



The City of New York

Financial Information Services Agency

Payment Request Processing

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Payment Request Processing

PREREQUISITES

- ◆ Getting Started
- ◆ Vendor Management
- ◆ Procurement Functions
- ◆ Understanding of City of New York procurement and accounting processes

TARGET AUDIENCE

All department users will take Modules 1-4 and 6-7. Payment Requests used by Oversight are included in Module 5.

COURSE OVERVIEW

This course provides instruction on Payment Request processing and inquiries. Department users enter, view, validate and submit Payment Request documents.

Topics include:

- ◆ Processing payment requests at the departments
- ◆ Oversight payment request processing
- ◆ Processing credit memos
- ◆ Modifying and canceling payment requests
- ◆ Inquiries related to payment requests

KEY CONCEPTS

- ◆ The Payment Request document initiates payments for expenditures that need to be made. These documents set up the information required to process the disbursement of a check or EFT (Electronic Funds Transfer).
- ◆ There can only be one vendor per Payment Request.
- ◆ Discounts are calculated at disbursement, not on the Payment Request.

- ◆ Payment Requests using Capital Funds require a reference to both Encumbrance and Fixed Asset Intent documents.
- ◆ Vendor Address ID, Invoice, Invoice date and Sign-off date, Service Dates and Payment Type code are fields required for entry of the payment requests.
- ◆ Late payments will generate interest payments on the PRT1 documents, according to PPB rules.
- ◆ Direct payment to an assignee is referred to as a third party vendor and can be entered on the Payee tab of the Header section after the third party vendor is setup in VCUST.
- ◆ There are two Credit Memo documents available when a vendor issues credit for damaged or unshipped goods, the PCMC1 (for commodity) and PCMN1 (for non-commodity).
- ◆ There is a third credit memo document, PCVN1 to be used exclusively for assessing a Vendor Name Check charge for an eligible vendor.
- ◆ The Payment Hold Maintenance (PHM) document enables users to setup a payment hold against payment requests, awards and/or vendors. This functionality is covered in the Disbursements Processing course.
- ◆ The Disbursement Request Modification (DRM) document enables you to change disbursement options and vendor assignee information before the check is issued. This functionality is covered in the Disbursements Processing course.

ICONS



The movie icon represents a guided simulation that appears in the online Payment Request Processing eLearning course.

Module 1: Business Review Payment Requests

OBJECTIVES

In this module, you will:

- ◆ Differentiate between the types of Payment Requests, how they are used, and the Procurement Process
- ◆ Review the three methods for selecting and referencing encumbrances
- ◆ Review the required fields related to accruals and interest eligibility
- ◆ Review the options that indicate the way a payment request is disbursed

OVERVIEW

Payment Requests setup the information required to process a disbursement of a check or electronic funds transfer (EFT). While the majority of payment requests are for goods, services, and construction related to procurement, there are other specialized transactions that the City must pay. Specific payment request documents are available to process these other transactions, such as reimbursement, revenue refunds, and interest, to name a few.

Depending on the type of transaction, approvals may be required at the Department or Oversight level. An approved payment request creates payable open items and, if applicable, retainage open items which remain open until disbursements are issued or the document is cancelled.

Credit Memos remain open until a disbursement is processed for the same vendor that can be reduced by the credit memo amount.

Processing payment requests in the Overlap Period is discussed in the Cross Year course.

TOPIC 1 - PAYMENT REQUESTS IN THE PROCUREMENT PROCESS

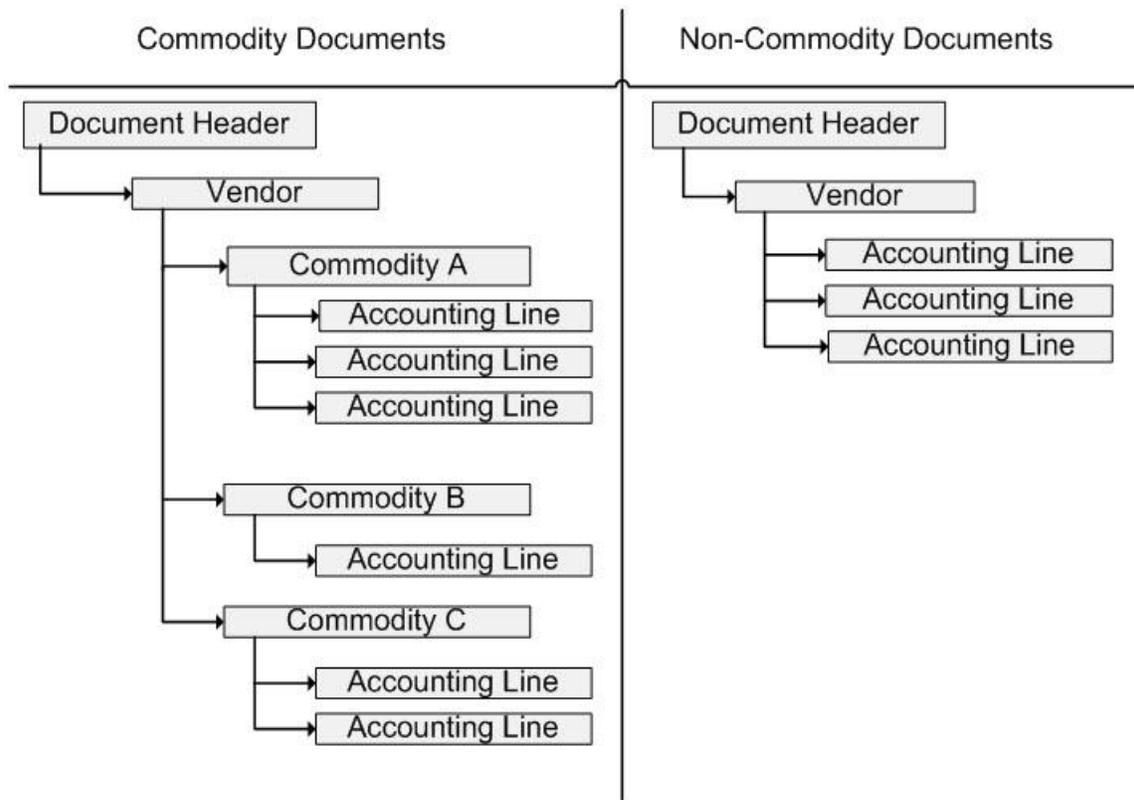
City departments use the Payment Request (PR) document to initiate payment for encumbrances such as contracts or purchase orders that need to be paid. On the two PR documents in the procurement chain, each line must include a document reference. The two document names are the Commodity (PRC2) and Non-commodity (PRN2) Payment Requests. These two payment requests require two levels of department approval.

In addition to the payment requests, the Credit Memo documents are intended to record credit issued from a vendor for damaged or unshipped goods.

COMMODITY VERSUS NON-COMMODITY PAYMENT REQUESTS

In a commodity payment request document, accounting line information is subordinate to and directly linked to specific commodity line information. One or more "child" accounting lines are linked to have a direct relationship to one "parent" commodity line. Note that when inserting the first accounting line, if the Line Amount field is left blank, it will auto populate (after you save the document) the total dollar amount from the corresponding commodity line. If inserting additional accounting lines, the sum of the Line Amount on all accounting lines must equal the dollar amount on the commodity line.

In non-commodity payment request documents, there is no commodity and the accounting lines are only subordinate to the vendor line that they are being paid to. When referencing an encumbrance to process a payment in the procurement process, it is important to note that commodity documents can only reference or be referenced by other commodity documents, while non-commodity documents can only reference or be referenced by other non-commodity documents. This document hierarchy is shown in the diagram below:



REFERENCING IN THE PROCUREMENT CHAIN

Referencing prior documents allows for information on the referenced document (such as accounting distribution and vendor) to be auto-populated on the new document. In the case of Payment Requests, the reference comes from encumbrance documents.

There are three methods to reference an encumbrance document when creating a payment request, copying forward from an encumbrance document, or entering a backward reference to the encumbrance document on each accounting line.

Copy Forward

Copy Forward is a feature that enables a user to easily copy information from an existing encumbrance document into a new payment request. The entire document is copied forward into the new PR. In this case, users must adjust the PR to account for only those items that need to be paid. This function can expedite data entry and simplify document referencing between documents with a large number of lines.

Backward Reference

By entering the referenced encumbrance document information on the new PR, as well as the line number of what is to be paid, all the accounting codes from the referenced encumbrance are auto-populated.

Commodity Based Encumbrance Search (ENCSRCH) Page

The ENCSRCH page enables a user to search for and select accounting lines within a commodity encumbrance document, and create a PRC2 that references the selected lines.

TOPIC 2 - PAYMENT REQUEST TYPES

There are multiple payment request and credit memo documents that are used for specific payment purposes. Specific Event Types determine how the payment request is processed and posted. There is a default event type for the most frequently used transactions on a payment request. However, on some payment requests, users have the option to select an Event Type that is not the default.

Department documents can be created by any department in the city and oversight documents can be created by oversight departments.

The following list contains the various payment request documents and their uses.

DEPARTMENT DOCUMENTS

PRC2 - Payment Request for Commodity Encumbrance

PRN2 - Payment Request for Non-Commodity Encumbrance

PRM1 - Miscellaneous Payment

PRR1 - Reimbursement

PRF1 - Revenue Refund

PRT1 - Interest

PCMC1 - Credit Memo/Commodity based

PCMN1 - Credit Memo/Non-Commodity based

PCVN1 - Credit Memo Vendor Name Check

RTGPF - Retainage Payout and Forfeit (This is covered in the Retainage course)

OVERSIGHT DOCUMENTS

PRW1 - Workers Comp

PRJ1 - Judgment and Claims

PRB1 - Balance Sheet

- ◆ Equity payout authorization
- ◆ Liability payout authorization
- ◆ Asset payout authorization
- ◆ Authorize Stale payment
- ◆ Authorize Escheat payment
- ◆ Authorize Backup Withholding payment

PRUN1 - Universal Non-Commodity

- ◆ Authorize normal payment
- ◆ Equity payout authorization
- ◆ Liability payout authorization
- ◆ Asset Payout Authorization
- ◆ Authorize Escheat Payment
- ◆ Authorize Backup Withholding Payment
- ◆ Authorize Earned Revenue Refund
- ◆ Encumbrance correction & Credit Memo

- ◆ Non Ref Credit Memo Event

PRUC1 - Universal Commodity

- ◆ Authorize normal payment
- ◆ Equity payout authorization
- ◆ Liability payout authorization
- ◆ Asset Payout Authorization
- ◆ Authorize Escheat Payment
- ◆ Authorize Backup Withholding Payment
- ◆ Authorize Earned Revenue Refund
- ◆ Encumbrance correction & Credit Memo
- ◆ Non Ref Credit Memo Event

PAYMENT HOLD

There are times when payments need to be held for a period of time. Payment Hold is specified on the Payment Hold Maintenance (PHM) document and Prevents Automatic Payments (PAP) to a vendor.

There are three types of holds that a PHM document can create:

- ◆ Payment Request Hold - one payment request is held
- ◆ Agreement Hold - All payments against an agreement (encumbrance)
- ◆ Vendor Hold - All payments to the specified vendor (can only be set-up by oversight users)

Note: The PHM should **NOT** be used to request that a check be held for pickup at the Department of Finance (DOF). If the PHM is processed in this instance, the disbursement will not be processed - AND A CHECK WILL NOT BE ISSUED. Hold for pick-up is specified on the Disbursement Options tab of Payment Requests and DRM Documents.

TOPIC 3 - SPECIAL HANDLING OPTIONS

There are a number of fields in the payment request document that are useful for the user to note:

REQUIRED FIELDS

Service From Date and Service To Date - These date fields are located on the Commodity line. They are required for the user to enter on all payment request types, but they may auto-populate with the system date on some payment requests if left blank. The service dates on the payment request are used in accrual processing.

For more information about how the Service Dates from the payment request affect accrual processing, please refer to the Automated Accruals and Clearings and Manual Accruals and Clearings courses.

Payment Type - This pick list is a required field on most Payment Requests and is located in the General Information tab of the Accounting section. It displays the Payment Type associated with the Interest Payment Request document and drives the determination of interest calculation and amounts. However, this pick list does not provide a description of Payment Types. Rather, it only shows the abbreviations. Refer to the below table for choosing the appropriate Payment Type or refer to the Payment Scheduling and Interest Control table (PSIC).

Payment Type	Payment Type Description
A	Miscellaneous (for Misc. Requests)
O	Pre Prompt Progress
D	Default
C	Change Orders
F	Final
P	Progress
S	Substantially Complete
B	Balance
M	Miscellaneous
R	Refund

Invoice Information Fields - There are a number of fields on the Invoice Information tab that may be required for you to enter, depending on the type of payment request being processed. They indicate when goods/services were rendered and affect payment dates and calculation of interest:

- ◆ Sign-Off Date
- ◆ Vendor Invoice Number
- ◆ Vendor Invoice Date
- ◆ Invoice Received Date

In a commodity based payment request, the invoice fields can be found in both the Vendor and Commodity sections in the Invoice Information tab. If entered on the Vendor level, the values will auto populate on all commodity lines in the payment request. The values that are auto-populated to the commodity level can be overridden on the commodity line level. The invoice fields can also be left blank on the Vendor level and entered separately on each commodity line.

If a future date is entered on Vendor Invoice Received Date on the Vendor Component of the document, an error will be issued once the document is validated stating "Invoice Received Date must be less than Future Date". This should be manually corrected on both the Vendor section and the Commodity section. Correcting it only on the Vendor section will not auto populate the Commodity section.

In a non-commodity based payment request, the invoice fields are located in the Accounting section and must be entered there.

The following invoice fields are not allowed to be entered since they are used to reference an internal invoice document, which is functionality not used in FMS: Accounting:

- ◆ Invoice Doc Code
- ◆ Invoice Doc Dept
- ◆ Invoice Doc ID
- ◆ Invoice Doc VL
- ◆ Invoice Doc CL

DISBURSEMENT OPTIONS

This tab in the Vendor Section contains features that manage how payment requests behave during disbursement. By selecting any of these optional features users indicate how they want the payment handled.

Single Payment - The Single Payment Flag, located in the Disbursement Options tab of the Vendor section, is an optional checkbox which generates a separate paper check and prevents the payment request to be combined with others due to the same vendor at the same address, from the same agency on the same date. When checked, either manually or inferred from the Vendor/Customer code, the payment will not be combined on a disbursement with other payment requests for this vendor. In addition to other payment requests, this also includes credit memos for the same vendor.

Hold the Check for Pick up - Select HH in the Disbursement Category pick list and STD in the Disbursement Format pick list. Both are located on the Disbursement Options tab of the Vendor section and are used to designate holding a check for pickup.

If the Disbursement format is set to EFT, users must change the type to STD or the check will not be held for pickup, it will be issued as an EFT. Refer to the Guided Simulation of Module 2, Topic 2 to see this field in use.

Pay a Third Party - There are three ways to designate a third party vendor on the payment request:

- ◆ The 'Pay Third Party' checkbox is automatically checked on the Disbursement Options tab when the primary vendor on the payment request is set up to 'Always Infer Third Party' on the Vendor/Customer (VCUST) table. The third party vendor that is assigned to the primary vendor on VCUST will always be paid.
- ◆ You have the option to check 'Pay Third Party' on the Disbursement Options tab of the payment request when the primary Vendor has a third party assigned to it on VCUST, but is not set up to 'Always Infer Third Party'. To pay the assigned third party vendor, click the 'Pay Third Party' checkbox.
- ◆ If there is no assigned third party for your vendor, then you can designate a one-time payment to a third party vendor on the Payee tab of the payment request. This vendor must be flagged on VCUST as eligible to receive a third party payment.

Note: When the 'Pay Third Party' flag on the payment request is checked, the Payee fields are blocked from data entry.

Refer to the Guided Simulation of Module 2, Topic 2 to see this field being used.

For more information about the Third Party Assignment fields, refer to the Vendor Management course.

DISCOUNT TERMS AND CALCULATIONS

Discount Terms can be entered on the vendor record in VCUST or are entered on the payment request document. The discount amount is calculated during the overnight disbursement process, not on the payment request since terms are applicable on the disbursement date. The discount amount is displayed on the automated disbursement document (AD). The Payment Request represents the final point in which Discount Terms may be entered.

The following table shows an example of how Discount Terms can be defined:

Days	Discount Percentage	Description
Days 1 = 10	Percent 1 = 2	If the vendor is paid within 10 days of the vendor invoice date, 2% of the invoice can be deducted.
Days 2 = 30	Percent 2 = 1	If the vendor is paid within 30 days of the vendor invoice date, 1% of the invoice can be deducted.
Days 3	Percent 3	There are no additional terms
Days 4	Percent 4	There are no additional terms

If a disbursement is cancelled and rescheduled, a discount may not be taken if the new payment date falls after the terms date range.

SUMMARY

In this module, you:

- ◆ Differentiated between the types of Payment Requests, how they are used, and the Procurement Process
- ◆ Reviewed the three methods for selecting and referencing encumbrances
- ◆ Reviewed the required fields related to accruals and interest eligibility
- ◆ Reviewed the options that indicate the way a payment request is disbursed

CHECK YOUR PROGRESS

1. Which two payment requests are used in the Procurement Chain and must include a document reference for each line?
 - a. PRC2 and PRR1
 - b. PRT1 and PRC2
 - c. PRN2 and PRM1
 - d. PRC2 and PRN2

2. Is the following statement True or False? The Credit Memo document is intended to record credit issued from a vendor for damaged or unshipped goods.
 - a. True
 - b. False

3. Is the following statement True or False? There are two methods to reference an encumbrance document when creating a payment request, 1) Copying Forward and 2) entering a Backward Reference.
 - a. True
 - b. False

4. Which field in a Payment Request is used to designate holding the check for pickup?
 - a. Single Payment
 - b. Pay Third Party
 - c. Disbursement Category
 - d. Payment Type

Answers

1. d
2. a
3. a
4. c

Module 2: Processing Commodity Payment Requests (PRC2)

OBJECTIVES

In this module, you will:

- ◆ Create a PRC2 by copying forward from a commodity encumbrance
 - ◆ Create a PRC2 and enter the back reference to the encumbrance
 - ◆ Pay multiple purchase orders with a single payment request
 - ◆ Pay multiple invoices with a single payment request
 - ◆ Apply a credit line to a PRC2
 - ◆ Create a PRC2 by searching and selecting encumbrance lines on the Commodity Based Encumbrance Search page (ENCSRCH)
-

OVERVIEW

The Commodity Payment Request (PRC2) document is used to authorize commodity based payments.

- ◆ It must reference commodity based encumbrance documents and lines (POC, PCC, POD, CT1, CTA1, DO1). It cannot be used to authorize payment of a PON1.
- ◆ Multiple invoices for the same vendor can be combined on one payment request, with each invoice entered on a separate commodity line.
- ◆ Multiple encumbrances can be referenced on one payment request, with each invoice entered on a separate commodity line.
- ◆ PRC2 documents require approval from two authorized department users.

MULTIPLE METHODS TO SELECT AND REFERENCE ENCUMBRANCE LINES

There are different ways to create a PRC2. You can select a method that best fits the number of encumbrances and encumbrance lines that are to be paid.

- ◆ When paying all or most of a commodity encumbrance at one time, the easiest way to select and reference the encumbrance is to open the encumbrance document from the Document Catalog and Copy Forward to create a PRC2.

- ◆ When paying one or two accounting lines of a multiple commodity line encumbrance, it might be easier to create a new PRC2 from the Document Catalog. Then enter the back reference to the encumbrance Document ID, commodity and accounting lines on the new PRC2.
- ◆ A third way to select and reference a commodity encumbrance document and lines is by using the Commodity Based Encumbrance Search (ENCSRCH) page. Here users can search for a commodity based encumbrance document by vendor name, vendor code, or document description. Once the encumbrance is selected, users can search for and select individual lines based upon commodity or accounting details, and then create a PRC2 that references the selected lines.

TOPIC 1 - PROCESS COMMODITY PAYMENT REQUESTS (PRC2)

There are two event types available on this document. One is for standard payment against an encumbrance line. This code, APE1, is the default event type.

The second event type creates a credit line, is entered with a negative amount and reduces the total payment request that should be made. When this event type is used, the payment request total cannot be a negative amount (less than zero).

These are the event types associated with the PRC2:

Event Types	Description
APE1	Authorize Encumbrance Payment (Default)
APE2	Encumbrance Correction & Credit Memo

GUIDED SIMULATION - COPY FORWARD TO CREATE A PRC2



The movie icon represents a guided simulation that displays in the online Payment Request eLearning course.

A City Department received goods ordered from the United States Post Office for supplies and is making a full payment of \$449.55. Funds were encumbered for the purchase using a Commodity Encumbrance - Small Purchase (POC) document. To process a PRC2, you will be copying forward from a POC and entering information in the Commodity and Accounting sections.

FMS: ACCOUNTING HOME PAGE



1. Click the **Search** link on the **Secondary Navigation Panel**.

SEARCH OPTIONS



2. Click the **Document Catalog** link. The **Document Catalog** screen is displayed in Search Mode.

DOCUMENT CATALOG

The screenshot shows the 'Document Catalog' form in a web application. The left sidebar contains navigation options: Message Center, Search, Document Catalog (highlighted), History, Favorites, Administration, and infoAdvantage. The main form area has a 'Create' button and a 'Document Identifier' section. This section includes three input fields: 'Code' with the value 'POC', 'Dept.' with the value '856', and 'ID' with the value '20107200003'. Below these fields are sections for 'User Information' and 'Document State'. At the bottom of the form, there are 'Browse' and 'Clear' buttons.

3. Enter POC in the **Code** field.
4. Enter the **Dept.**
5. Enter the Document **ID**.
6. Click the **Browse** link.

DOCUMENT CATALOG

The screenshot shows a table of documents. The table has columns for Code, Dept., Unit, ID, Comments, Version, Function, Phase, Status, Date, User ID, Amount, and Active. A single row is highlighted in yellow, representing a document with Code 'POC', Dept. '856', and ID '20107200003'. The ID field in this row is circled in red. Below the table are navigation links: 'Open', 'Validate', 'Submit', 'Copy', 'First', 'Prev', 'Next', 'Last', and 'Menu'.

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	POC	856	20107200003	No	1	New	Final	Submitted	10/19/09	856DE	\$880.00	Yes

Verify that the selected POC is in a Phase/Final and Status/Submitted.

7. Click on the document link in the ID column to open the POC document. The Header section of the POC document is displayed.

POC DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

The screenshot displays the 'General Information' tab of a Procurement Order (POC) system. The header section includes the following fields and values:

- Document Name: [Empty]
- Record Date: 10/19/2009
- Budget FY: 2010
- Fiscal Year: 2010
- Period: 12
- Contract Purpose: [Empty]
- Actual Amount: \$880.00
- Closed Amount: \$0.00
- Closed Date: [Empty]
- Open Amount: \$880.00
- Open Accrual Amount: \$0.00
- PCard ID: [Empty]
- PCard Exp: [Empty]
- Procurement Folder: 458105
- Procurement Type: Unclassified
- Procurement Type ID: 1
- Cited Authority: [Empty]
- Revised Start Date: 10/02/2009
- Revised End Date: 11/27/2009
- PSR Approval Date: [Empty]
- Accounting Profile: [Empty]
- Terms Template: [Empty]
- Confirmation Order:

The 'Copy Forward' button is highlighted with a red circle in the bottom toolbar.

8. Review the POC to make sure the correct encumbrance is selected:

- ◆ Header section
- ◆ Vendor section
- ◆ Commodity section
- ◆ Accounting section

9. Click the **Copy Forward** button. The Copy Forward page is displayed.

COPY FORWARD FROM POC

COPY FORWARD PAGE

Copy Forward

From Document

Category : PROC Doc Dept : 856
Type : PO Doc Unit :
Code : POC ID : 20107200003
Select Entire Document : Version : 1

To Document

Doc. Department Code : 856 Document Id : 2010
Unit Code : Auto Numbering :

Target Doc Type	Target Doc Code	Description
PR	PPRC2	Pre-Processing PPRC2
<input checked="" type="checkbox"/> PR	PRC2	Pay for Order
PR	EAC1	Correct Encumbrance

First Prev Next Last

OK Cancel

1. Enter the **Doc. Department Code**.
2. Enter the current 4-digit fiscal year in the **Document ID** field. This number will be added as a prefix to the auto generated ID number.
3. Click the **Auto Numbering** check box.
4. Select **PRC2 - Pay for Order** in the **Target Doc Code** column.
5. Click the **OK** button. A New Draft PRC2 document is displayed.

ENTER DATA INTO THE PRC2

PRC2 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 2010000001 Ver.: 1 Function: New Phase: Draft Modified by TR85623_09/21/2009

Header

General Information Payee Extended Description Contact Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Bank Account:

Accounting Profile:

Replacement:

PCard Payment:

PCard Administrator:

Cited Authority:

Document Description: FMS Trainer 212-555-1212 FMS Training@fisa.nyc.gov

Pre-Processing Allowed:

Actual Amount: \$2,949.55

Retainage Amount (-): \$0.00

Discount Amount (-): \$0.00

Penalty/Interest Amount (+): \$0.00

Withheld Amount (-): \$0.00

Intercept Amount (-): \$0.00

Use Tax Withheld (-): \$0.00

Default Intercept Fee Amount (-): \$0.00

Supplementary Intercept Fee Amount (-): \$0.00

Payment Amount (-): \$2,949.55

Outstanding Amount: \$2,949.55

Closed Amount: \$0.00

Referenced Amount: \$0.00

Accounting Distribution No. of Lines: 0 Distribution Line: none Distribution Percentage: none

Vendor No. of Lines: 1 Vendor Line: 1 Vendor Customer: 0000598187 Legal Name: MAINTAINCO INCORPORATED

Commodity No. of Lines: 3 Commodity Line: 1 CL Description: Acoustical Tile Insulation Commodity: 01009000000

Accounting No. of Lines: 0 Accounting Line: none Total Line Amount: none Line Closed Amount: none

Posting No. of Lines: 0

Save Undo Copy Validate Submit Discard Print Processing

When the PRC2 document is created, a new document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.

The **Record Date**, **Budget FY**, **Fiscal Year**, and **Period**, if left blank, will auto populate when the document is fully approved, based on the approval date. When two accounting periods are open and you need to post to a prior period, you can enter the appropriate Record Date, FY, or accounting period here. The approval date will not override the information that is entered.

1. Enter the full name, phone, and email address in the **Document Description** field.
2. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.

PRC2 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20100000001 Ver.: 1 Function: New Phase: Draft

Document Navigator

- Header
- Accounting Distribution
- Vendor**
- Commodity
- Accounting
- Posting

Header

General Information Payee Extended Description Contact Document Information

Document Name: Actual Amount: \$880.00

Record Date: Retainage Amount (- \$0.00):

Budget FY: Discount Amount (-) \$0.00

Fiscal Year: Penalty/Interest Amount (+) \$0.00

Period: Withheld Amount (-) \$0.00

Bank Account: Intercept Amount (-) \$0.00

Accounting Profile: Use Tax Withheld (-) \$0.00

Save Undo

- Click on the **Vendor** section. The **General Information** tab of the Vendor section is displayed.

PRC2 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20100000001 Ver.: 1 Function: New Phase: Draft Modified by B

Vendor No. of Lines: 1 Vendor Line: 1 Vendor Customer: 0000000012 Legal Name: UNITED STATES POSTAL SERVICE

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	0000000012	UNITED STATES POSTAL SERVICE	880.00

From 1 to 1 Total: 1

General Information Disbursement Options Invoice Information Agreement Reference Discount Terms

Vendor Customer: 0000000012 Vendor Contact ID:

Legal Name: UNITED STATES POSTAL SERVICE Vendor Contact Name: No Contact

Alias/DBA: Vendor Contact Phone:

Address Code: 1 Vendor Contact Phone Ext.:

Address 1: 65 COURT STREET, Vendor Contact Email:

Address 2: RM 1001B Fax: 999 999-9710

City: BROOKLYN Fax Extension:

State: New York

Save Undo Insert New Line Insert Copied Line Edit with Grid

Note: As a result of copying forward, the vendor and commodity information is auto populated to the Vendor and Commodity sections.

- Verify that the vendor information is correct.
- Enter the **Address Code**, or select it from the pick list.

6. Click **Save**.

PRC2 DOCUMENT - COMMODITY SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'Payment Request - Commodity Encumbrance(PRC2)' interface. The 'Commodity' section is active, displaying a table with one line item: 'Abrasive, Coated Cloth, Fiber, Sandpaper, etc.' with a quantity of 45.00000. Below the table, the 'General Information' tab is selected, showing fields for 'Service From Date' (10/21/2009) and 'Service To Date' (11/27/2009). The 'Invoice Information' tab is also visible and highlighted with a red circle.

1. Click the **Commodity** section. The **General Information** tab of the Commodity section is displayed.
2. Enter the **Service From Date**.
3. Enter the **Service To Date**.
4. Click the **Invoice Information** tab.

PRC2 DOCUMENT - COMMODITY SECTION, INVOICE INFORMATION TAB

The screenshot shows the 'Payment Request - Commodity Encumbrance(PRC2)' interface. The 'Invoice Information' tab is selected, displaying fields for 'Sign Off Date' (10/21/2010), 'Vendor Invoice Number' (55555), and 'Invoice Received Date' (10/21/2010). The 'Discount Terms' tab is also visible and highlighted with a red circle.

5. Enter the **Sign-Off Date**.
6. Enter the **Vendor Invoice Number**.
7. Enter the **Invoice Received Date**.

Note: If the Invoice Information fields are entered at the Vendor level, they will auto-populate to all Commodity lines. They can be overridden at the Commodity

level by entering new values on each Commodity line. If a future date is entered on Vendor Invoice Received Date on the Vendor Component of the document, an error will be issued once the document is validated stating "Invoice Received Date must be less than Future Date". This should be manually corrected on both the Vendor section and the Commodity section. Correcting it only on the Vendor section will not auto populate the Commodity section.

8. Click the **Discount Terms** tab.

DISCOUNT TERMS - THIS IS AN OPTIONAL ENTRY

The screenshot shows a software interface with a tabbed menu at the top. The 'Discount Terms' tab is selected and highlighted in blue. Below the tabs, there is a form with four rows of input fields. Each row corresponds to a discount term (1 through 4). The fields are: 'Days', 'Percent', and 'Discount Always'. The 'Discount Always' fields have checkboxes next to them.

Days	Percent	Discount Always
Days 1: <input type="text"/>	Percent 1: <input type="text"/>	Discount Always 1: <input type="checkbox"/>
Days 2: <input type="text"/>	Percent 2: <input type="text"/>	Discount Always 2: <input type="checkbox"/>
Days 3: <input type="text"/>	Percent 3: <input type="text"/>	Discount Always 3: <input type="checkbox"/>
Days 4: <input type="text"/>	Percent 4: <input type="text"/>	Discount Always 4: <input type="checkbox"/>

If there is a situation where establishing Discount Terms is necessary, users can enter them on the Discount Terms tab. The discount amounts are calculated during the overnight process and the results are displayed on the disbursement document.

Note: The Payment Request represents the final point in which Discount Terms may be changed.

PRC2 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

The screenshot shows a software interface for a Payment Request. The top header includes document details: 'Payment Request - Commodity Encumbrance(PRC2)', 'Dept: 856', 'ID: 2010000001', 'Ver.: 1', 'Function: New', 'Phase: Draft', and 'Modified by TR85623, 09/21/2009'. A 'Document Navigator' on the left lists sections like Header, Accounting Distribution, Vendor, Commodity, Accounting (highlighted), and Posting. The main area is titled 'Accounting' and shows a table with one line item: Accounting Line 1, Total Line Amount \$449.55, Line Closed Amount \$0.00, Outstanding Amount \$449.55, Interest Ineligible 'No', and Payment Type 'P'. Below the table are several tabs: 'General Information' (selected), Reference, Fixed Asset Intent Reference, Fund Accounting, Detail Accounting, Additional Amounts, and Extended Description. The 'General Information' tab contains various fields: Event Type (APE1), Accounting Template, Bank Account (78), Line Description, Sub Total Line Amount (\$449.55), Tax Amount (\$0.00), Use Tax Amount (\$0.00), Total Line Amount (\$449.55), Interest Ineligible (checkbox), Payment Type (P, circled in red), Budget FY (2009), Fiscal Year, Period, Check Description, Special Instructions Code, Disbursement Category, Extension Reason, Extension Description, and Sign Off Date (10/21/2010). At the bottom, there are buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate (circled in red), Submit, Discard, Print, Processing, and Workflow.

1. Click the **Accounting** section. The **General Information** tab of the Accounting section is displayed.
2. Click **Validate** to auto-populate the accounting information.

Note: Other required fields are needed on the payment request, so you may receive errors after validating. You can ignore the error messages until you populate all required fields.

3. Enter the **Payment Type** or select it from the pick list.

PAYMENT TYPE PICK LIST

Choose

[Browse](#) [Clear](#)

Document Code : Fund :

Fund Group : Payment Type :

	Document Code	Fund	Fund Group	Payment Type
Select	PRC2	ALL	C	C
Select	PRC2	ALL	C	F
Select	PRC2	ALL	C	O
Select	PRC2	ALL	C	P
Select	PRC2	ALL	C	S
Select	PRC2	ALL	G	P
Select	PRC2	ALL	O	P

[Cancel](#) First Previous Next Last

VALIDATE AND SUBMIT PRC2

1. Click the **Validate** button once again to check for errors. If any errors exist, fix the errors and then click **Validate** button again when there are no errors
Document validated successfully is displayed.

PRC2 DOCUMENT - VALIDATION MESSAGE

Financial Management System

Welcome, PR APP1 856

[View All](#) 1 of 1 **Document validated successfully**

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20100000001 Ver.: 1 Function: New Phase: Draft

PRC2 DOCUMENT - POSTING SECTION

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount	
1	Liquidation	P005 P006	Encumbrance Res Encumbrance	\$449.55	\$449.55	
2	Standard	D011 DN01	External AE Enc Disb Pay	\$449.55	\$449.55	

From 1 to 2 Total: 2

2. Click the **Posting** section to review posting information. You can click the eye icon to view posting details.
3. Click the **Submit** button. You have successfully submitted a PRC2 document and it is pending approval.

GUIDED SIMULATION - ENTER BACK REFERENCE IN A PRC2

An alternative to copying a reference forward is to create a backward reference from the Payment Request to the encumbrance document. When entering the backward reference, users enter the encumbrance Document Code, ID and Department into the Commodity section's Reference Tab. To create a PRC2 with a backward reference, begin by creating a PRC2 from the Document Catalog.

This menu path guides you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → CLICK DOCUMENT CATALOG → CREATE PRC2 DOCUMENT

PRC2 DOCUMENT - GENERAL INFORMATION TAB

When the PRC2 document is created, a new document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.

The **Record Date**, **Budget FY**, **Fiscal Year**, and **Period**, if left blank, will auto populate when the document is fully approved, based on the approval date. When two accounting periods are open and you need to post to a prior period, you can enter the appropriate Record Date, FY, or accounting period here. The approval date will not override the information that is entered.

1. Enter full name, phone, and email address in the **Document Description** field.
2. Click on the **Vendor** section. The **General Information** tab of the Vendor section is displayed.

PRC2 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'Vendor' section with the 'General Information' tab selected. The 'Vendor Customer' field contains '0000998187' and the 'Address Code' field contains '1'. The 'Save' button and the 'Insert New Line' button are circled in red. The interface includes a table at the top with columns for Vendor Line, Vendor Customer, Legal Name, and Line Amount. Below the table are navigation buttons (First, Previous, Next, Last) and a 'Go to line:' field. The 'General Information' tab contains various fields for vendor details, including contact information and tax details.

3. Click the **Insert New Line** button.
4. Enter the **Vendor Customer** code.
5. Enter the **Address Code**, or select from the pick list.
6. Click **Save** to bring in the remaining vendor information.

PRC2 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'Vendor' section with the 'General Information' tab selected. The 'Vendor Customer' field contains '0000998187' and the 'Address Code' field contains '1'. The 'Commodity' section is circled in red. The 'Save' button is also circled in red. The interface includes a table at the top with columns for Vendor Line, Vendor Customer, Legal Name, and Line Amount. Below the table are navigation buttons (First, Previous, Next, Last) and a 'Go to line:' field. The 'General Information' tab contains various fields for vendor details, including contact information and tax details. The 'Commodity' section is expanded, showing fields for Commodity Line, Accounting Line, and Posting.

7. Click the **Commodity** section. The **General Information** tab of the Commodity section is displayed.

Note: Unlike Copy Forward, no information is populated until a reference document is entered in the Reference Tab of the Commodity section.

PRC2 DOCUMENT - COMMODITY SECTION, INVOICE INFORMATION TAB

The screenshot displays the 'Commodity' section of the PRC2 system. At the top, a table lists the commodity line details:

Commodity Line	CL Description	Commodity	Quantity	Line Type
1	Engineering and Surveying Equipment Maintenance and Repair;	93831000000	100.00000	Item

Below the table, the 'Reference' tab is active. The 'Commodity' field is set to 93831000000. The 'Service From Date' is 07/01/2009 and the 'Service To Date' is 07/29/2009. The 'Quantity' is 100.00000. Other fields include Stock Item Suffix, Supplier Part Number, Commodity Description, Description, Line Type (Item), Tax Profile, Accounting Profile, PCard ID, Cardholder Name, PCard Expiration Date, Account Number, Reconciliation Sequence, Reconciliation Status, Receipt Date, and Comments.

1. Enter the **Commodity** or select one from the pick list.
2. Enter the **Quantity**.
3. Enter the **Service From Date**.
4. Enter the **Service To Date**.
5. Click on the **Reference Tab**.

PRC2 DOCUMENT - COMMODITY SECTION, REFERENCE TAB

The screenshot shows the 'Reference' tab of the PRC2 Document - Commodity Section. The 'Invoice Information' tab is also circled in red. The 'Save' button is circled in red. The 'Commodity Ref Code' is POC, 'Commodity Ref Dept' is 856, 'Commodity Ref ID' is 20097600038, 'Commodity Ref VL' is 1, 'Commodity Ref CL' is 1, and 'Ref Type' is Partial.

Note: The Reference Tab is where you enter the backward reference document information.

1. Enter the **Commodity Ref Code**.
2. Enter the **Commodity Ref Dept**.
3. Enter the **Commodity Ref ID**.
4. Enter the **Commodity Ref VL** (Vendor Line.)
5. Enter the **Commodity Ref CL** (Commodity Line.)
6. Click **Save** to bring in the accounting information.
7. Click on **Invoice Information** tab.

COMMODITY SECTION, INVOICE INFORMATION TAB

The screenshot displays the 'Invoice Information' tab within a software application. At the top, a table lists commodity lines with columns for 'Commodity Line', 'CL Description', 'Commodity', 'Quantity', and 'Line Type'. Below this, a series of tabs includes 'General Information', 'Reference', 'Fixed Asset Intent Reference', 'Invoice Information', 'Agreement Reference', 'Discount Terms', 'Additional Amounts', 'Tax Information', and 'Fixed Asset Information'. The 'Invoice Information' tab is active, showing several input fields: 'Invoice Doc Code', 'Invoice Doc Dept', 'Invoice Doc ID', 'Invoice Doc VL', 'Invoice Doc CL', 'Sign Off Date' (09/21/2009), 'Vendor Invoice Number' (98745632), 'Vendor Invoice Line' (1), 'Vendor Invoice Date' (07/01/2009), and 'Invoice Received Date' (07/29/2009). A 'Check Description' field is also present. At the bottom, the 'Accounting' section is visible, showing 'Accounting Line: 1' and 'Total Line Amount: \$3,500.00'. The 'Accounting' tab is highlighted with a red circle.

1. Enter the **Sign Off Date**.
2. Enter the **Vendor Invoice Number**.
3. Enter the **Vendor Invoice Date**.
4. Enter the **Invoice Received Date**.
5. Click on the **Accounting Section**. The **General Information** tab of the Accounting section is displayed.

PRC2 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

1. Enter the **Payment Type**.
2. Enter the **Vendor Invoice Number**.
3. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again.
4. Click **Submit**.

TOPIC 2 -CREATE A PRC2 TO PAY MULTIPLE PURCHASE ORDERS

You have the ability to pay multiple purchase orders on one payment request, as long as the payment is to the same vendor. To save time, copy forward the first commodity purchase order to a PRC2 payment request. Then, create a new commodity line for each additional purchase order that you would like to pay, entering the backward reference information for that respective purchase order into each commodity line. Also note:

- ◆ On a backward reference, the Line Amount from the referenced Accounting line is not auto-populated. The field must be entered manually.
- ◆ With copy forward, although the commodity and accounting information is auto-populated to the payment request when referencing an encumbrance, not all accounting lines must be paid. You have the ability to delete the lines you do not want to pay.

GUIDED SIMULATION



The movie icon represents a guided simulation that displays in the online Payment Request eLearning course.

A City Department is processing a payment for both a printer and printing materials. Funds were encumbered for the purchases using two POCs. The agency needs the check to be held for pick-up at DOF. In addition, the primary vendor has a third party vendor associated with it on VCUST.

Create a new PRC2 Payment Request referencing both purchase orders, making sure to delete lines that you do not want to pay.

Also, be sure to include the following in your payment request in order for it to be held for pick-up at DOF:

- ◆ Designate the payment request as Single Payment to prevent consolidation with other payments or credits.
- ◆ Enter HH (hold for pick-up at DOF) in the Disbursement Category.
- ◆ Verify the Disbursement Format is STD, for a check to be issued.

This menu path guides you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → CLICK DOCUMENT CATALOG → SEARCH FOR POC DOCUMENT

OPEN ENCUMBRANCE DOCUMENT

DOCUMENT CATALOG

Open Validate Submit Copy													
	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	POC	856		20107000001	No	1	New	Final	Submitted	10/19/09	856DE	\$250.00	Yes
<input type="checkbox"/>	POC	856		20107200003	No	1	New	Final	Submitted	10/19/09	856DE	\$880.00	Yes

First Prev Next Last

1. Verify that the selected POC is in a Phase/Final and Status/Submitted.
2. Open the POC document.

POC DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

The screenshot shows a software window titled "Header" with a "List View" button in the top right. Below the title bar are several tabs: "General Information" (selected), "Contract Details", "Reference", "Contact", "Modification", "Extended Description", "Default Shipping/Billing", "Reporting", "Fixed Asset Intent Reference", and "Document Information". The main area contains two columns of data entry fields. The left column includes: Document Name (dropdown), Record Date (10/19/2009, calendar icon), Budget FY (2009), Fiscal Year (2009), Period (12), Contract Purpose (dropdown), Actual Amount (\$250.00), Closed Amount (\$0.00), Closed Date, Open Amount (\$250.00), and Open Accrual (\$0.00). The right column includes: PCard ID (dropdown with up/down arrows), PCard Exp, Procurement 458202, Folder, Procurement Type: Unclassified, Procurement Type ID (1, dropdown with up/down arrows), Cited Authority (dropdown with up/down arrows), Revised Start Date (10/19/2009, calendar icon), Revised End Date (11/27/2009, calendar icon), PSR Approval Date, Accounting Profile (dropdown with up/down arrows), and Terms Template (dropdown with up/down arrows). At the bottom right is a "Related Actions" dropdown. The bottom toolbar contains buttons for "Edit", "Copy", "Copy Forward" (circled in red), "Discard", "Print", "Processing" (dropdown), and "Workflow" (dropdown).

3. Review the POC to make sure the correct encumbrance is selected:

- ◆ Header section
- ◆ Vendor section
- ◆ Commodity section
- ◆ Accounting section

4. Click the **Copy Forward** button. The Copy Forward page is displayed.

COPY FORWARD PAGE

Copy Forward

From Document

Category : PROC Doc Dept : 856
Type : PO Doc Unit :
Code : POC ID : 20107200003
Select Entire Document : Version : 1

To Document

Doc. Department Code : 856 Document Id : 2010
Unit Code : Auto Numbering :

Target Doc Type	Target Doc Code	Description
PR	PPRC2	Pre-Processing PPRC2
<input checked="" type="checkbox"/> PR	PRC2	Pay for Order
PR	EAC1	Correct Encumbrance

First Prev Next Last

OK Cancel

5. Enter the **Doc. Department Code**.
6. Enter the current 4-digit fiscal year in the Document **ID** field. This number will be added as a prefix to the auto generated ID number. A fiscal year prefix is required for all documents.
7. Check the **Auto Numbering** check box.
8. Select **PRC2** for **Target Doc Code**.
9. Click the **OK** button. A New Draft PRC2 document is displayed.

ENTER DATA INTO THE PRC2

PRC2 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 858 ID: 2009000014 Ver.: 1 Function: New Phase: Draft Modified by TR85623, 09/21/2009

Header

General Information Payee Extended Description Contact Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Bank Account:

Accounting Profile:

Replacement:

PCard Payment:

PCard Administrator:

Cited Authority:

Document Description: FMS Trainer 212-555-1212
FMSTraining@fisa.nyc.gov

Pre-Processing Allowed:

Actual Amount: \$350.00

Retainage Amount (-): \$0.00

Discount Amount (-): \$0.00

Penalty/Interest Amount \$0.00 (+):

Withheld Amount (-): \$0.00

Intercept Amount (-): \$0.00

Use Tax Withheld (-): \$0.00

Default Intercept Fee Amount (-): \$0.00

Supplementary Intercept Fee Amount (-): \$0.00

Payment Amount (=): \$350.00

Outstanding Amount: \$350.00

Save Undo Load Accounting Profile

Accounting Distribution	No. of Lines: 0	Distribution Line: none	Distribution Percentage: none
Vendor	No. of Lines: 1	Vendor Line: 1	Vendor Customer: 0000998187 Legal Name: MAINTAINCO INCORPORATED
Commodity	No. of Lines: 1	Commodity Line: 1	CL Description: Engineering and Surveying Equipment Maintenance and Repair;
Accounting	No. of Lines: 0	Accounting Line: none	Total Line Amount: none Line Closed Amount: none
Posting	No. of Lines: 0		

Copy Validate Submit Discard Print Processing Workflow File Close

When the PRC2 document is created, a new document ID is generated. The document is shown as Ver:1, Function: New, Phase: Draft.

The **Record Date**, **Budget FY**, **Fiscal Year**, and **Period**, if left blank, will auto populate when the document is fully approved, based on the approval date. When two accounting periods are open and you need to post to a prior period, you can enter the appropriate Record Date, FY, or accounting period here. The approval date will not override the information that is entered.

1. Enter your full name, phone, and email address in the **Document Description** field.
2. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.

PRC2 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20090000014 Ver.: 1 Function: New Phase

Document Navigator

- Header
- Accounting Distribution
- Vendor**
- Commodity
- Accounting
- Posting

Header

General Information Payee Extended Description Contact Document Info

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Bank Account:

Accounting Profile:

Actual Amount
Retainage Amount
Discount Amount
Penalty/Intercept Amount
Withheld Amount
Intercept Amount

3. Click on the **Vendor** section.

Note: As a result of copying forward, the vendor and commodity information are auto-populated to the Vendor and Commodity sections. The accounting information will be auto-populated after you validate the document.

PRC2 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

Vendor No. of Lines: 1 Vendor Line: 1 Vendor Customer: 0000000012 Legal Name: UNITED STATES POSTAL SERVICE

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	0000000012	UNITED STATES POSTAL SERVICE	250.00

From 1 to 1 Total: 1

General Information **Disbursement Options** Invoice Information Agreement Reference Discount Terms

Vendor Customer: 0000000012

Legal Name: UNITED STATES POSTAL SERVICE

Alias/DBA:

Address Code: 1

Address 1: 65 COURT STREET,
Address 2: RM 1001B
City: BROOKLYN
State: New York

Vendor Contact ID:

Vendor Contact Name: BUSINESS MAIL ENTRY

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Fax: 999 999-9710
Fax Extension:

1. Enter the **Address Code**, or select it from the pick list.

VENDOR SECTION - ADDRESS CODE PICK LIST

Choose

[Browse](#) [Clear](#)

Street 1 : Street 2 :

City : State/Province :

Zip/Postal Code : Country :

	Address ID	Street 1	Street 2	City	State/Province	Zip/Postal Code	Country	Remittance Advice Required
Select	1	65 COURT STREET,	RM 1001B	BROOKLYN	NY	11201	US	No
Select	2	341 9TH AVENUE	ROOM 709	NEW YORK	NY	10199-9732	US	No
Select	3	CMRS-POC P.O. BOX 0575		CAROL STREAM	IL	60132-0575	US	No

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

2. Enter or select the **Vendor Contact ID** or **Vendor Contact Name** to optionally designate a vendor contact.

Note: The **Vendor Contact Name** will appear on the "Attention To" line of the Check after disbursement.

3. Click **Save** to bring in the remaining vendor information.
4. Click the **Disbursement Options** tab.

PRC2 DOCUMENT - VENDOR SECTION, DISBURSEMENT OPTIONS TAB

General Information **Disbursement Options** Invoice Information Agreement Reference Discount Terms

Disbursement Type:

Disbursement Format:

Handling Code:

Disbursement Category:

Scheduled Payment Date:

Disbursement Priority:

Single Payment:

Pay Third Party:

EFT Status:

5. Enter **STD** in the **Disbursement Format** field or select it from the pick list.

Note: If the Disbursement format is set to **EFT** you must change it to **STD** in order for a check to be printed and held for pick-up at DOF.

6. Select the **Single Payment** checkbox to prevent consolidation of this payment request with any others or credit memos due to the vendor.

Note: The **Pay Third Party** checkbox is checked to indicate the payment will go to the third party associated with the vendor. The third party vendor is inferred from the Vendor/Customer record. If the vendor used does not have a third party associated with it, the check box cannot be checked off. The third party must exist in the system and must have a relationship established with the primary vendor on the Vendor/Customer table when this flag is selected.

7. Enter **HH** in the **Disbursement Category** or select it from the pick list to indicate the check is to be held for pickup at DOF.
8. Click the **Invoice Information** tab. The Invoice Information tab of the Vendor section is displayed.

PRC2 DOCUMENT - VENDOR SECTION, INVOICE INFORMATION TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20090000014 Ver.: 1 Function: New Phase: Draft Modified by 8

Document Navigator: Header, Accounting Distribution, Vendor, Commodity, Accounting, Posting

Vendor: No. of Lines: 1 Vendor Line: 1 Vendor Customer: 0000000012 UNITED STATES POSTAL SERVICE

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	0000000012	UNITED STATES POSTAL SERVICE	250.00

From 1 to 1 Total: 1

General Information | Disbursement Options | **Invoice Information** | Agreement Reference | Discount Terms

Invoice Doc Code:
 Invoice Doc Dept:
 Invoice Doc ID:

Vendor Invoice Number: 12345
 Vendor Invoice Date:

Invoice Received Date: 10/19/2009
 Invoice Acceptance/Sign-Off Date: 10/19/2009

1. Enter the **Sign-Off Date**.
2. Enter the **Vendor Invoice Number**.
3. Enter the **Invoice Received Date**.

Note: If entered at the Vendor level, the Invoice Information fields infer to all subsequent Commodity lines. They can be overridden at the Commodity level by entering new values on each Commodity line. If a future date is entered on Vendor Invoice Received Date on the Vendor Component of the document, an error will be issued once the document is validated stating "Invoice Received Date must be less than Future Date". This should be manually corrected on both the Vendor section and the Commodity section. Correcting it only on the Vendor section will not auto populate the Commodity section.

4. Click the **Commodity** section. The **General Information** tab of the Commodity section is displayed.

PRC2 DOCUMENT - COMMODITY SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20090000014 Ver.: 1 Function: New Phase: Draft Modified by: S56PRA1, 10/19/2009

Document Navigator

- Header
- Accounting Distribution
- Vendor
- Commodity
- Accounting
- Posting

Commodity No. of Lines: 2 Commodity Line: 1 CL Description: Printers, Laser Commodity: 20477000000

Commodity Line	CL Description	Commodity	Quantity	Line Type
1	Printers, Laser	20477000000	1.00000	Item
2	Microfiche/Microfilm Reader Printer Supplies: Paper, Toner,	57547000000	1.00000	Item

From 1 to 2 Total: 2

General Information Reference Fixed Asset Intent Reference Invoice Information Agreement Reference Discount Terms
Additional Amounts Tax Information Fixed Asset Information Retainage Terms

CL Description: Printers, Laser

Commodity: 20477000000

Stock Item Suffix:

Supplier Part Number:

Commodity Description: Printers, Laser

Service From Date: 10/19/2009

Service To Date: 11/20/2009

Tax Profile:

Accounting Profile:

PCard ID:

Cardholder Name:

PCard Expiration Date:

Note: The application opens to the first Commodity line when there are multiple Commodity lines in the document.

1. Enter the **Service From Date**.
2. Enter the **Service To Date**.
3. Click the **Accounting** section.

PRC2 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20090000014 Ver.: 1 Function: New Phase: Draft Modified by 856PRA1, 10/19/09

Document Navigator: Header, Accounting Distribution, Vendor, **Commodity**, Accounting, Posting

Accounting No. of Lines: 1 Accounting Line: 1 Total Line Amount: \$150.00 Line Closed An

From 1 to 1 Total: 1 [First] [Previous] [Next] [Last]

General Information Reference Fixed Asset Intent Reference Fund Accounting Detail Accounting Additional Amounts

Event Type: APE1 Budget FY: 2009
 Accounting Template: Fiscal Year:
 Bank Account: 78 Period:
 Line Description: Check Description:
 Sub Total Line Amount: \$150.00
 Tax Amount: \$0.00
 Use Tax Amount: \$0.00
 Total Line Amount: \$150.00
 Interest Ineligible:
 Payment Type: P
 Special Instructions Code:
 Disbursement Category:
 Extension Reason:
 Extension Description:

The **General Information** tab of the **Accounting** section is displayed. The **Event Type** is defaulted to APE1.

Note: If the number of accounting lines is 0, click **Validate**, and the Accounting section will populate.

4. Enter the **Payment Type** or select from the pick list.
5. Click the **Commodity** section. The **General Information** tab of the **Commodity** section is displayed.

DELETE COMMODITY LINE 2

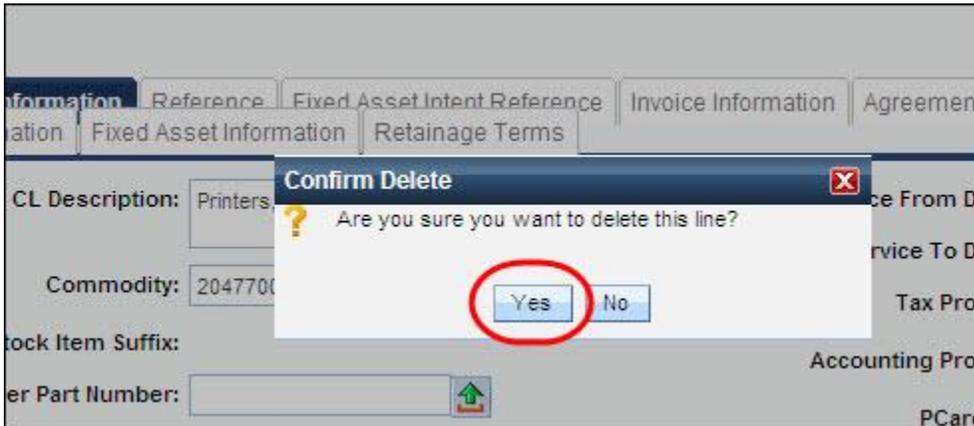
PRC2 DOCUMENT - COMMODITY SECTION, GENERAL INFORMATION TAB

Commodity						
No. of Lines: 2 Commodity Line: 1 CL Description: Printers, Laser Commodity: 20477000000						
Commodity Line	CL Description	Commodity	Quantity	Line Type		
1	Printers, Laser	20477000000	1.00000	Item		
2	Microfiche/Microfilm Reader Printer Supplies: Paper, Toner,	57547000000	1.00000	Item		

Above the General Information tab is a list of all commodity lines.

1. Click the **Trash Can Icon** button at the right of the commodity line to delete Commodity line 2. A **Confirm Delete** window is displayed.

CONFIRM DELETE WINDOW

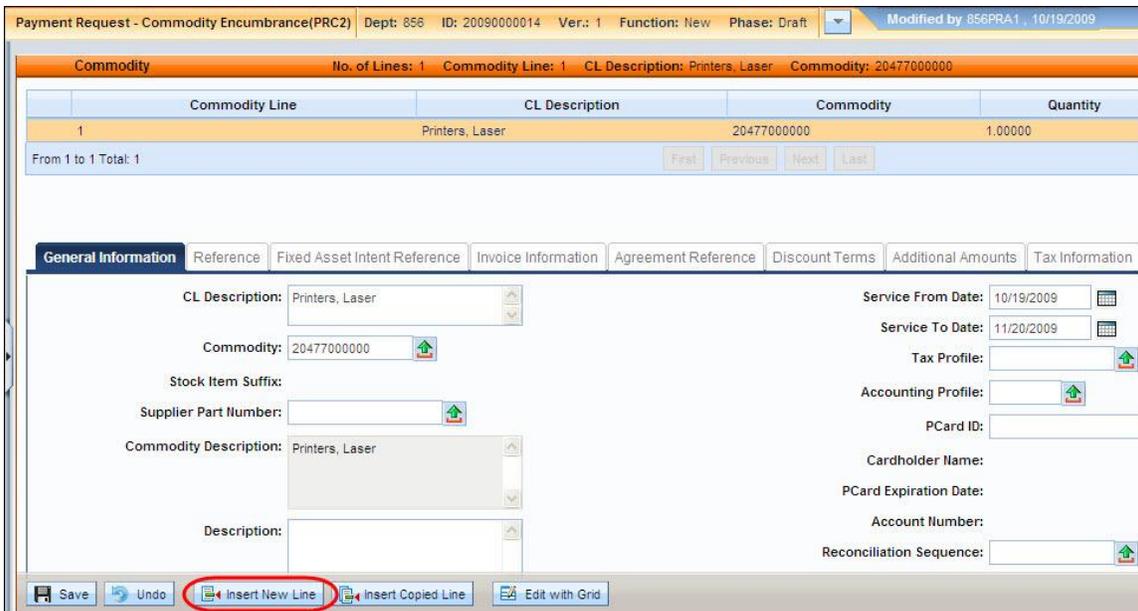


2. Click **Yes** when prompted to confirm the line deletion. This line will not be paid.

Note: All subsequent accounting lines within the commodity line will also be deleted.

INSERT NEW COMMODITY LINE TO REFERENCE 2ND PURCHASE ORDER

PRC2 DOCUMENT - COMMODITY SECTION, GENERAL INFORMATION TAB



1. Click the **Insert New Line** button in the **Commodity** section. The new commodity line is displayed within the General Information tab.

PRC2 DOCUMENT - COMMODITY SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20090000014 Ver.: 1 Function: New Phase: Draft Modified by 856PRA1

Commodity Line	CL Description	Commodity	Quantity
1	Printers, Laser	20477000000	1.0000
0			

From 1 to 2 Total: 2

General Information **Reference** Fixed Asset Intent Reference Invoice Information Agreement Reference Discount Terms Additional Amounts

CL Description:
 Commodity:
 Stock Item Suffix:
 Supplier Part Number:
 Commodity Description:
 Description:

Service From Date:
 Service To Date:
 Tax Profile:
 Accounting Profile:
 PCard ID:
 Cardholder Name:
 PCard Expiration Date:
 Account Number:

Reconciliation Sequence:

Save Undo Insert New Line Insert Copied Line Edit with Grid

2. Click the **Reference** tab.

PRC2 DOCUMENT - COMMODITY SECTION, REFERENCE TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20090000014 Ver.: 1 Function: New Phase: Draft Modified by 856PRA1 10/19/2009

Commodity Line	CL Description	Commodity	Quantity	Item
1	Printers, Laser	20477000000	1.00000	Item
0				Item

From 1 to 2 Total: 2

General Information **Reference** Fixed Asset Intent Reference Invoice Information Agreement Reference Discount Terms Additional Amounts Tax Information Fixed Asset In

Commodity Ref Code:
 Commodity Ref Dept:
 Commodity Ref ID:
 Commodity Ref VL:
 Commodity Ref CL:
 Ref Type:

Save Undo Insert New Line Insert Copied Line Edit with Grid

Copy **Validate** Submit Discard Print Process

3. Enter the **Commodity Ref Code** (Encumbrance Document Code).
4. Enter the **Commodity Ref Dept** (Encumbrance Department Code).
5. Enter the **Commodity Ref ID** (Encumbrance Document ID).
6. Enter the **Commodity Ref VL** (Encumbrance Vendor Line Number).
7. Enter the **Commodity Ref CL** (Encumbrance Commodity Line Number).

Note: Do not change or enter a **Ref Type**. When the document is validated, the **Ref Type** value will default based on the accounting line amounts of the referencing and referenced documents, using the following logic:

Situation	Default Ref Type
Referencing Line = Referenced Line	Final
Referencing Line < Referenced Line	Partial
Referencing Line > Referenced Line	Error Message

- Click **Validate** to auto-populate the new commodity line with the referenced commodity line information.

PRC2 DOCUMENT - COMMODITY SECTION, REFERENCE TAB

Commodity No. of Lines: 2 Commodity Line: 1 CL Description: Printers, Laser Commodity: 20477000000

Commodity Line	CL Description	Commodity	Quantity
1	Printers, Laser	20477000000	1.00000
2	Printers, Laser	20477000000	1.00000

From 1 to 2 Total: 2

General Information Reference Fixed Asset Intent Reference Invoice Information Agreement Reference Discount Terms Additional Amounts Tax Information

Commodity Ref Code: POC Commodity Ref VL: 1
 Commodity Ref Dept: 856 Commodity Ref CL: 1
 Commodity Ref ID: 20107000001 Ref Type: Final

Note: After validating, the system returns to the first commodity line.

- Click on Commodity Line 2. The **Reference** tab is still displayed.

Verify you have selected the correct commodity line by checking heading of the Commodity section. It should read: No. of Lines: 2, Commodity Line: 2.

- Click the **General Information** tab.

PRC2 DOCUMENT - COMMODITY SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 2009000014 Ver.: 1 Function: New Phase: Draft Modified by 856PRA1, 10/26/2009

Document Navigator: Header, Accounting Distribution, Vendor, Commodity, Accounting, Posting

Commodity No. of Lines: 2 Commodity Line: 2 CL Description: Printers, Laser Commodity: 20477000000

Commodity Line	CL Description	Commodity	Quantity	
1	Printers, Laser	20477000000	1.00000	Item
2	Printers, Laser	20477000000	1.00000	Item

From 1 to 2 Total: 2

General Information Reference Fixed Asset Intent Reference Invoice Information Agreement Reference Discount Terms Additional Amounts
Fixed Asset Information Retainage Terms

CL Description: Printers, Laser
Commodity: 20477000000
Stock Item Suffix:
Supplier Part Number:
Commodity Description: Printers, Laser

Service From Date: 10/19/2009
Service To Date: 12/18/2009
Tax Profile:
Accounting Profile:
PCard ID:
Cardholder Name:
PCard Expiration Date:

1. Enter the **Service From Date**.
2. Enter the **Service To Date**.
3. Click the **Accounting** section.

PRC2 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 2009000014 Ver.: 1 Function: New Phase: Draft Modified by 856PRA1, 10/26/2009

Document Navigator: Header, Accounting Distribution, Vendor, Commodity, Accounting, Posting

Accounting No. of Lines: 1 Accounting Line: 1 Total Line Amount: \$150.00 Line Closed Amount: \$0.00

From 1 to 1 Total: 1

General Information Reference Fixed Asset Intent Reference Fund Accounting Detail Accounting Additional Amounts Extended Description

Event Type: APE1
Accounting Template:
Bank Account: 78
Line Description:
Sub Total Line Amount: \$150.00
Tax Amount: \$0.00
Use Tax Amount: \$0.00
Total Line Amount: \$150.00
Interest Ineligible:
Payment Type: P
Interest Amount From IPR:

Budget FY: 2010
Fiscal Year:
Period:
Check Description:
Special Instructions Code:
Disbursement Category: HH
Extension Reason:
Extension Description:
Sign Off Date: 10/19/2009
After Accounts Payable

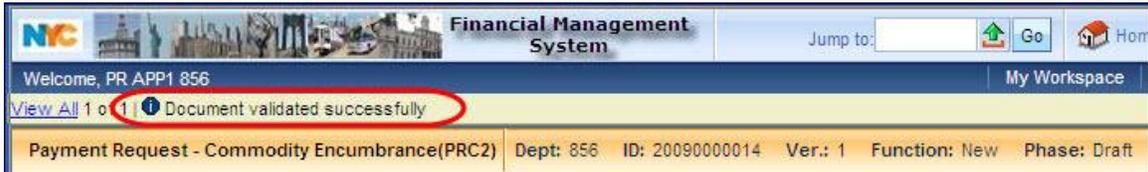
Save Undo Insert New Line Insert Copied Line Edit with Grid
Copy Validate Submit Discard Print Processing

4. Enter the **Payment Type** or select it from the pick list.

VALIDATE AND SUBMIT PRC2

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again.

PRC2 DOCUMENT - VALIDATE MESSAGE



2. Click the **Posting** section to review posting information. You can click the eye icon to view posting details.

PRC2 DOCUMENT - POSTING SECTION

Posting		No. of Lines: 2			
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Liquidation	P006 P005	Res Encumbrance Encumbrance	\$150.00	\$150.00
2	Standard	D011 DN01	External AE Enc Disb Pay	\$150.00	\$150.00

3. Click the **Submit** button.

PRC2 DOCUMENT - SUBMITTED MESSAGE



4. Click the **Close** button.

You have successfully submitted a PRC2 document and it is pending approval.

BEST PRACTICES

- ◆ If you are not paying a line in full but you want to close the line, then select 'Final' as the **Reference Type**
- ◆ Always verify fund availability before processing the payment request
- ◆ In order to save time entering data and to ensure the vendor and accounting information are correctly carried forward, always reference the appropriate encumbrance document
- ◆ Always review the Posting line to ensure the desired accounting result

- ◆ Use Document Descriptions on the Header and/or Accounting sections to explain the purpose and reason

TOPIC 3 - COMMODITY PAYMENT REQUEST (PRC2) - PAY MULTIPLE INVOICES WITH A SINGLE PAYMENT REQUEST

You have the ability to pay multiple invoices with a single PRC2 payment request, as long as the payment is to the same vendor. To save time, copy forward the micro purchase order to a PRC2 payment request. Then, enter separate invoice information on the associated commodity line for each invoice that you would like to pay.

Also note:

- ◆ Insert a copied commodity line to enter information for each additional invoice
- ◆ The reference tab and accounting line for the copied commodity line will automatically include required information

GUIDED SIMULATION



The movie icon represents a guided simulation that displays in the online Payment Request eLearning course.

A City Department is processing a micro purchase order payment for building materials, concrete patching, maintenance and repair. The vendor submitted four separate invoices:

- ◆ One invoice for a Buildings and Structure Maintenance and Repair (Portable, Machine)
- ◆ One invoice for Building Materials - Micro
- ◆ One invoice for concrete patching
- ◆ One additional invoice for concrete patching

Create a new PRC2 Payment Request that pays four invoices.

Also, be sure to include the following in your payment request:

- ◆ Enter separate Invoice Information on the corresponding Commodity Lines
- ◆ Ensure the POD micro purchase is reference on all four commodity lines

This menu path guides you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → CLICK DOCUMENT CATALOG → SEARCH FOR POD DOCUMENT

OPEN ENCUMBRANCE DOCUMENT

DOCUMENT CATALOG

The screenshot shows the 'Document Catalog' web application. At the top, there is a 'Create' button and a 'Document Identifier' section with input fields for 'Code' (POD), 'Unit', 'Dept.' (856), and 'ID' (10). Below this are sections for 'User Information' and 'Document State'. There are 'Browse' and 'Clear' links. At the bottom, there are links for 'Open', 'Validate', 'Submit', and 'Copy'. A table displays document details:

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	POD	856	20098100010	No	1	New	Final	Submitted	9/21/09	TR85658	\$600.00	Yes

Verify that the selected POD is in Phase/Final and Status/Submitted.

1. Open the POD document.

POD DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Commodity Purchase Order - Micro Purchase(POD) Dept: 856 ID: 20098100010 Ver.: 1 Function: New Phase: Final Modified by: TR85812, 09/21/2009

Document Navigator: Header, Award Details, Accounting Distribution, Vendor, Commodity, Accounting, Posting, Commodity T & C, Business Type, Sub Vendor, Terms and Conditions, Special Instructions, Supporting Documents

Header: General Information, Contract Details, Reference, Contact, Modification, Extended Description, Default Shipping/Billing, Reporting, Fixed Asset Intent Reference, Document Information

Document Name: POD Demonstration PCard ID: PCard Exp: Procurement Folder: 34201 Procurement Type: Unclassified Procurement Type ID: 1 Cited Authority: Revised Start Date: Revised End Date: PSR Approval Date: Accounting Profile: Contract Purpose: POD Demonstration Actual Amount: \$600.00 Closed Amount: \$0.00 Closed Date:

Buttons: Edit, Copy, Copy Forward (circled in red), Discard, Print, Processing, Workflow, File, Close

2. As a Best Practice, review the following sections of the POD to make sure the correct encumbrance is selected:
 - ◆ Header section
 - ◆ Vendor section
 - ◆ Commodity section
 - ◆ Accounting section
3. Click the **Copy Forward** button. The Copy Forward page is displayed.

COPY FORWARD PAGE

Copy Forward

From Document

Category : PROC Doc Dept : 856
 Type : PO Doc Unit :
 Code : POC ID : 20107200003
 Select Entire Document : Version : 1

To Document

Doc. Department Code : 856 Document Id : 2010
 Unit Code : Auto Numbering :

Target Doc Type	Target Doc Code	Description
PR	PPRC2	Pre-Processing PPRC2
<input checked="" type="checkbox"/> PR	PRC2	Pay for Order
PR	EAC1	Correct Encumbrance

First Prev Next Last

OK Cancel

4. Enter the **Doc. Department Code**.
5. Enter the current 4-digit fiscal year in the **Document Id** field. This number will be added as a prefix to the auto-generated ID number. A fiscal year prefix is required for all documents.
6. Check the **Auto Numbering** check box.
7. Select **PRC2** for **Target Doc Code**.
8. Click the **OK** button. A New Draft PRC2 document is displayed.

ENTER DATA INTO THE PRC2

PRC2 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20090000177 Ver.: 1 Function: New Phase: Draft Modified by TR85652 09/21/2009

Header

General Information Payee Extended Description Contact Document Information

Document Name: Multiple Invoices Actual Amount: \$600.00

Record Date: Retainage Amount (-): \$0.00

Budget FY: Discount Amount (-): \$0.00

Fiscal Year: Penalty/Interest Amount (-): \$0.00

Period: Withheld Amount (-): \$0.00

Bank Account: Intercept Amount (-): \$0.00

Accounting Profile: Use Tax Withheld (-): \$0.00

Default Intercept Fee \$0.00

Save Undo Load

Accounting Distribution	No. of Lines: 0	Distribution Line: none	Distribution Percentage: none
Vendor	No. of Lines: 1	Vendor Line: 1	Vendor Customer: 0000998187 Legal Name: MAINTAINCO INCORPORATED
Commodity	No. of Lines: 3	Commodity Line: 1	CL Description: Buildings and Structure Maintenance and Repair (Portable, Mo
Accounting	No. of Lines: 0	Accounting Line: none	Total Line Amount: none Line Closed Amount: none
Posting	No. of Lines: 0		

Copy Validate Submit Discard Print Processing Workflow

When the PRC2 document is created, a new document ID is generated. The document is shown as Ver:1, Function: New, Phase: Draft.

The **Record Date**, **Budget FY**, **Fiscal Year**, and **Period**, if left blank, will auto populate when the document is fully approved, based on the approval date. When two accounting periods are open and you need to post to a prior period, you can enter the appropriate Record Date, FY, or accounting period here. The approval date will not override the information that is entered.

Note: As a result of copying forward, the vendor and commodity information are auto-populated to the Vendor and Commodity sections. The accounting information will be auto-populated after you first validate the document.

1. Click the **Open Document Navigator** icon (small arrow on the left) to switch to Document Navigator mode.

PRC2 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 2009000177 Ver.: 1 Function: New Phase: Draft Modified by TR85652, 09/21/2009

Document Navigator

- Header
- Accounting Distribution
- Vendor**
- Commodity
- Accounting
- Posting

Header

General Information Payee Extended Description Contact Document Information

Document Name: Multiple Invoices Actual Amount: \$600.00

Record Date: [] Retainage Amount (-): \$0.00

Budget FY: [] Discount Amount (-): \$0.00

Fiscal Year: [] Penalty/Interest Amount (): \$0.00

Period: [] Withheld Amount (-): \$0.00

Bank Account: [] Intercept Amount (-): \$0.00

Accounting Profile: [] Use Tax Withheld (-): \$0.00

Save Undo

Accounting Distribution	No. of Lines: 0	Distribution Line: none	Distribution Percentage: none
Vendor	No. of Lines: 1	Vendor Line: 1	Vendor Customer: 0000998187 Legal Name:
Commodity	No. of Lines: 3	Commodity Line: 1	CL Description: Buildings and Structure Maint
Accounting	No. of Lines: 0	Accounting Line: none	Total Line Amount: none Line Closed
Posting	No. of Lines: 0		

Copy Validate Submit Discard Print Processing Workflow

- Click on the **Vendor** section. The **General Information** tab of the Vendor section is displayed.

PRC2 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 2009000177 Ver.: 1 Function: New Phase: Draft Modified by TR85652, 09/21/2009

Document Navigator

- Header
- Accounting Distribution
- Vendor**
- Commodity
- Accounting
- Posting

Vendor No. of Lines: 1 Vendor Line: 1 Vendor Customer: 0000998187 Legal Name: MANTAINCO INCORPORATED

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	0000998187	MANTAINCO INCORPORATED	0.00

From 1 to 1 Total: 1 First Previous Next Last Go to line: [] Go

List View

General Information Disbursement Options Invoice Information Agreement Reference Discount Terms

Vendor Customer: 0000998187 Vendor Contact ID: 002

Legal Name: MANTAINCO INCORPORATED Vendor Contact Name: []

Alias/DBA: [] Vendor Contact Phone: []

Address Code: 1 Vendor Contact Phone Ext.: []

Address 1: [] Vendor Contact Email: []

Address 2: [] Fax: []

City: [] Fax Extension: []

State: [] Web Address http:// []

Zip Code: [] Taxpayer ID Number: []

Country: [] Taxpayer ID Type: []

Save Undo Insert New Line Insert Copied Line Edit with Grid

Copy Validate Submit Discard Print Processing Workflow File Close

- Enter the **Address Code**, or select it from the pick list.

VENDOR SECTION - ADDRESS CODE PICK LIST

Choose

[Browse](#) [Clear](#)

Street 1 : Street 2 :

City : State/Province :

Zip/Postal Code : Country :

Address ID	Street 1	Street 2	City	State/Province	Zip/Postal Code	Country	Remittance Advice Required	
Select	1	65 EAST LEUNING STREET	PO BOX #1785	SOUTH HACKENSACK	NJ	07606-0385	US	No

[Cancel](#) First Previous Next Last

When you return to the General Information tab,

2. Enter or select the **Vendor Contact ID** or **Vendor Contact Name** to designate a vendor contact. (Optional)

Note: The **Vendor Contact Name** will appear on the "Attention To" line of the check after disbursement.

3. Click **Save**

PRC2 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 2009000177 Ver: 1 Function: New Phase: Draft Modified by: TR85623, 09/21/2009

Document Navigator: Header, Accounting Distribution, **Vendor**, Commodity, Accounting, Posting

Vendor: No. of Lines: 1 Vendor Line: 1 Vendor Customer: 0000998187 Legal Name: MANTAINCO INCORPORATED

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	0000998187	MANTAINCO INCORPORATED	0.00

From 1 to 1 Total: 1

General Information | Disbursement Options | Invoice Information | Agreement Reference | Discount Terms

Vendor Customer: 0000998187 Vendor Contact ID: 002

Legal Name: MANTAINCO INCORPORATED Vendor Contact Name: PAT LAGOMARSINO

Alias/DBA: Vendor Contact Phone: (201) 487-2565

Address Code: 1 Vendor Contact Phone Ext:

Address 1: 65 EAST LEUNING STREET Vendor Contact Email: PLagomarsino@main.com

Address 2: PO BOX #1785 Fax: (201) 487-3138

City: SOUTH HACKENSACK Fax Extension:

State: New Jersey Web Address http://

Zip Code: 07606-0385 Taxpayer ID Number:

Country: US Taxpayer ID Type:

The vendor information will be updated.

4. Click the **Commodity** section. The **General Information** tab of the Commodity section is displayed.

PRC2 DOCUMENT - COMMODITY SECTION, GENERAL INFORMATION, FIRST COMMODITY TAB FOR FIRST INVOICE

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20090000177 Ver.: 1 Function: New Phase: Draft Modified by TR85652 09/21/2009

Commodity Line	CL Description	Commodity	Quantity	Line Type
1	Buildings and Structure Maintenance and Repair (Portable, Mo	93614000000	20.00000	Item
2	Building (500 Sq.Ft. and Under)	15512000000	20.00000	Item
3	Patching Mix, Asphalt Concrete	74565000000	20.00000	Item

From 1 to 3 Total: 3

General Information Reference Fixed Asset Intent Reference Invoice Information Agreement Reference Discount Terms Additional Amounts Tax Information

Fixed Asset Information Retainage Terms

CL Description: Buildings and Structure Maintenance and Repair (Portable, Mo

Commodity: 93614000000

Stock Item Suffix:

Supplier Part Number:

Service From Date: 9/21/09

Service To Date: 9/21/2010

Tax Profile:

Accounting Profile:

PCard ID:

Save Undo Insert New Line Insert Copied Line Edit with Grid

Copy Validate Submit Discard Print Processing Workflow File Close

Note: The application opens to the first Commodity line when there are multiple Commodity lines in the document.

1. Enter the **Service From Date**.
2. Enter the **Service To Date**.
3. Click the **Invoice Information** tab. The Invoice Information tab of the Commodity section is displayed.

PRC2 DOCUMENT - COMMODITY SECTION, INVOICE INFORMATION TAB – FIRST INVOICE

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20090000177 Ver.: 1 Function: New Phase: Draft Modified by: TR85652, 09/21/2009

Commodity Line	No. of Lines: 3	Commodity Line: 1	CL Description: Buildings and Structure Maintenance and Repair (Portable, Mo	Commodity:
1	93614000000		Buildings and Structure Maintenance and Repair (Portable, Mo	93614000000
2			Building (500 Sq.Ft. and Under)	15512000000
3			Patching Mix, Asphalt Concrete	74565000000

From 1 to 3 Total: 3

General Information | Reference | Fixed Asset Intent Reference | **Invoice Information** | Agreement Reference | Discount Terms | Additional Amounts | Tax Information

Fixed Asset Information | Retainage Terms

Invoice Doc Code:
 Invoice Doc Dept:
 Invoice Doc ID:
 Invoice Doc VL: 0
 Invoice Doc CL: 0
 Sign Off Date: 9/21/09

Vendor Invoice Number: 12345098
 Vendor Invoice Line:
 Vendor Invoice Date: 9/21/09
 Invoice Received Date: 9/21/09
 Check Description:

Save | Undo | Insert New Line | Insert Copied Line | Edit with Grid

Copy | Validate | Submit | Discard | Print | Processing | Workflow | File | Close

4. Enter the **Sign Off Date**.
5. Enter the **Vendor Invoice Number**.
6. Enter the **Invoice Received Date**.

Note: If you enter the information for the first invoice at the Vendor section, the invoice information fields infer to all subsequent Commodity lines. They can be overridden at the Commodity line by entering new values on each Commodity line for each invoice.

If a future date is entered on Vendor Invoice Received Date on the Vendor Component of the document, an error will be issued once the document is validated stating "Invoice Received Date must be less than Future Date".

If this error occurs, you must correct the dates on both the Vendor and the Commodity sections. Correcting it the Vendor section will not auto correct the Commodity section.

7. Click the **Accounting** section. The **General Information** tab of the Accounting section is displayed.

PRC2 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 2009000177 Ver.: 1 Function: New

Document Navigator: Header, Accounting Distribution, Vendor, Commodity, **Accounting**, Posting

Accounting No. of Lines: 0 Accounting L

Accounting Line	Total Line Amount	Line Closed Amount
From 0 to 0 Total: 0		

General Information Reference Fixed Asset Intent Reference Fund Ac

Event Type:

Accounting Template:

Bank Account:

Line Description:

Sub Total Line Amount:

Tax Amount:

Buttons: Insert New Line, Insert Copied Line, Edit with Grid, Copy, **Validate** (circled in red), Submit, Discard

Note: There are no Accounting lines at this time,

- Click on Validate. The Accounting section will be updated with the information for that particular accounting line from the POD document.

PRC2 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 2009000177 Ver.: 1 Function: New Phase: Draft Modified by TR85652, 09/21/2009

Accounting No. of Lines: 1 Accounting Line: 1 Total Line Amount: \$200.00 Line Closed Amount: \$0.00

Accounting Line	Total Line Amount	Line Closed Amount	Outstanding Amount	Interest Ineligible	Payment Type
1	\$200.00	\$0.00	\$200.00	No	

From 1 to 1 Total: 1

General Information Reference Fixed Asset Intent Reference Fund Accounting Detail Accounting Additional Amounts Extended Description

Event Type: APE1

Accounting Template:

Bank Account: 78

Line Description:

Sub Total Line Amount: \$200.00

Tax Amount: \$0.00

Use Tax Amount: \$0.00

Total Line Amount: \$200.00

Budget FY: 2009

Fiscal Year:

Period:

Check Description:

Special Instructions Code:

Disbursement Category:

Buttons: Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow

Note: The Event Type is defaulted to APE1.

PAYMENT TYPE PICK LIST

Choose

[Browse](#) [Clear](#)

Document Code : Fund :

Fund Group : Payment Type :

	Document Code	Fund	Fund Group	Payment Type
Select	PRC2	ALL	C	C
Select	PRC2	ALL	C	F
Select	PRC2	ALL	C	O
Select	PRC2	ALL	C	P
Select	PRC2	ALL	C	S
Select	PRC2	ALL	G	P
Select	PRC2	ALL	O	P

[Cancel](#) First Previous Next Last

1. Enter the **Payment Type** or select it from the pick list.
2. Click the **Commodity** section. The **General Information** tab of the Commodity section is displayed.

Note: Another method that can be used to access the next commodity line is the **Quick switch** menu. This menu can be utilized when on the Accounting section and allows you to switch to the next Commodity line without having to go back and forth to the Commodity section. Simply select the click the **drop down arrow** (as shown) **select** the next commodity line and click **OK** and the associated accounting lines will display.

Commodity No. of Lines: 4 Commodity Line: 1 CL Description: Buildings and Structure Maintenance and Repair (Portable, Mo) Commodity: 9361400000

Accounting No. of Lines: 1 Accounting Line: 1 Total Line Amount

Accounting Line	Total Line Amount	Line Closed Amount
1	\$200.00	\$0.00

From 1 to 1 Total: 1

Select the next Commodity line →

Quick Select Row

Commodity Line	CL Description	Commodity
1	Buildings and Structure Maintenance and Repair (Portable, Mo)	93614000000
2	Building (500 Sq.Ft. and Under)	15512000000
3	Patching Mix, Asphalt Concrete	74565000000
4	Patching Mix, Asphalt Concrete	74565000000

First Previous Next Last

From the Accounting section click on the drop down to view this menu

[OK](#) [Cancel](#)

Event Type: APE1

ENTER THE INVOICE INFORMATION FOR THE SECOND INVOICE ON THE SECOND COMMODITY LINE

PRC2 DOCUMENT - COMMODITY SECTION, GENERAL INFORMATION TAB

The screenshot shows the PRC2 system interface. At the top, it displays 'Payment Request - Commodity Encumbrance(PRC2)' with details: Dept: 856, ID: 2009000177, Ver.: 1, Function: New, Phase: Draft, and Modified by: TR85652_09/21/2009. Below this is a table with 3 commodity lines. The second line is highlighted in orange and has a red circle around it. The table columns are Commodity Line, CL Description, Commodity, Quantity, and Line Type. Below the table is the 'General Information' tab, which is active. It shows fields for CL Description, Commodity, Stock Item Suffix, Supplier Part Number, Service From Date, Service To Date, Tax Profile, Accounting Profile, and PCard ID. The Service From Date and Service To Date fields are highlighted with a red circle. At the bottom, there are buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Recalculate Accounting Line Amount, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

Commodity Line	CL Description	Commodity	Quantity	Line Type
1	Buildings and Structure Maintenance and Repair (Portable, Mo	93614000000	20.00000	Item
2	Building (500 Sq.Ft. and Under)	15512000000	20.00000	Item
3	Patching Mix, Asphalt Concrete	74565000000	20.00000	Item

From 1 to 3 Total: 3

General Information Reference Fixed Asset Intent Reference Invoice Information Agreement Reference Discount Terms Additional Amounts Tax Information
Fixed Asset Information Retainage Terms

CL Description: Building (500 Sq.Ft. and Under) Service From Date: 9/21/09
Commodity: 15512000000 Service To Date: 9/21/10
Stock Item Suffix: Tax Profile:
Supplier Part Number: Accounting Profile:
Commodity Description: Building (500 Sq Ft. and Under) PCard ID:

Save Undo Insert New Line Insert Copied Line Edit with Grid Recalculate Accounting Line Amount
Copy Validate Submit Discard Print Processing Workflow File Close

1. Click the **Second Row of the Grid** in the Commodity section. The second commodity line, corresponding to the second invoice, is displayed within the General Information tab.
2. Enter the **Service From Date**.
3. Enter the **Service To Date**.
4. Click the **Invoice Information** tab. The Invoice Information tab of the Commodity section is displayed.

PRC2 DOCUMENT - COMMODITY SECTION, INVOICE INFORMATION TAB FOR THE SECOND INVOICE

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20090000177 Ver.: 1 Function: New Phase: Draft Modified by TR85627 , 09/21/09

Commodity	No. of Lines: 3	Commodity Line: 2	CL Description: Building (500 Sq.Ft. and Under)	Commodity:
2	Building (500 Sq.Ft. and Under)	15512000000	20.00000	
3	Patching Mix, Asphalt Concrete	74565000000	20.00000	

From 1 to 3 Total: 3

General Information Reference Fixed Asset Intent Reference **Invoice Information** Agreement Reference Discount Terms Additional A
Fixed Asset Information Retainage Terms

Invoice Doc Code:
 Invoice Doc Dept:
 Invoice Doc ID:
 Invoice Doc VL: 0
 Invoice Doc CL: 0
 Sign Off Date: 9/21/09

Vendor Invoice Number: 12345078
 Vendor Invoice Line:
 Vendor Invoice Date: 9/21/09
 Invoice Received Date: 9/21/09
 Check Description:

Save Undo Insert New Line Insert Copied Line Edit with Grid

Copy Validate Submit Discard Print Processing

5. Enter the **Sign Off Date**.
6. Enter the **Vendor Invoice Number**.
7. Enter the **Invoice Received Date**.
8. Click the **Accounting** section.

PRC2 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB FOR THE SECOND INVOICE

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20090000177 Ver.: 1 Function: New Phase: Draft Modified by TR85627, 09/21/2009

Accounting No. of Lines: 1 Accounting Line: 1 Total Line Amount: \$100.00 Line Closed Amount: \$0.00

General Information Reference Fixed Asset Intent Reference Fund Accounting Detail Accounting Additional Amounts Extended Description

Event Type: APE1 Budget FY: 2009
 Accounting Template: Fiscal Year:
 Bank Account: 78 Period:
 Line Description: Check Description:
 Sub Total Line Amount: \$100.00
 Tax Amount: \$0.00
 Use Tax Amount: \$0.00
 Total Line Amount: \$100.00
 Interest Ineligible:
 Payment Type: p
 Interest Amount From IPR:
 Special Instructions Code:
 Disbursement Category:
 Extension Reason:
 Extension Description:
 Sign Off Date: 09/21/2009

Save Undo Insert New Line Insert Copied Line Edit with Grid
 Copy Validate Submit Discard Print Processing Workflow

9. Select the **Payment Type** from the pick list

ENTER THE INVOICE INFORMATION FOR THE THIRD INVOICE ON THE THIRD COMMODITY LINE

PRC2 DOCUMENT - COMMODITY SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20090000177 Ver.: 1 Function: New Phase: Draft Modified by TR85648, 09/21/2009

Commodity No. of Lines: 3 Commodity Line: 3 CL Description: Patching Mix, Asphalt Concrete Commodity: 74565000000

Commodity Line	CL Description	Commodity	Quantity	Line Type
1	Buildings and Structure Maintenance and Repair (Portable, Mo	93614000000	20.00000	Item
2	Building (500 Sq.Ft. and Under)	15512000000	20.00000	Item
3	Patching Mix, Asphalt Concrete	74565000000	20.00000	Item

From 1 to 3 Total: 3 First Previous Next Last Go to line:

General Information Reference Fixed Asset Intent Reference Invoice Information Agreement Reference Discount Terms Additional Amounts Tax Information
 Fixed Asset Information Retainage Terms

CL Description: Patching Mix, Asphalt Concrete Service From Date:
 Commodity: 74565000000 Service To Date:
 Stock Item Suffix: Tax Profile:
 Supplier Part Number: Accounting Profile:
 PCard ID:

Save Undo Insert New Line Insert Copied Line Edit with Grid Recalculate Accounting L
 Copy Validate Submit Discard Print Processing Workflow File

The vendor has submitted two separate invoices for Asphalt Concert Patching Mix. Each invoice is for a quantity of 10 packages of patching mix for the amount

of \$100. You can use the third commodity line for the third invoice. The third commodity line quantity must be reduced to a quantity of 10.

PRC2 DOCUMENT - COMMODITY SECTION, GENERAL INFORMATION TAB

1. Click the **Third Row of the Grid** in the Commodity section. The third commodity line, corresponding to the third invoice, is displayed within the General Information tab.
2. Enter the **Service From Date**.
3. Enter the **Service To Date**.
4. Enter the new quantity in **Quantity**.
5. **Click the Recalculate Accounting Line Amount** button.
6. Click the **Invoice Information tab**. The Invoice Information tab of the Commodity section is displayed.

PRC2 DOCUMENT - COMMODITY SECTION, INVOICE INFORMATION TAB FOR THE THIRD INVOICE

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20090000177 Ver.: 1 Function: New Phase: Draft Modified by TR85648 09/21/2

Commodity	No. of Lines: 3	Commodity Line: 3	CL Description: Patching Mix, Asphalt Concrete	Commodity:
2	Building (500 Sq.Ft. and Under)			15512000000 20.00000
3	Patching Mix, Asphalt Concrete			74565000000 20.00000

From 1 to 3 Total: 3

General Information Reference Fixed Asset Intent Reference **Invoice Information** Agreement Reference Discount Terms Additional A
Fixed Asset Information Retainage Terms

Invoice Doc Code:
 Invoice Doc Dept:
 Invoice Doc ID:
 Invoice Doc VL: 0
 Invoice Doc CL: 0
 Sign Off Date: 9/21/09

Vendor Invoice Number: 12345INV
 Vendor Invoice Line:
 Vendor Invoice Date: 9/21/09
 Invoice Received Date: 9/21/09
 Check Description:

Save Undo Insert New Line Insert Copied Line Edit with Grid
 Copy Validate Submit Discard Print Processing

1. Enter the **Sign Off Date**.
2. Enter the **Vendor Invoice Number**.
3. Enter the **Invoice Received Date**.
4. Click the **Accounting** section.

PRC2 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB FOR THE THIRD INVOICE

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20090000177 Ver.: 1 Function: New Phase: Draft Modified by TR85627, 09/21/2009

Accounting No. of Lines: 1 Accounting Line: 1 Total Line Amount: \$100.00 Line Closed Amount: \$0.00

General Information Reference Fixed Asset Intent Reference Fund Accounting Detail Accounting Additional Amounts Extended Description

Event Type: APE1 Budget FY: 2009
 Accounting Template: Fiscal Year:
 Bank Account: 78 Period:
 Line Description: Check Description:
 Sub Total Line Amount: \$100.00
 Tax Amount: \$0.00
 Use Tax Amount: \$0.00
 Total Line Amount: \$100.00
 Interest Ineligible:
 Payment Type: P
 Interest Amount From IPR: Special Instructions Code:
 Disbursement Category:
 Extension Reason:
 Extension Description:
 Sign Off Date: 09/21/2009

Buttons: Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow

5. Select the **Payment Type** from the pick list.

ENTER THE INVOICE INFORMATION FOR THE FOURTH INVOICE ON THE FOURTH COMMODITY LINE

The vendor has submitted a fourth invoice for Asphalt Concert Patching Mix. The invoice is for a quantity of 10 packages of patching mix for the amount of \$100. You can copy and insert the third commodity line to create a fourth commodity line. The system will automatically insert the commodity information into the fourth commodity line

PRC2 DOCUMENT - COMMODITY SECTION, GRID

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20090000177 Ver.: 1 Function: New Phase: Draft Modified by TR85648, 09/21/2009

Commodity No. of Lines: 3 Commodity Line: 3 CL Description: Patching Mix, Asphalt Concrete Commodity: 74565000000

Commodity Line	CL Description	Commodity	Quantity	Line Type
1	Buildings and Structure Maintenance and Repair (Portable, Mo	93614000000	20.00000	Item
2	Building (500 Sq.Ft. and Under)	15512000000	20.00000	Item
3	Patching Mix, Asphalt Concrete	74565000000	10.00000	Item

From 1 to 3 Total: 3 First Previous Next Last Go to line: Go

1. **Copy** the Third Commodity Line.
2. Click **Insert Copied Line**.
3. Click **Save**.

PRC2 DOCUMENT - COMMODITY SECTION, FOURTH COMMODITY LINE

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20090000177 Ver.: 1 Function: New Phase: Draft Modified by TR85648 , 09/21/2009

Commodity						
No. of Lines: 4 Commodity Line: 4 CL Description: Patching Mix, Asphalt Concrete Commodity: 74565000000						
Commodity Line	CL Description	Commodity	Quantity	Line Type		
1	Buildings and Structure Maintenance and Repair (Portable, Mo	93614000000	10.00000	Item		
2	Building (500 Sq.Ft. and Under)	15512000000	20.00000	Item		
3	Patching Mix, Asphalt Concrete	74565000000	10.00000	Item		
4	Patching Mix, Asphalt Concrete	74565000000	10.00000	Item		

From 1 to 4 Total: 4

Go to line: Go

List View

General Information Reference Fixed Asset Intent Reference Invoice Information Agreement Reference Discount Terms Additional Amounts Tax Information
Fixed Asset Information Retainage Terms

CL Description: Patching Mix, Asphalt Concrete Service From Date: 09/21/2009
Commodity: 74565000000 Service To Date: 09/21/2010
Stock Item Suffix: Tax Profile:
Supplier Part Number: Accounting Profile:
PCard ID:

Save Undo Insert New Line **Insert Copied Line** Edit with Grid Recalculate Accounting Line Amount

Copy Validate Submit Discard Print Processing Workflow File Close

4. Click the **Fourth Row of the Grid** in the Commodity section. The fourth commodity line, corresponding to the fourth invoice, is displayed within the General Information tab.

PRC2 DOCUMENT - COMMODITY SECTION, FOURTH COMMODITY LINE, GENERAL INFORMATION

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20090000177 Ver.: 1 Function: New Phase: Draft Modified by TR85840, 09/21/2010

Commodity No. of Lines: 4 Commodity Line: 4 CL Description: Patching Mix, Asphalt Concrete Commodity: 74565000000

Commodity Line	CL Description	Commodity	Quantity
1	Buildings and Structure Maintenance and Repair (Portable, Mo	93614000000	20.00000
2	Building (500 Sq.Ft. and Under)	15512000000	20.00000
3	Patching Mix, Asphalt Concrete	74565000000	10.00000
4	Patching Mix, Asphalt Concrete	74565000000	10.00000

From 1 to 4 Total: 4

General Information Reference Fixed Asset Intent Reference Invoice Information Agreement Reference Discount Terms Additional Ar
Fixed Asset Information Retainage Terms

CL Description: Patching Mix, Asphalt Concrete
Commodity: 74565000000
Stock Item Suffix:
Supplier Part Number:

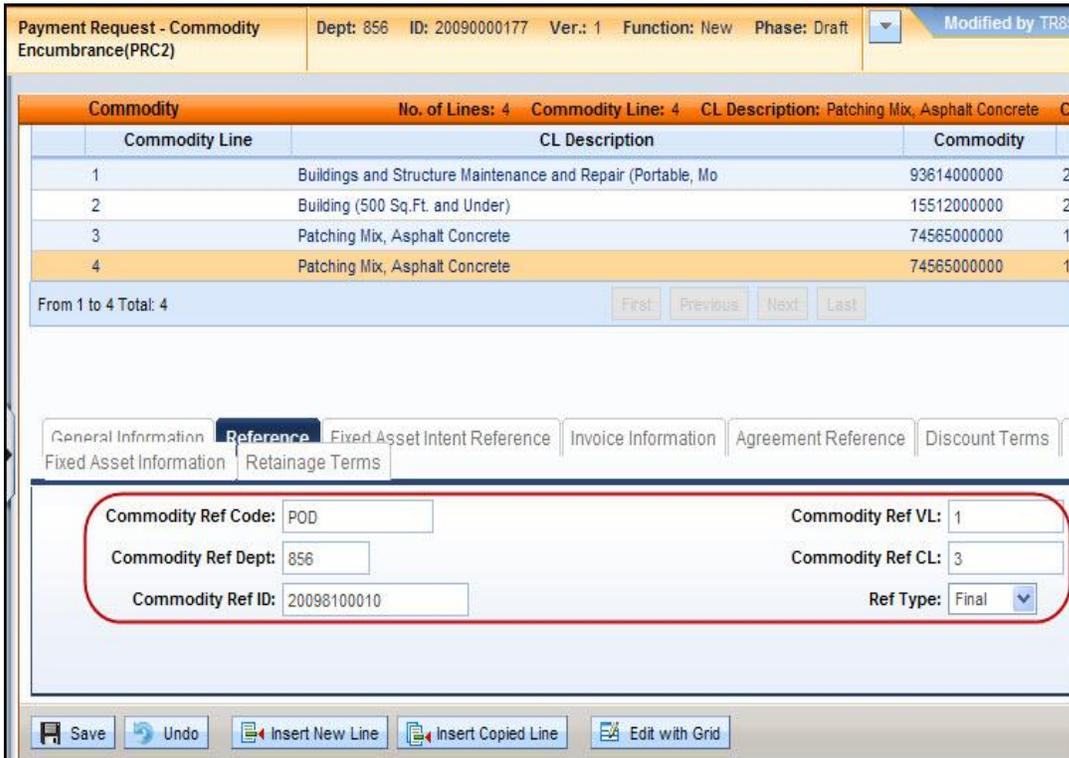
Service From Date: 09/21/2009
Service To Date: 09/21/2010
Tax Profile:
Accounting Profile:
PCard ID:

Save Undo Insert New Line Insert Copied Line Edit with Grid
Copy Validate Submit Discard Print Processing

The System automatically populates the **Service From Date** and **Service To Date**.

5. Click the **Reference** tab.

PRC2 DOCUMENT - COMMODITY SECTION, REFERENCE TAB FOR THE FOURTH INVOICE



The System automatically populates the following fields:

- ◆ **Commodity Ref Code**
- ◆ **Commodity Ref Depart**
- ◆ **Commodity Ref ID**
- ◆ **Commodity Ref VL**
- ◆ **Commodity Ref CL**

Note: Do not change or enter a **Ref Type**. When the document is validated, the **Ref Type** value will default based on the accounting line amounts of the referencing and referenced documents, using the following logic:

Situation	Default Ref Type
Referencing Line = Referenced Line	Final
Referencing Line < Referenced Line	Partial
Referencing Line > Referenced Line	Error Message

6. Click the **Invoice Information** tab. The Invoice Information tab of the Commodity section is displayed.

PRC2 DOCUMENT - COMMODITY SECTION, INVOICE INFORMATION TAB FOR THE FOURTH INVOICE

View All of 6 | Vendor Invoice on Vendor Invoice Registry has been paid for \$100.00 ...

Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20090000177 Ver.: 1 Function: New Phase: Draft Modified by TR85648 09/21/09

Commodity	No. of Lines: 4	Commodity Line: 4	CL Description: Patching Mix, Asphalt Concrete	Commodity:
3			Patching Mix, Asphalt Concrete	74565000000 10.00000
4			Patching Mix, Asphalt Concrete	74565000000 10.00000

From 1 to 4 Total: 4

General Information Reference Fixed Asset Intent Reference **Invoice Information** Agreement Reference Discount Terms Additional A

Fixed Asset Information Retainage Terms

Invoice Doc Code: Vendor Invoice Number: 12345INV

Invoice Doc Dept: Vendor Invoice Line: 3

Invoice Doc ID: Vendor Invoice Date:

Invoice Doc VL: 0 Invoice Received Date: 09/21/2009

Invoice Doc CL: 0 Check Description:

Sign Off Date: 09/21/2009

Save Undo Insert New Line Insert Copied Line Edit with Grid

Copy Validate Submit Discard Print Processing

7. Enter the **Sign Off Date**.
8. Enter the **Vendor Invoice Number**.
9. Enter **Vendor Invoice Line**.
10. Enter the **Invoice Received Date**.
11. Click the **Accounting** section for the Fourth Commodity Line.

PRC2 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB FOR THE FOURTH INVOICE

12. Enter the **Payment Type** or select it from the pick list.

PAYING ADDITIONAL INVOICES

1. Insert a new commodity line for each additional invoice you wish to pay with a single PRC2 payment request.
2. Repeat steps 2 through 12 to pay an additional invoice.

VALIDATE AND SUBMIT PRC2

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again.

PRC2 DOCUMENT - VALIDATE MESSAGE

2. Click the **Posting** section to review posting information. You can click the eye icon to view posting details.

PRC2 DOCUMENT - POSTING SECTION

Posting		No. of Lines: 2			
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Liquidation	P006 P005	Res Encumbrance Encumbrance	\$100.00	\$100.00
2	Standard	D011 DN01	External AE Enc Disb Pay	\$100.00	\$100.00

From 1 to 2 Total: 2

First Previous Next Last

Go to line: Go

3. Click the **Submit** button.

PRC2 DOCUMENT - SUBMITTED MESSAGE

The screenshot shows the Financial Management System interface. At the top, there is a navigation bar with the NYS logo and the text "Financial Management System". Below this, a message bar displays "Welcome, PR APP1 856" and "My Worksp". A yellow message box in the center contains the text "Document submitted successfully - Pending Approval", which is circled in red. Below the message bar, a status bar shows "Payment Request - Commodity Encumbrance(PRC2) Dept: 856 ID: 20090000014 Ver.: 1 Function: New Phase:".

4. Click the **Close** button.

You have successfully submitted a PRC2 document and it is pending approval.

BEST PRACTICES

- ◆ If you are paying multiple invoices with a single PRC2 payment request, enter the invoice information on the Invoice Information tab of the appropriate Commodity Line.
- ◆ Always examine the Reference section of each Commodity Line to ensure the POD micro purchase order is referenced.
- ◆ If the Reference Type is set to PARTIAL, the Contract line will be closed (liquidated) by the amount of the Payment Request line. If the Contract lines have a remaining open balance after the payment request, future payments can be made against the contract line.
- ◆ If the Reference Type is FINAL, the Contract Commodity or Accounting line will be fully closed by the payment request, even if the payment request amount is less than the Contract line available amount. (This creates a "Short Final".) The open encumbrance on the Contract Line becomes ZERO, which means that no additional payment requests can reference the Contract line (unless the Contract is modified). If no more payments will be made against the Contract line, then this is a good condition. However, if there will be additional payments, those payment requests will fail since the Commodity or Accounting line is closed.
- ◆ Use Document Descriptions on the Header and/or Accounting sections to explain the purpose and reason.

TOPIC 4: APPLYING A CREDIT LINE TO A PRC2

Users have the option to process credits without using a PCMC1 document. This credit is processed immediately and the document reflects the credited amount. This is useful if you want to pay a percentage of goods that were invoiced without having to pay the full amount or if you are trying to receive credit for an amount because the vendor was previously over paid.

GUIDED SIMULATION

A city department needs to process a PRC2 but wants to pay out only ninety five percent of the total invoiced amount leaving five percent unpaid for.

This menu path guides you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → CLICK DOCUMENT CATALOG → SEARCH FOR PRC2 DOCUMENT

OPEN THE PAYMENT REQUEST DOCUMENT

DOCUMENT CATALOG SEARCH RESULT

Document Catalog

[Create](#)

▼ **Document Identifier**

Code: Unit:

Dept.: ID:

▼ **User Information**

Create User ID: Create Date:

► **Document State**

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	PRC2	826		20100011371	No	1	New	Final	Submitted	4/6/10	sa	\$7,000.00	Yes

First Prev Next Last

1. Open the **PRC2** document containing the amount you want to credit.

PRC2 DOCUMENT, GENERAL INFORMATION TAB

Accounting Distribution	No. of Lines: 0	Distribution Line: none	Distribution Percentage: none
Vendor	No. of Lines: 1	Vendor Line: 1	Vendor Customer: 0001084252 Legal Name: NATIONAL WATER MAIN CLEANING CO.
Commodity	No. of Lines: 2	Commodity Line: 1	CL Description: Abrasives, Coated; Cloth; Fiber; Sandpaper, etc. Commodity: 0051400000
Accounting	No. of Lines: 1	Accounting Line: 1	Total Line Amount: \$7,500.00 Line Closed Amount: \$0.00
Posting	No. of Lines: 3		

2. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.
3. Click **Edit** to create a new Modification Draft version.

PRC2 DOCUMENT, GENERAL INFORMATION TAB

4. Click **Commodity** section.

PRC2 DOCUMENT, COMMODITY SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 826 ID: 20100011371 Ver: 2 Function: Modification Phase: Final Modified by sa 04/06/2010

Document Navigator: Header, Accounting Distribution, Vendor, Commodity, Accounting, Posting

Commodity Line	CL Description	Commodity	Quantity	Line Type
1	Abrasives, Coated Cloth, Fiber, Sandpaper, etc.	00514000000	7500.00000	Item

From 1 to 1 Total: 1

Buttons: Save, Undo, Insert New Line, **Insert Copied Line**, Edit with Grid, Recalculate Accounting Line Amount, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, Close

General Information Tab: Reference, Fixed Asset Intent Reference, Invoice Information, Agreement Reference, Discount Terms, Additional Amounts

CL Description: Abrasives, Coated Cloth, Fiber, Sandpaper, etc.
 Commodity: 00514000000
 Stock Item Suffix:
 Supplier Part Number:
 Commodity Description: Abrasives, Coated Cloth, Fiber, Sandpaper, etc.
 Description: 001
 Line Type: Item
 Quantity: 7500.00000
 Unit of Measure: NONE
 Unit Price: \$1.00
 Discount Unit Price: \$1.00

Service From Date:
 Service To Date:
 Tax Profile:
 Accounting Profile:
 PCard ID:
 Cardholder Name:
 PCard Expiration Date:
 Account Number:
 Reconciliation Sequence:
 Reconciliation Status:
 Receipt Date:
 Comments:
 Lock Order Specs:

5. Click the **Copy Line** icon.
6. Click the **Insert Copied Line** to insert the copied commodity line. This is the line that will be used to credit.

PRC2 DOCUMENT, COMMODITY SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Encumbrance(PRC2) Dept: 826 ID: 20100011371 Ver: 2 Function: Modification Phase: Final Modified by sa 04/06/2010

Document Navigator: Header, Accounting Distribution, Vendor, Commodity, Accounting, Posting

Commodity Line	CL Description	Commodity	Quantity	Line Type
1	Abrasives, Coated Cloth, Fiber, Sandpaper, etc.	00514000000	7500.00000	Item
2	Abrasives, Coated Cloth, Fiber, Sandpaper, etc.	00514000000	-500.00000	Item

From 1 to 2 Total: 2

Buttons: Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Recalculate Accounting Line Amount, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, Close

General Information Tab: Reference, Fixed Asset Intent Reference, Invoice Information, Agreement Reference, Discount Terms, Additional Amounts

CL Description: Abrasives, Coated Cloth, Fiber, Sandpaper, etc.
 Commodity: 00514000000
 Stock Item Suffix:
 Supplier Part Number:
 Commodity Description: Abrasives, Coated Cloth, Fiber, Sandpaper, etc.
 Description: 001
 Line Type: Item
Quantity: -500.00000
 Unit of Measure: NONE
 Unit Price: \$1.00
 Discount Unit Price: \$1.00

Service From Date: 04/01/2010
 Service To Date: 04/30/2010
 Tax Profile:
 Accounting Profile:
 PCard ID:
 Cardholder Name:
 PCard Expiration Date:
 Account Number:
 Reconciliation Sequence:
 Reconciliation Status:
 Receipt Date:
 Comments:
 Lock Order Specs:

7. Enter a negative number in the **Quantity Field**.

PRC2 DOCUMENT, COMMODITY SECTION, REFERENCE TAB

Commodity Line	CL Description	Commodity	Quantity	Line Type
1	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	00514000000	7500.00000	Item
2	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	00514000000	-500.00000	Item

From 1 to 2 Total: 2

Commodity Ref Code: CT1
 Commodity Ref Dept: 826
 Commodity Ref ID: 20080002104

Commodity Ref VL: 1
 Commodity Ref CL: 2
 Ref Type: Inverse

8. Click the **Reference Tab**.
9. Enter 2 in the **Commodity Ref CL** field (if you enter 1 you will get an error).
10. Select **Inverse** from the **Ref Type** drop down menu.

PRC2 DOCUMENT, COMMODITY SECTION, INVOICE INFORMATION TAB

Document Navigator: Accounting (circled)

Commodity Line	CL Description	Commodity	Quantity	Line Type
1	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	00514000000	7500.00000	Item
2	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	00514000000	-500.00000	Item

From 1 to 2 Total: 2

Invoice Doc Code:
 Invoice Doc Dept:
 Invoice Doc ID:
 Invoice Doc VL: 0
 Invoice Doc CL: 0
 Sign Off Date: 04/01/2010

Vendor Invoice Number: 12345678
 Vendor Invoice Line: 2 (circled)
 Vendor Invoice Date: 03/25/2010
 Invoice Received Date: 03/28/2010
 Check Description:

Note: On the Invoice Information tab, your Vendor Invoice Line needs to say 2. If it says 1, you will get an error as the system already sees that you paid out the full amount that corresponds with vendor invoice line 1.

1. Click the **Invoice Information** tab.
2. Enter 2 in the **Vendor Invoice Line**. (This is an incremental amount and would increase based on how many lines are on the document.)

3. Click on the **Accounting Section**.

PRC2 DOCUMENT, ACCOUNTING SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'Accounting' section with the 'General Information' tab selected. The 'Event Type' field is set to 'APE2' and the 'Sub Total Line Amount' field is set to '\$(500.00)'. Both fields are circled in red. Other fields include Accounting Template, Bank Account (78), Line Description, Tax Amount (\$0.00), Use Tax Amount (\$0.00), Total Line Amount (\$500.00), Interest Ineligible (unchecked), Payment Type (P), and Sign Off Date (04/01/2010).

4. Click **Insert New Line** to insert a new accounting line (this line should reflect the same information as the first commodity and accounting line).
5. Enter or select **APE2** from the pick list for the **Event Type**.
6. Enter a negative amount (using the parentheses) in the **Sub Total Line Amount** field.

The screenshot shows the 'Accounting' section with the 'Reference' tab selected. The 'RefType' field is set to 'Inverse' and is circled in red. Other fields include Ref Doc Code (CT1), Ref Doc Dept (826), Ref Doc ID (20080002104), Ref Vendor Line (1), Ref Commodity Line (2), and Ref Accounting Line (2).

7. Select **Inverse** in the **Ref Type** field.

VALIDATE AND SUBMIT PRC2

- Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again.

PRC2 DOCUMENT - VALIDATION MESSAGE

View All 1 of 1 Document validated successfully					
Payment Request - Commodity Encumbrance(PRC2)	Dept: 826	ID: 20100011371	Ver.: 2	Function: Modification	Phase: Draft

- Click the **Posting** section to review posting information. You can click the eye icon to view posting details.

PRC2 DOCUMENT - POSTING SECTION

Posting						No. of Lines: 3
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount	
1	Liquidation	P005 P006	Encumbrance Res Encumbrance	\$0.00	\$0.00	
2	Standard	DN01 D011	Enc Disb Pay External AE	\$7,500.00	\$7,500.00	
3	Standard	D011 DN01	External AE Enc Disb Pay	\$7,500.00	\$7,500.00	

From 1 to 3 Total: 3

First Previous Next Last

Go to line: Go

- Click the **Submit** button.

PRC2 DOCUMENT - SUBMITTED MESSAGE

View All 1 of 1 Document submitted successfully					
Payment Request - Commodity Encumbrance(PRC2)	Dept: 826	ID: 20100011371	Ver.: 2	Function: Modification	Phase: Final

You have successfully submitted the modification credit line PRC2 document and it is pending approval.

- Click the **Close** button.

TOPIC 5 - USE ENCSRCH TO CREATE PRC2 DOCUMENTS

The Commodity Based Encumbrance Search page (ENCSRCH) is another way to search for and select lines within a commodity encumbrance document, and then create a PRC2 that references the selected lines. It is useful when

- ◆ Paying some lines of a multi-lined encumbrance document
- ◆ The vendor's invoice comes in without the encumbrance Document ID and line numbers that they have billed.

Department users can search for an encumbrance document by:

- ◆ Document Code, Department and ID (these three are required)
- ◆ Vendor name Vendor Code or Alias/DBA
- ◆ Document Description

Once the encumbrance is selected, users can also search for and select individual lines at the Commodity and Accounting levels by a variety of fields such as:

- ◆ Commodity Code and/or Description
- ◆ Commodity Line Description
- ◆ BFY, FY, Period
- ◆ Accounting Structure such as Budget Code, Detail Object, Rept Cat/Quick and/or Capital Project ID.

The PRC2 that is created from the ENCSRCH page has the same functionality and required fields as a PRC2 copied forward from an encumbrance document. The Commodity and Accounting lines should be adjusted prior to validation when the encumbrance amount is not being paid in full.

GUIDED SIMULATION



The movie icon represents a guided simulation that displays in the online Payment Request eLearning course.

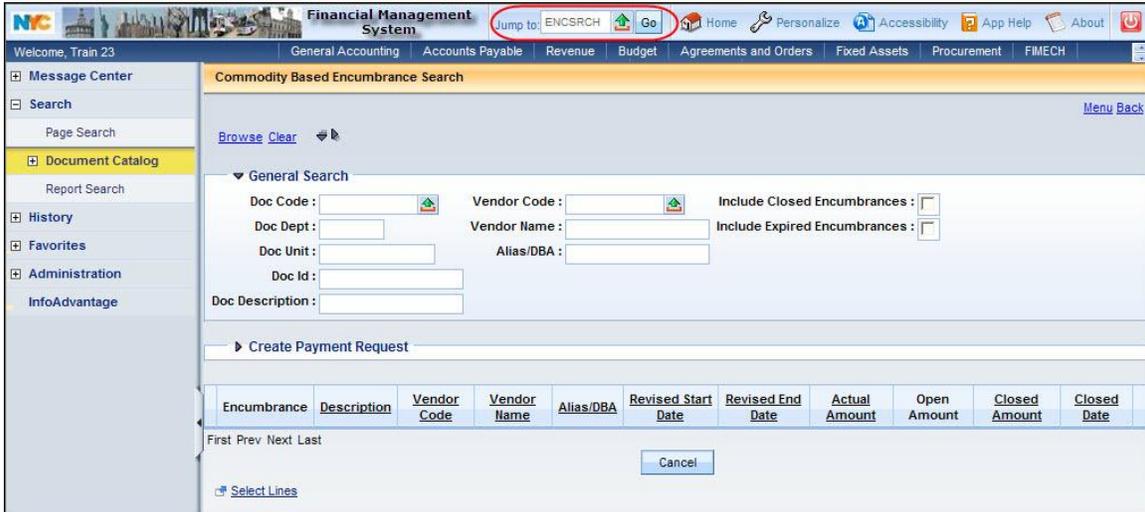
A department has received a vendor's invoice to be paid from a contract containing multiple lines. You know the vendor's name, but not the Document ID. You will locate the contract on the ENCSRCH by vendor name and then search for the lines to be paid by commodity description and Detail Object.

When you create the PRC2, you will adjust the commodity line amount to the partial amount to be paid.

The menu path guides you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → ENTER ENCSRCH IN JUMP TO → CLICK GO

ENCSRCH PAGE



The ENCSRCH page is displayed. The Doc Code, Doc Dept, and Doc ID are the minimum fields required to begin a search. Remember, you can use the wildcard (*) in the Doc ID field when you don't know the exact ID number.

Note: only commodity-based encumbrances can be located in this table.

ENCSRCH PAGE - GENERAL SEARCH FIELDS

Commodity Based Encumbrance Search

[Browse](#) [Clear](#)

▼ General Search

Doc Code :

Doc Dept :

Doc Unit :

Doc Id :

Vendor Code :

Vendor Name :

Alias/DBA :

Include Closed Encumbrances :

Include Expired Encumbrances :

Doc Description :

► Create Payment Request

Encumbrance	Description	Vendor Code	Vendor Name	Alias/DBA	Revised Start Date	Revised End Date	Actual Amount	Open Amount
First Prev Next Last								
Cancel								

[Select Lines](#)

1. Enter the **Doc Code** or select it from the pick list.
2. Enter the **Doc Dept**.
3. Enter the **Doc ID**. Note: Use the fiscal year prefix and the wildcard (*) when you don't know the exact Document ID.
4. Enter the **Vendor Name**. Use the wildcard (*).
5. Click the **Browse** link.

ENCSRCH PAGE - GENERAL SEARCH RESULTS

Commodity Based Encumbrance Search [Menu](#) [Print](#)

[Browse](#) [Clear](#)

General Search

Doc Code: CT1 Vendor Code: Include Closed Encumbrances:

Doc Dept: 858 Vendor Name: *pronto* Include Expired Encumbrances:

Doc Unit: Alias/DBA:

Doc Id: 2009* Doc Description:

[Create Payment Request](#)

Encumbrance	Description	Vendor Code	Vendor Name	Alias/DBA	Revised Start Date	Revised End Date	Actual Amount	Open Amount	Closed Amount	Closed Date
<input checked="" type="checkbox"/> CT1,858,20091400015	Purchase of computer hardware	0000567279	PRONTO COMPUTER SERVICES, INC.		10/01/2009	03/31/2010	\$12,900.00	\$12,900.00	\$0.00	

First Prev Next Last [Cancel](#)

[Select Lines](#)

A list of open commodity based documents meeting your search criteria is displayed. If multiple documents are displayed, you can click the Encumbrance link to open a document before selecting one to pay.

6. Click the **checkbox** next to the document you will pay.
7. Click the **Select Lines** link to view and conduct a search of the open lines.

The open **Accounting** lines are displayed.

ENCSRCH PAGE - LINES DISPLAYED

[Browse](#) [Clear](#)

▼ **General**

Commodity : Event Type : Include Closed Commodity Lines :

Description : BFY : Include Closed Accounting Lines :

Commodity Line Description : FY :

APD :

▶ **Fund Accounting**

▶ **Detail Accounting**

▶ **Create Payment Request**

	<u>CL</u>	<u>Commodity</u>	<u>AL</u>	<u>BFY</u>	<u>FY</u>	<u>APD</u>	<u>AL Amount</u>	AL Open Amount	AL Closed Amount	AL Referenced Amount	<u>AL Closed Date</u>
<input checked="" type="checkbox"/>	1	92047000000	1	2009	2009	3	\$12,000.00	\$12,000.00	\$0.00	\$0.00	
<input type="checkbox"/>	2	95823000000	1	2009	2009	3	\$300.00	\$300.00	\$0.00	\$0.00	
<input type="checkbox"/>	2	95823000000	2	2009	2009	3	\$600.00	\$600.00	\$0.00	\$0.00	

First [Prev](#) [Next](#) [Last](#)

[Cancel](#)

▶ **Vendor Details**

▼ **Commodity Details**

Commodity Line Number : 1 Line Type : 2 Non-Reserved Funding Open Amount Total : \$12,000.00

Commodity Line Description : Support Services, Computer Quantity : 0.00000 Item Sub Total : \$12,000.00

Warehouse : Unit : Tax Amount : \$0.00

Commodity : 92047000000 Unit Price : \$0.00 Line Amount : \$12,000.00

Description : Support Services, Computer Discounted Unit Price : \$0.00 Closed Amount : \$0.00

List Price : \$0.00 Open Amount : \$12,000.00

Contract Amount : \$12,000.00 Closed Quantity : 0.00000

Each line on the ENCSRCH page indicates the Commodity Line (**CL**) number and the Accounting Line (**AL**) number. Initially, only the open lines are displayed. You can view the details about the line (**Commodity**, **Accounting**, **Fund Accounting**, and **Detail Accounting**) in the sections below the list of lines when you click to highlight a line. You can:

- ◆ Sort the displayed lines by clicking on any of the underlined column labels (e.g., CL Commodity, BFY, AL Amount).
- ◆ Use the **First**, **Prev**, **Next** and **Last** links to scroll through the lines when there are more to be displayed from the encumbrance.
- ◆ Search for lines by filling in your search criteria in the **General** section above the list of lines.

ENCSRCH PAGE - COMMODITY LINE SEARCH RESULTS

[Browse](#) [Clear](#)

General

Commodity : Event Type : Include Closed Commodity Lines :
 Description : Computer Manage* BFY : Include Closed Accounting Lines :
 Commodity Line Description : FY :
 APD :

Fund Accounting

Fund : Detail Object : 1690 OBSA :
 Sub Fund : Sub Object : Sub OBSA :
 Department : Revenue Source : Department Object :
 Unit : Sub Revenue Source : Dept Revenue :
 Sub Unit : BSA :
 Appr Unit : Sub BSA :

Detail Accounting

Create Payment Request

	CL	Commodity	AL	BFY	FY	APD	AL Amount	AL Open Amount	AL Closed Amount	AL Referenced Amount	AL Closed Date
<input checked="" type="checkbox"/>	2	95823000000	1	2009	2009	3	\$300.00	\$300.00	\$0.00	\$0.00	
<input type="checkbox"/>	2	95823000000	2	2009	2009	3	\$600.00	\$600.00	\$0.00	\$0.00	

First Prev Next Last

[Cancel](#)

You can limit your search results further by entering search criteria in the **Fund Accounting** and/or **Detail Accounting** sections ABOVE the list of lines.

2. Click the **Fund Accounting** Section to display the search fields.
3. Enter the **Detail Object**.
4. Click the **Browse** link.

A list of open lines containing the detail object is displayed.

ENCSRCH PAGE - DETAIL ACCOUNTING LINE SEARCH RESULTS

[▶ Create Payment Request](#)

	CL	Commodity	AL	BFY	FY	APD	AL Amount	AL Open Amount	AL Closed Amount	AL Referenced Amount	AL Closed Date
<input type="checkbox"/>	2	95823000000	1	2009	2009	3	\$300.00	\$300.00	\$0.00	\$0.00	

First Prev Next Last

[Cancel](#)

[▶ Vendor Details](#)

[▶ Commodity Details](#)

[▼ Accounting - General](#)

Accounting Line Number : 1 Budget FY : 2009 Line Amount : \$300.00
 Accounting Line Description : Fiscal Year : 2009 Line Open Amount : \$300.00
 Event Type : PRCT Period : 3 Line Closed Amount : \$0.00
 Roll Indication 1 : No Referenced Line Amount : \$0.00
 Roll Indication 2 : No Line Closed Date :

[▼ Fund Accounting](#)

Fund : 001 [Detail Object : 1690](#) OBSA :
 Sub Fund : Sub Object : Sub OBSA :
 Department : 858 Revenue Source : Department Object :
 Unit : Sub Revenue Source : Dept Revenue :
 Sub Unit : BSA :
 Appr Unit : 002 Sub BSA :

5. Click the **Fund Accounting** link BELOW the list of lines to display the highlighted line details from the document to confirm this is the correct line to be paid.
6. Click the **Create Payment Request** section link to display the fields.
7. Click the **checkbox** next to the line to be paid.

CREATE PAYMENT REQUEST FIELDS DISPLAYED

Detail Accounting

▼ Create Payment Request

Doc Code : PRC2 Doc ID : 2009 Pay All Lines

Dept : 858 Auto Numbering : Pay All Unselected Lines

Unit :

[Create Payment Request](#)

	CL	Commodity	AL	BFY	FY	APD	AL Amount	AL Open Amount	AL Closed Amount	AL Referenced Amount	AL Closed Date
✓	✓	2	95823000000	1	2009	2009	3	\$300.00	\$300.00	\$0.00	\$0.00

First Prev Next Last

[Cancel](#)

1. Enter the **Doc Code** or select it from the pick list.
2. Enter the **Dept**.
3. Enter the **Doc ID** fiscal year prefix.
4. Click the **Auto Numbering** checkbox.
5. Click the **Create Payment Request** link.

A new Commodity Payment Request (PRC2) is created and displayed.

NEW PRC2 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Financial Management System

Jump to: ENCSRCH Go Home Personalize Accessibility App Help About

Welcome, Train 23 General Accounting Accounts Payable Revenue Budget Agreements and Orders Fixed Assets Procurement FIMECH

Payment Request - Commodity Encumbrance(PRC2) Dept: 858 ID: 20090000288 Ver.: 1 Function: New Phase: Draft Modified by TR85823_09/21/2009

Header

General Information Payee Extended Description Contact Document Information

Document Name: Pre-Processing Allowed:

Record Date: Actual Amount: \$900.00

Budget FY: Retainage Amount (-): \$0.00

Fiscal Year: Discount Amount (-): \$0.00

Period: Penalty/Interest Amount (+): \$0.00

Bank Account: Withheld Amount (-): \$0.00

Accounting Profile: Intercept Amount (-): \$0.00

Replacement: Use Tax Withheld (-): \$0.00

PCard Payment: Default Intercept Fee Amount (-): \$0.00

PCard Administrator: Supplementary Intercept Fee Amount(-): \$0.00

Cited Authority: Payment Amount (-): \$000.00

Save Undo Load Accounting Profile

Accounting Distribution	No. of Lines: 0	Distribution Line: none	Distribution Percentage: none
Vendor	No. of Lines: 1	Vendor Line: 1 Vendor Customer: 0000567279 Legal Name: PRONTO COMPUTER SERVICES, INC.	
Commodity	No. of Lines: 1	Commodity Line: 1 CL Description: Computer Management Services Commodity: 95823000000	
Accounting	No. of Lines: 1	Accounting Line: 1 Total Line Amount: \$300.00 Line Closed Amount: \$0.00	
Posting	No. of Lines: 0		

Copy Validate Submit Discard Print Processing Workflow File Close

When the PRC2 document is created, a new document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.

The **Record Date**, **Budget FY**, **Fiscal Year**, and **Period**, if left blank, will auto populate when the document is fully approved, based on the approval date. When two accounting periods are open and you need to post to a prior period, you can enter the appropriate Record Date, FY, or accounting period here. The approval date will not override the information that is entered.

Note: The **Vendor**, **Commodity** and **Accounting** information have auto populated from the selected encumbrance and lines on the ENCSRCH page.

1. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.

PRC2 - HEADER

Payment Request - Commodity Encumbrance(PRC2) Dept: 858 ID: 20090000288 Ver.: 1 Function: New Phase: Draft Modified by TR85823

Document Navigator

- Header
- Accounting Distribution
- Vendor**
- Commodity
- Accounting
- Posting

Header

General Information Payee Extended Description Contact Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Bank Account:

Accounting Profile:

Replacement:

PCard Payment:

PCard Administrator:

Cited Authority:

Document Description:
Trainer 212-857-7170
trainer@fisa.nyc.gov

Pre-Processing Allowed:

Actual Amount: \$900.00

Retainage Amount (-): \$0.00

Discount Amount (-): \$0.00

Penalty/Interest Amount (+): \$0.00

Withheld Amount (-): \$0.00

Intercept Amount (-): \$0.00

Use Tax Withheld (-): \$0.00

Default Intercept Fee Amount (-): \$0.00

Supplementary Intercept Fee Amount (-): \$0.00

Payment Amount (=): \$900.00

Outstanding Amount: \$900.00

Closed Amount: \$0.00

Save Undo

2. Enter the full name, phone, and email address in the **Document Description** field.
3. Click on the **Vendor** section. The **General Information** tab of the Vendor section is displayed.

PRC2 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

Vendor				No. of Lines: 1	Vendor Line: 1	Vendor Customer: 0000567279	Legal Name:
Vendor Line	Vendor Customer	Legal Name	Line Amount				
1	0000567279	PRONTO COMPUTER SERVICES, INC.	300				
From 1 to 1 Total: 1				First	Previous	Next	Last
				Go			

General Information	Disbursement Options	Invoice Information	Agreement Reference	Discount Terms
<p>Vendor Customer: 0000567279 </p> <p>Legal Name: PRONTO COMPUTER SERV</p> <p>Alias/DBA:</p> <p>Address Code: 2 </p> <p>Address 1: 245 5TH AVENUE</p> <p>Address 2: SUITE 2302</p> <p>City: NEW YORK</p> <p>State: New York </p> <p>Zip Code: 10016</p> <p>Country: US</p> <p>County: </p>				
		<p>Vendor Contact ID: </p> <p>Vendor Contact Name:</p> <p>Vendor Contact Phone:</p> <p>Vendor Contact Phone Ext.:</p> <p>Vendor Contact Email:</p> <p>Fax: 212-686-6991</p> <p>Fax Extension:</p> <p>Web Address http://:</p> <p>Taxpayer ID Number:</p> <p>Taxpayer ID Type: </p>		

4. Verify that the vendor information is correct.
5. Enter the **Address Code**, or select it from the pick list.
6. Click the **Invoice Information** tab.

PRC2 DOCUMENT - VENDOR SECTION, INVOICE INFORMATION TAB

The screenshot displays the 'Financial Management System' interface. The 'Document Navigator' on the left has 'Commodity' selected. The main window shows the 'Vendor' section with 'Invoice Information' as the active tab. The 'Invoice Information' tab contains several input fields: 'Invoice Doc Code', 'Invoice Doc Dept', 'Invoice Doc ID', 'Sign Off Date' (with a calendar icon), 'Vendor Invoice Number', 'Vendor Invoice Date' (with a calendar icon), and 'Invoice Received Date' (with a calendar icon). The 'Sign Off Date' field is circled in red. The 'Vendor Invoice Number' field contains the value 'SVC92009'. The 'Vendor Invoice Date' field contains '09/01/2009'. The 'Invoice Received Date' field contains '09/15/2009'. The 'Sign Off Date' field contains '09/16/2009'. The 'Vendor' section also shows a table with one line item for 'PRONTO COMPUTER SERVICES, INC.' with a line amount of 300.

7. Enter the **Sign-Off Date**.
8. Enter the **Vendor Invoice Number**.
9. Enter the **Vendor Invoice Date**.
10. Enter the **Invoice Received Date**.

Note: If the Invoice Information fields are entered at the Vendor level, they will auto-populate to all Commodity lines. They can be overridden at the Commodity level by entering new values on each Commodity line.

11. Click the **Commodity** section. The **General Information** tab of the Commodity section is displayed.

PRC2 DOCUMENT - COMMODITY SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Encumbrance (PRC2) Dept: 858 ID: 20090000288 Ver.: 1 Function: New Phase: Draft Modified by TR85823, 09/21/2009

Document Navigator: Header, Accounting Distribution, Vendor, Commodity, Accounting, Posting

Commodity: 95823000000

CL Description: Computer Management Services

Service From Date: 09/01/2009

Service To Date: 09/30/2009

Commodity: 95823000000

Stock Item Suffix:

Supplier Part Number:

Commodity Description: Computer Management Services

Description:

Line Type: Service

Quantity: 0.00000

Unit of Measure:

Unit Price: \$0.00

Discount Unit Price: \$0.00

List Price: \$0.00

Contract Amount: 300

Tax Profile:

Accounting Profile:

PCard ID:

Cardholder Name:

PCard Expiration Date:

Account Number:

Reconciliation Sequence:

Reconciliation Status:

Receipt Date:

Comments:

Lock Order Specs:

Lock Catalog List Price:

Save Undo Insert New Line Insert Copied Line Edit with Grid Recalculate Accounting Line Amount

The Contract Amount will be the full amount of the commodity line.

Note: When you are only paying some of the accounting lines under this commodity line, you need to change the Contract Amount to equal the amount to be paid on the accounting lines that were selected before you click validate.

1. Enter the **Service From Date**.
2. Enter the **Service To Date**.
3. Change the **Contract Amount** to **300.00** for this simulation because the invoice is not for the full amount of the commodity line.
4. Click the **Accounting** section. The **General Information** tab of the Accounting section is displayed.

PRC2 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

Accounting						
Accounting Line	Total Line Amount	Line Closed Amount	Outstanding Amount	Interest Ineligible	Payment Type	
1	\$300.00	\$0.00	\$300.00	No		

From 1 to 1 Total: 1

Buttons: First, Previous, Next, Last, Go to line: [] Go

Buttons: List View

Tabs: General Information, Reference, Fixed Asset Intent Reference, **Fund Accounting**, Detail Accounting, Additional Amounts

Extended Description

Event Type: APE1

Accounting Template: []

Bank Account: []

Line Description: []

Sub Total Line Amount: \$300.00

Tax Amount: \$0.00

Use Tax Amount: \$0.00

Total Line Amount: \$300.00

Interest Ineligible:

Payment Type: P

Budget FY: 2009

Fiscal Year: []

Period: []

Check Description: []

Special Instructions Code: []

Disbursement Category: []

Extension Reason: []

Extension Description: []

Buttons: Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid

5. Enter the **Payment Type** or select it from the pick list.
6. Click the **Fund Accounting** tab.

PRC2 DOCUMENT - ACCOUNTING SECTION, FUND ACCOUNTING TAB

Accounting						
Accounting Line	Total Line Amount	Line Closed Amount	Outstanding Amount	Interest Ineligible	Payment Type	
1	\$300.00	\$0.00	\$300.00	No		

From 1 to 1 Total: 1

Buttons: First, Previous, Next, Last, Go to line: [] Go

Buttons: List View

Tabs: General Information, Reference, Fixed Asset Intent Reference, **Fund Accounting**, Detail Accounting, Additional Amounts

Extended Description

Fund: 001

Sub Fund: []

Department: 858

Unit: []

Sub Unit: []

Appr Unit: 002

Detail Object: 1690

Sub Object: []

Revenue Source: []

Sub Revenue Source: []

BSA: []

Sub BSA: []

OBSA: []

Sub OBSA: []

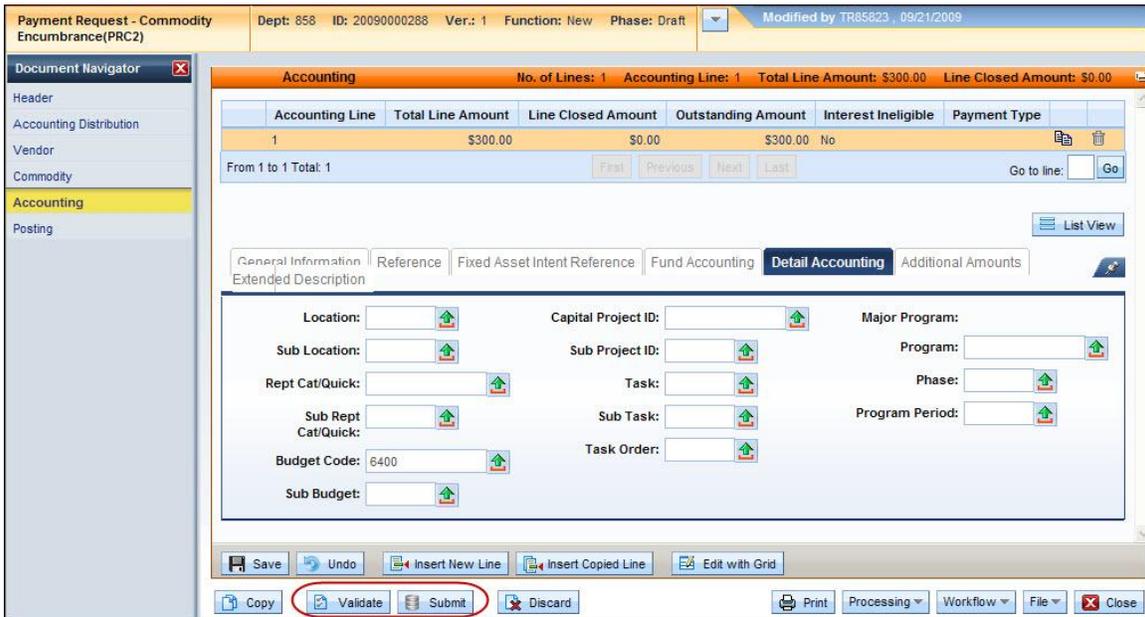
Department Object: []

Dept Revenue: []

All codes are auto populated from the referenced encumbrance lines.

7. Click the **Detail Accounting** tab.

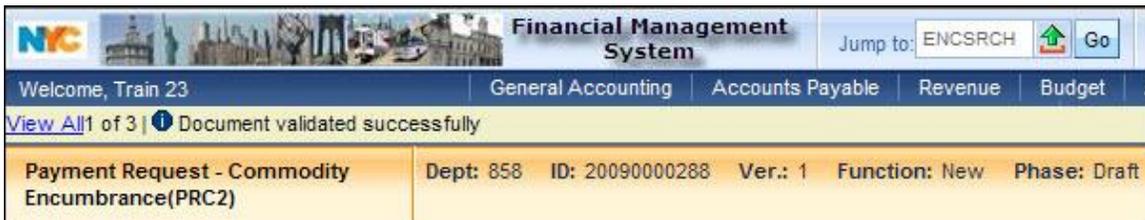
PRC2 DOCUMENT - ACCOUNTING SECTION, DETAIL ACCOUNTING TAB



All codes are auto populated from the referenced encumbrance lines.

8. Click the **Validate** button to check for errors. If any errors exist, fix the errors and then click **Validate** button again. When there are no errors, the **Document validated successfully** message is displayed.

PRC2 DOCUMENT - VALIDATION MESSAGE



9. Click the **Posting** section to review posting information. You can click the eye icon to view posting details.
10. Click the **Submit** button. You have successfully submitted a PRC2 document and it is pending approval.
11. Click the **Close** button.

SUMMARY

In this Module, you:

- ◆ Created Commodity Payment Requests
- ◆ Checked for errors (validate) and submit the Payment Request
- ◆ Checked the Status of a Submitted Payment
- ◆ Paid Multiple Invoices with a Single Payment Request
- ◆ Applied a Credit Line to a PRC2

CHECK YOUR PROGRESS

1. A PRC2 document can reference which type of encumbrance document?
 - a. Commodity based encumbrance document
 - b. Non-Commodity based encumbrance document
2. Is the following statement True or False: The ENCSRCH page enables you to search only for commodity based encumbrances to be paid on a PRC2.
 - a. True
 - b. False
3. You have the ability to pay multiple purchase orders on one payment request, as long as the payment:
 - a. is not a credit memo
 - b. is to the same vendor
 - c. is not flagged as Single Payment
 - d. is being paid with the same accounting distribution
4. Is the following statement True or False? After copying forward, the vendor, commodity, and accounting information are auto-populated on the payment request document.
 - a. True
 - b. False

ANSWERS

1. a. Commodity based encumbrance document
2. a. True. Only the POC, POD, PCC, CT1, CTA1 and DO1 can be searched on the ENCSRCH page.
3. b. is to the same vendor
4. b. False. After copying forward, the vendor and commodity information are auto-populated on the payment request document, but the accounting information is not.

Module 3: Non-Commodity Payment Requests

OBJECTIVES

In this module, you will:

- ◆ Copy Forward a Non-Commodity Encumbrance (PON1) document to create a Non-Commodity Payment Request (PRN2).
- ◆ Create a Miscellaneous Payment Request (PRM1).
- ◆ Enter the required fields to complete the Payment Request
- ◆ Check for errors (validate) and submit the Payment Request

Both referencing Payment Request and Miscellaneous Payment Request documents can be created where a Commodity is not involved. When a non-commodity based Miscellaneous Payment Request is created there is no source document to reference, therefore, the Vendor and Accounting information must be entered.

TOPIC 1- NON-COMMODITY ENCUMBRANCE - PAYMENT REQUEST (PRN2)

A Non-Commodity Payment Request (PRN2) must have a valid Non-Commodity Encumbrance (PON1) reference. A Non-Commodity Payment Request cannot reference a commodity based encumbrance document.

To process a payment with a PRN2, you will be copying forward from a Non-Commodity Encumbrance (PON1) and entering information in the Accounting section.

GUIDED SIMULATION



The movie icon represents a guided simulation that displays in the online Payment Request eLearning course.

Use Copy Forward to clear a Non-Commodity Encumbrance (PON1) document and, to create a Non-Commodity Payment Request (PRN2) document for the purpose of issuing payment to the U. S. Postal Service to refill the postage meters and to purchase stamps for \$550.

The menu path guides you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → CLICK DOCUMENT CATALOG → SEARCH FOR PON1 DOCUMENT

OPEN ENCUMBRANCE DOCUMENT

DOCUMENT CATALOG

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	PON1	856		20092000002	No	1	New	Final	Submitted	10/21/09	856ENC1	\$550.00	Yes

First Prev Next Last

[Menu](#)

Verify that the PON1 is in a Phase/Final and Status/Submitted.

1. Open the PON1 document.

PON1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Non-Commodity Purchase Order(PON1) Dept: 856 ID: 20092000002 Ver: 1 Function: New Phase: Final Modified by 856ENC2, 10/21/2009

Header

General Information Contract Details Additional Amounts Extended Description Contact Document Information

Document Name: 00000048863 Billing Location:

Record Date: 10/21/2009 Shipping Location:

Budget FY: 2009 Delivery Date:

Fiscal Year: 2009 Cited Authority:

Period: 12 Actual Amount: \$550.00

Document Description: Closed Amount: \$0.00

Open Amount: \$550.00

Open Accrual Amount: \$0.00

Vendor	No. of Lines: 1	Vendor Line: 1	Vendor Customer: 0000000012	Legal Name: UNITED STATES POSTAL SERVICE
Accounting	No. of Lines: 1	Accounting Line: 1	Line Amount: \$550.00	Line Open Amount: \$550.00
Posting	No. of Lines: 1	Posting Line: 1		

Edit Copy Copy Forward Discard Print Processing Workflow File

2. Review the PON1 sections to make sure the correct encumbrance is selected:

- ◆ Header section
- ◆ Vendor section
- ◆ Accounting section

3. Click the **Copy Forward** button. The Copy Forward page is displayed.

COPY FORWARD FROM PON1

PON1 DOCUMENT - COPY FORWARD PAGE

Copy Forward

From Document

Category : ABS Doc Dept : 856
 Type : ABS Doc Unit :
 Code : PON1 ID : 20092000006
 Select Entire Document : Version : 1

To Document

Doc. Department Code : 856 Document Id : 2009
 Unit Code : Auto Numbering :

Target Doc Type	Target Doc Code	Description
ABS	PPRN2	Pre-Processing PPRN2
<input checked="" type="checkbox"/> ABS	PRN2	Create PRN2 from PON1
ABS	EAN1	Correct Encumbrance

First Prev Next Last

1. Enter the **Doc. Department Code**.
2. Enter the current 4-digit fiscal year in the Document **ID** field. This number will be added as a prefix to the auto generated ID number. A fiscal year prefix is required for all documents.
3. Check the **Auto Numbering** check box.
4. Select **PRN2** for **Target Doc Code**.
5. Click the **OK** button. A New Draft PRN2 document is displayed.

ENTER DATA INTO THE HEADER SECTION

PRN2 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

When the PRN2 document is created, a new document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.

The **Record Date**, **Budget FY**, **Fiscal Year**, and **Period**, if left blank, will auto populate when the document is fully approved, based on the approval date. When two accounting periods are open and you need to post to a prior period, you can enter the appropriate Record Date, FY, or accounting period here. The approval date will not override the information that is entered.

Note: As a result of copying forward, the vendor information is auto-populated to the Vendor section. The accounting information is auto-populated after the document is validated.

1. Enter the contact information for the person creating the document in the **Document Description** field. Include first name, last name, phone number with area code, and e-mail address.
2. Click **Validate** to bring in accounting information data from the PON1 document.

Note: Other required fields are needed on the payment request, so you may receive errors after validating. You can ignore the error messages until you populate all required fields.

3. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.

PRN2 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

The screenshot displays the 'Payment Request - Non Commodity Encumbrance(PRI2)' window. The top status bar shows 'Dept: 856 ID: 20090000002 Ver.: 1 Function: New Phase: Draft'. The 'Document Navigator' sidebar on the left has 'Vendor' selected and circled in red. The main 'Header' section is active, showing the 'General Information' tab. The form contains the following fields and values:

- Document Name: 00000048863
- Record Date: [Empty]
- Budget FY: [Empty]
- Fiscal Year: [Empty]
- Period: [Empty]
- Document Description: [Empty]
- Bank Account: [Empty]
- Replacement:
- Cited Authority: [Empty]
- Actual Amount: \$550.00
- Closed Amount: \$0.00
- Closed Date: [Empty]
- Open Amount: \$550.00
- Referenced Amount: \$0.00

At the bottom of the window, there are buttons for 'Save', 'Undo', 'Copy', 'Validate', 'Submit', 'Discard', 'Print', and 'Prod'.

4. Click the **Vendor** section. The Vendor section opens to the **General Information** tab.

ENTER DATA INTO THE VENDOR SECTION

PRN2 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

Payment Request - Non Commodity Encumbrance(PRN2) Dept: 856 ID: 2009000002 Ver.: 1 Function: New Phase: Draft

Document Navigator: Header, Vendor, Accounting, Posting

Vendor Vendor Line: 1 Vendor Customer: 000000012 Legal Name: UN

General Information Disbursement Options Discount Terms

Vendor Customer: 000000012

Legal Name: UNITED STATES POSTAL

Alias/DBA:

Address Code: 1

Address Line 1: 85 COURT STREET,

Address Line 2: RM 1001B

City: BROOKLYN

State: New York

Zip: 11201

Vendor Contact ID:

Vendor Contact Name: John Smith

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Fax: 999 999-9710

Fax Extension:

Web Address http://:

Save Undo Insert New Line Insert Copied Line Edit with Grid

1. Verify that the vendor information is correct.
2. To choose a different vendor address, enter the **Address Code** or select it from the pick list.
3. To optionally designate a vendor contact, either enter or select the **Vendor Contact ID** or enter a **Vendor Contact Name**.

Note: The **Vendor Contact Name** will appear on the "Attention To" line of the Check after disbursement.

4. Click the **Accounting** link to open the Accounting section. The **General Information** Tab is displayed.

ENTER DATA INTO THE ACCOUNTING SECTION

PRN2 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

Accounting No. of Lines: 1 Accounting Line: 1 Line Amount: \$550.00 Line Open Amount: \$550.00

General Information Reference Fund Accounting Detail Accounting **Service Dates** Additional Amounts

Event Type: APE1 Budget FY: 2009
 Accounting Template: Fiscal Year:
 Line Description: 0000000001000.00 Period:
 Line Amount: \$550.00 Bank: 78
 Vendor Invoice Number: 13579
 Vendor Invoice Line:
 Vendor Invoice Date:
 Invoice Received Date: 10/21/2009
 Check Description:
 Interest Ineligible:
 Payment Type: P
 Special Instructions Code:
 Disbursement Category:
 Extension Reason:
 Extension Description:
 Invoice Acceptance/Sign-Off Date: 10/21/2009

1. Enter the **Payment Type**, or select it from the pick list.

PAYMENT TYPE PICK LIST

Choose

[Browse](#) [Clear](#)

Document Code : Fund :
 Fund Group : Payment Type :

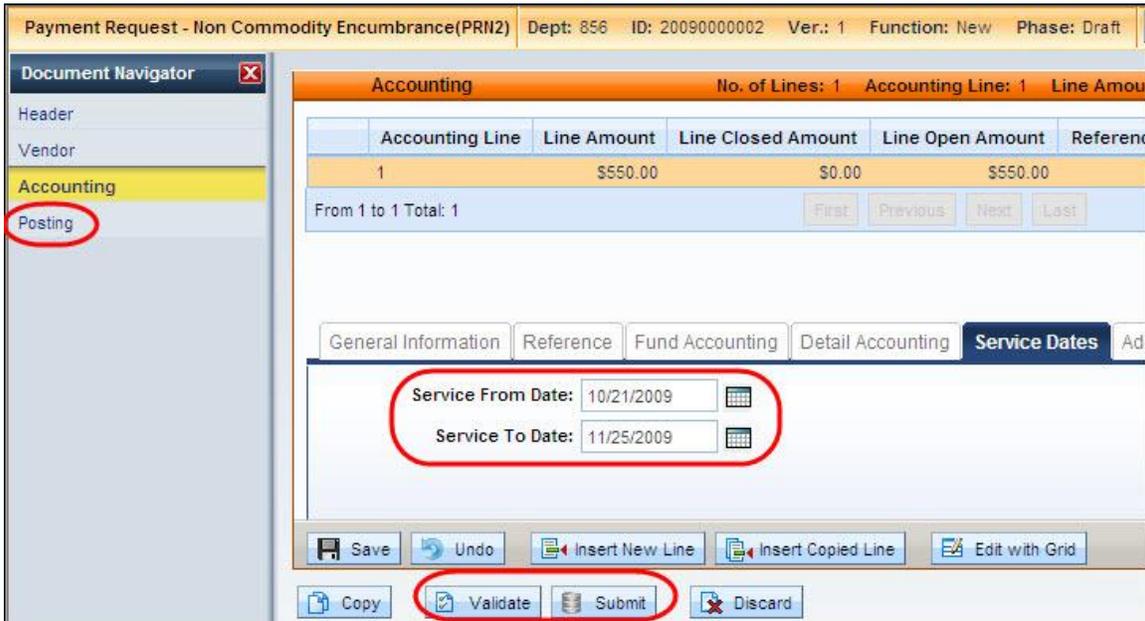
	Document Code	Fund	Fund Group	Payment Type
Select	PRC2	ALL	C	C
Select	PRC2	ALL	C	F
Select	PRC2	ALL	C	O
Select	PRC2	ALL	C	P
Select	PRC2	ALL	C	S
Select	PRC2	ALL	G	P
Select	PRC2	ALL	O	P

[Cancel](#) First Previous Next Last

2. Enter the **Vendor Invoice Number**.

3. Enter the **Invoice Received Date**, or select it from the calendar.
4. Enter the **Invoice Acceptance/Sign-Off Date** or select it from the calendar.
5. Click the **Service Dates** tab.

PRN2 DOCUMENT - ACCOUNTING SECTION, SERVICE DATES TAB

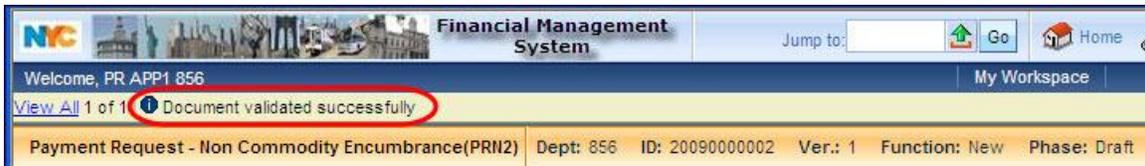


6. Enter the **Service From Date**.
7. Enter the **Service To Date**.

VALIDATE AND SUBMIT PRN2

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again.

PRN2 DOCUMENT - VALIDATION MESSAGE



2. Click the **Posting** section to review posting information. You can click the eye icon to view posting details.

PRN2 DOCUMENT - POSTING SECTION

Posting							No. of Lines: 2		Posting Line: 1	
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount		Credit Amount				
1	Liquidation	P006 P005	Res Encumbrance Encumbrance	\$550.00		\$550.00				
2	Standard	D011 DN01	External AE Enc Disb Pay	\$550.00		\$550.00				

3. Click the **Submit** button.

PRN2 DOCUMENT - SUBMITTED MESSAGE



The screenshot shows the Financial Management System interface. At the top, there is a navigation bar with the NCS logo, a 'Jump to:' field, and 'Go', 'Home', and 'P' buttons. Below the navigation bar, a message bar displays 'Welcome, PR APP1 856'. A yellow message box in the center contains the text 'Document submitted successfully - Pending Approval', which is circled in red. At the bottom, a status bar shows 'Payment Request - Non Commodity Encumbrance(PRN2) Dept: 856 ID: 20090000002 Ver.: 1 Function: New Phase: Pending'.

4. Click the **Close** button.

You have successfully submitted a PRN2 document and it is pending approval.

TOPIC 2 - MISCELLANEOUS PAYMENT REQUEST (PRM1)

The Miscellaneous Payment Request (PRM1) is used when a City department needs to make a direct payment without reference to an open encumbrance. The use of the PRM1 is limited to specific purchases where an Advice of Award, Purchase Order or Department Encumbrance is not required or applicable. Note the following:

- ◆ The PRM1 document does not provide the ability to reference or link to any documents.
- ◆ The PRM1 document is not fund specific and can be used for all Detail Funds.

These are the event types associated with this type of payment request:

Event Types	Description
APM1	Authorize Non Referencing Payment (Default)
APM2	Non Referencing Credit Memo

GUIDED SIMULATION

A City Department plans to issue a direct payment to an employee for out of pocket expenses totaling \$100. Create a Miscellaneous Payment document to accomplish this task.



The movie icon represents a guided simulation that displays in the online Payment Request eLearning course.

This menu path guides you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → CLICK DOCUMENT CATALOG

CREATE A PRM1 DOCUMENT

DOCUMENT CATALOG



The screenshot shows the Financial Management System interface. The top navigation bar includes the NYC logo, a cityscape image, and the text "Financial Management System" with a "Jump to:" dropdown. Below the navigation bar, a welcome message reads "Welcome, PR APP1 856". The left sidebar contains a menu with the following items: "DEVFMS01", "Message Center", "Search", "Page Search", "Document Catalog" (highlighted in yellow), "History", "Favorites", "Administration", and "infoAdvantage". The main content area is titled "Document Catalog" and features a "Create" link circled in red. Below the "Create" link is a "Document Identifier" section with input fields for "Code", "Unit", "Dept.", and "ID". There are also expandable sections for "User Information" and "Document State". At the bottom of the main content area, there are links for "Browse" and "Clear".

1. Click the **Create** link to switch to create mode.

DOCUMENT CATALOG

The screenshot displays the 'Financial Management System' interface. The top navigation bar includes the NYC logo, the system name, and a 'Jump to:' field. Below this, a welcome message reads 'Welcome, PR APP1 856'. The left sidebar contains a menu with the following items: 'DEVFMS01', 'Message Center', 'Search', 'Page Search', 'Document Catalog' (highlighted), 'History', 'Favorites', 'Administration', and 'infoAdvantage'. The main content area is titled 'Document Catalog' and features a search bar and a form. The form is divided into two sections: 'Document Identifier' and 'Other Options'. In the 'Document Identifier' section, the 'Code' field contains 'PRM1', the 'Dept.' field contains '856', and the 'ID' field contains '2009'. In the 'Other Options' section, the 'Auto Numbering' checkbox is checked, and the 'Create Template' checkbox is unchecked. A 'Create' button is located at the bottom left of the form area.

2. Enter **PRM1** for document **Code**.
3. Enter the **Dept** code.
4. Enter the current 4-digit fiscal year in the Document **ID** field. This number will be added as a prefix to the auto generated ID number. A fiscal year prefix is required for all documents.
5. Select the **Auto Numbering** check box.
6. Click the **Create** link to create the PRM1 document. The PRM1 document opens and the **General Information** tab of the Header section is displayed.

To process a payment with a PRM1, you will be entering information in the Vendor and Accounting sections.

PRM1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Payment Request - Miscellaneous (PRM1) Dept: 856 ID: 20090000002 Ver.: 1 Function: New Phase: Draft Modified by 856PRA1 10/20/20

Header

General Information Payee Additional Amounts Extended Description Contact Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: FMSTrainer/212-555-1212/FMSTrainer@fisa.nyc.gov

Bank Account:

Replacement:

Cited Authority:

Actual Amount: \$0.00

Closed Amount: \$0.00

Closed Date:

Open Amount: \$0.00

Referenced Amount: \$0.00

Save Undo

Vendor	Vendor Line: none	Vendor Customer: none	Legal Name: none
Accounting	No. of Lines: 0	Accounting Line: none	Line Amount: none Line Open Amount: none
Posting	No. of Lines: 0	Posting Line: none	

When the PRM1 document is created, a new document ID is generated. The document is shown as Ver:1, Function: New, Phase: Draft.

The **Record Date**, **Budget FY**, **Fiscal Year**, and **Period**, if left blank, will auto populate when the document is fully approved, based on the approval date. When two accounting periods are open and you need to post to a prior period, you can enter the appropriate Record Date, FY, or accounting period here. The approval date will not override the information that is entered.

7. Enter contact information for the person creating the document in the **Document Description** field. Include first name, last name, phone number with area code, and e-mail address.

Header

General Information Payee Additional Amounts Extended Description Contact Document Information

Extended Description: additional contact information can be entered in this text box

Note: The Document Description field in the Header section of the document allows only 60 characters. If more room is required to complete the contact information, select the Extended Description tab.

- Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.

PRM1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Payment Request - Miscellaneous(PRM1) Dept: 856 ID: 20090000002 Ver.: 1 Function: New Phase: Draft Modified by 856

Document Navigator

- Header
- Vendor**
- Accounting
- Posting

Header

General Information Payee Additional Amounts Extended Description Contact Document Inform

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: FMSTrainer/212-555-1212/FMSTrainer@fisa.nyc.gov

Bank Account:

Replacement:

Cited Authority:

Actual Amount: \$0.00

Closed Amount: \$0.00

Closed Date:

Open Amount: \$0.00

Referenced Amount: \$0.00

- Click the **Vendor** section. The Vendor section opens to the **General Information** tab.

ENTER DATA INTO VENDOR AND ACCOUNTING SECTIONS

PRM1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

General Information Disbursement Options Discount Terms

Vendor Customer:

Legal Name:

Alias/DBA:

Address Code:

Address Line 1:

Address Line 2:

City:

State:

Vendor Contact ID:

Vendor Contact Name:

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Fax:

Fax Extension:

Insert New Line **Insert Copied Line** **Edit with Grid**

- Click the **Insert New Line** button to create a new line.

PRM1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

Payment Request - Miscellaneous(PRM1) Dept: 856 ID: 20090000002 Ver.: 1 Function: New Phase: Draft Modified by: 856PRA1, 10/20/07

Document Navigator: Header, Vendor, Accounting, Posting

Vendor Vendor Line: 1 Vendor Customer: 0000000012 Legal Name: UNITED STATES POSTAL

General Information Disbursement Options Discount Terms

Vendor Customer: 0000000012 Vendor Contact ID:

Legal Name: UNITED STATES POSTAL Vendor Contact Name: John Smith

Alias/DBA: Vendor Contact Phone:

Address Code: 1 Vendor Contact Phone Ext.:

Address Line 1: 65 COURT STREET, Vendor Contact Email:

Address Line 2: RM 1001B Fax: 999 999-9710

City: BROOKLYN Fax Extension:

State: New York Web Address http://:

Zip: 11201

Country: US

County: Save Undo Insert New Line Insert Copied Line Edit with Grid

2. Enter the **Vendor Customer** code, or select it from the pick list.
3. Enter the **Address Code**, or select it from the pick list.
4. To optionally designate a vendor contact, either enter or select the **Vendor Contact ID** or enter a **Vendor Contact Name**.

Note: The **Vendor Contact Name** appears on the "Attention To" line of the Check after disbursement.

5. Click **Save** to bring in the vendor information.
6. Click the **Accounting** section. The **General Information** Tab of the Accounting section is displayed.

PRM1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

1. Click **Insert New Line** button.

PRM1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

2. Enter a detailed **Line Description**.

3. Enter the **Line Amount** to be paid.
4. Enter **Vendor Invoice Number**.
5. Select the **Payment Type** from the pick list.

PAYMENT TYPE PICK LIST

[Browse](#) [Clear](#)

Document Code : Fund :

Fund Group : Payment Type :

	Document Code	Fund	Fund Group	Payment Type
Select	PRM1	ALL	C	C
Select	PRM1	ALL	C	D
Select	PRM1	ALL	C	F
Select	PRM1	ALL	C	O
Select	PRM1	ALL	C	P
Select	PRM1	ALL	C	S
Select	PRM1	ALL	G	A
Select	PRM1	ALL	G	D
Select	PRM1	ALL	G	P
Select	PRM1	ALL	O	A

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

6. Click the **Save** button.

Note: The Event Type is defaulted to APM1.

7. Click the **Fund Accounting** tab.

PRM1 DOCUMENT - ACCOUNTING SECTION, FUND ACCOUNTING TAB

General Information Reference **Fund Accounting** [Detail Accounting](#) Service Dates Additional Amounts

Fund: 001 

Detail Object: 1000 

Sub Fund: 

Sub Object: 

Department: 856 

Revenue Source: 

Unit: 

Sub Revenue Source: 

Sub Unit: 

BSA: 

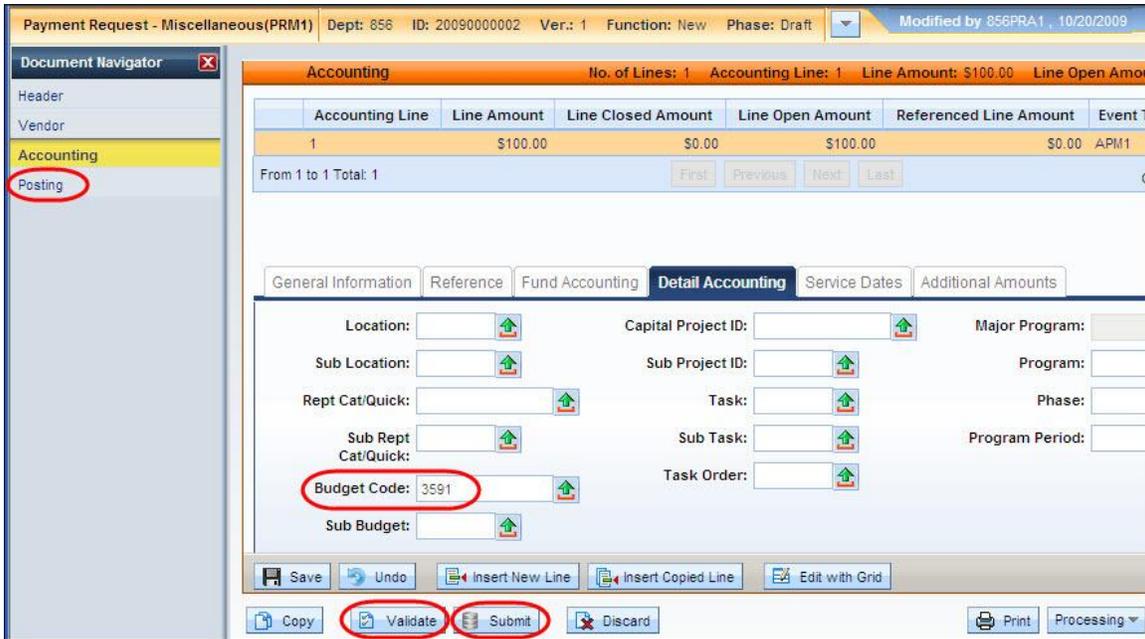
Appr Unit: 

Sub BSA: 

1. Enter the **Fund**.
2. Enter the **Department**.
3. Enter the **Detail Object**.

- Click the **Detail Accounting** tab.

PRM1 DOCUMENT - ACCOUNTING SECTION, DETAIL ACCOUNTING TAB



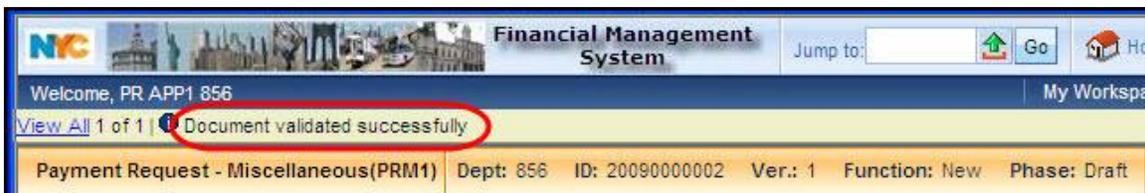
- Enter the **Budget Code**.

Note: The Unit of Appropriation (**Appr Unit**) on the Fund Accounting tab is inferred from the Budget Code.

VALIDATE AND SUBMIT PRM1

- Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again.

PRM1 DOCUMENT - VALIDATION MESSAGE



- Click the **Posting** section to review posting information. You can click the eye icon to view posting details.

PRM1 DOCUMENT - POSTING SECTION

Posting							No. of Lines: 1		Posting Line: 1	
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount					
1	Standard	D011 DN02	External AE Misc Disb Pay	\$100.00			\$100.00			

3. Click the **Submit** button.

PRM1 DOCUMENT - SUBMITTED MESSAGE



The screenshot shows the Financial Management System interface. At the top, it says 'Financial Management System' and 'Welcome, PR APP1 856'. A message bar in the center contains the text 'Document submitted successfully - Pending Approval', which is circled in red. Below the message bar, there is a status bar with the following information: 'Payment Request - Miscellaneous(PRM1) Dept: 856 ID: 20090000002 Ver.: 1 Function: New Phase: Draft'.

4. Click the **Close** button.

You have successfully submitted a PRM1 document and it is pending approval.

BEST PRACTICES

- ◆ Since Miscellaneous Payment Requests do not reference encumbrance open items, they can potentially bring the total expense over the budget limit for a given expense structure. It is recommended that users verify budget availability before entering the request
- ◆ Always review your Posting line to ensure the desired accounting result

SUMMARY

In this module you have:

- ◆ Created a Non-commodity Payment Request (PRN2) and a Miscellaneous Payment (PRM1)
- ◆ Entered the required fields needed to complete a Non-Commodity Payment Request and a Miscellaneous Payment Request
- ◆ Checked for errors (validated) and Submitted a Non-Commodity Payment Requests

CHECK YOUR PROGRESS

1. Is the following statement True or False? A PRM1 document is not part of the Procurement Chain.
 - a. True
 - b. False
2. Is the following statement True or False? A PRN2 document can reference non-commodity based encumbrances but does not require a document reference.
 - a. True
 - b. False
3. When a Miscellaneous Payment Request is created, there is no source document to reference and, therefore, the following information must be entered.
 - a. Vendor information
 - b. Vendor and Commodity information
 - c. Vendor and Accounting information
 - d. Vendor, Commodity, and Accounting information

Answers

1. a. True
2. b. False
3. c. Vendor and Accounting information

Module 4: Special Purpose Payment Request - Department

OBJECTIVES

In this module, you will:

- ◆ Create a Reimbursement Payment Request (PRR1)
- ◆ Modify and Cancel an Interest Payment Request (PRT1)
- ◆ Create a Revenue Refund Payment Request (PRF1)
- ◆ Check the status of a submitted payment

TOPIC 1 - REIMBURSEMENT PAYMENT REQUEST (PRR1)

City Departments are reimbursed for the minor expenses paid throughout the year using funds established in an imprest cash account. The Reimbursement Payment Request (PRR1) is used to establish and reimburse Department imprest cash accounts. It is entered without reference to a prior encumbrance nor does it provide the ability to reference FMS: Accounting documents.

To process a reimbursement payment with a PRR1, you will be entering information in the Vendor and Accounting sections.

There is only one event type associated with this type of payment request:

Event Types	Description
APR1	Authorize Reimbursement Payment (Default)

GUIDED SIMULATION



The movie icon represents a guided simulation that displays in the online Payment Request eLearning course.

A City Department wants to replenish their Imprest Fund for \$1000.00.

This menu path guides you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → CLICK DOCUMENT CATALOG → CLICK CREATE

CREATE PRR1 DOCUMENT

DOCUMENT CATALOG PAGE - CREATE MODE

The screenshot displays the 'Financial Management System' interface. The top navigation bar includes the NYC logo, the system name, and a 'Jump to:' field. Below this, a welcome message reads 'Welcome, PR APP1 856'. The left sidebar contains a menu with 'DEVFMS01' at the top, followed by 'Message Center', 'Search', 'Document Catalog' (highlighted in yellow), 'History', 'Favorites', 'Administration', and 'infoAdvantage'. The main content area is titled 'Document Catalog' and features a search bar. Underneath, the 'Document Identifier' section includes fields for 'Code' (filled with 'PRR1'), 'Unit', 'Dept.' (filled with '856'), and 'ID' (filled with '2009'). The 'Other Options' section has 'Auto Numbering' checked and 'Create Template' unchecked. A 'Create' button is located at the bottom left of the form area.

1. Enter **PRR1** for document **Code**.
2. Enter the **Dept** code.
3. Select the **Auto Numbering** check box.
4. Click the **Create** link to create the PRR1 document. A New Draft PRR1 document is displayed.

PRR1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Payment Request - Reimbursement(PRR1) Dept: 856 ID: 20090000001 Ver.: 1 Function: New Phase: Draft

Header

General Information Payee Additional Amounts Extended Description Contact Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: FMSTrainer/212-555-1212/FMSTrainer@fisa.nyc.gov

Bank Account:

Replacement:

Cited Authority:

Actual Amount: \$0.00

Closed Amount: \$0.00

Closed Date:

Open Amount: \$0.00

Referenced Amount: \$0.00

When the PRR1 document is created, a new document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.

The **Record Date**, **Budget FY**, **Fiscal Year**, and **Period**, if left blank, will auto populate when the document is fully approved, based on the approval date. When two accounting periods are open and you need to post to a prior period, you can enter the appropriate Record Date, FY, or accounting period here. The approval date will not override the information that is entered.

5. Enter contact information for the person creating the document in the **Document Description** field. Include first name, last name, phone number with area code, and e-mail address.

Header

General Information Payee Additional Amounts Extended Description Contact Document Information

Extended Description: additional contact information can be entered in this text box

Note: The Document Description field in the Header section of the document allows only 60 characters. If more room is required to complete the contact information, select the Extended Description tab.

6. Click the **Open Document Navigator** icon (small arrow on left side) to

switch to Document Navigator mode.

PRR1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Payment Request - Reimbursement(PRR1) Dept: 856 ID: 20090000001 Ver.: 1 Function: New Phase: Draft Modified by 856PRA1

Document Navigator

- Header
- Vendor**
- Accounting
- Posting

Header

General Information Payee Additional Amounts Extended Description Contact Document Information

Document Name: [Field]

Record Date: [Field]

Budget FY: [Field]

Fiscal Year: [Field]

Period: [Field]

Document Description: FMSTrainer/212-555-1212/FMSTrainer@fisa.nyc.gov

Bank Account: [Field]

Replacement:

Cited Authority: [Field]

Actual Amount: \$0.00

Closed Amount: \$0.00

Closed Date: [Field]

Open Amount: \$0.00

7. Click the **Vendor** section. The **General Information** tab of the Vendor section is displayed.

ENTER DATA INTO THE VENDOR SECTION

PRR1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

Vendor Line: none Vendor Customer: none Legal Name: none

Vendor Line	Vendor Customer	Legal Name	Line Amount
From 0 to 0 Total: 0			

General Information Disbursement Options Discount Terms

Vendor Customer:

Legal Name:

Alias/DBA:

Address Code:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Country:

Vendor Contact ID:

Vendor Contact Name:

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Fax:

Fax Extension:

Web Address http://:

1. Click the **Insert New Line** button.

PRR1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

General Information Disbursement Options Discount Terms

Vendor Customer: 000000012

Legal Name:

Alias/DBA:

Address Code: 1

Address Line 1:

Address Line 2:

City:

State:

Zip:

Vendor Contact ID:

Vendor Contact Name: John Smith

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Fax:

Fax Extension:

Web Address http://:

2. Enter the **Vendor Customer** Code, or select it from the pick list.

3. Enter the **Address Code**, or select it from the pick list.

VENDOR SECTION - ADDRESS CODE

Choose

[Browse](#) [Clear](#)

Street 1 : Street 2 :

City : State/Province :

Zip/Postal Code : Country :

	Address ID	Street 1	Street 2	City	State/Province	Zip/Postal Code	Country
Select	1	65 COURT STREET,	RM 1001B	BROOKLYN	NY	11201	US
Select	2	341 9TH AVENUE	ROOM 709	NEW YORK	NY	10199-9732	US
Select	3	CMRS-POC P.O. BOX 0575		CAROL STREAM	IL	60132-0575	US

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

PRR1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

Payment Request - Reimbursement(PRR1) Dept: 856 ID: 20090000001 Ver.: 1 Function: New Phase: Draft Modified by 856PRA1 10/20/2009

Document Navigator

- Header
- Vendor
- [Accounting](#)
- Posting

Vendor Vendor Line: 1 Vendor Customer: 0000000012 Legal Name: UNITED STATES P

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	0000000012	UNITED STATES POSTAL SERVICE	S

From 1 to 1 Total: 1 [First](#) [Previous](#) [Next](#) [Last](#)

General Information Disbursement Options Discount Terms

Vendor Customer: 0000000012

Legal Name: UNITED STATES POSTAL

Alias/DBA:

Address Code: 1

Address Line 1: 65 COURT STREET,

Address Line 2: RM 1001B

City: BROOKLYN

State: New York

Zip: 11201

Vendor Contact ID:

Vendor Contact Name: John Smith

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Fax: 999 999-9710

Fax Extension:

Web Address http://

4. Click **Save** to bring in the vendor information.

5. Click the **Accounting** section. The **General Information** tab is displayed.

ENTER DATA INTO THE ACCOUNTING SECTION

PRR1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'General Information' tab with the following fields and values:

- Event Type:
- Accounting Template:
- Line Description:
- Line Amount:
- Line Closed Amount:
- Line Closed Date:
- Line Open Amount:
- Referenced Line:
- Budget FY:
- Fiscal Year:
- Period:
- Bank:
- Vendor Invoice Number:
- Vendor Invoice Line:
- Vendor Invoice Date:
- Invoice Received Date:
- Check Description:

Buttons at the bottom: **Insert New Line** (circled in red), Insert Copied Line, Edit with Grid.

1. Click the **Insert New Line** button.

PRR1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'General Information' tab with the following fields and values:

- Event Type: APR1
- Accounting Template:
- Line Description:
- Line Amount: \$0.00
- Line Closed Amount: \$0.00
- Line Closed Date:
- Line Open Amount: \$0.00
- Referenced Line:
- Budget FY:
- Fiscal Year:
- Period:
- Bank:
- Vendor Invoice Number:
- Vendor Invoice Line:
- Vendor Invoice Date:
- Invoice Received Date:
- Check Description:

Buttons at the bottom: **Save** (circled in red), Undo, Insert New Line, Insert Copied Line, Edit with Grid.

Click the **Save** button. The **Event Type** defaults to APR1.

PRR1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'General Information' tab with the 'Fund Accounting' sub-tab selected. The 'Line Description' is 'Reimbursement Payment' and the 'Line Amount' is '1000'. The 'Fund Accounting' tab is highlighted with a red circle. Other fields include Event Type (APR1), Accounting Template, Budget FY, Fiscal Year, Period, Bank, Vendor Invoice Number, Vendor Invoice Line, Vendor Invoice Date, Invoice Received Date, and Check Description. The toolbar at the bottom includes Save, Undo, Insert New Line, Insert Copied Line, and Edit with Grid.

2. Enter a **Line Description**.
3. Enter the **Line Amount** to be paid.
4. Click the **Fund Accounting** tab.

PRR1 DOCUMENT - ACCOUNTING SECTION, FUND ACCOUNTING TAB

The screenshot shows the 'Fund Accounting' tab selected. The 'Fund' is '001' and the 'Department' is '856'. The 'Fund Accounting' tab is highlighted with a red circle. Other fields include Detail Object (1000), Sub Object, Revenue Source, Sub Revenue Source, BSA, and Sub BSA. The interface also shows OBSA, Sub OBSA, Department Object, and Dept Revenue fields.

5. Enter the **Fund**.
6. Enter the **Department**.
7. Enter the **Detail Object**.
8. Click the **Detail Accounting** tab.

PRR1 DOCUMENT - ACCOUNTING SECTION, DETAIL ACCOUNTING TAB

Payment Request - Reimbursement(PRR1) Dept: 856 ID: 20090000001 Ver: 1 Function: New Phase: Draft Modified by 856PRA1, 10/20/2009

Document Navigator: Header, Vendor, Accounting, Posting

Accounting No. of Lines: 1 Accounting Line: 1 Line Amount: \$0.00 Line Open Amount:

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event T
1	\$0.00	\$0.00	\$0.00	\$0.00	APR1

From 1 to 1 Total: 1

General Information Reference Fund Accounting **Detail Accounting** Service Dates Additional Amounts

Location: Sub Location: Rept Cat/Quick: Sub Rept Cat/Quick: Budget Code: 3591 Sub Budget: Capital Project ID: Sub Project ID: Task: Sub Task: Task Order: Major Program: Program: Phase: Program Period:

Save Undo Insert New Line Insert Copied Line Edit with Grid Copy Validate Submit Discard Print Processing

9. Enter the **Budget Code**.

Note: The Unit of Appropriation (**Appr Unit**) on the Fund Accounting tab is inferred from the Budget Code.

VALIDATE AND SUBMIT PRR1

10. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again.

PRR1 DOCUMENT - VALIDATION MESSAGE

Financial Management System

Welcome, PR APP1 856 My Workspace

View All 1 of Document validated successfully

Payment Request - Reimbursement(PRR1) Dept: 856 ID: 20090000001 Ver.: 1 Function: New Phase: Draft

11. Click the **Posting** section to review posting information. You can click the eye icon to view posting details.

PRR1 DOCUMENT - POSTING SECTION

Posting No. of Lines: 1 Posting Line: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	D011 DN06	External AE Reimb Disb Pay	\$1,000.00	\$1,000.00

12. Click the **Submit** button.

PRR1 DOCUMENT - SUBMITTED MESSAGE



13. Click the **Close** button.

You have successfully submitted a PRR1 document and it is pending approval.

TOPIC 2 - INTEREST PAYMENT REQUEST (PRT1) MODIFICATION

The City's Prompt Payment Policy establishes the guidelines that certain payments are eligible for interest if not paid within a specified timeframe. The interest payable is recorded on the Interest Payment Request (PRT1) document during nightly disbursement processing.

During nightly disbursement processing, a system process determines which payments are eligible for interest. The nightly cycle then processes the scheduled Interest Payment Requests (PRT1), creating PRT1 documents. The Payment Type field on the original payment request determines the calculation of interest. Each PRT1 is scheduled for payment within 20 days.

A manual PRT1 document can also be created, if necessary.

Before the Interest Payment Request is disbursed, departments have a chance to review and, if necessary, modify or cancel the request. The following is required:

- ◆ The header Description field is required on Interest Payment Request modifications or Cancellations
- ◆ Two department approvals are required to modify, cancel, or manually process an Interest Payment Request
- ◆ Cancellations of interest payment requests require a Cancellation Reason code to justify the Cancellation.

INTEREST PAYMENT REQUEST INQUIRY (IPRINQ) TABLE

The Interest Payment Request Inquiry (IPRINQ) table shows all outstanding Interest Payment Request Accounting Lines until they are disbursed, providing the ability to review the Interest document before it is paid.

Note: the IPRINQ table allows you to search for records by the IPR Modified Date to find the most recent PR, or by the late payment request document

information such as Late Payment Request Document Code, Document ID, and Department Code.

MODIFYING INTEREST PAYMENT REQUESTS

On an ongoing basis, departments may need to review automatically created PRT1 documents and modify them, if needed, within the 20 day lag period before they are paid. To modify a PRT1, you will first navigate to the Interest Payment Request Inquiry (IPRINQ) table, search for the Interest Payment Request that corresponds to the original late payment request in the system, and open the document to modify certain fields.

This is the event type associated with this type of payment request:

Event Types	Description
API1	Authorize Interest Payment (Default)

GUIDED SIMULATION



The movie icon represents a guided simulation that displays in the online Payment Request eLearning course.

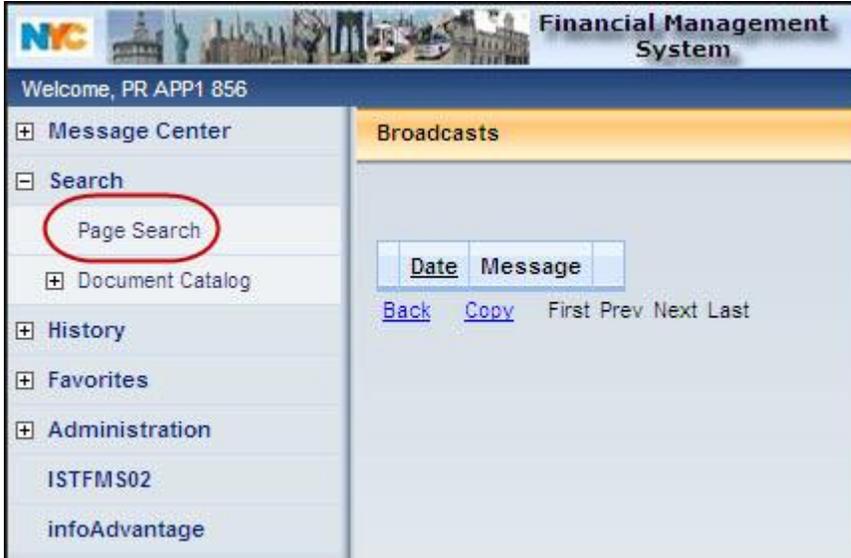
Changes need to be made to an interest payment that is pending disbursement. Look up the interest payment request. Then, modify it by decreasing the Line Amount and changing the Check Description.

This menu path guides you to the starting point of this specific task.

<i>HOME PAGE</i> → <i>CLICK SEARCH</i>
--

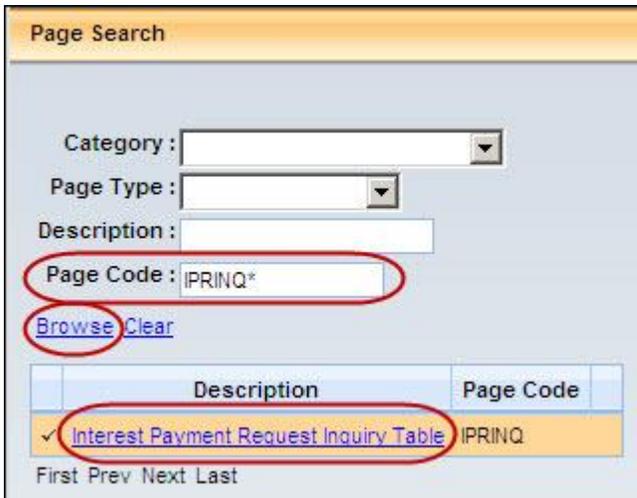
QUERY THE INTEREST PAYMENT REQUEST INQUIRY TABLE

PAGE SEARCH



1. Click the **Page Search** link to open the Page Search.

PAGE SEARCH



2. Enter **IPRINQ** for the Interest Payment Request Inquiry Table **Page Code**.
3. Click the **Browse** link. The link for the Interest Payment Request Inquiry Table is displayed.
4. Click the **Interest Payment Request Inquiry Table** link. The Interest Payment Request Inquiry Table is displayed.

INTEREST PAYMENT REQUEST INQUIRY TABLE

The screenshot displays the 'Financial Management System' interface. The main content area is titled 'Interest Payment Request Inquiry'. It features a table with the following data:

IPR Document	IPR Deleted	Interest Amount	Late Payment Request Document	Disbursement Document	IPR Last Modified Date
PRT1.858.11000001728	No	36.20	PRC2.858.11VCA014DF	EFT.DSB.20110206929	03/05/2011
PRT1.858.11000001547	No	29.01	PRC2.858.11VCT297GY	AD.DSB.20110328454	03/05/2011
PRT1.858.11000001547	No	135.34	PRC2.858.11VCT297GY	AD.DSB.20110328454	03/05/2011
PRT1.858.11000001547	No	4.28	PRC2.858.11VCT297GY	AD.DSB.20110328454	03/05/2011
PRT1.858.11000001547	No	0.02	PRC2.858.11VCT297GY	AD.DSB.20110328454	03/05/2011
PRT1.858.11000001547	No	1.23	PRC2.858.11VCT297GY	AD.DSB.20110328454	03/05/2011
PRT1.858.11000001729	No	0.13	PRC2.858.11VCT307DF	EFT.DSB.20110206930	03/05/2011
PRT1.858.11000001729	No	2.85	PRC2.858.11VCT307DF	EFT.DSB.20110206930	03/05/2011
PRT1.858.11000001729	No	30.26	PRC2.858.11VCT307DF	EFT.DSB.20110206930	03/05/2011
PRT1.858.11000001729	No	0.26	PRC2.858.11VCT307DF	EFT.DSB.20110206930	03/05/2011

Below the table, there is a search section with a 'Search' link circled in red. The search results show details for the selected IPR Document:

- IPR Document Code: PRT1
- IPR Document Department: 858
- IPR Document ID: 11000001728
- IPR Document Vendor Line Number: 1
- IPR Document Accounting Line Number: 1
- IPR Unit:
- Extension Reason Code:
- Payment Type: P
- IPR Deleted:
- IPR Last Modified Date: 03/05/2011

Additional links for 'Late Payment Request Document', 'Interest Information', and 'Disbursement Document Information' are provided below the search results.

5. Click the **Search** link.

INTEREST PAYMENT REQUEST INQUIRY TABLE - SEARCH WINDOW

The Search Window pops up and can be moved around on the screen.

6. Enter the **Late Payment Request Document ID**.
7. Enter the **Late Payment Request Document Code**.
8. Enter the **Late Payment Request Document Department**.

Note: You can search by any of the fields in the Search Window depending upon the information available. All fields are optional.

9. Click **Ok**. The search results are displayed in the Interest Payment Request Inquiry Table.

INTEREST PAYMENT REQUEST INQUIRY TABLE - RESULTS

IPR Document	IPR Deleted	Interest Amount	Late Payment Request Document	Disbursement Document	IPR Last Modified Date
✓ PRT1.858.20090000003	No	0.35	PRC2.858.20090000029	AD.DSB.20090000006	03/17/2011

First Prev Next Last

Search 

▼ IPR Document

IPR Document Code : PRT1 Extension Reason Code :

IPR Document Department : 858 Payment Type : P

IPR Document ID : 20090000003 IPR Deleted :

IPR Document Vendor Line Number : 1 IPR Last Modified Date : 03/17/2011

IPR Document Accounting Line Number : 1

IPR Unit :

▶ Late Payment Request Document

▶ Interest Information

▶ Disbursement Document Information

10. Click the **Expand All** icon to expand and display all sections. All sections in the table are displayed.

INTEREST PAYMENT REQUEST INQUIRY TABLE - REVIEW RESULTS

Interest Payment Request Inquiry					
IPR Document	IPR Deleted	Interest Amount	Late Payment Request Document	Disbursement Document	IPR Last Modified Date
✓ PRT1,858,20090000003	No	0.35	PRC2,858,20090000029	AD,DSB,20090000006	03/17/2011

First Prev Next Last

[Search](#)

IPR Document

IPR Document Code : PRT1
 IPR Document Department : 858
 IPR Document ID : 20090000003
 IPR Document Vendor Line Number : 1
 IPR Document Accounting Line Number : 1
 IPR Unit :

Extension Reason Code :
 Payment Type : P
 IPR Deleted :
 IPR Last Modified Date : 03/17/2011

Late Payment Request Document

Late Payment Request Document Code : PRC2
 Late Payment Request Document Department : 858
 Late Payment Request Document ID : 20090000029
 Late Payment Request Vendor Line Number : 1
 Late Payment Request Commodity Line number : 1
 Late Payment Request Accounting Line Number : 1

Interest Information

Interest Amount : 0.35
 Interest Eligibility Date :
 Modified Interest Amount :
 Days the Disbursement was Previously Held :
 Calculated IRA date :
 Days Subject to Interest :

Disbursement Document Information

Disbursement Document Code : AD
 Disbursement Document Department : DSB
 Disbursement Document ID : 20090000006
 Disbursement Vendor Line Number : 1
 Disbursement Accounting Line Number : 1

Original Payment Check :
 Calculated Interest Amount :

11. Review all sections of the Interest Payment Request (IPR) record for any inaccuracies, for example:

- ◆ IPR Document
- ◆ Late Payment Request Document
- ◆ Interest Information
- ◆ Disbursement Document Information

INTEREST PAYMENT REQUEST INQUIRY TABLE - OPEN PRT1 DOCUMENT

IPR Document	IPR Deleted	Interest Amount	Late Payment Request Document	Disbursement Document	IPR Last Modified Date
PRT1.858.20090000003	No	0.35	PRC2.858.20090000029	AD.DSB.20090000006	03/17/2011

First Prev Next Last

Search

IPR Document

12. Click the link to the Interest Payment Request document under the IPR Document column to open the document. The PRT1 document opens and the **General Information** tab of the Header Section is displayed.

MODIFY PRT1 DOCUMENT

PRT1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Financial Management System

Welcome, Train 23 General Accounting Accounts Payable Revenue Budget Agreements Orders Fixed Assets Procurement FIMECH

Payment Request - Interest(PRT1) Dept: 858 ID: 20090000003 Ver.: 1 Function: New Phase: Final Modified by TR85840, 09/21/2009

Header

General Information Payee Additional Amounts Extended Description Contact Document Information

Document Name:

Record Date: 09/21/2009

Budget FY: 2009

Fiscal Year: 2009

Period: 3

Document Description:

Cancellation Reason:

Bank Account: EF

Replacement:

Cited Authority:

Actual Amount: \$0.35

Closed Amount: \$0.00

Closed Date:

Open Amount: \$0.35

Referenced Amount: \$0.00

Budget Level Control Reduction:

Fund Balance Control Reduction:

Cash Balance Control Reduction:

System Generated:

Vendor No. of Lines: 1 Vendor Line: 1 Vendor Customer: 0000998187 Legal Name: MAINTAINCO INCORPORATED

Accounting No. of Lines: 1 Accounting Line: 1 Line Amount: \$0.35 Line Closed Amount: \$0.00

Posting No. of Lines: 1 Posting Line: 1

Edit Copy Copy Forward Discard Print Processing Workflow File Close

When the PRT1 document opens, it is shown as Ver:1, Function: New, Phase: Final.

1. Click the **Edit** button to create a modification version of the document.

PRT1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

The screenshot displays the 'AMS Advantage - Windows Internet Explorer' browser window. The title bar shows 'Financial Management System'. The navigation bar includes tabs for 'General Accounting', 'Accounts Payable', 'Revenue', 'Budget', 'Agreements and Orders', 'Fixed Assets', 'Procurement', and 'FIMECH'. The main content area is titled 'Header' and contains the following fields and controls:

- Document Name:** [Text Field]
- Record Date:** [Text Field]
- Budget FY:** 2009
- Fiscal Year:** [Text Field]
- Period:** [Text Field]
- Document Description:** [Text Field]
- Cancellation Reason:** [Dropdown Menu]
- Bank Account:** EF
- Replacement:**
- Cited Authority:** [Text Field]
- Actual Amount:** \$0.35
- Closed Amount:** \$0.00
- Closed Date:** [Text Field]
- Open Amount:** \$0.35
- Referenced Amount:** \$0.00
- Budget Level Control Reduction:**
- Fund Balance Control Reduction:**
- Cash Balance Control Reduction:**
- System Generated:**

At the bottom of the form, there is a table with the following data:

Vendor	No. of Lines: 1	Vendor Line: 1	Vendor Customer: 0000998187	Legal Name: MAINTAINCO INCORPORATED
Accounting	No. of Lines: 1	Accounting Line: 1	Line Amount: \$0.35	Line Closed Amount: \$0.00
Posting	No. of Lines: 1	Posting Line: 1		

Buttons at the bottom include Save, Undo, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

When the PRT1 document opens, the new Document ID is displayed. The document is shown as Ver: 2, Function: Modification, Phase: Draft.

2. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.

PRT1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

The screenshot shows the Financial Management System interface. The top navigation bar includes 'Welcome, Train 23', 'General Accounting', 'Accounts Payable', 'Revenue', 'Budget', 'Agreements and Orders', 'Fixed Assets', 'Procurement', and 'FIMECH'. The main header area displays 'Payment Request - Interest(PRT1)' with details: Dept: 858, ID: 20090000003, Ver.: 2, Function: Modification, Phase: Draft, and Modified by: TR85823, 09/21/2009. The 'Document Navigator' on the left shows 'Header', 'Vendor', 'Accounting' (circled in red), and 'Posting'. The 'Header' section is active, showing the 'General Information' tab. The 'Document Description' field is circled in red and contains the text 'FMSTrainer 212-555-1212'. Other fields include 'Document Name', 'Record Date', 'Budget FY: 2009', 'Fiscal Year', 'Period', 'Bank Account: EF', 'Replacement', 'Cited Authority', 'Actual Amount: \$0.35', 'Closed Amount: \$0.00', 'Closed Date', 'Open Amount: \$0.35', 'Referenced Amount: \$0.00', 'Budget Level Control Reduction' (checked), and 'Fund Balance' (checked).

3. Enter contact information for the person creating the document in the **Document Description** field. Include first name, last name, phone number with area code, and e-mail address.

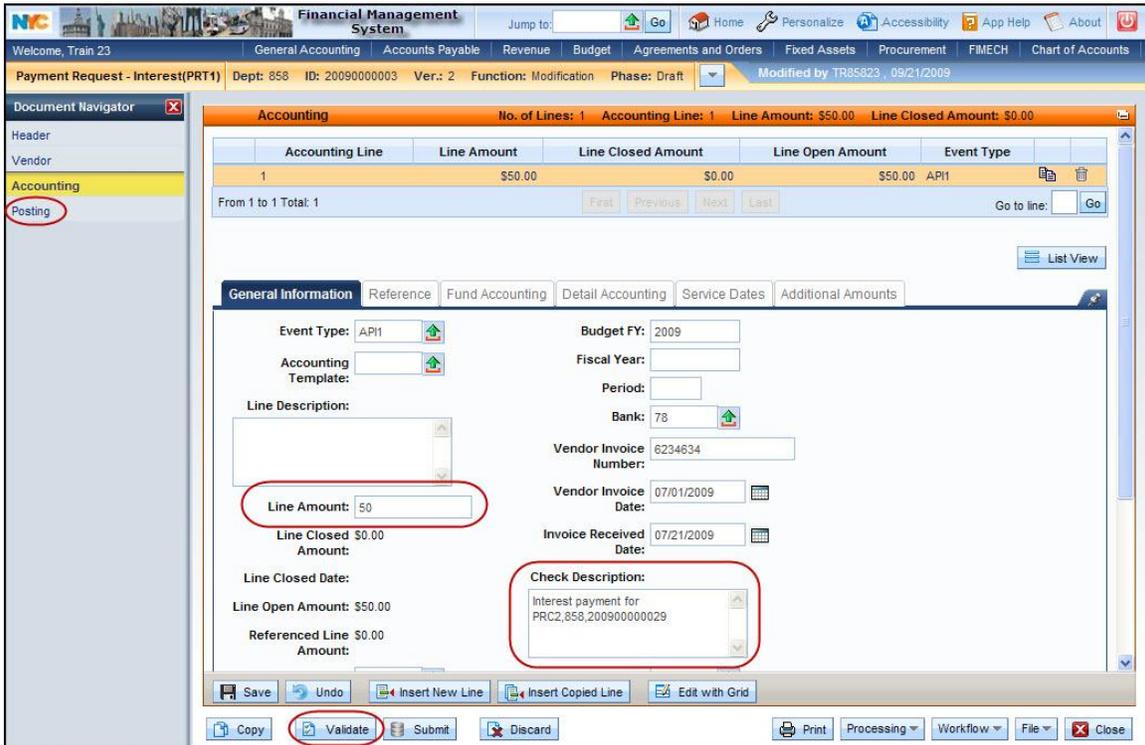
PRT1 DOCUMENT - HEADER SECTION, EXTENDED DESCRIPTION TAB

The screenshot shows the 'Header' section of the PRT1 Document, with the 'Extended Description' tab selected. The 'Extended Description' field is highlighted and contains the text 'additional contact information can be entered in this text box'. The other tabs visible are 'General Information', 'Payee', 'Additional Amounts', 'Contact', and 'Document Information'.

Note: The Document Description field in the Header section of the document allows only 60 characters. If more room is required to complete the contact information, select the Extended Description tab.

4. Click the **Accounting** Section.
5. The **General Information** tab of the Accounting Section is displayed.

PRT1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

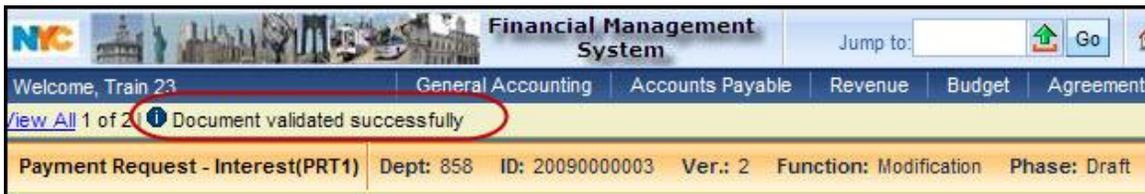


6. Delete the current line amount and enter the new value in the **Line Amount** field.
7. Enter or modify the **Check Description** (the text printed on the check stub).

VALIDATE AND SUBMIT PRT1

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "Document validated successfully."

PRT1 DOCUMENT - VALIDATION MESSAGE



2. Click the **Posting** section to review the posting information. You can click the eye icon to view posting details.

PRT1 DOCUMENT - POSTING SECTION

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	DN09 D011	Int Diab Pay External AE	\$25.00	\$25.00

From 1 to 1 Total: 1

First Previous Next Last

Go to line: Go

- Click the **Submit** button to submit the document for approval when all errors are resolved. If the submission is successful, the following message is displayed in the upper left corner: "Document submitted successfully - Pending Approval."

PRT1 DOCUMENT - SUBMITTED MESSAGE



- Click the **Close** button.

You have successfully submitted a PRT1 modification and it is pending approval.

TOPIC 3 - INTEREST PAYMENT REQUEST (PRT1) CANCELLATION

Departments may need to review automatically created PRT1 documents and cancel them within the 20 day lag period before they are paid. To cancel a PRT1, first navigate to the Interest Payment Request Inquiry (IPRINQ) table, search for the Interest Payment Request that corresponds to the original late payment request on file, and open the document to create a Cancellation version.

This is the event types associated with this type of payment request:

Event Types	Description
API1	Authorize Interest Payment (Default)

GUIDED SIMULATION



The movie icon represents a guided simulation that displays in the online Payment Request eLearning course.

An interest payment request needs to be cancelled because the information was entered incorrectly on the initial payment request. Look up the interest payment

request and cancel the document using the Discard action to create a Cancellation version.

This menu path guides you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → CLICK PAGE SEARCH

QUERY THE INTEREST PAYMENT REQUEST INQUIRY TABLE

PAGE SEARCH

The screenshot shows a 'Page Search' window with the following elements:

- Category:** A dropdown menu.
- Page Type:** A dropdown menu.
- Description:** A text input field.
- Page Code:** A text input field containing 'IPRINQ*', which is circled in red.
- Buttons:** 'Browse' and 'Clear' buttons, both circled in red.
- Table:** A table with two columns: 'Description' and 'Page Code'. The first row is highlighted in yellow and contains a checkmark, 'Interest Payment Request Inquiry Table', and 'IPRINQ'. This row is also circled in red.
- Navigation:** 'First Prev Next Last' links at the bottom of the table.

5. Enter **IPRINQ** in the **Page Code** field for the Interest Payment Request Inquiry Table.
6. Click the **Browse** link. The link for the Interest Payment Request Inquiry Table is displayed.
7. Click the **Interest Payment Request Inquiry Table** link. The Interest Payment Request Inquiry Table is displayed.

INTEREST PAYMENT REQUEST INQUIRY TABLE

The screenshot displays the Financial Management System interface. The main content area shows a table titled "Interest Payment Request Inquiry" with the following data:

IPR Document	IPR Deleted	Interest Amount	Late Payment Request Document	Disbursement Document	IPR Last Modified Date
PRT1.858.11000001728	No	36.20	PRC2.858.11VCA014DF	EFT.DSB.20110206929	03/05/2011
PRT1.858.11000001547	No	29.01	PRC2.858.11VCT297GY	AD.DSB.20110328454	03/05/2011
PRT1.858.11000001547	No	135.34	PRC2.858.11VCT297GY	AD.DSB.20110328454	03/05/2011
PRT1.858.11000001547	No	4.28	PRC2.858.11VCT297GY	AD.DSB.20110328454	03/05/2011
PRT1.858.11000001547	No	0.02	PRC2.858.11VCT297GY	AD.DSB.20110328454	03/05/2011
PRT1.858.11000001547	No	1.23	PRC2.858.11VCT297GY	AD.DSB.20110328454	03/05/2011
PRT1.858.11000001729	No	0.13	PRC2.858.11VCT307DF	EFT.DSB.20110206930	03/05/2011
PRT1.858.11000001729	No	2.85	PRC2.858.11VCT307DF	EFT.DSB.20110206930	03/05/2011
PRT1.858.11000001729	No	30.26	PRC2.858.11VCT307DF	EFT.DSB.20110206930	03/05/2011
PRT1.858.11000001729	No	0.26	PRC2.858.11VCT307DF	EFT.DSB.20110206930	03/05/2011

Below the table, there is a search window titled "IPR Document" with the following fields:

- IPR Document Code:
- Extension Reason Code:
- IPR Document Department:
- Payment Type: P
- IPR Document ID:
- IPR Deleted:
- IPR Document Vendor Line Number:
- IPR Last Modified Date:
- IPR Document Accounting Line Number:
- IPR Unit:

Navigation links include "First", "Prev", "Next", and "Last". A "Search" link is circled in red. The interface also includes a sidebar with "Message Center", "Search", "Page Search", "Document Catalog", "History", "Favorites", "Administration", "infoAdvantage", and "ISTFMS03@CWIST0".

8. Click the **Search** link. The Search Window is displayed.

INTEREST PAYMENT REQUEST INQUIRY TABLE - SEARCH WINDOW

1. Enter the **Late Payment Request Document ID**.
2. Enter the **Late Payment Request Document Code**.
3. Enter the **Late Payment Request Document Department**.

Note: You can search by any of the fields in the Search Window depending upon the information available. All fields are optional.

4. Click **Ok**. The search results are displayed in the Interest Payment Request Inquiry Table.

INTEREST PAYMENT REQUEST INQUIRY TABLE - RESULTS

5. Click the **Expand All** icon to expand to display all sections.

INTEREST PAYMENT REQUEST INQUIRY TABLE - REVIEW RESULTS

Interest Payment Request Inquiry					
IPR Document	IPR Deleted	Interest Amount	Late Payment Request Document	Disbursement Document	IPR Last Modified Date
✓ PRT1.858.20090000004	No	12.00	PRC2.858.20090000018	AD.DSB.20090000003	03/17/2011
First Prev Next Last					
Search					
IPR Document IPR Document Code : PRT1 Extension Reason Code : IPR Document Department : 858 Payment Type : P IPR Document ID : 20090000004 IPR Deleted : <input type="checkbox"/> IPR Document Vendor Line Number : 1 IPR Last Modified Date : 03/17/2011 IPR Document Accounting Line Number : 1 IPR Unit :					
Late Payment Request Document Late Payment Request Document Code : PRC2 Late Payment Request Document Department : 858 Late Payment Request Document ID : 20090000018 Late Payment Request Vendor Line Number : 1 Late Payment Request Commodity Line number : 1 Late Payment Request Accounting Line Number : 1					
Interest Information Interest Amount : 12.00 Interest Eligibility Date : Modified Interest Amount : Calculated IRA date : Days the Disbursement was Previously Held : Days Subject to Interest :					
Disbursement Document Information Disbursement Document Code : AD Original Payment Check : Disbursement Document Department : DSB Calculated Interest Amount : Disbursement Document ID : 20090000003 Disbursement Vendor Line Number : 1 Disbursement Accounting Line Number : 2					

6. Review all sections of the Interest Payment Request (IPR) record for any inaccuracies, for example:

- ◆ IPR Document
- ◆ Late Payment Request Document
- ◆ Interest Information
- ◆ Disbursement Document Information

INTEREST PAYMENT REQUEST INQUIRY TABLE - OPEN PRT1 DOCUMENT

Interest Payment Request Inquiry					
IPR Document	IPR Deleted	Interest Amount	Late Payment Request Document	Disbursement Document	IPR Last Modified Date
✓ PRT1.858.20090000004	No	12.00	PRC2.858.20090000018	AD.DSB.20090000003	03/17/2011

First Prev Next Last

Search

▼ IPR Document

IPR Document Code : Extension Reason Code :

7. Click the **PRT1 Document** link to open the document.

The PRT1 document opens and the **General Information** tab of the Header Section is displayed.

CANCEL PRT1 DOCUMENT

PRT1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'Financial Management System' interface. The breadcrumb trail includes 'Payment Request - Interest(PRT1) Dept: 858 ID: 20090000004 Ver.: 1 Function: New Phase: Final'. The 'Header' section is open, and the 'General Information' tab is selected. The form contains the following fields:

- Document Name: [Empty]
- Record Date: 09/21/2009
- Budget FY: 2009
- Fiscal Year: 2009
- Period: 3
- Document Description: FMSTrainer 212-555-1212
- Cancellation Reason: [Empty]
- Bank Account: EF
- Replacement:
- Cited Authority: [Empty]
- Actual Amount: \$12.00
- Closed Amount: \$0.00
- Closed Date: [Empty]
- Open Amount: \$12.00
- Referenced Amount: \$0.00
- Budget Level Control Reduction:
- Fund Balance Control Reduction:
- Cash Balance Control Reduction:
- System Generated:

At the bottom, the 'Vendor' section shows: Vendor: [Empty], No. of Lines: 1, Vendor Line: 1, Vendor Customer: 0000998187, Legal Name: MAINTAINCO INCORPORATED. The 'Accounting' section shows: No. of Lines: 1, Accounting Line: 1, Line Amount: \$12.00, Line Closed Amount: \$0.00. The 'Posting' section shows: No. of Lines: 1, Posting Line: 1. At the bottom of the form, the 'Discard' button is circled in red.

When the PRT1 document opens, it is shown as Ver:1, Function: New, Phase: Final.

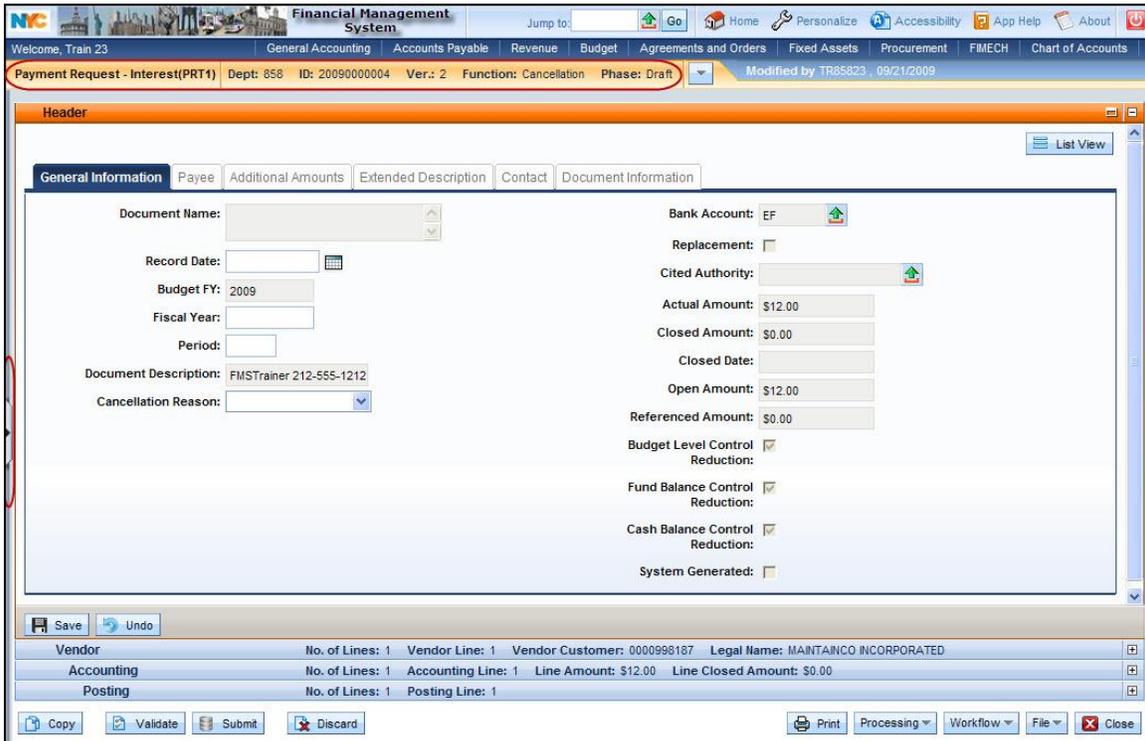
1. Click the **Discard** button to create a Cancellation version of the document.

PRT1 DOCUMENT - CONFIRM PROMPT WINDOW



2. Click **OK** at the prompt to discard the document.

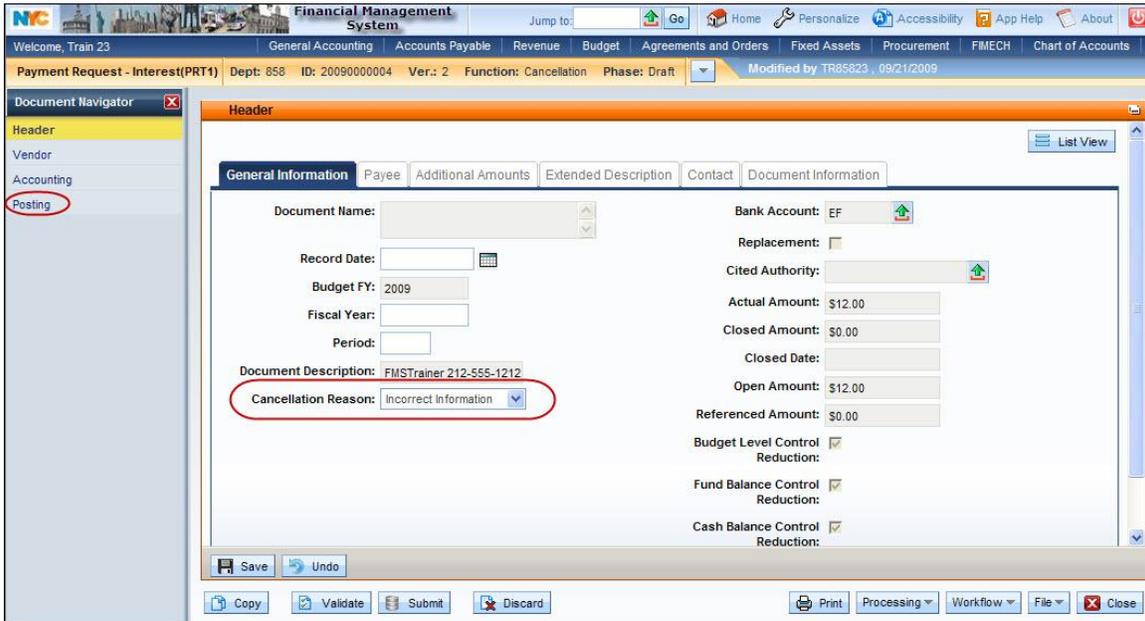
CANCELLATION VERSION



When the PRT1 document opens, the new Document ID is displayed. The document is shown as Ver: 2, Function: Cancellation, Phase: Draft.

3. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.

PRT1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB



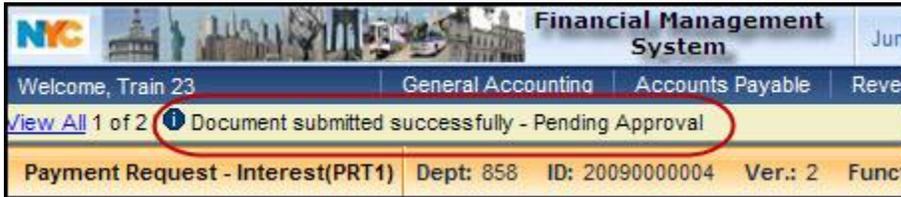
4. Select the **Cancellation Reason** from the drop-down list. For this example you should select **Incorrect Information**.
5. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "Document validated successfully."
6. Click the **Posting** section to review the posting information. You can click the eye icon to view posting details.

PRT1 DOCUMENT - VALIDATION MESSAGE



7. Click the **Submit** button to submit the document for approval when all errors are resolved. If the submission is successful, the following message is displayed in the upper left corner: "Document submitted successfully - Pending Approval."

PRT1 DOCUMENT - SUBMITTED MESSAGE



8. Click the **Close** button.

You have successfully submitted a PRT1 cancellation and it is pending approval.

TOPIC 4 - REVENUE REFUND PAYMENT REQUEST (PRF1)

The Revenue Refund Payment Request (PRF1) is used by City departments to initiate a refund payment to refund collected revenue due to overpayment by a vendor or individual.

Also, note the following:

The vendor that is used when processing a PRF1 document for a vendor that does not exist in the Vendor Customer Table in FMS: Accounting is the Miscellaneous Vendor (MISCPAYVEN). When processing a PRF1 document for a Miscellaneous Vendor, the MISCPAYVEN code is entered as the primary vendor code and the vendor name and address are entered manually, rather than selecting the values from the Vendor Customer code and the Address Code.

This event type is associated with this type of payment request:

Event Types	Description
APF1	Authorize Earned Revenue Refund (Default)

GUIDED SIMULATION



The movie icon represents a guided simulation that displays in the online Payment Request eLearning course.

A City Department is refunding a parking ticket fee in the amount of \$100.00.

To process a Revenue Refund payment with a PRF1, enter information in the Header, Vendor, and Accounting sections.

This menu path guides you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → CLICK DOCUMENT CATALOG → CLICK CREATE

CREATE PRF1 DOCUMENT

DOCUMENT CATALOG - CREATE MODE

The screenshot displays the 'Financial Management System' interface in 'Document Catalog - Create Mode'. The left sidebar shows navigation options including 'Message Center', 'Search', 'Document Catalog', 'History', 'Favorites', 'Administration', and 'infoAdvantage'. The main content area is titled 'Document Catalog' and features a search bar and a form for creating a document. The form is divided into two sections: 'Document Identifier' and 'Other Options'. In the 'Document Identifier' section, the 'Code' field is set to 'PRF1', the 'Dept.' field is set to '856', and the 'ID' field is set to '2009'. In the 'Other Options' section, the 'Auto Numbering' checkbox is checked, and the 'Create Template' checkbox is unchecked. A 'Create' button is located at the bottom left of the form area.

1. Enter **PRF1** for the document **Code**.
2. Enter the **Dept** code.
3. Select the **Auto Numbering** check box.
4. Click the **Create** link to create the PRF1 document. The PRF1 document opens and the **General Information** tab of the Header section is displayed.

ENTER DATA INTO THE HEADER SECTION

PRF1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Payment Request - Revenue Refund(PRF1) Dept: 856 ID: 20090000005 Ver.: 1 Function: New Phase: Draft Modified by TR85623

Header

General Information Payee Additional Amounts Extended Description Contact Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: FMS Trainer 212-555-1212
FMSTrainer@fisa.nyc.gov

Pre-Processing Allowed:

Bank Account:

Replacement:

Cited Authority:

Actual Amount: \$0.00

Closed Amount: \$0.00

Closed Date:

Open Amount: \$0.00

Save Undo

Vendor Vendor Line: none Vendor Customer: none Legal Name: none

Accounting No. of Lines: 0 Accounting Line: none Line Amount: none Line Open Amount: none

Posting No. of Lines: 0 Posting Line: none

Copy Validate Submit Discard Print Processing

When the PRF1 document is created, a new document ID is generated. The document is shown as Ver:1, Function: New, Phase: Draft.

The **Record Date**, **Budget FY**, **Fiscal Year**, and **Period**, if left blank, will auto populate when the document is fully approved, based on the approval date. When two accounting periods are open and you need to post to a prior period, you can enter the appropriate Record Date, FY, or accounting period here. The approval date will not override the information that is entered.

1. Enter contact information for the person creating the document in the **Document Description** field. Include first name, last name, phone number with area code, and e-mail address.

Header

General Information Payee Additional Amounts Extended Description Contact Document Information

Extended Description: additional contact information can be entered in this text box

Note: The Document Description field in the Header section of the document allows only 60 characters. If more room is required to complete the contact information, select the Extended Description tab.

2. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.

PRF1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

The screenshot displays the 'Payment Request - Revenue Refund (PRF1)' interface. The top status bar shows 'Dept: 856 ID: 20090000005 Ver.: 1 Function: New Phase: Draft' and 'Modified by TR85623, 09/2'. The 'Document Navigator' on the left has 'Vendor' selected. The 'Header' section is active, showing the 'General Information' tab. Fields include 'Document Name', 'Record Date', 'Budget FY', 'Fiscal Year', 'Period', 'Document Description' (with a 60-character limit), 'Pre-Processing Allowed', 'Bank Account', 'Replacement', 'Cited Authority', 'Actual Amount: \$0.00', 'Closed Amount: \$0.00', and 'Closed Date'. A summary table at the bottom shows 'Vendor' (Vendor Line: none, Vendor Customer: none, Legal Name: none), 'Accounting' (No. of Lines: 0, Accounting Line: none, Line Amount: none, Line Op), and 'Posting' (No. of Lines: 0, Posting Line: none). Buttons for Save, Undo, Copy, Validate, Submit, Discard, and Print are visible.

3. Click the **Vendor** section. The **General Information** tab is displayed in the Vendor section.

ENTER DATA INTO THE VENDOR SECTION

PRF1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

Payment Request - Revenue Refund(PRF1) Dept: 856 ID: 20090000005 Ver.: 1 Function: New Phase: Draft Modified by TR85623 , 09/21/20

Document Navigator: Header, Vendor, Accounting, Posting

Vendor Vendor Line: none Vendor Customer: none Legal Name: none

Vendor Line	Vendor Customer	Legal Name	Line Am
From 0 to 0 Total: 0			

General Information Disbursement Options Discount Terms

Vendor Customer: Vendor Contact ID:

Legal Name: Vendor Contact Name:

Alias/DBA: Vendor Contact Phone:

Address Code: Vendor Contact Phone Ext.:

Address Line 1: Vendor Contact Email:

Address Line 2: Fax:

City:

Buttons: Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Process

1. Click **Insert a New Line** button.

PRF1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

Payment Request - Revenue Refund(PRF1) Dept: 856 ID: 20090000005 Ver.: 1 Function: New Phase: Draft

Document Navigator: Header, Vendor, Accounting, Posting

Vendor Vendor Line: 0 Vendor Customer: MISCPAYVEN

Vendor Line	Vendor Customer	Legal Name	Line Am
0	MISCPAYVEN		

General Information Disbursement Options Discount Terms

Vendor Customer: MISCPAYVEN Vendor Contact ID:

Legal Name: Vendor Contact Name:

Alias/DBA: Vendor Contact Phone:

Address Code: Vendor Contact Phone Ext.:

Address Line 1: Vendor Contact Email:

Address Line 2: Fax:

City:

Note: The Vendor fields are now white and data can be entered into the fields.

2. Enter **MISCPAYVEN** in the **Vendor Customer** Code, or select it from the pick list.

3. Select the pick list for the **Address Code**.

PRF1 DOCUMENT - ADDRESS CODE PICK LIST

Choose

Browse Clear

Street 1: Street 2:

City: State/Province:

Zip/Postal Code: Country:

Address ID	Street 1	Street 2	City	State/Province	Zip/Postal Code	Country
1	ENTER FULL- ADDRESS INCLUDING CITY, STATE & ZIP		NEW YORK	NY	10007	US

Select

Cancel First Previous Next Last

The address code specific to MISCPAYVEN is designed to enable you to enter the address fields manually.

4. Click **Select**.

PRF1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

Payment Request - Revenue Refund(PRF1) Dept: 856 ID: 20090000005 Ver.: 1 Function: New Phase: Draft Modified by TR85623, 09/21/2009

Document Navigator: Header, Vendor, Accounting, Posting

Vendor Vendor Line: 1 Vendor Customer: MISCPAYVEN Legal Name: Brooke Lynn Bridge, Inc

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	MISCPAYVEN	Brooke Lynn Bridge, Inc	\$0.00

From 1 to 1 Total: 1

General Information Disbursement Options Discount Terms

Vendor Customer: MISCPAYVEN Vendor Contact ID:

Legal Name: Vendor Contact Name:

Alias/DBA: Vendor Contact Phone:

Address Code: 1 Vendor Contact Phone Ext.:

Address Line 1: Vendor Contact Email:

Address Line 2: Fax:

City: Fax Extension:

State: Web Address http://:

Zip:

Country:

County:

Save Undo Insert New Line Insert Copied Line Edit with Grid

Copy Validate Submit Discard Print Processing Workflow

Because this credit is for a vendor that is not on the Vendor Customer table, the MISCPAYVEN code is designed to have the vendor name and address information entered directly into the document, without having the information validated against the Vendor Customer table. Clicking on Save will not populate any name or address information.

PRF1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

Payment Request - Revenue Refund(PRF1) Dept: 856 ID: 20090000005 Ver.: 1 Function: New Phase: Draft Modified by TR85623 09/21/2009

Document Navigator: Header, Vendor, Accounting, Posting

Vendor Vendor Line: 1 Vendor Customer: MISCPAYVEN Legal Name: Brooke Lynn Bridge, Inc

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	MISCPAYVEN	Brooke Lynn Bridge, Inc	\$0.00

From 1 to 1 Total: 1

General Information Disbursement Options Discount Terms

Vendor Customer: MISCPAYVEN Vendor Contact ID:

Legal Name: Brooke Lynn Bridge, Inc Vendor Contact Name:

Alias/DBA: Vendor Contact Phone:

Address Code: 1 Vendor Contact Phone Ext.:

Address Line 1: 2345 Broadway Vendor Contact Email:

Address Line 2: Fax:

City: New York State: New York Fax Extension:

Zip: 10022 Web Address http://

Country: US County:

Save Undo Insert New Line Insert Copied Line Edit with Grid

Copy Validate Submit Discard Print Processing Workflow

5. Enter the **Legal Name**.
6. Enter the **Address Line 1**.
7. Enter the **City**.
8. Select the **State** from the drop-down list.
9. Enter the **Zip**.
10. To optionally designate a vendor contact, enter the **Vendor Contact Name**.
Note: The **Vendor Contact Name** will appear on the "Attention To" line of the Check after disbursement.
11. Click **Save**.
12. Click the **Accounting** section. The **General Information** tab is displayed.

ENTER DATA INTO THE ACCOUNTING SECTION

PRF1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'Accounting' section of a 'Payment Request - Revenue Refund (PRF1)' document. The 'General Information' tab is active, displaying various fields for data entry. At the bottom of the form, the 'Insert New Line' button is highlighted with a red circle. Other buttons include 'Insert Copied Line', 'Edit with Grid', 'Copy', 'Validate', 'Submit', 'Discard', 'Print', and 'Processing'.

1. Click **Insert New Line** button.

PRF1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type
1	\$0.00	\$0.00	\$0.00	\$0.00	

From 1 to 1 Total: 1

Accounting No. of Lines: 1 Accounting Line: 1 Line Amount: \$100.00 Line Open Amount: \$0.00

General Information Reference **Fund Accounting** Detail Accounting Service Dates Additional Amounts

Event Type:

Accounting Template:

Line Description: Vendor overpaid parking fine by \$100.

Line Amount: \$100.00

Line Closed Amount: \$0.00

Line Closed Date:

Line Open Amount: \$0.00

Referenced Line \$0.00 Amount:

Interest Ineligible:

Payment Type: D

Interest Amount From:

Budget FY:

Fiscal Year:

Period:

Bank:

Vendor Invoice Number:

Vendor Invoice Line:

Vendor Invoice Date:

Invoice Received Date:

Check Description:

Special Instructions Code:

Save Undo Insert New Line Insert Copied Line Edit with Grid

Copy Validate Submit Discard Print Processing Workflow File

Note: The **Event Type** defaults to APF1 when the document is saved.

2. Enter the **Line Description**.
3. Enter the **Line Amount** to be paid.
4. Enter the **Payment Type** or select it from the pick list.
5. Click the **Fund Accounting** tab.

PRF1 DOCUMENT - ACCOUNTING SECTION, FUND ACCOUNTING TAB

The screenshot shows the 'Fund Accounting' tab with the following data:

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type
1	\$100.00	\$0.00	\$0.00	\$0.00	APF1

Fields highlighted in red:

- Fund: 001
- Department: 856
- Revenue Source: 00603
- Sub Revenue Source: 856SF

6. Enter the **Fund**.
7. Enter the **Department**.
8. Enter the **Revenue Source**.
9. Enter the Sub Revenue Source.
10. Click the **Detail Accounting** tab.

PRF1 DOCUMENT - ACCOUNTING SECTION, DETAIL ACCOUNTING TAB

The screenshot shows the 'Detail Accounting' tab with the following data:

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type
1	\$100.00	\$0.00	\$0.00	\$0.00	APF1

Fields highlighted in red:

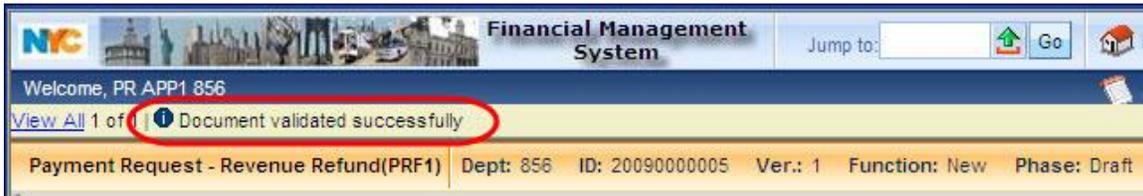
- Budget Code: 0021
- Posting (in Document Navigator)

11. Enter the **Budget Code**.

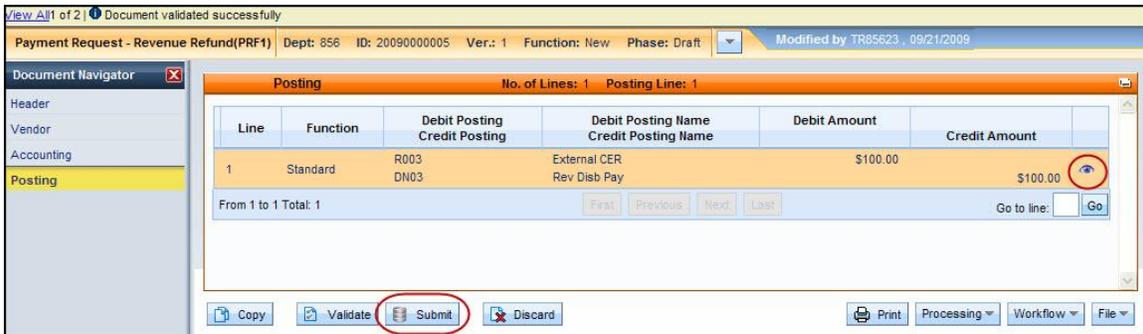
VALIDATE AND SUBMIT PRF1

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again.

PRF1 DOCUMENT - VALIDATION MESSAGE



2. Click the **Posting** section to review posting information. PRF1 Document - Posting Section



You can click the eye icon to view posting details.

3. Click the **Submit** button.

PRF1 DOCUMENT - SUBMITTED MESSAGE



4. Click the **Close** button.

You have successfully submitted a PRF1 document and it is pending approval.

TOPIC 5: CHECKING THE STATUS OF A SUBMITTED PAYMENT

There are various methods to check the status of a payment request. The most direct method is by searching for the original payment request and checking the closed date and closed amount areas on the Header section. If these fields are equal to zero, payment has not been disbursed.

If you see a closed amount and require additional information about the disbursement, you can use the Document References inquiry from the payment

request to find the AD or EFT document number. These documents are automatically generated during the nightly cycle and contain valuable information about payments including payment date and check number, or cancellation information.

GUIDED SIMULATION



A department user submitted a payment request a week prior and would like to know if it has been approved and disbursed. You will open the payment request and select the Document References inquiry on the Action Menu to see if there is a forward reference to an AD or EFT document.

This menu path will guide you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → CLICK DOCUMENT CATALOG

DOCUMENT CATALOG - SEARCH MODE

The screenshot shows the 'Document Catalog' search interface. It features a 'Document Identifier' section with input fields for 'Code', 'Unit', 'Dept.', and 'ID'. Below this are sections for 'User Information' and 'Document State'. At the bottom, there are 'Browse' and 'Clear' buttons. Red circles highlight the 'Code', 'Dept.', 'ID' fields and the 'Browse' button.

1. Enter the Document **Code** or select it from the pick list.
2. Enter the **Dept.**
3. Enter the **Document ID**. You can use the wildcard *.
4. Click the **Browse** link.

DOCUMENT CATALOG - RESULTS

The screenshot shows the search results page. The search criteria are filled in: Code: PRN2, Dept.: 040, ID: 20090320001. Below the search criteria is a table of results. The first row is highlighted in orange and has the ID '20090320001' circled in red.

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	PRN2	040	20090320001	No	1	New	Final	Submitted	8/8/09	040PRA1	\$800.00	Yes

- 5.
6. Note: the **Phase** is Final, indicating that the document has been approved.
7. Click the **link** in the **ID** column. The document opens in view mode.

PRN DOCUMENT - VIEW MODE

Payment Request - Non Commodity Encumbrance(PRN2) Dept: 040 ID: 20090320001 Ver.: 1 Function: New Phase: Final Modified by BOAUSER2 , 08/08/2009

Header

List View

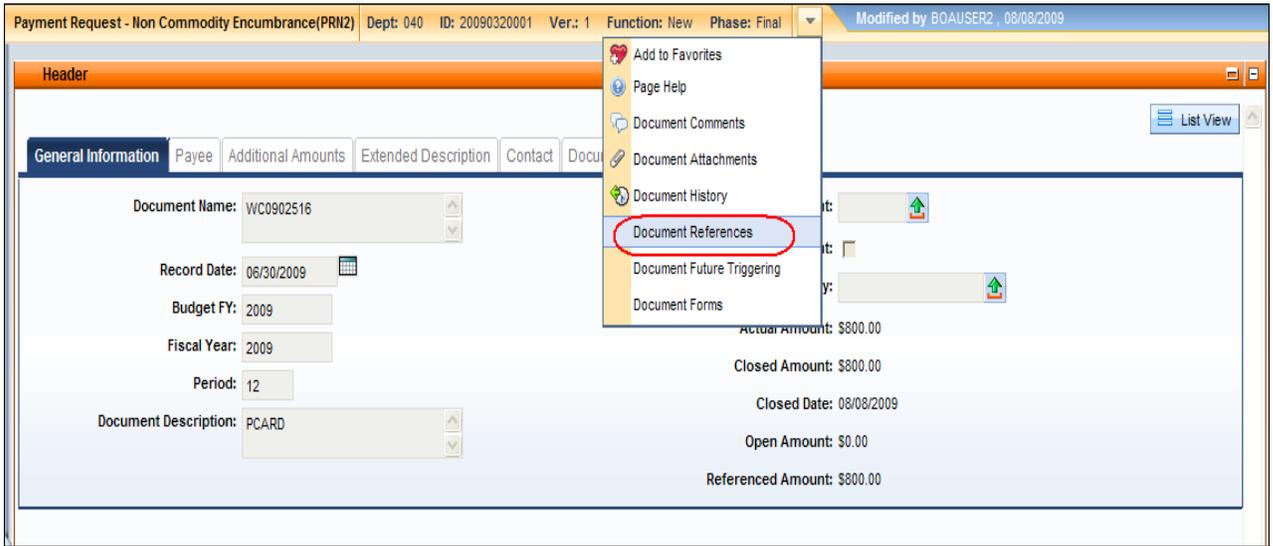
General Information Payee Additional Amounts Extended Description Contact Document Information

Document Name:	WC0902516	Bank Account:	
Record Date:	06/30/2009	Replacement:	<input type="checkbox"/>
Budget FY:	2009	Cited Authority:	
Fiscal Year:	2009	Actual Amount:	\$800.00
Period:	12	Closed Amount:	\$800.00
Document Description:	PCARD	Closed Date:	08/08/2009
		Open Amount:	\$0.00
		Referenced Amount:	\$800.00

8. Review the **Closed Date** and **Closed Amount**.

If these fields are not populated, you will not see a forward reference to an AD document. The AD liquidates (closes) the payment request. The payment has not been disbursed. Since these fields are populated and display an amount and date, we will access the Document References inquiry to view the forward reference to an AD.

PRN DOCUMENT - VIEW MODE, ARROW MENU

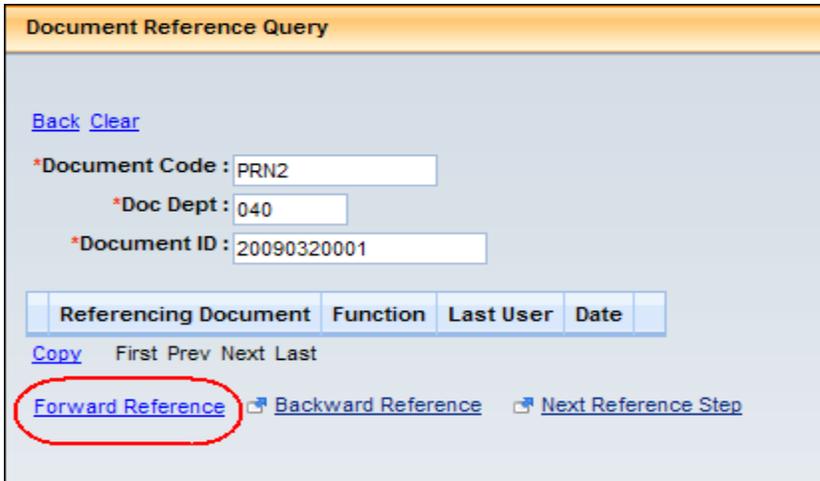


9. Click on the **Arrow** to view the items on the **Action Menu**.

10. Select **Document References**.

The **Document Reference Query** is displayed.

DOCUMENT REFERENCE QUERY



11. Click on the **Forward Reference** link.

DOCUMENT REFERENCE QUERY - RESULTS

Document Reference Query

[Back](#) [Clear](#)

*Document Code : PRN2
 *Doc Dept : 040
 *Document ID : 20090320001

Referencing Document	Function	Last User	Date
PRN2_040_20090320001.1	New	BOAUSER2	8/8/09
✓ AD.DSB.0000000003.1	New	BATCHID	8/8/09

[Copy](#) First Prev Next Last

[Forward Reference](#) [Backward Reference](#) [Next Reference Step](#)

Note: The list displays an AD document which indicates a check was issued.

If the check was cancelled, two AD documents would be listed. One would display the New Function and the second would display a Cancellation Function to indicate a check cancellation.

12. Click the **AD** link in the **Referencing Document** column.

The AD document displays in view mode.

AD DOCUMENT - VIEW MODE

Automated Disbursement(AD) Dept: DSB ID: 0000000003 Ver.: 1 Function: New Phase: Final Modified by BATCHID_08/08/2009

Header

General Info Consolidation Object Payee Cancellation Additional Amounts Document Information [List View](#)

Document Name:
 Record Date: 08/08/2009
 Budget FY: 2009
 Fiscal Year: 2009
 Period: 12

Bank Account: 78
 Check/EFT Number: 000001000000181
 Routing ID Number:
 Transit Routing Number:
 Check/EFT Amount: \$800.00
 Check/EFT Issue Date: 08/08/2009
 Print Status Indicator: Printed
 Disbursement Category:
 Internal Reconciliation: N/A
 Run ID: 12691
 Check Printed Date: 08/10/2009

Stub Detail Line Count: 1
 Check Exported For Printing:

Disbursement Query Disbursement Detail Query

Vendor	No. of Lines: 1	Vendor Line: 1	Legal Name: JP MORGAN CHASE BANK NA
Accounting	No. of Lines: 1	Accounting Line: 1	Line Amount: \$800.00
Posting	No. of Lines: 2	Posting Line: 1	

[Edit](#) [Copy](#) [Copy Forward](#) [Discard](#) [Print](#) Processing Workflow File [Close](#)

AD and EFT documents display similar information. You can see the disbursement has been made when Check/EFT numbers are displayed. You will

also see the final disbursement amount in the Check/EFT Amount field and the date in the Check/EFT Issue Date Field.

EFT DOCUMENT - VIEW MODE

The screenshot displays the 'Electronic Funds Transfer (EFT)' document in 'VIEW MODE'. The header includes the following information: Dept: DSB, ID: 0000000004, Ver.: 1, Function: New, Phase: Final, Modified by: BATCHID, 08/08/2009. The main area is divided into sections: 'General Info' (Document Name, Record Date: 08/08/2009, Budget FY: 2009, Fiscal Year: 2009, Period: 12), 'Bank Account: EF' (Check/EFT Number: 200908080000053, Routing ID Number, Transit Routing Number: 011000015, Check/EFT Amount: \$300,000.00, ACH Generation Status: Generated), 'Cleared Date: 08/24/2009', 'Check/EFT Issue Date: 08/08/2009', 'Print Status Indicator: Ready for Original Printing', 'Disbursement Category', 'Internal Reconciliation: N/A', and 'Run ID: 12891'. At the bottom, there is a 'Stub Detail Line Count: 1' and a 'Check Exported For Printing' checkbox.

Note: If an EFT document is displayed, it indicates that disbursement was issued through EFT.

OTHER INFORMATION REGARDING THE AD AND EFT DOCUMENTS:

- ◆ The check number is not the same as the Document ID and is added to the AD document after checks are printed.
- ◆ The department is always DSB on the title of the document.
- ◆ EFT displays a Transit/Routing Number which indicates payment was issued to a vendor's bank account.

OTHER METHODS FOR CHECKING THE STATUS OF A PAYMENT

There are inquiries available to check the status of a payment when AD or EFT information isn't available. The following topic will provide information on the inquiries available to departments that can also be used to check the scheduled payment date, and if there are any holds or intercepts.

SUMMARY

In this module you:

- ◆ Created a Reimbursement Payment Request (PRR1)
- ◆ Modified and Cancelled an Interest Payment Request (PRT1)
- ◆ Created a Revenue Refund Payment Request (PRF1)
- ◆ Checked the status of a submitted payment

CHECK YOUR PROGRESS

1. This payment request document is used to establish and reimburse Department imprest cash accounts.
 - a. PRT1
 - b. PRR1
 - c. PRF1
2. This payment request is created as a result of a nightly automated process.
 - a. PRT1
 - b. PRR1
 - c. PRF1
3. This payment request is used by the City departments to initiate a refund payment to refund collected revenue due to overpayment.
 - a. PRT1
 - b. PRR1
 - c. PRF1

Answers

1. b
2. a
3. c

Module 5: Special Purpose Payment Requests - Oversight

OBJECTIVES

In this module, you will:

- ◆ Review and process Special Purpose Payment Requests that are only authorized for Oversight use:
 - Workers' Compensation Payment Request (PRW1)
 - Judgment and Claims Payment Request (PRJ1)
 - Balance Sheet Payment Request (PRB1)
 - Universal Non-Commodity Payment Request (PRUN1)
 - Universal Commodity Payment Request (PRUC1)

TOPIC 1 - WORKERS COMPENSATION PAYMENT REQUEST (PRW1)

The Worker's Compensation Payment Request is used to fund the pool account which makes payments to individuals entitled to compensation from the City.

- ◆ The PRW1 document does not provide the ability to reference or link to any documents
- ◆ PRW1 is entered online and submitted to authorized approvers at the Oversight Department for approval

These are the event types associated with this type of payment request:

Event Types	Description
APW1	Authorize Workers Comp Payment (Default)

GUIDED SIMULATION



The movie icon represents a guided simulation that displays in the online Payment Request eLearning course.

The Office of the Comptroller is making a payment of \$500.00 for payment of Workers' Compensation from the City. Create a PRW1 document to create this payment.

To process a payment to Worker's Compensation with a PRW1, you will be entering information in the Vendor and Accounting sections.

This menu path guides you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → CLICK DOCUMENT CATALOG → CLICK CREATE

CREATE A PRW1 DOCUMENT

DOCUMENT CATALOG PAGE - CREATE MODE

The screenshot displays the 'Financial Management System' interface. The top navigation bar includes the NYC logo, the system name, and a 'Jump to:' field. Below this is a welcome message: 'Welcome, PR BJW APP BOA'. The left sidebar contains a menu with the following items: 'DEVFMS01', 'Message Center', 'Search' (with a sub-item 'Page Search'), 'Document Catalog' (highlighted), 'History', 'Favorites', 'Administration', and 'infoAdvantage'. The main content area is titled 'Document Catalog' and features a search bar. Underneath, there is a 'Document Identifier' section with three input fields: 'Code' containing 'PRW1', 'Dept.' containing '015', and 'ID' containing '2009'. Below this is an 'Other Options' section with two checkboxes: 'Auto Numbering' (checked) and 'Create Template' (unchecked). At the bottom left of the main content area, there is a 'Create' button and a 'Menu' link.

1. Enter **PRW1** for document **Code**.
2. Enter the **Dept** code.
3. Select the **Auto Numbering** check box.
4. Click the **Create** link to create the PRW1 document. A New Draft PRW1 document is displayed.

ENTER DATA INTO THE HEADER SECTION

PRW1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Payment Request - Workers Comp(PRW1) Dept: 015 ID: 20090000003 Ver.: 1 Function: New Phase: Draft

Header

General Information Payee Additional Amounts Extended Description Contact Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: FMSTrainer/212-555-1212/FMSTrainer@fisa.nyc.gov

Bank Account:

Replacement:

Cited Authority:

Actual Amount: \$0.00

Closed Amount: \$0.00

Closed Date:

Open Amount: \$0.00

Referenced Amount: \$0.00

Save Undo

When the PRW1 document is created, a new document ID is generated. The document is shown as Ver:1, Function: New, Phase: Draft.

The **Record Date**, **Budget FY**, **Fiscal Year**, and **Period**, if left blank, will auto populate when the document is fully approved, based on the approval date. When two accounting periods are open and you need to post to a prior period, you can enter the appropriate Record Date, FY, or accounting period here. The approval date will not override the information that is entered.

5. Enter contact information for the person creating the document in the **Document Description** field. Include first name, last name, phone number with area code, and e-mail address.

Header

General Information Payee Additional Amounts Extended Description Contact Document Information

Extended Description: additional contact information can be entered in this text box

Note: The Document Description field in the Header section of the document allows only 60 characters. If more room is required to complete the contact information, select the Extended Description tab.

- Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.

PRW1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

The screenshot shows a software interface for a Payment Request. At the top, a status bar indicates 'Payment Request - Workers Comp(PRW1) Dept: 015 ID: 20090000003 Ver.: 1 Function: New Phase: Draft Modified by BOA'. On the left, a 'Document Navigator' sidebar lists 'Header', 'Vendor' (circled in red), 'Accounting', and 'Posting'. The main window is titled 'Header' and contains several tabs: 'General Information', 'Payee', 'Additional Amounts', 'Extended Description', 'Contact', and 'Document Information'. The 'General Information' tab is active, displaying the following fields:

- Document Name: [Text Field]
- Record Date: [Text Field] [Calendar Icon]
- Budget FY: [Text Field]
- Fiscal Year: [Text Field]
- Period: [Text Field]
- Document Description: FMSTrainer/212-555-1212/FMSTrainer@fisa.nyc.gov [Dropdown]
- Bank Account: [Text Field]
- Replacement:
- Cited Authority: [Text Field]
- Actual Amount: \$0.00
- Closed Amount: \$0.00
- Closed Date: [Text Field]
- Open Amount: \$0.00
- Referenced Amount: \$0.00

- Click the **Vendor** section from the Document Navigator. The **General Information** tab of the Vendor section is displayed.

ENTER DATA INTO THE VENDOR SECTION

PRW1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

1. Click the **Insert New Line** link.

PRW1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

Note: The Vendor fields are now white and data can be entered into the fields.

2. Enter the **Vendor Customer** Code, or select it from the pick list.
3. Enter the **Address Code**, or select it from the pick list.
4. If you would like to optionally designate a vendor contact, either enter or select the **Vendor Contact ID** or enter a **Vendor Contact Name**.

Note: The **Vendor Contact Name** will appear on the "Attention To" line of the Check after disbursement.

- Click **Save** to bring in the vendor information.

PRW1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

Payment Request - Workers Comp(PRW1) Dept: 015 ID: 20090000003 Ver.: 1 Function: New Phase: Draft Modified by: BOAPRSP, 10/20/2009

Document Navigator: Header, Vendor, Accounting (circled), Posting

Vendor Line: 1 Vendor Customer: 0000000012 Legal Name: UNITED STATES POSTAL SERVICE

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	0000000012	UNITED STATES POSTAL SERVICE	

From 1 to 1 Total: 1

General Information | Disbursement Options | Discount Terms

Vendor Customer: 0000000012 Vendor Contact ID:

Legal Name: UNITED STATES POSTAL SERVICE Vendor Contact Name:

Alias/DBA: Vendor Contact Phone:

Address Code: 1 Vendor Contact Phone Ext.:

Address Line 1: 65 COURT STREET, Vendor Contact Email:

Address Line 2: RM 1001B Fax: 999 999-9710

City: BROOKLYN Fax Extension:

Save Undo Insert New Line Insert Copied Line Edit with Grid

- Click the **Accounting** section. The **General Information** tab is displayed.

ENTER DATA INTO THE ACCOUNTING SECTION

PRW1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

General Information | Reference | Fund Accounting | Detail Accounting | Service Dates | Additional Amounts

Event Type:

Accounting Template:

Line Description:

Line Amount:

Line Closed Amount:

Line Closed Date:

Budget FY:

Fiscal Year:

Period:

Bank:

Vendor Invoice Number:

Vendor Invoice Line:

Vendor Invoice Date:

Insert New Line (circled) Insert Copied Line Edit with Grid

- Click the **Insert New Line** button.

PRW1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'General Information' tab of the Accounting Line form. The 'Event Type' is 'APW1'. The 'Line Amount' is \$0.00. The 'Save' button is circled in red. Other fields include Accounting Template, Line Description, Line Closed Amount, Line Open Amount, Referenced Line Amount, Interest Ineligible, Payment Type, Interest Amount From IPR, Budget FY, Fiscal Year, Period, Bank, Vendor Invoice Number, Vendor Invoice Line, Vendor Invoice Date, Invoice Received Date, Check Description, Special Instructions Code, and Disbursement Category.

2. Click the **Save** button.

Note: The **Event Type** is auto populated.

PRW1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'Fund Accounting' tab of the Accounting Line form. The 'Line Description' is 'Workers' Comp Payment details', 'Line Amount' is '\$500.00', 'Invoice Received Date' is '10/20/2009', and 'Sign Off Date' is '10/20/2009'. These fields are circled in red. Other fields include Event Type (APW1), Accounting Template, Line Closed Amount (\$0.00), Line Open Amount (\$500.00), Referenced Line Amount (\$0.00), Interest Ineligible, Payment Type, Interest Amount From IPR, Budget FY, Fiscal Year, Period, Bank, Vendor Invoice Number (123125), Vendor Invoice Line, Vendor Invoice Date, Check Description, Special Instructions Code, Disbursement Category, and Extension Reason.

3. Enter a detailed **Line Description**.

4. Enter the **Line Amount** to be paid.
5. Enter the **Vendor Invoice Number**.
6. Enter the **Sign-Off Date**.
7. Enter the **Invoice Received Date**.
8. Click the **Fund Accounting** tab. The Fund Accounting tab is displayed.

PRW1 DOCUMENT - ACCOUNTING SECTION, FUND ACCOUNTING TAB

1. Enter the **Fund**.
2. Enter the **Department**.
3. Enter the **Detail Object**.
4. Click the **Detail Accounting** tab. The **Detail Accounting** tab is displayed.

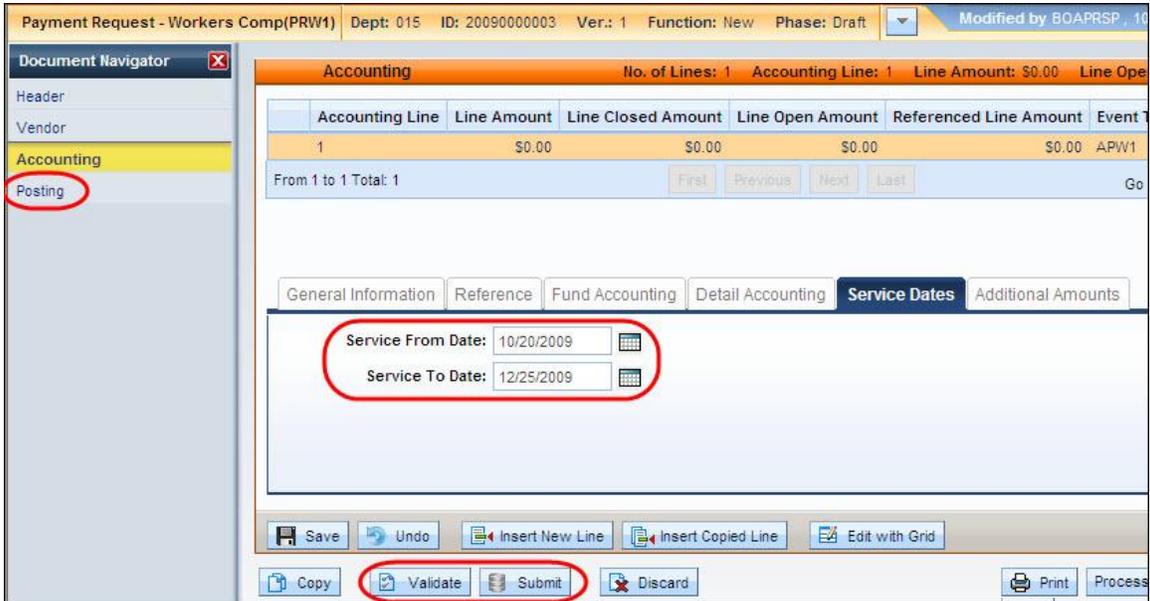
PRW1 DOCUMENT - ACCOUNTING SECTION, DETAIL ACCOUNTING TAB

5. Enter the **Budget Code**.

Note: The Unit of Appropriation (**Appr Unit**) on the Fund Accounting tab is inferred from the Budget Code.

6. Click the **Service Dates** tab. The Service Dates tab is displayed.

PRW1 DOCUMENT - ACCOUNTING SECTION, SERVICE DATES TAB



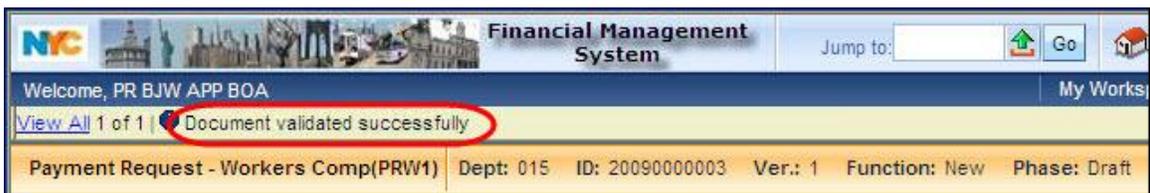
7. Enter **Service From Date**.

8. Enter **Service To Date**.

VALIDATE AND SUBMIT PRW1

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again.

PRW1 DOCUMENT - VALIDATE MESSAGE



2. Click the **Posting** section to review posting information. You can click the eye icon to view posting details.

PRW1 DOCUMENT - POSTING SECTION

Posting						
No. of Lines: 1 Posting Line: 1						
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount	
1	Standard	D011 DN07	External AE Work Disb Pay	\$500.00	\$500.00	

3. Click the **Submit** button.

PRW1 DOCUMENT - SUBMITTED MESSAGE



You have successfully submitted a PRW1 document and it is pending approval.

4. Click the **Close** button.

TOPIC 2 - JUDGMENT AND CLAIMS PAYMENT REQUEST (PRJ1)

Judgments and Claims Payment Request (PRJ1) document is used to make payments to individuals or entities who are due funds based on a legal judgment or claim.

Judgments and Claims information is sent to FMS: Accounting through an interface, where PRJ1 documents are then automatically created in the system. Alternatively, authorized users within the Oversight Department can modify a PRJ1 document that has been rejected.

This is the event type associated with this type of payment request:

Event Types	Description
APJ1	Authorize Judgment and Claims (Default)

GUIDED SIMULATION



The movie icon represents a guided simulation that displays in the online Payment Request eLearning course.

The Office of the Comptroller is making a payment of \$10.00 for payment of a Legal Claim. During the automated process, the payment request was rejected due to the Vendor address not matching the address in the system. Edit the PRJ1 to successfully process the payment.

You will be entering information in the Vendor section.

This menu path guides you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → CLICK DOCUMENT CATALOG → SEARCH FOR PRJ1 DOCUMENT

OPEN THE PRJ1 DOCUMENT

DOCUMENT CATALOG

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	PRJ1	015		20090000002	No	1	New	Draft	Rejected	10/26/09	BOAPRSP	\$10.00	Yes

1. Click the **ID** link to open the PRJ1 document to be modified. The New Draft PRJ1 document is displayed.

PRJ1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'Financial Management System' interface. The main window title is 'Payment Request - Judgement and Claims(PRJ1)'. The header section is displayed with the following details:

- Document Name: 00008X78588
- Record Date: [Calendar icon]
- Budget FY: [Text field]
- Fiscal Year: [Text field]
- Period: [Text field]
- Document Description: *****1498 .Shell
- Bank Account: [Dropdown menu]
- Replacement:
- Cited Authority: [Dropdown menu]
- Actual Amount: \$10.00
- Closed Amount: \$0.00
- Closed Date: [Text field]
- Open Amount: \$10.00
- Referenced Amount: \$0.00

Below the header, the following information is displayed:

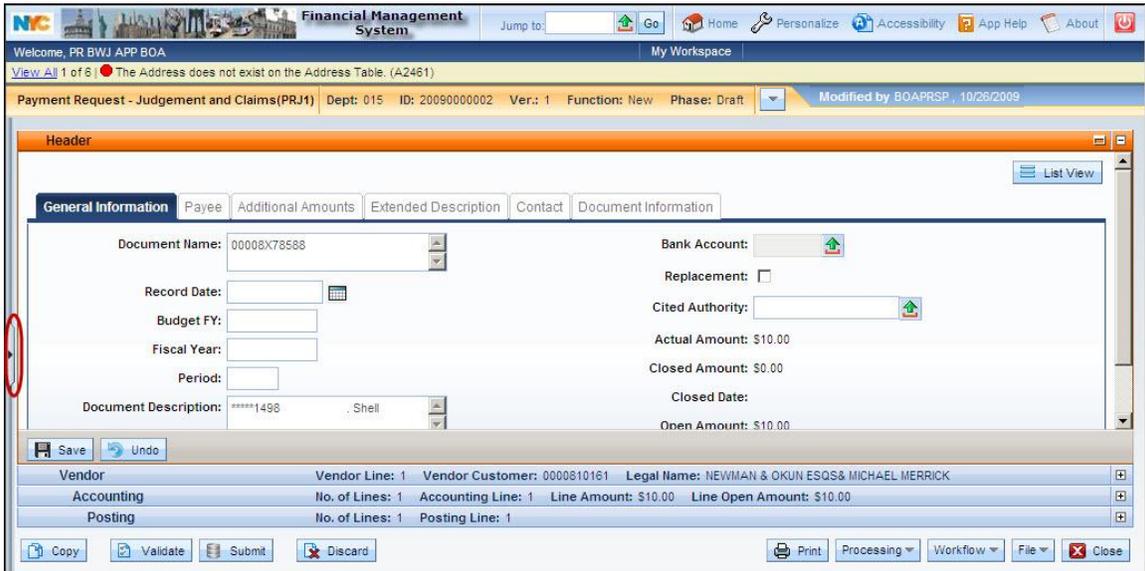
- Vendor: Vendor Line: 1 Vendor Customer: 0000810161 Legal Name: NEWMAN & OKUN ESQS& MICHAEL MERRICK
- Accounting: No. of Lines: 1 Accounting Line: 1 Line Amount: \$10.00 Line Open Amount: \$10.00
- Posting: No. of Lines: 1 Posting Line: 1

At the bottom of the window, there are several buttons: Edit (circled in red), Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

The PRJ1 document is shown as Ver:1, Function: New, Phase: Draft, Status: Rejected.

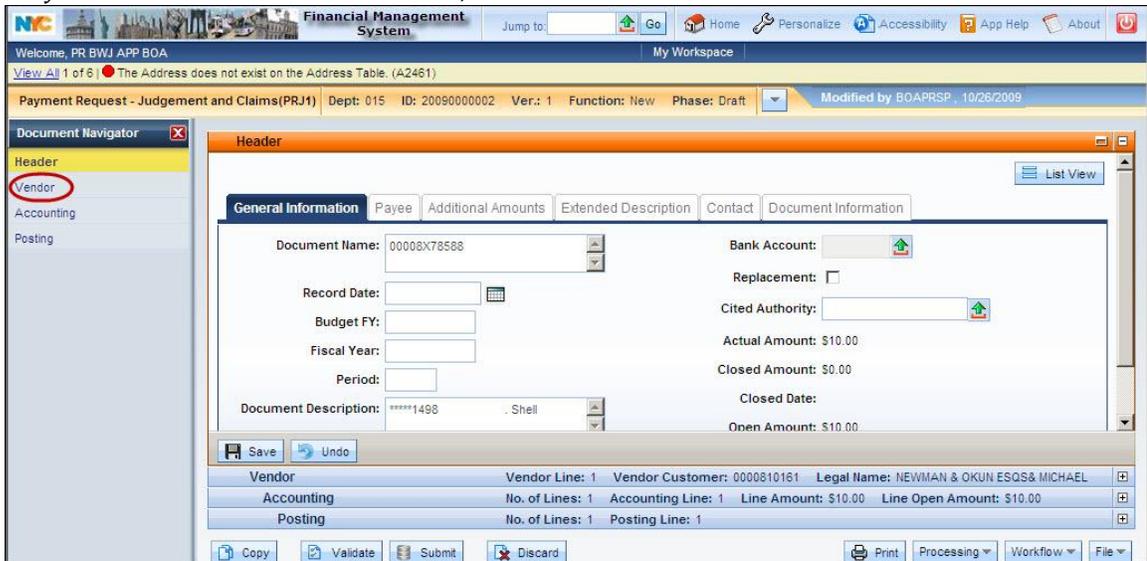
2. Click the **Edit** button to edit the document. Since this document is in Rejected phase, a Modification draft is not created.

PRJ1 DOCUMENT- HEADER SECTION, GENERAL INFORMATION TAB



The fields are now white, and data can be entered into the fields.

3. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.
4. PRJ1 Document- Header Section, General Information Tab



Click the **Vendor** section in the Document Navigator. The **General Information** tab of the Vendor section is displayed.

EDIT DATA IN THE VENDOR SECTION

PRJ1 DOCUMENT- VENDOR SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'Vendor' section of a software application. The 'General Information' tab is active. The 'Address Code' field is highlighted with a red circle. The 'Vendor Customer' field contains '0000810162' and the 'Legal Name' is 'NEWMAN & OKUN, PC'. The 'Address Code' field currently contains the value '2'.

5. Select the correct **Address Code** from the pick list.

VENDOR SECTION - ADDRESS CODE PICK LIST

The 'Choose' dialog box displays a form for entering address information and a table of address codes. The 'Select' button in the table is highlighted with a red circle.

Address ID	Street 1	Street 2	City	State/Province	Zip/Postal Code	Country
1	8 WEST 38TH STREET	9TH FLOOR	NEW YORK	NY	10018-6229	US

6. Click **Select**.
7. If you would like to optionally designate a vendor contact, enter a **Vendor Contact Name**.

Note: The **Vendor Contact Name** will appear on the "Attention To" line of the Check after disbursement.

VALIDATE AND SUBMIT PRJ1

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "Document validated successfully".

PRJ1 DOCUMENT - VALIDATION MESSAGE



2. Click the **Posting** section to review posting information. You can click the eye icon to view posting details.

PRJ1 DOCUMENT - POSTING SECTION

Posting						
No. of Lines: 1 Posting Line: 1						
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount	
1	Standard	D011 DN05	External AE Judge Disb Pay	\$10.00	\$10.00	

From 1 to 1 Total: 1

First Previous Next Last Go to line: Go

3. Click the **Submit** button to submit the document when all errors are resolved. If the submission is successful, the following message is displayed in the upper left corner: "Document submitted successfully-Pending Approval".

PRJ1 DOCUMENT-SUBMITTED MESSAGE



4. Click the **Close** button.

TOPIC 3 - BALANCE SHEET PAYMENT REQUEST (PRB1)

The Balance Sheet Payment Request (PRB1) document is used to initiate payments against balance sheet accounts. The Balance Sheet Payment Request (PRB1) and the Universal Payment Request (PRUC1) are the only payment requests that allow a balance sheet account to be entered directly by a user.

Appropriate uses for the PRB1 include transactions associated with liabilities, fixed assets, or fund transfers between balance sheet accounts.

The Payroll Management system (PMS) interface generates two types of documents: the Automated Payroll Journal Voucher (J3A) to charge payroll expenses and establish the gross payroll liability, and the Payment Request Balance Sheet (PRB1) to initiate payment of the liability.

These are the event types associated with this type of payment request:

Event Types	Description
AP05	Authorize Backup Withholding Payment
AP11	Authorize Stale Payment
AP12	Authorize Escheat Payment
AP16	Equity Payout Authorization
AP17	Liability Payout Authorization (Default)
AP18	Asset Payout Authorization

GUIDED SIMULATION



The movie icon represents a guided simulation that displays in the online Payment Request eLearning course.

Create a Balance Sheet Payment Request (PRB1) to pay \$249.43 for payment of a stale dated check.

To process a payment with a PRB1, you will be entering information in the Vendor and Accounting sections.

This menu path guides you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → CLICK DOCUMENT CATALOG → CLICK CREATE

CREATE PRB1 DOCUMENT

DOCUMENT CATALOG PAGE

1. Enter **PRB1** for document **Code** .
2. Enter the **Dept** code.
3. Enter the current 4-digit fiscal year in the Document **ID** field. This number will be added as a prefix to the auto generated ID number. A fiscal year prefix is required for all documents.
4. Select the **Auto Numbering** check box.
5. Click the **Create** link to create the PRB1 document.

ENTER DATA INTO THE HEADER SECTION

PRB1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

When the PRB1 document is created, a new document ID is generated. The document is shown as Ver:1, Function: New, Phase: Draft.

The **Record Date**, **Budget FY**, **Fiscal Year**, and **Period**, if left blank, will auto populate when the document is fully approved, based on the approval date. When two accounting periods are open and you need to post to a prior period, you can enter the appropriate Record Date, FY, or accounting period here. The approval date will not override the information that is entered.

6. Enter contact information for the person creating the document in the **Document Description** field. Include first name, last name, phone number with area code, and e-mail address.

The screenshot shows the 'Header' section of a document with several tabs: 'General Information', 'Payee', 'Additional Amounts', 'Extended Description' (selected), 'Contact', and 'Document Information'. Below the tabs is a text area labeled 'Extended Description:' with the placeholder text 'additional contact information can be entered in this text box'.

Note: The Document Description field in the Header section of the document allows only 60 characters. If more room is required to complete the contact information, select the Extended Description tab.

7. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.

PRB1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'Payment Request - Balance Sheet (PRB1)' document in 'Document Navigator' mode. The 'Vendor' tab is selected in the left sidebar. The main area displays the 'Header' section with the following fields:

- Document Name: [Text Box]
- Record Date: [Text Box]
- Budget FY: [Text Box]
- Fiscal Year: [Text Box]
- Period: [Text Box]
- Document Description: FMSTrainer/212-555-1212/FMSTrainer@fisa.nyc.gov
- Bank Account: [Text Box]
- Replacement:
- Cited Authority: [Text Box]
- Actual Amount: \$0.00
- Closed Amount: \$0.00
- Closed Date: [Text Box]
- Open Amount: \$0.00
- Referenced Amount: \$0.00

- Click the **Vendor** section. The **General Information** tab of the **Vendor** section is displayed.

ENTER DATA INTO THE VENDOR SECTION

PRB1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

The screenshot shows a software interface for the Vendor section. At the top, there is a header bar with the text "Vendor" and "Vendor Line: none Vendor Customer: none Legal Name". Below this is a table with columns "Vendor Line", "Vendor Customer", "Legal Name", and "Line Ar". The table is currently empty, with a status bar indicating "From 0 to 0 Total: 0" and navigation buttons "First", "Previous", "Next", and "Last". Below the table, there are three tabs: "General Information" (selected), "Disbursement Options", and "Discount Terms". The "General Information" tab contains several input fields: "Vendor Customer:" with a green up arrow icon, "Legal Name:", "Alias/DBA:", "Vendor Contact ID:", "Vendor Contact Name:", and "Vendor Contact:". At the bottom of the form, there are three buttons: "Insert New Line" (circled in red), "Insert Copied Line", and "Edit with Grid".

- Click **Insert New Line** button.

PRB1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

Note: The Vendor fields are now white and data can be entered into the fields.

2. Enter the **Vendor Customer** Code, or select it from the pick list.
3. Enter the **Address Code**, or select it from the pick list.
4. If you would like to optionally designate a vendor contact, either enter or select the **Vendor Contact ID** or enter a **Vendor Contact Name**.

Note: The **Vendor Contact Name** will appear on the "Attention To" line of the Check after disbursement.

5. Click **Save** to bring in the vendor information.

PRB1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

6. Click the **Accounting** link. The **General Information** tab of the Accounting

Section is displayed.

ENTER DATA INTO THE ACCOUNTING SECTION

PRB1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'General Information' tab of the accounting section. The 'Event Type' field is set to 'AP11' and the 'Accounting Template' field is empty. The 'Line Description' field is empty. The 'Line Amount' field is empty. The 'Line Closed' checkbox is unchecked. The 'Insert New Line' button is circled in red.

1. Click **Insert New Line** button.

Note: The Accounting fields are now white and data can be entered into the fields.

PRB1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'General Information' tab of the accounting section. The 'Event Type' field is set to 'AP11', the 'Line Description' field is set to 'Stale check payment', and the 'Line Amount' field is set to '249.43'. The 'Event Type' field, 'Line Description' field, and 'Line Amount' field are all circled in red.

2. Select the **Event Type** for authorizing stale payment from the pick list.

ACCOUNTING SECTION - EVENT TYPE PICK LIST

	Event Type	Event Type Name
Select	AP05	Authorize Backup Withholding Payment
Select	AP11	Authorize Stale Payment
Select	AP12	Authorize Escheat Payment
Select	AP16	Equity Payout Authorization
Select	AP17	Liability Payout Authorization
Select	AP18	Asset Payout Authorization
Cancel	First Previous Next Last	

3. Enter a detailed description in the **Line Description** box.
4. Enter the **Line Amount**.
5. Click the **Reference** tab.

PRB1 DOCUMENT - ACCOUNTING SECTION, REFERENCE TAB

General Information	Reference	Fund Accounting	Detail Accounting	Service Dates	Additional Amounts
Ref Doc Code: MD1 Ref Doc Dept: 015 Ref Doc ID: 20090000012		Ref Vendor Line: 1 Ref Commodity Line: Ref Accounting Line: 1 Ref Type: Memo			

6. Enter the Document Code of the stale-dated disbursement being referenced in the **Ref Doc Code**.
7. Enter the Department Code of the stale-dated disbursement being referenced in the **Ref Doc Dept**.
8. Enter the Document ID of the stale-dated disbursement being referenced in the **Ref Doc ID**.
9. Enter the **Ref Vendor Line**.
10. Enter the **Ref Accounting Line**.
11. Select Memo Reference from the **Ref Type** drop-down list.
12. Click the **Fund Accounting** tab. The **Fund Accounting** tab is displayed.

PRB1 DOCUMENT - ACCOUNTING SECTION, FUND ACCOUNTING TAB

13. Enter the **Fund** code.
14. Enter the **Department** code.
15. Enter the **Detail Object** code.
16. Click the **Detail Accounting** tab. The **Detail Accounting** tab is displayed.

PRB1 DOCUMENT - ACCOUNTING SECTION, DETAIL ACCOUNTING TAB

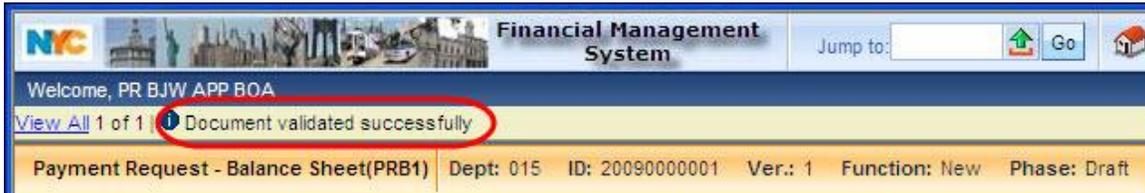
17. Enter the **Budget Code**.

Note: The Unit of Appropriation (**Appr Unit**) on the **Fund Accounting** tab is inferred from the Budget Code.

VALIDATE AND SUBMIT PRB1

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again.

PRB1 DOCUMENT - VALIDATION MESSAGE



2. Click the **Posting** section to review posting information. You can click the eye icon to view posting details.

PRB1 DOCUMENT - POSTING SECTION

Posting						No. of Lines: 1	Posting Line: 1
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount		
1	Standard	D101 DN04	State Payable BS Disb Pay	\$249.43	\$249.43		

3. Click the **Submit** button.

PRB1 DOCUMENT - SUBMITTED MESSAGE



4. Click the **Close** button.

You have successfully submitted a PRB1 document and it is pending approval.

TOPIC 4 - UNIVERSAL NON-COMMODITY BASED PAYMENT REQUEST (PRUN1)

The Universal Payment Request (PRUN1) is a versatile document that provides the functionality associated with a variety of the non-commodity Payment Request types. The Event Type that is chosen drives how the document will function.

It is useful when multiple Payment Request types are necessary on one payment, for instance, a payment that requires the release of securities. In this case, both

an expense line and a balance sheet account are required on the same document. No other payment type can accommodate this posting except the PRUN1/PRUC1. Note the following:

- ◆ The Event Types chosen on each accounting line drive the function and use
- ◆ The user has the ability to enter multiple types of Payment Request transactions on one document
- ◆ Each PRUN1 document line can reference non-commodity documents

These are the event types associated with this type of payment request:

Event Types	Description
APU1	Authorize Normal Payment (Default)
APU2	Equity Payout Authorization
APU3	Liability Payout Authorization
APU4	Asset Payout Authorization
APU5	Authorize Escheat Payment
APU6	Authorize Backup Withholding Payment
APU7	Authorize Earned Revenue Refund
APU8	Encumbrance Correction & Credit Memo
APU9	Non Referencing Credit Memo

GUIDED SIMULATION



The movie icon represents a guided simulation that displays in the online Payment Request eLearning course.

The Office of the Comptroller must release and refund the full amount of a bid deposit/security. Create a PRUN1 to release and refund the full amount of a bid deposit/security.

To process a payment with a PRUN1, you will be entering information in the Vendor and Accounting sections.

This menu path guides you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → CLICK DOCUMENT CATALOG → CLICK CREATE

CREATE A PRUN1 DOCUMENT

PRUN1 DOCUMENT - DOCUMENT CATALOG

The screenshot shows the 'Financial Management System' interface. The top navigation bar includes the 'NC' logo, the system name, and a 'Jump to:' field with a 'Go' button. The left sidebar contains a navigation menu with items like 'Message Center', 'Search', 'Document Catalog', 'History', 'Favorites', 'Administration', and 'infoAdvantage'. The main content area is titled 'Document Catalog' and features a search form. The search form is divided into two sections: 'Document Identifier' and 'Other Options'. In the 'Document Identifier' section, the 'Code' field is filled with 'PRUN1', the 'Dept.' field is filled with '015', and the 'ID' field is filled with '2009'. In the 'Other Options' section, the 'Auto Numbering' checkbox is checked. A 'Create' button is located at the bottom left of the form area. Red circles highlight the 'Code', 'Dept.', 'ID', 'Auto Numbering', and 'Create' elements.

1. Enter **PRUN1** for document **Code**.
2. Enter the **Dept** code.
3. Enter the current 4-digit fiscal year in the Document **ID** field. This number will be added as a prefix to the auto generated ID number. A fiscal year prefix is required for all documents.
4. Check the **Auto Numbering** check box.
5. Click the **Create** link to create the PRUN1 document. The PRUN1 document is displayed.

ENTER DATA INTO HEADER SECTION

PRUN1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

When the PRUN1 document is created, a new document ID is generated. The document is shown as Ver:1, Function: New, Phase: Draft.

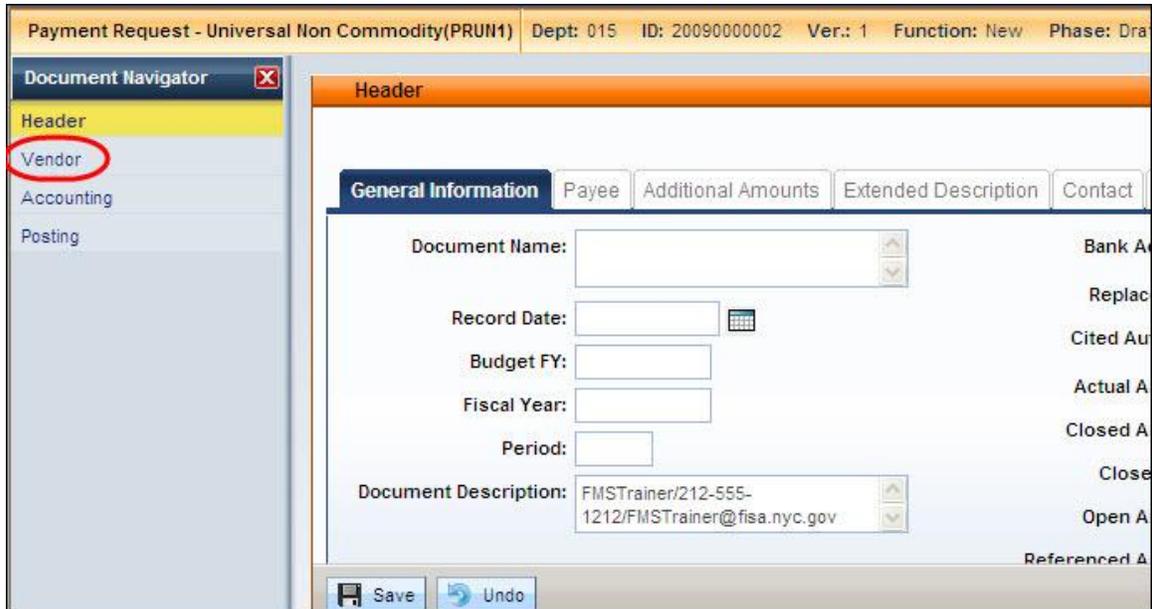
The **Record Date**, **Budget FY**, **Fiscal Year**, and **Period**, if left blank, will auto populate when the document is fully approved, based on the approval date. When two accounting periods are open and you need to post to a prior period, you can enter the appropriate Record Date, FY, or accounting period here. The approval date will not override the information that is entered.

6. Enter contact information for the person creating the document in the **Document Description** field. Include first name, last name, phone number with area code, and e-mail address.

Note: The Document Description field in the Header section of the document allows only 60 characters. If more room is required to complete the contact information, select the Extended Description tab.

- Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.

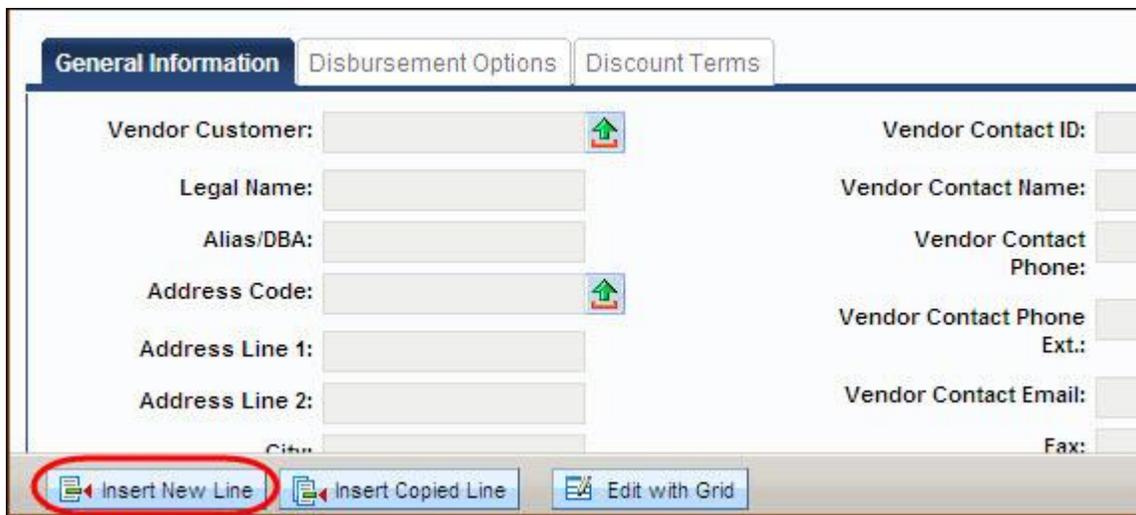
PRUN1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB



- Click the **Vendor** section. The **General Information** tab of the **Vendor** section is displayed.

ENTER DATA INTO VENDOR SECTION

PRUN1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB



- Click the **Insert New Line** button.

PRUN1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

The screenshot displays the 'Vendor' section of a software application. At the top, there is a header bar with 'Vendor Line: 0', 'Vendor Customer: 0000000012', and 'Legal Name:'. Below this is a table with columns for 'Vendor Line', 'Vendor Customer', 'Legal Name', and 'Line Amount'. The table contains one row with the values '0', '0000000012', and 'Line Amount'. Below the table, there are navigation buttons: 'First', 'Previous', 'Next', 'Last', and 'Go'. The main area is divided into three tabs: 'General Information', 'Disbursement Options', and 'Discount Terms'. The 'General Information' tab is selected and contains several input fields. The 'Vendor Customer' field is set to '0000000012' and is circled in red. The 'Address Code' field is set to '1' and is also circled in red. The 'Vendor Contact Name' field is set to 'John Smith' and is circled in red. At the bottom of the form, there is a toolbar with buttons for 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', and 'Edit with Grid'. The 'Save' button is circled in red.

Note: The Vendor fields are now white and data can be entered into the fields.

2. Enter the **Vendor Customer** code, or select it from the pick list.
3. Enter the **Address Code**, or select it from the pick list.
4. If you would like to optionally designate a vendor contact, either enter or select the **Vendor Contact ID** or enter a **Vendor Contact Name**.

Note: The **Vendor Contact Name** will appear on the "Attention To" line of the Check after disbursement.

5. Click **Save** to bring in the vendor information.

PRUN1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

6. Click the **Accounting** section. The General Information tab of the Accounting section is displayed.

ENTER DATA INTO THE ACCOUNTING SECTION

PRUN1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

1. Click the **Insert New Line** button.

PRUN1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

2. Select the correct **Event Type** for authorizing liability payout from the pick list.

ACCOUNTING SECTION - EVENT TYPE PICK LIST

	Event Type	Event Type Name
Select	APU1	Authorize Normal Payment
Select	APU2	Equity Payout Authorization
Select	APU3	Liability Payout Authorization
Select	APU4	Asset Payout Authorization
Select	APU5	Authorize Escheat Payment
Select	APU6	Authorize Backup Withholding Payment
Select	APU7	Authorize Earned Revenue Refund
Select	APU8	Encumbrance Correction & Credit Memo
Select	APU9	Non Referencing Credit Memo
Select	APUA	Authorize Stale Payment
Cancel	First Previous Next Last	

3. Enter a detailed **Line Description**.
4. Enter the **Line Amount** to be paid.
5. Enter the **Payment Type**, or select it from the pick list.
6. Enter the **Vendor Invoice Number**.

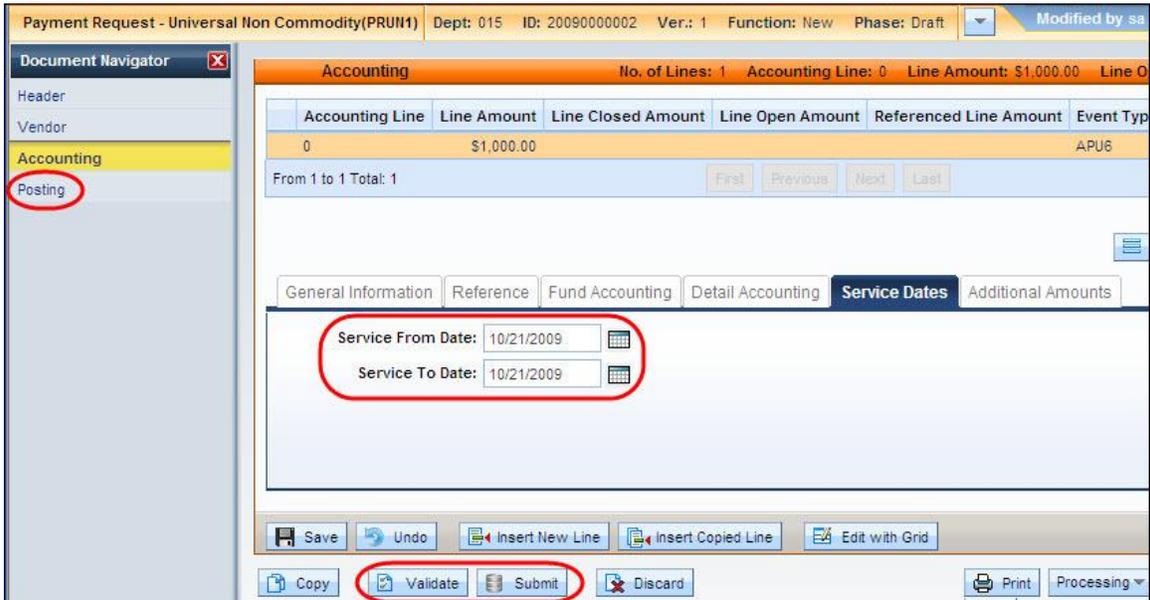
7. Enter the **Vendor Invoice Line**.
8. Enter the **Invoice Received Date**.
9. Enter the **Sign-Off Date**.
10. Click the **Fund Accounting** tab.

PRUN1 DOCUMENT - ACCOUNTING SECTION, FUND ACCOUNTING TAB

The screenshot shows a software interface with several tabs: 'General Information', 'Reference', 'Fund Accounting', 'Detail Accounting', 'Service Dates', and 'Additional Amounts'. The 'Service Dates' tab is highlighted and circled in red. Below the tabs, there are several input fields. The 'Fund' field contains '001' and is circled in red. The 'Department' field contains '015' and is circled in red. The 'BSA' field contains '4190' and is circled in red. Other fields include 'Sub Fund', 'Unit', 'Sub Unit', 'Appr Unit', 'Detail Object', 'Sub Object', 'Revenue Source', 'Sub Revenue Source', 'Sub BSA', 'OBSA', 'Sub OBSA', 'Department Object', and 'Dept Revenue'. Each field has a small green arrow icon next to it.

1. Enter the **Fund** code.
2. Enter the **Department** code.
3. Enter the **BSA** code.
4. Click the **Service Dates** tab. The **Service Dates** tab of the Accounting section is displayed.

PRUN1 DOCUMENT - ACCOUNTING SECTION, SERVICE DATES TAB

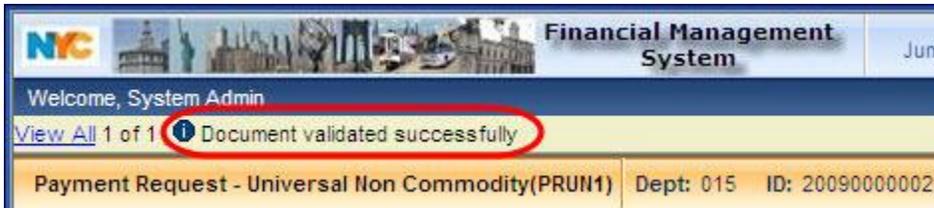


5. Enter the **Service From Date**.
6. Enter the **Service To Date**.

VALIDATE AND SUBMIT PRUN1

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again.

PRUN1 DOCUMENT - VALIDATE MESSAGE



2. Click the **Posting** section to review posting information. You can click the eye icon to view posting details.

PRUN1 DOCUMENT - POSTING SECTION

Posting					
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	A015 DN08	Generic Liab Univ Disb Pay	\$1,000.00	\$1,000.00
From 1 to 1 Total: 1					

3. Click the **Submit** button.

4. Click the **Close** button.

PRUN1 DOCUMENT - SUBMITTED MESSAGE



You have successfully submitted a PRUN1 document and it is pending approval.

TOPIC 5 - UNIVERSAL COMMODITY BASED PAYMENT REQUEST (PRUC1)

The Universal Commodity Payment Request (PRUC1) is a versatile document that provides the functionality associated with a variety of Payment Request types available in FMS: Accounting. The Event Type that is chosen drives how the document will function.

It is useful when multiple Payment Request types are necessary on one payment, for instance, a payment that requires the release of securities. In this case, both an expense line and a balance sheet account are required on the same document. No other payment type can accommodate this posting except the PRUN1/PRUC1. Note the following:

- ◆ The Event Types chosen on each accounting line drive the function and use
- ◆ The user has the ability to enter multiple types of Payment Request transactions on one document
- ◆ Each PRUC1 document line can reference commodity documents

These are the event types associated with this type of payment request:

Event Types	Description
APU1	Authorize Normal Payment (Default)
APU2	Equity Payout Authorization
APU3	Liability Payout Authorization
APU4	Asset Payout Authorization

Event Types	Description
APU5	Authorize Escheat Payment
APU6	Authorize Backup Withholding Payment
APU7	Authorize Earned Revenue Refund
APU8	Encumbrance Correction & Credit Memo
APU9	Non Referencing Credit Memo

GUIDED SIMULATION



The movie icon represents a guided simulation that displays in the online Payment Request eLearning course.

The Office of the Comptroller must make a payment of \$400.00 that requires the release of securities. In this case, both an expense line and a balance sheet account are required on the same payment. Create a PRUC1 to make the payment for release of securities.

To process a payment with a PRUC1, you will be entering information in the Vendor, Commodity, and Accounting sections.

This menu path guides you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → CLICK DOCUMENT CATALOG → CLICK CREATE

CREATE A PRUC1 DOCUMENT

PRUC1 DOCUMENT - DOCUMENT CATALOG

The screenshot shows the 'Financial Management System' interface. The left sidebar contains a navigation menu with the following items: Message Center, Search, Document Catalog (highlighted), History, Favorites, Administration, and infoAdvantage. The main content area is titled 'Document Catalog' and includes a search bar and a form for creating a document. The form is divided into two sections: 'Document Identifier' and 'Other Options'. In the 'Document Identifier' section, the 'Code' field is set to 'PRUC1', the 'Dept.' field is set to '015', and the 'ID' field is set to '2009'. In the 'Other Options' section, the 'Auto Numbering' checkbox is checked, and the 'Create Template' checkbox is unchecked. A 'Create' button is located at the bottom left of the form area.

1. Enter **PRUC1** for the document **Code**.
2. Enter the **Dept** code.
3. Enter the current 4-digit fiscal year in the Document **ID** field. This number will be added as a prefix to the auto generated ID number. A fiscal year prefix is required for all documents.
4. Select the **Auto Numbering** checkbox.
5. Click the **Create** link to create the PRUC1 document. The PRUC1 document is displayed.

PRUC1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Payment Request - Universal Commodity(PRUC1) Dept: 015 ID: 2009000001 Ver.: 1 Function: New Phase: Draft Modified by s

Header

General Information Payee Extended Description Contact Document Information

Document Name: Actual Amount: \$0.00
 Record Date: Retainage Amount (-): \$0.00
 Budget FY: Discount Amount (-): \$0.00
 Fiscal Year: Penalty/Interest Amount (+): \$0.00
 Period: Withheld Amount (-): \$0.00
 Bank Account: Intercept Amount (-): \$0.00
 Accounting Profile: Use Tax Withheld (-): \$0.00
 Replacement: Default Intercept Fee Amount \$0.00 (-):
 PCard Payment: Supplementary Intercept Fee Amount(-):
 PCard Administrator: Payment Amount (=): \$0.00
 Cited Authority: Outstanding Amount: \$0.00
 Document Description: FMSTrainer/212-555-1212/FMSTrainer@fisa.nyc.gov Closed Amount: \$0.00
 Referenced Amount: \$0.00

When the PRUC1 document is created, a new document ID is generated. The document is shown as Ver:1, Function: New, Phase: Draft.

The **Record Date**, **Budget FY**, **Fiscal Year**, and **Period**, if left blank, will auto populate when the document is fully approved, based on the approval date. When two accounting periods are open and you need to post to a prior period, you can enter the appropriate Record Date, FY, or accounting period here. The approval date will not override the information that is entered.

6. Enter contact information for the person creating the document in the **Document Description** field. Include first name, last name, phone number with area code, and e-mail address.

Header

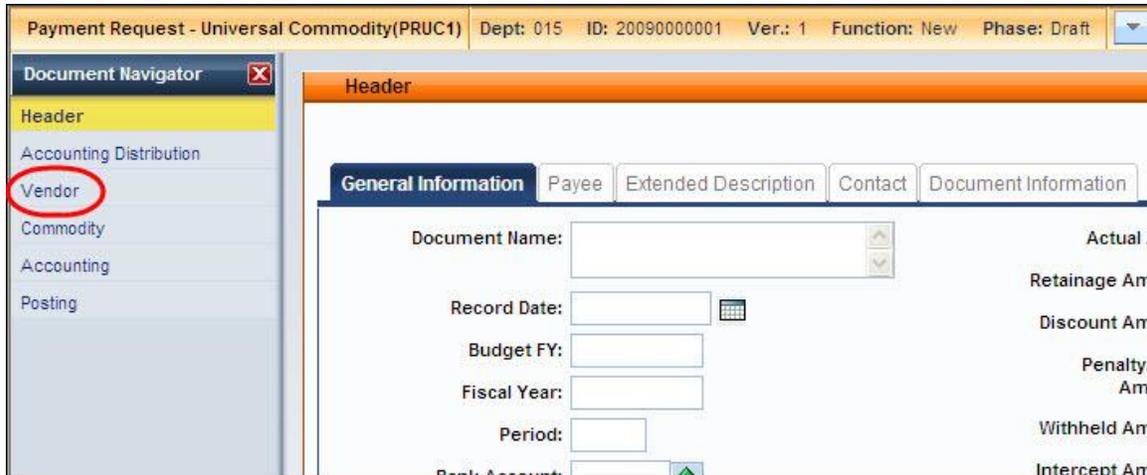
General Information Payee Additional Amounts Extended Description Contact Document Information

Extended Description: additional contact information can be entered in this text box

Note: The Document Description field in the Header section of the document allows only 60 characters. If more room is required to complete the contact information, select the Extended Description tab.

- Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.

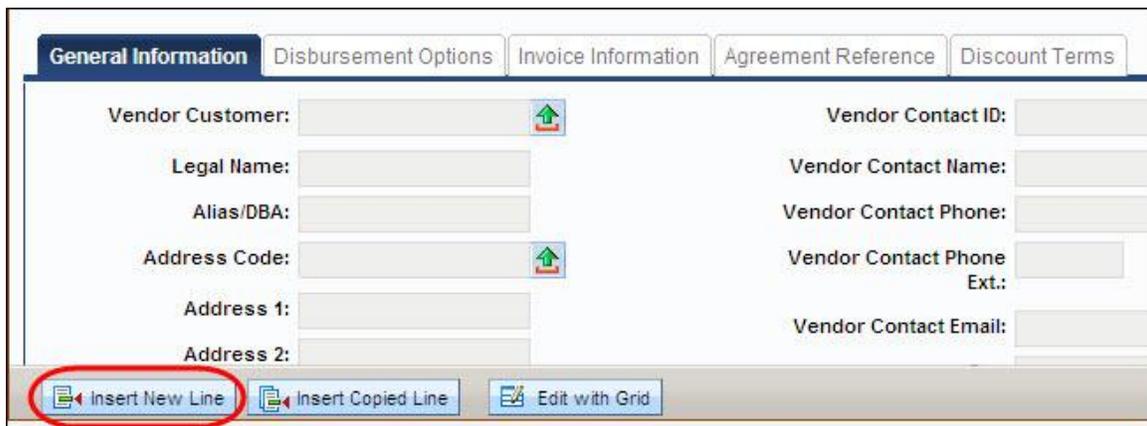
PRUC1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB



- Click the **Vendor** section. The **General Information** tab of the Vendor section is displayed.

ENTER DATA INTO VENDOR SECTION

PRUC1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB



- Click the **Insert New Line** button.

PRUC1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

Vendor No. of Lines: 1 Vendor Line: 1 Vendor Customer: 0000000012 Legal Name: UNITED STATES

General Information Disbursement Options Invoice Information Agreement Reference Discount Terms

Vendor Customer: 0000000012

Legal Name:

Alias/DBA:

Address Code: 1

Address 1:

Address 2:

City:

State:

Zip Code:

Country:

Vendor Contact ID:

Vendor Contact Name: John Smith

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Fax:

Fax Extension:

Web Address http://:

Taxpayer ID Number:

Taxpayer ID Type:

Save Undo Insert New Line Insert Copied Line Edit with Grid

Note: The Vendor fields are now white and data can be entered into the fields.

2. Enter the **Vendor Customer** code, or select it from the pick list.
3. Enter the **Address Code**, or select it from the pick list.
4. If you would like to optionally designate a vendor contact, either enter or select the **Vendor Contact ID** or enter a **Vendor Contact Name**.

Note: The **Vendor Contact Name** will appear on the "Attention To" line of the Check after disbursement.

5. Click **Save** to bring in the vendor information.

PRUC1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

Payment Request - Universal Commodity(PRUC1) Dept: 015 ID: 2009000001 Ver: 1 Function: New Phase: Draft Modified by sa, 10/21/2009

Document Navigator

- Header
- Accounting Distribution
- Vendor
- Commodity
- Accounting
- Posting

Vendor No. of Lines: 1 Vendor Line: 1 Vendor Customer: 0000000012 Legal Name: UNITED STATES

General Information Disbursement Options Invoice Information Agreement Reference Discount Terms

Vendor Customer: 0000000012

Legal Name: UNITED STATES POSTAL

Alias/DBA:

Address Code: 1

Address 1: 65 COURT STREET,

Address 2: RM 1001B

City: BROOKLYN

State: New York

Zip Code: 11201

Country: US

Vendor Contact ID:

Vendor Contact Name: John Smith

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Fax: 999 999-9710

Fax Extension:

Web Address http://:

Taxpayer ID Number:

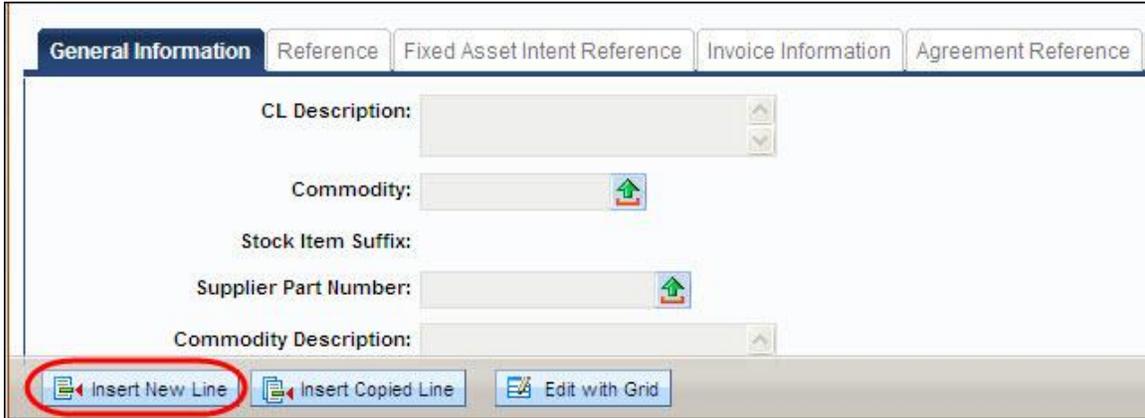
Save Undo Insert New Line Insert Copied Line Edit with Grid

6. Click the **Commodity** section. The **General Information** tab of the

Commodity section is displayed.

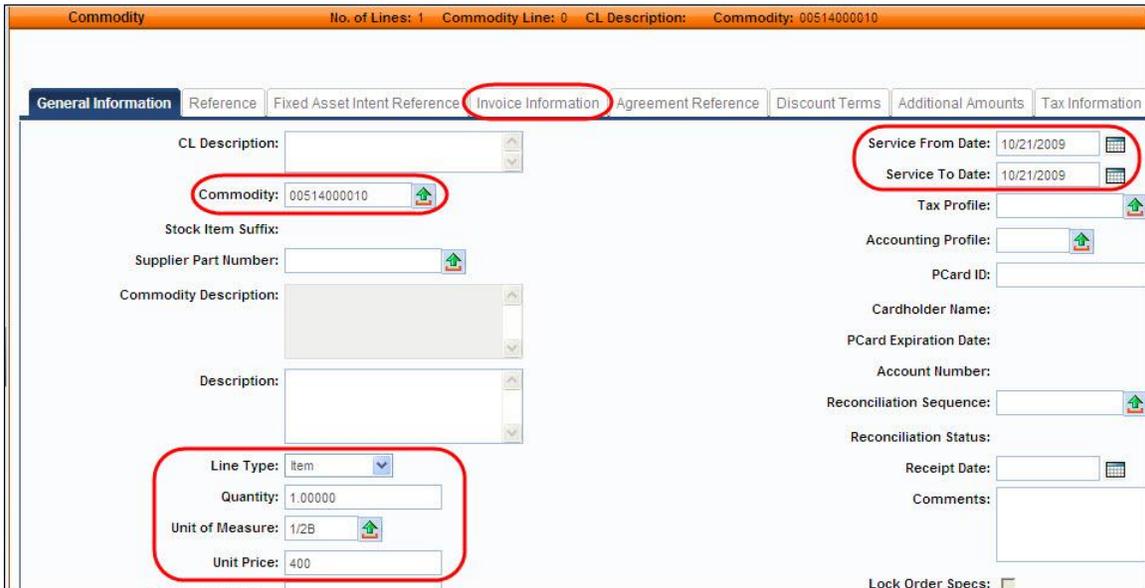
ENTER DATA INTO COMMODITY SECTION

PRUC1 DOCUMENT - COMMODITY SECTION, GENERAL INFORMATION TAB



1. Click the **Insert New Line** button.

PRUC1 DOCUMENT - COMMODITY SECTION, GENERAL INFORMATION TAB



Note: The Commodity fields are now white and data can be entered into the fields.

2. Enter the **Commodity** code, or select it from the pick list.

COMMODITY SECTION - COMMODITY CODE PICK LIST

Choose

[Browse](#) [Clear](#)

Commodity : Name :

Active :

	Commodity	Name	Active
Select	005	tara test	Yes
Select	00505000000	Abrasive Equipment and Tools	Yes
Select	00514000000	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	Yes
Select	00514000010	CLOTH, ABRASIVE, CROCUS CLOTH, 9" x 11"	Yes
Select	00514000030	CLOTH, ABRASIVE, ALUMINUM OXIDE 9" X 11", NO. 100	Yes
Select	00514000050	CLOTH, ABRASIVE, ALUMINUM OXIDE 9" X 11", NO. 120	Yes
Select	00514000070	CLOTH, ABRASIVE, ALUMINUM OXIDE 9" X 11", NO. 150	Yes
Select	00514000090	CLOTH, ABRASIVE, ALUMINUM OXIDE 9" X 11", NO. 180	Yes
Select	00514000110	CLOTH, ABRASIVE, ALUMINUM OXIDE 9" X 11", NO. 50	Yes
Select	00514000130	CLOTH, ABRASIVE, ALUMINUM OXIDE 9" X 11", NO. 60	Yes

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

3. Select the **Line Type** from the drop-list.

COMMODITY SECTION - LINE TYPE DROP DOWN

Line Type: 

Quantity:

Unit of Measure:

Unit Price:

Item

Service

Discount

Catalog

Not Specified

4. Enter the **Unit of Measure**, or select it from the pick list.

COMMODITY SECTION - UNIT OF MEASURE PICK LIST

Choose

[Browse](#) [Clear](#)

Unit of Measure : Description :

Unit of Weight :

	Unit of Measure	Description	Unit of Weight
Select	1/2B	1/2 Box	No
Select	1/2D	1/2 Day	No
Select	1/2P	1/2 Pack	No
Select	1/2Y	1/2 Year	No
Select	10	10 Per Box	No
Select	100G	Hundred Grams	No
Select	10G	10 Grams	No
Select	10KG	10 Kilograms	No
Select	20PK	20 Pack	No
Select	250G	250 Gram	No

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

5. Enter the **Quantity**.
6. Enter the **Unit Price**.
7. Enter the **Service From Date**, or select it from the calendar.
8. Enter the **Service To Date**, or select it from the calendar.
9. Click the **Invoice Information** tab. The Invoice Information tab of the Commodity section is displayed.

PRUC1 DOCUMENT - COMMODITY SECTION, INVOICE INFORMATION TAB

The screenshot shows the 'Invoice Information' tab for a commodity line. The 'Accounting' section in the left sidebar is highlighted. In the main form, the following fields are circled in red: 'Vendor Invoice Number' (123321), 'Invoice Received Date' (10/21/2009), and 'Invoice Acceptance/Sign-Off Date' (10/21/2009).

10. Enter the **Vendor Invoice Number**.
11. Enter the **Invoice Received Date**, or select it from the calendar.
12. Enter the **Invoice Acceptance/Sign-Off Date**, or select it from the calendar.
13. Click the **Accounting** section. The General Information tab of the Accounting section is displayed.

ENTER DATA INTO THE ACCOUNTING SECTION

PRUC1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'General Information' tab in the 'Accounting' section. The 'Insert New Line' button at the bottom is circled in red.

1. Click the **Insert New Line** button.

PRUC1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'General Information' tab in the Accounting section. The 'Fund Accounting' sub-tab is selected and circled in red. Several fields are also circled in red: 'Event Type' is set to 'APU4', 'Line Description' is 'Asset Payout', 'Sub Total Line Amount' is '\$400.00', and 'Payment Type' is 'P'. Other visible fields include Accounting Template, Bank Account, Budget FY, Fiscal Year, Period, Check Description, Special Instructions Code, Disbursement Category, Extension Reason, and Extension Description.

Note: The Accounting fields are now white and data can be entered into the fields.

2. Select the **Event Type** APU4 for Asset Payout Authorization from the pick list.

ACCOUNTING SECTION - EVENT TYPE PICK LIST

	Event Type	Event Type Name
Select	APU1	Authorize Normal Payment
Select	APU2	Equity Payout Authorization
Select	APU3	Liability Payout Authorization
Select	APU4	Asset Payout Authorization
Select	APU5	Authorize Escheat Payment
Select	APU6	Authorize Backup Withholding Payment
Select	APU7	Authorize Earned Revenue Refund
Select	APU8	Encumbrance Correction & Credit Memo
Select	APU9	Non Referencing Credit Memo
Cancel	First Previous Next Last	

3. Enter the **Sub Total Line Amount**.
4. Enter the **Payment Type**, or select it from the pick list.

ACCOUNTING SECTION - PAYMENT TYPE PICK LIST

Choose

[Browse](#) [Clear](#)

Document Code : Fund :

Fund Group : Payment Type :

	Document Code	Fund	Fund Group	Payment Type
Select	PRUC1	ALL	C	B
Select	PRUC1	ALL	C	C
Select	PRUC1	ALL	C	F
Select	PRUC1	ALL	C	M
Select	PRUC1	ALL	C	O
Select	PRUC1	ALL	C	P
Select	PRUC1	ALL	C	R
Select	PRUC1	ALL	C	S
Select	PRUC1	ALL	G	B
Select	PRUC1	ALL	G	M

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

5. Click the **Fund Accounting** tab.

The **Fund Accounting** tab of the Accounting section is displayed.

PRUC1 DOCUMENT - ACCOUNTING SECTION, FUND ACCOUNTING TAB

Payment Request - Universal Commodity(PRUC1) Dept: 015 ID: 2009000001 Ver.: 1 Function: New Phase: Draft Modified by

Document Navigator

- Header
- Accounting Distribution
- Vendor
- Commodity
- Accounting
- Posting

Accounting No. of Lines: 1 Accounting Line: 0 Total Line Amount: \$0.00

From 1 to 1 Total: 1

General Information Reference Fixed Asset Intent Reference **Fund Accounting** Detail Accounting

Fund: 001 Detail Object:

Sub Fund: Sub Object:

Department: 015 Revenue Source:

Unit: Sub Revenue Source:

Sub Unit: BSA: 4190

Appr Unit: Sub BSA:

Save Undo Insert New Line Insert Copied Line Edit with Grid

Copy Validate Submit Discard Print

6. Enter the **Fund**, or select it from the pick list.

7. Enter the **Department**, or select it from the pick list.

8. Enter the **BSA** code, or select it from the pick list.

VALIDATE AND SUBMIT PRUC1

- Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again.

PRUC1 DOCUMENT - VALIDATION MESSAGE



- Click the **Posting** section to review posting information. You can click the eye icon to view posting details.

PRUC1 DOCUMENT - POSTING SECTION

Posting		No. of Lines: 1				
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount	
1	Standard	A016 DN08	Generic Asset Univ Disb Pay	\$400.00	\$400.00	

- Click the **Submit** button.

PRUC1 DOCUMENT - SUBMITTED MESSAGE



- Click the **Close** button.

You have successfully submitted a PRUC1 document and it is pending approval.

SUMMARY

In this module, you have

- ◆ Reviewed Special Purpose Payment Requests for Oversight

CHECK YOUR PROGRESS

1. Is the following statement True or False: The PRW1 and the PRUC1 are the only payment requests that allow a balance sheet account to be entered directly by a user.
 - a. True
 - b. False
2. Is the following statement True or False: If a PRJ1 has been rejected, it can not be modified by authorized users at the Oversight Department.
 - a. True
 - b. False
3. Is the following statement True or False: The Universal Non-Commodity (PRUN1) and Commodity based (PRUC1) Payment Requests document should be used when multiple Payment Request types are necessary on one payment.
 - a. True
 - b. False

Answers

1. b
2. b
3. a

Module 6: Modifications & Cancellations of Payment Request

OBJECTIVES

In this module, you will:

- ◆ Process a Modification and Cancellation of a Payment Request
- ◆ Check for errors (validate) and submit the Payment Request

TOPIC 1 - OVERVIEW OF MODIFICATIONS & CANCELLATIONS

MODIFICATIONS

Documents that are in Draft mode can be changed at any time by clicking the Edit button. Once a document is approved, it reaches the Final phase and is accepted into the system. If you need to modify a document that is in Final phase, open the document and click the Edit button. A new version is automatically created for you. Version numbers are used to uniquely identify each modification of a document. The version number is a sequential number that is initially set to one and incremented when a new version of the same document is created. All versions of the document appear in the Document Catalog and in the document's history.

At times, it is necessary to change payment request information after it has been processed to Final acceptance. These modifications can only be made to the Payment Request document lines before they have been disbursed (paid by the Automated Disbursement process or paid by the Manual Disbursement Document).

This can be determined by reviewing the Closed Amount and Closed Date on the Header section of the payment request:

- ◆ If it is only partly closed, look at the Closed Amount and Closed Date on the Accounting Line to determine if the line you want to modify is closed
- ◆ Once it has been disbursed (closed), changes cannot be made until the check paying the Accounting Line has been cancelled and the Payment Request document line is re-opened

Modifications made to a payment request that references another document can also impact the referencing document, depending on the changes made:

- ◆ If the changes do not impact the accounting entries or system maintained tables of the previous document, such as changing the comments/description fields, the changes are updated to the Payment Request only
- ◆ If the payment has accounting impacts to the referenced document, such as increase/decrease Line Amount, extra accounting entries will have to be posted and update the referenced document

Disbursement Options

Disbursement Options cannot be modified on the Payment Request. Error messages appear on the PRC2 to indicate when the document is validated (Disbursement Options).

DISBURSEMENT OPTIONS TAB

The screenshot shows a software interface with three tabs: 'General Information', 'Disbursement Options' (which is selected), and 'Discount Terms'. The 'Disbursement Options' tab contains the following fields:

- Disbursement Category: [Text Field] [Up Arrow Icon]
- Schedule Payment Date: [Text Field] [Calendar Icon]
- Disbursement Priority: [Text Field] [Up Arrow Icon]
- Disbursement Type: [Text Field]
- Disbursement Format: [Text Field] [Up Arrow Icon]
- Single Payment:
- EFT Status: [Text Field]
- Handling Code: [Text Field] [Up Arrow Icon]
- Taxpayer Id: [Text Field]
- Taxpayer Id Type: [Dropdown Menu]
- Pay Third Party:

Sometimes a key item on an approved payment request needs to be changed before disbursement occurs. Users can submit a Disbursement Request Modification (DRM) document for the following actions:

- ◆ To request a single check
- ◆ To request a Hold for pickup
- ◆ To request a change to the schedule payment date
- ◆ To change EFT to check

Most of the options described are found on the Disbursement Control options tab of the DRM document.

Note: DRMs are approved by the Comptroller's Office. Changes requested do not update the original payment request but are processed on the check or EFT.

The DRM document is discussed further in the Disbursement Processing Course.

CANCELLATIONS

The Cancellation of the PRC2 is accomplished through the Discard button of the document.

- ◆ PRC2 documents that are partially or fully paid cannot be cancelled.
- ◆ All Cancellations will reverse the document's impact on all tables, and reverse ledger postings on the journals.
- ◆ If it is necessary to cancel a payment request that has been fully or partially disbursed, the disbursement document that references the payment request must be cancelled first.

CHECK OR EFT CANCELLATIONS

If a disbursement has been made (Check or EFT issued), it can only be cancelled by Oversight users. Department users should contact Comptroller's Office for check cancellations and include the reason, the check number, and whether the payment request should be held, cancelled or paid again. If the Disbursement and Payment Request are both cancelled, the encumbrance will be re-opened. Disbursement Cancellations are discussed in more detail in the Disbursement Processing course.

TOPIC 2 - MODIFY A REFERENCING PAYMENT REQUEST

At times, it is necessary to change payment request document information after it has been processed but not disbursed. A user may have entered the encumbrance reference incorrectly on the original payment request and may need to modify the payment request to correct this. It is important to note that you can not delete an accounting line or modify reference information of an accounting line through a modification. Therefore, the only way to correct this in the modification is to change the line amount of the incorrect line to zero, which will reopen the encumbrance line. Then, create a new accounting line in its place by entering a backward reference.

Modify a PRN2 document making sure to:

- ◆ Change the reference (Zero out one of the lines and insert a new one in its place).
- ◆ Change the Line Amount on one of the lines.

GUIDED SIMULATION



The movie icon represents a guided simulation that displays in the online Payment Request eLearning course.

A City Department needs to modify a previously submitted Payment Request to reflect an increase of \$25 on one of the lines. It must also change the referenced encumbrance of one of the lines and set the Line Amount to \$25.

Modify a PRN2 document making sure to:

- ◆ Change the reference (Zero out one of the lines and insert a new one in its place).
- ◆ Change the Line Amount on one of the lines.

This menu path guides you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → CLICK DOCUMENT CATALOG → SEARCH FOR PRN2 DOCUMENT

OPEN THE PAYMENT REQUEST DOCUMENT

DOCUMENT CATALOG SEARCH RESULT

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	PRN2	856		20090000008	No	1	New	Final	Submitted	10/22/09	856PRA1	\$75.00	Yes

First Prev Next Last

1. Open the PRN2 document to be modified.

Note: The original Dollar Amount on this document is \$75.00.

MODIFY ACCOUNTING LINE NUMBER 1

PRN2 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Payment Request - Non Commodity Encumbrance(PRN2) Dept: 856 ID: 20090000008 Ver.: 1 Function: New Phase: Final

Header

General Information Payee Additional Amounts Extended Description Contact Document Information

Document Name: [Field] Bank Account: [Field]

Record Date: 10/22/2009 Replacement:

Budget FY: 2009 Cited Authority: [Field]

Fiscal Year: 2009 Actual Amount: \$75.00

Period: 12 Closed Amount: \$0.00

Document Description: [Field] Closed Date: [Field]

Open Amount: \$75.00

Referenced Amount: \$0.00

Vendor Vendor Line: 1 Vendor Customer: 0000000012 Legal Name: UNITED STATES POSTAL SERVICE

Accounting No. of Lines: 2 Accounting Line: 1 Line Amount: \$25.00 Line Open Amount: \$25.00

Posting No. of Lines: 2 Posting Line: 1

Edit Copy Copy Forward Discard Print Processing

Note: The Closed amount is \$0.00, indicating that the Payment Request has not been closed and can still be modified.

1. Click **Edit** to create a new Modification Draft version.

PRN2 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Payment Request - Non Commodity Encumbrance(PRN2) Dept: 856 ID: 20090000008 Ver.: 2 Function: Modification Phase: Draft

Header

General Information Payee Additional Amounts Extended Description Contact Document Information

Document Name: [Field] Bank Account: [Field]

Record Date: [Field] Replacement:

Budget FY: 2009 Cited Authority: [Field]

Fiscal Year: [Field] Actual Amount: \$75.00

Period: [Field] Closed Amount: \$0.00

Document Description: [Field] Closed Date: [Field]

Open Amount: \$75.00

Save Undo

The modification version of the PRN2 document is displayed, and shown as Ver:2, Function: Modification, Phase: Draft.

- Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.

PRN2 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Payment Request - Non Commodity Encumbrance (PRN2) Dept: 856 ID: 20090000008 Ver.: 2 Function: Modification Phase: Draft

Document Navigator: Header, Vendor, Accounting, Posting

Header: General Information, Payee, Additional Amounts, Extended Description, Contact, Document Inf

Document Name: [Field]
 Record Date: [Field]
 Budget FY: 2009
 Fiscal Year: [Field]
 Period: [Field]
 Document Description: [Field]

Bank Account: [Field]
 Replacement:
 Cited Authority: [Field]
 Actual Amount: \$75.00
 Closed Amount: \$0.00
 Closed Date: [Field]
 Open Amount: \$75.00

The Document Navigator is displayed.

- Click the **Accounting** section.

PRN2 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB, LINE 1

Accounting No. of Lines: 2 Accounting Line: 1 Line Amount: \$25.00 Line Open: [Field]

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	E
1	\$25.00	\$0.00	\$25.00	\$0.00	A
2	\$50.00	\$0.00	\$50.00	\$0.00	A

From 1 to 2 Total: 2 [First] [Previous] [Next] [Last]

General Information Reference Fund Accounting Detail Accounting Service Dates Additional Amounts

Event Type: APE1
 Accounting Template: [Field]
 Line Description: 00000000001000.00
 Line Amount: 50
 Line Closed Amount: \$0.00

Budget FY: 2009
 Fiscal Year: [Field]
 Period: [Field]
 Bank: 78
 Vendor Invoice Number: 34567
 Vendor Invoice Line: 1

The **General Information** tab of the Accounting section is displayed. Notice that there are two Accounting lines. When the Accounting section is opened, it defaults to the General Information tab of the first accounting line.

- Enter **50** in the **Line Amount** field to change the Line Amount from \$25.00 to \$50.00.

MODIFY ACCOUNTING LINE NUMBER 2

Change the Reference of one of the Accounting lines. To accomplish this, you will zero out Accounting Line Number 2 and create a new Accounting Line (Accounting Line Number 3).

PRN2 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB, LINE 2

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event
1	\$50.00	\$0.00	\$25.00	\$0.00	APE1
2	\$50.00	\$0.00	\$50.00	\$0.00	APE1

From 1 to 2 Total: 2

General Information Reference Fund Accounting Detail Accounting Service Dates Additional Amounts

Event Type: APE1 Budget FY: 2009
 Accounting Template: Fiscal Year:
 Line Description: 00000000001000.00 Period:
 Bank: 78 Vendor Invoice Number: 14567
 Line Amount: 0 Vendor Invoice Line: 2
 Line Closed Amount: \$0.00

Save Undo Insert New Line Insert Copied Line Edit with Grid

1. Click Accounting Line Number 2 to display the line.
The **General Information** Tab of the Accounting Line 2 is displayed.
2. Enter **0** in the **Line Amount** field to change the Line Amount from \$50.00 to \$0.00.
3. Click the **Save** button.

PRN2 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB, LINE 2

Accounting						
		No. of Lines: 2	Accounting Line: 2	Line Amount: \$0.00	Line Open Amo	
Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Ever	
1	\$50.00	\$0.00	\$50.00	\$0.00	APE1	
2	\$0.00	\$0.00	\$0.00	\$0.00	APE1	
From 1 to 2 Total: 2						

First Previous Next Last

General Information Reference Fund Accounting Detail Accounting Service Dates Additional Amounts

Event Type: APE1

Accounting Template:

Line Description: 00000000001000.00

Line Amount: \$0.00

Line Closed Amount: \$0.00

Budget FY: 2009

Fiscal Year:

Period:

Bank: 78

Vendor Invoice Number: 14567

Vendor Invoice Line: 2

Save Undo **Insert New Line** Insert Copied Line Edit with Grid

INSERT NEW ACCOUNTING LINE (ACCOUNTING LINE NUMBER 3)

1. Click the **Insert New Line** button to insert a new accounting line (Accounting Line Number 3).

PRN2 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB, LINE 3

The screenshot shows the 'Accounting' section with the following details:

- Accounting** (Header): No. of Lines: 3, Accounting Line: 0, Line Amount: \$0.00, Line Open Amount:
- General Information** (Tab): Reference, Fund Accounting, Detail Accounting, Service Dates, Additional Amounts
- Event Type:** [Empty]
- Accounting Template:** [Empty]
- Line Description:** Added line
- Line Amount:** 25
- Line Closed Amount:** [Empty]
- Line Closed Date:** [Empty]
- Line Open Amount:** [Empty]
- Referenced Line Amount:** [Empty]
- Interest Ineligible:**
- Payment Type:** P
- Interest Amount From IPR:** [Empty]
- Budget FY:** [Empty]
- Fiscal Year:** [Empty]
- Period:** [Empty]
- Bank:** [Empty]
- Vendor Invoice Number:** 1234124
- Vendor Invoice Line:** [Empty]
- Vendor Invoice Date:** [Empty]
- Invoice Received Date:** [Empty]
- Check Description:** [Empty]
- Special Instructions Code:** [Empty]
- Disbursement Category:** [Empty]
- Extension Reason:** [Empty]
- Extension Description:** [Empty]
- Sign Off Date:** 10/22/2009
- Billing Profile:** [Empty]

Accounting Line Number 3 is created. The **General Information** tab is displayed and data can be entered into the fields.

2. Enter a **Line Description**.
3. Enter the **Vendor Invoice Number**.
4. Enter the **Payment Type**, or select it from the pick list.
5. Enter **25** for **Line Amount**.
6. Enter the **Sign Off Date**.
7. Click the **Reference** tab.

PRN2 DOCUMENT - ACCOUNTING SECTION, REFERENCE TAB, LINE 3

The screenshot shows a software interface with several tabs: General Information, Reference (selected), Fund Accounting, Detail Accounting, Service Dates, and Additional Amounts. The Reference tab contains the following fields:

- Ref Doc Code: PON1
- Ref Doc Dept: 856
- Ref Doc ID: 20092000004
- Ref Vendor Line: 1
- Ref Commodity Line: (empty)
- Ref Accounting Line: 1
- Ref Type: (dropdown menu)

The Reference Tab of Accounting Line Number 3 is displayed.

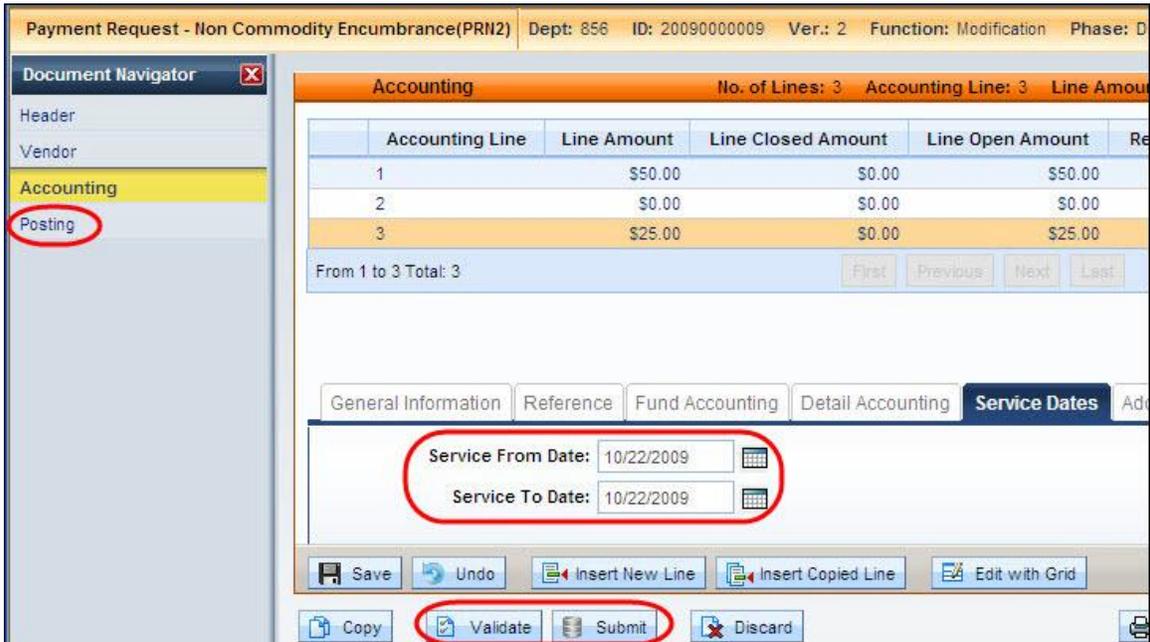
1. Enter the **Ref Doc Code** (Encumbrance Document Code).
2. Enter the **Ref Doc Dept** (Encumbrance Department Dept).
3. Enter the **Ref Doc ID** (Encumbrance Document ID).
4. Enter the **Ref Vendor Line** (Encumbrance Vendor Line Number).
5. Enter the **Ref Accounting Line** (Encumbrance Accounting Line Number).

Note: Do not change the **Ref Type**. When the document is validated, the **Ref Type** value will default based on the accounting line amounts of the referencing and referenced documents, using the following logic:

Situation	Default Ref Type
Referencing Line = Referenced Line	Final
Referencing Line < Referenced Line	Partial
Referencing Line > Referenced Line	Error Message

6. Click the **Service Dates** tab. The **Service Dates** tab of Accounting Line Number 3 is displayed.

PRN2 DOCUMENT - ACCOUNTING SECTION, SERVICE DATES TAB, LINE 3

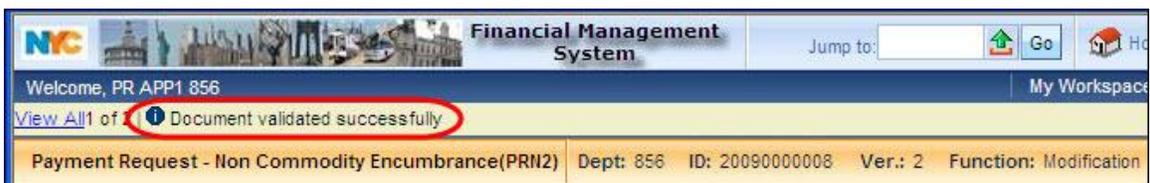


7. Enter the **Service From Date**.
8. Enter the **Service To Date**.

VALIDATE AND SUBMIT PRN2 MODIFICATION

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again.

PRN2 DOCUMENT - VALIDATE MESSAGE



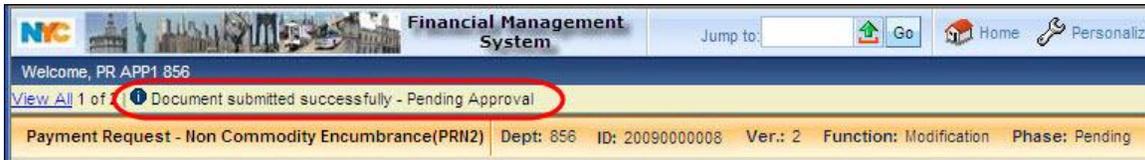
2. Click the **Posting** section to review posting information. You can click the eye icon to view posting details.

PRN2 DOCUMENT - POSTING SECTION



3. Click the **Submit** button.

PRN2 DOCUMENT - SUBMITTED MESSAGE



4. Click the **Close** button.

TOPIC 3 - MODIFY A NON-REFERENCING PAYMENT REQUEST

When modifying a Miscellaneous or any other Non-Referencing Payment request, it may be necessary to change the Accounting Distribution on one or more of the accounting lines. This may be the case if the original payment request used the incorrect accounting distribution. This type of modification can only be done on non-referencing accounting lines.

GUIDED SIMULATION



The movie icon represents a guided simulation that displays in the online Payment Request eLearning course.

A City Department needs to modify a previously submitted PRM1 payment request to change the Accounting Distribution to the correct one.

This menu path guides you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → CLICK DOCUMENT CATALOG → SEARCH FOR PRM1 DOCUMENT

OPEN THE PAYMENT REQUEST DOCUMENT

DOCUMENT CATALOG SEARCH RESULT

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	PRM1	856		20090000002	No	1	New	Final	Submitted	10/20/09	856PRA1	\$301.13	Yes

First Prev Next Last

1. Open the PRM1 document to be modified.

MODIFY THE ACCOUNTING LINE

PRM1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Payment Request - Miscellaneous(PRM1) Dept: 856 ID: 20090000002 Ver.: 1 Function: New Phase: Final Modified by 856PRA

Header

General Information Payee Additional Amounts Extended Description Contact Document Information

Document Name: Bank Account:

Record Date: 10/22/2009 Replacement:

Budget FY: 2009 Cited Authority:

Fiscal Year: 2009 Actual Amount: \$301.13

Period: 12 Closed Amount: \$0.00

Document Description: FMSTrainer/212-555-1212/FMSTrainer@fisa.nyc.gov Closed Date:

Open Amount: \$301.13

Referenced Amount: \$0.00

Vendor Vendor Line: 1 Vendor Customer: 0000000012 Legal Name: UNITED STATES POSTAL SERVICE

Accounting No. of Lines: 1 Accounting Line: 1 Line Amount: \$301.13 Line Open Amount: \$301.13

Posting No. of Lines: 1 Posting Line: 1

Note: The Closed amount is \$0.00, indicating that the Payment Request has not been closed and can still be modified.

2. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.
3. Click **Edit** to create a new Modification Draft version.

PRM1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

The modification version of the PRM1 document is displayed, and shown as Ver:2, Function: Modification, Phase: Draft.

4. Click the **Accounting** section.

PRM1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

The **General Information** tab of the Accounting section is displayed.

5. Click the **Fund Accounting** Tab.

PRM1 DOCUMENT - ACCOUNTING SECTION, FUND ACCOUNTING TAB

6. Enter the **Fund**.
7. Enter the **Department**.
8. Enter the **Detail Object**.
9. Click the **Detail Accounting** tab.

PRM1 DOCUMENT - ACCOUNTING SECTION, DETAIL ACCOUNTING TAB

The **Detail Accounting** tab is displayed.

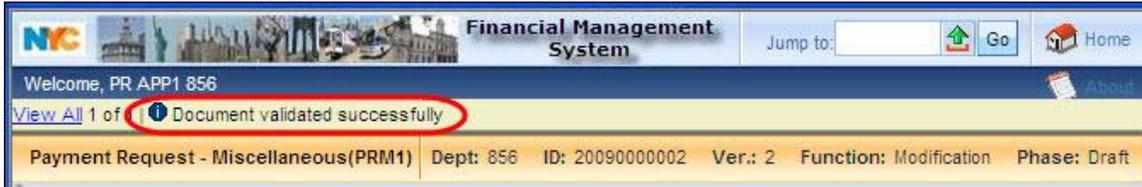
10. Enter the **Budget Code**.

Note: The Unit of Appropriation (**Appr Unit**) on the Fund Accounting tab will be inferred from the Budget Code.

VALIDATE AND SUBMIT PRM1 MODIFICATION

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again.

PRM1 DOCUMENT - VALIDATE MESSAGE



2. Click the **Posting** section to review posting information. You can click the eye icon to view posting details.

PRM1 DOCUMENT - POSTING SECTION

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	DN02 D011	Misc Disb Pay External AE	\$301.13	\$301.13
2	Standard	D011 DN02	External AE Misc Disb Pay	\$301.13	\$301.13

From 1 to 2 Total: 2

Buttons: First, Previous, Next, Last

3. Click the **Submit** button.

PRM1 DOCUMENT - SUBMITTED MESSAGE



4. Click the **Close** button.

You have successfully submitted a PRM1 modification and it is pending approval.

TOPIC 4 - CANCEL A PAYMENT REQUEST

A Payment Request can be cancelled if the document was entered in error. For example, a user may need to cancel a payment request if the payment was made to the wrong vendor. Another reason for cancelling a payment request is if the accounting distribution on the referenced encumbrance is incorrect. In this case, it is better for the user to cancel the payment request and modify the encumbrance.

GUIDED SIMULATION



The movie icon represents a guided simulation that displays in the online Payment Request eLearning course.

A City Department needs to cancel a Payment Request (PRN2) document that has been made to the wrong vendor. To cancel the PRN2, perform the following steps.

This menu path guides you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → CLICK DOCUMENT CATALOG → SEARCH FOR PRN2 DOCUMENT

DOCUMENT CATALOG SEARCH RESULT

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	PRN2	856	20090000010	No	1	New	Final	Submitted	10/22/09	856PRA1	\$25.00	Yes

First Prev Next Last

1. Open the PRN2 document to be cancelled.

PRN2 DOCUMENT - HEADER SECTION, GENERAL INFORMATION

Payment Request - Non Commodity Encumbrance(PRN2) Dept: 856 ID: 20090000010 Ver.: 1 Function: New Phase: Final

Header

General Information | Payee | Additional Amounts | Extended Description | Contact | Document Information

Document Name: 00000048863 Bank Account:

Record Date: 10/22/2009 Replacement:

Budget FY: 2009 Cited Authority:

Fiscal Year: 2009 Actual Amount: \$25.00

Period: 12 Closed Amount: \$0.00

Document Description: Closed Date:

Open Amount: \$25.00

Vendor: Vendor Line: 1 Vendor Customer: 0000000012 Legal Name: UNITED STATES POSTAL SERVICE

Accounting: No. of Lines: 1 Accounting Line: 1 Line Amount: \$25.00 Line Open Amount: \$25.00

Posting: No. of Lines: 2 Posting Line: 1

Edit Copy Copy Forward Discard Print Process

1. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.
2. Click the **Discard** button to create a new Cancellation draft.

PRN2 DOCUMENT - HEADER SECTION, GENERAL INFORMATION

A Cancellation version of the PRN2 document is created and is displayed as Ver: 2, Function: Cancellation, Phase: Draft.

3. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again.

PRN2 DOCUMENT - VALIDATE MESSAGE

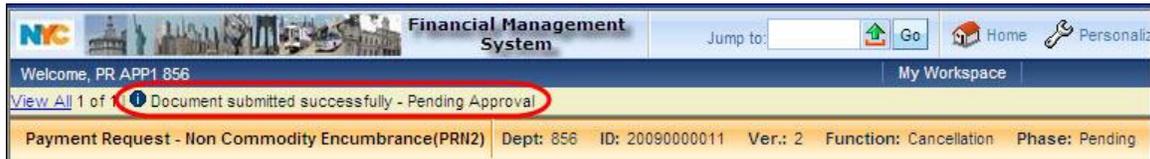
4. Click the **Posting** section to review posting information. You can click the eye icon to view posting details.

PRN2 DOCUMENT - POSTING SECTION

Posting						
No. of Lines: 2 Posting Line: 1						
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount	
1	Liquidation	P006 P005	Res Encumbrance Encumbrance	\$0.00	\$0.00	
2	Standard	D011 DN01	External AE Enc Disb Pay	\$0.00	\$0.00	

5. Click the **Submit** button.

PRN2 DOCUMENT - SUBMITTED MESSAGE



6. Click the **Close** button.

You have successfully submitted a PRN2 cancellation and it is pending approval.

BEST PRACTICE

- ◆ If it is necessary to cancel a payment request that has been fully or partially disbursed, the disbursement document that references the PRC2 must be cancelled first
- ◆ Always review your Posting line to be sure you have achieved your desired accounting result
- ◆ For errors in the accounting distribution, the payment request should be cancelled and the encumbrance document should be modified.
- ◆ For incorrect vendors entered, the payment request should be cancelled

SUMMARY

In this module, you have:

- ◆ Reviewed Modifications and Cancellations to payment requests
- ◆ Completed a modification and Cancellation of a payment request
- ◆ Checked for errors (validated) and submitted the Payment Request modification and Cancellation

CHECK YOUR PROGRESS

1. If you want to modify a Payment Request after it has been accepted by the system and approved (Submitted/Final), what should you do?
 - a. Click the Edit button in the document.
 - b. Click the Modify action in the Document Catalog.
 - c. Discard the original document, using the Discard button in the document.
2. Is the following statement True or False: If a payment request is closed it can only be canceled but not modified.
 - a. True
 - b. False
3. Is the following statement True or False: When canceling a payment request referencing an encumbrance, it will reopen the encumbrance lines of the referenced document.
 - a. True
 - b. False

Answers

1. a
2. b
3. a

Module 7: Special Payment Request Topics

OBJECTIVES

In this module, you will:

- ◆ Review Payment Request Inquiries
- ◆ Process a Commodity based Credit Memo (PCMC1)
- ◆ Process a Non-Commodity based Credit Memo (PCMN1)
- ◆ Process a Credit Memo for VNC (PCVN1) Charge

TOPIC 1 - PAYMENT REQUEST INQUIRIES

The **Document Reference Query** can be opened from the Action Menu on any Payment Request document. With the Document Reference Query, the user can see the back and forward reference documents for the particular payment request. For example, the backward reference to the encumbrance and the forward reference to the disbursement are displayed in order to see the procurement flow. For more information about this query, refer to the Getting Started course.

Listed below are inquiries commonly used for Payment Requests.

PAYMENT INQUIRIES

Inquiry	Page Code	Description
Commodity Encumbrance Search	ENCSRCH	Search for and Select lines to create a PRC2. Search for commodity based encumbrance documents by Doc Code, Dept and ID, and Vendor Name, Vendor Code. Select a document and search for accounting lines by Commodity, description, BFY, AFY, Period, and accounting structure codes.
Disbursement Request	DISRQ	Disbursement information is only displayed on this table until the check or EFT is processed. Contains Vendor, Payee, Scheduled payment date, Single check and hold information. Also contains all references to payment request, award, and agreement. They provide a direct link to the original Payment Request document

Inquiry	Page Code	Description
		<p>and show the Vendor and Accounting Line Amount for each record. Commodity, Accounting and Discount sections are also displayed.</p> <p>The user can search by Scheduled Payment Date, Vendor Code, Payment Request Doc Code, Doc Department, Doc ID, Bank Account Code, and other pertinent fields.</p>
Interest Payment Request Inquiry Table	IPRINQ	<p>The Interest Payment Request Inquiry (IPRINQ) table shows all outstanding Interest Payment Request Accounting Lines until they are disbursed, providing the ability to review the Interest document before it is paid. Also note, the IPRINQ table allows you to search for records by the IPR Modified Date to find the most recent PR, or the late payment request document information such as Late Payment Request Document Code, Document ID, and Department Code.</p>
Payment Hold Maintenance Table	PHLDM	<p>Allows you to view any documents and/or vendors with Payment Holds.</p>
Payment Hold Activity Query	PHLDA	<p>Provides status information for payment hold, bypass and payment hold removal, and indicates whether a payment was eligible for interest.</p>
Check Fee History	CFHIST	<p>The Check Fee History inquiry displays a list of all the AD documents for which a check fee credit memo (PCCF1) was issued. Users can search by the Credit Memo Doc Code, ID and Dept; or by Vendor Code. The inquiry displays the AD Document ID, check number and issue date, and referenced payment request information related to the disbursement.</p>
Vendor Invoice	VIR	<p>This page displays a list of each vendor invoice recorded in FMS: Accounting and is used to</p>

Inquiry	Page Code	Description
Registry		ensure that duplicate invoices are not recorded from the same vendor.
Vendor Transaction History	VTH	The VTH page allows you to search for specific information related to vendor transactions. Available as link on bottom of VCUST page.
Disbursement Query	DISBQ	The Disbursement Query page displays summary information from the AD, EFT, DC and MD documents after the disbursement occurs.
Disbursement Detail Query	DISBDQ	The Disbursement Detail Query page displays detailed information from the AD, EFT, DC and MD documents. DISBDQ lists the specific payment requests associated with the disbursement document that is selected, by invoice number and invoice line number. Use DISBDQ to find the check/EFT number issued for a specific vendor invoice and vendor invoice line number. Minimum search criteria in the query includes Vendor Code or Payee (3rd Party Vendor) Code, or Check Number.
Disbursement Stub Detail	STUBDET	After a check or EFT is issued, the disbursement details display on STUBDET. This page provides information on a single-issued disbursement by stub detail line number. It contains references to each payment request accounting line included on the disbursement.
Intercept Activity Query	INTA	This page summarizes intercept activity.

BUDGET INQUIRIES

FMS: Accounting contains 8 inquiries to research the Expense and Capital budgets. Because Departments look up budget information by appropriation unit, budget code or object level, the Expense and Capital budget inquiries enable Department staff to access those levels directly.

These inquiry pages list all budget lines that have been established for the budget structure and level that is indicated in the inquiry. In addition, they display pending increases and decreases to many standalone budget tracking amount fields.

FMS Accounting Page Name	FMS Accounting Page Code	Description
General Fund Expense: Appropriation Unit Level	BQ92LV1	BFY, Fund Class, Department, Appropriation Unit, Current Modified Budget, Encumbered, Actual Exp, Uncommitted Balance
General Fund Expense: Budget Code Level	BQ92LV2	BFY, Fund Class, Department, Appropriation Unit, Budget Code, Current Modified Budget, Encumbered, Actual Exp, Uncommitted Balance
General Fund Expense: Object Level	BQ92LV3	BFY, Fund Class, Department, Appropriation Unit, Budget Code, Object Code, Current Modified Budget, Encumbered, Actual Exp, Uncommitted Balance
General Fund Revenue: Revenue Source Level	BQ93LV1	BFY, Fund Class, Department, Budget Code, Revenue Source, Current Modified Budget, Total Revenue, Unrecognized
General Fund Revenue: Sub Revenue Source Level	BQ93LV2	BFY, Fund Class, Department, Budget Code, Revenue Source, Sub Revenue Source, Current Modified Budget, Total Revenue, Unrecognized
Capital Fund Budget	BQ94LV1	Fund Class, Department,

FMS Accounting Page Name	FMS Accounting Page Code	Description
Maint: Appropriation Unit Lvl		Appropriation Unit, Funding Source, Appropriated, Commitments, Actual Exp, Available
Capital Fund Budget Maint: Budget Code Lvl	BQ94LV2	Fund Class, Department, Appropriation Unit, Funding Source, Budget Code, Authorized, Commitments, Actual Exp, Available
Capital Fund Budget Maint: Object Lvl	BQ94LV3	Fund Class, Department, Appropriation Unit, Funding Source, Budget Code, Object, Scheduled, Commitments, Actual Exp, Available

TOPIC 2 - COMMODITY CREDIT MEMO (PCMC1)

The Commodity based Credit Memo (PCMC1) and Non-Commodity based Credit Memo (PCMN1) are used to recoup overpayments to a vendor. On a PCMC1 and PCMN1 document, two event types are available and control whether the Credit Memo references and corrects an encumbrance document, or whether it processes a non-referencing credit memo for that specified vendor. Also, note the following:

- ◆ The Line Amounts on a PCMC1 and PCMN1 must be less than zero (a negative amount). On a commodity based document, the Quantity field on the commodity line must be less than zero.
- ◆ Two department level approvals are required to process a PCMC1 or a PCMN1.

These are the event types associated with this type of payment request:

Event Types	Description
APC1	Encumbrance Correction & Credit Memo
APC2	Non Referencing Credit Memo

GUIDED SIMULATION

Create a PCMC1 credit memo document to process an encumbrance correction to offset overpayment to the vendor.

This menu path guides you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → CLICK DOCUMENT CATALOG → CLICK CREATE

CREATE A PCMC1 DOCUMENT

DOCUMENT CATALOG - HOME PAGE

The screenshot displays the 'Financial Management System' interface. On the left is a navigation menu with options: Message Center, Search, Document Catalog (highlighted), History, Favorites, Administration, ISTFMS02, and infoAdvantage. The main area is titled 'Document Catalog' and contains a search bar and a 'Document Identifier' section. In this section, the 'Code' field is set to 'PCMC1', the 'Dept.' field is '856', and the 'ID' field is '2009'. Below the identifier section is an 'Other Options' section where the 'Auto Numbering' checkbox is checked and the 'Create Template' checkbox is unchecked. At the bottom left of the main area, there is a 'Create' button and a 'Menu' link.

1. Enter **PCMC1** in the **Code** field, or select it from the pick list.
2. Enter the Department number in the **Dept.** field.
3. Enter the current 4-digit fiscal year in the Document **ID** field. This number will be added as a prefix to the auto generated ID number. A fiscal year prefix is required for all encumbrance documents.
4. Check the **Auto Numbering** check box.
5. Click the **Create** button to create a new PCMC1 document.

PCMC1 DOCUMENT- HEADER SECTION, GENERAL INFORMATION TAB

When the PCMC1 document is created, a new document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.

The **Record Date**, **Budget FY**, **Fiscal Year**, and **Period**, if left blank, will auto populate when the document is fully approved, based on the approval date. When two accounting periods are open and you need to post to a prior period, you can enter the appropriate Record Date, FY or accounting period here. The approval date will not override the information that is entered.

6. Enter full name, last name, phone number, and e-mail address for the person creating the document in the **Document Description** field.

Note: The Document Description field in the Header section of the document allows only 60 characters. If more room is required to complete the contact information, select the Extended Description tab.

7. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.

PCMC1 DOCUMENT-HEADER SECTION, GENERAL INFORMATION TAB

- Click the **Vendor** section. The **General Information** tab of the Vendor section is displayed.

ENTER DATA INTO VENDOR SECTION

PCMC1 DOCUMENT- VENDOR SECTION, GENERAL INFORMATION TAB

- Click the **Insert New Line** link.

PCMC1 DOCUMENT- VENDOR SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Credit Memo(PCMC1) Dept: 858 ID: 20090000002 Ver.: 1 Function: New Phase: Draft Modified by 858PRA1, 10/28/2009

Document Navigator: Header, Accounting Distribution, Vendor, Commodity, Accounting, Posting

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	0002758362	ATLANTIC HAND WASH INC.	0.00

From 1 to 1 Total: 1

General Information | Disbursement Options | Invoice Information | Agreement Reference | Discount Terms

Vendor Customer: 0002758362
 Legal Name: ATLANTIC HAND WASH INC.
 Alias/DBA:
 Address Code: 1
 Address 1: 805 ATLANTIC AVENUE
 Address 2:
 City: BROOKLYN
 State: New York
 Zip Code: 11238
 Country: US
 County:

Vendor Contact ID:
 Vendor Contact Name:
 Vendor Contact Phone:
 Vendor Contact Phone Ext.:
 Vendor Contact Email:
 Fax: 999 999-9710
 Fax Extension:
 Web Address http://
 Taxpayer ID Number:
 Taxpayer ID Type:
 Merchant ID:

Save | Undo | Insert New Line | Insert Copied Line | Edit with Grid

Note: The Vendor fields are now white and data can be entered into the fields.

2. Enter the **Vendor Customer** code, or select it from the pick list.

Note: Make sure to select the same vendor as the encumbrance that will be referenced.

3. Enter the **Address Code**, or select it from the pick list.

4. If you would like to optionally designate a vendor contact, either enter or select the **Vendor Contact ID** or enter a **Vendor Contact Name**.

Note: The **Vendor Contact Name** will appear on the "Attention To" line of the Check after disbursement.

5. Click **Save** to bring in the vendor information.

6. Click the **Invoice Information** tab.

PCMC1 DOCUMENT-VENDOR SECTION, INVOICE INFORMATION TAB

Payment Request - Commodity Credit Memo(PCMC1) Dept: 856 ID: 2009000002 Ver.: 1 Function: New Phase: Draft Modified by 856PRA1 10/28/2009

Document Navigator: Header, Accounting Distribution, Vendor, **Commodity**, Accounting, Posting

Vendor: No. of Lines: 1 Vendor Line: 1 Vendor Customer: 0000810162 Legal Name: NEWMAN & OKUN, PC

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	0000810162	NEWMAN & OKUN, PC	0.00

From 1 to 1 Total: 1

General Information | Disbursement Options | **Invoice Information** | Agreement Reference | Discount Terms

Invoice Doc Code: Vendor Invoice Number: 9804056498

Invoice Doc Dept: Vendor Invoice Date:

Invoice Doc ID: Invoice Received Date: 10/15/2009

Sign Off Date: 10/20/2009

7. Enter the **Vendor Invoice Number**.
8. Enter the **Invoice Received Date**.
9. Enter the **Sign-Off Date**.
10. Click the **Commodity** section. The **General Information** tab of the Commodity section is displayed.

ENTER DATA INTO COMMODITY SECTION

PCMC1 DOCUMENT- COMMODITY SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Credit Memo(PCMC1) Dept: 856 ID: 2009000002 Ver.: 1 Function: New Phase: Draft Modified by 856PRA1 10/28/2009

Document Navigator: Header, Accounting Distribution, Vendor, Commodity, Accounting, Posting

Commodity: No. of Lines: 0 Commodity Line: none CL Description: none Commodity: none

Commodity Line	CL Description	Commodity	Quantity	Line Type
From 0 to 0 Total: 0				

General Information | Reference | Fixed Asset Intent Reference | Invoice Information | Agreement Reference | Discount Terms

Additional Amounts | Tax Information | Fixed Asset Information | Retainage Terms

CL Description: Service From Date:

Commodity: Service To Date:

Stock Item Suffix: Tax Profile:

Supplier Part Number: Accounting Profile:

Commodity Description: PCard ID:

Description: Cardholder Name:

PCard Expiration Date:

Account Number:

Reconciliation Sequence:

Insert New Line | Insert Copied Line | Edit with Grid

1. Click the **Insert New Line** button.

PCMC1 DOCUMENT - COMMODITY SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'General Information' tab in the PCMC1 system. The 'Reference' tab is circled in red. The form includes the following fields:

- CL Description: [Dropdown]
- Commodity: [Dropdown]
- Stock Item Suffix: [Text]
- Supplier Part Number: [Text]
- Commodity Description: [Text]
- Description: [Text]
- Service From Date: [Date]
- Service To Date: [Date]
- Tax Profile: [Dropdown]
- Accounting Profile: [Dropdown]
- PCard ID: [Text]
- Cardholder Name: [Text]
- PCard Expiration Date: [Date]
- Account Number: [Text]
- Reconciliation Sequence: [Text]

Note: The Commodity fields are now white and data can be entered into the fields.

2. Click the **Reference** tab.

PCMC1 DOCUMENT - COMMODITY SECTION, REFERENCE TAB

The screenshot shows the 'Reference' tab in the PCMC1 system. The 'Reference' tab is circled in red. The form includes the following fields:

- Commodity Ref Code: POC
- Commodity Ref Dept: 856
- Commodity Ref ID: 20097600019
- Commodity Ref VL: 1
- Commodity Ref CL: 1
- Ref Type: Inverse

The 'Validate' button at the bottom is also circled in red.

3. Enter the **Commodity Ref Code** (Encumbrance Document Code).
4. Enter the **Commodity Ref Dept** (Encumbrance Department Code).
5. Enter the **Commodity Ref ID** (Encumbrance Document ID).
6. Enter the **Commodity Ref VL** (Encumbrance Vendor Line Number).
7. Enter the **Commodity Ref CL** (Encumbrance Commodity Line Number).
8. Select 'Inverse' from the **Ref Type** the drop-down list.
9. Click **Validate** to bring in reference information.

The Commodity and Accounting line information is auto populated from the referenced encumbrance.

10. Click the **General Information** tab of the Commodity section.

PCMC1 DOCUMENT- COMMODITY SECTION, GENERAL INFORMATION TAB

The screenshot displays the 'General Information' tab for a commodity line. The 'Accounting' section in the left sidebar is highlighted. The main form contains the following fields and values:

- CL Description:** Car Wash Equipment Maintenance and Repair
- Commodity:** 92924000000
- Service From Date:** 10/31/2009
- Service To Date:** 11/15/2009
- Quantity:** -10.00000
- Unit of Measure:** EACH
- Unit Price:** \$1.00
- Recalculate Accounting Line Amount** button

Notice the information in the fields has been inferred.

1. Change the **Quantity** to the quantity amount that will be credited. Remember that the quantity should be a negative amount.
2. Click the **Recalculate Accounting Line Amount** button to recalculate the accounting line amount according to the quantity (the Line Amount will also be a negative amount as a result).
3. Enter **Service From Date**.
4. Enter the **Service To Date**.
5. Click the **Accounting** section. The General Information tab of the Accounting section is displayed.

ENTER DATA INTO THE ACCOUNTING SECTION

PCMC1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

Payment Request - Commodity Credit Memo(PCMC1) Dept: 858 ID: 20090000002 Ver.: 1 Function: New Phase: Draft Modified by 856PRA1 10/29/2009

Document Navigator: Header, Accounting Distribution, Vendor, Commodity, Accounting, Posting (circled in red)

Accounting Section: No. of Lines: 1 Accounting Line: 1 Total Line Amount: (\$10.00) Line Closed Amount: \$0.00

Accounting Line	Total Line Amount	Line Closed Amount	Outstanding Amount	Interest Ineligible	Payment Type
1	(\$10.00)	\$0.00	(\$10.00)	No	

From 1 to 1 Total: 1

General Information Reference Fixed Asset Intent Reference Fund Accounting Detail Accounting Additional Amounts Extended Description

Event Type: APC1 (circled in red)

Accounting Template: [dropdown]

Bank Account: 78 [dropdown]

Line Description: [text box]

Sub Total Line Amount: (\$10.00)

Tax Amount: \$0.00

Use Tax Amount: \$0.00

Total Line Amount: (\$10.00)

Interest Ineligible:

Budget FY: [text box]

Fiscal Year: [text box]

Period: [text box]

Check Description: [text box]

Special Instructions Code: [dropdown]

Disbursement Category: [dropdown]

Extension Reason: [dropdown]

Buttons: Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate (circled in red), Submit (circled in red), Discard, Print, Processing, Workflow, File, Close

Note: Accounting Line information from the referenced Encumbrance has auto populated.

1. Select the **Event Type** from the pick list - APC1 (Encumbrance Correction & Credit Memo).

ACCOUNTING SECTION - EVENT TYPE PICK LIST

Choose

Browse Clear

Event Type : [text box] Event Type Name : [text box]

Event Type	Event Type Name
Select APC1	Encumbrance Correction & Credit Memo
Select APC2	Non Referencing Credit Memo

Cancel First Previous Next Last

VALIDATE AND SUBMIT PCMC1

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "Document validated successfully".

PCMC1 DOCUMENT - VALIDATION MESSAGE



2. Click the **Posting** section to review posting information. You can click the eye icon to view posting details.
3. Click the **Submit** button to submit the document when all errors are resolved. If the submission is successful, the following message is displayed in the upper left corner: "Document submitted successfully-Pending Approval".

PCMC1 DOCUMENT - SUBMITTED MESSAGE



4. Click the **Close** button.

TOPIC 3 - NON-COMMODITY CREDIT MEMO (PCM1)

Process a PCM1 credit memo document that is non-referencing.

GUIDED SIMULATION

Create a PCM1 credit memo document to process non referencing credit memo to recoup overpayment to the vendor.

The menu path will guide you to the starting point of this specific task.

HOME PAGE →CLICK SEARCH →CLICK DOCUMENT CATALOG →CLICK CREATE

CREATE A PCMN1 DOCUMENT

DOCUMENT CATALOG

The screenshot shows the 'Document Catalog' form in the Financial Management System. The 'Code' field is populated with 'PCMN1', the 'Dept.' field with '856', and the 'ID' field with '2009'. Under the 'Other Options' section, the 'Auto Numbering' checkbox is checked, and the 'Create Template' checkbox is unchecked. A 'Create' button is located at the bottom left of the form.

1. Enter **PCMN1** for the document **Code**.
2. Enter the **Dept** code.
3. Enter the current 4-digit fiscal year in the Document **ID** field. This number will be added as a prefix to the auto generated ID number. A fiscal year prefix is required for all documents.
4. Check the **Auto Numbering** check box.
5. Click the **Create** link to create the PCMN1 document.

The PCMN1 document opens and the **General Information** tab of the Header section is displayed. When the PCMN1 document is created, a new document ID is generated. The document is shown as Ver:1, Function: New, Phase: Draft.

PCMN1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

The screenshot displays the 'Header' section of the document, specifically the 'General Information' tab. The document title is 'Payment Request - Non Commodity Credit Memo(PCMN1)'. The 'ID' field is circled in red and contains the value '20100000001'. The 'Document Description' field is also circled in red and contains the text 'FMSTrainer/212-555-1212/FMSTrainer@fisa.nyc.gov'. Other fields include 'Record Date', 'Budget FY', 'Fiscal Year', 'Period', 'Bank Account', 'Replacement', 'Cited Authority', 'Actual Amount', 'Closed Amount', 'Closed Date', 'Open Amount', and 'Referenced Amount', all of which are currently empty or set to zero.

The **Record Date**, **Budget FY**, **Fiscal Year**, and **Period**, if left blank, will auto populate when the document is fully approved, based on the approval date. When two accounting periods are open and you need to post to a prior period, you can enter the appropriate Record Date, FY, or accounting period here. The approval date will not override the information that is entered.

6. Enter contact information for the person creating the document in the **Document Description** field. Include first name, last name, phone number with area code, and e-mail address.

The screenshot shows the 'Header' section of a document form. At the top, there is an orange bar labeled 'Header'. Below it, there are several tabs: 'General Information', 'Payee', 'Additional Amounts', 'Extended Description' (which is selected and highlighted in blue), 'Contact', and 'Document Information'. The 'Extended Description' tab contains a text box with the placeholder text 'additional contact information can be entered in this text box'.

Note: The Document Description field in the Header section of the document allows only 60 characters. If more room is required to complete the contact information, select the Extended Description tab.

7. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.

PCMN1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'Header' section of a document form in 'Vendor' mode. The 'Document Navigator' is open on the left, with 'Vendor' selected and circled in red. The 'Header' section is displayed, with the 'General Information' tab selected. The form contains the following fields and values:

- Document Name: [Empty]
- Record Date: [Empty]
- Budget FY: [Empty]
- Fiscal Year: [Empty]
- Period: [Empty]
- Document Description: FMSTrainer212-555-1212/FMSTrainer@fisa.nyc.gov
- Bank Account: [Empty]
- Replacement:
- Cited Authority: [Empty]
- Actual Amount: \$0.00
- Closed Amount: \$0.00
- Closed Date: [Empty]
- Open Amount: \$0.00
- Referenced Amount: \$0.00

8. Click the **Vendor** section. The **General Information** tab of the Vendor section is displayed.

ENTER DATA INTO VENDOR SECTION

PCMN1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

General Information Disbursement Options Discount Terms

Vendor Customer:

Legal Name:

Alias/DBA:

Address Code:

Address Line 1:

Address Line 2:

City:

Vendor Contact ID:

Vendor Contact Name:

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Insert New Line Insert Copied Line Edit with Grid

1. Click the **Insert New Line** link.

PCMN1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

Payment Request - Non Commodity Credit Memo(PCMN1) Dept: 856 ID: 20100000001 Ver.: 1 Function: New Phase: Draft Modified by 856PRA1, 10

Document Navigator

Header

Vendor

Accounting

Posting

Vendor Vendor Line: 0 Vendor Customer: 000000012 Legal Name:

Vendor Line	Vendor Customer	Legal Name	Line Amount
0	000000012		

From 1 to 1 Total: 1

General Information Disbursement Options Discount Terms

Vendor Customer: 000000012

Legal Name:

Alias/DBA:

Address Code: 1

Address Line 1:

Address Line 2:

Vendor Contact ID:

Vendor Contact Name: John Smith

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Save Undo Insert New Line Insert Copied Line Edit with Grid

The Vendor fields are now white and data can be entered into the fields.

2. Enter the **Vendor Customer** code, or select it from the pick list.
3. Enter the **Address Code**, or select it from the pick list.
4. If you would like to optionally designate a vendor contact, either enter or select the **Vendor Contact ID** or enter a **Vendor Contact Name**.

Note: The **Vendor Contact Name** will appear on the "Attention To" line of the Check after disbursement.

5. Click **Save** to bring in the vendor information.
6. Click the **Accounting** section. The **General Information** tab of the Accounting section is displayed.

ENTER DATA INTO THE ACCOUNTING SECTION

PCMN1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'General Information' tab of the accounting software. The interface includes several input fields and buttons. The 'Insert New Line' button is circled in red. Other visible fields include Event Type, Accounting Template, Line Description, Line Amount, Line Closed Amount, Budget FY, Fiscal Year, Period, Bank, Vendor Invoice Number, Vendor Invoice Line, and Vendor Invoice Date.

1. Click the **Insert New Line** button.

PCMN1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'Fund Accounting' tab of the accounting software. Several fields are circled in red, indicating they are active for data entry. These include Event Type (containing 'APC2'), Line Amount (containing '-50'), Vendor Invoice Number (containing '346725'), and Invoice Acceptance/Sign-Off Date (containing '10/26/2009'). Other visible fields include Accounting Template, Line Description, Line Closed Amount, Line Closed Date, Line Open Amount, Referenced Line Amount, Interest Ineligible, Payment Type, Interest Amount From IPR, Budget FY, Fiscal Year, Period, Bank, Vendor Invoice Line, Vendor Invoice Date, Invoice Received Date, Check Description, Special Instructions Code, Disbursement Category, Extension Reason, and Extension Description.

The fields are now white and data can be entered.

2. Enter **APC2** for the **Event Type**, or select it from the pick list (Non Referencing Credit Memo).

ACCOUNTING SECTION - EVENT TYPE PICK LIST

[Browse](#) [Clear](#)

Event Type : Event Type Name :

	Event Type	Event Type Name
Select	APC1	Encumbrance Correction & Credit Memo
Select	APC2	Non Referencing Credit Memo

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

3. Enter the **Line Amount**. The **Line Amount** must be negative.
4. Enter the **Vendor Invoice Number**.
5. Enter the **Invoice Acceptance/Sign-Off Date**.
6. Click the **Fund Accounting** tab.

PCMN1 DOCUMENT - ACCOUNTING SECTION, FUND ACCOUNTING TAB

General Information Reference **Fund Accounting** **Detail Accounting** Service Dates Additional Amounts

Fund: 001

Sub Fund:

Department: 856

Unit:

Sub Unit:

Appr Unit:

Detail Object: 1000

Sub Object:

Revenue Source:

Sub Revenue Source:

BSA:

Sub BSA:

7. Enter the **Fund**.
8. Enter the **Department**.
9. Enter the **Detail Object**.
10. Click the **Detail Accounting** tab. The Detail Accounting fields are displayed.

PCMN1 DOCUMENT - ACCOUNTING SECTION, DETAIL ACCOUNTING TAB

General Information Reference Fund Accounting **Detail Accounting** Service Dates Additional

Location:

Sub Location:

Rept Cat/Quick:

Sub Rept Cat/Quick:

Budget Code: 3591

Sub Budget:

Capital Project ID:

Sub Project ID:

Task:

Sub Task:

Task Order:

11. Enter the **Budget Code**.

Note: The Unit of Appropriation (**Appr Unit**) on the Fund Accounting tab will be inferred from the Budget Code.

12. Click the **Service Dates** tab. The Service Date fields are displayed.

PCMN1 DOCUMENT - ACCOUNTING SECTION, SERVICE DATES TAB

Payment Request - Non Commodity Credit Memo(PCMN1) Dept: 856 ID: 20100000001 Ver.: 1 Function: New Phase: Draft

Document Navigator: Header, Vendor, Accounting, **Posting**

Header: Vendor Vendor Line: 1 Vendor Customer: 0000000012

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount
1	(\$50.00)	\$0.00	(\$50.00)

From 1 to 1 Total: 1

General Information Reference Fund Accounting Detail Accounting **Service Dates** Additional

Service From Date: 10/26/2009

Service To Date: 11/26/2009

Posting: No. of Lines: 0 Posting Line: none

Buttons: Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, **Validate**, Submit, Discard

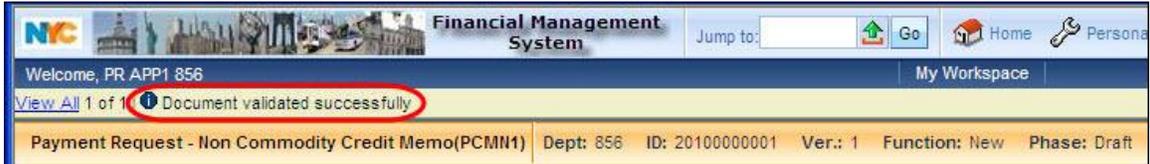
13. Enter the **Service From Date**.

14. Enter the **Service To Date**.

VALIDATE AND SUBMIT PCMN1

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again.

PCMN1 DOCUMENT - VALIDATE MESSAGE



2. Click the **Posting** section to review posting information. You can click the eye icon to view posting details.

PCMN1 DOCUMENT - POSTING SECTION

Posting						
No. of Lines: 1 Posting Line: 1						
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount	
1	Standard	DN02 D011	Misc Disb Pay External AE	\$50.00	\$50.00	

3. Click the **Submit** button.

PCMN1 DOCUMENT - SUBMITTED MESSAGE



4. Click the **Close** button.

You have successfully submitted a PCMN1 document and it is pending approval.

TOPIC 4 - CREDIT MEMO FOR VENDOR NAME CHECK (PCVN1)

2-08 (f) of the PPB rules requiring Vendor Name Checks (VNC) allows for an administrative fee to be charged to the vendor to help pay for the administrative costs of the VENDEX system and VNC process.

Prime vendors will pay fees on Contracts registered after June 30, 2010. Prime vendors are also responsible for fees for any subcontractors of the vendor for which VNCs are requested by the agency.

Agencies will enter a Credit Memo in FMS/3 to deduct the fee from the vendor's next payment. A "qualifying payment" is any payment made to the contracting vendor by the agency collecting the fee. The agency registering the contract is responsible for initiating the charge to the vendor once the contract is approved.

VNC CHARGE INFORMATION ON DISBURSEMENT

Key information entered on the PCVN1 is displayed for the vendor on the check stub and in PIP for EFT payments. This will show the vendor which contract the charge is for, and why the credit has been taken. Examples of PIP and the check stub are displayed below the table.

PCVN1 section and field names	PIP field names	Check stub column names	Sample text
Accounting Section - Reference Tab	Reference Agreement ID	Award/ Voucher No	CT 069 20111403424
Accounting Section - Vendor	Reference Invoice Number	Vendor Invoice No	VNC_CHARGE_1
Accounting Section - Line Description	Accounting Line Description	Description	VNC 069 %201100004533%

PIP CHECK/EFT INFORMATION > LINE DETAILS

Account Information		Financial Inquiries	
Agreements	Scheduled Payments	Checks/EFTs	Tax Information

[Checks/EFTs Summary Search](#) > [Check/EFT Information](#) > Line Details

Line Details

Department : DEPARTMENT OF SOCIAL SERVICES Contact Phone : 212-331-3624 Reference Agreement ID : CT1 069 20111403424 Reference Invoice Number : VNC_CHARGE_1 Referenced Payment Request ID : PCVN1 069 201110000003 Invoice Line Amount : -175.00	Invoice Received Date : 08/06/2010 Goods/Services Accepted Date : Delivery Period From Date : 08/06/2010 Delivery Period To Date : 08/06/2010 Accounting Line Description : -175 VNC 069 20110000453
--	--

CHECK STUB

AGENCY NAME	TELEPHONE NUMBER	VENDOR INV #	INVOICE AMOUNT	DESCRIPTION
DEPARTMENT OF SOCIAL SERVICES	212-331-3624	080610003	200.00	
DEPARTMENT OF SOCIAL SERVICES	212-331-3624	VNC_CHARGE_1	-175.00	VNC 069 20110000453

DATE: 09/20/10 DOCUMENT ID #: EFT DSB 20110024436 TOTAL DOLLAR AMOUNT: 25.00
 AMOUNT INCLUDES FREIGHT AND/OR IS NET OF DISCOUNT

Check Stub

THE CITY OF NEW YORK
 PAYMENT STATEMENT

BANK CODE: 78
 CATEGORY:

VENDOR CODE: 0000587539 2
 at 212-513-9350

DOC NO: AD DSB 20110027814
 CHECK NO: 0160284581
 CHECK DATE: 08/09/2010

Vendor Invoice No	Award/Voucher No	Invoice Amt	Withheld Amt	Discount Amt	Retainage Amt	Intercept Amt
080610010	DO1 126 20112000543	200.00	0.00	0.00	0.00	0.00
VNC_CHARGE_3	MA1 040 20119171362	-175.00	0.00	0.00	0.00	0.00

REFERENCE INFORMATION REQUIRED FOR PCVN1 ENTRY

When creating the PCVN1, you will need the following reference information to enter in the Accounting section:

- ◆ General Information tab:
 - VNC document department
 - VNC Document ID
- ◆ Reference tab:
 - Contract document code
 - Contract header department
 - Contract Document ID
 - Contract Reference Vendor Line
 - Contract Reference Commodity Line
 - Contract Reference Accounting Line (leave blank when referencing a master agreement)
- ◆ Fund Accounting Tab
 - Fund (always enter 001 on the PCVN1)
 - Department (your Department)

Note: The VNC Document ID can be found in the email from the Department of Investigation (DOI) indicating that the VNC is complete. This email can be found in the contract package for the Office of Contract Administration (OCA).

GUIDED SIMULATION

A contract entered by your department has just been fully approved. According to the current PPB rules, this contract is eligible for a \$175 VNC charge. You enter a PCVN1 document so that the City will be credited with \$175 when the next disbursement to the vendor is processed by your department.

The menu path will guide you to the starting point of this specific task.

HOME PAGE → CLICK SEARCH → CLICK DOCUMENT CATALOG → CLICK CREATE

CREATE A PCVN1 DOCUMENT

DOCUMENT CATALOG

The screenshot shows the 'Financial Management System' interface. The 'Document Catalog' section is active. The 'Document Identifier' section contains the following fields:

- Code: PCVN1
- Unit: (empty)
- Dept.: 826
- ID: 2011

The 'Other Options' section contains the following options:

- Auto Numbering:
- Create Template:

A 'Create' link is located at the bottom of the form.

1. Enter **PCVN1** for the document **Code**.
2. Enter your **Dept** code.
3. Enter the current four-digit fiscal year in the document **ID** field. This number will be added as a prefix to the auto-generated ID number.
4. Check the **Auto Numbering** check box.
5. Click the **Create** link to create the PCVN1 document.

The PCVN1 document opens and the **General Information** tab of the Header section is displayed. When the PCVN1 document is created, a new document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.

PCVN1 DOCUMENT - HEADER SECTION, GENERAL INFORMATION TAB

Payment Request - Credit Memo Vendor Name Chck(PCVIN1) Dept: 826 ID: 20110000064 Ver.: 1 Function: New Phase: Draft

Header

General Information Payee Additional Amounts **Extended Description** Contact Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Pre-Processing Allowed:

Bank Account:

Replacement:

Cited Authority:

Actual Amount: \$0.00

Closed Amount: \$0.00

Closed Date:

Open Amount: \$0.00

Referenced Amount: \$0.00

Save Undo

Vendor	Vendor Line: none	Vendor Customer: none	Legal Name: none
Accounting	No. of Lines: 0	Accounting Line: none	Line Amount: none
Posting	No. of Lines: 0	Posting Line: none	Line Open Amount: none

Copy Validate Submit Discard Print Processing

The **Record Date**, **Budget FY**, **Fiscal Year**, and **Period**, if left blank, will auto-populate when the document is fully approved, based on the approval date. When two accounting periods are open and you need to post to a prior period, you can enter the appropriate Record Date, FY, or accounting period here. The approval date will not override the information that is entered.

- Enter contact information for the person creating the document in the **Document Description** field. Include first name, last name, phone number with area code, and e-mail address.

Note: The Document Description field in the Header section of the document allows only 60 characters. If more room is required to complete the contact information, select the **Extended Description** tab.

PCVN1 DOCUMENT - HEADER SECTION, EXTENDED DESCRIPTION TAB

Header

General Information Payee Additional Amounts **Extended Description** Contact Document Information

Extended Description: Additional contact information can be added in this text box.

Save Undo

Vendor Vendor Line: none Vendor Customer: none Legal Name: none

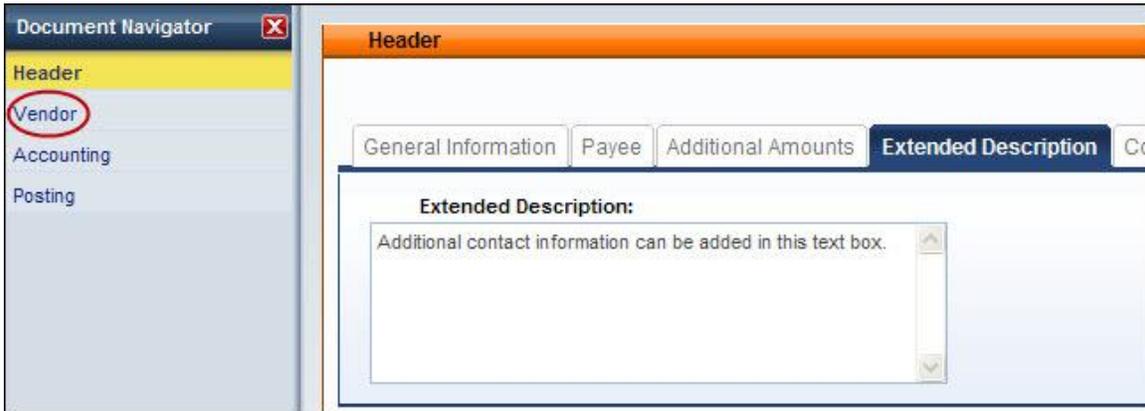
Accounting No. of Lines: 0 Accounting Line: none Line Amount: none Line C

Posting No. of Lines: 0 Posting Line: none

Copy Validate Submit Discard

7. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.

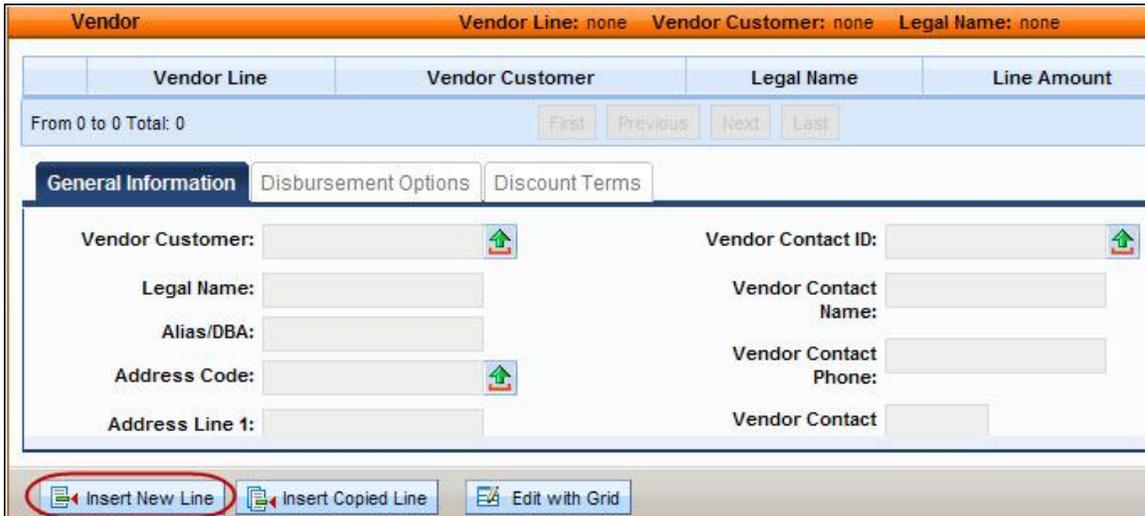
PCVN1 DOCUMENT - DOCUMENT NAVIGATOR



- Click the **Vendor** section.
The **General Information** tab of the Vendor section is displayed.

ENTER DATA INTO VENDOR SECTION

PCVN1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB



- Click the **Insert New Line** button.

PCVN1 DOCUMENT - VENDOR SECTION, GENERAL INFORMATION TAB

The screenshot shows the 'Vendor' section of the PCVN1 document. The 'Accounting' section is selected in the Document Navigator. The 'General Information' tab is active, displaying the following fields:

Vendor Line	Vendor Customer	Legal Name	Line Amount
0			

From 1 to 1 Total: 1

General Information | Disbursement Options | Discount Terms

Vendor Customer: 0000497850
 Legal Name:
 Alias/DBA:
 Address Code: 2
 Address Line 1:
 Address Line 2:
 City:
 State:
 Zip:
 Country:
 County:

Vendor Contact ID:
 Vendor Contact Name:
 Vendor Contact Phone:
 Vendor Contact Phone Ext.:
 Vendor Contact Email:
 Fax:
 Fax Extension:
 Web Address http://:

Buttons: Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid

The Vendor fields are now white and ready for data entry.

2. Enter the **Vendor Customer** code, or select it from the pick list.
3. Enter the vendor's payment **Address Code**, or select it from the pick list.

Note: Do not enter a **Vendor Contact ID** or any other vendor contact information on this document if a default contact is not displayed. This credit memo will combine with the next disbursement associated with any encumbrance in your department. If you enter contact information on the PCVN1 that conflicts with the information on the next payment request that is disbursed, the process will fail.

4. Click **Save** to bring in the vendor information.
5. Click the **Accounting** section. The **General Information** tab of the Accounting section is displayed.

ENTER DATA INTO THE ACCOUNTING SECTION

PCVN1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

The screenshot displays the 'Accounting' section of a software application. At the top, a status bar shows 'Accounting', 'No. of Lines: 0', 'Accounting Line: none', and 'Line Amount:'. Below this is a table with the following columns: 'Accounting Line', 'Line Amount', 'Line Closed Amount', 'Line Open Amount', and 'Referenced Line'. The table is currently empty, with a summary row indicating 'From 0 to 0 Total: 0'. Navigation buttons for 'First', 'Previous', 'Next', and 'Last' are visible. Below the table, the 'General Information' tab is selected, showing various input fields: 'Event Type', 'Accounting Template', 'Line Description', 'Budget FY', 'Fiscal Year', 'Period', 'Bank', and 'Vendor Invoice Number'. At the bottom of the form, there are three buttons: 'Insert New Line' (highlighted with a red circle), 'Insert Copied Line', and 'Edit with Grid'.

1. Click the **Insert New Line** button.

PCVN1 DOCUMENT - ACCOUNTING SECTION, GENERAL INFORMATION TAB

Accounting						
Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type	
1	\$0.00	\$0.00	\$0.00	\$0.00	APV1	

From 1 to 1 Total: 1

General Information **Reference** Fund Accounting Detail Accounting Service Dates Additional Amounts

Event Type: APV1

Accounting Template:

Line Description: VNC 826 201100004533

Line Amount: -175.00

Line Closed Amount: \$0.00

Budget FY:

Fiscal Year:

Period:

Bank:

Vendor Invoice Number: VNC_CHARGE

Vendor Invoice Line:

The fields are now white and ready for data entry.

There is only one **Event Type (APV1)** for this document. It will auto-populate if you click the **Save** button once the accounting line is added, or when the document is validated.

2. Enter the document code, department and ID for the Vendor Name Check document (from VENDEX) in the **Line Description** field, using the format shown above (one space between the code and department, and one space between the department and ID; surround the ID with % signs, e.g. %201100004533%).
3. Enter the **Line Amount** as a negative number. You can use either the negative sign before the amount, or put the amount inside of parentheses. Either way, the system will show the amount in parentheses after you click the **Save** button or validate the document.
4. Enter **VNC_CHARGE** for the **Vendor Invoice Number**.

Note: If you are entering a PCVN1 for a subcontractor, add the subcontractor's name to the Line Description field:

PCVN1 DOCUMENT - SUBCONTRACTOR EXAMPLE

Accounting						
No. of Lines: 1 Accounting Line: 1 Line Amount: \$0.00 Line Open Amount: \$0.00						
Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type	
1	\$0.00	\$0.00	\$0.00	\$0.00	APV1	
From 1 to 1 Total: 1						
<div style="display: flex; justify-content: space-between;"> First Previous Next Last Go to line </div>						
<div style="display: flex; justify-content: space-between;"> General Information Reference Fund Accounting Detail Accounting Service Dates Additional Amounts </div>						
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Event Type: APV1 </p> <p>Accounting Template: </p> <p>Line Description: VNC 826 20110000453 for Jones Consulting Svs. </p> <p>Line Amount: -175.00</p> <p>Line Closed Amount: \$0.00</p> </div> <div style="width: 45%;"> <p>Budget FY: <input type="text"/></p> <p>Fiscal Year: <input type="text"/></p> <p>Period: <input type="text"/></p> <p>Bank: </p> <p>Vendor Invoice Number: VNC_CHARGE</p> <p>Vendor Invoice Line: <input type="text"/></p> </div> </div>						

5. Click the **Reference** tab.

PCVN1 DOCUMENT - ACCOUNTING SECTION, REFERENCE TAB

Accounting						
No. of Lines: 1 Accounting Line: 1 Line Amount: (\$175.00) Line Open Amount: \$0.00						
Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type	
1	(\$175.00)	(\$175.00)	\$0.00	(\$175.00)	APV1	
From 1 to 1 Total: 1						
<div style="display: flex; justify-content: space-between;"> First Previous </div>						
<div style="display: flex; justify-content: space-between;"> General Information Reference Fund Accounting Detail Accounting Service Dates Additional Amounts </div>						
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Ref Doc Code: CT1</p> <p>Ref Doc Dept: 826</p> <p>Ref Doc ID: 20000005541</p> </div> <div style="width: 45%;"> <p>Ref Vendor Line: 1</p> <p>Ref Commodity Line: 1</p> <p>Ref Accounting Line: 1</p> <p>Ref Type: Memo </p> </div> </div>						

1. Enter the contract document code in the **Ref Doc Code** field.
2. Enter the department number that is listed in the header section of the contract document in the **Ref Doc Dept** field.
3. Enter the contract document ID in the **Ref Doc ID** field.
4. Enter 1 in the **Ref Doc VL** field.
5. Enter the first commodity line number in the **Ref Doc CL** field.
Note: This is usually line 1.

6. Enter the first accounting line number in the **Ref Doc AL** field.
Note: This is usually line 1. When referencing a master agreement, leave this field blank.
7. Select **Memo** from the **Ref Type** drop-down list.
8. Click the **Fund Accounting** tab.

Note: When you are setting up a PCVN1 for a contract with different header and accounting line departments (e.g., for a contract on another department's Master Agreement), you enter the header department on the Reference tab and the line department on the Fund Accounting tab.

PCVN1 DOCUMENT - ACCOUNTING SECTION, FUND ACCOUNTING TAB

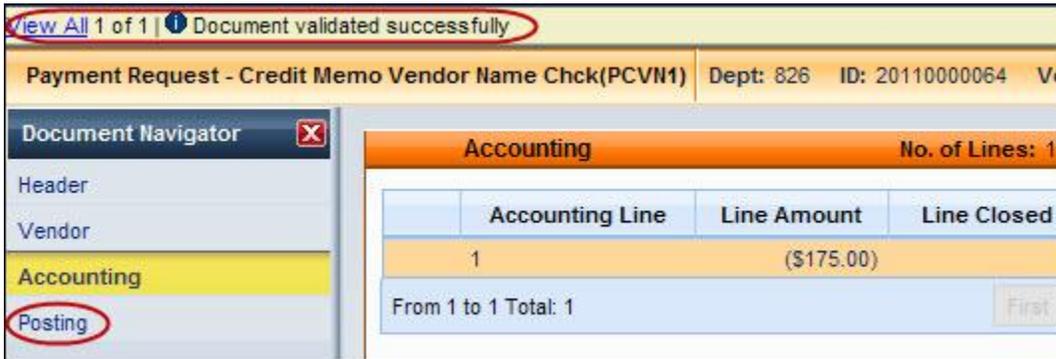
The screenshot shows the 'Fund Accounting' tab of a software interface. At the top, it displays 'Accounting' with 'No. of Lines: 1', 'Accounting Line: 1', and 'Line Amount: \$175'. Below this is a table with columns: 'Accounting Line', 'Line Amount', 'Line Closed Amount', 'Line Open Amount', and 'Referenced Line A'. The table contains one row with values: '1', '\$175.00', '\$0.00', '\$175.00'. Below the table are navigation buttons: 'From 1 to 1 Total: 1', 'First', 'Previous', 'Next', 'Last'. A tabbed interface shows 'Fund Accounting' as the active tab, with other tabs including 'General Information', 'Reference', 'Detail Accounting', 'Service Dates', and 'Additional'. The 'Fund' field contains '001' and the 'Department' field contains '826'. Both fields have a green up arrow icon. At the bottom, there is a toolbar with buttons: 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', 'Edit with Grid', 'Copy', 'Validate' (circled in red), 'Submit', 'Discard', and 'Print'.

9. Enter **001** for the **Fund**.
Note: Always enter 001 for the fund on the PCVN1, even if you are referencing a capital agreement.
10. Enter your **Department**.

VALIDATE AND SUBMIT PCVN1

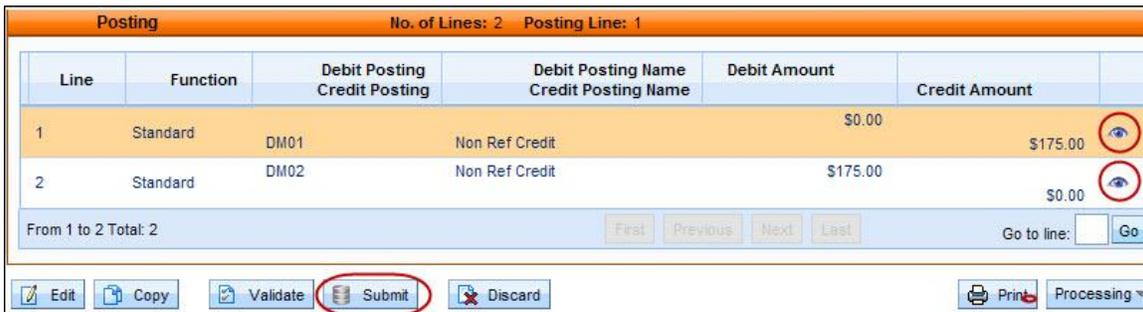
1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again.

PCVN1 DOCUMENT - VALIDATE MESSAGE



2. Click the **Posting** section to review posting information.

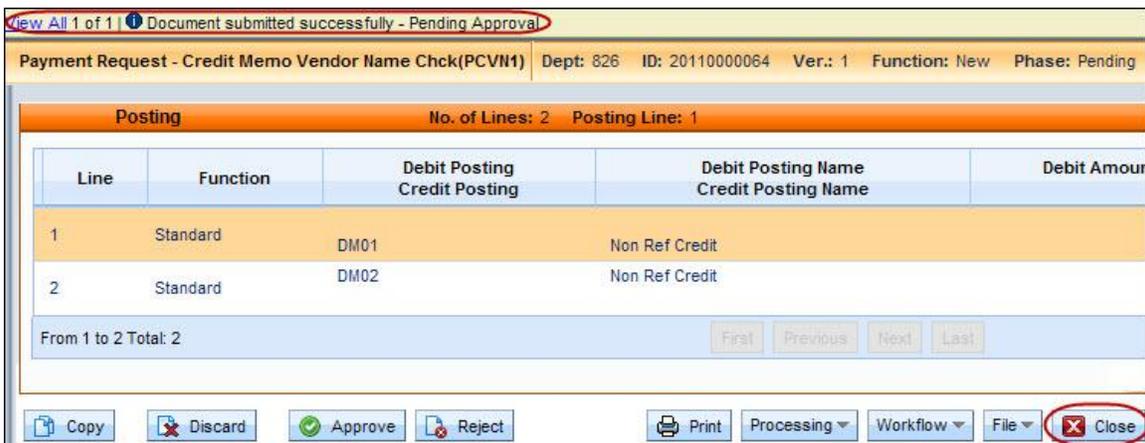
PCVN1 DOCUMENT - POSTING SECTION



Note: You can click the eye icon to view posting details.

3. Click the **Submit** button.

PCVN1 DOCUMENT - SUBMITTED MESSAGE



4. Click the **Close** button.

You have successfully submitted a PCVN1 document, and it is pending approval.

SUMMARY

In this module, you:

- ◆ Reviewed Payment Request Inquiries
- ◆ Processed a Commodity based Credit Memo (PCMC1)
- ◆ Processed a Non-Commodity based Credit Memo (PCMN1)
- ◆ Processed a Credit Memo for VNC (PCVN1) Charge

CHECK YOUR PROGRESS

1. Is the following statement True or False: In a Credit Memo document, the Line Amount must be less than zero.
 - a. True
 - b. False
2. Is the following statement True or False: The Document Reference Query can only be opened using Page Search.
 - a. True
 - b. False
3. Is the following statement True or False: On a payment request document, the backward reference is to the encumbrance and the forward reference is to the disbursement.
 - a. True
 - b. False

Answers

1. a
2. b
3. a

Appendix

PAYMENT REQUEST DOCUMENT CODES AND DESCRIPTIONS

FMS: Accounting Doc Code	Name	Description of use
PRN2	Payment Request - Non-Commodity encumbrance	Payment of Non-Commodity encumbrance
PRC2	Payment Request - Commodity encumbrance	Payment of Commodity encumbrance
PRM1	Payment Request - Miscellaneous	Miscellaneous payment
PRR1	Payment Request - Reimbursement	Reimbursements to individual vendors/Departments
PCMC1	Credit Memo - Commodity	Credit Memo document - commodity. Total document amount must be less than zero (negative amount)
PCMN1	Credit Memo - Non-Commodity	Credit Memo document - non-commodity. Total document amount must be less than zero (negative amt)
PRT1	Interest Payment Request	Primarily system generated payment to a vendor for interest due when original payment was paid late, based on PPB rules
PRF1	Payment Request - Revenue Refund	Used to refund collected revenue.
none	Recurring Payment Request	Use the FDT process.
PRW1	Payment Request - Workers Comp	Payment to the pool account which funds Workers' Compensation

FMS: Accounting Doc Code	Name	Description of use
PRJ1	Payment Request - Judgment and Claims	Used to make payments to individuals or entities that are due funds based on a legal judgment or claim.
PRB1	Payment Request- Balance Sheet	Used to initiate payments against balance sheet accounts
PRUN1	Payment Request - Universal Non-Commodity Based	Provides the functionality associated with a variety of payment requests
PRUC1	Payment Request - Universal Commodity Based	Provides the functionality associated with a variety of payment requests
IETF, IETC, IETR, IETT	Internal Exchange Transaction Documents	Transfers dollars between departments or funds for goods or services without generating a disbursement document. F - Fund, C- City, R - Reimbursable and T - Transferable

EVENT TYPES

Event Types	Description
APE1	Authorize Encumbrance Payment
APE2	Encumbrance Correction & Credit Memo
APM1	Authorize Non Referencing Payment
APM2	Non Referencing Credit Memo
APR1	Authorize Reimbursement Payment
API1	Authorize Interest Payment

Event Types	Description
AP05	Authorize Backup Withholding Payment
AP11	Authorize Stale Payment
AP12	Authorize Escheat Payment
AP16	Equity Payout Authorization
AP17	Liability Payout Authorization
AP18	Asset Payout Authorization
APF1	Authorize Earned Revenue Refund
APW1	Authorize Workers Comp Payment
APJ1	Authorize Judgment and Claims Payment
APU1	Authorize Normal Payment
APU2	Equity Payout Authorization
APU3	Liability Payout Authorization
APU4	Asset Payout Authorization
APU5	Authorize Escheat Payment
APU6	Authorize Backup Withholding Payment
APU7	Authorize Earned Revenue Refund
APU8	Encumbrance Correction & Credit Memo
APU9	Non Referencing Credit Memo
APC1	Encumbrance Correction & Credit Memo
APC2	Non Referencing Credit Memo

PAYMENT AND DISBURSEMENT INQUIRIES

Inquiry Name	Page Code	Description
Commodity Encumbrance Search	ENCSRCH	Search for and Select lines to create a PRC2. Search for commodity based encumbrance documents by Doc Code, Dept and ID, and Vendor Name, Vendor Code. Select a document and search for accounting lines by Commodity, description, BFY, AFY, Period, and accounting structure codes.
Payment Hold Activity Query	PHLDA	Provides status information for payment hold, bypass and payment hold removal, and indicates whether a payment was eligible for interest.
Vendor Transaction History	VTH	The VTH page allows you to search for specific information related to vendor transactions. Available as link on bottom of VCUST page.
Interest Payment Request Query	IPRINQ	The Interest Payment Request inquiry allows Departments to review Interest Payment Requests (PRT1) and referenced Payment Request documents prior to disbursement.
Check Fee History	CFHIST	The Check Fee History inquiry displays a list of all the AD documents for which a check fee credit memo (PCCF1) was issued. Users can search by the Credit Memo Doc Code, ID and Dept; or by Vendor Code. The inquiry displays the AD Document ID, check number and issue date, and referenced payment request information related to the disbursement.
Disbursement Request	DISRQ	Disbursement information is only displayed on this table until the check or EFT is processed. Contains Vendor, Payee, Scheduled payment date, Single check, and hold information. Also contains all references to payment request, award, and agreement. They provide a direct link to the original Payment Request document and show the Vendor and Accounting Line

Inquiry Name	Page Code	Description
		<p>Amount for each record. Commodity, Accounting and Discount sections are also displayed.</p> <p>The user can search by Scheduled Payment Date, Vendor Code, Payment Request Doc Code, Doc Department, Doc ID, Bank Account Code, and other pertinent fields.</p>
Disbursement Query	DISBQ	The Disbursement Query page displays summary information from the AD, EFT, DC and MD documents after the disbursement occurs.
Disbursement Detail Query	DISBDQ	The Disbursement Detail Query page displays detailed information from the AD, EFT, DC and MD documents. DISBDQ lists the specific payment requests associated with the disbursement document that is selected, by invoice number and invoice line number. Use DISBDQ to find the check/EFT number issued for a specific vendor invoice and vendor invoice line number. Minimum search criteria in the query includes Vendor Code or Payee (3rd Party Vendor) Code, or Check Number.
Disbursement Stub Detail	STUBDET	After a check or EFT is issued, the disbursement details display on STUBDET. This page provides information on a single-issued disbursement by stub detail line number. It contains references to each payment request accounting line included on the disbursement.
Vendor Invoice Registry	VIR	This page displays a list of each vendor invoice recorded in FMS: Accounting and is used to ensure that duplicate invoices are not recorded from the same vendor.
Intercept Activity Query	INTA	This page summarizes intercept activity.

FMS: ACCOUNTING BUDGET INQUIRIES

FMS: Accounting Page Code	Name
BQ92LV1	General Fund Expense: Appropriation Unit Level
BQ92LV2	General Fund Expense: Budget Code Level
BQ92LV3	General Fund Expense: Object Level
BQ94LV1	Capital Fund Budget Maint: Appropriation Unit Lvl
BQ94LV2	Capital Fund Budget Maint: Budget Code Lvl
BQ94LV3	Capital Fund Budget Maint: Object Lvl
BQ93LV1	General Fund Revenue: Revenue Source Level
BQ93LV2	General Fund Revenue: Sub Revenue Source Level