

# Agricultural Research Service



Learner's Guide

FFIS Training  
Spending Module

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ARS



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# Module Overview



# Introduction

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## *Welcome*

Welcome to the United States Department of Agriculture (USDA) Agricultural Research Service (ARS) spending training. This module provides you with the decision-making tools and practical skills you need to perform spending-related accounting functions using the Foundation Financial Information System (FFIS).

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## *Purpose*

The purpose of this training module is to familiarize you with the:

- ◆ Spending documents, and how to enter, modify, or cancel them
  - ◆ Vendor inquiries, and how to respond to them
  - ◆ Spending tables, and how to use them
- 

## *Audience*

This module is for individuals who:

- ◆ Purchase goods and services
  - ◆ Are responsible for responding to vendor inquiries
  - ◆ Make payments for goods and services
  - ◆ Are responsible for SUSF management
  - ◆ Interpret or analyze FFIS BRIO reports
- 

## *Prerequisites*

Individuals who are to attend the Spending FFIS training module should have attended the mandatory System Overview/Navigation training module and:

- ◆ Be familiar with FFIS navigation
  - ◆ Be familiar with the Accounting Code Classification Structure (ACCS)
  - ◆ Have an FFIS user ID, and be able to access the FFIS training environment
-

## Introduction, *continued*

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### *Objectives*

Upon completion of this module, you will be able to:

- ◆ Identify appropriate spending payment documents given the source documentation
  - ◆ Navigate through Spending Inquiry Tables to verify updates
  - ◆ Understand ARS spending chain and document referencing
  - ◆ Respond to vendor inquiries
- 

### *Foundation Financial Information System*

The Foundation Financial Information System (FFIS) is a mainframe software package designed to meet stringent budget and funds control needs, as well as complex multi-fund accounting and reporting needs. FFIS performs the following primary functions:

- ◆ Maintains a general ledger from which a variety of external reports can be produced
  - ◆ Maintains a cumulative account balance
  - ◆ Uses the approved U.S. Standard General Ledger
-

# Introduction to Spending in FFIS

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## Subsystems

The FFIS Purchasing, Accounts Payable and Automated Disbursements subsystems, record, monitor and control all activities in the spending process. For ARS, these activities include:

- ◆ Requesting goods and services
- ◆ Ordering goods and services
- ◆ Recording payments to vendors

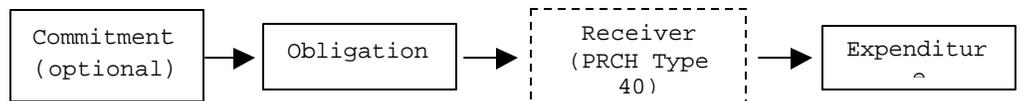
## The spending chain



**Definition** A spending chain is the series of accounting procedures and paper flows you use when purchasing goods and services.

In FFIS, a spending chain can be a combination of up to five different accounting steps. ARS may use the following four steps in FFIS for different transactions:

- ◆ Commitment
- ◆ Obligation
- ◆ Receiver (PRCH Type 40)
- ◆ Expenditure



## Introduction to Spending in FFIS, *continued*

*Spending chain  
component  
definitions*

The components of ARS's spending chain are defined in the table below:

Spending Action	Definition	Business Process	FFIS Action
Commitment	<p>Settings aside funds used to purchase goods or services in the future.</p> <p>Not a legally binding agreement.</p> <p>Draw down on available funds.</p>	AD700 specifying goods or services and terms of purchase.	Originating office enters RQ document into FFIS.
Obligation	<p>Records order to purchase goods and services.</p> <p>Legally binding agreement to pay for goods and services.</p> <p>May reference and liquidate RQ documents.</p>	<p>Purchase order completed, signed contract, agreement, lease, utility, credit card, travel, payroll, etc.</p>	MO/M1 document is directly entered into FFIS or obligation comes through a feeder system such as PRCH, TRVL, PCMS in the form of an MO clone.
Expenditure	<p>Authorization to pay (i.e., an account payable) for goods services received.</p> <p>May occur before, after or simultaneously with the disbursement of funds.</p> <p>May reference and liquidate documents in the spending process that were previously entered.</p>	<p>Payment to vendor based on invoice and receipt of goods or services.</p> <p>Payment may either liquidate a previous step in the spending process or if no previous action has been taken in the form of an obligation, the payment can obligate and pay simultaneously.</p>	<p>If an MO/M1 already exists in FFIS for the purchase, a PV is directly entered referencing the MO/M1 and liquidating the obligation.</p> <p>If no MO/M1 has been previously entered into FFIS, an NO (non-referencing Payment Voucher) is directly entered into FFIS and simultaneously obligates and pays.</p>

Disbursement	Transmission of cash to a vendor for goods or services.	Check or EFT payment is processed and sent to vendor.	Offline Automated Disbursements process generates schedules to be transmitted to Treasury.
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# Spending Documents



# Introduction

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## Overview

In FFIS, financial and non-financial information is entered on documents. At each step in the spending chain, a different type of document may be used to record the activity.

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## Spending documents

The chart below illustrates the FFIS documents that ARS uses to directly enter spending activity:

Transaction Code	Transaction Category	Description
RQ	RQ	RQ - records intent to purchase goods or services.
MO/M1	MO	Miscellaneous Order- records obligations prior to the point goods are received or services rendered.
PV	PV	Payment Voucher - records authorization of payment to a vendor for goods or services accepted and invoiced.
DD	DD	Direct Disbursement - records non-cash disbursements for events between agencies (interfund transfers).
ND	DD	Direct Disbursement - records letters of credit, foreign embassy disbursements and other non-224 transactions.
NO	PV	No Obligation Payment Voucher - records expense and pay amount when amount is unknown until payment is due.
B2	SV	Standard Voucher - records self-balancing accounting adjustments.
SV	SV	Standard Voucher - records accounting adjustments.
YE	SV	Standard Voucher - records self-reversing period-end estimates.

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# Document Referencing

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## *Referencing*

Referencing links documents together, so that FFIS can automatically liquidate a previous accounting event. All purchasing documents (except commitment documents, since they are first in the spending chain) include fields for referencing a prior document.

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Example :

- MO 123 references and liquidates RQ 333
- PV 456 references and liquidates MO 123

If you scan for MO 123 on DXRF table, it will show:

- When this MO was entered
- That RQ 333 was liquidated by the MO
- That PV 456 referenced and closed the MO



In most instances, referencing is required only for a Payment Voucher (PV) and Direct Disbursement (DD) documents.

- PV must reference a Requisition (RQ) or a Miscellaneous Order (MO/M1).
- DD must reference a Requisition (RQ) or a Miscellaneous Order (MO/M1)
- M1 and NO documents do not require referencing

## *Benefits of referencing*

Referencing provides the following benefits:

- ◆ Ensures funds are accounted for only once
- ◆ Reduces data entry
- ◆ Enforces tolerance limits (see subsequent section for definition)
- ◆ Makes unused funds available automatically, once the transaction is finalized
- ◆ Increases document tracing effectiveness by using links and cross-reference tables



## Document Referencing, *continued*

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*Partial/Final  
flag*

The PARTIAL/FINAL FLAG is a required field on documents that invoke document referencing. The PARTIAL/FINAL FLAG indicates whether the document being processed represents a partial or final liquidation of the previous document in the spending chain.

A document with a PARTIAL/FINAL FLAG of F invokes both FFIS spending controls **and** FFIS tolerance limits.

The PARTIAL/FINAL FLAG is a required field on documents that require referencing. It is a required field on all ARS spending documents, **except** for the Non-Referencing Miscellaneous Order (M1) and the Non-Referencing Payment (NO) documents.

---

*Tolerance limit  
checks*

One of the edits that FFIS performs on a *referenced* spending document is to ensure that the dollar amount of the referenced document is within tolerance limits.

There are two types of tolerance limits, which define the dollar difference that FFIS permits between two documents (i.e., a document and the document that it is referencing):

- ◆ Overage tolerance limit
- ◆ Underage tolerance limit



### **Definition**

Overage tolerance limit defines the maximum dollar or percent difference for documents on which the referencing document line amount *exceeds* the referenced document line amount.



### **Definition**

Underage tolerance limit defines the maximum dollar or percent difference for documents on which the referencing document line amount *is less than* the referenced document line amount.

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## Document Referencing, *continued*

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*TCAT Table*

The Overage and Underage Tolerance Limits are set on the Transaction Category Table (TCAT) as a:

- ◆ Percentage
- ◆ Maximum amount
- ◆ Minimum amount



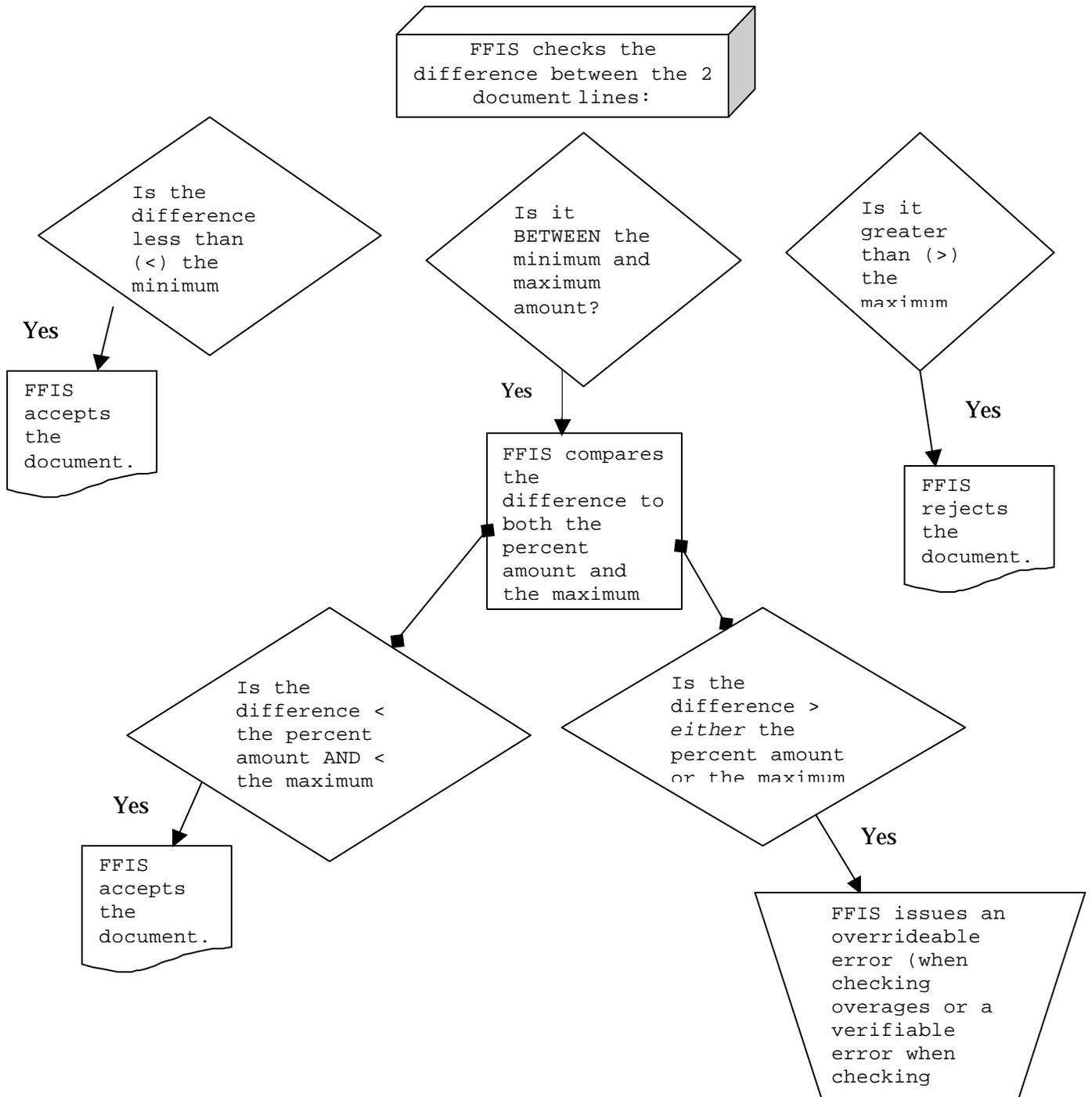
When a tolerance limit is set to zero, that document line amount must equal the amount of the referenced document line.

## Document Referencing, *continued*

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Determining  
tolerance limit

Below is a flow diagram to show how FFIS determines whether or not a document is within the acceptable tolerance limit.



## Document Referencing, *continued*

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Research

ARS uses these tables for researching document referencing:

- ◆ Document Cross-Reference Table (DXRF)
  - ◆ Transaction Category Table (TCAT)
- 

DXRF Table

The Document Cross-Reference Table (DXRF):

- ◆ Can be used to track the relationships between documents
- ◆ Shows any other document in the same referencing chain as the document you are researching

For any Trans Code and Document Number, DXRF shows all modifications where the amount has changed. Modifications that change a description or add an alternate payee will not show on DXRF. The Doc Act field indicates whether the document was E (established), M (modified) or X (cancelled). DXRF also shows the date the transaction, modification or cancellation was entered in FFIS.

---

DXRF Table screen

Below is an example of the DXRF Table screen.

```
ACTION: R TABLEID: DXRF USERID: UABC
*** DOCUMENT CROSS REFERENCE INQUIRY TABLE ***
KEY IS TRANS CODE, TRANS NUMBER, F/B/A, REF TRANS ID, ACCEPT DATE, DOC ACTION
TRANS CODE: M1 TRANS NUMBER: T016635200 DOC TOTAL: N/A
OUTST AMT: N/A
      F/B/A  REF TRANS ID      ACCEPT  DOC
      -----  -----  DATE    ACT    VENDOR      AMOUNT
01-   A                10 10 01  E    660433763  A      19,598.74
      LAST BATCH NUMBER:      CLEARING ACTION:
02-   A                10 16 01  X    660433763  A     -19,598.74
      LAST BATCH NUMBER: DLG006 CLEARING ACTION:
03-
      LAST BATCH NUMBER:      CLEARING ACTION:
04-
      LAST BATCH NUMBER:      CLEARING ACTION:
05-
      LAST BATCH NUMBER:      CLEARING ACTION:
06-
      LAST BATCH NUMBER:      CLEARING ACTION:
03-*L009 HEADER CHANGE      03-PE09E HDR DOC NOT IN OPEN ITEM TABLE
```

---

## Document Referencing, *continued*

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*Options for documents on TCAT*

The Transaction Category Table (TCAT) sets referencing options for each transaction code:

- ◆ Tolerance limits
  - ◆ Whether the document must reference a prior document
  - ◆ Whether a Partial/Final Indicator is required on referencing documents
  - ◆ How the document will update DXRF:
    - Always updates DXRF when entered into FFIS, or
    - Only updates DXRF when it is referencing (or being referenced by) another document
- 

*TCAT Table screen*

Below is an example of the TCAT Table screen.

```
ACTION: S TABLEID: TCAT USERID: FV17
TRANSACTION CATEGORY REFERENCE TABLE
KEY IS TRANSACTION CODE
01-
  TRANSACTION CODE:      TRANSACTION CATEGORY:
  TRANSACTION DESCRIPTION:

  OVERAGE TOLERANCE      UNDERAGE TOLERANCE
  PERCENT: %              PERCENT: %
  MAX AMT:                MAX AMT:
  MIN AMT:                MIN AMT:

-----
                FLAGS
-----
      VERIFY:          PROMPT PAY:      ALLOW FUTURE PER:
      PRINT:           VENDOR POSTING:  DOC REF REQUIRED:
DOC TRACK VOUCHER:   DOC TRACK ACCOUNT:  DOC TRACK NUMBER:
      REQUIRED FIELDS:  ACCTG REQ TV DISB:  DOC XREF TYPE:
      BALANCED SV REQ: REF QUANTITY:    P/F IND REQD:
      ACCTG PERIOD REQ: RECOVERY DETERMINATION LEVEL:
```

## Document Numbering

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*Numbering scheme*

The chart below illustrates the document numbering schemes for the spending documents that ARS uses in FFIS.

Note: The combination of the Trans Code (FFIS document type, i.e. RQ, MO, PV, etc.) and the document number provides a unique document ID for each transaction entered in FFIS. By using a different Trans Code, FFIS allows a repeat of a given document number. For example, you may have both an RQ 21235000001 and a PV 21235000001.

Type of Payment	FFIS Docs Used	Document Number
All types of commitments	RQ	Position 1: FY Positions 2 - 5: Location Code Positions 6 - 11: User Defined or System-Generated Sequential No If using system-generated number, type the fiscal year, the location code, the pound sign (#) and press Enter.  Example: 2 1235 000001
All types of payments and direct disbursements (except REPV entries, see below)	PV, NO, ND	Position 1: FY Positions 2 - 5: Location Code Positions 6 - 11: User Defined or System-Generated Sequential No If using system-generated number, type the fiscal year, the location code, the pound sign (#) and press Enter.  Example: 2 1235 000001
Contracts	MO, M1	Position 1 - 2: Contract Type Positions 3 - 6: GSA Activity Address Code (Issuing Office)  Position 7: FY Positions 8 - 11: User Defined Contract No (4 digit, last two digits are 00)  Example: 53 3K15 2 1400
Indefinite Quantity Contracts	MO, M1	Position 1 - 2: Contract Type Positions 3 - 6: GSA Activity Address Code (Issuing Office)  Position 7: FY Positions 8 - 9: Contract No (2 digit) Positions 10 - 11: Task Order No  Example: 53 3K15 2 1403

## Document Numbering, *continued*

Type of Payment	FFIS Docs Used	Document Number
Purchase Order Type 45	MO, M1	Position 1 - 2: Type 45 PO Positions 3 - 6: GSA Activity Address Code (Issuing Office) Position 7: FY Positions 8 - 11: User Defined Sequential No (4 digit)  Example: 45 3K15 2 0001
Agreements	MO, M1	Position 1 - 2: Agreement Type Positions 3 - 6: Location Code Position 7: FY Positions 8 - 11: User Defined Sequential No (4 digit)  Example: 58 1907 2 0056 Foreign: 58 3625 2 F028
Research Support Agreement Task Orders	MO, M1	Position 1: T (Task Order) Position 2: FY Positions 3 - 6: Location Code Position 7-10: User Defined Sequential No (4 digit)  Example: T 2 5310 0089
Miscellaneous Spending	MO, M1	Position 1 - 3: Spending Type (3 characters) Positions 4 - 7: Location Code Position 8: FY Positions 9 - 11: User Defined Sequential No (3 digit)  Example: TRN 6402 2 056
Recurring Payment Vouchers	REPV, PV, NO	Position 1 - 2: Contract/Agreement Type Positions 3 - 6: GSA Activity Address Code (Issuing Office) Position 7: FY Positions 8 - 9: User Defined Sequential No (2 digit) (Can be alpha-numeric) Positions 10 - 11: Do <b>not</b> enter anything in the last two positions. When the document is generated, FFIS automatically inserts the calendar month (2 digit)  Example: 53 3K15 2 01
Standard Voucher Documents	SV, B2, YE	Position 1 - 4: Location Code Positions 5 - 11: System-Generated Sequential No Type, the location code, the pound sign (#) and press Enter.  Example: 6402 0000001

Type of Payment	FFIS Docs Used	Document Number
All Batch Documents		Position 1 - 3:      User's Initials Positions 4 - 6:    User Defined Sequential No (3 digit)  Example: LBA001

---

## Document Numbering, *continued*

---

*Codes used in  
ARS's numbering  
scheme*

The following **contract/agreement types** will be used in ARS's document numbering scheme.

Contract/Agreement Type	Code
Construction	50
Service	53
Supply	54
Lease	57
Agreement	58
Grant	59
Interagency (new format)	60
IPA (new format)	69
Work Study (new)	56
POs	4X (40 for Type 40, 41 for Type 41, etc.)

The following **spending types** will be used in ARS's document numbering scheme.

Spending Type	Code
Training	TRN
Embassy Transactions	EMB
Security Clearance	SEC
Foreign Service Allowance	FSA
Payroll Advance (relocation abroad)	ADV
Royalties	ROY
Honoraria	HON
Print Order	PRN
Professional Liability Ins	PRF
Attorney Fees	ATT
Settlement (MSPB, EEO, etc.)	SET
Tort	TRT
Public Voucher	PUB
Greenbook	GRN
Deposit Accounts	DEP
Interlibrary Loans	ILL

## Scheduling Payments

---

### *Scheduling payments*

Payment documents that are disbursed through Automated Disbursements are scheduled automatically in FFIS, as the document is entered into the system.

The process is outlined in the steps below:

Step	Action
1	Enter a payment document into FFIS.
2	FFIS calculates when the payment should be made to the vendor, based on flag settings established in the system.  The calculation also depends on whether or not the vendor is a prompt payment vendor.
3	Payment is stored in the system on the Unpaid Voucher Table (UPVT) until the scheduled payment date arrives.
4	Automated Disbursements subsystem selects the document, and transfers information to Treasury, so that a payment can be disbursed.

### *Prompt Payment Act*

One example of determining when a document should be scheduled for payment, is whether or not the payment is subject to the Prompt Payment Act.



The Prompt Payment Act is a law that specifies certain types of payments to private vendors must be paid within a specified number of days that an agency receives goods/services, or when an agency receives the invoice from the vendor.

If the payment has *not* been generated by the specified date, the agency must pay the vendor interest on the funds due.

## Scheduling Payments, *continued*

---

*What is subject to prompt pay?*

Using various system options, ARS defines what types of vendors, documents and accounting events are subject to prompt payment. The table below outlines what FFIS table helps you determine if the payment is subject to prompt payment rules:

Reference Table	Definition
Vendor Type Table (VTYP)	Indicates which vendors are subject to prompt payment.
Transaction Category Table (TCAT)	Defines what types of documents are subject to prompt payment.
Accounting Entries Definition Table (ACED)	Indicates which accounting entries are subject to prompt payment.

---

# Requisition Document (RQ)



## RQ Document Introduction

---

### *Purpose*

The Requisition Document (RQ) is used to:

- ◆ Record accounting information related to a commitment
  - ◆ Record descriptive information about the commitment such as delivery location, delivery date, and requestor's name
  - ◆ Draw down funds from available budget authority
- 

### *Tables updated*

The RQ document updates the following tables:

- ◆ Requisition Header and Accounting Line Tables (REQH, REQL)
  - ◆ Budget Execution tables
  - ◆ General Ledger tables
  - ◆ Document Cross Referencing Table (DXRF)
  - ◆ Vendor Cross Referencing Table (VXRF)
-

## RQ Document Introduction, *continued*

---

*Example RQ  
document header  
screen*

Below is an example of the RQ document header screen.

COMMND:	DOCID: RQ	1	SEC2:
STATUS:	BATID:		
REQUISITION DOCUMENT			
RQ DATE:	ACTION:	ACCTG PD: 2	PRIORITY: TRANS TYPE: 3
VENDOR CODE: 4	DOC TYPE:	BUYER:	BLANKET #:
NAME:		REQUESTED BY:	
ADDRESS:		PHONE:	
		DEL DATE:	
CONTACT:		DEL BLDG/RM:	/
PHONE:		RESP PERSON:	
		COMMENTS:	
BFYS:	FUND:	PRINT RQ:	DOCUMENT TOTAL: 5

## RQ Document Introduction, *continued*

### Required fields

The table below shows required fields for the RQ document header screen. The fields are numbered in the example screen:

#	Field	Data	
1	DOCID	Trans Code	RQ
		Sec1 Code	Division Code (Area) (i.e. 01)
		Document #	See section on document numbering scheme  An RQ number example for all types of Spending:  FY+Location Code+ User Defined or System-Generated Sequential No  If using system-generated number, type the fiscal year, the location code, the pound sign (#) and press Enter.  (i.e. 2123500001)
2	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	TRANS TYPE	01	
4	VENDOR CODE	Vendor Code All RQ documents require a vendor code (can be miscellaneous vendor) Miscellaneous vendor can only be used on an RQ.	
5	DOCUMENT TOTAL	Document total (absolute value of the sum of the lines)	

## RQ Document Introduction, *continued*

Enter/process RQ  
Document

To enter and process an RQ document header screen, follow the steps below:

Step	Action
1	Type L in ACTION (from any FFIS table screen).
2	In TABLEID field type RQ.
3	Press the spacebar twice to clear possible remaining data.
4	Press Enter. The RQ Header Screen appears. You will see the prompt at the bottom of the screen: TYPE BATID/DOCID AND PRESS ENTER.
In the header screen . . .	
5	Tab to the next field, and type the SECL code.
6	Tab to the next field, and type the document number.
7	Press Enter. THIS IS A VERY IMPORTANT STEP - YOU MUST PRESS ENTER AT THIS POINT BEFORE CONTINUING.
8	Tab to ACCTG PD field and enter accounting period.
9	Tab to TRANS TYPE, and type in 01.
10	Tab to VENDOR CODE and enter the appropriate vendor code.
11	Tab to COMMENTS, and type in comments for this requisition document (optional).
12	Tab to DOCUMENT TOTAL and enter total amount of RQ.
13	Press Enter, and the RQ line screen appears.

RQ Document  
header screen  
entries



If you do not enter decimals, FFIS interprets the last two digits to be cents.

Example: If you enter 100 without a decimal and cents, FFIS will read it as \$1.00.

Enter unsigned values (no minus signs) on all spending documents.

## RQ Document Introduction, *continued*

---

*Example RQ document line screen*

Below is an example of the RQ document line screen.

COMMND:	DOCID:	07/14/00 10:26:48
STATUS: ACCPT	BATID:	SEC2: 001-001 OF 001
01-	LINE: 1	BUDGET FYS: 2
	BUDGET ORG:	COST ORG:
	BOC: 4	JOB NO:
	AMOUNT: 6	I/D:
	DESCRIPTION: 7	FUND:
02-	LINE:	BUDGET FYS:
	BUDGET ORG:	COST ORG:
	BOC:	JOB NO:
	AMOUNT:	I/D:
	DESCRIPTION:	FUND:
03-	LINE:	BUDGET FYS:
	BUDGET ORG:	COST ORG:
	BOC:	JOB NO:
	AMOUNT:	I/D:
	DESCRIPTION:	FUND:

*Required fields*

The table below shows required fields for the RQ document line screen. The fields are highlighted in the example screen:

#	Field	Data
1	LINE	Different 3-digit number for each line from 001 to 999
2	BUDGET FYS	Budget Fiscal Year
3	PROGRAM	Program Code
4	BOC	Budget Object Code
5	RPTG	Reporting Category (if applicable)
6	AMOUNT	Total cost of this line item
7	DESCRIPTION	Comments related to the line item (optional)

## RQ Document Introduction, *continued*

*RQ Document line  
screen entries*

To enter a RQ document line screen, follow the steps outlined blow:

Step	Action
1	In LINE, type in a 3-digit number for each line from 001 to 999.
2	In BUDGET FYS type in the beginning and ending budget fiscal years.
3	Tab to PROGRAM, type in program code.
4	In BOC, type in the appropriate budget object code, derived from the Budget Object Code Table (BOCT).
5	Tab to RPTG, and type a valid reporting category (if applicable).
6	Tab to AMOUNT, and type in the total amount for the line.
7	Tab to DESCRIPTION, and type in a description for this obligation line. (optional)
8	Repeat steps 1-7 for remaining lines.
9	Press the HOME key and type E in COMMND.
10	Press Enter to edit the document. If errors are found the status is REJCT, if no errors the status is SCHED.
11	If there are no error messages at the bottom of the screen, Press the Home Key and type R in COMMND.
12	Press Enter to run the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.

*RQ Document error  
check and  
processing*



The program accounting codes entered on the RQ document will be carried forward throughout the spending chain (obligation and expenditure) through the use of document referencing.

## Batch Modification for RQ Document

---

*Batch  
modification  
process*



After processing a document, the appropriate general ledger accounts are adjusted and the inquiry and budget tables are updated. The document remains on SUSF until it is archived.

To modify or cancel a document that has been processed, create a new document containing the modification information with the same original document ID (DOCID) along with a BATID.

---

*SUSF*



The SUSF table (Suspense File Table) stores and maintains all documents entered in FFIS for a specified period of time prior to archiving. It provides an effective short-term audit trail of all FFIS transaction-based activity.

- *Unprocessed* (BHELD, BSCHED, HELD, PEND, SCHED) documents are stored for later processing
  - *Rejected* (BRJCT, REJCT) documents are maintained indefinitely for correction or approval
  - *Processed* (ACCPT) documents are stored for inquiry purposes, remaining on SUSF for a predetermined length of time
  - *Deleted* (DELET) documents remain in the Suspense File for a pre-defined amount of time
-

## Batch Modification for RQ Document, *continued*

---

*Archived and not  
archived  
documents*

The table below lists some stipulations about the modification of documents with respect to whether or not they are archived, and how their ID numbers should be treated:

If ...	Then ...
The original document <u>has not yet been archived</u> , and is still listed on SUSF,	Create a new document with a batch ID.
The document <u>has been archived</u> , and is no longer on SUSF,	A batch ID is not required by FFIS; however, ARS policy is to use a batch ID on all spending document modifications.

---

### ARS Batch Numbering Scheme

	<b>Document Numbering for all Batch Documents</b>  Position 1 – 3: User's Initials Positions 4 – 6: User Defined Sequential No (3 digit)  Example: LBA001
--	--

---



# Cancel an RQ Document

---

Cancel RQ  
Document

To cancel a RQ document, follow the steps below:

Step	Action
1	Know the document ID for the document you wish to cancel.
2	Type N in ACTION (from any FFIS table screen).
3	In TABLEID, type SUSF.
4	Press Enter.
Create BATID...	
5	Type NEW in FUNCTION.
6	Tab to BATID on LINE 00, and type in the Batch Identification Number.  In the BATID field, the transaction and SEC1 (second field of the document ID) codes must be the same as the original document. (For example: if the original RQ document used a SEC 1 of 01, use <u>RQ 01</u> ).  Use user initials (two or three positions) + a sequential number (three or four positions) for the rest of the Batch Identification Number. (For example: RQ 01 + <u>LBA001</u> ).
7	Enter DOCID of document to be cancelled.
8	Press Enter.  A Requisition Document Batch Ticket appears.
9	Press Enter.  A blank document with a batch ID and the original document ID assigned to it appears.
Perform document cancellation...	
10	Type X in ACTION of the header screen.
11	In the ACCTG PD field, enter accounting period.
12	Press the Home Key, type EB (edit batch) in COMMND and press Enter.
13	Press the Home Key, type RB (run batch) in COMMND and press Enter to run the batch.

---

## Cancel an RQ Document, *continued*

---

*Confirming  
cancellation or  
modification*

To check and verify that the document that you are modifying or canceling has been accomplished:

- ◆ Check the appropriate inquiry tables for your document ID
  - ◆ Check the Document Cross Referencing Table (DXRF) which displays all documents and their current status of modified or canceled
- 



A document cannot be cancelled if it has been referenced by another document.

---

# Modify RQ Document

---

Modify RQ  
Document

To modify a RQ document, follow the steps below:

Step	Action
1	Know the document ID for the document you wish to modify.
2	Type N in ACTION (from any FFIS table screen).
3	In TABLEID, type SUSF.
4	Press Enter.
Create BATID...	
5	Type NEW in FUNCTION.
6	Tab to BATID on LINE 00, and type in the Batch Identification Number.  In the BATID field, the transaction and SEC1 (second field of the document ID) codes must be the same as the original document. (For example: if the original RQ document used a SEC 1 of 01, use <u>RQ 01</u> ).  Use user initials (two or three positions) + a sequential number (three or four positions) for the rest of the Batch Identification Number. (For example: RQ 01 + <u>LBA001</u> ).
7	Enter DOCID of document to be modified.
8	Press Enter.  A Requisition Document Batch Ticket appears.
9	Press Enter again.  A blank document with a batch ID and the original document ID assigned to it appears.
Perform document modification...	
10	Type M in ACTION of the header screen.
11	Tab to ACCTG PD field and enter accounting period.
12	Tab to VENDOR CODE, and enter valid vendor code.
Type the modifications on either the header screen or the lines accordingly.	
13	Tab to DOCUMENT TOTAL, and enter the total amount.
14	Press ENTER.

## Modify an RQ Document, *continued*

---

*RQ document line screen*

Document line screen appears...	
15	Tab to LINE, and enter a line number from 001to 999.
16	Tab to AMOUNT, and enter the line amount.
17	Tab to I/D, and type I or D to indicate an increase or decrease if there are changing dollar amounts.
To check for errors and process...	
18	Press the HOME key.
19	Type EB (edit batch) in COMMND.
20	Press Enter.
21	Press the HOME key and type RB (run batch) in COMMND to run the document.
22	Press Enter.

*Check for RQ Document errors & process document*



The header amount must equal the sum of the lines.

*Confirming cancellation or modification*

To check and verify that the document that you are modifying or canceling has been accomplished:

- ◆ Check the appropriate inquiry tables for your document ID
  - ◆ Check the Document Cross Referencing Table (DXRF) which displays all documents and their current status of modified or cancelled
-



Referencing Miscellaneous Order  
Document (MO)



## MO Document Introduction

---

### *Purpose*

The Miscellaneous Order (MO) document is used to:

- ◆ Record obligations prior to the point that goods are received or services are rendered

---

### *Tables updated*

The MO document updates the following tables:

- ◆ Orders Header, Purchase Order Accounting Line Tables (OBLH, OBLL)
- ◆ Requisition Header and Accounting Line Tables (REQH, REQL)
- ◆ Budget Execution tables
- ◆ General Ledger tables
- ◆ Document Cross Referencing Table (DXRF)
- ◆ Vendor Cross Referencing Table (VXRF)



The MO document requires an RQ.

# MO Document Introduction, *continued*

---

Example MO  
document header  
screen

Below is an example of the MO document header screen.

COMMND:	DOCID: MO 1	06/16/00 13:27:00
STATUS: ACCTP	BATID:	SEC2:
MISCELLANEOUS ORDER DOCUMENT		
MO DATE:	ACTION:	ACCTG PD: 2
VENDOR CODE: 3	TRANS TYPE: 4	DOC TYPE:
NAME:		
ADDRESS:		EFFECTIVE DATE:
		END DATE:
		NEG PYMT DAYS:
CONTACT:		NO OF OPTIONS:
COMMENTS:		RESP PERSON:
ALT PAYEE:	/	BUYER:
RCVR REQD:	INV REQD:	PRINT PO:
TEXT TYPE:	CONF ORDER:	
ASSOC ORDER:		PURCH METHOD:
		INVITATION #: 5
		CONTRACT #: 6
BFYS:	FUND:	DOCUMENT TOTAL: 7
	REF REQ:	BLANKET NUMBER:
	DISCOUNT %:	DAYS:
	DISCOUNT %:	DAYS:
	DISCOUNT %:	DAYS:

## MO Document Introduction, *continued*

### Required fields

The table below shows required fields for the MO document header screen. The fields are numbered in the example screen:

#	Field	Data	
1	DOCID	Trans Code	MO (type of document)
		Sec1 Code	Division Code (Area) (i.e. 01)
		Document #	See section on document numbering scheme  An example for miscellaneous spending: Spending Type+Location Code+FY+Sequential No (i.e. TRN 6402 2 001)  An example for a contract: Contract Type+GSA Activity Address Code+FY+Contract No (i.e. 53 3K15 2 1400)
2	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	VENDOR CODE	Vendor code	
4	TRANS TYPE	01	
5	INVITATION #	Used as spill over for contract/agreement number	
6	CONTRACT #	Contract/agreement number (If needed, use INVITATION # field for any characters that do not fit in this field)	
7	DOCUMENT TOTAL	Document total	

## MO Document Introduction, continued

Enter MO  
Document header  
screen

To enter a MO document header screen, follow the steps outlined below:

Step	Action
1	Type L in ACTION (from any FFIS table screen).
2	In TABLEID field type MO.
3	Press the spacebar twice to clear possible remaining data.
4	Press Enter.  The MO header screen appears. You will see the prompt at the bottom of the screen: TYPE BATID/DOCID AND PRESS ENTER.
In the header screen . . .	
5	Tab to the next field, and type in the SECL code.
6	Tab to the next field, and type in the document number.
7	Press Enter.
8	Tab to ACCTG PD field and enter accounting period.
9	Tab to VENDOR CODE, and type in appropriate vendor code, derived from the Vendor Reference Table (VEND).
10	Tab to TRANS TYPE, and type 01.
11	Tab to COMMENTS, and type in comments for this obligation document (optional).
12	Enter contract number in CONTRACT # field.
13	Enter any spill over characters from contract number in INVITATION # field
14	Tab to DOCUMENT TOTAL, and type in the document total (after calculating the line amounts).
15	Press Enter, and the MO line screen appears.

MO Document  
header screen  
entries

## MO Document Introduction, *continued*

---

*Example MO document line screen*

Below is an example of the MO document line screen.

COMMND:	DOCID: MO	06/16/00 13:38:37
STATUS: ACCPT	BATID:	SEC2: 001-001 OF 001
01-	LINE: 1	REF REQ-LINE: 2
	FUND:	ORG/SUB: /
	PGM:	BOC /SUB: /
JOB NO:	CLOSED BFYS:	BUDGET FYS:
AMOUNT: 3	I/D: P/F: 4	COST ORG/SUB: /
DESCR: 5		RPTG:
		CLOSED FUND:
		ASSOC ORDER:
02-	LINE:	REF REQ-LINE:
	FUND:	BUDGET ORG/SUB: /
	PGM:	BOC /SUB: /
JOB NO:	CLOSED BFYS:	BUDGET FYS:
AMOUNT:	I/D: P/F:	COST ORG/SUB: /
DESCR:		RPTG:
		CLOSED FUND:
		ASSOC ORDER:

*Required fields*

The table below shows required fields for the MO document line screen. The fields are highlighted in the example screen:

#	Field	Data
1	LINE	Different 3-digit number for each line from 001 to 999
2	REF REQ-LINE	Transaction code and document number of the requisition being referenced, and accounting line number in the reference document of the line being referenced
3	AMOUNT	Total cost of this line item
4	P/F	Partial/Final indicator P (for a partial order), or F (for a final order)
5	DESCR	Description of transaction (optional)

## MO Document Introduction, *continued*

Enter MO Document  
line screen

To enter an MO document line screen, follow the steps outlined below:

Step	Action
1	In LINE type in a 3-digit number for each line from 001 to 999.
2	In REF REQ-LINE, type in the trans code RQ, document number and line number.
3	Tab to AMOUNT, and type in the total amount for the line.
4	Tab to P/F, and enter the appropriate indicator.  Type P if this is a partial order, or Type F if this is the final order placed against the requisition.
5	Tab to DESC, and type in a description for this obligation line. (optional)
6	Repeat steps 1 - 5 for remaining lines.
7	Press Home key, and type E in COMMND.
8	Press Enter to edit the document.  If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.
9	If there are no error messages at the bottom of the screen, Press the <b>HOME</b> key and type R in COMMND.
10	Press Enter to run the document.  If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.

## Batch Modification for MO Document

---

*Batch  
modification  
process*



After processing a document, the appropriate general ledger accounts are adjusted and the document remains on SUSF until it is archived.

To modify or cancel a document that has been processed, create a document containing the modification information, with the same original document ID.

---

*SUSF*



The SUSF table (Suspense File Table) stores and maintains all documents entered in FFIS for a specified period of time prior to archiving. It provides an effective short-term audit trail of all FFIS transaction-based activity.

- *Unprocessed* (BHELD, BSCHED, HELD, PEND, SCHED) documents are stored for later processing
  - *Rejected* (BRJCT, REJCT) documents are maintained indefinitely for correction or approval
  - *Processed* (ACCPT) documents are stored for inquiry purposes, remaining on SUSF for a predetermined length of time
  - *Deleted* (DELET) documents remain in the Suspense File for a pre-defined amount of time
-

## Batch Modification for MO Document *continued*

---

### *Limits*

Limits to what can be changed and what cannot be changed using a batch modification, are described below:

#### Can Be Changed:

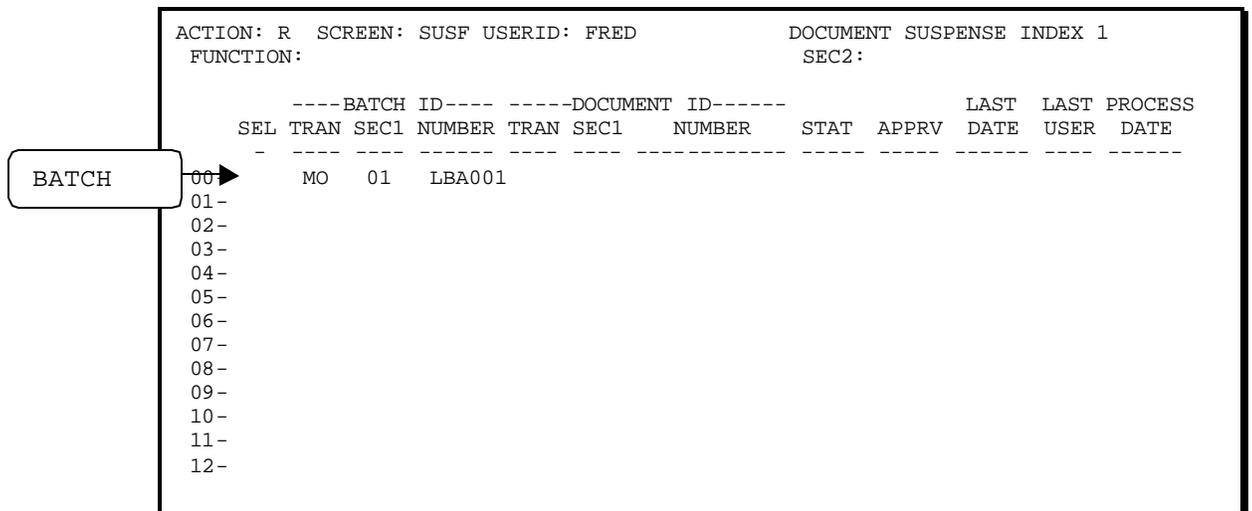
- ◆ Document total
- ◆ Information fields in the header and lines
- ◆ Accounting lines added
- ◆ Increase or decrease the dollar amount on accounting lines
- ◆ Cancel the original transaction, assuming there has been no activity against the document

#### Cannot Be Changed:

- ◆ The vendor
  - ◆ Accounting information in the detail lines
- 

### *Example screen*

Below is an example of the SUSF table, with the BATCH ID field highlighted.



```
ACTION: R  SCREEN: SUSF  USERID: FRED                DOCUMENT SUSPENSE INDEX 1
FUNCTION:                                     SEC2:

      ----BATCH ID----  ----DOCUMENT ID-----
SEL  TRAN  SEC1  NUMBER  TRAN  SEC1    NUMBER    STAT  APPRV  DATE  USER  DATE
-----
00  MO    01    LBA001
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
```

# Cancel a MO Document

---

Cancel MO  
Document

To cancel a MO document, follow the steps below:

Step	Action
1	Know the document ID for the document you wish to cancel.
2	Type N in ACTION (from any FFIS table screen).
3	In TABLEID, type SUSF.
4	Press Enter.
Create BATID...	
5	Type NEW in FUNCTION.
6	Tab to BATID on LINE 00, and type in the Batch Identification Number.  In the BATID field, the transaction and SEC1 (second field of the document ID) codes must be the same as the original document. (For example: if the original MO document used a SEC 1 of 01, use <u>MO 01</u> ).  Use user initials (two or three positions) + a sequential number (three or four positions) for the rest of the Batch Identification Number. (For example: MO 01 + <u>LBA001</u> ).
7	Enter DOCID of document to be cancelled.
8	Press Enter.  An Order Document Batch Ticket appears.
9	Press Enter again.  A blank document with a batch ID and the original document ID assigned to it appears.
Perform document cancellation...	
10	Type X in ACTION of the header screen.
11	In the ACCTG PD field, enter accounting period.
12	Press the HOME key, type EB (edit batch) in COMMND and press Enter.
13	Press the HOME key, type RB (run batch) in COMMND and press Enter to run the batch.

---

## Cancel a MO Document, *continued*

---

*Confirming  
cancellation or  
modification*

To check and verify that the document that you are modifying or canceling has been accomplished:

- ◆ Check the appropriate inquiry tables for your document ID
  - ◆ Check the Document Cross Referencing Table (DXRF) which displays all documents and their current status of modified or canceled
-

# Modify MO Document

---

Modify MO  
Document

To modify an MO document, follow the steps below:

Step	Action
1	Know the document ID for the document you wish to modify.
2	Type N in ACTION (from any FFIS table screen).
3	In TABLEID, type SUSF.
4	Press Enter.
Create BATID...	
5	Type NEW in FUNCTION.
6	Tab to BATID on LINE 00, and type in the Batch Identification Number.  In the BATID field, the transaction and SEC1 (second field of the document ID) codes must be the same as the original document. (For example: if the original MO document used a SEC 1 of 01, use <u>MO 01</u> ).  Use user initials (two or three positions) + a sequential number (three or four positions) for the rest of the Batch Identification Number. (For example: MO 01 + <u>LBA001</u> ).
7	Enter DOCID of document to be modified.
8	Press Enter.  An Order Document Batch Ticket appears.
9	Press Enter again.  A blank document with a batch ID and the original document ID assigned to it appears.
Perform document modification...	
10	Type M in ACTION of the header screen.
11	In the ACCTG PD field, enter accounting period.
Type the modifications on either the header screen or the lines accordingly.	
12	Tab to VENDOR CODE, and enter a valid vendor code.
13	Tab to DOCUMENT TOTAL, and enter in the total amount.
14	Press Enter.

## Modify MO Document, *continued*

---

Document line screen appears...	
15	In LINE, enter a line number from 001 to 999.
16	In REF REQ enter the transaction code and document number of the requisition being referenced.
17	Tab to AMOUNT, and enter line amount.
18	Tab to I/D, and type I or D in to indicate an increase or decrease, if there are changing dollar amounts.
To check for errors and process...	
19	Press the Home key.
20	Type EB (edit batch) in COMMND.
21	Press Enter.
22	Press the <b>HOME</b> key, type RB (run batch) in COMMND to run the document.
23	Press Enter.

---

*Confirming  
cancellation  
or  
modification*

To check and verify that the document that you are modifying or canceling has been accomplished:

- ◆ Check the appropriate inquiry tables for your document ID
  - ◆ Check the Document Cross Referencing Table (DXRF) which displays all documents and their current status of modified or cancelled
-

Non-Referencing Miscellaneous Order  
Document (M1)



# M1 Document Introduction

---

## *Purpose*

The Non-Referencing Miscellaneous Order (M1) document is used to:

- ◆ Record obligations prior to the point that goods are received or services are rendered

NOTE: An M1 document is a clone of the MO document and does not require referencing of an RQ.

---

## *Tables updated*

The M1 document updates the following tables:

- ◆ Orders Header, Purchase Order Accounting Line Tables (OBLH, OBLL)
  - ◆ Budget Execution tables
  - ◆ General Ledger tables
  - ◆ Document Cross Referencing Table (DXRF)
  - ◆ Vendor Cross Referencing Table (VXRF)
-

# M1 Document Introduction, *continued*

---

*Example M1  
document header  
screen*

Below is an example of the M1 document header screen.

COMMND:	DOCID: M1 1	06/16/00 13:27:00
STATUS: ACCT	BATID:	SEC2:
MISCELLANEOUS ORDER DOCUMENT		
MO DATE:	ACTION:	ACCTG PD: 2
VENDOR CODE: 3	TRANS TYPE: 4	DOC TYPE:
NAME:		
ADDRESS:		EFFECTIVE DATE:
		END DATE:
		NEG PYMT DAYS:
CONTACT:		NO OF OPTIONS:
COMMENTS:		RESP PERSON:
ALT PAYEE:	/	BUYER:
RCVR REQD:	INV REQD:	PRINT PO:
TEXT TYPE:	CONF ORDER:	
ASSOC ORDER:		PURCH METHOD:
		INVITATION #: 5
		CONTRACT #: 6
BFYS:	FUND:	DOCUMENT TOTAL: 7
	REF REQ:	BLANKET NUMBER:
	DISCOUNT %:	DAYS:
	DISCOUNT %:	DAYS:
	DISCOUNT %:	DAYS:

## M1 Document Introduction, *continued*

### *Required fields*

The table below shows required fields for the M1 document header screen. The fields are numbered in the example screen:

#	Field	Data	
1	DOCID	Trans Code	M1 (type of document)
		Sec1 Code	Division Code (Area) (i.e. 01)
		Document #	See section on document numbering scheme  An example for miscellaneous spending: Spending Type+Location Code+FY+Sequential No (i.e. TRN 6402 2 001)  An example for a contract: Contract Type+GSA Activity Address Code+FY+Contract No (i.e. 53 3K15 2 1400)
2	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	VENDOR CODE	Vendor code	
4	TRANS TYPE	01	
5	INVITATION #	Used as spill over for contract/agreement number	
6	CONTRACT #	Contract/agreement number (If needed, use INVITATION # field for any characters that do not fit in this field)	
7	DOCUMENT TOTAL	Document total	

## M1 Document Introduction, *continued*

---

*Enter M1  
Document header  
screen*

To enter a M1 document header screen, follow the steps outlined below:

Step	Action
1	Type L in ACTION (from any FFIS table screen).
2	In TABLEID field type M1.
3	Press the spacebar twice to clear possible remaining data.
4	Press Enter.  The M1 header screen appears. You will see the prompt at the bottom of the screen: TYPE BATID/DOCID AND PRESS ENTER.
In the header screen . . .	
5	Tab to the next field, and type in the SEC1 code.
6	Tab to the next field, and type in the document number.
7	Press Enter.
8	Tab to ACCTG PD field and enter accounting period.
9	Tab to VENDOR CODE, and type in appropriate vendor code, derived from the Vendor Reference Table (VEND).
10	Tab to TRANS TYPE, and type 01.
11	Tab to COMMENTS, and type in comments for this obligation document (optional).
12	Enter contract number in CONTRACT # field.
13	Enter any spill over characters from contract number in INVITATION # field.
14	Tab to DOCUMENT TOTAL, and type in the document total (after calculating the line amounts).
15	Press Enter, and the MO line screen appears.

---

*M1 Document  
header screen  
entries*

## M1 Document Introduction, *continued*

Below is an example of the M1 document line screen.

*Example M1  
document line  
screen*

COMMND:	DOCID: M1	06/16/00 13:38:37
STATUS: ACCPT	BATID:	SEC2: 001-001 OF 001
01-	LINE: 1	REF REQ-LINE: BUDGET FYS: 2
	FUND:	ORG/SUB: / COST ORG/SUB: /
	PGM: 3	BOC /SUB: 4 RPTG:
	JOB NO:	CLOSED BFYS: CLOSED FUND:
	AMOUNT: 5	I/D: P/F: ASSOC ORDER:
	DESCR: 6	
02-	LINE:	REF REQ-LINE: BUDGET FYS:
	FUND:	BUDGET ORG/SUB: / COST ORG/SUB: /
	PGM:	BOC /SUB: / RPTG:

*Required fields*

The table below shows required fields for the M1 document line screen. The fields are highlighted in the example screen:

#	Field	Data
1	LINE	Different 3-digit number for each line from 001 to 999
2	BUDGET FYS	Budget fiscal year
3	PGM	Program accounting code derived from ARS source document
4	BOC/SUB	Budget object code/Sub object code
5	AMOUNT	Total cost of this line item
6	DESCR	Description of transaction (optional)

## M1 Document Introduction, *continued*

---

Enter M1 Document  
line screen

To enter a M1 document line screen, follow the steps below:

Step	Action
1	In LINE type in a 3-digit number for each line from 001 to 999.
2	Tab to BUDGET FYS and type in the budget fiscal year.
3	Tab to PGM, and type in program accounting code derived from ARS source document.
4	Tab to BOC/SUB, and type in the appropriate budget object code, derived from the Budget Object Code Table (BOCT) Include Sub BOC for extramural agreements. For example, BOC 2559 requires a Sub BOC.
5	Tab to RPTG, and type a valid reporting category (if applicable).
6	Tab to AMOUNT, and type in the total amount for the line.
7	Tab to DESCR, and type in a description for this obligation line. (optional)
8	Repeat steps 1 - 7 for remaining lines.
9	Press Home key, and type E in COMMND.
10	Press Enter to edit the document.  If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is SCHED.
11	Press Home key.
12	If there are no error messages at the bottom of the screen, Press the HOME key and type R in COMMND.
13	Press Enter to run this document.  If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.

---

## Batch Modification for M1 Document

---

*Batch  
modification  
process*



After processing a document, the appropriate general ledger accounts are adjusted and the document remains on SUSF until it is archived.

To modify or cancel a document that has been processed, create a document containing the modification information, with the same original document ID.

---

*SUSF*



The SUSF table (Suspense File Table) stores and maintains all documents entered in FFIS for a specified period of time prior to archiving. It provides an effective short-term audit trail of all FFIS transaction-based activity.

- *Unprocessed* (BHELD, BSCHED, HELD, PEND, SCHED) documents are stored for later processing
  - *Rejected* (BRJCT, REJCT) documents are maintained indefinitely for correction or approval
  - *Processed* (ACCPT) documents are stored for inquiry purposes, remaining on SUSF for a predetermined length of time
  - *Deleted* (DELET) documents remain in the Suspense File for a pre-defined amount of time
-



## Cancel an M1 Document

---

Cancel M1  
Document

To cancel a M1 document, follow the steps below:

Step	Action
1	Know the document ID for the document you wish to cancel.
2	Type N in ACTION (from any FFIS table screen).
3	In TABLEID, type SUSF.
4	Press Enter.
Create BATID...	
5	Type NEW in FUNCTION.
6	<p>Tab to BATID on LINE 00, and type in the Batch Identification Number.</p> <p>In the BATID field, the transaction and SEC1 (second field of the document ID) codes must be the same as the original document. (For example: if the original M1 document used a SEC 1 of 01, use <u>M1 01</u>).</p> <p>Use user initials (two or three positions) + a sequential number (three or four positions) for the rest of the Batch Identification Number. (For example: M1 01 + <u>LBA001</u> ).</p>
7	Enter DOCID of document to be cancelled.
8	<p>Press Enter.</p> <p>An Order Document Batch Ticket appears.</p>
9	<p>Press Enter again.</p> <p>A blank document with a batch ID and the original document ID assigned to it appears.</p>
Perform document cancellation..	
10	Type X in ACTION of the header screen.
11	In the ACCTG PD field, enter accounting period.
12	Press the HOME key, type EB (edit batch) in COMMND and press Enter.
13	Press the HOME key, type RB (run batch) in COMMND and press Enter to run the document.

---

## Cancel an M1 Document, *continued*

---

*Confirming  
cancellation or  
modification*

To check and verify that the document that you are modifying or canceling has been accomplished:

- ◆ Check the appropriate inquiry tables for your document ID
  - ◆ Check the Document Cross Referencing Table (DXRF) which displays all documents and their current status of modified or canceled
-

# Modify M1 Document

---

Modify M1  
Document

To modify an M1 document, follow the steps below:

Step	Action
1	Know the document ID for the document you wish to modify.
2	Type N in ACTION (from any FFIS table screen).
3	In TABLEID, type SUSF.
4	Press Enter.
Create BATID...	
5	Type NEW in FUNCTION.
6	<p>Tab to BATID on LINE 00, and type in the Batch Identification Number.</p> <p>In the BATID field, the transaction and SEC1 (second field of the document ID) codes must be the same as the original document. (For example: if the original M1 document used a SEC 1 of 01, use <u>M1 01</u>).</p> <p>Use user initials (two or three positions) + a sequential number (three or four positions) for the rest of the Batch Identification Number. (For example: M1 01 + <u>LBA001</u> ).</p>
7	Enter DOCID of document to be modified.
8	<p>Press Enter.</p> <p>An Order Document Batch Ticket appears.</p>
9	<p>Press Enter again.</p> <p>A blank document with a batch ID and the original document ID assigned to it appears.</p>
Perform document modification...	
10	Type M in ACTION of the header screen.
11	In the ACCTG PD field, enter accounting period.
Type the modifications on either the header screen or the lines accordingly.	
12	Tab to VENDOR CODE, and enter a valid vendor code.
13	Tab to DOCUMENT TOTAL, and enter in the total amount.
14	Press Enter.

## Modify M1 Document, *continued*

---

Document line screen appears...	
15	In LINE, enter a line number from 001 to 999.
16	Tab to AMOUNT, and enter line amount.
17	Tab to I/D, and type I or D in to indicate an increase or decrease, if there are changing dollar amounts.
To check for errors and process...	
18	Press the Home key.
19	Type EB (edit batch) in COMMND.
20	Press Enter.
21	Press the Home key, and type RB (run batch) in COMMND to run the document.
22	Press Enter.

---

*Confirming  
cancellation or  
modification*

**To check and verify that the document that you are modifying or canceling has been accomplished:**

- ◆ Check the appropriate inquiry tables for your document ID
  - ◆ Check the Document Cross Referencing Table (DXRF) which displays all documents and their current status of modified or cancelled
-

Payment Voucher Document (PV)



## PV Document Introduction

---

### *Purpose*

The Payment Voucher (PV) document is used to:

- ◆ Record authorization of payment to a vendor for goods or services accepted and invoiced
- ◆ Record contract holdbacks (see contract holdback section)



A PV must reference either a commitment or an obligation.

## PV Document Introduction, *continued*

---

*Tables updated*

The PV document updates the following tables:

- ◆ Voucher Header and Line Tables (PVHT, PVLT)
  - ◆ Voucher Contract Holdback Table (PVCH)
  - ◆ Unpaid Vouchers Table (UPVT)
  - ◆ Treasury Schedule Header and Line Tables (TSCH, TSCL)
  - ◆ Payment Voucher - Disbursement Document Cross-Reference Table (VXDD)
  - ◆ Requisition Header and Line Tables (REQH,REQL)
  - ◆ Orders Header, Purchase Order Accounting Line Tables (OBLH, OBLL)
  - ◆ Budget Execution tables
  - ◆ General Ledger tables
  - ◆ Document Cross Referencing Table (DXRF)
  - ◆ Vendor Cross Referencing Table (VXRF)
-

## PV Document Introduction, *continued*

---

*Example PV  
document header  
screen*

Below is an example of the PV document header screen.

COMMND:	DOCID: PV 1	06/16/00 14:00:11	
STATUS: ACCPT	BATID:	SEC2:	
H-			
PAYMENT VOUCHER DOCUMENT			
PV DATE:	ACCTG PD: 2	BUDGET FY:	FUND:
ACTION: 3	TRANS TYPE: 4	PROMPT PAY TYPE:	PV TYPE:
SCHED PYMT DATE:	DESCR:	D.O:	FA IND:
REF DOC #:		ACCP/DEL DATE:	
VENDOR INV #: 5	INV DATE:	LOG DATE: 6	
FY:	SCHEDULE CAT:	SCHEDULE TYP:	SCHEDULE NUMBER:
VENDOR CODE: 7		DOCUMENT TOTAL: 8	
NAME:		AGREEMENT #:	
ADDRESS1:		HOLDBACK TOT:	
2:		PMT SEQUENCE #:	
3:		INT REASON:	
CHECK TYPE:	AGENCY HEAD APPROVAL:	DISC LOST REASON:	
DISCOUNT %:	/ AMOUNT:	DAYS:	
DISCOUNT %:	/ AMOUNT:	DAYS:	
DISCOUNT %:	/ AMOUNT:	DAYS:	
COMMENTS TO PRINT:			

## PV Document Introduction, *continued*

*Required  
fields*

The table below shows required fields for the PV document header screen.  
The fields are highlighted in the example screen:

#	Field	Data	
1	DOCID	Trans Code	PV (type of document)
		Secl Code	Division Code (Area) (i.e. 01)
		Document #	See section on document numbering scheme  A PV number example for all types of Spending:  FY+Location Code+ User Defined or System-Generated Sequential No  If using system-generated number, type the fiscal year, the location code, the pound sign (#) and press Enter.  (i.e. 21235000001)
2	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	ACTION	E (enter new document)  M (modify a document)  X (cancel a document)  (defaults to E if left blank)	
4	TRANS TYPE	Transaction type	
5	VENDOR INV #	Vendor invoice number (Not required by FFIS, but recommended business practice for ARS)	
6	LOG DATE	Date stamped on invoice (required for Prompt Pay)	
7	VENDOR CODE	Vendor code	
8	DOCUMENT TOTAL	Total amount of payment.	



## PV Document Introduction, *continued*

---

*Enter PV Document header screen*

**To enter a PV document header screen, follow the steps below:**

Step	Action
1	Type L in ACTION (from any FFIS table screen).
2	In TABLEID field type PV.
3	Press the spacebar twice to clear possible remaining data.
4	Press Enter, and the PV header screen appears.  You will see the prompt at the bottom of the screen: TYPE BATID/DOCID AND PRESS ENTER.
In the header screen...	
5	Tab to the next field, and type in the SECL code.
6	Tab to the next field, and type in the document number.
7	Press Enter.
8	Tab to ACCTG PD field and enter accounting period.
9	Tab to ACTION, and type E (enter new document), or  Type M (modify document), or  Type X (cancel document).
10	Tab to TRANS TYPE and type 01 (if not entered here, must be entered on each line).
11	Enter VENDOR INV # (Not required by FFIS, but recommended business practice for ARS)
12	Tab to LOG DATE, and type in the date stamped on invoice (required for Prompt Pay).
13	Tab to VENDOR CODE, and type in appropriate vendor code, derived from the Vendor Reference Table (VEND).
14	Tab to DOCUMENT TOTAL, and type in the total amount of payment.
15	Press Enter, and the PV line screen appears.

---

## PV Document Introduction, *continued*

---

*Example PV document line screen*

Below is an example of the PV document line screen.

COMMND:	DOCID: PV	06/16/00 14:09:22
STATUS: ACCPT	BATID:	SEC2: 001-001 OF 001
01-		
LINE #: 1	TRANS TYPE: 2	LINE TYPE:
REF DOC #: 3	REF LINE: 4 /	DATE:
VENDOR INV #/LINE:	INV DATE:	LOG DATE:
BFY:	FUND:	BUDGET ORG/SUB:
COST ORG/SUB:	PROGRAM:	BOC/SUB:
RPTG:	JOB:	REV SRCE/SUB:
GL ACCOUNT:	CLOSED BFYS:	CLOSED FUND:
AMOUNT: 5	I/D:	P/F: 6
QUANTITY:	ADV:	INT REASON:
DESCRIPTION:		DISC LOST REASON:
RELATED GBL:	OUTS REF AMT:	
DISCOUNT %:	/ AMOUNT:	DAYS:
DISCOUNT %:	/ AMOUNT:	DAYS:
DISCOUNT %:	/ AMOUNT:	DAYS:

*Required fields*

The table below shows required fields for the PV document line screen. The fields are highlighted in the example screen:

#	Field	Data
1	LINE #	Different 3-digit number for each line from 001 to 999
2	TRANS TYPE	Transaction type (not required if entered on header screen)
3	REF DOC #	Document ID to be referenced and line number
4	REF LINE	Line of accounting that is being referenced
5	AMOUNT	Total amount of this line item
6	P/F	P (for a partial payment), or F (for a final payment)

## PV Document Introduction, *continued*

---

Enter PV Document  
line screen

To enter a PV document line screen, follow the steps outlined below:

Step	Action
1	In LINE, type in a 3-digit number for each line from 001 to 999.
2	Tab to TRANS TYPE, and type 01 (not required if entered on header screen).
3	Tab to REF DOC # and type in the transaction code and the document number that is being referenced. After the transaction code is entered, the system will automatically tab over to the field for the document number.
4	Tab to REF LINE and enter the line of accounting that is being referenced.
5	Tab to AMOUNT, and type in the total amount for the line.
6	Tab to P/F , and type P (for a partial payment), or Type F (for a final payment).
7	Repeat steps 1 - 6 for remaining lines.
8	Press Home key, and type E in COMMND.
9	Press Enter to edit the document.  If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is SCHED, if document requires approval the status is PEND1.
10	If the document requires approval, and there are no error messages at the bottom of the screen, close the document and have a person with approval authority open the document, review it, type A in COMMND, and press Enter to approve the document.
11	The person who approves the document may be able to type R in COMMND and press Enter to run the document. Otherwise, have the person close the document. Open the document, type R in COMMND, and press Enter to run the document.  If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.

---

## Batch Modification for PV Document

---

*Batch  
modification  
process*



After processing a document, the appropriate general ledger accounts are adjusted and the document remains on SUSF until it is archived.

To modify or cancel a document that has been processed, create a document containing the modification information, with the same original document ID.



A user may only modify a Payment Voucher document (PV) before it has been disbursed.

*SUSF*



The SUSF table (Suspense File Table) stores and maintains all documents entered in FFIS for a specified period of time prior to archiving. It provides an effective short-term audit trail of all FFIS transaction-based activity.

- *Unprocessed* (BHELD, BSCHED, HELD, PEND, SCHED) documents are stored for later processing
- *Rejected* (BRJCT, REJCT) documents are maintained indefinitely for correction or approval
- *Processed* (ACCPT) documents are stored for inquiry purposes, remaining on SUSF for a predetermined length of time
- *Deleted* (DELET) documents remain in the Suspense File for a pre-defined amount of time

## Batch Modification for PV Document, *continued*

---

### Limits

Limits to what can be changed and what cannot be changed using a batch modification, are described in the table below:

Can be changed:

The document total

Information fields in the header and lines

Accounting lines added

Increase or decrease the dollar amount on accounting lines

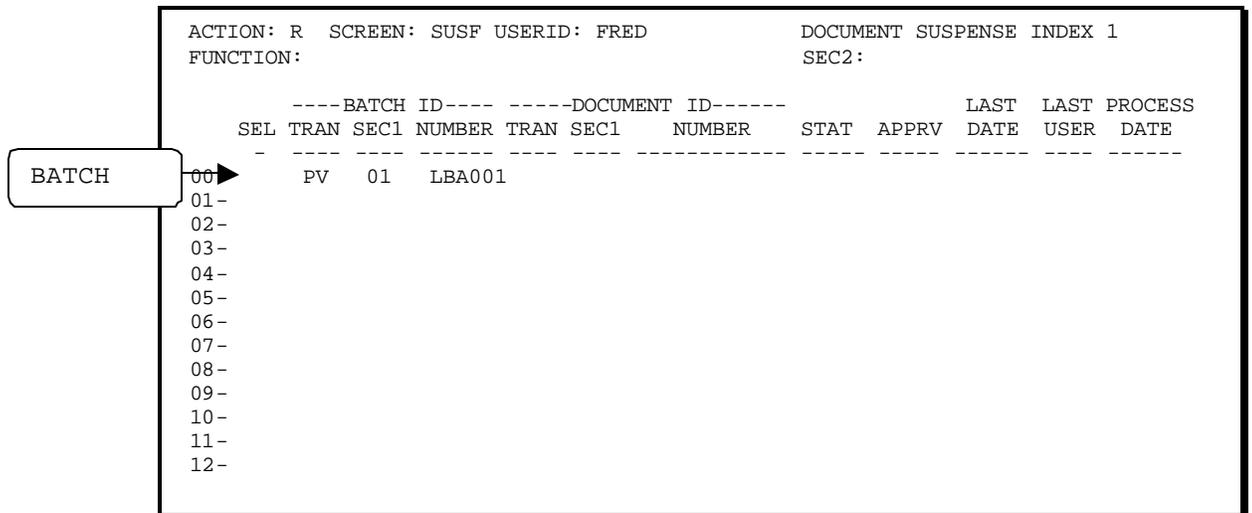
Cancel the original transaction, assuming there has been no activity against the document

Cannot be changed:

- ◆ The vendor
- ◆ The accounting information in the detail lines

### Example screen

Below is an example of the SUSF table, with the BATCH ID field highlighted.



```
ACTION: R  SCREEN: SUSF  USERID: FRED          DOCUMENT  SUSPENSE  INDEX 1
FUNCTION:                                     SEC2:

      ----BATCH ID----  ----DOCUMENT ID-----
SEL  TRAN  SEC1  NUMBER  TRAN  SEC1    NUMBER    STAT  APPRV  DATE  USER  DATE
-----
00  PV    01    LBA001
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
```

## Cancel a PV Document

---

Cancel PV  
Document

To cancel a PV document, follow the steps below:

Step	Action
1	Know the document ID for the document you wish to cancel.
2	Type N in ACTION (from any FFIS table screen).
3	In TABLEID, type SUSF.
4	Press Enter.
Create BATID...	
5	Tab to FUNCTION and type NEW.
6	<p>Tab to BATID on LINE 00, and type in the Batch Identification Number.</p> <p>In the BATID field, the transaction and SEC1 (second field of the document ID) codes must be the same as the original document. (For example: if the original PV document used a SEC 1 of 01, use <u>PV 01</u>).</p> <p>Use user initials (two or three positions) + a sequential number (three or four positions) for the rest of the Batch Identification Number. (For example: PV 01 + <u>LBA001</u> ).</p>
7	Enter DOCID of document to be cancelled.
8	<p>Press Enter.</p> <p>A Payment Voucher Document Batch Ticket appears.</p>
9	<p>Press Enter.</p> <p>A blank document with a batch ID and the original document ID assigned to it appears.</p>
Perform document cancellation...	
10	Tab to ACCTG PD field and enter accounting period.
11	Type X in ACTION of the header screen.
12	Enter Vendor Code from original PV.
13	Press the Home key.
14	Type EB (edit batch) in COMMND and press Enter.
15	Press the Home key, type A in COMMND, and press Enter, if the document requires approval.
16	Type RB (run batch) in COMMND and press Enter to run the document.

## Cancel a PV Document, *continued*

---

*Confirming  
cancellation or  
modification*

To check and verify that the document that you are modifying or canceling has been accomplished:

- ◆ Check the appropriate inquiry tables for your document ID
  - ◆ Check the Document Cross Referencing Table (DXRF) which displays all documents and their current status of modified or canceled
- 



A PV document cannot be cancelled if a payment has been disbursed against it.

---

# Modify PV Document

---

Modify PV  
Document

To modify a PV document from the SUSF table, follow the steps below:

Step	Action
1	Know the document ID for the document you wish to modify.
2	Type N in ACTION (from any FFIS table screen).
3	In TABLEID, type SUSF.
4	Press Enter.
Create BATID...	
5	Tab to FUNCTION and type NEW.
6	<p>Tab to BATID on LINE 00, and type in the Batch Identification Number..</p> <p>In the BATID field, the transaction and SECl (second field of the document ID) codes, must be the same as the original document. (For example: if the original PV document used a SEC 1 of 01, use <u>PV 01</u>).</p> <p>Use user initials (three positions) + a sequential number (three positions) for the rest of the Batch Identification Number. (For example: PV 01 <u>LBA001</u>).</p>
7	Enter DOCID of document to be modified.
8	<p>Press Enter.</p> <p>A Payment Voucher Document Batch Ticket appears.</p>
9	<p>Press Enter.</p> <p>A blank document with a batch ID and the original document ID assigned to it appears.</p>

## Modify PV Document, *continued*

Step	Action
Perform document modification...	
10	Tab to ACCTG PD field and enter accounting period.
11	Type M in ACTION of the header screen.
12	Tab to VENDOR CODE, and type in the vendor code from the Vendor Reference Table (VEND).
Type the modifications on either the header screen or the lines accordingly.	
13	Tab to DOCUMENT TOTAL, and type in the total.
14	Press Enter. Document line screen appears
15	Tab to LINE, and enter a 3-digit number for each line from 001 to 999.
16	Tab to REF DOC # and type in the transaction code and the document number of the MO or RQ that is being referenced. After the transaction code is entered, the system will automatically tab over to the field for the document number.
17	Tab to REF LINE and enter the line of accounting that is being referenced.
18	Tab to AMOUNT, and enter the correct amount.
19	Tab to I/D, and type I or D in to indicate an increase or decrease, if there are changing dollar amounts.
20	Repeat steps 16 - 20 for remaining lines.
To check for errors and process...	
21	Press the Home key and type EB (edit batch) in COMMND.
22	Press Enter. If there are error messages at the bottom of the screen, document status is REJCT; if no errors, the status is SCHED.
23	Press the Home key.
24	Type RB (run batch) in COMMND to run the document.
25	Press Enter.

## Modify PV Document, *continued*

---

*Confirming  
cancellation or  
modification*

To check and verify that the document that you are modifying or canceling has been accomplished:

- ◆ Check the appropriate inquiry tables for your document ID
  - ◆ Check the Document Cross Referencing Table (DXRF) which displays all documents and their current status of modified or cancelled
-

Non-Referencing Payment Document  
(NO)



## NO Document Introduction

---

*Purpose*

The Non-Referencing Document (NO) is used to:

- ◆ Pay for an expense incurred
- 

*Tables updated*

The NO document updates the following tables:

- ◆ Voucher Header and Line Tables (PVHT, PVLТ)
  - ◆ Voucher Contract Holdback Table (PVCH)
  - ◆ Unpaid Vouchers Table (UPVT)
  - ◆ Treasury Schedule Header and Line Tables (TSCH, TSCL)
  - ◆ Payment Voucher – Disbursement Document Cross-Reference Table (VXDD)
  - ◆ Budget Execution tables
  - ◆ General Ledger tables
  - ◆ Document Cross Referencing Table (DXRF)
  - ◆ Vendor Cross Referencing Table (VXRF)
- 



The NO document obligates and pays in one document. The NO does not require a reference.

# NO Document Introduction, *continued*

---

Example header  
screen

Below is an example of the NO document header screen.

COMMND:	DOCID: NO 1	07/13/00 11:52:08	
STATUS: ACCPT	BATID:	SEC2:	
H-	PAYMENT VOUCHER DOCUMENT		
PV DATE:	ACCTG PD: 2	BUDGET FY:	FUND:
ACTION: 3	TRANS TYPE: 4	PROMPT PAY TYPE:	PV TYPE:
SCHED PYMT DATE:	DESCR:	D.O:	FA IND:
REF DOC #:	ACCP/DEL DATE:		
VENDOR INV #: 5	INV DATE:	LOG DATE: 6	
FY:	SCHEDULE CAT:	SCHEDULE TYP:	SCHEDULE NUMBER:
VENDOR CODE: 7	DOCUMENT TOTAL: 8		
NAME:	AGREEMENT #:		
ADDRESS1:	HOLDBACK TOT:		
2:	PMT SEQUENCE #:		
3:	INT REASON:		
CHECK TYPE:	AGENCY HEAD APPROVAL:	DISC LOST REASON:	
DISCOUNT %:	/ AMOUNT:	DAYS:	
DISCOUNT %:	/ AMOUNT:	DAYS:	
DISCOUNT %:	/ AMOUNT:	DAYS:	
COMMENTS TO PRINT:			

## NO Document Introduction, *continued*

*Required fields*

The table below shows required fields for the NO document header screen. The fields are numbered in the example screen:

#	Field	Data	
1	DOCID	Trans Code	NO (type of document)
		Secl Code	Division Code (Area) (i.e. 01)
		Document #	See section on document numbering scheme  An NO number example for all types of Spending:  FY+Location Code+ User Defined or System-Generated Sequential No  If using system-generated number, type the fiscal year, the location code, the pound sign (#) and press Enter.  (i.e. 21235000001)
2	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	ACTION	E (enter new document) M (modify a document) X (cancel a document)	
4	TRANS TYPE	Transaction type	
5	VENDOR INV #	Vendor invoice number (Not required by FFIS, but recommended business practice for ARS)	
6	LOG DATE	Date stamped on invoice (required for Prompt Pay)	
7	VENDOR CODE	Vendor code	
8	DOCUMENT TOTAL	Total amount of payment	



## NO Document Introduction, *continued*

Enter NO document header screen

To enter a NO document header screen, follow the steps outlined below:

Step	Action
1	Type L in ACTION (from any FFIS table screen).
2	In TABLEID field type NO.
3	Press the spacebar twice to clear possible remaining data.
4	Press Enter, and the NO header screen appears.  You will see the prompt at the bottom of the screen: TYPE BATID/DOCID AND PRESS ENTER.
In the header screen...	
5	Tab to the next field, and type in the SECL code.
6	Tab to the next field, and type in the document number.
7	Press Enter.
8	Tab to ACCTG PD field and enter accounting period.
9	Tab to ACTION, and type E (enter new document), or  Type M (modify document), or  Type X (cancel document).
10	Tab to TRANS TYPE, and type in 01 for payment or  AV for advance.
11	Tab to VENDOR INV #, and type in the appropriate vendor invoice number for which this is a payment. (Not required to process the document, but recommended as an ARS business practice.)
12	Tab to LOG DATE, and type the date stamped invoice or SF270 (required for Prompt Pay).
13	Tab to VENDOR CODE, and type in the appropriate vendor code from the Vendor Reference Table (VEND).
14	Tab to DOCUMENT TOTAL, and type in the total of all lines.
15	Press Enter and the PV line screen appears.

## NO Document Introduction, *continued*

*Example line screen*

Below is an example of the NO document line screen.

COMMND:	DOCID:	07/13/00 11:53:36	
STATUS: ACCPT	BATID:	SEC2:	001-001 OF 001
01-			
LINE #: 1	TRANS TYPE:	LINE TYPE:	
REF DOC #:	REF LINE:	DEL/ACCP DATE:	
VENDOR INV #/LINE:	INV DATE:	LOG DATE:	
BFY: 2	FUND:	BUDGET ORG/SUB:	
COST ORG/SUB:	PROGRAM: 3	BOC/SUB: 4	
RPTG: 5	JOB:	REV SRCE/SUB:	
GL ACCOUNT:	CLOSED BFYS:	CLOSED FUND:	
AMOUNT: 6	I/D: 7	P/F:	
QUANTITY:	ADV:	INT REASON:	
DESCRIPTION:		DISC LOST REASON:	
RELATED GBL:	OUTS REF AMT:	0.00	
DISCOUNT %:	/ AMOUNT:	DAYS:	
DISCOUNT %:	/ AMOUNT:	DAYS:	
DISCOUNT %:	/ AMOUNT:	DAYS:	

*Required fields*

The table below shows required fields for the NO document line screen. The fields are highlighted in the example screen:

#	Field	Data
1	LINE #	Different 3-digit number for each line from 001 to 999
2	BFY	Budget fiscal year
3	PROGRAM	Program accounting code derived from ARS source document
4	BOC/SUB	Budget object code. BOC cannot be used for a payment advance.
5	RPTG	Reporting category (if applicable)
6	AMOUNT	Amount of line
7	I/D	I (for an increase) D (for a decrease)

## NO Document Introduction, *continued*

---

Enter NO Document  
line screen

To enter a NO document line screen, follow the steps below:

Step	Action
1	Tab to LINE #, and type in a 3-digit number for each line from 001 to 999.
2	Tab to BFY, and type in the budget fiscal year.
3	Tab to PROGRAM, and type in the program code associated with the fund code.
4	Tab to BOC/SUB, and type in the appropriate budget object code, derived from the Budget Object Code Table (BOCT).
5	Tab to RPTG, and type in a reporting category if applicable.
6	Tab to AMOUNT, and type in the total amount for the line.
7	Tab to I/D and type <b>I</b> for Increase or <b>D</b> for Decrease.
8	Repeat steps 1 - 7 for remaining lines.
9	Press Home key and type E in COMMND.
10	Press Enter to edit the document.  If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is SCHED, if document requires approval the status is PEND1.
11	If the document requires approval, and there are no error messages at the bottom of the screen, close the document and have a person with approval authority open the document, review it, type A in COMMND, and press Enter to approve the document.
12	The person who approves the document may be able to type R in COMMND and press Enter to run the document. Otherwise, have the person close the document. Open the document, type R in COMMND, and press Enter to run the document.  If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.

---

## Batch Modification for NO Document

---

*Batch  
modification  
process*



After processing a document, the appropriate general ledger accounts are adjusted and the document remains on SUSF until it is archived.

To modify or cancel a document that has been processed, create a document containing the modification information, with the same original document ID.



A user may only modify a Non-Referencing Payment Voucher document (NO) before it has been disbursed.

*SUSF*



The SUSF table (Suspense File Table) stores and maintains all documents entered in FFIS for a specified period of time prior to archiving. It provides an effective short-term audit trail of all FFIS transaction-based activity.

- *Unprocessed* (BHELD, BSCHED, HELD, PEND, SCHED) documents are stored for later processing
- *Rejected* (BRJCT, REJCT) documents are maintained indefinitely for correction or approval
- *Processed* (ACCPT) documents are stored for inquiry purposes, remaining on SUSF for a predetermined length of time
- *Deleted* (DELET) documents remain in the Suspense File for a pre-defined amount of time



## Batch Modification for NO Document, *continued*

---

### Limits

Limits to what can be changed and what cannot be changed using a batch modification, are described below:

#### Can Be Changed:

- ◆ The document total
- ◆ Information fields in the header and lines
- ◆ Accounting lines added
- ◆ Increase or decrease the dollar amount on accounting lines
- ◆ Cancel the original transaction, assuming there has been no activity against the document

#### Cannot Be Changed:

- ◆ The vendor
  - ◆ Accounting information in the detail lines
- 

### Example screen

Below is an example of the SUSF table, with the BATCH ID field highlighted.

ACTION: R SCREEN: SUSF USERID: FRED DOCUMENT SUSPENSE INDEX 1									
FUNCTION: SEC2:									
-----BATCH ID----- -----DOCUMENT ID-----									
SEL TRAN SEC1 NUMBER TRAN SEC1 NUMBER STAT APPRV DATE USER DATE									
-----									
00▶ PV 01 LBA001									
01-									
02-									
03-									
04-									
05-									
06-									
07-									
08-									
09-									
10-									
11-									
12-									

A callout box labeled "BATCH" points to the "00▶" entry in the table.

---

## Cancel a NO Document

---

Cancel NO  
Document

To cancel a NO document, follow the steps below:

Step	Action
1	Know the document ID for the document you wish to cancel.
2	Type N in ACTION (from any FFIS table screen).
3	In TABLEID, type SUSF.
4	Press Enter.
Create BATID...	
5	Type NEW in FUNCTION.
6	Tab to BATCHID on LINE 00, and type in the Batch Identification Number.  In the BATCHID field, the transaction and SEC1 (second field of the document ID) codes must be the same as the original document. (For example: if the original NO document used a SEC 1 of 01, use <u>NO 01</u> .  Use user initials (two or three positions) + a sequential number (three or four positions) for the rest of the Batch Identification Number. (For example: NO 01 + <u>LBA001</u> ).
7	Enter DOCUMENT ID of document to be cancelled.
8	Press Enter. A Payment Voucher Document Batch Ticket appears.
9	Press Enter. A blank document with a batch ID and the original document ID assigned to it appears.
Perform document cancellation...	
10	Tab to ACCTG PD field and enter accounting period.
11	Type X in ACTION of the header screen.
12	Enter Vendor Code from original NO.
13	Press the Home key.
14	Type EB (edit batch) in COMMND and press Enter.
15	Press the Home key, type A in COMMND, if the document requires approval, and press Enter.
16	Press the Home Key, type RB (run batch) in COMMND and press Enter to run the batch.

## Cancel a NO Document, *continued*

---

*Confirming  
cancellation or  
modification*

To check and verify that the document that you are modifying or canceling has been accomplished:

Check DXRF and VXRF inquiry tables for your document ID

Check the Document Cross Referencing Table (DXRF), which displays all documents and their current status of modified or canceled

---



An NO document cannot be cancelled if a payment has been disbursed against it.

---

## Modify NO Document from SUSF

---

Modify NO  
Document

To modify a NO document from the SUSF table, follow the steps below:

Step	Action
1	Know the document ID for the document you wish to modify.
2	Type N in ACTION (from any FFIS table screen).
3	Tab to TABLEID, and type SUSF.
4	Press Enter.
Create BATID...	
5	Press Home key, tab to FUNCTION and type NEW.
6	Tab to BATCH ID on LINE 00, and type in the Batch Identification Number.
7	Enter DOCID of document to be modified.
8	Press Enter.  A Payment Voucher Document Batch Ticket appears.
9	Press Enter.  A blank document with a batch ID and the original document ID assigned to it appears.
Perform document modification...	
10	Tab to ACCTG PD field and enter accounting period.
11	Type M in ACTION of the header screen.
12	Tab to VENDOR CODE, and type in the vendor code from the Vendor Reference Table (VEND).
Type the modifications on either the header screen or the lines accordingly.	
13	Tab to DOCUMENT TOTAL, and type in the amount of increase/decrease.
14	Press Enter.

## Modify NO Document from SUSF, *continued*

---

Step	Action
Document line screen appears...	
15	Tab to LINE NO, and enter a 3-digit number for each line from 001 to 999.
16	Tab to AMOUNT, and enter the correct amount.
17	Tab to I/D, and type I or D in to indicate an increase or decrease, if there are changing dollar amounts.
18	Repeat steps 16 - 18 for remaining lines.
To check for errors and process...	
19	Press the Home key.
20	Type EB (edit batch) in COMMND.
21	Press Enter.  If there are error messages at the bottom of the screen, document status is REJCT; if no errors, the status is SCHED.
22	Press the Home key.
23	Type RB (run batch) in COMMND to run the document.
24	Press Enter.

---

*Confirming  
cancellation or  
modification*

To check and verify that the document that you are modifying or canceling has been accomplished:

- ◆ Check the appropriate inquiry tables for your document ID, (PVHT, PVLT)
  - ◆ Check the Document Cross Referencing Table (DXRF) which displays all documents and their current status of modified or cancelled
-

# Direct Disbursement Document (DD)



## DD Document Introduction

---

### *Purpose*

The Direct Disbursement (DD) document is used to:

- ◆ Record payments made to other agencies that occurred by transferring funds through Treasury (i.e., Online Payments and Collections (OPAC), SF-1081)
- ◆ Record an expenditure in the budget and general ledger



The DD document must reference an RQ, MO or M1.

ARS will not need to enter DDs directly into FFIS. Direct Disbursement Documents are entered by National Finance Center staff, which process OPAC transactions.

---

### *Tables Updated*

The DD document updates the following tables:

- ◆ Orders Header, Purchase Order Accounting Line Tables (OBLH, OBLI)
  - ◆ Voucher Header and Line Tables (PVHT, PVLT)
  - ◆ Payment Voucher-Disbursement Document Cross-Reference Table (VXDD)
  - ◆ Requisition Header and Line Tables (REQH, REQL)
  - ◆ Budget Execution tables
  - ◆ General Ledger tables
  - ◆ Document Cross Referencing Table (DXRF)
  - ◆ Vendor Cross Referencing Table (VXRF)
-



Direct Disbursement Clone Document  
(ND)



## ND Document Introduction

---

### *Purpose*

The Direct Disbursement clone (ND) document is used to:

- ◆ Record payments, which will not be disbursed through FFIS
  - ◆ Record an expenditure in the budget and general ledger
- 

### *Tables Updated*

The ND document updates the following tables:

- ◆ Orders Header, Purchase Order Accounting Line Tables (OBLH, OBLI)
  - ◆ Voucher Header and Line Tables (PVHT, PVLT)
  - ◆ Payment Voucher-Disbursement Document Cross-Reference Table (VXDD)
  - ◆ Requisition Header and Line Tables (REQH, REQL)
  - ◆ Budget Execution tables
  - ◆ General Ledger tables
  - ◆ Document Cross Referencing Table (DXRF)
  - ◆ Vendor Cross Referencing Table (VXRF)
- 



The ND document may optionally reference an RQ, MO, or M1, although it is not required.

## ND Document Introduction, *continued*

---

*Example ND document header screen*

Below is an example of the ND document header screen.

COMMND:	DOCID: 1	07/13/00 13:01:01
STATUS: ACCPT	BATID:	SEC2:
H-	DIRECT DISBURSEMENT DOCUMENT	
DD DATE: 2	ACCTG PD: 3	BUDGET FY: FUND:
ACTION:	TRANS TYPE: 4	COMMENTS: 5
VENDOR CODE: 6	NAME:	
DIRECT DISB #: 7	INTR-AGCY SYMBOL:	
DISB OFFICE:	DOCUMENT TOTAL: 8	
AGREEMENT #:	REF DOC #:	

*Required fields*

The table below shows required fields for the ND document header screen. The fields are numbered in the example screen:

#	Field	Data	
1	DOCID	Trans Code	ND (type of document)
		Sec1 Code	Division Code (Area) (i.e. 01)
		Document #	See section on document numbering scheme  An ND number example for all types of Spending:  FY+Location Code+ User Defined or System-Generated Sequential No  If using system-generated number, type the fiscal year, the location code, the pound sign (#) and press Enter.  (i.e. 2123500001)

## ND Document Introduction, *continued*

#	Field	Data
2	DD DATE (ND DATE)	<p>This field is not required by FFIS. However, ARS policy requires the following dates be used:</p> <ul style="list-style-type: none"> <li>▪ Letter of Credit =     Draw down date of LC transaction</li> <li>▪ Foreign Embassy =     Accounting date on SF-1221</li> <li>▪ SF-1081 =     SF-1081 accomplished date</li> <li>▪ GOALS Charges =     Date of GOALS charge for the transaction</li> </ul>
3	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)
4	TRANS TYPE	<p>Depends on type of disbursement:</p> <ul style="list-style-type: none"> <li>▪ Letter of Credit = LC</li> <li>▪ Foreign Embassy = FP</li> <li>▪ SF-1081 = SF</li> <li>▪ GOALS Charges = GC</li> </ul>
5	COMMENTS	Comments specific to the document being processed (optional)
6	VENDOR CODE	Vendor code
7	DIRECT DISB #	Disbursement number
8	DOCUMENT TOTAL	Total amount of all lines

## ND Document Introduction, *continued*

Enter ND Document  
header screen

To enter a ND document header screen, follow the steps below:

Step	Action
1	Type L in ACTION (from any FFIS table screen).
2	In TABLEID field type ND.
3	Press the spacebar twice to clear possible remaining data.
4	Press Enter, and the ND header screen appears.  You will see the prompt at the bottom of the screen: TYPE BATID/DOCID AND PRESS ENTER.
In the header screen...	
5	Tab to the next field, and type in the SEC1 code.
6	Tab to the next field, and type in the document number.
7	Press Enter.
8	In the DD DATE field enter: <ul style="list-style-type: none"> <li>▪ Letter of Credit = Draw down date of LC transaction</li> <li>▪ Foreign Embassy = Accounting date on SF-1221</li> <li>▪ SF-1081 = SF-1081 accomplished date</li> <li>▪ GOALS Charges = Date of GOALS charge for the transaction</li> </ul>
9	In the ACCTG PD field enter accounting period.
10	Tab to TRANS TYPE, and type in: <ul style="list-style-type: none"> <li>▪ Letter of Credit = LC</li> <li>▪ Foreign Embassy = FP</li> <li>▪ SF-1081 = SF</li> <li>▪ GOALS Charges = GC</li> </ul>
11	Tab to COMMENTS, and type in the necessary comment. (optional)
12	Tab to VENDOR CODE, and type in appropriate vendor code, derived from the Vendor Reference Table (VEND).
13	Tab to DIRECT DISB #, and type in the disbursement number.
14	Tab to DOCUMENT TOTAL, and type in the total amount of payment.
15	Press Enter and the ND line screen appears.

## ND Document Introduction, *continued*

*Example ND document line screen*

Below is an example of the ND document line screen.

COMMND:	DOCID: ND	07/13/00 13:01:15
STATUS: ACCPT	BATID:	SEC2: 001-001 OF 003
01-		
LINE #: 1	REF DOC #: 2	REF DOC LINE: 3
ACCP DATE:		LOG DATE:
VENDOR INV #/LINE:		INV DATE:
TRANS TYPE: 4	BFY:	FUND:
COST ORG/SUB:		PROGRAM:
JOB NUMBER:		RPTG:
REV SRCE/SUB:	CLOSED BFYS:	GL ACCOUNT:
DESCRIPTION:		CLOSED FUND:
INT REASON:	AMOUNT: 5	I/D: 6
QUANTITY:	ADV:	P/F: 7
OUTS REF AMT:		

*Required fields*

The table below shows required fields for the ND document line screen. The fields are highlighted in the example screen:

#	Field	Data
1	LINE #	Different 3-digit number for each line from 001 to 999
2	REF DOC #	Reference transaction code and document number of the document being referenced (Do not enter reference information on non-referencing NDs)
3	REF DOC LINE	Accounting line number in the referenced document of the line being referenced (Do not enter reference information on non-referencing NDs)
4	TRANS TYPE	Depends on type of disbursement: <ul style="list-style-type: none"> <li>▪ Letter of Credit = LC</li> <li>▪ Foreign Embassy = FP</li> <li>▪ SF-1081 = SF</li> <li>▪ GOALS Charges = GC</li> </ul> (not required if TRANS TYPE was entered on the header screen)
5	AMOUNT	Total amount of this line item
6	I/D	Increase/Decrease indicator
7	P/F	P (for a partial payment), or F (for a final payment) (Not required for non-referencing NDs)

## ND Document Introduction, *continued*

---

Enter ND Document  
line screen

**To enter a ND document line screen, follow the steps below:**

Step	Action
1	In LINE #, and type in a 3-digit number for each line from 001 to 999.
2	Tab to REF DOC#, and type the trans code and document number of the obligation document being referenced.  (Do not enter reference information on non-referencing NDs)
3	Tab to REF DOC LINE, and type in the document line number of the obligation document being referenced.  (Do not enter reference information on non-referencing NDs)
4	Tab to TRANS TYPE, and type in: <ul style="list-style-type: none"> <li>▪ Letter of Credit = LC</li> <li>▪ Foreign Embassy = FP</li> <li>▪ SF-1081 = SF</li> <li>▪ GOALS Charges = GC</li> </ul> (not required if TRANS TYPE was entered on the header screen)
5	Tab to BFY, and type in the budget fiscal year (not necessary if referencing another document).
6	Tab to FUND, and type in the (not necessary if referencing another document).
7	Tab to PROGRAM, and type in program accounting code (not necessary if referencing another document).
8	Tab to BOC/SUB, and type in the appropriate budget object code, derived from the Budget Object Code Table (BOCT) (not necessary if referencing another document).
9	Tab to AMOUNT, and type in the total amount for the line.
10	Tab to I/D, and type in the appropriate indicator. I for Increase, D for Decrease.
11	Tab to P/F, and enter the appropriate indicator. (Not required for non-referencing NDs, defaults to P)  <div style="text-align: center;">           Type P if this is a partial payment, or            Type F if this is the final order placed against the requisition.         </div>
12	Repeat steps 1 - 12 for remaining lines.

## ND Document Introduction, *continued*

---

13	Press Home key and type E in COMMND.
14	Press Enter to edit the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is SCHED.
15	Press Home key.
16	If there are no error messages at the bottom of the screen, type R in COMMND.
17	Press Enter to run the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.

---



# Standard Voucher Document (SV)



## SV Document Introduction

---

### *Purpose*

The Standard Voucher (SV) document is used to:

- ◆ Record accounting events that occur on a regular basis (expensing a prepaid item, recording monthly accruals, making accounting adjustments, etc.)
- ◆ Expense previously recorded expenditures
- ◆ Modify closed documents
- ◆ Post payroll or other interface transactions
- ◆ Make revenue and expenditure adjustments

NOTE: An SV document has limited access and requires approval.

---

### *Tables Updated*

The SV updates the following tables:

- ◆ Journal Voucher and Standard Journal Table (JVLT)
  - ◆ Budget Execution tables
  - ◆ Cross-reference tables
  - ◆ General Ledger tables
-

## SV Document Introduction, *continued*

---

*Example SV  
Document header  
screen*

**Below is an example of the SV document header screen.**

COMMND:	DOCID: 1	SEC2:
STATUS:	BATID:	
H-		
STANDARD VOUCHER DOCUMENT		
SV DATE:		ACCOUNTING PERIOD: 2
ACTION:	EXPENSE(E), REVENUE(R), GL(G), BUDGET(B): 3	
BUDGET FYS:		FUND:
REVERSAL PERIOD:		
COMMENT:		BUDGET OVERRIDE IND:
REF TRANS ID:		
DOCUMENT TOTAL: 4		
DESCRIPTION:		

*Required fields*

**The table below shows the required fields for the SV document header screen (when used for an expenditure adjustment):**

#	Field	Data	
1	DOCID	Trans Code	SV (type of document)
		Sec1 Code	Division Code (Area) (i.e. 01)
		Document #	Location Code+system-generated sequential number (i.e. 6402 0000001)
2	ACCOUNTING PERIOD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	EXPENSE (E), REVENUE (R), GENERAL LEDGER (G), BUDGET (B) INDICATOR	E to record a payment or expenditure.	
4	DOCUMENT TOTAL	Total amount of payment.	

## SV Document Introduction, *continued*

---

*Enter SV Document  
header screen*

To enter a SV document header screen, follow the steps outlined below:

Step	Action
1	Type L in ACTION (from any FFIS table screen).
2	In TABLEID field type SV.
3	Press the spacebar twice to clear possible remaining data.
4	Press Enter, and the SV header screen appears.
In the header screen...	
5	Tab to the next field, and type in the 2-digit SEC1 code 01.
6	Tab to the next field, and type in the document number.
7	Press Enter.  THIS IS A VERY IMPORTANT STEP - YOU MUST PRESS ENTER AT THIS POINT BEFORE CONTINUING.
8	Tab to ACCOUNTING PERIOD, and type the accounting period.
9	Tab to EXPENSE (E), REVENUE (R), GENERAL LEDGER (G), BUDGET (B) INDICATOR, and enter an E for a payment or expenditure.
10	Tab to DOCUMENT TOTAL, and type in the total amount of payment.
11	Press Enter and the SV line screen will appear.

---

## SV Document Introduction, *continued*

---

*Example SV  
Document line  
screen*

Below is an example of the SV document line screen.

COMMND:	DOCID:	06/27/00 17:24:42	
STATUS: ACCPT	BATID:	SEC2:	001-001 OF 002
01-			
LINE NUMBER: 1	TRANS TYPE: 2	EXP/REV/GL/BUD: 3	
BUDGET FYS: 4	FUND:	DIVISION:	
BUDGET ORG/SUB:	COST ORG/SUB:	PGM: 5	
BOC/REV SOURCE: 6	SUB BOC/SUB SRCE:	JOB:	RPTG: 7
CLOSED BFYS:	CLOSED FUND:		
VENDOR: 8	NAME:		QUANT:
SCHD FISC YR:	SCHD CAT:	SCHD TYP:	SCHD NO:
D.O.:	GUEST SYMBOL:		
REF TRAN ID:	DOC TYP:	AGREE #:	ADV:
INVOICE NO:	INVOICE DATE:		INVOICE LINE:
AMOUNT: 9	INC/DEC IND:	ACC DATE:	OBL FY:
DESCRIPTION:	TREAS NO:		

*Required fields*

The table below shows required fields for an expenditure adjustment SV document line screen. The fields are highlighted in the example screen:

#	Field	Data
1	LINE NUMBER	Different 3-digit number for each line from 001 to 999
2	TRANS TYPE	Transaction type 01 for expenditure
3	EXP/REV/GL/BUD	Entry required on the line only if different from the header
4	BUDGET FYS	Budget fiscal year
5	PGM	Program code
6	BOC/REV SOURCE	Budget object code
7	RPTG	Reporting category (if applicable)
8	VENDOR	Vendor code  If ARS cannot specify the vendor use: <ul style="list-style-type: none"> <li>• MISCG (Federal)</li> <li>• MISCN (Non-Federal)</li> </ul>
9	AMOUNT	Total amount of this line item

## SV Document Introduction, *continued*

Enter SV Document  
line screen

To enter a SV document line screen, follow the steps below:

Step	Action
1	Tab to LINE NUMBER, and type in a 3-digit number for each line from 001 to 999.
2	Tab to TRANS TYPE and type 01 (for expenditure).
3	Tab to EXP/REV/GL/BUD and type E (for Expense).
4	Tab to BFY and type in the budget fiscal year.
5	Tab to PGM and type the program code if applicable.
6	Tab to BOC/REV SOURCE, and type in the budget object code. <ul style="list-style-type: none"> <li>• A budget object code is required for expenditures. A revenue source is required for revenue adjustments.</li> <li>• A budget object code is not required for a balance sheet transfer</li> </ul>
7	Tab to RPTG and type the reporting category if applicable.
8	Tab to VENDOR and type in vendor code.
9	Tab to AMOUNT, and type in the total amount for the line.
10	Repeat steps 1-8 for remaining lines.
11	Press Home key and type E in COMMND.
12	Press Enter to edit the document.  If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is SCHED, if document requires approval the status is PEND1.
13	If the document requires approval, and there are no error messages at the bottom of the screen, close the document and have a person with approval authority open the document, review it, type A in COMMND, and press Enter to approve the document.
14	The person who approves the document may be able to type R in COMMND and press Enter to run the document. Otherwise, have the person close the document. Open the document, type R in COMMND, and press Enter to run the document.  If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.



# Standard Voucher Document (YE)



# YE Document Introduction

---

*Purpose*

The Standard Voucher (YE) document is used to:

- ◆ Record Period End Estimates
- 

*Tables Updated*

The YE document updates the following tables:

- ◆ Journal Voucher and Standard Journal Table (JVLT)
  - ◆ Budget Execution tables
  - ◆ Cross-Reference tables
  - ◆ General Ledger tables
- 

*Example YE  
Document header  
screen*

Below is an example of the YE document header screen.

COMMND:	DOCID: 1	06/27/00 17:24:00
STATUS: ACCPT	BATID:	SEC2:
H-		
STANDARD VOUCHER DOCUMENT		
SV DATE:	ACCOUNTING PERIOD: 2	
ACTION:	EXPENSE(E), REVENUE(R), GL(G), BUDGET(B):	
BUDGET FYS:	FUND:	
REVERSAL PERIOD: 3		
COMMENT:	BUDGET OVERRIDE IND:	
REF TRANS ID:		
DOCUMENT TOTAL: 4		
DESCRIPTION:		

---

## YE Document Introduction, *continued*

*Required fields*

The table below shows the required fields for the YE document header screen:

#	Field	Data	
1	DOCID	Trans Code	YE (type of document)
		Sec1 Code	Division Code (Area) (i.e. 01)
		Document #	Location Code+system-generated sequential number (i.e. 6402 0000001)
2	ACCOUNTING PERIOD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	REVERSAL PERIOD	Two-digit fiscal month and two-digit fiscal year (e.g., 05 02 for February 2002) in which the transaction will be automatically reversed.	
4	DOCUMENT TOTAL	Total amount of payment.	

*Enter YE Document header screen*

To enter a YE document header screen, follow the steps below:

Step	Action
1	Type L in ACTION (from any FFIS table screen).
2	In TABLEID field type YE.
3	Press the spacebar twice to clear possible remaining data.
4	Press Enter.  The Standard Voucher header screen appears. You will see the prompt at the bottom of the screen: TYPE BATID/DOCID AND PRESS ENTER.

## YE Document Introduction, *continued*

In the header screen...	
5	Tab to the second field of the DOCID and type in the 2-digit SEC1 (division code, e.g., 01).
6	Tab to the next field, and type in the document number.
7	Press Enter.  THIS IS A VERY IMPORTANT STEP - YOU MUST PRESS ENTER AT THIS POINT BEFORE CONTINUING.
8	Tab to ACCOUNTING PERIOD, and enter the accounting period.
9	Tab to REVERSAL PERIOD and enter the two-digit fiscal month and two-digit fiscal year (e.g., 05 02 for February 2002) in which the transaction will be automatically reversed. Note: All period end estimates require a reversal period.
10	Tab to DOCUMENT TOTAL, and type in the document total (after calculating the line amounts).
11	Press Enter and the YE line screen appears.

*Example YE document line screen*

**Below is an example of the YE document line screen.**

COMMND:	DOCID:	06/27/00 17:24:42
STATUS:	BATID:	SEC2: 001-001 OF 002
01-		
LINE NUMBER: 1	TRANS TYPE: 2	EXP/REV/GL/BUD: 3
BUDGET FYS: 4	FUND:	DIVISION:
BUDGET ORG/SUB:	COST ORG/SUB:	PGM: 5
BOC/REV SOURCE: 6	SUB BOC/SUB SRCE:	JOB: RPTG: 7
CLOSED BFYS:	CLOSED FUND:	
VENDOR: 8	NAME:	QUANT:
SCHD FISC YR:	SCHD CAT:	SCHD TYP: SCHD NO:
D.O.:	GUEST SYMBOL:	
REF TRAN ID:	DOC TYP: AGREE #:	ADV:
INVOICE NO:	INVOICE DATE:	INVOICE LINE:
AMOUNT: 9	INC/DEC IND: 10 ACC DATE:	OBL FY:
DESCRIPTION:		TREAS NO:

## YE Document Introduction, *continued*

---

### *Required fields*

The table below describes required fields for the YE document line screen highlighted in the preceding example screen:

#	Field	Data
1	LINE #	Different 3-digit number for each line from 001 to 999
2	TRANS TYPE	UN (for undelivered orders) DE (for delivered orders or accrued expenditures)
3	EXP/REV/GL/BUD	E (for expense)
4	BUDGET FYS	Budget fiscal year
5	PGM	Program code
6	BOC/REV SOURCE	Budget object code
7	RPTG	Reporting category (if applicable)
8	VENDOR	Vendor code If ARS cannot specify the vendor use: MISCG (Federal) MISCN (Non-Federal)
9	AMOUNT	Total amount of this line item
10	INC/DEC IND	I if the entered amount is an increase, D if the amount is a decrease.

---

## YE Document Introduction, *continued*

Enter YE Document  
line screen

To enter a YE document line screen, follow the steps outlined below:

Step	Action
1	In LINE NUMBER, type in a 3-digit number for each line from 001 to 999.
2	Tab to TRANS TYPE and type the appropriate transaction type:  DE - Estimates for delivered orders UN - Estimates for undelivered orders.
3	Tab to EXP/REV/GL/BUD and type E (for Expense).
4	Tab to BUDGET FYS and type in the budget fiscal year.
5	Tab to PGM and type the program code.
6	Tab to BOC/REV SOURCE, and type in the budget object code. A budget object code is required for expenditures.
7	Tab to RPTG and type in the reporting category if applicable.
8	Tab to VENDOR and type in vendor code.
9	Tab to AMOUNT, and type in the total amount for the line.
10	Tab to INC/DEC IND, and enter I if the entered amount is an increase, D if the amount is a decrease.
11	Repeat steps 1-10 for remaining lines.
12	Press Home key and type E in COMMND.
13	Press Enter to edit the document.  If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is SCHED, if document requires approval the status is PEND1.
14	If the document requires approval, and there are no error messages at the bottom of the screen, close the document and have a person with approval authority open the document, review it, type A in COMMND, and press Enter to approve the document.
15	The person who approves the document may be able to type R in COMMND and press Enter to run the document. Otherwise, have the person close the document. Open the document, type R in COMMND, and press Enter to run the document.  If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.



# Standard Voucher Document (B2)



# B2 Document Introduction

---

## *Purpose*

The Standard Voucher (B2) document is used for:

- ◆ Expenditure/Revenue adjustments
- ◆ Zero balance adjustments
- ◆ Transfers between program codes or budget object codes



B2's should only be done once the status of a payment voucher is marked "closed" on the Voucher Header Inquiry Table (PVHT).

## *Tables updated*

The Standard Voucher (B2) updates the following tables:

- ◆ Journal Voucher and Standard Journal Table (JVLT)
- ◆ Budget Execution tables
- ◆ Cross-Reference tables
- ◆ General Ledger tables

## *Example B2 Document header screen*

Below is an example of the B2 document header screen.

```
COMMND:          DOCID: 1          06/27/00 17:24:00
STATUS:          BATID:          SEC2:
H-
                STANDARD VOUCHER DOCUMENT

                SV DATE:          ACCOUNTING PERIOD: 2
                ACTION:          EXPENSE (E), REVENUE (R), GL (G), BUDGET (B):
                BUDGET FYS:          FUND:
REVERSAL PERIOD:
                COMMENT:          BUDGET OVERRIDE IND:
                REF TRANS ID:
                DOCUMENT TOTAL: 3
                DESCRIPTION:
```

## B2 Document Introduction, *continued*

*Required fields*

The table below shows the required fields for the B2 document header screen. The fields are numbered in the example screen.

#	Field	Data	
1	DOCID	Trans Code	B2 (type of document)
		Sec1 Code	Division Code (Area) (i.e. 01)
		Document #	Location Code+system-generated sequential number (i.e. 6402 0000001)
2	ACCOUNTING PERIOD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	DOCUMENT TOTAL	Total amount of payment. The B2 is a zero balance adjustment. Therefore, you must enter 0.00 for the Document total.	

*Enter B2 Document header screen*

To enter a B2 document header screen, follow the steps outlined below:

Step	Action
1	Type L in ACTION (from any FFIS table screen).
2	In TABLEID field type B2.
3	Press the spacebar twice to clear possible remaining data.
4	Press Enter.  The Standard Voucher header screen appears. You will see the prompt at the bottom of the screen: TYPE BATID/DOCID AND PRESS ENTER.
In the header screen...	
5	Tab to the second field of the DOCID and type in the 2-digit SECl (division code).
6	Tab to the next field, and type in the document number.
7	Press Enter.  THIS IS A VERY IMPORTANT STEP - YOU MUST PRESS ENTER AT THIS POINT BEFORE CONTINUING.
8	Tab to ACCOUNTING PERIOD, enter accounting period.
9	Tab to DOCUMENT TOTAL, and type in 0.00 for the total amount.

Step	Action
10	Press Enter, and the B2 line screen will appear.

## B2 Document Introduction, *continued*

---

*Example B2*  
*Document line*  
*screen*

Below is an example of the B2 document line screen.

COMMND:	DOCID:	06/27/00 17:24:42	
STATUS: ACCPT	BATID:	SEC2:	001-001 OF 002
01-			
LINE NUMBER: 1	TRANS TYPE: 2	EXP/REV/GL/BUD: 3	
BUDGET FYS: 4	FUND:	DIVISION:	
BUDGET ORG/SUB:	COST ORG/SUB:		PGM: 5
BOC/REV SOURCE: 6	SUB BOC/SUB SRCE:	JOB:	RPTG: 7
CLOSED BFYS:	CLOSED FUND:		
VENDOR: 8	NAME:	QUANT:	
SCHD FISC YR:	SCHD CAT:	SCHD TYP:	SCHD NO:
D.O.:	GUEST SYMBOL:		
REF TRAN ID:	DOC TYP:	AGREE #:	ADV:
INVOICE NO:	INVOICE DATE:		INVOICE LINE:
AMOUNT: 9	INC/DEC IND: 10	ACC DATE:	OBL FY:
DESCRIPTION:	TREAS NO:		

---

## B2 Document Introduction, *continued*

---

### *Required fields*

The table below describes required fields for the B2 document line screen. The fields are highlighted in the example screen:

#	Field	Data
1	LINE NUMBER	Different 3-digit number for each line from 001 to 999
2	TRANS TYPE	TO for expenditure or FI for sales revenue
3	EXP/REV/GL/BUD	E for expense or R for revenue
4	BUDGET FYS	Budget fiscal year
5	PGM	Program code
6	BOC/REV SOURCE	Budget object code for expense Revenue Source Code for revenue
7	RPTG	Reporting category (if applicable)
8	VENDOR	Vendor code If ARS cannot specify the vendor use: MISCG (Federal) MISCN (Non-Federal)
9	AMOUNT	Total amount of this line item
10	INC/DEC IND	I if the entered amount is an increase, D if the amount is a decrease.

---

## B2 Document Introduction, *continued*

Enter B2 Document  
line screen

To enter a B2 document line screen, follow the steps below:

Step	Action
1	In LINE NUMBER, type in a 3-digit number for each line from 001 to 999.
2	Tab to TRANS TYPE and type the appropriate transaction type TO (Expense Adjustments) or FI (Sales Revenue).
3	Tab to EXP/REV/GL/BUD and type E for Expense or R for Revenue.
4	Tab to BUDGET FYS and type in the budget fiscal year.
5	Tab to PGM and type the program code.
6	Tab to BOC/REV SOURCE, and type in the budget object code or a revenue source code. A budget object code is required for expenditures and a revenue source code is used for revenue.
7	Tab to RPTG and type in the reporting category if applicable.
8	Tab to VENDOR and type in MISCG or MISCN for the vendor code.
9	Tab to AMOUNT, and type in the total amount for the line.
10	Repeat steps 1-9 for remaining lines. B2 documents must have at least two lines.
11	Tab to INC/DEC IND, and enter I if the entered amount is an increase, D if the amount is a decrease.
12	Press Home key and type E in COMMND.
13	Press Enter to edit the document.  If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is SCHED, if document requires approval the status is PEND1.
14	If the document requires approval, and there are no error messages at the bottom of the screen, close the document and have a person with approval authority open the document, review it, type A in COMMND, and press Enter to approve the document.
15	The person who approves the document may be able to type R in COMMND and press Enter to run the document. Otherwise, have the person close the document. Open the document, type R in COMMND, and press Enter to run the document.  If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.





# Prior Year Recoveries



# Introduction

---

## Definition



A prior-year recovery is triggered by spending documents that free funds in the prior year. The amount recovered (the amount of the decrease to the obligation) is made available as an actual recovery in the current fiscal year. Prior-year recoveries are made on no-year funds and the first year of two-year funds.

## Recoveries

Prior Year Recoveries occur:

- ◆ Only with no-year funds or with the first year funds of two-year funds
- ◆ When an obligation incurred in one fiscal year is decreased in a subsequent fiscal year
- ◆ By modifying a document created in the prior year, or by referencing another document created in the prior year with a final liquidation for less than the remaining obligation balance at the end of the year

## Tables updated

Once a prior-year recovery is identified, the prior-year recovery amounts are updated on:

- ◆ Appropriation Table (APPR)
- ◆ Fiscal Year Appropriation Table (FAPP)



Once prior year money becomes available, then follow the steps in the Budget Execution Learner's Guide or Quick Reference Guide for budgeting the funds to the appropriate budget levels.



# Contract Holdback



# Introduction

---

## Definition



### Definition

A contract holdback is a portion of a payment amount "held back" for payment at a later date.

## Record contract holdbacks

To record a contract holdback, enter the Payment Voucher Document (PV) or Non-referencing Payment Voucher (NO) and include:

- ◆ A line type of H
- ◆ The holdback total in the `HOLDBACK TOTAL` field
- ◆ The contract holdback amount in the `DOCUMENT TOTAL` field

## Tables updated

All contract holdback payment lines update the Payment Voucher Holdback Table (PVCH).



Contract Holdbacks do not update the Voucher Line Table (PVLТ).

## Disbursement of holdbacks



Contract holdbacks are not automatically scheduled for the Automated Disbursements process. Instead, when you want to release a contract holdback for payment, enter a Payment Voucher document modification or batch to decrease the contract holdback line (specify a line type of H). Then, increase or create a non-holdback line.



# Vendor Inquiries



## Vendor Inquiries Overview

---

*Vendor inquiry  
research flow*

Using FFIS tables and various pieces of vendor information, obligations and payments can be traced from detail accounting information used on a transaction through to the check EFT number used to make a payment.

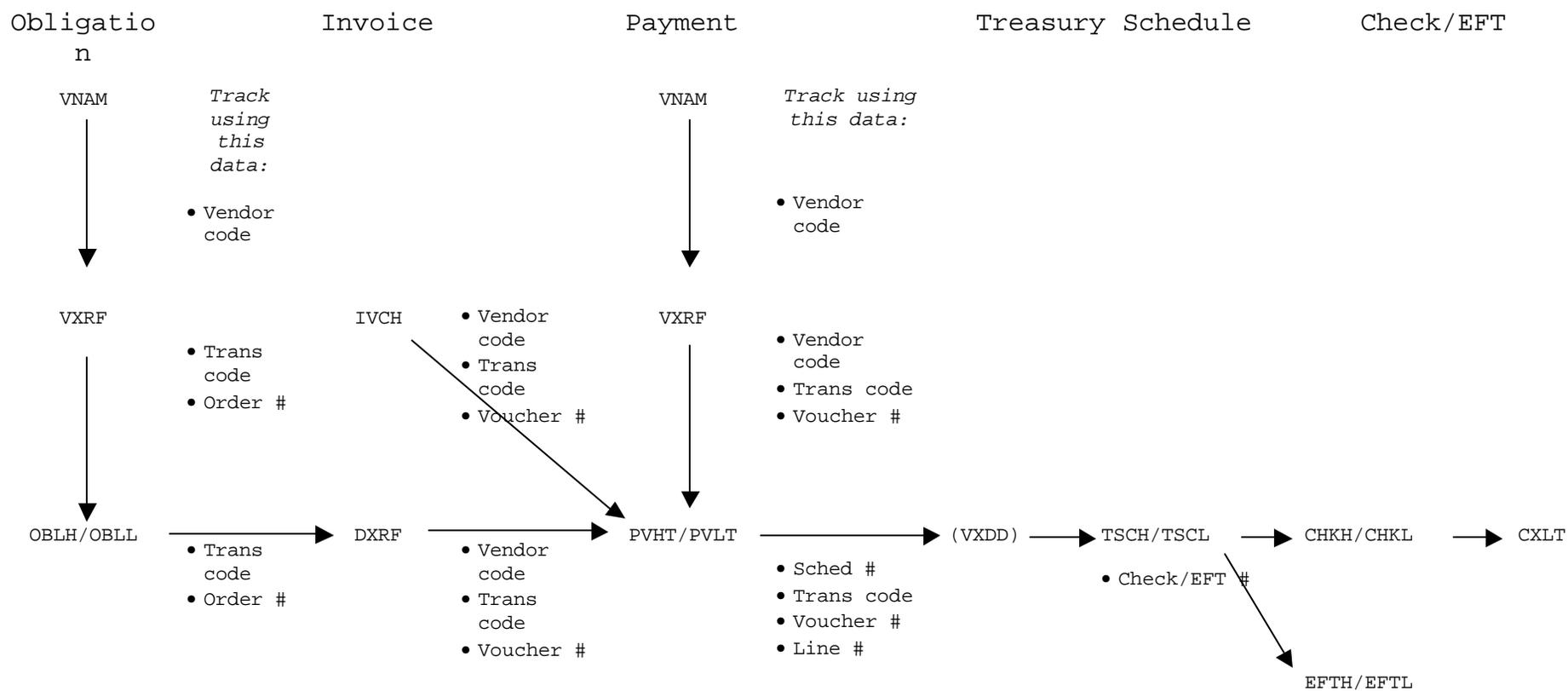
Researching a request for vendor information is displayed in the diagram below. The chart should be used in the following manner:

- ◆ Start with the information known at point of inquiry:
  - Obligation
  - Payment information
- ◆ Proceed down the appropriate column then to the right using info in parentheses to move from table to table



# Vendor Inquiries Overview, *continued*

## Vendor Inquiry Research Flow







## Vendor Inquiries Overview, *continued*

---

Accessing vendor information

Follow the steps below to begin the process of obtaining vendor information:

Step	Action
1	Identify the VENDOR NAME.
2	Determine from the VENDOR NAME what kind of transaction the vendor inquiry is about (e.g., a purchase order - Type 40, originally entered through PRCH).
3	Scan the Vendor Name Inquiry Table (VNAM), using the VENDOR NAME, to obtain the VENDOR CODE (e.g., 860449210 E).
4	Ask the vendor for the correct address, to verify that you have the correct entry.

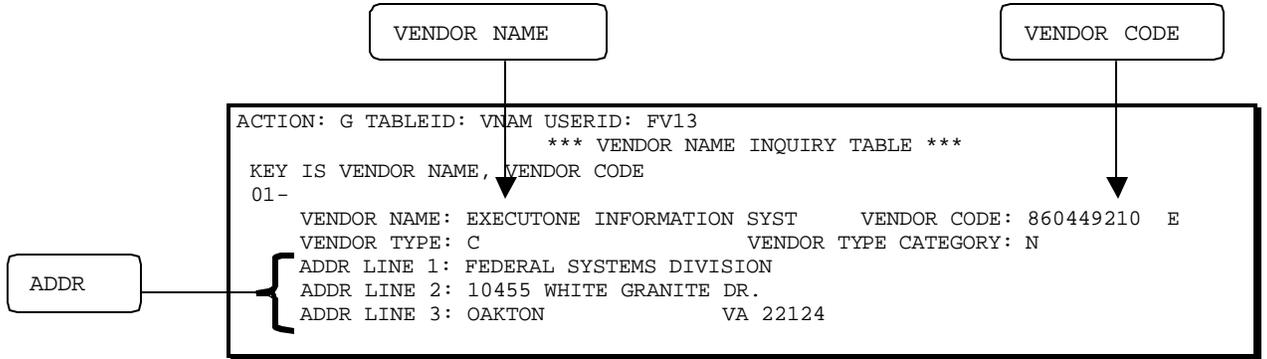


Most vendors will not be able to provide their vendor code in FFIS. It is necessary to use VNAM for this reason.

## Vendor Inquiries Overview, *continued*

Example screen

The screen below shows an example of the VNAME table.



Accessing  
transaction  
information

Follow the steps below to obtain appropriate transaction information:

Step	Action
1	Scan the Vendor Document Cross-Reference Inquiry Table (VXRF) to view documents processed for the vendor, using the VENDOR CODE.
2	Ask the vendor for the approximate amount of the transaction (e.g., invoice was for \$700).
3	Locate a payment document close to the amount using the Summary of Transactions Listing.

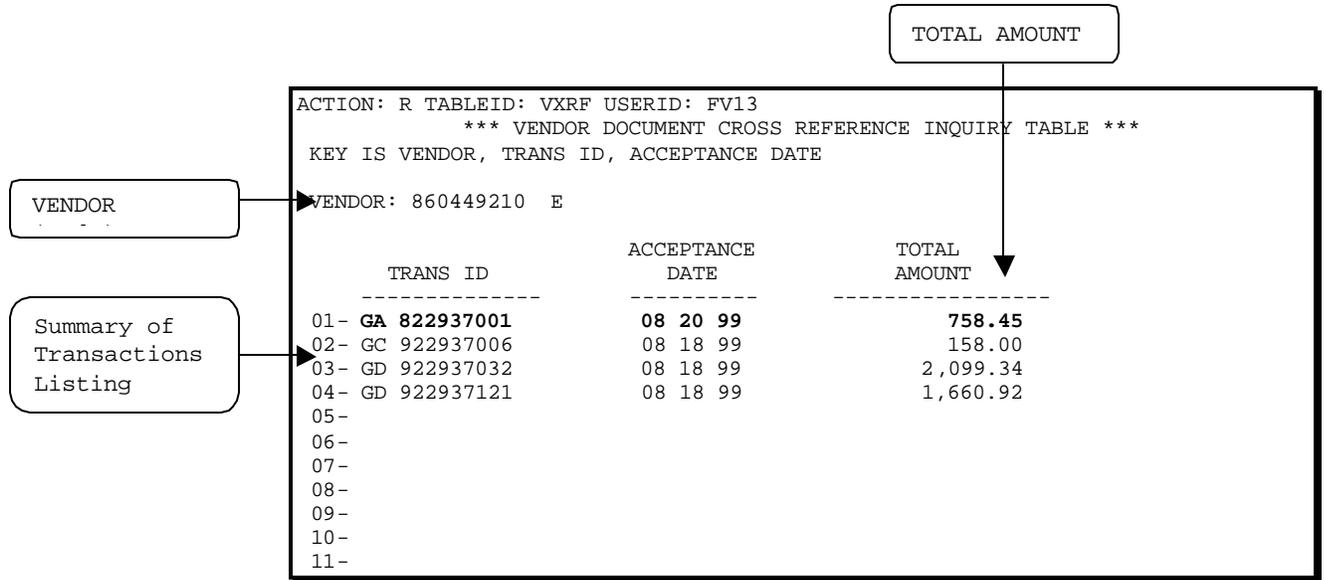


If there are too many payment documents to scan through in the Summary of Transactions Listing (e.g., frequently used vendor) skip to the next section of this document describing how to research in FFIS with information from the feeders. You can use the feeder system and GIDT/TIDT to speed up your search.

## Vendor Inquiries Overview, *continued*

Example VXRF  
screen

The screen below shows an example of the VXRF table.



Using OBLH, OBLL  
& DXRF

If after scanning the previously mentioned tables, you can locate a payment document resembling the document you are seeking, then:

- ◆ Using the `TRANS ID`, for the order document, scan the Purchase Orders Header Inquiry Table (OBLH) and the Purchase Order Accounting Line Inquiry Table (OBLL); and
- ◆ Using the `TRANS ID`, for the order document, scan the Document Cross-Reference Inquiry Table (DXRF) to determine if a payment document references the order document

## Vendor Inquiries Overview, *continued*

---

### *Check information*

Once you have obtained the obligation information either through going directly to OBLH or via DXRF, use the information to continue the vendor inquiry on payment and check information.

Below is a list of tables and the information that you will need to research an obligation or payment:

Table	To get to this table, you will need:
PVHT/PVLT	Vendor code, transaction code, document #
OBLH/OBLL	Transaction code, document #
DXRF	Vendor code, transaction code
VXDD	Vendor code, transaction code, document #
TSCH/TSCL	Vendor code, transaction code, document #, schedule #
VTXT	Vendor code, transaction code
CHKH/CHKL	Check #, Disbursing Office
EFTH/EFTL	Schedule category, schedule type, schedule #

---

## Vendor Inquiries Overview, *continued*

Treasury  
schedule, check  
and EFT tables

The chart below provides additional information on the tables noted in the Vendor Inquiry Research Flow:

Table ID	Table Name	Definition
VXDD	Payment Voucher Line, Disbursement Cross Reference Table	<p>Purpose: Contains payment amount, schedule status, and information.</p> <p>Links voucher lines to associated Treasury schedules, including payment amount and schedule status.</p>
TSCH	Treasury Schedule Control Header Table	<p>Purpose: Records Treasury's confirmation of a schedule and shows the current status of the schedule.</p> <p>Contains fields to record the Treasury actions such as date, amount and Treasury check range. Also displays information such as schedule status, voucher process date and amount, and number of payments processed.</p>
TSCL	Treasury Schedule Control Line Table	<p>Purpose: Displays information that links a schedule to the voucher lines that appear on the schedule, and the payment sequence or check numbers assigned to the payments on the schedule.</p> <p>Also shows the processing status of the schedule and payment lines on the schedule.</p>
CHKH	Check Header Table	<p>Purpose: Stores summary information about checks that have been generated, such as the check number, payee's name and address, and the amount of the check.</p> <p>Allows the user on-line inquiry access to the checks that have been generated.</p>
CHKL	Check Line Table	<p>Purpose: Stores detailed information about voucher that comprises the dollar total for a check.</p> <p>Contains each voucher used to produce a single check amount. Provides on-line access to the payment vouchers included on a particular check. Also displays all payment vouchers that are combined to produce a single check amount.</p>
EFTH	Electronic Transfer Header Table	<p>Purpose: Records summary Electronic Funds Transfer (EFT) payment and voucher information.</p> <p>Includes schedule, EFT payment sequence number, payee's name and address, and the amount of the payment for all processed EFT payments.</p>
EFTL	Electronic Transfer Line Table	<p>Purpose: Records detailed Electronic Funds Transfer (EFT) payment and voucher information that comprises the total dollar amount for a payment.</p>
VTXT	Voucher Text Data Entry Table	<p>Purpose: Associates lines of text with a specific voucher.</p>

CXLT	Check/EFT Cancellation Table	Purpose: Records check and Electronic Funds Transfer (EFT) status, confirmation of cancellation, and backout requests.  Shows a record of Treasury's confirmation of cancellation and the request to backout a previously posted cancellation.
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---

## Vendor Inquiries Overview, *continued*

*Frequently asked questions*

Below is a table, which lists:

- ◆ Frequently asked questions
- ◆ FFIS inquiry table to access the information
- ◆ Key field(s) for that table
- ◆ Field that contains your answer

Question	Table	Key Fields	Answer Field
How do I find a vendor's account history?	VXRF	VENDOR	<ul style="list-style-type: none"> <li>• List all documents that used this vendor code</li> <li>• Use listing of transaction codes in Spending Quick Reference Guide to identify types of transactions.</li> </ul>
How do I research individual payment vouchers, specifically:			
Address of payment paid?	PVHT	VENDOR CODE + TRANS CODE + VOUCHER NO	Address
Budget Code charged?	PVLT	VENDOR CODE + TRANS CODE + VOUCHER NO	Accounting information
Amount of payment?	PVHT/PVLT	VENDOR CODE + TRANS CODE + VOUCHER NO	Payment voucher
Payment date for an unpaid invoice?	PVHT	VENDOR CODE + TRANS CODE + VOUCHER NO	Schedule date
Actual date of payment for a paid invoice?	VXDD	VENDOR CODE, TC	Vendor code, transaction code
Actual date of payment for a paid invoice?	TSCL	AGENCY SCHED #	Schedule number
Actual date of payment for a paid invoice?	TSCH	SCHEDULE NUMBER	Schedule number

## Vendor Inquiries Overview, *continued*

Question	Table	Key Fields	Answer Field
How do I research an invoice to find the date that it was paid and the amount paid?	PPDT	Vendor code + invoice # + invoice date	
How do I research a vendor by name?	VXRF	VENDOR	Transaction ID
Have obligations been recorded for that vendor?  Have expenditures been recorded for that vendor?	OBLH/OBLL	TRANS CODE + ORDER NUMBER or document ID	Ordered amount or Expended amount
How do I research a discount on payments?	PPDT	Vendor code + invoice number + invoice date	Invoice amount, paid amount, interest amount, discount amount

## Vendor Inquiries Overview, *continued*

Using feeders  
systems for  
vendor inquiry



When doing a vendor inquiry, you may need to go into a feeder system to get the vendor information needed to answer the question. Information that you need depends on the interface. Refer back to the Interface section of this guide for that information.

The Generic Interface Document Cross Reference Table (GIDT) and the Travel Interface Document Cross Reference Table (TIDT) link the feeder systems to FFIS. Having specific feeder system information will enable you to determine the particular FFIS document created from that feeder system. *Refer to the screen example and highlighted fields on the following page.*

Example use of  
GIDT

Below is an example of a frequently asked question involving the feeder system PRCH, the table needed to get the information and the steps to answer the question:

Question	Table	Key Fields	Answer Field
How do I find an FFIS payment made to a vendor using only an agency specific account number?	GIDT/ TIDT	Key 1 - FFIS account number	Key 1 information will vary depending on the feeder

Step	Action
1	Identify the Purchase Order Number (PO #).
2	Access the GIDT by typing S in COMMND (from any FFIS table), and GIDT in TABLEID.
3	Tab to AGENCY, and type 03 (ARS agency code).
4	Tab to FEEDER SYSTEM ID, and type PRCH (feeder name).
5	Tab to KEY 1, and type the PO # from the Purchase Order Invoice Details screen.  Press Enter to return the FFIS document created from the PRCH PO #.  Use the DXRF table to inquire on payments made against obligations.

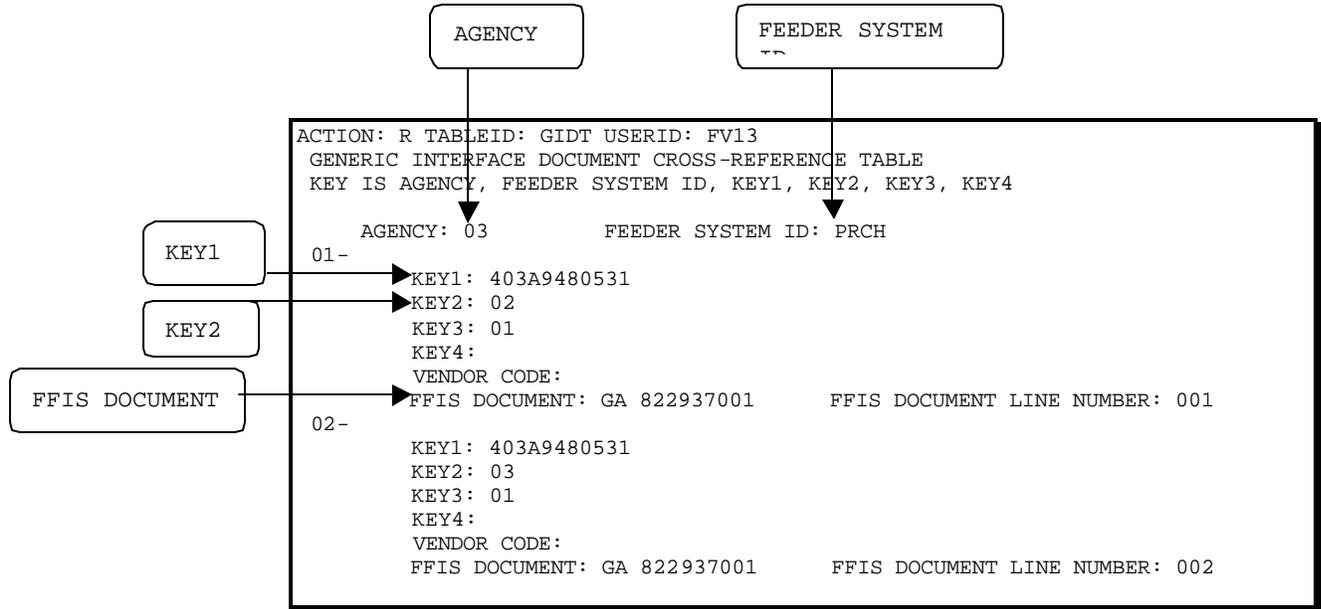
6	<p>Press Home key, and type R in COMMND to refill the screen until the payment record is found.</p> <p>If a payment has been made against the purchase order in PRCH, there is another record on GIDT table that has "Last Payment Number" in KEY2.</p>
---	---

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# Vendor Inquiries Overview, *continued*

GIDT screen

Below is an example of the GIDT screen, with key fields highlighted.





# Spending Tables



# Introduction

---

## *Overview*

There are three types of spending tables:

- ◆ Data entry tables
- ◆ Reference tables
- ◆ Inquiry tables

Each of these tables is related to the purchasing and accounts payable subsystems of FFIS. For the purposes of this guide, only the tables deemed as immediately useful for error correction or inquiry are depicted.

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## Data Entry Tables

---

### *Introduction*

Data entry tables are used for simple transaction processing that does not require document entry. The information:

- ◆ Entered, typically does not have any accounting significance at the time of entry
  - ◆ Added to this table does not directly update the journals
  - ◆ Is used to build documents at a later date
- 

### *Spending data entry tables*

The following spending data entry tables will be described in subsequent pages:

- ◆ Recurring Payment Voucher Table (REPV)
  - ◆ Voucher Text Data Entry Table (VTEXT)
-

# Recurring Payment Voucher Table (REPV)

---

## Purpose

The REPV table is used to provide information that the system uses to automatically create payment voucher transactions on a regular basis (e.g. for monthly rent payments).



Once Payment Voucher document header information is entered into REPV, it cannot be changed. To change the entry, either delete it and re-add it, or modify the created payment voucher before it is processed.

## Example REPV screen

Below is an example of the REPV table used for data entry purposes, with required fields numbered.

```
ACTION: 1 TABLEID: REPV USERID: FV17
RECURRING PAYMENT VOUCHER DATA ENTRY TABLE
KEY IS TRANS CODE, PV NUM, LINE NO

TRANS CODE:2 PV NUM: 3 SUBM DIV: 4 FREQ TYPE: 5:
ENTRY START DATE: 6 ENTRY END DATE: 7 LATEST DATE:
VENDOR CODE: 8 TRANS TYPE: 9 VCHR TYPE:
AGREEMENT NUMBER: FA IND: CHECK TYPE:
SCHEDULING TYPE: 10 PROMPT PAY TYPE:

LINE NO: 11 REF DOC NO: REF DOC LINE:
VENDOR INV #/LINE: VENDOR INVOICE DATE:
TRANS TYPE: 12 BFY: 13 FUND: BUDGET ORG/SUB:
COST ORG/SUB: PROGRAM: 14 BOC/SUB: 15
JOB NUMBER: RPTG: GL ACCOUNT:
REV SRCE/SUB: DESCR:
QUANTITY: AMOUNT: 16 I/D: P/F:
ADVANCE FLAG: VI LOG DATE: LINE TYPE:
DISCOUNT %: / AMOUNT: DAYS:
DISCOUNT %: / AMOUNT: DAYS:
DISCOUNT %: / AMOUNT: DAYS:
```

## Recurring Payment Voucher Table (REPV), *continued*

The table below shows required fields for the REPV screen. The fields are numbered in the example screen:

*Required  
Fields*

#	Field	Data
1	ACTION	Enter A to add a new record, or D to delete a record (REPV entries cannot be changed, but can be deleted and reentered)
2	TRANS CODE	Enter the transaction code that applies to the recurring payment voucher being created
3	PV NUM	Enter an alphanumeric code for this PV document. It will become the first 9 digits of the document number of the generated documents. The last 2 digits will be added when the PV is generated. They will be the month from the to-date parameter.
4	SUBM DIV	Enter the code that you want to have as the division in the document ID of the generated document. This division must be valid for the entry start date's year.
5	FREQ TYPE	<p>Enter the appropriate code to specify how often the document should be generated and added to SUSF. Valid codes are:</p> <p style="margin-left: 40px;">F One-time future document. The document will be generated once, on or after the entry start date.</p> <p style="margin-left: 40px;">M Monthly. The document will be generated once a month, starting on or after the entry start date, and ending on the entry end date.</p> <p style="margin-left: 40px;">B Bimonthly. The document will be generated once every two months, between the starting and ending dates.</p> <p style="margin-left: 40px;">Q Quarterly. The document will be generated once a quarter, between the starting and ending dates.</p> <p style="margin-left: 40px;">A Annually. The document will be generated once a year, on the ending date.</p>
6	ENTRY START DATE	Enter the date on which the first recurring payment voucher document should be generated

Recurring Payment Voucher Table (REPV),  
*continued*

#	Field	Data
7	ENTRY END DATE	Enter the date after which the recurring payment voucher document should not be generated (MMDDYY). Leave blank for frequency type of F.
8	VENDOR CODE	Enter the code for the vendor associated with this payment
9	TRANS TYPE	Enter the appropriate transaction type
10	SCHEDULING TYPE	H The generated document is to be scheduled as held on SUSF  O The document is to be scheduled for offline processing
11	LINE NO	Enter the number to be associated with the payment voucher, from 001 to 999
12	TRANS TYPE	Enter the appropriate transaction type
13	BFY	Enter the two-digit budget fiscal year
14	PROGRAM	Enter the appropriate program code for this line
15	BOC/SUB	Enter the appropriate budget object code
16	AMOUNT	Enter the total amount for the line

## Recurring Payment Voucher Table (REPV), *continued*

Enter data on  
REPV

Follow the steps below to enter required recurring payment voucher information into the REPV table:

Step	Action
1	Type N in ACTION (from any FFIS table screen).
2	Tab to TABLEID, and type REPV.
3	Press Enter.
4	Press the Home key.
5	Type A in ACTION to add a new record.
6	Tab to TRANS CODE, and enter the transaction code that applies to the recurring payment voucher being created.
7	Tab to PV NUM, and enter an alphanumeric code for this PV document. It will become the first 9 digits of the document number of the generated documents.
8	Tab to SUBM DIV, and enter the code that you want to have as the division in the document ID of the generated document.
9	Tab to FREQ TYPE, and type M for monthly.
10	Tab to ENTRY START DATE and enter the date on which the first recurring payment voucher document should be entered.
11	Tab to ENTRY END DATE, and enter the date after which the recurring payment voucher document should not be generated (MMDDYY).
12	Tab to VENDOR CODE, and enter the code for the vendor associated with this payment.
13	Tab to TRANS TYPE and enter the appropriate transaction type.
14	Tab to SCHEDULING TYPE, and type H. (The generated document is to be scheduled as held in SUSF.)
15	Tab to LINE NO, and enter the number to be associated with the payment voucher.
16	Tab to TRANS TYPE and enter the appropriate transaction type
17	Tab to BFY and enter the two-digit budget fiscal year.
18	Tab to PROGRAM and enter the appropriate program code for this line.
19	Tab to BOC/SUB, and type in the appropriate budget object code, derived from the Budget Object Code Table (BOCT).
20	Tab to AMOUNT, and type in the total amount for the line.

21	Press Enter to add this entry to the table.
----	---

# Voucher Text Data Entry Table (VTXT)

---

*Purpose*

The Voucher Text Data Entry Table (VTXT) is used to associate lines of text with a specific voucher.

---

*Example screen*

Below is an example of the VTXT table used for data entry purposes, with required fields numbered.

```
ACTION: 1  TABLEID:    VTXT  USERID:  FRED
VOUCHER TEXT DATA ENTRY TABLE
KEY IS VENDOR CODE, TRANS CODE, VOUCHER NUMBER, TRAVEL ADVANCE NUMBER,
      TEXT LINE
VENDOR CODE: 2          TRANS CODE: 3  VOUCHER NUMBER: 4
TRAVEL ADVANCE NUMBER: 5

      TEXT                                     TEXT
-----                                     -----
01-                                     6                                     7
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
```

---

	What is entered here will appear on checks.
---	---

---

## Voucher Text Data Entry Table (VTXT), *continued*

The table below shows required fields for the VTXT screen. The fields are numbered in the example screen:

*Required  
Fields*

#	Field	Data
1	ACTION	A to add a new record, or D to delete a record
2	VENDOR CODE	The code for the vendor to be paid
3	TRANS CODE	The transaction code of the voucher for which you wish to add lines of text
4	VOUCHER NUMBER	The document number of the voucher for which you wish to add lines of text
5	TRAVEL ADVANCE NUMBER	The advance number from the transaction that identifies the advance (Required only for travel order transactions)
6	TEXT	Text you wish to associate with this document (A blank text line is not permitted)
7	TEXT LINE	Enter the number of each text line (If left blank, defaults to text line numbers in increments of 10)

## Voucher Text Data Entry Table (VTXT), *continued*

**Follow the steps below to enter required information into the VTXT table:**

*Enter data on  
VTXT*

Step	Action
1	Type A in ACTION.
2	Tab to VENDOR CODE, and enter the Tax Identification Number (TIN/EIN) or Social Security Number of the vendor, plus a sequential alpha character(s).  Example:            TIN 931234567 A            or    SSN 123456789C A
3	Tab to TRANS CODE, and enter the transaction code of the voucher for which you wish to add lines of text.
4	Tab to VOUCHER NUMBER, and enter the document number of the voucher for which you wish to add lines of text.
5	Tab to TRAVEL ADVANCE NUMBER, and enter the advance number from the transaction that identifies the advance. (Required only for travel order transactions.)
6	Tab to TEXT, and enter the text that you wish to associate with this document. (A blank text line is not permitted.)
7	Tab to TEXT LINE, and enter the number of each text line.
8	Press Enter.

## Reference Tables

---

### *Introduction*

FFIS reference tables supply general information for use on documents and define valid data elements.

---

### *Spending reference tables*

The following spending reference tables will be described in subsequent pages:

- ◆ Automatic Document Numbering Table (ADNT)
  - ◆ Budget Object Code Reference Table (BOCT)
  - ◆ Prompt Pay Reference Table (PPAY)
  - ◆ Vendor Reference Table (VEND)
-

# Automatic Document Numbering Table (ADNT)

---

*Purpose*

The Automatic Document Numbering Table (ADNT) is used to automatically generate sequential document numbers for on-line documents. It will be used for SV, B2 and YE documents in conjunction with the a Location Code.

---

*Example ADNT  
screen*

Below is an example of the ADNT table.

ACTION: R TABLEID: ADNT USERID: FRED						
AUTOMATIC DOCUMENT NUMBERING TABLE						
KEY IS TRAN CODE, SECL CODE, DOCUMENT NUMBER PREFIX						
TRAN	SUBM	DOCUMENT	LAST	DATE LAST	TIME LAST	LOG
CODE	DVSN	NUMBER	DOCUMENT	NUM USED	NUM USED	FLAG
		PREFIX	NUMBER USED			
-----	-----	-----	-----	-----	-----	-----
01-	SV					
02-	SV					
03-	SV					
04-	SV					
05-	SV					
06-	B2					
07-	B2					
08-	B2					
09-	YE					
10-	YE					
11-						
12-						
13-						

---

# Budget Object Code Reference Table (BOCT)

---

*Purpose*

The Budget Object Code Reference Table (BOCT) defines Budget Object Codes (BOCs) for specific goods and services that the government purchases.

---

*Example screen*

Below is an example of the BOCT table.

ACTION: R TABLEID: BOCT USERID: FRED													
BUDGET OBJECT CODE REFERENCE TABLE													
KEY IS BFY, BUDGET OBJECT CODE													
	BUDGET	FED	BOC	SUB								BOC	BOC=
BFY	OBJECT	OBJ	OBJ	PS	BOC	1099	BUDG	TRVL	BUDG	BUDG		POST	REF
	CODE	CLS	CLS	IND	IND	IND	TYPE	FLAG	FLAG	BOC		FLAG	BOC
----	-----	---	---	---	---	---	----	-----	-----	-----	----	-----	-----
01-	02	1100		11	N	N	Y	N	N	N	1000	N	N
		NAME: PERSONNEL COMPENSATION						SHORT: PERS. COMP.					
02-	02	1101	111	11	N	N	N	N	N	N	1000	N	N
		NAME: BS PY US NON-WAGE BOARD FTP						SHORT: US NW FULL P					
03-	02	1102	111	11	N	N	N	N	N	N	1000	N	N
		NAME: BS PY FRGN US RATES FTP						SHORT: FRGN FULL PE					
04-	02	1103	111	11	N	N	N	N	N	N	1000	N	N
		NAME: BS PY FRGN/LCL RATES FTP						SHORT: FRGN LCL FUL					
05-	02	1104	111	11	N	N	N	N	N	N	1000	N	N
		NAME: BS PY US WAGE BOARD FTP						SHORT: US W FULL PE					
06-	02	1105	111	11	N	N	N	N	N	N	1000	N	N
		NAME: EMPLOYEE INDEBTEDNESS						SHORT: EMP INDEBTED					
07-	02	1106	111	11	N	N	N	N	N	N	1000	N	N
		NAME: LUMP SUM CREDIT HOURS						SHORT: LP CREDIT HO					

---

## Budget Object Code Reference Table (BOCT), *continued*

*BOCT field descriptions*

The table below provides a description of fields on the Budget Object Code Reference Table (BOCT):

Field	Requirements	Default Values	What to Enter
BUDGET FY (Key)	Required	No default value.	Enter the last two digits of the budget fiscal year.
BUDGET OBJECT CODE (Key)	Required	No default value.	Enter the code (BOC) that identifies the item or service.
OBJ CLS	Optional	No default value.	Enter the code from the Object Class Table (OCLS) that best describes the object being defined by this BOC.
FED OBJ CLS	Optional	No default value.	Enter the code from the Federal Object Class (Object Category) Table (OCAT) that best describes the object being defined on this line.
BOC PS IND	Optional	Defaults to N.	Enter Y if this line is payroll-related. Otherwise, enter N. Do not change this indicator in the middle of a fiscal year.
SUB BOC IND	Optional	Defaults to N.	Enter Y if subobject codes are required on accounting documents when this budget object code is used.
1099 IND	Optional	Defaults to N.	Enter Y if disbursements under this BOC are to be included on the SF-1099 report.

Field	Requirements	Default Values	What to Enter
BUDG TYPE	Required, if the BUDG FLAG is Y.	If the BUDG FLAG is N, this field will default to N. Otherwise, defaults to D.	Indicates whether dollar amounts, FTEs, or both dollar amounts and FTEs can be budgeted to this budget object class. Enter D for dollars, F for FTEs, or B for both.

Budget Object Code Reference Table  
(BOCT), *continued*

Field	Requirements	Default Values	What to Enter
TRAVEL FLAG	Optional	Defaults to N.	Enter Y to indicate that this BOC may be referenced by a document with a travel type. Enter N to indicate that this BOC may not be referenced by a travel document.
BUDG FLAG	Optional	Defaults to Y.	Enter Y if this object code can be used to establish a budget. Otherwise, enter N.
BUDG BOC	Required	If the BUDG FLAG is Y, defaults to the BOC. Otherwise, defaults to spaces.	If the BUDG FLAG is N, enter a budget BOC.

# Prompt Pay Reference Table (PPAY)

---

## Purpose

The Prompt Pay Reference Table (PPAY) defines:

- ◆ Processing Rules for prompt payment
  - ◆ Interest and penalty rates for invoices paid late, according to the prompt payment requirements
- 

## Example screen

Below is an example of the PPAY table.

```
ACTION: R TABLEID: PPAY USERID: FRED
PROMPT PAY REFERENCE TABLE
KEY IS FISCAL YEAR, PROMPT PAY TYPE
01-
  FISCAL YEAR: 02          PROMPT PAY TYPE: O
      PAYMENT LAG: 030
      INTEREST # OF DAYS: 000    TRIGGER DATE FLAG: L
      PENALTY RATE: 0.00        PENALTY AMOUNT: 0.00
EXCEPTION DAYS TRIGGER LEVEL: 000

EFFECTIVE INTEREST DATE          EFFECTIVE INTEREST RATE
01 / 01 / 99                    5.000
07 / 01 / 99                    6.500
01 / 01 / 00                    6.750
07 / 01 / 00                    7.250
01 / 01 / 01                    6.375
```

## Prompt pay types

The following table lists the different Prompt Pay Types to be entered in FFIS:

Prompt Pay Type	Payment Lag
N	5 Days
M	7 Days
P	10 Days
D	10 Days
C	14 Days
X	20 Days
O	30 Days
P	10 Days
F	0 Days

---

Prompt Pay Reference Table (PPAY),  
*continued*

PPAY field  
 descriptions

The table below provides a description of fields on the Prompt Pay Reference Table (PPAY):

Field	Requirements	Default Values	What to Enter
FISCAL YEAR (Key)	Required	No default value.	Enter the last two digits of the applicable fiscal year.
PROMPT PAY TYPE (Key)	Required	No default value.	Enter a user-defined code for the prompt pay type associated with the commodities or services.
PAYMENT LAG	Optional	Defaults to zero.	Enter the number of days that a payment should be held before being paid.  This field is used in conjunction with the PAYMENT SCHEDULING BASE DATE (determined in the payment voucher program) and SELECT DAYS LAG in the Disbursing Options Table (DOPT) to determine scheduled payment date.
INTEREST # OF DAYS	Optional	Defaults to zero.	Enter the incremental number of days from payment lag after which interest and penalties would begin to accrue on a payment.

Prompt Pay Reference Table (PPAY),  
*continued*

Field	Requirements	Default Values	What to Enter
TRIGGER DATE FLAG	Required	No default value.	<p>This flag is used to determine the appropriate Schedule Payment Date (by the PV processor), and the Interest Base Date (during the Automated Disbursement process). Valid values for this field are:</p> <p>L Use for payments subject to the standard Prompt Pay rules where schedule date is based on the later of the invoice log date versus acceptance date.</p> <p>D Use for special commodities payments for which Prompt Pay rules are based on the acceptance/delivery of goods.</p> <p>I Use for construction in progress, and special commodities payments for which Prompt Pay rules are based on the Invoice Log date.</p>
PENALTY RATE	Required if interest number of days is entered. Otherwise, leave blank.	Defaults to zero.	Enter the penalty rate that would apply if a payment qualifies for the application of a penalty. This is an annual rate.
PENALTY AMOUNT	Optional	Defaults to zero.	Enter the dollar amount of a flat rate penalty to be applied to any payment that qualifies. This amount will be added to any penalty amount calculated based on the penalty rate.

EXCEPTION DAYS TRIGGER LEVEL	Optional	Defaults to zero.	Enter the maximum number of days from the time an invoice is logged until the time it is returned to the vendor before exception days apply.
---------------------------------------	----------	----------------------	---

Prompt Pay Reference Table (PPAY),  
*continued*

---

Field	Requirements	Default Values	What to Enter
EFFECTIVE INTEREST DATE	Required if effective interest rate is entered.	No default value.	Enter the first date that the interest rate will be effective. Up to five separate dates and rates may be entered. The interest date must be valid in the Calendar Date Table (CLDT).
EFFECTIVE INTEREST RATE	Required if effective interest rate is entered.	No default value.	Enter the numeric effective interest rate in the format 99.999. This is an annualized rate.

---

## Vendor Reference Table (VEND)

---

### Purpose

The Vendor Reference (VEND) table is a reference table used to define codes for vendors, organizations, and persons with whom the government does business.



You must have VEND edit access to add records to the VEND table.

### Example VEND screen

Below is an example of the VEND table.

```
ACTION:  TABLEID:  VEND USERID:  FRED
VENDOR REFERENCE TABLE
KEY IS VENDOR CODE
VENDOR CODE:                VENDOR NAME:                SECT:
ADDR LINE 1:                VEND TYPE:                VEND TYPE CAT:
ADDR LINE 2:                MISC VEND:                GROUP CK IND:
ADDR LINE 3:                PHONE:
CONTACT:                    GRP BILLS:                GROUP DUNNING:
COMMENTS:                    ARTYPE:                ACTIVE VENDOR:
AR CONTACT:                VEND/PROV CODE:                HOME ORG:
CUST REF #:                CUST TYPE:                CREDIT CARD:
CUST ACCT:                FACTS DEPT ID:                FACTS BUREAU ID:
PAYMNT HOLD:                PAY LAG:                ACH PRENOTE IND:                ACH PAY FORMAT:
PPAY TYPE:                LAST PAY DATE:                TIN TYPE:                TIN VERIFIED IND:
CALENDAR YTD DISB:                TIN VALIDATION DATE:
TAXPAYER ID #:                PAYMENT CAT:                1099 VEND:                1099 NAME/ADDRESS:
OFFSET ELIGIBILITY:                VENDOR NAME XREF:                SECT:
-- BANK INFORMATION --
EFT FLAG:                BANK NAME:                BANK NUMB:
ACCT NUMB:                BANK ACCT TYPE:
CITY:                STATE:                ZIP CODE:
CORR BANK:                CORR BANK NUMB:
```

# Inquiry Tables

---

## *Introduction*

Inquiry tables are automatically updated by document processing. Direct entry of data into these tables is not possible. Inquiry tables are used for reporting and inquiry.

---

## *Spending inquiry tables*

The following is a list of spending inquiry tables. Each will be described in subsequent pages:

- ◆ Check Header Inquiry Table (CHKH)
- ◆ Document Cross Reference Inquiry Table (DXRF)
- ◆ EFT Header Inquiry Table (EFTH)
- ◆ EFT Daily Inquiry Table (EFTL)
- ◆ Generic Interface Document Cross Reference Table (GIDT)
- ◆ Invoice Payment Voucher-Check/EFT Cross Ref. Inquiry Table (IVCH)
- ◆ Journal Voucher & Standard Journal Inquiry Table (JVLT)
- ◆ Orders Header Inquiry Table (OBLH)
- ◆ Purchase Order Accounting Line Inquiry Table (OBLL)
- ◆ Voucher Header Inquiry Table (PVHT)
- ◆ Voucher Line Inquiry Table (PVLT)
- ◆ Requisition Header Inquiry Table (REQH)
- ◆ Requisition Line Inquiry Table (REQL)
- ◆ Document Suspense File Table (SUSF)
- ◆ Travel Interface Document Inquiry Table (TIDT)
- ◆ Travel Order Header Inquiry Table (TOHT)
- ◆ Travel Order Line Inquiry Table (TOLT)
- ◆ Treasury Schedule Control Header Table (TSCH)
- ◆ Treasury Schedule Control Line Inquiry Table (TSCL)
- ◆ Travel Voucher Header Inquiry Table (TVHT)

## Inquiry Tables, *continued*

---

- ◆ Travel Voucher Accounting Line Inquiry Table (TVAT)
  - ◆ Vendor Cross Reference Table (VCXT)
  - ◆ Payment Voucher Line-Disbursement Document Cross Reference Table (VXDD)
  - ◆ Vendor Document Cross Reference Table (VXRF)
-

# Check Header Inquiry Table (CHKH)

---

*Purpose*

The Check Header Inquiry Table (CHKH) displays information about checks that have been generated.

---

*Example screen*

Below is an example of the CHKH table.

```
ACTION: S TABLEID: CHKH USERID: FRED
*** CHECK HEADER INQUIRY TABLE ***
KEY IS CHECK NUM, D.O.
01-
  CHECK NUM:          D.O.:          OFFSET INDICATOR:
  FISC YR:    SCHD CAT:    SCHD TYPE:    AGENCY SCHEDULE NO:
  PAYEE:          CHECK DATE:    CANCELED IND:
  AMOUNT:          MANUAL CHECK IND:
  PAYEE NAME:
  PAYEE ADDRESS LINE 1:
  PAYEE ADDRESS LINE 2:
  PAYEE ADDRESS LINE 3:
02-
  CHECK NUM:          D.O.:          OFFSET INDICATOR:
  FISC YR:    SCHD CAT:    SCHD TYPE:    AGENCY SCHEDULE NO:
  PAYEE:          CHECK DATE:    CANCELED IND:
  AMOUNT:          MANUAL CHECK IND:
  PAYEE NAME:
  PAYEE ADDRESS LINE 1:
  PAYEE ADDRESS LINE 2:
  PAYEE ADDRESS LINE 3:
```

## Check Header Inquiry Table (CHKH), *continued*

CHKH field  
descriptions

The table below provides a description of fields on the Check Header Inquiry Table (CHKH):

Field	Definition	Updated By
CHECK NUM (Key)	Check number.	Treasury Reconciliation process
D.O. (Key)	Code number of the Treasury disbursing office that generated the check.	Treasury Reconciliation process
FISC YR	Fiscal year to which the check belongs.	Treasury Reconciliation process
SCHD CAT	Schedule category associated with the schedule on which this check was paid.	Treasury Reconciliation process
SCHD TYPE	Schedule type associated with the schedule on which this check was paid.	Treasury Reconciliation process
AGENCY SCHEDULE NO	Schedule number for this check. This field is used only if Treasury printed this check.	Treasury Reconciliation process
PAYEE	Code number of the person/vendor to whom payment was made.	Treasury Reconciliation process
CHECK DATE	Date printed if this check was printed by your agency. The accomplished date if Treasury printed this check.	Treasury Reconciliation process
CANCELED IND	Indicator describing the cancellation method for a canceled check.  R      Replacement C      Reissue X      Deletion	<ul style="list-style-type: none"> <li>• Treasury Reconciliation process</li> <li>• The Check/EFT Cancellation Document (CX)</li> </ul>
AMOUNT	Dollar amount of the check.	Treasury Reconciliation process
MANUAL CHECK IND	If this check was issued manually, this indicator will be set to Y. Otherwise, it will be blank. This field applies only to agencies that print their own checks.	Treasury Reconciliation process

Check Header Inquiry Table (CHKH),  
*continued*

---

Field	Definition	Updated By
PAYEE NAME	Name of the vendor to whom payment was made.	Treasury Reconciliation process
PAYEE ADDRESS LINE 1, 2, 3	Address of the payee.	Treasury Reconciliation process

---

# Document Cross-Reference Inquiry Table (DXRF)

---

*Purpose*

The Document Cross-Reference Inquiry Table (DXRF) displays the activity of all documents associated with a specific document.

---

*Example  
screen*

Below is an example of the DXRF table.

```

ACTION: R TABLEID: DXRF USERID: FRED
*** DOCUMENT CROSS REFERENCE INQUIRY TABLE ***
KEY IS TRANS CODE, TRANS NUMBER, F/B/A, REF TRANS ID, ACCEPT DATE, DOC ACTION

TRANS CODE: MO TRANS NUMBER: 26205LS0001 DOC TOTAL: 25,000.00
OUTST AMT: 0.00

  F/B/A  REF TRANS ID      ACCEPT  DOC
  -----  -----  DATE    ACT      VENDOR      AMOUNT
01-   B   RQ 26205RQ0001    05 01 01  E   382843386  A      25,000.00
      LAST BATCH NUMBER:      CLEARING ACTION:
02-   F   PV 26402PV0001    05 01 01  E   382843386  A      24,500.00
      LAST BATCH NUMBER:      CLEARING ACTION:
03-
      LAST BATCH NUMBER:      CLEARING ACTION:
04-
      LAST BATCH NUMBER:      CLEARING ACTION:
05-
      LAST BATCH NUMBER:      CLEARING ACTION:
06-
      LAST BATCH NUMBER:      CLEARING ACTION:
03-*L009 HEADER CHANGE
    
```

---

## Document Cross-Reference Inquiry Table (DXRF), *continued*

*DXRF field  
descriptions*

The table below provides a description of fields on the Document Cross Reference Inquiry Table (DXRF):

Field	Definition	Updated By
TRANS CODE (Key)	Two-digit transaction code that identifies the document.	FFIS documents with the DOC XREF TYPE flag in the Transaction Category Table (TCAT) set to A or R
TRANS NUMBER (Key)	Number assigned to the document.	FFIS documents with the DOC XREF TYPE flag in the Transaction Category Table (TCAT) set to A or R
DOC TOTAL	Current total of the document displayed in the header.	FFIS documents with the DOC XREF TYPE flag in the Transaction Category Table (TCAT) set to A or R
OUTST AMT	Amount not yet liquidated by documents referencing the document displayed in the header.	FFIS documents with the DOC XREF TYPE flag in the Transaction Category Table (TCAT) set to A or R
F/B/A (Key)	F Forward. This document is referenced by a later document.  B Backward. A reference was made by this document.  A As is. This document did not have a reference.	FFIS documents with the DOC XREF TYPE flag in the Transaction Category Table (TCAT) set to A or R
REF TRANS ID (Key)	Transaction code and document number that was used as a reference.	FFIS documents with the DOC XREF TYPE flag in the Transaction Category Table (TCAT) set to A or R
ACCEPT DATE (Key)	Date the document was accepted by FFIS in MMDDYY format.	FFIS documents with the DOC XREF TYPE flag in the Transaction Category Table (TCAT) set to A or R

Document Cross-Reference Inquiry Table  
(DXRF), *continued*

Field	Definition	Updated By
DOC ACT (Key)	E Original entry. M Modification to an existing document. X Cancellation of an existing document.	FFIS documents with the DOC XREF TYPE flag in the Transaction Category Table (TCAT) set to A or R
VENDOR	Code for the vendor associated with the document.	FFIS documents with the DOC XREF TYPE flag in the Transaction Category Table (TCAT) set to A or R
AMOUNT	Dollar amount of the document submitted.	FFIS documents with the DOC XREF TYPE flag in the Transaction Category Table (TCAT) set to A or R
LAST BATCH NUMBER	Most recent batch number that applies to this document.	FFIS documents with the DOC XREF TYPE flag in the Transaction Category Table (TCAT) set to A or R
CLEARING ACTION	Indicates whether or not the document has been cleared from the open tables.	FFIS documents with the DOC XREF TYPE flag in the Transaction Category Table (TCAT) set to A or R

# EFT Header Inquiry Table (EFTH)

---

## Purpose

The EFT Header Inquiry Table (EFTH) displays:

- ◆ Schedule information
  - ◆ Payment sequence number
  - ◆ Payee's name and address
  - ◆ Amount of the payment for all processed EFT payments
- 

## Example screen

Below is an example of the EFTH table.

```
ACTION: R TABLEID: EFTH USERID: CLAL
*** EFT HEADER INQUIRY TABLE ***
KEY IS FY, SCHEDULE CAT, SCHEDULE TYP, SCHEDULE NO,
      EFT NUM, D.O.
01-
  FY: 02   SCHEDULE CAT: A SCHEDULE TYP: M SCHEDULE NO: 030220001
  EFT NUM: 03216167           D.O.: 03   OFFSET INDICATOR: N
  PAYEE: 134924710 4           EFT DATE: 10 16 01   CANCELED IND: N
  AMOUNT:                21.76
  PAYEE NAME: AT&T

  VENDOR BANK NAME: WELLS FARGO           ABA NUMBER: 99999999 9
  CITY/STATE: DENVER           CO           ACCOUNT TYPE: C
  ACCOUNT NUMBER: 9999999999

  CORR BANK NAME:                CORR ABA NUMB:
```

---

## EFT Header Inquiry Table (EFTH), *continued*

*EFTH field descriptions*

The table below provides a description of fields on the EFT Header Inquiry Table (EFTH):

Field	Definition	Updated By
FY (Key)	Fiscal year of the schedule on which this EFT payment was issued.	Treasury Reconciliation process
SCHEDULE CAT (Key)	Schedule category of the schedule on which this EFT payment was issued.	Treasury Reconciliation process
SCHEDULE TYP (Key)	Schedule type of the schedule on which this EFT payment was issued.	Treasury Reconciliation process
SCHEDULE NO (Key)	Schedule number of the schedule on which this EFT payment was made.	Treasury Reconciliation process
EFT NUM (Key)	Payment sequence number of the schedule on which this EFT payment was made.	Treasury Reconciliation process
D.O. (Key)	Code number of the Treasury disbursing office that generated the payment.	Treasury Reconciliation process
OFFSET INDICATOR		
PAYEE	Code number of the person/vendor to whom payment was made.	Treasury Reconciliation process
EFT DATE	Accomplished date for the EFT payment.	Treasury Reconciliation process
CANCELED IND	If this payment was canceled, this indicator describes the cancellation method.	<ul style="list-style-type: none"> <li>• Treasury Reconciliation process</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>
AMOUNT	Dollar amount of the payment.	Treasury Reconciliation process
PAYEE NAME	Name of the vendor to whom payment was made.	Treasury Reconciliation process
VENDOR BANK NAME	Name of the bank through which the EFT payment was issued.	Treasury Reconciliation process

EFT Header Inquiry Table (EFTH),  
*continued*

---

Field	Definition	Updated By
ABA NUMBER	ABA or RTN number (including check digit) of the bank through which payment was made.	Treasury Reconciliation process
CITY/STATE	City and state of the recipient bank.	Treasury Reconciliation process
ACCOUNT TYPE	Type of account to which payment was made (checking or savings).	Treasury Reconciliation process
ACCOUNT NUMBER	Account number to which the payment was made.	Treasury Reconciliation process
CORR BANK NAME	If the vendor bank does not accept wire transfers, an intermediate (correspondent bank) may be specified to be the intermediate recipient of the payment. This is the name of the intermediate bank.	Treasury Reconciliation process
CORR ABA NUMB	ABA number (including check digit) of the corresponding bank. Required if CORR BANK NAME is entered.	Treasury Reconciliation process

---

## EFT Detail Inquiry Table (EFTL)

---

*Purpose*

The EFT Detail Inquiry Table (EFTL) displays accounting information by line for payment vouchers disbursed via EFT.

---

*Example screen*

Below is an example of the EFTL table.

ACTION: R TABLEID: EFTL USERID: FV10					
*** EFT DETAIL INQUIRY TABLE ***					
KEY IS FY, SCHEDULE CAT, SCHEDULE TYPE, SCHEDULE NUMBER, EFT NUMBER, DISBURSING OFFICE, PAYMENT VOUCHER TC, PAYMENT VOUCHER NUMBER, PAYMENT VOUCHER ADV NUMB, PAYMENT VOUCHER LINE, REC TYP					
FY: 98 SCHEDULE CAT: A SCHEDULE TYPE: M SCHEDULE NUMBER: 119820001					
EFT NUMBER: 00000001		DISBURSING OFFICE: 03			
EFT AMOUNT: 47.20		EFT DATE: 10 16 97			
-----PAYMENT VOUCHER----- REC					
TC	NUMBER	ADV NUMB	LINE	TYP	AMOUNT
-----					
01-	UV	840065P0089	001	P	47.20
02-					
03-					
04-					
05-					
06-					
07-					
08-					

---

## EFT Detail Inquiry Table (EFTL), *continued*

*EFTL field  
descriptions*

The table below provides a description of the field on the EFT Detail Inquiry Table (EFTL):

Field	Definition	Updated By
FY (Key)	Fiscal year of the schedule on which this EFT payment was issued.	Treasury Reconciliation process
SCHEDULE CAT (Key)	Schedule category of the schedule on which this EFT payment was issued.	Treasury Reconciliation process
SCHEDULE TYPE (Key)	Schedule type of the schedule on which this EFT payment was issued.	Treasury Reconciliation process
SCHEDULE NUMBER (Key)	Schedule number of the schedule on which this EFT payment was made.	Treasury Reconciliation process
EFT NUMBER (Key)	Payment sequence number of the EFT payment on the schedule on which it was issued.	Treasury Reconciliation process
DISBURSING OFFICE (Key)	Code number of the Treasury Disbursing Office that generated the payment.	Treasury Reconciliation process
EFT AMOUNT	Total dollar amount of the EFT payment.	Treasury Reconciliation process
EFT DATE	Date that the EFT payment was generated.	Treasury Reconciliation process
PAYMENT VOUCHER TC (Key)	Transaction code associated with this payment voucher.	Treasury Reconciliation process
PAYMENT VOUCHER NUMBER (Key)	Unique number assigned to this payment voucher.	Treasury Reconciliation process
PAYMENT VOUCHER ADV NUMB (Key)	Applies to Travel Order transactions only. The number from the Travel Order document that identifies the advance. This is used to reference an accounting distribution.	Treasury Reconciliation process
PAYMENT VOUCHER LINE (Key)	Payment voucher line number.	Treasury Reconciliation process

EFT Detail Inquiry Table (EFTL),  
*continued*

---

Field	Definition	Updated By
REC TYP (Key)	Record type of the voucher line. P      Payment C      Credit D      Discount Taken (Spend) M      Discount Taken (Memo) L      Discount Lost (Memo) I      Interest X      Penalty	Treasury Reconciliation process
AMOUNT	Dollar amount of this payment voucher line.	Treasury Reconciliation process

---

# Generic Interface Document Cross-Reference Table (GIDT)

---

*Purpose*

The Generic Interface Document Cross-Reference Table (GIDT) contains information linking an interface transaction to an FFIS document (excluding travel). Data is entered via the interface.

---

*Example screen*

Below is an example of the GIDT table.

```
ACTION: R TABLEID: GIDT USERID: FV10
GENERIC INTERFACE DOCUMENT CROSS-REFERENCE TABLE
KEY IS AGENCY, FEEDER SYSTEM ID, KEY1, KEY2, KEY3, KEY4

      AGENCY: 03          FEEDER SYSTEM ID: PRCH
01-
      KEY1: 43029590041
      KEY2: Last Payment Number
      KEY3:
      KEY4:
      VENDOR CODE: 123456789 A
      FFIS DOCUMENT: VD 90051101001    FFIS DOCUMENT LINE NUMBER: 001
02-
      KEY1: 43029590041
      KEY2: 02
      KEY3: 02
      KEY4:
      VENDOR CODE: 234567890 A
      FFIS DOCUMENT: GD 90051101001    FFIS DOCUMENT LINE NUMBER: 002
```

---

# Invoice-Payment Voucher-Check/EFT Cross-Ref. Inquiry Table (IVCH)

---

*Purpose*

The Invoice—Payment Voucher—Check/EFT Cross-Ref Inquiry Table (IVCH) displays:

- ◆ Information that links the vendor invoice to the voucher lines
- ◆ Associated check or payment number
- ◆ Vendor invoice amount and date
- ◆ Check or payment number and date

*Example screen*

Below is an example of the IVCH table.

```

ACTION: R TABLEID: IVCH USERID: FV11
*** INVOICE - PAYMENT VOUCHER - CHECK/EFT CROSS-REF INQUIRY TABLE ***
KEY IS VENDOR CODE, INVOICE NUMBER, INVOICE DATE, TC, NUMBER,
TRAVEL ADV NUMB, LN, DIS OFFC, FISC YR, SCHD CAT, SCHD TYPE,
SCHD NUMBER, NUMBER

VENDOR CODE: 931234758 A INVOICE NUMBER: 2559 INVOICE DATE: 11 03 98

          VOUCHER DATA                      SCHEDULE DATA
-----
TC  NUMBER      TRAVEL      DISB  FISC  SCHD  SCHD  SCHD
      NUMBER      ADV NUMB LN  OFFC  YR   CAT   TYP   NUMBER
-----
01- VA 82721102701          001  03
      NUMBER: 82927807 DATE: 12 02 98 CAN IND: N AMT PD:          5,208.22
02- VA 82721102701          002  03
      NUMBER: 82927807 DATE: 12 02 98 CAN IND: N AMT PD:          1,906.67
03- VA 82721102701          003  03
      NUMBER: 82927807 DATE: 12 02 98 CAN IND: N AMT PD:          341.19
04-
      NUMBER:          DATE:          CAN IND:  AMT PD:
    
```

Invoice-Payment Voucher-Check/EFT  
 Cross-Ref. Inquiry Table (IVCH),  
*continued*

IVCH field  
 descriptions

The table below provides a description of fields on the Invoice - Payment  
 Voucher - Check/EFT Cross Reference Inquiry Table (IVCH):

Field	Definition	Updated By
VENDOR CODE (Key)	Eleven-digit vendor code for the invoice.	<ul style="list-style-type: none"> <li>• Automated Check Posting process</li> <li>• Treasury Reconciliation process</li> <li>• Manual Check Document (MC)</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>
INVOICE NUMBER (Key)	Number of the invoice.	<ul style="list-style-type: none"> <li>• Automated Check Posting process</li> <li>• Treasury Reconciliation process</li> <li>• Manual Check Document (MC)</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>
INVOICE DATE (Key)	Date of the invoice.	<ul style="list-style-type: none"> <li>• Automated Check Posting process</li> <li>• Treasury Reconciliation process</li> <li>• Manual Check Document (MC)</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>
VOUCHER TC (Key)	Transaction code of the voucher.	<ul style="list-style-type: none"> <li>• Automated Check Posting process</li> <li>• Treasury Reconciliation process</li> <li>• Manual Check Document (MC)</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>
VOUCHER NUMBER (Key)	Document number of the voucher.	<ul style="list-style-type: none"> <li>• Automated Check Posting process</li> <li>• Treasury Reconciliation process</li> <li>• Manual Check Document (MC)</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>
VOUCHER TRAVEL ADV NUMB (Key)	Applies to Travel Order transactions only. The number from the Travel Order document that identifies the advance. This is used to reference an accounting distribution.	<ul style="list-style-type: none"> <li>• Automated Check Posting process</li> <li>• Treasury Reconciliation process</li> <li>• Manual Check Document (MC)</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>



Invoice-Payment Voucher-Check/EFT  
 Cross-Ref. Inquiry Table (IVCH),  
*continued*

Field	Definition	Updated By
VOUCHER LN (Key)	Line number of the voucher.	<ul style="list-style-type: none"> <li>• Automated Check Posting process</li> <li>• Treasury Reconciliation process</li> <li>• Manual Check Document (MC)</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>
SCHEDULE DISB OFFC (Key)	Code number of the Treasury disbursing office that issued the check.	<ul style="list-style-type: none"> <li>• Automated Check Posting process</li> <li>• Treasury Reconciliation process</li> <li>• Manual Check Document (MC)</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>
SCHEDULE FISC YR (Key)	Schedule fiscal year associated with this EFT payment. This field will be blank if this IVCH record is for a check payment.	<ul style="list-style-type: none"> <li>• Automated Check Posting process</li> <li>• Treasury Reconciliation process</li> <li>• Manual Check Document (MC)</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>
SCHD CAT, SCHD TYP, SCHD NUMBER (Key)	Schedule category, type, and number associated with this EFT payment. These fields will be blank if this IVCH record is for a check payment.	<ul style="list-style-type: none"> <li>• Automated Check Posting process</li> <li>• Treasury Reconciliation process</li> <li>• Manual Check Document (MC)</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>
NUMBER (Key)	Check number or EFT payment sequence number.	<ul style="list-style-type: none"> <li>• Automated Check Posting process</li> <li>• Treasury Reconciliation process</li> <li>• Manual Check Document (MC)</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>

DATE	Date the check was printed or EFT payment was processed.	<ul style="list-style-type: none"> <li>• Automated Check Posting process</li> <li>• Treasury Reconciliation process</li> <li>• Manual Check Document (MC)</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>
------	--	--

Invoice-Payment Voucher-Check/EFT  
 Cross-Ref. Inquiry Table (IVCH),  
*continued*

---

Field	Definition	Updated By
CAN IND	This indicator is set to: Y if this check was canceled X if this check was canceled and deleted R if this check was canceled and replaced Otherwise, it will be blank.	<ul style="list-style-type: none"> <li>• Automated Check Posting process</li> <li>• Treasury Reconciliation process</li> <li>• Manual Check Document (MC)</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>
AMT PD	Total check line amount.	<ul style="list-style-type: none"> <li>• Automated Check Posting process</li> <li>• Treasury Reconciliation process</li> <li>• Manual Check Document (MC)</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>

---

# Journal Voucher and Standard Journal Inquiry Table (JVLT)

---

*Purpose*

The Journal Voucher and Standard Journal Inquiry Table (JVLT) displays information about accounting adjustments and outstanding month-end estimates until reversed.

---

*Example  
screen*

Below is an example of the JVLT table.

```
ACTION: R TABLEID: JVLT USERID: FRED
*** JOURNAL VOUCHER AND STANDARD JOURNAL INQUIRY TABLE ***
KEY IS TRANS CODE, NUMBER, LINE
      TRANS CODE / NUMBER: YE 26202YE001

LINE: 001  ACCTG PERIOD: 01 02  TRANS TYPE: DE  ACCT TYPE:
BFYS: 02    FUND: 08          DIV: 62    GL ACCT:
BUDGET ORG/SUB: 6201000  COST ORG/SUB:          PROGRAM: 086201910
BOC/REV SOURCE/SUB: 2500  EXP/REV/GL/BUD: E  JOB:          RPTG:
CLOSED BFYS:          CLOSED FUND:
VENDOR: MISC          NAME: MISC VENDOR - GOVERNMENT  QUANT: 0.00
SCHD FISC YR:          SCHD CAT:  SCHD TYPE:  SCHD NO:
D.O.:          GUEST SYMBOL:          OBLIG FY:
REF TRAN ID:          DOC TYP:  AGREE #:          ADV:
INVOICE NO:          INVOICE DATE:          INVOICE LINE:
AMOUNT: 25,000.00  DEBIT/CREDIT:          ACC DATE:
DESCRIPTION: NEW SCA          TREAS NO:
```

## Journal Voucher and Standard Journal Inquiry Table (JVLT), *continued*

*JVLT field descriptions*

The table below provides a description of fields on the Journal Voucher and Standard Journal Inquiry Table (JVLT):

Field	Definition	Updated By
TRANS CODE / NUMBER (Key)	Transaction code and document number that identifies this record.	Journal Voucher and Standard Voucher documents
LINE (Key)	Line number of the document.	Journal Voucher and Standard Voucher documents
ACCTG PERIOD	Accounting period of the document.	Journal Voucher and Standard Voucher documents
TTYP	Transaction type that describes the General Ledger postings for this line.	Journal Voucher and Standard Voucher documents
AC TP	Account type for the General Ledger account on this line.	Journal Voucher and Standard Voucher documents
BFYS	Budget fiscal years that apply to this document line.	Journal Voucher and Standard Voucher documents
FUND, DIV, ACCT, BUDGET ORG/SUB, COST ORG/SUB, PROGRAM, BOC/REV SOURCE/SUB, EXP/REV/GL/BUD, JOB, RPTG	Accounting distribution for this line.	Journal Voucher and Standard Voucher documents
CLOSED BFYS	Budget fiscal years of the canceled appropriation referenced by this line.	Journal Voucher and Standard Voucher documents

# Orders Header Inquiry Table (OBLH)

---

*Purpose*

The Orders Header Inquiry Table (OBLH) allows users to obtain information about outstanding or closed obligations.

---

*Example screen*

Below is an example of the OBLH table.

```
ACTION: R TABLEID: OBLH USERID: FRED
*** ORDERS HEADER INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER
TRANS CODE: MO ORDER NUMBER: 26205LS0001 DOC TYPE:
VENDOR CODE: 382843386 A PO DATE: 10 01 01 TRANS TYPE: 01
NAME: HANSSSEN APRSL DELIVERY DATE:
COMMENTS: 40 YR LEASE END DATE:
CONTACT: JOHN CREW END DATE DESC:
INSP/ACC DAYS: 00 BUYER: JC COMM FLAG: SHIP TO:
NEG PYMT DAYS: 00 TEXT TYPE: FOB: SHIP VIA:
NO OF OPTIONS: 01 PURCH METHOD: EFFECTIVE DATE: 05 01 01
ALT PAYEE: /
ORDERED AMT: 25,000.00 RELATED GBL:
CLOSED AMT: 25,000.00 CLOSED DATE: 10 01 01
ACCRUED AMT: 0.00 PRINT PO: N LAST PRINT DATE:
EXPENDED AMT: 24,500.00 LAST CHG STATUS:
OUTSTANDING AMT: 0.00 CONF ORDER: N BLANKET #:
ACCEPTED AMT: 0.00 RCVR REQD: N FINAL REC FLAG:
INVOICED AMT: 0.00 INV REQD: N INVITATION #:
MISC REF AMT: 0.00 CONTRACT #: LS 6205001
HOLDBACK AMT: 0.00 RESP PERSON: E. REILLY
DISCOUNT % / DAYS: 0.010 / 20 ; 0.000 / 00 ; 0.000 / 00
```

## Orders Header Inquiry Table (OBLH), *continued*

OBLH field  
descriptions

The table below provides a description of fields on the Orders Header Inquiry Table (OBLH):

Field	Definition	Updated By
TRANS CODE (Key)	Code that identifies this order as a Commodity Purchase Order Document (PC), a Print Order Document (PO), a Service Order Document (SO), a Training Order Document (TG), a Miscellaneous Order Document (MO), or a Work Order Document (WO).	Purchase order document headers
ORDER NUMBER (Key)	Document number assigned to this order.	Purchase order document headers
DOC TYPE	User-defined, alpha-numeric code, except for:  S Special instructions to be included on the printed order.  B Blanket agreement.	Purchase order document headers
VENDOR CODE	Code of the vendor who will receive this order.	Purchase order document headers
PO DATE	Date the purchase order was entered.	Purchase order document headers
TRANS TYPE	Accounting model used for this order. The codes for these models are defined in the Accounting Entries Definition Table (ACED).	Purchase order document headers
NAME	Name of the vendor that matches the code above.	Purchase order document headers
DELIVERY DATE	Date by which the items ordered must be delivered.	Purchase order document headers
COMMENTS	A description of this order.	Purchase order document headers
END DATE	Date on which the service or contract of this order will end.	Purchase order document headers
CONTACT	Name of the contact person for the vendor.	Purchase order document headers

Field	Definition	Updated By
END DATE DESC	Comments about the end date.	Purchase order document headers

Orders Header Inquiry Table (OBLH),  
*continued*

Field	Definition	Updated By
INSP/ACC DAYS	Number of inspection and acceptance days for this order, which represent the number of days within which any goods received against this order must be marked as accepted.	Purchase order document headers
BUYER	Purchasing buyer responsible for this order.	Purchase order document headers
COMM FLAG	Indicator showing whether or not there are commodity lines associated with this order. Y indicates that there are; blank otherwise.	Purchase order document lines
SHIP TO	Receiving location. These codes are defined in the Shipping Address Table (SHIP).	Purchase order document headers
NEG PYMT DAYS	Number of days negotiated for payment of this order after an invoice against it has been received.	Purchase order document headers
TEXT TYPE	Codes are defined in the Text Type Table (TXTP). They point to lines in the Text Clause Table (CLTX), which define text to be included on the printed purchase order sent to the vendor.	Purchase order document headers
FOB	Freight on board code. This code is defined in the Freight On Board Table (FOBT).	Purchase order document headers
SHIP VIA	Carrier specified for this order. These codes are defined in the Carrier Table (CARR).	Purchase order document headers
NO OF OPTIONS	Number of years for which this contract can be renewed.	Purchase order document headers
PURCH METHOD	Values for the purchasing method are user-defined.	Purchase order document headers
EFFECTIVE DATE	Date is used to determine the accounting period for which this accounting event was posted. Used for orders entered for future periods. Usually defaults to document date.	Purchase order document headers



Orders Header Inquiry Table (OBLH),  
continued

Field	Definition	Updated By
ALT PAYEE	Payment may be issued on payment documents to either the vendor code or this alternate payee, which is also a valid vendor code.	Purchase order document headers
ORDERED AMT	Total dollar amount of all the lines on the order.	Purchase order document headers
RELATED GBL	Document number of the GBL that obligated freight-related costs for this order.	Purchase order document headers
CLOSED AMT	Total amount of the order that has been closed. This amount is the sum of the closed order line amounts, even if the expended amount was more or less than the ordered amount.	Receiver and payment documents
CLOSED DATE	Date when all accounting lines were closed on this order.	Receiver and payment documents
ACCRUED AMT	Total accrued amount of all the lines on this order.	Receiver documents
PRINT PO	Indicates whether or not to print a purchase order. Y To print this order. N To not print this order.	Purchase order document headers
LAST PRINT DATE	Date that this order was last printed.	Purchase order print program
EXPENDED AMT	Total amount expended to date on this order.	Payment documents
LAST CHG STATUS	Indicates whether or not the order will appear as changed when it is printed. C The order will appear as changed. A The order will appear as changed only on reprints. Blank The order will not appear as changed.	Purchase order document headers and purchase order print program  Note: If the order is printed online with the override parameter set to Y, then this field will be set to spaces before the order is printed.
OUTSTANDING AMT	Amount of the order still unliquidated (i.e., not closed).	Calculated by FFIS



Orders Header Inquiry Table (OBLH),  
continued

Field	Definition	Updated By
CONF ORDER	Indicates if the vendor has received a confirmation order.	Purchase order document headers
BLANKET #	Blanket agreement that governs the terms of this order.	Purchase order document headers
ACCEPTED AMT	Dollar amount of all goods received and accepted against this order.	Receiver documents
RCVR REQD	Indicates whether or not a receiver document must be submitted for this order before payment will be made.	Receiver documents
FINAL REC FLAG	Applies only to non-commodity orders. Y indicates that a final receiver document was entered for the order; all goods have been received.	Receiver documents
INVOICED AMT	Total amount of all vendor invoices received.	Vendor Invoice documents
INV REQD	Indicates whether or not an invoice document must be submitted for this order before payment will be made.	Vendor Invoice documents
INVITATION #	Bid invitation number.	Purchase order document headers
MISC REF AMT	Total amount of an order referenced by MMM lines.	Payment documents that reference the order with a reference line number MMM. In this case, the payment document will cause this field to be updated instead of the closed amount field.
CONTRACT #	The awarded contract number.	Purchase order document headers
HOLDBACK AMT	The total amount of this order held back for later payment.	Payment document lines
RESP PERSON	The person to whom questions about the order should be addressed.	Purchase order document headers
DISC %/DAYS	The discount terms associated with this order.	Purchase order document headers

# Purchase Order Accounting Line Inquiry Table (OBLL)

---

*Purpose*

The Purchase Order Accounting Line Inquiry Table (OBLL) displays accounting information by line for outstanding or closed obligations.

---

*Example screen*

Below is an example of the OBLL table.

ACTION: R TABLEID: OBLL USERID: FRED			
*** PURCHASE ORDER ACCOUNTING LINE INQUIRY TABLE ***			
KEY IS TRANS CODE, ORDER NUMBER, LINE NO			
TRANS CODE: MO ORDER NUMBER: 26205LS0001			
01-	LINE NO: 001	BFYS: 02	FUND: 01
	DESCR: LAND LEASE F2	LAST CHANGE STATUS:	
	DIVISION: 62	RPTG:	PO LINE AMT: 20,000.00
	BUD ORG: 6205500 /		CLOSED AMT: 20,000.00
	COST ORG: /	JOB:	ACCRUED AMT: 0.00
	PROGRAM: 016205050	BOC/SUB: 2500	EXPENDED AMT: 20,000.00
	ASSOC ORDER:		HOLDBACK AMT: 0.00
	CLOSED BFYS:	CLOSED FUND:	OUTSTANDING AMT: 0.00
02-	LINE NO: 002	BFYS: 02	FUND: 01
	DESCR: LAND LEASE F2	LAST CHANGE STATUS:	
	DIVISION: 62	RPTG:	PO LINE AMT: 5,000.00
	BUD ORG: 6205010 /		CLOSED AMT: 5,000.00
	COST ORG: /	JOB:	ACCRUED AMT: 0.00
	PROGRAM: 016205800	BOC/SUB: 2500	EXPENDED AMT: 4,500.00
	ASSOC ORDER:		HOLDBACK AMT: 0.00
	CLOSED BFYS:	CLOSED FUND:	OUTSTANDING AMT: 0.00

---

## Purchase Order Accounting Line Inquiry Table (OBLL), *continued*

*OBLL field  
descriptions*

The table below provides a description of fields on the Purchase Order Accounting Line Inquiry Table (OBLL):

Field	Definition	Updated By
TRANS CODE (Key)	Code that identifies this order as a Commodity Purchase Order Document (PC), a Print Order Document (PO), a Service Order Document (SO), a Training Order Document (TG), a Miscellaneous Order Document (MO), or a Work Order Document (WO).	Purchase order document headers
ORDER NUMBER (Key)	Document number of this order.	Purchase order document headers
LINE NO (Key)	Number of the accounting line on the order.	Purchase order document lines
BFYS	Budget fiscal years under which this purchase order was obligated.	Purchase order document lines
FUND	Fund under which this purchase order was obligated.	Purchase order document lines
DESCR	Description that was entered on the purchase order.	Purchase order document lines
LAST CHANGE STATUS	Indicates whether or not the order will appear as changed when it is printed:  C     The order will appear as changed.  A     The order will appear as changed only on reprints.  Blank The order will not appear as changed.	Purchase order document lines and Purchase order print program.  Note: If the order is printed online with the override parameter set to Y, then this field will be set to spaces before the order is printed.
DIVISION, BUD ORG, BUD SUB, COST ORG, PROGRAM, BOC/SUB, BOC, JOB NO, RPTG	Accounting distribution for this order.	Purchase order document lines
PO LINE AMT	Amount of this order line; it reflects all adjustment actions made to the original amount.	Purchase order document lines



Purchase Order Accounting Line Inquiry  
Table (OBLL), *continued*

---

Field	Definition	Updated By
CLOSED AMT	Total amount liquidated to date. This amount is set to the purchase order line liquidation amount, even if the expended amount was more or less than the purchase order line amount.	Receiver and payment documents
ACCRUED AMT	Accrued amount of this order line.	Receiver and payment documents
EXPENDED AMT	Total amount expended to date (i.e., the total of all payables referencing this order line).	Payment documents
ASSOC ORDER	Transaction code and document number of an order associated with this order.	Purchase order document lines
HOLDBACK AMT	Amount of this order line that has been held back for later payment.	Payment documents
CLOSED BFYS	Budget fiscal years of the closed appropriation referenced by this purchase order line.	Purchase order document lines
CLOSED FUND	Fund of the closed appropriation referenced by this purchase order line.	Purchase order document lines
OUTSTANDING AMT	Amount of this order line that has not been closed.	Calculated by FFIS

---

# Voucher Header Inquiry Table (PVHT)

---

*Purpose*

The Voucher Header Inquiry Table (PVHT) allows you to obtain information about outstanding and closed payment vouchers.

---

*Example screen*

Below is an example of the PVHT table.

```
ACTION: R TABLEID: PVHT USERID: FRED
*** VOUCHER HEADER INQUIRY TABLE ***
KEY IS VENDOR CODE, TRANS CODE, VOUCHER NO, TRAVEL ADVANCE NUM
01-
  VENDOR CODE: CHCHINESE B TRANS CODE: PV VOUCHER NO: 26401580002
    NAME: CHINESE ACADEMY OF SCIENCE TRAVEL ADVANCE NUM:
  ADDRESS: INSTITUTE OF GEOGRAPHICAL SCI NO CHECK DISB FLAG: N
    : ANDINGMENWAI-DATUNROAD #3 PROMPT PAY TYPE:
    : BEIJING CHINA CH 100101
  DESCRIPTION: FA IND:
VOUCHER TYPE: 1 CHECK TYPE: D.O.: 03
AGREEMENT # : DISB RUN NUMBER: 00000
SCHD FISC YR: SCHD CAT: T SCHD TYP: M SCHD NO:
VOUCHER DATE: 10 01 01 VOUCHER AMT: 40,000.00
  SCHD DATE: 10 01 01 HOLDBACK AMT: 0.00
  CLOSED DATE: CLOSED AMT: 0.00
  PAYMENT CAT: V OFFSET ELIGIBILITY: Y OUTSTANDING AMT: 40,000.00
AGENCY HEAD APRVL: IN TRANSIT AMT: 0.00
COMMENTS TO PRINT:
  INTR AGCY SYMBOL: DIRECT DISB NUMBER:
```

## Voucher Header Inquiry Table (PVHT), *continued*

*PVHT field  
descriptions*

The table below provides a description of the field on the Voucher Header Inquiry Table (PVHT):

Field	Definition	Updated By
VENDOR CODE (Key)	Vendor code or employee ID to whom payment was issued.	Payment transactions
TRANS CODE (Key)	Code that identifies the document as a Payment Voucher document.	Payment transactions
VOUCHER NO (Key)	Document number assigned to the Payment Voucher document.	Payment transactions
NAME, ADDRESS	Vendor's name and address.	Payment transactions
TRAVEL ADVANCE NUM (Key)	Applies to travel order transactions only. The number of the advance used to reference an accounting distribution.	Payment transactions
NO CHECK DISB FLAG	Y Indicates that this payment is a disbursement that will not have a check associated with it.  N Indicates that this payment is a disbursement that will have a check.	Payment transactions
PROMPT PAY TYPE	Prompt pay type associated with this payment if it is subject to prompt payment.	Payment transactions
DESCRIPTION	Description of this transaction.	Payment transactions
FA IND	Y This payment is for a fixed asset.  N This payment is not for a fixed asset.	Payment transactions
VOUCHER TYPE	Values for this field are user-defined.	Payment transactions

Voucher Header Inquiry Table (PVHT),  
*continued*

Field	Definition	Updated By
CHECK TYPE	<p>H This check should not be mailed, but will be picked up by the payee.</p> <p>C This payment will contain a comment card.</p> <p>S This check will be held for additional stuffing.</p> <p>B This check will be both picked up and stuffed.</p> <p>Blank This check can be mailed after it has been printed.</p>	Payment transactions
D.O.	Disbursing office code for this payment.	Payment transactions
AGREEMENT #	If this payment represents a refund of money collected against a billable agreement, this agreement number (along with the payee code) links the payment to the appropriate customer agreement.	Payment transactions
DISB RUN NUMBER	Set by voucher selection and is used by the Accounts Payable and Automated Disbursements subsystems to determine if a given voucher has been selected for payment. This field is always zero if the check printing disbursements model is not being used.	Disbursements process
SCHD FISC YR	If the Schedule Category is M (manual SF-1166), this field indicates the fiscal year associated with the Treasury schedule. This field is used by organizations that are Treasury-disbursed.	Payment transactions



Voucher Header Inquiry Table (PVHT),  
continued

Field	Definition	Updated By
SCHD CAT	Indicates the method of disbursement used for this payment.  T Treasury check tape M Manual SF-1166 A ACH payment tape S TFCS SF-1166	Payment transactions
SCHD TYP	T Transportation payments to common carriers. M All other payments.	Payment transactions
SCHD NO	If the Schedule Category is M, this is the agency's identification number for the manual SF-1166 in which this payable is listed.	Payment transactions
VOUCHER DATE	Date this document was accepted by the system.	Payment transactions
VOUCHER AMT	Total dollar amount of all lines in the document.	Payment transactions
SCHD DATE	Date when this voucher is scheduled to be paid.	Payment transactions
HOLDBACK AMT	Amount of the voucher that has been held back for later payment.	Payment transactions
CLOSED DATE	Date in which the voucher was closed.	Disbursements process
CLOSED AMT	Total amount cleared so far in this voucher document. This amount is reversed if a check cancellation to reinstate the payment voucher is processed.	<ul style="list-style-type: none"> <li>• Disbursements process</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>
OUTSTANDING AMT	Amount of the voucher that has not been cleared by automated disbursements or direct disbursements. This is the voucher amount minus the voucher-closed amount.	<ul style="list-style-type: none"> <li>• Disbursements process</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>

Voucher Header Inquiry Table (PVHT),  
continued

Field	Definition	Updated By
AGENCY HEAD APRVL	<p>Y The voucher was scheduled eight or more days in advance of the prompt pay schedule date and the agency head approved the early payment.</p> <p>N The agency head did not approve the early payment.</p> <p>Blank Not an early payment.</p>	Payment transactions
IN TRANSIT AMT	<p>For Treasury-disbursing organizations, the amount submitted to Treasury for payment, but not yet confirmed by Treasury as paid. If disbursement was manual, this was supplied when the payable transaction was entered. If disbursement was automated, the automated disbursement process supplied this.</p> <p>This amount is updated if a check cancellation for replacement is processed.</p>	<ul style="list-style-type: none"> <li>• Disbursements process</li> <li>• Manual Schedule payment transactions</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>
COMMENTS TO PRINT	Comments that will appear in the face of Treasury-disbursed checks or in the check stub of agency printed checks.	Payment transactions
INTR AGCY SYMBOL	Applies to direct disbursements only. If payment was made to another government agency, this is Treasury's identification number of the outside agency.	Direct Disbursement Document (DD)
DIRECT DISB NUMBER	If this voucher was paid by a direct disbursement, the transaction ID of the Direct Disbursement Document (DD) that recorded the payment.	Direct Disbursement Document (DD)



# Voucher Line Inquiry Table (PVLIT)

---

*Purpose*

The Voucher Line Inquiry Table (PVLIT) displays accounting information by line for outstanding and closed payment vouchers.

---

*Example screen*

Below is an example of the PVLIT table.

```
ACTION: R TABLEID: PVLIT USERID: FRED
*** VOUCHER LINE INQUIRY TABLE ***
KEY IS VENDOR CODE, TRANS CODE, VOUCHER NO, TRAVEL ADVANCE NUMBER, LINE NUMBER
VENDOR CODE: CHCHINESE B TRANS CODE: PV VOUCHER NO: 26401580002
TRAVEL ADVANCE NUMBER:
01-
LINE NUMBER: 001 VENDOR INV: VENDOR INV LINE #:
INV DATE: LOG DATE: ACCP/DEL DATE:
BFY: 02 FUND: 01 TRANS TYPE: 01 ADV:
DIVISION: 64 PROGRAM: 016401915 LINE AMT: 40,000.00
BUD ORG/SUB: 6401100 RPTG: CLOSED AMT: 0.00
COST ORG/SUB: JOB: DISB AMT: 0.00
REV SRC/SUB: BOC/SUB: 4500 OT IN TRANSIT AMT: 0.00
CLOSED BFYS: CLOSED FUND:

REF DOC NO: M1 26401580001 REF DOC LINE: 001
RELATED GBL: OVERRIDE ACCT: OVER OFFSET ACCT:
PROMPT PAY: N INTEREST REASON CODE: LINE TYPE:
DISCOUNT %: 0.000 DISCOUNT DAYS: 00 DISC LOST RSN CODE:
DESCRIPTION: QTY: 0.00
```

## Voucher Line Inquiry Table (PVLТ), *continued*

*PVLТ field  
descriptions*

The table below provides a description of fields on the Voucher Line Inquiry Table (PVLТ):

Field	Definition	Updated By
VENDOR CODE (Key)	Vendor code or employee ID of who was paid.	Payment transactions
TRANS CODE (Key)	Code that identifies the document as a Payment Voucher Document (PV).	Payment transactions
VOUCHER NO (Key)	Document number assigned to the Payment Voucher document.	Payment transactions
TRAVEL ADVANCE NUMBER (Key)	Applies to travel order transactions only. The number of the advance, used to reference an accounting distribution.	Payment transactions
LINE NUMBER (Key)	Number of the accounting line in the Payment Voucher document.	Payment transactions
VENDOR INV, VENDOR INV LINE #, INV DATE	Information from the invoice received from the vendor.	Payment transactions
LOG DATE	Official receipt date of the vendor invoice, as used in prompt pay calculations. It may have either been entered in the payment document or inferred from Document Tracking, the vendor invoice date, or transaction date.	Payment transactions
ACCP/DEL DATE	Date when the goods being paid for were accepted or delivered.	Payment transactions
BFY, FUND, DIVISION, PROGRAM, BUD ORG/SUB, RPTG, COST ORG/SUB, JOB, REV SRC/SUB, BOC/SUB	Accounting distribution for this transaction.	Payment transactions

Voucher Line Inquiry Table (PVLIT),  
continued

Field	Definition	Updated By
TRANS TYPE	Accounting model used for this payment. The codes for these models are defined in the Accounting Entries Definition Table (ACED).	Payment transactions
ADV	A If this line is a refund of monies advanced against a customer agreement. N If this line is not a refund of monies advanced against a customer agreement.	Payment transactions
LINE AMT	Amount of the payment for this line.	Payment transactions
CLOSED AMT	Total amount cleared so far in this line. This amount is reversed if a check cancellation to reinstate the payment voucher is processed.	<ul style="list-style-type: none"> <li>• Disbursements process</li> <li>• Payment transactions</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>
DISB AMT	Amount paid so far in this line. This is the total of all direct disbursements and automated disbursement transactions against this line.	<ul style="list-style-type: none"> <li>• Disbursements process</li> <li>• Manual Schedule payment transactions</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>
IN TRANSIT AMT	For Treasury-disbursing organizations, the amount submitted to Treasury for payment, but not yet confirmed by Treasury as paid. If disbursement was manual, this was supplied when the payable transaction was entered. If disbursement was automated, the automated disbursement process supplied this.  This amount is updated if a check cancellation for replacement is processed.	<ul style="list-style-type: none"> <li>• Disbursements process</li> <li>• Manual Schedule payment transactions</li> <li>• Check/EFT Cancellation Document (CX)</li> </ul>
CLOSED BFYS	Budget fiscal years of the canceled appropriation referenced by this document.	Payment transactions



Voucher Line Inquiry Table (PVLIT),  
continued

Field	Definition	Updated By
CLOSED FUND	Fund symbol of the canceled appropriation referenced by this document.	Payment transactions
REF DOC NO, REF DOC LINE	Transaction code, document number, and line number of a prior document recording a commitment, obligation, or receipt.	Payment transactions
RELATED GBL	Obligation number of the document that was used to obligate for freight charges related to this payment voucher line.	Payment transactions
OVERRIDE ACCT	Override account code that was used to post the General Ledger. This account overrides the account in the Accounting Entries Table (ACED).	Payment transactions
OVER OFFSET ACCT	Code of the General Ledger account used in the offset entry, when an override to the default in the Accounting Entries Table (ACED) was specified in the Default Values Table (DVAL).	Payment transactions
PROMPT PAY	Used to override prompt payment regulations for this payment line. If N, prompt payment regulations will not be invoked. If Blank or Y, prompt payment regulations will be invoked.	Payment transactions
INTEREST REASON CODE	Interest reason code. These codes are defined in the Interest Reason Code Table (IRCT).	Payment transactions
LINE TYPE	H            Holdback line. I            Manually entered interest line. P            Manually entered penalty line. N or Blank    Normal payment line. O            Owed to employee line.	Payment transactions
DISCOUNT %	Discount percent of the best discount terms available. It reflects the discount whether taken or lost.	Payment transactions



Voucher Line Inquiry Table (PVLТ),  
*continued*

---

Field	Definition	Updated By
DISCOUNT DAYS	Discount days of the best discount terms available. It reflects the discount whether taken or lost.	Payment transactions
DISC LOST RSN CODE	Discount lost reason code applied when an available discount was not taken.	Payment transactions
DESCRIPTION	Description of this transaction.	Payment transactions
QTY	Quantity of goods being paid for.	Payment transactions

---

# Requisition Header Inquiry Table (REQH)

---

*Purpose*

The Requisition Header Inquiry Table (REQH) displays accounting information about open and recently closed requisitions, such as vendor and delivery date.

---

*Example screen*

Below is an example of the REQH Table screen.

```
ACTION: R TABLEID: REQH USERID: FRED
*** REQUISITION HEADER INQUIRY TABLE ***
KEY IS TRANS CODE, REQ NO

TRANS CODE: RQ          REQ NO: 23K06400003 PRIORITY: 99  DATE: 10 01 01
TRANS TYPE: 01          DOC TYPE:          BUYER:

VENDOR CODE: 521550631 H          REQUESTED BY:
NAME: FEDERAL DATA SYS./SYLVEST          PHONE:
ADDRESS: 77501 GREENWAY CTR. DR          REQD DEL DATE:
SUITE 1000          DEL BLDG/RM:
GREENBELT          MD20770          RESP PERS:
CONTACT:          WHSE CODE:
PHONE: 301-555-5555          LIQUIDATING TYPE: O
COMMENTS:          REQ AMOUNT:          1,000.00
LAST PRINT DATE:          CLOSED AMOUNT:          801.00
LAST CHG STATUS:          CLOSED DATE:
TOTAL COMM LINES: 000          PRINT RQ: N
BLANKET #:          FINAL COMM LINES: 000
```

---

## Requisition Header Inquiry Table (REQH), *continued*

REQH field  
descriptions

The table below provides a description of fields on the Requisition Header Inquiry Table (REQH):

Field	Definition	Updated By
TRANS CODE (Key)	Code that identifies this requisition either as one that included commodity lines (RX) or one that did not include commodity lines (RQ).	Requisition document headers
REQ NO (Key)	Document number assigned to this requisition.	Requisition document headers
PRIORITY	Priority assigned to this requisition.	Requisition document headers
DATE	Date the requisition was entered.	Requisition document headers
TRANS TYPE	Accounting model used for this order. The codes for these models are defined in the Accounting Entries Definition Table (ACED).	Requisition document headers
DOC TYPE	Document type.	Requisition document headers
BUYER	Code of the buyer responsible for the requisition.	Requisition document headers
VENDOR CODE	Code of the vendor who will receive this requisition.	Requisition document headers
NAME, ADDRESS, CONTACT, PHONE,	Information about the vendor that matches the code above.	Requisition document headers
REQUESTED BY	Person making the request for these goods or services.	Requisition document headers
PHONE	Requestor's phone number.	Requisition document headers
REQD DEL DATE	Date by which the goods requisitioned must be delivered to the requesting department (MMDDYY).	Requisition document headers

Field	Definition	Updated By
DEL BLDG/RM	Building and room to which the goods are to be delivered.	Requisition document headers

Requisition Header Inquiry Table  
(REQH), *continued*

Field	Definition	Updated By
RESP PERS	Person to whom questions about the requisition should be addressed.	Requisition document headers
WHSE CODE	Identifies the warehouse to which the items requisitioned should be shipped.	Requisition document headers
LIQUIDATING TYPE	Type of document that referenced this requisition.  O      Obligation A      Accrual E      Expenditure	Purchase order, receiver, or payment documents
REQ AMOUNT	Current amount of this requisition. It reflects all adjustment actions made on the original amount.	Requisition document headers
COMMENTS	Comments associated with the commitment.	Requisition document headers
CLOSED AMT	Current amount closed against this requisition. This amount is the total requisition liquidated amount, even if the ordered amount was more or less than the closed amount.	Purchase order, receiver, or payment documents
LAST PRINT DATE	Date that this requisition was last printed.	Requisition print program
CLOSED DATE	Date when all accounting lines associated with this requisition was closed.	Purchase order, receiver, or payment documents

Requisition Header Inquiry Table  
(REQH), *continued*

Field	Definition	Updated By
LAST CHG STATUS	<p>Indicates whether or not the requisition will appear as changed when it is printed:</p> <p>C The requisition will appear as changed.</p> <p>A The requisition will appear as changed only on reprints.</p> <p>Blank The requisition will not appear as changed.</p>	<ul style="list-style-type: none"> <li>• Requisition document headers</li> <li>• Requisition print program</li> </ul> <p>Note: If the requisition is printed online with the override parameter set to Y, then this field will be set to spaces before the requisition is printed.</p>
PRINT RQ	<p>Indicates whether or not to print this requisition.</p> <p>Y To print this requisition.</p> <p>N To not print this requisition.</p>	<ul style="list-style-type: none"> <li>• Requisition document header</li> <li>• Requisition print program</li> </ul>
TOTAL COMM LINES	Number of commodity lines on the requisition.	Requisition document lines
FINAL COMM LINES	Number of commodity lines that have been marked cleared as a result of final receipt and acceptance of goods.	Receiver documents
BLANKET #	Blanket agreement between the institution and the vendor that governs the terms of this requisition.	Requisition document headers

# Requisition Line Inquiry Table (REQL)

---

*Purpose*

The Requisition Line Inquiry Table (REQL) displays accounting information about outstanding and recently closed requisitions. This table displays information about original amounts, as well as obligated amounts for each requisition.

---

*Example  
screen*

Below is an example of the REQL Table screen.

```
ACTION: R TABLEID: REQL USERID: FRED
*** REQUISITION ACCOUNTING LINE INQUIRY TABLE ***
KEY IS TRANS CODE, REQ NO, LINE NO

TRANS CODE: RQ          REQ NO: 23K06400003

01- LINE NO: 001 BFY: 02          FUND: 01          DIVISION: 62
      BUDGET ORG: 6201100        PGM: 016201915   LINE AMT:          250.00
      COST ORG:                   JOB NO:           CLOSED AMT:          200.00
      BOC: 2544                   RPTG:           OBLG AMT:          200.00
      LAST CHG STATUS:           DESCRIPTION: SAS BASIC PACKAGE
02- LINE NO: 002 BFY: 02          FUND: 01          DIVISION: 62
      BUDGET ORG: 6201100        PGM: 016201919   LINE AMT:          250.00
      COST ORG:                   JOB NO:           CLOSED AMT:          200.00
      BOC: 2544                   RPTG:           OBLG AMT:          200.00
      LAST CHG STATUS:           DESCRIPTION: SAS PROFESSIONAL PACKAGE
03- LINE NO: 003 BFY: 02          FUND: 01          DIVISION: 64
      BUDGET ORG: 6401100        PGM: 016401915   LINE AMT:          250.00
      COST ORG:                   JOB NO:           CLOSED AMT:          201.00
      BOC: 2544                   RPTG:           OBLG AMT:          201.00
      LAST CHG STATUS:           DESCRIPTION: SAS PREMIUM PACKAGE
```

---

## Requisition Line Inquiry Table (REQL), *continued*

REQL field  
descriptions

The table below provides a description of fields on the Requisition Line Inquiry Table (REQL):

Field	Definition	Updated By
TRANS CODE (Key)	Code that identifies this requisition as either one that included commodity lines (RX) or one that did not include commodity lines (RQ).	Requisition document lines
REQ NO (Key)	Document number assigned to this requisition.	Requisition document lines
LINE NO (Key)	Number of the accounting line on the requisition.	Requisition document lines
BFY, FUND, DIVISION, BUDGET ORG, PGM, COST ORG, JOB NO, BOC, RPTG	Accounting distribution for this requisition.	Requisition document lines
LINE AMT	Total amount of this accounting line.	Requisition document lines
CLOSED AMOUNT	Total amount closed against this requisition line. This amount is set to the line amount, even if the amount ordered was more or less than the requisition line amount.	<ul style="list-style-type: none"> <li>• Purchase order</li> <li>• Receiver documents</li> <li>• Payment documents</li> </ul>
OBLG AMT	Total amount obligated, accrued, or expended against this requisition.	<ul style="list-style-type: none"> <li>• Purchase order</li> <li>• Receiver documents</li> <li>• Payment documents</li> </ul>

Requisition Line Inquiry Table (REQ),  
*continued*

Field	Definition	Updated By
LAST CHG STATUS	<p>Indicates whether or not the requisition will appear as changed when it is printed.</p> <p>C      The requisition will appear as changed.</p> <p>A      The requisition will appear as changed only on reprints.</p> <p>Blank   The requisition will not appear as changed.</p>	<ul style="list-style-type: none"> <li>• Requisition document lines</li> <li>• Requisition print program</li> </ul> <p>Note: If the requisition is printed online with the override parameter set to Y, then this field will be set to spaces before the requisition is printed.</p>
DESC	Description of this accounting line from the input transaction.	Requisition document lines

# Document Suspense File Table (SUSF)

---

*Purpose*

The Document Suspense File Table (SUSF) contains all transactions occurring from either direct on-line entry or through interfaces for the current period.

---

*Example screen*

Below is an example of the SUSF table.

ACTION: R			SCREEN: SUSF			USERID: FRED			DOCUMENT SUSPENSE INDEX 1		
FUNCTION:						SEC2:					
SEL	TRAN	SEC1	NUMBER	TRAN	SEC1	NUMBER	STAT	APPRV	DATE	USER	DATE
00-											
01-	.	.	.	AA	01	20101	ACCPT	00000	011001	FRED	
02-	.	.	.	AA	01	20101A	ACCPT	00000	011001	FRED	
03-	.	.	.	AA	01	20102	ACCPT	00000	011001	FRED	
04-	.	.	.	AA	01	20102A	ACCPT	00000	011001	FRED	
05-	.	.	.	AA	01	20102B	ACCPT	00000	011001	FRED	
06-	.	.	.	BE	01	20162	ACCPT	00000	011001	FRED	
07-	.	.	.	BE	01	20162A	ACCPT	00000	011001	FRED	
08-	.	.	.	BE	01	20162B	ACCPT	00000	011001	FRED	
09-	.	.	.	BE	01	20164	ACCPT	00000	011001	FRED	
10-	.	.	.	BL	01	201010103	ACCPT	00000	011001	FRED	
11-	.	.	.	BL	01	201010103A	DELET	00000	011001	FRED	
12-	.	.	.	BL	01	201010104	ACCPT	00000	011001	FRED	
13-	.	.	.	BL	01	201010105	REJCT	00000	011001	FRED	

# Travel Interface Document Inquiry Table (TIDT)

---

*Purpose*

The Travel Interface Document Inquiry Table (TIDT) displays information linking the travel interface to an FFIS document.

---

*Example screen*

Below is an example of the TIDT table.

```
ACTION: R TABLEID: TIDT USERID: FV10
*** TRAVEL INTERFACE DOCUMENT INQUIRY TABLE ***
KEY IS SSN, AUTH NO, AGENCY, TYPE, BEGIN DATE, END DATE, ACCOUNTING CLASS,
BOC, REG SCH #, SEQ #

      SSN: 987654321      AUTH NO: 8NM11061820IT

      BEGIN  END
AGCY TYPE  DATE  DATE  ACCOUNTING CLASS          BOC  SCHD #  SEQ #
-----
  11  VCHR 980621 980626
FFIS DOCID: XT 844472T0009      VENDOR: 123456789E S          844472 0009
  11  VCHR 980722 980723
FFIS DOCID: XT 847069T0092      VENDOR: 123456789E S          847069 T0092

FFIS DOCID:                      VENDOR:

FFIS DOCID:                      VENDOR:

FFIS DOCID:                      VENDOR:
```

---

# Travel Order Header Inquiry Table (TOHT)

---

*Purpose*

The Travel Order Header Inquiry Table (TOHT) allows you to obtain information about outstanding and closed travel authorizations.

---

*Example  
screen*

Below is an example of the TOHT table.

```
ACTION: R TABLEID: TOHT USERID: FV11
*** TRAVEL ORDER HEADER INQUIRY TABLE ***
KEY IS TRANS CODE, ORDER NUMBER

TRANS CODE: XO ORDER NUMBER: 84012000003 EMPLOYEE CODE: 123456789E CANCEL: N
NAME : SUSAN A BLACK 1106 ADDR1: 325 N W VALLEY VIEW #A
ADDR2: ADDR3: GRANTS PASS OR 975260000
TRAVEL TYPE: REL TRAVEL MODES: M DATE OF ORDER: 04 17 98
OBLIG TRANS TYPE: 01 TRAVEL PURPOSE: 6 LAST MOD DATE: 07 06 98
ACCOUNTING PERIOD: 98 07 PCS AUTH CDS: CLOSED DATE:
PRINT FLAG: N LAST CHANGE STATUS: LAST PRINT DATE:
ADDRESS CODE: S PER DIEM CODE: P BEGIN DATE: 04 28 98
TEXT TYPE: HOME ORG: 1240 END DATE: 12 31 99
CREATING DOC: END DATE DESCRIPTION:
TRAVEL ORDER AMT: 9,673.17 PER DIEM AMOUNT: 500.00
CLOSED AMOUNT: 0.00 ADVANCEABLE AMOUNT: 0.00
VOUCHERED AMOUNT: 0.00 ADVANCES PAID: 0.00
MISC REF AMOUNT: 981.67 OUTSTANDING ADVANCE: 0.00
LAST DUNNING DATE:
ITINERARY: 8CS11061501T3
```

## Travel Order Header Inquiry Table (TOHT), *continued*

TOHT field  
descriptions

The table below provides a description of fields on the Travel Order Header Inquiry Table (TOHT):

Field	Definition
TRANS CODE (Key)	Transaction code that is associated with this Travel Order.
ORDER NUMBER (Key)	Number that identifies this Travel Order/advance.
EMPLOYEE CODE	Identification number of the employee for whom the Travel Order/advance applies.
CANCEL	Indicates whether or not this Travel Order has been canceled.
NAME, ADDR1, ADDR2, ADDR3	Employee's name and address.
TRAVEL TYPE	Type of travel for this Travel Order or advance.
TRAVEL MODES	Codes for the different modes of transportation to be used under this Travel Order.
DATE OF ORDER	Date for this Travel Order.
OBLIG TRANS TYPE	Transaction type associated with the Travel Order obligation.
TRAVEL PURPOSE	Codes that describe the purpose(s) of this Travel Order.
LAST MOD DATE	Last date on which modifications (amendments) were made to the Travel Order/advance.

Travel Order Header Inquiry Table  
(TOHT), *continued*

Field	Definition
ACCOUNTING PERIOD	Accounting period associated with this document.
PCS AUTH CDS	Codes to describe the purposes for which a permanent change of station is authorized.
CLOSED DATE	Date the Travel Order was closed.
PRINT FLAG	Y if the Travel Order was scheduled to be printed. N if the Travel Order was not scheduled to be printed.
LAST CHANGE STATUS	Indicates if the Travel Order will appear as changed when it is printed. C The Order will appear as changed. A The Order will appear as changed only on reprints. Blank The Order will not appear as changed.
LAST PRINT DATE	Last date that this Travel Order was printed.
ADDRESS CODE	Code for the address to be printed on the Travel Order.
PER DIEM CODE	Code that indicates the type of per diem allowance.
BEGIN DATE	Starting date for the travel covered by this Travel Order.
TEXT TYPE	Text type. These codes point to lines in the Text Clause Table (CLTX), which define text to be included on the printed Travel Order.
HOME ORG	Organization to which the employee was assigned when the document was processed.
END DATE	Ending date for the travel covered by this Travel Order.
CREATING DOC	If no obligating document was entered into FFIS for this travel, then the transaction code and number of the travel advance or voucher document will appear here.
END DATE DESCRIPTION	Text description of the end date of this Travel Order.

Travel Order Header Inquiry Table  
(TOHT), *continued*

Field	Definition
TRAVEL ORDER AMT	Amount obligated for this travel.
PER DIEM AMOUNT	Maximum amount that the traveler is authorized to spend daily for subsistence.
CLOSED AMOUNT	Amount for which the obligation was closed.
ADVANCEABLE AMOUNT	Amount that can be advanced for this travel. If an obligation was entered, then this is equal to the advance able percentage of the sum of all obligation lines whose descriptions indicate that they are to be paid by the traveler. Otherwise, this is equal to the advances authorized.
VOUCHERED AMOUNT	Total amount of all expended monies that reference this Travel Order.
ADVANCES PAID	Total amount of advances paid to the traveler for this travel. This will be equal to the advances authorized for manual or automated check payments.
MISC REF AMOUNT	Total amount of all expended monies that reference this Travel Order, but not a specific line in this Travel Order. These items will be recorded in the Travel-Related Payment Voucher document, or the Travel Voucher, or any voucher with a reference line number of MMM.
OUTSTANDING ADVANCE	Total amount of all advances paid against this Travel Order, minus the total amount of all advance applications and returns against this Travel Order.
LAST DUNNING DATE	Date the last dunning notice was sent to the debtor.
ITINERARY	Cities to be visited, and the point of departure.

# Travel Order Line Inquiry Table (TOLT)

---

*Purpose*

The Travel Order Line Inquiry Table (TOLT) displays accounting information by line for outstanding and closed travel authorizations.

---

*Example  
screen*

Below is an example of the TOLT table.

ACTION: R TABLEID: TOLT USERID: FV11			
*** TRAVEL ORDER LINE INQUIRY TABLE ***			
KEY IS TRANS CODE, ORDER NUMBER, LINE NUMBER			
TRANS CODE: XO ORDER NUMBER: 84012000003			
01-	LINE NUMBER: 001	STATUS:	DESC:
	BUDGET FYS: 98	FUND: NFNF	OBLIGATION: 9,673.17
	BUDG ORG/SB: 061001	OBJECT/SUB: 2199	CLOSED AMT: 0.00
	COST ORG/SB: TG4	REPT CAT:	VOUCHERED AMT: 0.00
	PROGRAM: NFAF	JOB NUMBER:	DESC CODE: G
	CLOSED BFYS:	CLOSED FUND:	
02-	LINE NUMBER:	STATUS:	DESC:
	BUDGET FYS:	FUND:	OBLIGATION:
	BUDG ORG/SB:	OBJECT/SUB:	CLOSED AMT:
	COST ORG/SB:	REPT CAT:	VOUCHERED AMT:
	PROGRAM:	JOB NUMBER:	DESC CODE:
	CLOSED BFYS:	CLOSED FUND:	

---

## Travel Order Line Inquiry Table (TOLT), continued

TOLT field  
descriptions

The table below provides a description of fields on the Travel Order Line Inquiry Table (TOLT):

Field	Definition
TRANS CODE (Key)	Transaction code that is associated with this Travel Order obligation.
ORDER NUMBER (Key)	Document number that identifies this Travel Order.
LINE NUMBER (Key)	Number that identifies each accounting line.
STATUS	Indicates if the line will be printed. C The line will appear as changed. A The line will appear as changed only on reprints. Blank The line will not appear as changed. Y The line will be printed.
DESC	Description that was entered in the Travel Order obligation line.
BUDGET FYS, FUND, BUDGET ORG/SUB, OBJECT/SUB, COST ORG/SB, REPT CAT, PROGRAM, JOB NUMBER	Accounting distribution of the Travel Order line.
OBLIGATION	Obligation amount associated with this line's travel description, budget organization, and budget object code.
CLOSED AMT	Amount for which this accounting line was closed by a Travel Voucher, Transportation Invoice, or Travel-Related Payment Voucher document.
VOUCHERED AMT	Amount expensed to date, as reported on one or more Travel Voucher, Transportation Invoice, or Travel-related Payment Voucher documents.
DESC CODE	Code that describes the nature of the obligation on this accounting line.
CLOSED BFYS	Budget fiscal years of the canceled appropriation referenced by this document line.
CLOSED FUND	Fund of the canceled appropriation referenced by this document line.

# Treasury Schedule Control Header Table (TSCH)

---

*Purpose*

The Treasury Schedule Control Header Table (TSCH) displays information about the current status of a Treasury schedule.

---

*Example screen*

Below is an example of the TSCH table.

```
ACTION: R TABLEID: TSCH USERID: FV10
*** TREASURY SCHEDULE CONTROL HEADER TABLE ***
KEY IS FISCAL YEAR, SCHED CAT, SCHED TYPE, AGENCY SCHED #
01-
  FISCAL YEAR: 99 SCHED CAT: T SCHED TYPE: M AGENCY SCHED #: 119960047
  INDICATORS - TREAS ACT: C POST TREAS ACT: Y POST DTLS:Y EXP:F BACKOUT: N
  DATE SUB:          CNF/REJ DATE: 10 28 97 PRE-PRINTED NUMBER: 110682004
  VOUCHERED AMT:          60.00 CONF/REJ AMT:          60.00
  D.O: 03 CHECK RANGE: 24696706 - 24696821 NUMBER OF PAYMENTS: 0004
  ACCT PERIOD:
02-
  FISCAL YEAR:          SCHED CAT:          SCHED TYPE:          AGENCY SCHED #:
  INDICATORS - TREAS ACT: POST TREAS ACT: POST DTLS: EXP: BACKOUT:
  DATE SUB:          CNF/REJ DATE:          PRE-PRINTED NUMBER:
  VOUCHERED AMT:          0.00 CONF/REJ AMT:          0.00
  D.O:          CHECK RANGE:          -          NUMBER OF PAYMENTS:
  ACCT PERIOD:
```

## Treasury Schedule Control Header Table (TSCH), *continued*

*TSCH field  
descriptions*

The table below provides a description of fields on the Treasury Schedule Control Header Table (TSCH):

Field	Requirements	Default Values	What to Enter
FISCAL YEAR (Key)	Required	No default value.	Enter the last two digits of the applicable fiscal year.
SCHED CAT (Key)	Required	No default value.	Enter the one-digit code that identifies the schedule category. T Automated Treasury tape check schedule A ACH schedule S Automated TFCS schedule M Manual schedule
SCHED TYPE (Key)	Required	No default value.	Enter the one-digit code that identifies the type of schedule. M Miscellaneous T Transportation
AGENCY SCHED # (Key)	Required	No default value.	Enter the agency-assigned schedule number.
TREAS ACT INDICATOR	Required	No default value.	Enter C to represent the action taken by Treasury when confirming a schedule. To reject a schedule, use the Treasury Schedule Control Rejection Table (TSCR).
POST TREAS ACT INDICATOR	System-maintained	Not applicable.	Y If the Treasury Reconciliation process has posted confirmation accounting entries for this schedule. N If Treasury has not posted confirmation accounting entries for this schedule.

Treasury Schedule Control Header Table  
(TSCH), *continued*

Field	Requirements	Default Values	What to Enter
POST DTLS INDICATOR	System-maintained	Not applicable.	This field will be Y if the Treasury Reconciliation process has posted detail vouchers for this schedule. This field is set to Y when any detail voucher is posted. The schedule is completely processed when the POST TREAS ACT INDICATOR flag is Y, the POST DTLS INDICATOR flag is Y, and the EXP INDICATOR flag is F.
EXP INDICATOR	System-maintained	Not applicable.	<p>This flag is set to N when no action has been taken against the schedule.</p> <p>It is set to F (final) when the vouchered amount is equal to the confirmed amount.</p> <p>It is set to P (partially expended) otherwise.</p> <ul style="list-style-type: none"> <li>• This flag is set by the TSCH table processor when the confirmed amount is entered after voucher details have been recorded for a schedule, or</li> <li>• By the payment document processor when the confirmation is entered prior to the processing of the vouchers that were paid on the schedule.</li> </ul>

Treasury Schedule Control Header Table  
(TSCH), *continued*

Field	Requirements	Default Values	What to Enter
BACKOUT INDICATOR	Optional	Defaults to N.	Y indicates that the Treasury Reconciliation program backs out the confirmation updates associated with this schedule. Treasury Reconciliation will replace this indicator with A (backout accomplished) when the backout is accomplished. The Treasury Reconciliation program will not re-process this schedule until the BACKOUT INDICATOR is changed to N. The indicator is reset to N by any change to TSCH (either an update to TSCH directly, or by a voucher updating this schedule record). This indicator is set to N when the TSCH record is established.
DATE SUB	Optional	No default value.	Enter the date on which this record was created.
CONF/REJ DATE	Required	No default value.	Enter the date of the Treasury confirmation or rejection in MMDDYY format. If entered, it cannot be greater than the system date, and the accounting period fiscal year associated with the date cannot be less than the fiscal year of the schedule. The confirm date will be recorded as the check date and accomplished date (for SF-224 processing) when Treasury Reconciliation is run.
PRE-PRINTED NUMBER	Optional	No default value.	Enter the Treasury schedule number for the schedule.

VOUCHERED AMT	System- maintained	Not applicab le.	This is the total voucher amount for all vouchers that have been processed in the schedule.
CONF/REJ AMT	Required	No default value.	Enter the amount of the schedule as confirmed or rejected by Treasury.

Treasury Schedule Control Header Table  
(TSCH), *continued*

Field	Requirements	Default Values	What to Enter
D.O.	Required	No default value.	Enter the code of the disbursing office for the schedule.
CHECK RANGE	Required	No default value.	Enter the check number range that Treasury assigned to the payments made on the schedule. The check range may not indicate a number of checks less than the number of payments determined by the vouchers associated with this schedule. If entering confirmation of an EFT schedule (category of A or S), entry in this field is not allowed.
NUMBER OF PAYMENTS	System-maintained	Not applicable.	Enter the total number of payments processed by the system for the schedule.
ACCT PERIOD	Optional	No default value.	Enter a valid accounting period to be used by the Treasury Reconciliation process as an override of the parameter value.

# Treasury Schedule Control Line Inquiry Table (TSCL)

---

*Purpose*

The Treasury Schedule Control Line Inquiry Table (TSCL) displays information for voucher lines that appear on the schedule, and the payment sequence or check numbers assigned to the payments.

---

*Example screen*

Below is an example of the TSCL table.

```

ACTION: R TABLEID: TSCL USERID: FV10
      *** TREASURY SCHEDULE CONTROL LINE INQUIRY TABLE ***
KEY IS FY, SCHEDULE CAT, SCHEDULE TYPE, SCHEDULE NUMBER, PV VENDOR CODE,
      PV TC, PV NUMBER, PV ADV NUM, PV LN, REC TYP

FY: 99  SCHEDULE CAT: T  SCHEDULE TYPE: M  SCHEDULE NUMBER: 119960047
INDICATORS - TREAS ACT: C POST TREAS ACT: Y POST DETAILS: Y EXP: F BACKOUT:N
                                                    P
-----PAYMENT VOUCHER-----REC      PAYMENT      CHECK      O C
VENDOR CODE TC  NUMBER      ADV NUM  LN  TYP      AMOUNT      NUMBER  T K
-----
820257116 A  VD 90051101001      001  I           5.06 24696706 Y
820257116 A  VD 90051101001      001  P      2,604.00 24696706 Y
820361920 A  VE 90201119701      001  P           5.01 24696707 Y
820361920 A  VE 90201119701      002  P      238.61 24696707 Y
820361920 A  VE 90201119701      003  P           33.04 24696707 Y
820483378 A  VD 93171102502      001  P      134.46 24696708 Y
840193570 C  NO 061497040        001  P           27.41 24696821 Y
840193570 C  VT 945360P0048      001  P           29.40 24696821 Y
840193570 C  VT 945360P0070      001  P      143.95 24696821 Y
  
```

---

## Treasury Schedule Control Line Inquiry Table (TSCL), *continued*

TSCL field  
descriptions

The table below provides a description of fields on the Treasury Schedule Control Line Inquiry Table (TSCL):

Field	Definition	Updated By
FY (Key)	Fiscal year to which this line applies.	Schedule Posting process
SCHEDULE CAT (Key)	Schedule category of this transaction.	Schedule Posting process
SCHEDULE TYPE (Key)	Treasury schedule type to which this line applies.	Schedule Posting process
SCHEDULE NUMBER (Key)	Treasury schedule number to which this line applies.	Schedule Posting process
TREAS ACT INDICATOR	Code indicating Treasury confirmation, rejection, or neither for this schedule.	Schedule Posting process
POST TREAS ACT INDICATOR	Will display Y if the Treasury Reconciliation process has posted confirmation accounting entries for this schedule.	<ul style="list-style-type: none"> <li>• Schedule Posting process</li> <li>• Treasury Reconciliation process</li> </ul>
POST DETAILS INDICATOR	Will display Y if the Treasury Reconciliation process has posted detail vouchers for this schedule. This field is set to Y when any detail voucher is posted. The schedule is completely processed when the POST TREAS ACT INDICATOR flag is Y, the POST DETAILS INDICATOR flag is Y, and the EXP INDICATOR flag is F.	<ul style="list-style-type: none"> <li>• Schedule Posting process</li> <li>• Treasury Reconciliation process</li> </ul>
EXP INDICATOR	Set to F (final) when the vouchered amount is equal to the confirmed amount. Otherwise, it is set to P (partially expended).	<ul style="list-style-type: none"> <li>• Schedule Posting process</li> <li>• Treasury Reconciliation process</li> </ul>
BACKOUT INDICATOR	Code indicating whether a user has requested backout of the posted Treasury schedule (Y), or if backout has been accomplished for the schedule (A). The field will display an N if backout has not been requested for this schedule.	Schedule Posting process

Field	Definition	Updated By
PAYMENT VOUCHER VENDOR CODE (Key)	Vendor code for the payment voucher to which this Treasury schedule control line applies.	Schedule Posting process

## Treasury Schedule Control Line Inquiry Table (TSCL), *continued*

Field	Definition	Updated By
PAYMENT VOUCHER TC, PAYMENT VOUCHER NUMBER (Key)	Transaction code and number associated with this payment voucher.	Schedule Posting process
PAYMENT VOUCHER ADV NUM (Key)	Applies to Travel Order transactions only. The number from the Travel Order document that identifies the advance. This is used to reference an accounting distribution.	Schedule Posting process
PAYMENT VOUCHER LN (Key)	Voucher line number.	Schedule Posting process
REC TYP (Key)	Record type of the voucher line. P Payment C Credit D Discount Taken (Spend) M Discount Taken (Memo) L Discount Lost (Memo) I Interest X Penalty	Schedule Posting process
PAYMENT AMOUNT	Voucher line payment amount related to the record type indicated.	Schedule Posting process
CHECK NUMBER	If Treasury confirmation of the payment line has not yet been posted, this field indicates the payment sequence number for the line. If Treasury confirmation has been posted, this field indicates the check or EFT sequence number assigned to the payment.	<ul style="list-style-type: none"> <li>• Schedule Posting process</li> <li>• Treasury Reconciliation process</li> </ul>
POST	Indicates whether or not the Treasury confirmation or rejection of the payment line has been posted.	Treasury Reconciliation process
CHK	Indicates for ACH payment schedules (schedule category of A) whether or not the ACH payment line sent to Treasury was actually made by check payment.	Treasury Reconciliation process

# Travel Voucher Header Inquiry Table (TVHT)

---

*Purpose*

The Travel Voucher Header Inquiry Table (TVHT) allows you to obtain information about outstanding and closed travel voucher.

---

*Example screen*

Below is an example of the TVHT table.

```

ACTION: R TABLEID: TVHT USERID: FV11
*** TRAVEL VOUCHER HEADER INQUIRY TABLE ***
KEY IS EMPLOYEE CODE, TRANS CODE, VOUCHER NUMBER
EMPLOYEE CODE: IMPFMISC      TRANS CODE: I9      VOUCHER NUMBER: 00019727301
MILEAGE: 0      NUMBER OF DAYS: 0      BEGIN DATE:
MILEAGE COST: 0.00      BFYS:      END DATE:
ACCTG PD: 98 02      FUND:      TRANS DATE: 11 07 97
HOME ORG:      TRAVEL PURPOSE:      ORIG DATE:
EXCEPTION CODE:      TRANS TYPE: 01      VOUCHER TYPE: M
NAME: IMPREST MISC CODE      DOCUMENT TOTAL: 377.20
ADDR:      TOTAL VERIFIED AMT: -377.20
TICKET AMOUNT: 0.00
TAXABLE AMOUNT: 0.00
EXCEPTION AMOUNT: 0.00      WTA AMOUNT: 0.00
PAID TO EMPLOYEE: -377.20      TAX WITHHELD AMT: 0.00
COMMENTS TO PRINT:
  TYP TRAVEL ORDER  ADV NUM  APPLIED AMOUNT  DESCRIPTION
-----
1) 0.00
2) 0.00
3) 0.00
SCHEDULE NUMBER:      SCHEDULE FY:      SCHEDULE CAT: T
PRINT CHECK:      NO CHECK DISB:      DISB OFFICE: 03
    
```

## Travel Voucher Header Inquiry Table (TVHT), *continued*

TVHT field  
descriptions

The table below provides a description of fields on the Travel Voucher Header Inquiry Table (TVHT):

Field	Definition	Updated By
EMPLOYEE CODE (Key)	Identification number of the traveler requesting reimbursement.	<ul style="list-style-type: none"> <li>• Travel Voucher Document (TV)</li> <li>• Travel-Related Payment Voucher Document (TP)</li> </ul>
TRANS CODE (Key)	Transaction code assigned to this voucher.	<ul style="list-style-type: none"> <li>• Travel Voucher Document (TV)</li> <li>• Travel-Related Payment Voucher Document (TP)</li> </ul>
VOUCHER NUMBER (Key)	Document number assigned to this voucher.	<ul style="list-style-type: none"> <li>• Travel Voucher Document (TV)</li> <li>• Travel-Related Payment Voucher Document (TP)</li> </ul>
MILEAGE	Number of miles for which reimbursement is sought.	Travel Voucher Document (TV)
NUMBER OF DAYS	Number of days this travel voucher covers.	Travel Voucher Document (TV)
BEGIN DATE	Starting date for the travel covered by this voucher.	Travel Voucher Document (TV)
MILEAGE COST	Amount of total mileage reimbursement.	Travel Voucher Document (TV)
BFYS	Last two digits of the budget fiscal year(s) to which this document applies.	Travel Voucher Document (TV)
END DATE	Ending date for the travel covered by this voucher.	Travel Voucher Document (TV)
ACCTG PD	Accounting period associated with this voucher.	<ul style="list-style-type: none"> <li>• Travel Voucher Document (TV)</li> <li>• Travel-Related Payment Voucher Document (TP)</li> </ul>
FUND	Code for the fund appropriate for this voucher.	Travel Voucher Document (TV)

Field	Definition	Updated By
TRANS DATE	Date for this voucher.	<ul style="list-style-type: none"> <li>• Travel Voucher Document (TV)</li> <li>• Travel-Related Payment Voucher Document (TP)</li> </ul>

Travel Voucher Header Inquiry Table  
(TVHT), *continued*

Field	Definition	Updated By
HOME ORG	Organization to which the employee was assigned at the time the voucher was processed.	<ul style="list-style-type: none"> <li>• Travel Voucher Document (TV)</li> <li>• Travel-Related Payment Voucher Document (TP)</li> </ul>
TRAVEL PURPOSE	Codes that describe the purpose or purposes of the travel associated with this travel voucher.	Travel Voucher Document (TV)
ORIG DATE	Original date associated with this voucher.	<ul style="list-style-type: none"> <li>• Travel Voucher Document (TV)</li> <li>• Travel-Related Payment Voucher Document (TP)</li> </ul>
EXCEPTION CODE	Code that identifies the nature of the exceptions taken to this voucher.	Travel Voucher Document (TV)
TRANS TYPE	Transaction type appropriate for the dollar amount being entered for the travel reimbursement.	<ul style="list-style-type: none"> <li>• Travel Voucher Document (TV)</li> <li>• Travel-Related Payment Voucher Document (TP)</li> </ul>
VOUCHER TYPE	Code that corresponds to the voucher type applicable to this travel voucher.	<ul style="list-style-type: none"> <li>• Travel Voucher Document (TV)</li> <li>• Travel-Related Payment Voucher Document (TP)</li> </ul>
NAME, ADDR	Employee name and address.	<ul style="list-style-type: none"> <li>• Travel Voucher Document (TV)</li> <li>• Travel-Related Payment Voucher Document (TP)</li> </ul>
DOCUMENT TOTAL	Total dollar amount for this voucher document. This is equal to the total verified plus the ticket amount.	<ul style="list-style-type: none"> <li>• Travel Voucher Document (TV)</li> <li>• Travel-Related Payment Voucher Document (TP)</li> </ul>
TOTAL VERIFIED AMT	Sum of all actual costs in the accounting lines whose description codes indicated they were paid for by the traveler.	<ul style="list-style-type: none"> <li>• Travel Voucher Document (TV)</li> <li>• Travel-Related Payment Voucher Document (TP)</li> </ul>

TICKET AMOUNT	Sum of the amounts entered in the ticket lines for this travel voucher.	Travel Voucher Document (TV)
---------------	---	------------------------------

Travel Voucher Header Inquiry Table  
(TVHT), *continued*

Field	Definition	Updated By
TAXABLE AMOUNT	Amount of this voucher, which is subject to tax.	Travel Voucher Document (TV)
EXCEPTION AMOUNT	Amount of exceptions taken to this voucher.	Travel Voucher Document (TV)
WTA AMOUNT	Amount of WTA entered in the accounting lines.	Travel Voucher Document (TV)
PAID TO EMPLOYEE	Amount of the voucher actually paid to the traveler. This is equal to the total verified minus any taxes withheld minus all monies applied to advances.	<ul style="list-style-type: none"> <li>• Travel Voucher Document (TV)</li> <li>• Travel-Related Payment Voucher Document (TP)</li> </ul>
TAX WITHHELD AMT	Amount of tax withheld or to be withheld.	Travel Voucher Document (TV)
COMMENTS TO PRINT	Comments to print entered for this travel voucher.	Travel Voucher Document (TV)
The following five fields concern travel advance applications. Up to three different travel orders/types may be referenced by one travel voucher, and each element described below occurs in all three-advance lines.		
TTYP	Advance travel type(s) against which this voucher is to be applied.	Travel Voucher Document (TV)
TRAVEL ORDER	Travel Order(s) against which this voucher is to be applied. This field will be set to blank if obligations are prohibited against this travel type (i.e., central and decentral flags in the Travel Type Table (TTYP) are both N).	Travel Voucher Document (TV)
ADV NUM	Number(s) that identifies the advance(s) against which this voucher is to be applied. This is used to allow the advance liquidation to reference an accounting distribution. This field may be blank.	Travel Voucher Document (TV)
APPLIED AMOUNT	Amount(s) to be applied against the travel advances for this Travel Order (obligated travel), or travel type (unobligated travel).	Travel Voucher Document (TV)
DESCRIPTION	Text describing the advance application.	Travel Voucher Document (TV)



Travel Voucher Header Inquiry Table  
(TVHT), *continued*

---

Field	Definition	Updated By
SCHEDULE NUMBER	Agency-assigned SF-1166 schedule number.	Travel Voucher Document (TV)
SCHEDULE FY	Fiscal year of the SF-1166 schedule used to pay the reimbursement.	Travel Voucher Document (TV)
SCHEDULE CAT	Category of the SF-1166 schedule used to pay the reimbursement. T Automated Treasury schedule M Manual Treasury schedule S TFCS payment A ACH payment	Travel Voucher Document (TV)
PRINT CHECK	N if the check is to be printed via a manual SF-1166 schedule Y if the check will not be printed.	Travel Voucher Document (TV)
NO CHECK DISB	Y if this payment has no check number associated with it. N if it is associated with a check number.	Travel Voucher Document (TV)
DISB OFFICE	Treasury disbursing office that will be paying for this voucher.	Travel Voucher Document (TV)

---

# Travel Voucher Accounting Line Inquiry Table (TVAT)

---

*Purpose*

The Travel Voucher Accounting Line Inquiry Table (TVAT) details travel expense information from the TV and TP documents.

---

*Example  
screen*

Below is an example of the TVAT table.

```
ACTION: R TABLEID: TVAT USERID: FV11
*** TRAVEL VOUCHER ACCOUNTING LINE INQUIRY TABLE ***
KEY IS EMPLOYEE CODE, TRANS CODE, VOUCHER NUMBER, LINE NO
EMPLOYEE CODE: IMPFMISC      TRANS CODE: I9  VOUCHER NUMBER: 00019727301
01- LINE NO: 001             LINE TYPE: E
  REF TRANS CODE:             REF TRANS NUMBER:       REF LINE NO:
  BUDGET ORG/SUB: 060212      BUDGET FYS: 97          FUND: NFNF
  COST ORG/SUB: AC1           PROGRAM: NFHR            JOB NUMBER:
  OBJECT CODE/SUB: 2100        TRAVEL TYPE: LOC        TAX CODE:
  REPORT CATEGORY:             CLOSED BFYS:             CLOSED FUND:
  DESCRIPTION CODE:
  EXCEPTION CODE:             CLAIMED AMOUNT:           0.00
*** TRAVEL RELATED INFORMATION ***
VENDOR INVOICE/LINE:          REF VENDOR CODE: 572506158E  C
MEMO REF TRANS ID:           DISBURSING OFFICE: 03
DESCRIPTION: 00019*A*11*841630*00120
```

## Travel Voucher Accounting Line Inquiry Table (TVAT), *continued*

TVAT field  
descriptions

The table below provides a description of fields on the Travel Voucher Accounting Line Inquiry Table (TVAT):

Field	Definition
EMPLOYEE CODE (Key)	Identification number of the traveler for whom this voucher is being paid.
TRANS CODE (Key)	Transaction code for this travel voucher.
VOUCHER NUMBER (Key)	Number assigned to this travel voucher.
LINE NO (Key)	Number that identifies each accounting line.
LINE TYPE	Event described by this accounting distribution. E       Expense T       Tax withheld
REF TRANS CODE	Transaction code of the Travel Order that obligated funds for this travel.
REF TRANS NUMBER	Document number of the Travel Order that obligated funds for this travel.
REF LINE NO	Travel Order line number that obligated funds for this expense. If the expense amount is associated with the whole Travel Order, and not a specific line, MMM will be displayed here.
BUDGET ORG/SUB, BUDGET FYS, FUND, COST ORG/SUB, PROGRAM, JOB NUMBER, OBJECT CODE/SUB, REPORT CATEGORY	Accounting distribution for this line.
TRAVEL TYPE	Type of travel with which this accounting line is associated.
TAX CODE	Code indicates which row (if any) in the Employee Moving Expense Information (IRS Form 4782) this reimbursement is to appear.

Travel Voucher Accounting Line Inquiry  
Table (TVAT), *continued*

---

CLOSED BFYS	Budget fiscal years of the canceled appropriation referenced by this document.
CLOSED FUND	Fund of the canceled appropriation referenced by this document.
DESCRIPTION CODE	Code that describes the nature of the expense.
EXCEPTION CODE	Code that identifies the nature of the exceptions taken to this accounting line.
CLAIMED AMOUNT	Amount of the expense for this accounting line (actual cost).
VENDOR INVOICE/LINE	Invoice number used by the vendor for identification.
REF VENDOR CODE	Third party vendor who is paid by the Travel-Related Payment Voucher.
MEMO REF TRANS ID	Order being liquidated by this accounting line in the Travel-Related Payment Voucher.
DISBURSING OFFICE	Code of the disbursing office.
DESCRIPTION	Text description of the expense in this accounting line.

---

# Unpaid Voucher Inquiry Table (UPVT)

---

*Purpose*

The Unpaid Voucher Inquiry Table (UPVT) contains information about unpaid vouchers.

---

*Example screen*

Below is an example of the UPVT table.

```
ACTION: R TABLEID: UPVT USERID: FRED
*** UNPAID VOUCHER INQUIRY TABLE ***
KEY IS SCHEDULE DATE, D.O., VENDOR CODE, TRANS CODE, VOUCHER NUMBER,
TRVL ADV NUMBER
```

SCHEDULE DATE	D.O.	VENDOR CODE	TRANS CODE	VOUCHER NUMBER	TRVL ADV NUMBER	AMOUNT
01- 10 01 01 03		CHCHINESE	B PV	2640158001		48,600.00
02- 10 01 01 03		14200699FO	C PV	26602600001		11,000.00
03- 10 01 01 03		756002622	B PV	58620214444		5,000.00
04- 10 01 01 03		916001108	J PV	26604580001		15,000.00
05- 10 03 01 03		259482065C	A NO	20101AD0001		10,500.00
06- 10 28 01 03		042896127	H NO	KAYTEST		10.00
07- 10 28 01 03		042896127	H NO	KAYTEST2		0.00
08- 10 28 01 03		042896127	H PV	KAYTEST		10.00
09- 10 28 01 03		363757918	B PV	4036252201		4,500.00
10- 10 28 01 03		382843386	A NO	20101JDTEST		5,000.00
11- 10 28 01 03		421386852	A PV	PMNT002		25,000.00
12- 10 28 01 03		421386852	A PV	PMTNO01		100,000.00
13- 10 28 01 03		426290778C	A PV	01620257004		600.00

---

## Unpaid Voucher Inquiry Table (UPVT), *continued*

UPVT field  
descriptions

The table below provides a description of fields on the Unpaid Voucher Inquiry Table (UPVT):

Field	Definition	Updated By
SCHEDULE DATE (Key)	Date that the voucher is scheduled to be paid.	<ul style="list-style-type: none"> <li>• Payment transactions</li> <li>• Disbursements process</li> </ul>
D.O. (Key)	Code of the Treasury disbursing office responsible for producing the check to pay the voucher.	<ul style="list-style-type: none"> <li>• Payment transactions</li> <li>• Disbursements process</li> </ul>
VENDOR CODE (Key)	Vendor code number used to identify the vendor to whom the payment is to be made.	<ul style="list-style-type: none"> <li>• Payment transactions</li> <li>• Disbursements process</li> </ul>
TRANS CODE (Key)	Transaction code assigned to the voucher.	<ul style="list-style-type: none"> <li>• Payment transactions</li> <li>• Disbursements process</li> </ul>
VOUCHER NUMBER (Key)	Unique number assigned to identify this voucher.	<ul style="list-style-type: none"> <li>• Payment transactions</li> <li>• Disbursements process</li> </ul>
TRVL ADV NUMBER (Key)	Applies to travel order transactions only. The number of the advance, used to reference an accounting distribution.	<ul style="list-style-type: none"> <li>• Payment transactions</li> <li>• Disbursements process</li> </ul>
AMOUNT	Dollar amount of the voucher.	<ul style="list-style-type: none"> <li>• Payment transactions</li> <li>• Disbursements process</li> </ul>

# Feeder to FFIS Vendor Cross Reference Table (VCXT)

---

## Purpose

The Feeder to FFIS Vendor Cross Reference Table (VCXT) is used:

- ◆ For feeder systems which are not able to provide an FFIS vendor code
  - ◆ To translate a feeder-specific vendor code into an FFIS vendor code, which can be found on the VEND table.
- 

## Example screen

Below is an example of the VCXT table.

```
ACTION: R TABLEID: VCXT USERID: FRED
FEEDER TO FFIS VENDOR CROSS REFERENCE TABLE
KEY IS FEEDER, FEEDER VENDOR ID

      FEEDER FEEDER VENDOR ID                FFIS VENDOR
-----
01-  GVTS   006979900                        006979900  A
02-  GVTS   008941528                        510313900  A
03-  GVTS   466332484                        466332484  A
04-  MPOL    0                               47000016FO B
05-  MPOL    1                               47000016FO B
06-  MPOL    2                               47000016FO B
07-  MPOL    3                               47000016FO B
08-  MPOL    4                               47000016FO B
09-  MPOL    5                               47000016FO B
10-  MPOL    6                               47000016FO B
11-  MPOL    7                               47000016FO B
12-  MPOL    8                               47000016FO B
13-  MPOL    9                               47000016FO B
14-  TELE   000000000                        TELEACCRUA L
15-  TELE   0000014515                       430529710A F
```

---

# Payment Voucher Line-Disb Document Cross-Reference Inquiry Table (VXDD)

---

*Purpose*

The Payment Voucher Line—Disb Document Cross-Reference Inquiry Table (VXDD) displays:

- ◆ Information that links voucher lines to the associated Treasury schedules on which the voucher appears
- ◆ Payment amount and schedule status
- ◆ Amount of interest paid
- ◆ Amount of discounts deducted

*Example  
screen*

Below is an example of the VXDD table.

ACTION: R TABLEID: VXDD USERID: FV10										
*** PAYMENT VOUCHER LINE - DISB DOCUMENT CROSS REFERENCE INQUIRY TABLE ***										
KEY IS VENDOR CODE, TC, NUMBER, TRAVEL ADVANCE NUM, LN, REC TYP, FY, SCHEDULE NUMBER										
VENDOR CODE: 820257116 A TC: VD NUMBER: 90051101001 TRAVEL ADVANCE NUM:										
							TREAS	POST	POST	BACK
	REC			SCHEDULE			ACT	TREAS	DET	EXP
LN	TYP	FY		NUMBER	AMOUNT		IND	IND	IND	IND
01-	001	I	99	T M 119960047		5.06	C	Y	Y	F
02-	001	P	99	T M 119960047		2,604.00	C	Y	Y	F
03-										
04-										
05-										
06-										
07-										
08-										
09-										
10-										
11-										

Payment Voucher Line-Disb Document  
 Cross-Reference Inquiry Table (VXDD),  
*continued*

VXDD field  
 descriptions

The table below provides a description of fields on the Payment Voucher Line  
 Disb Document Cross Reference Inquiry Table (VXDD):

Field	Definition	Updated By
VENDOR CODE (Key)	Code of the vendor to which the disbursement was made.	Schedule Posting process
TC (Key)	Transaction code of the voucher.	Schedule Posting process
NUMBER (Key)	Transaction number of the voucher.	Schedule Posting process
TRAVEL ADVANCE NUM (Key)	Applies to Travel Order transactions only. The number for the Travel Order Document (TO) that identifies the advance. This is used to reference an accounting distribution.	Schedule Posting process
LN (Key)	Voucher line number.	Schedule Posting process
REC TYP (Key)	Record type of the voucher line. P Payment C Credit D Discount Taken (Spend) M Discount Taken (Memo) L Discount Lost (Memo) I Interest X Penalty	Schedule Posting process
FY (Key)	Fiscal year of the Treasury schedule.	Schedule Posting process
SCHEDULE NUMBER (Key)	Schedule category, type, and agency schedule number.	Schedule Posting process
AMOUNT	Voucher line payment amount related to the record type indicated.	Schedule Posting process

Payment Voucher Line-Disb Document  
 Cross-Reference Inquiry Table (VXDD),  
*continued*

Field	Definition	Updated By
TREAS ACT IND	Code indicating Treasury confirmation, rejection, or neither for the schedule.	Treasury Reconciliation process
POST TREAS IND	Y if the Treasury Reconciliation process has posted confirmation accounting entries for this schedule.	Treasury Reconciliation process
POST DET IND	Y if the Treasury Reconciliation process has posted detail vouchers for this schedule. This field is set to Y when any detail voucher is posted. The schedule is completely processed when the POST TREAS IND flag is Y, this indicator is Y, and the Exp Ind flag is F.	Treasury Reconciliation process
EXP IND	Indicator is set to F (final) when the vouchered amount is equal to the confirmed amount. Otherwise, it is P (partially expended).	The Treasury Schedule Header Table (TSCH) when the confirmed amount is entered after voucher details have been recorded for a schedule, or by the payment document processor when the confirmation is entered prior to processing the vouchers that were paid on the schedule.

BACK OUT IND	<p>Indicator is set to Y if a user has requested backout of the posted Treasury schedule.</p> <p>It is A if backout has been accomplished for the schedule.</p> <p>It is N if backout has not been requested for this schedule.</p>	<p>The Treasury Schedule Header Table (TSCH) when the confirmed amount is entered after voucher details have been recorded for a schedule, or by the payment document processor when the confirmation is entered prior to processing the vouchers that were paid on the schedule.</p>
--------------	---	---

---

# Vendor Document Cross-Reference Table (VXRF)

---

*Purpose*

The Vendor Document Cross-Reference Inquiry Table (VXRF) displays information on all documents that refer to a given vendor.

---

*Example screen*

Below is an example of the VXRF table.

```
ACTION: R TABLEID: VXRF USERID: FRED
*** VENDOR DOCUMENT CROSS REFERENCE INQUIRY TABLE ***
KEY IS VENDOR, TRANS ID, ACCEPTANCE DATE

VENDOR: 230970240 A
```

TRANS ID	ACCEPTANCE DATE	TOTAL AMOUNT
-----	-----	-----
01- MO 23K06530005	05 04 01	20,000.00
02- M1 26205570002	05 04 01	59,000.00
03- PV 23K06PV0005	05 04 01	5,000.00
04- PV 23K06PV0005	05 16 01	-5,000.00
05-		
06-		
07-		
08-		
09-		
10-		
11-		
05-*L009	HEADER CHANGE	

---

## Vendor Document Cross-Reference Table (VXRF), *continued*

VXRF field  
descriptions

The table below provides a description of fields on the Vendor Document Cross Reference Inquiry Table (VXRF):

Field	Definition	Updated By
VENDOR (Key)	Vendor code supplied on the document.	FFIS documents with a vendor code entered
TRANS CODE (Key)	Transaction code that identifies the document processed using the particular vendor.	FFIS documents with a vendor code entered
DOCUMENT NUMBER (Key)	Document number that identifies the document processed using the particular vendor.	FFIS documents with a vendor code entered
ACCEPTANCE DATE (Key)	Date the document was accepted by FFIS.	FFIS documents with a vendor code entered
TOTAL AMOUNT	Total dollar amount of the document.	FFIS documents with a vendor code entered

# Appendices



## Appendix A: Transactions Processed Directly in FFIS

Type of Spending Activity	ARS Transactions Processed Directly in FFIS - Spending Chain						
	Current Process	Trans Code	Trans Type	Type of Transaction	Entered By	Source Document	On-Line Approval Required
Commitments	AD700	RQ <sup>1</sup> (Optional)	01	Commitment	Servicing Budget Fiscal Officer (SBFO), Location Area Officer (LAO)	Fund Holder	No
Major Construction	AD757-24E	MO (Ref.)	01	Obligation	Facilities Division (FD), NFC Reporting Section 4 (RS4) for Beltsville Area (BA) & Plum Island Animal Disease Center (PIADC)	SF1442 Signed Contract	No
		M1 (Non-Ref.)	01				
	AD757-01E	PV	01	Payment	FMD, RS4 (BA & PIADC)	ARS305 Signed & Approved Invoice	Yes

<sup>1</sup>Use of an AD-700 is standard practice for all spending activities. However, entering an RQ document to commit funds within FFIS is optional and will be used when appropriate. If an RQ is entered, an MO document will be used to automatically liquidate the RQ; use of an M1 document will require manual liquidation of the RQ document. An M1 (non-referencing MO) will be used whenever an RQ is not appropriate.

Type of Spending Activity	ARS Transactions Processed Directly in FFIS - Spending Chain						
	Current Process	Trans Code	Trans Type	Type of Transaction	Entered By	Source Document	On-Line Approval Required
Property Leases	AD757-24E	MO (Ref.) M1 (Non-Ref.)	01 01	Obligation	RS4, Pacific West Area (PWA), Southern Plains Area (SPA)	Real Property Officer (RPO)	No
	AD757-01E	PV (1 Time Payment)	01	Payment (Direct Entry)	RS4, PWA, SPA	Signed Lease	Yes
	AD757-01E	PV (Recurring)	01	Payment (REPV)	RS4, PWA, SPA	Signed Lease	Yes
Acquisition of Real Property	N/A	MO (Ref.) M1 (Non-Ref.)	01 01	Obligation	RS4, PWA, SPA	----- -----	No
	AD757-01A	NO (Non-Ref.)	01	Obligation & Payment	RS4, PWA, SPA	Public Voucher 1034	Yes
	AD757-01E	PV (Ref.)	01	Payment	RS4, PWA, SPA	Public Voucher 1034	Yes
Training	AD742/AD757-05A	MO (Ref.) M1 (Non-Ref.)	01 01	Obligation	RS4, PWA, SPA	Signed SF-182	No
	AD742-USDA and Non-USDA OPAC & CAPS	DD (OPAC Federal)	OP	Direct Disbursement	NFC	GOALS	No
	AD757-05A	PV (Non-Fed. Commercial)	01	Payment	RS4, PWA, SPA	N/A	Yes

Type of Spending Activity	ARS Transactions Processed Directly in FFIS - Spending Chain						
	Current Process	Trans Code	Trans Type	Type of Transaction	Entered By	Source Document	On-Line Approval Required
Contracts - service, supply, equipment, construction	AD757-24E	MO (Ref.) M1 (Non-Ref.)	01 01	Obligation	RS4, PWA, SPA	SF1442, SF30, SF33, SF26 Award Document	No
	AD757-01E	PV	01	Payment	RS4, PWA, SPA	ARS305 with Invoice	Yes
	AD757-09A (Advance)	NO	AV	Payment	RS4, PWA, SPA	ARS305 with Invoice	Yes
	AD757-15B (Advance Liquidation)	NO	AV/01	Advance Liquidation/Payment	RS4, PWA, SPA	ARS305 with Invoice	Yes
Extramural Agreements and Grants	AD757-24E	MO (Ref.) M1 (Non-Ref.)	01 01	Obligation	RS4, PWA, SPA	ARS451 Signed Agreement	No
	AD757-01E	PV	01	Payment	RS4, PWA, SPA	AR305 w/Approved Invoice	Yes
	AD757-08A (Advance)	NO	AV	Payment	RS4, PWA, SPA	ARS451	Yes
	AD757-14B (Advance Liquidation)	NO	AV/01	Advance Liquidation/Payment	RS4, PWA, SPA	ARS305 with Invoice	Yes
	AD757-16C (Letter of Credit)	ND	LC	No Check Disbursement	RS4	Front-end from HHS based on HHS 224 Reporting	No
Research Support Agreement (RSA)	AD757-24E	MO (Ref.) M1 (Non-Ref.)	01 01	Obligation	RS4, PWA, SPA	OF347 Approval Document	No

Type of Spending Activity	ARS Transactions Processed Directly in FFIS - Spending Chain						
	Current Process	Trans Code	Trans Type	Type of Transaction	Entered By	Source Document	On-Line Approval Required
	AD757-01E	PV	01	Payment	RS4, PWA, SPA	AR305 w/Approved Invoice	Yes
	AD757-06A (Advance)	NO	AV	Payment	RS4	ARS451	Yes
	AD757-12B (Advance Liquidation)	NO	AV/01	Advance Liquidation/ Payment	RS4, PWA, SPA	ARS305 with Invoice	Yes
	AD757-16C (Letter of Credit)	ND	LC	No Check Disbursement	RS4	Front-end from HHS based on HHS 224 Reporting	No
Intergovernmental Personnel Act Agreement (IPA)	AD757-24E	MO (Ref.) M1 (Non-Ref.)	01 01	Obligation	RS4, PWA, SPA	OF69 Approval Document	No
	AD757-01E	PV	01	Payment	RS4, PWA, SPA	AR305 w/Approved Invoice	Yes
Outgoing Interagency Agreements	AD757-24E	MO (Ref.) M1 (Non-Ref.)	01 01	Obligation	RS4, PWA, SPA	AD672 or Agency Approval Doc.	No

Type of Spending Activity	ARS Transactions Processed Directly in FFIS - Spending Chain						
	Current Process	Trans Code	Trans Type	Type of Transaction	Entered By	Source Document	On-Line Approval Required
	AD742-USDA & Non-USDA OPAC & CAPS	DD	OP	Direct Disbursement	NFC	GOALS	No
AD757-05E DOD & Non-OPAC Agencies	PV	01	Payment	RS4, PWA, SPA	Invoice	Yes	
Work Study Agreement	AD757-24E	MO (Ref.)	01	Obligation	RS4, PWA, SPA	Agreement	No
		M1 (Non-Ref.)	01				
	AD757-01E	PV	01	Payment	RS4, PWA, SPA	Invoice	Yes
Foreign Service Allowance and Benefits	AD757-01A	NO	01	Obligation & Payment	RS4	SF-1069 & SF-1170	Yes
Payroll Advance for Relocation Abroad	AD757-06A (Advance) <sup>2</sup>	NO	AV	Obligation & Payment	RS4	----- -----	Yes
Nonexpenditure Transfer	AD757-02A, 02B, 02E, 02F	B2 (SV Clone)	TO	Std. Voucher Adjustment	RS4, SFBO, LAO	ARS-B2	Yes
Royalty Payments	AD757-01A	NO	01	Obligation & Payment	RS4	Request from Office of Technology Transfer	Yes

<sup>2</sup> Payroll advances for relocation abroad are liquidated through the ABCO system.

Type of Spending Activity	ARS Transactions Processed Directly in FFIS - Spending Chain						
	Current Process	Trans Code	Trans Type	Type of Transaction	Entered By	Source Document	On-Line Approval Required
Print Orders	GPO	MO (Ref.) M1 (Non-Ref.)	01	Obligation	RS4	SF1 <sup>3</sup>	No
	OPAC	DD	OP	Direct Disbursement	NFC	GOALS	No
Miscellaneous Payments <sup>4</sup>	AD757-01A	NO	01	Obligation and Payment	RS4, PWA, SPA	Public Voucher 1034 or any other approval document	Yes
Miscellaneous Disbursement by Foreign Embassies	Disbursement with Obligation						
	AD757-24E	M1 (Non-Ref.)	01	Obligation	RS4	Signed Agreement	No
	AD757-25E	ND	FP	Disbursement	RS4	SF-1221	No
	Disbursement Only						
	AD757-28C & AD757-17C	D2 (Non Referencing DD Clone)	OP	Non-224 Disbursement	RS4	SF-1221	No

<sup>3</sup> SF1's are no longer entered into CAPS. All SF1's are to go to RS4 (including SPA and PWA.)

<sup>4</sup> Miscellaneous payments include public vouchers, one time payments, interlibrary loan costs, U.S. Postmaster, small package couriers (UPS, FedEx), EEO cash settlements, civil rights claims, MSPB personnel cash settlements (including attorney fees associated with settlement), Tort claims under \$25,000.

Type of Spending Activity	ARS Transactions Processed Directly in FFIS - Spending Chain						
	Current Process	Trans Code	Trans Type	Type of Transaction	Entered By	Source Document	On-Line Approval Required
Period End Estimates (Undelivered Orders)	PC-PEST	YE (SV Clone)	UN	Estimate for Undelivered Orders	RS4, SBFO, LAO	LOTS Report or FFIS Report Identifying RQ(s)	Yes
	PC-PEST	YE (SV Clone)	DE	Estimate for Accrued Expenditures	RS4, SBFO, LAO	LOTS Report	Yes
Greenbook Charges	Greenbook/Blue Book Estimates	M1	01	Obligation	Fiscal Operations Branch (FOB)	Greenbook Estimates	No
	OPAC	DD	OP	Direct Disbursement	NFC	GOALS	No
Security Clearances	OHRM Form	M1	01	Obligation	RS4	RS4, PWA, SPA	No
	OPAC	DD	OP	Direct Disbursement	NFC	GOALS	No
Indirect Program Support Costs (IPSC)	Agreement	B2	TO	Standard Voucher	SBF	Agreement	Yes
Sale of Assets	AD-742	SV	BV	Revenue Balance Sheet Transfer	RS4	Memo or Appropriate Documentation	Yes
Deposit Accounts	AD757-06A (Advance)	NO	AV	Payment	RS4	Statement	Yes
	AD757-12B (Advance Liquidation)	NO	AV/01	Advance Liquidation/Payment	RS4	ARS305 with Invoice	Yes



## Appendix B: ARS Spending Document Numbering Scheme

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Type of Payment	FFIS Docs Used	Document Number
All types of commitments	RQ	Position 1: FY Positions 2 - 5: Location Code Positions 6 - 11: User Defined or System-Generated Sequential No If using system-generated number, type the fiscal year, the location code, the pound sign (#) and press Enter.  Example: 2 1235 000001
All types of payments and direct disbursements (except REPV entries, see below)	PV, NO, ND	Position 1: FY Positions 2 - 5: Location Code Positions 6 - 11: User Defined or System-Generated Sequential No If using system-generated number, type the fiscal year, the location code, the pound sign (#) and press Enter.  Example: 2 1235 000001
Contracts	MO, M1	Position 1 - 2: Contract Type Positions 3 - 6: GSA Activity Address Code (Issuing Office) Position 7: FY Positions 8 - 11: User Defined Contract No (4 digit, last two digits are 00)  Example: 53 3K15 2 1400
Indefinite Quantity Contracts	MO, M1	Position 1 - 2: Contract Type Positions 3 - 6: GSA Activity Address Code (Issuing Office) Position 7: FY Positions 8 - 9: Contract No (2 digit) Positions 10 - 11: Task Order No  Example: 53 3K15 2 1403
Purchase Order Type 45	MO, M1	Position 1 - 2: Type 45 PO Positions 3 - 6: GSA Activity Address Code (Issuing Office) Position 7: FY Positions 8 - 11: User Defined Sequential No (4 digit)  Example: 45 3K15 2 0001

## Appendix B: ARS Spending Document Numbering Scheme, *continued*

Type of Payment	FFIS Docs Used	Document Number
Agreements	MO, M1	Position 1 - 2: Agreement Type Positions 3 - 6: Location Code Position 7: FY Positions 8 - 11: User Defined Sequential No (4 digit)  Example: 58 1907 2 0056 Foreign: 58 3625 2 F028
Research Support Agreement Task Orders	MO, M1	Position 1: T (Task Order) Position 2: FY Positions 3 - 6: Location Code Position 7-10: User Defined Sequential No (4 digit)  Example: T 2 5310 0089
Miscellaneous Spending	MO, M1	Position 1 - 3: Spending Type (3 characters) Positions 4 - 7: Location Code Positions 8: FY Positions 9 - 11: User Defined Sequential No (3 digit)  Example: TRN 6402 2 056
Recurring Payment Vouchers	REPV, PV, NO	Position 1 - 2: Contract/Agreement Type Positions 3 - 6: GSA Activity Address Code (Issuing Office) Position 7: FY Positions 8 - 9: User Defined Sequential No (2 digit) (Can be alpha-numeric) Positions 10 - 11: Do <b>not</b> enter anything in the last two positions. When the document is generated, FFIS automatically inserts the calendar month (2 digit)  Example: 53 3K15 2 01
Standard Voucher Documents	SV, B2, YE	Position 1 - 4: Location Code Positions 5 - 11: System-Generated Sequential No Type, the location code, the pound sign (#) and press Enter.  Example: 6402 0000001
All Batch Documents		Position 1 - 3: User's Initials Positions 4 - 6: User Defined Sequential No (3 digit)  Example: LBA001

## Appendix B: ARS Spending Document Numbering Scheme, *continued*

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The following **contract/agreement types** will be used in ARS's document numbering scheme.

Contract/Agreement Type	Code
Construction	50
Service	53
Supply	54
Lease	57
Agreement	58
Grant	59
Interagency (new format)	60
IPA (new format)	69
Work Study (new)	56
POs	4X (40 for Type 40, 41 for Type 41, etc.)

The following **spending types** will be used in ARS's document numbering scheme.

Spending Type	Code
Training	TRN
Embassy Transactions	EMB
Security Clearance	SEC
Foreign Service Allowance	FSA
Payroll Advance (relocation abroad)	ADV
Royalties	ROY
Honoraria	HON
Print Order	PRN
Professional Liability Ins	PRF
Attorney Fees	ATT
Settlement (MSPB, EEO, etc.)	SET
Tort	TRT
Public Voucher	PUB
Greenbook	GRN
Deposit Accounts	DEP
Interlibrary Loans	ILL

## Appendix C: Vendor Inquiries Overview

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Known Information	Desired Information	FFIS Table
Vendor Code, Payment Voucher Document ID	Vendor Name, Address, Schedule Date, Closed Date, Vouchered Amount, Closed Amount (disbursed), In Transit Amount (submitted but not yet confirmed as paid by Treasury)	PVHT
Vendor Code, Payment Voucher Document ID, Line Number	Vendor Invoice, Invoice Date, Line Amount, Closed Amount (disbursed), Disbursed Amount, In Transit Amount (submitted but not yet confirmed as paid by Treasury), Reference Document ID, Transaction Type, Accounting Distribution	PVLT
Obligation Document ID	Payable Document ID, Amount	DXRF
Payable Document ID	Obligation Document ID, Amount	DXRF
Vendor Code	All documents entered against the selected vendor, Amount	VXRF
Check Number	Vendor Name, Payment Address, Check Total, Check Date	CHKH
Check Number	Payment Voucher Document IDs, Line Amounts, Check Date of all Payment Vouchers included on a specific check	CHKL
Fiscal Year, Schedule Category, Type, Number, Payment Sequence Number, Disbursing Office	Payee, Payment Amount, Payment Date, Bank Information	EFTH

Known Information	Desired Information	FFIS Table
Fiscal Year, Schedule Category, Type, Number, Payment Sequence Number, Disbursing Office	Payment Voucher, Travel Advance Number, Line Number, Record Type, Payment Amount	EFTL

## Appendix C: Vendor Inquiries Overview, *continued*

Known Information	Desired Information	FFIS Table
Vendor Code, Vendor Invoice Number, Invoice Date	Document IDs and Check Numbers for all confirmed payment against a specific invoice	IVCH
Vendor Code, Document ID of Payment Voucher	Check Number associated with the voucher, Amount	VCHK
Vendor Code, Document ID, Line Number of a Payment Voucher or Travel Advance Line	Treasury Schedule Number, Amount, Confirmation Status, Interest and Discount amounts of all disbursements against a payment voucher	VXDD
Document ID	Where is a payment related transaction in the processing chain?	DXRF
Vendor Code, Document ID of Payment Voucher	What is the status of a payment document?	PVHT
Vendor Code, Document ID of Payment Voucher	Has a payment voucher been disbursed?	PVHT
Vendor Code, Document ID, Line Number of Payment Voucher	Has a payment voucher been disbursed, confirmed, or backed out?	VXDD
Payment Sequence Number	What vouchers were paid on a specific EFT payment?	EFTH
Payment Sequence Number	What was the dollar amount of each transaction included on a given EFT payment?	EFTL
Check Number	What vouchers were paid on a specific check?	CHKH



## Appendix C: Vendor Inquiries Overview, *continued*

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Known Information	Desired Information	FFIS Table
Check Number	What is the status of a check?	CHKL
Vendor Code, Vendor Invoice Number, Invoice Date	What are the Document IDs and Check Numbers for all confirmed payments against a specific invoice?	IVCH
Vendor Code, Document ID of Payment Voucher	What is the Check Number associated with the payment voucher and amount?	VCHK
Schedule Number	What is the amount being paid on a specific schedule?	TSCH
Schedule Number	What specific vouchers appear on the schedules?	TSCL
Schedule Number, Vendor Code, Document ID of Payment Voucher	What are the corresponding amounts and associated check numbers?	TSCL
Schedule Number, Vendor Code, Document ID of Payment Voucher	How do you find check numbers?	TSCL
Schedule Number, Check Number	What is the status of a canceled check?	CXLT
Calendar Year, Vendor Code	Where do you find the total disbursed amount for a 1099 vendor for a calendar year?	VPYA
Check Number	Has a check canceled for replacement been replaced yet?	REPL
Schedule Number, Payment Sequence Number	Has an EFT payment canceled for replacement been replaced yet?	ERPL



## Appendix D: Acronyms

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This appendix contains a definition of FFIS acronyms contained in this document.

<u>Acronym</u>	<u>Description</u>
ACCS	Accounting Code Classification Structure
AMT	Amount
APRD	Accounting Period Table
ARS	Agricultural Research Service
B2	Standard Voucher Document
BD	Billing Document
BE	Budget Execution Document
BFY	Budget Fiscal Year
BOC	Budget Object Classification Codes
BOCT	Budget Object Code Table
CAS	Central Accounting System
CHKH	Check Header Table
CLTX	Text Clause Table
COMM	Commitment
DD	Direct Disbursement Document
DVAL	Default Values Table
DVOT	Default Values Options Table
DVSN	Division Reference Table
DXRF	Document Cross Reference Table
EFTH	EFT Header Inquiry Table
EFTL	EFT Detail Inquiry Table
FAPP	Fiscal Year Appropriation Table
FAPR	Fiscal Year Apportionment Table
FCAT	Fund Category Table
FFIS	Foundation Financial Information System
FSYR	Fiscal Year Table

<u>Acronym</u>	<u>Description</u>
FTEs	Full-time Equivalents

Appendix D: Acronyms, *continued*

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<u>Acronym</u>	<u>Description</u>
FTYP	Fund Type Table
FUN2	Fund Options Table
FUND	Fund Table
IVCH	Invoice-Payment Voucher-Check/EFT Cross-Reference Inquiry Table
JVLT	Journal Voucher and Standard Voucher Journal Inquiry Table
M1	Non-Referencing Miscellaneous Order Document
MO	Miscellaneous Order Document
MSGL	Monthly Summary General Ledger Balance Table
ND	Direct Disbursement Clone Document
NO	Non-Referencing Payment Voucher Document
O&M	Operations and Management
OBDT	Outstanding Billing Documents Table
OBLH	Orders Header Inquiry Table
OBLL	Purchase Order Accounting Line Inquiry Table
OCAT	Federal Object Class (Object Category) Table
OCD	Office of Community Development
OCLS	Object Class Table
OMB	Office of Management and Budget
OPAC	Online Payments and Collections
ORGN	Organization Reference Table
P&P	Policy and Planning
PGMT	Program Table
PGRP	Program Group Table
PV	Payment Voucher Document
PVHT	Voucher Header Inquiry Table
PVLT	Voucher Line Inquiry Table

PMT	Payment
PPAY	Prompt Pay Reference Table

## Appendix D: Acronyms, *continued*

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<u>Acronym</u>	<u>Description</u>
REPV	Recurring Payment Voucher Table
REQH	Requisition Header Inquiry Table
REQL	Requisition Line Inquiry Table
RP	Budget Division Reprogramming Document
RPTG	Reporting Category Table
RQ	Requisition Document
RSRC	Revenue Source Code Reference Table
SASP	Suballotment Spending Control Inquiry Table
SUSF	Document Suspense File Table
SV	Standard Voucher Document
TCAT	Transaction Category Table
TIDT	Travel Interface Document Inquiry Table
TOHT	Travel Order Header Inquiry Table
TOLT	Travel Order Line Inquiry Table
TSCH	Treasury Schedule Control Header Table
TSCL	Treasury Schedule Control Line Table
TSYM	Treasury Symbol Table
TVAT	Travel Voucher Inquiry Table
TVHT	Travel Voucher Header Inquiry Table
TXTP	Text Type Reference Table
UNLIQ	Unliquidated
UPVT	Unpaid Voucher Inquiry Table
USDA	United States Department of Agriculture
VCXT	Feeder to FFIS Vendor Cross Reference Table
VEND	Vendor Reference Table
VXDD	Payment Voucher Line—Disbursement Document Cross Reference Table

## Appendix D: Acronyms, *continued*

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<u>Acronym</u>	<u>Description</u>
VXRF	Vendor Document Cross Reference Table
YE	Standard Voucher Document
YTD	Year to Date

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## Appendix E: FFIS Tables

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This appendix provides the following information on the tables within the FFIS system:

- ◆ Table ID
- ◆ Table Name
- ◆ Purpose

Table ID	Table Name	Purpose
AGCY	Agency Table	Defines codes for the agencies represented in the system and maintains a mailing address for each defined agency.
APRD	Accounting Period Table	Defines valid accounting periods. Determines if an accounting period is open or closed and identifies which accounting period (if any) is the year-end adjustment period.
BOCT	Budget Object Code Table	Defines BOCs for specific items and services the government purchases and identifies which codes stand for personnel related or travel services.
DVAL	Default Values Table	Defines the default values that are inferred from the codes entered in a document header or accounting line.
DVOT	Default Values Options Table	Defines how DVAL will be accessed and how the derived data elements in the accessed DVAL record will be used.
DVSN	Division Table	Defines valid Division codes. Defines options and controls, by division, for Budget Execution, Planning, and Travel.
FCAT	Fund Category Table	Defines fund category codes and their attributes. Funds can be assigned to Fund categories on FUND.
FSYR	Fiscal Year Table	Defines the valid fiscal years.
FTYP	Fund Type Table	Defines fund types that can be used to group similar funds for classification/sorting purposes on reports.

## Appendix E: FFIS Tables, *continued*

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Table ID	Table Name	Purpose
FUND	Fund Table	Defines codes for all funds used in the system, and defines budgetary dimensions and spending controls for each fund. Establishes classification groupings that group similar funds together.
OCAT	Federal Object Class (Object Category) Table	Defines federal object class codes to be used for reporting.
OCLS	Object Class Table	Defines object classes to be used for reporting.
ORGN	Organization Table	Defines organization codes and assigns division/organization relationships.
PGMT	Program Table	Defines valid program codes.
PGRP	Program Group Table	Defines program group codes used to group similar program codes. Grouping of Program codes into groups occurs on PGMT.
RPTG	Reporting Category Table	Defines the general purpose reporting categories for individual divisions.
RSRC	Revenue Source Table	Defines revenue sources, establishes report groupings of the revenue source codes, and determines revenue source processing options.
TSYM	Treasury Symbol Table	Translates the Treasury symbol on FUND into the Treasury symbol used for the year-end closing statement and the SF-224 statement of transactions.
VEND	Vendor Table	Defines valid codes for vendors, organizations, and persons to whom the government makes payments or from whom the government collects receivables. Defines miscellaneous vendor codes to use for one-time or infrequently used vendors.

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