Type.

ORG	Required for PVQ lines associated with regular appropriations and permanent appropriations that require organizations. The applicable organization code for this PVQ line. This code must be valid on Organization (ORG2). Additionally, leave blank when a Purchase Order (PO) is referenced. This field will be inferred from the referenced PO.
SUB	This field is not used by the State of Louisiana.
APPR UNIT	Required for PVQ lines without an expenditure or revenue organization. The applicable appropriation unit code for the PVQ line- must be valid on Appropriation Inquiry (Extended) (EAP2). Inferred from Organization (ORG2) when organization. Additionally, leave blank when a Purchase Order (PO) is referenced. This field will be inferred from the referenced PO.
ACTV	This field is required when dictated by state policy.
FUNC	Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC).
OBJ/SUB	Required when using an expenditure organization. The applicable object code- must be valid on Object (OBJ2). Additionally, leave blank when a Purchase Order (PO) is referenced. This field will be inferred from the referenced PO. Enter SUB if dictated by agency policy.
REV/SUB	Required when using a revenue organization. The code must be valid on Revenue Source (RSR2). SUB is optional on revenue transactions.
JOB NO	Required for PVQ lines associated with all capital outlay appropriations. The applicable project number for this PVQ line- must be valid on Agency Project Inquiry (AGPR). Additionally, leave blank when a Purchase Order (PO) is referenced. This field will be inferred from the referenced PO.
RCAT	Can be inferred from Organization (ORG2), or the applicable reporting category code- must be valid on Reporting Category (RPTG). Additionally, leave blank when a Purchase Order (PO) is referenced. This field will be inferred from the referenced PO.
BS ACCT	Required for balance sheet account transactions. The code must be valid on Balance Sheet Account (BAC2).
DISC TYPE	If a vendor discount policy applies to this voucher line, enter the appropriate discount code from Discount Type (DISC). The cash disbursement process will determine whether the discount can actually be taken at the time the check is printed. Leave blank on balance sheet transactions and governmental refunds. This field may not be changed on modify transactions.

LINE AMOUNT

Required. If adding a new line, enter the dollar amount of the item(s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the original amount.

Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.

I/D

Required if document actions is "M". Code the following:

       "D"   Decrease
       "I"   Increase

When document action is "E", a blank will default to "I". "D" is valid on original entries, as long as discount type is blank, to record credit memos.

P/F

Leave blank for PVQ lines when no Purchase Order (PO) is referenced. Optional for PVQ lines when a PO is referenced. This field indicates whether the line is closing out a Purchase Order (PO) line (final payment – "F") or authorizing partial payment ("P") of a PO line amount. Code this field according to the following rules:

-      if this PVQ makes the total amount expended *equal* to the PO line amount, then the PO line will be closed automatically, and the "F" is optional.

-      if this PVQ makes the total amount expended *less* than the PO amount, but you want to force it closed (the item didn't cost as much as expected), the "F" is required.

-      if this PVQ makes the total amount expended *less* than the PO amount and you do not want to close the PO, the "P" is optional.

-      if this PVQ makes the total amount expended *more* than the PO amount (the item cost more than expected), the "F" is required. There is an upper limit to how much the total amount expended can exceed the PO amount (10%).

QUANTITY

This field is not used by the State of Louisiana.

I/D

This field is not used by the State of Louisiana.

P1   Vendor Payment Voucher

```
FUNCTION:                    DOCID: P1   107  P1000000295      10/03/01 09:46:55 AM
   STATUS:              BATID:              ORG:           000-000 OF 000
                        VENDOR PAYMENT VOUCHER INPUT FORM
PV DATE:         ACCT PD:      BFY:    ACT:  SINGLE CHECK:  TC:    FA:
EFT IND/TYPE:   /   CHECK CAT:   OFF LIAB ACCT:      SCHED PAY DATE:
VENDOR:              ACT DEL DATE:            DOC TOTAL:
  NAME:                                        USE TAX:
  ADDR:                                  CALC DOC TOTAL:
     :                                   FREIGHT IND:
     :                                   FREIGHT TOT:                  I/D:
TOT AMT:              I/D:   CAL AMT:
TOT QTY:              I/D:   CAL QTY:
LN    REFERENCE         COM VENDOR      INV
NO CD NUMBER          LN LN  INVOICE      LN  FUND AGCY ORG/SUB APPR UNIT ACTV
-- -- --------------- -- --- ------------ --- ---- ---- ------- --------- ----
FUNC OBJ/SUB RSRC/SUB JOB/PROJ RCAT BACC DT   DESCRIPTION       QUANTITY   I/D
---- ------- -------- -------- ---- ---- --  ---------------- ------------ ---
TAX CD FREIGHT AMOUNT I/D     AMOUNT     I/D  TAX AMOUNT     TOTAL AMOUNT  P/F
------ -------------- -  --------------  -  --------------  --------------  -
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Coding Instructions

The Vendor Payment Voucher (P1) document may be used to authorize the spending of money and to initiate automated check-writing procedures. The P1 is used to record all information necessary for the system to create vouchers payable ledger entries. The payment voucher also schedules a specific payment date for the voucher, which is used when cash is disbursed.

COMMAND AREA   See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.

PV DATE   Inferred.   The current date entered for this document type on Date (DATE).

ACCT PD   Optional. If blank, the accounting period defaults to the accounting period associated with the Vendor Payment Voucher transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal months and fiscal years. You cannot enter future periods.

BFY   Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired budget fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter future budget fiscal years.

On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.

ACT   Optional. Blank defaults to "E". Valid entries are:

"E"   (Original Entry) if this document is new.

"M"   (Adjustment) if this document is modifying a previously accepted document. This allows you to add lines to a previous document, change the amounts on existing lines (not codes), or cancel a line (decrease a line amount to zero).

NOTE: To change codes in an existing line, you must cancel that line and recode a new line. These can both be recorded on the same input form, using an Adjustment (M) action. To change codes in the header, you must cancel all lines on the document and start over with a Vendor Payment Voucher, using an Original Entry (E) action.

SINGLE CHECK — Optional. Enter a "Y" for yes to request that a single check be printed or a single EFT produced for this Vendor Payment Voucher. If a "Y" is not entered, the system will infer a "N" for no and this vendor Payment Voucher amount will be summed together with other vouchers for the same vendor (by Check Category) on the same scheduled payment date to get the disbursement amount.

TC — Leave blank. This field is not used by the State of Louisiana.

FA — Leave blank. This field is not used by the State of Louisiana.

EFT IND/TYPE — This field indicates whether the Payment Voucher will be paid by electronic funds transfer (EFT). Valid values are: "Y" (Yes), or "N" or blank (No). The EFT indicator can be changed on Payment Voucher Scheduling (SCH2).

If a single EFT payment is requested, the Application Type will be set to "AA". For consolidated EFT payments, the Application Type will be set to "99". For consolidated EFT payments, the Application Type will be inferred from Agency (AGC2). The code must be valid on EFT Type (EFTA).

CHECK CAT — Inferred. If a single check is requested using the single check flag, check category will be set to "AA". For consolidated checks, the check category will be set to "99". For consolidated checks, the check category is inferred from Agency (AGC2).

OFF LIAB ACCT — Leave blank. This field is not used by the State of Louisiana.

SCHED PAY DATE — Optional. Enter the scheduled payment date in MMDDYY format. The scheduled payment date must be equal to or greater than the PV Date. If this date is not entered, the system will compute the scheduled payment date based on the system payment lag. The system payment lag is set to 30 days. If a date is not entered, the payment will be scheduled to cut a check 30 days from the document date.

NOTE: — Scheduled Payment Dates can always be changed on P1 modifying transactions or through Payment Voucher Scheduling (SCHD). See the discussion of "Automated Disbursements" in the *ISIS/AFS User Guide, Vol. II* for further details.

VENDOR — Required. Enter the code for the vendor to be paid as a result of this document. The code used must be valid on Vendor (VEN2). If lines on this Vendor Payment Voucher reference Purchase Orders, the vendor code used must contain the same 9 character Federal Employer Identification Number/Social Security Administration Number as used on the referenced documents. The two character alternate address indicator (locator code) of

the vendor can be different than the alternate address indicator on the referenced documents.

ACT DEL DATE	Required. Enter date the goods or services were received, or "PREPAY" for those items allowed to be paid in advance. If specified, the delivery date must be less than or equal to PV DATE. For continuing appropriations, the delivery date fiscal year can be greater than the budget fiscal year. For regular appropriations, the budget fiscal year cannot be less than the delivery date fiscal year. If a date is coded, it must be valid in Calendar Date (CLDT) (except for "PREPAY").

DOC TOTAL   Required. Enter the unsigned net amount of all lines on the document. To compute this amount:

1. Add together all the increase amounts (the lines with "I" or blank in the I/D field).

2. Add together all the decrease amounts (the lines with "D" in the I/D field).

3. Subtract the smaller amount from the larger, and enter the difference in the field for DOC TOTAL.

NAME	Leave blank. This field will be inferred from the vendor code.
USE TAX	Leave blank. This field is not used by the State of Louisiana.
ADDR	Leave blank. This field will be inferred from the vendor code.
CALC DOC TOTAL	Protected. It is the system-computed total of the line amounts.
FREIGHT IND	Leave blank. This field is not used by the State of Louisiana.
FREIGHT TOT	Leave blank. This field is not used by the State of Louisiana.
I/D	Leave blank. This field is not used by the State of Louisiana.
TOT AMT	Leave blank. This field is not used by the State of Louisiana.
I/D	Leave blank. This field is not used by the State of Louisiana.
CAL AMT	Protected. It is the system-computed total of all lines.
TOT QTY	Leave blank. This field is not used by the State of Louisiana.
I/D	Leave blank. This field is not used by the State of Louisiana.
CAL QTY	Leave blank. This field is not used by the State of Louisiana.
LN NO	Required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid. If this line is an adjustment to a previously entered line, the code used must be the same as the one on the original line.

REFERENCE CD Required if this line is to reference lines previously recorded on a Purchase Order (PO). Enter the applicable document code of PO.

       Leave blank if this line does <u>not</u> reference lines previously recorded on a Purchase Order (PO).

       NOTE: If a prior year PO is referenced, all codes in the accounting distribution must be valid for the prior year as well as for the current year.

REFERENCE NUMBER Required if this line is to reference lines previously recorded on a Purchase Order (PO). Enter the document number of the Document ID being referenced.

       Leave blank if this lines does <u>not</u> reference lines previously recorded on a PO.

REFERENCE LN Required if this line is to reference lines previously recorded on a Purchase Order (PO). Enter the line number of the Document ID being referenced.

       Leave blank if this line does <u>not</u> reference lines previously recorded on a PO.

REFERENCE COM LN Leave blank. This field is not used by the State of Louisiana.

VENDOR INVOICE Required. Enter the Vendor Invoice Number associated with this line. The invoice number will appear on the check stub to aid the vendor with payment identification.

       NOTE: If this document is modifying a previously accepted document with a reference vendor invoice number, the vendor invoice number must be entered on the lines being modified exactly as entered on the original document.

INV LN Leave blank. This field is not used by the State of Louisiana.

FUND Required for Vendor Payment Voucher lines without a revenue or expenditure organization. Enter the applicable Fund code for the Vendor Payment Voucher line. The code used must be valid on Fund (FUN2). Leave blank for Vendor Payment Voucher lines with a revenue or expenditure organization. This field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.

AGCY Required for Vendor Payment Voucher lines that do not reference a Purchase Order (PO) in the field for REFERENCE NUMBER. Enter the applicable agency code for this Vendor Payment Voucher line. The code used must be valid on Agency (AGC2). Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.

All agencies coded on all lines must have the same Agency Type.

ORG   Required for Vendor Payment Voucher lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this Vendor Payment Voucher line. The code must be valid on Organization (ORG2). Leave blank for Vendor Payment Voucher lines associated with all capital outlay appropriations and balance sheet accounts. Additionally, leave, blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.

SUB   Leave blank. This field is not used by the State of Louisiana.

APPR UNIT   Required for Vendor Payment Voucher lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for the Vendor Payment Voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).

      Leave blank for Vendor Payment Voucher lines with a revenue or expenditure organization and balance sheet accounts. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.

ACTV   This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)

FUNC   Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC).

OBJ/SUB   Required for expense/expenditure transactions. The code used must be valid on Object (OBJ2). Leave blank for revenue or balance sheet transactions. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.

      Enter SUB OBJ if the sub object option on Expense Budget Inquiry (Extended) (EEX2) Table is "Y". Otherwise, optional on expense/expenditure transactions. Leave blank when object is not coded. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO. If there is no sub-object coded on the referenced line, you can add one here.

RSRC/SUB   Required for revenue transactions. The code used must be valid on Revenue Source (RSR2). Leave blank for expense/expenditure or balance sheet transactions.

SUB REV is optional on revenue transactions. Leave blank when Revenue Source is not coded.

JOB/PROJ   Leave blank for Vendor Payment Voucher lines associated with regular appropriations and non-capital outlay permanent appropriations. Required for Vendor Payment Voucher lines associated with all capital outlay appropriations. Enter the applicable project number for this Vendor Payment Voucher line. The code must be valid on Agency Project Inquiry (AGPR). Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.

RCAT   Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line. Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.

BACC   Required for balance sheet account transactions. The code used must be valid on Balance Sheet Account (BAC2). Leave blank for expense/expenditure or revenue transactions.

DT   Optional. If a vendor discount policy applies to this voucher line, enter the appropriate discount type from Discount Type (DISC). The cash disbursement process will determine whether the discount can actually be taken at the time the check is printed.

                  Leave blank on balance sheet transactions and governmental refunds. This field may not be changed on modify transactions.

DESCRIPTION   Optional, for reporting purposes only. Enter notes about this line. The description will be displayed on the check stub.

QUANTITY   Leave blank. This field is not used by the State of Louisiana.

I/D   Leave blank. This field is not used by the State of Louisiana.

TAX CD   Leave blank. This field is not used by the State of Louisiana.

FREIGHT AMOUNT   Leave blank. This field is not used by the State of Louisiana.

I/D   Leave blank. This field is not used by the State of Louisiana.

AMOUNT   Required. If adding a new line, enter the dollar amount of the item(s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the original amount.

                  Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.

I/D	Required if document action is "M". Otherwise, optional. Code the following:

"D"   Decrease
"I"   Increase

When document action is "E", a blank will default to "I". "D" is valid on original entries, as long as discount type is blank, to record credit memos.

TAX AMOUNT	Leave blank. This field is not used by the State of Louisiana.
TOTAL AMOUNT	Calculated. It is the system-computed amount of the total of adjustments (tax and/or freight) added to the amount entered for this line.
P/F	Leave blank for Vendor Payment Voucher lines when <u>no</u> Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. Optional for Vendor Payment Voucher lines when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field indicates whether the line is closing out a Purchase Order (PO) line (final payment) or authorizing partial payment of a PO line amount. A partial payment is a "P", and a final payment is a "F". For example, assume that the PO line amount is $100.00 and the amount to be paid for this obligation is $98.75. If a "P" is used on the Vendor Payment Voucher line, $98.75 of the encumbered amount will be liquidated. If an "F" is used on the Vendor Payment Voucher line, $100.00 of the encumbrance will be liquidated. Code this field according to the following rules:

- if this Vendor Payment Voucher makes the total amount expended *equal* to the PO line amount, then the PO line will be closed automatically, and the "F" is optional.

- if this Vendor Payment Voucher makes the total amount expended *less* than the PO amount, but you want to force it closed (the item didn't cost as much as expected), the "F" is required.

- if this Vendor Payment Voucher makes the total amount expended *less* than the PO amount, and you do not want to close the PO, the "P" is optional.

- if this Vendor Payment Voucher makes the total amount expended *more* than the PO amount (the item cost more than expected), the "F" is required. There is an upper limit to how much the total amount expended can exceed the PO amount. (See discussion of Purchase Orders in the *ISIS/AFS User Guide, Vol. II*).

P2 Payment Voucher Reversal Screen 1

```
FUNCTION:                    DOCID: P2  107  P1000000295     10/03/01 10:06:21 AM
  STATUS:                      BATID:                ORG:
 H-                      PAYMENT VOUCHER REVERSAL INPUT FORM

    PV DATE:           ACCTG PRD:      BUDGET FY:
    ACTION:      PV TYPE:    ACT DEL DT:           SCH PAY DATE:
  OFF LIAB ACCT:               FA IND:    DOCUMENT TOTAL:
       EFT IND:    APPLICATION TYPE:     CALC DOC TOTAL:
    VENDOR CODE:                 CHECK CATEGORY:    SINGLE CHECK FLAG:
    VENDOR NAME:
        ADDR1:
        ADDR2:
        ADDR3:
    FREIGHT IND:               FREIGHT TOT:                  FREIGHT I/D:
     TOTAL AMT:                TOT AMT I/D:    CALC TOT AMT:
```

P2 Payment Voucher Reversal Screen 2

```
FUNCTION:                    DOCID: P2  107  P1000000295     10/03/01 10:07:19 AM
  STATUS:                      BATID:                ORG:          000-000 OF 000
  LN      REFERENCE        COM  VENDOR        AGE    SUB
  NO CD AGY    NUMBER    LN LN   INVOICE    FUND NCY ORG ORG APPR UNIT ACTV
  -- -- --- ----------- -- --- ----------- ---- --- ------- --------- ----
  OBJ   SOBJ   REV SRC SUB REV  JOB NO. REPT CATG BS ACCT DISC TYPE FUNC
  ----  ----  ------- ------- -------- --------- ------- --------- ----
    DESCRIPTION      QUANTITY   FREIGHT AMOUNT I/D    AMOUNT      I/D
  ---------------  ------------ -------------- --- -------------- ---
  TAX CODE   TAX AMOUNT    TOTAL AMOUNT  P/F
  -------- -------------- -------------- ---
 01-


 02-
```

Coding Instructions

P2 documents are not coded by users; they are created as the result of batch processing programs used at year-end to clear all outstanding payables. All fields on the P2 are identical to the PV transaction, with the following exceptions:

C   All created P2 documents have ACTION = "M".
C   All created P2 documents have PV Type = "1".
C   P2 documents do not use the Seller fields (for intra-governmental PVs).

P3   P-Card Vendor Payment Voucher

```
FUNCTION:                     DOCID: P3   107  P3TEST          10/08/01 10:45:15 AM
   STATUS:                 BATID:             ORG:              000-000 OF 000
                        P-CARD VENDOR PAYMENT VOUCHER INPUT FORM
PV DATE:        ACCT PD:      BFY:    ACT:   SINGLE CHECK:   TC:     FA:
EFT IND/TYPE:    /    CHECK CAT:   OFF LIAB ACCT:     SCHED PAY DATE:
VENDOR:              ACT DEL DATE:              DOC TOTAL:
  NAME:                                         USE TAX:
  ADDR:                                     CALC DOC TOTAL:
     :                                      FREIGHT IND:
     :                                      FREIGHT TOT:                  I/D:
TOT AMT:            I/D:    CAL AMT:
TOT QTY:            I/D:    CAL QTY:
LN                        VENDOR      INV
NO                        INVOICE      LN  FUND AGCY ORG/SUB APPR UNIT ACTV
--                       ------------ --- ---- ---- ------- --------- ----
FUNC OBJ/SUB RSRC/SUB JOB/PROJ RCAT BACC DT   ACCOUNT NUMBER    QUANTITY   I/D
---- ------- -------- -------- ---- ---- --  ---------------- ----------- ---
TAX CD FREIGHT AMOUNT I/D     AMOUNT     I/D  TAX AMOUNT    TOTAL AMOUNT
------ -------------- -  --------------  -  -------------- --------------
```

Coding Instructions

The Vendor Payment Voucher (P3) is an interface transaction that records purchases made using the LaCarte Purchasing Card in to the accounting system. The P3 document authorizes the spending of money and initiates the automated electronic funds transfer (EFT) payment process.

The P3 transaction bypasses the budgetary edits that would cause a standard PV document to reject. Additionally, cash is not checked when the EFT payment is issued. P3 transactions will process and issue payments regardless of an agency's available budget and cash.

COMMAND AREA	See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
P3 DATE	Inferred. The current date entered for this document type on Date (DATE).
ACCT PD	Optional. If blank, the accounting period defaults to the accounting period associated with the Vendor Payment Voucher transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal months and fiscal years. You cannot enter future periods.
BFY	Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired budget fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter future budget fiscal years. On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.

ACT	Optional. Blank defaults to "E". Valid entries are:
	"E" (Original Entry) if this document is new.
	"M" (Adjustment) if this document is modifying a previously accepted document. This allows you to add lines to a previous document, change the <u>amounts</u> on existing lines (not <u>codes</u>), or cancel a line (decrease a line amount to zero).
	NOTE: To change codes in an existing line, you must cancel that line and recode a new line. These can both be recorded on the same input form, using an Adjustment (M) action. To change codes in the header, you must cancel all lines on the document and start over with a Vendor Payment Voucher, using an Original Entry (E) action.
SINGLE CHECK	Optional. Enter a "Y" for yes to request that a single check be printed or a single EFT produced for this Vendor Payment Voucher. If a "Y" is not entered, the system will infer a "N" for no and this vendor Payment Voucher amount will be summed together with other vouchers for the same vendor (by Check Category) on the same scheduled payment date to get the disbursement amount.
TC	Leave blank. This field is not used by the State of Louisiana.
FA	Leave blank. This field is not used by the State of Louisiana.
EFT IND/TYPE	This field indicates whether the Payment Voucher will be paid by electronic funds transfer (EFT). Valid values are: "Y" (Yes), or "N" or blank (No). The EFT indicator can be changed on Payment Voucher Scheduling (SCH2).
	If a single EFT payment is requested, the Application Type will be set to "AA". For consolidated EFT payments, the Application Type will be set to "99". For consolidated EFT payments, the Application Type will be inferred from Agency (AGC2). The code must be valid on EFT Type (EFTA).
CHECK CAT	Inferred. If a single check is requested using the single check flag, check category will be set to "AA". For consolidated checks, the check category will be set to "99". For consolidated checks, the check category is inferred from Agency (AGC2).
OFF LIAB ACCT	Leave blank. This field is not used by the State of Louisiana.
SCHED PAY DATE	Optional. Enter the scheduled payment date in MMDDYY format. The scheduled payment date must be equal to or greater than the PV Date. If this date is not entered, the system will compute the scheduled payment date based on the system payment lag. The system payment lag is set to 30 days. If a date is not entered, the payment will be scheduled to cut a check 30 days from the document date.

<table>
<tr><td></td><td>NOTE: Scheduled Payment Dates can always be changed on P3 modifying transactions or through Payment Voucher Scheduling (SCHD). See the discussion of "Automated Disbursements" in the *ISIS/AFS User Guide, Vol. II* for further details.</td></tr>
<tr><td>VENDOR</td><td>Required. Enter the code for the vendor to be paid as a result of this document. The code used must be valid on Vendor (VEN2). If lines on this Vendor Payment Voucher reference Purchase Orders, the vendor code used must contain the same 9 character Federal Employer Identification Number/Social Security Administration Number as used on the referenced documents. The two character alternate address indicator (locator code) of the vendor can be different than the alternate address indicator on the referenced documents.</td></tr>
<tr><td>ACT DEL DATE</td><td>Required. Enter date the goods or services were received, or "PREPAY" for those items allowed to be paid in advance. If specified, the delivery date must be less than or equal to PV DATE. For continuing appropriations, the delivery date fiscal year can be greater than the budget fiscal year. For regular appropriations, the budget fiscal year cannot be less than the delivery date fiscal year. If a date is coded, it must be valid in Calendar Date (CLDT) (except for "PREPAY").</td></tr>
<tr><td>DOC TOTAL</td><td>Required. Enter the unsigned net amount of all lines on the document. To compute this amount:</td></tr>
</table>

1. Add together all the increase amounts (the lines with "I" or blank in the I/D field).

2. Add together all the decrease amounts (the lines with "D" in the I/D field).

3. Subtract the smaller amount from the larger, and enter the difference in the field for DOC TOTAL.

<table>
<tr><td>NAME</td><td>Leave blank. This field will be inferred from the vendor code.</td></tr>
<tr><td>USE TAX</td><td>Leave blank. This field is not used by the State of Louisiana.</td></tr>
<tr><td>ADDR</td><td>Leave blank. This field will be inferred from the vendor code.</td></tr>
<tr><td>CALC DOC TOTAL</td><td>Protected. It is the system-computed total of the line amounts.</td></tr>
<tr><td>FREIGHT IND</td><td>Leave blank. This field is not used by the State of Louisiana.</td></tr>
<tr><td>FREIGHT TOT</td><td>Leave blank. This field is not used by the State of Louisiana.</td></tr>
<tr><td>I/D</td><td>Leave blank. This field is not used by the State of Louisiana.</td></tr>
<tr><td>TOT AMT</td><td>Leave blank. This field is not used by the State of Louisiana.</td></tr>
<tr><td>I/D</td><td>Leave blank. This field is not used by the State of Louisiana.</td></tr>
<tr><td>CAL AMT</td><td>Protected. It is the system-computed total of all lines.</td></tr>
</table>

TOT QTY	Leave blank. This field is not used by the State of Louisiana.
I/D	Leave blank. This field is not used by the State of Louisiana.
CAL QTY	Leave blank. This field is not used by the State of Louisiana.
LN NO	Required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid. If this line is an adjustment to a previously entered line, the code used must be the same as the one on the original line.
VENDOR INVOICE	Required. Enter the Vendor Invoice Number associated with this line. For Payment Voucher documents for outside vendors, the invoice number will appear on the check stub to aid the vendor with payment identification.
	NOTE: If this document is modifying a previously accepted document with a reference vendor invoice number, the vendor invoice number must be entered on the lines being modified exactly as entered on the original document.
INV LN	Leave blank. This field is not used by the State of Louisiana.
FUND	Required for Vendor Payment Voucher lines without a revenue or expenditure organization. Enter the applicable Fund code for the Vendor Payment Voucher line. The code used must be valid on Fund (FUN2). Leave blank for Vendor Payment Voucher lines with a revenue or expenditure organization. This field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.
AGCY	Required for Vendor Payment Voucher lines that do not reference a Purchase Order (PO) in the field for REFERENCE NUMBER. Enter the applicable agency code for this Vendor Payment Voucher line. The code used must be valid on Agency (AGC2). Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.
	All agencies coded on all lines must have the same Agency Type.
ORG	Required for Vendor Payment Voucher lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this Vendor Payment Voucher line. The code must be valid on Organization (ORG2). Leave blank for Vendor Payment Voucher lines associated with all capital outlay appropriations and balance sheet accounts. Additionally, leave, blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.
SUB	Leave blank. This field is not used by the State of Louisiana.

APPR UNIT   Required for Vendor Payment Voucher lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for the Vendor Payment Voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).

Leave blank for Vendor Payment Voucher lines with a revenue or expenditure organization and balance sheet accounts. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.

ACTV   This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)

FUNC   Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC).

OBJ/SUB   Required for expense/expenditure transactions. The code used must be valid on Object (OBJ2). Leave blank for revenue or balance sheet transactions. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.

Enter SUB OBJ if the sub object option on Expense Budget Inquiry (Extended) (EEX2) Table is "Y". Otherwise, optional on expense/expenditure transactions. Leave blank when object is not coded. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO. If there is no sub-object coded on the referenced line, you can add one here.

RSRC/SUB   Required for revenue transactions. The code used must be valid on Revenue Source (RSR2). Leave blank for expense/expenditure or balance sheet transactions.

SUB REV is optional on revenue transactions. Leave blank when Revenue Source is not coded.

JOB/PROJ   Leave blank for Vendor Payment Voucher lines associated with regular appropriations and non-capital outlay permanent appropriations. Required for Vendor Payment Voucher lines associated with all capital outlay appropriations. Enter the applicable project number for this Vendor Payment Voucher line. The code must be valid on Agency Project Inquiry (AGPR). Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.

RCAT	Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line. Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.
BACC	Required for balance sheet account transactions. The code used must be valid on Balance Sheet Account (BAC2). Leave blank for expense/ expenditure or revenue transactions.
DT	Optional. If a vendor discount policy applies to this voucher line, enter the appropriate discount type from Discount Type (DISC). The cash disbursement process will determine whether the discount can actually be taken at the time the check is printed.
	Leave blank on balance sheet transactions and governmental refunds. This field may not be changed on modify transactions.
ACCOUNT NUMBER	Required. Enter a valid 16-digit corporate account number from Purchase Card Default Table (PCRD).
QUANTITY	Leave blank. This field is not used by the State of Louisiana.
I/D	Leave blank. This field is not used by the State of Louisiana.
TAX CD	Leave blank. This field is not used by the State of Louisiana.
FREIGHT AMOUNT	Leave blank. This field is not used by the State of Louisiana.
I/D	Leave blank. This field is not used by the State of Louisiana.
AMOUNT	Required. If adding a new line, enter the dollar amount of the item(s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the original amount.
	Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.
I/D	Required if document action is "M". Otherwise, optional. Code the following:

> "D"   Decrease
> "I"   Increase

> When document action is "E", a blank will default to "I". "D" is valid on original entries, as long as discount type is blank, to record credit memos.

TAX AMOUNT	Leave blank. This field is not used by the State of Louisiana.
TOTAL AMOUNT	Calculated. It is the system-computed amount of the total of adjustments (tax and/or freight) added to the amount entered for this line.

Revenues

CR   Cash Receipt Screen 1

```
FUNCTION:                    DOCID: CR   107  107111111        10/03/01 10:51:05 AM
  STATUS:                    BATID:                   ORG:
 H-                                CASH RECEIPT INPUT FORM

       TRANS DATE:                    ACCTG PRD:                  BUDGET FY:
                                CMIA SCHEDULE DATE:
          ACTION:              BANK ACCOUNT CODE:

         COMMENTS:

                                               DOCUMENT TOTAL:
                                    CALCULATED DOCUMENT TOTAL:
```

CR   Cash Receipt Screen 2

```
FUNCTION:                    DOCID: CR   107  107111111        10/03/01 10:51:40 AM
  STATUS:                    BATID:                   ORG:       000-000 OF 000
 01-
       LINE NUMBER:          REFERENCE DOC ID:                   REF LINE NO:
    VEND/PROV/CUST:                   NAME:
      BILLING CODE:
             FUND:                 AGENCY:          ORG/SUB-ORG:
         ACTIVITY:             REV/SUB-REV:           APPR UNIT:
         FUNCTION:             OBJ/SUB-OBJ:          JOB NUMBER:
         REPT CAT:             BS ACCOUNT:
      DESCRIPTION:
           AMOUNT:                    I/D:          P/F:
```

Coding Instructions

The Cash Receipt Input Form (CR) records all monies collected by the State. This includes collections against outstanding accounts receivable, cash basis revenue, and non-revenue related receipts (for example, refunds posted to objects of expenditures, deposits into trust funds).

COMMAND AREA   See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features* Guide for an explanation of the command area fields.

TRANS DATE   Inferred.   The current date entered for this document type on Date (DATE).

ACCTG PRD   Optional.   If left blank, the accounting period is inferred from the transaction date. If you want these transactions to be recorded in some other accounting period, enter the desired period (it must be open), using fiscal months and fiscal years. You cannot enter future periods.

BUDGET FY	Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired budget fiscal year. You cannot enter future budget fiscal years.
	If coding for a permanent appropriation, transactions may be recorded in a closed prior budget fiscal year if the appropriation end date is greater than the transaction date.
CMIA SCHEDULE DATE	Leave blank. This field is not used by the State of Louisiana.
ACTION	Optional. If left blank, defaults to "**E**". Valid entries are:
	"E" (Original Entry) if this document is new.
	"M" (Adjustment) if this document is modifying a previous CR document entered with the same document number in the same accounting period.
BANK ACCOUNT CODE	Inferred from DS transaction. The code represents the bank account in that the cash was deposited.
COMMENTS	Optional, for reporting purposes only. Enter notes about this document. Only 12 characters are allowed.
DOCUMENT TOTAL	Required. Enter the unsigned net amount of all lines on the document. To compute this amount:
	1. Add together all the increase amounts.
	2. Add together all the decrease amounts.
	3. Subtract the smaller of these amounts from the larger, and enter that amount.
CALCULATED DOCUMENT TOTAL	Protected. It is the system computed total of the line amounts.
LINE NUMBER	Required. Enter the document Line Number. Values 01 to 99 are valid.
REFERENCE DOC ID	Leave blank. This field is not used by the State of Louisiana.
REF LINE NO	Leave blank. This field is not used by the State of Louisiana.
VEND/PROV/CUST	Required when expenditure organizations and objects are used. For refunds from vendors, enter the applicable vendor code. Leave blank, otherwise.
NAME	Leave blank. Inferred from VEN2.
BILLING CODE	Leave blank. This field is not used by the State of Louisiana.

FUND

Required for cash receipt lines without an organization. Enter the applicable fund code for this cash receipt line. The code used must be valid on Fund (FUN2). Leave blank for cash receipt lines with an organization. This field will be inferred from Organization (ORG2) using the coded agency and organization.

AGENCY

Required on all transactions. Enter the applicable agency code for this cash receipt line. The code used must be valid in Agency (AGC2), and any fund/agency combination must be valid in Fund Agency (FGY2).

ORG/SUB-ORG

Required for cash receipt lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this cash receipt line. The code used must be valid on Organization (ORG2). Leave blank for cash receipt lines associated with all capital outlay appropriations and balance sheet accounts. Leave SUB ORG blank. This field is not used by the State of Louisiana.

ACTIVITY

This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)

REV/SUB-REV

Required for revenue transactions. Leave blank for balance sheet transactions (then balance sheet account must be used) or expenditure/ expense transactions (then object must be used). The revenue source code used must be valid in Revenue Source (RSR2). If a revenue source is entered, the group code for the appropriation unit is validated on Appropriation Group Code (GRPC). If the group code's has a State General Revenue Indicator on GRPC 'Y' (Yes), revenue may not be entered for this appropriation. SUB-REV is optional. Enter the code that best describes the revenue item on this line. You must code a revenue source before you can code a sub-revenue source.

APPR UNIT

Required for cash receipt lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for this cash receipt line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2). Leave blank for cash receipt lines with a revenue or expenditure organization. This field will be inferred from Organization (ORG2) using the coded agency and organization.

FUNCTION

Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC).

OBJ/SUB-OBJ

Required for expenditure/expense transactions and when a expenditure organization is used. Leave blank for revenue or balance sheet transactions. The code used must be valid in Object (OBJ2).

SUB-OBJ required on expense/expenditure transactions if the Sub-Object Option in Expense Budget Inquiry (Extended) (EEX2) is "Y". Otherwise, optional on expense/expenditure transactions. Leave blank when object is not coded.

JOB NUMBER	Leave blank for cash receipt lines associated with regular appropriations and non capital outlay appropriations. Required for cash receipt lines associated with all capital outlay permanent appropriations. Enter the applicable project number for this cash receipt line. The code used must be valid on Agency Project Inquiry (AGPR).
REPT CAT	Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line.
BS ACCOUNT	Required for balance sheet transactions. Leave blank for revenue or expenditure/expense transactions. If entered, the code must be valid on Balance Sheet Account (BAC2).
DESCRIPTION	Optional, for reporting purposes only. Enter notes about this line. If this line is modifying a previously entered line, you can enter a new description.
AMOUNT	Required. If this is a new line, enter the dollar amount of the item(s) described on this line.
	If this line is a modification to a previous entry, enter the *amount of change* over (under) the previous amount. Do not code a sign (+ or -); the I/D column indicates whether this is to be added or subtracted from the original amount. The decimal point is optional, but two digits must be coded for cents.
I/D	Required if making an adjustment. Code the following:
	"D" Decrease "I" Increase
	Leave blank for new lines.
P/F	Leave blank. This field is not used by the State of Louisiana.

CRQ Quick Cash Receipt

```
FUNCTION:                    DOCID: CRQ  107  107222222        10/03/01 11:05:17 AM
  STATUS:                      BATID:                ORG:          000-000 OF 000
 H-                           QUICK CASH RECEIPT INPUT FORM
     TRANS DATE:                ACCT PRD:        BFY:      ACTION:
      BANK CODE:                                        COMMENTS:
                                              DOCUMENT TOTAL:
                                   CALCULATED DOCUMENT TOTAL:

    -----REFERENCE-----                            REV SUB
    CD     NUMBER     LN FUND AGCY  ORG/SUB  ACTV  SRC/REV  APPR UNIT FUNC
    -- -------------- -- ---- ---- ------- ---- ------- --------- ----
    OBJ/SUB-OBJ  JOB NUMBER  REPT CAT  BS ACCT  VEND/PROVIDER
    ----------- ---------- -------- ------- -------------
    AMOUNT         I/D P/F DESCRIPTION
    -------------- --- --- ----------------
 01-


 02-
```

Coding Instructions

The Quick Cash Receipt (CRQ) document may be used for classifying revenues instead of the Cash Receipt (CR) document. The CRQ document contains both header and line data on one screen, thus enabling speedier data entry. It also contains only the basic data fields (few optional fields are included) so that fields not required need not to be tabbed over when entering the data thus saving keystrokes.

COMMAND AREA   See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.

TRANS DATE   Inferred. The current date entered for this document type on Date (DATE).

ACCT PRD   Optional. If left blank, the accounting period is inferred from the CRQ Transaction Date. If you want these transactions to be recorded in some other accounting period, enter the desired period (it must be open), using fiscal months and fiscal years. You cannot enter future periods.

BFY   Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other fiscal year, enter the desired budget fiscal year. You cannot enter future budget fiscal years.

      If coding for a permanent appropriation, transactions may be recorded in a closed prior budget fiscal year if the appropriation end date is greater than the transaction date.

ACTION   Optional. If left blank, defaults to "E". Valid entries are:

      "E"   (Original Entry) if this document is new.

      "M"   (Adjustment) if this document is modifying a previous CR document entered with the same document number in the same accounting period.

BANK CODE	Inferred from DS transaction. The code represents the bank account in which the cash was deposited.
COMMENTS	Optional, for reporting purposes only. Enter notes about this document. Only 12 characters are allowed.
DOCUMENT TOTAL	Required. Enter the unsigned net amount of all lines on the document. To compute this amount:

    1.   Add together all the increase amounts.

    2.   Add together all the decrease amounts.

    3.   Subtract the smaller of these amounts from the larger, and enter that amount.

CALCULATED DOCUMENT TOTAL	Protected. It is the system computed total of the line amount.
REFERENCE CD	Leave blank. This field is not used by the State of Louisiana.
REFERENCE NUMBER	Leave blank. This field is not used by the State of Louisiana.
REFERENCE LN	Leave blank. This field is not used by the State of Louisiana.
FUND	Required for Quick Cash Receipt lines without an organization. Enter the applicable fund code for this quick cash receipt line. The code used must be valid on Fund (FUN2). Leave blank for quick cash receipt lines with an organization. This field will be inferred from Organization (ORG2) using the coded agency and organization.
AGCY	Required on all transactions. Enter the applicable agency code for this quick cash receipt line. The code used must be valid in Agency (AGC2), and any fund/agency combination must be valid in Fund Agency (FGY2).
ORG/SUB	Required for lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this quick receipt line. The code used must be valid on Organization (ORG2). Leave blank for lines associated with all capital outlay appropriations and balance sheet accounts. Leave Sub-Org blank. This field is not used by the State of Louisiana.
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)
REV SRC/SUB-REV	Required for revenue transactions. The code used must be valid in Revenue Source (RSR2). When a revenue source is entered, the group code for the appropriation unit is validated on Appropriation Group Code (GRPC). If the group code has a State General Revenue Indicator on GRPC '**Y**' (Yes) revenue may <u>not</u> be entered for this appropriation.
	Leave blank for balance sheet transactions (when a balance sheet account is entered on the line) or expenditure transactions (when an object is entered on the line).

APPR UNIT
Required for quick cash receipt lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for this quick cash receipt line. The code must be valid in Appropriation Inquiry (Extended) (EAP2). Leave blank for quick cash receipt lines with a revenue or expenditure organization. This field will be inferred from Organization (ORG2) using the organization code.

FUNC
Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC).

OBJ/SUB-OBJ
Required for expenditure/expense transactions. Leave blank for revenue or balance sheet transactions. The code used must be valid in Object (OBJ2).

Sub-Obj required on expenditure/expense transactions if the Sub-Object Option in Expense Budget Inquiry (Extended) (EEX2) is "Y". Otherwise, sub-object is optional on expenditure/expense transactions. Leave blank when object is not coded.

JOB NUMBER
Leave blank for quick cash receipt lines associated with regular appropriations and non-capital outlay permanent appropriations. Required for quick cash receipt lines associated with all capital outlay appropriations. Enter the applicable project number for the quick cash receipt line. The code used must be valid on Agency Project Inquiry (AGPR).

REPT CAT
Optional. Inferred from Organization (ORG2) using the organization code if applicable. Otherwise, enter the applicable reporting category code as required. The code used must be valid on Reporting Category (RPTG) for the agency coded on the line.

BS ACCT
Required for balance sheet transactions. Leave blank for revenue or expenditure/expense transactions. If entered, the code must be valid on Balance Sheet Account (BAC2).

VEND/PROVIDER
Required when expenditure organizations and objects are used. Enter the applicable vendor code. Leave blank otherwise.

AMOUNT
Required. If this is a new line, enter the dollar amount of the item(s) described on this line.

If this line is a modification to a previous line, enter the *amount of change* over (under) the previous amount. Do not code a sign (+ or -); the I/D column indicates whether this is to be added or subtracted from the original amount. The decimal point is optional, but two digits must be coded for cents.

I/D
Required if making an adjustment. Code the following:

        "D"   Decrease
        "I"   Increase

Leave blank for new lines.

P/F   Leave blank. This field is not used by the State of Louisiana.

DESCRIPTION   Optional, for reporting purposes only. Enter notes about this line.

C1   Alternate Cash Receipt Screen 1

```
FUNCTION:                      DOCID: C1   107  107333333      10/03/01 11:26:58 AM
  STATUS:                      BATID:                 ORG:
 H-                               CASH RECEIPT INPUT FORM

      TRANS DATE:                    ACCTG PRD:              BUDGET FY:

          ACTION:          BANK ACCOUNT CODE:

          COMMENTS:

                                                DOCUMENT TOTAL:
                                     CALCULATED DOCUMENT TOTAL:
```

C1   Alternate Cash Receipt Screen 2

```
FUNCTION:                      DOCID: C1   107  107333333      10/03/01 11:27:19 AM
  STATUS:                      BATID:                 ORG:         000-000 OF 000

    REF    REF         REF                SUB          REV SUB
    CD    NUMBER       LINE FUND AGCY  ORG/ORG  ACTV  SRC/REV  APPR UNIT FUNC
   --------------------- ---- ---- -------  ---- ------- --------- ----
    OBJ/SUB-OBJ  JOB NUMBER  REPT CAT  BS ACCT  VEND/PROVIDER
   -----------  ----------  --------  -------  -------------
    AMOUNT           I/D  P/F    DESCRIPTION
   -------------- --- --- ----------------
 01-

 02-

 03-
```

Coding Instructions

The Alternate Cash Receipt Input Form (C1) is an alternate view of the Cash Receipt (CR) that records all monies collected by the State. The C1 document includes collections against outstanding accounts receivable, cash basis revenue, and non-revenue related receipts (for example, refunds posted to objects of expenditures, deposits into trust funds).

COMMAND AREA	See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
TRANS DATE	Inferred. The current date entered for this document type on Date (DATE).
ACCTG PRD	Optional. If left blank, the accounting period is inferred from the transaction date. If you want these transactions to be recorded in some other accounting period, enter the desired period (it must be open), using fiscal months and fiscal years. You cannot enter future periods.

BUDGET FY | Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired budget fiscal year. You cannot enter future budget fiscal years.

If coding for a permanent appropriation, transactions may be recorded in a closed prior budget fiscal year if the appropriation end date is greater than the transaction date.

ACTION | Optional. If left blank, defaults to "**E**". Valid entries are:

"E" (Original Entry) if this document is new.

"M" (Adjustment) if this document is modifying a previous CR document entered with the same document number in the same accounting period.

BANK ACCOUNT CODE | Inferred from DS transaction. The code represents the bank account in that the cash was deposited.

COMMENTS | Optional, for reporting purposes only. Enter notes about this document. Only 12 characters are allowed.

DOCUMENT TOTAL | Required. Enter the unsigned net amount of all lines on the document. To compute this amount:

1. Add together all the increase amounts.

2. Add together all the decrease amounts.

3. Subtract the smaller of these amounts from the larger, and enter that amount.

CALCULATED DOCUMENT TOTAL | Protected. It is the system computed total of the line amounts.

LINE NUMBER | Required. Enter the document Line Number. Values 01 to 99 are valid.

REFERENCE DOC ID | Leave blank. This field is not used by the State of Louisiana.

REF LINE NO | Leave blank. This field is not used by the State of Louisiana.

FUND | Required for cash receipt lines without an organization. Enter the applicable fund code for this cash receipt line. The code used must be valid on Fund (FUN2). Leave blank for cash receipt lines with an organization. This field will be inferred from Organization (ORG2) using the coded agency and organization.

AGENCY | Required on all transactions. Enter the applicable agency code for this cash receipt line. The code used must be valid in Agency (AGC2), and any fund/agency combination must be valid in Fund Agency (FGY2).

ORG/SUB-ORG	Required for cash receipt lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this cash receipt line. The code used must be valid on Organization (ORG2). Leave blank for cash receipt lines associated with all capital outlay appropriations and balance sheet accounts. Leave SUB ORG blank. This field is not used by the State of Louisiana.
ACTIVITY	This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)
REV SRC/SUB-REV	Required for revenue transactions. Leave blank for balance sheet transactions (then balance sheet account must be used) or expenditure/ expense transactions (then object must be used). The revenue source code used must be valid in Revenue Source (RSR2). If a revenue source is entered, the group code for the appropriation unit is validated on Appropriation Group Code (GRPC). If the group code has a State General Revenue Indicator on GRPC **'Y'** (Yes), revenue may <u>not</u> be entered for this appropriation. SUB-REV is optional. Enter the code that best describes the revenue item on this line. You must code a revenue source before you can code a sub-revenue source.
APPR UNIT	Required for cash receipt lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for this cash receipt line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2). Leave blank for cash receipt lines with a revenue or expenditure organization. This field will be inferred from Organization (ORG2) using the coded agency and organization.
FUNCTION	Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC).
OBJ/SUB-OBJ	Required for expenditure/expense transactions and when a expenditure organization is used. Leave blank for revenue or balance sheet transactions. The code used must be valid in Object (OBJ2).
	SUB-OBJ required on expense/expenditure transactions if the Sub-Object Option in Expense Budget Inquiry (Extended) (EEX2) is "Y". Otherwise, optional on expense/expenditure transactions. Leave blank when object is not coded.
JOB NUMBER	Leave blank for cash receipt lines associated with regular appropriations and non capital outlay appropriations. Required for cash receipt lines associated with all capital outlay permanent appropriations. Enter the applicable project number for this cash receipt line. The code used must be valid on Agency Project Inquiry (AGPR).
REPT CAT	Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code used must be valid 0n Reporting Category (RPTG) for the agency coded on the line.

BS ACCOUNT | Required for balance sheet transactions. Leave blank for revenue or expenditure/expense transactions. If entered, the code must be valid on Balance Sheet Account (BAC2).

VEND/PROV/CUST | Required when expenditure organizations and objects are used. For refunds from vendors, enter the applicable vendor code. Leave blank, otherwise.

AMOUNT | Required. If this is a new line, enter the dollar amount of the item(s) described on this line.

If this line is a modification to a previous entry, enter the *amount of change* over (under) the previous amount. Do not code a sign (+ or -); the I/D column indicates whether this is to be added or subtracted from the original amount. The decimal point is optional, but two digits must be coded for cents.

I/D | Required if making an adjustment. Code the following:

        "D"   Decrease
        "I"   Increase

Leave blank for new lines.

P/F | Leave blank. This field is not used by the State of Louisiana.

DESCRIPTION | Optional, for reporting purposes only. Enter notes about this line. If this line is modifying a previously entered line, you can enter a new description.

DS   Deposit Suspense

```
FUNCTION:                    DOCID: DS   107  DS000000011      10/03/01 10:46:36 AM
   STATUS:                   BATID:               ORG:              000-000 OF 000
 H-                          DEPOSIT SUSPENSE INPUT FORM

     DS DATE:        ACCTG PRD:         BUDGET FY:    ACTION:
       DOC TOTAL:                       CALC DOC TOTAL:

       DEPOSIT  BK   DEPOSIT     DEPOSIT    I  NUM FED
       AGY  NUM CD   DATE        AMOUNT     D ITEMS DRW    COMMENTS
     --- ------ --  -------- -------------- - ----- --- ----------------
  01-
  02-
  03-
  04-
  05-
  06-
  07-
  08-
  09-
  10-
  11-
```

Coding Instructions

The Deposit Suspense (DS) document is used to deposit receipts into a deposit suspense account and will allow for controlling the subsequent classification of receipts from the suspense account. All deposits are first entered into the financial system utilizing the DS. Each line of the accepted DS document will create an entry on Open Deposit Items (ODIT) and all alternate views. Modifying DS documents will update the same tables. Once an ODIT entry is established, a Cash Receipt (CR) document may be used to classify the deposit.

COMMAND AREA	See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
DS DATE	Inferred. The system infers the current date on Date (DATE) for the DS transaction.
ACCTG PRD	Optional. If left blank, the accounting period is inferred from the transaction date. If you want the deposit transaction(s) to be recorded in some other accounting period, enter the fiscal month and fiscal year for the desired period (it must be open). You cannot enter future periods.
BUDGET FY	Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired budget fiscal. You cannot enter future budget fiscal years.
ACTION	Optional. If left blank, defaults to "**E**". Valid entries are:

"E"   (Original Entry) if this document is new.

"M"   (Adjustment) if this document is modifying a previous DS document entered in the same accounting period.

DOC TOTAL   Required. Must be numeric. Enter the unsigned net amount of all lines on the document. To compute this amount:

1.   Add together all the increase amounts.

2.   Add together all decrease amounts.

| | 3. | Subtract the smaller of these amounts from the larger and enter that amount. |

CALC DOC TOTAL   Inferred. System-computed sum of deposit amounts for all lines in the document. Must be equal to DOC TOTAL.

DEPOSIT AGY   Required. Enter the code of the agency that collected the funds and made the deposit. This code used must be valid on Agency (AGC2). If document action is "**M**", then this code must match the original transaction.

DEPOSIT NUM   Required. The deposit ticket number recorded on the agency deposit slip. If document action is "M", this code must match the original transaction.

BK CD   Required. Enter the code of the bank account into which the funds collected were deposited. This code used must be valid on Bank Account (BANK). If document action is "**M**", then this code must match the original transaction.

DEPOSIT DATE   Required. Enter the date on which the deposit occurred, in MMDDYY format.

DEPOSIT AMOUNT   Required. Enter the dollar amount of the item(s) deposited. The decimal point is optional, but two digits must be coded for cents. If the document action is "**M**", enter the *amount of change* over or under the previous amount. Do not code a sign (+ or -); the INC/DEC column indicates whether this is to be added to or subtracted from the current amount.

I/D   Increase/Decrease indicator. Valid values are:

        "D"   Decrease
        "I"   Increase

Defaults to I (increase). Required if making an adjustment (document action is "M") or entering a debit memorandum. Leave blank for new lines that are not a debit memorandum.

NUM ITEMS   Required on original entry transactions. Must be numeric. Enter the number of items included in the deposit. If the document action is "M" and the number of items is being revised, enter the revised total number of items, not the net change.

FED DRW   Optional. Indicates if the deposit represents federal draw down collections. Valid entries are "**Y**" (Yes) and "**N**" (No). If not entered, defaults to "**N**".

COMMENTS   Optional, for reporting purposes only. Enter up to 16 characters of notes about this document.

Purchasing

PO Purchase Order

```
FUNCTION:                    DOCID: PO   107  PO000000106      10/03/01 01:15:45 PM
  STATUS:                     BATID:                    ORG:              000-000 OF 000
 H-                          PURCHASE ORDER INPUT FORM

     PO DATE:           ACCTG PRD:       BUDGET FY:
       ACTION:         ORDER TYPE:     PART/FINAL:     COMMENTS:
      VENDOR:               NAME:
      INT IND:       SELLER FUND:             SELLER AGENCY:
          CALCULATED DOC TOTAL:                     DOC TOTAL:
     LN     REF RQ                                                          JOB
     NO     NUMBER       LN FUND AGY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB  NUMBER
     -- ----------------- ---- --- ------- --------- ---- ---- ------- --------
        TEXT RPTG  UNITS           DESCRIPTION              AMOUNT     I/D
        ---- ---- ------- -------------------------  -------------- ---
    01-

    02-

    03-
```

Coding Instructions

The Purchase Order (PO) document records the ordering of goods or services and encumbers the funds necessary to pay for the order. The purpose of the PO is to reserve a portion of an agency's budget for a particular purpose (e.g., utility payments).

COMMAND AREA	See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
PO DATE	Inferred. The current date entered for this document type on Date (DATE).
ACCTG PRD	Optional. If left blank, the accounting period defaults to the accounting period associated with the purchase order transaction date (on Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal months and fiscal years. You cannot enter future periods.
BUDGET FY	Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired budget fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter future budget fiscal years. On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.
ACTION	Optional. Blank defaults to "E". Valid entries are:

"E"   (Original Entry) if this document is new.

"M"   (Adjustment) if this document is modifying a previously accepted document. This allows you to add lines to a previous document, change the *amounts* on existing lines (not *codes*), or cancel a line (decrease a line amount to zero).

	NOTE: To change codes in an existing line, you must cancel that line and recode a new line. These can both be recorded on the same input form, using an Adjustment (M) action. To change codes in the header, you must cancel all lines on the document and start over with a new purchase order, using an Original Entry (E) action.
ORDER TYPE	Leave blank. This field is not used by the State of Louisiana.
PART/FINAL	Leave blank. This field is not used by the State of Louisiana.
COMMENTS	Optional, for reporting purposes only. Enter notes about this document. Only 12 characters are allowed.
VENDOR	Required. Enter the code for the vendor who will sell the items on this purchase order (PO). The code used must be valid on Vendor (VEN2).
NAME	Leave blank. This field will be inferred from the vendor code.
INT IND	Leave blank. This field is not used by the State of Louisiana.
SELLER FUND	Leave blank. This field is not used by the State of Louisiana.
SELLER AGENCY	Leave blank. This field is not used by the State of Louisiana.
CALCULATED DOC TOTAL	Protected. It is the system-computed total of the line amounts.
DOC TOTAL	Required. Enter the unsigned net amount of all lines on the document. To compute this amount:

DOC TOTAL (continued):

1. Add together all the increase amounts (the lines with "I" or blank in the I/D field).

2. Add together all the decrease amounts (the lines with "D" in the I/D field).

3. Subtract the smaller of these amounts from the larger, and enter the difference in the field for DOCUMENT TOTAL.

LN NO	Required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid. If this line is an adjustment to a previously entered line, the code used must be the same as the one on the original line. This number will be used later on either a payment voucher or manual warrant, to reference this PO line.
REF RQ NUMBER	Leave blank. This field is not used by the State of Louisiana.
REF RQ LN	Leave blank. This field is not used by the State of Louisiana.
FUND	Required for purchase order lines without an expenditure organization. Enter the applicable fund code for the purchase order line. The code used must be valid on Fund (FUN2). Leave blank for purchase order lines with a expenditure organization. The field will be inferred from Organization

(ORG2) using the coded agency and organization.

AGCY	Required. Enter the applicable agency for this purchase order line. The code used must be valid on Agency (AGC2).
ORG/SUB	Required for purchase order lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this purchase order line. The code must be valid on Organization (ORG2). Leave blank for purchase order lines associated with all capital outlay appropriations. Leave SUB ORG blank. This field is not used by the State of Louisiana.
APPR UNIT	Required for purchase order lines without an expenditure organization. Enter the applicable appropriation unit code for the purchase order line. The code used must be valid on Appropriation Inquiry (Extended)(EAP2). Leave blank for purchase lines with an expenditure organization. When an organization is coded this field will be inferred from Organization (ORG2) using the coded agency and organization.
ACTV	This is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation).
FUNC	Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC).
OBJ/SUB	Required. Enter the applicable object code. The code used must be valid on Object (OBJ2). The code used may <u>not</u> be a personal services object. SUB is required if the sub-object option on Expense Budget Inquiry (Extended) (EEX2) is "Y". Enter the applicable sub-object code. Otherwise, this field is optional.
JOB NUMBER	Leave blank for purchase order lines associated with regular appropriations and non capital outlay permanent appropriations. Required for purchase order lines associated with all capital outlay appropriations. Enter the applicable project number for this purchase order line. The code must be valid on Agency Project Inquiry (AGPR).
TEXT	Leave blank. This field is not used by the State of Louisiana.
RPTG	Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid on Reporting Category (RPTG) for the agency coded on the line.
UNITS	Leave blank. This field is not used by the State of Louisiana.
DESCRIPTION	Optional, for reporting purposes only. Enter notes about this line.
	The description can be changed on a modification (line action = "M") in the following manner:

<u>Enter a New Description</u> - Description on the Open Purchase Order Header Inquiry will be changed.

<u>Enter a "*" in the First Column</u> - Description on the Open Purchase Order Header Inquiry will be erased.

Leave<u> Description Field Blank</u> - Description on the Open Purchase Order Header Inquiry will remain the same.

AMOUNT

Required. If adding a new line, enter the dollar amount of the item(s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the original amount. Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.

I/D

Required if document action is "M". Otherwise, optional. Code the following:

"D"   Decrease
"I"   Increase

When document action is "E", a blank will default to "I".

General Accounting

JV   Journal Voucher

```
FUNCTION:                    DOCID: JV  107  JV000000003      10/03/01 02:46:36 PM
  STATUS:                    BATID:                   ORG:          000-000 OF 000
 H-                               JOURNAL VOUCHER INPUT FORM
    JV DATE:          ACCTG PRD:      BUDGET FY:      REVERSAL DATE:
    ACTION:      BUDGET OVERRIDE IND:          COMMENTS:
        DEBIT DOC TOTAL:                    CREDIT DOC TOTAL:
        CALC DEBIT TOTAL:                   CALC CREDIT TOTAL:
 AC             SUB                    FUNC OBJ SUB  BS  JOB         FROM/TO
 TP  FUND AGCY ORG  ORG  APPR UNIT ACTV TION REV O/R ACCT NUMBER     FUND
 --  ---- ---- ---- ---- --------- ---- ---- ------- ---- -------- -------
 INT  REF  BK    DEBIT                       VENDOR / PROVIDER
 FUND AGCY CD    AMOUNT      REPT CAT CODE         NAME
 ---- ---- --  -------------- -------- ------------------------------
                              CREDIT    CASH
 DESCRIPTION                  AMOUNT    IND
 -------------------------- -------------- ---
```

Coding Instructions

A Journal Voucher (JV) document is a generalized document that records accounting events that cannot be recorded using any other financial system documents. Because it is generalized, this document (unlike other documents) cannot automatically generate offsetting entries.

Generally, this document is not used to records corrections to other documents. Corrections of this type should be made by modifying the original document, with an action of "M".

Use of the Journal Voucher is restricted to only the State Treasurer's Office. It will be used for correcting interfund transfers between bank accounts, and recording lines of credit.

COMMAND AREA	See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
JV DATE	Required. The current date entered for this document type on Date (DATE).
ACCTG PRD	Optional. If left blank, the accounting period defaults to the accounting period associated with the JV transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal months and fiscal years. You cannot enter future periods.
BUDGET FY	Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired budget fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter future budget fiscal years.
	On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.

REVERSAL DATE	Optional. Code only if this JV is to be automatically reversed. Code the date on which the reversal should take place in MMDDYY format. When this date is coded, the JV document number must have "E" as its last character.
ACTION	Optional. If left blank defaults to "**E**". Valid entries are:

"E"   (Original Entry) if this document is new.

"M"   (Adjustment) if this document is modifying a previous JV document entered in the same accounting period.

BUDGET OVERRIDE IND	Optional. Enter "**Y**" to override budget controls for this Journal Voucher (JV). Leave blank, and budget controls will apply to this Journal Voucher (JV). The *ISIS/AFS User Guide Vol. II* contains a detailed explanation of this field.
COMMENTS	Optional, for reporting purposes only. Enter notes about this document. Only 12 characters are allowed.
DEBIT DOC TOTAL	Required. Enter the total amount of all DEBIT AMOUNT lines.
CREDIT DOC TOTAL	Required. Enter the total amount of all CREDIT AMOUNT lines.
CALC DEBIT TOTAL	Protected. It is the system-computed total of the DEBIT AMOUNT lines.
CALC CREDIT TOTAL	Protected. It is the system-computed total of the CREDIT AMOUNT lines.
AC TP (Account Type)	Required. Enter the applicable account type for this Journal Voucher line. The code used must be valid on Account Type (ACCT). Valid entries are:

01	Assets
02	Liabilities
03	Fund Balance
22	Expenditures/Expenses
23	Expenditures
24	Expenses
31	Revenue

FUND	Required for Journal Voucher lines without an expenditure or revenue organization. Enter the applicable fund code for this Journal Voucher line. The code used must be valid on Fund (FUN2). Leave blank for Journal Voucher lines with an expenditure or revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization.

If the revenue organization that is coded has an ORIGINAL FUND, enter the original fund entries on the Journal Voucher as required (i.e., the Journal Voucher does not create original fund automatic transfers.)

AGCY	Required. Enter the applicable agency code for this Journal Voucher line. The code used must be valid on Agency (AGC2).

ORG	Required for Journal Voucher lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this Journal Voucher line. This code must be valid on Organization (ORG2). Leave blank for Journal Voucher lines associated with all capital outlay appropriations.
SUB ORG	Leave blank. This field is not used by the State of Louisiana.
APPR UNIT	Required for Journal Voucher lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for this Journal Voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).
	Leave blank for Journal Voucher with a revenue or expenditure organization and balance sheet accounts. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization.
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)
FUNCTION	Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC).
OBJ REV	Required for Expenditure/Expense (Account Type 22), Expenditure (Account Type 23), or Expense (Account Type 24) transactions. The code used must be valid on Object (OBJ2).
	Required for Revenue (Account Type 31) transactions. The code used must be valid on Revenue Source (RSR2). Leave blank for Asset (Account Type 01), Liability (Account Type 02), or Fund Balance (Account Type 03) transactions.
SUB O/R	Required on Expenditure/Expense (Account Type 22) and Expenditure (Account Type 23) transactions if the sub-object option in Expense Budget Inquiry (Extended) (EEX2) is "Y". Otherwise, optional on Expenditure/Expense and Expenditure transactions. Optional on revenue transactions. Leave blank when an object or revenue source account code is not coded.
BS ACCT	Required for Asset (Account Type 01), Liability (Account Type 02), and Fund Balance (Account Type 03) transactions. Additionally, an Asset account is required for Expenditure (Account Type 23) transactions. The code used must be valid on Balance Sheet Account (BAC2). Leave blank for Expenditure/Expense, Expense, or Revenue transactions.

JOB NUMBER | Leave blank for Journal Voucher lines associated with regular appropriations and non capital outlay permanent appropriations. Must be entered for Journal Voucher lines associated with all capital outlay appropriations. Enter the applicable project number for this Journal Voucher line. The code must be valid on Agency Project Inquiry (AGPR).

FROM/TO FUND | This field captures the transfer from one fund to another for reports. If Revenue Source T100, T110, T120, or T130 are coded on JV, a valid fund must be coded in this field.

INT FND | Leave blank. This field is not used by the State of Louisiana.

REF AGCY | Leave blank. This field is not used by the State of Louisiana.

BK CD | Optional. Inferred from Fund (FUN2) using the fund code. This inference is made for balance sheet accounts flagged as cash balance sheet accounts on Balance Sheet Account (BAC2). Otherwise enter the applicable bank account code as required. Bank account codes can only be entered on Journal Voucher lines with a balance sheet account that is flagged as a cash balance sheet account. The code used must be valid in Bank Account (BANK).

DEBIT AMOUNT | Required. Enter the exact dollar amount for this Journal Voucher line. The decimal point is optional, but two digits must be coded for cents.

A DEBIT AMOUNT is an increase to the following account types:

Assets (Account Type 01)
Expenditures/Expenses (Account Type 22)
Expenditures (Account Type 23)
Expenses (Account Type 24)

A DEBIT AMOUNT is a decrease to the following account types:

Liabilities (Account Type 02)
Fund Balance (Account Type 03)
Revenue (Account Type 31)

Each journal voucher line can only have a DEBIT AMOUNT or a CREDIT AMOUNT.

REPT CAT | Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line.

CODE | Optional. Enter the code of "V" for Vendor and an eleven character vendor code as required. The vendor code used must be valid on Vendor (VEN2). Vendor codes are generally entered on expenditure/expense lines when correcting 1099 reportable payments.

VENDOR/ PROVIDER NAME | Inferred. The name of the vendor associated with the vendor code.

DESCRIPTION — Optional, for reporting purposes only. Enter notes about this line.

CREDIT AMOUNT — Required. Enter the exact dollar amount for this Journal Voucher line. The decimal point is optional, but two digits must be coded for cents.

A CREDIT AMOUNT is an increase to the following account types:

> Liabilities (Account Type 02)
> Fund Balance (Account Type 03)
> Revenue (Account Type 31)

A CREDIT AMOUNT is a decrease to the following account types:

> Assets (Account Type 01)
> Expenditures/Expenses (Account Type 22)
> Expenditures (Account Type 23)
> Expenses (Account Type 24)

Each Journal Voucher line can only have a CREDIT AMOUNT or a DEBIT AMOUNT.

CASH IND — Required. Enter the cash indicator of "N" for no, or "Y" for yes for this Journal Voucher line. An "N" should be entered for all lines with a balance sheet account or an object account code. A "Y" should be entered for all lines with a revenue source account code. Coding a "Y" on revenue lines has the following impact:

- The "ACT" (Actual Receipts) amount field on Appropriation Inquiry (Extended) (EAP2) is updated,

- The "Collected" amount field on Agency Federal Aid Inquiry (AGFA) is updated, and

- The "Collected Revenue Amt" field on Agency Project Inquiry (AGPR) is updated.

Coding an "N" on revenue lines has the following impact:

- The "ACT" (Actual Receipts) amount field on EAP2 will not be updated,

- The "Accrued" amount field on AGFA is updated, and

- The "Accrued Revenue Amt" field on AGPR is updated.

J1 Alternate Journal Voucher Screen 1

```
FUNCTION:                  DOCID: J1   107  J1000000032    10/03/01 03:15:12 PM
  STATUS:                  BATID:                   ORG:
 H-                         JOURNAL VOUCHER INPUT FORM
    JV DATE:        ACCTG PRD:       BUDGET FY:     REVERSAL DATE:
    ACTION:     BUDGET OVERRIDE IND:           COMMENTS:
      DEBIT DOC TOTAL:                  CREDIT DOC TOTAL:
      CALC DEBIT TOTAL:                 CALC CREDIT TOTAL:
```

J1 Alternate Journal Voucher Screen 2

```
FUNCTION:                  DOCID: J1   107  J1000000032    10/03/01 03:15:32 PM
  STATUS:                  BATID:                   ORG:       000-000 OF 000
 AC             SUB              FUNC OBJ SUB   BS   JOB      FROM/TO

 --  ----  ----  -------  ---------  ----  ----  -------  ----  ------  -------
 INT   REF   BK    DEBIT                         VENDOR / PROVIDER
 FUND AGCY  CD    AMOUNT       REPT CAT  CODE               NAME
 ----  ----  --  --------------  --------  --------------------------------
                                  CREDIT    CASH
 DESCRIPTION                      AMOUNT    IND
 -------------------------  -------------- ---
```

Coding Instructions

The Alternate Journal Voucher (J1) will be used to make correcting entries that will require both Office of Statewide Reporting and Accounting Policy (OSRAP) and State Treasurer's Office (STO) approval. For example, the J1 transaction will be used to: correct rejected interface suspense entries; record the corrections and adjustments requiring coding of balance sheet accounts; and to record interfund transfers.

COMMAND AREA   See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.

JV DATE   Required. The current date entered for this document type on Date (DATE).

ACCTG PRD   Optional. If left blank, the accounting period defaults to the accounting period associated with the JV transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal months and fiscal years. You cannot enter future periods.

BUDGET FY	Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired budget fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter future budget fiscal years.
	On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.
REVERSAL DATE	Optional. Code only if this JV is to be automatically reversed. Code the date on which the reversal should take place in MMDDYY format. When this date is coded, the JV document number must have "E" as its last character.
ACTION	Optional. If left blank defaults to "**E**". Valid entries are:

"E"　　(Original Entry) if this document is new.

"M"　　(Adjustment) if this document is modifying a previous JV document entered in the same accounting period.

BUDGET OVERRIDE IND	Optional. Enter "**Y**" to override budget controls for this Journal Voucher (JV). Leave blank, and budget controls will apply to this Journal Voucher (JV). The *ISIS/AFS User Guide Vol. II* contains a detailed explanation of this field.
COMMENTS	Optional, for reporting purposes only. Enter notes about this document. Only 12 characters are allowed.
DEBIT DOC TOTAL	Required. Enter the total amount of all DEBIT AMOUNT lines.
CREDIT DOC TOTAL	Required. Enter the total amount of all CREDIT AMOUNT lines.
CALC DEBIT TOTAL	Protected. It is the system-computed total of the DEBIT AMOUNT lines.
CALC CREDIT TOTAL	Protected. It is the system-computed total of the CREDIT AMOUNT lines.
AC TP (Account Type)	Required. Enter the applicable account type for this Journal Voucher line. The code used must be valid on Account Type (ACCT). Valid entries are:

01	Assets
02	Liabilities
03	Fund Balance
22	Expenditures/Expenses
23	Expenditures
24	Expenses
31	Revenue

FUND	Required for Journal Voucher lines without an expenditure or revenue organization. Enter the applicable fund code for this Journal Voucher line. The code used must be valid on Fund (FUN2). Leave blank for Journal Voucher lines with an expenditure or revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization.

If the revenue organization that is coded has an ORIGINAL FUND, enter the original fund entries on the Journal Voucher as required (i.e., the Journal Voucher does not create original fund automatic transfers.)

AGCY   Required. Enter the applicable agency code for this Journal Voucher line. The code used must be valid on Agency (AGC2).

ORG   Required for Journal Voucher lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this Journal Voucher line. This code must be valid on Organization (ORG2). Leave blank for Journal Voucher lines associated with all capital outlay appropriations.

SUB ORG   Leave blank. This field is not used by the State of Louisiana.

APPR UNIT   Required for Journal Voucher lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for this Journal Voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).

                Leave blank for Journal Voucher with a revenue or expenditure organization and balance sheet accounts. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization.

ACTV   This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)

FUNCTION   Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC).

OBJ REV   Required for Expenditure/Expense (Account Type 22), Expenditure (Account Type 23), or Expense (Account Type 24) transactions. The code used must be valid on Object (OBJ2).

                Required for Revenue (Account Type 31) transactions. The code used must be valid on Revenue Source (RSR2). Leave blank for Asset (Account Type 01), Liability (Account Type 02), or Fund Balance (Account Type 03) transactions.

SUB O/R   Required on Expenditure/Expense (Account Type 22) and Expenditure (Account Type 23) transactions if the sub-object option in Expense Budget Inquiry (Extended) (EEX2) is "Y". Otherwise, optional on Expenditure/Expense and Expenditure transactions. Optional on revenue transactions. Leave blank when an object or revenue source account code is not coded

BS ACCT   Required for Asset (Account Type 01), Liability (Account Type 02), and Fund Balance (Account Type 03) transactions. Additionally, an Asset account is required for Expenditure (Account Type 23) transactions. The code used must be valid on Balance Sheet Account (BAC2). Leave blank for Expenditure/Expense, Expense, or Revenue transactions.

JOB NUMBER	Leave blank for Journal Voucher lines associated with regular appropriations and non capital outlay permanent appropriations. Must be entered for Journal Voucher lines associated with all capital outlay appropriations. Enter the applicable project number for this Journal Voucher line. The code must be valid on Agency Project Inquiry (AGPR).
FROM/TO FUND	This field captures the transfer from one fund to another for reports. If Revenue Source T100, T110, T120, or T130 are coded on JV, a valid fund must be coded in this field.
INT FND	Leave blank. This field is not used by the State of Louisiana.
REF AGCY	Leave blank. This field is not used by the State of Louisiana.
BK CD	Optional. Inferred from Fund (FUN2) using the fund code. This inference is made for balance sheet accounts flagged as cash balance sheet accounts on Balance Sheet Account (BAC2). Otherwise enter the applicable bank account code as required. Bank account codes can only be entered on Journal Voucher lines with a balance sheet account that is flagged as a cash balance sheet account. The code used must be valid in Bank Account (BANK).
DEBIT AMOUNT	Required. Enter the exact dollar amount for this Journal Voucher line. The decimal point is optional, but two digits must be coded for cents.

A DEBIT AMOUNT is an increase to the following account types:

> Assets (Account Type 01)
> Expenditures/Expenses (Account Type 22)
> Expenditures (Account Type 23)
> Expenses (Account Type 24)

A DEBIT AMOUNT is a decrease to the following account types:

> Liabilities (Account Type 02)
> Fund Balance (Account Type 03)
> Revenue (Account Type 31)

Each journal voucher line can only have a DEBIT AMOUNT <u>or</u> a CREDIT AMOUNT.

REPT CAT	Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line.
CODE	Optional. Enter the code of "V" for Vendor and an eleven character vendor code as required. The vendor code used must be valid on Vendor (VEN2). Vendor codes are generally entered on expenditure/expense lines when correcting 1099 reportable payments.
VENDOR/ PROVIDER NAME	Inferred. The name of the vendor associated with the vendor code.
DESCRIPTION	Optional, for reporting purposes only. Enter notes about this line.

CREDIT AMOUNT   Required. Enter the exact dollar amount for this Journal Voucher line. The decimal point is optional, but two digits must be coded for cents.

A CREDIT AMOUNT is an increase to the following account types:

> Liabilities (Account Type 02)
> Fund Balance (Account Type 03)
> Revenue (Account Type 31)

A CREDIT AMOUNT is a decrease to the following account types:

> Assets (Account Type 01)
> Expenditures/Expenses (Account Type 22)
> Expenditures (Account Type 23)
> Expenses (Account Type 24)

Each Journal Voucher line can only have a CREDIT AMOUNT <u>or</u> a DEBIT AMOUNT.

CASH IND   Required. Enter the cash indicator of "N" for no, or "Y" for yes for this Journal Voucher line. An "N" should be entered for all lines with a balance sheet account or an object account code. A "Y" should be entered for all lines with a revenue source account code. Coding a "Y" on revenue lines has the following impact:

- The "ACT" (Actual Receipts) amount field on Appropriation Inquiry (Extended) (EAP2) is updated,

- The "Collected" amount field on Agency Federal Aid Inquiry (AGFA) is updated, and

- The "Collected Revenue Amt" field on Agency Project Inquiry (AGPR) is updated.

Coding an "N" on revenue lines has the following impact:

- The "ACT" (Actual Receipts) amount field on EAP2 will not be updated,

- The "Accrued" amount field on AGFA is updated, and

- The "Accrued Revenue Amt" field on AGPR is updated.

J2 Fiscal Journal Voucher Screen 1

```
FUNCTION:                   DOCID: J2  107  J2000000021     10/03/01 03:59:50 PM
  STATUS:                   BATID:                  ORG:
H-                       FISCAL JOURNAL VOUCHER INPUT FORM
   JV DATE:                                  REVERSAL DATE:
    ACTION:                               COMMENTS:
       DEBIT DOC TOTAL:                       CREDIT DOC TOTAL:
       CALC DEBIT TOTAL:                      CALC CREDIT TOTAL:
```

J2 Fiscal Journal Voucher Screen 2

```
  STATUS:                   BATID:                  ORG:        000-000 OF 000
   AC                       SUB          FUNC OBJ SUB            FROM/TO
   TP  FUND  AGCY  ORG  ORG  ACTV  TION  REV O/R  APPR UNIT  FUND
   --  ----  ----  -------- ----  ----  -------  ---------  -------
   JOB                    ACCTG          DEBIT
   NUMBER   REPT CATG   PRD   BFY     AMOUNT
   --------  ---------  -----  ---  --------------
   DESCRIPTION              CREDIT AMOUNT
   --------------------------  --------------
01-

02-

03-
```

Coding Instructions

The Fiscal Journal Voucher (J2) transaction is used for correcting revenues or expenditures between any (or all) of the following: fiscal years, funds, and agencies. In addition, the J2 is used for correcting payroll entries between fiscal years. The J2 is similar to the Alternate Journal Voucher (J1) transaction except the J2 allows journal entries to cross state fiscal years. The J2 only allows the coding of nominal accounts, not balance sheet accounts. The system creates automatic cash offsets for both revenue and expenditure transactions on this J2 transaction.

COMMAND AREA	See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
JV DATE	Inferred. The current date entered for this document type on Date (DATE).
REVERSAL DATE	Leave blank. This field is not used by the State of Louisiana.
ACTION	Optional. If left blank, defaults to "E". Valid entries are:

"E"   (Original Entry) if this document is new.

"M"   (Adjustment) if this document is modifying a previous J2 document entered in the same accounting period.

COMMENTS   Optional, for reporting purposes only. Enter notes about this document.
                     Only 12 characters are allowed.

DEBIT DOC TOTAL   Required. Enter the total amount of all DEBIT AMOUNT lines.

CREDIT DOC TOTAL   Required. Enter the total amount of all CREDIT lines.

CALC DEBIT TOTAL   Protected. It is the system-computed total of the DEBIT AMOUNT lines.

CALC CREDIT TOTAL   Protected. It is the system-computed total of the CREDIT AMOUNT
                     lines.

AC TP   Required. Enter the applicable account type for this fiscal journal voucher
                     line. The code used must be valid on Account Type (ACCT). Valid
                     entries are:

                             22   Expenditures/Expenses
                             31   Revenue

FUND   Required for fiscal journal voucher lines without an expenditure or
                     revenue organization. Enter the applicable fund code for this fiscal journal
                     voucher line. The code used must be valid on Fund (FUN2). Leave blank
                     for fiscal journal voucher lines with an expenditure or revenue
                     organization. This field will be inferred from Organization (ORG2) using
                     the coded agency and organization.

AGCY   Required. Enter the applicable agency code for this fiscal journal voucher
                     line. The code used must be valid on Agency (AGC2).

ORG   Required for fiscal journal voucher lines associated with regular
                     appropriations and permanent appropriations that require organizations.
                     Enter the applicable organization code for this fiscal journal voucher line.
                     This code must be valid on Organization (ORG2).

                     Leave blank for fiscal journal voucher lines associated with all capital
                     outlay appropriations.

SUB ORG   Leave blank. This field is not used by the State of Louisiana.

ACTV   This field is required when dictated by state policy. Otherwise, leave
                     blank. (See the *OSRAP Policy and Procedures Manual* for a detailed
                     explanation.)

FUNCTION   Optional. May be used to further classify expenditures or revenues
                     beyond object/sub-object, revenue source/sub-revenue source, reporting
                     category or grant levels. If used, the code must be valid on Function
                     (FUNC).

OBJ REV   Required. Enter the applicable object account code or revenue source
                     account code for this fiscal journal voucher line. Object account codes
                     must be valid on Object (OBJ2). Revenue source account codes must be
                     valid on Revenue Source (RSR2).

SUB O/R — Required on expenditure/expense (Account Type 22) transactions if the sub-object option in Expense Budget Inquiry (Extended) (EEX2) is "Y". Otherwise, optional on expenditure/expense transactions.

Optional on revenue (Account Type 31) transaction.

APPR UNIT — Required for fiscal journal voucher lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for the fiscal journal voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).

Leave blank for fiscal journal voucher lines with a revenue or expenditure organization. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization.

FROM/TO FUND — This field captures the transfer from one fund to another reports. If Revenue Source T100, T110, T120, or T130 are coded on JV, a valid fund must be coded in this field.

JOB NUMBER — Leave blank for fiscal journal voucher lines associated with regular appropriations and non-capital outlay permanent appropriations. Must be entered for fiscal journal lines associated with all capital outlay appropriations. This is associated with account types 31 and 22 only. Enter the applicable project number for this fiscal journal voucher line. The code must be valid on Agency Project Inquiry (AGPR).

REPT CATG — Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise, enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line.

ACCTG PRD — Required. Enter the applicable accounting period for this fiscal journal voucher line. The accounting period must be open on Accounting Period (APRD). You cannot enter future periods.

BFY — Required. Enter the applicable budget fiscal year for this fiscal journal voucher line. The fiscal year must be open on Fiscal Year (FSYR). You cannot enter future budget fiscal years. On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.

DEBIT AMOUNT — Required. Enter the exact dollar amount for this fiscal journal voucher line. The decimal point is optional, but two digits must be coded for cents. A DEBIT AMOUNT is an increase to a expenditure/expenses (Account Type 22) and a decrease to a revenue (Account Type 31). Each fiscal journal voucher line can only have a DEBIT AMOUNT <u>or</u> a CREDIT AMOUNT.

DESCRIPTION — Optional, for reporting purpose only. Enter notes about this line.

CREDIT AMOUNT   Required. Enter the exact dollar amount for this fiscal journal voucher line. The decimal point is optional, but two digits must be coded for cents. A CREDIT AMOUNT is an increase to a Revenue (Account Type 31) and a decrease to an expenditure/expense (Account Type 22). Each fiscal journal voucher line can only have a DEBIT AMOUNT or CREDIT AMOUNT.

J3 Special Revenue Journal Voucher Screen 1

```
FUNCTION:                    DOCID: J3   107  J3000000010      10/04/01 10:55:07 AM
   STATUS:                   BATID:                    ORG:
H-                         SPECIAL REVENUE VOUCHER INPUT FORM
   JV DATE:                                     REVERSAL DATE:
   ACTION:                                      COMMENTS:
     DEBIT DOC TOTAL:                             CREDIT DOC TOTAL:
     CALC DEBIT TOTAL:                            CALC CREDIT TOTAL:
```

J3 Special Revenue Journal Voucher Screen 2

```
FUNCTION:                    DOCID: J3   107  J3000000010      10/04/01 10:55:25 AM
   STATUS:                   BATID:                    ORG:        000-000 OF 000
               SUB                  FUNC    SUB REPT ACCTG
     FUND AGCY ORG ORG APPR UNIT ACTV TION REV REV CATG  PRD   DEBIT AMOUNT
     ---- ---- ------- --------- ---- ---- ------- ---- ----- --------------
     FROM/TO
      FUND   JOB NO   DESCRIPTION                    BFY   CREDIT AMOUNT
     ------- -------- -------------------------- --- --------------
01-

02-

03-

04-

05-

06-
```

Coding Instructions

The Special Revenue Journal Voucher (J3) is similar to the Fiscal Journal Voucher (J2) in that it allows journal entries to cross state fiscal years. Unlike the J2, however, the J3 may only record journal entries for revenue accounts (account type 31). In addition, the budget controls, which are overridden for the J2 document, are applied to the J3 document. The J3 is used for transfers of cash between funds and/or fiscal years.

COMMAND AREA	See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
JV DATE	Inferred. The current date entered for this document type on Date (DATE).
REVERSAL DATE	Leave blank. This field is not used by the State of Louisiana.
ACTION	Optional. If left blank, defaults to "E". Valid entries are:

"E"   (Original Entry) if this document is new.

"M"   (Adjustment) if this document is modifying a previous J3 document entered in the same accounting period.

COMMENTS	Optional, for reporting purposes only. Enter notes about this document. Only 12 characters are allowed.
DEBIT DOC TOTAL	Required. Enter the total amount of all DEBIT AMOUNT lines.
CREDIT DOC TOTAL	Required. Enter the total amount of all CREDIT lines.
CALC DEBIT TOTAL	Protected. It is the system-computed total of the DEBIT AMOUNT lines.
CALC CREDIT TOTAL	Protected. It is the system-computed total of the CREDIT AMOUNT lines.
FUND	Required for Special Revenue Voucher lines without a revenue organization. Enter the applicable Fund code for this special revenue voucher line. The code used must be valid on Fund (FUN2). Leave blank for special revenue voucher lines with a revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization.
AGCY	Required. Enter the applicable agency code for this special revenue voucher line. The code used must be valid on Agency (AGC2).
ORG	Required for special revenue voucher lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable revenue organization code for this special revenue voucher line. This code must be valid on Organization (ORG2).
	Leave blank for special revenue voucher lines associated with all capital outlay appropriations.
	Only revenue organizations associated with appropriations that have a State General Revenue Indicator of "N" on Appropriation Group Code (GRPC) may be used.
SUB ORG	Leave blank. This field is not used by the State of Louisiana.
APPR UNIT	Required for special revenue voucher lines without a revenue organization. Enter the applicable appropriation unit code for the special revenue voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2). Leave blank for special revenue voucher lines with a revenue organization. When a revenue organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization.
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)
FUNCTION	Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC).

REV   Required. Enter the applicable revenue source account code for this special revenue voucher line. Revenue Source account codes must be valid on Revenue Source (RSR2). Only revenue source account codes tied to a transfer group such as transfers, seeds, and carryovers can be coded.

SUB REV   Optional. Enter the applicable sub revenue source account code for this special revenue voucher line as required.

REPT CATG   Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line.

ACCTG PRD   Required. Enter the applicable accounting period for this special revenue voucher line. The accounting period must be open on Accounting Period (APRD). You cannot enter future periods.

DEBIT AMOUNT   Required. Enter the exact dollar amount for this special revenue voucher line. The decimal point is optional, but two digits must be coded for cents. A debit amount is a decrease to a revenue. Each special revenue voucher line can only have a DEBIT AMOUNT or a CREDIT AMOUNT.

FROM/TO FUND   This field captures the transfer from one fund to another reports. If Revenue Source T100, T110, T120, or T130 are coded on a JV, a valid fund must be coded in this field.

JOB NO   Leave blank for special revenue voucher lines associated with regular appropriations and non-capital outlay permanent appropriations. Must be entered for special revenue voucher lines associated with all capital outlay appropriations. This is applicable only to account types 22 and 31. Enter the applicable project number for the special revenue voucher line. The code must be valid on Agency Project Inquiry (AGPR).

DESCRIPTION   Optional, for reporting purposes only. Enter notes about this line.

BFY   Required. Enter the applicable budget fiscal year for this special revenue voucher line. The fiscal year must be open on Fiscal Year (FSYR). You cannot enter future budget fiscal years. On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.

CREDIT AMOUNT   Required. Enter the exact dollar amount for this special revenue voucher line. The decimal point is optional, but two digits must be coded for cents. A CREDIT AMOUNT is an increase to a revenue. Each special revenue voucher line can only have a CREDIT AMOUNT or a DEBIT AMOUNT.

J4 Inter-Agency Journal Voucher

```
FUNCTION:                 DOCID: J4  107  26200000001     10/04/01 11:15:43 AM
  STATUS:                 BATID:                  ORG:          000-000 OF 000
 H-                    INTER-AGENCY JOURNAL VOUCHER INPUT FORM
   J4 DATE:             ACCT PRD:        BUDGET FY:    DELIVERY DATE:
    ACTION:                           COMMENTS:
      DEBIT DOC TOTAL:                     CREDIT DOC TOTAL:
      CALC DEBIT TOTAL:                    CALC CREDIT TOTAL:
    AT FUND AGY ORGN S/O APPR UNIT ACTV FUNC RPTG  DEBIT AMOUNT  CREDIT AMOUNT
    -- ---- --- ---- --- --------- ---- ---- ---- ------------- -------------
    OBJT/REV  SUB-O/R   JOB NO   APPROVAL    USERID   APRV DATE
    --------  -------  --------  --------   --------  ---------
    DESCRIPTION
    ----------------
 01-


 02-
```

Coding Instructions

The Interagency Journal Voucher (J4) transaction provides the ability to require that both the seller and the buyer agency approve interagency payments. It will be used by agencies to process interagency payments (interagency billing) when the buyer and seller do not have a pre-approved contract or agreement. The seller agency will initiate the J4 and the approve the lines they have security access to. The buyer agency will complete the document, approve the lines they have security access to, and process the document.

COMMAND AREA	See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
J4 DATE	Inferred. The current date entered for this document type on Date (DATE).
ACCT PRD	Optional. If left blank, the accounting period defaults to the accounting period associated with the J4 transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal months and fiscal years. You cannot enter future periods.
BUDGET FY	Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired budget fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter the future budget fiscal years.
DELIVERY DATE	Required. Enter the date the goods or services were received. The DELIVERY DATE must be less than or equal to J4 DATE. For regular appropriations, the budget fiscal year cannot be less than the delivery date fiscal year. If transaction applies to accounting period 13, this date must be 6/30 or earlier.

ACTION   Optional. If left blank, defaults to "E". Valid entries are:

"E"   (Original Entry) if this document is new.

"M"   (Adjustment) if this document is modifying a previous J4 document entered in the same accounting period.

COMMENTS   Optional, for reporting purposes only. Enter notes about this document, only 12 characters allowed.

DEBIT DOC TOTAL   Required. Enter the total amount of all DEBIT AMOUNT lines.

CREDIT DOC TOTAL   Required. Enter the total amount of all CREDIT lines.

CALC DEBIT TOTAL   Protected. It is the system-computed total of the DEBIT AMOUNT lines.

CALC CREDIT TOTAL   Protected. It is the system-computed total of the CREDIT AMOUNT lines.

AT   Required. Enter the applicable account type for this Inter-Agency Journal Voucher line. The code used must be valid on Account Type (ACCT). Valid entries are:

          22   Expenditures/Expenses
          31   Revenue

FUND   Inferred. The code used must be valid in Fund (FUN2). This field will be inferred from Organization (ORG2) using the coded agency and organization.

AGY   Required. Enter the applicable agency code for this Inter-Agency Journal Voucher line. The code used must be valid on Agency (AGC2).

ORGN   Required. Enter applicable organization code for this Inter-Agency Journal Voucher line. The code used must be valid on Organization (ORG2).

S/O   Leave blank. This field is not used by the State of Louisiana.

APPR UNIT   Inferred. The code used must be valid and active in Appropriation Inquiry (Extended) (EAP2). This field will be inferred from Organization (ORG2) using the coded agency and organization.

ACTV   This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)

FUNC   Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC).

PTG   Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line.

DEBIT AMOUNT   Required. Enter the exact dollar amount for this Inter-Agency Journal Voucher line. The decimal point is optional, but two digits must be coded for cents. A DEBIT AMOUNT is an increase to an Expenditures/ Expenses (Account Type 22) and a decrease to a Revenue (Account Type 31). Each Inter-Agency Journal Voucher line can only have a DEBIT AMOUNT <u>or</u> a CREDIT AMOUNT.

CREDIT AMOUNT   Required. Enter the exact dollar amount for this Inter-Agency Journal Voucher line. The decimal point is optional, but two digits must be coded for cents. A CREDIT AMOUNT is an increase to a Revenue (Account Type 31) and a decrease to an Expenditures/Expenses (Account Type 22). Each Inter-Agency Journal Voucher line can only have a DEBIT AMOUNT <u>or</u> a CREDIT AMOUNT.

OBJT/REV   Required. Enter the applicable object account code or revenue source account code for this Inter-Agency Journal Voucher line. Object account codes must be valid on Object (OBJ2). Revenue Source account codes must be valid on Revenue Source (RSR2).

SUB O/R   Required on expenditure/expense (Account Type 22) transactions if the sub-object in Expense Budget Inquiry (Extended) (EEX2) is "Y". Otherwise, optional on expenditure/expense transactions.

JOB NO   Leave blank for Journal Voucher lines associated with regular appropriations and non capital outlay permanent appropriations. Must be entered for Journal Voucher lines associated with all capital outlay appropriations. Enter the applicable project number for this Journal Voucher line. The code must be valid on Agency Project Inquiry (AGPR).

APPROVAL   Required. Enter the APPROVAL indicator of "N" for no, or "Y" for yes for this Inter-Agency Journal Voucher line. A "N" should be entered to indicate that a buyer line (Account Type 22) or a seller line (Account Type 31) is not approved. A "Y" should be entered to indicate that a buyer line (Account Type 22) or a seller line (Account Type 31) is approved. If neither a "N" nor a "Y" is entered in this field, the line will default to "N".

USERID   Inferred. Defaults to the USERID of the user approving the transaction line when the approval indicator is set to "Y".

APRV DATE   Inferred. Defaults to the system date.

DESCRIPTION   Optional, for reporting purposes only. Enter notes about this line.

J6   Agency Journal Voucher

```
FUNCTION:                    DOCID: J6   107  J6000000181      10/04/01 03:56:18 PM
  STATUS:                      BATID:               ORG:            000-000 OF 000
 H-                         AGENCY JOURNAL VOUCHER INPUT FORM
   J6 DATE:           ACCT PRD:        BUDGET FY:
    ACTION:                       COMMENTS:
      DEBIT DOC TOTAL:                     CREDIT DOC TOTAL:
      CALC DEBIT TOTAL:                    CALC CREDIT TOTAL:
   AC            SUB              FUNC OBJ SUB
   TP FUND AGCY ORG  ORG APPR UNIT ACTV TION REV O/R REPT CATG JOB NO
   -- ---- ---- -------- --------- ---- ---- ------- --------- --------
   DESCRIPTION                  DEBIT AMOUNT   CREDIT AMOUNT
   --------------------------  --------------  ---------------
          VENDOR/PROVIDER
   CODE       NAME
   -------------------------------
 01-


 02-
```

Coding Instructions

The Agency Journal Voucher (J6) is used by agencies to correct both revenues and expenditures within their own agency. It will be used to reclassify revenues between appropriations, revenue organizations, and/or revenue sources, and to move expenditures between appropriations, expenditure organizations, and/or expenditure objects. Any changes to account coding must be within the same fund, and all entries must balance. Budget must be available before the J6 is accepted. The system creates automatic cash offset entries and does not allow for the coding of balance sheet accounts.

COMMAND AREA

See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.

J6 DATE

Inferred. The current date entered for this document type on Date (DATE).

ACCT PRD

Optional. If left blank, the accounting period defaults to the accounting period associated with the Agency Journal Voucher transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal months and fiscal years. You cannot enter future periods.

BUDGET FY

Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired budget fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter future budget fiscal years.

On continuing appropriations, transactions may be recorded in a prior budget fiscal year that is closed if the appropriation end date is greater than the transaction date.

ACTION

Optional. If left blank, defaults to "**E**". Valid entries are:

"E"   (Original Entry) if this document is new.

"M"   (Adjustment) if this document is modifying a previous J6 document entered in the same accounting period.

COMMENTS | Optional, for reporting purposes only. Enter notes about this document. Only 12 characters are allowed.

DEBIT DOC TOTAL | Required. Enter the total amount of all DEBIT AMOUNT lines.

CREDIT DOC TOTAL | Required. Enter the total amount of all CREDIT lines.

CALC DEBIT TOTAL | Protected. It is the system-computed total of the DEBIT AMOUNT lines.

CALC CREDIT TOTAL | Protected. It is the system-computed total of the CREDIT AMOUNT lines.

ACTP | Required. Enter the applicable account type for this Agency Journal Voucher line. The code used must be valid on Account Type (ACCT). Valid entries are:

        22   Expenditures/Expenses
        31   Revenue

FUND | Required for Agency Journal Voucher lines without expenditure or revenue organization. Enter the applicable Fund code for this Agency Journal Voucher line. The code used must be valid on Fund (FUN2). Leave blank for Agency Journal Voucher lines with a expenditure or revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization.

AGCY | Required. Enter the applicable agency code for this Agency Journal Voucher line. The code used must be valid on Agency (AGC2).

ORG | Required for Agency Journal Voucher lines associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this Agency Journal Voucher line. This code must be valid on Organization (ORG2). Leave blank for Agency Journal Voucher lines associated with all capital outlay appropriations.

SUB ORG | Leave blank. This field is not used by the State of Louisiana.

APPR UNIT | Required for Agency Journal Voucher lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for the Agency Journal Voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).

Leave blank for Agency Journal Voucher lines with a revenue or expenditure organization. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization.

NOTE: Agency Journal Voucher lines cannot change amounts associated with "Income Not Available" appropriations (i.e., Group Code of 18).

ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)
FUNCTION	Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC).
OBJ REV	Required. Enter the applicable object account code or revenue source account code for this Agency Journal Voucher line. Object account codes must be valid on Object (OBJ2). Revenue Source account codes must be valid on Revenue Source (RSR2).
	NOTE: Agency Journal Voucher lines cannot change amounts associated with transfer revenue source account codes (revenue group = "TR") on Revenue Source (RSR2).
SUB O/R	Required on expenditure/expense (Account Type 22) transactions if the sub-object option in Expense Budget Inquiry (Extended) (EEX2) is "Y". Otherwise, optional on expenditure/expense transactions.
	Optional on revenue (Account type 31) transactions.
REPT CATG	Optional. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line.
JOB NO	Leave blank for Agency Journal Voucher lines associated with regular appropriations and non capital outlay permanent appropriations. Must be entered for Agency Journal Voucher lines associated with all capital outlay appropriations. This is applicable only to account types 22 and 31. Enter the applicable project number for this agency journal voucher line. The code must be valid on Agency Project Inquiry (AGPR).
DESCRIPTION	Optional, for reporting purposes only. Enter notes about this line.
DEBIT AMOUNT	Required. Enter the exact dollar amount for this Agency Journal Voucher line. The decimal point is optional, but two digits must be coded for cents. A DEBIT AMOUNT is an increase to an Expenditure/Expense (Account Type 22) and a decrease to a Revenue (Account Type 31). Each Agency journal voucher line can only have a DEBIT AMOUNT <u>or</u> a CREDIT AMOUNT.
CREDIT AMOUNT	Required. Enter the exact dollar amount for this Agency Journal Voucher line. The decimal point is optional, but two digits must be coded for cents. A CREDIT AMOUNT is an increase to a Revenue (Account type 31) and a decrease to an Expenditure/Expense (Account Type 22). Each Agency Journal Voucher line can only have a DEBIT AMOUNT <u>or</u> a CREDIT AMOUNT.

CODE   Optional. Enter the code of "V" for Vendor and an eleven character
                        vendor code as required. The vendor code used must be valid on Vendor
                        (VEN2). Vendor Codes are generally entered on expenditure/expense
                        lines when correcting 1099 reportable payments.

VENDOR /   Inferred. The name of the vendor associated with the vendor code.
PROVIDER NAME

WV   Warrant Voucher

```
FUNCTION:                   DOCID: WV   107  wv000000124     10/04/01 04:20:22 PM
  STATUS:                     BATID:               ORG:          000-000 OF 000
 H-                               WARRANT VOUCHER INPUT FORM
    WV DATE:           ACCTG PRD:         BUDGET FY:
     ACTION:           COMMENTS:
        DEBIT DOC TOTAL:                      CREDIT DOC TOTAL:
        CALC DEBIT TOTAL:                     CALC CREDIT TOTAL:

     TO
    FUND  AGCY  ORGN     DEBIT AMOUNT    CREDIT AMOUNT
    ----  ----  ----    -------------   ---------------
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
```

Coding Instructions

The Warrant Voucher (WV) transaction will be used to transfer monies from the Means-of-Financing (MOF) cash account to the agency's operating cash account. It is also used to reverse the cash from the operating cash account to the Means-of-Financing cash account (Reverse Warrant).

COMMAND AREA	See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
WV DATE	Inferred. The current date entered for this document type on Date (DATE).
ACCT PRD	Optional. If left blank, the accounting period defaults to the accounting period associated with the warrant voucher transaction date (on Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal months and fiscal years. You cannot enter future periods.
BUDGET FY	Required. Enter the budget fiscal year associated with this warrant voucher document (it must be open on Fiscal Year (FSYR)). You cannot enter future budget fiscal years.
ACTION	Optional. If left blank, defaults to "E". Valid entries are:
	"E" (Original Entry) if this document is new.
	"M" (Adjustment) if this document is modifying a previous WV document entered in the same accounting period.
COMMENTS	Optional, for reporting purposes only. Enter notes about this document. Only 12 characters are allowed.
DEBIT DOC TOTAL	Required when dollar amounts are entered on document lines in the DEBIT AMOUNT field. Enter the total amount of all DEBIT AMOUNT lines.

Leave blank when no dollar amounts are entered on document lines in the DEBIT AMOUNT field.

CREDIT DOC TOTAL   Required when dollar amounts are entered on document lines in the CREDIT AMOUNT field. Enter the total amount of all CREDIT AMOUNT lines.

Leave blank when no dollar amounts are entered on document lines in the CREDIT AMOUNT field.

CALC DEBIT TOTAL   Protected. It is the system-computed total of the DEBIT AMOUNT lines.

CALC CREDIT TOTAL   Protected. It is the system-computed total of the CREDIT AMOUNT lines.

TO FUND   Required. Enter the applicable fund code for this warrant voucher line. The code used must be valid on Fund (FUN2).

AGCY   Required. Enter the applicable agency code for this warrant voucher line. The code used must be valid on Agency (AGC2).

ORGN   Required. Enter the applicable warrants drawn organization code for this warrant voucher line. Warrant organizations have an ORGANIZATION TYPE of 4 on Organization (ORG2). The code used must be valid on Organization (ORG2).

DEBIT AMOUNT   Required for the warrant voucher lines moving cash from the applicable means of financing cash account (e.g., self generated or federal) to the disbursement cash account. Enter the exact dollar amount for this warrant voucher line. The decimal point is optional, but two digits must be coded for cents.

Leave blank for warrant voucher lines moving cash from the disbursement cash account to the applicable means of financing cash account (i.e., reverse warrants)

CREDIT AMOUNT   Required for warrant voucher lines moving cash from the disbursement cash account to the applicable means of financing cash account (e.g., self generated or federal). A credit amount indicates a reverse warrant line. Enter the exact dollar amount for this warrant voucher line. The decimal point is optional, but two digits must be coded for cents.

Leave blank for warrant voucher lines moving cash from the applicable means of financing cash account to the disbursement cash account.

Payroll

J5 Interface Journal Voucher

```
FUNCTION:                    DOCID: J5   107  J5TEST            10/05/01 09:19:11 AM
  STATUS:                    BATID:                ORG:              000-000 OF 000
 H-                    INTERFACE JOURNAL VOUCHER INPUT FORM
    J5 DATE:          ACCTG PRD:       BUDGET FY:      REVERSAL DATE:
    ACTION:        BUDGET OVERRIDE IND:         COMMENTS:
       DEBIT DOC TOTAL:                     CREDIT DOC TOTAL:
      CALC DEBIT TOTAL:                    CALC CREDIT TOTAL:
    AC                 SUB                  FUNC OBJ SUB  BS   JOB
    TP  FUND AGCY  ORG ORG  APPR UNIT  ACTV TION REV O/R ACCT NUMBER
    --  ---- ----  -------- --------- ---- ---- ------- ---- --------
    INT   REF  BK     DEBIT                      VENDOR / PROVIDER
    FUND AGCY CD    AMOUNT     REPT CAT CODE           NAME
    ---- ---- --  ------------- -------- -------------------------------
                                 CREDIT   CASH
    DESCRIPTION                  AMOUNT   IND
    -------------------------- ------------- ---
 01-
```

Coding Instructions

The Interface Journal Voucher (J5) is created only as a result of interface processing. It is used to record interface transactions between the base financial system and other systems. The J5 transactions affecting revenues should be restricted to revenue organizations tied to final funds only. Approvals by the State Treasurer's Office will be required on all J5 transactions. J5 transactions that belong to payroll will not suspend, therefore, rejected payroll transactions will be corrected online and approvals will be required.

COMMAND AREA	See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
J5 DATE	Required. The current date for this J5 document on Date (DATE).
ACCTG PRD	Optional. If left blank, the accounting period defaults to the accounting period associated with the J5 transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal month and fiscal year. You cannot enter future periods.
BUDGET FY	Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired budget fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter future budget years.
REVERSAL DATE	Leave blank. This field is not used by the State of Louisiana.
ACTION	Inferred. An "E" is inferred to indicate that this document is an original entry.
BUDGET OVERRIDE IND	Required. Enter a "**Y**" to override budget controls for this Payroll J5 document. The *ISIS/AFS User Guide, Vol. II* contains a detailed explanation of this field.

COMMENTS   Required. Enter the comment "PAYROLL INTF" for this Payroll J5 document.

DEBIT DOC TOTAL   Required. Enter the total amount of all DEBIT AMOUNT lines.

CREDIT DOC TOTAL   Required. Enter the total amount of all CREDIT AMOUNT lines.

CALC DEBIT TOTAL   Protected. It is the system-computed total of the DEBIT AMOUNT lines.

CALC CREDIT TOTAL   Protected. Do not code this field. It is the system-computed total of the CREDIT AMOUNT lines.

AC TP   Required. Enter the applicable account type for this Payroll J5 document line. The code used must be valid on Account Type (ACCT). Valid entries are:

                    01   Asset
                    02   Liability
                    03   Fund Balance
                    22   Expense/Expenditure

FUND   Required for Payroll J5 document lines without an expenditure organization. Enter the applicable fund code for this Payroll J5 document line. The code used must be valid on Fund (FUN2).

                    Leave blank for lines with an expenditure organization. This field will be inferred by Organization (ORG2) using the coded agency and organization.

AGCY   Required. Enter the applicable agency code for this Payroll J5 document line. The code used must be valid on Agency (AGC2).

ORG   Required for Payroll J5 document lines associated with Expense/ Expenditure (Account Type 22). Enter the applicable organization code for this line. This code must be valid on Organization (ORG2).

                    Leave blank for lines associated with balance sheet accounts (Account Types 01, 02, and 03).

SUB ORG   Leave blank. This field is not used by the State of Louisiana.

APPR UNIT   Leave blank for Payroll J5 document lines with an expenditure organization. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization. Leave blank for lines with balance sheet accounts.

ACTV   This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.).

FUNCTION   Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC).

OBJ REV	Required on Expense/Expenditure (Account Type 22) Payroll J5 document lines. The object code used must be valid on Object (OBJ2).
	Leave blank for Asset (Account Type 01), Liability (Account Type 02), or Fund Balance (Account Type 03) lines.
SUB O/R	Optional on Expense/Expenditure (Account Type 22) Payroll J5 document lines. Leave blank when an object account code is not coded.
BS ACCT	Required for Asset (Account Type 01), Liability (Account Type 02), and Fund Balance (Account Type 03) Payroll J5 document lines. The code used must be valid on Balance Sheet Account (BAC2). Leave blank for Expense/Expenditure (Account Type 22) lines.
JOB NUMBER	Leave blank. This field is not used by the State of Louisiana.
INT FND	Leave blank. This field is not used by the State of Louisiana.
REF AGCY	Leave blank. This field is not used by the State of Louisiana.
BK CD	Required on balance sheet accounts flagged as CASH balance sheet accounts on Balance Sheet (BAC2). Enter the applicable bank account code for this line. The code used must be valid on Bank Account (BANK).
	Leave blank for all other lines.
DEBIT AMOUNT	Required. Enter the exact dollar amount for this Payroll J5 document line. The decimal point is optional, but two digits must be coded for cents.
	A DEBIT AMOUNT is an increase to the following account types:
	Asset (Account Type 01) Expense/ Expenditure (Account Type 22)
	A DEBIT AMOUNT is a decrease to the following account types:
	Liabilities (Account Type 02) Fund Balance (Account Type 03)
	Each line can only have a DEBIT AMOUNT or a CREDIT AMOUNT.
REPT CATG	Optional on Expense/Expenditure (Account Type 22) Payroll J5 document lines. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line.
	Leave blank for Asset (Account Type 01), Liability (Account Type 02), or Fund Balance (Account Type 03) lines.
VENDOR/ PROVIDER	Leave blank. This field is not used by the State of Louisiana.
VENDOR / PROVIDER NAME	Leave blank. This field is not used by the State of Louisiana.

DESCRIPTION   Required. Enter the description "PAYROLL XXX" for this Payroll J5 document line, where "XXX" is the UPS Control number for this agency.

CREDIT AMOUNT   Required. Enter the exact dollar amount for this Payroll J5 document line. The decimal point is optional, but two digits must be coded for cents.

                   A CREDIT AMOUNT is an increase to the following account types:

                        Liabilities (Account Type 02)
                        Fund Balance (Account Type 03)

                   A CREDIT AMOUNT is a decrease to the following account types:

                        Asset (Account Type 01)
                        Expense/Expenditure (Account Type 22)

                   Each line can only have a CREDIT AMOUNT <u>or</u> DEBIT AMOUNT.

CASH IND   Required. Enter the cash indicator of "N" for all Payroll J5 document lines.

Federal Aid

FM Federal Aid Master Screen 1

```
FUNCTION:                    DOCID: FM  107  FM000000047     10/05/01 09:45:47 AM
  STATUS:                    BATID:                ORG:
 H-                              FEDERAL AID MASTER

          FM DATE:            FFY:      ACTION:           AGENCY: 107
        FED AID NO:              RESP ORG:      CMIA PROV/CUST:
   START/END DATE:                  FED FY START:      STATUS:
        TITLE:                            AWARD DATE:
       DSCR 1:
       DSCR 2:
       CONTACT:                                    PHONE:
        FED CAT NO:    .      FED AGCY NAME:
    FED APPR NO:               CAN NO:         CMIA DRAWDOWN GROUP:
    GOVT-WIDE NO:            MAJ FA NO:            ID NO:
    LETTER OF CREDIT NO:        LETTER OF CREDIT AMT:
    CMIA INDICATOR:    CMIA FUND MTHD:    CMIA RSRC:    CMIA BILL CODE:
             FUNDS          I/D    PCT    POSITIONS      I/D
    FEDERAL   :
    GOV'T     :
    BOND      :
    LOCAL/OTHER:
    TOTAL BUDGT:             I/D:
```

FM Federal Aid Master Screen 2

```
FUNCTION:                    DOCID: FM  107  FM000000047     10/05/01 09:46:19 AM
  STATUS:                    BATID:                ORG:        000-000 OF 000

   REPT  OH REC  STA  AVAIL                              BUDGET
   CATG   RATE   TUS  FUNDS     DESCRIPTION              AMOUNT      I/D
   ----  ------  ---  -----  ----------------------------  --------------  ---
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
15-
```

Coding Instructions

The Federal Aid Master (FM) document is used to establish a new grant in the system, complete with budgetary and descriptive information, or to change the basic information pertaining to an existing grant. Accounting transactions get charged to grants through reporting categories. In order for this to happen, three actions must precede transaction input. First, a reporting category must be established on Reporting Category Table (RPTG). Second, a Federal Aid Master (FM) document setting up a grant must be accepted by the system. Third, a Federal Aid Inference (FAIT) entry must be made to associate the reporting category with the grant.

COMMAND AREA	See Chapter 4, "Document Processing," in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
FM DATE	Inferred. The current date entered for this FM document on Date (DATE).

FFY	Optional. Enter the last two digits of the grant fiscal year (YY format). If this field is left blank, the grant fiscal year will be inferred from the Federal Aid Master date. If the grant will span multiple years, this is the last two digits of the federal or state fiscal year in which the grant begins.
ACTION	Optional. Blank defaults to "E". Valid entries are:

"E"   (Original Entry) if this document is establishing a new grant (Federal Aid Number).

"M"   (Adjustment) if this document is modifying an existing grant (Federal Aid Number).

AGENCY	Required. Enter the applicable agency code to be associated with the grant. The code used must be valid on Agency (AGC2).
FED AID NO	Required. Enter the Federal Aid Number (maximum of twelve characters) for this Federal Aid Master Document. This number is assigned by the responsible agency to represent the grant. If establishing a new grant (Action of E), the FED AID NO must not exist on Agency Federal Aid Inquiry (AGFA) for this agency. If modifying an existing grant (Action of M), the FED AID NO must exist on Agency Federal Aid Inquiry (AGFA) for this agency.
RESP ORG	Optional. Enter the organization code of the organization responsible for the administration of this grant. The code must be valid on Organization (ORG2).
CMIA PROV/CUST	Leave blank. This field is not used by the State of Louisiana.
START/END DATE	Required. Enter the grant START DATE in MMDDYY format in the first date field. The END DATE must be after the START DATE. If the END DATE is unknown, estimate the end date and modify the grant when end date is known.
FED FY START	Required. Enter the first calendar month of the quarter in which the grant starts. For example, if the grant fiscal year starts October, enter a "10". Similarly, if the grant fiscal year starts in December, enter the month that quarter begins (i.e., 10).

If a grant begins in October, the grant fiscal year will be defined as calendar month 10 of the current year through calendar month 9 of the following year.

STATUS	Optional. Enter the overall status code for this grant. Predefined status codes include:

"C"   Closed

"O"   Open

"P"   Pending

The status code must be valid on Fed Aid Status (FAST). If no status is assigned, the system will assume that the grant is open.

TITLE	Optional. Enter the name to be associated with the grant.
AWARD DATE	Optional. Enter the date that the grant was awarded in MMDDYY format. The date entered must be valid on Calendar Date (CLDT).
DSCR 1	Optional. Enter the first line of description to be associated with the grant.
DSCR 2	Optional. Enter the second line of description to be associated with the grant.
CONTACT	Optional. Enter the name of the person responsible for the grant.
PHONE	Optional. Enter the phone number of the person responsible for the grant.
FED CAT NO	Optional. If applicable, enter the Federal Catalog Number for this grant. If a FED CAT NO is entered, the first two characters must reference a Federal Agency. The Federal Agency code must be valid on Federal Agency (FEAG).
FED AGCY NAME	Optional. Enter the applicable Federal Agency Name to be associated with the grant.
FED APPR NO	Optional. If applicable, enter the federal code that connects the grant to a federal appropriation.
CAN NO	Optional. If applicable, enter the Common Accounting Number for this grant.
CMIA DRAWDOWN GROUP	Leave blank. This field is not used by the State of Louisiana.
GOVT-WIDE NO	Optional. If applicable, enter a Government Wide Number to connect multiple grants (Federal Aid Numbers) together. Users can view on-line the summary information tracked by the GOVT-WIDE NO using Government-Wide Federal Aid Inquiry (GVFA).
MAJ FA NO	Optional. If applicable, enter a Major Federal Aid Number to connect this grant with other grants for reference purposes.
ID NO	Optional. If applicable, enter the Federal Identification Number for this grant.
LETTER OF CREDIT NO	Optional. If applicable, enter the Letter of Credit Number for this grant.
LETTER OF CREDIT AMT	Optional. If applicable, enter the Letter of Credit Amount for this grant. Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.
CMIA INDICATOR	Valid values are "Y", "N", or spaces. Leave blank. This field is not used by the State of Louisiana.

CMIA FUND MTHD   Leave blank. This field is not used by the State of Louisiana.

CMIA RSRC   Leave blank. This field is not used by the State of Louisiana.

CMIA BILL CODE   Leave blank. This field is not used by the State of Louisiana.

FUNDS: FEDERAL,   Optional. Enter the dollar amount of each source of funding. The
GOV'T, BOND,   expected dollar amount can be entered for one or more of the four
LOCAL/OTHER   following types of revenue: federal, government, bond, or local/other.

                   If modifying a previously established grant (Federal Aid Number), enter
                   the amount of change over or under the previous amount. Do not code a
                   sign (+ or -); the increase/decrease indicator tells whether the amount is to
                   be added to or subtracted from the current amount. Do not code dollar
                   signs or commas. The decimal point is optional, but two digits must be
                   coded for cents.

I/D   Required if the document action is "M" and the funding amount entered is
                   a decrease to the current funding amount. Code a "D" for decrease.
                   Otherwise optional. A blank will default to "I".

PCT   Optional. The percentage associated with each source of funding. The
                   percentage can be entered for one or more of the four following types of
                   revenue:

                        -Federal
                        -Government
                        -Bond
                        -Local/Other

                   If entered, the percentage must contain three decimal places. If percentage
                   associated with a source of funding is left blank, the system will calculate
                   the percentage based on the amount of the source of funding.

POSITIONS: Optional. Enter the number of positions associated with each source of
FEDERAL,   funding. The number of positions can be entered for one or more of the
GOVT, BOND   four following types of revenue: federal, government, bond, local/other.
LOCAL/OTHER
                   If modifying a previously established grant (Federal Aid Number), enter
                   the number by which positions will be increased or decreased for the
                   funding source line. Do not code a sign (+ or -); the increase decrease
                   indicator tells whether this is to be added to or subtracted from the current
                   number of positions. For example, if the current number of positions for
                   the funding source line needs to be decreased from 10 to 6, enter the
                   number 4.

I/D   Required if the document action is "M" and this is a decrease to the
                   number of positions associated with a source of funding. Code a "D" for
                   decrease. Otherwise optional. A blank will default to "I".

TOTAL BUDGT   Optional if this document is an original entry (i.e., establishing a new
                   grant). If no Total Budget amount is entered, the system will calculate the
                   TOTAL BUDGT amount based on all sources of funding.

Required if this document is an adjustment (i.e., modifying an existing grant). Enter the unsigned net amount of all lines on the document. To compute this amount:

1. Add together all the increase amounts (the lines with "I" or blank in the I/D field).

2. Add together all the decrease amounts (the lines with "D" in the I/D field).

3. Subtract the smaller of these amounts from the larger, and enter the difference in the field for TOTAL BUGT.

I/D
Required if document action is "M" and this is a decrease to the TOTAL BUDGT amount. Code a "D" for decrease. Otherwise optional. A blank will default to "I".

REPT CATG
Required. Enter the reporting category code for this Federal Aid Master line. The code used must be valid on Reporting Category (RPTG). A reporting category code can be used to identify a certain portion or all of the grant.

OH REC RATE
Optional. If applicable, enter the percent at which indirect costs are recovered for this grant.

STATUS
Required. Enter the Status of "O" for open or "C" for closed for this Federal Aid Master line.

AVAIL FUNDS
Required. Enter the available funds indicator of "Y" for yes or "N" for no for this Federal Aid Master Line. The AVAIL FUNDS indicator determines the level of control on the grant budget line (Reporting Category). A "Y" indicates that documents are checked against the budget for available funds and documents will be rejected if the budget is exceeded. A "N" indicates that no edit will be done for available funds. Documents will not be rejected for insufficient budget on a grant budget line (Reporting Category).

DESCRIPTION
Optional. Enter notes about the Federal Aid Master line.

BUDGET AMOUNT
Optional. Enter the budget amount for the grant budget line (Reporting Category). If modifying a previous grant budget line budget amount, enter the amount of change over or under the previous document. Do not code a sign (+ or -); the increase/decrease indicator tells whether this is to be added to or subtracted from the current amount. Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.

I/D
Required if the document action is "M" and this is a decrease to the grant budget line (Reporting Category). Code a "D" for decrease. Otherwise optional. A blank will default to "I".

FM2 Federal Aid Master Alternative Screen 1

```
FUNCTION:                      DOCID: FM2 107  FM2TEST           10/05/01 10:41:31 AM
  STATUS:                       BATID:                    ORG:
 H–                            FEDERAL AID MASTER ALTERNATIVE

          FM DATE:             FFY:      ACTION:             AGENCY: 107
       FED AID NO:                   RESP ORG:      CMIA PROV/CUST:
   START/END DATE:                     FED FY START:     STATUS:
       TITLE:                                AWARD DATE:
       DSCR 1:
       DSCR 2:
      CONTACT:                                        PHONE:
         FED CAT NO:     .      FED AGCY NAME:
    FED APPR NO:                   CAN NO:         CMIA DRAWDOWN GROUP:
  GOVT-WIDE NO:                MAJ FA NO:              ID NO:
  LETTER OF CREDIT NO:            LETTER OF CREDIT AMT:
  CMIA INDICATOR:     CMIA FUND MTHD:    CMIA RSRC:    CMIA BILL CODE:
              FUNDS           I/D    PCT    POSITIONS        I/D
   FEDERAL   :
   GOV'T     :
   BOND      :
   LOCAL/OTHER:
   TOTAL BUDGT:              I/D:
```

FM2 Federal Aid Master Alternative Screen 2

```
FUNCTION:                      DOCID: FM2 107  FM2TEST           10/05/01 10:42:03 AM
  STATUS:                       BATID:               ORG:      000-000 OF 000

   REPT  OH REC  STA  AVAIL                               BUDGET
   CATG   RATE   TUS  FUNDS       DESCRIPTION             AMOUNT        I/D
   ----  ------  ---  -----  ---------------------------- -------------- ---
   OBJT  FUNC
   ----  ----
 01-
 02-
 03-
 04-
 05-
 06-
```

Coding Instructions

The Federal Aid Master Alternative (FM2) document is used to establish a new grant in the system, complete with budgetary and descriptive information, or to change the basic information pertaining to an existing grant. An FM2 transaction must be accepted by the system before any accounting transactions that reference that grant will be accepted.

Upon acceptance, grant information entered on the FM2 document is transferred to the corresponding Agency Federal Aid Inquiry (AGFA and AGF2), Federal Aid Budget Line Inquiry (FBLT), and Federal Aid Federal Fiscal Year Inquiry (FFFY) tables. If a Government-Wide Federal Aid Number is specified, Government-Wide Federal Aid Inquiry (GVFA) will be updated.

COMMAND AREA   See Chapter 4, "Document Processing," in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.

FM DATE   Inferred. The current date entered for this FM2 document on Date (DATE).

FFY	Optional. Enter the last two digits of the grant fiscal year (YY format). If this field is left blank, the grant fiscal year will be inferred from the Federal Aid Master date. If the grant will span multiple years, this is the last two digits of the federal or state fiscal year in which the grant begins.
ACTION	Optional. Blank defaults to "E". Valid entries are:

"E"   (Original Entry) if this document is establishing a new grant (Federal Aid Number).

"M"   (Adjustment) if this document is modifying an existing grant (Federal Aid Number).

AGENCY	Required. Enter the applicable agency code to be associated with the grant. The code used must be valid on Agency (AGC2).
FED AID NO	Required. Enter the Federal Aid Number (maximum of twelve characters) for this Federal Aid Master Document. This number is assigned by the responsible agency to represent the grant. If establishing a new grant (Action of E), the FED AID NO must not exist on Agency Federal Aid Inquiry (AGFA) for this agency. If modifying an existing grant (Action of M), the FED AID NO must exist on Agency Federal Aid Inquiry (AGFA) for this agency.
RESP ORG	Optional. Enter the organization code of the organization responsible for the administration of this grant. The code must be valid on Organization (ORG2).
CMIA PROV/CUST	Leave blank. This field is not used by the State of Louisiana.
START/END DATE	Required. Enter the grant START DATE in MMDDYY format in the first date field. The END DATE must be after the START DATE. If the END DATE is unknown, estimate the end date and modify the grant when end date is known.
FED FY START	Required. Enter the first calendar month of the quarter in which the grant starts. For example, if the grant fiscal year starts October, enter a "10". Similarly, if the grant fiscal year starts in December, enter the month that quarter begins (i.e., 10).

If a grant begins in October, the grant fiscal year will be defined as calendar month 10 of the current year through calendar month 9 of the following year.

STATUS	Optional. Enter the overall status code for this grant. Predefined status codes include:

"C"   Closed

"O"   Open

"P"   Pending

The status code must be valid on Fed Aid Status (FAST). If no status is assigned, the system will assume that the grant is open.

TITLE	Optional. Enter the name to be associated with the grant.
AWARD DATE	Optional. Enter the date that the grant was awarded in MMDDYY format. The date entered must be valid on Calendar Date (CLDT).
DSCR 1	Optional. Enter the first line of description to be associated with the grant.
DSCR 2	Optional. Enter the second line of description to be associated with the grant.
CONTACT	Optional. Enter the name of the person responsible for the grant.
PHONE	Optional. Enter the phone number of the person responsible for the grant.
FED CAT NO	Optional. If applicable, enter the Federal Catalog Number for this grant. If a FED CAT NO is entered, the first two characters must reference a Federal Agency.
	The Federal Agency code must be valid on Federal Agency (FEAG).
FED AGCY NAME	Optional. Enter the applicable Federal Agency Name to be associated with the grant.
FED APPR NO	Optional. If applicable, enter the federal code that connects the grant to a federal appropriation.
CAN NO	Optional. If applicable, enter the Common Accounting Number for this grant.
CMIA DRAWDOWN GROUP	Leave blank. This field is not used by the State of Louisiana.
GOVT-WIDE NO	Optional. If applicable, enter a Government Wide Number to connect multiple grants (Federal Aid Numbers) together. Users can view on-line the summary information tracked by the GOVT-WIDE NO using Government-Wide Federal Aid Inquiry (GVFA).
MAJ FA NO	Optional. If applicable, enter a Major Federal Aid Number to connect this grant with other grants for reference purposes.
ID NO	Optional. If applicable, enter the Federal Identification Number for this grant.
LETTER OF CREDIT NO	Optional. If applicable, enter the Letter of Credit Number for this grant.
LETTER OF CREDIT AMT	Optional. If applicable, enter the Letter of Credit Amount for this grant. Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.
CMIA INDICATOR	Valid values are "Y", "N", or spaces. Leave blank. This field is not used by the State of Louisiana.

CMIA FUND MTHD	Leave blank. This field is not used by the State of Louisiana.
CMIA RSRC	Leave blank. This field is not used by the State of Louisiana.
CMIA BILL CODE	Leave blank. This field is not used by the State of Louisiana.
FUNDS: FEDERAL, GOV'T, BOND, LOCAL/OTHER	Optional. Enter the dollar amount of each source of funding. The expected dollar amount can be entered for one or more of the four following types of revenue: federal, government, bond, or local/other.
	If modifying a previously established grant (Federal Aid Number), enter the amount of change over or under the previous amount. Do not code a sign (+ or -); the increase/decrease indicator tells whether the amount is to be added to or subtracted from the current amount. Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.
I/D	Required if the document action is "M" and the funding amount entered is a decrease to the current funding amount. Code a "D" for decrease. Otherwise optional. A blank will default to "I".
PCT	Optional. The percentage associated with each source of funding. The percentage can be entered for one or more of the four following types of revenue:

        -Federal
        -Government
        -Bond
        -Local/Other

	If entered, the percentage must contain three decimal places. If percentage associated with a source of funding is left blank, the system will calculate the percentage based on the amount of the source of funding.
POSITIONS: FEDERAL, GOVT, BOND LOCAL/OTHER	Optional. Enter the number of positions associated with each source of funding. The number of positions can be entered for one or more of the four following types of revenue: federal, government, bond, local/other.
	If modifying a previously established grant (Federal Aid Number), enter the number by which positions will be increased or decreased for the funding source line. Do not code a sign (+ or -); the increase decrease indicator tells whether this is to be added to or subtracted from the current number of positions. For example, if the current number of positions for the funding source line needs to be decreased from 10 to 6, enter the number 4.
I/D	Required if the document action is "M" and this is a decrease to the number of positions associated with a source of funding. Code a "D" for decrease. Otherwise optional. A blank will default to "I".
TOTAL BUDGT	Optional if this document is an original entry (i.e., establishing a new grant). If no Total Budget amount is entered, the system will calculate the TOTAL BUDGT amount based on all sources of funding.

Required if this document is an adjustment (i.e., modifying an existing grant). Enter the unsigned net amount of all lines on the document. To compute this amount:

1.   Add together all the increase amounts (the lines with "I" or blank in the I/D field).

2.   Add together all the decrease amounts (the lines with "D" in the I/D field).

3.   Subtract the smaller of these amounts from the larger, and enter the difference in the field for TOTAL BUGT.

I/D	Required if document action is "M" and this is a decrease to the TOTAL BUDGT amount. Code a "D" for decrease. Otherwise optional. A blank will default to "I".
REPT CATG	Required. Enter the reporting category code for this Federal Aid Master line. The code used must be valid on Reporting Category (RPTG). A reporting category code can be used to identify a certain portion or all of the grant.
OH REC RATE	Optional. If applicable, enter the percent at which indirect costs are recovered for this grant.
STATUS	Required. Enter the Status of "O" for open or "C" for closed for this Federal Aid Master line.
AVAIL FUNDS	Required. Enter the available funds indicator of "Y" for yes or "N" for no for this Federal Aid Master Line. The AVAIL FUNDS indicator determines the level of control on the grant budget line (Reporting Category). A "Y" indicates that documents are checked against the budget for available funds and documents will be rejected if the budget is exceeded. A "N" indicates that no edit will be done for available funds. Documents will not be rejected for insufficient budget on a grant budget line (Reporting Category).
DESCRIPTION	Optional. Enter notes about the Federal Aid Master line.
BUDGET AMOUNT	Optional. Enter the budget amount for the grant budget line (Reporting Category). If modifying a previous grant budget line budget amount, enter the amount of change over or under the previous document. Do not code a sign (+ or -); the increase/decrease indicator tells whether this is to be added to or subtracted from the current amount. Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.
I/D	Required if the document action is "M" and this is a decrease to the grant budget line (Reporting Category). Code a "D" for decrease. Otherwise optional. A blank will default to "I".

OBJT   Required. Enter the object code for this FM2 line. The code must be valid on Object (OBJ2). The object is used to identify the expenditure budget.

FUNC   Required. Enter the function code for the FM2 line. The code must be valid on Function (FUNC).

FX   Federal Aid Charge

```
 FUNCTION:                   DOCID: FX   107  FX000000001     10/05/01 10:51:31 AM
   STATUS:                   BATID:                   ORG:            000-000 OF 000
 H-                          FEDERAL AID CHARGE

        FX DATE:                    ACCTG PRD:
     UNITS TOTAL:             DOCUMENT TOTAL:

     FY   FUND  AGCY   ORGN/SUB   APPR UNIT   ACTV   FUNC   OBJ/SUB   REPT
     --   ----  ----   --------   ---------   ----   ----   -------   ----
     CHRG CLASS   CHRG UNITS   AMOUNT          I/D
     ----------   ----------   --------------   ---
 01-

 02-

 03-

 04-

 05-
```

Coding Instructions

The Federal Aid Charge (FX) records indirect, non-accounting charges against a grant. Examples include an allocated charge for computer usage, grant monthly funds, or a per hour charge for use of a vehicle. When FX documents are accepted into the system, the full charge amount will update Agency Federal Aid Inquiry (AGFA), Federal Aid Budget Line Inquiry (FBLT), and Federal Aid Fiscal Year Inquiry (FFFY). If the grant is linked to a government-wide grant, Government-Wide Federal Aid Inquiry (GVFA) will also be updated.

COMMAND AREA	See Chapter 4, "Document Processing," in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
FX DATE	Inferred. The current date entered for this document type on Date (DATE).
ACCTG PRD	Optional. Leave blank unless the Federal Aid Charge (FX) transaction is a result of AFS Cost Allocation. The accounting period will default to the accounting period associated with the transaction date. If the FX is to record charges associated with AFS Cost Allocation, code the accounting period of the cost allocation run.
UNITS TOTAL	Required if units are entered on a Federal Aid Charge line in the field CHRG UNITS. The UNITS TOTAL field must equal the unsigned net amount of all lines with CHRG UNITS (increases and decreases). Do not code commas. The decimal point is optional, but the system will infer two decimal places. Leave blank if no units are entered on a Federal Aid charge line in the field CHRG UNITS.
DOCUMENT TOTAL	Required. Enter the unsigned net amount of all lines on the document. To compute this amount:

1.   Add together all the increase amounts (the lines with "I" or blank in the I/D field).

2.   Add together all the decrease amounts (the lines with "D" in the I/D field).

	3. Subtract the smaller of these amounts from the larger, and enter the difference in the field for DOCUMENT TOTAL.
FY	Optional. Leave blank unless the Federal Aid Charges (FX) transaction is a result of cost allocation. The fiscal year will default to the fiscal year associated with the FX transaction date. If the FX is to record charges associated with AFS Cost Allocation, code the fiscal year of the cost allocation run.
FUND	Leave blank. This field will be inferred from Organization (ORG2) using the coded agency and organization. The code inferred must be valid on Fund (FUN2).
AGCY	Required. Enter the applicable agency code for this Federal Aid Charge line. The code used must be valid on Agency (AGC2).
ORGN	Required. Enter the applicable organization code for this Federal Aid Charge line. This code must be valid on Organization (ORG2).
SUB	Leave blank. This field is not used by the State of Louisiana.
APPR UNIT	Required. Enter the applicable appropriation unit code for the Federal Aid Charge line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)
FUNCTION	Optional. May be used to further classify expenditures or revenues beyond object/sub-object, revenue source/sub-revenue source, reporting category or grant levels. If used, the code must be valid on Function (FUNC).
OBJ	Optional. Enter the applicable object code for the Federal Aid Charge line as required for reporting purposes. If entered, the code used must be valid on Object (OBJ2).
SUB	Optional. Enter the applicable sub-object code for the Federal Aid Charge line as required for reporting purposes.
REPT	Required. Inferred from Organization (ORG2) using the organization code if available. Otherwise, enter the applicable reporting category code as required. Reporting Category codes will be inferred if available for expenditure organizations. Reporting Category codes will not be inferred if a mid level program or an appropriated program organization code is used. The code used must be valid on Reporting Category (RPTG) for the agency coded on the line.
CHRG CLASS	Leave blank if the charge units (CHRG UNITS) field is not entered. Required if the charge units (CHRG UNITS) is entered. Enter the applicable charge class (CHRG CLASS) code for the Federal Aid Charge line. If entered, the code used must be valid on Charge Class (CHRG).

NOTE: The AMOUNT field can be calculated based on the charge class (CHG CLS) multiplied by the charge units (CHG UNITS).

CHRG UNITS   Leave blank if the charge class (CHRG CLASS) field is not entered. Required if the charge class (CHRG CLASS) is entered. Enter the number of charge units (CHRG UNITS) for the Federal Aid Charge line. If entered, do not code commas. The decimal point is optional, but two digits must be coded.

NOTE: The AMOUNT field can be calculated based on the charge units (CHRG UNITS) multiplied by the charge class (CHRG CLASS).

AMOUNT   Leave blank if the CHRG CLASS and the CHRG UNITS fields <u>are</u> completed. The AMOUNT will be calculated based on the CHRG CLASS multiplied by the CHRG UNITS. Required if CHRG CLASS and CHRG UNITS are <u>not</u> completed. Enter the dollar amount associated with this Federal Aid Charge line.   Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the amount currently posted. Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.

I/D   Required if this Federal Aid Charge line is a decrease. Code a "D" for decrease. Otherwise optional. A blank will default to "I".

Projects

NP   Non-Payable Invoice

```
FUNCTION:                DOCID: NP   107  NPTEST          10/05/01 11:05:12 AM
  STATUS:                  BATID:                ORG:           000-000 OF 000
 H-                       NON-PAYABLE INVOICE INPUT FORM

    NP DATE:        ACCTG PRD:       BUDGET FY:
     AGENCY: 107 PROJ:         SUB-PROJ:      PHASE:
      DOC TOTAL:                 CALC DOC TOTAL:

    ACT  S/O   INV NUMBER    INV DATE  PO/RQ NUMBER  REC FPC  REC FISC FWD DATE
    ---  ---  -------------- -------- -------------- -------- -------- --------
     FPC PROJ NUMBER           VENDOR NAME             AMOUNT      I/D
    ----------------  ----------------------------  --------------  ---
    COMMENTS
    ----------------------------------------------------------
 01-


 02-
```

Coding Instructions

The Non-Payable Project Invoice (NP) will be used to post to the same ledgers and tables as the Project Charge (PX) transaction but will update expended amounts instead of project charges. In addition, the NP will update Non-Payable Invoice (NPPI) with all relevant information. The NP transaction will be edited to ensure the overall project status is non-payable, the transaction is within the project start and end dates, the sub-project/phase has an Open (O) status, and that sufficient budget exists to process the transaction. As with the FX transaction, the NP will not post to the general ledger or update any budgetary tables.

COMMAND AREA	See Chapter 4, "Document Processing," in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
NP DATE	Optional. The current date entered for this document type on Date (DATE).
ACCTG PRD	Optional. If blank, the accounting period defaults to the accounting period associated with the Non-Payable Invoice transaction date (on Calendar Date (CLDT)). If you want this transaction to be recorded in a different accounting period, enter the desired period using fiscal month and fiscal year.
BUDGET FY	Optional. If left blank, the budget fiscal year defaults to the budget fiscal year associated with the Non-Payable Invoice transaction date (on Calendar Date (CLDT)). If you want this transaction to be recorded in a different budget fiscal year, enter the desired fiscal year in YY format.
AGENCY	Required. Enter the agency for this Non-Payable Invoice (NP) document. The code used must be valid on Agency (AGC2).

PROJ	Required. Enter the Project Number for this Non-Payable Invoice Document. The Project Number must exist on Agency Project Inquiry (AGPR) for this agency and on other project related tables. Additionally, the STATUS associated with the project number must be an "N" for Non-Payable Project.
SUB-PROJ	Required. Enter the sub-project number for this Non-Payable Invoice Document. This sub-project number must exist on Project Budget Line Inquiry (PRBL) and Sub Project Name (SPNT) for this agency.
PHASE	Required. Enter the phase code for this Non-Payable Invoice Document. The code used must be a valid code on Project Phase (PRPH). The phase code must exist on Project Budget Line Inquiry (PRBL) for this agency.
DOC TOTAL	Required. Enter the unsigned net amount of all lines on the document. To compute this amount:

1. Add together all the increase amounts (the lines with "I" or blank in the I/D field).

2. Add together all the decrease amounts (the lines with "D" in the I/D field).

3. Subtract the smaller of these amounts from the larger, and enter the difference in the field for DOC TOTAL.

CALC DOC TOTAL	Protected. It is the system-computed total of the line amounts.
ACT	Required. Action for the line entry. Valid entries are "A" (Add) and "C" (Change). The "A" action may be used to add new invoices and to add credit memos. When adding credit memos, the ACT field must be "A" and the I/D field must be "D". The "D" indicates the amount entered is to be processed as an invoice credit. The "C" action may be used to change most of the data fields previously entered, except for invoice number. When a change action is processed for the AMOUNT, an "I" or "D" must be entered in the I/D field.
S/O	Optional. Enter the sub-object code that best describes the item named on this line.
INV NUMBER	Required. Enter the invoice number for the Non-Payable Invoice Document line.
INV DATE	Required. Enter the date in MMDDYY format on which the invoice was created.
PO/RQ NUMBER	Optional. Enter the Purchase Order or Requisition document number referenced by the invoice.
REC FPC	Optional. Enter the date the invoice was received by the Office of Facility Planning and Control.

REC FISC

Optional. Enter the date the invoice was received by the Office of Facility Planning and Control's Fiscal Office. If a date is entered, it must be entered in MMDDYY format.

FWD DATE

Optional. Enter the date the invoice was forwarded to the appropriate office for payment. If a date is entered, it must be entered in MMDDYY format.

FPC PROJ NUMBER

Optional. Enter the Office of Facility Planning and Control assigned project number to further identify a project (Non-Payable Invoice Line).

VENDOR NAME

Optional. Enter the name of the vendor submitting the invoice.

AMOUNT

Required. Enter the dollar amount of the item(s) described on this line. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the original amount.

I/D

Required if this Non-Payable Invoice line is a decrease. Code a "D" for decrease. Otherwise optional. A blank will default to "I".

COMMENTS

Optional. Enter notes about the Non-Payable Invoice line.

PJ   Project Master Screen 1

```
FUNCTION:                       DOCID: PJ   107  PJ000000001     10/05/01 11:15:00 AM
  STATUS:                       BATID:                ORG:
  H-                      PROJECT MANAGEMENT MASTER INPUT FORM
    ACTION:    PJ DATE:          AGENCY:      PROJ:
    PROJECT STATUS:                    PROJ MANAGER:
    START DATE:          END DATE:             PROJ FISC YR:
    DESCRIPTION:                       PROJ FY START PRD:
    ENTITY-WIDE PROJ NO:               REVENUE BUDGET IND:
    FHWA APPR CODE:                       FED ROUTE/SEC:
    FHWA PROJECT NUMBER:

        BOND FUNDED AMT:          I/D:     PCT:
         FED FUNDS AMT:           I/D:     PCT:
       ENTITY FUNDS AMT:          I/D:     PCT:
        OTHER FUNDS AMT:          I/D:     PCT:
     TOTAL PROJ BUD AMT:          I/D:
```

PJ   Project Master Screen 2

```
FUNCTION:                       DOCID: PJ   107  PJ000000001     10/05/01 11:15:17 AM
  STATUS:                       BATID:                ORG:       000-000 OF 000
                                FUNDS    CE     AUTH    AGRMT    BUDGET
  SUBPROJ PHASE STATUS P/NP EDIT PHASE PCT  DATE     DATE      AMOUNT      I/D
  ------- ----- ------ ---- ----- --------- -------- -------- -------------- ---
                                       JOB NUMBER          DESCRIPTION
                                       ----------  ---------------------------
```

Coding Instructions

The Project Master (PJ) establishes and maintains descriptive and budgetary information about projects. A PJ must be accepted by the system before any accounting transactions that reference that project will be accepted.

COMMAND AREA   See Chapter 4, "Document Processing," in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.

ACTION   Optional. Blank defaults to "E". Valid entries are:

"E"   (Original Entry) if this document is establishing a new project.

"M"   (Adjustment) if this document is modifying an existing project.

PJ DATE   Inferred. The current date entered for this document type on Date (DATE).

AGENCY   Required. Enter the applicable agency code for this PJ document. The code used must be a valid code on Agency (AGC2).

PROJ	Required. Enter the Project Number for this PJ document. This number is assigned by the responsible agency to represent the project. If establishing a new project (Action of E), the project number must not exist on Agency Project Inquiry (AGPR) for this agency. If modifying an existing project (Action of M), the project number must exist on Agency Project Inquiry (AGPR) for this agency.
PROJECT STATUS	Optional. Enter the overall status code for this project. Predefined project status codes include:

"C"   Closed
"E"   Ended
"F"   Finished
"N"   Non-Payable
"O"   Open
"P"   Pending

The status code must be valid on Project Status Code (PRST).

PROJ MANAGER	Optional. Enter the name of the person responsible for the project.
START DATE	Required. Enter the project start date in MMDDYY format. This date contains the beginning date of the project (the date of inception) or the date on which activities can be charged to the project.
END DATE	Required. Enter the project end date in MMDDYY format. This date is the estimated last day of project activity. This date must be greater than the START DATE.
PROJ FISC YR	Optional. Enter the project fiscal year in YY format. The project fiscal year contains the first state fiscal year for which the project is authorized.
DESCRIPTION	Optional. Enter a brief description to be associated with the project.
PROJ FY START PRD	Required. Enter the calendar month in MM format. This is the calendar month in which the state fiscal year associated with this project starts.
ENTITY-WIDE PROJ NO	Optional. Enter the umbrella number that joins a group of projects together. Use this field only when applicable.
REVENUE BUDGET IND	Leave blank. This field is not used by the State of Louisiana.
FHWA APPR CODE	Leave blank. This field is not used by the State of Louisiana.
FED ROUTE/SEC	Leave blank. This field is not used by the State of Louisiana.
FHWA PROJECT NUMBER	Leave blank. This field is not used by the State of Louisiana.
BOND FUNDED AMT FED FUNDS AMT ENTITY FUNDS AMT OTHER FUNDS AMT	Optional. Enter the dollar amount of each source of funding. The expected dollar amount can be entered for one or more of the four following types of revenue: bond funded amount, federal funds amount, entity funds amount, or other funds amount.

If modifying a previously established project, enter the amount for change over (under) the previous amount. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the original amount. Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.

I/D	Required if the document is "M" and this is a decrease to the dollar amount associated with each source of funding. Code a "D" for decrease. Otherwise optional. A blank will default to "I".

PCT   Optional. The percentage associated with each source of funding. The percentage can be entered in one or more of the four following types of revenue:

- BOND FUNDED AMT
- FED FUNDS AMT
- GOVT FUNDS AMT
- OTHER FUNDS AMT

If entered, the percentage must contain five decimal places.

TOTAL PROJ
BUD AMT   Required. Enter the unsigned net amount of all lines on the document. To compute this amount:

1. Add together all the increase amounts (the lines with "I" or blank in the I/D field.)

2. Add together all the decrease amounts (the lines with "D" in the I/D field.)

3. Subtract the smaller of these amounts from the larger, and enter the difference in the field for TOTAL PROJ BUD AMT.

SUBPROJ   Required. Enter the sub-project number for this PJ line. The sub-project number is assigned by the agency. A sub-project number can be used to identify a certain portion or all of the project. The sub-project number must exist on Sub Project Name (SPNT) for this agency.

PHASE   Required. Enter the phase code for this PJ line. The code used must be valid on Project Phase (PRPH). A phase number can be used to identify a certain portion or all of the project.

STATUS   Required. Enter the applicable project status code for this PJ line. The code used must be valid on Project Status Code (PRST). Valid values are "O" open and "C" closed.

P/NP   Leave blank. This field is not used by the State of Louisiana.

FUNDS EDIT   Required. Enter the FUNDS EDIT indicator of "Y" for yes or "N" for no for this PJ line. The FUNDS EDIT indicator determines the level of control on the project budget line. A "Y" indicates that documents are checked against the budget for available funds and documents will be rejected if the budget is exceeded. A "N" indicates that no edit will be done for available funds. Documents will not be rejected for insufficient budget in a project budget line.

CE PHASE PCT	Leave blank. This field is not used by the State of Louisiana.
AUTH DATE	Optional. Enter the date when documents (e.g., expense/expenditures) may be incurred against this specific sub-project/phase combination. If left blank, the system uses the project START DATE to determine if documents can be posted.
AGRMT DATE	Leave blank. This field is not used by the State of Louisiana.
BUDGET AMOUNT	Optional. Enter the budget amount for the project budget line. If modifying a previous project budget line amount, enter the amount of change over (under) the previous document. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the original amount. The sum of all budget amounts must equal the total budget amount on screen 1. Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.
I/D	Required if the document action is "M" and this is a decrease to the project budget line. Code a "D" for decrease. Otherwise optional. A blank will default to "I".
JOB NUMBER	Leave blank. This field is not used by the State of Louisiana.
DESCRIPTION	Optional. Enter notes about the project line.

PX Project Charge

```
FUNCTION:                    DOCID: PX   107  PX000000002      10/05/01 12:44:29 PM
  STATUS:                    BATID:                  ORG:            000-000 OF 000
 H-                          PROJECT CHARGES INPUT FORM
      PX DATE:                             ACCTG PRD:
   UNITS TOTAL:                         DOCUMENT TOTAL:

                                                               --CHARGE--
    FY FUND AGCY ORG/SUB ACTV FUNC OBJ/SUB PROJ/SUB PHASE CLASS UNITS
    -- ---- ---- ------- ---- ---- ------- -------- ----- ----- -------
                                                             AMOUNT      I/D
                                                        ---------------- ---
 01-

 02-

 03-

 04-

 05-
```

Coding Instructions

The Project Charge (PX) document records indirect (non-accounting) charges to a project. This information is posted to a memo project ledger only and does not enter the financial general accounting ledgers maintained by the financial system.

COMMAND AREA	See Chapter 4, "Document Processing," in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
PX DATE	Inferred. The current date entered for this document type on Date (DATE).
ACCTG PERIOD	If left blank, the accounting period will default to the accounting period associated with the transaction date.
UNITS TOTAL	Not used in Louisiana.
DOCUMENT TOTAL	Required. The unsigned net amount of all lines on the document. To compute this amount:

1. Add together all the increase amounts (the lines with "I" or blank in the I/D field).

2. Add together all the decrease amounts (the lines with "D" in the I/D field).

3. Subtract the smaller of these amounts from the larger, and enter the difference in the field for DOCUMENT TOTAL.

FY	Required. The applicable budget fiscal year.
FUND	Required. The fund code for this PX line. The code used must be valid on Fund (FUN2).
AGCY	Required. Enter the applicable agency code for this PX line. The code used must be valid on Agency (AGC2).

ORG	This field is not used by the State of Louisiana.
SUB	This field is not used by the State of Louisiana.
ACTV	This field is not used by the State of Louisiana.
FUNC	This field is not used by the State of Louisiana.
OBJ	The applicable object code for the PX line as required for reporting purposes. If entered, the code used must be valid on Object (OBJ2).
SUB	The applicable sub object code for the PX lines as required for reporting purposes.
PROJ	Required. Enter the Project Number for this PX line. The Project Number must exist on Agency Project Inquiry (AGPR) for this agency and on other project related tables.
SUB	Required. Enter the sub-project number for this PX line. The Sub-Project number must exist on Project Budget Line Inquiry (PRBL) for this agency and on other project related tables.
PHASE	Required. Enter the phase code for this PX line. The phase code must exist on Project Budget Line Inquiry (PRBL) for this agency and on other project related tables.
CHARGE CLASS	Not used by the State of Louisiana.
CHARGE UNITS	Not used by the State of Louisiana.
AMOUNT	Required. The dollar amount associated with this PX line. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the amount currently posted. Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.
I/D	Required if this PX line is a decrease. Code a "D" for decrease