



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

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Accounting Technician
User's Guide

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PREFACE

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

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Chapter 1. Introduction

1.1 The Role of the Accounting Technician

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

1.1 How to Use This Guide

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

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

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

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

Kernel: <http://www.va.gov/vdl/application.asp?appid=10>

FileMan: <http://www.va.gov/vdl/application.asp?appid=5>

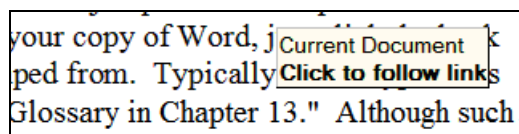
MailMan: <http://www.va.gov/vdl/application.asp?appid=15>


STEP 3. Read the remainder of this guide.


1.1.1 Hypertext and Hyperlinks

This document contains “hypertext” that provides links to other parts of this document or to other related documents. *Hypertext* is a computer-based text retrieval system that enables you to access particular locations in electronic documents by clicking on *hyperlinks* in those documents. If you are viewing this document on your computer screen (as opposed to reading a printed copy), you will find certain hyperlinked words or phrases.


- An internal or “cross-reference” hyperlink allows you to “jump” to another part of this document. Typically, these hyperlinks will be imbedded in sentences like “See the IFCAP Glossary in Chapter 13.” Although such internal cross-references may not be shown in blue, if you move your mouse over such phrases, a pop-up box will display the link, like this:



If you have the Web toolbar enabled in your copy of Word, just click the back  icon on the toolbar to return to where you jumped from.

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

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

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

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

1.1.2 Procedure Steps

- Procedures that you perform in an exact order will list the steps involved. Look for **STEP** numbers as in the following samples:
STEP 1. **Select the FMS Exception option.**

STEP 2. Enter the latest date that you want to retain entries. IFCAP will delete all entries recorded before that retention date.







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







1.1.3 Typographical Conventions

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

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

Table 1-1 Icons Used in Boxed Notes

| Icon | Meaning | Icon |
|---|---|---|
|  | Warning: Something that could adversely affect your use of the Query Tool or of the material available in the IFCAP databases. |  |
|  | Tip: Advice on how to more easily navigate or use the Guide or the software. |  |
|  | Information: or Note: Additional information that might be helpful to you or something you need to know about, but which is not critical to |  |

| Icon | Meaning | Icon |
|--|--|--|
| | understanding or use of the software. | |
|  | Technical Note: Information primarily of interest to software developers, IRM or Enterprise VistA Support (EVS) personnel. Most users can usually safely ignore such notes. |  |
|   | Question: A question that might come to your mind (hopefully, followed by an Answer!) |   |

1.2 FileMan Date Conventions

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

Examples of Valid Dates:

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



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



1.3 Package Management, Legal Requirements and Security Measures

Only authorized Control Point users are able to enter, edit, or view requests or any other information for a particular Control Point. This is a security measure that prevents users from altering the requests of others. Due to the nature of the information being processed by IFCAP, special attention has been paid to limiting usage to authorized individuals. Individuals in the system who have authority to approve actions, at whatever level, have an **electronic signature code**. This code is required before the documents pass on to a new level for processing or review. Like the access and verify codes used when gaining access to the system, the electronic signature code will not be visible on the terminal screen. These codes are also encrypted so that

they are unreadable even when viewed in the user file by those with the highest levels of access. Electronic signature codes are required by IFCAP at every level that currently requires a signature on paper.

1.4 Package Operation

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

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

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

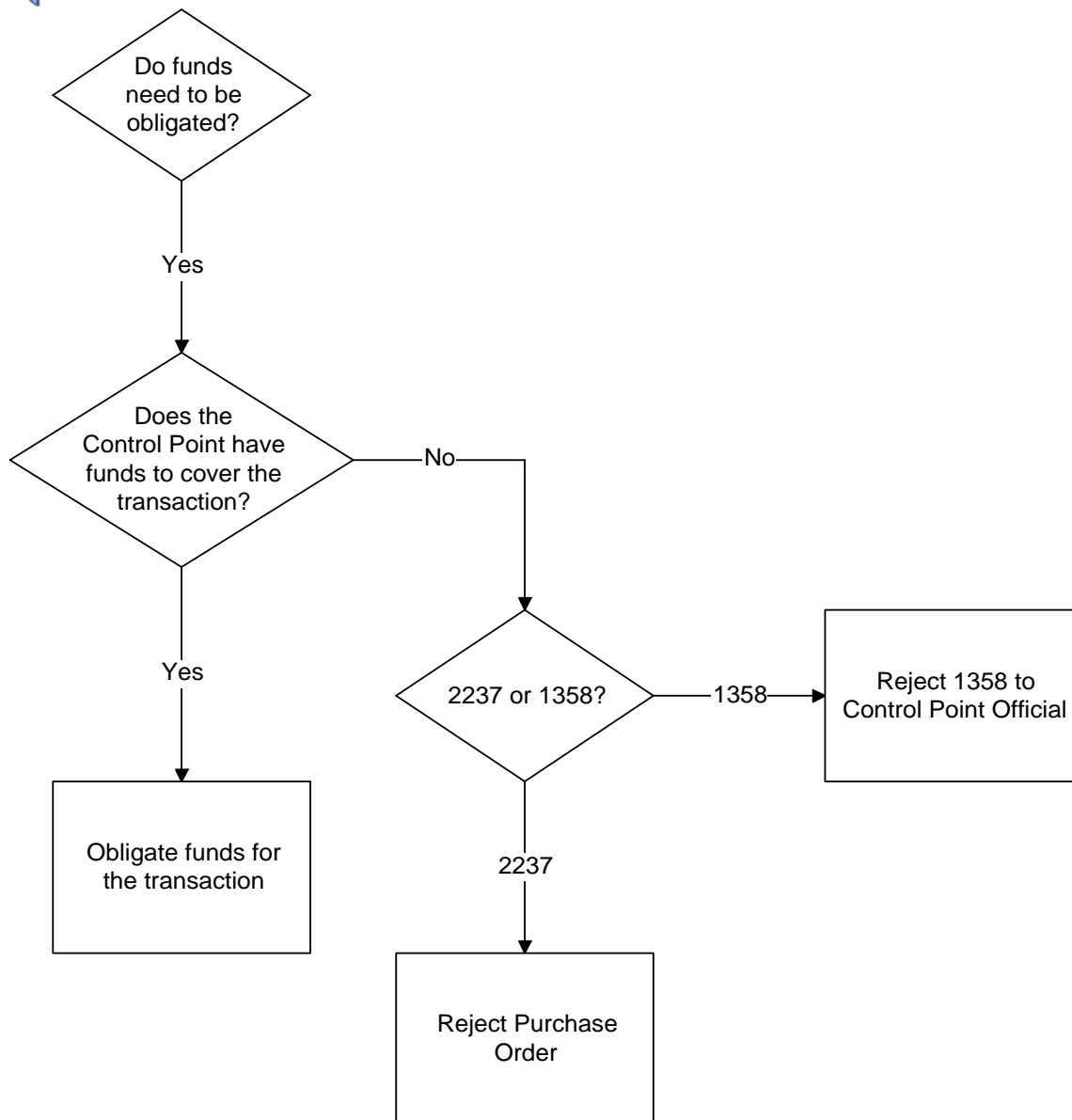
The options you use on IFCAP have been divided into groups based upon the type of work you do. When you select these options, IFCAP will ask you a series of questions. If you do not understand the question or are unsure of how to respond, enter a question mark (?) and the computer will explain the question,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

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

| | |
|----------------------------------|---|
| Accounting Utilities Menu | This menu allows you to edit vendor files, clear a program lock, and review undelivered orders and reports. |
|----------------------------------|---|

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

1.5 Funds Obligation Flowchart



Chapter 2. Inspect Purchase Orders and Requisitions

2.1 Introduction

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

2.2 Purchase Order Number

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

2.3 Invoice Address

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

2.4 Cost Center

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

- STEP 1.** **From the Accounting Technician Menu, select Document Processing Menu**
- STEP 2.** From the Document Processing Menu, select Obligation Processing.
- STEP 3.** Enter the purchase order number. When IFCAP asks if the information on the purchase order is correct, answer 'N' and enter the correct cost center. At the Should The Cost Center Or BOC Information Be Edited At This Time? prompt, answer Y. Change the cost center.

You may also return the purchase order or requisition to the Purchasing Agent. The Purchasing Agent can return it to the Control Point for correction. If the service continues to send purchase

orders or requisitions with an incorrect cost center, ask the Budget Analyst to review the list of available cost centers for the Control Point.

2.5 Fiscal Source Code

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

2.6 Budget Object Code

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

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

- STEP 1.** **From the Accounting Technician Menu), select Document Processing Menu**
- STEP 2.** From the Document Processing Menu, select Obligation Processing.
- STEP 3.** Enter the purchase order number. When IFCAP asks if the information on the purchase order is correct, answer 'N' and enter the correct BOC.

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

Chapter 3. Obligating and Amending Purchase Orders

3.1 Introduction

Purchase orders are orders to a vendor to deliver items. The 2138 has a receipt date and a single, private vendor. This is different from the 1358 Obligation forms, which are for services.

3.2 Is there Adequate Funding for the Purchase Order?

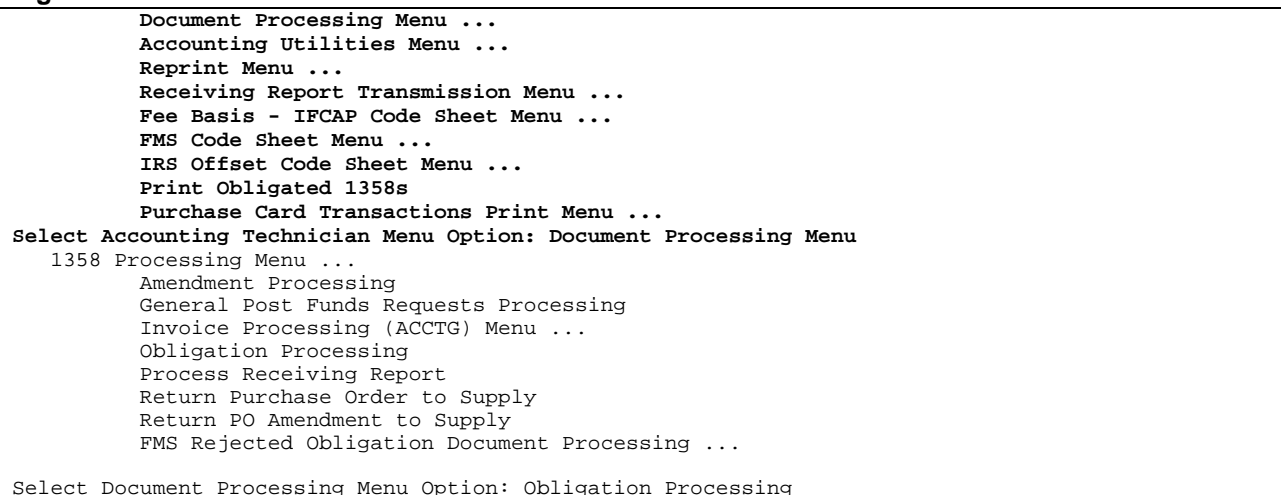
Control Points cannot process a request if the request exceeds the amount of their allotted funds. At the end of a fiscal year, some Control Points are given the authority to over-commit funds so that they can obtain bids or quotes for next year's purchases. You should receive a daily report from the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

3.3 Obligating a Purchase Order

3.3.1 Menu Path

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

Figure 3-1 Menu Path



3.3.2 Select Order Number

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

Figure 3-2 Select Order Number

```
Select STATION NUMBER ('^' TO EXIT): 688//      WASHINGTON, DC
Select Purchase Order Number: ???
Choose from:
    U00001      688-U00001  02-23-00  ST   Pending Fiscal Action
                FCP: 081      $ 106.20

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

3.3.3 Display Order Information

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

Figure 3-3 Display Order Information

```
Obligation Processing
      Purchase Order - 688-U00001
COST CENTER: 828100      CONTROL POINT: 081 SPD
BOC: 2660      AMOUNT: $      106.20
Net Cost of Order:      $      106.20
Justification(s):
      No Justification Information shown.
The information listed above is recorded on this Purchase Order.
Is the above information correct? YES//

Net Cost of Order:      $      106.20
Control Point Balances
Uncommitted Balance:      $ 299992.80
Unobligated Balance:      $ 300000.00
Committed, Not Obligated:      $      7.20
OK to Continue? YES//
Would you like to review the entire Purchase Order? YES//
```

3.3.4 Obligation Date

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

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



```

This Purchase Order Obligation will now generate the
Original Entry Miscellaneous Order (MO) Document.  The MO Document
will be marked for transmission to FMS.
Transmit this Document to FMS? YES//
The Electronic Signature must now be entered to generate the MO Document.
Enter ELECTRONIC SIGNATURE CODE:                Thank you.
...now generating the FMS Miscellaneous Order (MO) Document...
...EXCUSE ME, HOLD ON...

```

3.3.5 Post Using Status of Funds Tracker

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

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

Figure 3-4 Post Using Status of Funds Tracker

```

Do you wish to post this information to the Fiscal Status of Funds
Tracker? NO// ???
If you answer 'YES', you will be asked the information necessary to post
the code sheet to the Fiscal Status of Funds.  A 'NO' or an '^' will
skip the bypass the posting.
Do you wish to post this information to the Fiscal Status of Funds
Tracker? NO// Y (YES)
REMEMBER, DO NOT ENTER TRANSACTION FOR FUTURE QUARTERS!

Select CONTROL POINT NAME: ???
CHOOSE FROM:
    33                033 PHARMACY
    40                040 BUILDING MANAGEMENT
    44                044 FEE BASIS
    68                068 REC M&R
    73                073 ENGINEERING
Select CONTROL POINT NAME: 033 PHARMACY

```

3.3.6 Enter Transaction Amount

Enter a TRANSACTION AMOUNT. Enter the amount as an increase if the transaction is a refund, rebate or some other transaction that returns obligated money to the Control Point; enter additional expenses as deductions.

IFCAP will show the effect of the transaction on the estimated balance and ask you if you want to post the transaction now or wait until later.

If this transaction affects additional Control Points, enter another Control Point at the Select Next Control Point Name: prompt. Otherwise, enter a caret (^) at the prompt. You can print the purchase order to the printer designated for Fiscal Service and Supply Service, or you can enter N at the Do You Wish To Queue The Purchase Order To Another Printer?: prompt and specify another printer. Enter another station number at the Select

Station Number: prompt if you have another transaction to enter. Otherwise, enter a caret (^) at the prompt to return to the Document Processing menu.

Figure 3-5 Enter Transaction Amount

```
ENTER TRANSACTION AMOUNT: 48.01
(I)ncrease or (D)ecrease to balance? D/???
Enter a <CR> or 'D' to DECREASE the balance in the status, an 'I' to INCREASE
the balance, or an '^' to ABORT the option.
(I)ncrease or (D)ecrease to balance? D//
THE OLD ESTIMATED BALANCE IS $0.00
THE NEW ESTIMATED BALANCE IS $-48.01
OK TO POST? YES// (YES)
POSTED
Select Next Control Point Name:
I'M CONFUSED ABOUT WHICH CONTROL POINT YOU WANT, TRY AGAIN.
USE AN '^' TO QUIT
Select CONTROL POINT NAME: ^
...HMMM, THIS MAY TAKE A FEW MOMENTS...
...now generating the PHA transaction...
Do you wish to queue the Purchase Order to another printer? NO//
Select STATION NUMBER ('^' TO EXIT): 688//
```

3.4 Amend a Purchase Order

3.4.1 Is There Adequate Funding for the Amendment?

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

3.4.2 Obligate an Amendment

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

3.4.2.1 Menu Path

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

Figure 3-6 Menu Path

```
Document Processing Menu ...
Accounting Utilities Menu ...
```

```

Reprint Menu ...
Receiving Report Transmission Menu ...
Fee Basis - IFCAP Code Sheet Menu ...
FMS Code Sheet Menu ...
IRS Offset Code Sheet Menu ...
Print Obligated 1358s
Purchase Card Transactions Print Menu ...
Select Accounting Technician Menu Option: Document Processing Menu
1358 Processing Menu ...
    Amendment Processing
    General Post Funds Requests Processing
    Invoice Processing (ACCTG) Menu ...
    Obligation Processing
    Process Receiving Report
    Return Purchase Order to Supply
    Return PO Amendment to Supply
    FMS Rejected Obligation Document Processing ...

Select Document Processing Menu Option: Obligation Processing

```

3.4.2.2 Enter Electronic Signature

Enter a STATION NUMBER, FISCAL YEAR, and your ELECTRONIC SIGNATURE CODE. Enter the Purchase Order Number. If you do not know the purchase order number, enter three question marks (???) to have IFCAP will list the available purchase orders. Enter an AMENDMENT. If you do not know the amendment number, enter three question marks (???) and IFCAP will list the available amendment numbers.

Figure 3-7 Enter Electronic Signature

```

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

```

3.4.2.3 Display Amendment

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

Figure 3-8 Display Amendment

| | | |
|---|-------------------------------|---|
| 2. MOD. NO.: 1 | 3. EFFECTIVE DATE: 3/30/94 | 4. REQUISITION/P.O. REQ. NO.: A40406 |
| 8. NAME AND ADDRESS OF CONTRACTOR CENTRAL BUSINESS SERVICES AND SUPPLY 4000 RESERVOIR ROAD SUITE 200 WASHINGTON, DC 20008 | | 10A. MODIFICATION OF CONTRACT/ORDER NO.688-A40406 CONTRACT # 1: 94-123A |
| | | 10B. DATED (See Item 13) 3/17/94 |
| 12. ACCOUNTING AND APPROPRIATION DATA (If required) 36 0869-2222 | | |
| D. OTHER (specify type of modification and authority) | | |

```

-----
IMPORTANT: Contractor is not required to sign this document and return
copies to the issuing office.
14. DESCRIPTION OF MODIFICATION (organized by UCF section heading,
including contract subject matter where feasible.)
-----

Except as provided herein, all terms and conditions of the document referenced
in Item 10A, as heretofore changed, remains unchanged and in full force and
effect.
-----
JUSTIFICATION: TESTING AMENDMENT PROCESS
-----

CONTRACTING OFFICER: IFUSER,ONE

```

3.4.2.4 Approve and Obligate the Amendment

At the Are You Ready To Approve And Obligate This Amendment?: prompt, answer “Y” to approve and obligate the amendment. Verify that the Budget Object Code information is correct. You may also print the amendment.

Enter the date the purchase order is obligated at the Select Obligation Processing Date: prompt. Answer Y at the Transmit this Document to FMS? prompt. Enter your ELECTRONIC SIGNATURE CODE. Enter another purchase order number at the Select Purchase Order Number: prompt, or press <Enter> to return to the Document Processing Menu.

Figure 3-9 Display Amendment

```

The information listed above is recorded on this Purchase Order amendment.
Are you ready to approve and obligate this amendment? YES//
Amendment Processing
The following information appears on the original and any previously amended
Purchase Order:
      Purchase Order - 688-A40406
COST CENTER: 813400      CONTROL POINT: 2222 FMS TEST CON POINT
Net Cost of Order:      $      68.89
Amendment Processing
Net Cost of Order:      $      68.89
No Control Point balances available at this time.

Amendment Processing

The following information appears on the original and any previously amended
Purchase Order:
      Purchase Order - 688-A40406
COST CENTER: 813400      CONTROL POINT: 2222 FMS TEST CON POINT
Net Cost of Order:      $      68.89
Amendment Processing
Net Cost of Order:      $      68.89
No Control Point balances available at this time.
Amendment Processing
The following information appears on the amended Purchase Order
as listed in the DESCRIPTION OF MODIFICATION:
Is the above BOC information correct? YES// n NO
Would you like to print this amendment? YES// n NO
Select Obligation Processing Date: MAR 18,1995// (MAR 18, 1995)
This Purchase Order Amendment Obligation will now generate the
Modification Entry Miscellaneous Order (MO) Document. The MO Document
will be marked for transmission to FMS.
Transmit this Document to FMS? YES//

```

Obligating and Amending Purchase Orders

```
The Electronic Signature must now be entered to generate the MO Document.  
Enter ELECTRONIC SIGNATURE CODE:          Thank you.  
...copying amendment information back to Purchase Order file...  
...SORRY, LET ME THINK ABOUT THAT A MOMENT...  
...now generating the FMS Miscellaneous Order (MO) Document...  
...EXCUSE ME, HOLD ON...  
Select Purchase Order Number:
```

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Chapter 4. Obligating and Adjusting 1358 Transactions

4.1 Inspect the 1358 for Correctness

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

4.2 Is There Adequate Funding for the 1358?

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

4.3 Obligate the 1358

4.3.1 Menu Path

From the 1358 Processing Menu, select Obligate 1358.

Figure 4-1 Menu Path

```
Select Accounting Technician Menu Option: Document Processing Men
Select Document Processing Menu Option: 1358 Processing Menu
    Obligate 1358
    Adjust (Increase/Decrease) 1358
    Liquidate 1358
    1358 Print Menu ...
    Close 1358
    Recalculate 1358 Balances
    Reopen a Closed 1358
    Send 1358 back to Service without action
Select 1358 Processing Menu Option: Obligate 1358
```

4.3.2 Enter Station Number

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

At the Will this 1358 Obligation Need To Be Accrued In FMS? prompt, enter Y if this obligation should be distributed among multiple accounting periods. Otherwise, enter N. Confirm that the information is correct.

Enter N at the Are these Auto Accrual values correct? prompt to edit the Cost Center or BOC. Otherwise, enter Y.

Enter Y at the Is the above information correct? prompt to continue.

Figure 4-2 Setup Parameters

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

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

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

Editing Auto Accrual information...

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

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

Are these Auto Accrual values correct? YES//NO

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

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

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

4.3.3 Review Balances

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

Figure 4-3 Review Balances

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

4.3.4 Enter Obligation Number

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

Figure 4-4 Enter Obligation Number

```

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

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

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

Is this OK? YES//

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

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

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

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

4.3.5 Enforcing Segregation of Duties on 1358s

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

Figure 4-5

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

      COST CENTER: 842100                AMOUNT: $ 19999.00

BOC #1: 2580                          AMOUNT #1: $ 19999.00

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

MONTHLY HHA COSTS

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

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

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

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

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

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

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

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

Is this OK? YES// <Enter>

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

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

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

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

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

4.4 Adjustments to 1358s

4.4.1 Introduction

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

4.4.2 Inspect the Adjustment for Correctness

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

4.4.3 Is There Adequate Funding for the Adjustment?

Control Points cannot process an adjustment if the adjustment exceeds the amount of their allotted funds. At the end of a fiscal year some Control Points are given the authority to over commit funds so that they can obtain bids or quotes for next year's purchases. You should receive a daily report from the Austin Finance Center called the 'Status of Allowance Report,'

listing the funds available for each Control Point. Check this document closely for availability of funds, especially at the close of a fiscal year. This information is also available on an FMS report called the *Object Class by Allowance Report*.

4.4.4 Adjust the 1358

4.4.4.1 Menu Path

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

Figure 4-6 Menu Path

```
Select Accounting Technician Menu Option: Document Processing Menu
Select Document Processing Menu Option: 1358 Processing Menu
    Obligate 1358
    Adjust (Increase/Decrease) 1358
    Liquidate 1358
    1358 Print Menu ...
    Close 1358
    Recalculate 1358 Balances
    Reopen a Closed 1358
    Send 1358 back to Service without action

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

4.4.4.2 Enter Station Number

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

Figure 4-7 Setup Parameters

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

4.4.4.3 Review Balances

IFCAP will list the service balance, the fiscal balance, and the adjustment amount. The service balance is the balance on the 1358 after the Control Point Clerk enters authorizations. The fiscal balance is the balance on the 1358 after Fiscal Service enters payments (liquidations). IFCAP will also list the cost center and the budget object code for the original 1358 and for the adjustment, and the auto accrual values. Enter N at the Is the above information

correct?: prompt to edit the Cost Center or BOC. At the Will this 1358 Obligation Need To Be Accrued In FMS? prompt, Enter Y if this obligation should be distributed among multiple accounting periods. Otherwise, enter N. Confirm that the information is correct.

Figure 4-8 Review Balances

| | | |
|--|----------|--------------------------|
| PROCESS 1358 ADJUSTMENT | | Obligation #: 688-C15003 |
| Service Balance: \$ 19,999.00 | | |
| Fiscal Balance: \$ 19,999.00 | | |
| Amount of Adjustment: \$ 777.00 | | |
| | ORIGINAL | ADJUSTMENT |
| COST CENTER: | 842100 | 842100 |
| BOC #1: | 2580 | 2580 |
| Editing Auto Accrual information... | | |
| CURRENT VALUES FOR AUTO ACCRUAL FOR 1358: | | |
| ENDING DATE FOR SERVICE: OCT 31, 2010 | | |
| AUTO ACCRUAL FLAG: YES | | |
| Are these Auto Accrual values correct? YES// | | |
| Returning to Obligation processing... | | |
| The information listed above is recorded on this 1358 Obligation Adjustment. | | |
| Is the above information correct? YES// | | |

4.4.4.4 Enter Electronic Signature

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

Figure 4-9 Enter Electronic Signature

```

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

Current amount obligated on 1358:    $   19,999.00

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

Amount of Adjustment: 777.00

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

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

Is this OK? YES//

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

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

Enter ELECTRONIC SIGNATURE CODE:                                Thank you.

...now generating the FMS Service Order (SO) Document...
...HMMM, I'M WORKING AS FAST AS I CAN...
...updating obligation balances....please hold...
...adjustment completed...

```

4.4.5 Enforcing Segregation of Duties on 1358 Adjustments

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

Figure 4-10 Segregation of Duties on Adjustments

```

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

...retrieving 1358 information...

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

PROCESS 1358 ADJUSTMENT                                Obligation #: 688-C15002

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

                                ORIGINAL                ADJUSTMENT

COST CENTER:      842100                        842100

      BOC #1:      2580                          2580

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

Editing Auto Accrual information...

```

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

Are these Auto Accrual values correct? YES//

Returning to Obligation processing...

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

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

Current amount obligated on 1358: \$ 556.00

| | | | | | |
|------------------------|----|--------|----------------------|----|--------|
| Total Authorizations: | \$ | 556.00 | Total Liquidations: | \$ | 556.00 |
| Authorization Balance: | \$ | 0.00 | Liquidation Balance: | \$ | 0.00 |

Amount of Adjustment: 111.00

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

**No further processing is being taken on this 1358 adjustment obligation.
It has NOT been obligated.**

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

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

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

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

Obligating and Adjusting 1358 Transactions

| | | | |
|---|--|----------------------------------|--|
| Adjustment Transaction # 688-11-1-110-0022 | | 1358 # 688-C15003 | |
| Current amount obligated on 1358: \$ 19,999.00 | | | |
| Total Authorizations: \$ 19,999.00 | | Total Liquidations: \$ 19,999.00 | |
| Authorization Balance: \$ 0.00 | | Liquidation Balance: \$ 0.00 | |
| Amount of Adjustment: 777.00 | | | |
| OK to Continue? YES// | | | |
| Select Obligation Processing Date: OCT 8,2010// (OCT 08, 2010) | | | |
| This FMS document will be transmitted on 10/08/10 and will affect the accounting period of October 2010. The Accounting Period affected in FMS will be 0111. | | | |
| Is this OK? YES// | | | |
| This 1358 Obligation Adjustment will now generate the Modification Entry Service (SO) Order Document. The SO Document will be marked for transmission to FMS. | | | |
| Transmit this Document to FMS? YES// | | | |
| The Electronic Signature must now be entered to generate the SO Document. | | | |
| Enter ELECTRONIC SIGNATURE CODE: | | Thank you. | |
| ...now generating the FMS Service Order (SO) Document... | | | |
| ...HMMM, I'M WORKING AS FAST AS I CAN... | | | |
| ...updating obligation balances....please hold... | | | |
| ...adjustment completed... | | | |

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

4.5 Display or Print Obligated 1358s

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

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

This option should be printed at 132 columns.

Figure 4-11 Setup Parameters and Display

| | |
|--|--|
| * Previous selection: P.O. DATE from Oct 3, 2010 to Oct 9,2010@24:00 | |
| START WITH P.O. DATE: Oct 3,2010// (OCT 03, 2010) | |
| GO TO P.O. DATE: Oct 9,2010// (OCT 9, 2010) | |
| DEVICE: HOME// LAT RIGHT MARGIN: 80// 132 | |
| PROCUREMENT & ACCOUNTING TRANSACTIONS LIST (OBLIGATED 1358s) FEB 6,2006 13:13 PAGE 1 | |
| BUSINESS | |

Obligating and Adjusting 1358 Transactions

| PURCHASE ORDER NUMBER Service Start Date Authority Sub-Authority | P.O. DATE Service End Date | VENDOR | VENDO CONTRACT NUMBER | TYPE (FPDS) | SOCIOECONOMIC GROUP (FPDS) | TOTAL AMOUNT | REQUESTOR |
|--|-------------------------------|----------------------|--------------------------|----------------|-------------------------------|-----------------|------------------|
| 688-C05032 | OCT 5,2010 | | | | | 1000 | TEST,ABR |
| 10/01/10 | 10/31/10 | | | | | | |
| 2 FEE BASIS | | | | | | | |
| A FEE MEDICAL/DENTAL (PRE-AUTHORIZED) | | | | | | | |
| 688-C15001 | OCT 5,2010 | AMSCO1 INTERNATIONAL | | SMALL W S | HZ | 8.44 | IFREQUESTOR,FOUR |
| 10/01/10 | 11/30/10 | | | | | | |
| 20 NON-PROCUREMENT OBLIGATIONS | | | | | | | |
| E CEMETERY GRANTS AND STATE HOME PROGRAM | | | | | | | |
| 688-C15002 | OCT 5,2010 | IFVENDOR EIGHT | GS-98-99827F | SMALL | N | 556 | IFREQUESTOR,TWO |
| 10/01/10 | 10/31/10 | | | | | | |
| 3 STANDARDIZED OBLIGATIONS | | | | | | | |
| B COLLEGE OF AMERICAN PATHOLOGY | | | | | | | |

4.6 Display/Print 1358

4.6.1

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

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

```

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

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

      FCP: 110      $ 20776.00

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

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

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

Obligating and Adjusting 1358 Transactions

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

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

Would you like to print the Description field for each 1358 Daily Record entry? No// y (Yes)
 Would you like to print the daily records for each authorization? NO// y YES
 Would you like to print descriptions for each detailed daily record? NO// y YES
 DEVICE: HOME// TELNET Right Margin: 80//
 688-10-4-110-0051 OCT 15, 2010@17:52:38 PAGE 1

1358 OBLIGATION OR CHANGE: STANDARDIZED OBLIGATIONS
 FEE BASIS PURCHASE CARD

Originator of Request:
 Requestor: | Date Requested:
 | Obligation No.: | SEP 23, 2010
 IFUSER,TWO
 | 688-C05026

Vendor: | Contract Number:

Name and Title Approving Off.: | Signature: | Date Signed:
 IFUSER,FOUR | /ES/IFUSER FOUR | SEP 23, 2010@17:49:27
 SERVICE CHIEF

FUND CERTIFICATION: The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been obligated.

Appropriation & Acct. Symbols: | Obligated By: | Date Obligated:
 688-3600160-110-842100-2580 010042116 | /ES/USER ACCT TECH | SEP 23, 2010

688-10-4-110-0051 688-C05026 PAGE 2

1358 OBLIGATION OR CHANGE: STANDARDIZED OBLIGATIONS
 FEE BASIS PURCHASE CARD

Appropriation & Acct. Symbols: | Obligated By: | Date Obligated:
 688-3600160-110-842100-2580 010042116 | /ES/USER ACCT TECH | SEP 23, 2010

AUTHORITY: 3 SUB:F

_SERVICE START DATE: 09/01/10 SERVICE END DATE: 11/01/10

Purpose:
 MORE APPTS. FOR TWO MONTHS

ESTIMATED OBLIGATION RECAP

| DATE | REF# | CPA# | AMOUNT | BALANCE |
|-------|------|-------------------|-----------|------------|
| 09/23 | 0001 | 688-10-4-110-0051 | \$ 456.00 | \$ 456.00 |
| 09/27 | 0002 | 688-10-4-110-0058 | \$ 828.00 | \$ 1284.00 |

AUTHORIZATION & ORDER RECORD LIQUIDATION RECORD

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

Obligating and Adjusting 1358 Transactions

| | | | | | | | | | | |
|--------------------------------|--------|-----------------|----|--------|----|--------|----|--------|----|---------|
| 10/15 | 0003 | 1ST WEEK COSTS | \$ | 235.50 | \$ | 0.00 | \$ | 235.50 | \$ | 0.00 |
| 10/15 | 0003-1 | | | | | | | | | |
| | | 2 PTS | \$ | 235.50 | | | | | | |
| 10/15 | 0004 | 2ND WEEKS COSTS | \$ | 275.00 | \$ | 93.25 | \$ | 510.50 | \$ | 0.00 |
| 10/15 | 0004-1 | | | | | | | | | |
| | | 1 PT VISIT | \$ | 181.75 | | | | | | |
| 10/15 | 0005 | 3RD WEEKS COSTS | \$ | 325.00 | \$ | 325.00 | \$ | 835.50 | \$ | 0.00 |
| | | TOTALS | \$ | 835.50 | \$ | 418.25 | \$ | 835.50 | \$ | 1284.00 |
| VA FORM 4-1358a-ADP (NOV 1987) | | | | | | | | | | |

Chapter 5. Review and Forward Receiving Reports for Payment

5.1 Introduction

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

5.2 Dollar Amounts

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

5.2.1 Menu Path

From the Accounting Technician Menu, select Document Processing Menu.

From the Document Processing Menu, select Process Receiving Report.

Enter a STATION NUMBER and a FISCAL YEAR.

At the Select PURCHASE ORDER NUMBER: prompt, enter the PAT number for the receiving report. If you do not know the PAT number, enter three question marks (???) at the prompt and IFCAP will display the available transactions.

Figure 5-1 Setup Parameters and Display

| | | | | | |
|---|----------|----|-------------------------|-----------|-----------|
| 1358 Processing Menu ... | | | | | |
| Amendment Processing | | | | | |
| General Post Funds Requests Processing | | | | | |
| Invoice Processing (ACCTG) Menu ... | | | | | |
| Obligation Processing | | | | | |
| Process Receiving Report | | | | | |
| Return Purchase Order to Supply | | | | | |
| Return PO Amendment to Supply | | | | | |
| Stacked Fiscal Documents Menu ... | | | | | |
| FMS Rejected Obligation Document Processing ... | | | | | |
| Select Document Processing Menu Option: Process Receiving Report | | | | | |
| Select STATION NUMBER ('^' TO EXIT): 688// WASHINGTON,DC | | | | | |
| Select Purchase Order Number: ??? | | | | | |
| CHOOSE FROM: | | | | | |
| H40006 | 07-14-94 | ST | Partial Order Received | FCP: 1101 | \$ 429.00 |
| H40007 | 07-14-94 | ST | Partial Order Received | FCP: 1101 | \$ 429.00 |
| H40008 | 07-14-94 | ST | Complete Order Received | FCP: 1101 | \$ 98.00 |
| H40021 | 07-15-94 | ST | Partial Order Received | FCP: 1102 | \$ 123.00 |
| H40024 | 07-21-94 | ST | Partial Order Received | FCP: 1102 | \$ 113.00 |
| Select Purchase Order Number: H40024 688-H40024 07-21-94 ST Partial Order | | | | | |
| Received | | | | | |
| FCP: 1102 \$ 113.00 | | | | | |

5.2.2 Review Order

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

Figure 5-2 Review Order

| | | | | |
|---|-------------------------------|--------------------------------|------|---------------|
| Do you want to review the Purchase Order and Receiving Report? NO// Y (YES) | | | | |
| PURCHASE ORDER: 688-H40024 | | STATUS: Partial Order Received | | |
| M.O.P.: INVOICE/RECEIVING REPORT | | LAST PARTIAL RECD.: 2 07/21/94 | | |
| VENDOR: IFVENDOR BUSINESS SUPPLY | | REQUESTING SERVICE: FISCAL | | |
| 4000 RESERVOIR ROAD | | SHIP TO: WAREHOUSE | | |
| SUITE 200 | | V.A. Medical Center | | |
| WASHINGTON, DC 20008 | | 8403 COLESVILLE ROAD | | |
| 202 555-5555 | | SUITE 200 | | |
| ACCT # 234902349 | | SILVER SPRIN, MD 20910 | | |
| DELIVERY HOURS: 7-4:40 | | | | |
| FOB POINT: ORIGIN | | PROPOSAL: N/A | | AUTHORITY: |
| COST CENTER: 880100 | | | | FAR 13 |
| TYPE: DELIVERY & PURCHASE ORDER | | | | AGENT: |
| DELIVER ON/BEFORE 7/31/94 | | CONTRACT: | | IFUSER,ONE |
| DISCOUNT TERM: NET30 | | | | DATE: 7/21/94 |
| APP: 36X8180-1102 | | | | TOTAL: 113.00 |
| ----- | | | | |
| ITEM | DESCRIPTION | QTY | UNIT | TOTAL COST |
| ----- | | | | |
| 1 | WIDGET | 40 | EA | 2.00 80.00 |
| | QTY PREV RCVD: 30 | | | |
| | PARTIAL NO.: 1,2 | | | |
| | Items per EA: 1 | | | |
| 2 | EST. SHIPPING AND/OR HANDLING | | | 33.00 |

5.2.3 Review Receiving Report

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

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

Figure 5-3 Review Receiving Report

| | | | | | | |
|--|------------------------------------|--------------------------------|------|-----------|---------|------------|
| Review a Receiving Report ? NO// Y (YES) | | | | | | |
| Select PARTIAL DATE: 1 7-21-1994 | | | | | | |
| PURCHASE ORDER: 688-H40024 | | STATUS: Partial Order Received | | | | |
| PROCESSING: INVOICE/RECEIVING REPORT | | PARTIAL: 1 7/21/94 | | | | |
| ----- | | | | | | |
| ITEM | DESCRIPTION | QTY | UNIT | UNIT COST | QTY REC | TOTAL COST |
| ----- | | | | | | |
| 1 | TEST ITEM W/O ITEM MASTER NUMBER | 40 | EA | 2.00 | 20 | 40.00 |
| | Estimated Shipping and/or Handling | | | | | 33.00 |

| | |
|--|--------------------------|
| Processed By: /ES/IFUSER,ONE ENTER <CR> TO CONTINUE Select PARTIAL DATE: Partial Number to PROCESS: ??? CHOOSE FROM: 1 07-21-1994 2 07-21-1994 @ 12:00 Partial Number to PROCESS: 2 7-21-1994@12:00:00 OBLIGATION NUMBER: 688-H40024-02 PARTIAL #: 2 TOTAL AMOUNT OF RECEIVING REPORT: \$20.00 TRANSACTION TYPE: RR TRANSACTION DATE: 072194 REF #: 688-H40024-02 LIQ. CODE: P Item #: 1 FMS Line #: 001 BOC: 3150 FMS Amount: 20.00 Liq. Amount: 0.00 LIQUIDATION CODE: P Enter ELECTRONIC SIGNATURE CODE: Thank you. Are you sure you wish to send this Receiving Report to Austin? YES// (YES) TRANSMISSION DATE: T// (JUL 21, 1994) Receiving report placed on transmission list. | Total Amount: 73.00 |
|--|--------------------------|

Chapter 6. Process 1358 Invoices for Payment

6.1 Introduction

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

6.2 Menu Path

From the Accounting Technician Menu, select Document Processing Menu.

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

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

Figure 6-1 Menu Path

| | |
|---|--------------------------------------|
| | Invoice Processing for Payment |
| | Return Invoice to Voucher Audit |
| PV | Payment Voucher (PV) Inquiry |
| | FMS Payment Voucher Error Processing |
| | View Certified Invoice |
| Select Invoice Processing (ACCTG) Menu Option: Invoice Processing for Payment | |

6.2.1 Select Station Number

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

Figure 6-2 Select Station Number

| | |
|---|------------------------------------|
| Select STATION NUMBER ('^' TO EXIT): 688// | WASHINGTON,DC |
| Select INVOICE TRACKING ID NUMBER: 198 | EZ123 In Accounting 688-C452 |
| 23 | |
| Post Liquidation to 1358 Obligation #: 688-C45223 | |
| Status: Obligated - 1358 | |
| Current amount obligated: \$ 1,500.00 | Authorization Balance: \$ 1,500.00 |
| | Unliquidated Balance: \$ 1,500.00 |
| Do you wish to display/print the entire 1358? No// YES | |
| Select OBLIGATION NUMBER: 688-C45223 | -- 1358 Obligated - 1358 |
| FCP: 110 \$ 1500.00 | |
| Do you wish to view the Authorization information? No// YES | |

Process 1358 Invoices for Payment

```
DEVICE:    LAT
           Obligation #: 688-C45223
           Total Authorization: $      0.00    Total Liquidation: $      0.00
           |AUTHORIZATION/ORDER REC|    LIQUIDATION RECORD
           Date/Time    Reference No|Indiv/Daily    Cumul |    Liq. Amt    | Unliq Bal.
-----|-----|-----|-----|-----|-----|
10/13/94    | OBLIGATION    |    1500.00|    1500.00|    1500.00|    1500.00
-----|-----|-----|-----|-----|-----
Post Liquidation to 1358 Obligation #: 688-C45223
           Status: Obligated - 1358
Current amount obligated: $ 1,500.00    Authorization Balance: $ 1,500.00
                                   Unliquidated Balance: $ 1,500.00
Do you wish to display/print the entire 1358 again? No//
Ok to continue? Yes//
```

6.2.2 Assign Liquidation Number

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

Figure 6-3 Assign Liquidation Number

```
This 1358 Liquidation entry is assigned entry number 688-C45223-0002.
LIQUIDATION DATE:  OCT 14, 1994@10:00:01//    (OCT 14, 1994@10:00:01)
LIQUIDATION AMOUNT:  (-999999999.99-999999999.99): 1500//    $1,500.00
REFERENCE:
COMMENTS: Some comments.
...Excuse me, Let me think about this for a moment...    ---POSTED---
Would you like to enter another Liquidation for THIS OBLIGATION? No//
                                   Obligation #: 688-C45223
Sequence #    Amount
   0002                1500.00
                                   Total:    1500.00

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

6.2.3 Select Budget Object Code

At the Select BOC: prompt, enter the BOC for the 1358. If you do not know the BOC for this item, enter three question marks (???) and IFCAP will list the available budget object codes. Enter Y at the OK To Process This Payment To FMS? prompt. Enter your ELECTRONIC SIGNATURE CODE. Enter another station number at the Select Station Number: prompt to process another invoice for payment, or enter a caret (^) at the prompt to return to the Invoice Processing (ACCTG) Menu.

Figure 6-4 Select BOC

```
Unliquidated obligation amounts and BOCs on this order are:
 $1,500.00 2515 Systems Analysis & Programming (Comm Supplier)
Total Invoice Amount Certified for Payment=$1500.00
Select BOC: 2515 Systems Analysis & Progra
FMS Line #1
OBLIGATION AMOUNT: 1500.00
```

Process 1358 Invoices for Payment

```
ACCOUNTING LINE AMOUNT: 1500//  
LIQUIDATION AMOUNT: 1425.00//  
LIQUIDATION CODE: P// PARTIAL  
Select BOC:  
OK to process this payment to FMS? NO// y (YES)  
Enter ELECTRONIC SIGNATURE CODE: Thank you.  
Transferring invoice data to PV document for transmission to FMS.  
688C4522301  
Status has been changed from 'In Accounting'  
to 'Transaction Complete'.  
Select STATION NUMBER ('^' TO EXIT): 688// ^
```

6.3 Verifying Payment Transmission

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

6.3.1 Menu Path

From the Accounting Technician Menu, select Document Processing Menu.

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

6.3.2 Enter and Verify Transmission

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

Figure 6-5 Enter and Verify Transmission

```
Select Invoice Processing (ACCTG) Menu Option: FMS Payment Voucher Error Processing  
FMS Payment Voucher Error Processing  
Select STATION NUMBER ('^' TO EXIT): 688// WASHINGTON,DC  
Select one of the following:  
PV Payment Voucher  
Select Transaction Type: PV Payment Voucher  
Select Payment Voucher Number: PV-688C4522301  
FMS Document: PV-688C4522301  
Description: Payment Voucher  
Status: TRANSMITTED  
Created: OCT 14, 1994@10:03:05  
This FMS document has been transmitted to FMS.  
Press 'RETURN' to continue:  
Do you still wish to rebuild and retransmit this Payment Voucher? NO// YES  
**PONUM=PV-688C4522301  
The Certified Invoice can now be displayed for your review.  
Please review the source document very carefully and take  
the appropriate corrective action.  
Do you wish to display the source document? YES//  
...Excuse me, Just a moment, please...  
  
INVOICE TRACKING LIST OCT 14,1994 10:53 PAGE 1  
-----
```

Process 1358 Invoices for Payment

```

ID NUMBER: 198                                INVOICE/BILL NUMBER: EZ123
DATE OF INVOICE: OCT 13, 1994                DATE INVOICE RECEIVED: OCT 13, 1994
PROMPT PAY TYPE: NORMAL                      PURCHASE ORDER POINTER: 688-C45223
VENDOR: GHOST PROGRAMMERS  DISCOUNT DAYS: 0
DISCOUNT TERMS: STANDARD                    APPROVED SHIPPING AMOUNT: $0.00
AMOUNT CERTIFIED FOR PAYMENT: $1,500.00
DATE GOODS/SERVICE RECEIVED: OCT 13, 1994
CERTIFICATION REQUIRED?: YES                  STATION NUMBER: 688
PURCHASE ORDER NUMBER: 688-C45223          PARTIAL NUMBER: 01
FMS PAYMENT VOUCHER #: 688C4522301        GROSS AMOUNT OF INVOICE: $1,500.00
STATUS: Transaction Complete                EXPANDED PO NUMBER: 688-C45223
CURRENT INVOICE LOCATION: FISCAL
D/T CHARGED TO CURRENT LOC: OCT 14, 1994@09:51
DATE RETURNED TO FISCAL: OCT 14, 1994 CERTIFIED FOR PAYMENT BY: IFUSER,TWO
COMPLETED IN ACCOUNTING BY: IFUSER,TWO
CERTIFIED BY VALIDATION CODE: /ES/IFUSER,TWO
COMPLETED BY VALIDATION CODE: /ES/IFUSER,TWO
CHARGED TO CURRENT LOCATION BY: IFUSER,TWO
CERTIFIED BY VALIDATION VER: 1              CERTIFIED BY ESIG CODE: 9058
COMPLETED BY VALIDATION VER: <HIDDEN> COMPLETED BY ESIG CODE: 9058
CERTIFIED BY SIG DATE/TIME: OCT 14, 1994@09:53:04
COMPLETED BY SIG DATE/TIME: OCT 14, 1994@10:02:53
CERTIFYING SERVICE: INFORMATION RESOURCE MGMT
DATE/TIME CHARGED OUT: OCT 13, 1994@17:00
CHARGED BY: IFUSER,TWO
CERTIFYING SERVICE: FISCAL
DATE/TIME CHARGED OUT: OCT 14, 1994@09:51
CHARGED BY: IFUSER,TWO
BOC: 2515 Systems Analysis & Programming (Comm Supplier)
ACCOUNTING LINE AMOUNT: $1,500.00          LIQUIDATION AMOUNT: $1,425.00
LIQUIDATION CODE: PARTIAL                  FMS LINE #: 1
PROMPT PAYMENT TERMS #: 1                 DISCOUNT PERCENT: 5
DISCOUNT DAYS: 15
INVOICE TRACKING LIST                      OCT 14, 1994@10:53    PAGE 3
-----
PROMPT PAYMENT TERMS #: 2                  DISCOUNT PERCENT: NET
DISCOUNT DAYS: 30
Press 'RETURN' to continue:
Do you wish to rebuild and retransmit this FMS document? YES//
Select STATION NUMBER ('^' TO EXIT): 688//    WASHINGTON,DC
Does this invoice need to be processed by Voucher Audit? NO//    (NO)
Status has been changed from 'Transaction Complete'
to 'In Accounting'.
Do you wish to process this invoice at this time? YES//    (YES)
Switching to 'Process Invoice in Accounting' Module.
Unliquidated obligation amounts and BOCs on this order are:
$1,500.00 2515 Systems Analysis & Programming (Comm Supplier)
Total Invoice Amount Certified for Payment=$1500.00
Select BOC: 2515 Systems Analysis & Programming (Comm Supplier)
//
BOC: 2515 Systems Analysis & Programming (Comm Supplier)
//
FMS Line #1
OBLIGATION AMOUNT: 1500.00
ACCOUNTING LINE AMOUNT: 1500//
LIQUIDATION AMOUNT: 1425.00// 1450
LIQUIDATION CODE: PARTIAL//
Select BOC:
OK to process this payment to FMS? NO// Y (YES)
Enter ELECTRONIC SIGNATURE CODE:            Thank you.
Transferring invoice data to PV document for transmission to FMS.
688C4522301
Status has been changed from 'In Accounting'
to 'Transaction Complete'.

```

Process 1358 Invoices for Payment

```
Select STATION NUMBER ('^' TO EXIT): 688// ^
Returning to 'Process FMS/CAPPS Error Message' Module.
Press 'RETURN' to continue:
FMS Payment Voucher Error Processing
Select Payment Voucher Number: ^
Select Payment Voucher Number: NOT FOUND!
Select one of the following:
    PV      Payment Voucher
Select Transaction Type: ^

    Invoice Processing for Payment
    Return Invoice to Voucher Audit
PV      Payment Voucher (PV) Inquiry
    FMS Payment Voucher Error Processing
    View Certified Invoice
Select Invoice Processing (ACCTG) Menu Option:
```

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Chapter 7. Resolving Error Messages

7.1 FMS Error Processing

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

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

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

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

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

Figure 7-1 Outgoing Message to FMS

```
Subj: GCS TRANSACTION FMS:SO,VR,IV  [#21381] 07 Jul 94 14:55 13
Lines
From: POSTMASTER in 'IN' basket.    Page 1
-----
CTL^IFC^FMS^612^DOC^SO^10  ^612029^612C40011
^19940707^135811^001^001^001^~
BAT^~MO0^612029^~
DOC^~MO1^SO^612C40011  ^10  ^Y^~
MO2^94^07^07^^^^^^M^~
```

```

MO3^^^^^^01^^^^^^^^^^^^^^^^^^^^10.00^~
LIN^~MOA^001^^^^94^0160A1^612^^181000^00^0100201B1^2660^^^^10.00
^D^~{
CTL^IFC^FMS^612^VRQ^  ^
^61294070010^19940707^135931^001^001^001^~
VRQ^940707^135930^612^1981^768765498^^AMER SOCIETY OF ADDICTION
MEDI^5225 WISCONSIN AVENUE N^SUITE 409^WASHINGTON^DC^20015^T^Y^C^N^A^~{
CTL^IFC^FMS^612^DOC^IV^10  ^        ^612I40004
^19940707^140821^001^001^001^~
DOC^~IV1^IV^612I40004  ^10  ^Y^~
IV2^94^07^07^^^^^E^^^^^^^^^^^^94411020035^340.00^~
LIN^~IVA^001^189.60^I^^^^^612^^^^^^SFCs^^06^^94^^0160A1^612^^
844100^00^19EA
40200^2660^~IVB^01^~
LIN^~IVA^002^150.40^I^^^^^612^^^^^^SFPR^^07^^94^^0160A1^612^^
844100^00^19EA
40200^2660^~IVB^01^~{
Select MESSAGE Action: DELETE (from IN basket)// S
Select BASKET:

```

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

Confirmation Message returning from Austin:

Figure 7-2 Confirmation Message Returning from Austin

```

Subj: EDO1381 FMS CONFIRMATION  [#21382] 07 JUL 94 14:08 CST  2
Lines
From: <POSTMASTER@FOC-AUSTIN.VA.GOV> in 'IN' basket.  Page 1
-----
Ref:  Your FMS message #21381 with Austin ID #38883674,
is assigned confirmation number 941881357664928.
Select MESSAGE Action: DELETE (from IN basket)// S
Select BASKET:

```

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

7.2 Stack Status Report

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

Figure 7-3 Confirmation Message Returning from Austin

```

Select Fund Distribution & Accounting Menu Option: Accounting Technician Menu

```



```

Document Processing Menu ...
Accounting Utilities Menu ...
Reprint Menu ...
Receiving Report Transmission Menu ...
Fee Basis IFCAP Code Sheet Menu ...
FMS Code Sheet Menu ...
Select Accounting Technician Menu Option: FMS Code Sheet Menu
Code Sheet Edit
Create a Code Sheet
Delete a Code Sheet
Keypunch a Code Sheet
Purge Transmission Records/Code Sheets
Retransmit Stack File Document
Review a Code Sheet
Stack Status Report
Select FMS Code Sheet Menu Option: STACK Status Report
START with TRANSACTION CODE: FIRST// SA
END with TRANSACTION CODE: LAST// ST
Print documents created after DATE: JAN 1,1993// 7/4 (JUL 04,1994)
Select one of the following:
Q QUEUED FOR TRANSMISSION
M MARKED FOR IMMEDIATE TRANSMISSION BY EVENT
T TRANSMITTED
E ERROR DURING TRANSMISSION
A ACCEPTED BY FMS
R REJECTED BY FMS
N TRANSMITTED WITH NO CONFIRMATION MESSAGE RETURNED
Select STATUS(s) to display: REJECTED BY FMS
Select one of the following:
Q QUEUED FOR TRANSMISSION
M MARKED FOR IMMEDIATE TRANSMISSION BY EVENT
T TRANSMITTED
E ERROR DURING TRANSMISSION
A ACCEPTED BY FMS
R REJECTED BY FMS
N TRANSMITTED WITH NO CONFIRMATION MESSAGE RETURNED
Select STATUS(s) to display:
SELECTED STATUS(s) to display:
REJECTED BY FMS
Print DESCRIPTION of event? NO// Y (YES)
Print DOCUMENT code sheets? NO// (NO)
DEVICE: HOME// LAT
<*> please wait <*>
GCS STACK FILE STATUS REPORT JUL 08, 1994@11:40:51 PAGE 1
TC TRAN CODE BATNUM DATE@TIME CREATED STATUS

SO 612A40024 JUL 05, 1994@12:18:59 REJECTED BY FMS
DESCR: Purchase Order Obligation
MAIL MSGS: 21291 CONFIRMATION:
TOTAL CODE SHEETS: 1
Select FMS Code Sheet Menu Option: Stack Status Report
START with TRANSACTION CODE: FIRST// PV
END with TRANSACTION CODE: LAST// PVZ
Print documents created after DATE: JAN 1,1993//6/19 (JUN 19, 1994)
Select one of the following:
Q QUEUED FOR TRANSMISSION
M MARKED FOR IMMEDIATE TRANSMISSION BY EVENT
T TRANSMITTED
E ERROR DURING TRANSMISSION
A ACCEPTED BY FMS
R REJECTED BY FMS
N TRANSMITTED WITH NO CONFIRMATION MESSAGE RETURNED
Select STATUS(s) to display: REJECTED BY FMS

```

```

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

Select STATUS(s) to display:
SELECTED STATUS(s) to display:
  REJECTED BY FMS
Print DESCRIPTION of event? NO// Y (YES)
Print DOCUMENT code sheets? NO// Y (YES)
DEVICE: HOME// LAT
<*> please wait <*>

GCS STACK FILE STATUS REPORT                JUL 25, 1994@15:11:02  PAGE 1
TC-TRAN CODE  -BATNUM  DATE@TIME CREATED    STATUS
-----
PV-612C4500800      JUN 20, 1994@14:49:04 REJECTED BY FMS
  DESCR: WASH ISC TESTING PV
  MAIL MSGS: 19520    CONFIRMATION:
*** ACTUAL CODE SHEET:
CTL^IFC^FMS^612^DOC^PV^10 ^      ^612C4500800^19940620^144904^001^001^001^~
DOC^~PV1^PV^612C4500800^10 ^~
PV2^06^05^94^^^^^E^01^^^^^^^^^^^THISISFAKE^^1.00^~
PV3^^^^^^^^^^^^^^^TEST 1^^^^^^^^^X^^^^~
LIN^~
PVA^001^SO^612C45008 ^001^94^06^02^^^^^^^^^^^^^^^^^^^^^94^06^05^^10000.00^I^P^9
4^05^21^^^~
PVB^^^^^^^1.00^~
*** END OF CODE SHEET ***
TOTAL CODE SHEETS: 1

```

7.3 FMS Inquiry Rejected Obligation Documents Menu

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

Figure 7-4 Menu Path and Display

```

Accounting Technician Menu
  Document Processing Menu ...
  Accounting Utilities Menu ...
  Reprint Menu ...
  Receiving Report Transmission Menu ...
  Fee Basis IFCAP Code Sheet Menu ...
  FMS Code Sheet Menu ...
Select Accounting Technician Menu Option: DOcument Processing Menu
  1358 Processing Menu ...
  Amendment Processing
  General Post Funds Requests Processing
  Invoice Processing (ACCTG) Menu ...
  Obligation Processing
  Process Receiving Report
  Return Purchase Order to Supply
  Return PO Amendment to Supply
  Stacked Fiscal Documents Menu ...

```

```

FMS Rejected Obligation Document Processing ...
Select Document Processing Menu Option: FMS Rejected Obligation
Document Processing
  FMS Inquiry Rejected Obligation Documents ...
  FMS Rebuild/Transmit Rejected Obligation Documents ...
Select FMS Rejected Obligation Document Processing Option: FMS Inquiry Rejected Obligation
Documents
  MO/SO Rejected Document Inquiry for P.O.
  SO Rejected Document Inquiry for 1358s
Select FMS Inquiry Rejected Obligation Documents Option: MO/SO
Rejected Document Inquiry for P.O.
MO/SO Rejected Document Inquiry for P.O.

Select STATION NUMBER ('^' TO EXIT): 542// 612      MARTINEZ,CA
  Select one of the following:
    MO      Miscellaneous Order
    SO      Service Order
Select Transaction Type: SO  Service Order
Select Stack Document for Inquiry: A40024  SO-612A40024
FMS Document: SO-612A40024
  Description: Purchase Order Obligation
  Status: REJECTED BY FMS
  Created: JUL  5, 1994@12:18:59
This FMS document has rejected due to one or more errors.
The Certified Invoice will now be displayed for your review.
Please review the source document very carefully and take
the appropriate corrective action.
Press 'RETURN' to continue
PURCHASE ORDER: 612-A40024      STATUS: Transaction Complete
M.O.P.: CERTIFIED INVOICE      LAST PARTIAL RECD.:
                                REQUESTING SERVICE: PPM

VENDOR:  IFVENDOR LEASE INC      SHIP TO: Warehouse
          U.S. HIGHWAY #1          V.A. Medical Center
          FAIRLESS HILLS, PA  19030 8403 Colesville Rd
          800 555 5555            Silver SPRING, MD
20910

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

-----
| FOB POINT: DESTINATION | PROPOSAL: N/A | AUTHORITY: |
| COST CENTER: 161000    |                 | FAR 13     |
| TYPE: PURCHASE ORDER   |                 | AGENT:     |
| DELIVER ON/BEFORE 7/15/94 | CONTRACT:      | IFUSER,THREE |
| DISCOUNT TERM: NET30   |                 | DATE: 7/5/94 |
| APP: 364/50161.001-120  |                 | ESTIMATED    |
|                         |                 | TOTAL:      3.00 |
|-----|-----|-----|
| ENTER '^' TO HALT: |
|-----|-----|-----|

ITEM      DESCRIPTION      QTY UNIT      UNIT      TOTAL
          DESCRIPTION      QTY UNIT      COST      COST
-----
1  TEST      1  EA      3.00      3.00
   *** ESTIMATED PURCHASE ORDER ***

Select Stack Document for Inquiry:
Select Stack Document for Inquiry: NOT FOUND!
  Select one of the following:
    MO      Miscellaneous Order
    SO      Service Order

```

Figure 7-5 Enter Parameters and Display

```

Select Transaction Type:
    MO/SO Rejected Document Inquiry for P.O.
    SO Rejected Document Inquiry for 1358s
Select FMS Inquiry Rejected Obligation Documents Option:
capture 3B. FMS Rebuild/Transmit Rejected Obligation Documents...
Select FMS Rejected Obligation Document Processing Option: FMS
REbuild/Transmit Rejected Obligation Documents
    MO/SO Rebuild/Transmit for P.O.
    SO Rebuild/Transmit for 1358s
Select FMS Rebuild/Transmit Rejected Obligation Documents Option: MO/SO Rebuild/Transmit
for P.O.
MO/SO Rebuild/Transmit for P.O.
Select STATION NUMBER ('^' TO EXIT): 542//      612      MARTINEZ, CA
    Select one of the following:
        MO      Miscellaneous Order
        SO      Service Order
Select Transaction Type: MO Miscellaneous Order
Select Stack Document for Rebuild/Transmit: A40030
1  A40030  MO-612A40030
2  A40030  MO-612A40030  -612036
3  A40030  MO-612A40030  -612038
4  A40030  MO-612A40030  -612039
5  A40030  MO-612A40030  -612040
CHOOSE 1-5: 1  MO-612A40030
FMS Document: MO-612A40030
    Description: Purchase Order Obligation Rebuild/Transmit
    Status: REJECTED BY FMS
    Created: JUL 11, 1994@16:42:54
This FMS document has rejected due to one or more errors.
The Purchase Order can now be displayed for your review.
Please review the source document very carefully and take the appropriate corrective action.
Do you wish to display the source document? YES// YES

PURCHASE ORDER: 612-A40030      STATUS: Complete Order Received (Amended)
M.O.P.: INVOICE/RECEIVING REPORT  LAST PARTIAL RECD.: 1  07/11/94
REQUESTING SERVICE: SUPPLY
VENDOR:  IFVENDOR MANUFACTURING CO      SHIP TO: Warehouse
        28200 A Road      V.A. Medical Center
        ROMULUS, MI  23456      8403 Colesville Rd
        656 555 5555      Silver Spring, MD  20910
        DELIVERY HOURS:
        8:00 AM - 4:30 PM
        DELIVERY LOCATION: SUPPLY

-----
FOB POINT: ORIGIN      PROPOSAL: N/A      AUTHORITY:
COST CENTER: 844100      CONTRACT:      FAR 13
TYPE: PURCHASE ORDER      DATE: 7/11/94      AGENT:
DELIVER ON/BEFORE 7/21/94      IFAGENT 2
DISCOUNT TERM: NET30      TOTAL: 18871.11
APP: 3640160.001.01-1102
-----
ENTER '^' TO HALT:

ITEM      DESCRIPTION      QTY UNIT      UNIT COST      TOTAL COST
-----
1  LOTS OF GOOD STUFF      110  EA      155.5555      17111.11
    NSN: 7510-00-123-7777
    QTY PREV RCVD: 100
    PARTIAL NO.: 1
    Items per EA: 1
3  GOOD STUFF      10  EA      150.00      1500.00

```

Error Messages and Their Resolution

```

      Items per EA: 1
4  MORE GOOD STUFF                      10  EA      25.00      250.00
      Items per EA: 1
5  EST. SHIPPING AND/OR HANDLING                      10.00
      IFCAP Training
      V.A. TRANSACTION NUMBERS:
        612-94-4-1102-0044
      AMENDMENT NUMBER: 1                      EFFECTIVE DATE: 7/11/94
        ENTER '^' TO HALT:

ITEM          DESCRIPTION                      QTY UNIT      UNIT      TOTAL
-----
      *ADDED THROUGH AMENDMENT*
      Item No. 3      Item Master File No.
      GOOD STUFF
        Items per EA:      NSN:
        10 EA at $      150.0000 = $ 1500.00
      AMENDMENT NUMBER: 2                      EFFECTIVE DATE: 7/11/94

      **Currently:
      Item No. 1      Item Master File No. 5505
      LOTS OF GOOD STUFF
        Items per EA: 1      NSN: 7510-00-123-7777
        110 EA at $      150.00 = $ 16500.00
      ENTER '^' TO HALT:

ITEM          DESCRIPTION                      QTY UNIT      UNIT      TOTAL
-----
      **Will now be AMENDED to read:
      Item No. 1      Item Master File No. 5505
      LOTS OF GOOD STUFF
        Items per EA: 1      NSN: 7510-00-123-7777
        110 EA $      155.5555 = $ 17111.11
      AMENDMENT NUMBER: 3                      EFFECTIVE DATE: 7/12/94
      *ADDED THROUGH AMENDMENT*
      Item No. 4      Item Master File No.
      MORE GOOD STUFF
        Items per EA: 1      NSN:
        10 EA at $      25.0000 = $ 250.00
      AMENDMENT NUMBER: 4                      EFFECTIVE DATE: 7/12/94
        ENTER '^' TO HALT:

ITEM          DESCRIPTION                      QTY UNIT      UNIT      TOTAL
-----
      **Currently:
      Item No. 1      Item Master File No. 5505
      LOTS OF GOOD STUFF
        Items per EA: 1      NSN: 7510-00-123-7777
        100 EA at $      155.56 = $ 15555.55
      **Will now be AMENDED to read:
      Item No. 1      Item Master File No. 5505
      LOTS OF GOOD STUFF
        Items per EA: 1      NSN: 7510-00-123-7777
        110 EA $      155.5555 = $ 17111.11
      Review a Receiving Report ? NO// (NO)
      Do you wish to rebuild and retransmit this FMS document? YES//
        PURCHASE ORDER - 612-A40030
      COST CENTER: 844100                      CONTROL POINT: 1102 MED CARE TEST2
      BOC #1: 2660                      AMOUNT: $ 18861.11
      BOC #2: 2661                      AMOUNT: $ 0.00
      BOC #3: 2660                      AMOUNT: $ 10.00
      Justification(s):
        Transaction Number: 612-94-4-1102-0044

```

Error Messages and Their Resolution

```
Required for recreational activities in employee wellness.
The information listed above is recorded on this PURCHASE ORDER.
Is the above information correct? YES// NO
Should the Cost Center or BOC information be edited at this time? NO// YES
...now editing the Cost Center...
COST CENTER: 844100//
...now editing the BOCs...
Do you wish to assign the same BOC to ALL items? NO//
Do you wish to edit specific line items? YES//
Select ITEM: 1          LOTS OF GOOD STUFF
             STK#:          NSN: 7510-00-123-7777
BOC: 2660 Operating Supplies and Ma Replace ... With 2661
Replace
2661 Expendable Furniture and
2661 Expendable Furniture and Fixtures and Decoras
Select ITEM:
...now recalculating FMS commodity lines...
PURCHASE ORDER - 612-A40030
COST CENTER: 844100          CONTROL POINT: 1102 MED CARE TEST2
BOC #1: 2660                AMOUNT: $ 1750.00
BOC #2: 2661                AMOUNT: $ 17111.11
BOC #3: 2660                AMOUNT: $ 10.00
Justification(s):
Transaction Number: 612-94-4-1102-0044
Required for recreational activities in employee
wellness.
The information listed above is recorded on this PURCHASE ORDER.
Is the above information correct? YES//
Net Cost of Order:          $ 18871.11
Control Point Balances
Uncommitted Balance:       $ 166962.85
Unobligated Balance:      $ 174399.35
Committed, Not Obligated:  $ 7436.50
OK to Continue? YES// YES
Select Obligation Processing Date: JUL 11,1994// (JUL 11, 1994)
This Purchase Order Obligation will now generate the
Original Entry Miscellaneous Order (MO) Document. The MO Document
will be marked for transmission to FMS.
Transmit this Document to FMS? YES//
The Electronic Signature must now be entered to generate the MO Document.
Enter ELECTRONIC SIGNATURE CODE: Thank you.
...now generating the FMS Miscellaneous Order (MO) Document..
...HMMM, LET ME THINK ABOUT THAT A MOMENT...
Select Stack Document for Rebuild/Transmit:
Select Stack Document for Rebuild/Transmit: NOT FOUND!
Select one of the following:
MO          Miscellaneous Order
SO          Service Order

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

7.4 Payment Error Processing

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

Figure 7-6 Payment Voucher Inquiry

```

Accounting Technician Menu
    Document Processing Menu ...
    Accounting Utilities Menu ...
    Reprint Menu ...
    Receiving Report Transmission Menu ...
    Fee Basis   IFCAP Code Sheet Menu ...
    FMS Code Sheet Menu ...
Select Accounting Technician Menu Option: DOcument Processing
Menu
The system can now generate a report that will list the type and
number of each document that is ready for processing at this
time.
But, it may take a while to complete.
Do you want to run the report at this time? NO//

    1358 Processing Menu ...
    Amendment Processing
    General Post Funds Requests Processing
    Invoice Processing (ACCTG) Menu ...
    Obligation Processing
    Process Receiving Report
    Return Purchase Order to Supply
    Return PO Amendment to Supply
    Stacked Fiscal Documents Menu ...
    FMS Rejected Obligation Document Processing ...
Select Document Processing Menu Option: INVoice Processing
(ACCTG) Menu
    Invoice Processing for Payment
    Return Invoice to Voucher Audit
    PV      Payment Voucher (PV) Inquiry
    FMS Payment Voucher Error Processing
    View Certified Invoice
Select Invoice Processing (ACCTG) Menu Option: PAYment Voucher
(PV) Inquiry
Payment Voucher (PV) Inquiry
Select STATION NUMBER ('^' TO EXIT): 542// 612      MARTINEZ, CA
    Select one of the following:
        PV      Payment Voucher
Select Transaction Type: PV  Payment Voucher
Payment Voucher NumberC40011  PV-612C4001100
FMS Document: PV-612C4001100
    Description: Payment Voucher
    Status: REJECTED BY FMS
    Created: JUL  7, 1994@13:55:02
This FMS document has rejected due to one or more errors.
The Certified Invoice will now be displayed for your review.
Please review the source document very carefully and take
the appropriate corrective action.
Press 'RETURN' to continue:
...Alright, I'm tired.  Please hold on...
INVOICE TRACKING LIST              JUL 26,1994  09:09      PAGE 1
-----
ID NUMBER: 40075                  INVOICE/BILL NUMBER: 123
  
```

Error Messages and Their Resolution

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

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

CHARGED TO CURRENT LOCATION BY: IFUSER,THREE
CERTIFIED BY VALIDATION VER: 1 CERTIFIED BY ESIG CODE: 5711
COMPLETED BY VALIDATION VER: <HIDDEN> COMPLETED BY ESIG CODE: 5711
CERTIFIED BY SIG DATE/TIME: JUL 7, 1994@13:53:43
COMPLETED BY SIG DATE/TIME: JUL 7, 1994@13:55
CERTIFYING SERVICE: FISCAL
DATE/TIME CHARGED OUT: JUL 7, 1994@13:53
CHARGED BY: IFUSER,THREE
CERTIFYING SERVICE: FISCAL
DATE/TIME CHARGED OUT: JUL 7, 1994@13:53
CHARGED BY: IFUSER,THREE
BOC: 2660 Operating Supplies and Materials
ACCOUNTING LINE AMOUNT: \$120.00 LIQUIDATION AMOUNT: \$110.00
LIQUIDATION CODE: PARTIAL FMS LINE #: 1
PROMPT PAYMENT TERMS #: 1 DISCOUNT PERCENT: NET
DISCOUNT DAYS: 30
Press 'RETURN' to continue:
Payment Voucher Number
Payment Voucher Number NOT FOUND!
Select one of the following:
PV Payment Voucher
Select Transaction Type:

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

Figure 7-7 FMS Payment Voucher Error Processing

| |
|--|
| Select Invoice Processing (ACCTG) Menu Option: FMS Payment Voucher Error Processing |
| FMS Payment Voucher Error Processing |
| Select Payment Voucher Number: PV-612C4001100 |
| FMS Document: PV-612C4001100 Description: Payment Voucher Status: REJECTED BY FMS Created: JUL 7, 1994@13:55:02 This FMS document has rejected due to one or more errors. **PONUM=PV-612C4001100 The Certified Invoice can now be displayed for your review. Please review the source document very carefully and take the appropriate corrective action. |

Error Messages and Their Resolution

```
Do you wish to display the source document? YES// NO
Do you wish to rebuild and retransmit this FMS document? YES//
Select STATION NUMBER (^ TO EXIT): 612//          MARTINEZ, CA
Does this invoice need to be processed by Voucher Audit? NO// Y (YES)
ARE YOU SURE? YES// (YES)
                Status has been changed from 'Transaction Complete'
                to 'Awaiting Voucher Audit Review'.

Press 'RETURN' to continue:
Select Payment Voucher Number:      PV-612C4001100
    FMS Document: PV-612C4001100
    Description: Payment Voucher
    Status: REJECTED BY FMS
    Created: JUL  7, 1994@13:55:02
This FMS document has rejected due to one or more errors.
**PONUM=PV-612C4001100
The Certified Invoice can now be displayed for your review.
Please review the source document very carefully and take
the appropriate corrective action.
Do you wish to display the source document? YES// NO
Do you wish to rebuild and retransmit this FMS document? YES//
Select STATION NUMBER (^ TO EXIT): 612//          MARTINEZ, CA
Does this invoice need to be processed by Voucher Audit? NO// (NO)
                Status has been changed from 'Awaiting Voucher Audit Review'
                to 'In Accounting'.

Do you wish to process this invoice at this time? YES// (YES)
    Switching to 'Process Invoice in Accounting' Module.
Unliquidated obligation amounts and BOCs on this order are:
    $110.00  2660 Operating Supplies and Materials
Total Invoice Amount Certified for Payment=$110.00
Select BOC: 2660 Operating Supplies and Materials
    //
    BOC: 2660 Operating Supplies and Materials//
FMS Line #1
    ACCOUNTING LINE AMOUNT: 120.00// 110.00
    LIQUIDATION AMOUNT: 110.00//
    LIQUIDATION CODE: PARTIAL//
Select BOC:
OK to process this payment to FMS? NO// Y (YES)
Enter ELECTRONIC SIGNATURE CODE:          Thank you.
    Transferring invoice data to PV document for transmission to FMS.
    Returning to 'Process FMS/CAPPS Error Message' Module.

Press 'RETURN' to continue:

FMS Payment Voucher Error Processing
Select Payment Voucher Number:
Select Payment Voucher Number:  NOT FOUND!
    Select one of the following:
        PV          Payment Voucher
Select Transaction Type:
    Invoice Processing for Payment
    Return Invoice to Voucher Audit
    PV          Payment Voucher (PV) Inquiry
    FMS Payment Voucher Error Processing
    View Certified Invoice
Select Invoice Processing (ACCTG) Menu Option:
```


Chapter 8. Purchase Card Options

8.1 Purchase Card Transaction Print Menu

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

8.2 Detailed Report of Unpaid PC Transactions by FCP

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

8.2.1 Enter Parameters and Display

Figure 8-1 Detailed Report of Unpaid PC Transactions by FCP

| | | | | | | |
|---|------------|---------------|-------------------------|--------------------------------|--------|------|
| Select Purchase Card Transactions Print Menu Option: detailed Report of Unpaid PC Transactions by FCP | | | | | | |
| Please select a device for printing this report. | | | | | | |
| DEVICE: UCX/TELNET Right Margin: 80// | | | | | | |
| DETAILED REPORT OF UNPAID PURCHASE CARD TRANSACTIONS BY FCP PAGE: 1 | | | | | | |
| FCP | PC NUMBER | BUYER | | VENDOR | | |
| | AMOUNT | PURCHASE DATE | COST CENTER | BUDGET | OBJECT | CODE |
| FIRST LINE ITEM DESCRIPTION | | | | | | |
| STATUS | | | | | | |
| ----- | | | | | | |
| 020 | 688-P80076 | IFUSER,TWO K | | MEDLINE INDUSTRIES INC | | |
| | 70.00 | SEP 02, 1998 | 840500 | 2660 Operating Suppl | | |
| HEPARIN SODIUM INJECTION USP 1000 UNITS PER ML 30ML DERIVED | | | | | | |
| Ordered (No Fiscal Action Required) | | | | | | |
| 020 | 688-P65054 | LUCE,RANDY | | ADDRESSOGRAPH FARRINGTON/DATAC | | |
| | 10987.00 | SEP 02, 1998 | 840500 | 2424 Other Printing | | |
| DESCRIPTION | | | | | | |
| Ordered (No Fiscal Action Required) | | | | | | |
| 020 | 688-P75198 | LUCE,RANDY | | CERAMIC BARN | | |
| | 180.00 | SEP 02, 1998 | 840500 | 2220 Other Shipments | | |
| TEST ITEM | | | | | | |
| Ordered (No Fiscal Action Required) | | | | | | |
| CONTROL POINT 20 SUBTOTAL: 11237.00 | | | | | | |
| 036 | 688-P05176 | IFVENDOR,TEN | III PHD DVMIFVENDOR,ONE | | | |
| | 27.60 | MAY 01, 2000 | 828100 | 2660 Operating Suppl | | |
| WOODEN WIDGETS-PINE-PAINTED | | | | | | |
| Ordered (No Fiscal Action Required) | | | | | | |
| 036 | 688-P85010 | IFUSER,TWO K | | GENERAL MEDICAL | | |
| | 62.90 | OCT 27, 1997 | 828100 | 2632 Other Medical a | | |
| GAUZE, PETROLATUM, STERILE INDIVIDUAL PACK WHITE ABSORBENT 1 X 36 | | | | | | |
| Complete Order Received | | | | | | |
| CONTROL POINT 36 SUBTOTAL: 90.50 | | | | | | |

8.3 Fiscal Daily Review

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

8.3.1 Enter Parameters and Display

Enter a beginning date and ending date for the report.

Specify whether you want to see Delivery Orders.

Figure 8-2 Fiscal Daily Review

| | | | | |
|--|-----------------|--------|---------------------------|-----------|
| Select Purchase Card Transactions Print Menu Option: fiscal Daily Review | | | | |
| Enter beginning date: 030100 MAR 1,2000 | | | | |
| Enter ending date: t JUN 15,2000 | | | | |
| Do you want to see delivery orders? y YES | | | | |
| DEVICE: UCX/TELNET Right Margin: 80// | | | | |
| FISCAL DAILY REVIEW REPORT | | | PAGE: 1 | |
| PURCHASE DATE | BUYER | VENDOR | TRANSACTION | PO NUMBER |
| STATUS | | | | |
| ----- | | | | |
| DATE: JUN 15, 2000 CONTROL POINT: 20 | | | | |
| APR 04, 2000 | IFUSERUSER,FOUR | | IFVENDOR1,FIVE | 0.75 |
| Ordered and Obligated | | | 688-A09024 | |
| APR 04, 2000 | IFUSERUSER,FOUR | | IFVENDOR1,FIVE | 225.00 |
| Ordered and Obligated | | | 688-A09023 | |
| APR 03, 2000 | IFUSERUSER,FOUR | | IFVENDOR1,FIVE | 0.00 |
| Ordered and Obligated | | | 688-A09022 | |
| MAR 30, 2000 | IFUSERUSER,FOUR | | IFVENDOR1,FIVE | 151.25 |
| Ordered and Obligated | | | 688-A09021 | |
| DATE: JUN 15, 2000 CONTROL POINT: 20 | | | | |
| MAR 29, 2000 | IFUSERUSER,FOUR | | IFVENDOR1,FIVE | -450.00 |
| Partial Order Received | | | 688-A09019 | |
| MAR 28, 2000 | IFUSERUSER,FOUR | | IFVENDOR1,FIVE | -700.00 |
| Complete Order Received | | | 688-A09018 | |
| MAR 27, 2000 | IFUSERUSER,FOUR | | IFVENDOR1,FIVE | 120.00 |
| Ordered and Obligated | | | 688-A09017 | |
| MAR 27, 2000 | IFUSERUSER,FOUR | | IFVENDOR1,FIVE | 150.00 |
| Ordered and Obligated | | | 688-A09016 | |
| DATE: JUN 15, 2000 CONTROL POINT: 20 | | | | |
| MAR 23, 2000 | IFUSERUSER,FOUR | | IFVENDOR1,FIVE | -310.00 |
| Partial Order Received | | | 688-A09015 | |
| MAR 22, 2000 | IFUSERUSER,FOUR | | IFVENDOR1,FIVE | -350.00 |
| Partial Order Received | | | 688-A09014 | |
| MAR 22, 2000 | IFUSERUSER,FOUR | | BAXTER HEALTHCARE/RENAL D | -50.00 |
| Partial Order Received | | | 688-A09012 | |
| MAR 20, 2000 | IFUSERUSER,FOUR | | IFVENDOR1,FIVE | -50.00 |
| Partial Order Received | | | 688-A09009 | |
| DATE: JUN 15, 2000 CONTROL POINT: 20 | | | | |
| MAR 20, 2000 | IFUSERUSER,FOUR | | IFVENDOR1,FIVE | -35.00 |
| Complete Order Received | | | 688-A09008 | |
| MAR 20, 2000 | IFUSERUSER,FOUR | | IFVENDOR1,FIVE | 200.00 |
| Partial Order Received | | | 688-A09007 | |
| MAR 10, 2000 | IFUSERUSER,FOUR | | BAXTER HEALTHCARE/RENAL D | 3600.00 |
| Complete Order Received | | | 688-A09004 | |
| CONTROL POINT 20 SUBTOTAL: | | | | 2502.00 |
| DATE: JUN 15, 2000 CONTROL POINT: 36 | | | | |

| | | | |
|-------------------------------------|--------------|--------------------------|----------------------------------|
| MAY 01, 2000 | IFVENDOR,TEN | III PHD DVMIFVENDOR,ONE | 27.60 |
| Ordered (No Fiscal Action Required) | | | 688-P05176 |
| | | | CONTROL POINT 36 SUBTOTAL: 27.60 |
| JUN 09, 2000 | IFUSER,ONE | IFVENDOR,FOUR | 150.00 |
| Ordered and Obligated | | | 688-A00087 |
| JUN 09, 2000 | IFUSER,ONE | IFVENDOR,FOUR | 300.00 |
| Complete Order Received | | | 688-A00086 |
| DATE: JUN 15, 2000 | | | CONTROL POINT: 60 |
| JUN 09, 2000 | IFUSER,ONE | IFVENDOR,FOUR | 150.00 |
| Ordered and Obligated | | | 688-A00085 |
| JUN 08, 2000 | IFUSER,ONE | S.U.T. Business Services | 144.00 |
| Pending Fiscal Action | | | 688-A00084 |

8.4 History of Purchase Card Transactions

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

8.4.1 Enter Parameters and Display

Enter a beginning date and ending date for the report.

The report can list paid orders, unpaid orders or both types of orders. At the Status: prompt enter P for paid orders; U for unpaid orders; or B for both types of orders.

Figure 8-3 History of Purchase Card Transactions

| | | | |
|--|--------|--------------|--|
| Select Purchase Card Transactions Print Menu Option: HIStory of Purchase Card Transactions | | | |
| Enter beginning date: 030100 MAR 1,2000 | | | |
| Enter ending date: T JUN 15,2000 | | | |
| Select one of the following: | | | |
| P | Paid | | |
| U | Unpaid | | |
| B | Both | | |
| STATUS: Both | | | |
| DEVICE: UCX/TELNET Right Margin: 80// | | | |
| 060 | P05182 | MAY 18, 2000 | IFUSER,FIVE IFVENDOR1,FIVE |
| | 250.00 | 842100 | 2660 Operating Supplies and Materials |
| TEST FOR PATCH 253 SAC PRCHEI ROUTINE. | | | |
| Ordered (No Fiscal Action Required) | | | |
| 060 | P05174 | MAY 01, 2000 | IFVENDOR,TEN DVM |
| | 0.00 | 842100 | 2660 Operating Supplies and Ma |
| WOODEN WIDGETS-PINE-PAINTED | | | |
| Order Not Completely Prepared | | | |
| 060 | P05170 | APR 19, 2000 | IFUSER,FIVE IFVENDOR1,FIVE |
| | 0.00 | 842100 | 2631 Drugs, Medicines and Chemical Suppl |
| MORPHINE NJ TUBEX 8MG (PKG.SIZE:10 X 1ML) (SCHEDULE II) | | | |
| Order Not Completely Prepared | | | |
| 060 | P85870 | APR 13, 2000 | SUPPLY,USER IFVENDOR,FOUR INC. |
| | 8.35 | 822300 | 2632 Other Medical and Dental Supplies |
| COVER ARMBOARD 9 INCH | | | |
| Complete Order Received (Amended) | | | |
| 060 | P05157 | APR 04, 2000 | IFUSER,FIVE IFVENDOR1,FIVE |
| | 200.00 | 820300 | 2631 Drugs, Medicines and Chem |
| MORPHINE NJ TUBEX 8MG (PKG.SIZE:10 X 1ML) (SCHEDULE II) | | | |
| Ordered (No Fiscal Action Required) | | | |

Purchase Card Options

```
060 P05154 APR 04, 2000 IFUSER,FIVE IFVENDOR1,FIVE
100.00 820300 2631 Drugs, Medicines and Chem
MORPHINE NJ TUBEX 8MG (PKG.SIZE:10 X 1ML) (SCHEDULE II)
Ordered (No Fiscal Action Required)
060 P05863 MAR 21, 2000 SUPPLY,USER FEDERAL MARKETING
75.30 820300 2660 Operating Supplies and Materials
BATTERY AAA ALKALINE 1.5 VOLTS
Ordered (No Fiscal Action)-Amended
060 P05845 MAR 10, 2000 SUPPLY,USER IFVENDOR,FOUR
120.12 822100 2692 Prosthetic Supplies
BATTERY AAA ALKALINE 1.5 VOLTS
Reconciled - Amended
060 P00089 MAR 10, 2000 SUPPLY,USER DSA
64.20 822100 2632 Other Medical and Dental Supplies
ADHESIVE TIES, SURGICAL, WHITE, 7-1/4 INCHES WIDE, 11-1/8 INCHES LONG,
Reconciled - Amended
060 P00088 MAR 10, 2000 SUPPLY,USER IFVENDOR,TWO
54.00 822100 2631 Drugs, Medicines and Chemical Suppl
2X2 LITER CONDITIONER, 1X2 LITER BUFFER ASTRA
Reconciled
```

8.5 Reconciled Purchase Card Transactions

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

8.5.1 Enter Parameters and Display

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

Figure 8-4 Reconciled Purchase Card Transactions

```
Select Purchase Card Transactions Print Menu Option: reconciled Purchase Card Transactions
Select STATION NUMBER ('^' TO EXIT): 688// WASHINGTON, DC
Enter beginning date: 030100 MAR 1,2000
Enter ending date: t JUN 15,2000
DEVICE: UCX/TELNET Right Margin: 80//
RECONCILED PURCHASE CARD ORDERS JUN 15, 2000@13:00:14 PAGE 1
P.O. DATE DATE RECONCILED ORDER # $AMT TYPE(S/D)
VENDOR DESCRIPTION
STATUS
DOC-REF # RECONCILED $AMT RECONCILE VENDOR FINAL CHARGE
-----
BUYER: IFBUYER 3
APR 28, 1997 JUN 02, 2000 688-P65024 667.14 D
IFVENDOR2,TWO SDFS
Reconciled
C68861470012001 150.20 IFVENDOR2,THREE NO
C68861470012006 667.14 IFVENDOR2,FOUR YES
RECONCILED SUBTOTAL - $817.34
BUYER SUBTOTAL - $667.14
BUYER: IFVENDOR,TEN
JUN 12, 2000 JUN 12, 2000 688-P05185 13.08 SIMPLIFIED
IFVENDOR,FOUR Prosthetic Order
Reconciled
C68801620001001 25.55 YES
```

```

        RECONCILED SUBTOTAL - $25.55
        BUYER SUBTOTAL - $13.08
BUYER: IFBUYER 1
MAR 09, 2000          MAR 09, 2000          688-P85834          12.12          DETAILED
IFVENDOR,FOUR          BATTERY AAA ALKALINE 1.5 VOLTS
Reconciled - Amended
C-688000P85834          6.12          IFVENDOR,FOUR          NO
C-6880002P85834          6.00          IFVENDOR,FOUR          YES
        RECONCILED SUBTOTAL - $12.12
        BUYER SUBTOTAL - $12.12
BUYER: IFBUYER 2
NOV 20, 1998          APR 18, 2000          688-P95080          13.20
FEDERAL MARKETING          TESTING OPTIONS IN MNT (11-20-98).
Reconciled - Amended
C-688000P95080          5.00          FEDERAL MARKETING          NO
C-6880002P95080          8.20          FEDERAL MARKETING          YES
        RECONCILED SUBTOTAL - $13.20
MAR 10, 2000          MAR 10, 2000          688-P85846          10.00
IFVENDOR,FOUR          INC.          Test item, for $10.00
Reconciled
C-688000P85846          10.00          IFVENDOR,FOUR          YES
BUYER: IFBUYER 2
        RECONCILED SUBTOTAL - $10.00
        BUYER SUBTOTAL - $23.20
Press return to continue, '^' to exit:

```

8.6 Unreconciled Purchase Card Transactions

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

8.6.1 Enter Parameters and Display

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

Figure 8-5 Unreconciled Purchase Card Transactions

```

Select Purchase Card Transactions Print Menu Option: UNReconciled Purchase Card
Transactions
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON, DC
Enter beginning date: 030100  MAR 1,2000
Enter ending date: t  JUN 15,2000
DEVICE: UCX/TELNET  Right Margin: 80//
UNRECONCILED PURCHASE CARD ORDERS          JUN 15, 2000@15:27:57  PAGE 1
P.O. DATE          ORDER #          $AMT          TYPE(S/D)
VENDOR          DESCRIPTION
STATUS
COMMENTS
-----
BUYER: IFUSER,TWO
APR 04, 2000          688-P05160          165.00          DETAILED
BAXTER/HOSPITAL SUPPLY DIV          NEEDLE JAMSHIDI BONE MARROW 11GA X
Ordered (No Fiscal Action Required)
Test Document
        BUYER SUBTOTAL - $165.00
BUYER: IFUSER,ONE
MAR 02, 2000          688-P05104          144.00
IFVENDOR,FOUR          SHAVING KIT, SURGICAL PREPARATION.

```

| |
|--|
| Ordered (No Fiscal Action Required) BUYER SUBTOTAL - \$144.00 |
|--|

8.7 ET-FMS Document Display

8.7.1 Enter Parameters and Display

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

Figure 8-6 ET-FMS Document Display

```

Select STATION NUMBER ('^' TO EXIT): 688//      WASHINGTON, DC
  Select one of the following:
    ET      Expenditure Transfer
Select Transaction Type: et  Expenditure Transfer
FMS ET Document ID: ??
Choose from:
FMS ET Document ID: ET-688HJCG1095
FMS Document: ET-688HJCG1095
  Description: Auto ET Document
    Status: TRANSMITTED
    Created: APR 27, 1998@15:54:44
Description      Line #500      Line #
    BBFY:        98            98
    BBEY:
    FUND:        0160A1        820100
    STATION:     688          688
    SUB STATION:
    COST CENTER: 820100        820100
SUB COST CENTER: 00           00
    FCP/PRJ:    0100E0198     0160A1
    BOC:        2660          2660
    JOB NO:
    LINE AMOUNT: 39.15        39.15
    LINE ACTION: D            I
PURCHASE CARD ORDER: 688-P85231
  
```

8.8 ET-FMS Document Rebuild

This option will rebuild erroneous/rejected ET-documents.

8.9 Purchase Card Transaction Status

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

8.9.1 Enter Parameters and Display

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

Figure 8-7 Purchase Card Transaction Status

```
Select STATION NUMBER ('^' TO EXIT): 688//      WASHINGTON, DC
P.O./REQ. NO.: P05027      688-P05027  11-19-99  PC   Paid (Not Received)
      FCP: 060      $ 144.00
Transaction Number: 688-P05027      FCP: 060 Fiscal Service
Transaction Status: Paid (Not Received)
Date of Request: NOV 19, 1999      Date Required: NOV 29, 1999
Vendor: IFVENDOR,FOUR
Committed (Estimated) Cost: 144.00      Date Committed: NOV 29, 1999
Purchase Card Amount: 144.00      Date Signed: NOV 19, 1999@09:09:35
Transaction Amount: 144.00      Accounting Data: 3600160
Originator of Request: IFUSER,ONE
Requesting Service: FISCAL
Delivery Location:
Sort Group:
Do you wish to print this report? Yes//      (Yes)
DEVICE: UCX/TELNET      Right Margin: 80//
Transaction Number: 688-P05027      FCP: 060 Fiscal Service
Transaction Status: Paid (Not Received)
Date of Request: NOV 19, 1999      Date Required: NOV 29, 1999
Vendor: IFVENDOR,FOUR
Committed (Estimated) Cost: 144.00      Date Committed: NOV 29, 1999
Purchase Card Amount: 144.00      Date Signed: NOV 19, 1999@09:09:35
Transaction Amount: 144.00      Accounting Data: 3600160
Originator of Request: IFUSER,ONE
Requesting Service: FISCAL
Delivery Location:
Sort Group:
NOTE - You cannot use the PURCHASE CARD HOLDER field for lookups.
```

8.10 Monitor Reconciled Orders by Card Holder

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

8.10.1 Enter Parameters and Display

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

Select a DEVICE for displaying the report.

Figure 8-8 Monitor Reconciled Orders by Card Holder

| | | | | | | |
|--|-------------------|--------|----------|----------|--|--|
| Select Purchase Card Transactions Print Menu Option: MONITOR RECONCILED ORDERS BY C PRCH | | | | | | |
| RECONCILE PRINT Monitor Reconciled Orders by Card Holder | | | | | | |
| START WITH RECONCILE DATE: FIRST// <Enter> | | | | | | |
| START WITH CARD HOLDER: FIRST// <Enter> | | | | | | |
| | | | | | | |
| DEVICE: UCX/TELNET Right Margin: 80// <Enter> | | | | | | |
| PURCHASE CARD ORDER RECONCILE LIST JUN 16,2000 15:08 PAGE 1 | | | | | | |
| TRANS DATE | MERCHANT | AMOUNT | COMM AMT | VARIANCE | | |
| PO# | VENDOR | FCP CC | BOC | | | |
| SUPPLY STATUS | ET DOC ID | | | | | |
| ----- | | | | | | |
| RECONCILE DATE: OCT 20,1998 | | | | | | |
| CARD HOLDER: SUPPLY,USER | | | | | | |
| OCT 19,1998 | SOUTHERN OPTICAL | 25.00 | 51.06 | 26.06 | | |
| 99998128 | 1788 | | | | | |
| OCT 20,1998 | SOUTHERN OPTICAL | 60.83 | 60.82 | -.01 | | |
| 99998126 | 1787 | | | | | |
| RECONCILE DATE: OCT 23,1998 | | | | | | |
| CARD HOLDER: SUPPLY,USER | | | | | | |
| OCT 23,1998 | FEDERAL MARKETING | 6.60 | 6.60 | 0 | | |
| 99998080 | 1810 | | | | | |

8.11 BOC Report for OA&MM/Fiscal

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

8.11.1 Enter Parameters and Display

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

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

Select a DEVICE for displaying the report.

Figure 8-9 BOC Report for OA&MM/Fiscal

| | | | | | | |
|---|--|--|--|--|--|--|
| Select Purchase Card Transactions Print Menu Option: boc Report for OA&MM/Fiscal | | | | | | |
| * Previous selection: CARD HOLDER not null | | | | | | |
| START WITH CARD HOLDER: FIRST// | | | | | | |
| * Previous selection: TRANSACTION DATE not null | | | | | | |
| START WITH TRANSACTION DATE: FIRST// | | | | | | |
| DEVICE: UCX/TELNET Right Margin: 80// | | | | | | |
| PURCHASE CARD/SUPPLY FUND DOC ID RECONCILIATION | | | | | | |
| JUN 16,2000 15:19 PAGE 1 | | | | | | |
| TRANSACTION | | | | | | |

| BOC | DATE | ORACLE DOCUMENT ID | PURCHASE ORDER |
|-------|-------------------------|--------------------|----------------|
| | COMMITTED | | |
| | AMOUNT | AMOUNT | MERCHANT NAME |
| ----- | | | |
| | CARD HOLDER: IFUSER,TWO | | |
| 2696 | MAR 3,1999 | C-662000P95005 | 662-P95005 |
| | 1.50 | 1.50 | SIMPLIFIED |
| 2696 | MAR 3,1999 | C-662000P95006 | 662-P95006 |
| | 2.50 | 2.50 | IFVENDOR,FOUR |

Chapter 9. Accounting Utilities

9.1 Introduction

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

9.2 Update Status of Funds Balances

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

9.2.1 Enter Parameters and Display

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

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

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

Figure 9-1 Update Status of Funds Balances

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

9.3 Lookup Vendor ID Number

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

9.3.1 Enter Parameters and Display

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

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

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

Figure 9-2 Lookup Vendor ID Number

```

Select Accounting Utilities Menu Option: lookup Vendor ID Number
Select Vendor Name or PO Number: IFVENDOR,FOUR
  1  IFVENDOR,FOUR                      EDI  PH:800 333-8838  NO:    65
PAY ADD:DEPT LA 21061                    FMS:IFVENDOR,FOUR
      PASADENA, CA 91185                CODE:93086711305  FAX:301 111-2222
  2  IFVENDOR,FOUR  INC.                EDI  PH:800 333-8828  NO: 40179
PAY ADD:2424 WEST 23RD ST                FMS:IFCAPVENDO52.FIVE
      ERIE, PA 16514                    CODE:250320960    FAX:510 444-9876
CHOOSE 1-2: 1  IFVENDOR,FOUR            EDI  PH:800 333-8838  NO:    65
PAY ADD:DEPT LA 21061                    FMS:IFVENDOR,FOUR
      PASADENA, CA 91185                CODE:93086711305  FAX:301 111-2222
Review current payment information on this Vendor? YES// y  YES
Lookup Vendor ID Number
Payment Information
  Vendor Name: IFVENDOR,FOUR
Vendor Number: 65                      Non-Recurring/Recurring: RECURRING
      FMS Vendor Code: 930867113
      Alternate Address Indicator: 05
      Address: DEPT LA 21061
              2424 WEST 23RD STREET
              PASADENA, CA 91185
      Payment Contact Person: IFUSER,SEVEN
Select Vendor Name or PO Number:

```

9.4 Vendor File Edit

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

9.4.1 Enter Parameters and Display

Enter a STATION NUMBER.

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

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

Figure 9-3 Vendor File Edit

```
Select STATION NUMBER ('^' TO EXIT): 688//      WASHINGTON, DC
Vendor File Edit
Fiscal may add new Vendors to the Vendor File.
Select VENDOR NAME: ??
    1  IFVENDOR,ONE                                PH:413 555-5555  NO: 41369
PAY ADD:8 HIGH ST                                FMS:
        FLORENCE, MA 01062                        CODE:98722987301  FAX:301 427-3711
.....
    5  IFVENDOR,ONE  'S THINGS                    PH:              NO: 41383
PAY ADD:9 HOGH                                FMS:
        FLORENCE, MA 01063                        CODE:              FAX:
CHOOSE 1-5: 1  IFVENDOR,ONE                    PH:413 269-2625  NO: 41369
PAY ADD:8 HIGH ST                                FMS:
        FLORENCE, MA 01062                        CODE:98722987301  FAX:301 427-3711
Review current payment information on this Vendor? YES//
Vendor File Edit
Payment Information
    Vendor Name: IFVENDOR,ONE
Vendor Number: 41369      Non-Recurring/Recurring: RECURRING
        FMS Vendor Code: 987229873
        Alternate Address Indicator: 01
        Address: 8 HIGH ST
                FLORENCE, MA 01062
        Payment Contact Person: IFUSER,EIGHT
Edit the payment information on Vendor record? YES//
Vendor File Edit
NAME: IFVENDOR,ONE  //
TAX ID/SSN: 000000001//
SSN/TAX ID INDICATOR: TAX IDENTIFICATION NUMBER//
FMS VENDOR CODE: 000000001//
ALT-ADDR-IND: 01//
PAYMENT CONTACT PERSON: IFUSER,EIGHT  //
PAYMENT PHONE NO.:
ORDERING ADDRESS: 8 HIGH ST
                FLORENCE, MASSACHUSETTS 01061
PAYMENT ADDRESS1: 8 ANY ST// 10 South St.
PAYMENT ADDRESS2: BOX 000//
PAYMENT CITY: FLORENCE//
PAYMENT STATE: MASSACHUSETTS//
PAYMENT ZIP CODE: 01062//01061
1099 VENDOR INDICATOR: YES//
VENDOR TYPE: COMMERCIAL//
DUN & BRADSTREET #: 987228934//
DOES A VRQ NEED TO GO TO AUSTIN (YES/NO)? NO// YES
Creating the FMS VENDOR REQUEST.
Enter RETURN to continue:
```

9.5 Edit BOC in Item File

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

9.5.1 Enter Parameters and Display

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

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

Figure 9-4 Edit BOC in Item File

```
Select Accounting Utilities Menu Option: edit BOC in Item File
Select ITEM MASTER NUMBER: 100012 ??
Select ITEM MASTER NUMBER: 100
   1   100      PROBE-EAR
   2  100-0129  13      THIORRIDAZINE SOL 100MG/ML 4 OZ BT(MELLARIL)
CHOOSE 1-2: 1   100      PROBE-EAR
          PROBE-EAR-SAO2 3700
BOC: 2660 Operating Supplies and Materials// 2632 Other Medical and Dental Supplies
```

9.6 Clear Program Lock

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

9.6.1 Enter Parameters and Display

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

Figure 9-5 Edit BOC in Item File

```
Select Accounting Utilities Menu Option: clear Program Lock
Select FISCAL LOCK TYPE: ??
Choose from:
  BATCH/TRANSMIT
  BUDGET RELEASE
  CLI BATCH/TRANSMIT
  CLM BATCH/TRANSMIT
  ISM BATCH/TRANSMIT
  LOG BATCH/TRANSMIT
  PHA BATCH/TRANSMIT
  PRC BATCH/TRANSMIT
Select FISCAL LOCK TYPE: batch/TRANSMIT
BATCH/TRANSMIT Lock is not in use. No action taken
```


9.7 Undelivered Orders Reconciliation Report

This option generates the 850 Undelivered Orders Reconciliation Report. This report is very resource intensive and should be scheduled to run in off-hours. The option can be invoked manually. This report is restricted to purchase orders from a single station, and can be limited to a date range. The default date range is from T-90 days to T.

9.7.1 Enter Parameters and Display

Enter a STATION NUMBER.

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

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

Enter a DEVICE.

Figure 9-6 Undelivered Orders Reconciliation Report

| Select Accounting Utilities Menu Option: undelivered Orders Reconciliation Report | | | | | | | | |
|---|------------|--------------|-----------------|----------|-------------|---------|---------|--|
| Are you sure that you want to manually run this option? NO// y YES | | | | | | | | |
| Select STATION NUMBER ('^' TO EXIT): 688// WASHINGTON, DC | | | | | | | | |
| Select BEGINNING DATE: MAR 21, 2000// (MAR 21, 2000) | | | | | | | | |
| Select ENDING DATE: JUN 19, 2000// (JUN 19, 2000) | | | | | | | | |
| DEVICE: HOME// UCX/TELNET Right Margin: 80// | | | | | | | | |
| ...EXCUSE ME, HOLD ON...850 | | | | | | | | |
| UNDELIVERED ORDERS RECONCILIATION FOR STATION 688 FROM MAR 21, 2000 TO JUN 19, 2000 | | | | | | | | |
| JUN 19,2000 17:54 PAGE 1 | | | | | | | | |
| REF NO | TRANS DATE | TRANS CODE | SOURCE FCP CODE | REQ DATE | COST CENTER | BOC | | |
| OBLIGATED | | ACCRUED | UNDELIVERED | | | | | |
| AMOUNT | | EXPENDITURES | ORDERS | | | | | |
| ----- | | | | | | | | |
| APPROPRIATION: | | | 3600160 | | | | | |
| A00061 | 05/01/00 | MO.E | 060 3 | 05/11/00 | 842100 | 2620 | 318.00 | |
| 0.00 | 318.00 | | | | | | | |
| A00065 | 05/11/00 | MO.E | 060 3 | 05/21/00 | 842100 | 2620 | 216.00 | |
| 72.00 | 144.00 | | | | | | | |
| A00066 | 05/12/00 | MO.E | 060 3 | 05/22/00 | 842100 | 2660 | 1728.00 | |
| 576.00 | 1152.00 | | | | | | | |
| A00067 | 05/12/00 | MO.E | 060 3 | 05/22/00 | 842100 | 2660 | 288.00 | |
| 192.00 | 96.00 | | | | | | | |
| ////////// | | | | | | | | |
| APPROPRIATION: | | | 36X8180 | | | | | |
| H00003 | 05/11/00 | MO.E | 562 3 | 05/21/00 | 882100 | 2660 | 216.00 | |
| 0.00 | 216.00 | | | | | | | |
| NUMBER RECORDS | | 1 | | | | | | |
| SUBTOTALS | | | \$ | 216.00 | 0.00 | 216.00 | | |
| TOTAL NUMBER RECORDS | | 25 | | | | | | |
| TOTALS | | | \$ | 5655.60 | 1032.00 | 4623.60 | | |
| Would you like to run another reconciliation report? No// (No) | | | | | | | | |

9.8 Fiscal Pending Action

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

9.8.1 Enter Parameters and Display

Enter a DEVICE.

Figure 9-7 Fiscal Pending Action

Select Accounting Utilities Menu Option: fiscal Pending Action

DEVICE: HOME// UCX/TELNET Right Margin: 80//

Page 1

IFCAP OBLIGATIONS PENDING ACTION REPORT - Purchase Orders

PRINTED ON 19-Jun-00 AT 18:14:00

| P.O. NUMBER | FCP | AMOUNT | DATE | STATUS |
|-------------|-----|-----------|----------|-----------------------|
| 688-A00090 | 110 | \$ 120.00 | 06-19-00 | Pending Fiscal Action |
| 688-A00089 | 060 | \$ 150.00 | 06-19-00 | Pending Fiscal Action |
| 688-B00047 | 060 | \$ 24.00 | 06-13-00 | Pending Fiscal Action |
| 688-A00084 | 060 | \$ 144.00 | 06-08-00 | Pending Fiscal Action |
| 688-A00079 | 110 | \$ 442.00 | 05-26-00 | Pending Fiscal Action |
| 688-A00077 | 060 | \$ 144.00 | 05-25-00 | Pending Fiscal Action |
| 688-B00044 | 060 | \$ 11.00 | 05-19-00 | Pending Fiscal Action |
| 688-B00043 | 060 | \$ 30.00 | 05-19-00 | Pending Fiscal Action |
| 688-B00042 | 060 | \$ 14.00 | 05-16-00 | Pending Fiscal Action |
| 688-A00068 | 060 | \$ 290.00 | 05-12-00 | Pending Fiscal Action |

Press <RET> to continue or '^' to quit.

9.9 History - Code Sheet/Obligation (PAT) Number

This option allows the user to view the code sheets which have been prepared for a specific obligation number/purchase order.

9.9.1 Enter Parameters and Display

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

Figure 9-8 History - Code Sheet/Obligation (PAT) Number

| | | | | | |
|---|---------|--------|-----------------------|------------|--|
| Select Accounting Utilities Menu Option: history - Code Sheet/Obligation (PAT) Number | | | | | |
| PURCHASE ORDER NUMBER: a00072 688-A00072 05-23-00 ST Partial Order Received(Amended) | | | | | |
| FCP: 060 \$ 285.12 | | | | | |
| ANOTHER ONE: | | | | | |
| PURCHASE ORDER NUMBER: 688-A00072 | | | | | |
| DATE: 5/23/2000 FCP: 060 Fiscal Service | | | | | |
| STATUS: Partial Order Received (Amende | | | | | |
| VENDOR: IFVENDOR,FOUR TOTAL: 285.12 | | | | | |
| FMS DOCUMENT(S): | | | | | |
| TT/SC | TR DATE | REF | SIG DATE/TIME | SIGNED BY: | |
| MO.E | 052300 | A00072 | MAY 23, 2000@10:27:12 | IFUSER,ONE | |
| RR.E | 052300 | A00072 | MAY 23, 2000@10:28 | IFUSER,ONE | |
| MO.M | 052400 | A00072 | MAY 24, 2000@11:14:03 | IFUSER,ONE | |
| MO.M | 052400 | A00072 | MAY 24, 2000@11:29:27 | IFUSER,ONE | |
| MO.M | 052400 | A00072 | MAY 24, 2000@13:37:31 | IFUSER,ONE | |
| Would you like to review the entire purchase order? NO// y (YES) | | | | | |

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| | | | |
|--|---|--|-----------------|
| PURCHASE ORDER: 688-A00072 | | STATUS: Partial Order Received (Amended) | |
| M.O.P.: INVOICE/RECEIVING REPORT | | LAST PARTIAL RECD.: 2 05/24/00 | |
| REQUESTING SERVICE: FISCAL | | | |
| VENDOR: IFVENDOR, FOUR | | SHIP TO: Washington VAMC | |
| 1000 BLVD OF THE ALLIES | | V.A. Medical Center | |
| SUITE 510 | | 50 Irving Street, NW | |
| ROOM 543, POD 12 | | Washington, DC 20422 | |
| NORCROSS, GA 30071 | | | |
| 800-555-5555 | | | |
| FMS Vendor Code: 93086711305 | | | |
| FOB POINT: DESTINATION | | PROPOSAL: N/A | AUTHORITY: |
| COST CENTER: 842100 | | | FAR 13 |
| TYPE: *DELIVERY & PURCHASE ORDER | | | AGENT: |
| DELIVER ON/BEFORE 6/2/2000 | | CONTRACT: | IFUSER, ONE |
| DISCOUNT TERM: NET30 | | DF454444 | DATE: 5/23/2000 |
| APP: 3600160-060 | | | |
| | | TOTAL: 285.12 | |
| ----- | | | |
| ITEM | DESCRIPTION | QTY UNIT | UNIT COST |
| ----- | | | |
| SHAVING KIT, SURGICAL | 24 BX | 12.00 | 288.00 |
| PREPARATION. DISPOSABLE. | | | |
| CONSISTS OF PLASTIC TRAY WITH | | | |
| SEPARATIONS FOR RINSE AND SOAP | | | |
| WATER, WATER REPELLENT LINEN | | | |
| PROTECTOR, DOUBLE EDGE RAZOR | | | |
| WITH BLADE, ANTI-INFECTIVE SOAP | | | |
| OR DETERGENT, CLEAN UP MATERIAL | | | |
| TO DRY SHAVEN AREA. FOR | | | |
| PREPARATION OF SKIN PRIOR TO | | | |
| OPERATIONS. (WHS LOC B11) | | | |
| STK#: 13-9002 | | | |
| NSN: 6515-00-103-6659 | | | |
| QTY PREV RCVD: 16 | | | |
| PARTIAL NO.: 1,2 | | | |
| Items per BX: 24 | | | |
| ----- | | | |
| UNIT | TOTAL | | |
| ITEM | DESCRIPTION | QTY UNIT | COST |
| ----- | | | |
| 2 | BOC: 2660 FMS LINE: 001 | CONTRACT: DF454444 | |
| | MAGNESIA AND ALUMINA ORAL | 0 CS | 0.00 |
| | SUSPENSION, USP. 5 FL OZ. (148 | | |
| | ML.) PLASTIC BOTTLE. EACH ML. | | |
| | CONTAINS MAGNESIA HYDROXIDE 40 | | |
| | MG AND ALUMINUM HYDROXIDE 45 MG | | |
| | (MAALOX) 48BT/CS | | |
| | NDC:12233-1122-11 | | |
| | NSN: 6505-01-369-6028 | | |
| | Items per CS: 48 | | |
| 3 | BOC: 2631 FMS LINE: 002 | | |
| | LESS 1 % FOR ITEMS: 1 | | 2.88 |
| | IN ORDER TO RECEIVE PAYMENT VENDOR MUST SUBMIT INVOICE WITH | | |
| | EITHER SIGNED BILLS OF LADING, FREIGHT BILL, PARCEL POST | | |
| | RECEIPT FROM CARRIER. IF VENDOR MAKES SHIPMENT THROUGH | | |
| | OTHER THAN A COMMERCIAL CARRIES, OR IF THE VETERAN RECEIVES | | |
| | ITEMS AT THE VENDOR'S BUSINESS LOCATION, VENDOR SHOULD SO | | |
| | INDICATE ON THE INVOICE. VENDOR IS TO BILL ONLY FOR THOSE | | |
| | ITEMS SHIPPED. | | |
| ----- | | | |
| AMENDMENT NUMBER: 1 | | EFFECTIVE DATE: 5/24/200 | |
| *ADDED THROUGH AMENDMENT* | | | |
| Authority Edit is OTHER (specify type of modification and authority) | | | |
| AMENDMENT NUMBER: 2 | | EFFECTIVE DATE: 5/24/2000 | |
| ITEM | DESCRIPTION | QTY UNIT | UNIT COST |
| ----- | | | |
| The following line item has been cancelled: | | | |
| Item No. 2 | Item Master File No. 103 | BOC: 2631 | |
| MAGNESIA AND ALUMINA ORAL SUSPENSION, USP. 5 FL OZ. (148 ML | | | |

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.)PLASTIC BOTTLE. EACH ML. CONTAINS MAGNESIA HYDROXIDE 40 MG
AND ALUMINUMHYDROXIDE 45 MG (MAALOX) 48BT/CS
NDC:12233-1122-11

Items per CS: 48 NSN: 6505-01-369-6028
12 CS at \$ 24.0000 = \$ 288.00

ADDED THROUGH AMENDMENT

Authority Edit is OTHER (specify type of modification and authority)
AMENDMENT NUMBER: 3 EFFECTIVE DATE: 5/24/2000

| \ITEM | DESCRIPTION | QTY | UNIT | UNIT COST | TOTAL COST |
|-------|-------------|-----|------|--------------|---------------|
|-------|-------------|-----|------|--------------|---------------|

ADMINISTRATIVE CERTIFICATION 2, DIRECT SHIPMENT RECEIVING REPORT, has been ADDED

ADDED THROUGH AMENDMENT

Authority Edit is OTHER (specify type of modification and authority)
AMENDMENT NUMBER: 4 EFFECTIVE DATE: 5/24/2000

ADDED THROUGH AMENDMENT

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

ADDED THROUGH AMENDMENT

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

1% Discount For Item(s): 1

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

Select PARTIAL DATE: 1 5-23-2000

PURCHASE ORDER: 688-A00072 STATUS: Partial Order Received (Amended)

PROCESSING: INVOICE/RECEIVING REPORT PARTIAL: 1 5/23/2000

| ITEM | DESCRIPTION | QTY | UNIT | UNIT COST | QTY REC | TOTAL COST |
|------|-------------|-----|------|--------------|------------|---------------|
|------|-------------|-----|------|--------------|------------|---------------|

| | | | | | | |
|---|---|----|----|-------|----|--------|
| 1 | SHAVING KIT, SURGICAL PREPARATION. DISPOSABLE. CONSISTS OF PLASTIC TRAY WITH SEPARATIONS FOR RINSE AND SOAP WATER, WATER REPELLENT LINEN PROTECTOR, DOUBLE EDGE RAZOR WITH BLADE, ANTI-INFECTIVE SOAP OR DETERGENT, CLEAN UP MATERIAL TO DRY SHAVEN AREA. FOR PREPARATION OF SKIN PRIOR TO OPERATIONS. (WHS LOC B11) IMF #: 104 CONTRACT: DF454444 | 24 | BX | 12.00 | 12 | 144.00 |
|---|---|----|----|-------|----|--------|

Total Amount: 144.00

Processed By: /ES/IFUSER,ONE

ENTER <CR> TO CONTINUE

Select PARTIAL DATE: ?

Answer with PARTIAL NUMBER, or DATE

Choose from:

- 1 MAY 23, 2000
- 2 MAY 24, 2000

Select PARTIAL DATE: 2 5-24-2000

PURCHASE ORDER: 688-A00072 STATUS: Partial Order Received (Amended)

PROCESSING: INVOICE/RECEIVING REPORT PARTIAL: 2 5/24/2000

| ITEM | DESCRIPTION | QTY | UNIT | UNIT COST | QTY REC | TOTAL COST |
|------|-------------|-----|------|--------------|------------|---------------|
|------|-------------|-----|------|--------------|------------|---------------|

| | | | | | | |
|---|---|----|----|-------|---|-------|
| 1 | SHAVING KIT, SURGICAL PREPARATION. DISPOSABLE. CONSISTS OF PLASTIC TRAY WITH SEPARATIONS FOR RINSE AND SOAP WATER, WATER REPELLENT LINEN PROTECTOR, DOUBLE EDGE RAZOR WITH BLADE, ANTI-INFECTIVE SOAP OR DETERGENT, CLEAN UP MATERIAL TO DRY SHAVEN AREA. FOR PREPARATION OF SKIN PRIOR TO OPERATIONS. (WHS LOC B11) IMF #: 104 CONTRACT: DF454444 | 24 | BX | 12.00 | 4 | 48.00 |
|---|---|----|----|-------|---|-------|

Total Amount: 48.00

9.10 Review Vendor Request

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

9.10.1 Enter Parameters and Display

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

Figure 9-9 Review Vendor Entry (RE)

```

Select Accounting Utilities Menu Option: REVIEW VENDOR REQUEST
VENDOR review      Jun 21, 2000 13:42:06      Page:      1 of 3
VENDOR REQUESTs for review
+   Vendor Name                      FMS Vendor      TAX/SSN
15   IFVENDOR,TWO                      000000001
16   IFVENDOR,THREE                    000000003
17   IFVENDOR,FOUR                      000000004
18   IFVENDOR,FIVE                      000000005
19   IFVENDOR,SIX                       000000006
20   IFVENDOR,SEVEN                     000000007
21   IFVENDOR,EIGHT                     000000008
22   IFVENDOR,NINE                      000000009
23   IFVENDOR1,FIVE                     000000015
24   IFVENDOR,TEN                       000000010
25   IFVENDOR1,ONE                      000000011
26   IFVENDOR1,TWO                      000000011
27   IFVENDOR1,THREE                    000000013
28   IFVENDOR1,FOUR                     000000014
+   Enter ?? for more actions
RE  Review Entry                      SD  Send VENDOR REQUEST  PE  Print Entry
EV  Edit Vendor Request                DE  Delete VENDOR REQUEST
Select VRQ Action: Next Screen// RE  Review Entry
Select : (15-28): 22
Enter RETURN to continue or '^' to exit:
      VENDOR NAME: IFVENDOR,NINE                      PAGE: 2
      FMS VENDOR CODE:
      ALT-ADDR-IND:
      TAX ID/SSN: 000000009
      SSN/TAX ID IND: SOCIAL SECURITY NUMBER
      NON-RECURRING/
      RECURRING VENDOR: RECURRING
1099 VENDOR INDICATOR: YES
      VENDOR TYPE: COMMERCIAL
      DUN & BRADSTREET: 410-555-5555
Enter RETURN to continue:

```

9.10.1.1 Edit Vendor Request

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

Figure 9-10 Edit Vendor Request (EV)

```

+   Vendor Name                      FMS Vendor    TAX/SSN
15   IFVENDOR,TWO                    000000002
16   IFVENDOR,THREE                  000000003
17   IFVENDOR,FOUR                   000000004
18   IFVENDOR,FIVE                   000000005
19   IFVENDOR,SIX                   000000006
20   IFVENDOR,SEVEN                  000000007
21   IFVENDOR,EIGHT                  000000008
22   IFVENDOR,NINE                   000000009
23   IFVENDOR1,FIVE                  000000015
+       Enter ?? for more actions
RE  Review Entry                     SD  Send VENDOR REQUEST  PE  Print Entry
EV  Edit Vendor Request              DE  Delete VENDOR REQUEST
Select VRQ Action :Next Screen// ev  Edit Vendor Request
Select : (15-28): 22
IFVENDOR,NINE
Review current payment information on this Vendor? YES//
Review VENDOR REQUEST
Payment Information
  Vendor Name: IFVENDOR,NINE
Vendor Number: 41367      Non-Recurring/Recurring: RECURRING
      FMS Vendor Code:
  Alternate Address Indicator:
  Address: 923 ANY LN
      ANNAAPOLIS, MD 20999
Edit the payment information on Vendor record? YES//
Review VENDOR REQUEST
TAX ID/SSN: 000000009//
SSN/TAX ID INDICATOR: SOCIAL SECURITY NUMBER//
FMS VENDOR CODE:
ALT-ADDR-IND:
PAYMENT CONTACT PERSON:
PAYMENT PHONE NO.:
ORDERING ADDRESS: 923 ANY LN
      ANNAAPOLIS, MARYLAND 20999
PAYMENT ADDRESS1: 923 ANY LN//
PAYMENT ADDRESS2:
PAYMENT CITY: ANNAAPOLIS//
PAYMENT STATE: MARYLAND//
PAYMENT ZIP CODE: 20999
1099 VENDOR INDICATOR: YES//
VENDOR TYPE: COMMERCIAL//
DUN & BRADSTREET #:

```

9.10.1.2 Delete Vendor Request

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

Figure 9-11 Delete Vendor Request (DV)

```

Select VRQ Action :Next Screen//      NEXT SCREEN
VENDOR review                        Jun 21, 2000 14:01:58      Page: 2 of 3
VENDOR REQUESTs for review
+   Vendor Name                      FMS Vendor    TAX/SSN
15   IFVENDOR,TWO                    000000002
16   IFVENDOR,THREE                  000000003
17   IFVENDOR,FOUR                   000000004
18   IFVENDOR,FIVE                   000000005
19   IFVENDOR,SIX                   000000006
20   IFVENDOR,SEVEN                  000000007
21   IFVENDOR,EIGHT                  000000008
22   IFVENDOR,NINE                   000000009
23   IFVENDOR1,FIVE                  000000015
+       Enter ?? for more actions

```

```

RE  Review Entry          SD  Send VENDOR REQUEST  PE  Print Entry
EV  Edit Vendor Request   DE  Delete VENDOR REQUEST
Select VRQ Action :Next Screen// de  Delete VENDOR REQUEST
Select : (15-28): 22
Do you want to delete IFVENDOR,NINE (YES/NO)? NO// y YES
VENDOR review Jun 21, 2000 14:02:20 Page: 2 of 3
VENDOR REQUESTs for review
+ Vendor Name FMS Vendor TAX/SSN
15 IFVENDOR,TWO 000000002
16 IFVENDOR,FOUR 000000003
17 IFVENDOR,FOUR 000000004
18 IFVENDOR,FIVE 000000005
19 IFVENDOR,SIX 000000006
20 IFVENDOR,SEVEN 000000007
21 IFVENDOR,EIGHT 000000008
22 IFVENDOR1,FIVE 000000015
23 IFVENDOR,TEN 000000010
+ Enter ?? for more actions
RE  Review Entry          SD  Send VENDOR REQUEST  PE  Print Entry
EV  Edit Vendor Request   DE  Delete VENDOR REQUEST
Select VRQ Action :Next Screen//

```

9.10.1.3 Send Vendor Request

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

Figure 9-12 Send Vendor Request (SD)

```

Select VRQ Action :Next Screen// NEXT SCREEN
RE  Review Entry          SD  Send VENDOR REQUEST  PE  Print Entry
EV  Edit Vendor Request   DE  Delete VENDOR REQUEST
Select VRQ Action :Next Screen// sd  Send VENDOR REQUEST
VENDOR review Jun 21, 2000 14:06:12 Page: 2 of 3
VENDOR REQUESTs for review
+ Vendor Name FMS Vendor TAX/SSN
15 IFVENDOR,TWO 000000002
16 IFVENDOR,THREE 000000003
17 IFVENDOR,FOUR 000000004
18 IFVENDOR,FIVE 000000005
19 IFVENDOR,SIX 000000006
20 IFVENDOR,SEVEN 000000007
21 IFVENDOR,EIGHT 000000008
22 IFVENDOR1,FIVE 000000015
23 IFVENDOR,TEN 000000010
+ Enter ?? for more actions
Select : (15-28): 16
DOES A VRQ NEED TO GO TO AUSTIN (YES/NO)? NO// y YES
Creating the FMS VENDOR REQUEST.
Enter RETURN to continue:
VENDOR review Jun 21, 2000 14:06:34 Page: 1 of 3
VENDOR REQUESTs for review
15 IFVENDOR,TWO 000000002
16 IFVENDOR,FOUR 000000004
17 IFVENDOR,FIVE 000000005
18 IFVENDOR,SIX 000000006
19 IFVENDOR,SEVEN 000000007
20 IFVENDOR,EIGHT 000000008
21 IFVENDOR1,FIVE 000000015
22 IFVENDOR,TEN 000000010
23 IFVENDOR1,SIX 000000016
RE  Review Entry          SD  Send VENDOR REQUEST  PE  Print Entry
EV  Edit Vendor Request   DE  Delete VENDOR REQUEST
Select VRQ Action :Next Screen//

```

9.10.1.4 Print Vendor Request

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

Figure 9-13 Send Vendor Request (SD)

| VENDOR REQUESTs for review | | | |
|---|---------------------|--------------------------|----------------|
| | Vendor Name | FMS Vendor | TAX/SSN |
| 15 | IFVENDOR,TWO | | 000000002 |
| 16 | IFVENDOR,FOUR | | 000000004 |
| 17 | IFVENDOR,FIVE | | 000000005 |
| 18 | IFVENDOR,SIX | | 000000006 |
| 19 | IFVENDOR,SEVEN | | 000000007 |
| 20 | IFVENDOR,EIGHT | | 000000000 |
| 21 | IFVENDOR1,FIVE | | 000000015 |
| 22 | IFVENDOR,TEN | | 000000010 |
| 23 | MICROBIOLOGY LABS | | 000000016 |
| + Enter ?? for more actions | | | |
| RE | Review Entry | SD Send VENDOR REQUEST | PE Print Entry |
| EV | Edit Vendor Request | DE Delete VENDOR REQUEST | |
| Select VRQ Action :Next Screen// pe Print Entry | | | |
| Select (s): (15-28): 23 | | | |
| Select a printer: sf | | | |
| 1 | SFCS6\$PRT-10/6/UP | SF CIOFO | |
| 2 | SFCS6\$PRT-12/6/UP | SF CIOFO | |
| 3 | SFCS6\$PRT-16/6/UP | SF CIOFO | |
| Choose 1-3> 1 SFCS6\$PRT-10/6/UP SF CIOFO | | | |

9.10.1.5 Quit from Review Vendor Request

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

Figure 9-14 Quit Review Vendor Request (Q)

| VENDOR review | | Jun 21, 2000 14:15:41 | Page: 1 of 3 |
|--------------------------------------|---------------------|--------------------------|----------------|
| VENDOR REQUESTs for review | | | |
| | Vendor Name | FMS Vendor | TAX/SSN |
| 1 | **IFVENDOR1,SEVEN | | 000000017 |
| 2 | **IFVENDOR1,EIGHT | | 000000018 |
| 3 | **IFVENDOR1,NINE | | 000000019 |
| + Enter ?? for more actions | | | |
| RE | Review Entry | SD Send VENDOR REQUEST | PE Print Entry |
| EV | Edit Vendor Request | DE Delete VENDOR REQUEST | |
| Select VRQ Action :Next Screen// q Q | | | |

9.11 Setup Accounts Receivable Selected Vendor

This option handles creation and editing of a VRQ for vendor records chosen by Accounts Receivable users. Once the VRQ is “created,” it will be reviewed by Fiscal or sent directly to Austin. The CAN FISCAL ADD VENDORS? flag in the ADMIN. ACTIVITY SITE PARAMETER (#411) file will govern whether Fiscal Service or Supply Service edits these vendor records. If the flag is set to YES, Fiscal will edit these records. Otherwise, Supply will have the honor. Fiscal will be able to review the Vendor Request, edit the Vendor entry, delete the request or send the VRQ to Austin. The option works the same way as the Review Vendor Request option.

9.11.1 Enter Parameters and Display

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

Figure 9-15 Setup AR Selected Vendor

```

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

      Enter ?? for more actions
ER  EDIT Record      PE  Print Entry      DR  Delete EDIT Request
RR  Review Record    SV  Send VRQ
Select EDIT Action :Quit// er  EDIT Record
Select :(1-4): 3
      Vendor Name: IFVENDOR2,ONE
Review the vendor selected? YES//
      Vendor Name: IFVENDOR2,ONE                      PAGE: 1
      Ordering Address: 1234 THIS STREET
      City,State,ZIP: CHARLES, MARYLAND 20678
      FMS Name:
*      Payment ADDRESS: 1117S JEFFERSON ST
*      City,State,ZIP: ROANOKE, VIRGINIA 24011
PAYMENT CONTACT PERSON:
  PAYMENT PHONE NUMBER:
  * = REQUIRED FIELD
Enter RETURN to continue or '^' to exit:
      Vendor Name: IFVENDOR2,ONE                      PAGE: 2
      FMS VENDOR CODE:
      ALT-ADDR-IND:
*      TAX ID/SSN: 000000021
*      SSN/TAX ID IND: SOCIAL SECURITY NUMBER
      NON-RECURRING/
      RECURRING VENDOR: RECURRING
1099 VENDOR INDICATOR: YES
*      VENDOR TYPE: COMMERCIAL
      DUN & BRADSTREET:
  * = REQUIRED FIELD
Enter RETURN to continue:
Edit the Vendor record? YES//
Setup AR selected vendors
TAX ID/SSN: 000000021//
SSN/TAX ID INDICATOR: SOCIAL SECURITY NUMBER//
FMS VENDOR CODE:
ALT-ADDR-IND:
PAYMENT CONTACT PERSON:
PAYMENT PHONE NO.: 703 555 5555//
ORDERING ADDRESS: 1234 THIS STREET
                  CHARLES, MARYLAND 20678
PAYMENT ADDRESS1: 1117S JEFFERSON ST//
PAYMENT ADDRESS2:
PAYMENT CITY: ROANOKE//
PAYMENT STATE: VIRGINIA//
PAYMENT ZIP CODE: 24011//
1099 VENDOR INDICATOR: YES//
VENDOR TYPE: COMMERCIAL//
DUN & BRADSTREET #:
RR  Review Record    SV  Send VRQ
PRCO VENDOR EDIT FOR AR      Jun 21, 2000 14:23:14      Page: 1 of 1
Edit vendor selected by AR user
  Vendor Name          TAX/SSN          VRQ DATA  VRQ SENT
1  IFVENDOR1,TEN
2  IFVENDOR1,FIVE      000000015    OK          SENT
3  IFVENDOR2,ONE       000000021    OK
4  IFVENDOR1,TWO

```

Accounting Utilities

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

Chapter 10. FMS Code Sheet Menu

10.1 Introduction

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

Use of the manual code sheet option may mean you have to enter more fields on the document than you would enter if creating the document directly on-line in FMS. Although the menu refers to “code sheets,” you are actually creating FMS documents. Using the options on this menu you may create, edit, delete, review, retransmit and purge the documents. Documents created using this menu are stored in the Generic Code Sheet (#2100.1) file and appear on the Stack Status Report in the same way as the documents generated automatically.

10.2 Menu Choices

Figure 10-1 FMS Code Sheet Menu

```
Select Accounting Technician Menu Option: FMS Code Sheet Menu
  Code Sheet Edit
  Create a Code Sheet
  Delete a Code Sheet
  Purge Transmission Records/Code Sheets
  Retransmit Stack File Document
  Review a Code Sheet
  Stack Status Report
  User Comments
```

10.2.1 Transmission Records/Code Sheets

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

10.2.2 Enter Parameters and Display

Enter a STATION NUMBER.

At the Batch Type: prompt, enter FINANCIAL MANAGEMENT.

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

Figure 10-2 FMS Code Sheet Menu

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

```

Batch Type: FINANCIAL MANAGEMENT
Enter the number of days you wish to retain code sheets: (0-999999): 365//
This program will remove all stack file entries which were created before
JUN 22, 1999. I will now delete all code sheets and associated records which were created before
JUN 22, 1999 for station 500.
OK to continue? YES//

```

10.2.3 Retransmit Stack File Document

If you need to retransmit a document, you can use this option to select a document in the Generic Code Sheet (#2100.1) file and retransmit the document. It will reset the Current Status to TRANSMITTED.



Note: Documents with a current status of FINAL - NO FURTHER ACTIVITY ALLOWED cannot be retransmitted.



Figure 10-3 Retransmit Stack File Document

```

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

```

10.2.4 User Comments

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

Figure 10-4 User Comments

```

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

```

Chapter 11. The Logistics Data Query Tool

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

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

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

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



The Logistics Data Query Tool Manual is available online at...

 <http://www.va.gov/vdl/application.asp?appid=42>.



Chapter 12. Menu Outline

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

Figure 12-1 Accounting Technician Menu Outline

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

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

  Reprint Menu ...
    Purchase Order Reprint Menu ...
```

Menu Outline

```
    Resend P.O. to Fiscal
    Build List of POs Printed in Fiscal by Date
    Print PO's in Fiscal from List by Date
    Single P.O. Reprint in P&C
    Receiving Report Reprint Menu ...
        Single Receiving Report Reprint in Fiscal
        Build List of Recv. Reports to Reprint by Date
        Reprint Recv. Report in Fiscal from List
        List Receiving Reports not Processed by Fiscal
        History of Transmitted Receiving Reports
    1358 Print Menu ...
        Build List of 1358's Printed in Fiscal by Date
        Print/Reprint 1358s from List
        1358 Balance
        Display/Print 135
    Display 2237 Request
    Receiving Report Transmission Menu ...
        Change Transmission Date of Queued Receiving Rpt
        Delete Receiving Report From Transmission List
        Print Receiving Report Transmission List
        Queue Single Receiving Report for Transmission
        Re-transmit Single Receiving Report
        Transmit Receiving Reports on Transmission List
    Fee Basis - IFCAP Code Sheet Menu ...
        Batch Code Sheets
        Create a Code Sheet
        Key punch a Code Sheet
        Maintenance Menu ...
            Batch Edit
            Code Sheet Edit
            Delete a Code Sheet
            Mark Code Sheets for Rebatching
            Review a Code Sheet
        Purge Transmission Records/Code Sheets
    Reports Menu ...
        Batches Waiting to be Transmitted
        Code Sheets Ready for Batching
        Status of all Batches
    Transmission Menu ...
        Batches Waiting to be Transmitted
        Mark Batch for Retransmission
        Status of all Batches
        Transmit Code Sheets
    FMS Code Sheet Menu ...
        Code Sheet Edit
        Create a Code Sheet
        Delete a Code Sheet
        Purge Transmission Records/Code Sheets
        Retransmit Stack File Document
        Review a Code Sheet
        Stack Status Report
        User Comments
    IRS Offset Code Sheet Menu ...
        Batch and Print Code Sheets
        Retransmit Code Sheets Batch to Austin
        Transmit Code Sheets to Austin
    Print Obligated 1358s
    Purchase Card Transactions Print Menu ...
        Detailed Report of Unpaid PC Transactions by FCP
        Fiscal Daily Review
        History of Purchase Card Transactions
        Reconciled Purchase Card Transactions
        Unreconciled Purchase Card Transactions
        ET-FMS Document Display
        ET-FMS Document Rebuild
        Purchase Card Transaction Status
        Monitor Reconciled Orders by Card Holder
        BOC Report for OA&MM/Fiscal
    Select Accounting Technician Menu Option: ?
```


Chapter 13. Glossary

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

| 0-9 | |
|-------------|--|
| Term | Definition / Discussion |
| 1358 | VA Form 1358, <i>Estimated Obligation or Change in Obligation</i> |
| 2138 | VA Form 90-2138, <i>Order for Supplies or Services</i> (first page of a VA Purchase Order) |
| 2139 | VA Form 90-2139, <i>Order for Supplies or Services</i> (Continuation) (continuation sheet for Form 90-2138) |
| 2237 | VA Form 90-2237, <i>Request, Turn-in and Receipt for Property or Services</i> (used to request goods and services) |

| A | |
|---|--|
| Term | Definition / Discussion |
| A&MM | <i>See Acquisition and Materiel Management</i> (Service) |
| AACS | Automated Allotment Control System—Central computer system developed by VHA to disburse funding from VACO to field stations. |
| Accounting Technician | Fiscal employee responsible for obligation and payment of received goods and services. |
| Acquisition and Materiel Management (Service) (A&MM) | VA Service responsible for contracting and for overseeing the acquisition, storage, and distribution of supplies, services, and equipment used by VA facilities |
| Activity Code | The last two digits of the AACS number. It is defined by each station. |
| ADP Security Officer | The individual at your station who is responsible for the security of the computer system, both its physical integrity and the integrity of the records stored in it. Includes overseeing file access. |

| A | |
|--------------------------------|---|
| Term | Definition / Discussion |
| Agent Cashier | The person in Fiscal Service (often physically located elsewhere) who makes or receives payments on debtor accounts and issues official receipts. |
| ALD Code | Appropriation Limitation Department. A set of Fiscal codes which identifies the appropriation used for funding. |
| Allowance table | Reference table in FMS that provides financial information at the level immediately above the AACS, or sub-allowance level. |
| Amendment | A document which changes the information contained in a specified Purchase Order. Amendments are processed by the Purchasing & Contracting section of A&MM and obligated by Fiscal Service. |
| AMIS | Automated Management Information System. |
| Application Coordinator | The individuals responsible for the implementation, training and trouble-shooting of a software package within a service. IFCAP requires there be an Application Coordinator designated for Fiscal Service, A&MM Service. |
| Approve Requests | The use of an electronic signature by a Control Point Official to approve a 2237, 1358 or other request form and transmit said request to A&MM/Fiscal. |
| Approving Official | A user that approves reconciliations to ensure that they are correct and complete. |
| Authorization | Each authorization represents a deduction from the balance of a 1358 to cover an expense. Authorizations are useful when you have expenses from more than one vendor for a single 1358. |
| Authorization Balance | The amount of money remaining that can be authorized against the 1358. The service balance minus total authorizations. |

| B | |
|-----------------------------|---|
| Term | Definition / Discussion |
| Batch Number | A unique number assigned by the computer to identify a batch (group) of Code Sheets. Code Sheets may be transmitted by Batch Number or Transmission Number. |
| Breakout Code | A set of A&MM codes which identifies a vendor by the type of ownership (e.g., Minority-owned, Vietnam Veteran Owned, Small Business Total Set Aside, etc.). |
| Budget Analyst | Fiscal employee responsible for distributing and transferring funds. |
| Budget Object Code | Fiscal accounting element that tells what kind of item or service is being procured. Budget object codes are listed in VA Handbook 4671.2 |
| Budget Sort Category | Used by Fiscal Service to identify the allocation of funds throughout their facility. |

| C | |
|-----------------------------|--|
| Term | Definition / Discussion |
| CC | Credit Charge entry identifier used by FMS and CCS for charges paid to Vendor thru Credit Card payment process. |
| CCS | The Credit Card System. This is the database in Austin that processes the credit card information from the external Credit Card Vendor system (currently CitiDirect), and then passes information on to FMS and IFCAP. |
| Ceiling Transactions | Funding distributed from Fiscal Service to IFCAP Control Points for spending. The Budget Analyst initiates these transactions using the Funds Distribution options. |

| C | |
|---|---|
| Term | Definition / Discussion |
| Chief Logistics Office (CLO) | <p>The Chief Logistics Office (CLO) develops and fosters logistics best practices for the Veterans Health Administration. Through the VHA Acquisition Board the CLO develops the annual VHA Acquisition plan that forms the basis for VHA's acquisition strategy. This strategy seeks to procure high quality health care products and services in the most cost effective manner. This includes the attainment of socio-economic procurement goals. The CLO also develops and implements a comprehensive plan for the standardization of healthcare supplies and equipment. This includes the development and administration of clinical product user groups.</p> <p>The CLO is also responsible for developing improvements to supply chain management within VHA. This includes the establishment and monitoring of logistics benchmarking data. The CLO serves as liaison for logistics staff in each of the 21 VISNs.</p> <p>The head of CLO is the Chief Prosthetics and Clinical Logistics Officer (CPCLO).</p> |
| Chief Prosthetics and Clinical Logistics Officer (CPCLO) | The official in charge of the VHA Chief Logistics Office (CLO) , also called the Clinical Logistics Office. |
| CLA | <i>See</i> Clinical Logistics Analyst |
| Classification of Request | An identifier a Control Point can assign to track requests that fall into a category (<i>e.g.</i> , Memberships, Replacement Parts, Food Group III). |
| Clinical Logistics Analyst (CLA) | <i>Logistics</i> refers to how resources are acquired, transported and stored along the supply chain. By having an efficient supply chain and proper logistical procedures, an organization can cut costs and increase efficiency. <i>Clinical logistics</i> refers specifically to resources used for clinical purposes. A CLA is a person who examines processes, methods and data for clinical logistics operations. |
| Clinical Logistics Office | <i>See</i> Chief Logistics Office (CLO) . |

| C | |
|--|---|
| Term | Definition / Discussion |
| Clinical Logistics Report Server (CLRS) | The CLRS project allows the extraction of selected procurement and inventory data from VHA facilities to a centralized Clinical Logistics Report Server. The server supports the collection, tracking, and reporting of National Performance Measures, assisting the Under Secretary for Health (USH) in evaluating facility performance in the areas of consolidation of high tech equipment, standardization, socioeconomic goal accomplishment, acquisition, and inventory management. |
| CLRS | <i>See Clinical Logistics Report Server (CLRS).</i> |
| Common Numbering Series | This is a pre-set series of Procurement and Accounting Transaction (PAT) numbers used by Purchasing and Contracting, Personal Property Management, Accounting Technicians and Imprest Funds Clerks to generate new Purchase Orders/Requisitions/Accounting Transactions on IFCAP. The Application Coordinators establish the Common Numbering Series used by each facility. |
| Control Point | Financial element, existing ONLY in IFCAP, which corresponds to a set of elements in FMS that include the Account Classification Code (ACC) and define the Sub-Allowance on the FMS system. Used to permit the tracking of monies to a specified service, activity or purpose from an Appropriation or Fund. |
| Control Point Clerk | The user within the service who is designated to input requests (2237s) and maintain the Control Point records for a Service. |
| Control Point Official | The individual authorized to expend government funds for ordering of supplies and services for their Control Point(s). This person has all of the options the Control Point Clerk has plus the ability to approve requests by using their electronic signature code. |
| Control Point Official's Balance | A running record of all the transactions generated and approved for a Control Point from within IFCAP and also. Effects changes to the control point that are initiated directly from within the FMS system. Provides information that shows the total amount of funds committed, obligated and remaining to be spent for a specified fiscal quarter. |

| C | |
|--------------------------------|---|
| Term | Definition / Discussion |
| Control Point Requestor | The lowest level Control Point user, who can only enter temporary requests (2237s, 1358s) to a Control Point. This user can only view or edit their own requests. A Control Point Clerk or Official must make these requests permanent before they can be approved and transmitted to A&MM. |
| Cost Center | Cost Centers are unique numbers which define a service. One cost center must be attached to every Fund Control Point. This enables costs to be captured by service. Cost centers are listed in VA Handbook 4671.1. |

| D | |
|------------------------------------|---|
| Term | Definition / Discussion |
| Date Committed | The date that you want IFCAP to commit funds to the purchase. |
| Default | A suggested response that is provided by the system. |
| Deficiency | When a budget has obligated and expended more than it was funded. |
| Delinquent Delivery Listing | A listing of all the Purchase Orders that have not had all the items received by the Warehouse on IFCAP. It is used to contact the vendor for updated delivery information. |
| Delivery Order | An order for an item that the VA purchases through an established contract with a vendor who supplies the items. |
| Direct Delivery Patient | A patient who has been designated to have goods delivered directly to him/her from the vendor. |
| Discount Item | This is a trade discount on a Purchase Order. The discount can apply to a line item or a quantity. This discount can be a percentage or a set dollar value. |

| E | |
|--|---|
| Term | Definition / Discussion |
| EDI | <i>See Electronic Data Interchange (EDI).</i> |
| EDI Vendor | A vendor with whom the VA has negotiated an arrangement to submit, accept and fill orders electronically. |
| EDI X12 | “X12” is the U.S. standard ANSI ASC X12, which is the predominant standard used in North America. Thus, “EDI X12” refers to electronic data interchanges which meet the X12 standard. Also seen as “X12 EDI.” |
| Electronic Data Interchange (EDI) | Electronic Data Interchange is a method of electronically exchanging business documents according to established rules and formats. |
| Electronic Signature | The electronic signature code replaces the written signature on all IFCAP documents used within your facility. Documents going off-station will require a written signature as well. |
| Expenditure Request | A Control Point document that authorizes the expenditure of funds for supplies and/or services (e.g., 2237, 1358, etc.). |

| F | |
|-----------------------|---|
| Term | Definition / Discussion |
| FCP | Fund Control Point (see Control Point). |
| Federal Tax ID | A unique number that identifies your station to the Internal Revenue Service. |
| FileMan | The FileMan modules are the “building blocks” for all of Vista. FileMan includes both a database management system (DBMS) and user interface. <i>Source:</i> http://www.hardhats.org/fileman/FMmain.html |
| Fiscal Balance | The amount of money on a 1358 and any adjustments to that 1358 that have been obligated by Fiscal Service. This amount is reduced by any liquidations submitted against the obligation. |
| Fiscal Quarter | The fiscal year is broken into four three month quarters. The first fiscal quarter begins on October 1. |

| | |
|---------------------------|---|
| Fiscal Year | Twelve month period from October 1 to September 30. |
| FMS | Financial Management System, the primary accounting system for administrative appropriations. FMS has a comprehensive database that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability and extensive security. FMS is concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable and cost accounting. |
| FOB | Freight on Board. An FOB of “Destination” means that the vendor has included shipping costs in the invoice, and no shipping charges are due when the shipper arrives at the warehouse with the item. An FOB of “Origin” means the Vendor has paid shipping costs directly to the shipper and then will include them on their Invoice. |
| FPDS | Federal Procurement Data System. |
| FTEE | Full Time Employee Equivalent. An FTEE of 1 stands for 1 fiscal year of full-time employment. This number is used to measure workforces. A part-time employee that worked half days for a year would be assigned an FTEE of 0.5, as would a full-time employee that worked for half of a year. |
| Fund Control Point | IFCAP accounting element that is not used by FMS. See also control point. |
| Funds Control | A group of Control Point options that allow the Control Point Clerk and/or Official to maintain and reconcile their funds. |
| Funds Distribution | A group of Fiscal options that allows the Budget Analyst to distribute funds to Control Points and track Budget Distribution Reports information. |

| G | |
|-------------|--|
| Term | Definition / Discussion |
| GBL | Government Bill of Lading. A document that authorizes the payment of shipping charges in excess of \$250.00. |
| GL | General Ledger. |

| G | |
|------|-------------------------|
| Term | Definition / Discussion |

Globals Globals are variables which are automatically and transparently stored on disk and persist beyond program, routine, or process completion. Globals are used exactly like ordinary variables, but with the caret character prefixed to the variable name.

Globals are stored in highly structured data files by MUMPS, and accessed only as MUMPS globals. VistA file definitions and data are both stored in globals.

| I | |
|------|-------------------------|
| Term | Definition / Discussion |

Identification Number A computer-generated number assigned to a code sheet.

Imprest Funds Monies used for cash or 3rd party draft purchases at a VA facility.

Integrated Supply Management System (ISMS) ISMS is the system which replaced LOG I for Expendable Inventory.

ISMS See Integrated Supply Management System.

Item File A listing of items specified by A&MM service as being purchased repetitively. This file maintains a full description of the item, related stock numbers, vendors, contract numbers and a procurement history.

Item History Procurement information stored in the Item File. A history is kept by Fund Control Point and is available to the Control Point at time of request.

Item Master Number A computer generated number used to identify an item in the Item File.

| J | |
|------|-------------------------|
| Term | Definition / Discussion |

| | |
|----------------------|--|
| Justification | A written explanation of why the Control Point requires the items requested. Adequate justification must be given if the goods are being requested from other than a mandatory source. |
|----------------------|--|

| K | |
|------|-------------------------|
| Term | Definition / Discussion |

| | |
|---------------|--|
| Kernel | The Kernel is the software “scaffolding” that supports all VistA applications. The Kernel system permits any VistA software application to run without modification to its base structure no matter what hardware or software vendor the application was built on. |
|---------------|--|

The Kernel includes a number of management tools including device, menu, programming, operations, security/auditing, task, user, and system management. Its framework provides a structurally sound computing environment that permits controlled user access, menus for choosing various computing activities, the ability to schedule tasks, application development tools, and numerous other management and operation tools.

Source: <http://hardhats.org/kernel/KRNmain.html>

| L | |
|------|-------------------------|
| Term | Definition / Discussion |

| | |
|--------------------|---|
| Liquidation | The amount of money posted to the 1358 or Purchase Order as a payment to the vendor. They are processed through payment/invoice tracking. |
|--------------------|---|

| | |
|--------------|--|
| LOG I | LOG I is the name of the Logistics A&MM computer located at the Austin Automation Center. This system continues to support the Consolidated Memorandum of Receipt. |
|--------------|--|

| M | |
|---------------------------------|--|
| Term | Definition / Discussion |
| M | The Massachusetts General Hospital Utility Multi-Programming System, or alternatively M, is a programming language originally created for use in the healthcare industry. M is designed to make writing database-driven applications easy while simultaneously making efficient use of computing resources. The most outstanding, and unusual, design feature of M is that database interaction is transparently built into the language. Many parts of VistA are written in M. |
| MailMan | <p>Mailman is an integrated data channel in VistA for the distribution of:</p> <ul style="list-style-type: none"> • Patches (<i>Kernel Installation and Distribution System</i> or <i>KIDS</i> builds) • Software releases (<i>KIDS</i> builds) • Computer-to-computer communications (HL7 transfers, Servers, etc.) • Person-to-person messaging (email) <p>Source: http://www.hardhats.org/cs/mailman/MMmain.html</p> |
| Mandatory Source | A Federal Agency that sells supplies and services to the VA, Defense Logistics Agency (DLA), General Services Administration (GSA), etc. |
| MSC Confirmation Message | A MailMan message generated by the Austin Message Switching Center that assigns an FMS number to an IFCAP transmission of documents. |
| MUMPS | <i>See M.</i> |

| O | |
|-----------------------------------|--|
| Term | Definition / Discussion |
| Obligation | The commitment of funds. The process Fiscal uses to set aside monies to cover the cost of an Order. |
| Obligation (Actual) Amount | The actual dollar figure obligated by Fiscal Service for a Purchase Order. The Control Point's records are updated with actual cost automatically when Fiscal obligates the document on IFCAP. |

| O | |
|--------------------------|--|
| Term | Definition / Discussion |
| Obligation Number | The 6 character number assigned to orders, requisitions and 1358s. (ie C prefix number that Fiscal Service assigns to the 1358.) |
| Option | A Vista Option is an application component defined in VA Kernel to control user and remote server access to VistA applications. Options can appear on menu “trees” of options, through which the user navigates to execute application software. Types of options include menu (to allow grouping of options); edit (to edit application files via VA FileMan); inquire (to query the database via VA FileMan); print (to execute reports via VA FileMan); run routine (to execute custom application software); server (to process remote procedure calls via MailMan); and Broker (to process GUI remote procedure calls via Kernel Broker). |
| Organization Code | Accounting element functionally comparable to Cost Center, but used to organize purchases by the budget that funded them, not the purposes for spending the funds. |
| Outstanding 2237 | A&MM report that lists all the IFCAP generated 2237s pending action in A&MM. |

| P | |
|---------------------|--|
| Term | Definition / Discussion |
| Partial | A Receiving Report (VA document that shows receipt of goods) for only some of the items ordered on a Purchase Order. |
| Partial Date | The date that a warehouse clerk created a receiving report for a shipment. |
| PAT Number | Pending Accounting Transaction number – the primary FMS reference number. See also Obligation Number. |

| P | |
|-------------------------------------|---|
| Term | Definition / Discussion |
| Personal Property Management | A section of A&MM Service responsible for screening all requests for those items available from a Mandatory Source, VA Excess or Bulk sale. They also process requisitions for goods from Federal Agencies and equipment requests. In addition, they maintain the inventory of Warehouse stocked items and all equipment (CMRs) at the facilities they support. |
| POA | Purchase Order Acknowledgment. The message received electronically from an EDI vendor acknowledging the placement of an order. |
| PPM | Personal Property Management, now referred to at most sites as Acquisition and Materiel Management Service. |
| Program Code | Accounting element that identifies the VA initiative or program that the purchase will support. |
| Prompt Payment Terms | The discount given to the VA for paying the vendor within a set number of days (e.g., 2% 20 days means the VA will save 2% of the total cost of the order if the vendor is paid within 20 days of receipt of goods). |
| Purchase Card | A card, similar to a credit card, that Purchase Card Users use to make purchases. Purchase Cards are not credit cards but debit cards that spend money out of a deposited balance of VA funds. |
| Purchase Card Coordinator | A person authorized by a VA station to monitor and resolve delinquent purchase card orders, help VA services record, edit and approve purchase card orders in a timely manner, assign purchase cards to IFCAP users, and monitor the purchase card expenses of VAMC services. |
| Purchase Card Orders | Orders funded by a purchase card. |
| Purchase Card User | A person who uses a purchase card. Purchase Card Users are responsible for recording their purchase card orders in IFCAP. |
| Purchase History Add (PHA) | Information about purchase orders which is automatically sent to Austin for archiving. This same transaction is also used to send a PO for EDI processing. |

| P | |
|--------------------------------------|--|
| Term | Definition / Discussion |
| Purchase History Modify (PHM) | Information about amendments which is automatically sent to Austin for archiving. |
| Purchase Order | A government document authorizing the purchase of the goods or services at the terms indicated. |
| Purchase Order Acknowledgment | Information returned by the vendor describing the status of items ordered (e.g., 10 CRTs shipped, 5 CRTs backordered). |
| Purchase Order Status | The status of completion of a purchase order (e.g., Pending Contracting Officer's Signature, Pending Fiscal Action, Partial Order Received, etc.). |
| Purchasing Agents | A&MM employees legally empowered to create purchase orders to obtain goods and services from commercial vendors. |

| Q | |
|--------------------------|--|
| Term | Definition / Discussion |
| Quarterly Report | A Control Point listing of all transactions (Ceilings, Obligations, Adjustments) made against a Control Point's Funds. |
| Quotation for Bid | Standard Form 18. Used by Purchasing Agents to obtain written bids from vendors. May be created automatically and transmitted electronically within the Purchasing Agent's module. |

| R | |
|-------------------------|---|
| Term | Definition / Discussion |
| Receiving Report | The VA document used to indicate the quantity and dollar value of the goods being received. |
| Reconciliation | Comparing of two records to validate IFCAP Purchase Card orders. Purchase Card Users compare IFCAP generated purchase card order data with the CC transaction sent from the CCS system in Austin. |

| R | |
|------------------------------------|---|
| Term | Definition / Discussion |
| Reference Number | Also known as the Transaction Number. The computer generated number that identifies a request. It is comprised of the: Station Number-Fiscal Year-Quarter - Control Point – 4-digit Sequence Number. |
| Repetitive (PR Card) Number | See Item Master Number . |
| Repetitive Item List (RIL) | A method the Control Point uses to order items in the Item File. The Control Point enters the Item Master Number, the quantity and vendor and IFCAP can sort and generate 2237 requests from the list. A RIL can be created by using the Auto-Generate feature within the Inventory portion of the package. |
| Requestor | See Control Point Requestor . |
| Requisition | An order from a Government vendor. |
| Running Balance | A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated, and remaining to be spent for a specified fiscal quarter. |

| S | |
|------------------------|---|
| Term | Definition / Discussion |
| Section Request | A temporary request for goods and/or services entered by a Control Point Requestor. These requests may or may not be made permanent by the Control Point Clerk/Official. |
| Service Balance | The amount of money on the on the original 1358 and any adjustments to that 1358 when created by that service in their Fund Control Point. This amount is reduced by any authorizations created by the service. |
| SF-18 | Request for Quotation. |
| SF-30 | Amendment of Solicitation/Modification of Contract. |

| S | |
|--------------------------|--|
| Term | Definition / Discussion |
| Short Description | A phrase which describes the item in the Item Master file. It is restricted to 3 to 60 characters and consists of what the item is, the kind of item, and the size of item (e.g., GLOVE-SURGICAL MEDIUM). |
| Site Parameters | Information (such as Station Number, Cashier's address, printer location, etc.) that is unique to your station. All of IFCAP uses a single Site Parameter file. |
| Sort Group | An identifier a Control Point can assign to a project or group of like requests. It is used to generate a report that will tell the cost of requests. |
| Sort Order | The order in which the budget categories will appear on the budget distribution reports. |
| Special Remarks | A field on the Control Point Request that allows the CP Clerk to enter information of use to the Purchasing Agent or vendor. This field can be printed on the Purchase Order. |
| Stacked Documents | The purchase orders, receiving reports, and 1358s which are sent electronically to Fiscal and stored in a file for printing at a later time rather than being printed immediately. |
| Status of Funds | Fiscal's on-line status report of the monies available to a Control Point. FMS updates this information automatically. |
| Sub-control Point | A user defined assignment of all or part of a ceiling transaction to a specific category (sub-control point) within a Control Point, Transactions can then be posted against this sub-control point and a report can be generated to track use of specified funding within the overall control point.. |
| Sub-cost Center | A subcategory of Cost Center. IFCAP will not utilize a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field. |

| T | |
|---|---|
| Term | Definition / Discussion |
| Tasked Job | A job, usually a printout, that has been scheduled to run at a predetermined time. Tasked jobs are set up to run without having a person watching over them. |
| TDA | See “Transfer of Disbursing Authority.” |
| Total Authorizations | The total amount of the authorizations created for the 1358 obligation. |
| Total Liquidations | The total amount of the liquidations against the 1358 obligation. |
| Transaction Number | The number of the transaction that funded a Control Point (See Budget Analyst User’s Guide). It consists of the Station Number – Fiscal Year – Quarter – Control Point – Sequence Number. |
| Transfer of Disbursing Authority | The method used to allocate funds to a VA facility. |
| Transmission Number | A sequential number given to a data string when it is transmitted to the Austin DPC; used for tracking message traffic. |
| Type Code | A set of A&MM codes that provides information concerning the vendor size and type of competition sought on a purchase order. |

| U | |
|-------------------------|--|
| Term | Definition / Discussion |
| Unit of Issue | A description of the quantity/packaging combination in which the item is issued to the end user; it may be different from the Unit of Purchase, which is the combination used when the item is procured from the vendor. For example, a vendor may sell an item in cases of 24 cans, but the end user receives individual cans from that case. |
| Unit of Purchase | A description of the quantity/packaging combination in which VA purchases the item from the vendor; it may be different from the Unit of Issue, which is the combination used to actually issue the item to the end user. See also Unit Conversion Factor. |

| U | |
|------|-------------------------|
| Term | Definition / Discussion |

Unit Conversion Factor

A number which expresses the ratio between the unit of measure and the unit of issue. Among other things, the conversion factor (which is part of the vendor data) is used at order release to calculate the due-ins and due-outs. Supply stations receive the conversion factor at the time of order release and use it to translate the order quantities into supply station amounts. If an item is procured, stocked and issued using the same units, then the conversion factor would be 1.

| V | |
|------|-------------------------|
| Term | Definition / Discussion |

Vendor file

An IFCAP file of vendor information solicited by the facility. This file contains ordering and billing addresses, contract information, FPDS information and telephone numbers. The debtor's address may be drawn from this file, but is maintained separately. If the desired vendor is not in the file, contact A&MM Service to have it added.

Vendor ID Number

The ID number assigned to a vendor by the FMS Vendor unit.

VRQ

FMS Vendor Request document. When a new vendor is added to IFCAP a VRQ message is sent electronically to the Austin FMS Vendor unit to determine if the vendor exists in the central vendor system. If the vendor is not in the system, Austin will confirm information and establish the vendor in the central file. If vendor exists in central file already, Austin will verify the data. *See also VUP.*

VUP

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

| X | |
|------|-------------------------|
| Term | Definition / Discussion |

X12 EDI

See EDI X12.

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